



## BOARD OF COMMISSIONERS MONTHLY MEETING

Thursday, February 7, 2019 - 7:00 pm

PRTC Transit Center

14700 Potomac Mills Road, Woodbridge, VA 22192

*Prior to entering the meeting, please turn all electronic devices (cell phones, pagers, etc.) to a silent, vibrate or off position.*

### OFFICERS

Hon. Ruth Anderson, Chair (Prince William County) • Hon. Pamela Sebesky, Vice Chair (City of Manassas) • Hon. Wendy Maurer, Secretary (Stafford County) • Hon. Gary Skinner, Treasurer (Spotsylvania County) • Hon. Frank Principi, Immediate Past Chair (Prince William County) • Hon. Jeanette Rishell, At-Large (City of Manassas Park)

- 
1. Call to Order (Anderson)
  2. Invocation and Pledge of Allegiance (Anderson)
  3. Attendance Roll Call (Anderson/Coleman)
  4. RES Adoption of Agenda – February 7, 2019 (Anderson)
  5. RES Approval of Minutes – January 3, 2019 (Anderson/Schneider)
  6. Virginia Railway Express Chief Executive Officer's Time (Allen)
    - A. INFO Chief Executive Officer's Report – January 2019
    - B. INFO Agenda, Minutes, and Adopted Resolutions of the January 18, 2019 VRE Operations Board Meeting
    - C. INFO Spending Authority Report
  7. Public Comment Time (Anderson)
  8. Consent Agenda – February 7, 2019 (Anderson)
    - A. RES Acceptance of the Jurisdictional Financial Report for the Period Ended October 31, 2018 and November 30, 2018
    - B. RES Authorization to Submit FY20 State Grant Applications
    - C. RES Authorization to Execute Western Maintenance Facility Deed of Easements
  9. Executive Director's Time (Schneider)
    - A. INFO Executive Director's Report
      - Industry Article – Government Shutdown 2019 – How OMNIRIDE Has Been Affected

10. Presentations and Information
  - Presentation on the Proposed FY20 Budget – Review of Revenues
  - Strategic Plan Update
  - Economics of Transit: Operational Staffing
11. PRTC Action Items (Anderson/Schneider)
  - A. RES Authorization To Award A Task Order Contract For Marketing Services For Vanpool Alliance and Transportation Demand Management Programs
  - B. RES Authorize the Executive Director to Execute a Contract with Apollo Video Technology to Purchase and Install Video Surveillance Camera Systems in the Existing MCI Commuter Buses
  - C. RES Authorize the Executive Director to Implement Service and Fare Adjustments in Response to Major Regional Events Negatively Impacting OMNIRIDE Service
  - D. RES Resolution to Ratify Action of the Executive Director to Execute a Temporary Use License
12. PRTC Chair's Time (Anderson)
  - A. RES Concurrence with Manassas Park VRE Appointees
13. Other Business/Commissioners' Time (Anderson)
14. Adjournment (Anderson)

Information Items

System Performance Report  
Revised Purchasing Authority Report  
Wheels-to-Wellness Funding Status  
Fuel Dashboard for Q2

**ITEM 1-3  
February 7, 2019  
PRTC Regular Meeting**

**ITEM 1**

**Call to Order**

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**ITEM 2**

**Invocation and Pledge of Allegiance**

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**ITEM 3**

**Attendance Roll Call**

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**ITEM 4**  
**February 7, 2019**  
**PRTC Regular Meeting**  
**Res. No. 19-02-\_\_\_**

**MOTION:**

**SECOND:**

**RE:               APPROVE AGENDA – FEBRUARY 7, 2019**

**ACTION:**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) meets on a monthly basis and an agenda is presented to the Commission for review and approval.

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

**Votes:**

**Ayes:**

**Abstain:**

**Nays:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**



**ITEM 5**  
**February 7, 2019**  
**PRTC Regular Meeting**  
**Res. No. 19-02-\_\_\_**

**MOTION:**

**SECOND:**

**RE:               APPROVE MINUTES – JANUARY 3, 2019**

**ACTION:**

**WHEREAS**, on February 7, 2019 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 February 7, 2019.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of January 3, 2019.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**



# MINUTES

## BOARD OF COMMISSIONERS MEETING

January 3, 2019

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

### Members Present

\*Jeanette Rishell, Vice Chair  
\*Frank Principi, Immediate Past Chairman  
\*Maureen Caddigan  
\*Pamela Sebesky, Secretary  
\*Jeanine Lawson  
\*Marty Nohe  
\*Matthew Kelly  
\*Gary Skinner, At-Large Member  
\*Paul Trampe  
\*Bob Thomas  
\*George Barker

### Jurisdiction

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

### Members Absent

Ruth Anderson, Chair  
John Jenkins  
Paul Trampe  
Jennifer Mitchell  
Wendy Maurer, Treasurer  
Mark Dudenhefer

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

### Alternates Present

D.J. Jordan  
Margaret Franklin  
\*Norm Catterton  
\* Kalai Kandasamy  
\*Steve Pittard

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

### Alternates Absent

Hilda Barg  
Pete Candland  
D.J. Jordan  
Margaret Franklin  
Jason Graham  
Jack Cavalier  
Cindy Shelton  
Hector Cendejas  
Suhas Naddoni  
Donald Shuemaker

Prince William County  
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

\*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.

Jennifer DeBruhl  
Todd Horsley  
Tim McLaughlin  
David Ross  
Mark Wolfe

Department of Rail and Public Transportation  
Department of Rail and Public Transportation  
Spotsylvania County  
Spotsylvania County  
City of Manassas

Staff and General Public

Bob Schneider - PRTC  
Doris Lookabill - PRTC  
Betsy Massie - PRTC  
Joyce Embrey PRTC  
Chuck Steigerwald - PRTC  
Becky Merriner - PRTC  
Christine Rodrigo - PRTC  
Perrin Palistrant - PRTC  
Kasaundra Coleman PRTC  
Todd Johnson - First Transit

Perrin Palistrant - PRTC  
Todd Johnson - First Transit  
Nelson Cross - First Transit  
Bob Leibbrandt - Prince William County  
Doug Allen - VRE  
Mark Shofield - VRE  
VL Blackman (AKA) Nia 2X - Citizen  
Paolo Belita - Citizen  
Xavier Harmony - Citizen

Vice Chair Rishell called the meeting to order at 7:02 p.m. She noted that Chair Anderson would not be attending the meeting that evening. The Pledge of Allegiance, Invocation, and Roll Call followed.

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

Commissioner Kelly moved with a second by Commissioner Maurer. Vice Chair Rishell noted that the agenda was amended as item 8A was removed. There was no discussion on the motion. (KELLY/MAURER, UNANIMOUS)

Approval of the Minutes of the December 6, 2018 PRTC Board Meeting – 5 [RES 19-01-02]

Commissioner Kelly moved, with a second by Commissioner Sebesky, to approve the minutes of December 6, 2018 meeting. There was no discussion on the motion. (KELLY/SEBESKY, MAJORITY VOTE; MAURER ABSTAINED)

Virginia Railway Express (VRE) – 6

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

- VRE held a first responders training in Fredericksburg, VA
- Reported on positive train control; received updated software
- Ridership for November was about 17,500 which is a decrease from previous years
- On time performance was at 86% for November
- VRE is operating on a normal schedule during the government shutdown and they are monitoring ridership
- Met with new Amazon development as to how the Crystal City station can service the area and go over to the airport
- Senator Barker asked about increasing services based off of the meeting with the new developer for Amazon
- Mr. Allen said that they will increasing the number of trains but they will need increased funding before adding new services as well the capacity in the form of a long bridge

Adopt and Refer the Revised FY 2019 and Recommended FY 2020 Virginia Railway Express Operating and Capital Budgets to the Jurisdictions – 6-E [RES 19-01-03]

Commissioner Sebesky moved, with a second by Commissioner Maurer, to adopt and refer the revised FY 2019 and recommended FY 2020 Virginia Railway Express operating and capital budgets to the jurisdictions. There was no discussion on the motion. (SEBESKY/MAURER, UNANIMOUS)

### Public Comment Time - 7

Vice Chair Rishell opened the floor for public comment time. Vice Chair Rishell noted that anyone wishing to address the Commission to come forward and for those who do speak to introduce themselves and to state if they are representing an organization or themselves and also where they are from. It was noted that each person will have three minutes to speak. One individual addressed the Commission (transcript attached).

### Approval of the Consent Agenda –8 [RES 19-01-04]

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]

- Authorize the Executive Director to Execute Amendment to the SmarTrip Operating and Funding Agreement [RES 19-01-05]

### PRTC Executive Director's Time – 9

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

- Noted industry article regarding Amazon move to Crystal City and the opportunity for increased ridership and services
- Provided an update on the culture change initiative and provided information that a survey has been distributed by SIR to the organization including First Transit contract staff.
- Update on consulting from Nancy West; she has encouraged leadership to take risks to bring employees together
- Announced staff position changes as a result of the recently authorized internal positions and the new hire to the Vanpool program
- Dr. Schneider thanked Commissioner Lawson and Chair Anderson for their attendance to the new Haymarket commuter lot ribbon cutting ceremony

### Presentations – 10

Key Assumptions for the FY20 Proposed Budget – Joyce Embrey

- Presented that there will be no fare increase, but a decrease in funding from DRPT
- The reduced funding is due to capital being determined on a ranking system that focuses on state of good repair and major expansions
- The assumption is that there will be a \$2 million drop in state funding
- Commissioner Lawson asked if the state and federal grants are new; Ms. Embrey advised the grants are not new
- Noted that there will be no service expansion beyond 100 percent state funded service
- The FY20 budget includes the restructuring of the western local services
- Staffing presents an \$800,000 increase but half of that amount is for positions not that have been vacated by staff moving into other positions; included in this amount there will be a 4 percent COLA and merit increase

- Senator Barker asked about the 1.5 percent merit increase and confirmed that the COLA will be 2.5 percent increase to get a total of 4 percent. Dr. Schneider confirms Senator Barker's statement.
- Commissioner Maurer asks about the technology being added to the buses and if it will be new or existing technology. Mr. Perrin Palistrant confirms that it will be the existing system on the new buses that is being expanded
- Presented that OmniRide will be procuring legal services outside of Prince William County, which has caused an increase in budgeted legal fees
- Commissioner Principi asks why there is increase for staffing and bus contractor expenses if there will be no service expansion (other than grant funded). Ms. Joyce Embrey replies we will be restructuring of the western local services which includes the start-up of paratransit services, which will provide a better service product for the western service area. Dr. Schneider also notes that there was a wage increase in FY19 of the same size, but that increase was absorbed by not doing a lot of things last year and with the zero based budgeting program we cut back on things that we were doing so we don't have those things to absorb the increase.
- Commissioner Principi asked about restructuring the eastern local services and Dr. Schneider confirmed that it would be in the following year's budget
- Commissioner Principi asked if any of the 95/395 new revenue was going to result in new services in the eastern local services during this fiscal year. Dr. Schneider comments that it would not in this fiscal year, but next year yes, information will be put together for next year.
- Senator Barker states new possibilities are being presented for the performance based measurement for state funding, which include 1) Defer implementation of performance based measurements until we have more information that would provide distribution more fairly, and 2) a draft bill has been introduced that if we go forward with the performance based measurement that there is separate funding to be able to compensate those jurisdictions losing in this process
- Commissioner Maurer asked about the 3.8 percent escalation with First Transit and if it was noted in the contract and asked when the contract end. Ms. Embrey responds that the amount was negotiated as part of the contract. Dr. Schneider noted we are in individual option years now, but, there is the potential to go out for rebid. Commissioner Maurer states that the 3.8 percent is high
- Commissioner Lawson asks if the escalation is every other year and Ms. Embrey confirms that it is annual
- Commissioner Lawson asks what the average is in regards to the 3.8 percent escalation. Commissioner Maurer confirms that 1 – 2 percent is the norm
- Commissioner Kelly addresses the elected representatives proposing that the new performance measures be deferred until the process can be further evaluated
- Senator Barker comments that he will have the right conversations to support a fair evaluation process. Commissioner Pittard states that after hearing this conversation

that he agrees with what he heard regarding additional conversations in regards to the performance evaluation process.

- Commissioner Kelly proposes a resolution for a letter of deferment of the performance based measurements. The motion and vote for this resolutions is as follows:

Authorization for Executive Director to Submit a Letter to the Virginia General Assembly to Delay Adoptions of VA Code Section 33.2214.4 (B)(2) Statewide Prioritization for the Commonwealth Mass Transit Fund- [RES 19-01-06]

Commissioner Kelly moved, with a second by Commissioner Skinner to authorize the Executive Director to submit a letter to the Virginia General Assembly to delay adoptions of VA Code Section 33.2214.4 (B)(2) Statewide prioritization for the Commonwealth Mass Transit Fund. (KELLY/SKINNER, MOSTLY UNANIMOUS WITH ABSTAIN FROM PITTARD)

Strategic Plan Update – Chuck Steigerwald

- Provided presentation on mobile ticketing on smartphone applications
- Noted this technology would be a convenience for riders
- Dr. Schneider mentions that the collected data from mobile ticketing allows us know what routes are popular
- Apps provide opportunities to incentivize ridership
- Mr. Steigerwald noted that OmniRide is partnering with the Woodbridge campus of NOVA by providing bus passes for faculty and students starting during the month of January
- Commissioner Maurer asks if OmniRide is modeling their student bus pass system after Richmond's VCU student pass system. Dr. Schneider replies no, but that he and staff have past experiences providing student services. Commissioner Maurer also questions who is paying for the pass. Mr. Steigerwald confirmed that the students are paying for the pass
- Vice Chair Rishell asked if there would be a direction to go cashless and Mr. Steigerwald replied that there are a lot of riders that use cash so it would not be advantageous
- Senator Barker asked about synchronizing the app to other transportation services. Mr. Steigerwald noted that the level of interest in all vendors synchronizing is a factor
- Commissioner Nohe comments that we have to make it easier for riders and we may have to pay to be a part of the bigger system like WMATA so that we can synchronize

PRTC Action Items – 11

Approval of Legislative Agenda- 11-A [RES 19-01-07]

Commissioner Kelly moved, with a second by Commissioner Maurer to approve the legislative agenda. Commissioner Pittard comments on the internet sales tax noted. Senator Barker states that we are seeing increases in the sales tax that we haven't seen before. (KELLY/MAURER, WITH MAJORITY; BARKER, THOMAS, AND PITTARD ABSTAINED)

Authorization to Refer the PRTC Proposed FY20 Budget to Member Jurisdictions for Consideration and Hold Public Hearings on the Proposed FY20 Budget and Federal Grant Applications 11-B [RES 19-01-08]

Commissioner Kelly moved, with a second by Commissioner Caddigan, for an authorization to refer the PRTC proposed FY20 budget to member jurisdictions for consideration and hold public hearings on the proposed FY20 budget and federal grant applications. Commission Maurer requested the fiscal year 19 and the fiscal year 18 budget to be added when it is referred to the jurisdictions

so that fluctuations can be noted. She would like to see what the history looks like, as well as, the proposed budget. (KELLY/CADDIGAN, UNANIMOUS)

Authorization to Issue a Request for Proposals for Legal Services– 11-C [RES 19-01-09]

Commissioner Kelly moved, with a second by Commissioner Sebesky, for the authorization to issue a request for proposals for legal services. Commissioner Maurer asks for confirmation of the cost of legal services and if they were already noted in the budget. Mrs. Embrey confirms that the costs were included in the presented budget. (KELLY/SEBESKY, UNANIMOUS)

Authorization to Commence the Procurement Process for Flexible Vanpool, Commuter Lot Shuttle, and Mobile Ticketing Applications– 11-D [RES 19-01-10]

Commissioner Caddigan moved, with a second by Commissioner Lawson, for the authorization to commence the procurement process for flexible vanpool, commuter lot shuttle and mobile ticketing applications. There was no discussion on the motion. (CADDIGAN/LAWSON, UNANIMOUS)

Authorization for the Executive Director to Execute an Agreement with the Northern Virginia Transportation Commission for the Administration of the I-395 Express Lane Annual Transit Payment– 11-E [RES 19-01-11]

Commissioner Caddigan moved, with a second by Commissioner Principi, to authorize the Executive Director to Execute an Agreement with the Northern Virginia Transportation Commission for the Administration of the I-395 Express Lane Annual Transit Payment. There was no discussion on the motion. (CADDIGAN/PRINCIPI, UNANIMOUS)

Authorization to Apply For and Accept Funding For FY2020 I-66 and I-395 Commuter Choice Projects- 11-F [RES 19-01-12]

Commissioner Lawson moved, with a second by Commissioner Caddigan, to authorize, apply for, and accept funding for FY2020 I-66 and I-395 commuter choice projects. There was no discussion on the motion. (LAWSON/CADDIGAN, UNANIMOUS)

Endorsement of Prince William County's Application for FY2020 I-66 Commuter Choice Project - 11-G [RES 19-01-13]

Commissioner Lawson moved, with a second by Commissioner Barker, to endorse Prince William County's application for FY2020 I-66 commuter choice projects. There was no discussion on the motion. (LAWSON/BARKER, UNANIMOUS)

PRTC Chairman's Time – 12

Approval of Nominating Committee Recommendations for 2018 PRTC Officers and Concurrence with VRE Operations Board Appointments – 12-A [RES 19-01-14]

Commissioner Caddigan moved, with a second by Commissioner Lawson, to approve of the Nominating Committee recommendations for the 2018 PRTC officers and concurrence with VRE Operations Board appointments. Vice Chair Rishell noted that Manassas Park would be making their VRE appointments the following week. Commissioner Maurer also noted that Stafford County would have their meeting the following week as well. (CADDIGAN/LAWSON, UNANIMOUS)

Other Business/Commissioners' Time – 13

- Commissioner Lawson thanked OmniRide staff for their efforts at the Haymarket Commuter lot event
- Alternate Commissioner Jordan acknowledges that he is happy to see the COLA reinstated for the OmniRide staff

#### Adjournment – 14

There being no further business to come before the Commission, Vice Chair Rishell adjourned the meeting at 9:07 p.m.

#### Information Items

There were no comments.

DRAFT



## **Public Comment Time**

### **DRAFT**

Nia 2X

Good evening ma'am, your fellow officers here and fellow body. My name is Nia 2X. I've been coming here for over a year in respect to the PRTC 13 at that time we are hoping and moving to make progress to the issues we're dealing with at that time and even now. Racism and straight up lies. However, we did sit down and we did have a very civil meeting with the board and the Greater DC Chapter. We are run by our lustrous leader, Dr. Reverend Al Sharpton, who's known for civil disobedience. He's known. In fact he's a household name. I don't have to explain his work but that's not the only thing we do. We don't come that way. We try to be fair and we try to see both sides and we want the goals for the voters in Virginia because they deserve representation to their interests. Of course they don't want to see their interests go down the drain any more than we do. I wanted to say real quickly that the issue that we're dealing with here is basically, the win for the loss. Rather than right over wrong. It should be right over wrong. That's what the Virginia voters want. They want right over wrong. They don't want this back biting. They don't want this negativity to prevail. When you come together and you do these meetings. You want to make progress. You're at the top of the year. You want to make progress and we want to do the same thing. However, we keep running into personal, negative, problems that could be – decisions could be made just like that. So we can focus on what is more important for the voters of Virginia. For the communities. Regardless of nationality, regardless of disability, regardless of your gender. Regardless. We want to focus on big issues and not have and not have issues that are easily solved. Rather than make a big molehill out of something that could be easily solved just like that. Because the Greater DC Chapter is here to work with those legislatures that we've been meeting with that think like us and we think like them. On behalf of the citizens of Virginia, so that they can do and be able to keep the system moving towards progress. I think you ma'am for this opportunity to speak and we look forward to speaking next month. Thank you.

**ITEM 6**  
**February 7, 2019**  
**PRTC Regular Meeting**

**Virginia Railway Express Chief Executive Officer's Time**

- A. INFO Chief Executive Officer's Report – January 2019**
- B. INFO Agenda, Minutes, and Adopted Resolutions of the January 18, 2019 VRE Operations Board Meeting**
- C. INFO Spending Authority Report**

# CEO REPORT

JANUARY 2019



# OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.





CEO REPORT | JANUARY 2019

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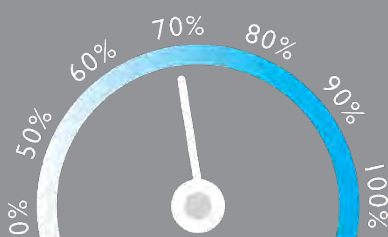


VIRGINIA RAILWAY EXPRESS  
A better way. A better life.



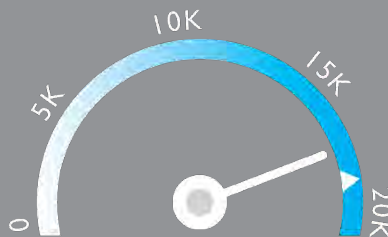
# SUCCESS AT A GLANCE

S



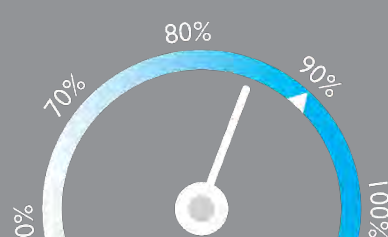
**PARKING  
UTILIZATION**

The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



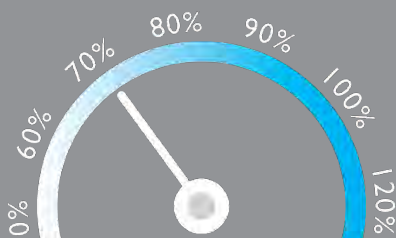
**AVERAGE DAILY  
RIDERSHIP**

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.  
▲ Same month, previous year.



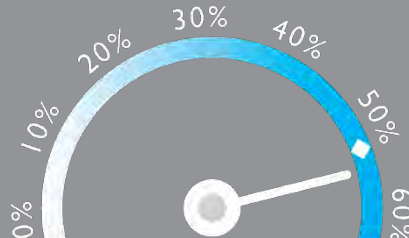
**ON-TIME  
PERFORMANCE**

Percentage of trains that arrive at their destination within five minutes of the schedule.  
▲ Same month, previous year.



**SYSTEM CAPACITY**

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



**OPERATING RATIO**

The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by the riders.  
◆ Board-established goal.

**NOVEMBER 2018**

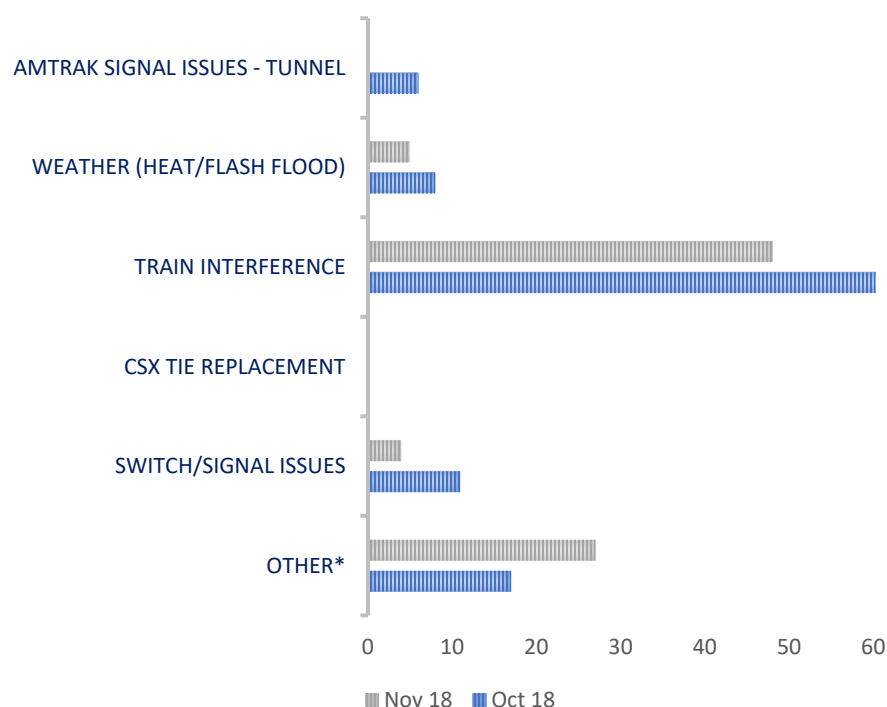


# ON-TIME PERFORMANCE

## OUR RECORD

	November 2018	October 2018	November 2017
Manassas Line	82%	87%	89%
Fredericksburg Line	91%	84%	93%
System Wide	86%	86%	91%

## REASONS FOR DELAYS



VRE operated 624 trains in November.

Our on-time rate for November was 86%.

Eighty-five of the trains arrived more than five minutes late to their final destinations. Fifty-seven of those late trains were on the Manassas Line (82%), and twenty-eight of those late trains were on the Fredericksburg Line (91%).

While the Fredericksburg Line was over 90%, the Manassas Line finished below goal. Train Interference was cited as the largest single contributor to late trains. This month saw a higher rate of delay to our reverse flow trains, causing late turns at the terminals. This accounts for the lower rate on the Manassas side.

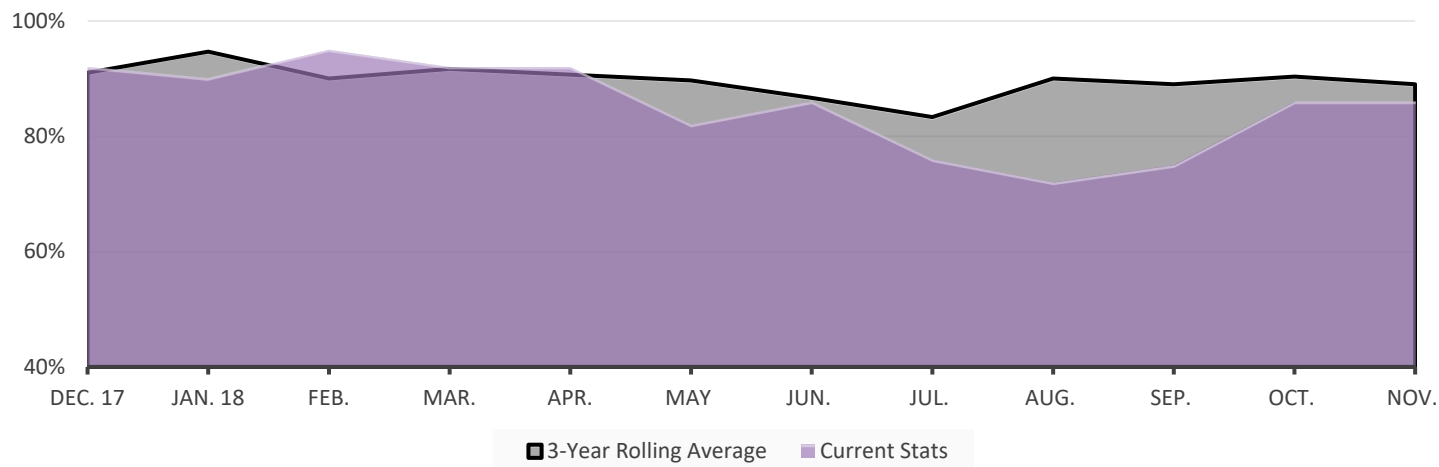
\*Includes trains that were delayed due to operational testing and passenger handling.

## LATE TRAINS

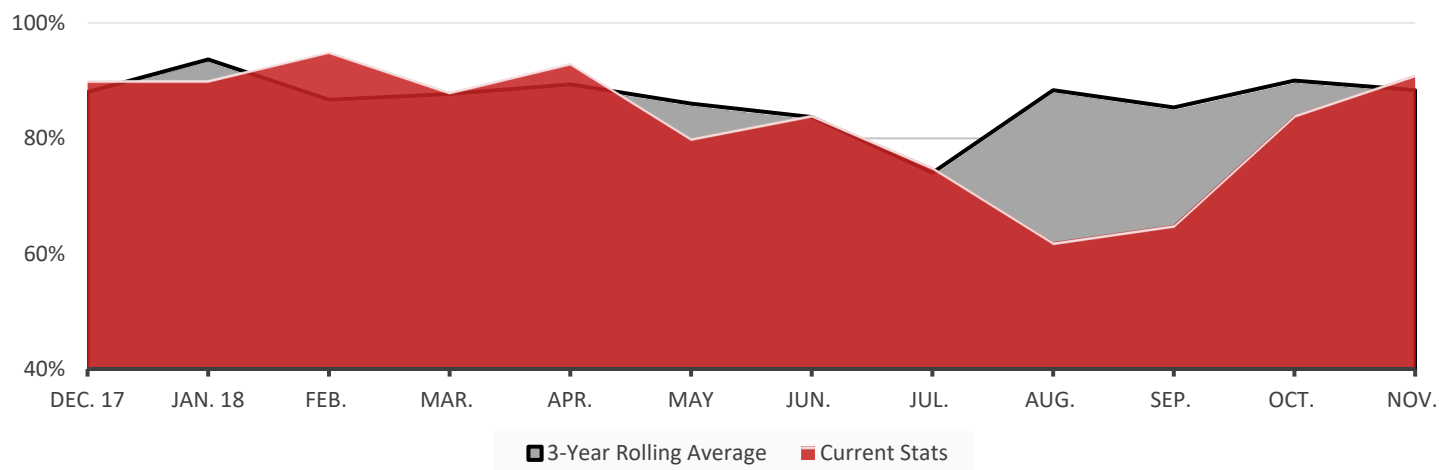
	System Wide			Fredericksburg Line			Manassas Line		
	Sep.	Oct.	Nov.	Sep.	Oct.	Nov.	Sep.	Oct.	Nov.
Total late trains	154	102	85	105	55	28	49	47	57
Average minutes late	15	20	13	15	27	11	16	13	14
Number over 30 minutes	13	22	4	6	18	0	7	4	4
Heat restriction days / total days	0/19	0/22	0/20						

## ON-TIME PERFORMANCE

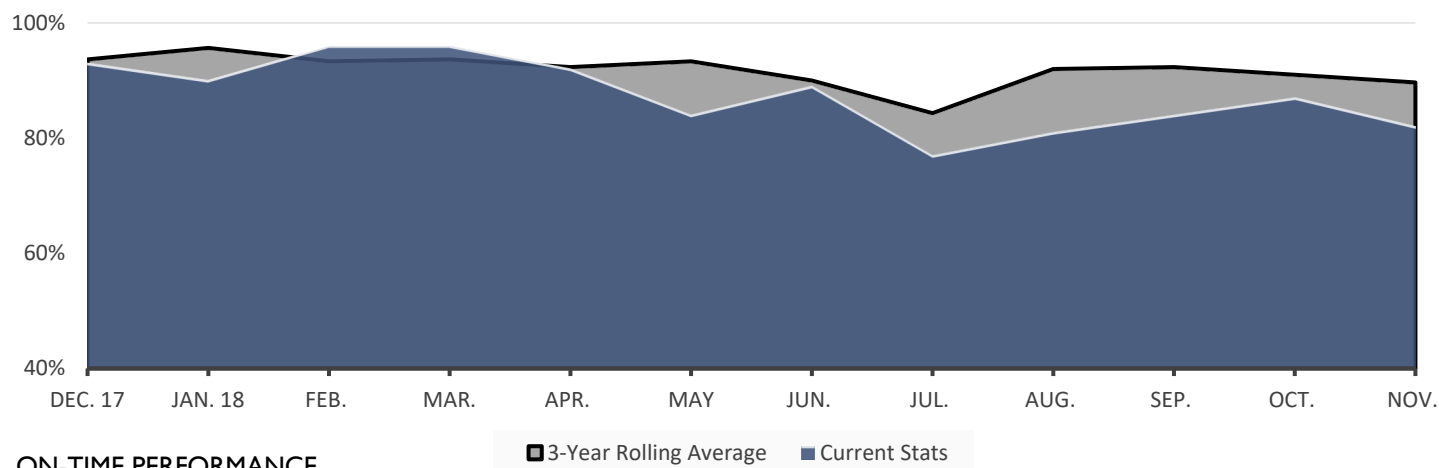
### VRE SYSTEM



### FREDERICKSBURG LINE



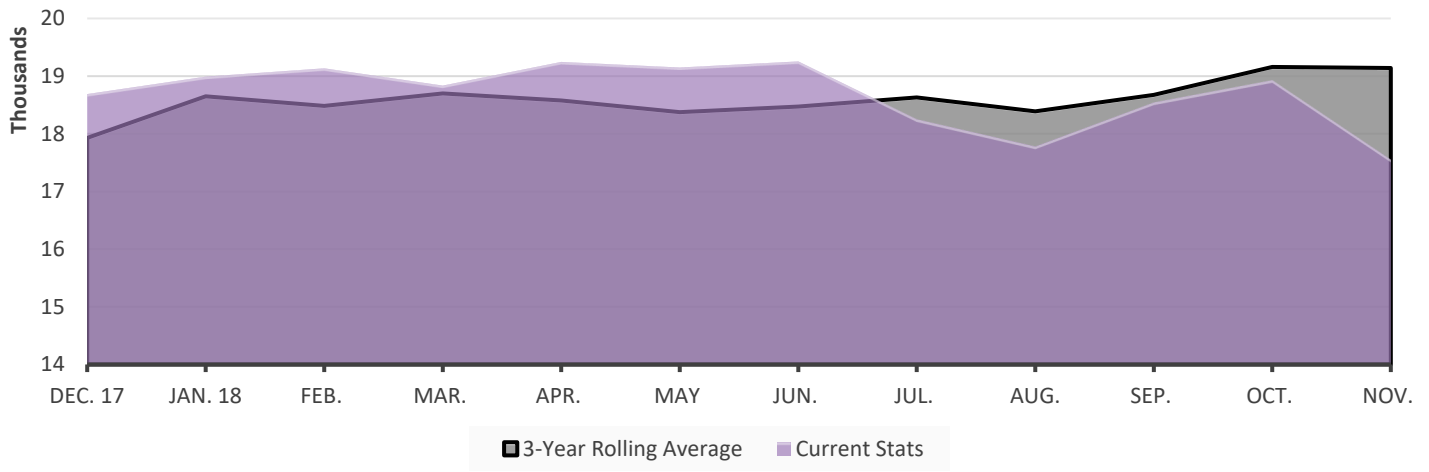
### MANASSAS LINE



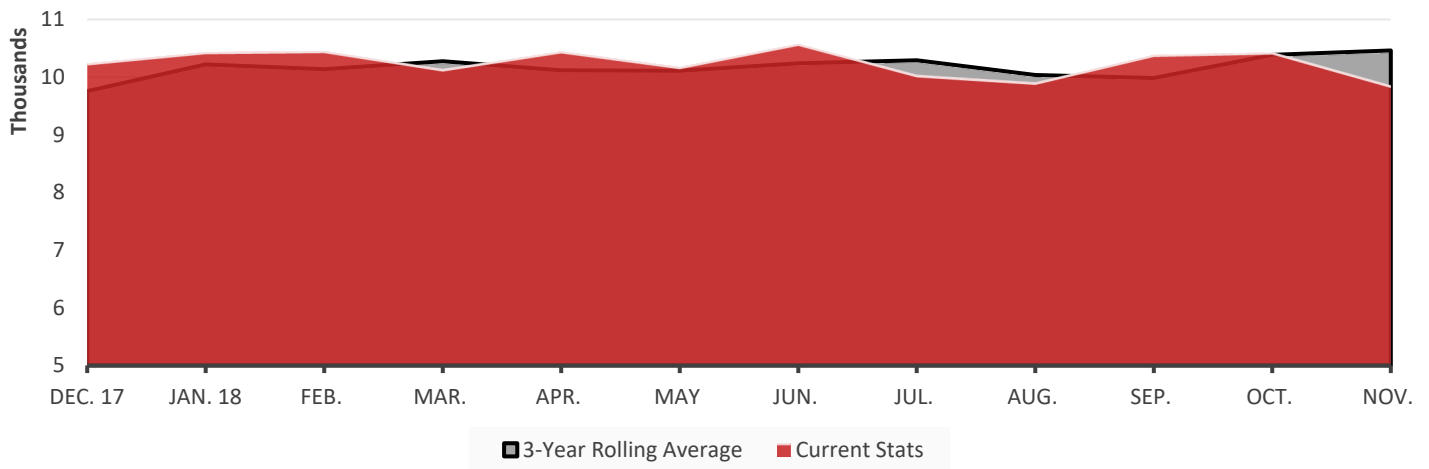


# AVERAGE DAILY RIDERSHIP

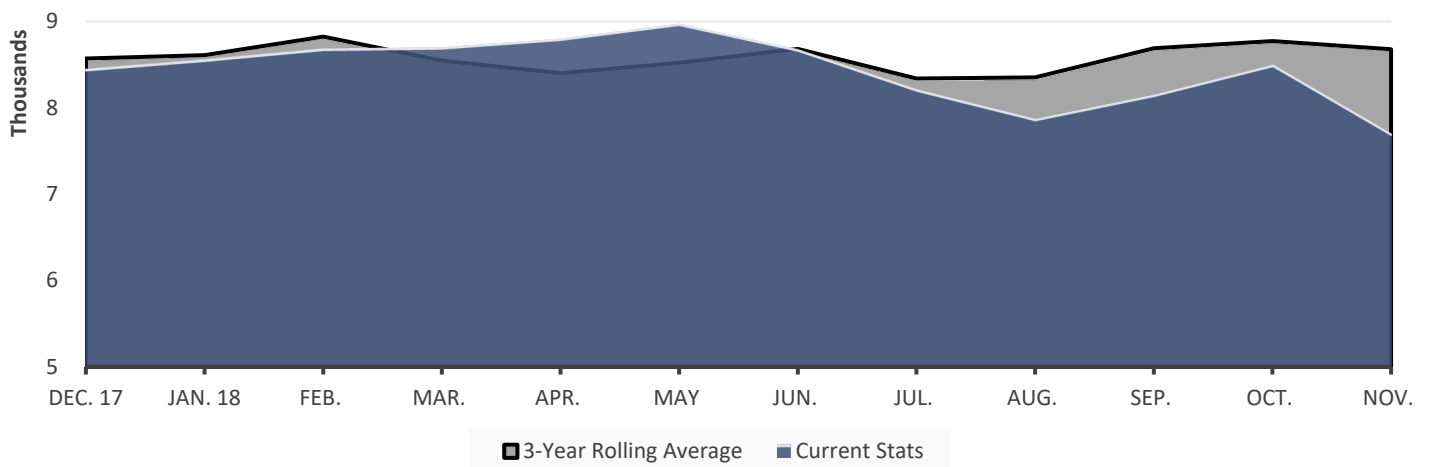
## VRE SYSTEM



## FREDERICKSBURG LINE



## MANASSAS LINE



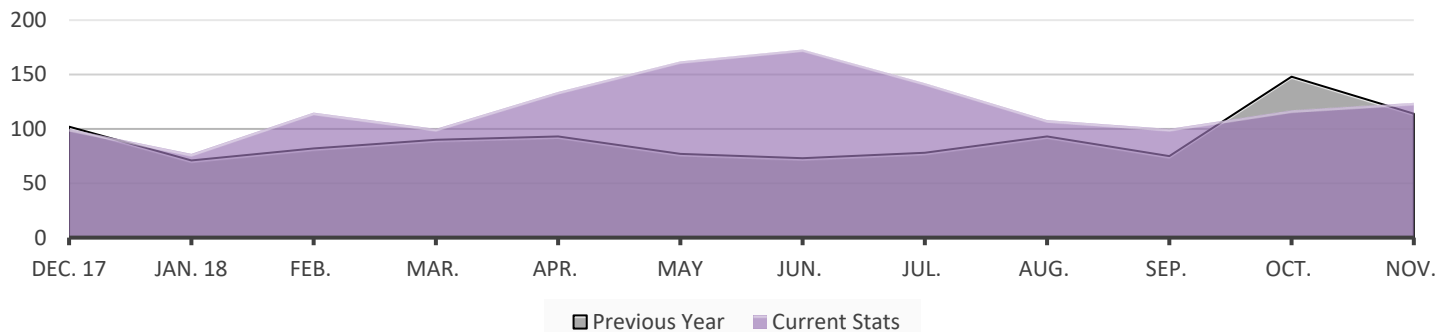
# RIDERSHIP UPDATES

Average daily ridership (ADR) in November was approximately 17,500.

	November 2018	October 2018	November 2017
Monthly Ridership	351,049	416,414	378,048
Average Daily Ridership	17,552	18,928	18,619
Full Service Days	20	22	19
"S" Service Days	1	0	1

## SUMMONSES ISSUED

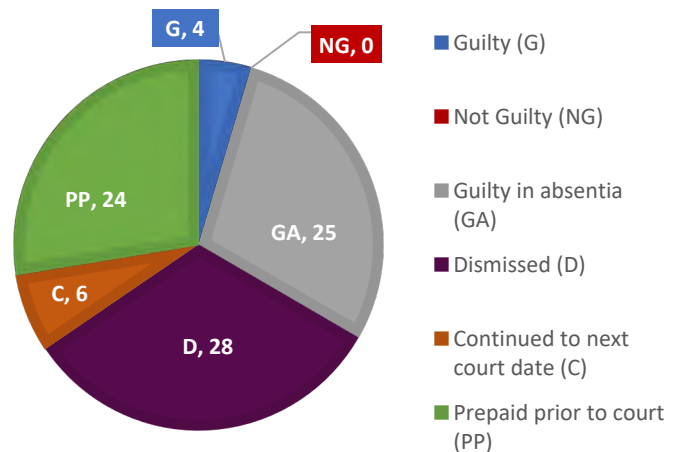
### VRE SYSTEM



## SUMMONSES WAIVED OUTSIDE OF COURT

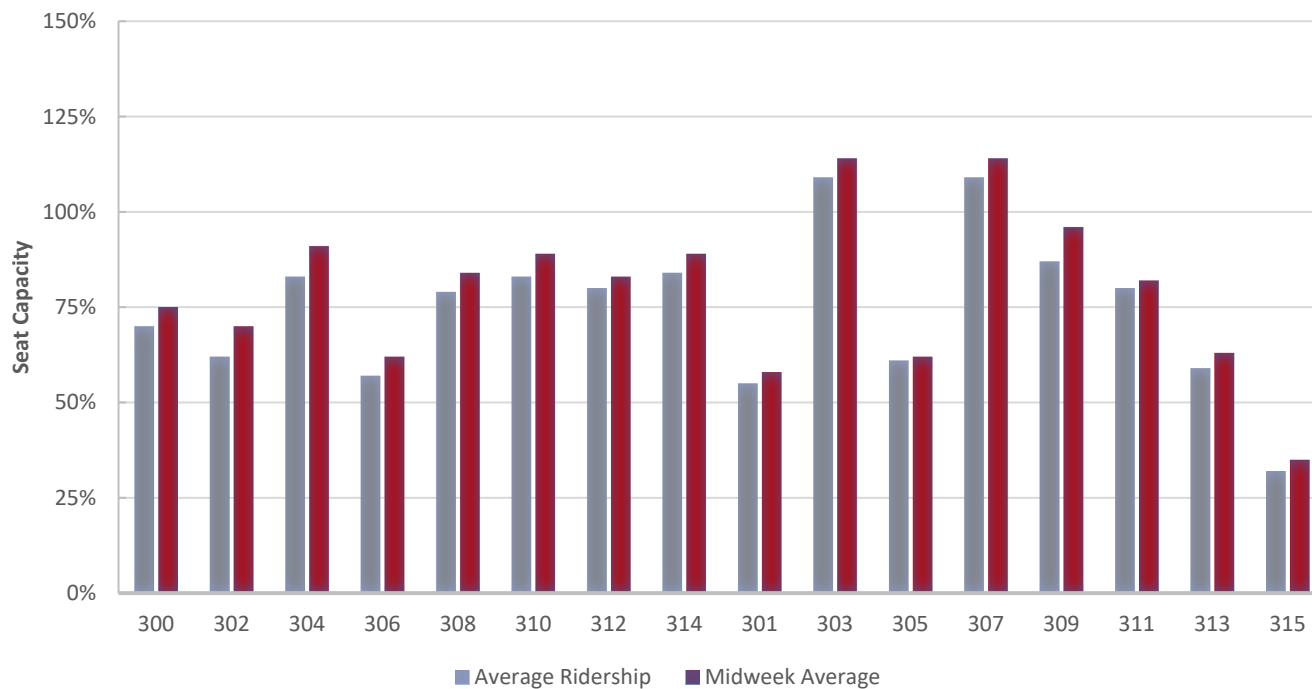
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	16
One-time courtesy	1
Per the request of the conductor	13
Defective ticket	0
Per Ops Manager	1
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	4
<b>Total Waived</b>	<b>35</b>

## MONTHLY SUMMONSES COURT ACTION

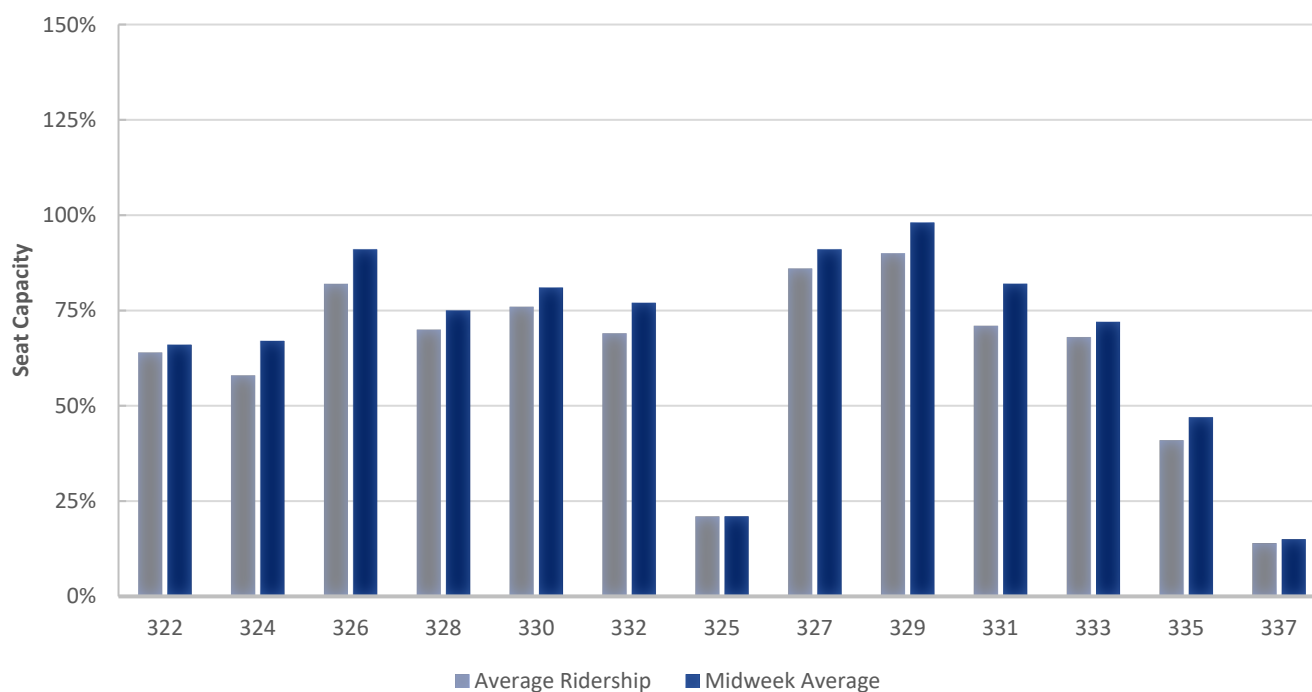


# TRAIN UTILIZATION

## FREDERICKSBURG LINE

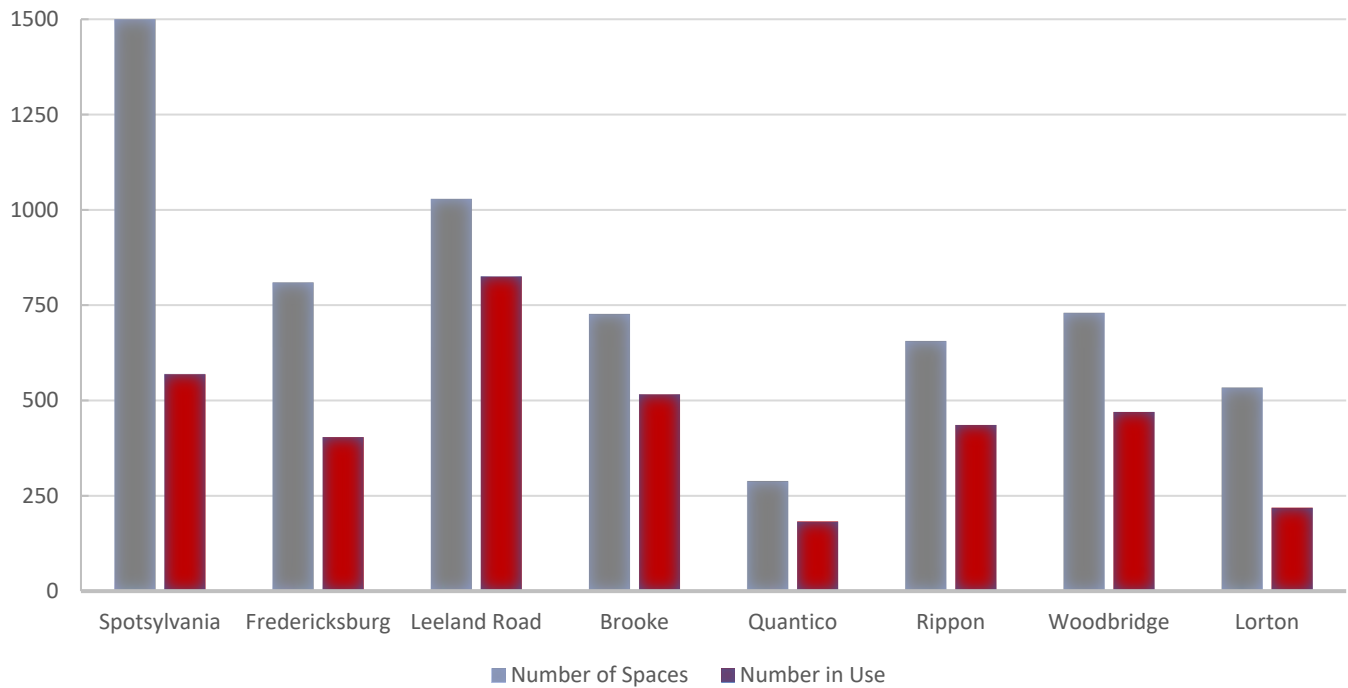


## MANASSAS LINE

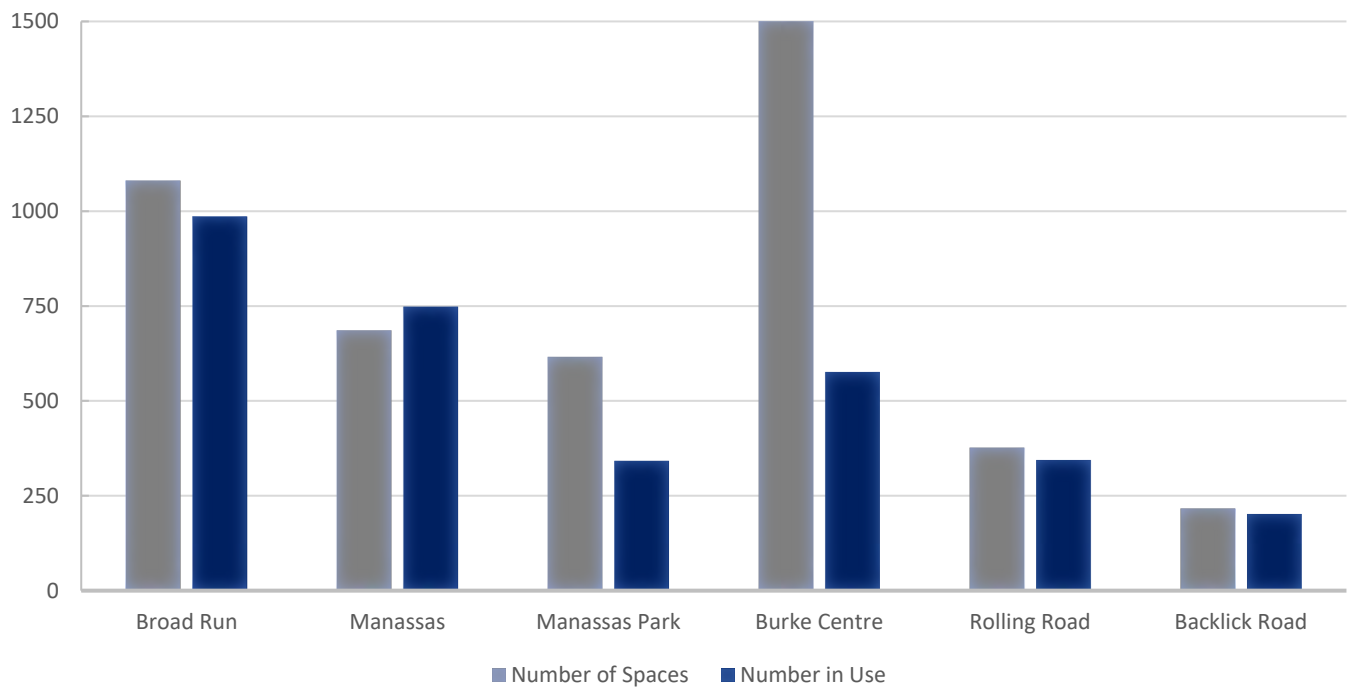


## PARKING UTILIZATION

### FREDERICKSBURG LINE



### MANASSAS LINE



# FINANCIAL REPORT

Fare revenue through the fifth month of FY 2019 is approximately \$70,000 below budget (an unfavorable variance of -0.4%) and is 0.3% below the same period in FY 2018.

The operating ratio through November is 54%, which is above VRE's budgeted operating ratio of 52% for the full twelve months of FY 2019. VRE is required to budget a minimum operating ratio of 50%.

A summary of the FY 2019 financial results through November follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2019 Operating Budget Report							
Month Ended November 30, 2018							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
<b>Operating Revenue</b>							
Passenger Ticket Revenue	3,522,310	3,392,000	17,738,358	17,808,000	(69,642)	-0.4%	42,400,000
Other Operating Revenue	159,776	18,000	169,549	94,500	75,049	79.4%	225,000
<b>Subtotal Operating Revenue</b>	<b>3,682,085</b>	<b>3,410,000</b>	<b>17,907,908</b>	<b>17,902,500</b>	<b>5,408</b>	<b>0.0%</b>	<b>42,625,000</b>
Jurisdictional Subsidy (1)	-	-	9,119,260	9,062,209	57,051	0.6%	13,336,628
Federal/State/Other Jurisdictional Subsidy	2,618,810	2,590,395	12,933,868	12,976,893	(43,025)	-0.3%	31,371,051
Appropriation from Reserve/Other Income	-	79,200	-	415,800	(415,800)	0.0%	990,000
Interest Income	105,141	16,000	469,904	84,000	385,904	459.4%	200,000
<b>Total Operating Revenue</b>	<b>6,406,036</b>	<b>6,095,595</b>	<b>40,430,939</b>	<b>40,441,402</b>	<b>(10,463)</b>	<b>0.0%</b>	<b>88,522,679</b>
<b>Operating Expenses</b>							
Departmental Operating Expenses	5,740,962	6,320,567	33,313,509	36,067,169	2,753,659	7.6%	81,761,809
Debt Service	477,249	513,555	2,551,750	2,751,845	200,095	7.3%	6,714,870
Other Non-Departmental Expenses	-	3,680	11,737	19,320	7,583	0.0%	46,000
<b>Total Operating Expenses</b>	<b>6,218,211</b>	<b>6,837,802</b>	<b>35,876,995</b>	<b>38,838,334</b>	<b>2,961,338</b>	<b>7.6%</b>	<b>88,522,679</b>
<b>Net income (loss) from Operations</b>	<b>187,825</b>	<b>(742,207)</b>	<b>4,553,944</b>	<b>1,603,069</b>	<b>2,950,875</b>		<b>0</b>
<b>Operating Ratio</b>			<b>54%</b>	<b>50%</b>	<b>Budgeted Goal</b>	<b>52%</b>	<b>50%</b>

(1) Total jurisdictional subsidy is \$17,767,748. Portion shown as budgeted is attributed to Operating Fund only.

# FACILITIES UPDATE

The following is a status update of VRE facilities projects:

## Completed projects:

1. Reestablishment of drainage ditch to prevent ice on access road at Franconia-Springfield Station
2. Replacement of various parking lot signage at Rippon, Quantico, Brooke, Leeland Road and Rolling Road Stations

## Projects scheduled to be completed this quarter:

1. Replacement of tactile warning strip at L'Enfant Station
2. Repairs to platform concrete at L'Enfant Station
3. Repairs to right-of-way fence along access road at Franconia-Springfield Station
4. Repairs to fascia and soffit at Woodbridge Station east building
5. Replacement of gutters and downspouts at Rippon Station
6. Repairs to platform concrete at Manassas Station
7. Installation of automated parking count system at stations with parking lots

## Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station
2. Replacement of signage at additional stations (locations TBD)
3. Development of IFB for pavement repairs and striping at Rippon and Leeland Road Stations and Fredericksburg Lot G, pending Operations Board authorization to issue solicitation

## Ongoing projects:

1. Renovations to Alexandria Headquarters Suite 201
2. Development of specifications for modernization of east elevator at Woodbridge Station
3. Development of IFB for canopy roof replacement at Backlick Road Station
4. Replacement of station posters throughout VRE system
5. Replacement of parking lot entrance signs at various stations
6. Replacement of waste and recycling receptacles at various stations



*Drainage Ditch Reestablished at Franconia-Springfield*



*Ice Problem Before Drainage Ditch Reestablished at Franconia-Springfield*

# UPCOMING PROCUREMENTS

- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Construction Management Services for the Lifecycle Overhaul and Upgrade Facility
- Program Management Services
- Graphic Design Services
- Canopy Roof Replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station East Elevator
- Repair and Overhaul of Passenger Car HVAC Assemblies
- Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Construction of Benchmark Road Slope Stabilization
- Construction of Rolling Road Platform Extension
- Purchase of LED Light Fixtures
- Construction of L'Enfant South Storage Track Wayside Power
- Variable Messaging System Replacement
- Tactile Strip Replacements
- Banking Services
- Delivery of Diesel Fuel for VRE Locomotives

# CAPITAL PROJECTS UPDATES

AS OF 12/5/18

## Broad Run Expansion Study (BRX)

- Preliminary engineering design and NEPA underway for maintenance and storage facility (MSF) expansion, platform modifications, parking expansion, and 3rd track
- NS force account agreement for design review pending
- Draft agreements between VRE and Prince William County, City of Manassas regarding Broad Run Station and MSF expansion, funding, and other responsibilities under development
- Coordination meeting with Manassas Regional Airport on 12/4/18

## Manassas Park Station Parking Expansion

- Final design underway incorporating Value Engineering recommendations
- Plat of parcel to be conveyed to VRE being prepared
- Sidewalk study completed
- Coordination ongoing with NS for access to railroad ROW for survey and geotechnical work

## Rolling Road Platform Extension

- Design 100% complete
- Invitation for Bids (IFB) for platform extension and rehabilitation pending 2019 construction season start

## Crossroads Real Estate Acquisition

- Revised appraisal underway

## Crossroads Lifecycle Overhaul & Upgrade Facility (LOU)

- Property negotiations continue to acquire property needed to relocate storage tracks for LOU construction
- Design 100% complete

## Leeland Road Station Improvements

- DRPT LONP received; execution of REF grant pending
- 30% design/NEPA underway

## Brooke Station Improvements

- DRPT LONP received; execution of REF grant pending
- 30% design/NEPA underway

## Quantico Station Improvements

- IPROC grant executed 11/26/18
- Completion of final design and construction start pending execution SmartScale grants by DRPT

## Rippon Station Improvements

- 30% design/NEPA underway
- CSXT design review agreement pending



#### Lorton Station Improvements (Second Platform)

- 30% design/NEPA complete

#### Franconia-Springfield Station Improvements

- 30% design complete

#### Alexandria Station Improvements

- GEC Task Order for final design modifications pending
- Coordination meeting with the City of Alexandria scheduled for 12/20/18
- Coordination ongoing with FRA, CSXT, DRPT and the City of Alexandria

#### Slaters Lane/Alexandria Track 1 Access

- CSXT forces on hold until after 1/1/19

#### Crystal City Station Improvements

- DRPT LONP received; execution of REF grant pending
- RFP for preliminary engineering/NEPA under development
- REF application for construction under development
- CSXT design review agreement under development
- Coordination with CC2DCA, DC2RVA and Amazon HQ2 underway

#### L'Enfant (South) Storage Track Wayside Power

- Coordinating with PEPCO for power supply

#### L'Enfant Track and Station Improvement

- DRPT LONP received; execution of REF grant pending
- Initiation of preliminary engineering/NEPA pending

#### Midday Storage Replacement Facility

- Draft Categorical Exclusion (CE) under revision
- Framework/agreement with Amtrak pending for real estate acquisition, designing and construction activities
- Owner permission for site access for survey pending for privately-owned parcels

#### VRE Transit Development Plan Update

- Draft TDP document under development

#### Long Bridge Expansion Environmental Impact Statement (EIS)

- Public Information Meeting held 11/29/18
- Draft EIS scheduled for completion summer 2019
- Record of Decision (ROD) scheduled for completion spring 2020






#### Washington Union Station Improvements Environmental Impact Statement (EIS)

- Subbasement, concourse, and lower level design and coordination activities continue
- Section 106 Consulting Parties meeting postponed until 2019

JANUARY 2019

## Projects Progress Report to Follow

## PASSENGER FACILITIES

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Alexandria Station Improvements	Eliminate at-grade track crossing. Pedestrian tunnel to METRO	◆	◆	◆	N/A	●	
	Modify Slaters Lane Interlocking for passenger trains on Track #1.	◆	◆	◆	N/A	●	
	Extend and widen East Platform and elevate West Platform.	◆	◆	◆	N/A	●	
Franconia-Springfield Station Improvements	Extend both platforms and widen East Platform for future third track. 	◆	◆	◆	N/A	●	
Lorton Station Improvements	Construct new second platform with pedestrian overpass. 	◆	◆	◆	N/A	●	
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. 	◆	●	●	N/A		
Potomac Shores Station Improvements	New VRE station in Prince William County provided by private developer.	◆	●	◆	N/A		
Quantico Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	●	
Brooke Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. 	◆	●	●	N/A		
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. 	◆	●	●	N/A		
Manassas Park Parking Expansion	Parking garage to increase parking capacity to 1,100 spaces.	◆	◆	●	N/A		
Rolling Road Station Improvements	Extend existing platform.	◆	◆	◆	N/A	●	
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A		
L'Enfant Track and Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A		

PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold  part of the "Penta-Platform" program

<sup>1</sup>Total project cost estimate in adopted FY2018 CIP Budget

<sup>2</sup> Does not include minor (< \$50,000) operating expenditures

\* \$2,181,630 authorization divided across five "Penta-Platform" program stations

Total <sup>1</sup>	ESTIMATED COSTS (\$)			Expended <sup>2</sup>	COMPLETION		STATUS
	Funded	Unfunded	Authorized		Percent	Date	
26,674,365	26,674,365	-	1,814,559	2,193,257	60%	4th QTR 2020	60% design complete. Re-start with modified design is pending.
7,000,000	7,000,000	-	467,500	90,749	30%	2nd QTR 2019	CSX forces on hold until after Jan. 1, 2019.
2,400,000	400,000	2,000,000	-	-	5%	4th QTR 2020	Design work on East Platform only. West Platform elevation funded.
13,000,000	13,000,000	-	*	337,165	25%	4th QTR 2022	30% design/envt. review complete; final design underway with anticipated completion 4th QTR 2019.
16,150,000	16,150,000	-	*	414,156	25%	4th QTR 2022	30% design/NEPA complete; final design underway with anticipated completion 4th QTR 2019.
16,632,716	16,632,716	-	*	326,505	20%	4th QTR 2023	30% design/NEPA underway with anticipated completion in 3rd QTR 2019.
No costs for VRE. Private developer providing station.					10%	TBD	Design resumed after resolution of DRPT/CSXT/FRA track project issues.
18,350,745	18,350,745	0	-	-	30%	TBD	Completion of FD & construction pending excution of IPROC/SmartScale grants by DRPT.
23,390,976	23,390,976	-	*	291,842	20%	4th QTR 2023	DRPT LONP received; REF grant pending. 30% design/NEPA anticipated completion 3rd QTR 2019.
15,527,090	15,527,090	-	*	292,727	20%	4th QTR 2023	DRPT LONP received; REF grant pending. 30% design/NEPA anticipated completion 3rd QTR 2019.
25,983,000	25,983,000	0	2,238,144	472,389	30%	4th QTR 2022	Final design underway.
2,000,000	2,000,000	-	442,900	323,207	50%	3rd QTR 2020	Invitation for Bids (IFB) for platform extension and rehabilitation pending 2019 construction season start.
41,810,000	5,410,000	36,400,000	399,121	393,642	10%	2nd QTR 2023	DRPT LONP received; completion of PD & EC pending excution of REF grant by DRPT.
70,650,000	3,226,000	67,424,000	2,980,000	58,793	10%	2nd QTR 2023	DRPT LONP received; completion of PD & EC pending excution of REF grant by DRPT.

## TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Hamilton-to-Crossroads Third Track	2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	◆

## MAINTENANCE AND STORAGE FACILITIES

L'Enfant South Storage Track and Wayside Power	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul and Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	■
Crossroads Maintenance and Storage Facility Land Acquisition	Acquisition of 16.5 acres of land, construction of two storage tracks and stormwater retention and new	◆	N/A	N/A	●	N/A	N/A
Midday Storage	New York Avenue Storage Facility: Planning, environmental and preliminary engineering.	◆	●	●	●		

## ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars.	◆	N/A	N/A	N/A	◆	◆
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●

## PLANNING, COMMUNICATIONS AND IT










Broad Run Expansion (was Gainesville-Haymarket Extension)	NEPA and PE for expanding commuter rail service capacity in Western Prince William County	◆	●	●	-	-	-
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●

PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

<sup>1</sup> Total project cost estimate in adopted FY2018 CIP Budget

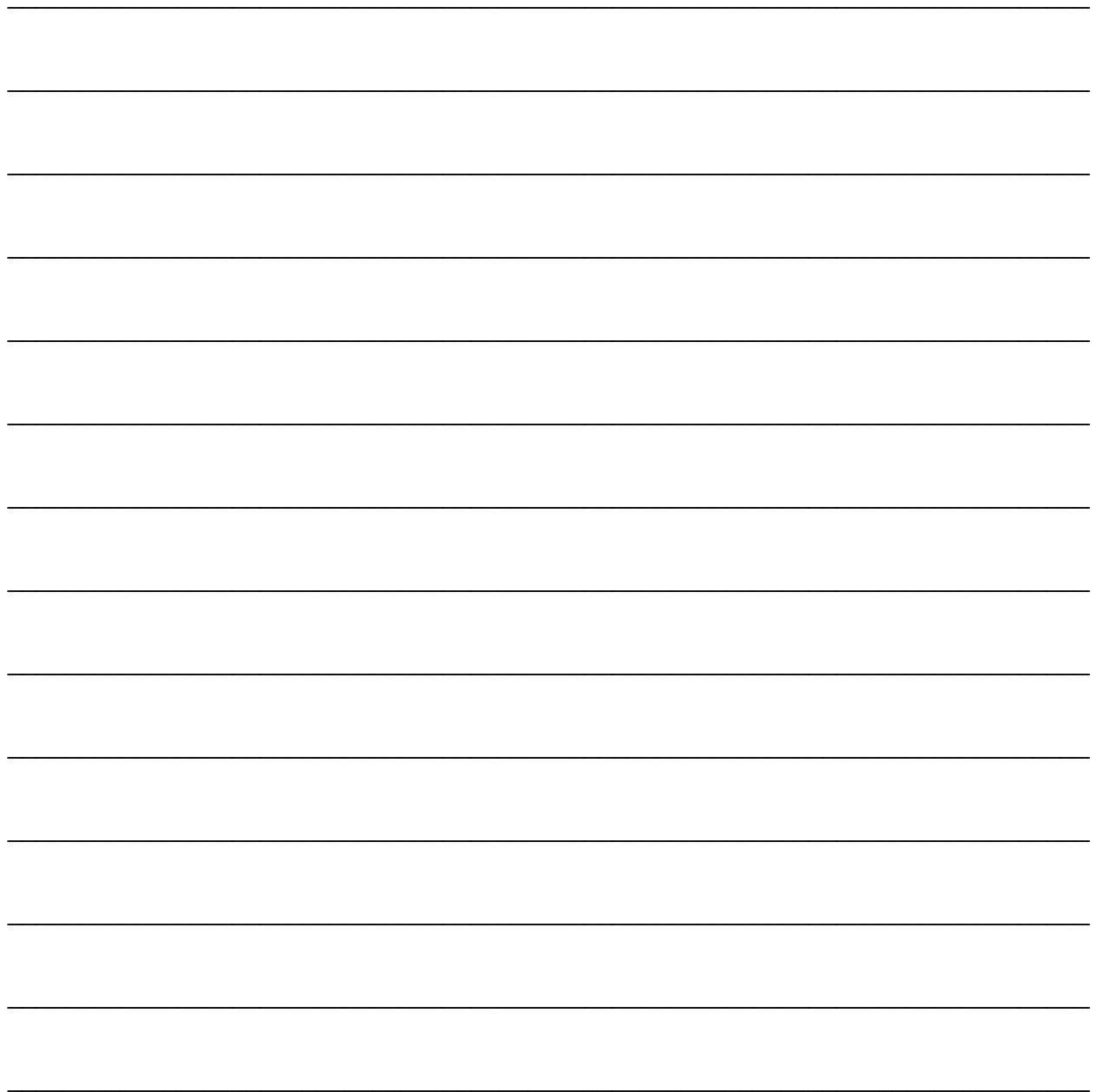
<sup>2</sup> Does not include minor (< \$50,000) operating expenditures

Total <sup>1</sup>	ESTIMATED COSTS (\$)				COMPLETION			STATUS
	Funded	Unfunded	Authorized	Expended <sup>2</sup>	Percent	Date		
32,500,000	32,500,000	-	33,285,519	30,578,003	100%	3rd QTR 2018		Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,675,478	50%	2nd QTR 2019		Coordination with PEPCO underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	90%	TBD		Design 100% complete. On hold pending property acquisition.
2,950,000	2,950,000	-	2,950,000	139,154	95%	TBD		Revised appraisal pending.
89,666,508	89,666,508	-	3,588,305	1,385,037	35%	4th QTR 2019		Final design underway, finalizing NEPA documentation.
75,264,693	75,264,693	-	69,457,809	47,915,644	95%	4th QTR 2020		All cars received. Completion date reflects end of warranty period.
10,553,000	10,553,000	-	10,294,079	7,984,451	80%	4th QTR 2018		Onboard installations ongoing.
137,230,000	83,825,501	53,404,499	5,208,845	4,437,003	22%	4th QTR 2022		Completion of preliminary engineering/30% design and NEPA review pending NS force account agreement.
3,510,307	3,510,307	-	3,510,627	2,168,462	65%	2nd QTR 2019		Rate My Ride is live in app. Big Commerce/Moovel collaboration underway for web based ticketing portal.

## NOTES

[illegible]







## **VIRGINIA RAILWAY EXPRESS**

1500 KING STREET, SUITE 202 • ALEXANDRIA, VA 22314 • 703.684.1001

VRE.ORG





VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

ITEM 6-B  
February 7, 2019  
PRTC Regular Meeting

# VRE Operations Board Meeting

January 18, 2019

**Executive Committee Meeting – 8:30 am**  
**Operations Board Meeting – 9:00 am**

**PRTC Headquarters**  
**14700 Potomac Mills Road**  
**Woodbridge, VA 22192**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from the December 14, 2018 VRE Operations Board Meeting
5. Installation of New Officers
6. New Chair's Comments
7. Chief Executive Officer's Report
8. Virginia Railway Express Riders' and Public Comment
9. Consent Items:
  - A. Authorization to Issue a Task Order for Digital Advertising Campaign Management



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd. #620  
Arlington, VA 22201  
703.524.3322



Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314  
703.684.1001  
VRE.org



Potomac and Rappahannock  
Transportation Commission  
14700 Potomac Mills Road  
Woodbridge, VA 22192  
703.580.6121

10. Action Items:
  - A. Authorization to Issue a GEC VII Task Order for Design Services for Alexandria Station Improvements
  - B. Authorization to Execute a Microsoft Volume Licensing Agreement
  - C. Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the I-66 Mobility Education Campaign and Transportation Demand Management Project
  - D. Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the Residency Road Shared Use Path Project
  - E. Adoption of Changes to the 2019 VRE Operations Board Meeting Schedule
11. Information Items:
  - A. Spending Authority Report
12. Closed Session
13. Operations Board Member's Time

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**The Next VRE Operations Board Meeting  
February 15, 2019 - 9:00 am at PRTC**



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**  
**January 18, 2019**

14700 Potomac Mills Road, Woodbridge, VA 22192

**Members Present**

\*Preston Banks (PRTC)  
\*Elizabeth Bennett-Parker (NVTC)  
\*Sharon Bulova (NVTC)  
\*John Cook (NVTC)  
\*Katie Cristol (NVTC)  
\*Mark Dudenhefer (PRTC)  
\*Matt Kelly (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Wendy Maurer (PRTC)  
\*Martin Nohe (PRTC)  
\*Pamela Sebesky (PRTC)  
\*Gary Skinner (PRTC)

**Jurisdiction**

City of Manassas Park  
City of Alexandria  
Fairfax County  
Fairfax County  
Arlington County  
Stafford County  
City of Fredericksburg  
Prince William County  
Stafford County  
Prince William County  
City of Manassas  
Spotsylvania County

**Members Absent**

John Jenkins (PRTC)  
Jennifer Mitchell

Prince William County  
Department of Rail and Public Transportation

**Alternates Present**

\*Michael McLaughlin

Department of Rail and Public Transportation

**Alternates Absent**

Canek Aguirre (NVTC)  
Ruth Anderson (PRTC)  
Pete Candland (PRTC)  
Jack Cavalier (PRTC)  
Hector Cendejas (PRTC)  
Libby Garvey (NVTC)  
Jason Graham (PRTC)  
Todd Horsley  
Jeff McKay (NVTC)  
Cindy Shelton (PRTC)  
Paul Trampe (PRTC)  
Mark Wolfe (PRTC)

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

\*Voting Member

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

**Staff and General Public**

Khadra Abdulle – VRE  
Doug Allen – VRE  
Monica Backmon – NVTA  
Paolo Belito – PWC  
Alexander Buchanan – VRE  
Matt Cheng – NVTC  
Rich Dalton – VRE  
Greg Deibler – VRE  
John Duque – VRE  
Xavier Harmony – DRPT  
Chris Henry – VRE  
Christine Hoeffner – VRE  
Pierre Holloman – Arlington County

Robert Hostelka – VRE  
Todd Johnson – First Transit  
John Kerins - Keolis  
Cindy King – VRE  
Mike Lake – Fairfax County  
Lezlie Lamb – VRE  
Bob Leibbrandt – PWC  
Steve MacIsaac – VRE Legal Counsel  
Betsy Massie – PRTC  
Becky Merriner - PRTC  
Kristin Nutter – VRE  
Dallas Richards - VRE  
Mark Schofield – VRE  
Joe Swartz – VRE  
Detrius Williams - VRE

Chairman Nohe called the meeting to order at 9: 06 A. M. The Pledge of Allegiance and Roll Call followed.

**Approval of the Agenda – 3**

Ms. Maurer moved with a second by Ms. Bulova to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

**Approval of the Minutes of the December 14, 2018 VRE Operations Board Meeting – 4**

Ms. Maurer moved, with a second by Mr. Skinner, to approve the minutes from November 16, 2018. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

**Installation of New Officers – 5**

Chairman Nohe introduced and welcomed three new Members to the Operations Board.

- Prince William County Supervisor Jeanine Lawson
- City of Alexandria Vice-Mayor Elizabeth Bennett-Parker
- City of Manassas Park Vice-Mayor Preston Banks

Chairman Nohe expressed his gratitude for having had the Board's support during his tenure as Chairman. He related some of the region's successes in transit development and described the collaborative effort on those issues. He announced the VRE Operations Board Officers for 2019 as follows:

- Treasurer – Jeanine Lawson
- Secretary – John Cook
- Vice Chair – Gary Skinner
- Chair – Katie Cristol

Chairman Nohe asked for the new officers to please take their new seats at the Board and passed the gavel to Chair Cristol.

### **New Chair's Comments – 6**

Chair Cristol thanked Mr. Nohe for his guidance over the past year and noted important accomplishments under his leadership:

- Creation of the Commuter Rail Operating and Capital (C-ROC) fund, the first dedicated funding source for commuter rail in the Commonwealth, and \$15M annual allocation;
- The Operations Board's endorsement of the Preferred Concept for Broad Run Expansion.

Mr. Nohe was presented a plaque commemorating his tenure as VRE Operations Board Chairman. Mr. Nohe related an encounter with a Keolis conductor and praised the crews for their excellent dedication and professionalism.

Chair Cristol announced committee assignments for 2019 as follows:

1. Executive Committee
  - Katie Cristol – Chair
  - Gary Skinner – Vice Chair
  - John Cook – Secretary
  - Jeanine Lawson – Treasurer
  - Marty Nohe – Immediate Past Chair
2. CEO Evaluation Committee
  - Marty Nohe – Chair
  - Katie Cristol
  - John Cook
  - Matt Kelly
  - Jeanine Lawson
3. Capital Committee
  - Wendy Maurer – Chair
  - John Cook
  - Gary Skinner
  - Pam Sebesky
  - Elizabeth Bennett-Parker
4. Audit Committee
  - Jeanine Lawson – Chair
  - Marty Nohe
  - Katie Cristol
  - John Cook
  - Gary Skinner
  - Sharon Bulova

- 5. Legislative Committee
  - John Cook – Chair
  - Matt Kelly
  - Elizabeth Bennett-Parker

### **Chief Executive Officer's Report – 7**

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

- Keolis, VRE's contractor for train operations and mechanical services, continues to perform exceptionally well with regards to safety.
- During December, while VRE was operating an "S" schedule between Christmas and New Year's, Keolis management conducted safety training with crews on a rotating basis.
- Mr. Dalton gave a brief on PTC implementation.
  - VRE has met all statutory requirements for an alternative schedule for implementation.
  - VRE is in a testing phase with host railroads.
- Average Daily Ridership (ADR) for December was 14.5K and On-Time Performance was at 87%
- On-Time Performance continues to improve with the completion of the reconstruction of the third track and bridge in the Alexandria area.
- The federal government shutdown appears to have impacted VRE ridership in the first half of January. It has not had a significant impact in Fare Revenue for January because commuter subsidies for January were not impacted. If the shutdown continues, VRE staff predicts a drop in Fare Revenue from February ticket sales.
- VRE staff participated in meeting for the CC2DCA Pedestrian Bridge project with several stakeholders. The proposed pedestrian connection would likely tie in with VRE's new Crystal City Station.
- NVTC Executive Director, Kate Mattice, was the recipient of the 2018 Ronald F. Kirby Award for Collaborative Leadership.

### **Public Comment Time – 8**

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

### **Approval of the Consent Agenda – 9**

Mr. Kelly moved, with a second by Ms. Bulova, to approve the Consent Agenda. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

- Authorization to Issue a Task Order for Digital Advertising Campaign Management - 9A

### **Action Items – 10**

#### **Authorization to Issue a GEC VII Task Order for Design Services for Alexandria Station Improvements - 10A**

Ms. Bennett-Parker moved, with a second from Mr. Skinner, to authorize the CEO to issue a GEC VII Task Order to HDR Engineering, Inc. for design services for the Alexandria station improvements.



Mr. Richards gave a short presentation on the updated plans for the station improvements. This presentation is posted with the January 2019 Board materials on vre.org.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

#### Authorization to Execute a Microsoft Volume Licensing Agreement – 10B

Ms. Bulova moved, with a second from Ms. Maurer, to authorize the CEO to execute an agreement with Microsoft Corporation for Microsoft volume licensing.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

#### Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the I-66 Mobility Education Campaign and Transportation Demand Management Project – 10C

Ms. Lawson moved, with a second from Ms. Maurer to support and endorse the application by Prince William County to the Northern Virginia Transportation Commission FY 2020 I-66 Commuter Choice program for the I-66 Mobility Education Campaign and Transportation Demand Management project.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

#### Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the Residency Road Shared Use Path Project – 10D

Ms. Lawson moved, with a second from Mr. Dudenhefer, to support and endorse the application by Prince William County to the Northern Virginia Transportation Commission FY 2020 I-66 Commuter Choice program for the Residency Road Share Use Path project.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

#### Adoption of Changes to the 2019 VRE Operations Board Meeting Schedule – 10E

Ms. Maurer moved, with a second from Ms. Bulova, to adopt changes to the 2019 VRE Operations Board meeting schedule establishing a regular meeting to be held on July 19, 2019 and deleting the regular meeting that was to be held on August 16, 2019.

Ms. Sebesky pointed out the April meeting conflicts with Good Friday and Spring Break for regional school districts and asked for future consideration of a change of the April meeting date.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

#### **Information Items – 11**

##### Spending Authority Report – 11A

In December, the following purchases greater than \$50,000 but less than \$100,000 were made:

- A task order in the amount of \$79,565 was issued to Vanesse Hangen Brustlin, Inc. under the General Planning Consulting Services Contract for planning, reporting and project development services on an as-needed basis.
- VRE executed a Horn Patent Licensing Agreement with Siemens Mobility, Inc. in the amount of \$99,425, for the right to utilize the horn sequencing software features required for PTC integration with host railroads.
- A blanket purchase order was issued in the amount of \$70,935 to JMA Rail Products, for brake shoes for VRE locomotives and railcars on an as-needed basis.

Chair Cristol asked if there was any other business. There was none.

Ms. Maurer moved, with a second from Ms. Lawson to adjourn the meeting. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner. The meeting adjourned at 9:55 A.M.

Approved this 15<sup>th</sup> day of February 2019

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Katie Cristol  
Chair

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John Cook  
Secretary

#### CERTIFICATION

This certification hereby acknowledges the minutes for the January 18, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-01-2019**

**Authorization to Issue a Task Order for  
Digital Advertising Campaign Management**

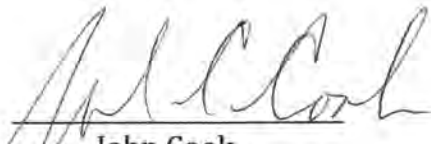
**WHEREAS**, VRE has the need to reach current and potential riders with targeted messages encouraging VRE Mobile download and using VRE during the upcoming Metro shutdown and I-66 construction; and,

**WHEREAS**, Pulsar's Digital Advertising Subject Matter Expert will ensure proper and efficient ad spend on Google, Facebook, LinkedIn, digital audio and Waze; and,

**WHEREAS**, the FY 2019 and FY 2020 operating budgets for Marketing – Media Advertising and Marketing – Marketing Production Costs includes funding for this activity;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to Pulsar Advertising, Inc. for Digital Advertising Campaign Management in the amount of \$150,000, plus a 10% contingency of \$15,000, for a total not to exceed \$165,000.

Approved this 18<sup>th</sup> day of January 2019

  
John Cook  
Secretary  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
10A-01-2019**

**Authorization to Issue a GEC-VII Task Order for Design  
Services for Alexandria Station Improvements**

**WHEREAS**, an Alexandria Pedestrian Tunnel Project, which included construction of a new tunnel parallel to the existing tunnel, as well as other improvements, had been pursued by VRE and it has been rescoped and renamed; and,

**WHEREAS**, given the rescoping of the project described above, VRE and Northern Virginia Transportation Authority staff have jointly agreed the Standard Project Agreement that was executed for \$1.3 million in funding specifically for the pedestrian tunnel connection to the King Street Metrorail Station should be terminated; and,

**WHEREAS**, the Alexandria Station Improvements will be designed and built to eliminate the at-grade crossing between the station platform and the center platform, improve passenger access to Track 1 and provide ADA compliant access on the platforms; and,

**WHEREAS**, design of the Alexandria Station Improvements will be undertaken to provide two (2) new elevators; and widen the center platform to improve passenger access to trains on Track 1, all while maintaining train operations on all tracks with minimal disruption; and,

**WHEREAS**, consultant design services are necessary to advance the project towards construction; and,

**WHEREAS**, the VRE Operations Board authorized execution of the General Engineering Consulting Services contracts (GEC VII) in July 2015 and HDR Engineering, Inc. was subsequently awarded the alternate consultant contract for Program Area C – Design Services: Passenger Facilities; and,

**WHEREAS**, HDR Engineering, Inc. has presented an acceptable proposal to perform said services;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a GEC VII Task Order to HDR Engineering, Inc. for Design Services for the Alexandria Station Improvements in the amount of \$812,000, plus a 10% contingency of \$81,200, for a total not to exceed \$893,200; and,

Resolution 10A-01-2019 continued

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to terminate the Northern Virginia Transportation Authority Standard Project Agreement for \$1.3 million for a pedestrian tunnel connection to the King Street Metrorail Station.

Approved this 18<sup>th</sup> day of January 2019



John Cook  
Secretary



Katie Cristol  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
10B-01-2019**

**Authorization to Execute a Microsoft Volume Licensing Agreement**

**WHEREAS**, Microsoft software products and a hybrid cloud infrastructure are necessary for increased innovation, resiliency, and disaster preparedness; and,

**WHEREAS**, the Microsoft Volume Licensing Agreement will provide the mechanism that is required to utilize Microsoft software products and Azure cloud-based services;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an agreement with the Microsoft Corporation of Redmond, WA, for Microsoft Volume licensing in the amount of \$584,535, plus a 10% contingency of \$58,454, for a total amount not to exceed \$642,989, for a period of three years.

Approved this 18<sup>th</sup> day of January 2019

  
John Cook  
Secretary  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
10C-01-2019**

**Resolution of Support for Prince William County's FY 2020 I-66  
Commuter Choice Program Application for the I-66 Mobility Education  
Campaign and Transportation Demand Management Project**

**WHEREAS**, the Northern Virginia Transportation Commission (NVTC) has issued a Call for Projects for consideration for funding with expected Fiscal Year (FY) 2020 I-66 Inside the Beltway toll revenues available through the I-66 Commuter Choice Program; and,

**WHEREAS**, Prince William County submitted an application for the I-66 Mobility Education Campaign and Transportation Demand Management Project for I-66 Commuter Choice Program funding consideration.; and,

**WHEREAS**, if selected for funding, Prince William County will create a transportation demand management program (TDM) targeting commuters along the I-66 corridor that will provide awareness of alternative I-66 mobility options to Prince William County residents and other commuters in the region; and,

**WHEREAS**, I-66 Mobility Education Campaign and TDM Project complements the VRE Broad Run Expansion Project by informing and targeting commuters along the I-66 corridor of alternatives to single occupancy vehicle trips;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby support and endorse Prince William County's FY 2020 I-66 Commuter Choice Program application for the I-66 Mobility Education Campaign and Transportation Demand Management Project.

Approved this 18<sup>th</sup> day of January 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
10D-01-2019**

**Resolution of Support for Prince William County's  
FY 2020 I-66 Commuter Choice Program Application for the  
Residency Road Shared Use Path Project**

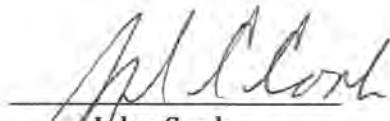
**WHEREAS**, the Northern Virginia Transportation Commission (NVTC) issued a Call for Projects for consideration for funding with expected Fiscal Year (FY) 2020 I-66 Inside the Beltway toll revenues available through the I-66 Commuter Choice Program; and,

**WHEREAS**, Prince William County submitted an application for design and construction of a shared bicycle and pedestrian trail along Residency Road between Route 28/Nokesville Road and the VRE Broad Run Station for I-66 Commuter Choice Program funding consideration; and,

**WHEREAS**, if selected for funding, the project will enhance multimodal access to the VRE Broad Run Station and bicycle and pedestrian trail facilities along Route 28 via this new off-road connection;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby support and endorse Prince William County's FY 2020 I-66 Commuter Choice Program application for the Residency Road Shared Use Path Project.

Approved this 18<sup>th</sup> day of January 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair



**Virginia Railway Express  
Operations Board**

**Resolution  
10E-01-2019**

**Adoption of Changes to the 2019  
VRE Operations Board Meeting Schedule**

**WHEREAS**, per the Bylaws of the VRE Operations Board, meetings are held the third Friday of each month except July; and,

**WHEREAS**, VRE Operations Board Members' jurisdictions do not typically meet in the month of August; and

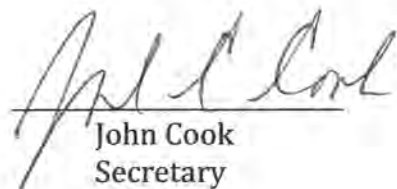
**WHEREAS**, achieving a quorum for VRE Operations Board action in the month of August is not always possible; and,

**WHEREAS**, the potential exists for a detrimental postponement of VRE business throughout the months of July and August; and,

**WHEREAS**, the Bylaws of the VRE Operations Board state "Such changes to, deletion of, or addition of a regular meeting may be accomplished by adoption of a resolution changing, deleting or establishing a regular meeting date";

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby establish a regular meeting to be held on July 19, 2019 and deletes the regular meeting that was to be held on August 16, 2019.

Approved this 18<sup>th</sup> day of January 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

ITEM 6-C  
February 7, 2019  
PRTC Regular Meeting

**Agenda Item 11-A**  
**Information Item**

**To: Chair Cristol and the VRE Operations Board**

**From: Doug Allen**

**Date: January 18, 2019**

**Re: Spending Authority Report**

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On May 15, 2015, the VRE Operations Board approved increasing the Chief Executive Officer's spending authority from \$50,000 to \$100,000. It was resolved any purchase of greater than \$50,000 would be communicated to the Board as an information item.

- On December 17, 2018, VRE issued a Task Order in the amount of \$79,565, to Vanasse Hangen Brustlin, Inc., to provide planning, reporting and project development on an as-needed basis to supplement staff capacity and capabilities under the General Planning Consulting Services Contract.
- On December 21, 2018, VRE executed a Horn Patent License Agreement in the amount of \$99,425, to Siemens Mobility, Inc., for the right to utilize the horn sequencing software features required for PTC integrations with host railroads.
- On December 27, 2018, VRE issued a Blanket Purchase Order in the amount of \$70,935, to JMA Rail Products, for brake shoes for VRE locomotives and railcars on an as-needed basis.



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd. #620  
Arlington, VA 22201  
703.524.3322



Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314  
703.684.1001  
VRE.org



Potomac and Rappahannock  
Transportation Commission  
14700 Potomac Mills Road  
Woodbridge, VA 22192  
703.580.6121

**ITEM 7**  
**February 7, 2019**  
**PRTC Regular Meeting**

**Public Comment Time**  
**(3 minute time limit per person)**

**ITEM 8**  
**February 7, 2019**  
**PRTC Regular Meeting**

**Consent Agenda**

- A. RES     Acceptance of the Jurisdictional Financial Reports for the Periods Ended October 31, 2018 and November 30, 2018 – the November 30, 2018 report will be provided as a handout at the meeting**
- B. RES     Authorization to Submit FY20 State and Grant Applications**
- C. RES     Authorization to Execute Western Maintenance Facility Deed of Easements**

**ITEM 8**  
**February 7, 2019**  
**PRTC Regular Meeting**  
**Res. No. 19-02-\_\_**

**MOTION:**

**SECOND:**

**RE:               APPROVE – CONSENT AGENDA – FEBRUARY 7, 2019**

**ACTION:**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) was presented with a consent agenda; and

**WHEREAS**, an opportunity was afforded for items to be added or deleted from the consent agenda.

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

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**

**ITEM 8-A**  
**February 7, 2019**  
**PRTC Regular Meeting**  
**Res. No. 19-02-\_\_**

**MOTION:**

**SECOND:**

**RE:           ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION  
COMMISSION MONTHLY JURISDICTIONAL FINANCIAL REPORT FOR THE PERIOD  
ENDED OCTOBER 31, 2018**

**ACTION:**

**WHEREAS**, a financial report for each jurisdiction is prepared each month for presentation to the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”); and

**WHEREAS**, this report supplies information on the current month and year-to-date motor fuel tax collections; earned interest, other revenues, state administration cost, expenditures, transfers and encumbrances; and

**WHEREAS**, this information covers the PRTC as a whole, as wells as each separate jurisdiction; and

**WHEREAS**, management produced new fuel tax projections for the reminder of FY2019, which have been reflected in this month’s jurisdictional financial report.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby accept the Jurisdictional Financial Report for the period ended October 31, 2018, as presented/amended.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**

**Fuel Tax Revenues  
Budget to Actual  
Four Months Ended October 2018**

	<b>FY19 YTD Budget</b>	<b>FY19 YTD Actual</b>	<b>Variance %</b>	<b>Variance \$</b>
Prince William County	4,813,567	5,483,685	14%	670,118
Stafford	1,506,367	1,752,128	16%	245,761
Manassas	341,400	328,930	-4%	(12,470)
Manassas Park	309,167	331,730	7%	22,563
Fredericksburg	581,567	664,351	14%	82,784
Spotsylvania	1,649,933	1,918,619	16%	268,686
<b>Total</b>	<b>9,202,001</b>	<b>10,479,443</b>	<b>14%</b>	<b>1,277,442</b>

Year to date budget reflects updated FY2019 motor fuels tax revenue projections done as part of the FY2020 budget and six year plan process.

July 2018 was the first month with impact of fuel tax floor less Commuter Rail Operating and Capital (CROC) Fund.

	<b>Previous FY19 Projection (11/17)</b>	<b>Latest FY19 Projection (12/18)</b>	<b>Change</b>	
			<b>%</b>	<b>\$</b>
Prince William County	11,320,700	14,440,700	27.56%	3,120,000
Stafford	3,548,400	4,519,100	27.36%	970,700
Manassas	775,200	1,024,200	32.12%	249,000
Manassas Park	725,300	927,500	27.88%	202,200
Fredericksburg	1,329,300	1,744,700	31.25%	415,400
Spotsylvania	3,918,600	4,949,800	26.32%	1,031,200
<b>Total</b>	<b>21,617,500</b>	<b>27,606,000</b>	<b>27.70%</b>	<b>5,988,500</b>

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2018

FY19 Beginning Fund Balance		\$ 15,647,934.99 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ 85,153.94
Gross Tax Revenue	\$ 3,580,370.54	\$ 13,778,308.95
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (846,005.00)	\$ (3,384,020.00)
Net Tax Revenue	\$ 2,734,365.54	\$ 10,479,442.89
Interest from Investment	\$ 29,659.18	\$ 87,480.18
Total Tax & Investment Revenue	\$ 2,764,024.72	\$ 10,566,923.07
Expenditures/Transfers	\$ -	\$ (8,207,820.50)
Reimbursement from State Grant/Transfer from Other Governments	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 5,680,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		\$ 23,687,037.56
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		
FY19 Projected Motor Fuel Revenue		\$ 17,126,557.11
(for remainder of fiscal year)		
FY19 Projected State Grant (remainder)		\$ 94,520.00
LESS: Unexpended Adopted Resolutions		\$ (18,064,199.37) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$ -	\$ -
Jurisdictional Reimbursement	\$ 0.00	\$ 0.00
Total Projected Unencumbered Balance		\$ 22,843,915.30 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-03-07	\$ 33,417.08 (1)	\$ -	\$ 33,417.08
17-07-06	\$ 116,000.00	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00	\$ -	\$ 206,000.00
18-01-04	\$ 179,707.10	\$ -	\$ 179,707.10
18-03-05	\$ 202,383.00	\$ -	\$ 202,383.00
18-06-07	\$ 5,391,539.00 (1a)	\$ 2,527,820.50	\$ 2,863,718.50
18-06-08	\$ 212,000.00 (1a)	\$ -	\$ 212,000.00
18-06-10	\$ 66,000.00 (1a)	\$ -	\$ 66,000.00
18-06-13	\$ 15,669,900.00 (1a)	\$ 5,680,000.00	\$ 9,989,900.00
18-11-07	\$ 3,123,270.00	\$ -	\$ 3,123,270.00
Total	\$ 26,272,019.87	\$ 8,207,820.50	\$ 18,064,199.37 (*)

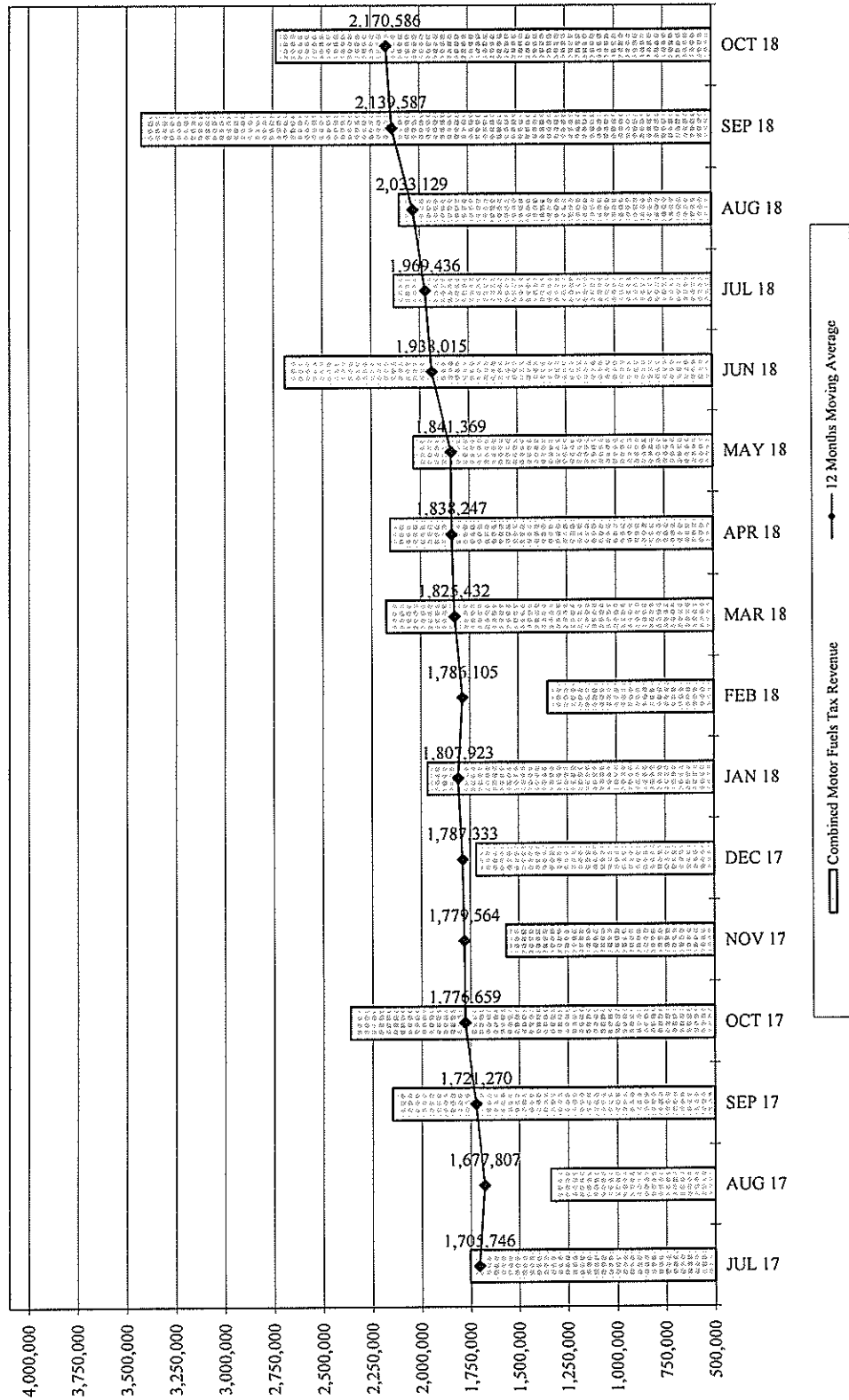
(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY19 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.



# PRTC NET FUEL TAX COLLECTIONS FY18 and FY19



MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2018

FY19 Beginning Fund Balance			\$ 3,626,815.99 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ 20,388.49	
Gross Tax Revenue	\$ 1,888,484.95	\$ 7,269,172.54	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (462,837.70)	\$ (1,805,875.56)	
Net Tax Revenue	\$ 1,425,647.25	\$ 5,483,685.47	
Interest from Investment	\$ 9,225.12	\$ 20,863.98	
Total Tax & Investment Revenue	\$ 1,434,872.37	\$ 5,504,549.45	
Expenditures/Transfers	\$ -	\$ (5,414,300.00)	
Transfer From Prince William County	\$ -	\$ -	
PRTC Operating Fund Balance	\$ -	\$ 5,414,300.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 9,131,365.44	
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)		8,957,014.53	
LESS: Unexpended Adopted Resolutions		\$ (9,593,100.00) (*)	
Other Financing Sources/(Uses)			
Claims and Judgments	0.00	-	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance		\$ 8,495,279.97 (2)	

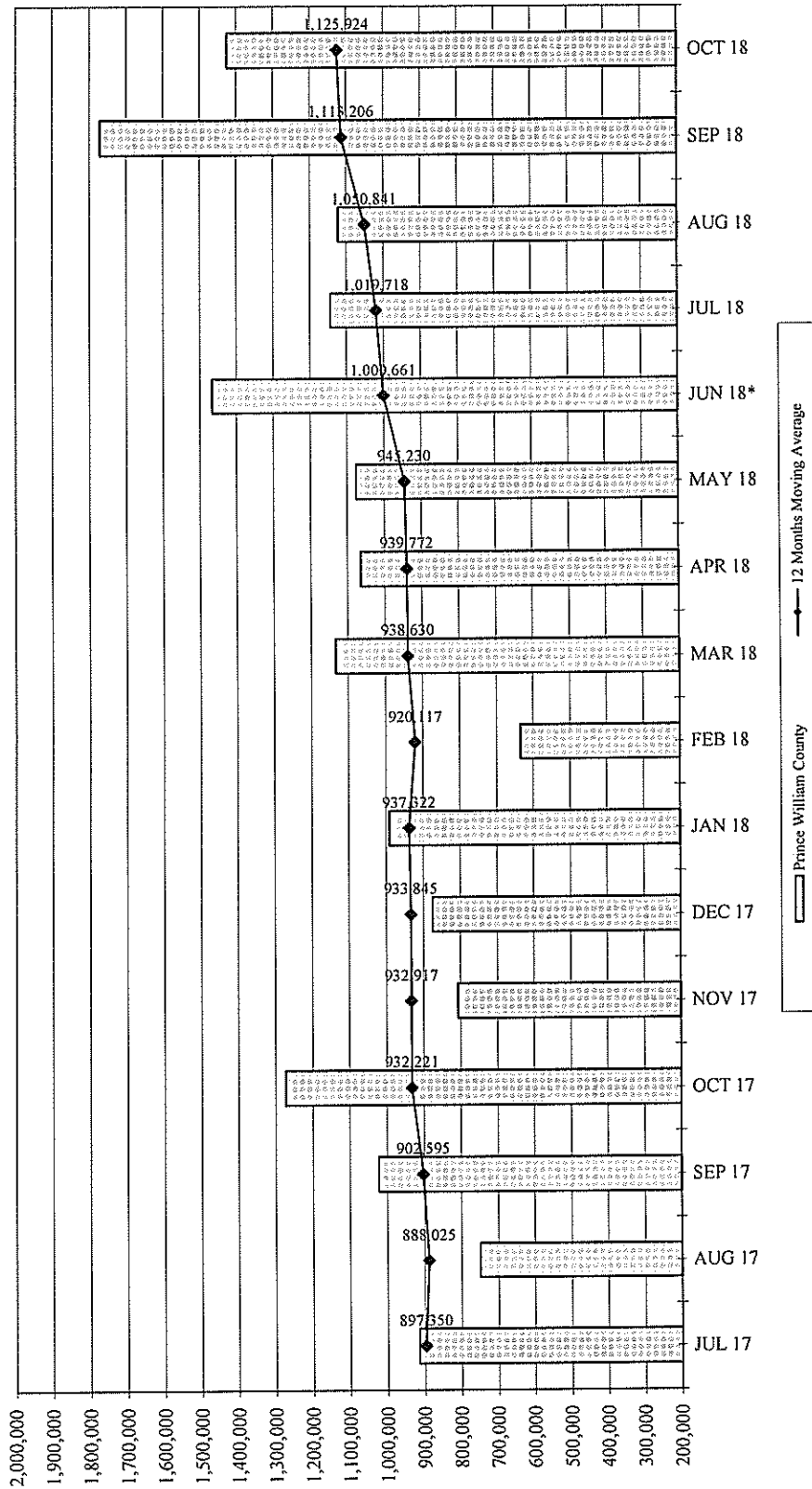
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
18-06-13	\$ 14,834,400.00 (1a)	\$ 5,414,300.00	\$ 9,420,100.00
Total	\$ 15,007,400.00	\$ 5,414,300.00	\$ 9,593,100.00 (*)

(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY19 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS FY18 and FY19



Note: Graph does not reflect \$156,285.36 of revenue adjustments from Manassas accrued at 6/30/18.

MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2018

FY19 Beginning Fund Balance		\$ 3,344,341.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ 11,739.09
Gross Tax Revenue	\$ 610,608.30	\$ 2,270,740.92
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (124,540.67)	\$ (530,352.12)
Net Tax Revenue	\$ 486,067.63	\$ 1,752,127.89
Interest from Investment	\$ 4,778.77	\$ 14,231.26
Total Tax & Investment Revenue	\$ 490,846.40	\$ 1,766,359.15
Expenditures/Transfers	\$ -	\$ (1,308,963.50)
PRTC Operating Fund Balance	\$ -	\$ 71,400.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		\$ 3,873,137.56
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)		2,766,972.11
LESS: Unexpended Adopted Resolutions		\$ (1,273,663.50) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 5,366,446.17 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-07	\$ 2,475,127.00 (1a)	\$ 1,237,563.50	\$ 1,237,563.50
18-06-13	\$ 107,500.00 (1a)	\$ 71,400.00	\$ 36,100.00
Total	\$ 2,582,627.00	\$ 1,308,963.50	\$ 1,273,663.50 (*)

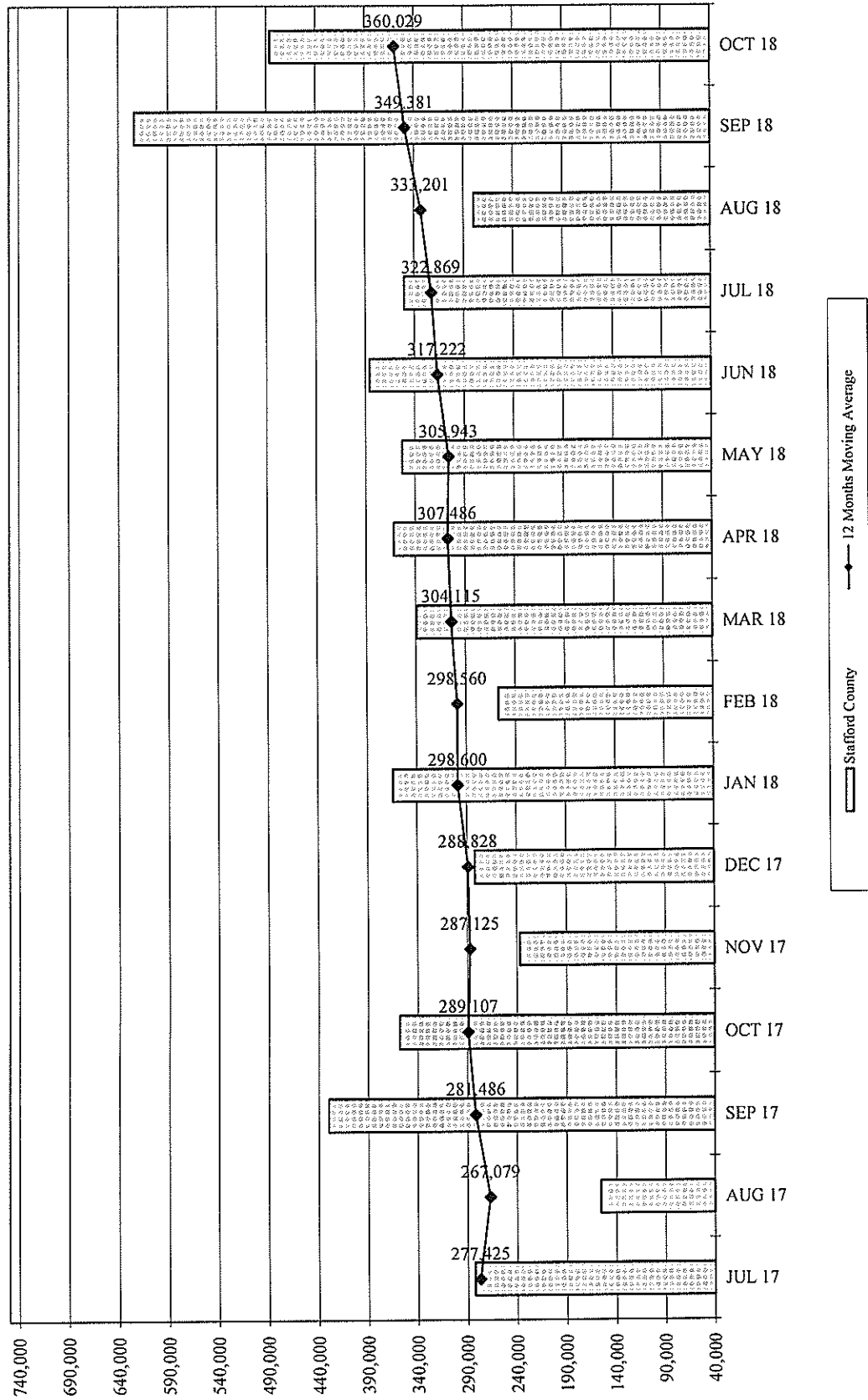
(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY19 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS

FY18 and FY19



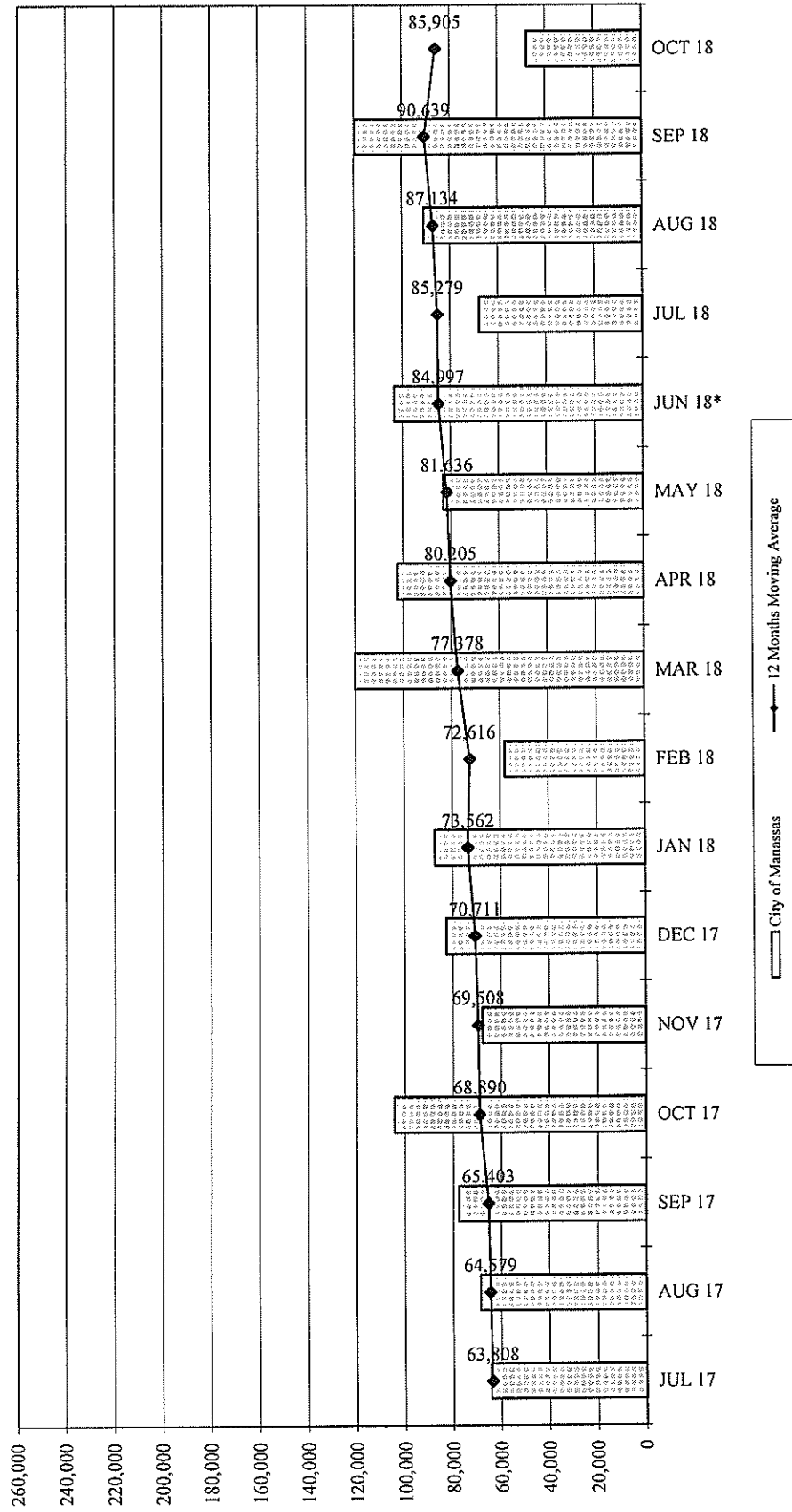
FY19 Beginning Fund Balance		\$ 401,852.95 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ 2,785.69
Gross Tax Revenue	\$ 79,048.91	\$ 450,606.14
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (31,392.56)	\$ (124,461.74)
Net Tax Revenue	\$ 47,656.35	\$ 328,930.09
Interest from Investment	\$ 924.43	\$ 3,423.20
Total Tax & Investment Revenue	\$ 48,580.78	\$ 332,353.29
Expenditures/Transfers	\$ -	\$ (43,300.00)
Reimbursement From State Grant and Transfer from City of Manassas	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 43,300.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 734,206.24
FY19 Projected Motor Fuel Revenue		695,269.91
(for remainder of fiscal year)		
FY18 Projected State Grant (remainder)		94,520.00
LESS: Unexpended Adopted Resolutions		\$ (955,598.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 568,398.15 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-07	\$ 335,898.00 (1a)	\$ -	\$ 335,898.00
18-06-08	\$ 212,000.00 (1a)	\$ -	\$ 212,000.00
18-06-10	\$ 66,000.00 (1a)	\$ -	\$ 66,000.00
18-06-13	\$ 385,000.00 (1a)	\$ 43,300.00	\$ 341,700.00
Total	\$ 998,898.00	\$ 43,300.00	\$ 955,598.00 (*)

(2) Projected Unencumbered Balance equals Fund Balance plus FY19 Projected Revenue (for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS FY18 and FY19



Note: Graph does not reflect \$156,285.36 of revenue adjustments to Prince William accrued at 6/30/18.

MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS PARK  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2018

FY19 Beginning Fund Balance		\$ 2,642,284.71 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ 4,237.61
Gross Tax Revenue	\$ 150,612.44	\$ 474,010.79
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (64,491.51)	\$ (146,518.80)
Net Tax Revenue	\$ 86,120.93	\$ 331,729.60
Interest from Investment	\$ 4,794.70	\$ 17,293.10
Total Tax & Investment Revenue	\$ 90,915.63	\$ 349,022.70
Expenditures/Transfers	\$ -	\$ (286,055.50)
PRTC Operating Fund Balance	\$ -	\$ 30,400.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 2,735,651.91
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)		595,770.40
LESS: Unexpended Adopted Resolutions		\$ (1,630,059.19) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 1,701,363.12 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
18-06-07	\$ 511,311.00 (1a)	\$ 255,655.50	\$ 255,655.50
18-06-13	\$ 184,000.00 (1a)	\$ 30,400.00	\$ 153,600.00
Total	\$ 1,916,114.69	\$ 286,055.50	\$ 1,630,059.19 (*)

(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

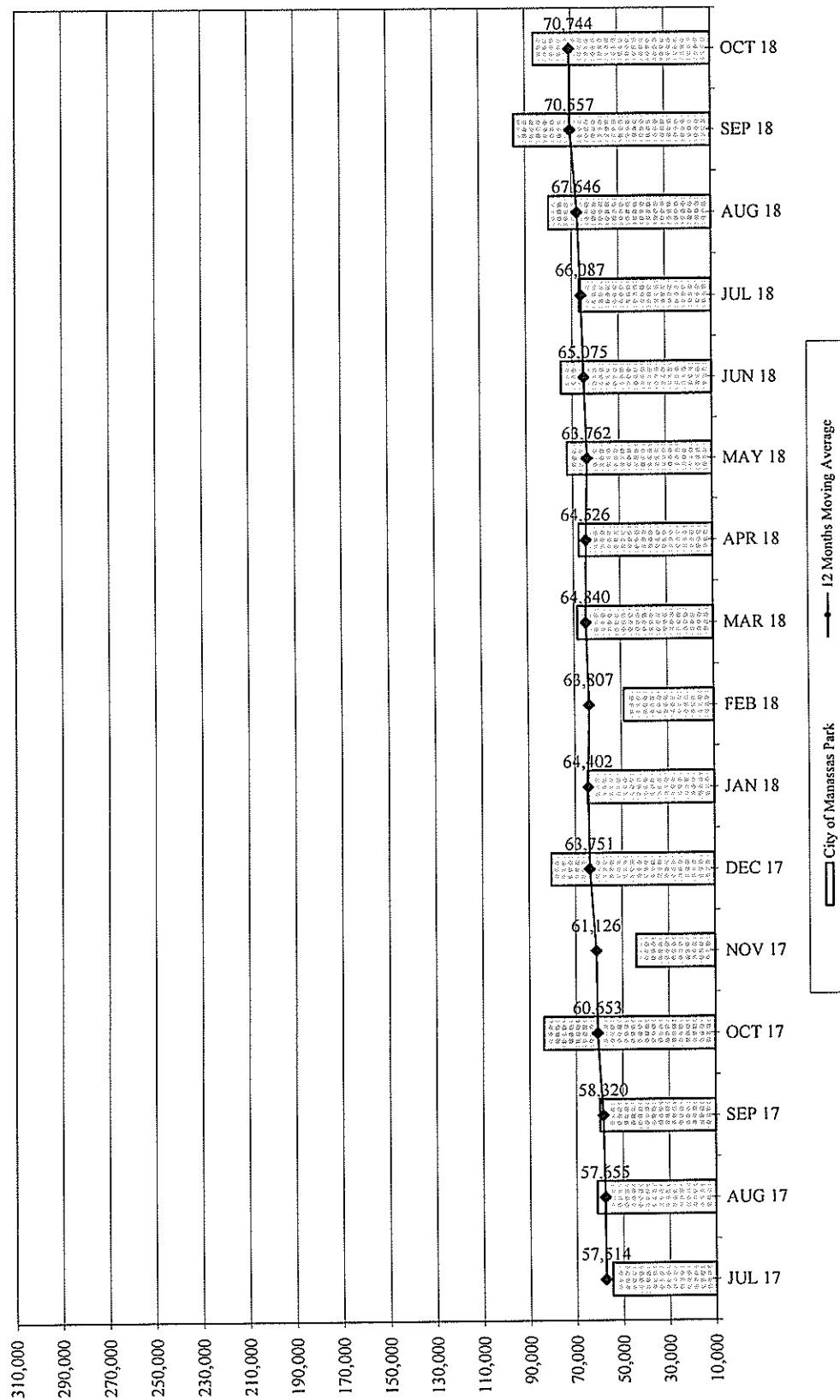
(2) Projected Unencumbered Balance equals Fund Balance plus FY19 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.



# PRTC NET FUEL TAX COLLECTIONS

FY18 and FY19



MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2018

FY19 Beginning Fund Balance			\$ 1,224,460.49 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ 674.51	
Gross Tax Revenue	\$ 193,725.67	\$ 857,465.13	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (31,173.25)	\$ (193,789.13)	
Net Tax Revenue	\$ 162,552.42	\$ 664,350.51	
Interest from Investment	\$ 2,249.43	\$ 6,932.45	
Total Tax & Investment Revenue	\$ 164,801.85	\$ 671,282.96	
Expenditures/Transfers	\$ -	\$ (250,084.00)	
PRTC Operating Fund Balance	\$ -	\$ 31,800.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 1,677,459.45	
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)		1,080,349.49	
LESS: Unexpended Adopted Resolutions		\$ (429,167.00) (*)	
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance		\$ 2,328,641.94 (2)	

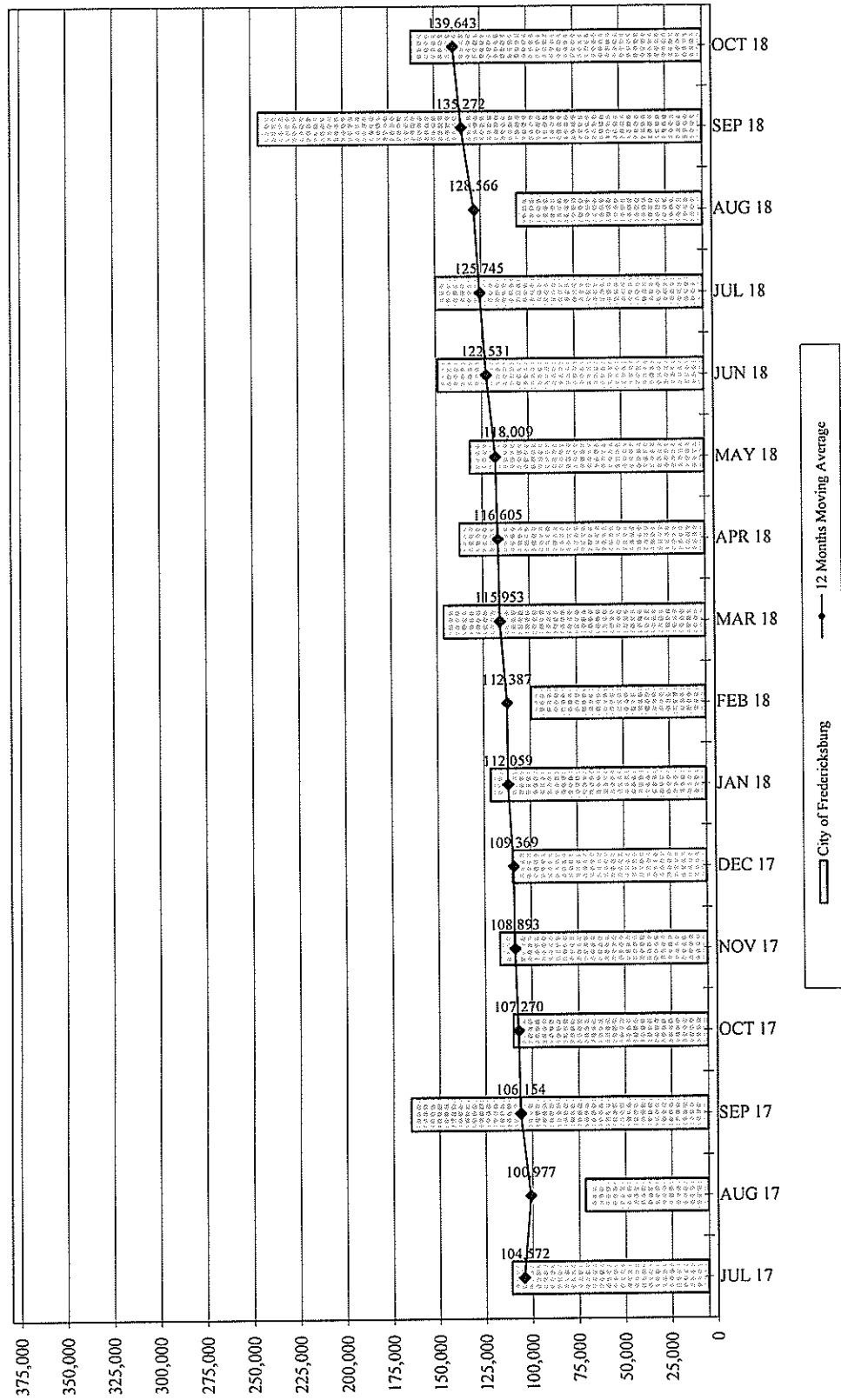
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-03-05	\$ 202,383.00 (1)	\$ -	\$ 202,383.00
18-06-07	\$ 436,568.00 (1a)	\$ 218,284.00	\$ 218,284.00
18-06-13	\$ 40,300.00 (1a)	\$ 31,800.00	\$ 8,500.00
Total	\$ 679,251.00	\$ 250,084.00	\$ 429,167.00 (*)

(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY19 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS FY18 and FY19



MONTHLY FINANCIAL REPORT FOR SPOTSYLVANIA COUNTY  
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2018

FY19 Beginning Fund Balance			\$ 4,408,178.94 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ 45,328.55	
Gross Tax Revenue	\$ 657,890.27	\$ 2,456,313.43	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (131,569.31)	\$ (583,022.65)	
Net Tax Revenue	\$ 526,320.96	\$ 1,918,619.33	
Interest from Investment	\$ 7,686.73	\$ 24,736.19	
Total Tax & Investment Revenue	\$ 534,007.69	\$ 1,943,355.52	
Expenditures/Transfers	\$ -	\$ (905,117.50)	
PRTC Operating Fund Balance	\$ -	\$ 88,800.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 5,535,216.96	
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)		3,031,180.67	
LESS: Unexpended Adopted Resolutions		\$ (4,182,611.68) (*)	
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance		\$ 4,383,785.95 (2)	

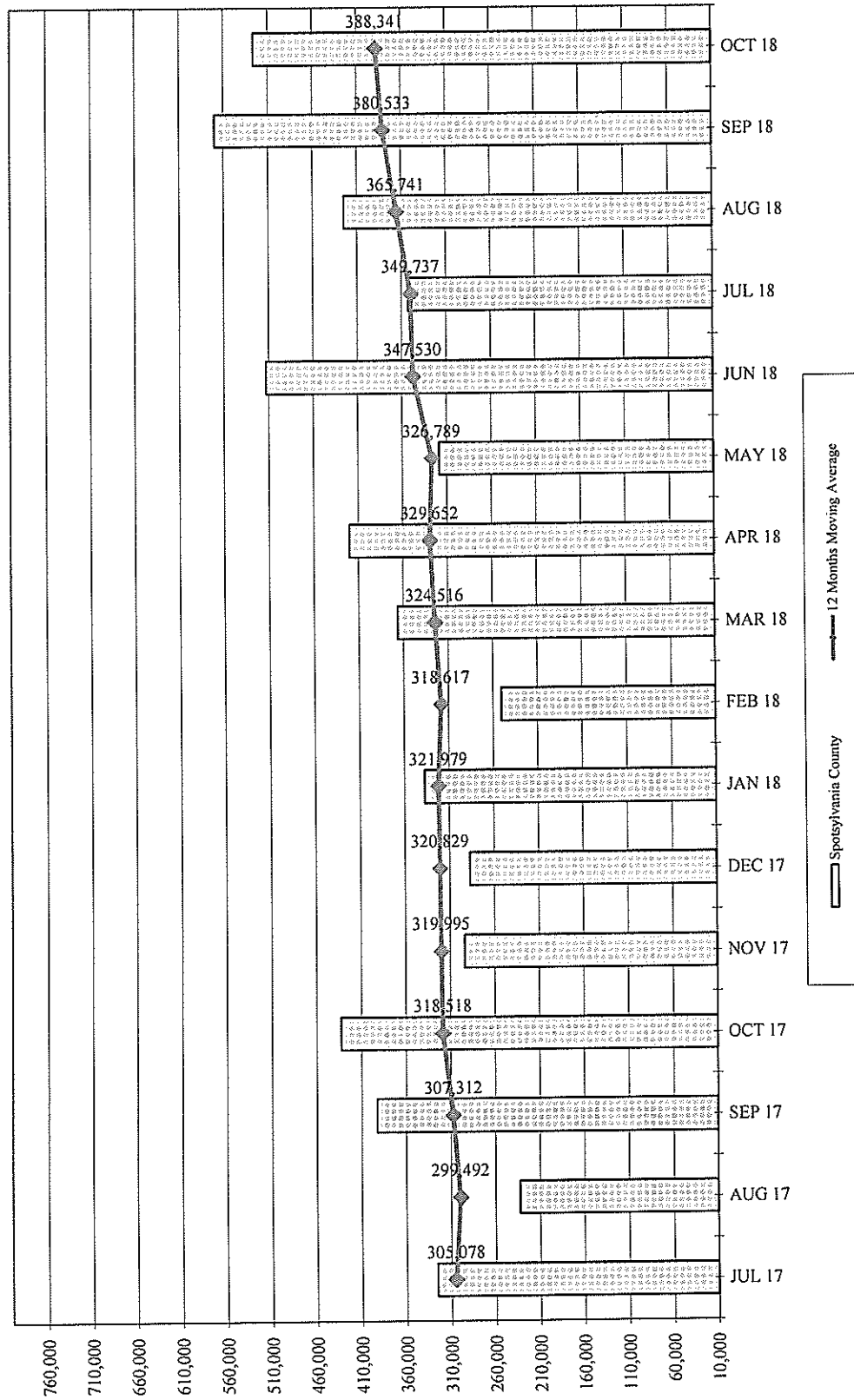
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
17-03-07	\$ 33,417.08 (1)	\$ -	\$ 33,417.08
18-01-04	\$ 179,707.10 (1)	\$ -	\$ 179,707.10
18-06-07	\$ 1,632,635.00 (1a)	\$ 816,317.50	\$ 816,317.50
18-06-13	\$ 118,700.00 (1a)	\$ 88,800.00	\$ 29,900.00
18-11-07	\$ 3,123,270.00	\$ -	\$ 3,123,270.00
Total	\$ 5,087,729.18	\$ 905,117.50	\$ 4,182,611.68 (*)

(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY19 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS FY18 and FY19



**MOTION:**

**SECOND:**

**RE: AUTHORIZATION TO SUBMIT FY20 STATE GRANT APPLICATIONS**

**ACTION:**

**WHEREAS**, applications for FY20 state assistance were due by February 1, 2019; and

**WHEREAS**, applications were submitted on-time and provisionally, with the understanding that: (1) the Commission's authorization is being sought soon thereafter; and (2) the submission is subject to the Commission's authorization; and

**WHEREAS**, the Commission has reviewed and supports management's proposals for FY20 state assistance as described in the accompanying memorandum; and

**WHEREAS**, local matching funds have been included in the proposed FY20 PRTC budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to file applications with the Virginia Department of Rail and Public Transportation (DRPT), to furnish such documents and other information as may be required for processing the grant requests, and execute any related documents for grants of financial assistance in substantially the same form as outlined in management's memorandum accompanying this resolution, to defray eligible costs for public transportation purposes, and to accept from DRPT grants in such amount as may be awarded.

**BE IT FURTHER RESOLVED** that the Commission certifies that funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the Commission shall provide matching funds as required, that records of receipts for expenditures of funds granted to the Commission may be subject to audit by the DRPT and by the State Auditor of Public Accounts, and that the funds shall be used for such purposes as authorized in the Code of Virginia.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**



February 7, 2019

TO: Madam Chair Anderson and Commissioners

FROM: Betsy Massie  
Director, Grants and Project Management

THROUGH: Robert A. Schneider, PhD  
Executive Director

RE: Authorization to Submit FY20 State Grant Applications

*Betsy Massie*

*[Signature]*

Recommendation:

Authorize submission of FY20 state grant applications.

Background:

Each year PRTC applies for state assistance authorized by the Commission. The application deadline this year was February 1<sup>st</sup>; applications were submitted on-time and provisionally, with the understanding that: (1) the Commission's authorization is being sought soon thereafter; and (2) the submission is subject to the Commission's authorization.

Applications submitted for PRTC's FY20 proposed budget are as follows:

- (1) Operating assistance. This is a recurring state grant covering operating expenses, funded by the Commonwealth's Transportation Trust Fund (TTF). The Transit Reform Bill (HB1539/SB856) of the 2018 General Assembly session directed DRPT by 2020 to allocate 100% of statewide operating assistance based on service delivery factors developed by the Transit Service Delivery Advisory Committee (TSDAC). Currently, the proposal, which is out for public comment and slated to be voted on by the Commonwealth Transportation Board (CTB) in February 2019, uses service delivery factors that reduce Virginia Department of Rail and Public Transportation (DRPT) operating assistance to PRTC by \$655,000. There are several bills in the State House and Senate that aim to either hold harmless grantees or postpone implementation of allocating operating assistance by these delivery factors.

- (2) Capital assistance. The principal source of funding for capital is 25% of the Mass Transit Trust Fund (MTTF), supplemented by other state sources at DRPT's disposal. Part of the transit reform bill (HB1539/SB856) from the 2018 General Assembly session was the requirement that all capital projects be scored and prioritized to ensure funds would be used on the highest needs. Implemented for the first time with projects being submitted for FY20 is a prioritization scheme that places projects in one of three categories; State of Good Repair, Minor Enhancement, or Major Expansion, each with their own performance measures for scoring. Most of PRTC's projects fall into the State of Good Repair category.

Specific capital requests for FY20 are as follows (all costs are total, including state and local shares):

- Rehabilitate/Rebuild Buses (\$0.271 million) – State of Good Repair  
Funding for powertrain replacements (i.e., engines and transmissions for those buses that have reached at least 300,000 miles), extended warranties (engines only), replacement fareboxes, and replacement (upgraded) modems and antennas for real-time passenger information.
- Transit Center-related Repairs/Construction (\$0.053 million) – State of Good Repair  
Funding to replace insulation around pipes throughout the building which has failed and rehab the bathrooms.
- Security Enhancements (\$0.030 million) – State of Good Repair  
Funds will be used for replacement and installation of cameras as part of the camera upgrade project. A portion (20%) will provide match to FTA-required security enhancement funding.
- City of Manassas and Manassas Park Debt Service (\$0.208 million) – Minor Enhancement  
This is a recurring line item in the PRTC state capital assistance application and provides funding towards the debt service on the Manassas VRE Parking Garage and the City of Manassas' VRE Station.
- Paratransit Vehicle (\$0.183 million) – Minor Enhancement  
This funding will provide for two paratransit vehicles with needed communications equipment to be used in the restructured service on the western side of the County.
- PRTC Administrative Capital (\$0.096 million) – Minor Enhancement  
Funds will be used for computer hardware and software to support the new paratransit service.



- (3) Transportation Demand Management/Mobility Programs (\$0.210 million)  
This is a continuation program to sustain PRTC's ridesharing and commuter assistance activities. The funding provided by the state amounts to 80 percent of the eligible project costs.
- (4) Intern Program (\$0.038 million)  
Funds will be used to pay for up to 80 percent of a transit intern's salary and other eligible expenses.
- (5) I-95 Express Toll Lanes Operating Assistance – (\$0.868 million)  
Management is seeking operating grant assistance for services DRPT is paying PRTC to operate, including Tyson's Corner, Mark Center, and trips added during I-95 HOT lanes construction to relieve overcrowding.

Fiscal Impact:

The fiscal impact statement will be provided during the procurement process or at the time of the grant award.

**ITEM 8-C  
February 7, 2019  
PRTC Regular Meeting  
Res. No. 19-02-\_\_**

**MOTION:**

**SECOND:**

**RE:                AUTHORIZATION TO EXECUTE WESTERN MAINTENANCE FACILITY DEED  
                     OF EASEMENTS**

**ACTION:**

**WHEREAS**, the property located at 7850 Doane Drive is the future site of the Potomac and Rappahannock Transportation Commission's (PRTC) Western Facility; and

**WHEREAS**, Washington Gas Light Company (WGL) and the Northern Virginia Electric Cooperative (NOVEC) are requesting utility easements to allow for new service installations as part of the Western Facility construction and to provide service to the buildings; and

**WHEREAS**, granting the easement will not impact any development on the site; and

**WHEREAS**, legal counsel is reviewing the deeds of easement to ensure they are sufficient as to legal form.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission authorize the Executive Director to execute the deed of easement once legal counsel is satisfied they are sufficient as to legal form.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**



February 7, 2019

TO: Chairwoman Anderson and Commissioners

FROM: Betsy Massie *Betsy Massie*  
Director, Grants and Project Management

THROUGH: Robert Schneider, PhD *[Signature]*  
Executive Director

RE: Authorization to Execute Western Maintenance Facility Deed of Easements

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Recommendation:

Authorize the Executive Director to execute Western Maintenance Facility deed of easements.

Background:

The property located at 7850 Doane Drive is the future site of the Potomac and Rappahannock Transportation Commission's (PRTC) Western Maintenance Facility. Washington Gas Light Company (WGL) and the Northern Virginia Electric Cooperative (NOVEC) are requesting utility easements to provide new utility services to the Western Facility.

The granting of the easement will not impact any development of the site and has been coordinated with the construction currently taking place on the site. The deeds are being reviewed by legal counsel is reviewing the deeds of easement to ensure they are sufficient as to legal form.

Attachments: As stated

Fiscal Impact:

NA

Easement  
Instructions

**Unauthorized changes will be rejected**

**EASEMENT CHECK LIST:**

- VERIFY YOUR OR ENTITY'S NAME IS SPELT CORRECTLY
- PRINTED **SINGLE** SIDED
- SIGN IN **BLACK** OR **BLUE** INK
- COMPLETE ALL FIELDS
- NOTARY STAMP MUST BE **CLEAN AND LEGIBLE** OR YOU WILL BE ASKED TO REDO AT YOUR OWN EXPENSE

**Returning the document:**

The **ORIGINAL** signed and notarized document must be sent to NOVEC for recording with the county.

You may return the signed easement to your NOVEC Designer or to:

NOVEC  
Attn: Right-of-Way Department  
5399 Wellington Branch Drive  
Gainesville, VA 20155

**NORTHERN VIRGINIA ELECTRIC COOPERATIVE  
EASEMENT AND RIGHT-OF-WAY AGREEMENT**

**THIS EASEMENT AND RIGHT-OF-WAY AGREEMENT** is made  
**December 14, 2018** between **POTOMAC AND RAPPAHANNOCK**  
**TRANSPORTATION COMMISSION**, hereinafter called "Owner" and  
**NORTHERN VIRGINIA ELECTRIC COOPERATIVE**, a Virginia corporation,  
hereinafter called "Cooperative."

**WITNESSETH:**

That for the sum of One Dollar (\$1.00), and other valuable considerations, the receipt and sufficiency whereof is hereby acknowledged, Owner grants unto Cooperative, its successors and assigns, a perpetual easement and right of way to install, lay, construct, operate, repair, alter and maintain underground conduit and cable lines for transmitting and distributing electric power, and for telephone, television and other communication purposes, including all cables, switchgear, transformer enclosures, meters, ground connections and supports and poles for lights and streetlights, and accessory equipment desirable in connection therewith ("Facilities"), under and/or upon and across the lands of Owner situated in **Prince William** County, Virginia, (the "Property") as shown on Plat Number **2018-0495**, dated **12/14/2018**, being attached hereto and hereinafter known as the "Easement." The location and width of the Easement shall be as shown on said plat.

Owner further grants to Cooperative, a perpetual "Service Easement" to the proposed improvement on each lot now or hereafter created on the Property. The Cooperative may select one location on each lot for the Service Easement. The Service Easement shall be fifteen (15) feet in width, the center line of which shall be the Facilities as installed.

Prepared by and Return to:  
Northern Virginia Electric Cooperative  
5399 Wellington Branch Drive  
Gainesville, Virginia 20155-1616  
Attn: Right of Way Department  
703-754-6700

The Facilities erected hereunder shall remain the property of Cooperative. Cooperative shall have the right to inspect, rebuild, remove, repair, improve and relocate within the Easement and Service Easement, and to make such changes, alterations, substitutions, additions in and to or extensions of its Facilities as Cooperative may from time to time in its sole discretion deem advisable, including but not limited to the right to increase or decrease the number of cables, switchgear, transformer enclosures and accessory equipment, and to increase or decrease the size of the cables and voltage carried by said cables.

Cooperative shall at all times have the right to keep the Easement and Service Easement clear of all trees, limbs, shrubbery and undergrowth, and to keep the Easement and Service Easement clear of all buildings and structures, except fences. Cooperative shall have the right to cut all trees and limbs outside of the Easement and Service Easement that may, in falling, endanger the safe, proper and efficient operation of Cooperative's Facilities. All trees and limbs cut and/or chipped by the Cooperative at any time, shall remain the property of Owner. Trees shall be cut into lengths of not less than four feet and shall be placed in piles along said Easement and Service Easement.

Owner, his successors and assigns, may use the land within the Easement and Service Easement for any purpose not inconsistent with the rights hereby granted and provided such use does not interfere with, or endanger the construction, operation, or maintenance of Cooperative's Facilities. Sidewalks, driveways, private streets and parking lots may be constructed on the underground Easement and Service Easement if Cooperative's Facilities are installed in conduit, or if not installed in conduit, may cross the underground Easement or Service Easement at an angle of no less than forty-five degrees and in a manner that does not interfere with the exercise of the rights granted to Cooperative and provided no excavations shall exceed six (6) inches, no fills shall exceed six (6) inches and no storage of water may be made thereon.

Cooperative shall have the right of ingress to and egress from the Easement and Service Easement over the lands of Owner adjacent to the Easement and Service Easement, such right to be exercised in such manner as shall occasion the least practicable damage or inconvenience to Owner.

Cooperative shall repair damage to roads, fences, and other such improvements which are not inconsistent with the rights granted hereto. Cooperative shall repair or shall pay Owner, at Cooperative's discretion, for other physical damage done in the process of the construction, inspection, or maintenance of Cooperative's Facilities, or in the exercise of its right of ingress or egress provided Owner gives written notice thereof to Cooperative within thirty days after such damage occurs.

Notice to Landowner: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

Owner covenants that it is seized of and has the right to convey said Easement and Service Easement. Cooperative shall have quiet and peaceable possession, use and enjoyment of the Easement and Service Easement, rights and privileges hereby granted.

**IN WITNESS WHEREOF**, the following signature(s) and seal(s).

Potomac and Rappahannock Transportation Commission

**Signature:** \_\_\_\_\_

Print name: \_\_\_\_\_

Print title: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of

\_\_\_\_\_, 2018, by \_\_\_\_\_ as

(Name)

\_\_\_\_\_, for Potomac and Rappahannock Transportation Commission.

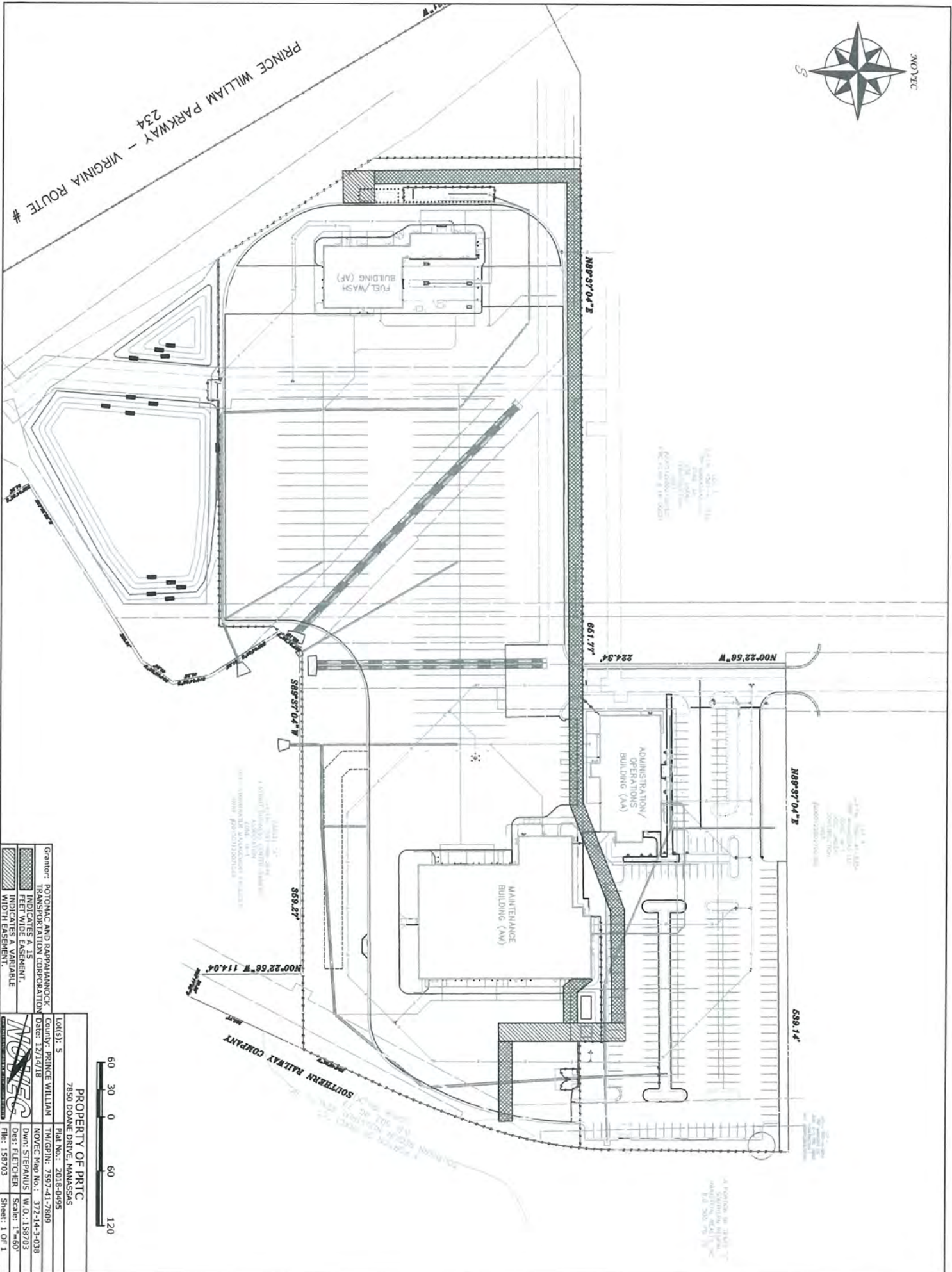
(Title)

\_\_\_\_\_  
Notary Public (Signature and Seal)

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Printed Name)





**PROPERTY OF PRTC**

Grantor: POTOMAC AND RAPPAHANNOCK TRANSPORTATION CORPORATION	Lot(s): 5	7850 DOANE DRIVE, MANASSAS
Date: 12/14/18	County: PRINCE WILLIAM	Plan No.: 2018-0495
Drawn: STEPHANUS W.O.: 158703	TM/GPIN: 7597-41-7809	NOVEC Map No.: 372-14-3-038
Des: FLETCHER	Scale: 1"=60'	File: 158703
Sheet: 1 OF 1		





Washington Gas

## EASEMENT

THIS EASEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between **POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION, party of the second part**, executors, administrators, legal representatives, successors and assigns (hereinafter called Owner or Owners) and **WASHINGTON GAS LIGHT COMPANY**, a corporation, its successors and assigns (hereinafter called the Company).

**WITNESSETH:** That for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid, and other good and valuable considerations, the receipt of which is hereby acknowledged, the Owner does hereby grant and convey to the Company, its successors and assigns, a perpetual exclusive easement and right of way (Easement) **6' Feet** in width, for the purposes of laying, constructing, maintaining, operating, removing, replacing, altering, extending, repairing, and increasing or decreasing in size a gas pipeline or pipelines, service pipes, valves, regulators and accessory equipment (Equipment), as well as wire or fiber optic communication cable, in through and across its property described and recorded by deed dated **9<sup>th</sup> day of July, 2013**, from **FRP MANASSAS LLC, a Maryland limited liability company, party of the first part**, to Owner, and recorded in **Instrument# 201307180073227** of the land records of **Prince William** County In the State of: **Virginia**, the gas pipeline to be installed along a line as described on Drawing No. **BCA-290462-1a**, attached hereto and made a part hereof.

GPIN / Parcel ID / Tax Map No: **7597-41-7809**

Washington Gas Light Company  
Gas Transportation Unit  
Sales Department 3<sup>rd</sup> Floor  
6801 Industrial Road  
Springfield, VA 22151

BCA# **290462**  
WR# **3430820**  
QUAD MAP# **BY-015-SW**



Washington Gas

The Easement is subject to the following conditions:

1. The Equipment shall be and remain the property of the Company.
2. The Company and its agents shall have full and free use of the Easement for the purposes named, including the right of access to and from the Easement; and, in addition, the Company shall have the right during the period of original construction of the Equipment, to use additional space, as needed, for construction use only.
3. The gas pipeline and service pipes shall be installed below cultivation and regulators and accessory equipment may be above the surface and the Owner reserves the right to construct and maintain private roadways and fences over the Easement without restricting the Company access to the easement and to make any use of the Easement herein granted not inconsistent with the rights herein conveyed to the Company or with the use of the Easement by the Company for the purposes named. Uses inconsistent with the easement include, but are not limited to, the erection of any building or other structure within the Easement, the making of a fill or an excavation on the Easement, or the inundation of the Easement, without written approval of the Company.
4. The Company shall have the right to trim, cut, and remove trees, shrubbery, fences, structures, or other obstructions or facilities in the Easement deemed by the Company to interfere with the proper and efficient use of the Easement for the purposes named; provided, however, the Company at its own expense shall restore, as nearly as possible, the property to its original condition, including the back filling of trenches, the replacement of fences, and the reseeding of lawns or pasture areas, but not the replacement of structures, trees, or other obstructions.



Washington Gas

5. The Owner warrants generally said Easement and will execute such further assurances thereof as the Company may request.

6. The Company shall pay the Owner actual damages that may arise from the original construction, maintenance, replacement, operation and removal of said Equipment.

\*NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

IN WITNESS the following signature(s):

By: Signed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: Signed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF

COUNTY OF

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by \_\_\_\_\_.

My Commission expires: \_\_\_\_\_

Notary Public

6' WGLCO ESMT

651.77'

PROPERTY

6' WGLCO ESMT

PROPERTY  
6' WGLCO ESMT

**ADMINISTRATION  
OPERATIONS  
BUILDING (AA)**

**CURE**

15:1827 AC  
COUNTY RECORDS

- ENDOS: PERMANENT-LOCATED/MARLEER
- TIE IN & TEMP. DE-CABLED
- FITTING, VENTURED, LOCATED
- (TEER, BENDS, VALVES, ETC.)
- DRY OR CLASSED OUT INFO
- FOOTAGE INSTALLED
- MATCHES DRAFTED/ORDER

2' \_\_\_\_\_ 4' \_\_\_\_\_ 6' \_\_\_\_\_  
8' \_\_\_\_\_ 12' \_\_\_\_\_  
OTHER: \_\_\_\_\_

Couplings	_____	_____
Tees	_____	_____
Valves	_____	_____
End caps	_____	_____
90° Ell.	_____	_____
45° Ell.	_____	_____
Other:	_____	_____

Safety Sector:	ADC Map
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Quad Map:	Tax Map:
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MO-SCALE

Checked by:	Date:
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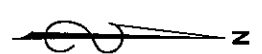
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PRINCE WILLIAM COUNTY, VA.

**Job Status:**  
**EASEMENT DRAWING ONLY**

Drawing Number:  
**BCA-290462-1a**

Sheet Number:



**Job Status:**  
EASEMENT DRAWING ONLY

**Drawing Number:**  
BCA-290462-2a

**Sheet Number:**  
2 of 2

**ITEM 9**  
**February 7, 2019**  
**PRTC Regular Meeting**

**PRTC Executive Director's Time**

**A. INFO      Executive Director's Report**

- **Industry Article – Government Shutdown 2019 – How OMNIRIDE Has Been Affected**

## **Metro Lost \$400,000 a Day During the Federal Government Shutdown, Agency Says**

*Original Article by Faiz Siddiqui, appeared in Washington Post January 18, 2019*

As of Friday, January 18, 2019, the government shutdown was in its 28<sup>th</sup> day, the longest in history. About a quarter of the government had been shut down and 800,000 federal employees had either been furloughed or were required to work without pay since December 22<sup>nd</sup>. There did not appear to be a resolution in sight, with congressional Democrats and the White House at an impasse over funding for a border wall as part of a spending bill.

The Washington Metropolitan Area Transit Authority (WMATA) lost \$400,000 in fare and parking revenue for every weekday of the shutdown, according to a letter Sen. Mark Warner (D-VA) shared on Twitter.

In addition to the revenue losses, the government shutdown left WMATA with \$33 million in unreimbursed expenses. The letter Warner shared from transit authority officials stated that, if the shutdown continued through the end of January, WMATA expects the federal funding gap to balloon to an estimated \$50 million.

Metro's preliminary analysis estimated that the shutdown resulted in a 16 percent loss in average weekday Metrorail ridership and an 8 percent loss in average MetroBus ridership. The losses worsened as the shutdown stretched past January 21st because February SmartBenefits – the commuter benefit offered to federal workers to incentivize transit use – could not be distributed for the month.

Essential federal government employees who receive SmartBenefits were able to commute for free during the shutdown on some transit systems. However, most of these employees – who hadn't received a paycheck yet this year - will be in for a shock when their personal credit cards are charged for commuting expenses in February. Most transit agencies in the region will refund any automatic charges, but that means those regular federal employee commuters may no longer be able to afford to ride public transit. SmartBenefits also covers monthly commuting costs for vanpools.

Additionally, the shutdown has put \$638 million in federal transit funding in jeopardy. If the prolonged shutdown of the Department of Transportation leads to delays in certifying the Washington Metrorail Safety Commission (WMSC) by the April 15, 2019 statutory deadline, the FTA indicates that it would be prohibited by law from issuing a total of \$638 million in FY2019 federal transit funding to all transit providers across the District of Columbia, Maryland and Virginia.

In a statement, the senators from Maryland and Virginia said the shutdown was "jeopardizing the health and stability of the Metro system."

### **So What? How Did the Government Shutdown Affect OMNIRIDE?**

OMNIRIDE is no different from WMATA, we are also felt the effects of the Government shutdown. Our finance department reports that we are awaiting \$4.2 million in federal reimbursements. \$3.5 million of that is payment for six OMNIRIDE coach buses from MCI. MCI has been willing to work with us to

extend the payment that is due. These six buses have already been wrapped in our new OMNIRIDE logo, outfitted with all the required technology, and have been released into service.

OMNIRIDE also experienced a ridership loss during the Government shutdown. In January, ridership on the express routes was down almost 800 passengers per day compared to January 2018, for an average daily revenue loss of \$5,169. One uncertainty we still have is if employees will have their SmartBenefits available for February. Although the shutdown is over for now, SmartBenefits were to be provided to employees by January 21<sup>st</sup>.

OMNIRIDE also manages the Vanpool Alliance program. The program reports that passenger trips in December 2018 were the lowest for a December in four years at 101,939. This is despite having almost 200 more vans enrolled than December 2014. For December 2017, Vanpool Alliance reported 108,423 trips. Passenger trips were down almost 6,500 from December 2018.

For December 2018 Vanpool Alliance reported 802,422 revenue miles, whereas for December 2017 they reported 881,837 miles. An almost 80,000 miles drop, year on year. These miles, if reported in their totality, would represent a loss of about \$54,000 in program earnings.

Obviously it goes without saying that the shutdown affected the entire region including OMNIRIDE and our passengers. Should an event of this magnitude occur again, OMNIRIDE should consider lowering fares during government shutdowns to allow federal employees a cheap alternative to driving into work. OMNIRIDE should also consider allowing free travel on our Local and Metro Express bus routes. This could provide incentive to furloughed, non-essential federal employees to stay within the county to look for temporary work opportunities while a shutdown is in effect.



**ITEM 10**  
**February 7, 2019**  
**PRTC Regular Meeting**

**Presentations and Information Items**

**\*All presentations will be provided at the meeting\***

- **Presentation on the Proposed FY20 Budget - Review of Revenues**
- **Strategic Plan Update**
- **Economics of Transit: Operational Staffing**

**PRTC Action Items**

- A. RES Authorization to Award a Task Order for Marketing Services for Vanpool Alliance and Transportation Demand Management Programs
- B. RES Authorize the Executive Director to Execute a Contract with Apollo Video Technology to Purchase and Install Video Surveillance Camera Systems in the Existing MCI Commuter Buses
- C. RES Authorize Executive Director to Implement Service and Fare Adjustments in Response to Federal Government Shutdown
- D. RES Resolution to Ratify Action of the Executive Director to Execute a Temporary Use License

ITEM 11-A  
February 7, 2019  
PRTC Regular Meeting  
Res. No. 19-02-\_\_\_\_

**MOTION:**

**SECOND:**

**RE:            AUTHORIZATION TO AWARD A TASK ORDER CONTRACT FOR MARKETING  
SERVICES FOR VANPOOL ALLIANCE AND TRANSPORTATION DEMAND  
MANAGEMENT PROGRAMS**

**ACTION:**

**WHEREAS**, the OmniRide Transportation Demand Management (TDM) programs and Vanpool Alliance would benefit from a concentrated, long-term marketing and promotional effort; and

**WHEREAS**, funding for such efforts were included in the Potomac and Rappahannock Transportation Commission's FY19 and proposed FY20 budget; and

**WHEREAS**, management has identified one of the Virginia Department of Rail and Public Transportation's on-call consultants, Siddall Communications, LLC, as being qualified to perform the necessary tasks; and

**WHEREAS**, management has received both a proposed Scope of Work and a budget from the consultant; and

**WHEREAS**, management considers both Scope of Work and budget acceptable.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to enter into a task order contract with Siddall Communications, LLC for marketing services for Vanpool Alliance and the OmniRide Transportation Demand Management programs.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**


**Alternate Present Not Voting:**


**Absent from Meeting:**



February 7, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Chuck Steigerwald  
Director of Strategic Planning 

THROUGH: Robert A. Schneider, PhD  
Executive Director 

SUBJECT: Authorization to Award a Task Order Contract for Marketing Services for Vanpool Alliance and Transportation Demand Management Programs

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Recommendation:

Authorize the Executive Director to award a task order contract to Siddall Communications, LLC for marketing services for Vanpool Alliance and OmniRide's Transportation Demand Management programs.

Background:

As management devised work plans for the OmniRide Ridesharing, OmniRide Employer Services, and Vanpool Alliance programs for both fiscal years 2019 and 2020, we had the benefit of relying on the recently completed Strategic Recommendations. In considering how to begin implementing the recommendations for Transportation Demand Management (TDM) it was determined that a long-term, highly focus marketing and promotional effort was necessary.

Based on recommendations to expand efforts to promote and register vanpools, increase ease of access to commuter information, and invest in additional resources to promote TDM strategies, management defined a number of focused goals and determined that consultant assistance would be beneficial.

Management has identified one of the Virginia Department of Rail and Public Transportation's on-call consultants, Siddall Communications, LLC, as being qualified to perform the necessary tasks.

**Madam Chair Anderson and PRTC Commissioners**

**February 7, 2019**

**Page Two**

Goals for the promotional efforts are:

- Increase awareness and understanding of the Vanpool Alliance, OmniRide Rideshare, and OmniRide Employer Services programs.
- Recruit riders to existing vanpools and promote the creation of new vanpools.
- Support existing efforts to meet with area employers.
- Increase awareness and understanding of travel options available through OmniRide TDM programs.

To achieve these goals Siddall Communications, LLC has proposed the following tasks:

- Update the Vanpool Alliance website.
- Paid advertising for all programs including on-line banner ads.
- Video ads for on-line promotion.
- Creation of how-to guides for potential vanpoolers.
- Updating and creating new collateral materials for all programs (e.g., brochures, etc.).

Design, development, and implementation of the promotional efforts will take place over fiscal years 2019 and 2020. Some material, such as the video ads and how-to guides are expected to have a shelf life beyond that two-year period.

**Fiscal Impact:**

Funding has been included in the FY2019 and proposed FY2020 budgets. See attached for details.

**RE: AUTHORIZATION TO AWARD A TASK ORDER CONTRACT FOR MARKETING SERVICES  
FOR VANPOOL ALLIANCE AND TRANSPORTATION DEMAND MANAGEMENT  
PROGRAMS**

Fiscal Impact:

Total cost of the effort is estimated at \$400,000. Two-thirds of that amount will be focused on the Vanpool Alliance program and the remaining third split between OmniRide Rideshare and OmniRide Employer Services. Funding for the promotional efforts were included in the FY19 and proposed FY20 budgets. Funding for the Vanpool Alliance portion will be paid through Vanpool Alliance earnings as are other program expenses. The OmniRide Employer Services portion will be paid through the existing 100 percent grant. The OmniRide Ridesharing portion will be paid for through the Virginia Department of Rail and Public Transportation (VDRPT) TDM operating grant. This grant is an 80/20 match with the local portion provided by PRTC's bus-sponsoring jurisdictions.

Federal	\$266,000	
State:	\$67,200	
Local:	\$66,800	
	Fredericksburg:	\$0
	Manassas:	\$200
	Manassas Park:	\$200
	Prince William:	\$13,000
	Spotsylvania:	\$0
	Stafford:	\$0
	Vanpool Soft Match	\$53,300
Total:	<u>\$400,000</u>	

**ITEM 11-B**  
**February 7, 2019**  
**PRTC Regular Meeting**  
**Res. No. 19-02-\_\_\_**

**MOTION:**

**SECOND:**

**RE:            AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH APOLLO VIDEO TECHNOLOGY TO PURCHASE AND INSTALL VIDEO SURVEILLANCE CAMERA SYSTEMS IN THE EXISTING MCI COMMUTER BUS FLEET**

**ACTION:**

**WHEREAS**, only the local and Metro Express vehicles were outfitted with a video surveillance camera system previously; and

**WHEREAS**, a pilot commuter bus was used to test this system for performance and the added value of having a surveillance camera system on the commuter fleet; and

**WHEREAS**, the success of the demo led to including the video surveillance camera system on the most recent 37 MCI commuter bus purchase; and

**WHEREAS**, staff recommends outfitting existing model years 2006 through 2016 MCI commuter buses with this system; and

**WHEREAS**, all commuter bus purchases going forward will include a video surveillance camera system; and

**WHEREAS**, the funding for this purchase is included in the FY19 budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to execute a contract with Apollo Video Technology in the amount of \$550,681.00 for the purchase of video surveillance camera systems to be installed in the existing model years 2006 through 2016 MCI commuter bus fleet.

**ITEM 11-B**  
**February 7, 2019**  
**PRTC Regular Meeting**  
**Res. No. 19-02-\_\_\_\_**  
**Page Two**

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**


**Absent from Meeting:**






February 7, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin A. Palistrant, Director of Operations and Operations Planning 

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Authorize the Executive Director to Execute a Contract with Apollo Video Technology to Purchase and Install Video Surveillance Camera Systems in the Existing MCI Commuter Bus Fleet

---

Recommendation:

Authorize the Executive Director to execute a contract with Apollo Video Technology to purchase and install video surveillance camera systems in the existing MCI commuter bus fleet.

Background:

Previously, OMNIRIDE utilized Apollo Video Technology for its surveillance system on all local and Metro Express vehicles, but not the commuter bus fleet. In 2017, a demo MCI commuter bus was outfitted with an eight (8)-camera system to test the performance and the added value of having a surveillance camera system on the commuter fleet. It was determined that all future commuter bus orders would include this system. As a result, the recent 37-bus MCI delivery includes such technology.

Staff recommends outfitting 47 2006-2016 model year MCI commuter buses with the video surveillance camera system utilized on the pilot bus, bringing the active bus fleet with a video surveillance system to 90 percent. As the older 2003-2005 model year buses are replaced, the replacement buses will be equipped with this camera system, bringing the active bus fleet with a video surveillance system to 100 percent.

The equipment will be purchased through Federal Supply Schedule 084, totaling \$550,681, and staff recommends awarding this contract to Apollo Video Technology.

Fiscal Impact:

The project will be funded through a combination of state and local sources at a cost of \$550,681.00 as shown below.

Federal:	\$0
State:	\$374,463 (FY19 DRPT Grant)
Local:	\$176,218
	Fredericksburg: \$0
	Manassas: \$0
	Manassas Park: \$0
	Prince William: \$176,218 (included in the FY19 budget)
	Spotsylvania: \$0
	Stafford: \$0
Total:	<hr/> \$550,681

**MOTION:**

**SECOND:**

**RE:            AUTHORIZE THE EXECUTIVE DIRECTOR TO IMPLEMENT SERVICE AND FARE  
ADJUSTMENTS IN RESPONSE TO MAJOR REGIONAL EVENTS NEGATIVELY  
IMPACTING OMNIRIDE SERVICE**

**ACTION:**

**WHEREAS**, the recent partial Federal government shutdown has had a negative impact on OMNIRIDE ridership; and

**WHEREAS**, the loss in ridership was accompanied by a commensurate loss in fare revenue; and

**WHEREAS**, any subsequent full or partial Federal government shutdown may be of an unknown duration; and

**WHEREAS**, management has determined that regularly scheduled bus service levels would be unsustainable if ridership and fare revenues dropped significantly; and

**WHEREAS**, management is developing a short and long-term service and fare adjustment plan that can be implemented in response to a major regional event (e.g, Federal government shutdown, regional emergency, etc.) that negatively impacts OMNIRIDE service; and

**WHEREAS**, any service and fare adjustment plan would take ridership and revenue collection into consideration; and

**WHEREAS**, further service and fare adjustments may be necessary in response to a longer-term event.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to implement service and fare adjustments in response to major regional events that negatively impact OMNIRIDE services.

**ITEM**

**February 7, 2019**

**PRTC Regular Meeting**

**Res. No. 19-02--\_\_**

**Page Two**

**BE IT FURTHER RESOLVED** that the Potomac and Rappahannock Transportation Commission hereby directs the Executive Director to inform the Commission of any potential service or fare adjustment plans and implementation timelines.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**


**Alternate Present Not Voting:**


**Absent from Meeting:**



February 7, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin A. Palistrant, Director of Operations and Operations Planning 

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Authorize the Executive Director to Implement Service and Fare Adjustments in Response to Major Regional Events Negatively Impacting OMNIRIDE Services

---

Recommendation:

Authorize the Executive Director to implement service and fare adjustments in response to major regional events negatively impacting OMNIRIDE services.

Background:

On December 21, 2018, approximately 800,000 Federal employees, many of whom live and work in the Washington, DC Metropolitan area, were either furloughed or required to work without pay. As a result, OMNIRIDE express service experienced continual decline in ridership, which was not associated with holidays or inclement weather. From January 1 through January 25, express service ridership declined approximately 15.6 percent, 788 passengers per day, resulting in a loss of fare revenue of \$5,169 per day.

During the recent Government shutdown, which ended on Friday, January 25th, ridership declined significantly enough that should a major regional event occur which negatively affects OMNIRIDE services, management recommends implementing service and fare adjustments that take ridership and revenue collection into consideration. Operating at normal service levels, coupled with fare revenue loss creates a budgetary strain. Should a major regional event continue for an extended period of time, further service and fare adjustments may be necessary.

In the event OMNIRIDE services are negatively impacted due to a major regional event, management will inform the Commission of potential service and fare adjustment plans and implementation timelines.

Madam Chair Anderson and PRTC Commisioners  
February 7, 2019  
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#### Fiscal Impact

The fiscal impact will need to be determined on a case-by-case basis.

**MOTION:**

**SECOND:**

**RE:               RESOLUTION TO RATIFY ACTION OF THE EXECUTIVE DIRECTOR TO EXECUTE A  
TEMPORARY USE LICENSE**

**ACTION:**

**WHEREAS**, the groundbreaking ceremony for the OMNIRIDE western facility occurred on January 23, 2019; and

**WHEREAS**, the location of the OMNIRIDE western facility is an active construction site and deemed to an unsafe location for the groundbreaking ceremony; and

**WHEREAS**, BRE Foxtrot 7760 Doane Drive LLC, permitted OMNIRIDE to use their facility, which is located adjacent to the OMNIRIDE western facility, for the sole purpose of the groundbreaking ceremony; and

**WHEREAS**, use of the BRE Foxtrot 7760 Doane Drive LLC facility required a temporary use license indemnifying BRE Foxtrot 7760 Doane Drive LLC against all risk of loss or damage to persons, vehicles and/or the contents of vehicles occurring on or about their facility, to the maximum extent permitted by law; and

**WHEREAS**, the need for the temporary use license was not known prior to the January 2019 Commission meeting, therefore authorization to execute the temporary use was not sought at the January Commission meeting; and

**WHEREAS**, the execution of the temporary use license was required before the February Commission meeting.

**NOW, THEREFORE, BE IT RESOLVED**, that the Potomac and Rappahannock Transportation Commission does hereby ratify the action taken by the Executive Director to execute a temporary use license for use of the BRE Foxtrot 7760 Doane Drive LLC facility for the sole purpose of the groundbreaking ceremony.

ITEM 11-D  
February 7, 2019  
PRTC Regular Meeting  
Res. No. 19-02-\_\_\_\_  
Page Two

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:


Absent from Meeting:





February 7, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD 

SUBJECT: Ratify Action of the Executive Director to Execute a Temporary Use License

---

Recommendation:

Ratify the action of the Executive Director to Execute a Temporary Use License

Background:

The groundbreaking ceremony for the OMNIRIDE western facility was scheduled for January 23, 2019. Unfortunately, the western facility site is now an active construction site and deemed unsafe to use for the ceremony. Staff reached out to BRE Foxtrot 7760 Doane Drive LLC to see if they would allow us to use their facility for the ceremony since it is adjacent to our construction site.

We were granted permission to use their facility, however, a temporary use license (attached), which would indemnifying them against all risk of loss or damage to persons, vehicles and/or the contents of vehicles occurring on or about their facility, to the maximum extent permitted by law, was required. The agreement was sent to legal counsel for review and found to be sufficient as to legal form.

Since the execution of the temporary use license was required before the next Commission meeting, I executed the temporary use license and am asking the Commission to ratify my action.

Fiscal Impact:

NA

### **TEMPORARY USE LICENSE**

This Temporary Use License (this "License") is entered into as of January 16, 2019, between BRE FOXTROT 7760 DOANE DRIVE LLC, a Delaware limited liability company ("Licensor"), and Potomac and Rappahannock Transportation Commission, a \_\_\_\_\_ ("Licensee").

### **RECITALS:**

WHEREAS, Licensor is the owner of the real property known as 7760 Doane Drive, Manassas, Virginia (the "Property").

WHEREAS, Licensee desires the temporary right to use and occupy a portion of the Property and Licensor has agreed to grant such right to Licensee on the terms, provisions and conditions contained herein.

### **AGREEMENTS:**

NOW THEREFORE, in consideration of the covenants and arrangements of the parties set forth in this License, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Licensee and Licensor hereby agree as follows:

1. **License.** Subject to the terms and conditions set forth in this License, Licensor grants to Licensee a revocable license to occupy a portion of the parking lot of the Property, as depicted in the plan attached as Exhibit A. The portion of the Property depicted on Exhibit A shall be known herein as the "Premises".

2. **Term.** The term of this License (the "Term") shall commence on the date of this License (the "Effective Date") and shall terminate on January 23, 2019 (the "Termination Date"). Licensee shall have no right to use the Premises for any other purpose whatsoever after the Termination Date.

3. **Permitted Use.** Licensee may use and occupy the Premises for a groundbreaking event only and for no other use or purpose. Licensee shall comply with all applicable Laws relating to the use, condition, access to and occupancy of the Premises now or hereinafter in effect; provided, however, that neither Licensor nor Licensee shall be required to make any improvements or alterations to the Premises or Property in connection therewith. Licensee shall conduct its business and control each of its agents, contractors, employees or invitees (each, including Licensee a "Licensee Party") so as not to create any nuisance or unreasonably interfere with other tenants or Licensor in its management of the Property. As used herein the term "Laws" shall mean all federal, state, and local laws, ordinances, rules and regulations, all court orders, governmental directives, and all restrictive covenants affecting the Property, and "Law" shall mean any of the foregoing.

4. **Licensee Risk.** Licensee's (and anyone claiming by, through or under Licensee) entering of the Property and the Premises and use thereof shall be at Licensee's sole risk and expense, and Licensor shall have no responsibility or liability for (i) any loss of or damage to Licensee's property or (ii) any interruption or injury to Licensee's business in connection with Licensee's occupancy of the Premises. **LICENSEE AND LICENSEE'S PERMITTEES ASSUME ALL RISK OF LOSS OR DAMAGE TO PERSONS, VEHICLES AND/OR THE CONTENTS OF VEHICLES OCCURRING ON OR ABOUT THE PREMISES.**

5. **Repairs and Maintenance.** Licensee shall repair or replace, subject to Licensor's direction and supervision, any damage to the Premises or the Property caused by Licensee.

6. **No Assignment.** This License is personal to Licensee and Licensee shall not assign, sublet nor otherwise transfer this License or any of Licensee's rights under this License, nor permit any person or entity (other than Licensee, its invitees, its employees, agents and its contractors) to use the Premises or any portion thereof nor record this License. Any such attempt to assign, transfer or record shall be void and of no effect.

7. **Licensee's Insurance.** Licensee shall maintain throughout the Term the following insurance policies: (a) commercial general liability insurance in amounts of \$3,000,000 per occurrence and \$5,000,000 aggregate or such other amounts as Licensors may from time to time reasonably require, insuring Licensee, Licensors, Licensors's agents and their respective affiliates against all liability for injury to or death of a person or persons and damage to property arising from the Licensee's use and occupancy of the Premises, (b) insurance covering the full value of Licensee's property and property of others in the Premises, (c) contractual liability insurance sufficient to cover Licensee's indemnity obligations hereunder, and (d) worker's compensation insurance in the minimum Virginia statutory limits covering all persons employed by Licensee for which claims for death or bodily injury could be asserted against Licensors, Licensee or the Premises, and containing a waiver of subrogation endorsement acceptable to Licensors. Licensee's insurance shall provide primary coverage to Licensors when any policy issued to Licensors provides duplicate or similar coverage, and in such circumstance Licensors's policy shall be excess over Licensee's policy. Prior to the Effective Date and thereafter upon request by Licensors, Licensee shall furnish to Licensors certificates of such insurance and such other evidence satisfactory to Licensors of the maintenance of all insurance coverages required hereunder, and Licensee shall obtain a written obligation on the part of its insurance company to notify Licensors at least 30 days before cancellation or a material change of any such insurance policies. Additionally, all insurance policies required under this License shall be in a form reasonably satisfactory to Licensors and issued by companies with a Best's Insurance Guide rating of "A", Class X or better.

8. **Waiver of Subrogation.** Licensors and Licensee each waives any claim it might have against the other for any injury to or death of any person or persons or damage to or theft, destruction, loss, or loss of use of any property (a "Loss"), to the extent the same is insured and recoverable against under any insurance policy that covers the Property, the Premises, Licensors's or Licensee's fixtures, personal property, leasehold improvements, or business, or, in the case of Licensee's waiver, is required to be insured against under the terms hereof, however, Licensors's waiver shall not include any deductible amounts on insurance policies carried by Licensors. Notwithstanding any provision in this License to the contrary, Licensors, its affiliates, partners, managers, members, officers, directors, agents, employees, contractors, representatives, and invitees (collectively, the "Licensors Parties") shall not be liable to Licensee or to any party claiming by, through or under Licensee (collectively, the "Licensee Parties") for (and Licensee hereby releases the Licensors Parties from any claim or responsibility for) any damage to or destruction, loss, or loss of use, or theft of any property of any Licensee Party located in or about the Property, caused by casualty, theft, fire, physical condition of the Premises or Property, third parties or any other matter or cause. Each party shall cause its insurance carrier to endorse all applicable policies waiving the carrier's rights of recovery under subrogation or otherwise against the other party.

9. **Licensee's Indemnity.** Subject to Section 8, to the maximum extent permitted by Law, Licensee shall defend, indemnify, and hold harmless the Licensors Parties from and against all losses, claims, demands, liabilities, causes of action, suits, judgments, damages, and expenses (including attorneys' fees) arising from (a) any Loss arising from any occurrence on, or use of, the Premises (b) any act or omission of Licensee or its agents, contractors, employees or invitees, (c) any Loss directly or indirectly arising out of or related to the use, generation, storage, release, or disposal of Hazardous Substances by Licensee or any of Licensee's agents, contractors, employees or invitees in, on, under or about the Premises or the Property or surrounding land or environment, or (d) Licensee's failure to perform its obligations under this License, even though caused or alleged to be caused by the negligence or fault of Licensors or its agents (other than a Loss arising from the sole or gross negligence of Licensors or its agents). This indemnity

provision shall survive termination or expiration of this License. If any proceeding is filed for which indemnity is required hereunder, Licensee agrees, upon request therefor, to defend the indemnified party in such proceeding at its sole cost utilizing counsel satisfactory to the indemnified party.

**10. Events of Default.** Each of the following occurrences shall be an "Event of Default":

(a) **Insurance.** Licensee fails to procure, maintain and deliver to Licensors evidence of the insurance policies and coverages as required under Section 7; or

(b) **Mechanic's Liens.** Licensee fails to pay and release of record, or diligently contest and bond around, any mechanic's lien filed against the Premises or the Property for any work performed, materials furnished, or obligation incurred by or at the request of Licensee, within ten days of written notice from Licensors;

(c) **Other Defaults.** Licensee's failure to perform, comply with, or observe any other agreement or obligation of Licensee under this License.

**11. Termination Upon Default.** Upon an Event of Default, Licensors may terminate this License upon written notice to Licensee, such termination shall be deemed effective on the date of such notice and Licensee shall vacate and deliver the Premises to Licensors in accordance with the provisions of this License. Termination of this License by Licensors as aforesaid shall not prejudice any other remedies which might be available to the Licensors at law or in equity, under this License. In addition, Licensors may perform any act Licensee is obligated to perform under the terms of this License (and enter upon the Premises in connection therewith if necessary) in Licensee's name and on Licensee's behalf, without being liable for any claim for damages therefor, and Licensee shall reimburse Licensors on demand for any expenses which Licensors may incur in connection therewith.

**12. Failure to Vacate.** If Licensee fails to vacate the Premises upon the termination or expiration of this License, in addition to any other liabilities to Licensors accruing therefrom, Licensee shall protect, defend, indemnify and hold Licensors harmless from all loss, cost (including reasonable attorneys' fees) and liability resulting from such failure, including, without limiting the generality of the foregoing, any claims made by any prospective tenant of the Premises founded upon such failure to vacate, and any lost profits to Licensors resulting therefrom.

**13. Surrender of Premises.** At the expiration or termination of the Term, Licensee shall peaceably deliver to Licensors the Premises. All items not removed shall be deemed to have been abandoned by Licensee and may be disposed of by Licensors without notice to Licensee, at Licensee's sole cost and expense, and without any obligation to account for such items. The provisions of this Section 13 shall survive the expiration of the Term.

**14. Licensors' Liability.** The liability of any Licensors Party to Licensee for any default by Licensors under the terms of this License or any matter relating to or arising out of the occupancy or use of the Premises and/or other areas of the Property shall be limited to Licensee's actual direct, but not consequential, special or punitive damages therefor and shall be recoverable only from the Licensors' interest in the Property, and no Licensors Party shall ever be personally liable hereunder.

**15. Notices.** All notices and other communications given pursuant to this License shall be in writing and shall be (a) mailed by first class, United States mail, postage prepaid, certified, with return receipt requested, and addressed to the parties hereto at the address listed below, (b) hand delivered to the intended addressee, or (c) sent by nationally recognized overnight courier to the addresses set forth in this Section 15. Notice sent by certified mail, postage prepaid, shall be effective three business days after being deposited in the United States mail; all other notices shall be effective upon delivery to the address of the

addressee (even if such addressee refuses delivery thereof). The parties hereto may change their addresses by giving notice thereof to the other in conformity with this provision.

If to Licensors:           c/o Gateway Industrial Properties  
233 S Wacker Drive, Suite 3405  
Chicago, Illinois 60606  
Attn: VP – Asset Management

and

c/o Revantage Corporate Services  
233 S. Wacker Drive, Suite 3400  
Chicago, Illinois 60606  
Attention: Assistant General Counsel

and

c/o Revantage Corporate Services  
233 S. Wacker Drive, Suite 3400  
Chicago, Illinois 60606  
Attention: Lease Administration

If to Licensee:           [           ]

16.     **Severability.** If any clause or provision of this License is held or declared to be illegal, invalid, or unenforceable under any present or future Laws, then the remainder of this License shall not be affected thereby and in lieu of such clause or provision, there shall be added as a part of this License a clause or provision as similar in terms to such illegal, invalid, or unenforceable clause or provision as may be possible and be legal, valid, and enforceable.

17.     **Amendments; Binding Effect.** This License may only be amended by an instrument in writing signed by Licensors and Licensee. No provision of this License shall be deemed to have been waived by Licensors unless such waiver is in writing signed by Licensors, and no custom or practice which may evolve between the parties in the administration of the terms hereof shall waive or diminish the right of Licensors to insist upon the performance by Licensee in strict accordance with the terms hereof. The terms and conditions contained in this License shall inure to the benefit of and be binding upon the parties hereto, and upon their respective successors in interest and legal representatives, except as otherwise herein expressly provided.

18.     **License Only.** This License creates a revocable license only and Licensee acknowledges that Licensee does not and shall not claim at any time any interest or estate of any kind or extent whatsoever in the Property or the Premises by virtue of this License or Licensee's use of the Premises or any other part of the Property pursuant hereto. Licensee acknowledges that in no event shall the relationship between Licensors and Licensee be deemed to be a partnership, joint venture or a so-called landlord-tenant relationship and that in no event shall Licensee be entitled to avail itself of any rights afforded to tenants under the laws of the State in which the Premises are located. This License is not and does not grant an easement or any other interest in real property.

19.     **Entire Agreement.** This License constitutes the entire agreement between Licensors and Licensee regarding the subject matter hereof and supersedes all oral statements and prior writings relating thereto. Except for those set forth in this License, no representations, warranties, or agreements have been

made by Licensor or Licensee to the other with respect to this License. Time is of the essence of this License.

20. **Governing Law.** This License shall be governed by and construed in accordance with the laws of the State in which the Premises are located.

21. **Survival Provision.** It is expressly understood and agreed that any indemnity provisions contained in this License shall survive any expiration or earlier termination of this License.

22. **Attorneys Fees.** In the event either party institutes any action or proceeding against the other relating to the provisions of this License, or any default hereunder, the non-prevailing party in such action or proceeding shall reimburse the prevailing party for the reasonable attorneys fees and costs incurred therein by the prevailing party.

23. **Counterparts.** This License may be executed in multiple counterparts, each of which when so executed and delivered shall be deemed an original, but such counterparts shall constitute but one and the same instrument. Signatures delivered electronically (e.g., via PDF file) shall be deemed original signatures for all purposes.

24. **Brokers.** Licensee hereby represents and warrants to Licensor that Licensee has not dealt with any broker or finder or real estate licensee in connection with this License.

25. **Environmental Matters.** Licensee shall not use, treat, store, recycle, keep or otherwise allow the presence of any Hazardous Substances in, on or around the Premises or the Property in violation of any Environmental Laws. "Hazardous Substances" shall mean any compound, chemical, contaminant, pollutant, toxic substance, hazardous waste, hazardous material, or hazardous substance, including, without limitation, asbestos, asbestos-containing materials, polychlorinated biphenyls, oil, petroleum, and petroleum products, which may pose a threat to the environment or to human health and safety, as defined, or regulated by any Environmental Laws. "Environmental Laws" shall mean all applicable federal, state, and municipal laws, ordinances, bylaws, codes, rules, regulations, decrees, orders, licenses, permits, conditions, judgments, rulings, directives and requirements of any governmental agency or authority having jurisdiction with respect to Hazardous Substances or the health or safety of persons or property. To the maximum extent permitted by law, Licensee shall indemnify the Licensor Parties and hold the Licensor Parties harmless from and against any and all liability, liens, claims, demands, damages, expenses, fees, costs, fines, penalties, suits, proceedings, actions and causes of action (including without limitation all attorneys' fees and expenses) arising out of or relating to, directly or indirectly, any violation or alleged violation by any Licensee Party of any Environmental Laws.


26. **Prohibited Persons and Transactions.** Licensee represents and warrants to Licensor that Licensee is currently in compliance with and shall at all times during the Term (including any extension thereof) remain in compliance with the regulations of the Office of Foreign Asset Control ("OFAC") of the Department of the Treasury (including those named on OFAC's Specially Designated Nationals and Blocked Persons List) and any statute, executive order (including the September 24, 2001, Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), or other governmental action relating thereto.

[SIGNATURE PAGE FOLLOWS.]

EXECUTED AS OF THE DATE FIRST SET FORTH ABOVE.


LICENSOR:

BRE FOXTROT 7760 DOANE DRIVE LLC, a  
Delaware limited liability company

DocuSigned by:  
By:   
Name: Jack Hennessey  
Title: Authorized Signatory

LICENSEE:

Potomac and Rappahannock Transportation  
Commission

By:   
Name: ARTHEA EVANS  
Title: DIRECTOR OF MARKETING

 1/30/19  
Executive Director  
Robert A. Schumacher

**EXHIBIT A**

[The Premises]

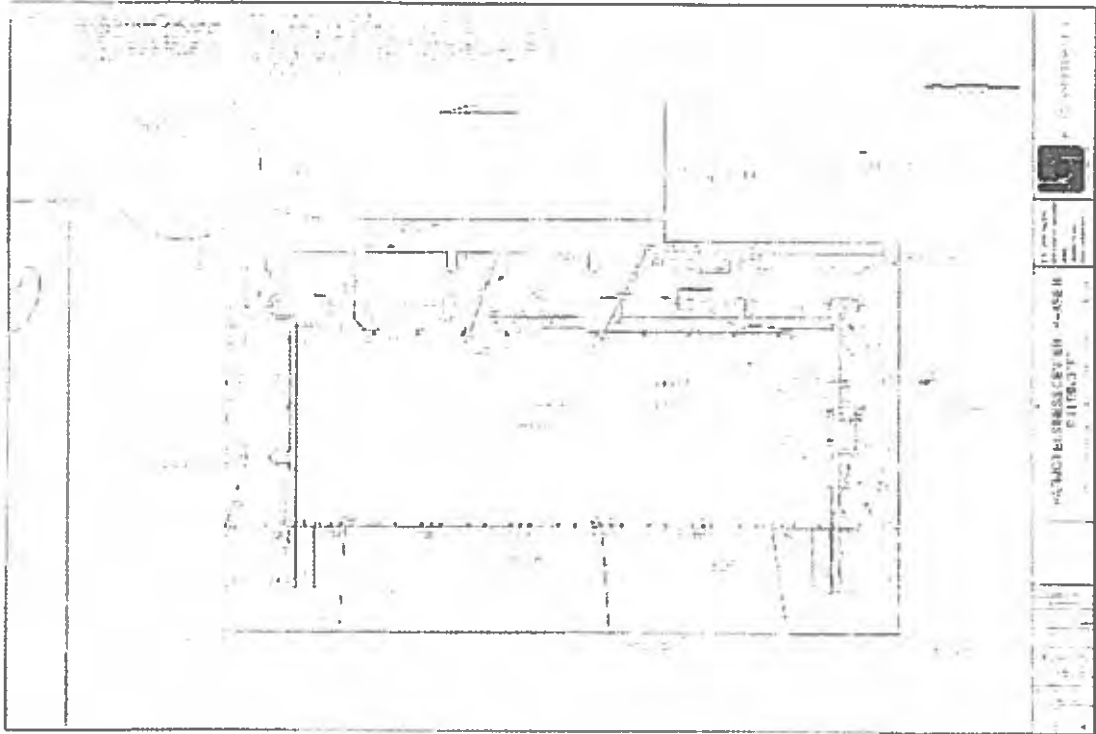


EXHIBIT "A", THE PREMISES



**ITEM 12**  
**February 7, 2019 PRTC**  
**Regular Meeting**

**PRTC Chair's Time**

**A. RES Concurrence with Manassas Park VRE Appointees**

**MOTION:**

**SECOND:**

**RE: CONCURRENCE WITH PRTC BOARD REPRESENTATIVE APPOINTMENT TO THE  
VRE OPERATIONS BOARD**

**ACTION:**

**WHEREAS**, Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") Bylaws require the appointment and concurrence with PRTC Board representatives to the Virginia Railway Express (VRE) Operations Board; and

**WHEREAS**, the City of Manassas Park has requested Councilmember Preston Bank be appointed the VRE Operations Board Member and Councilmember Hector Cendejas remain the alternate member; and

**WHEREAS**, the proposed PRTC Board representatives to the VRE Operations Board now include:

Members

Alternates

Prince William County

John Jenkins  
Jeanine Lawson  
Marty Nohe

Ruth Anderson  
Maureen Caddigan  
Pete Candland

Stafford County

Mark Dudenhefer  
Wendy Maurer

Jack Cavalier  
Cindy Shelton

City of Fredericksburg

Matt Kelly

Jason Graham

City of Manassas

Pamela Sebesky

Mark Wolfe

City of Manassas Park

Preston Banks

Hector Cendejas

**ITEM 12-A**  
**February 7, 2019**  
**PRTC Regular Meeting**  
**Res. No. 19-02-\_\_\_\_**  
**Page Two**

Spotsylvania County  
Gary Skinner

Paul Trampe

DRPT  
Jennifer Mitchell

Michael McLaughlin

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby concur with the appointment of Councilmember Preston Banks as a member to the VRE Operations Board and concurs with Councilmember Hector Cendejas remaining the alternate member.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternates Present Not Voting:**

**Absent from Meeting:**

**ITEM 13**

**Other Business/Commissioners' Time**

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**ITEM 14**

**Adjournment**

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**Upcoming Meetings: PRTC 2019 Meeting Schedule (attached)**

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# COMMISSION MEETING SCHEDULE

# 2019

PRTC Commission Meetings are held on the first Thursday of the month at 7:00pm in the second floor conference room of the OmniRide Transit Center, unless otherwise noted.

14700 Potomac Mills Road, Woodbridge, VA 22192

POTOMAC & RAPPAHANNOCK  
TRANSPORTATION COMMISSION



JANUARY 3

FEBRUARY 7

MARCH 7

APRIL 4

MAY 2

JUNE 6

JULY 11\* (date changed due to holiday)

AUGUST

BOARD RECESS - NO MEETING

SEPTEMBER 5

OCTOBER 3

NOVEMBER 7

DECEMBER 5

Executive Committee and Operations Committee meet on an "as needed" basis at 6:00pm prior to the regularly scheduled PRTC Board Meeting-advance notice is provided.

All VRE Operations Board meetings are scheduled for the third Friday of each month at 9:00am at the OmniRide Transit Center (except for the August recess).

## JANUARY

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## FEBRUARY

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## MARCH

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## APRIL

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## MAY

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## JUNE

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## JULY

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## AUGUST

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31						

## SEPTEMBER

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29	30					

## OCTOBER

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## NOVEMBER

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## DECEMBER

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29	30	31				

**INFORMATION ITEMS**  
**February 7, 2019**  
**PRTC Regular Meeting**

**Information Items**

**System Performance Report**

**Revised Purchasing Authority Report**


**Wheels-to-Wellness Funding Status**


**Fuel Dashboard for Q2**



February 7, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin A. Palistrant  
Director of Operations and Operations Planning 

THROUGH: Robert A. Schneider, PhD  
Executive Director 

SUBJECT: December System Performance and Ridership Report

---

OMNIRIDE Express and Metro Express Service

- December average daily ridership increased less than 1 percent compared to November.
- New Haymarket service began December 17<sup>th</sup> and staff is monitoring its ridership and any corresponding changes to other western express routes.
- Ridership trends for December followed similar patterns towards the end of the month, impacted by holidays.
- Partial Government Shutdown impacts during December were at the same time as holidays, but staff is monitoring very closely for January

OMNIRIDE Local Bus Service

- December average daily ridership decreased 2.9 percent from November.
- Ridership is following normal trends of tapering off towards the holidays when schools and colleges are on break.
- Saturday ridership increased just slightly compared to last year, continuing its leveling off trend.

Vanpool Alliance Program

- Enrollment stayed increased slightly to 672 vans.

- Passenger trips in December were the lowest for a December in 4 years at 101,939. This despite having almost 200 more vans enrolled than December 2014. This no doubt due to the partial government shutdown which caused many vans to be parked for the final 10 days of December.

### OmniMatch Program

#### **Program Promotions:**

- **12/05** – Prince William Chamber of Commerce Annual Legislative Kick Off Breakfast

### Customer Service Statistics

- The call center received 8682 calls in December; the automated system handled 47 percent of those calls.
- Average wait time for remaining calls was: 51 seconds.
- Responded to 59 general information emails in December.
- Percentage of OMNIRIDE local trip denials decreased by 15 compared to November.

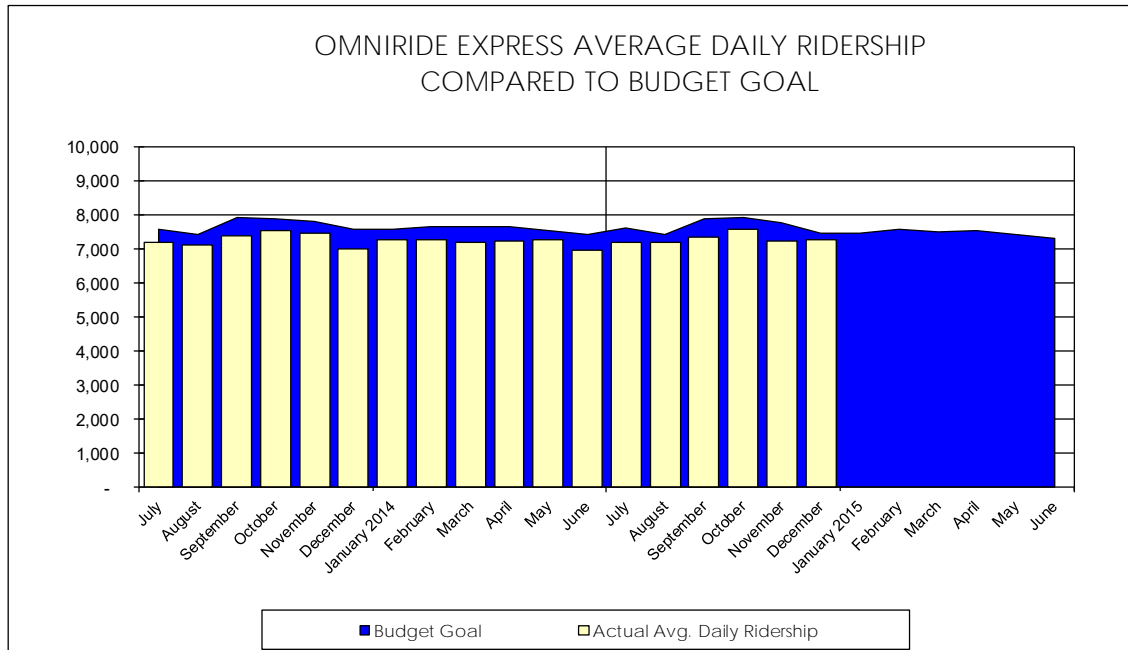
### Passenger Complaints

- Complaint rate for OmniRide in December:
  - OMNIRIDE Express and Metro Express complaint rate increased 10 percent from this time in FY18.
  - OMNIRIDE Local service complaint rate decreased 38 percent compared to this time in FY18.
- Note: There was no OmniRide Express service on December 24<sup>th</sup> and 25<sup>th</sup> due to the Christmas holiday.



## OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership		Average Daily Ridership			FY19 Budget Goal	Change from Goal
	FY18	FY19	FY18	FY19	% Change		
July	140,343	147,825	7,225	7,211	-0.2%	7,628	(417)
August	164,929	163,900	7,114	7,194	1.1%	7,422	(228)
September	147,004	141,696	7,417	7,380	-0.5%	7,905	(525)
October	158,222	166,311	7,572	7,579	0.1%	7,922	(343)
November	138,188	134,470	7,458	7,229	-3.1%	7,769	(540)
December	123,853	115,711	7,022	7,276	3.6%	7,479	(203)
January							
February							
March							
April							
May							
June							
Year to Date	872,539	869,913	7,301	7,312	0.1%	7,688	(376)



*At year's end figures are revised, if needed, to account for any lingering data latency.*

7/17: Avg. Daily ridership excludes days before and after Fourth of July Holiday (3,5,6,7)

9/17 - Avg. Daily Ridership Excludes Friday before Labor Day Holiday (1)

10/17: Avg. Daily Ridership Excludes Friday before Columbus Day and Columbus Day (5, 8)

11/17: Avg. Daily Ridership Excludes Day before Veterans Day (10), Week of Thanksgiving and Monday after (20-24 and 27), Christmas Tree Lighting ESP

12/17: Avg. Daily Ridership excludes holiday period (20-29)

1/18: Avg. Daily Ridership excludes New Year's holiday and weather related school closures (2-5), MLK Holiday (15), School closures-snow (17), Federal

2/18: Avg. Daily Ridership excludes weather related school closures and delays (7), Friday before President's Day (16) President's Day Holiday (19)

3/18: Avg. Daily Ridership excludes weather related school closures and delays (2,21,22), PWC Spring Break/Good Friday (26-30)

4/18: Avg. Daily Ridership excludes weather related road delays and service disruptions (16)

5/18: Avg. Daily Ridership excludes Friday before Memorial Day (25)

6/18: Avg. Daily Ridership excludes Capitals Stanley Cup Parade ESP Service (12)

7/18: Avg. Daily Ridership excludes week of Fourth of July holiday (2-6)

8/18: Avg. Daily Ridership excludes Friday before Labor Day (31)

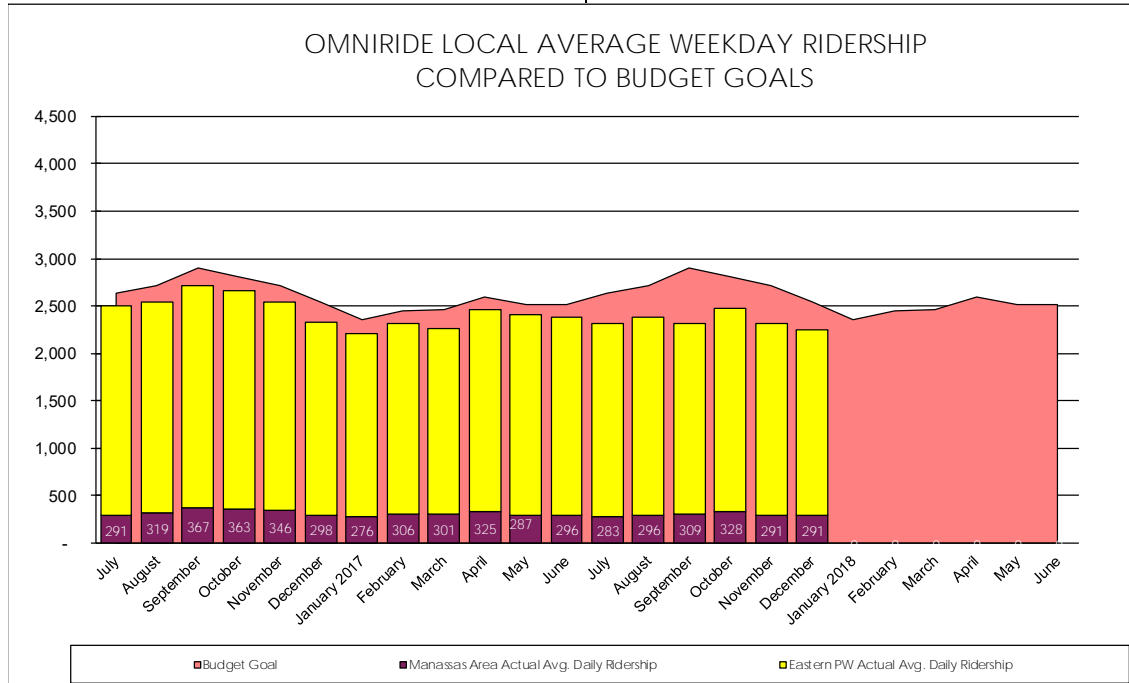
10/18: Avg. Daily Ridership excludes Friday before Columbus Day (5) and Columbus Day (8)

11/18: Avg. Daily Ridership excludes Veterans Day (11), Snow impacts (15), Thanksgiving (21-23), ESP Tree Lighting (28)

12/18: Avg. Daily Ridership excludes State Funeral for George H.W. Bush (5), Weather closures (10), Christmas/New Year's Holiday (21-31)

# OMNIRIDE LOCAL SERVICE

WEEKDAY							
Month	Monthly Ridership		Average Daily Ridership			FY19 Budget Goal	Change from Goal
	FY18	FY19	FY18	FY19	% Change		
July	49,365	48,194	2,507	2,309	-7.9%	2,636	(327)
August	58,330	54,757	2,536	2,380	-6.2%	2,712	(332)
September	54,048	44,045	2,709	2,319	-14.4%	2,905	(586)
October	57,288	56,087	2,659	2,470	-7.1%	2,814	(344)
November	50,905	45,587	2,540	2,314	-8.9%	2,713	(399)
December	43,042	40,452	2,331	2,246	-3.6%	2,538	(292)
January							
February							
March							
April							
May							
June							
Year to Date	312,978	289,122	2,547	2,340	-8.1%	2,720	(380)



At year's end figures are revised, if needed, to account for any lingering data latency.

7/17- Avg. Daily Ridership excludes days before and after Fourth of July Holiday (3,5,6,7)

9/17- Avg. Daily Ridership excludes Friday before Labor Day (1)

10/17- Avg. Daily Ridership excludes Columbus Day (8)

11/17- Avg. Daily Ridership excludes Election Day (7), Veterans Day Observed (10), Wednesday before and Friday after Thanksgiving (23 and 25)

12/17- Avg. Daily Ridership excludes holiday period (20-29)

1/18- Avg. Daily Ridership excludes New Year's holiday and weather related school closures (2-5), MLK Holiday (15), School closures-snow (17)

2/18- Avg. Daily Ridership excludes weather related school closures (7), President's Day Holiday (19)

3/18- Avg. Daily Ridership excludes weather related school closures (2,21,22), Good Friday (30)

4/18- Avg. Daily Ridership excludes weather related roadway delays and ridership shifts (16)

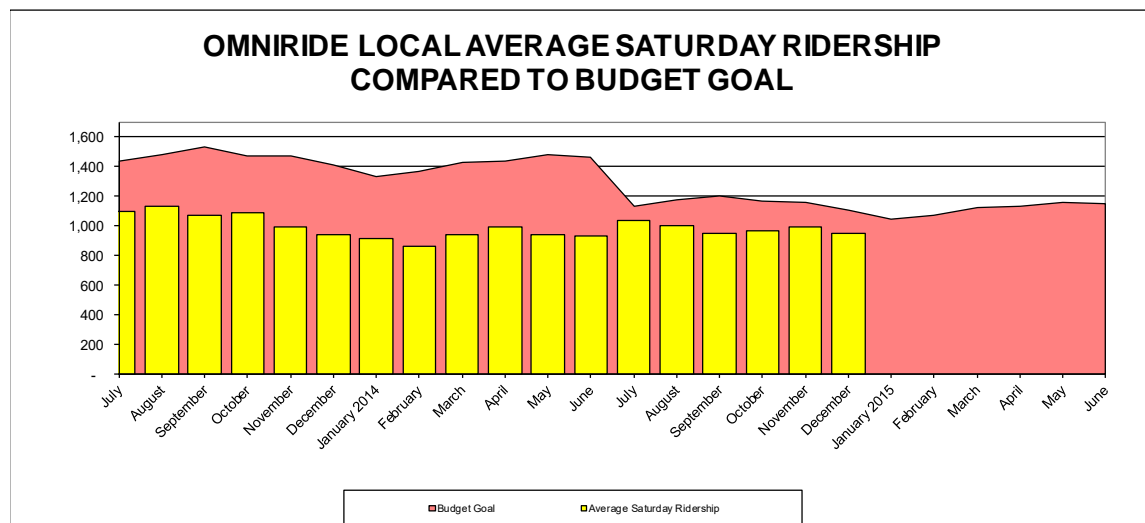
10/18- Avg. Daily Ridership excludes Columbus Day (8)

11/18- Avg. Daily Ridership excludes Veterans Day (11), Snow (15), Thanksgiving (21-23)

12/18- Avg. Daily Ridership excludes Weather closures (10), Christmas/New Year's Holiday (21-31)

## OMNIRIDE LOCAL SERVICE

SATURDAY							
Month	Monthly Ridership		Average Saturday Ridership			Average Saturday FY19 Budget Goal	Change from Goal
	FY18	FY19	FY18	FY19	% Change		
July	5,606	3,788	1,099	1,040	-5.4%	1,134	(94)
August	4,528	4,001	1,132	1,000	-11.7%	1,172	(172)
September	5,350	5,864	1,070	951	-11.1%	1,203	(252)
October	4,349	3,857	1,087	964	-11.3%	1,163	(199)
November	3,966	3,662	992	990	-0.2%	1,157	(167)
December	4,119	4,475	944	947	0.3%	1,106	(159)
January							
February							
March							
April							
May							
June							
Year to Date	27,918	25,647	1,054	982	-6.8%	1,156	(174)



*At year's end figures are revised, if needed, to account for any lingering data latency.*

12/17 - Excludes weather (9) and New Years Eve weekend/very cold weather (30)

1/18- Excludes snow/very cold weather (6)

3/18- Excludes wind event/early mall closures and severe traffic (3)

7/18- Excludes significant rain/storms and traffic (21)

11/18- Excludes Thanksgiving weekend (24)

12/18- Excludes Cold/Snow (15)

# OMNIMATCH / VANPOOL ALLIANCE

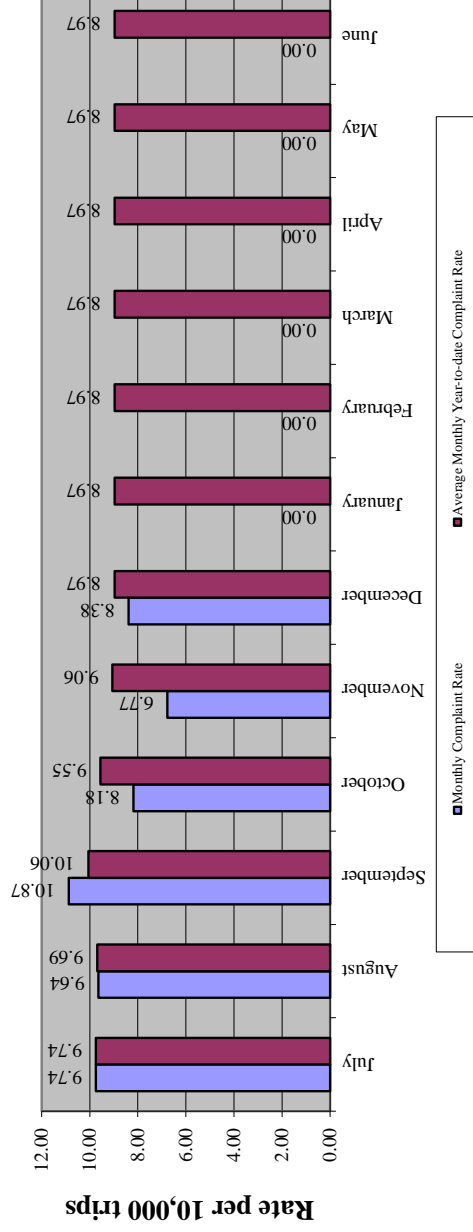
OmniMatch					Vanpool Alliance			
	FY18	FY19	FY18	FY19	FY18	FY19	FY18	FY19
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips
July	34	53	5	6	653	669	117,257	125,864
August	36	42	20	27	658	669	133,874	136,402
September	22	35	15	11	659	670	116,527	118,472
October	52	44	12	11	662	670	127,548	130,798
November	40	56	17	8	663	671	120,117	116,453
December	25	37	10	8	650	672	108,423	101,939
January								
February								
March								
April								
May								
June								
Average	35	45	13	12	658	670	120,624	121,655

- 1) "New PRTC Applications Received" include all new customers inquiring about rideshare options in Prince William, Manassas, and Manassas Park.
- 2) "Other Applications Received" include reapplicants, deletions and commuters contacted as a follow-up interested in remaining in the program.
- 3) "Vanpools Enrolled" includes all vanpools approved as of last day of the month.

FY 2018 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	140,343	133	9.48
August	164,929	132	8.00
September	147,004	115	7.82
October	158,222	107	6.76
November	138,188	96	6.95
December	123,853	131	10.58
January			
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>872,539</b>	<b>714</b>	<b>8.18</b>

FY 2019 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	147,825	144	9.74
August	163,900	158	9.64
September	141,696	154	10.87
October	166,311	136	8.18
November	134,470	91	6.77
December	115,711	97	8.38
January			
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>869,913</b>	<b>780</b>	<b>8.97</b>

**FY 2019 OmniRide Express Complaint Rate per 10,000 Trips  
Compared to Monthly Average**

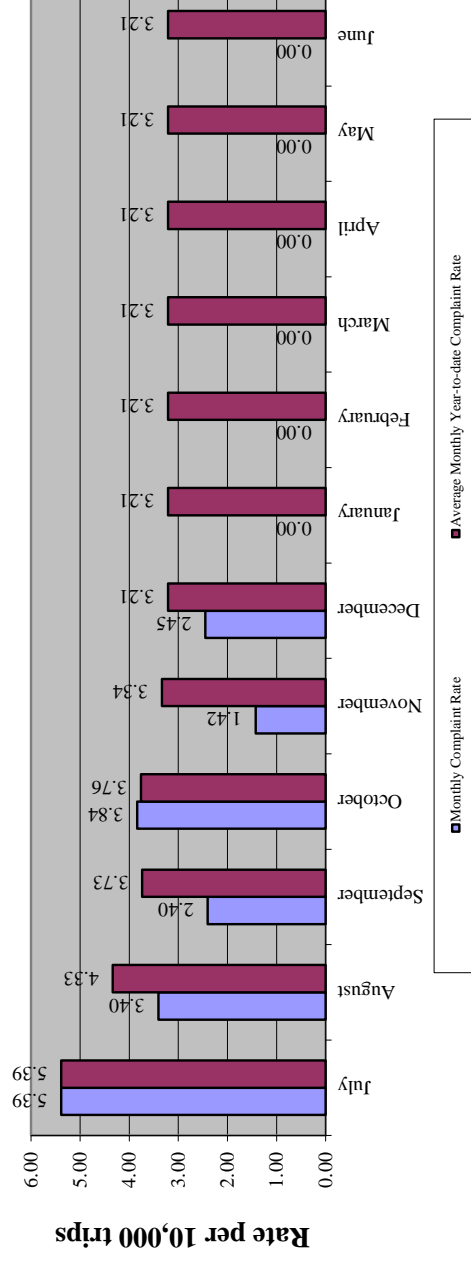


Complaint rates for OmniRide Express service for the current month and for the year-to-date in contrast to fiscal year 2018 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2019 in the bus services contract.

FY 2018 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	54,971	40	7.28
August	62,858	42	6.68
September	59,398	30	5.05
October	61,637	15	2.43
November	54,871	24	4.37
December	47,161	26	5.51
January			
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>340,896</b>	<b>177</b>	<b>5.19</b>

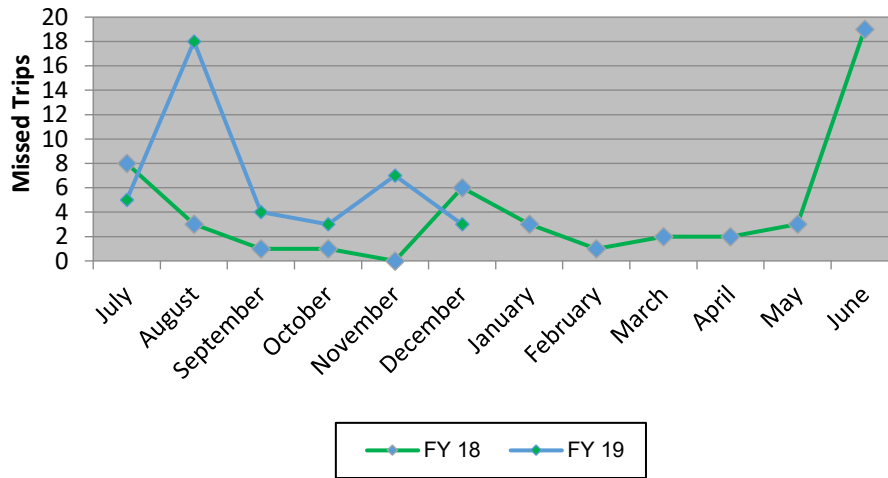
FY 2019 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	51,982	28	5.39
August	58,758	20	3.40
September	49,909	12	2.40
October	59,944	23	3.84
November	49,249	7	1.42
December	44,927	11	2.45
January			
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>314,769</b>	<b>101</b>	<b>3.21</b>

**FY 2019 OmniRide Local complaint rate per 10,000 Trips compared to monthly average**

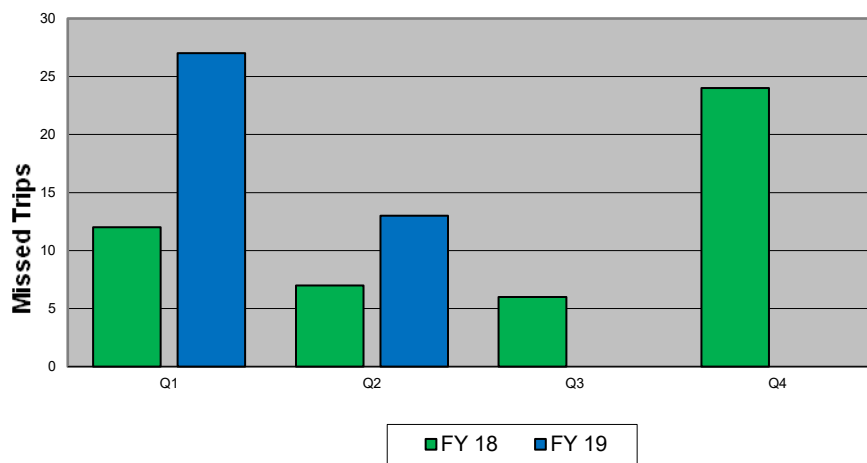


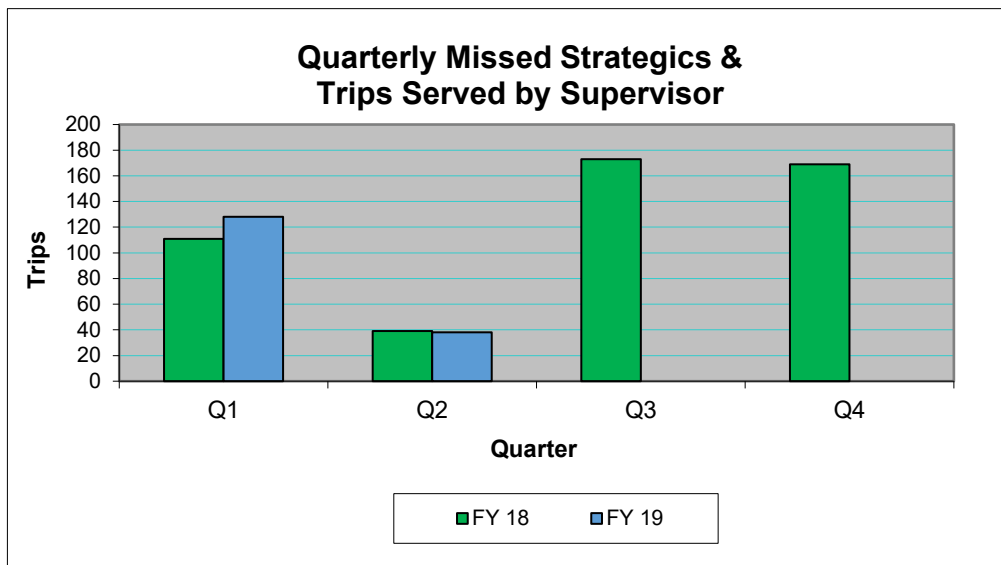
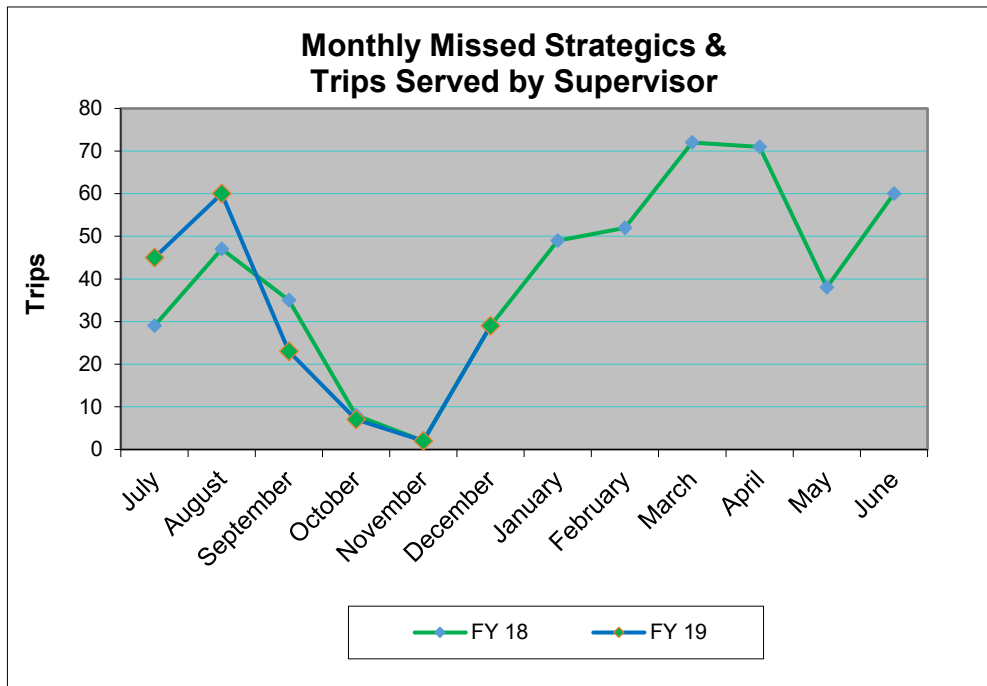
Complaint rates for OmniRide Local service for the current month and for the year-to-date in contrast to fiscal year 2018 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2019 in the new bus services contract.

**Monthly Missed Trips**

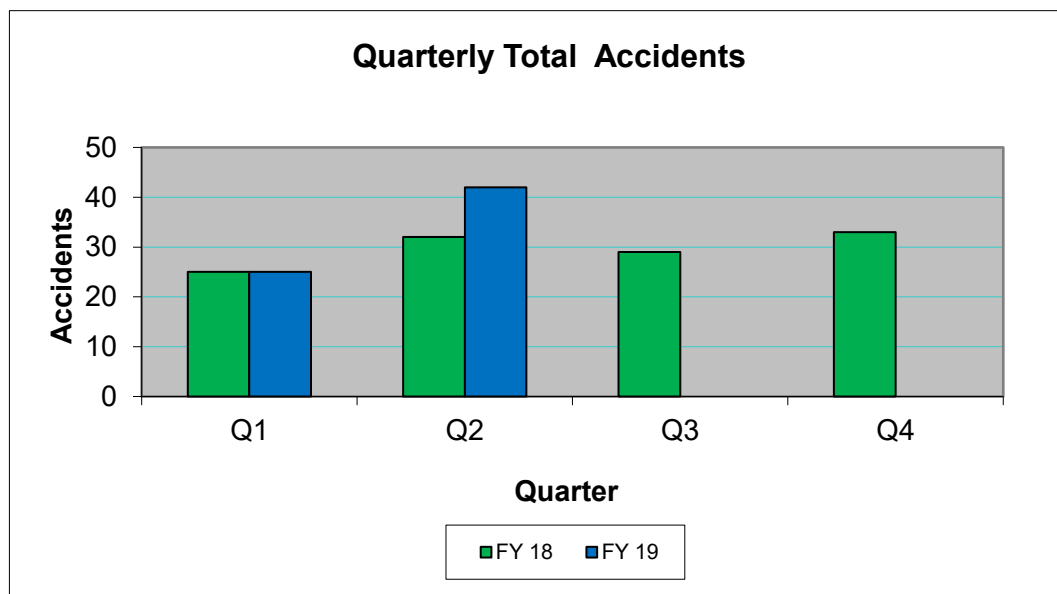
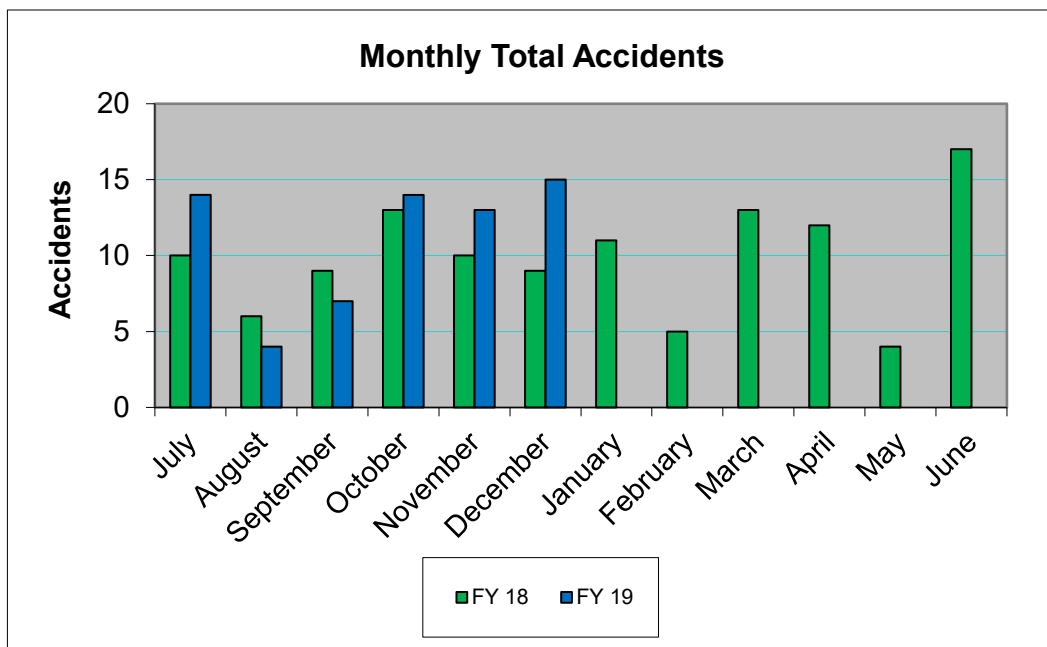


**Quarterly Total Missed Trips**

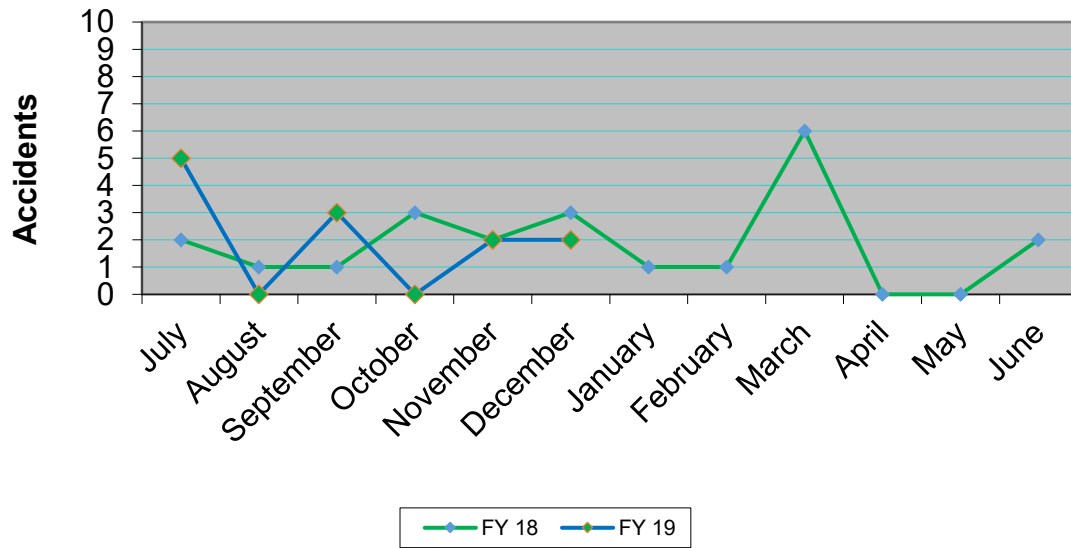




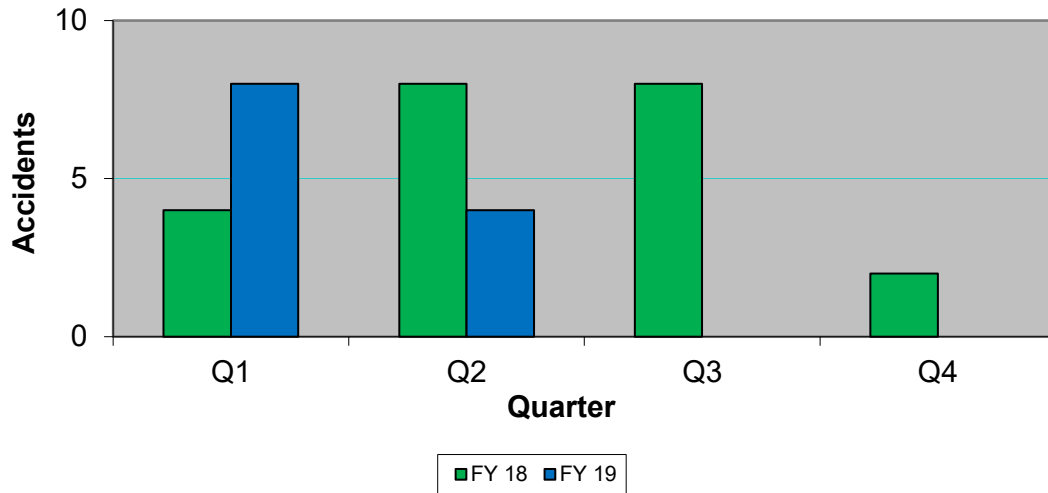




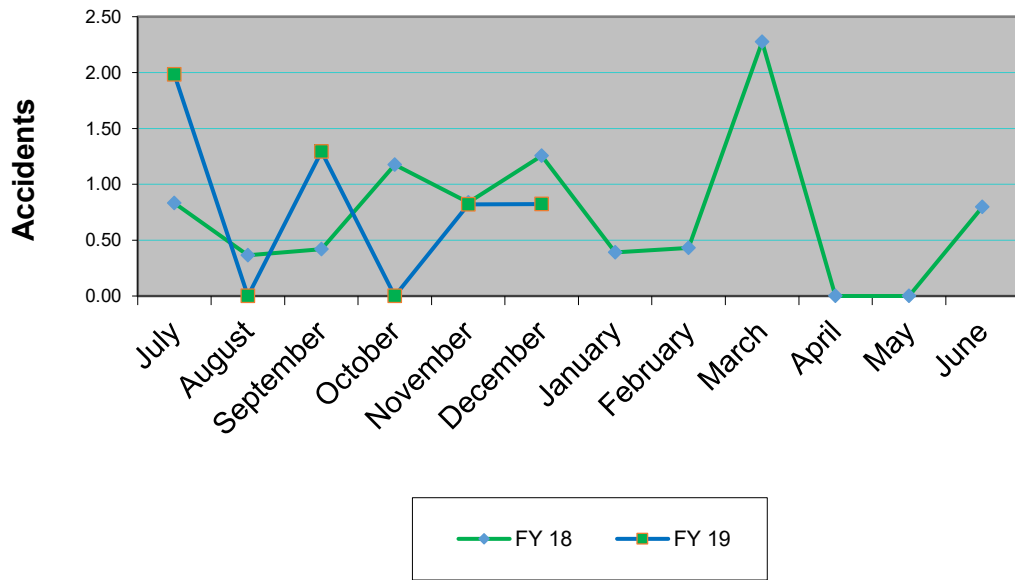
**Monthly Preventable Accidents**



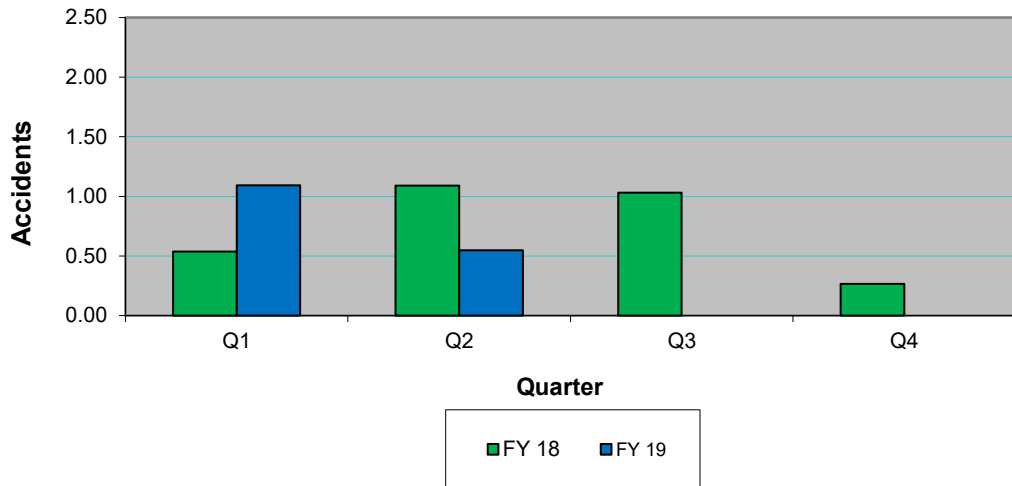
**Quarterly Preventable Accidents**



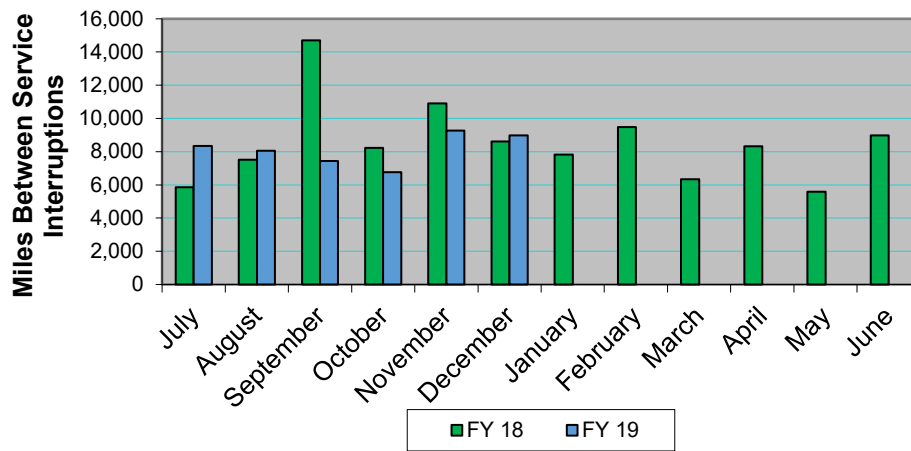
**Monthly Preventable Accidents per 100,000 Miles**



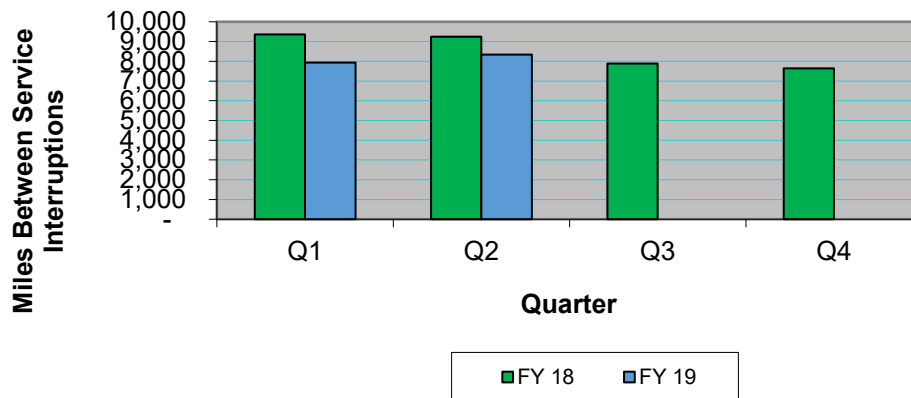
**Quarterly Average Preventable Accidents per 100,000 Miles**



**Monthly Miles Between Service Interruptions**



**Average Quarterly Miles Between Service Interruptions**





February 7, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD  
Executive Director

A handwritten signature in black ink, appearing to read "R. Schneider", is placed over the name and title of the sender.

SUBJECT: Revised Purchasing Authority Report

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On June 4, 2015, the Commission approved increasing the Executive Director's delegated purchasing authority from \$50,000 to \$100,000. It was resolved that any purchase of greater than \$50,000 would be communicated to the Board as an information item.

In November 2018 there were no purchase orders issued within the Executive Director's new spending authority.

**Wheels-to-Wellness Funding Status**  
As of December 31, 2018

Grant/Contribution	Organization	Amount	Notes	
Enrollment Fees Collected		\$90		
<b>Sub Total</b>		<b>\$90</b>		

Pending

Grant/Contribution	Organization	Amount	Notes	
<b>Sub Total</b>		<b>\$0</b>		

Previously Reported

Grant/Contribution	Organization	Amount	Notes	Date
Enrollment Fees		\$3,512		
Contribution	Lake Jackson Volunteer Fire & Rescue Department - Bingo Account	\$500		02/09/2018
Contribution	Linda Lee - Go Fund Me	\$931		02/16/2018
Contribution	Davita Dialysis Center	\$1,261	Net IEC 3% admin fee per agreement (actual donation	01/18/2018
Grant	MWCOG Enhanced Mobility Grant/Potomac Health Foundation 50% match (disabled and seniors)	\$250,000		06/14/17
Contribution	First United Presbyterian Church of Dale City	\$500		08/31/16
Contribution	St. Francis of Assisi Church	\$2,000		08/25/16
Grant	Kaiser Permanente (low income individuals)	\$72,750	Net IEC 3% admin fee per agreement (actual grant was \$75,000)	8/9/2016
Contribution	Prince William County	\$75,000		July 2016
Contribution	First United Presbyterian Church of Dale City	\$500		06/21/16
Contribution	Zion Baptist Church in Baltimore	\$700		05/10/16
Contribution	First United Presbyterian Church of Dale City	\$500		04/25/16
Contribution	Gregg and Jean Reynolds	\$50		04/19/16
Contribution	NOVEC (corporate)	\$500		04/14/16
Grant	Transurban Express Lane Grant	\$1,500		04/11/16
Contribution	Malloy	\$500		04/11/16
Contribution	NOVEC HELPS	\$485	Net IEC 3% admin fee per agreement (actual contribution was \$500)	04/08/16
Contribution	Findley Asphalt	\$1,000		03/31/16
Contribution	Lustine Toyota	\$2,000		03/29/16
Contribution	Infinity Solutions, Inc	\$250		03/29/16
Contribution	Sacred Heart Catholic Church	\$200		03/21/16
Contribution	Holy Family Catholic Church	\$1,000		03/21/16
Contribution	First Baptist Church of Woodbridge	\$5,000		03/08/16
Contribution	First United Presbyterian Church of Dale City	\$1,000		02/25/16
Contribution	First Mount Zion	\$5,000		02/01/16
Contribution	Prince William County	\$160,000		Aug 2015
<b>Sub Total:</b>		<b>\$586,639</b>		
<b>Grand Total (excluding Pending)</b>		<b>\$586,729</b>		
<b>Remaining (excluding Pending)</b>		<b>\$77,895</b>		

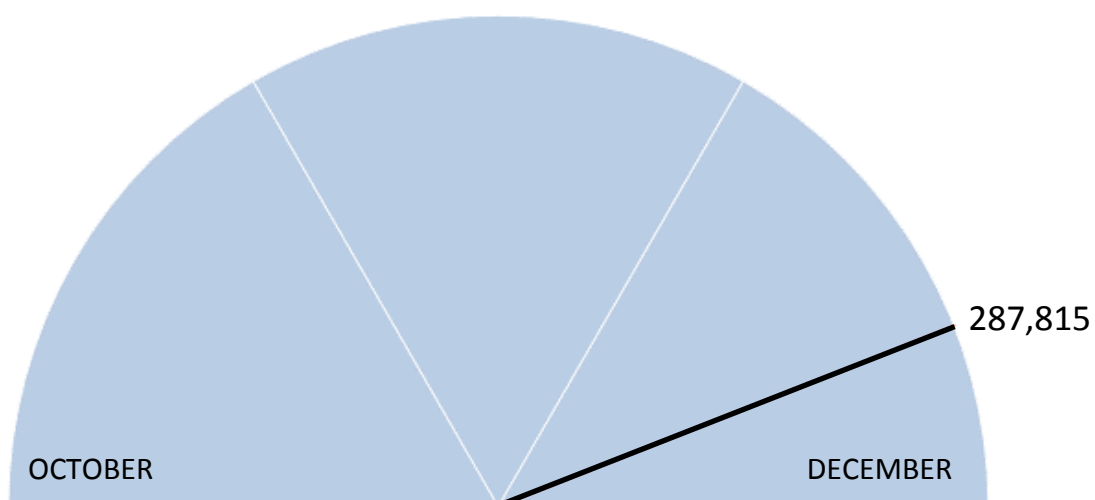


# OmniRide Fuel Gauge

FY19 Q2 Totals: October 1, 2018—December 31, 2018

FY2019 Q2 Fuel Delivered		FY2018 Q2 Fuel Delivered	
Average Per Gallon	\$ 2.22	Average Per Gallon	\$ 1.90
Total Gallons	287,815	Total Gallons	252,724
Total Cost		Total Cost	
\$ 642,794		\$ 480,362	

Delivered Fuel vs Budgeted Fuel Delivery (FY19Q2)



Fuel Expenditures vs Budgeted Fuel Expenditures (FY19 Q2)

