

MOTION:

SECOND:

RE: APPROVAL OF PRTC COMMISSION MEETING MINUTES – DECEMBER 5, 2019

ACTION:

WHEREAS, on January 16, 2020 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the OMNIRIDE Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

WHEREAS, PRTC conducted business in accordance with a published agenda dated January 16, 2020.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of December 5, 2019 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

December 5, 2019
OMNIRIDE Transit Center • 14700 Potomac Mills Road,
Woodbridge, VA

Members Present

*Ruth Anderson, Chair
*Victor Angry (arrived at 7:11 p.m.)
*Maureen Caddigan
*Frank Principi, Immediate Past Chair
*Norm Catterton
*Margaret Franklin (arrived at 7:11 p.m.)
*Mark Dudenhefer
*Pamela Sebesky, Vice Chair
*Jeanette Rishell, At-Large Member
*Matthew Kelly
*Gary Skinner, Treasurer
*Todd Horsley
*Robert Thomas
*Rojan Robotham (arrived at 7:38 p.m.)

Members Absent

Jeanine Lawson
Marty Nohe
Wendy Maurer, Secretary
Paul Trampe
Jennifer Mitchell
George Barker

Alternates Present

D.J. Jordan (arrived around 7:45 p.m.)

Alternates Absent

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

Jurisdiction

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

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

Prince William County

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

*Voting Member

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

Staff and General Public

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

Joe Swartz – VRE
Rich Dalton – VRE
Monica Backmon - NVTA
Rick Canizales – Prince William County
Paolo Belita – Prince William County
Todd Johnson – First Transit
Sharon Pandak – Greehan, Taves & Pandak
Uriah Kiser – Potomac Local
Dwight Buracker – PBMares LLC

Chair Anderson called the meeting to order at 7:03 p.m. Invocation, Pledge of Allegiance and Roll Call followed.

Approval of the Agenda – 4 [RES 19-12-01]

Commissioner Kelly moved with a second by Commissioner Skinner. There was no discussion on the motion. (KELLY/SKINNER, UNANIMOUS)

Approval of the Minutes of the November 7, 2019 PRTC Board Meeting – 5 [RES 19-12-02]

Commissioner Skinner moved, with a second by Commissioner Rishell to approve the minutes of the November 7, 2019 meeting. There was no discussion on the motion. (SKINNER/RISHELL, MAJORITY VOTE; HORSLEY ABSTAINED)

Virginia Railway Express (VRE) – 6

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

At this time of year, there is an uptick in medical emergencies on trains. VRE does refresher training and certification training for staff and train crews to assist in medical emergencies.

In November VRE staff observed conditions at 17 low-clearance bridges (14 along the Fredericksburg line and 3 on the Manassas line) and verified signage was in place and vegetation wasn't blocking signs. Then on December 5 a private vehicle struck one of the bridges causing delays on one train from Fredericksburg.

In November VRE operated 588 trains; 125 of them were delayed (a train that reaches its final destination five or more minutes late). Of those 125 trains, 90 were delayed due to train interference by CSX, Norfolk Southern freight trains, and Amtrak. Most of the delays occurred last week. The average delay was 14 minutes. Six of the 125 delayed trains had delays of greater than 30 minutes.

Chair Anderson asked Mr. Dalton to detail some of the fixes that are planned to help alleviate congestion. Mr. Dalton said addressing the Long Bridge and associated projects on either side of the bridge will help mitigate congestion over the next 5 to 10 years. In the short term, VRE is working on schedule changes with CSX, Norfolk Southern and Amtrak and believes the changes will improve on-time performance by 5 to 7 percent.

November's average daily ridership was 17,315, which is lower than October's ridership. VRE typically sees a drop in ridership in November and December. Some marketing efforts are underway to generate interest among day-trippers who could fill up capacity during the holidays.

Commissioner Angry and Commissioner Franklin arrived at 7:11 p.m.

This week VRE kicked off the Crystal City station preliminary engineering and environmental process. This will take about 9 months and then VRE will start the final design phase.

Santa Trains will run on December 14. A total of 6,500 online tickets sold out in 3½ minutes, and another 4,100 tickets at vendor locations sold out in 2 hours. This year VRE is putting more emphasis on the Toys for Tots campaign during the Santa Trains.

Accept and Authorize Distribution of the Virginia Railway Express FY2019 Comprehensive Annual Financial Report – 6.2 [RES 19-12-03]

Mr. Dalton noted that the VRE Operations Board was briefed in November by the financial auditor who produced an unmodified opinion.

Commissioner Skinner moved, with a second by Commissioner Rishell. There was no discussion on the item. (SKINNER/RISHELL, UNANIMOUS)

Approve the 2020 Virginia Railway Express Legislative Agenda – 6.3 [RES 19-12-04]

Mr. Dalton said the agenda supports various state and federal funding streams as well as legislation. VRE also is monitoring a request from Amtrak that would help them hold their hosts more accountable for on-time performance.

Commissioner Skinner moved, with a second by Commissioner Sebesky. There was no discussion on the item. (SKINNER/SEBESKY, UNANIMOUS)

Commissioner Caddigan asked Mr. Dalton about the status of the planned VRE Station at Potomac Shores. Mr. Dalton replied that the current estimate is for construction to be complete in 24-30 months.

Chair Anderson noted there are three VRE informational items in the agenda packet and asked if anyone had questions about those items. There were no comments.

Mr. Dalton departed the meeting.

Public Comment Time – 7

No comments.

Approve the Consent Agenda – 8.1 [RES 19-12-05]

Commissioner Caddigan moved, with a second by Commissioner Sebesky. There was no discussion on the item. (CADDIGAN/SEBESKY, UNANIMOUS)

- Endorse the Potomac and Rappahannock Transportation Commission's Congestion Mitigation and Air Quality Funding Request for FY2026 - 8.2 [RES 19-12-06]
- Adoption of the Potomac and Rappahannock Transportation Commission's 2020 Board Meeting Schedule - 8.3 [RES 19-12-07]

Action Item – 9

Authorization to Accept the Potomac and Rappahannock Transportation Commission FY2019 Audited Financial Statements, Required Communication to the Commissioners and PBMAres, LLP Management Letter – 9.1 [RES 19-12-08]

Mr. Buracker, PBMAres, LLP, noted that he met earlier with PRTC's Executive Committee to review the report. He complimented Dr. Schneider and the Finance Department staff for always being prepared which makes PBMAres' job easier.

Mr. Buracker said the report contains three opinions from PBMAres on: 1.) Financial Statements; 2.) Internal Controls; and 3.) Federal Funding received by PRTC. All three opinions are unmodified, which is the best opinion the auditors can issue. PBMAres also issued a Management Letter report which includes information about upcoming changes that could impact PRTC in the future.

Chair Anderson noted that PRTC has had a clean audit for at least the past four years, and she complimented Finance and Administration Director Joyce Embrey and the Finance staff for their work.

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

PRTC Executive Director's Time – 10

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

This month's industry article is by OmniRide's Professional Development Fellow Lukas Camby.

Dr. Schneider presented an Above and Beyond Award to Vanpool Program Manager Joe Stainsby who recently received national recognition as one of the Top 40 Under 40 by the Association for Commuter Transportation.

Providing an update on staff training, Dr. Schneider said in the past six months staff had in-person training on CPR and ADA sensitivity. In addition the following online training courses were assigned: workplace violence and bullying prevention, ethics, office safety, and team building across cultures. Also, some staff have been through Emergenetics training and another wave of staff will go through the program in January.

Highlights of the Safety Dashboard:

- No change in the accident trend over the past 90 days.
- Averaging 3.7 accidents per 100,000 miles – this includes all types of accidents.
- The next Safety Dashboard will focus on the facility including workplace injuries and safety/security reports.

OmniRide saw a 5.8% ridership increase in September. This doesn't include new Stafford routes which are averaging 28 people per trip, or 50% capacity after just one month of service.

A major service change takes effect on December 9 focusing mostly on western Prince William County. Since the University Boulevard Commuter Lot opened, 250 cars have shifted from the Limestone Lot. As of December 9, OmniRide will pull some vehicles from the Cushing Road Lot by shifting more services to the University Lot, which has 900 parking spaces. OmniRide is effectively doubling its Pentagon service from University and migrating passengers who are traveling to L'Enfant to that commuter lot. Improvements on I-395 have completely reconfigured the traffic pattern around the Pentagon so traffic there is expected to move more smoothly.

To prepare for the service change, staff members have been at various commuter lots communicating with riders about the coming changes. In addition staff members have been promoting the new local routes, which operate fare-free through mid-March. A strong marketing push will start in January including increased outreach to Spanish-speaking communities.

Dr. Schneider invited the Commissioners to attend a Staff Recognition and Holiday Luncheon on Friday, December 13. During the event, Dr. Schneider will provide a quarterly update to staff.

Dr. Schneider presented out-going Chair Anderson with a plaque and thanked all the Commissioners for the time they spend on PRTC business. Certificates for all the out-going Board members are at their place on the table and farewell gifts are being ordered.

Dr. Schneider announced that Chuck Steigerwald has been promoted to Chief Development Officer. The position of Strategic Planning Director will no longer be part of the organizational chart because the Strategic Plan is now being implemented.

Dr. Schneider reminded the Commissioners that the NVTC-PRTC Joint Legislative Briefing is set for December 9, and OmniRide will have a bus leaving the Transit Center at 8 a.m. for those who want to rideshare.

Commissioner Jordan arrived at approximately 7:45 p.m.

Presentations and Information – 11

OmniRide's Transit Amenities Program – 11.1 – Lamarr Johnson

Chair Anderson noted that the Transit Amenities Program is very important because we must make it pleasant and easy for people to use the commuter lots and shelters in order to move them out of their cars and onto transit.

Mr. Johnson said OmniRide has 44 bus stops in Washington, DC, 15 in Arlington, 13 in Fairfax, and 1013 stops plus 82 bus shelters in the Prince William County area. The shelters are power washed once a quarter. There is trash service at most shelters plus other bus stops twice a week, with a few high-profile shelters having trash pick-up three times a week.

He listed a few major initiatives for the future: improving cleanliness, ensuring adequate lighting, and making repairs in a timely manner. Another goal is to identify problems quickly so they can be resolved before the public complains.

Chair Anderson noted that there were many proposals submitted to the I-95 Study to improve commuter lots and she hopes that officials will consider funding lot improvements.

PRTC Action Items – 12

Approval of the 2020 Potomac and Rappahannock Transportation Commission Legislative Agenda – 12.1 [RES 19-12-09]

Dr. Schneider noted that this year's Legislative Agenda is very similar to last year's. He listed a few things to watch this year: the I-95 Corridor Improvement Plan, how a new Neabsco area parking garage will impact capacity, and how peer-to-peer vehicle rentals will affect transit funding.

Virginia Transit Association's Legislative Day will be Monday, January 27. Dr. Schneider said PRTC will provide Commissioners with more information about issues important to transit to share with legislators. There are indications that the Governor's budget will have new transit opportunities through DRPT. Delegate Torian will be Chair of the Appropriations Committee, and Senator Barker will be Chair of the Senate Transportation Committee.

Commissioner Sebesky moved, with a second by Commissioner Rishell. There was no discussion on the item. (SEBESKY/RISHELL, UNANIMOUS)

Authorization to Fund the Wheels-to-Wellness Program through June 30, 2020 and Include Funding for the Program in the Proposed FY2021 – FY2026 Budget – 12.2 [RES 19-12-10]

Commissioner Principi moved, with a second by Commissioner Skinner. There was no discussion on the item. (PRINCIPI/SKINNER, UNANIMOUS)

Commissioner Caddigan asked if Dr. Schneider had talked with Prince William County Transportation Director Rick Canizales about the Wheels-to-Wellness program. Dr. Schneider replied that Mr. Canizales attended the November PRTC meeting and that funding for the rest of this fiscal year is coming from revenues from the current year. Additionally there is no assumption that funding will be provided for future years; instead a request will be included in PRTC's budget proposal.

Mr. Canizales was invited to speak. He said he had been concerned that Wheels-to-Wellness funding would be automatically included into the budget cycle for the next five years, but Dr. Schneider made it clear that funding for the program would be a line item in the budget that the Board will be able to decide on in the future.

AUTHORIZE CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION – 12.3 [RES 19-12-11]

Commissioner Principi moved, with a second by Commissioner Dudenhefer to authorize a closed meeting pursuant to §2.2-3711.A.8 VA Code Ann., for consultation with legal counsel regarding a specific legal matter relating to the First Transit, Inc. contract. (PRINCIPI/DUDENHEFER, UNANIMOUS)

The Commission adjourned into closed meeting at 8:07 p.m.

The Commission concluded closed meeting at 8:46 p.m.

CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION – 12.4 [RES 19-12-12]

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

PRTC's Chair Time - 13

Chair Anderson referred Commissioners to the items on the Engagement Opportunities sheet, particularly the NVTC-PRTC Joint Legislative Briefing on December 9 and VTA Legislative Advocacy Day on January 27.

Chair Anderson asked for a report from the Nominating Committee. Commissioner Angry replied that the Committee hasn't met yet. Dr. Schneider added that the meeting was delayed due to uncertainty about who will represent the jurisdictions, noting that the appointees will represent PRTC and possibly VRE as well. The Committee is tentatively scheduled to meet on December 20. Staff will prepare a report that will be included in the January meeting packet.

Chair Anderson noted that many of the Commissioners are "transitioning" and recalled that the budget was the primary concern when she joined the Board 4 years ago. She noted how far things have come since then and said she believes that PRTC has a good foundation and is moving in the right direction.

Chair Anderson then recognized Commissioners who are attending their final PRTC meeting and invited them to speak.

Other Business/Commissioner's Time – 14

Many Commissioners thanked their colleagues on the Board as well as Dr. Schneider for their work.

Commissioner Horsley said that he will replace Commissioner DeBruhl as DRPT's primary alternate on the PRTC Board in 2020.

Adjournment – 14

There being no further business to come before the Commission, Chair Anderson adjourned the meeting at 9:17 p.m.

Information Items

There were no comments.

DRAFT