July 3, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

SUBJECT: July 11, 2019 Commission Meeting

Enclosed is your board packet for the July 11, 2019 Commission meeting at 7:00 p.m. in PRTC's large conference room on the 2nd floor.

The PRTC Executive Committee will not meet.

If you have any questions regarding agenda items or any other item in your board packet, please contact me at (703) 580-6117 or via email at bschneider@omniride.com.

Enclosure: As stated

BOARD OF COMMISSIONERS MONTHLY MEETING

Thursday, July 11, 2019 7:00 pm

OMNIRIDE 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)

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1. Call to Order (Anderson)

2. Invocation and Pledge of Allegiance (Anderson)

3. Attendance Roll Call (Anderson/Rodrigo)

4. RES Adoption of Agenda – July 11, 2019 (Anderson)

5. RES Approval of Minutes –June 6, 2019 (Anderson/Schneider)

6. Virginia Railway Express Chief Executive Officer's Time (Allen)
   - A. INFO Chief Executive Officer's Report – June 2018
   - B. INFO Agenda, Minutes, and Adopted Resolutions of the June 21, 2019 VRE Operations Board Meeting
   - C. INFO Spending Authority Report

7. Public Comment Time (Anderson)

8. Consent Agenda – July 11, 2019 (Anderson)
   - A. RES Acceptance of the Jurisdictional Financial Report for the Period Ended April 30, 2019
   - B. RES Authorize Letter of Support for Prince William County's FY2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot
   - C. RES Authorization to Execute a Western Maintenance Facility Deed of Easement

9. Executive Director's Time (Schneider)

   A. INFO Follow-Up from Prior Meeting(s)
   B. INFO Executive Director's Report
      - Industry Article – *WMATA Metrorail Platform Shutdown Causes Shifts in Work-Day Commutes*
        By Ronnique Bishop, PRTC's Professional Development Fellow

10. Presentations and Information
    A. Aligning Strategic Plan Goals
    B. I-395/95 Commuter Choice Program Update (handout at the meeting)

11. PRTC Action Items (Anderson/Schneider)
    A. RES Authorization to Commence a Public Comment Period for I-395/95 Commuter Choice Program List of Eligible Scored Projects
    B. RES Authorize Executive Director to Execute a Memorandum of Agreement with Northern Virginia Transportation Commission for Post-WMATA Platform Shutdown Marketing Campaign
    C. RES Authorization to Purchase Two (2) Transit Specialty Vehicles for the Restructured Western Local Services
    D. RES Authorization to Amend Public Procurement Policy and Procedures
    E. RES Authorize Closed Meeting
    F. RES Certify Closed Meeting
    G. ---- Items Reported out of Closed Meeting

12. PRTC Chair's Time (Anderson)
13. Other Business/Commissioners' Time (Anderson)

14. Adjournment (Anderson)

<u>Information Items</u>
System Performance Report
Revised Purchasing Authority Report
Wheels-to-Wellness Funding Status

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

ITEM 4
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **APPROVAL OF AGENDA – July 11, 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 July 11, 2019, as presented/amended.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

BOARD OF COMMISSIONERS MONTHLY MEETING

Thursday, July 11, 2019 7:00 pm

OMNIRIDE Transit Center

14700 Potomac Mills Road, Woodbridge, VA 22192

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   - C. INFO Spending Authority Report

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    E. RES Authorize Closed Meeting
    F. RES Certify Closed Meeting
    G. ---- Items Reported out of Closed Meeting

12. PRTC Chair's Time (Anderson)
13. Other Business/Commissioners' Time (Anderson)

14. Adjournment (Anderson)

<u>Information Items</u>
System Performance Report
Revised Purchasing Authority Report
Wheels-to-Wellness Funding Status

ITEM 5
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: APPROVAL OF PRTC COMMISSION MEETING MINUTES – July 11, 2019

ACTION:

WHEREAS, on July 11, 2019 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") convened its regular meeting at the OMNIRIDE Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

WHEREAS, PRTC conducted business in accordance with a published agenda dated July 11, 2019.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of June 6, 2019 as presented/amended.

Votes:
Ayes:
Nays:
Abstain:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

MINUTES

BOARD OF COMMISSIONERS MEETING

June 2, 2019

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

Members Present	Jurisdiction
*Ruth Anderson, Chair	Prince William County
*Frank Principi, Immediate Past Chairman	Prince William County
*Jeanine Lawson	Prince William County
*Marty Nohe	Prince William County
*Victor Angry	Prince William County
*Matthew Kelly	City of Fredericksburg
*Pamela Sebesky	City of Manassas
*Gary Skinner, Treasurer	Spotsylvania County
*Paul Trampe	Spotsylvania County
*Mark Dudenhefer	Stafford County
*Wendy Maurer, Secretary	Stafford County
*Rojan Robotham	Virginia House of Delegates

Members Absent	
Maureen Caddigan	Prince William County
Jeanette Rishell, At-Large Member	City of Manassas Park
Robert Thomas	Virginia House of Delegates
George Barker	Virginia Senate
Jennifer Mitchell	Department of Rail and Public Transportation

Alternates Present	
*Norm Catterton	Prince William County
Darrel Jordan (arrived at 7:40 p.m.)	Prince William County
*Donald Shuemaker	City of Manassas Park
Cindy Shelton	Stafford County
*Todd Horsley	Department of Rail and Public Transportation

Alternates Absent	
Hilda Barg	Prince William County
Margaret Franklin	Prince William County
Kalai Kandasamy	Prince William County
Pete Candland	Prince William County
Jason Graham	City of Fredericksburg
Mark Wolfe	City of Manassas
Hector Cendejas	City of Manassas Park
Preston Banks	City of Manassas Park
Steve Pittard	Department of Rail and Public Transportation
Tim McLaughlin	Spotsylvania County
David Ross	Spotsylvania County
Jack Cavalier	Stafford County
Jennifer DeBruhl	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.

DRAFT

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
Bob Leibbrandt – Prince William County
Rob Dickerson – Prince William County
Monica Backmon – Prince William County
Ryan McManus – Prince William County
Paolo Belita – Prince William County
Doug Allen- VRE
Todd Johnson – First Transit
Nelson Cross – First Transit
Xavier Harmony – DRPT

Chair Anderson called the meeting to order at 7:09 p.m. Invocation and Pledge of Allegiance followed. Chair Anderson welcomed Christine Rodrigo in her new role as the Commission Clerk. The Roll Call followed.

Approval of the Agenda –4 [RES 19-06-01]

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

Approval of the Minutes of the May 2, 2019 Board of Commissioners Meeting – 5 [RES 19-06-02]

Commissioner Kelly moved, with a second by Commissioner Sebesky to approve the minutes of the May 2, 2019 Board of Commissioners meeting. There was no discussion on the motion. (KELLY/SEBESKY, MAURER/HORSLEY/DUDENHEFER ABSTAINED, MAJORITY VOTE)

Virginia Railway Express (VRE) – 6

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

Safety and Security met with MARC commuter rail system; discussed best practices and lessons learned.

Staff presented advanced security cameras and access controls implemented at VRE facilities at a recent conference. FRA has reestablished a committee in DC called the Rail Safety Advisory committee. This allows people from the industry to come together to talk about issues in the industry, best practices are shared; this is a good opportunity for VRE.

Commissioner Lawson arrives at 7:23 p.m.

Commissioner Angry arrives at 7:24 p.m.

While ridership is good, on-time-performance has not been. Delays were caused by a variety of issues including Positive Train Control (PTC), track maintenance issues, heat restrictions, and weather. PTC delays are trending downward. System-wide on-time performance was an average of 57 percent, with the Fredericksburg line being at 76 percent and the Manassas line at 39 percent. On-time performance this week is back up to 70 percent.

There was a very detailed discussion about this at the May VRE Operations Board meeting. To better communicate to passengers, Train Talk alerts for delayed trains have gone from every 20 minutes to every 10 minutes with the type of delay being noted. Platform announcements, social media, and website are also being used.

VRE is promoting Train Talk and the mobile app during the Metrorail summer shutdown. VRE has seen an increase in ridership, in particular at the Alexandria, Franconia/Springfield, and Woodbridge stations. During recent Meet-the-Management events approximately 150 people got off the train at the Alexandria station, at events in previous years only 10 – 12 would get off. At the Franconia/Springfield station approximately 50 people would get off, now there is approximately 200. Overcrowding has not been an

issue because Metro riders are riding at a time when regular riders have already gone through on earlier trains.

VRE has an agreement with Amtrak to offer the step-up tickets at a cost of $4.00 instead of $8.00. The step-up ticket allows multi-ride ticket holders to board an Amtrak train that's going through the territory at about the same time as VRE trains. This is being funded through a State program.

Mr. Allen stated the recent Manassas train festival went well. There will be a similar event in Clifton in the fall.

Commissioner Kelly noted CSX owns the railroad and they are increasing their use of the railroad during VRE's operation. Commissioner Kelly asked if CSX has given any indication as to how long this will continue or if it will increase, and if there was any way to get state or federal help in these discussions. Mr. Allen stated VRE has a meeting next week with CSX to talk about a number of things, one of which is the service. In the meantime, VRE has reached out to their dispatch contacts to remind them on a regular basis about VRE's service. Railroad dispatch turnover can be a cause for delays because they are less familiar with the VRE operation. Commissioner Kelly asked that the VRE Operations Board be briefed on this, stated he would not want this to become an issue on the heels of other recent events.

Commissioner Robotham asked if VRE considered trains to be late if they are five minutes late. Mr. Allen replied yes. Commissioner Robotham asked about the length of recent delays. Mr. Allen stated anywhere from 10 minutes to three hours. He stated the three hour delay was a unique situation, severe weather had caused multiple trees to fall across the tracks and an Amtrak auto train had hit one of the trees. Crews with chainsaws removed the trees then a funnel cloud was spotted in Massaponax, which is where the train was headed so they had to temporarily hold the train.

Commissioner Sebesky thanked Mr. Allen for the continued updates and for changes made to communicate more effectively with riders. She noted she is getting complaints about delays on the Manassas line, mentioning a transition problem between Norfolk Southern and CSX. Commissioner Sebesky also wants to know how much longer the delay can be expected to occur. Mr. Allen stated VRE staff noted railroad staff were not using the easiest way to transition between Norfolk Southern and CSX. Staff has contacted the railroad regarding this matter. He also noted that largely the delays related to PTC have been taken care of, however, trains that return to Manassas in the morning and evening to go out for a second trip are experiencing PTC related delays. They are trying to resolve the issue, if they've done everything they can, but still haven't resolved the issue, VRE will change the schedule so times are accurate for passengers.

Chair Anderson stated if there were no objections she would like to treat the four VRE resolutions as if they were on a consent agenda. Commissioner Maurer motioned for the four resolutions with a second from Commissioner Sebesky.

<u>Authorize the Virginia Railway Express Chief Executive Officer to Amend the Amtrak Access and Storage Agreement to Reduce the Cost of the Amtrak Step-Up Ticket</u> -6D [RES 19-06-03]

Commissioner Maurer moved, with a second by Commissioner Sebesky to authorize the Virginia Railway Express Chief Executive Officer to amend the Amtrak access and storage agreement to reduce the cost of the Amtrak step-up ticket. (MAURER/SEBESKY, UNANIMOUS)

<u>Authorize the Virginia Railway Express Chief Executive Officer to Execute an Amendment for the Fifth Year of the First Option Period of the Contract with Keolis Rail Services Virginia, LLC for Operating Services for Commuter Rail – 6E</u> [RES 19-06-04]

Commissioner Maurer moved, with a second by Commissioner Sebesky to authorize the Virginia Railway Express Chief Executive Officer to execute an amendment for the fifth year of the first option period of the

contract with Keolis Rail Services Virginia, LLC for operating services for commuter rail. (MAURER/SEBESKY, UNANIMOUS)

Authorize the Virginia Railway Express Chief Executive Officer to Execute an Amendment for the Fourth Year of the Contract with Keolis Rail Services Virginia, LLC for Maintenance Services for Commuter Rail – 6F [RES 19-06-05]

Commissioner Maurer moved, with a second by Commissioner Sebesky to authorize the Virginia Railway Express Chief Executive Officer to execute an amendment for the fourth year of the contract with Keolis Rail Services Virginia, LLC for maintenance services for commuter rail. (MAURER/SEBESKY, UNANIMOUS)

Authorize the Virginia Railway Express Chief Executive Officer to Extend the Amended and Restated Operating/Access Agreement with CSX Transportation– 6G [RES 19-06-06]

Commissioner Maurer moved, with a second by Commissioner Sebesky to authorize the Virginia Railway Express Chief Executive Officer to extend the amended and restated operating/access agreement with CSX Transportation. (MAURER/SEBESKY, UNANIMOUS)

With no other questions or comments, Mr. Allen departed the meeting.

Public Comment Time - 7

Chair Anderson opened the floor for public comment time. Chair Anderson 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 to address the Commission. Having no one who wished to provide comments, Chair Anderson closed Public Comment Time.

Approve the Consent Agenda – 8 [RES 19-06-07]

Commissioner Kelly moved, with a second by Commissioner Sebesky to approve the consent agenda. Chair Anderson asked if the Manassas Park budget was pending with the amount that PRTC was expecting, Commissioner Shuemaker stated they are on track to approve the budget on June 25, 2019. (KELLY/SEBESKY, UNANIMOUS)

- Acceptance of the Potomac and Rappahannock Transportation Commission Monthly Jurisdictional Financial Report for the Period Ended March 31, 2019 – 8A [RES 19-06-08]
- Authorization to Deobligate $202,383 of City of Fredericksburg Motor Fuels Tax Funds for Various Capital Projects – 8B [RES 19-06-09]
- Authorization to Budget and Appropriate City of Fredericksburg Motor Fuels Tax Funds for Various Transportation Projects – 8C [RES 19-06-10]
- Authorization to Draw Down Motor Fuels Tax Funds to Subsidize the Virginia Railway Express Operating and Capital Budget for FY20 – 8D [RES 19-06-11]

PRTC Executive Director's Time – 9

Dr. Schneider stated the new website with the new brand has been launched and can be accessed at www.omniride.com. The former website, www.prtctransit.org, will be turned off in the near future.

Dr. Schneider advised the shuttle bus service to VRE stations in Woodbridge has been launched. Ridership has been light, one challenge is VRE has been experiencing on-time performance issues lately with the implementation of PTC so it may not be a popular choice for commuters right now. As VRE's on-time performance continues to trend upward, staff is hopeful ridership will pick up.

Commissioner D.J. Jordan arrived at 7:40 p.m.

Dr. Schneider advised Kasaundra Coleman, PRTC's former Executive Administrative Assistant and Clerk to the Commission, took an opportunity to go back home and spend more time with her family. Dr. Schneider advised it was decided to reevaluate the position to address one of the challenges he's faced, which is the ability to communicate more with the Commission and engage employees out of the Executive Director's office. One item identified was the opportunity to not just do that through the Executive Administrative Assistant, but have an Executive Assistant with a lot more of a public relations role and more responsibility. For the past 16 years Christine Rodrigo has been the marketing assistant and had done a great job so her expertise and resources were tapped. She's filled that new advanced role as the administrative assistant, Clerk to the Commission, and will be doing a lot more in terms of engagement activity with himself and on behalf of the Board.

Finally, Dr. Schneider stated this month's industry article is about a green car share program in L.A.'s underserved neighborhoods. This is from PRTC's new Senior Vanpool Program Associate, someone who is new to the organization and has only been in transportation for about five months. She took the big risk in putting herself out there by finding an article that she thought matters and felt it would be great for our Commissioners to read.

Presentations – 10

Strategic Plan Update – Chuck Steigerwald

Mr. Steigerwald's presentation focused on the organizational recommendations in the Strategic Plan (Plan). This focus area deals with high level activities the agency needs to do to reach goals and objectives within the Plan. When doing outreach for the Plan, staff learned the community stakeholders felt there was a void in the connection between land use and transportation. The agency has a natural role in filling that void, which is the key for this focus area. The organization focus areas include expand the agency's role, become a go-to advisor and partner for multi-modal transportation, develop cost savings, improve business practices and contractual agreements, build strategic relationships with community stakeholders, and seek opportunities for new funding sources. Progress to date has been good, however, many of the actions in this particular focus area will be on-going efforts and will not have an actual completion date.

Mr. Steigerwald advised the agency has improved coordination with jurisdictional partners in Prince William County, the City of Manassas, and the agency is involved in the Transform 66 planning effort with DRPT. The agency has made progress in building strategic relationships in the community, in particular with the Prince William Chamber of Commerce. The agency is an active sponsor and an active member of the Chamber, more so now than ever before.

The agency has been successful with in finding new funding opportunities through the Commuter Choice programs and the Transform 66 program is very important to expanding the agency's service footprint and service that will be provided in the future.

Mr. Steigerwald stated the next steps for this focus area is to continue to focus on internal change to realize the Plan's goals and objectives. There have been quite a few new positons, new roles for existing personnel, and new personnel recently. New processes and structures to support the Plan will be developed. The agency has embarked on a program of cultural change and will need to unify the strategic goals and objectives with that cultural change.

Wheels-to-Wellness Update – Chuck Steigerwald

Mr. Steigerwald advised this program is a health care access program for low income, senior, and disabled populations within the Prince William area, similar to a voucher program. PRTC has been operating the program for several years, for the last year the program has been operated in a "steady-state" because the long-time program manager left the program. It was determined to operate the program with existing OmniRide staff, using the available funding to provide the service.

Staff was successful in getting the current Council of Governments grant extended from December 2018 to June 2019, however staff has not been able to find additional funding sources. On average, the program costs approximately $10,000 per month and provides approximately 1,000 trips per month.

Mr. Steigerwald advised it's been difficult to get a baseline for costs and impacts of the program. He stated the current funding will last through June 30, 2019. Staff is recommending the agency continue to operate the program through December 2019 under a line item in the operations budget. Staff would come back to the Commission in the fall with a more detailed look at the baseline costs and impacts, and a recommendation on continued operation.

Commissioner Kelly noted when the program started several years ago the one thing the Board said at the time was the agency would not use operational funding to support the program because there were so many other priorities that were being worked on at the time, so this is a fundamental shift. Stated he would like to see the presentation in the fall address what other funding is available and what efforts are being made to get additional funding or is this suddenly going to be absorbed into the organizational budget and become a permanent line item.

Commissioner Angry noted veterans could use this service and perhaps veteran programs could partner to support the program.

Commissioner Shuemaker asked what the average age of the participants were. Dr. Schneider advised participants need to be over 65 and below the poverty level. He also noted he was confident that the program could be funded with FY20 budget variances including variances from the fuel line item since the agency is seeing very good fuel prices. Efforts to find other funding sources would continue.

Commissioner Shuemaker noted residents who take advantage of personal property tax relief could probably benefit from this program.

Commissioner Nohe noted Prince William County Supervisors provided some funding to the program, but it was decided there wasn't enough program funding to grow the program. He also noted there will always be a need for this type of program.

Commissioner Principi motioned to approve temporary funding through December 2019 to provide enough time to develop a longer-term strategy for the program. Commissioner Shuemaker seconded the motion.

<u>Authorize the Executive Director to Use FY20 Budget Variances to Fund the Wheels-to-Wellness Transportation Voucher Program from July 2019 to December 2019</u> [RES 19-06-12]

Commissioner Principi moved, with a second by Commissioner Shuemaker to authorize the Executive Director to use FY20 budget variances to fund the Wheels-to-Wellness program from July 2019 to December 2019. (PRINCIPI/SHUEMAKER, UNANIMOUS)

<u>Mark Center Commuter Bus Service –Perrin Palistrant</u>

Mr. Palistrant advised the Dale City route to the Mark Center begins at the Dale City commuter lot, stops along Dale Boulevard then travels to the Mark Center. The Lake Ridge to the Mark Center route begins at the Tackett's Mill/Lake Ridge commuter lot, then stops at other commuter lots before traveling to the Mark Center. The performance of the Mark Center routes is low so staff is recommending consolidating them into one route. The route would start at the Dale City commuter lot, then go to the Telegraph Road and Horner Road commuter lots then travel to the Mark Center. Alternative commuting options exist for those who board at bus stops that would no longer be served. Mr. Palistrant noted the Mark Center commuter service is 100 percent funded by the State.

Mr. Palistrant noted the next steps would be holding public hearings in July and August, and conducting a Title VI analysis. Staff would come back to the Commission in September with a recommendation.

Chair Anderson asked how many Lake Ridge riders would be affected. Mr. Palistrant advised there are approximately 35 trips per day, if you assume the riders take trips to and from the Mark Center, there are approximately 17 to 18 actual riders who would be affected and noted they are in close proximity to the Horner Road commuter lot.

Commissioner Angry asked how many Dale City riders would be affected. Mr. Palistrant advised there are approximately 90 trips per day on the Dale City route, noting most board at the Dale City commuter lot which will continue to be the starting point if the two routes are consolidated into one.

Commissioner Robotham asked what the change in time would be for riders from Dale City. Mr. Palistrant advised the route timing is very similar, especially on the afternoon/evening trips.

PRTC Action Items – 11

Concurrence with Prince William County's Recommendation to Appoint Commissioner Victor Angry to the Virginia Railway Express Operations Board as an Alternate Member – 11A [RES 19-06-13]

Commissioner Nohe moved with a second by Commissioner Shuemaker appoint Commissioner Victor Angry to the Virginia Railway Express Operations Board as an Alternate Member. (NOHE/SHUEMAKER, UNANIMOUS)

Approval and Appropriation of PRTC's FY20 Budget; Authorization to Draw Down from Motor Fuels Tax Funds to Subsidize PRTC Administrative, OMNIRIDE Express, OMNIRIDE Local, Marketing, VanPool, and Capital Budgets for FY20; and Authorization to Apply for Federal Grant Funding Envisioned for FY20 – 11B [RES 19-06-14]

Commissioner Kelly moved with a second by Commissioner Maurer for approval and appropriation of PRTC's FY20 budget; authorization to draw down from motor fuels tax funds to subsidize PRTC administrative, OMNIRIDE Express, OMNIRIDE Local, marketing, vanpool, and capital budgets for FY20; and authorization to apply for federal grant funding envisioned for FY20. (KELLY/MAURER, UNANIMOUS)

Approval of the Restructured Western Local Bus Service Including a Nine (9)-Month Trial Paratransit Pilot – 11C [RES 19-06-15]

Commissioner Maurer moved with a second by Commissioner Lawson for approval of the restructured western local bus service including a nine (9)-month trial paratransit pilot. (MAURER/LAWSON, UNANIMOUS)

Authorization to Renew Medical, Dental, and Vision Insurance Plans for Potomac and Rappahannock Transportation and Virginia Railway Express Employees – 11D [RES 19-06-16]

Commissioner Angry moved with a second by Commissioner Kelly for authorization to renew medical, dental, and vision insurance plans for Potomac and Rappahannock Transportation and Virginia Railway Express Employees. (ANGRY/KELLY, UNANIMOUS)

Authorize the Executive Director to Conduct Public Hearing(s) on Proposed Changes to the Mark Center Commuter Express Bus Service – 11E [RES 19-06-17]

Commissioner Maurer moved with a second by Commissioner Angry to authorize the Executive Director to conduct public hearing(s) on proposed changes to the Mark Center commuter bus service. (MAURER/ANGRY, UNANIMOUS)

Authorize the Executive Director to Conduct the Procurement Process for Bus Operations and Maintenance Contractor Services – 11F [RES 19-06-18]

Commissioner Lawson moved with a second by Commissioner Maurer to authorize the Executive Director to conduct the procurement process for bus operations and maintenance contractor services. (LAWSON/MAURER, UNANIMOUS)

Authorize Closed Meeting of the Potomac and Rappahannock Transportation Commission – 11G [RES 19-06-19]

Commissioner Maurer moved with a second by Commissioner Sebesky to authorize closed meeting pursuant to §2.2-3711.A.1 VA Code Ann., for discussion pertaining to the Executive Director's performance evaluation. (MAURER/SEBESKY, UNANIMOUS)

Commission adjourned into closed meeting at 8:20 p.m.

Commissioners Dudenhefer and Horsley departed the meeting at 9:00 p.m.

Commission concluded closed meeting at 9:18 p.m.

Certify Closed Meeting of the Potomac and Rappahannock Transportation Commission – 11H [RES 19-06-20]

Commissioner Shuemaker moved, with a second by Commissioner Kelly to certify the closed meeting of the Potomac and Rappahannock Transportation Commission. There was no discussion on the motion. (SHUEMAKER/KELLY, UNANIMOUS)

Chair Anderson stated there are two items coming out of the closed meeting that the Commission will vote on.

Approve Changing the Executive Director's Performance Evaluation Period to a Fiscal Year Cycle [RES 19-06-21]

Commissioner Sebesky moved, with a second by Commissioner Maurer to approve changing the Executive Director's performance evaluation period to a fiscal year cycle (July 1 to June 30). (SEBESKY/MAURER, UNANIMOUS)

Acceptance of the Executive Director's Incentive Measures [RES 19-06-22]

Commissioner Sebesky moved, with a second by Commissioner Lawson to approve the Executive Director's incentive measures as presented.

Chair Anderson stated the Commission will be voting on what was passed out in writing tonight in terms of incentive measures for this reporting period. She stated there were some suggestions/recommendations for a few changes, however, what the Commission will vote on is the document as it stands tonight and if Commissioners want to make changes the plan will be to vote on that in July, this way the organization can get started with the program.

Commissioner Kelly stated the Commissioners had some great discussion and a lot of good points were brought up and that he thinks those need to be flushed out. He further stated this was the first time they have had the opportunity to see the document so from a procedural standpoint he doesn't like to vote on something that he has only seen for the first time on the same night so he will not be voting. Mr. Kelly noted he felt the Commission has some work to do and that this could be brought back in July to get it done right and have a document in front of them that they can look at and see what they are doing.

Commissioner Principi asked if the motion was to accept the changes that they agreed to tonight. Chair Anderson stated it was not, that the motion is for what was provided in writing tonight and that the Commission could vote again in July with a new document that will have been sent out prior to the meeting.

Commissioner Sebesky stated she too does not like to ever break procedure and doesn't think it's a good idea to vote on something you haven't had time to review. However, it's important the organization have the opportunity to start preparing for this fiscal year's goals. She added with the potential of not having a quorum in July, it would go all the way to September which means several months of the opportunity to prepare for the entire year would have passed, that also is irresponsible therefore she made the motion. She stated this was a good basis, most of the discussion did agree on this document, just expanding on some of these items, which can come forward as an amendment in July.

Commissioner Kelly stated what the Commission is saying is that they are concerned there won't be a quorum in July to vote and that says something about the Board. He further stated this is an important document, have a quorum in July and vote on it in July. Chair Anderson advised they were just planning ahead, not having a quorum has happened before in July. She stated they may send out a final recommendation for voting in July. There being no further discussion Chair Anderson called for a vote.
(SEBESKY/LAWSON, KELLY/PRINCIPI/SKINNER VOTED NAY, NOHE ABSTAINED, MAJORITY VOTE)

PRTC's Chair Time - 12

Chair Anderson advised there were some engagement opportunities in the handouts so Commissioners could stay engaged with Transportation. She noted there will be a Joint Commission Working Group meeting for the I-395/95 Commuter Choice program at Supervisor McKay's office in Springfield on June 13th.

Other Business/Commissioner's Time – 13

Commissioner Nohe noted he will not be at the July 1th meeting due to a NVTA meeting.

Commissioner Catterton noted there is a field dedication for Mr. Jenkins on Saturday, June 8th. He also reminded the Commission about the Dale City July 4th parade.

Commissioner Maurer welcomed the new Commissioners noting she is looking forward to working with them.

Adjournment – 14

There being no further business to come before the Commission, Chair Anderson adjourned the meeting at 9:27 PM.

Information Items
There were no comments.

DRAFT

<u>Virginia Railway Express (VRE) Chief Executive Officer's Time</u>

A. INFO **Chief Executive Officer's Report – May 2019**
B. INFO **Agenda, Minutes, and Adopted Resolutions of the May 17, 2019 VRE Operations Board Meeting**
C. INFO **Spending Authority Report**

ITEM 6A
PRTC Regular Meeting
July 11, 2019

CEO REPORT

JUNE 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.

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CEO REPORT I JUNE 2019

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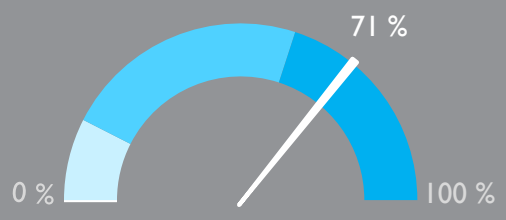
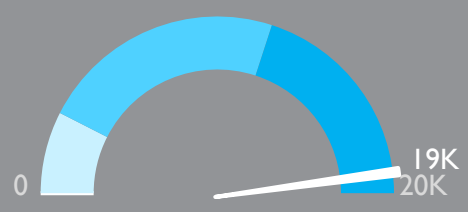
SUCCESS AT A GLANCE



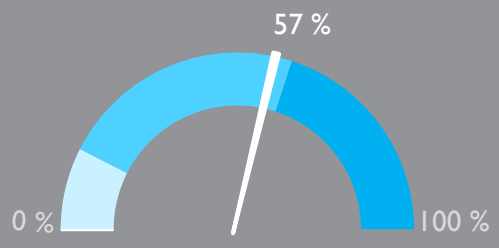
PARKING UTILIZATION

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



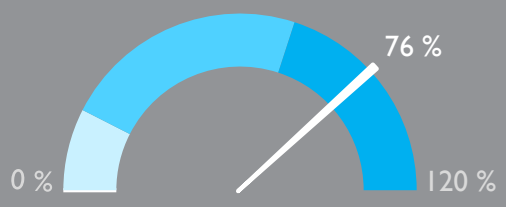
AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.
Same month, previous year: 19,246



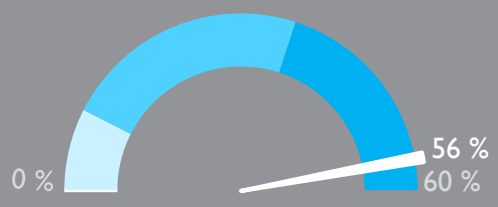
ON-TIME PERFORMANCE

Percentage of trains that arrive at their destination within five minutes of the schedule.
Same month, previous year: 92%



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: 52%

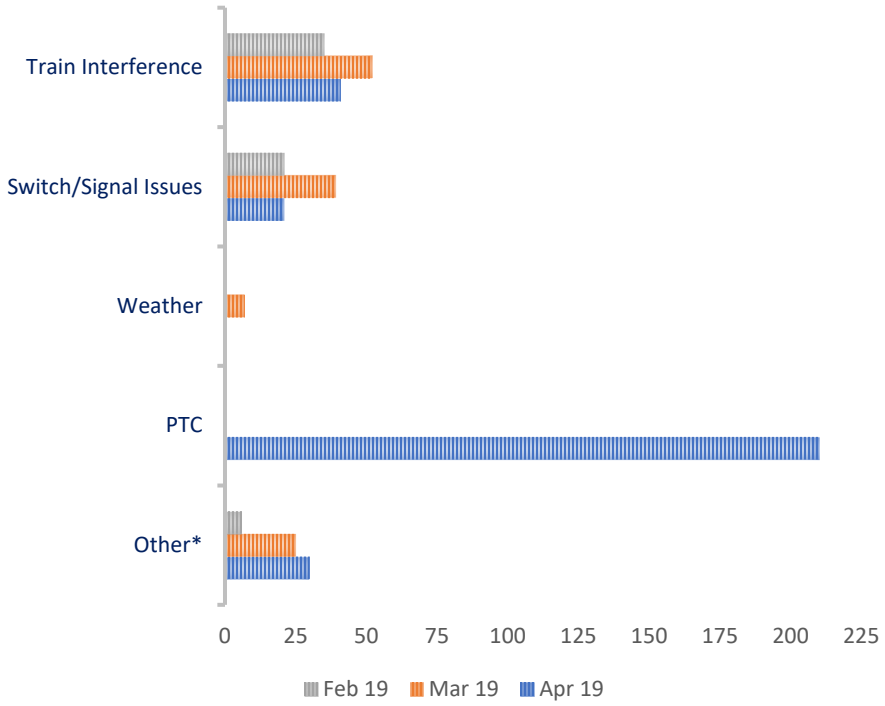
APRIL 2019

ON-TIME PERFORMANCE

OUR RECORD

	April 2019	March 2019	April 2018
Manassas Line	39%	87%	92%
Fredericksburg Line	76%	76%	93%
System Wide	57%	81%	92%

PRIMARY REASON FOR DELAY



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

VRE operated 704 trains in April. Our on-time rate for April was 57%.

Three hundred two of the trains arrived more than five minutes late to their final destinations. Two hundred sixteen of those late trains were on the Manassas Line (72%), and 86 of those late trains were on the Fredericksburg Line (28%).

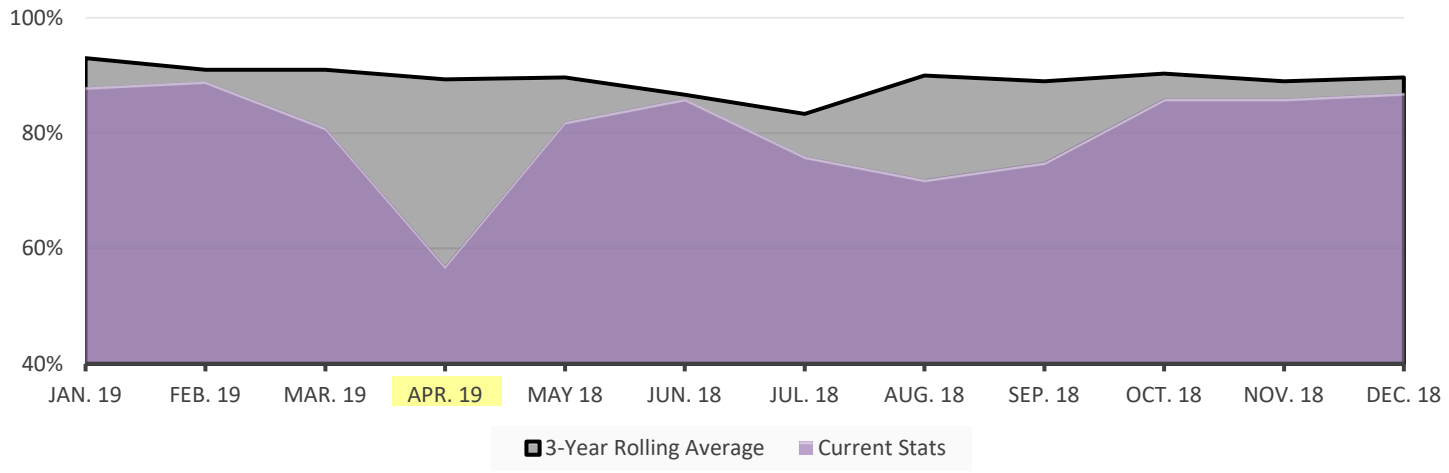
On-time performance is significantly lower than usual this month. Referencing the chart (which has a new category for Positive Train Control [PTC] delays), it is noted that all previously reported groups have delay volumes within the normal ranges. The main factor leading to lower percentages this month is PTC.

LATE TRAINS

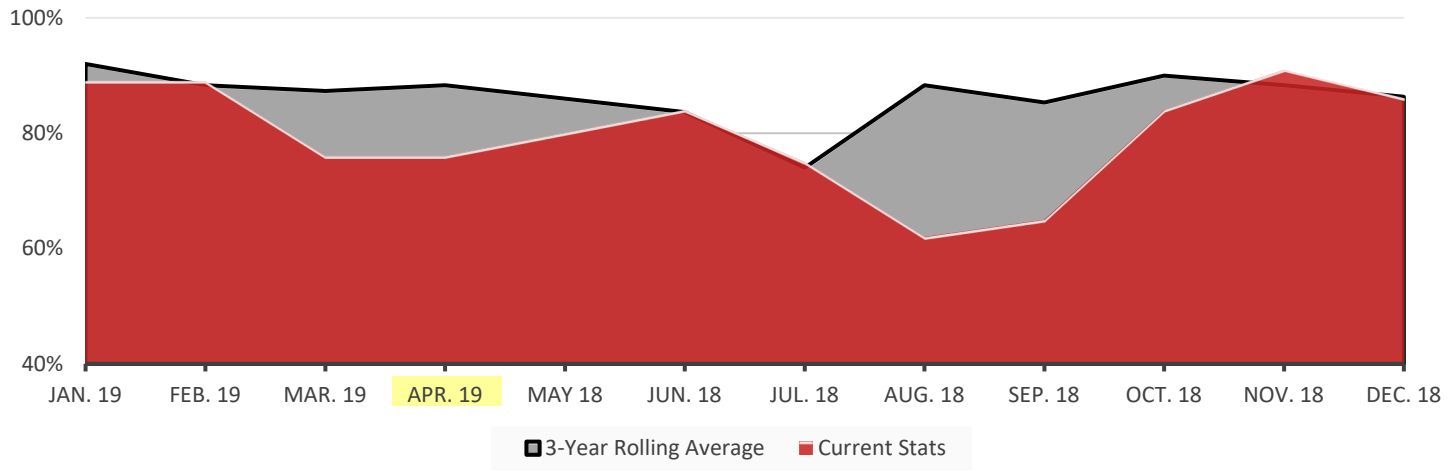
	System Wide			Fredericksburg Line			Manassas Line		
	Feb.	Mar.	Apr.	Feb.	Mar.	Apr.	Feb.	Mar.	Apr.
Total late trains	62	126	302	29	81	86	33	45	216
Average minutes late	13	18	18	11	20	16	14	16	18
Number over 30 minutes	2	15	42	0	13	8	2	2	34

ON-TIME PERFORMANCE

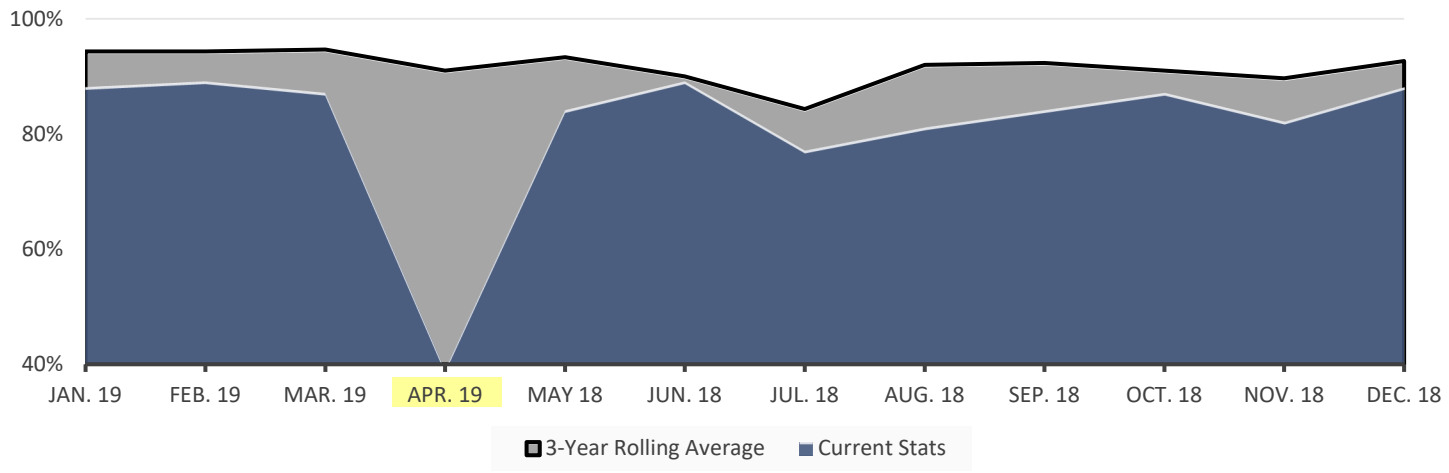
VRE SYSTEM



FREDERICKSBURG LINE

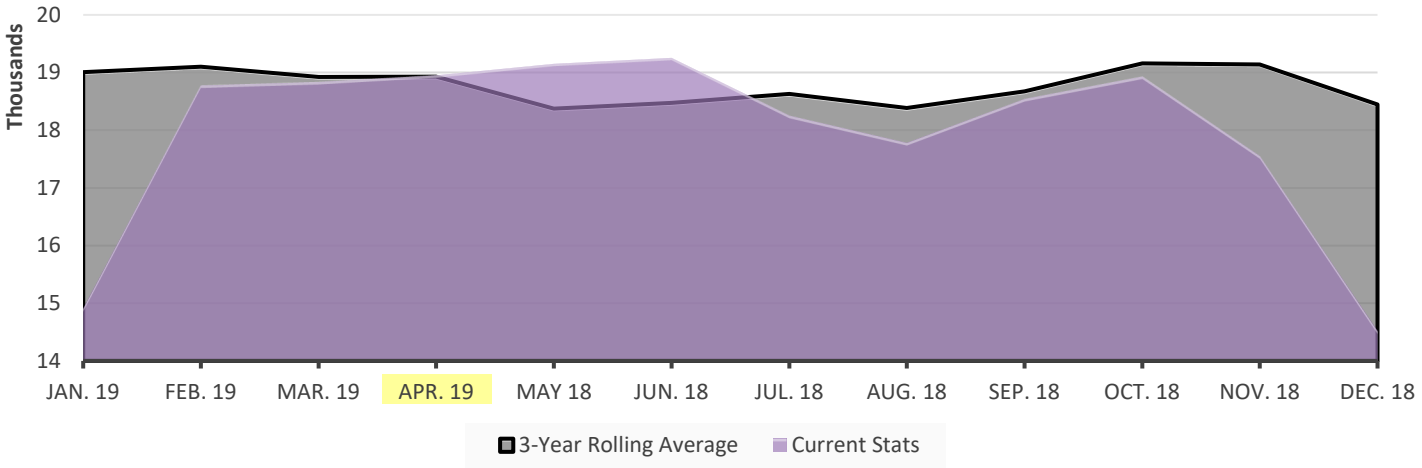


MANASSAS LINE

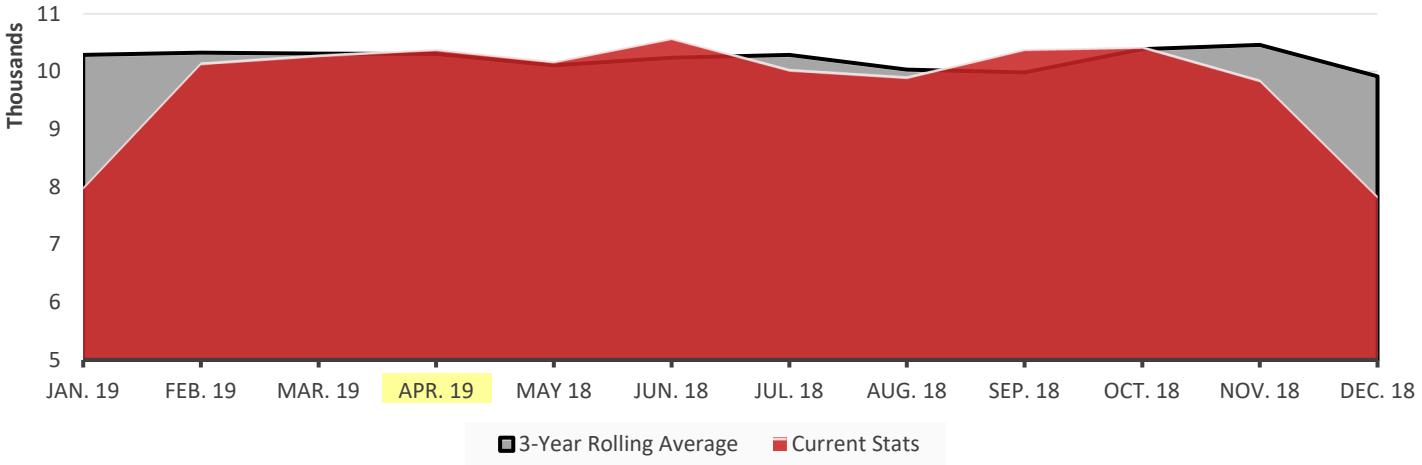


AVERAGE DAILY RIDERSHIP

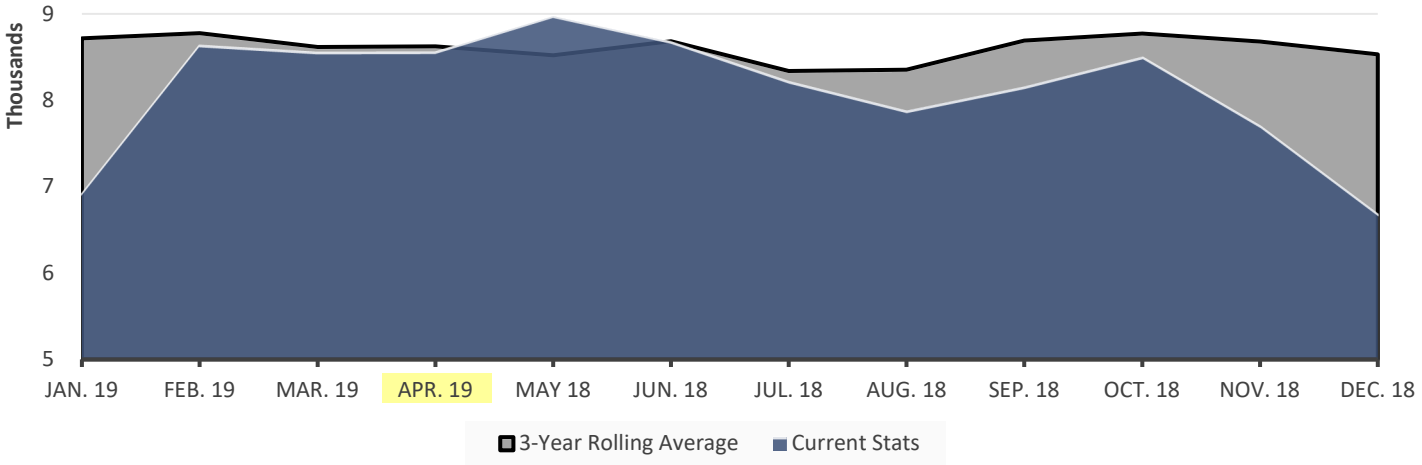
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



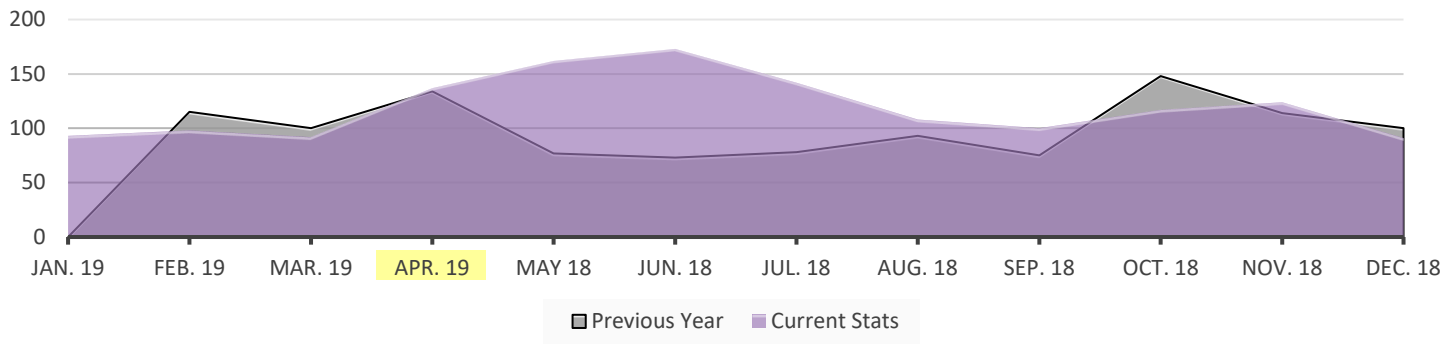
RIDERSHIP UPDATES

Average daily ridership (ADR) in April was approximately 19,000.

	April 2019	March 2019	April 2018
Monthly Ridership	416,890	395,563	404,174
Average Daily Ridership	18,950	18,836	19,246
Full Service Days	22	21	21
"S" Service Days	0	0	0

SUMMONSES ISSUED

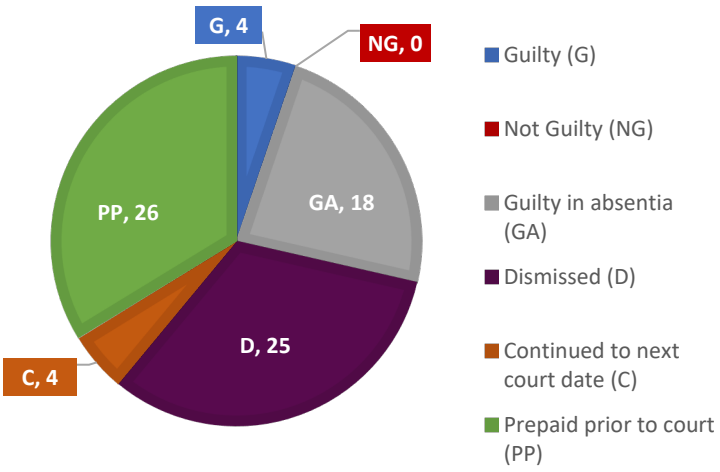
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

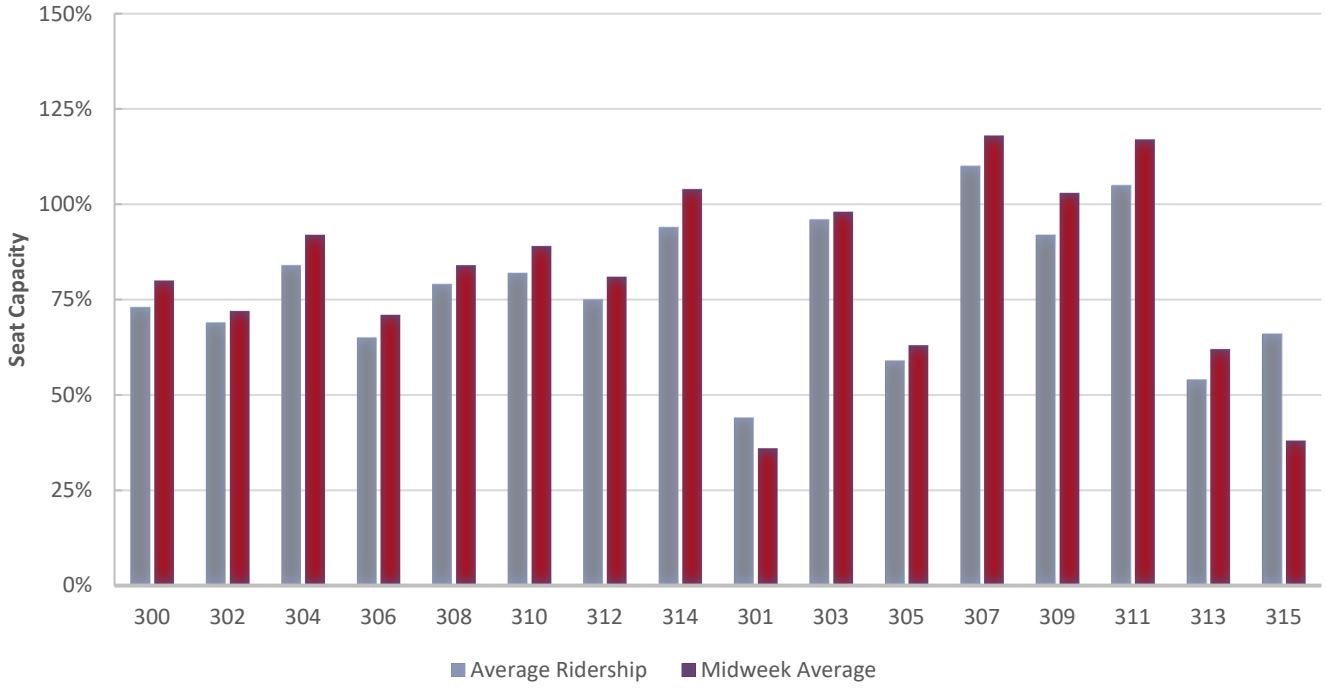
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	40
One-time courtesy	11
Per the request of the conductor	7
Defective ticket	1
Per Ops Manager	0
Unique circumstances	0
Insufficient information	3
Lost and found ticket	0
Other	1
Total Waived	63

MONTHLY SUMMONSES COURT ACTION

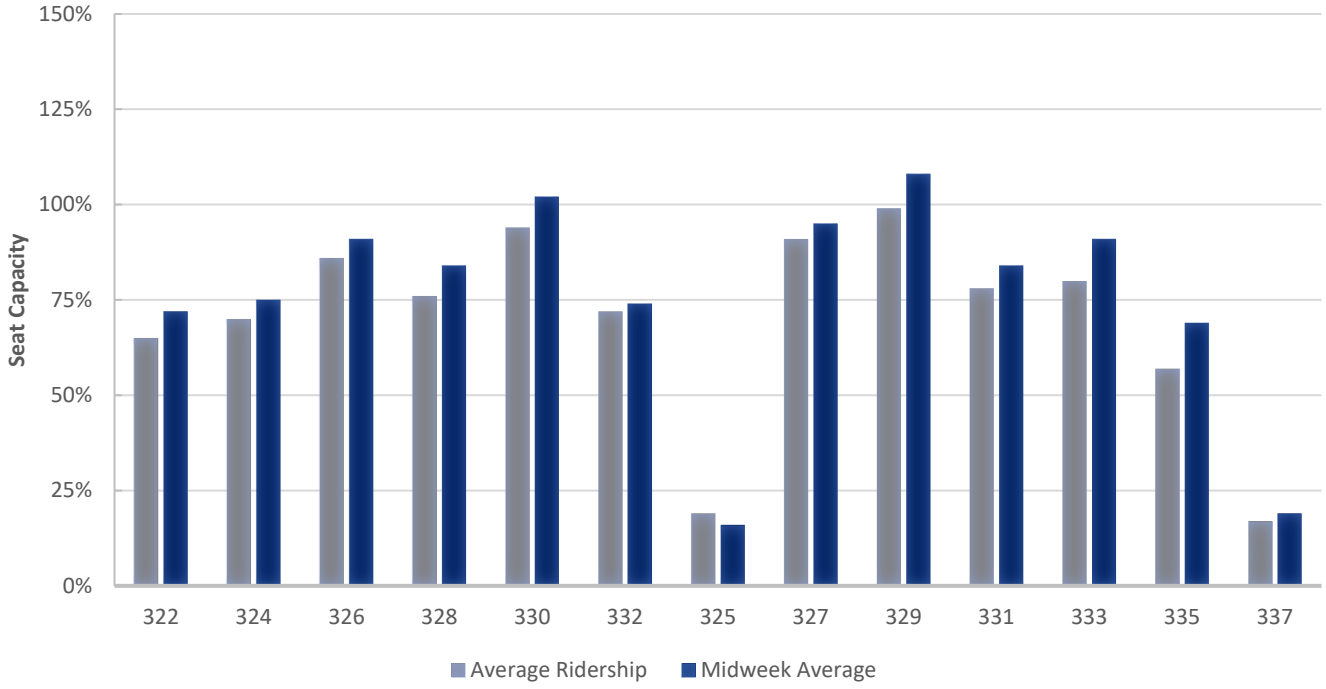


TRAIN UTILIZATION

FREDERICKSBURG LINE

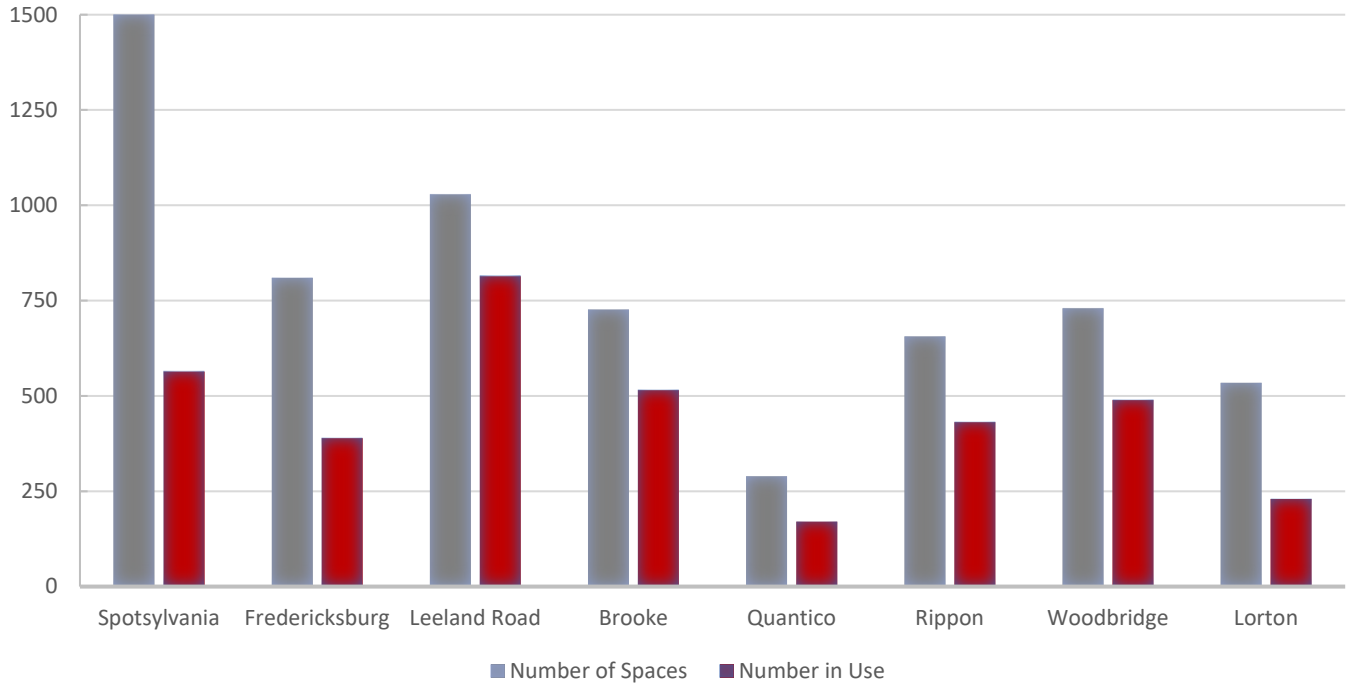


MANASSAS LINE

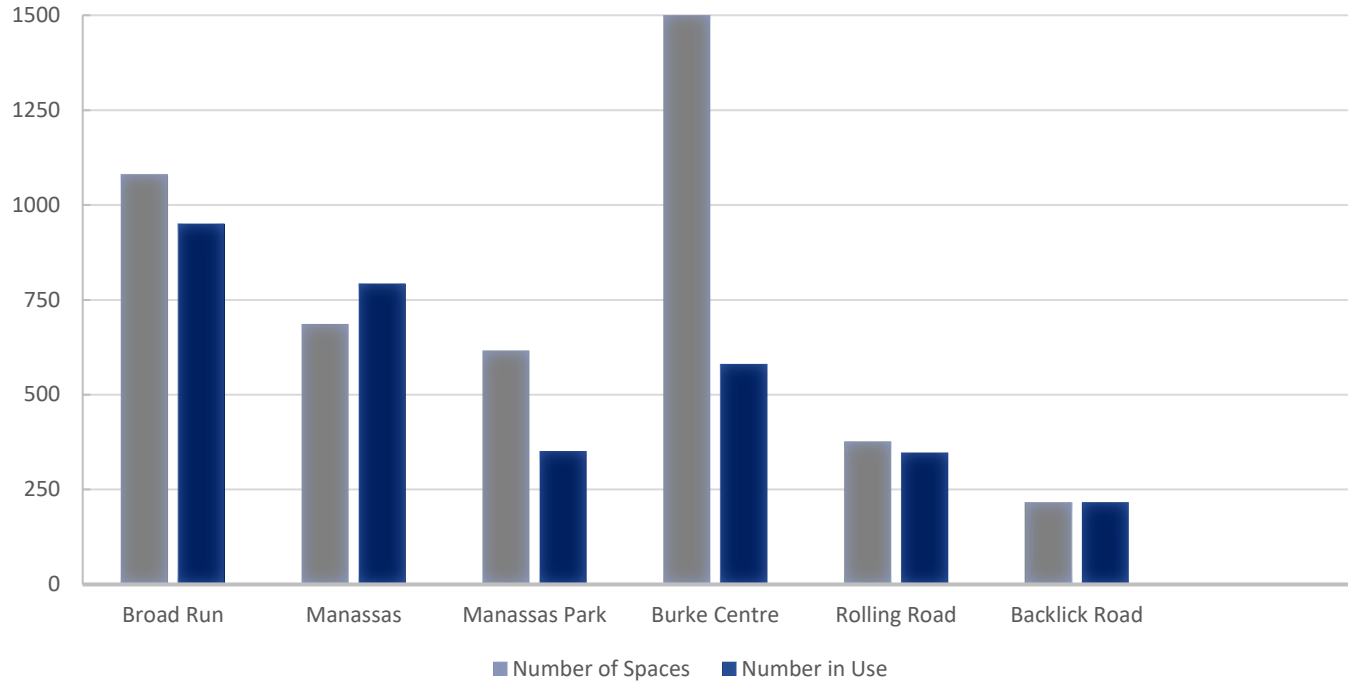


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first 10 months of FY 2019 is approximately $547,000 below budget (an unfavorable variance of -1.6%) and is 1.2% below the same period in FY 2018.

The operating ratio through April is 56%, which is above VRE's budgeted operating ratio of 52% for the full 12 months of FY 2019. VRE is required to budget a minimum operating ratio of 50%.

A summary of the FY 2019 financial results through April 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 April 30, 2019

	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD $ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,562,738	3,731,200	34,729,727	35,276,800	(547,073)	-1.6%	42,400,000
Other Operating Revenue	50,978	19,800	359,625	187,200	172,425	92.1%	225,000
Subtotal Operating Revenue	3,613,716	3,751,000	35,089,352	35,464,000	(374,648)	-1.1%	42,625,000
Jurisdictional Subsidy (1)	-	-	17,767,748	17,767,748	-	0.0%	13,116,039
Federal/State/Other Jurisdictional Subsidy	2,624,401	2,618,808	25,667,415	25,899,506	(232,091)	-0.9%	31,388,025
Appropriation from Reserve/Other Income	-	87,120	-	823,680	(823,680)	0.0%	990,000
Interest Income	177,757	17,600	1,203,752	166,400	1,037,352	623.4%	200,000
Total Operating Revenue	6,415,874	6,474,528	79,728,267	80,121,334	(393,067)	-0.5%	88,319,064
Operating Expenses							
Departmental Operating Expenses	5,702,904	6,644,909	63,067,366	67,985,833	4,918,466	7.2%	82,050,714
Debt Service	510,324	510,273	5,103,577	5,102,732	(845)	0.0%	6,222,350
Other Non-Departmental Expenses	-	4,048	11,737	38,272	26,535	0.0%	46,000
Total Operating Expenses	6,213,228	7,159,230	68,182,680	73,126,836	4,944,156	6.8%	88,319,064
Net Income (Loss) from Operations	202,646	(684,702)	11,545,587	6,994,498	4,551,090		-
						Budgeted	***52%***
Operating Ratio			**56%**	**52%**		***Goal***	***50%***

(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. Repairs to erosion near retaining walls at Leeland Road Station

2. Installation of automated parking count system at stations with parking lots

Repairs to Erosion Near Retaining Walls at Leeland Road Station (1)

Projects scheduled to be completed this quarter:

1. Repairs to platform concrete at L'Enfant Station

2. Issuance of IFB for painting of Franconia-Springfield Station

3. Repairs to platform concrete at Manassas Station

4. Issuance of IFB for pavement repairs and striping at Rippon and Leeland Road Stations and Fredericksburg Lot G

Repairs to Erosion Near Retaining Walls at Leeland Road Station (2)

Projects scheduled to be initiated this quarter:

1. Design of Phase 2 renovations to Alexandria Headquarters Suite 202

2. Design of platform widening at L'Enfant Station

3. Replacement of tactile warning strip at L'Enfant Station

4. Repairs to drainage pipe at Leeland Road Station

5. Replacement of signage at additional stations (locations TBD)

Ongoing projects:

1. Development of specifications for modernization of east elevator at Woodbridge Station

2. Development of IFB for canopy roof replacement at Backlick Road Station

3. Replacement of parking lot entrance signs at various stations

4. Replacement of waste and recycling receptacles at various stations

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
- Canopy Roof Replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station East Elevator
- Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Construction of Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
- 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
- Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G
- Franconia-Springfield Station Painting Services
- State Government Relations Services
- Website Management Services
- Purchase of Forklift Trucks

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects:

Completed projects or major project milestones:

1. New York Avenue Midday Storage Replacement Facility—conducted field visit with Amtrak to review key project elements relative to preliminary design activities and to confirm results of ground survey work; continuing due diligence activities on potential property acquisitions in anticipation of environmental clearance by Federal Transit Administration

Projects or project phases scheduled to be completed this quarter:

2. Brooke Station Improvements – Draft 30% Complete Plans
3. Lorton Station Second Platform – Draft 60% Complete Plans
4. Franconia-Springfield Station Improvements – Draft 60% Complete Plans
5. Broad Run Expansion (BRX) 30% Design Plans
6. Construction of temporary platform for Quantico Station Improvements

Projects or project phases scheduled to be initiated this quarter:

7. Invitation for Bids (IFB) for Rolling Road Station Improvements
8. Construction of temporary platform for Quantico Station Improvements
9. RFP advertised for LOU Construction Management
10. RFP advertised for Crystal City Station Improvements

Ongoing projects:

11. Broad Run Expansion (BRX)
12. Manassas Park Parking Improvements
13. Rolling Road Station Improvements
14. Crossroads Maintenance and Storage Facility (MSF) – Land Acquisition
15. Lifecycle Overhaul & Upgrade Facility (LOU)
16. Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
17. Leeland Road Station Improvements
18. Brooke Station Improvements
19. Quantico Station Improvements

20. Rippon Station Improvements
21. Lorton Station Second Platform
22. Franconia-Springfield Station Improvements
23. Alexandria Station Improvements
24. Alexandria Station Track 1 Access (Slaters Lane)
25. Crystal City Station Improvements
26. L'Enfant Train Storage Track - South
27. L'Enfant Station Improvements
28. New York Avenue Midday Storage Facility
29. Potomac Shores VRE Station – *design by others*
30. Long Bridge Project Environmental Impact Statement (EIS) - *study by others*
31. Washington Union Station Improvements Environmental Impact Statement (EIS) - *study by others*
32. DC2RVA Environmental Impact Statement – *study by others*

Projects Progress Report to Follow

PASSENGER

PROJECT	DESCRIPTION	PHASE CD	PD	EC	RW	FD	CN
Alexandria Station Improvements	Eliminate at-grade track crossing, add elevators, modify platforms.	◆	◆	◆	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 and parking 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 Improvements	Parking garage to increase parking capacity to 1,100 spaces.	◆	◆	●	N/A		
Rolling Road Station Improvements	Extend existing platform and rehabilitate existing station	◆	◆	◆	N/A	●	
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A		
L'Enfant Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A		

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

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

[1] Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

2 Does not include minor (< $50,000) operating expenditures

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

ESTIMATED COSTS ($)							STATUS	
Total[1]	Funded	Unfunded	Authorized	Expended[2]	Percent Complete[1]	Project Completion Date		
31,875,014	31,875,014	-	2,382,759	2,193,257	90%	4th QTR 2020	●	Design underway. Stakeholder meetings held 3/1 and 4/3.
7,000,000	7,000,000	-	467,500	270,487	60%	2nd QTR 2019	●	Materials continue to be delivered. Assembly of cross-over has begun.
2,400,000	400,000	2,000,000	-	-	5%	4th QTR 2020	●	Design work on east platform only; west platform improvements unfunded.
13,000,000	13,000,000	-	*	412,269	35%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,150,000	16,150,000	-	*	680,812	35%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,634,793	16,634,793	-	*	384,345	25%	4th QTR 2023	●	PE design/EC completion pending CSXT design review with anticipated completion in 3rd QTR 2019.
No costs for VRE. Private developer providing station.					10%	TBD	●	Potomac Shores VRE Station design underway to include parking structure.
18,372,949	18,372,949	0	111,374.24	830,833	30%	TBD	●	FD start 1st QTR 2019. SMART SCALE grant agreement pending.
23,391,019	23,391,019	-	*	300,523	25%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 3rd QTR 2019.
15,527,090	15,527,090	-	*	313,514	25%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 3rd QTR 2019.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022	●	Meeting held with Governing Body on 4/3. FD continues.
2,000,000	2,000,000	-	442,900	335,534	80%	3rd QTR 2020	●	Invitation for Bids (IFB) pending start 2019 construction season and NS Construction Agreement.
49,940,000	19,098,463	30,841,537	399,121	393,642	100%	2nd QTR 2023	■	DRPT LONP received. RFP posted for completion of PE & EC, with FD as an optional task.
70,650,000	62,465,721	8,184,279	130,501	65,150	50%	2nd QTR 2023	●	DRPT LONP received. Real estate research in progress under LONP.

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 Train Storage Track - South	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul & 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 related site improvements.	◆	N/A	N/A	●	N/A	N/A
New York Avenue Midday Storage Facility	Midday storage facility replacement for Ivy City storage facility.	◆	●	●	●		

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	◆	●

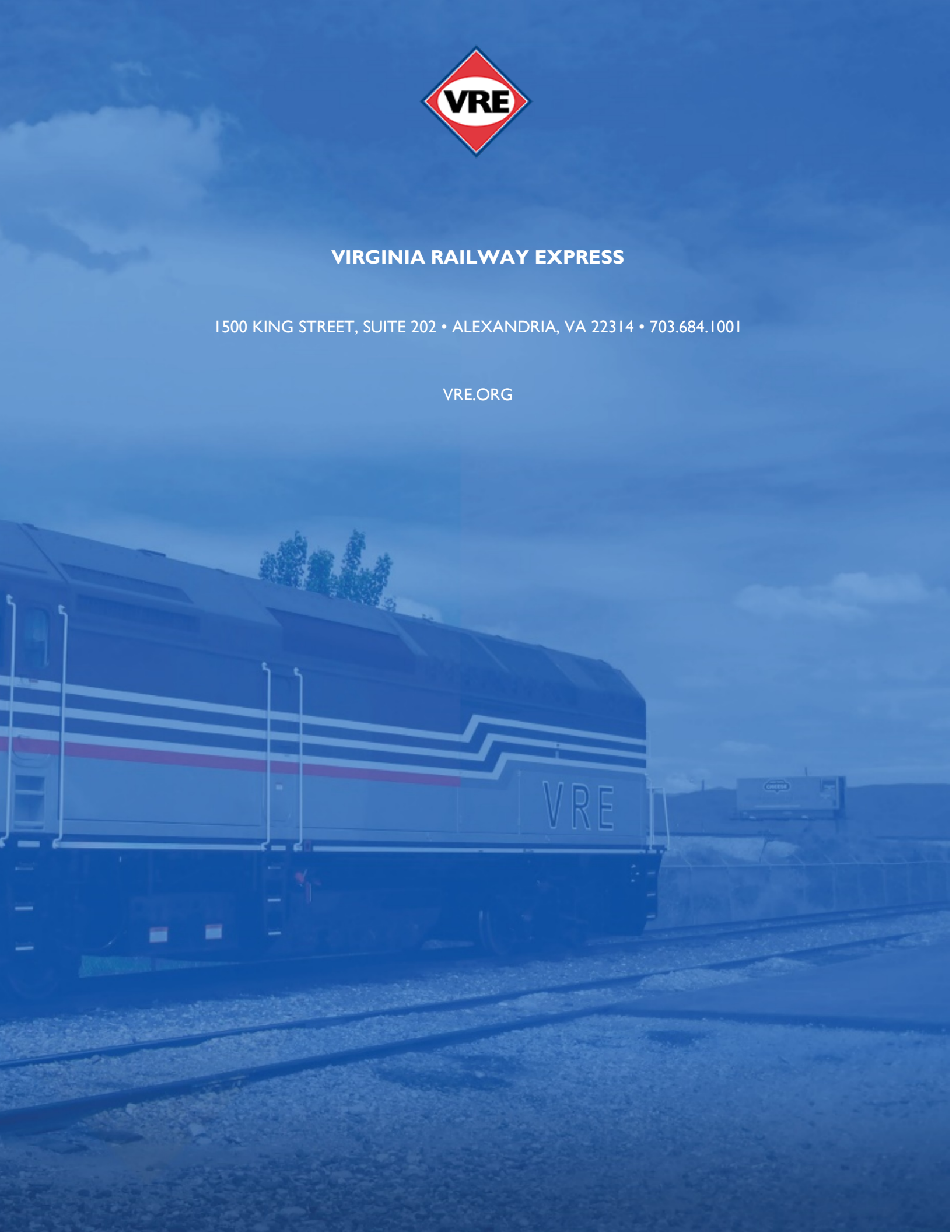
PHASE: CD - Conceptual Design PE - Preliminary Engineering EC - Environment Clearance RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

[1] Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

2 Does not include minor (< $50,000) operating expenditures

ESTIMATED COSTS ($)							STATUS
Total[1]	Funded	Unfunded	Authorized	Expended[2]	Percent Complete[1]	Project Completion Date	
32,500,000	32,500,000	-	33,285,519	30,578,003	90%	3rd QTR 2018	Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,699,610	60%	3rd QTR 2019	CSXT Construction Agreement received. CM underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	70%	TBD	Completion of FD pending completion of land acquisition.
2,950,000	2,950,000	-	2,950,000	144,549	5%	TBD	Submitted documentation to Spotsylvania County Planning and Zoning with follow-up County Board
89,666,508	89,666,508	-	3,588,305	1,567,890	40%	4th QTR 2020	Preliminary design is underway and coducted site visit; Reviewing title/appraisal work; NEPA documentation submitted to FTA.
75,264,693	75,264,693	-	69,457,809	47,915,644	99%	4th QTR 2020	All cars received. Completion date reflects end of warranty period.
14,191,833	14,191,833	-	10,294,079	7,984,451	95%	4th QTR 2018	Implementation Completed. Final stabilization and familiarization phase in process.
137,230,000	83,825,501	53,404,499	5,222,796	4,517,966	90%	4th QTR 2022	Completion of PE design and EC underway.
3,510,307	3,510,307	-	3,510,627	2,282,853	70%	3rd QTR 2019	Big Commerce/Moovel collaboration undeway for web based ticketing portal. Uplift to new platform scheduled for mid-summer.



VIRGINIA RAILWAY EXPRESS

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

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VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

June 21, 2019

Executive Committee Meeting – 8:30 am
Audit Committee Meeting – 8:45 am
Operations Board Meeting - 9:00 am
CEO Evaluation Committee Meeting following the Operations Board Meeting

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 May 17, 2019 VRE Operations Board Meeting
5. Chair's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Action Items:

A. Recommend Authorization to Amend PRTC/VRE's Public Procurement Policy and Procedures

B. Resolution of Support for Prince William County's FY 2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project

9. Information Items:

A. Spending Authority Report

10. Closed Session

11. Operations Board Member's Time

The Next VRE Operations Board Meeting
July 19, 2019 - 9:00 am at PRTC

MINUTES

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

June 21, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present	Jurisdiction
*Preston Banks (PRTC)	City of Manassas Park
*Elizabeth Bennett-Parker (NVTC)**	City of Alexandria
*Sharon Bulova (NVTC)	Fairfax County
*John Cook (NVTC)	Fairfax County
*Katie Cristol (NVTC)	Arlington County
*Matt Kelly (PRTC)	City of Fredericksburg
*Jeanine Lawson (PRTC)**	Prince William County
*Wendy Maurer (PRTC)	Stafford County
*Martin Nohe (PRTC)**	Prince William County
*Pamela Sebesky (PRTC)	City of Manassas
*Gary Skinner (PRTC)	Spotsylvania County

Members Absent	
Maureen Caddigan (PRTC)	Prince William County
Mark Dudenhefer (PRTC)	Stafford County
Jennifer Mitchell (DRPT)	Commonwealth of Virginia

Alternates Present	
*Victor Angry (PRTC)	Prince William County
*Todd Horsley (DRPT)	Commonwealth of Virginia
*Cindy Shelton (PRTC)	Stafford County

Alternates Absent	
Ruth Anderson (PRTC)	Prince William County
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Hector Cendejas (PRTC)	City of Manassas Park
Libby Garvey (NVTC)	Arlington County
Jason Graham (PRTC)	City of Fredericksburg
Michael McLaughlin (DRPT)	Commonwealth of Virginia
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Paul Trampe (PRTC)	Spotsylvania County
Mark Wolfe (PRTC)	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

Doug Allen – VRE
Monica Backmon – NVTA
Paolo Belito – Prince William County
Rich Dalton – VRE
Allan Fye - NVTC
Randy Goruk - Consultant
Chris Henry – VRE
Christine Hoeffner – VRE
Todd Johnson – First Transit
Mike Lake – Fairfax County
Lezlie Lamb – VRE
Bob Leibbrandt – Prince William County
Steve MacIsaac – VRE Legal Counsel
Jim Maslanka – City of Alexandria
Ryan McManus – Prince William County
Becky Merriner – PRTC
Kristin Nutter – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Joe Swartz – VRE

Chair Cristol called the meeting to order at 9:05 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Maurer to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Angry, Banks, Bulova, Cook, Cristol, Horsley, Kelly, Maurer, Sebesky, Shelton and Skinner.

Approval of the Minutes of the May 17, 2019 VRE Operations Board Meeting – 4

Ms. Bulova moved, with a second by Ms. Maurer, to approve the minutes from May 17, 2019. The vote in favor was cast by Members Angry, Banks, Bulova, Cook, Cristol, Kelly, Lawson, Maurer, Sebesky, and Skinner, with abstentions by Mr. Angry, Mr. Horsley and Ms. Shelton.

Vice Chair's Comments – 5

- Chair Cristol announced the Commonwealth Transportation Board approved DRPT's FY20-25 Six-Year Improvement Plan.
- The Auditors met with the Audit Committee to receive any direction for the upcoming Financial Audit.
- The CEO Evaluation Committee will meet after the Operations Board meeting adjourns.
- The Legislative Committee will meet after the July Operations Board meeting.
- Chair Cristol introduced and welcomed Supervisor Victor Angry from Prince William County.
- Chair Cristol briefed the Operations Board on progress to develop a plan for virtual public comments.

[Nohe and Ms. Lawson arrived at 9:11 am]

Chief Executive Officer's Report – 6

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

- VRE Staff member Charlotte Nourse was promoted to Safety and Security Administrator. She'll be working to support internal safety and security programs as well as community safety initiatives and regulatory compliance.
- The FTA issued a NEPA determination for the New York Avenue Midday Storage Yard project.
- Average Daily Ridership in May was 18,656 and overall On-Time Performance was 56%.

[Ms. Bennett-Parker arrived at 9:13 am]

- Mr. Dalton briefed the Operations Board on PTC Implementation progress, Metro shutdown ridership impact and developments in On-Time Performance.
    - PTC-related delays are now a small percentage of overall delays.
    - OTP has been improving, however a major weather event caused serious delays at the end of May.
    - Heat restrictions and rail network congestion have been the major cause of delays.
- VRE is seeing an increase in Ridership from the shutdown of 6 Metrorail stations south of Reagan National Airport.
- Mark Schofield reported paper ticket sales (all zone combos) from the TVMs at Franconia-Springfield, Alexandria, and Crystal City approximately doubled (from $40,000 to $85,000)
- Mobile ticket sales for zones 1-2, 1-3, and 2-3 increased about 5x (from $50,000 to $250,000) and the number of tickets sold increased more than 7x.
- Period of comparison is May 27-June 19, 2019, versus same period last year.
- Amtrak Step-Up sales for the same period increased 45%.

Public Comment Time – 7

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

Action Items – 8

Recommend Authorization to Amend PRTC/VRE's Public Procurement Policy and Procedures – 8A

Ms. Lawson moved, with a second by Ms. Maurer, to recommend the Commissions authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures to a) increase the current threshold for micro-purchases to $10,000 for all purchases and b) change the level of competition for small purchases, effective July 1, 2019.

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

Resolution of Support for Prince William County's FY2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project– 8B

Ms. Lawson moved, with a second by Ms. Maurer, to support and endorse Prince William County's FY2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project.

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

Information Items – 9

Spending Authority Report – 9A

In May 2019, the following purchases greater than $50,000 but less than $100,000 were made:

- On May 9, 2019, VRE issued a Purchase Order in the amount of $61,366 to Pasco Battery Warehouse for new Head End Power (HEP) and Prime Mover starters for VRE locomotives.

Closed Session – 11

There was no closed session.

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

Chair Cristol adjourned the meeting, without objection, at 9:42 A.M.

Approved this 19h day of July 2019

_____

Katie Cristol
Chair

_____

John Cook
Secretary

CERTIFICATION
This certification hereby acknowledges the minutes for the June 21, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability. Lezlie M. Lamb

Virginia Railway Express
Operations Board

Resolution
8A-06-2019

Recommend Authorization to Amend PRTC/VRE's Public Procurement Policy and Procedures

WHEREAS, the acquisition of goods and services below the micro-purchase threshold may be accomplished without competitive quotes; and,

WHEREAS, the current threshold for micro-purchases is $3,000 for federally funded purchases and $5,000 for non-federally funded purchases; and,

WHEREAS, VRE staff seeks to amend the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for all micro-purchases to $10,000 in accordance with the U.S. Office of Management and Budget memorandum OM-18-18, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance," issued June 2018;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for micro-purchases from $3,000 for federally funded purchases and $5,000 for non-federally funded purchases to $10,000 for all purchases and update the level of competition for small purchases, effective July 1, 2019 as shown in Attachment A.

Approved this 21st day of June 2019

Katie Cristol
Chair

John Cook
Secretary

Attachment A to Resolution 8A-06-2019

Levels of Competition for Small Purchases

Degree of Required Competition

Anticipated Expenditure	Degree of Competition Required
Micro: Up to $10,000	1 Documented Quote; Exempt from Competition
Small: $10,001 to $30,000	At Least 2 Verbal Quotes Sought and Documented
Small: $30,001 to $100,000 (Goods & Non-Professional Services)	At Least 4 Written Quotes Sought and Documented
Small: $30,001 to $80,000 (Professional Services)	At Least 4 Written Quotes Sought and Documented
Greater Than $80,000 (Professional Services) *	Competitive Negotiation Required; Request for Proposals
Greater Than $100,000 (Non-Professional Services and Goods) *	Competitive Sealed Bidding (or Competitive Negotiation if permissible and warranted)

**Reflects the current threshold established by the Virginia Public Procurement Act.*

Virginia Railway Express
Operations Board

Resolution
8B-06-2019

Resolution of Support for Prince William County's FY 2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project

WHEREAS, the proposed Broad Run Commuter Lot will consist of a surface parking lot with 600 spaces on Residency Road, just off the Virginia Route 28 corridor and north of the existing VRE Broad Run Station and the Norfolk Southern Railway railroad tracks, and is key to expanding both the station and Maintenance and Storage Facility complex at the western end of the VRE Manassas Line; and,

WHEREAS, the U.S. Department of Transportation issued a Notice of Funding Opportunity for the Better Utilizing Investments to Leverage Development Transportation Discretionary Grants program on April 23, 2019 to solicit applications for competitive grants for projects demonstrating a significant local or regional impact; and,

WHEREAS, Prince William County is developing a Better Utilizing Investments to Leverage Development program grant application for the construction of a commuter parking lot north of the NS tracks to supplement currently committed Broad Run Station and Maintenance and Storage Facility project funding;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby support and endorse the application by Prince William County to the FY2019 Better Utilizing Investments to Leverage Development Transportation Grants program for the Broad Run Commuter Lot Project.

Approved this 21st day of June 2019

Katie Cristol
Chair

John Cook
Secretary

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-A
Information Item

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

From: **Doug Allen**

Date: **June 21, 2019**

Re: **Spending Authority Report**

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 May 9, 2019, VRE issue a Purchase Order in the amount of $61,366 to Pasco Battery Warehouse for new Head End Power (HEP) and Prime Mover starters for VRE locomotives.

<u>Public Comment Time</u>
(3 minute time limit per person)

ITEM 8
July 11, 2019
PRTC Regular Meeting

PRTC Consent Agenda Action Items

A.	**RES**	**Acceptance of the Jurisdictional Financial Report for the Period Ended April 30, 2019**
B.	**RES**	**Authorize Letter of Support for Prince William County's FY2019 Build Transportation Grant Application for the Broad Run Commuter Lot Project**
C.	**RES**	**Authorization to Execute a Western Maintenance Facility Deed of Easement**

ITEM 8
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: APPROVE CONSENT AGENDA – JULY 11, 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 July 11, 2019 as presented/amended.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

ITEM 8A
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2019**

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 well as each separate jurisdiction.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby accept the Jurisdictional Financial Report for the period ended April 30, 2019, as presented/amended.

Votes:
Ayes:
Nays:
Abstain:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

Fuel Tax Revenues
Budget to Actual
Ten Months Ended April 2019

	FY19 YTD Budget	FY19 YTD Actual	Variance %	Variance $
Prince William County	12,033,917	12,370,486	3%	336,569
Stafford	3,765,917	3,999,223	6%	233,306
Manassas	853,500	821,758	-4%	(31,742)
Manassas Park	772,917	685,065	-11%	(87,852)
Fredericksburg	1,453,917	1,514,904	4%	60,987
Spotsylvania	4,124,833	4,462,846	8%	338,013
Total	23,005,001	23,854,282	4%	849,281

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.

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

PRTC COMMISSION MEETING
DATE JULY 11, 2019

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE TEN MONTHS ENDING APRIL 30, 2019

FY19 Beginning Fund Balance			$ 15,647,934.99	(1)
	Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	$ -		$ 97,189.59	
Gross Tax Revenue	$ 3,384,001.25		$ 32,217,142.18	
Less: Commuter Rail Operating and Capital Fund (CROC)	$ (846,005.00)		$ (8,460,050.00)	
Net Tax Revenue	$ 2,537,996.25		$ 23,854,281.77	
Interest from Investment	$ 36,452.58		$ 303,143.64	
Total Tax & Investment Revenue	$ 2,574,448.83		$ 24,157,425.41	
Expenditures/Transfers	$ (3,183,921.46)		$ (24,245,360.46)	
Reimbursement from State Grant/Transfer from Other Governments	$ -		$ -	
PRTC Operating Fund Balance	$ -		$ 5,680,000.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES c			$ 21,239,999.94	
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)			$ 3,751,718.23	
FY19 Projected State Grant (remainder)			$ 94,520.00	
LESS: Unexpended Adopted Resolutions			$ (6,882,094.41)	(*)
Other Financing Sources/(Uses)				
Claims and Judgments	-		-	
Jurisdictional Reimbursement	$0.00		$0.00	
Total Projected Unencumbered Balance			$ 18,204,143.76	(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		$ 177,294.48	$ 2,412.62	
18-03-05	$ -		$ -	$ -	
18-06-07	$ 5,391,539.00	(1a)	$ 5,391,539.00	$ -	
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)	$ 15,669,900.00	$ -	
18-11-07	$ 3,123,270.00		$ 2,973,209.90	$ 150,060.10	
19-04-05	$ 3,597,970.00		$ -	$ 3,597,970.00	
19-06-10	$ 1,459,848.00		$ -	$ 1,459,848.00	
Total	$ 31,127,454.87		$ 24,245,360.46	$ 6,882,094.41	(*)

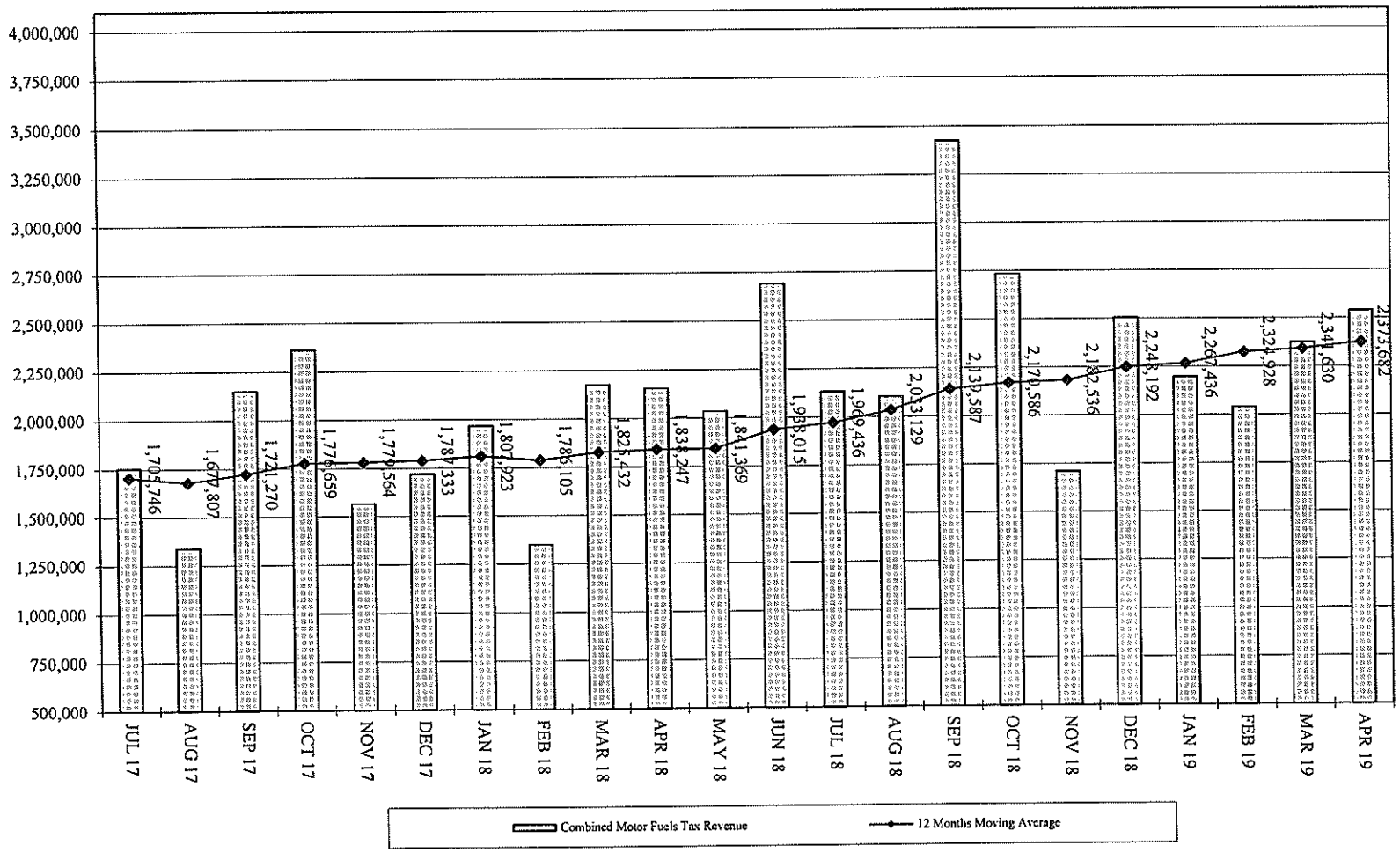
(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(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



POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

PRTC COMMISSION MEETING
DATE JULY 11, 2019

MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY
FOR THE TEN MONTHS ENDING APRIL 30, 2019

FY19 Beginning Fund Balance		$ 3,626,815.99 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	$ -	$ 22,223.44
Gross Tax Revenue	$ 1,699,418.94	$ 16,762,893.03
Less: Commuter Rail Operating and Capital Fund (CROC)	$ (424,831.90)	$ (4,414,630.20)
Net Tax Revenue	$ 1,274,587.04	$ 12,370,486.27
Interest from Investment	$ 6,441.70	$ 79,711.63
Total Tax & Investment Revenue	$ 1,281,028.74	$ 12,450,197.90
Expenditures/Transfers	$ -	$ (14,834,400.00)
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		$ 6,656,913.89
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)		2,070,213.73
LESS: Unexpended Adopted Resolutions		$ (173,000.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	0.00	-
Jurisdictional Reimbursement	$0.00	$0.00
Total Projected Unencumbered Balance		$ 8,554,127.62 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	$ 173,000.00 (1)	$ -	$ 173,000.00
18-06-13	$ 14,834,400.00 (1a)	$ 14,834,400.00	$ -
Total	$ 15,007,400.00	$ 14,834,400.00	$ 173,000.00 (*)

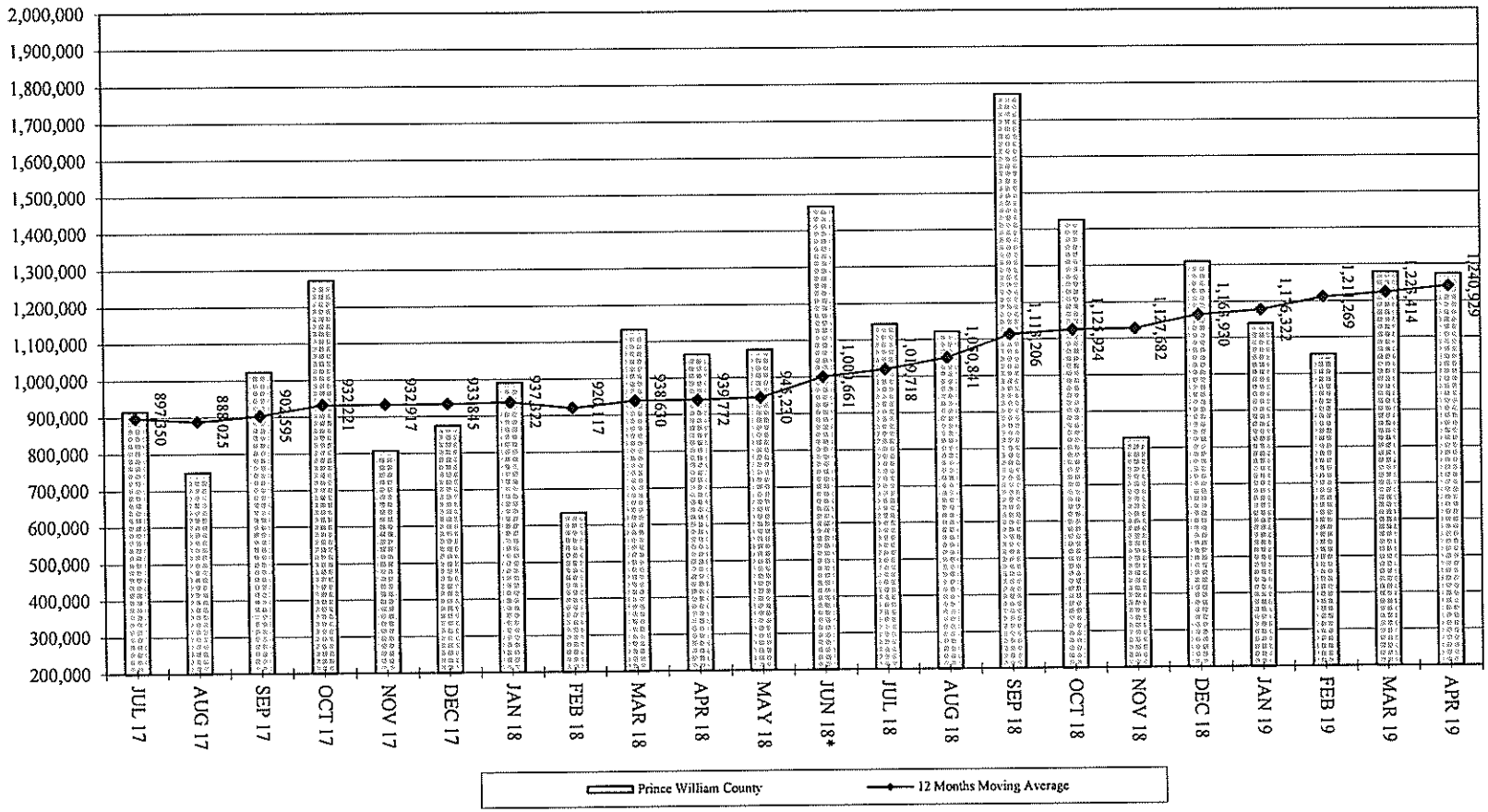
(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(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.

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

PRTC COMMISSION MEETING
DATE JULY 11, 2019

MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY
FOR THE TEN MONTHS ENDING APRIL 30, 2019

FY19 Beginning Fund Balance			$ 3,344,341.91	(1)
	Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	$ -		$ 12,824.01	
Gross Tax Revenue	$ 594,866.77		$ 5,374,293.74	
Less: Commuter Rail Operating and Capital Fund (CROC)	$ (148,726.41)		$ (1,387,894.58)	
Net Tax Revenue	$ 446,140.36		$ 3,999,223.17	
Interest from Investment	$ 7,814.16		$ 52,688.10	
Total Tax & Investment Revenue	$ 453,954.52		$ 4,051,911.27	
Expenditures/Transfers	$ -		$ (2,582,627.00)	
PRTC Operating Fund Balance	$ -		$ 71,400.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			$ 4,885,026.18	
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)			519,876.83	
LESS: Unexpended Adopted Resolutions			$ -	(*)
Other Financing Sources/(Uses)				
Claims and Judgments		$0.00	$0.00	
Jurisdictional Reimbursement		$0.00	$0.00	
Total Projected Unencumbered Balance			$ 5,404,903.01	(2)

ADOPTED RESOLUTIONS	AMOUNT		EXPENDITURES	BALANCE	
18-06-07	$ 2,475,127.00	(1a)	$ 2,475,127.00	$ -	
18-06-13	$ 107,500.00	(1a)	$ 107,500.00	$ -	
Total	$ 2,582,627.00		$ 2,582,627.00	$ -	(*)

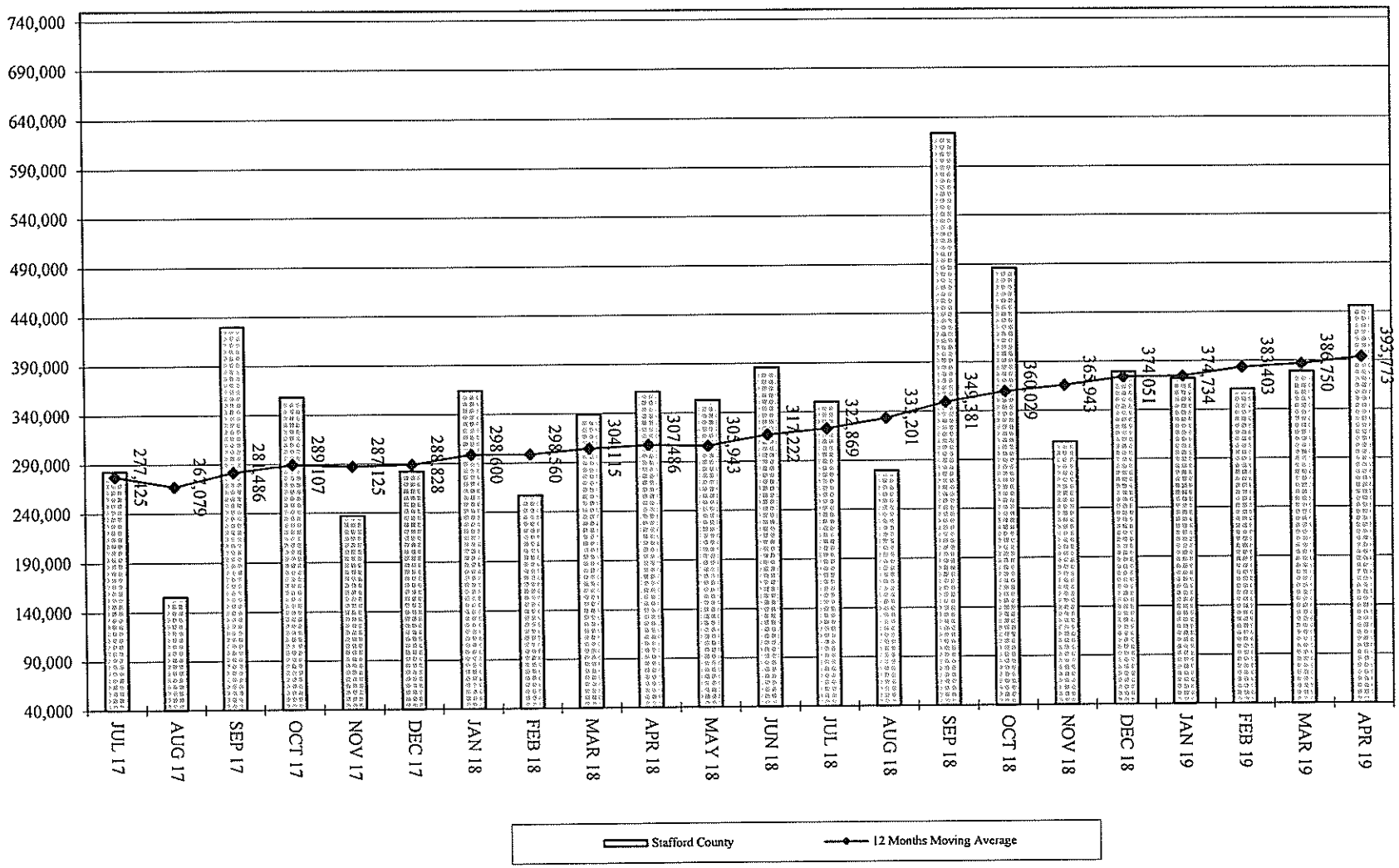
(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(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



POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

PRTC COMMISSION MEETING
DATE JULY 11, 2019

MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS
FOR THE TEN MONTHS ENDING APRIL 30, 2019

FY19 Beginning Fund Balance			$ 401,852.95	(1)
	Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	$ -		$ 7,445.45	
Gross Tax Revenue	$ 114,118.09		$ 1,126,093.28	
Less: Commuter Rail Operating and Capital Fund (CROC)	$ (28,531.40)		$ (311,781.06)	
Net Tax Revenue	$ 85,586.69		$ 821,757.67	
Interest from Investment	$ 642.97		$ 8,090.44	
Total Tax & Investment Revenue	$ 86,229.66		$ 829,848.11	
Expenditures/Transfers	$ -		$ (720,898.00)	
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			$ 554,103.06	
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)			202,442.33	
FY18 Projected State Grant (remainder)			94,520.00	
LESS: Unexpended Adopted Resolutions			$ (278,000.00)	(*)
Other Financing Sources/(Uses)				
Claims and Judgments	$0.00		$0.00	
Jurisdictional Reimbursement	$0.00		$0.00	
Total Projected Unencumbered Balance			$ 573,065.39	(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)	$ 385,000.00	$ -	
Total	$ 998,898.00		$ 720,898.00	$ 278,000.00	(*)

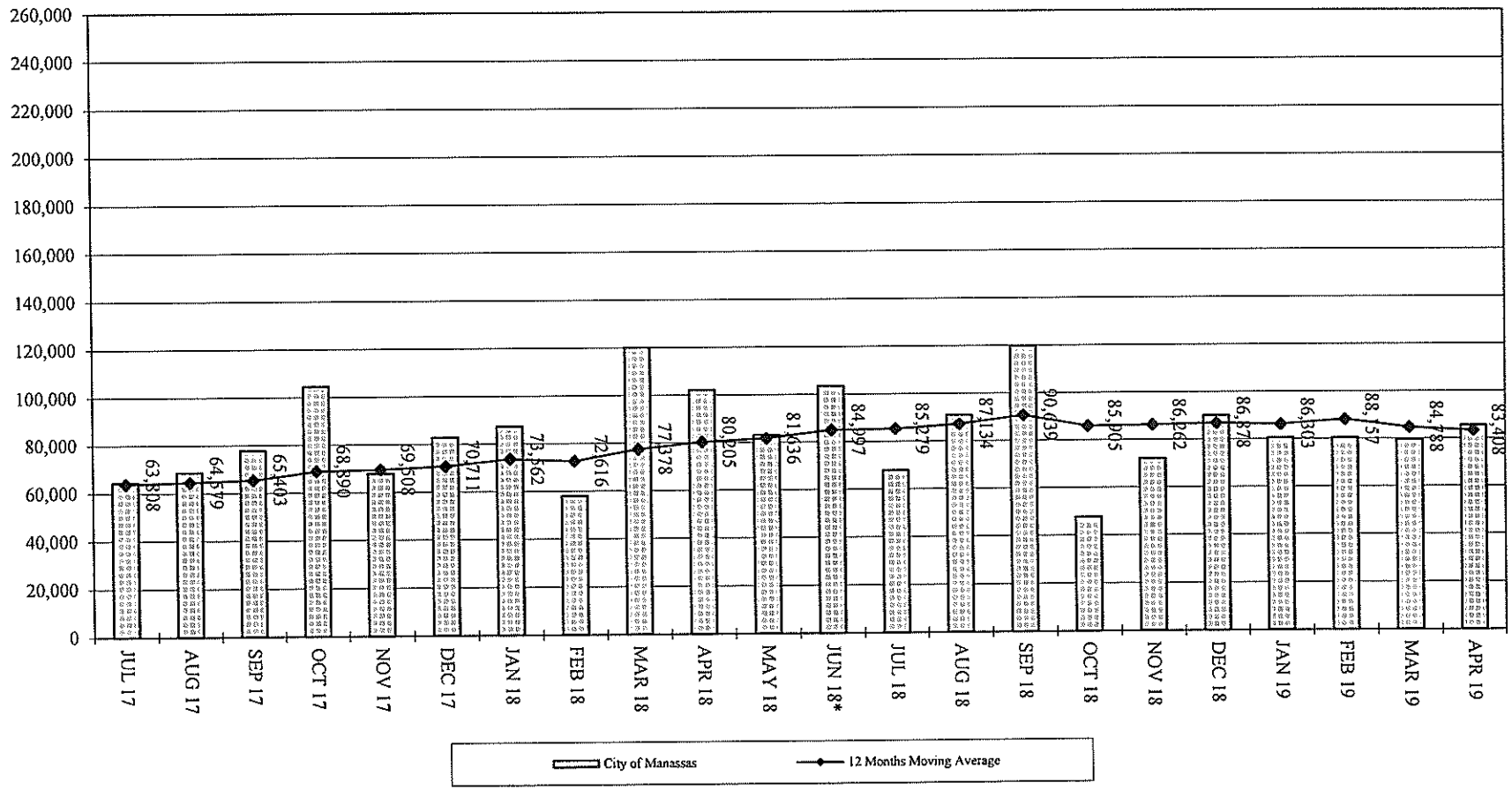
(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(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 to Prince William accrued at 6/30/18.

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

PRTC COMMISSION MEETING
DATE JULY 11, 2019

MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS PARK
FOR THE TEN MONTHS ENDING APRIL 30, 2019

FY19 Beginning Fund Balance		$ 2,642,284.71 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	$ -	$ 4,617.85
Gross Tax Revenue	$ 86,608.26	$ 957,925.49
Less: Commuter Rail Operating and Capital Fund (CROC)	$ (21,653.48)	$ (277,478.71)
Net Tax Revenue	$ 64,954.78	$ 685,064.63
Interest from Investment	$ 5,335.28	$ 48,446.61
Total Tax & Investment Revenue	$ 70,290.06	$ 733,511.24
Expenditures/Transfers	$ -	$ (695,311.00)
PRTC Operating Fund Balance	$ -	$ 30,400.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		$ 2,710,884.95
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)		242,435.37
LESS: Unexpended Adopted Resolutions		$ (1,220,803.69) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	$0.00	$0.00
Jurisdictional Reimbursement	$0.00	$0.00
Total Projected Unencumbered Balance		$ 1,732,516.63 (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)	$ 511,311.00	$ -	
18-06-13	$ 184,000.00	(1a)	$ 184,000.00	$ -	
Total	$ 1,916,114.69		$ 695,311.00	$ 1,220,803.69	(*)

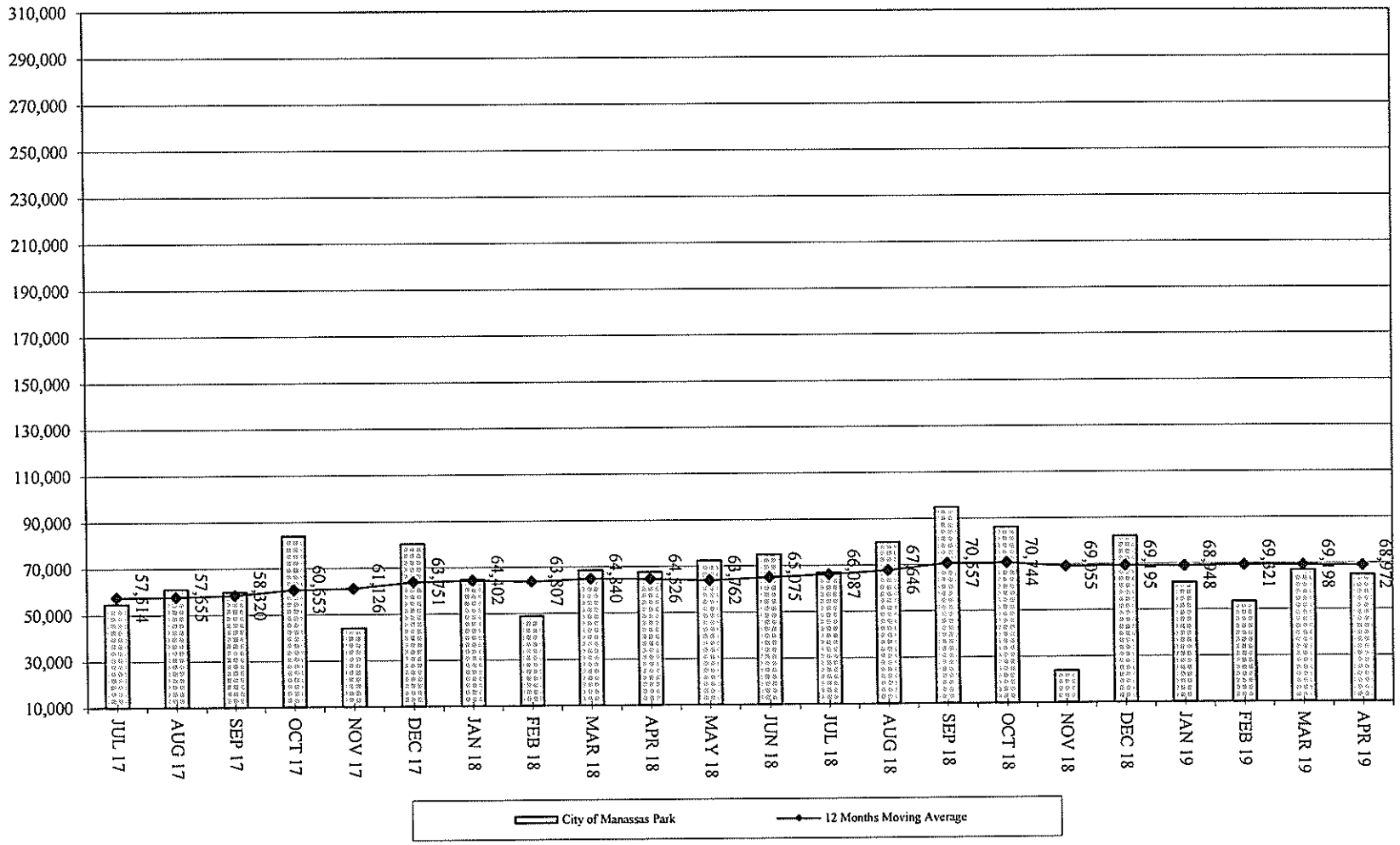
(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(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



POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

PRTC COMMISSION MEETING
DATE JULY 11, 2019

MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG
FOR THE TEN MONTHS ENDING APRIL 30, 2019

FY19 Beginning Fund Balance			$ 1,224,460.49	(1)
	Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	$ -		$ 731.78	
Gross Tax Revenue	$ 205,596.95		$ 2,034,128.45	
Less: Commuter Rail Operating and Capital Fund (CROC)	$ (51,402.59)		$ (519,956.25)	
Net Tax Revenue	$ 154,194.36		$ 1,514,903.98	
Interest from Investment	$ 4,047.66		$ 26,567.52	
Total Tax & Investment Revenue	$ 158,242.02		$ 1,541,471.50	
Expenditures/Transfers	$ -		$ (476,868.00)	
PRTC Operating Fund Balance	$ -		$ 31,800.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			$ 2,320,863.99	
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)			229,796.02	
LESS: Unexpended Adopted Resolutions			$ (1,459,848.00)	(*)
Other Financing Sources/(Uses)				
Claims and Judgments	$0.00		$0.00	
Jurisdictional Reimbursement	$0.00		$0.00	
Total Projected Unencumbered Balance			$ 1,090,812.01	(2)

ADOPTED RESOLUTIONS	AMOUNT		EXPENDITURES	BALANCE	
18-03-05	$ -	(1)	$ -	$ -	
18-06-07	$ 436,568.00	(1a)	$ 436,568.00	$ -	
18-06-13	$ 40,300.00	(1a)	$ 40,300.00	$ -	
19-06-10	$ 1,459,848.00		$ -	$ 1,459,848.00	
Total	$ 1,936,716.00		$ 476,868.00	$ 1,459,848.00	(*)

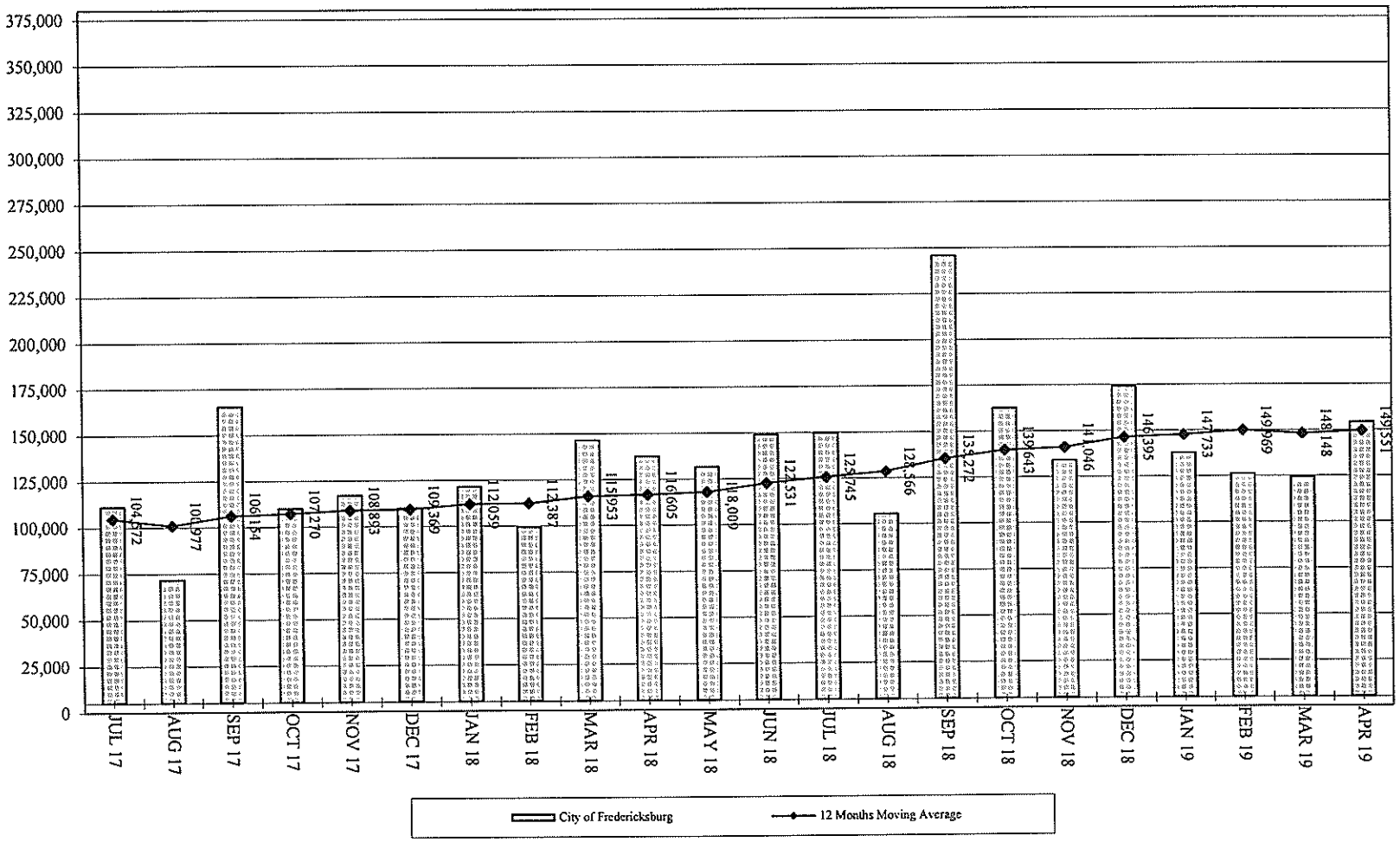
(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(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



POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

PRTC COMMISSION MEETING
DATE JULY 11, 2019

MONTHLY FINANCIAL REPORT FOR SPOTSYLVANIA COUNTY
FOR THE TEN MONTHS ENDING APRIL 30, 2019

FY19 Beginning Fund Balance		$ 4,408,178.94 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	$ -	$ 49,347.06
Gross Tax Revenue	$ 683,392.24	$ 5,961,808.19
Less: Commuter Rail Operating and Capital Fund (CROC)	$ (170,859.22)	$ (1,548,309.20)
Net Tax Revenue	$ 512,533.02	$ 4,462,846.05
Interest from Investment	$ 12,170.81	$ 87,639.34
Total Tax & Investment Revenue	$ 524,703.83	$ 4,550,485.39
Expenditures/Transfers	$ (3,183,921.46)	$ (4,935,256.46)
PRTC Operating Fund Balance	$ -	$ 88,800.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		$ 4,112,207.87
FY19 Projected Motor Fuel Revenue (for remainder of fiscal year)		486,953.95
LESS: Unexpended Adopted Resolutions		$ (3,750,442.72) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	$0.00	$0.00
Jurisdictional Reimbursement	$0.00	$0.00
Total Projected Unencumbered Balance		$ 848,719.10 (2)

ADOPTED RESOLUTIONS	AMOUNT		EXPENDITURES	BALANCE	
17-03-07	$ 33,417.08	(1)	$ 33,417.08	$ -	
18-01-04	$ 179,707.10	(1)	$ 177,294.48	$ 2,412.62	
18-06-07	$ 1,632,635.00	(1a)	$ 1,632,635.00	$ -	
18-06-13	$ 118,700.00	(1a)	$ 118,700.00	$ -	
18-11-07	$ 3,123,270.00		$ 2,973,209.90	$ 150,060.10	
19-04-05	$ 3,597,970.00		$ -	$ 3,597,970.00	
Total	$ 8,685,699.18		$ 4,935,256.46	$ 3,750,442.72	(*)

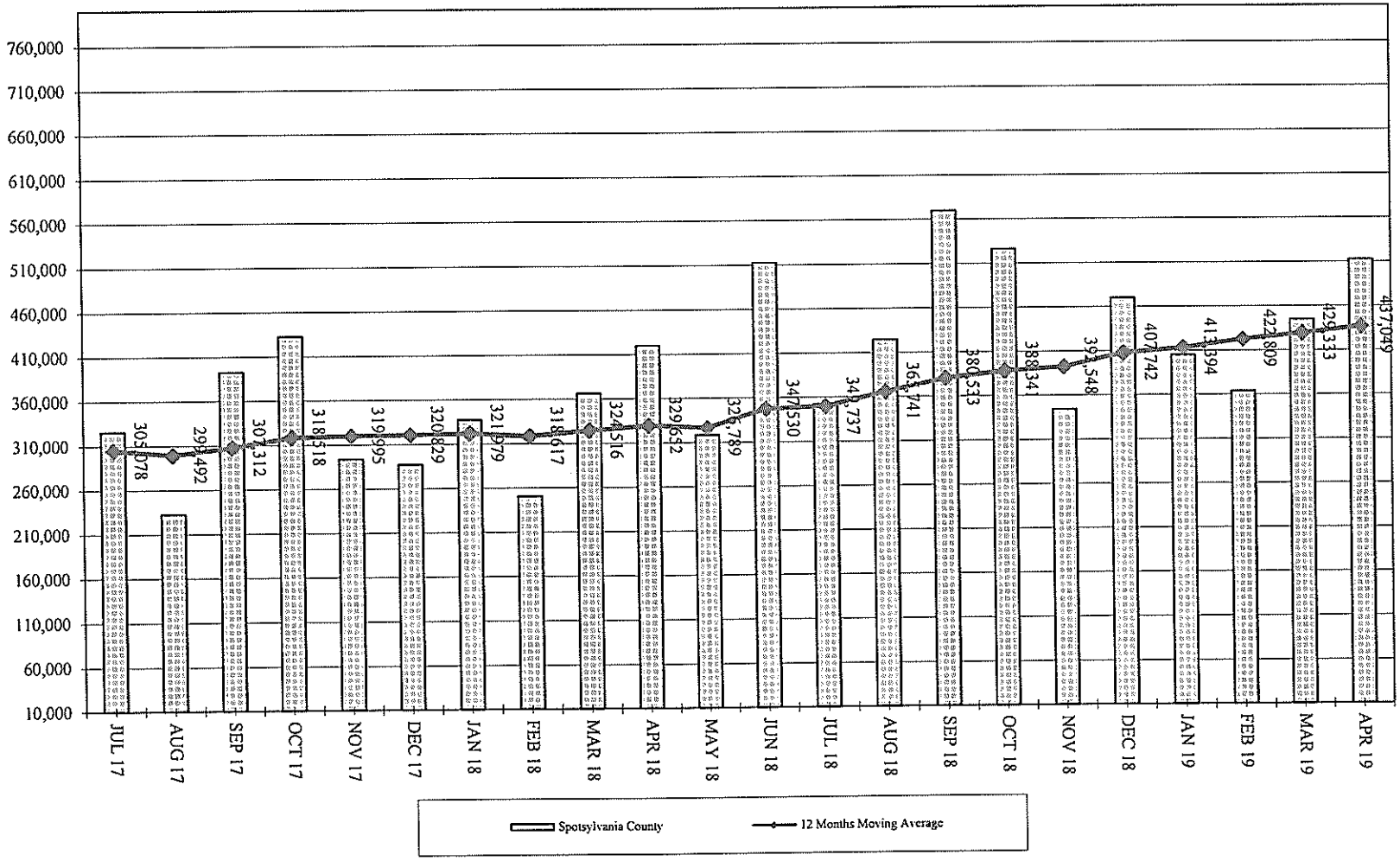
(1) Remaining balance @ 6/30/18 (1a) June 2018 resolution for FY19 expenditures

(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



ITEM 8B
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **AUTHORIZE LETTER OF SUPPORT FOR PRINCE WILLIAM COUNTY'S FY2019 BUILD TRANSPORTATION GRANT APPLICATION FOR THE BROAD RUN COMMUTER LOT PROJECT**

ACTION:

WHEREAS, the U.S. Department of Transportation issued a Notice of Funding Opportunity (NOFO) for the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program on April 23, 2019 to solicit applications for competitive grants for projects demonstrating a significant local or regional impact; and

WHEREAS, Prince William County is developing a Better Utilizing Investments to Leverage Development (BUILD) program grant application for the construction of a Broad Run Station commuter parking lot north of the Norfolk South tracks; and

WHEREAS, a Broad Run commuter lot on the north side of the tracks will provide OMNIRIDE easier access to and from the station, allow opportunities for future transit services such as flexible commuter shuttles from the residential areas near Broad Run, potential new or expanded commuter and local bus services along the Route 28 corridor and other innovative transit services to support multi-modal activity. The additional parking capacity allows OMNIRIDE to look at what synergies exist between bus and rail and provide more options for commuters.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby support, and endorse, the application by Prince William County for FY2019 Better Utilizing Investments to Leverage Development (BUILD) Transportation grants program for the Broad Run Commuter Lot project and authorizes the Executive Director to provide a letter of support to Secretary Chao for the project.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

July 11, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

SUBJECT: Authorize Letter of Support for Prince William County's FY2019 Build Transportation Grant Application for the Broad Run Commuter Lot Project

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Recommendation:

Authorize the Executive Director to provide a letter of support for Prince William County's FY2019 Better Utilizing Investments to Leverage Development (BUILD) Transportation grant application for the Broad Run Commuter Lot project.

Background:

On April 23, 2019 the U.S Department of Transportation issued a Notice of Funding Opportunity (NOFO) to solicit applications for the FY2019 Build Transportation Grant program. Funds will be awarded on a competitive basis for projects that demonstrate a significant local or regional impact. Applications are due July 15, 2019.

The Broad Run Commuter Lot will be adjacent to the VRE Broad Run Station on the Manassas Line and, along with the new parking spaces, will include bicycle and pedestrian access, as well as, facilities to accommodate bus stops and allow for adequate bus circulation within the lot. The commuter lot will be on the north side of the tracks and will provide easier access to and from the station when bus bridges are necessary to assist VRE train operations. It will allow opportunities for future transit services such as flexible commuter shuttles from the residential areas near Broad Run, potential new or expanded commuter and local bus services along the Route 28 corridor, and other innovative transit services to support multi-modal activity. The additional parking capacity allows OMNIRIDE to look at what synergies exist between bus and rail and provide more options for commuters. A true multi-modal transportation mode, the project will allow commuters to bike, walk, or drive to the commuter lot and join up with carpools/vanpools, access buses, or board VRE's commuter rail service.

Fiscal Impact:

There is no fiscal impact.

ITEM 8C
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **AUTHORIZATION TO EXECUTE A WESTERN MAINTENANCE FACILITY DEED OF EASEMENT**

ACTION:

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

WHEREAS, the Northern Virginia Electric Cooperative is requesting an additional utility easement due to a relocated power pole as part of the Western Facility construction; and

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

WHEREAS, legal counsel has reviewed the utility easement agreement and plat.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the utility easement agreement and authorizes the Executive Director to execute the deed of easement.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

OMNIRIDE
GET THERE SMARTER

July 11, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Betsy Massie
Director of Grants & Project Management

THROUGH: Robert A. Schneider, PhD
Executive Director

SUBJECT: Authorization to Execute a Western Maintenance Facility Deed of Easement

---

Recommendation:

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

Background:

The property located at 7850 Doane Drive is the site of the Potomac and Rappahannock Transportation Commission's (PRTC) Western Maintenance Facility. The Northern Virginia Electric Cooperative (NOVEC) is requesting an additional utility easement to accommodate an electric power pole that had to be relocated. The granting of the easement will not impact any future development of the site. The deed has been reviewed by legal counsel.

Fiscal Impact:

Not applicable

Attachments: Easement and Right-of-Way Agreement
Property Plat

WO # 158703

NORTHERN VIRGINIA ELECTRIC COOPERATIVE

EASEMENT AND RIGHT-OF-WAY AGREEMENT

THIS EASEMENT AND RIGHT-OF-WAY AGREEMENT is made **May 13, 2019** between **POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION**, hereinafter called "Owner" and **NORTHERN VIRGINIA ELECTRIC COOPERATIVE**, a Virginia corporation, hereinafter called "Cooperative."

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

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 **2019-0167**, dated **5/11/2019**, 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.

TAX MAP# / GPIN# 7597-41-7809

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

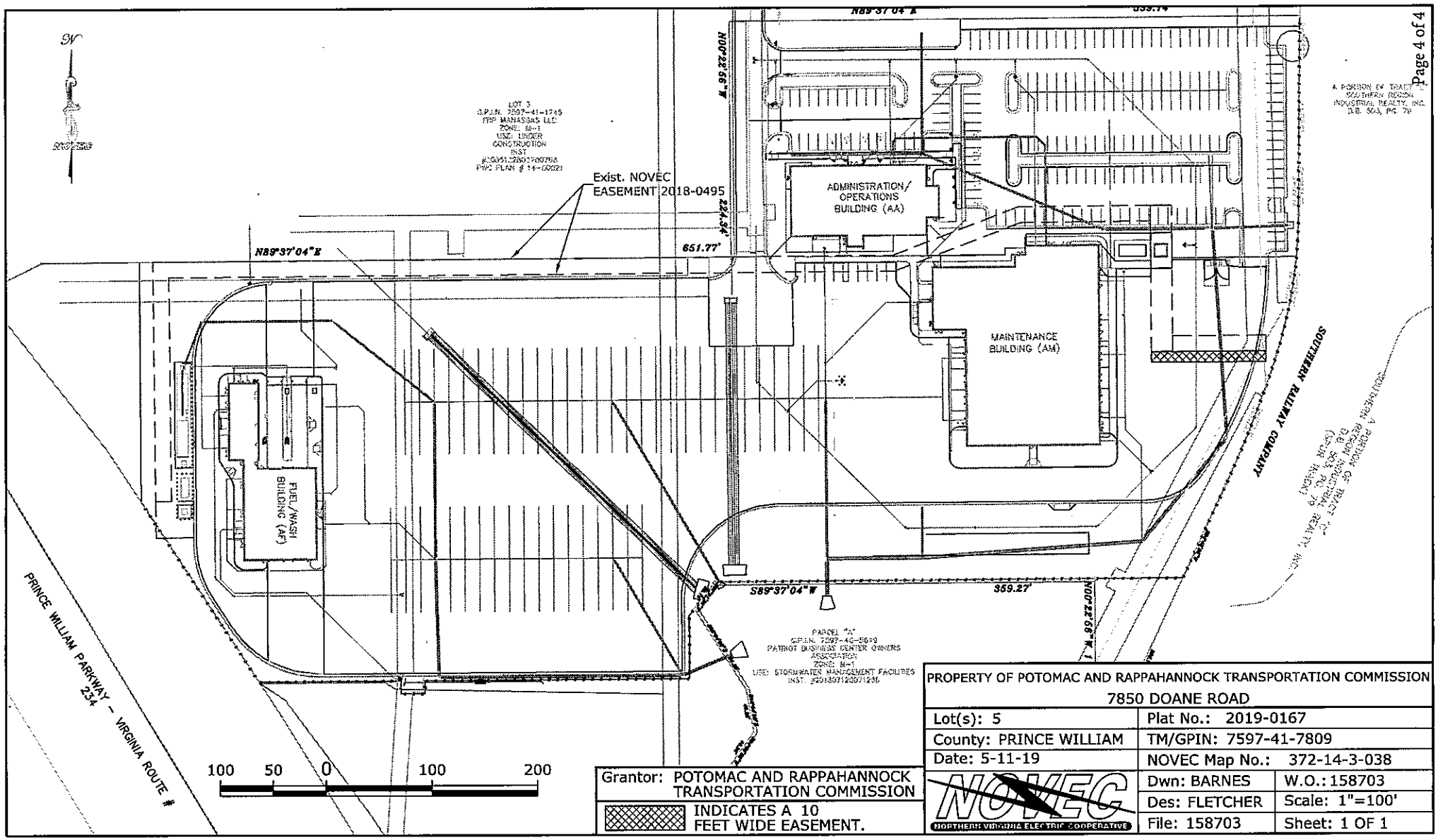
_____, 2019, by _____ as
(Name)

_____, for Potomac and Rappahannock Transportation Commission.
(Title)

_____
Notary Public (Signature and Seal)

My Commission expires _____

_____
Notary Public (Printed Name)


N89°37'04"E
N00°22'56"W
224.34'
651.77'
Exist. NOVEC EASEMENT 2018-0495
ADMINISTRATION/ OPERATIONS BUILDING (AA)
MAINTENANCE BUILDING (AM)
FUEL/WASH BUILDING (AF)
S89°37'04"W
359.27'
N00°22'56"W
SOUTHERN RAILWAY COMPANY
PRINCE WILLIAM PARKWAY 234 - VIRGINIA ROUTE #
100 50 0 100 200
Grantor: POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
INDICATES A 10 FEET WIDE EASEMENT.
PROPERTY OF POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
7850 DOANE ROAD
Lot(s): 5
Plat No.: 2019-0167
County: PRINCE WILLIAM
TM/GPIN: 7597-41-7809
Date: 5-11-19
NOVEC Map No.: 372-14-3-038
NOVEC
NORTHERN VIRGINIA ELECTRIC COOPERATIVE
Dwn: BARNES
W.O.: 158703
Des: FLETCHER
Scale: 1"=100'
File: 158703
Sheet: 1 OF 1

ITEM 9
July 11, 2019
PRTC Regular Meeting

<u>PRTC Executive Director's Time</u>

A. Follow Up From Previous Meeting(s)

B. Executive Director's Report

- ***WMATA Metrorail Platform Shutdown Causes Shifts in Work-Day Commutes***
  By Ronnique Bishop, PRTC's Professional Development Fellow

WMATA Metrorail Platform Shutdown Causes Shifts in Work-Day Commutes

Summary of Articles from WMATA's Platform Improvement Project Webpage

By Ronnique Bishop, PRTC's Professional Development Fellow

WMATA's Summer Platform Improvement Project (PIP) is a summer-long project that began on May 25th and is scheduled to be completed on September 8th. This summer service on the Blue and Yellow Metrorail lines are affected - six platforms south of Reagan National Airport will be temporarily closed: Braddock Road, King Street-Old Town, Eisenhower Avenue, Huntington, Van Dorn Street, and Franconia-Springfield. As a result, commuters from Northern Virginia are adding at least 30 minutes to their inbound and outbound commutes over the summer.

The structural repairs for the outdoor platforms involve partial demolition, new rebar, tile, and permanent platform edge installations. Platform features will be created as well, such as pylons, signs, canopies, etc. During this timeframe, Metro will perform infrastructure repairs through replacing tracks and crossovers. Since the start of the construction and closures, alternative travel options and adjustments have been made to better accommodate and guide commuters as they travel to work and back home again.

Travel options are available to commuters through free shuttle services, Metrobus, and regional partnerships. Metro provides five (5) different shuttles with service spanning from Franconia-Springfield and Huntington Metro stations to the Pentagon. Existing nearby Metrobus routes (8Z, 10A, 10E, 11Y, 21A) and the Metroway (limited stops between Pentagon City and Braddock Road) provide suitable options that will cost riders $2 with the exception of the 11Y bus, which has a fare of $4.25 during rush hour. OMNIRIDE, VRE, DASH, and Fairfax Connector each have added, expanded, promoted or created services (most at a reduced cost for the rider) to establish various connections from Northern Virginia into D.C. For commuters who decide to drive and/or carpool, free parking is available at select locations during the shutdown.

An adjustment to rail service that benefits many riders during the PIP is the extension of the Yellow line to Greenbelt. This extension provides a one-seat ride option for commuters who have previously used both the Yellow and Green lines to travel from Virginia into Prince George's County in Maryland. Instead of transferring from the Yellow line to the Green line at Fort Totten, riders can now enjoy a one-seat ride on the Yellow line to get off at any of the remaining 4 Metro stations between Fort Totten and Greenbelt. Also, the Huntington-Pentagon Express shuttle service and other bus stop locations have been altered to address crowding, enhance the customer's experience, and decrease travel time.

During the first week of the shutdown, more than 2,000 people used the Water Taxi to travel between Alexandria and The Wharf. About a month in, the Potomac Avenue Trail and the Metro Linear Trail have both seen a drastic increase in the amount of cyclists who travel throughout Alexandria. Ridership within the Metrorail and Metrobus systems have shown interesting results. Overall, Metro has retained up to 60 percent of normal rail ridership and Metrobus service has increased by 10 percent. However, during the Monday through Friday work week, Metro has retained up to 40 percent of rail ridership. This is due to the shuttle buses that serve National Airport, Crystal City, Pentagon City, and Pentagon Metro stations. The manual recording of ridership data for shuttle buses estimate that shuttles move approximately 26,000-34,000 people daily. Farebox data supports that Metrobus routes (8Z, 10A, 10E, 11Y, 21A) and the Metroway have increased ridership by about 34 percent combined, which equates to about 2,000 extra boardings per day during the week.

So What? How Has the Metro Platform Shutdown Affected OMNIRIDE?

This summer's Metro station shutdown is only the beginning. The Platform Improvement Project (PIP) spans over the course of three years (2019-2020) where a total of 20 outdoor Metro station platforms will be structurally restored and given enhancements. As this project proceeds, 14 more Metro stations will go through structural repair which will affect the Green, Orange and Blue Metrorail lines.

There are possibilities that construction may continue after contract deadlines expire. More specifically, WMATA informs that some construction may continue past the September 8th deadline at the Van Dorn Street, Huntington, and Franconia-Springfield stations. After September 8th, these three (3) stations will undergo construction on one side of their platforms, which will require single-tracking. For the Van Dorn Street station, construction will continue until early October; construction at the Huntington and Franconia-Springfield stations could continue until early December.

In response to the Metro shutdown, OMNIRIDE operates two (2) free VRE shuttles. One shuttle route is from the Dale City Commuter Lot to Rippon VRE while the other shuttle travels from the Lake Ridge Commuter Lot to Woodbridge VRE. The free VRE shuttles that OMNIRIDE provides are minimally used, but are planned to stay in service for the duration of the shutdown this summer. Along with free VRE shuttle service, OMNIRIDE is continuously promoting existing Express commuter bus services and Metro Express bus services. Currently, the shutdown has minimal impact on OMNIRIDE Express and Metro Express routes. Based on the data, it is assumed that this trend will continue as the PIP progresses throughout the summer.

Since the shutdown, ridership on OMNIRIDE's Express commuter routes has not experienced a negative service impact. This could be because the commuter routes are either taking riders straight to their destinations or riders transfer to other bus/rail lines to finish their trip. Farebox data shows that during the first week of the shutdown, Express commuter routes carried a total of 29,426 passengers. Of this total, only 1.1 percent of those passengers transferred from either Metrorail and/or Metrobus. In fact, passengers who ride the Express commuter buses most commonly transfer from other routes within the OMNIRIDE system (2.7 percent) and from Fairfax Connector (1.3 percent). Prior to the shutdown, data was consistent with this trend. The only difference being that Metrorail and Metrobus pre-shutdown transfers to OMNIRIDE Express buses were 1.5 percent, post-shutdown the amount of transfers from the Metro system remain within 1 percent.

At most, the Prince William Metro Express (PWMD) that serves the Franconia-Springfield Metro station would be impacted in some way by the PIP. But, the majority of riders who use the Metro Express routes connect to other regional bus services, such as Fairfax Connector, to travel into D.C. and other parts of Virginia. Percentages of passengers who transferred from within the OMNIRIDE system and Fairfax Connector are consistent both before and during the first week of the shutdown. For passengers who transferred to PWMD within the OMNIRIDE system, the percentage was 12.5 percent prior to the shutdown and remained consistent at 12.7 percent during the first week of the PIP. For passengers who transferred to PWMD from Fairfax Connector, the percentage was 11.1 percent prior to the shutdown and increased to 13.5 percent during the first week of the PIP. During the first week of the shutdown, the PWMD served a total of 2,267 people – of which 2.9 percent transferred from Metrorail and/or Metrobus. Prior to the shutdown, data shows that the PWMD served 5.7 percent of passengers who transferred from the Metro system – an increase of 2.8 percent. However, compared to Fairfax Connector and OMNIRIDE transfers combined, Metro system transfers only represent 19 percent (before PIP) and 9 percent (1st week of PIP) of passengers.

ITEM 10
July 11, 2019
PRTC Regular Meeting

<u>Presentations and Information Items</u>

A. **Staff Retreat to Align Strategic Plan Goals**
B. **I-395/95 Commuter Choice Program Update (handout at the meeting)**

OMNIRIDE

Aligning Strategic Plan Goals
PRTC Commission Meeting July 11th, 2019

Chuck Steigerwald
Director of Strategic Planning

Aligning Goals

- Deepen understanding of strategic goals and objectives
- Further define roles and responsibilities for achieving goals and objectives
- Strengthen departmental focus on strategic goals and objectives
- Build/renew processes and practices to support goals and objectives
- Measuring and communicating progress

Understanding Strategic Goals

Review of Strategic Recommendations

- Underlying concepts
- Purpose and actions
- Organizational benefits
- End state

Roles and Responsibilities

Aligning actions

- Defining critical activities
- Determining strategic fit

Clarify lead and support roles

- Identifying new tasks
- Defining support activities

Shift of activities to meet responsibilities

- Blending old and new roles

Focus on Achievement

Build processes, functions, activities around critical tasks and new responsibilities

Renew existing processes for critical tasks

Research new processes

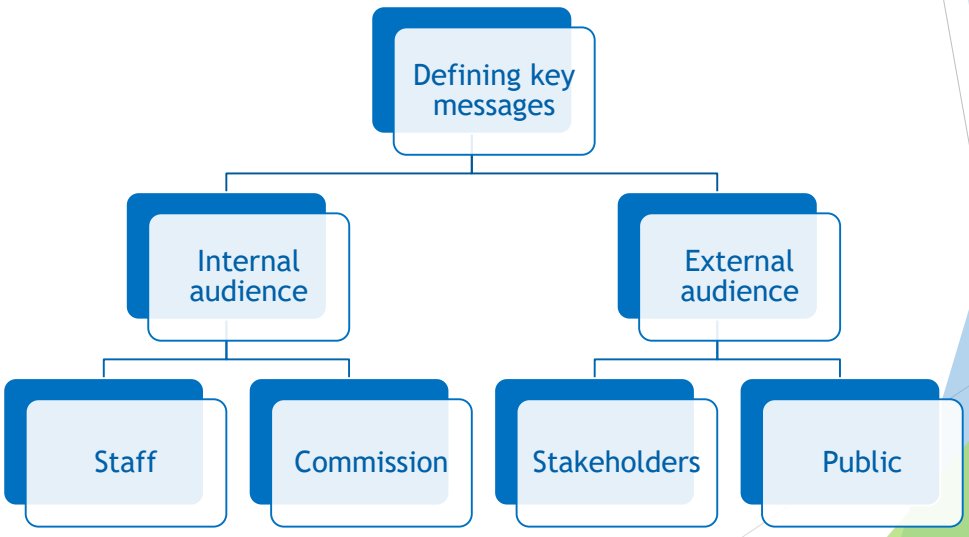
Set departmental goals to meet strategic objectives

Align resources and define staff roles to meet goals

Improve internal communication

Formalize communication paths on shared tasks

Communicating Progress



Chuck Steigerwald
Director of Strategic Planning
csteigerwald@omiride.com
703-580-6144

ITEM 11
July 11, 2019
PRTC Regular Meeting

PRTC Action Items

A. **Authorize a Public Comment Period to Solicit Comments on the I-395/95 Commuter Choice FY2020 Proposed List of Eligible Scored Projects**

B. **Authorize Executive Director to Enter into a Memorandum of Agreement with the Northern Virginia Transportation Commission for a Post-WMATA Platform Improvement Project Marketing Campaign**

C. **Authorize the Executive Director to Purchase Two (2) Ford Vans for the Restructured Western Local Services**

D. **Authorization to Amend Public Procurement Policies and Procedures**

E. **RES** **Authorize Closed Meeting**

F. **RES** **Certify Closed Meeting**

G. **___** **Items Reported out of Closed Meeting**

Please see the individual files for the staff report (11A Staff Report) and the attachment (11A Attachment).

ITEM 11A
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **AUTHORIZATION TO COMMENCE A PUBLIC COMMENT PERIOD FOR I-395/95 COMMUTER CHOICE PROGRAM LIST OF ELIGIBLE SCORED PROJECTS**

ACTION:

WHEREAS, The agreement between the Commonwealth and 95 Express Lanes LLC secured an annual payment for transit services of $15 million per year, escalating by 2.5 percent per year, to fund multimodal projects along the I-395/95 corridor; and

WHEREAS, The Memorandum of Agreement between the Northern Virginia Transportation Commission (NVTC) and Potomac and Rappahannock Transportation Commission (PRTC) for Distribution and Allocation of I-395 Annual Transit Investment Funds, adopted by both Commissions in January 2019, establishes that NVTC will administer the Commuter Choice program; and

WHEREAS, NVTC's April 4, 2019 FY2020 Call for Projects produced 17 eligible applications for a total of $30.8 million in requests for projects designed to benefit toll payers in the I-395/95 corridor by expanding transportation capacity and options in the corridor; and

WHEREAS, NVTC staff has evaluated the 17 applications, and now seeks to open a one-month public comment period on the proposed projects and evaluation results in conjunction with PRTC; and

WHEREAS, NVTC expects to award up to $22 million in funding for a 20-month program extending from the first day of I-395 Express Lanes tolling in October 2019 through June 30, 2021; and

WHEREAS, NVTC desires to complete the selection process outlined above and announce project selections prior to the first day of I-395 Express Lanes tolling in late October 2019.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes a public comment period to solicit input on the I-395/95 Commuter Choice FY2020 List of Eligible Scored Projects, to extend from August 4 through September 6, 2019, including a public hearing at both NVTC's and PRTC's Commission meetings on September 5, 2019.

BE IT FURTHER RESOLVED that this authorization is contingent upon the Northern Virginia Transportation Commission's approval of a comparable authorization.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

ITEM 11B
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE NORTHERN VIRGINIA TRANSPORTATION COMMISSION FOR A POST-WMATA PLATFORM IMPROVEMENT PROJECT MARKETING CAMPAIGN**

ACTION:

WHEREAS, WMATA shut down six Metrorail stations on the Blue and Yellow lines in the City of Alexandria and Fairfax County for their Summer 2019 Platform Improvement Project; and

WHEREAS, the Commonwealth Transportation Board (CTB) approved funding in the updated FY2019 Six-Year Improvement Program, including a request from the Northern Virginia Transportation Commission (NVTC), to implement a marketing effort to encourage riders to return to Metrorail and public transportation after the Platform Improvement Program is completed; and

WHEREAS, based on the CTB action, NVTC applied to the Virginia Department of Rail and Public Transportation (DRPT) for grant funds in the amount of $395,725 for a marketing campaign, to be conducted in concert with WMATA's marketing efforts, to promote ridership on Metrorail and other local public transportation coinciding with the reopening of the Metrorail stations; and

WHEREAS, the Potomac and Rappahannock Transportation Commission (PRTC), the Virginia Railway Express (VRE), the City of Alexandria, and Fairfax County have each agreed to provide NVTC with a portion of the 20 percent local match in the total amount of $79,145 required for the aforesaid DRPT grant; and

WHEREAS, the NVTC has agreed to manage the marketing campaign, and to coordinate with participating jurisdictions and transportation agencies in developing the campaign details; and

WHEREAS, the attached draft Memorandum of Agreement has been reviewed by legal counsel.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to execute a Memorandum of Agreement with the Northern Virginia Transportation Commission for a post-WMATA Platform Improvement Project marketing campaign where PRTC, VRE, the City of Alexandria, and Fairfax County have each agreed to provide a portion of the 20 percent local match.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

July 11, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

SUBJECT: Authorize Executive Director to Enter into a Memorandum of Agreement with the Northern Virginia Transportation Commission for a Post-WMATA Platform Improvement Project Marketing Campaign

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Recommendation:

Authorize Executive Director to enter into a Memorandum of Agreement (MOA) with the Northern Virginia Transportation Commission (NVTC) for a Post-WMATA Platform Improvement Project marketing campaign.

Background:

WMATA has shut down six Metrorail stations on the Blue and Yellow lines in the City of Alexandria and Fairfax County for their Summer 2019 Platform Improvement Project. Affected riders have altered their normal travel/commuting patterns out of necessity during the project.

The Commonwealth Transportation Board (CTB) approved funding in their updated FY2019 Six-Year Improvement Plan, including a funding request from NVTC to implement a marketing effort to encourage riders to return to Metrorail and public transportation after the Platform Improvement Project is completed. As a result, NVTC applied to the Virginia Department of Rail and Public Transportation (DRPT) for grant funds in the amount of $395,725 for a marketing campaign to promote ridership on Metrorail and other local public transportation coinciding with the reopening of the Metrorail stations.

The Potomac and Rappahannock Transportation (PRTC), the Virginia Railway Express (VRE), the City of Alexandria, and Fairfax County have each agreed to provide a portion of the 20 percent local match, in the total amount of $79,145, to NVTC for the DRPT grant. NVTC has agreed to manage the marketing campaign and to coordinate with participating jurisdictions and transportation agencies in developing campaign details.

The draft MOA, the marketing campaign proposal, and the proposed timeline are attached for your review.

Fiscal Impact:

The jurisdictions and transportation agencies have agreed to the following contributions for the 20 percent local match:

NVTC	$11,500.00 (in kind)
VRE	$16,911.25
PRTC	$16,911.25
Alexandria	$16,911.25
Fairfax County	$16,911.25

PRTC contribution will be funded as indicated below.

Federal:	$0		
State:	$0		
Local:	$16,911.25		
		Fredericksburg:	$0
		Manassas:	$
		Manassas Park:	$
		Prince William:	$16,911.25
		Spotsylvania:	$0
		Stafford:	$0
Total:	$16,911.25		

MEMORANDUM OF AGREEMENT
REGARDING POST WMATA PLATFORM SHUTDOWN MARKETING CAMPAIGN

This Memorandum of Agreement (MOA) is entered into between and among the Northern Virginia Transportation Commission (NVTC) and the below identified participating jurisdictions and transportation agencies (collectively, the Entities and individually, an Entity) regarding coordination and funding of a post WMATA platform shutdown marketing campaign, as is fully described below.

WITNESSETH:

WHEREAS, WMATA plans to shut down six Metrorail stations in the City of Alexandria and Fairfax County, specifically, Huntington, Eisenhower Avenue, Franconia-Springfield, Van Dorn, King Street, and Braddock Road, for capital maintenance between Memorial Day and September in 2019; and

WHEREAS, the Commonwealth Transportation Board (CTB) approved mitigation funding in the updated FY2019 Six-Year Improvement Program including NVTC's request for funds to implement a marketing effort to encourage riders to return to Metrorail and public transit after the shut down; and

WHEREAS, based on the CTB action, NVTC has applied to the Virginia Department of Rail and Public Transportation (DRPT) for grant funds in the amount of $395,725 for a marketing campaign, conducted in concert with WMATA's marketing efforts, to promote ridership on Metrorail and other local public transportation coinciding with the reopening of the above stations (DRPT Grant); and

WHEREAS, the Entities have agreed to each provide to NVTC a portion of the 20% local match in the total amount of $79,145 required for the aforesaid DRPT Grant; and

WHEREAS, upon receipt of the DRPT Grant and the local match, NVTC has agreed to manage the marketing campaign, and to coordinate with the Entities in developing the campaign details; and

WHEREAS, NVTC and the Entities have agreed upon the terms of this MOA to set forth their understanding of how the marketing campaign will be funded and their respective responsibilities for its implementation.

NOW, THEREFORE, in consideration of the foregoing recitals, each of which are incorporated in this MOA, and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, NVTC and the Entities agree as follows:

DRAFT

1.0 PURPOSE

NVTC and the Entities mutually desire to develop and implement a marketing campaign designed to encourage Metrorail and public transit ridership following the planned shutdown and repair of six Metrorail stations on the Yellow and Blue lines. Accordingly, in accordance with the terms of this MOA, and utilizing the DRPT Grant and the local match provided by the Entities, NVTC is authorized to act on behalf of the following Entities as the contracting and coordinating agent for the aforesaid marketing campaign:

- City of Alexandria
- Fairfax County
- Potomac and Rappahannock Transportation Commission ("PRTC")
- Virginia Railway Express ("VRE")

2.0 TECHNICAL SUPPORT

Each Entity authorizes NVTC to procure and enter into a contract, subject to availability of funds, with a technical consultant qualified to develop and assist in the implementation of the desired marketing campaign, including media buys.

The scope of work for the consulting work shall be shared with each Entity for comment. NVTC shall endeavor to incorporate all reasonable comments in finalizing the scope of work.

3.0 FUNDING AND FINANCING

NVTC shall utilize the DRPT Grant and local match for the aforesaid consultant contract and the marketing campaign. The required share of the local match for each Entity is as follow:

NVTC	$11,500.00 (in kind)
VRE	$16,911.25
PRTC	$16,911.25
Alexandria	$16,911.25
Fairfax County	$16,911.25

4.0 COORDINATION AND ADMINISTRATION

NVTC will coordinate and administer the Entities' participation in development and implementation of the marketing campaign. NVTC will convene regular meetings among the Entities to discuss and seek agreement on all aspects of campaign and its implementation.

DRAFT

5.0 AMENDMENTS

Any signatory to this MOA may propose an amendment at any time. Any such amendment shall become effective upon the approval of the amendment by all participating Entities and execution of a written amendment by each.

6.0 DURATION OF MEMORANDUM OF AGREEMENT

This MOA shall be effective upon the signature of the NVTC and each of the Entities, and shall last for the duration of the marketing campaign.

This MOA also may be terminated in whole or in part by the Entities in accordance with this clause whenever the majority of the Entities determines that such a termination is in their best interest. Any such termination shall be affected by delivering to NVTC a written notice of termination signed by the majority of the Entities specifying the extent to which performance shall be terminated and the date upon which termination becomes effective, which date shall be not less than sixty (60) days from the date of the notice. If this MOA is terminated in whole or in part, the Entities shall use the sixty (60) calendar day period prior to the expiration of the MOA for the orderly termination of their further participation in the marketing campaign.

7.0 APPROPRIATIONS REQUIREMENTS

All requirements for funding by any signatory party to this Agreement are subject to annual or other appropriations by their respective governing body or the Virginia General Assembly, as may be applicable.

8.0 ASSIGNMENTS

No Entity shall have the power to assign either their rights or obligations under this MOA.

9.0 NO PERSONAL LIABILITY

Nothing herein shall be deemed or construed to impose upon or give rise to any personal liability on behalf of any official, employee or individual who was acting in his or her authorized official capacity in the execution and/or implementation of the terms or conditions of this MOA.

10.0 NO THIRD PARTY BENEFICIARY RIGHTS CREATED

Nothing herein shall be deemed or construed to create or vest any rights in any party which is not a signatory to this MOA.

DRAFT

11.0 NO WAIVER OF SOVEREIGN IMMUNITY

Nothing herein shall be deemed a waiver of the sovereign immunity of any signatory party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement by their duly authorized representative.

This space intentionally left blank.

DRAFT

City of Alexandria

By: _____ _____

Name: Mark B. Jinks Date

Title: City Manager

DRAFT

Potomac and Rappahannock Transportation Commission

By: _____ _____

Name: Robert Schneider Date

Title: Executive Director

DRAFT

Fairfax County

By: _____ _____

Name: Bryon Hill Date

Title: County Executive

DRAFT

Virginia Railway Express

By: _____ _____

Name: Doug Allen Date

Title: Chief Executive Officer

DRAFT

Northern Virginia Transportation Commission

By: _____ _____

Name: Katherine A. Mattice Date

Title: Executive Director

DRAFT

Back on Track:
2019 Post-Platform Shutdown Marketing Campaign
Proposal

The Northern Virginia Transportation Commission (NVTC) respectfully submits this proposal to the Department of Rail and Public Transportation to support the development and implementation of a marketing campaign to promote the use of Metrorail and other transit services following the summer 2019 platform shutdown scheduled for the Yellow and Blue lines in Arlington and Fairfax counties and the City of Alexandria. NVTC's proposal includes a scope of effort, background, timeline, and three budget options.

Scope of Effort

NVTC proposes a multi-pronged marketing effort to persuade former and potential riders to trade their keys for SmarTrip® cards. To meet commuters where they are most vulnerable to our message – stuck in traffic – the campaign relies heavily on radio. Geo-targeted social media ads, website banner ads, and on-screen cinema advertising will reinforce the drive-time messages throughout the day. NVTC jurisdictions and transit agencies will amplify the messaging via their websites and social media.

In preparing the campaign budget, NVTC staff crafted three packages of differing lengths. Given that several of the costs are fixed – regardless of whether the campaign runs six, eight or 12 weeks – there are large economies of scale should the campaign run 12 weeks.

Messaging will be developed in concert with jurisdictional staff. Public information/affairs officers from Alexandria, Arlington, Fairfax, and WMATA (and its public relations consultants) will work with NVTC staff and creative services consultants to develop content.

Background

It is expected that when the Washington Metropolitan Area Transit Authority (WMATA) closes six rail stations south of National Airport during summer 2019 more than 40 percent of riders at those stations will commute via car. Between Memorial and Labor days, Metrorail could see passenger trips drop by more than 1.5 million. As we learned during SafeTrack, luring people out of their cars and back on Metrorail is a challenge. Metrorail ridership has yet to fully recover from SafeTrack and this summer's shutdown threatens to drive even more riders permanently away from the system.

With 40 percent of its revenue coming from fares, Metrorail – and the Virginia jurisdictions that fund WMATA – cannot afford any further drop in income. And our road network cannot afford the increased congestion. There is a real imperative to get Northern Virginia commuters back on Metrorail once the platform work is complete.

Attached is a proposed timeline and budget for your consideration.

Proposed Timeline

February 2019/Immediately Upon Award

- Secure dates for radio sponsorships and digital advertising
- Secure graphic design and video production consultants
- Secure dates for on-screen cinema advertising

March 2019

- Convene jurisdictional PIO working group
  - Outline campaign objective
  - Brainstorm campaign messaging
  - Discuss message amplification
- Develop parameters for geo-targeted ads on social media and other digital platforms
- Meet with graphic design and video production consultants
  - Outline campaign objective
  - Determine schedule for deliverables

April 2019

- Meet with jurisdictional PIO working group
  - Share consultants' creative direction and obtain feedback
  - Provide update on consultants' schedule for deliverables
  - Establish spring/summer meeting dates to review consultants' work in progress
- Share feedback from jurisdictional PIO working group with consultants
- Develop list of local/regional agencies, businesses, and nonprofit groups with social media presence to assist with message amplification

May 2019

- Meet with jurisdictional PIO working group to review progress
- Receive weekly updates from consultants
- Contact local/regional agencies, businesses, and nonprofit groups to garner support in amplifying messages on social media

June 2019

- Meet with jurisdictional PIO working group to review progress
- Receive weekly updates from consultants
- Develop social media schedule

July 2019

- Meet with jurisdictional PIO working group to share final product drafts and obtain feedback
- Share feedback from jurisdictional PIO working group with consultants

August 2019

- Meet with jurisdictional PIO working group to review final products
- Share feedback from jurisdictional PIO working group with consultants
- Share social media schedule with local/regional agencies, businesses, and nonprofit groups that have agreed to amplify messaging
- Provide creative content to radio stations and cinema advertising agency

September 2019

- Implement and monitor campaign

Proposed Budget

Medium/Outlet	Expense	Description	Cost 6 Weeks	Cost 8 Weeks	Cost 12 Weeks
Radio					
Creative Services	Banner ad creation		$ 2,000.00	$ 2,000.00	$ 2,000.00
WTOP & WAMU	Traffic and program sponsorships read live	Reach: 3.9M (6W); 5.5M (8W); 8.3M (12W)	$ 64,110.00	$ 103,720.00	$ 189,840.00
WTOP.COM & WAMU.ORG	Digital banner ads; audio stream	Impressions: 1.47M (6W); 1.96M (8W); 2.94M (12W)	$ 64,500.00	$ 86,000.00	$ 141,000.00
		Radio Subtotal	$ 130,610.00	$ 191,720.00	$ 332,840.00
Social Media & Digital					
Creative Services	Production of social media content	5 sets of messages with 4 graphics per set	$ 5,000.00	$ 5,000.00	$ 5,000.00
Facebook, Twitter, YouTube, LinkedIn	Geo-targeted ads	Weekly cap of $340.00 per week for geo-targeted ads.	$ 2,040.00	$ 2,720.00	$ 4,080.00
Waze & Google	Geo-targeted ads	Weekly cap of $140.00 per week for geo-targeted ads.	$ 840.00	$ 1,120.00	$ 1,680.00
		Social Media Subtotal	**$ 7,880.00**	**$ 8,840.00**	**$ 10,760.00**
On-Screen Cinema Ads					
Creative Services	Production and formatting costs for :15 spot	Costs to produce and format existing creative into a :15 spot for video. Includes sight, sound, voiceover and motion of graphics.	$ 8,525.00	$ 8,525.00	$ 8,525.00
8 Movie Theaters in Alexandria, Arlington & Fairfax	Ad play	Cost for approx. 5K total combined plays per week.	$ 16,050.00	$ 21,400.00	$ 32,100.00
		On-Screen Cinema Subtotal	**$ 24,575.00**	**$ 29,925.00**	**$ 40,625.00**
		MEDIUM/OUTLET TOTAL	**$ 163,065.00**	**$ 230,485.00**	**$ 384,225.00**
		Project Administration	5,000.00	7,000.00	11,500.00
		TOTAL PROJECT COST	**$ 168,065.00**	**$ 237,485.00**	**$ 395,725.00**

ITEM 11C
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **AUTHORIZATION TO PURCHASE TWO (2) TRANSIT SPECIALTY VEHICLES FOR THE RESTRUCTURED WESTERN LOCAL SERVICE**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") approved OMNIRIDE's FY20 budget, which included funding for the restructured western local service, at its June 2019 meeting; and

WHEREAS, two transit specialty vehicles will be used to operate the western local paratransit service; and

WHEREAS, PRTC has been awarded grant funding for the vehicle purchase in the amount of $182,000 by the Virginia Department of Rail and Public Transportation, 68 percent of which is state funding with a 32 percent locally funded match; and

WHEREAS, the Virginia Department of Rail and Public Transportation grant funding and locally funded match are included in the approved FY20 budget.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorizes the Executive Director to purchase of two (2) transit specialty vehicles for the restructured western local service.

BE IT FURTHER RESOLVED that the vehicle purchase will be funded with a $182,000 grant award by Virginia Department of Rail and Public Transportation, 68 percent of which is state funding with a 32 percent locally funded match.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

July 11, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

SUBJECT: Authorization to Purchase Two (2) Transit Specialty Vehicles for the Restructured Western Local Service

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Recommendation:

Authorize the Executive Director to purchase two (2) transit specialty vehicles for the restructured western local service.

Background:

The Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") approved OMNIRIDE's FY20 budget, which included funding for the restructured western local service, at its June 2019 meeting.

The restructured western local service will begin in the fall of 2019. Two (2) transit specialty vehicles will be used to operate the western paratransit service. These accessible vehicles will allow the agency to efficiently and effectively operate origin to destination services with the ability to navigate through smaller residential streets than a typical transit bus.

The vehicles are able to transport up to two (2) wheelchair passengers at a time and has a seating capacity of up to six (6) ambulatory passengers. Safety features, such as a four-camera surveillance system, a camera to assist the operator with backing, and various exterior lighting features, will be included.

Fiscal Impact:

The funding for this vehicle purchase is included in the FY20 approved budget through a Virginia Department of Rail and Public Transportation (DRPT) grant in the amount of $182,500, of which 68 percent is state funding with a 32 percent locally funded match.
The cost per vehicle, including safety features mentioned above, is $73,033, for a total of $146,066. This allows for a contingency budget of $36,434 for the purchase of vehicle equipment.

Federal:	$0	
State:	$124,100 (included in FY20 budget)	
Local:	$58,400 (included in FY20 budget)	
	Fredericksburg:	$0
	Manassas:	$11,800
	Manassas Park:	$6,000
	Prince William:	$40,600
	Spotsylvania:	$0
	Stafford:	$0
Total:	$182,500	

ITEM 11D
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **AUTHORIZATION TO AMEND PUBLIC PROCUREMENT POLICY AND PROCEDURES MANUAL**

ACTION:

WHEREAS, the acquisition of goods and services below the micro-purchase threshold may be accomplished without competitive quotes; and

WHEREAS, the current threshold for micro-purchases is $3,000 for federally funded purchases and $5,000 for non-federally funded purchases; and

WHEREAS, management seeks to amend the Public Procurement Policy and Procedures manual to increase the threshold for all micro-purchases to $10,000 in accordance with the U.S. Office of Management and Budget memorandum OM-18-18, "Implementing Statutory Changes to the Micro-Purchase and Simplified Acquisition Thresholds for Financial Assistance," issued June 2018.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to amend the Public Procurement Policy and Procedures manual to increase the threshold for micro-purchases to $10,000 for all purchases and to update the level of competition for small purchases, effective immediately, as shown in Attachment A.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

Attachment A to Resolution 19-07-11E

Levels of Competition for Small Purchases

Degree of Required Competition – Revised Thresholds

Anticipated Expenditure	Degree of Competition Required
Up to $10,000	1 Documented Quote; Exempt from Competition
$10,001 to $30,000	At Least 2 Verbal Quotes Sought and Documented
$30,001 to $100,000 (Goods & Non-Professional Services)*	At Least 4 Written Quotes Sought and Documented
Greater Than $25,000 (Transportation Related Construction)*	Competitive Sealed Bidding (or Competitive Negotiation if Permissible and Warranted)
$30,001 to $80,000 (Professional Services) *	At Least 4 Written Quotes Sought and Documented
Greater Than $80,000 (Professional Services) *	Competitive Negotiation Required; Request for Proposals
Greater Than $100,000 (Goods and Non-Professional Services)*	Competitive Sealed Bidding (or Competitive Negotiation if Permissible and Warranted)

*****_Reflects the current threshold established by the Virginia Public Procurement Act._

OMNIRIDE
GET THERE SMARTER

July 11, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Betsy Massie
Director of Grants & Project Management

THROUGH: Robert A. Schneider, PhD
Executive Director

SUBJECT: Authorization to Amend Public Procurement Policy and Procedures

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Recommendation:

Authorize the Executive Director to amend the Public Procurement Policy and Procedures manual to a) increase the threshold for micro-purchases to $10,000 for all purchases, and b) change the level of competition for small purchases, effective immediately.

Background:

Micro-purchases are generally for the procurement of goods typically sold "off-the-shelf" as well as select services (e.g. repairing a gas leak or replacing a facility camera). The acquisition of goods and services below the micro-purchase threshold may be accomplished without competitive quotes. An award is made only if it is determined the price is fair and reasonable.

In June 2018, the U.S. Office of Management and Budget (OMB) issued memorandum OM-18-18, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance." This memorandum raised the threshold for Micro-Purchases under Federal financial assistance awards to $10,000 for all recipients. The increase applies to Federal Transit Administration (FTA) funded procurements made on or after June 20, 2018.

Staff recommends amending the Public Procurement Policy and Procedures Manual to adopt the FTA threshold as a ceiling for all micro-purchases; the current micro-purchase threshold is $3,000 for Federally funded purchases and $5,000 for non-federally funded purchases. An increase in the micro-purchase threshold will allow for greater flexibility for the procurement of goods typically sold "off-the-shelf" as well as select services.

The degree of required competition for small purchases will be revised to reflect the $10,000 micro-purchase limit as well as to adjust the number and type of quotes required based upon the magnitude of the anticipated expenditure as reflected in the table below. These changes are in alignment with the current Virginia Public Procurement Act (VPPA).

Degree of Required Competition – Revised Thresholds

Anticipated Expenditure	Degree of Competition Required
Up to $10,000	1 Documented Quote; Exempt from Competition
$10,001 to $30,000	At Least 2 Verbal Quotes Sought and Documented
$30,001 to $100,000 (Goods & Non-Professional Services)*	At Least 4 Written Quotes Sought and Documented
Greater Than $25,000 (Transportation Related Construction)*	Competitive Sealed Bidding (or Competitive Negotiation if Permissible and Warranted)
$30,001 to $80,000 (Professional Services) *	At Least 4 Written Quotes Sought and Documented
Greater Than $80,000 (Professional Services) *	Competitive Negotiation Required; Request for Proposals
Greater Than $100,000 (Goods and Non-Professional Services)*	Competitive Sealed Bidding (or Competitive Negotiation if Permissible and Warranted)

**Reflects the current threshold established by the Virginia Public Procurement Act.*

This action will authorize an amendment to the Public Procurement Policy and Procedures manual to reflect these changes.

Fiscal Impact:

There is no direct funding impact associated with amending the Public Procurement Policy and Procedures manual.

ITEM 11E
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **AUTHORIZE CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission desires to convene into Closed Meeting for discussion pertaining to the Executive Director's performance evaluation, legal counsel, and contract negotiation; and

WHEREAS, pursuant to Section 2.2-3711.A.1 (personnel), Section 2.2-3711.A.8 (legal counsel), and Section 2.2-3711.A.29 (contract negotiation) VA Code Ann., such discussions may occur in Closed Meeting.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize discussion of the aforestated matter in Closed Meeting.

Adjourned into Closed Meeting at _____.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

ITEM 11F
July 11, 2019
PRTC Regular Meeting
Res. No. 19-07-___

MOTION:

SECOND:

RE: **CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission has this day adjourned into Closed Meeting in accordance with a formal vote of the Commission, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information Act requires certification that such Closed Meeting was concluded in conformity with the law.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby certify that to the best of each members' knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Commission. No member dissents from the aforesaid certification.

Concluded Closed Meeting at ____ p.m.

Votes:
Ayes:
Abstain:
Nays:
Absent from Vote:
Alternate Present Not Voting:
Absent from Meeting:

PRTC Chair's Time

Engagement Opportunities

JULY

- **Transit Board Members & Board Administrators Seminar**
  July 20-23, 2019 in Jacksonville, Florida.
  Organized by the American Public Transportation Association, APTA
  Policymakers and board administrators: come together for professional development sessions on best practices in governance and creating policy for public transportation systems, including national and regional legislative issues as well as advocacy, safety and security, and mobility management. A separate leadership development track is offered for transit board administrators. Register at https://www.apta.com/conferences-events/

AUGUST

- **CTAV Conference & Expo 2019**
  August 5-7, 2019 in Roanoke, Virginia
  Organized by the Community Transportation Association of Virginia, CTAV
  The premier Virginia event for community and public transportation professionals to participate in essential learning events and network with colleagues. Speakers and sessions will keep attendees up to date with innovative technology, workforce development, communication strategies, funding, and regulations. Register at www.ctav.org

- **OMNIRIDE Public Hearing on Proposed Changes to Mark Center Express Routes**
  Tuesday, August 6, 2019 at 7 p.m. at the OMNIRIDE Transit Center, Woodbridge
  OmniRide will hold a public hearing to discuss the proposed consolidation of the Dale City–Mark Center and Lake Ridge-Mark Center Express routes. The proposed changes seek to improve service efficiency by better aligning service with demand. The proposed consolidated route would serve Dale City Commuter Lot, Telegraph Road Commuter Lot and Horner Road Commuter Lot.

ITEM 13

Other Business/Commissioners' Time

ITEM 14

Adjournment

Upcoming Meetings: PRTC 2019 Meeting Schedule

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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27	28	29	30	31		

FEBRUARY

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MARCH

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31						

APRIL

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MAY

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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27	28	29	30	31		

NOVEMBER

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DECEMBER

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<u>Information Items</u>

System Performance and Ridership Report
Revised Purchasing Authority Report
Wheels-to-Wellness Funding Report

July 11, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin Palistrant
Director of Grants and Project Management

THROUGH: Robert A. Schneider, PhD
Executive Director

SUBJECT: May 2019 System Performance and Ridership Report

OMNIRIDE Express and Metro Express Service

- May average daily ridership increased 0.4 percent from April
- Consistent ridership month over month, but year over year continues to show increases
- Metro shutdown at the end of May has not resulted in negative changes in ridership

OMNIRIDE Local Bus Service

- May average daily ridership decreased 0.9 percent from April
- Year over year ridership declines are showing signs of leveling off rather than steep changes
- Saturday ridership continues to show signs of improving with two straight months of year over year increases

Vanpool Alliance Program

- Enrollment increased to 674 vans
- Passenger trips were 9 percent higher than April at 140,365
- There were also 4,000 more passenger trips than the same month from the prior year. This was the highest number of monthly passenger trips in the history of the program.

OmniMatch Program

Staff attended:

- May 7th – Prince William County Chamber of Commerce Hispanic Council Meeting
- May 15th - Pentagon Commuter Fair

- May 16th - National Science Foundation Commuter Fair
- May 17th – George Mason University Leadercast Forum

Staff participated in:

- May 2nd – Council of Government's Platform Shutdown Work Group kick-off conference call
- May 8th – Council of Government's incenTrip Rewards Work Group conference call

Customer Service Statistics

- The call center received 8,927 calls in May
- Responded to 69 general information emails in May
- Percentage of OMNIRIDE local trip denials decreased in May to less than 1 percent

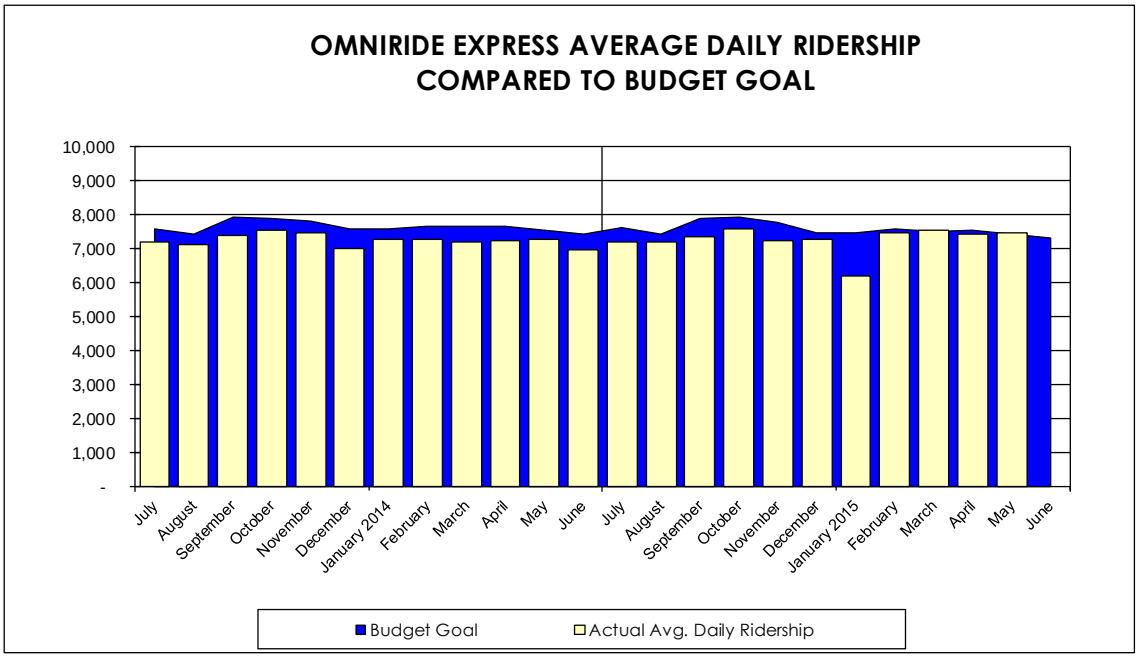
Passenger Complaints

Complaint rate for OmniRide in May:

- OMNIRIDE Express and Metro Express complaint rate increased 11 percent from this time in FY18
- OMNIRIDE local service complaint rate decreased 29 percent compared to this time in FY18

OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership FY18	Monthly Ridership FY19	Average Daily Ridership FY18	Average Daily Ridership FY19	% Change	FY19 Budget Goal	Change from Goal
July	140,343	147,825	7,225	7,211	-0.2%	7,628	(417)
August	164,910	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	158,463	166,311	7,572	7,579	0.1%	7,922	(343)
November	138,065	134,470	7,458	7,229	-3.1%	7,769	(540)
December	124,008	115,711	7,022	7,276	3.6%	7,479	(203)
January	145,215	122,004	7,304	6,200	-15.1%	7,473	(1,273)
February	136,651	133,331	7,290	7,484	2.7%	7,588	(104)
March	142,397	157,449	7,199	7,569	5.1%	7,531	38
April	152,367	159,794	7,239	7,454	3.0%	7,542	(88)
May	158,874	162,241	7,292	7,482	2.6%	7,450	32
June							
Year to Date	**1,608,297**	**1,604,732**	**7,285**	**7,278**	**-0.1%**	**7,610**	**(332)**

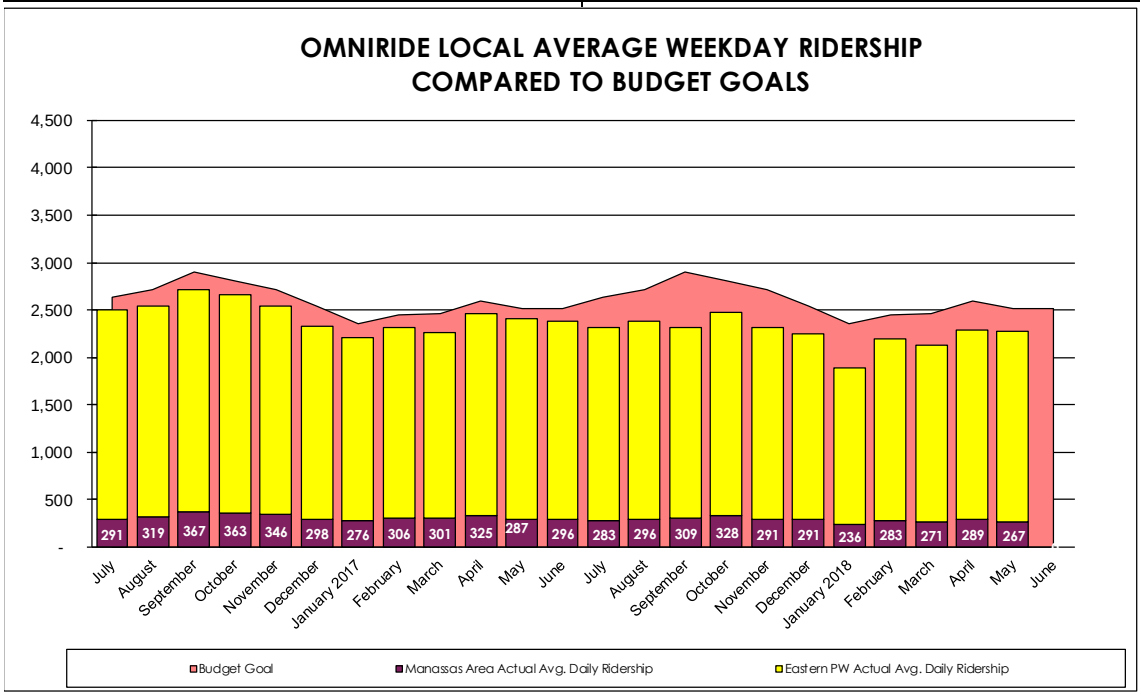


At year's end figures are revised, if needed, to account for any lingering data latency.

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)
1/19- Avg. Daily Ridership excludes Weather related school closures/delays (15, 29-31) and MLK Holiday (18,21)
2/19- Avg. Daily Ridership excludes Weather related school closures/delays (11, 20,21) and President's Day Holiday (18)
3/19- Avg. Daily Ridership excludes Weather related school closures/delays (1)
4/19- Avg. Daily Ridership excludes interstate closure ESP (4), PWC Spring Break (15-19)
5/19- Avg. Daily Ridership excludes Friday before Memorial Day (24)

OMNIRIDE LOCAL SERVICE

WEEKDAY							
	Monthly Ridership		Average Daily Ridership			FY19	Change from
Month	FY18	FY19	FY18	FY19	% Change	Budget Goal	Goal
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	44,114	37,679	2,208	1,893	-14.3%	2,361	(468)
February	45,089	40,524	2,320	2,189	-5.6%	2,450	(261)
March	46,223	44,239	2,258	2,126	-5.8%	2,458	(332)
April	51,312	49,867	2,464	2,292	-7.0%	2,595	(303)
May	52,868	49,999	2,403	2,272	-5.5%	2,518	(246)
June							
Year to Date	**552,584**	**511,430**	**2,449**	**2,255**	**-7.9%**	**2,609**	**(354)**



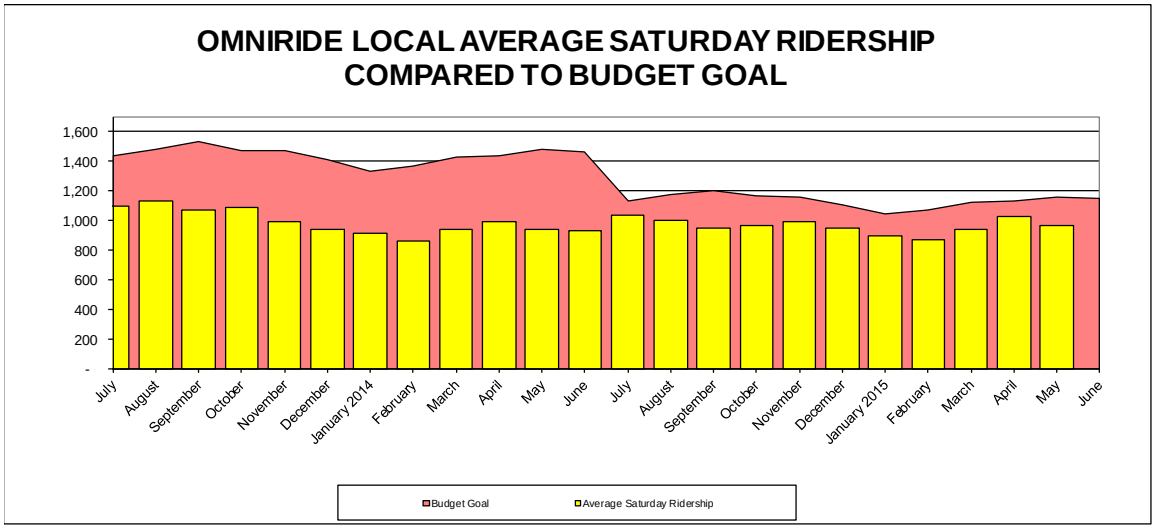
At year's end figures are revised, if needed, to account for any lingering data latency.

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)
1/19- Avg. Daily Ridership excludes weather related closures/delays (15,29-31), MLK Holiday (21)
2/19- Avg. Daily Ridership excludes weather related closures/delays (11, 20, 21), President's Day Holiday (18)
3/19- Avg. Daily Ridership excludes weather related closures/delays (1)
4/19- Avg. Daily Ridership excludes PWC Spring Break (15-19)

OMNIRIDE LOCAL SERVICE

SATURDAY							
	Monthly Ridership		Average *Saturday* Ridership			*Average Saturday* FY19	Change from
Month	FY18	FY19	FY18	FY19	% Change	Budget Goal	Goal
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	3,423	3,244	914	895	-2.1%	1,048	(153)
February	3,437	3,480	859	870	1.3%	1,067	(197)
March	4,581	4,720	944	944	0.0%	1,120	(176)
April	3,966	4,121	992	1,030	3.8%	1,131	(101)
May	3,752	3,867	938	967	3.1%	1,160	(193)
June							
Year to Date	**47,077**	**45,079**	**997**	**963**	**-3.4%**	**1,133**	**(169)**



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)

1/19- Excludes snow/weather (11)

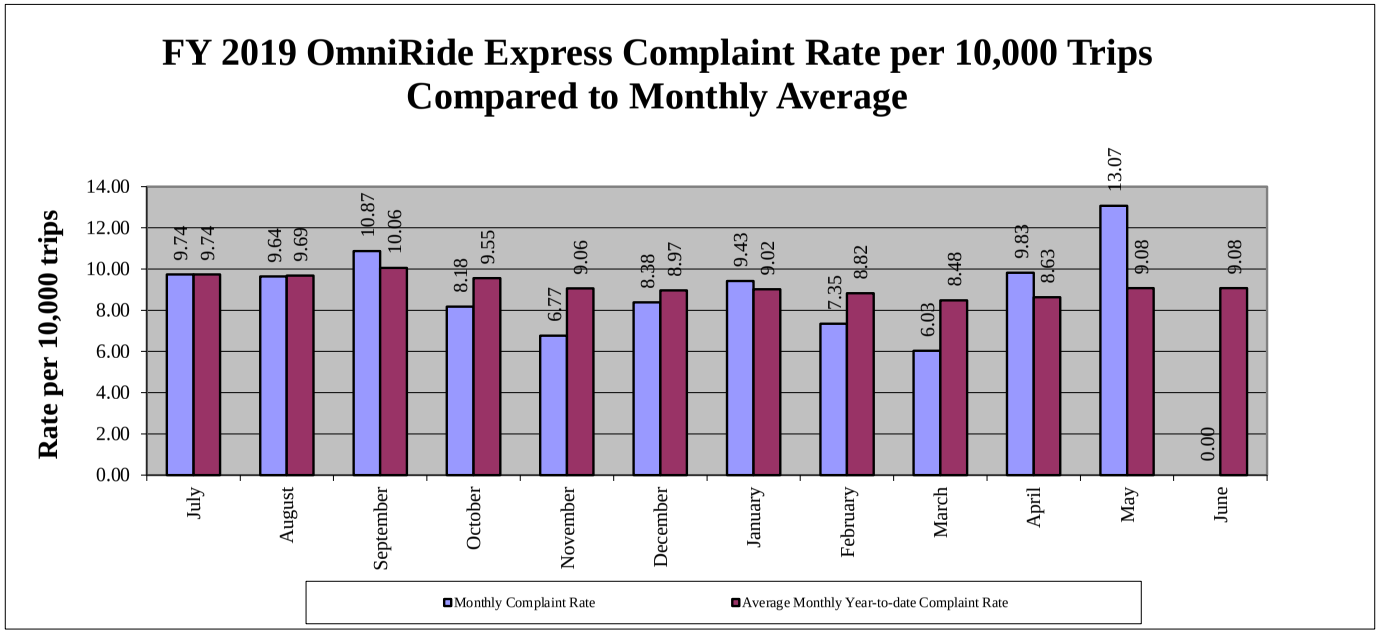
OMNIMATCH / VANPOOL ALLIANCE

	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	47	48	10	4	652	672	128,991	117,672
February	32	26	5	11	664	673	117,217	111,944
March	47	33	13	6	664	673	124,857	121,914
April	42	51	13	8	668	673	130,115	131,777
May	50	52	11	12	668	674	136,051	140,365
June								
Average	**39**	**43**	**12**	**10**	**660**	**671**	**123,725**	**123,055**

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	145,038	100	6.89
February	136,436	111	8.14
March	142,166	115	8.09
April	152,156	133	8.74
May	158,708	140	8.82
June			
Year-to-date totals	**1,607,043**	**1,313**	**8.17**

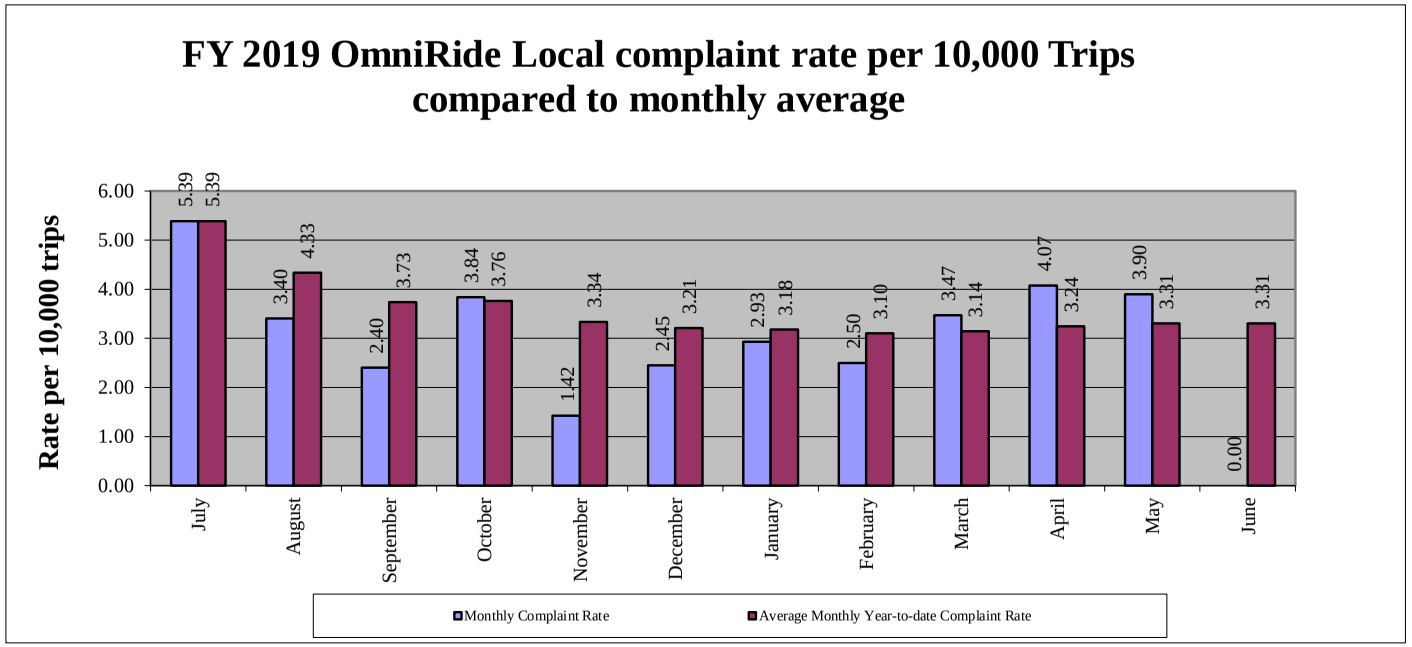
FY 2019 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	147,825	144	9.74
August	163,900	158	9.64
September	141,696	154	10.87
October	166,311	136	8.18
November	134,470	91	6.77
December	115,711	97	8.38
January	122,004	115	9.43
February	133,331	98	7.35
March	157,449	95	6.03
April	159,794	157	9.83
May	162,241	212	13.07
June			
Year-to-date totals	**1,604,732**	**1,457**	**9.08**



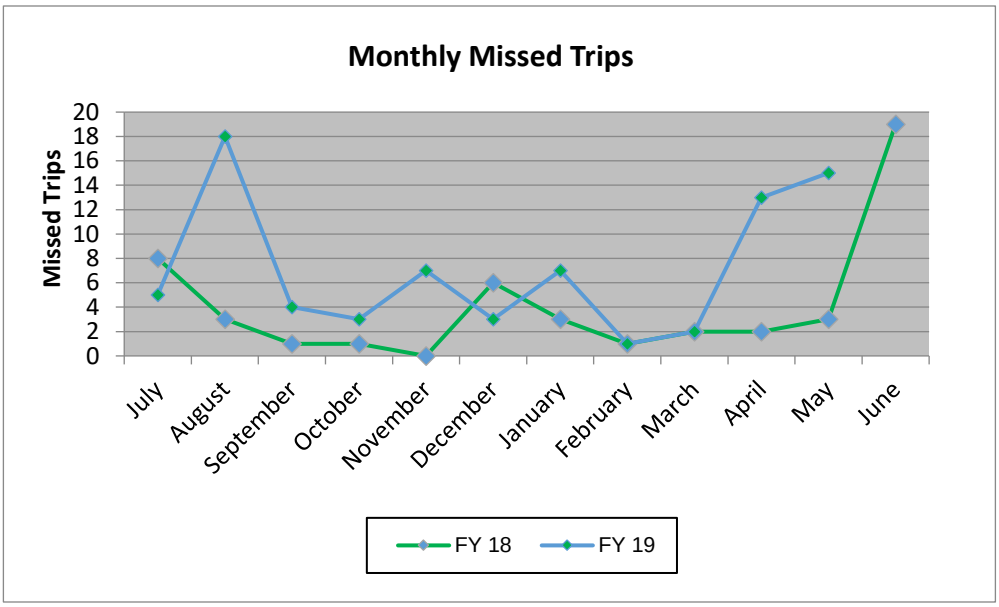
Complaint rates for OmniRide Express service for the current month and for the year-to-date in contrast to fiscal year 2018 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2019 in the bus services contract.

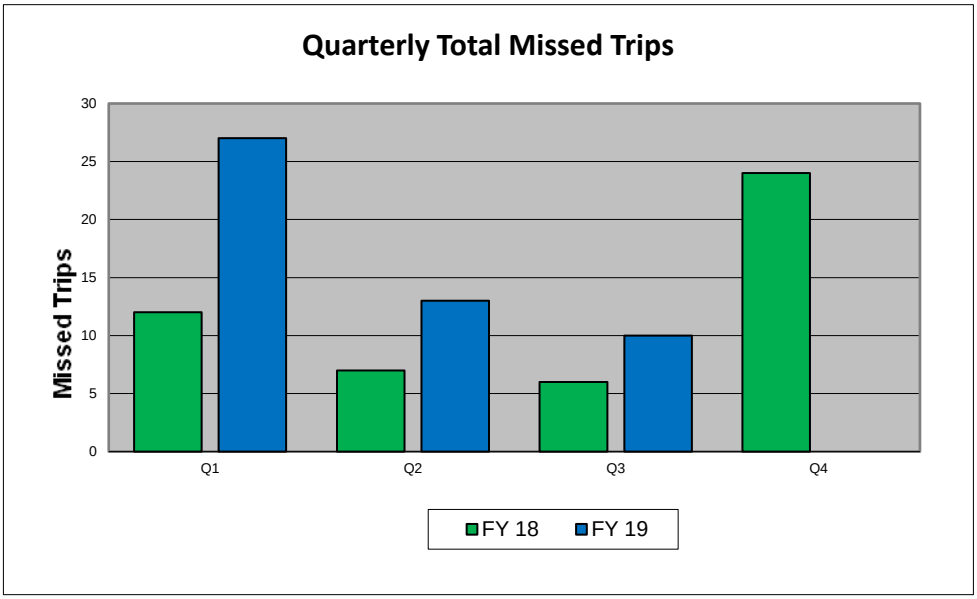
FY 2018 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	54,971	40	7.28
August	62,858	42	6.68
September	59,398	30	5.05
October	61,637	15	2.43
November	54,871	24	4.37
December	47,161	26	5.51
January	47,537	24	5.05
February	48,526	18	3.71
March	50,804	21	4.13
April	55,278	17	3.08
May	56,620	24	4.24
June			
Year-to-date totals	**599,661**	**281**	**4.69**

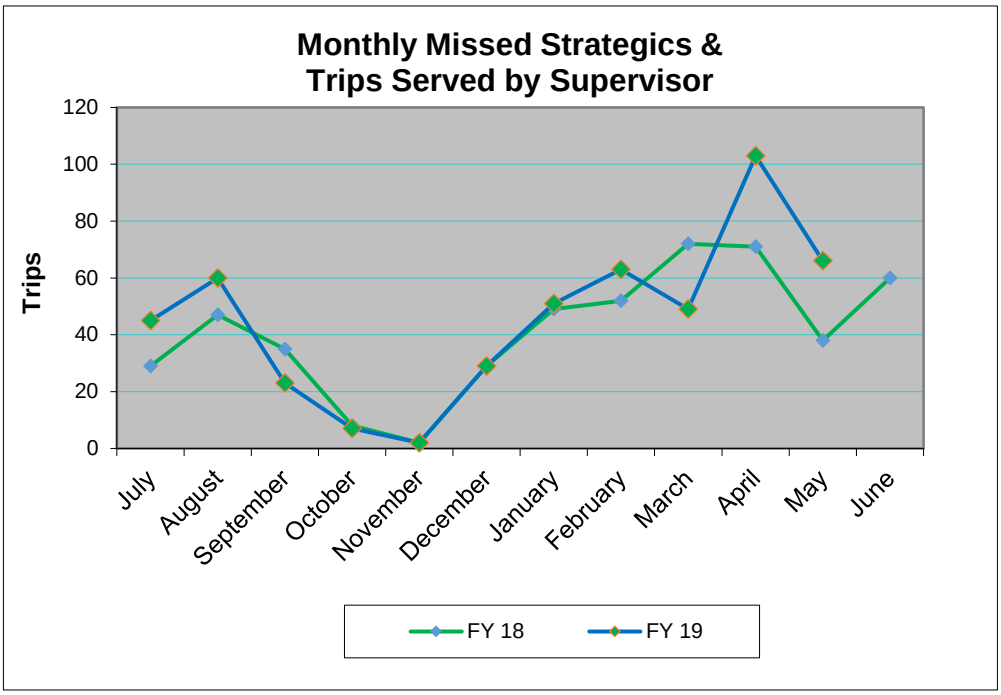
FY 2019 Year-to-date OmniRideLocal Complaints			
	Ridership	Complaints	Per 10k Trips
July	51,982	28	5.39
August	58,758	20	3.40
September	49,909	12	2.40
October	59,944	23	3.84
November	49,249	7	1.42
December	44,927	11	2.45
January	40,923	12	2.93
February	44,004	11	2.50
March	48,959	17	3.47
April	53,988	22	4.07
May	53,866	21	3.90
June			
Year-to-date totals	**556,509**	**184**	**3.31**

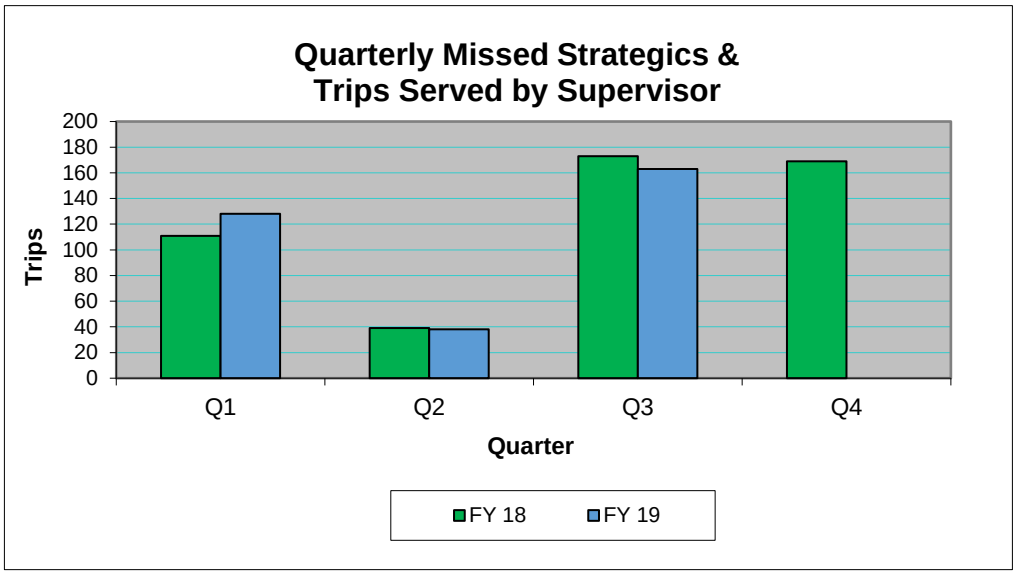


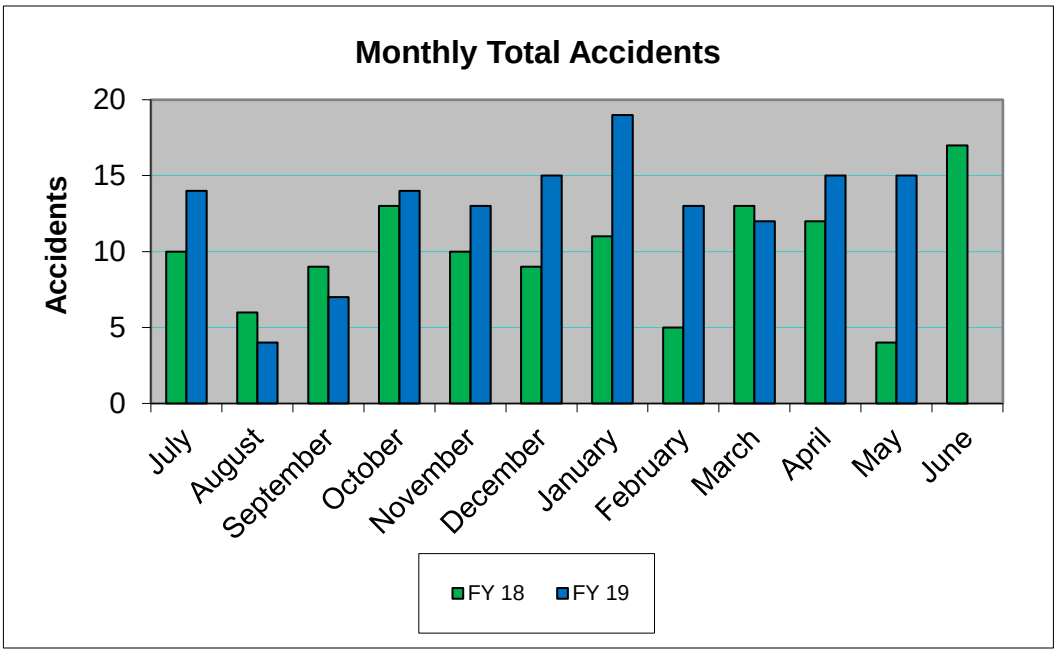
Complaint rates for OmniRide Local service for the current month and for the year-to-date in contrast to fiscal year 2018 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2019 in the new bus services contract.

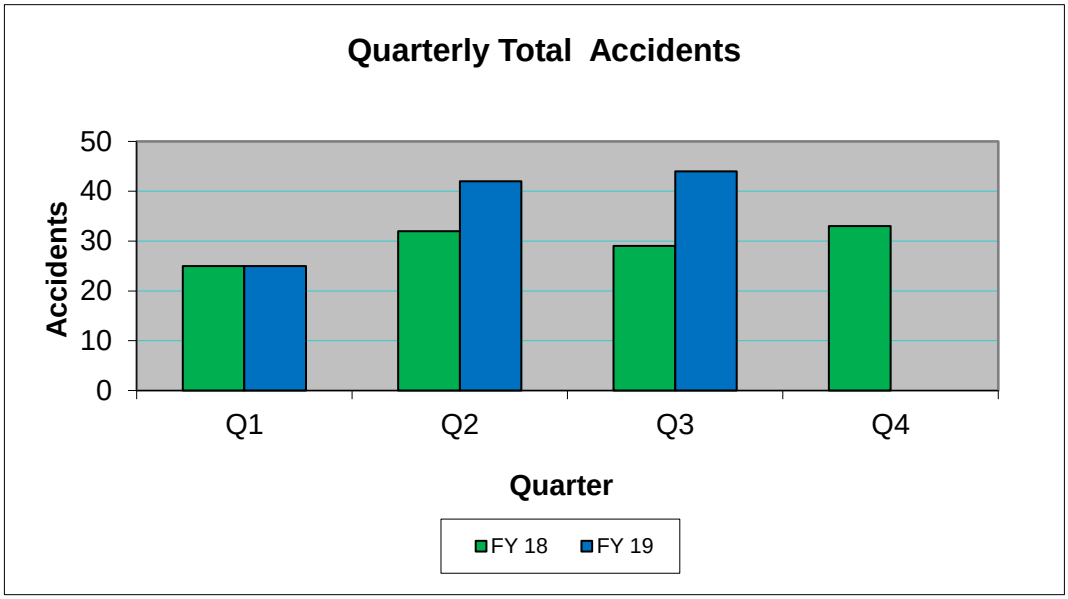

Monthly Missed Trips
Missed Trips
20
18
16
14
12
10
8
6
4
2
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 18
FY 19

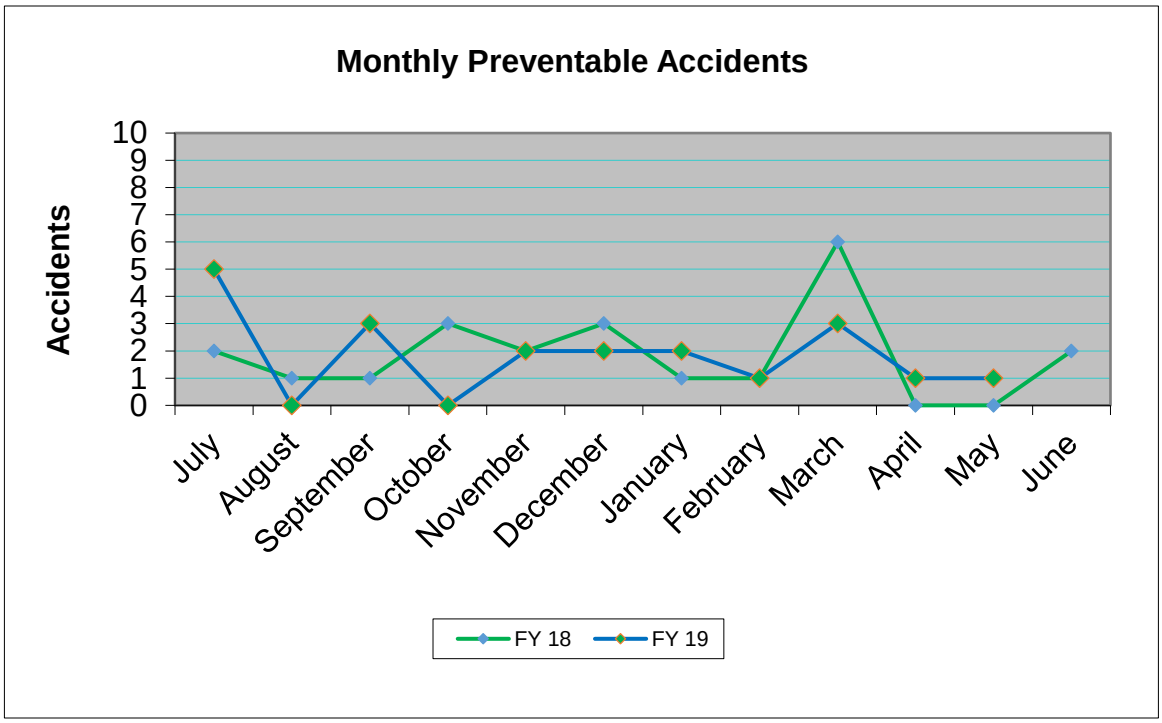

Quarterly Total Missed Trips
Missed Trips
30
25
20
15
10
5
0
Q1
Q2
Q3
Q4
FY 18
FY 19

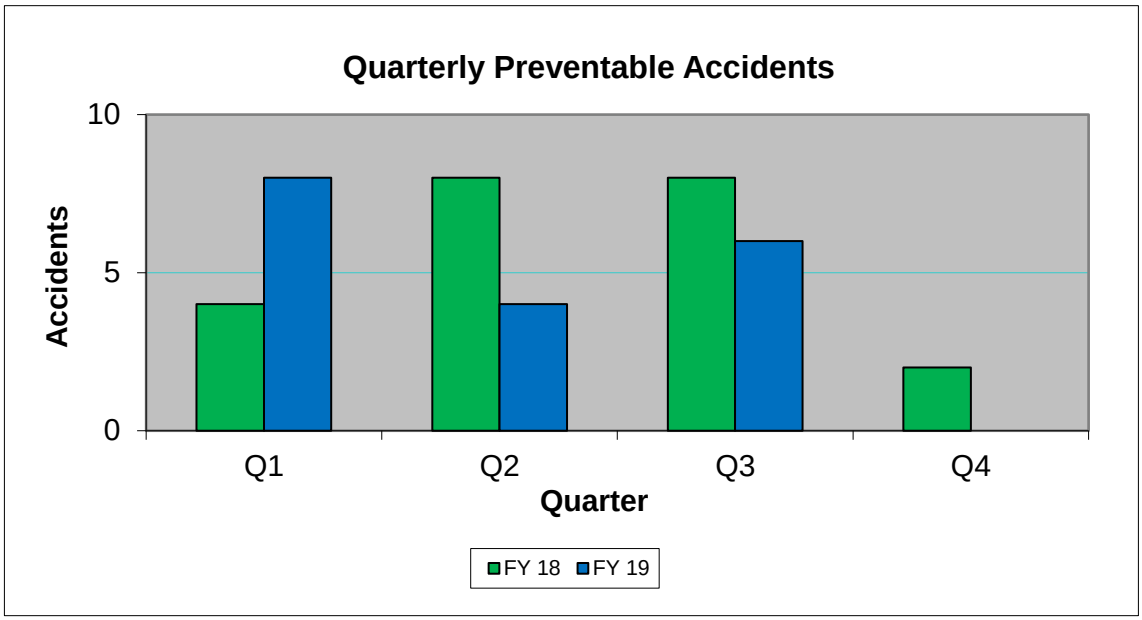

Monthly Missed Strategics &
Trips Served by Supervisor
Trips
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 18
FY 19

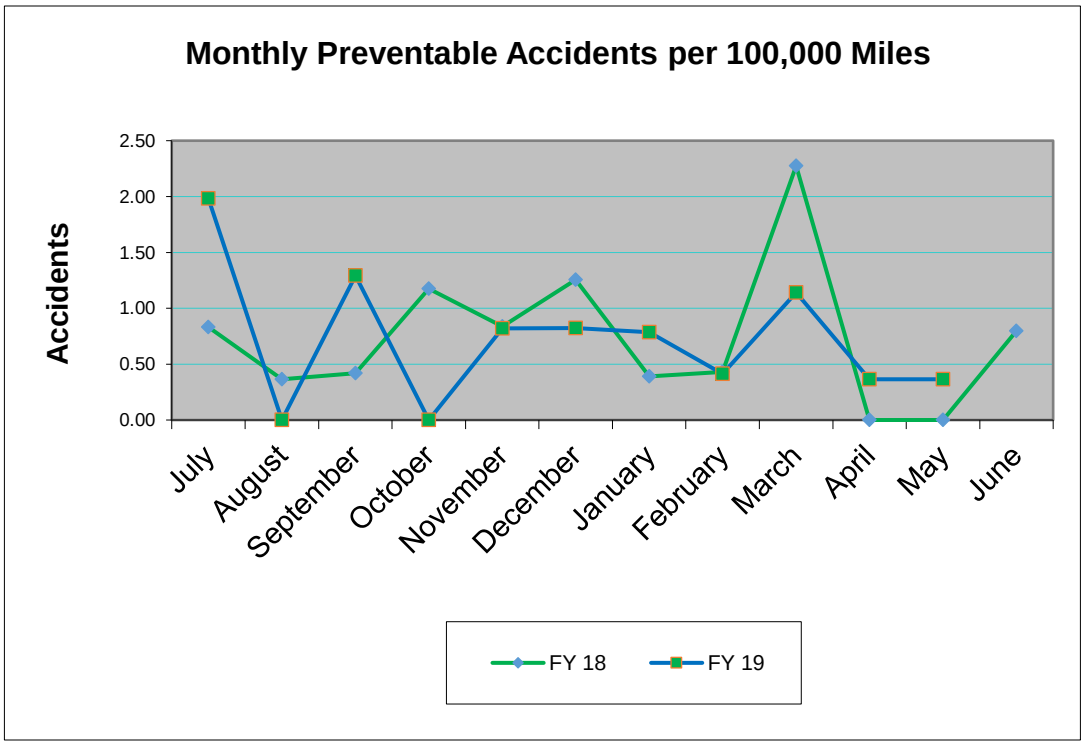

Quarterly Missed Strategics &
Trips Served by Supervisor
Trips
200
180
160
140
120
100
80
60
40
20
0
Q1
Q2
Q3
Q4
Quarter
FY 18
FY 19

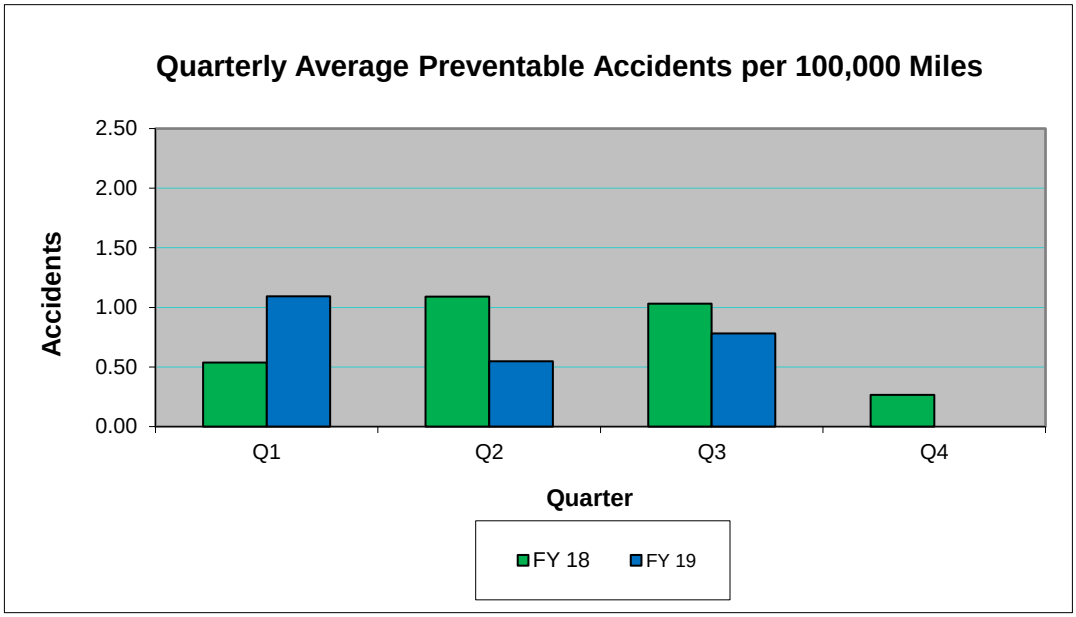

Monthly Total Accidents
Accidents
20
15
10
5
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 18
FY 19

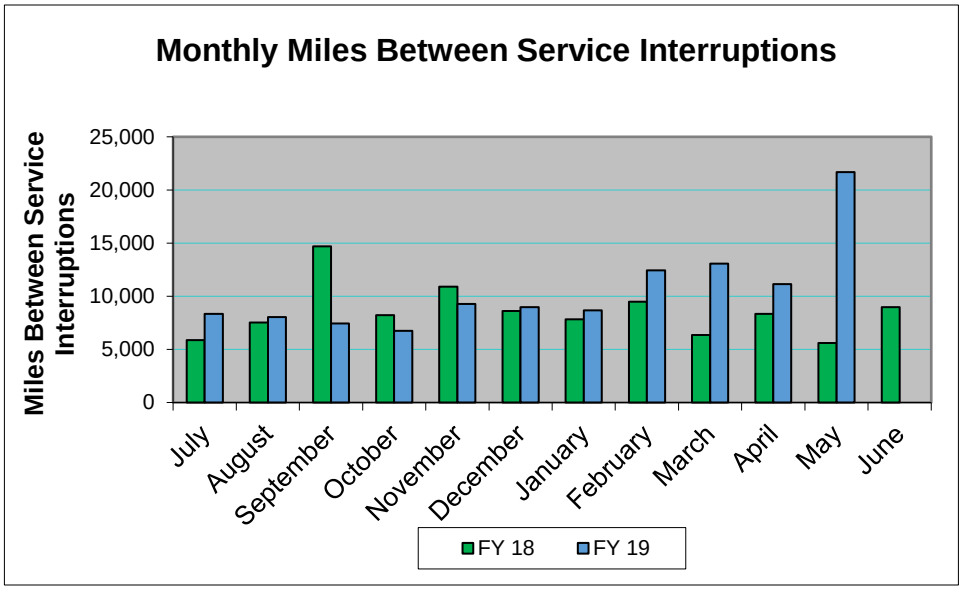

Quarterly Total Accidents
Accidents
50
40
30
20
10
0
Q1
Q2
Q3
Q4
Quarter
FY 18
FY 19

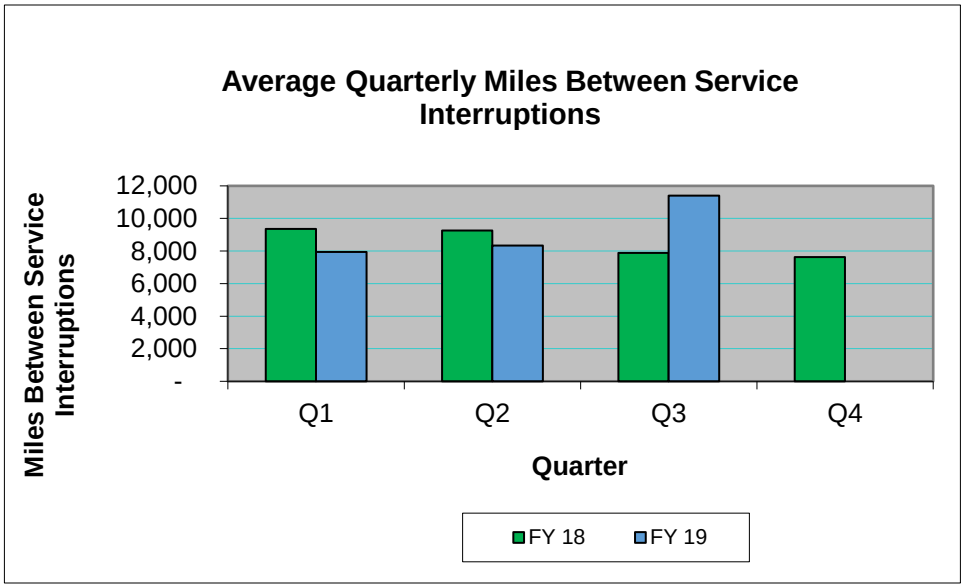

Monthly Preventable Accidents
Accidents
10
9
8
7
6
5
4
3
2
1
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 18
FY 19


Quarterly Preventable Accidents
Accidents
10
5
0
Q1
Q2
Q3
Q4
Quarter
FY 18
FY 19


Monthly Preventable Accidents per 100,000 Miles
Accidents
2.50
2.00
1.50
1.00
0.50
0.00
July
August
September
October
November
December
January
February
March
April
May
June
FY 18
FY 19


Quarterly Average Preventable Accidents per 100,000 Miles
Accidents
2.50
2.00
1.50
1.00
0.50
0.00
Q1
Q2
Q3
Q4
Quarter
FY 18
FY 19


Monthly Miles Between Service Interruptions
Miles Between Service Interruptions
25,000
20,000
15,000
10,000
5,000
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 18
FY 19


Average Quarterly Miles Between Service Interruptions
Miles Between Service Interruptions
12,000
10,000
8,000
6,000
4,000
2,000
-
Q1
Q2
Q3
Q4
Quarter
FY 18
FY 19

July 11, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

SUBJECT: Revised Purchasing Authority Report

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 April 2019 there were no purchase orders issued within the Executive Director's new spending authority.

Wheels-to-Wellness Funding Status
As of May 31, 2019

Grant/Contribution	Organization	Amount	Notes	
Enrollment Fees Collected		$60		
Sub Total		**$60**		

Pending

Grant/Contribution	Organization	Amount	Notes	
Sub Total		**$0**		

Previously Reported

Grant/Contribution	Organization	Amount	Notes	Date
Enrollment Fees		$3,722		
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
Sub Total:		**$586,849**		
Grand Total (excluding Pending)		**$586,909**		
Remaining (excluding Pending)		**$17,359**		