




July 2, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

SUBJECT: July 9, 2020 Commission Meeting Agenda Packet

The July 9, 2020 Commission meeting will be held electronically beginning at 7:00 p.m. The Executive Committee will not meet in July.

Due to the COVID-19 pandemic, Commissioners will participate in the meeting by using Zoom. Electronic meetings in which a quorum is not physically assembled in one location are permissible when the Governor has declared a state of emergency and it is unsafe to assemble a quorum in a single location.

The Zoom meeting will be livestreamed over PRTC's YouTube channel, providing the public an opportunity to watch the meeting in real time. In lieu of holding public comment time during the meeting, the public will be able to submit any comments they have in writing. We will advertise the changes to the meeting in accordance with our Bylaws.

The July 9th meeting agenda contains several items that are essential for continuity of operations. The agenda and supporting documents should be reviewed prior to the meeting. The materials are posted at omniride.com/about/events/july-2020. Print copies will not be mailed this month to help reduce the number of staff working from the Transit Center.

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



AGENDA

Potomac and Rappahannock Transportation Commission

Thursday, July 9, 2020 - 7:00 PM

Officers

Hon. Margaret Franklin, Chair
Prince William County

Hon. Pamela Sebesky, Vice-Chair
City of Manassas

Hon. Cindy Shelton, Secretary
Stafford County

Hon. Deborah Frazier, Treasurer
Spotsylvania County

Hon. Andrea Bailey, At-Large
Prince William County

Hon. Jeanette Rishell, At-Large
City of Manassas Park

Electronic Meeting Live Streaming on [YouTube.com/PRTCTransit](https://www.youtube.com/PRTCTransit)

Due to COVID-19 Pandemic and Pursuant to Commission Res. No. 20-05-01, May 7, 2020

1. CALL TO ORDER

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. ATTENDANCE ROLL CALL

4. APPROVAL OF AGENDA

- 4.1. APPROVE AGENDA - JULY 9, 2020
[Approve Agenda – July 9, 2020](#)

5. APPROVAL OF MINUTES

- 5.1. APPROVAL OF PRTC BOARD OF COMMISSIONERS MEETING MINUTES - JUNE 4, 2020
[Approval of the June 4, 2020 Draft Meeting Minutes](#)

6. VIRGINIA RAILWAY EXPRESS ACTING CHIEF EXECUTIVE OFFICER'S TIME

- 6.1. Acting Chief Executive Officer's Report (verbal)

7. PUBLIC COMMENT TIME

Public comments will not be received during the meeting; however, those wanting to comment should send written comments, limited to one (1) page, to CRodrigo@OmniRide.com by July 8, 2020 at 5:00 p.m.

8. CONSENT AGENDA

- 8.1. APPROVE CONSENT AGENDA - JULY 9, 2020
[Approve Consent Agenda](#)

- 8.2. ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2020
[Acceptance of Monthly Jurisdictional Financial Report](#)
- 8.3. AUTHORIZATION TO BUDGET AND APPROPRIATE THE CITY OF FREDERICKSBURG'S MOTOR FUELS TAX FUNDS FOR VARIOUS TRANSPORTATION PROJECTS
[Authorization to Budget and Appropriate City of Fredericksburg's Motor Fuels Tax](#)

9. EXECUTIVE DIRECTOR'S TIME

- 9.1. Executive Director's Report (verbal)
- COVID-19 Response and Update
 - Express Service Returns to Friday Service Level
 - Employee/Passenger Safety
 - Phased Reopening Steps
 - VA Creating Workplace Safety Mandates
 - Passenger Rail Authority Update
 - Federal Legislative Update

10. PRESENTATIONS AND INFORMATION

- 10.1. [I-395-95 Commuter Choice Program Overview](#)
- 10.2. [Transit Strategic Plan and Transportation Demand Management Plan](#)
- 10.3. [Operations and Maintenance Contract Structure and Development](#)

11. ACTION ITEMS

- 11.1. AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH KEOLIS TRANSIT AMERICA TO PROVIDE FIXED ROUTE BUS AND PARATRANSIT OPERATIONS AND MAINTENANCE SERVICES
[Authorization for the Executive Director to Execute a Contract with Keolis Transit America to Provide Fixed Route Bus and Paratransit Operations and Maintenance Services](#)
- 11.2. AUTHORIZE EXECUTIVE DIRECTOR TO COMMENCE PUBLIC PARTICIPATION PROCESS FOR THE TRANSIT STRATEGIC PLAN AND THE TRANSPORTATION DEMAND MANAGEMENT PLAN
[Authorize Executive Director to Commence the Public Participation Process for Transit Strategic Plan and the Transportation Demand Management Plan](#)

11.3. CONCURRENCE WITH THE CITY OF FREDERICKSBURG'S VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD APPOINTMENTS

[Concurrence with the City of Fredericksburg's VRE Operations Board Appointments](#)

12. CHAIR'S TIME

13. OTHER BUSINESS/COMMISSIONERS' TIME

[2020 Commission Meeting Schedule](#)

14. ADJOURNMENT

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

MOTION:

SECOND:

RE: APPROVAL OF AGENDA – JULY 9, 2020

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 9, 2020, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



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12. CHAIR'S TIME

13. OTHER BUSINESS/COMMISSIONERS' TIME

[2020 Commission Meeting Schedule](#)

14. ADJOURNMENT

MOTION:

SECOND:

RE: APPROVAL OF PRTC COMMISSION MEETING MINUTES FOR JUNE 4, 2020

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") has had the opportunity to review the draft meeting minutes for June 4, 2020.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of June 4, 2020 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

June 4, 2020

ZOOM Virtual Meeting

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

Members Present

*Victor Angry
*Andrea Bailey, At-Large
*Kenny Boddye
*Margaret Franklin, Chair
*Jeanine Lawson
*Yesli Vega
*Tinesha Allen (arrived 7:10 p.m.)
*Cindy Shelton, Secretary
*Pamela Sebesky, Vice Chair
*Jeanette Rishell, At-Large
*Matthew Kelly
*Gary Skinner
*Deborah Frazier, Treasurer (arrived 7:43 p.m.)
*Todd Horsley

Members Absent

Jennifer Mitchell

Alternates Present

Bennie Smith
Ralph Smith

Alternates Absent

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

Jurisdiction

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

Department of Rail and Public Transportation

Prince William County
City of Manassas

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

*Voting Member

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

Staff and Public on ZOOM

Dr. Robert A. Schneider, PhD – PRTC
Doris Lookabill – PRTC
Joyce Embrey – PRTC
Charles Steigerwald – PRTC
Carl Roeser - PRTC
Christine Rodrigo – PRTC
Becky Merriner – PRTC

Rich Dalton – VRE
Steve MacIsaac – VRE Legal Counsel
Kristin Nutter – VRE
George Barker – Virginia Senate
Lee Carter – Virginia House
Elizabeth Guzman – Virginia House
Sharon Pandak – Greehan, Taves & Pandak

Chair Franklin called the meeting to order at 7:02 p.m. and said that due to the COVID-19 pandemic and pursuant to PRTC Commission Resolution No. 20-05-01 that was approved on May 7, 2020, this meeting of the PRTC Board of Commissioners is being conducted remotely. Public access for this meeting is being provided via livestreaming on PRTC's YouTube channel. The public was given notice on PRTC's website, Facebook, at the Transit Center, and in InsideNova and the Free Lance-Star. The Chair then read an announcement detailing procedures for the electronic meeting. Invocation, Pledge of Allegiance, and Roll Call followed.

Chair Franklin stated that VRE staff is attending a virtual meeting with NVTC at the same time as the PRTC meeting, so VRE related items will be heard later in the agenda than usual. She also noted that Gary Snellings is now a PRTC Alternate Commissioner representing Stafford County.

Approval of Agenda – 4 [RES 20-06-01]

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

Approval of Minutes of March 5, 2020 and May 7, 2020– 5 [RES 20-06-02]

Commissioner Sebesky moved with a second by Commissioner Bailey. There was no discussion on the motion. (SEBESKY/BAILEY, APPROVED; HORSLEY ABSTAINED)

Commissioner Allen arrived at 7:10 p.m.

Public Comment Time – 6

The Chair explained that no public comments would be received during the virtual meeting; however, the public was advised to submit written comments to the Board Clerk by June 3, 2020 at 5 p.m. No comments were received.

Consent Agenda – 7 [RES 20-06-03]

Commissioner Sebesky moved with a second by Commissioner Lawson. There was no discussion on the motion. (SEBESKY/LAWSON, UNANIMOUS)

- **Acceptance of the PRTC Monthly Jurisdictional Financial Reports for the Periods Ended January 31, 2020, February 29, 2020, and March 31, 2020 [RES 20-06-04]**
- **Authorization to Draw Down from Motor Fuels Tax Funds to Subsidize the VRE Operating and Capital Budget for FY21 [RES 20-06-05]**
- **Authorization to Budget and Appropriate Stafford County's Motor Fuels Tax Funds for Various FY17 – FY20 Transportation Projects [RES 20-06-06]**
- **Authorization to Budget and Appropriate Spotsylvania County's Motor Fuels Tax Funds for Various FY20 Transportation Projects [RES 20-06-07]**

PRTC Executive Director's Time – 8

Dr. Schneider updated the Board on PRTC's COVID-19 response:

- **Employee/Passenger Safety** – OmniRide is optimistic as Northern Virginia loosens restrictions on retail and employment sites and as reported COVID-19 cases decline despite increased testing. OmniRide remains vigilant to maintain the health and safety of employees and passengers. This includes vehicle and facility cleaning, adjustments to our bus layout and boarding process, and in accord with the Governor's executive order, face coverings on board our transit vehicles. We have continued to suspend local fares to reduce interactions with our drivers, but also because of the risk of cash spreading the virus into the facility.

We have asked for support from VDOT for signage and support for park & ride lots but at this stage they have not committed to the resources. We are examining our own temporary methods to help our customers return to their offices safely. This includes increased distancing in waiting queues, blocked off seating in shelters, and blocking off seats on vehicles at different levels to match each phase of the re-opening plan. We continue to build our PPE supply and have masks, gloves & sanitizer for all employees and in partnership with the Prince William County Emergency Operations unit have been able to provide extra masks for drivers to carry and distribute to passengers who do not have coverings. This is in support of our passengers who rely on transit so we can make it easier for them to ride our services and do it more safely. Meanwhile, we are dedicating staff from our quality assurance department to support our COVID-19 mitigation efforts.

- **Status of Phased Reopening** – Our restoration of commuter service, to match the phased opening, will begin on Monday, June 22nd. At that time we will begin operating our usual Friday schedule Monday through Friday, permitting us to have an increase in riders but still allow for physical distancing. Planning staff has been comparing notes with other systems for adding buses into service. We will watch ridership and map that against our current plan to increase our services again around Labor Day. That assumes the optimistic outlook continues and we do not see another major outbreak of COVID-19.
- **Facilities/Workflow** - Meanwhile we have an employee working group to address workplace preparation for workflow at the Transit Center and Noble Pond office. With nearly 300 people coming through the facility for employment alone, we need strategies to reduce potential exposure to COVID-19. We are using CDC, FTA and local public health guidelines to continue partial telework, establish flex schedules to minimize clustered work hours and still maximize our efforts and facility cleaning. Simultaneously we have an operational sub-group that has helped identify bus layout patterns, seat spacing, and procedures for operations. This is comprised mostly of drivers and maintenance technicians and our field staff.

Dr. Schneider also briefed the Board on other items of interest:

Passenger Rail Authority – The General Assembly has created a Passenger Rail Authority, and there are three gubernatorial appointees from among non-elected citizens within the six jurisdictions of the PRTC footprint. While the governor still reserves the right to select the members, both PRTC and NVTC are invited to submit recommendations. Individual citizens may also submit interest in serving on the authority, so there is no requirement for a formal nomination and vote by the Commission. However, we still would like to use this body to identify possible candidates that can be bundled and forwarded to DRPT for consideration. This Board will receive details outlining the legislation and key points of membership with the goal of nominating members by the close of business next Wednesday so PRTC can bundle the information for DRPT. Dr. Schneider requested that nominations be submitted to him by June 10.

Federal HEROES Act – This is a second wave of legislation passed by the US House of Representatives. HEROES, an acronym for Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act, narrowly passed the US House, and the US Senate has not acted upon it, calling it dead on arrival. This is an additional proposed \$3 trillion in aid, with provisions of \$15B to further support transit systems. Transit advocates are pushing for \$32B, but that level of aid is highly unlikely—even the \$15B level is unlikely. Without customers to pay transit fares, this has potential to have devastating long-term effects on our entire industry. For now, OmniRide continues to track our revenue losses, which will be offset by CARES Act funding. As our Express customers return, it has a meaningful impact on our ability to recover.

Contracted Operations and Maintenance: Extension of Current Agreement with First Transit – On June 6, 2019, the Commission authorized Dr. Schneider to conduct a new procurement for the operations and maintenance contractor services, currently performed by First Transit. The procurement of services was not due to performance issues by the incumbent, but rather to further evolve the operations and maintenance contract due to major changes in service design, new technologies, and the forthcoming western maintenance facility. COVID-19 created significant delays in our negotiations with the highest ranked firm, which remain on-going. Dr. Schneider expects to have a formal recommendation and contract for Board approval at the July meeting; however, in order to ensure ample time for any possible transitions, Dr. Schneider will exercise the existing contract option through at least September 30, 2020. The original board resolution authorizes the executive director to extend the contract options, which has fixed rate increases, as needed.

Protests – Dr. Schneider said OmniRide has made a series of service adjustments in response to the ongoing protests to help protect employees and passengers. When Washington DC imposed its curfew, Express services began operating to the Pentagon for AM trips until 6am, and for all PM trips. Beginning today, all Express trips that normally serve DC will start and end at the Pentagon. Prince William Police have provided us advance information regarding protests, so that we may detour routes when necessary. This helps to allow for safe demonstrations, ensure the safety of passengers and staff, and keep routes on-time for our customers.

Diversity, Equity and Inclusion – Dr. Schneider said that while we have all been hurt by the unspeakable tragedy, he is extremely proud of the DEI Working Group which came together on their own to craft the following statement which was shared with employees on June 3: “In light of the recent and continuing protests sparked by a terrible act of brutality, now more than ever is the time for us all to further strengthen our commitment to diversity, equity and inclusion. And through our DEI Working Group, we are continuing to work hard to achieve a more inclusive and positive work environment for every employee of OmniRide and First Transit. We stand together as peers, professionals, colleagues, and friends. There is no room for racism, hate, or bigotry in our organization. With grace and love let us work to be an example for others to follow.”

Commissioner Bailey said she intends to contact Dr. Schneider next week to discuss issues at Quantico and thanked him for updating her via email.

Commissioner Lawson asked if there are requirements for nominations to the Passenger Rail Authority particularly regarding conflicts of interest. Dr. Schneider said he would send all requirements in an email to Commissioners the following day. He added that DRPT has indicated that the focus will be on authority building since the group will be standing up a new public agency, so experience with things like accounting and law would be advantageous. Commissioner Lawson said Prince William County’s former transportation director now works for an engineering firm, and she wondered if that would be a conflict of interest. Dr. Schneider said PRTC would provide guidance on that issue.

Chair Franklin reiterated that PRTC can suggest three appointments but the Governor will choose who is appointed to the Passenger Rail Authority. She asked that Commissioners nominate people who understand transportation as well as how to build the infrastructure around a transportation organization.

Commissioner Boddye said he also was interested in learning about any restrictions for nominees to the Passenger Rail Authority. He then asked if Dr. Schneider would include highlights of the HEROES Act in a communication with the Board. Dr. Schneider said there isn't much to add, other than it would provide \$15 billion for transit. There is controversy because part of the apportionment would go to large "legacy systems" like Chicago, New York, Philadelphia, Boston, and Washington, D.C., but smaller systems like OmniRide would receive very little. There also is discussion about distributing funds based on formula funding, which is how the CARES Act was released. Considering that it narrowly passed the House, we have no idea where it will go, Dr. Schneider said. Commissioner Boddye said it would be helpful if people on the Hill realized that we are part of the Greater D.C. Metro region.

Commissioner Boddye commended Dr. Schneider for following up on a request to work with people in the school division. Dr. Schneider thanked Supervisor Boddye for connecting PRTC with the schools and noted that key folks from the schools have joined OmniRide's Employee Working Group, which is enabling them to hear OmniRide's discussions so they won't have to "reinvent the wheel" on their own in six to eight weeks.

Commissioner Boddye said he appreciates OmniRide's methodical approach to phased reopening in keeping in line with the Governor's directives and executive orders. He noted that Prince William, Manassas and Manassas Park are in a slightly different realm than other localities on the PRTC Board and asked that everyone be mindful of that.

Commissioner Rishell asked if there had been any movement in finding additional funding for Wheels-to-Wellness. Dr. Schneider said that would be addressed during tonight's budget discussion.

VRE Chief Executive Officer's Time – 9

Mr. Rich Dalton briefed the Board of the following items of interest:

- VRE is continuing to operate on a reduced schedule.
- Ridership has been gradually increasing and is currently averaging about 600/day.
- May on-time-performance system wide was 93%.
- Throughout June, efforts will continue to place signage on trains and platforms reminding passengers about social distancing. As ridership increases, trains and cars can be added as needed to further manage social distancing.
- Hand sanitizer dispensers will soon be available on board all trains and at all stations.
- Passengers are being reminded to practice good hand hygiene through social media and soon by signage on trains and at stations.
- Face coverings are mandatory on all trains per the Governor's order.
- Since March, all trains have been cleaned and disinfected after both morning and evening services. Enhanced cleaning and disinfecting also is taking place on trains through electrostatic applications.
- Enhanced cleaning and disinfecting also is taking place at VRE facilities including the headquarters, warehouse and offices. To date, there have been no positive cases of COVID-19 at VRE.
- The workforce continues to work remotely and contracted service providers continue to provide frontline services.
- VRE is continuing to refine FY21 projections for ridership, revenue and expenses and will continue to share that information, along with strategies for recovering lost fare revenues and other information, with the VRE Operations Board and the PRTC Board.

VRE Action Items [RES 20-06-08]

Mr. Dalton gave a brief overview of the five VRE resolutions, Items 9.2 through 9.6., on the Action Item agenda. In response to a question from Chair Franklin, Board Attorney Sharon Pandak said those resolutions

could be grouped together for approval with a single vote as long as there is no objection. Commissioner Skinner moved with a second by Commissioner Kelly. (SKINNER/KELLY, UNANIMOUS)

Regarding Item 9.3, an agreement with Amtrak for storage, Commissioner Angry asked if CARES or HEROES Act funding could be used. He noted that Prince William County was able to fund a permanent structure for the homeless through CARES funding. Mr. Dalton said Item 9.3 is specifically for access and storage at the current facility, but VRE is working with Amtrak on a separate project for long-term storage. Funding for the project is well in-hand, but Mr. Dalton said he would make a note of that for the future if funding is needed. The use of CARES Act funding for this is somewhat unlikely, he added.

- Authorize the Acting VRE CEO to Extend the Amended and Restated Operating/Access Agreement with CSX Transportation [RES 20-06-09]
- Authorize the Acting VRE CEO to Execute an Agreement with Amtrak for Access and Storage at Washington Union Terminal [RES 20-06-10]
- Authorize the Acting VRE CEO to Execute an Amendment for the Second Option Period and the First Year of the Second Option Period of the Contract with Keolis Rail Services Virginia LLC for Operating Services for Commuter Rail [RES 20-06-11]
- Authorize the Acting VRE CEO to Execute an Amendment for the Fifth Year of the Contract with Keolis Rail Services Virginia LLC for Maintenance Services for Commuter Rail [RES 20-06-12]
- Authorize the Acting VRE CEO to Amend the Agreement with the City of Manassas for Operation and Maintenance of the Manassas Parking Facility [RES 20-06-13]

Action Items – 10

PRTC Bylaws Amendments – Second Reading and Adoption [RES 20-06-14]

Chair Franklin noted that the first reading occurred at PRTC's May meeting. Ms. Pandak provided the Board with a brief overview of proposed changes to the bylaws, which were last updated in 2018. The major changes regard electronic meetings, but the revision also updates code references and increases consistency of language. Commissioner Kelly moved with a second by Commissioner Boddye. There was no discussion on the motion. (KELLY/BODDYE, UNANIMOUS)

Approval and Authorization of PRTC's FY21 Budget; Authorization to Draw Down from Motor Fuels Tax Funds to Subsidize PRTC Administrative, OmniRide Express, OmniRide Local, Marketing, Vanpool, and Capital Budgets for FY21; and Authorization to Apply for Federal Grant Funding Envisioned for FY21 [RES 20-06-15]

Commissioner Bailey moved with a second by Commissioner Rishell. Commissioner Rishell asked if any additional funding has been found for Wheels-to-Wellness. Dr. Schneider said there is no outside funding for the program at this time and if the program is included in the budget, funding would come from Prince William County. Because the budget has been presented without Wheels-to-Wellness, any motion to approve the budget and include Wheels-to-Wellness would have to have an amendment to fund the program in the amount of \$150,000 for a full year's duration, Dr. Schneider said.

Chair Franklin said she would like to have a motion to reinstate Wheels-to-Wellness as well as to go forward with the I-66 slugging grant this evening, and wants to see where the rest of the Board members are on those items.

Commissioner Angry said Wheels-to-Wellness has been discussed many times and the Board needs to decide if it should be added to the budget permanently instead of discussing its funding every few months.

In response to a question from Commissioner Bailey, Dr. Schneider said Wheels-to-Wellness is ineligible to be funded through the CARES Act.

Commissioner Lawson said she agrees with Commissioner Angry. The program hasn't had a consistent funding source for the past four years, and when funding from the Potomac Health Foundation ended, Prince William County provided what it thought was interim funding.

Funding is currently coming from favorable variances in PRTC's budget but that is now maxed out. The program is operating but the decision is whether it should have its own distinct line item, Dr. Schneider said.

Commissioner Lawson asked for clarification on the jurisdictions served by the program. Chief Development Officer Chuck Steigerwald said clients can be residents of Prince William, Manassas and Manassas Park. There may be some clients who reside in Manassas or Manassas Park, but the program is almost entirely comprised of Prince William County residents.

Commissioner Lawson asked if variance funding comes from all three jurisdictions. Director of Finance and Administration Joyce Embrey said the variance comes only from Prince William County.

Commissioner Lawson said she appreciates Commissioner Rishell's support of the program, and perhaps the Prince William County Board can find a revenue stream, adding that if the program is eligible for CARES funding that would not be a permanent solution. Dr. Schneider said the program wouldn't be eligible for CARES funding on PRTC's end because PRTC can only use CARES funding for expenses directly related to COVID-19 such as fare loss and operating assistance.

Chair Franklin asked if Commissioner Lawson's position was to continue the program but find a revenue source. Commissioner Lawson said she believes this program should be discussed with Prince William County's Director of Social Services Courtney Tierney and Deputy County Executive Elijah Johnson. In response to a question from Commissioner Lawson, Dr. Schneider said transportation is provided with taxi vouchers.

Commissioner Bailey agreed with Commissioner Lawson that Wheels-to-Wellness should be discussed with Mr. Johnson and Ms. Tierney since it is being utilized primarily in the County.

Chair Franklin asked Dr. Schneider and Ms. Pandak how the procedure would work if Wheels-to-Wellness is not included in PRTC's FY21 budget but is part of the County's budget. Would PRTC still be able to handle the program administratively? Dr. Schneider said there are several options. The first option would be to keep PRTC's budget as-is and a separate line item could come from the County identifying a funding stream for the program. A second option would be to make an amendment to add the program into the budget but provide no funding knowing that at the end of the fiscal year any costs will be deducted from future fuel tax revenues. The final option is to say Wheels-to-Wellness fits into a different program in the County. PRTC does not schedule trips for Wheels-to-Wellness clients but does process vouchers, Dr. Schneider said. Ms. Pandak noted that all three options could be done at a later point in time.

Chair Franklin asked if the program will continue to run if it's not included in the budget. Dr. Schneider said the program will continue to run but if there isn't an intention by the Board to find long-term funding, the program will continue cost \$12,000 per month from somewhere.

Commissioner Angry said he cares about efficiency and wonders if running the program with taxi vouchers is efficient. He wonders if the Board needs to do a "deep dive" into the program itself noting that even after tonight there will need to be another discussion. He doesn't want to pour money into the program without looking at

whether or not it's efficient. Chair Franklin said she thinks the Board has done a "deep dive" in the past and is now at the point of deciding how it's going to be funded.

Commissioner Boddye asked why Wheels-to-Wellness was brought under PRTC rather than Prince William County if the primary users were in the County. Commissioner Kelly replied that he was on the Board when the program started, and PRTC was asked to administer a program funded by outside organizations. Initially the idea was that when funding went away, the program would stop. This should be a Prince William County discussion, and shouldn't be in the budget for jurisdictions that are only part of PRTC because of gas tax revenues and don't receive any benefit from the program, Commissioner Kelly said.

Commissioner Boddye agreed that this should be a Prince William County conversation. Since the two cities are encapsulated by the County and may have people who use the program, maybe they should be included, but the PRTC Board shouldn't continue having this conversation with people who don't have a financial interest in the program, he said.

Commissioner Bailey suggested the Board vote on the existing budget and also entertain a motion to take Wheels-to-Wellness back to Prince William County and have a conversation with the program's former manager before bringing it back to the Commissioners with a decision. Ms. Pandak said it would be appropriate to do that after the Commission votes on the budget.

Chair Franklin said she agreed with having a discussion with the County but she also wants to give Wheels-to-Wellness users some confidence that the program won't be disrupted.

Dr. Schneider confirmed with Ms. Pandak that the Board could pass the budget as presented and make a separate directive to continue the program in pursuit of funding from Prince William County. In other words, not adding Wheels-to-Wellness funding to the budget now won't prevent PRTC from continuing the program.

Chair Franklin asked, if the Wheels-to-Wellness discussion is moved to Prince William County and the County decides to fund the program, would the discussion need to come back before the Commission?

Commissioner Bailey said she has discussed Wheels-to-Wellness with the County Executive and there is potential support there. She added that she is willing to make a motion that the discussion move to Prince William County and not have to come back before the Commission.

Ms. Pandak suggested that the Board vote on the current motion to approve the budget as submitted, and then it can consider the Wheels-to-Wellness motion that Commissioner Bailey referenced.

Commissioner Kelly said that passing the budget means status quo, and Wheels-to-Wellness will continue to be funded as it has been. If that's the case, he doesn't see the need for the Commission to vote on a separate motion to send Wheels-to-Wellness to Prince William County for discussion. Ms. Pandak said the Commission can decide after voting on the current motion whether or not a separate motion is necessary for Wheels-to-Wellness, but that it may have merit.

Chair Franklin mentioned the I-66 slugging grant application and the liability questions the Commissioners had. Ms. Pandak said that topic is scheduled for discussion later in the agenda.

Commissioner Skinner supported Commissioner Kelly's comments that moving the Wheels-to-Wellness discussion to Prince William County shouldn't require a vote of the Commission.

Ms. Pandak said she's trying to separate the issues of the budget and Wheels-to-Wellness. If Commissioner Bailey makes a subsequent motion about Wheels-to-Wellness, discussions about the merit of that motion can be discussed at that time.

Chair Franklin noted that the Wheels-to-Wellness discussion needed to happen because the Board needed to determine if there was an appetite to reinstate Wheels-to-Wellness to the PRTC budget and if the Commissioners from Prince William County were interested in taking the program into the County. By tying the loop on the discussion, the Commission won't have to talk about this issue again, she added.

Regarding the budget, Commissioner Lawson asked when PRTC will know the amount of federal grants that are in addition to the COVID-19 relief and when that funding will be received. Dr. Schneider said PRTC will receive \$9.3 million through the CARES Act. Ms. Embrey added that the grant application process has just started and once the grant is submitted it will take about two months before funding is received.

Commissioner Lawson asked about new positions that were originally proposed in the budget and wanted confirmation that they've been removed from the revised budget. Dr. Schneider said that was correct.

(BAILEY/RISHELL, UNANIMOUS)

Authorization to Renew Medical, Dental, and Vision Insurance Plans for PRTC and VRE employees [RES 20-06-16]

Ms. Embrey gave a brief overview of the insurance plans. Commissioner Angry moved with a second by Commissioner Sebesky. There was no discussion on the motion. (ANGRY/SEBESKY, UNANIMOUS)

Authorization to Commence the Procurement Process for Consultant Assistance in Support of the I-66 Slug Line Promotion Project [RES 20-06-17]

Chair Franklin noted that Ms. Pandak had sent a memo to the Commissioners answering questions about liability concerns with this project. Dr. Schneider gave an overview of the project, which is grant funded through toll revenues from I-66 Inside the Beltway. Unlike the I-95 area, there is no defined slugging culture in the I-66 corridor. This project would not mean that PRTC is taking on a slugging program but would be developing stakeholders and putting together the key ideas necessary to promote slugging, Dr. Schneider said.

Mr. Steigerwald said a project of this type has been discussed since the beginning of the planning for the services that would operate along the Express Lanes. That planning began in 2014-2015 and at that point there was an acknowledgement that it would be important to build the commuter culture on I-66. The slugging community carries 10,000 trips per day in the I-95 corridor and the question is how to begin to replicate that in the I-66 corridor. The idea is to encourage the activity without becoming too involved, and PRTC has a program it can look to for lessons: Vanpool Alliance. Vanpoolers have always been very independent, and PRTC has operated that program successfully without stepping on toes and while ensuring the diversity of entrepreneurial activity has continued, Mr. Steigerwald said.

Commissioner Angry moved with a second by Commissioner Bailey. Supervisor Vega noted that at a previous meeting Commissioners had liability concerns and asked for an update. Ms. Pandak replied that this program would be simply to procure an entity to promote slugging, and there is no proximate cause between promotion and whatever might happen between individual vehicles. There could be other aspects of liability that occur with respect to those who slug and those who ride, but that is not an issue before the Commission. The Commission's choice to do such a promotion program would be protected under sovereign immunity even though operation of the program, which will not be done by PRTC/OmniRide, might be a propriety function that would not have the same immunity, Ms. Pandak said.

Commissioner Lawson thanked Ms. Pandak and said she plans to vote against the proposal because Prince William County staff has advised that it has liability concerns.

Commissioner Angry said that while this program would be grant-funded, he doesn't want it to turn into something that requires PRTC funding in the future. Dr. Schneider replied that this is a one-time project to develop a slugging strategy and culture and will not be on-going.

Commissioner Sebesky said there are concerns at the regional level about slugging and VDOT is not endorsing it. While it's a great way to help alleviate traffic, the I-95 sluggers have made it known that they don't want government involvement. The concerns of Prince William County's transportation officials should be taken into consideration. Any grant authorized under PRTC puts our reputation on the line. Commissioner Sebesky said she will yield to Prince William County because I-66 is in that jurisdiction.

In response to Commissioner Sebesky's comment about VDOT, Ms. Pandak said she, in a different capacity for the Council of Governments, rendered a different opinion based on a different question regarding slugging. VDOT, MDOT and DDOT have taken a separate position with respect to slugging that prevents COG's Commuter Connections from being involved in a slugging project. That is a different issue than what's before the Commission with respect to promoting slugging, Ms. Pandak said.

Commissioner Rishell asked if the grant only involves slugging, or if a portion of the grant has to do with something other than slugging. Mr. Steigerwald replied the grant is for this project alone. Commissioner Rishell said when she read the scope of work, it seemed like this project is an effort to organize something that is an organic impromptu activity. Commissioner Rishell said she's concerned that PRTC is "drifting" because while the document says PRTC is uniquely positioned to support slugging growth, she believes PRTC is uniquely positioned to promote transit and that's where staff's time and energy should be directed.

Commissioner Kelly said he is a trained liability adjuster for insurance companies and is confused because the Commissioners are saying slugging is good but they don't want to promote it. For any lawsuit to be legitimate, someone would have to show that PRTC did something directly that resulted in something happening, and simply advertising a program would be "tenuous at best." The Commissioners also have expressed concern about the liability of sluggers using commuter parking lots; but if there's a problem in the parking lot it doesn't matter if PRTC has promoted slugging or not – the liability will be the same. Even VDOT is acknowledging that we can't pave our way out of the growth that's happening so we need to look at every opportunity to get people out of single occupancy vehicles. What other organizations are out there, Commissioner Kelly asked, to take this project on?

Commissioner Lawson said she appreciated Commissioner Kelly's point but she will defer to Prince William County staff and the County Attorney's Office, which has concerns about actively marketing an unregulated program or transit option. Other concerns raised this evening about VDOT, the focus of PRTC, and future funding have added new reasons to not support this resolution, she said.

Commissioner Shelton said she slugs and asked how much staff time would be consumed by seeking this grant and managing the project, noting that PRTC wanted to add a new position in FY21 to seek more grants. Dr. Schneider said the procurement is already written, so the only staff time would be in scoring proposals and managing the actual project because outside contractor would do the majority of the work. Mr. Steigerwald said the grant has already been rewarded and received by PRTC. He estimated that staff would spend about 1 hour per week on this project, or about 50 hours per year. The grant is for three years because the idea was to carry through to the opening of the Express Lanes, he added.

Commissioner Kelly said the Commissioners are missing a fundamental question: What is the cost compared to the benefit? If staff spends 50 hours a year and the result is that we free up a lane of traffic, 50 hours is a good investment. The Board went down this road for a reason, he said, inviting staff to speak. We should look at the potential benefits to I-66 and weigh investment versus impact.

Dr. Schneider said at the direction of the Board over the past four to five years, PRTC has been involved in creating a Strategic Plan and in positioning PRTC as “more than just a bus company,” which is why it is involved in the vanpool, rideshare, and Transportation Demand Management (TDM) programs and plays the role of being a one-stop-shop for all transportation issues other than building a road. Regarding slugging, people in the I-66 corridor don’t understand how it works. Slugging would remain grass roots, but this project would help make people aware of the slugging option and how it works.

Commissioner Kelly said there has been a lot of time and effort over the years talking about slugging and the Commissioners need to look at every option instead of building more roads. PRTC wouldn’t be running the project, just setting it up, and any concerns about potential on-going expenses can be addressed by simply saying no to future funding requests. By passing on this project, the Board would miss a huge opportunity to make improvements in the lives of Northern Virginians, Commissioner Kelly said, adding that the concerns that have been raised don’t outweigh the benefits.

Commissioner Rishell said if slugging is appropriate and proper for that corridor, it will likely develop organically. She understands the desire to reduce congestion but thinks that if transit is promoted successfully a byproduct will be reduced congestion. She will not support the resolution.

(ANGRY/SEBESKY; AYES: 4, NAYS: 10; MOTION FAILS
AYES: KELLY, SKINNER, FRAZIER, HORSLEY;
NAYS: ANGRY, BAILEY, BODDYE, FRANKLIN, LAWSON, VEGA, SEBESKY, RISHELL, ALLEN, SHELTON)

Chair Franklin referenced a discussion earlier in the meeting regarding moving the Wheels-to-Wellness program to Prince William County. Commissioner Bailey made a motion to move the Wheels-to-Wellness program under Prince William County with a second by Commissioner Boddye.

Commissioner Angry said he wanted to clarify if the motion’s intention is to take Wheels-to-Wellness to the County for a period of discussion or if it’s going to the County with no intention of returning it to PRTC and that transportation service will still be provided on a month-to-month cost basis.

Commissioner Bailey stated an amended motion that Wheels-to-Wellness be taken to Prince William County for discussion about its future.

Chair Franklin asked Ms. Pandak if the Board needs a motion to take the discussion to Prince William County. Ms. Pandak said a motion isn’t necessary but it’s up to the Commission if it wants to entertain that motion. Chair Franklin stated that she believes no motion is needed because Prince William can have this discussion on its own. Commissioner Bailey then withdrew her motion.

Commissioner Boddye said he’s fine with having the motion withdrawn, but he wants the public record to reflect that the County will be having a discussion about Wheels-to-Wellness.

Commissioner Angry thanked Commissioner Kelly for providing a history of the Wheels-to-Wellness program.

Chair’s Time – 11

Chair Franklin said she is looking at possibly reconvening the July PRTC meeting in person. Chair Franklin noted that local media recently posted her Opinion/Editorial piece thanking transit workers during the pandemic, and she thanked PRTC staff for placing the editorial.

Commissioner Vega asked if Commissioners will be able to participate remotely at the July meeting even if some members attend in person. Chair Franklin said she is open to that option. Dr. Schneider said a call is being scheduled with the Chair to discuss options for the July meeting, and it will take into account the most recent information from Governor Northam.

Commissioner Bailey said Wheels-to-Wellness is a very important program and she wants to make sure the Commissioners are supporting it efficiently and fiscally.

Other Business/Commissioner's Time – 12

Commissioner Boddye said he hopes people will be encouraged to continue teleworking, even as the community goes through phased reopening, to help keep people safe and reduce traffic.

Commissioner Shelton thanked Commissioner Bailey for her passion and said it makes serving on the Commission a good experience.

Senator Barker, who anticipates being re-appointed to the PRTC Board, said he will share with the Board soon some of the items that came before the General Assembly during the most recent session.

Adjournment – 12

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

The meeting was adjourned at 9:09 p.m.

Information Items

None

Virginia Railway Express (VRE) Acting Chief Executive Officer's Time

6.1 Acting Chief Executive Officer's Time (verbal)

Public Comment Time

Public comments will not be received during the meeting; however, those wanting to comment should send written comments, limited to one (1) page, to CRodrigo@OmniRide.com by July 8, 2020 at 5:00 p.m.

PRTC Consent Agenda Action Items

- 8.1 Approve Consent Agenda**
- 8.2 Acceptance of the Potomac and Rappahannock Transportation Commission Monthly Jurisdictional Financial Report for the Period Ended April 30, 2020**
- 8.3 Authorization to Budget And Appropriate the City of Fredericksburg's Motor Fuels Tax Funds for Various Transportation Projects**

MOTION:

SECOND:

RE: APPROVE CONSENT AGENDA – JULY 9, 2020

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 9, 2020 as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

MOTION:

SECOND:

**RE: ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION
COMMISSION MONTHLY JURISDICTIONAL FINANCIAL REPORT FOR THE PERIOD
ENDED APRIL 30, 2020**

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, 2020.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

Fuel Tax Revenues
Budget to Actual
Ten Months Ended April 2020

	FY20 YTD Budget	FY20 YTD Actual	Variance %	Variance \$
Prince William County	11,039,917	12,273,742	11%	1,233,825
Stafford	3,541,083	3,849,932	9%	308,849
Manassas	807,667	750,365	-7%	(57,302)
Manassas Park	610,000	600,624	-2%	(9,376)
Fredericksburg	1,298,667	1,223,930	-6%	(74,737)
Spotsylvania	3,957,667	4,767,436	20%	809,769
Total	21,255,001	23,466,029	10%	2,211,028

Year to date budget reflects updated FY2020 motor fuels tax revenue projections done in April 2020 as part of the FY2021 revised budget process.

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE TEN MONTHS ENDING APRIL 30, 2020

FY20 Beginning Fund Balance	\$	21,944,377.83 (1)
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	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 2,391,730.24	\$ 31,315,967.76
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (784,994.00)	\$ (7,849,940.00)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 1,606,736.24	\$ 23,466,027.76
Interest from Investment	\$ 16,634.43	\$ 319,475.10
Total Tax & Investment Revenue	\$ 1,623,370.67	\$ 23,785,502.86
Expenditures/Transfers	\$ -	\$ (22,992,745.00)
Reimbursement from State Grant/Transfer from Other Governments	\$ -	\$ 137,185.00
PRTC Operating Fund Balance	\$ -	\$ 3,225,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES c		\$ 26,099,320.69
 FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		 \$ 2,058,207.89
 FY20 Projected State Grant (remainder)		 \$ -
 LESS: Unexpended Adopted Resolutions		 \$ (10,888,096.31) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	-	-
Jurisdictional Reimbursement	\$0.00	\$0.00
 Total Projected Unencumbered Balance		 \$ 17,269,432.27 (2)

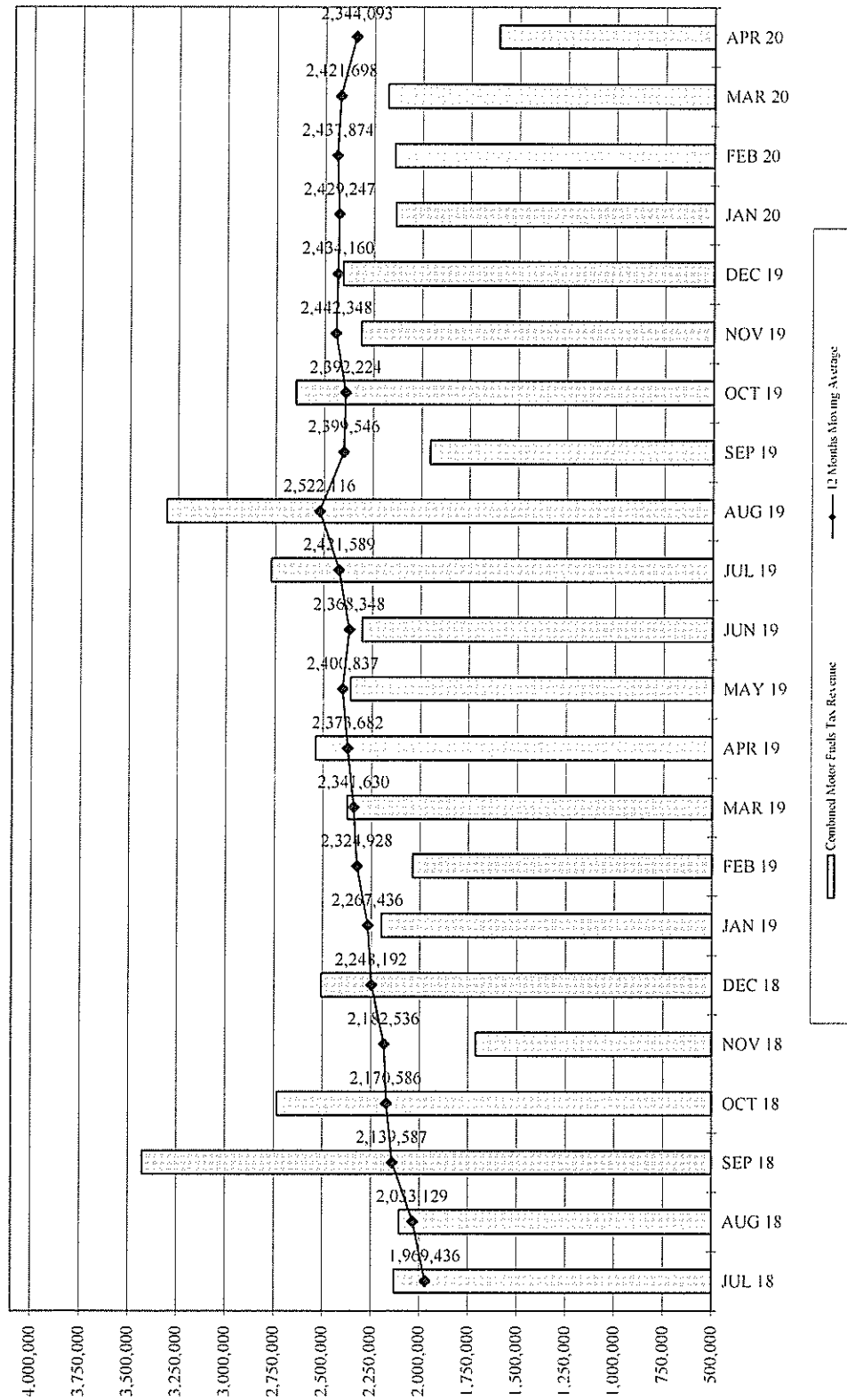
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
18-06-08	\$ - (1)	\$ -	\$ -
18-11-07	\$ 9,467.87 (1)	\$ -	\$ 9,467.87
19-04-05	\$ 708,567.75 (1)	\$ -	\$ 708,567.75
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 5,059,745.00 (1a)	\$ 5,059,745.00	\$ -
19-06-14	\$ 17,848,000.00 (1a)	\$ 17,848,000.00	\$ -
19-11-08	\$ 15,000.00	\$ -	\$ 15,000.00
19-11-09	\$ 10,000.00	\$ -	\$ 10,000.00
20-01-06	\$ 1,200,000.00	\$ -	\$ 1,200,000.00
20-03-05	\$ 85,000.00	\$ 85,000.00	\$ -
20-06-06	\$ 4,518,615.00	\$ -	\$ 4,518,615.00
20-06-07	\$ 2,600,000.00	\$ -	\$ 2,600,000.00
 Total	 \$ 33,880,841.31	 \$ 22,992,745.00	 \$ 10,888,096.31 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 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 FY 19 and FY20



MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY
FOR THE TEN MONTHS ENDING APRIL 30, 2020

FY20 Beginning Fund Balance			\$ 9,116,760.25 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 1,049,650.14	\$ 16,343,050.94	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (344,507.52)	\$ (4,069,309.41)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 705,142.62	\$ 12,273,741.53	
Interest from Investment	\$ 3,882.72	\$ 129,719.59	
Total Tax & Investment Revenue	\$ 709,025.34	\$ 12,403,461.12	
Expenditures/Transfers	\$ -	\$ (16,868,300.00)	
PRTC Operating Fund Balance	\$ -	\$ 2,984,000.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$ 7,635,921.37
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			974,158.47
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			\$ 8,437,079.84 (2)

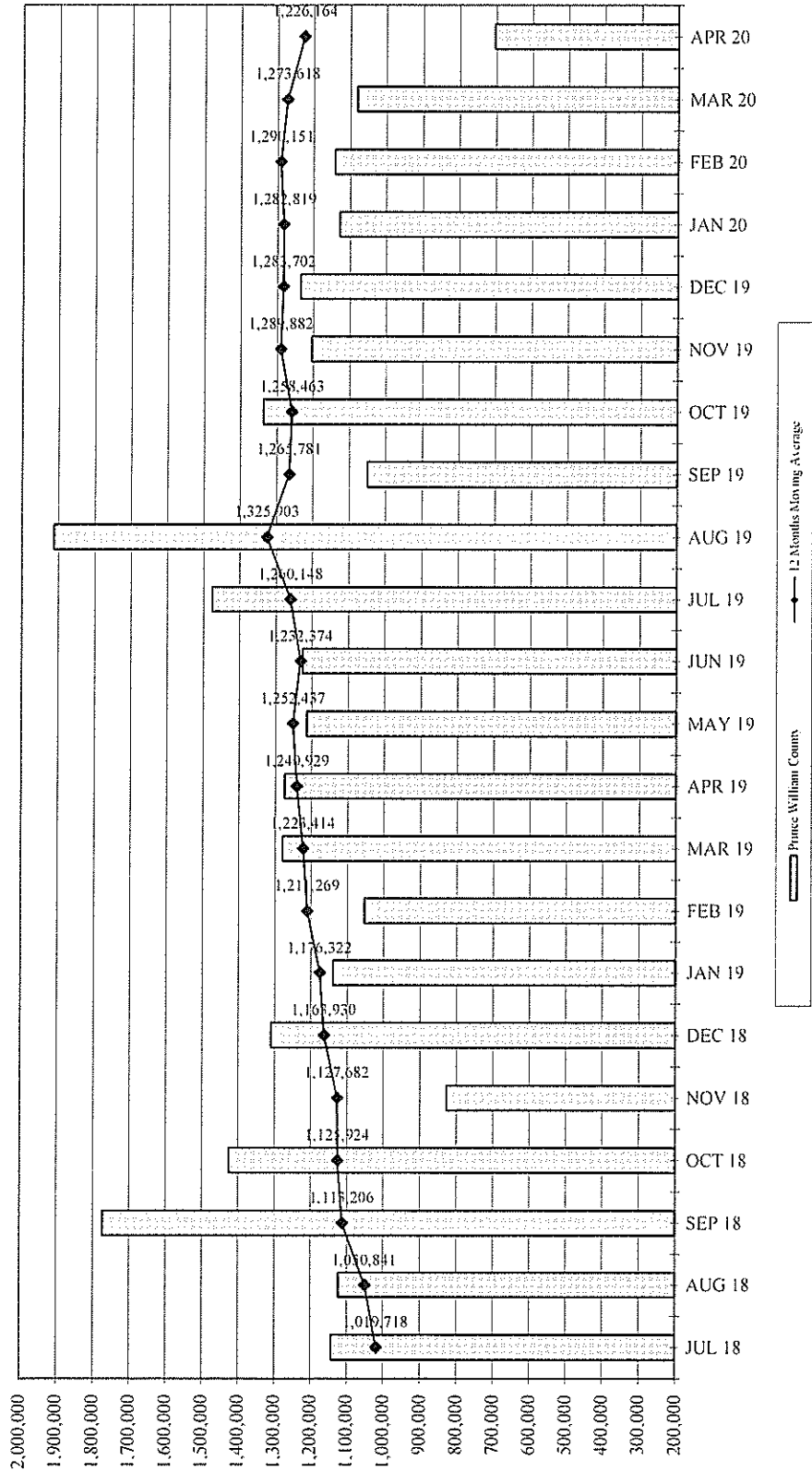
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
19-06-14	\$ 16,868,300.00 (1a)	\$ 16,868,300.00	\$ -
Total	\$ 17,041,300.00	\$ 16,868,300.00	\$ 173,000.00 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 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 FY19 and FY20



MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY
FOR THE TEN MONTHS ENDING APRIL 30, 2020

FY20 Beginning Fund Balance			\$	5,653,804.91	(1)
		Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-	
Gross Tax Revenue	\$	449,513.56	\$	5,146,497.01	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(147,535.64)	\$	(1,296,564.99)	
Less: State Admin Cost	\$	-	\$	-	
Net Tax Revenue	\$	301,977.92	\$	3,849,932.02	
Interest from Investment	\$	5,110.87	\$	75,435.38	
Total Tax & Investment Revenue	\$	307,088.79	\$	3,925,367.40	
Expenditures/Transfers	\$	-	\$	(2,457,020.00)	
PRTC Operating Fund Balance	\$	-	\$	63,300.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	7,185,452.31	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				399,367.98	
LESS: Unexpended Adopted Resolutions			\$	(4,518,615.00)	(*)
Other Financing Sources/(Uses)					
Claims and Judgments		\$0.00		\$0.00	
Jurisdictional Reimbursement		\$0.00		\$0.00	
Total Projected Unencumbered Balance			\$	3,066,205.29	(2)

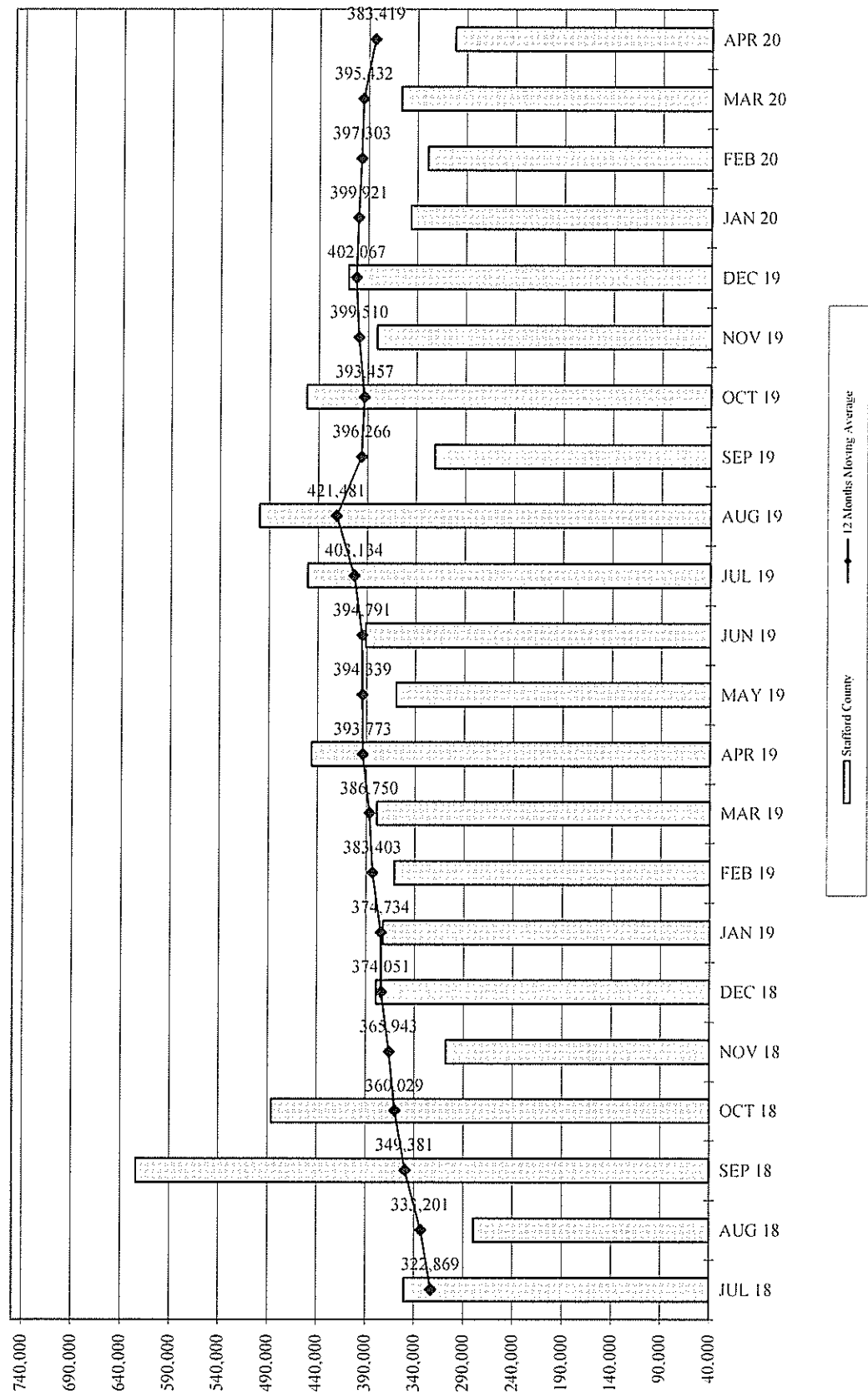
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE	
19-06-11	\$ 2,352,820.00 (1a)	\$ 2,352,820.00	\$ -	
19-06-14	\$ 104,200.00 (1a)	\$ 104,200.00	\$ -	
20-06-06	\$ 4,518,615.00	\$ -	\$ 4,518,615.00	
Total	\$ 6,975,635.00	\$ 2,457,020.00	\$ 4,518,615.00	(*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 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 FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS
FOR THE TEN MONTHS ENDING APRIL 30, 2020

FY20 Beginning Fund Balance		\$ 847,558.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 66,260.86	\$ 1,004,383.95
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (21,747.59)	\$ (254,019.03)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 44,513.27	\$ 750,364.92
Interest from Investment	\$ 363.02	\$ 6,761.50
Total Tax & Investment Revenue	\$ 44,876.29	\$ 757,126.42
Expenditures/Transfers	\$ -	\$ (1,166,042.00)
Reimbursement From State Grant and Transfer from City of Manassas	\$ -	\$ 137,185.00
PRTC Operating Fund Balance	\$ -	\$ 50,600.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 626,428.33
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		218,835.08
FY20 Projected State Grant (remainder)		-
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		\$ 845,263.41 (2)

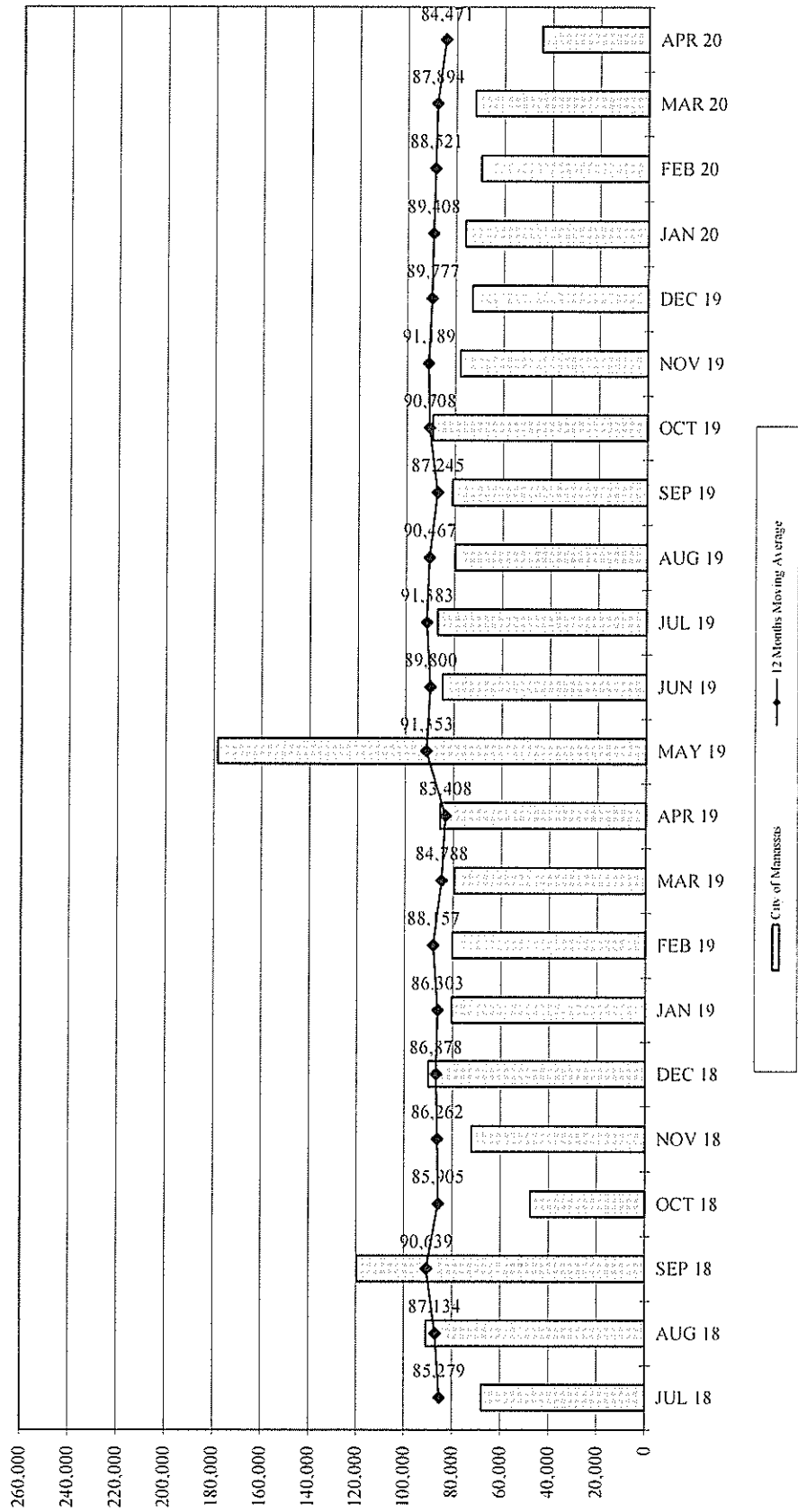
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-08	\$ - (1)	\$ -	\$ -
19-06-11	\$ 694,742.00 (1a)	\$ 694,742.00	\$ -
19-06-14	\$ 471,300.00 (1a)	\$ 471,300.00	\$ -
Total	\$ 1,166,042.00	\$ 1,166,042.00	\$ - (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 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 FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS PARK
FOR THE TEN MONTHS ENDING APRIL 30, 2020

FY20 Beginning Fund Balance			\$ 2,854,976.21 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 47,132.79	\$ 798,561.83	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (15,469.54)	\$ (197,938.07)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 31,663.25	\$ 600,623.76	
Interest from Investment	\$ 2,177.32	\$ 40,818.96	
Total Tax & Investment Revenue	\$ 33,840.57	\$ 641,442.72	
Expenditures/Transfers	\$ -	\$ (740,185.00)	
PRTC Operating Fund Balance	\$ -	\$ 27,100.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$ 2,783,333.93
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			131,376.24
LESS: Unexpended Adopted Resolutions			\$ (1,245,803.69) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 1,668,906.48 (2)

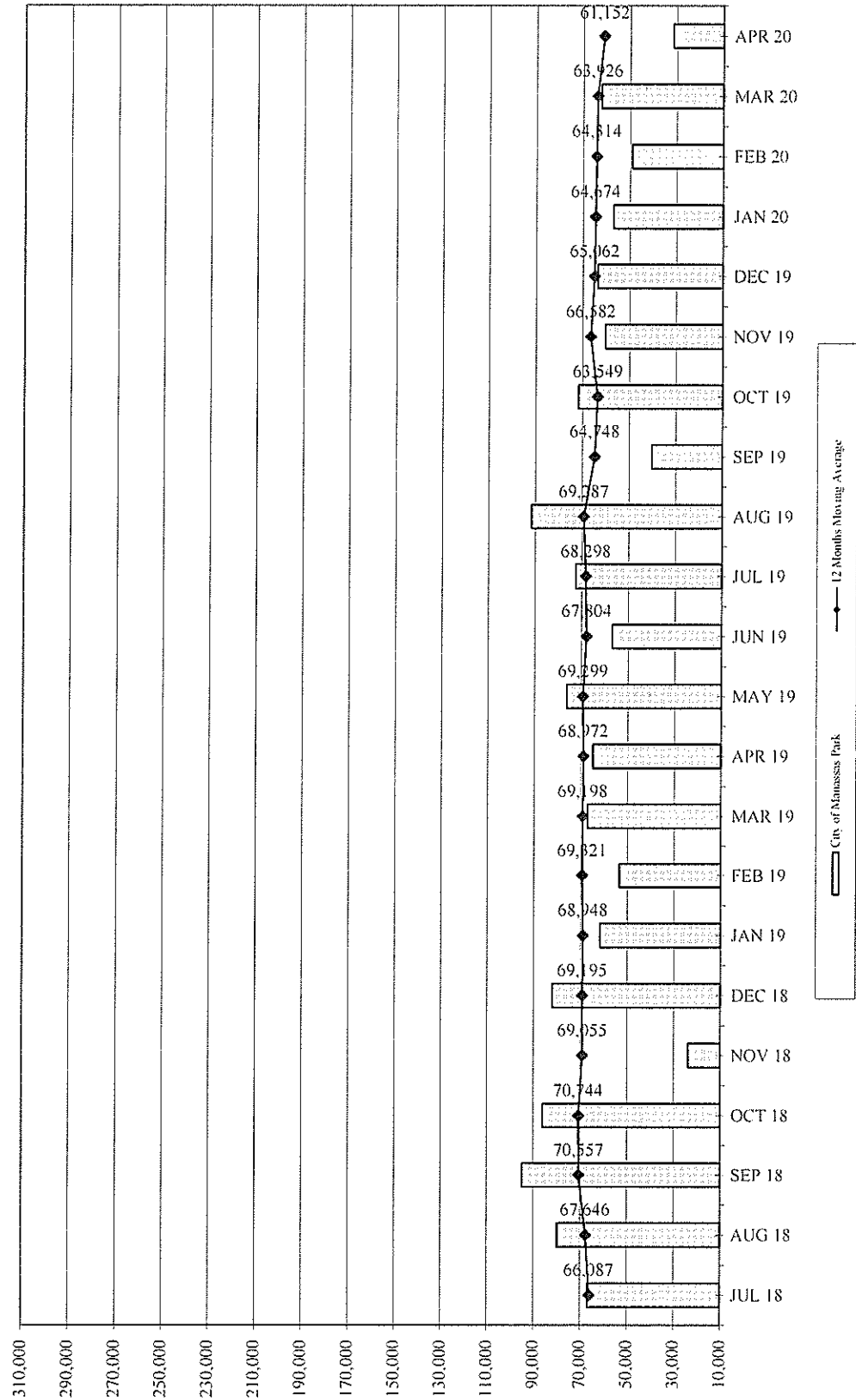
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
19-06-11	\$ 405,485.00 (1a)	\$ 405,485.00	\$ -
19-06-14	\$ 249,700.00 (1a)	\$ 249,700.00	\$ -
19-11-08	\$ 15,000.00	\$ -	\$ 15,000.00
19-11-09	\$ 10,000.00	\$ -	\$ 10,000.00
20-03-05	\$ 85,000.00	\$ 85,000.00	\$ -
Total	\$ 1,985,988.69	\$ 740,185.00	\$ 1,245,803.69 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 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 FY 19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG
FOR THE TEN MONTHS ENDING APRIL 30, 2020

FY20 Beginning Fund Balance			\$ 1,530,475.74 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 175,987.22	\$ 1,638,520.95	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (57,761.08)	\$ (414,591.07)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 118,226.14	\$ 1,223,929.88	
Interest from Investment	\$ 1,745.51	\$ 24,212.70	
Total Tax & Investment Revenue	\$ 119,971.65	\$ 1,248,142.58	
Expenditures/Transfers	\$ -	\$ (361,328.00)	
PRTC Operating Fund Balance	\$ -	\$ 28,100.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$ 2,445,390.32
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			334,470.12
LESS: Unexpended Adopted Resolutions			\$ (432,642.00) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 2,347,218.44 (2)

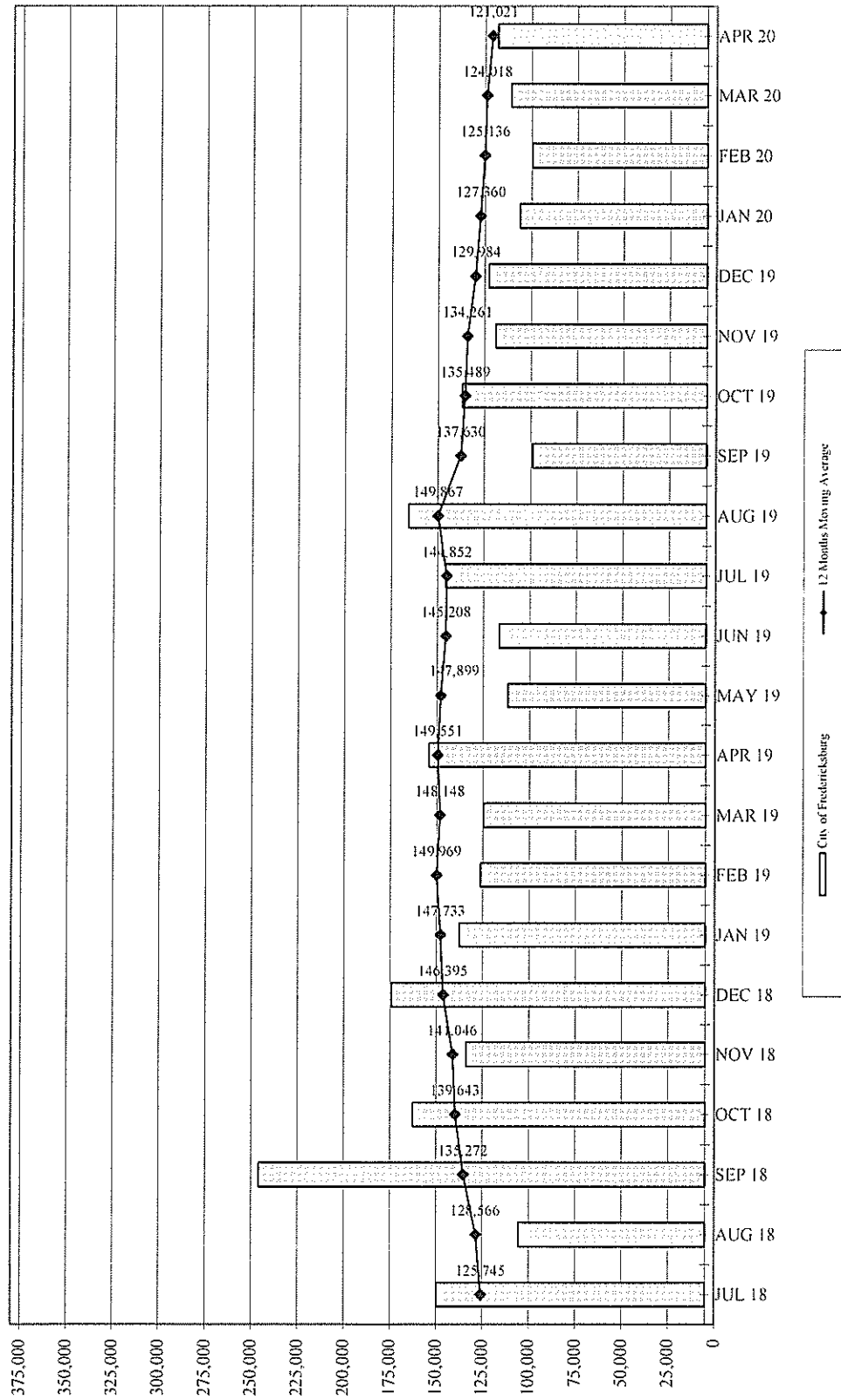
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 321,028.00 (1a)	\$ 321,028.00	\$ -
19-06-14	\$ 40,300.00 (1a)	\$ 40,300.00	\$ -
Total	\$ 793,970.00	\$ 361,328.00	\$ 432,642.00 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 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 FY19 and FY20



MONTHLY FINANCIAL REPORT FOR SPOTSYLVANIA COUNTY
FOR THE TEN MONTHS ENDING APRIL 30, 2020

FY20 Beginning Fund Balance		\$ 1,940,801.81 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 603,185.67	\$ 6,384,953.08
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (197,972.63)	\$ (1,617,517.43)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 405,213.04	\$ 4,767,435.65
Interest from Investment	\$ 3,354.99	\$ 42,526.97
Total Tax & Investment Revenue	\$ 408,568.03	\$ 4,809,962.62
Expenditures/Transfers	\$ -	\$ (1,399,870.00)
PRTC Operating Fund Balance	\$ -	\$ 71,900.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 5,422,794.43
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		(0.00)
LESS: Unexpended Adopted Resolutions		\$ (4,518,035.62) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 904,758.81 (2)

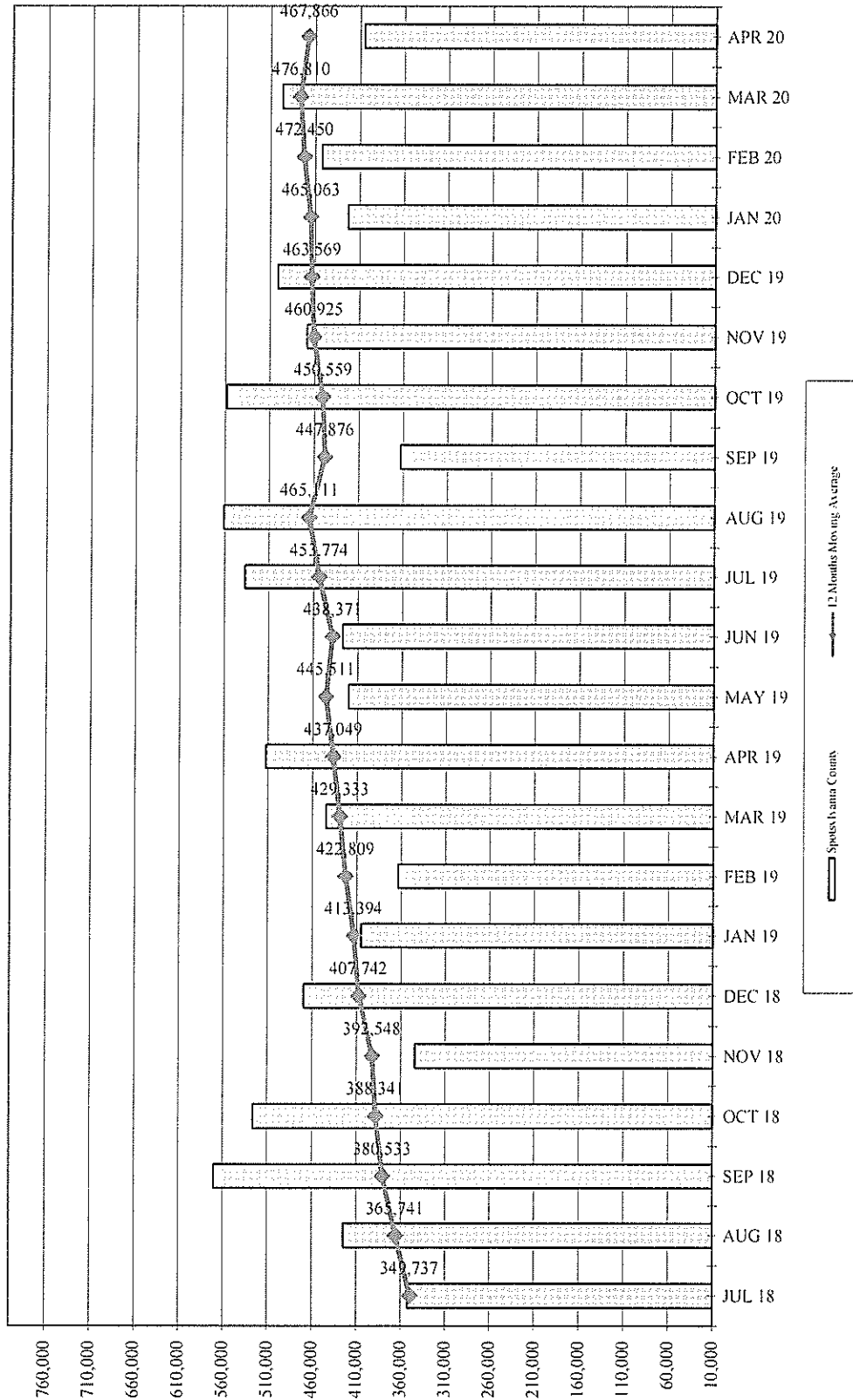
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-11-07	\$ 9,467.87 (1)	\$ -	\$ 9,467.87
19-04-05	\$ 708,567.75 (1)	\$ -	\$ 708,567.75
19-06-11	\$ 1,285,670.00 (1a)	\$ 1,285,670.00	\$ -
19-06-14	\$ 114,200.00 (1a)	\$ 114,200.00	\$ -
20-01-06	\$ 1,200,000.00	\$ -	\$ 1,200,000.00
20-06-07	\$ 2,600,000.00	\$ -	\$ 2,600,000.00
Total	\$ 5,917,905.62	\$ 1,399,870.00	\$ 4,518,035.62 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 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 FY19 and FY20



MOTION:

SECOND:

**RE: AUTHORIZATION TO BUDGET AND APPROPRIATE THE CITY OF FREDERICKSBURG'S
MOTOR FUELS TAX FUNDS FOR VARIOUS TRANSPORTATION PROJECTS**

ACTION:

WHEREAS, the City of Fredericksburg, by Resolution 20-45, requests approval to budget and appropriate \$1,416,000 of motor fuels tax funds for various transportation projects as follows:

Stafford Regional Airport Operations	\$ 21,000
Dixon St and Charles St Pedestrian Improvements	35,000
FRED Transit Operations	480,000
Asphalt Rehabilitation Program	370,000
Sophia Street Parking Garage Improvements	210,000
Sophia Street Parking Garage Debt Service	300,000
Total	\$1,416,000

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the budgeting and appropriation of \$1,416,000 of the City of Fredericksburg's motor fuels tax funds for various transportation projects.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate(s) Present Not Voting:

Absent from Meeting:



MOTION: KELLY

SECOND: GRAHAM

**June 09, 2020
Regular Meeting
Resolution 20-45**

RE: Authorizing Use of \$1,416,000 of Motor Fuels Tax Funds for Various Transportation Projects

ACTION: APPROVED: Ayes: 7; Nays: 0

The City of Fredericksburg ("the City") is a member of the Potomac and Rappahannock Transportation District ("the District"), a transportation district created pursuant to the Transportation District Act of 1964 (Code of Virginia §33.2-1900 et seq.).

The Potomac and Rappahannock Transportation Commission ("PRTC") is the governing body of the District.

The Commonwealth of Virginia levies a tax of 2.1 percent of the sales price charged to a distributor for fuels sold to a retail dealer for retail sale in the District, which participates in the operation of a rail commuter mass transportation system (Code of Virginia §58.1-2295).

All taxes paid to the State Tax Commissioner, after subtraction of the direct costs of administration by the Tax Department, are deposited in a special fund held by the District (Code of Virginia §58.1-2299.20).

In Fiscal Year 2020, the City is obligated to provide funds from its motor fuels tax account in the amounts of \$321,028 for the Virginia Railway Express and \$40,300 for administrative and capital expenses of the PRTC.

As of June 30, 2019, the Total Unencumbered Fund Balance in the City's motor fuels tax account was approximately \$1.022 million.

The City estimates that during Fiscal Year 2020, the City will collect additional motor fuels tax revenue of approximately \$1.56 million.

At the request of the member jurisdiction, surplus revenue from the motor fuels tax may be expended for any transportation purpose (Code of Virginia §58.1-2299.20).

The City will engage in various transportation-related activities including but not limited to Stafford Regional Airport operational support, pedestrian signal improvements, FRED transit operations, Sophia Street Parking Garage debt service and improvements, and asphalt pavement rehabilitation in the City.

The City desires to use a portion of the surplus revenue from its motor fuels tax account for these purposes.

Therefore, the City Council of the City of Fredericksburg, Virginia, hereby resolves to request that the PRTC budget and appropriate the following amounts for these projects:

Stafford Regional Airport Operations	\$ 21,000
Dixon Street and Charles Street Pedestrian Improvements	35,000
FRED Transit Operations	480,000
Asphalt Rehabilitation Program	370,000
Sophia Street Parking Garage Improvements	210,000
Sophia Street Parking Garage Debt Service	<u>\$ 300,000</u>
Total	<u>\$ 1,416,000</u>

The City Manager is authorized and directed to submit to PRTC requests for reimbursement of expenses incurred by the City in connection with these projects.

Votes:

Ayes: Greenlaw, Withers, Devine, Duffy, Frye, Graham, Kelly

Nays: None

Absent from Vote: None

Absent from Meeting: None

Clerk's Certificate

I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 20-45 adopted at a meeting of the City Council held June 9, 2020, at which a quorum was present and voted.



Tonya B. Lacey, MMC
Clerk of Council

PRTC Executive Director's Time

9.1 Executive Director's Report (verbal)

- **COVID-19 Response and Update**
 - **Express Service Returns to Friday Service Level**
 - **Employee/Passenger Safety**
 - **Phased Reopening Steps**
 - **Virginia Creating Pandemic Workplace Safety Mandates**
- **Passenger Rail Authority Update**
- **Federal Legislative Update**

Presentations and Information Items

- 10.1 I-395/95 Commuter Choice Program Overview (presentation)
- 10.2 Transit Strategic Plan and Transportation Demand Management Plan (presentation)
- 10.3 Operations and Maintenance Contract Structure and Development (presentation)



I-395/95 Commuter Choice Overview

Potomac and Rappahannock Transportation Commission – July 2, 2020

Ben Owen
Commuter Choice
Senior Program Manager

I-395/95 Commuter Choice Introduction

Competitive program that invests toll revenues from the I-95 and I-395 Express Lanes into transportation projects that...

Maximize Person Throughput & Implement Multimodal Improvements



Improve mobility



Support new, diverse travel choices



Enhance transportation safety and travel reliability

Approximately
\$30 million available
per two-year program



Northern Virginia Transportation Commission

Roles and Responsibilities



- Approves projects identified by NVTC and PRTC (CTB, via DRPT)
- Receives and distributes concessionaire payment (VDOT, DRPT)
- Receives annual Commuter Choice report

- Adopt program policy, including evaluation process
- Select multimodal improvements
- Adopt annual report for transmittal to CTB
- Identify members for JCWG (3 apiece)

NVTC staff handles day-to-day program management per agreement with PRTC

- Apply for and carry out projects

I-395/95 Round One Projects

10 Projects

\$19 Million Investment

Eight New or Enhanced Bus Services

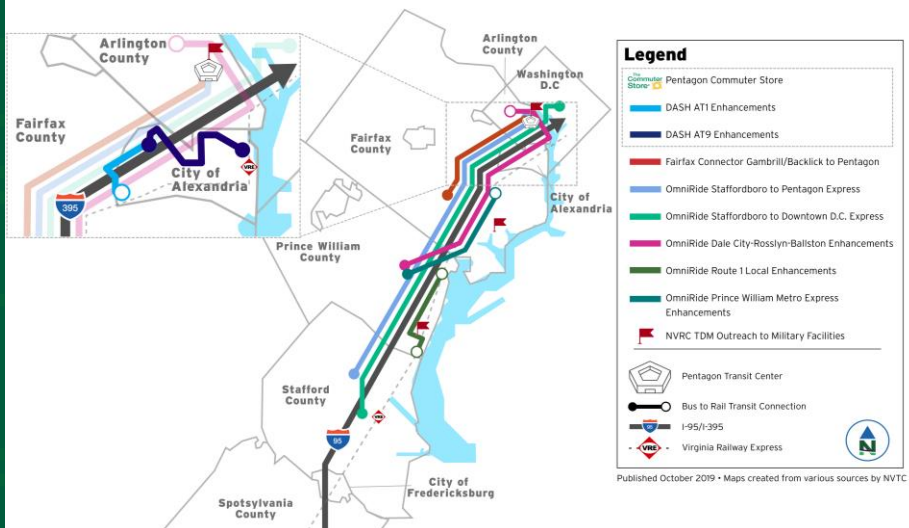
Including capital expenses (buses, stop improvements)



Two Transportation Demand Management Campaigns

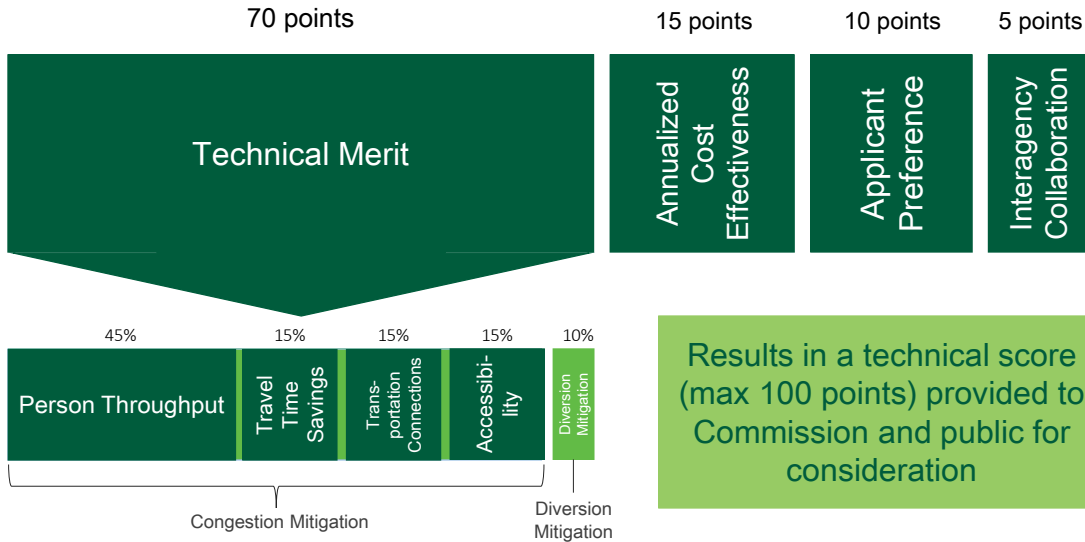
Providing information and incentives to commuters to choose non-drive alone modes

700 More People Moved Through the Corridor Each Morning



Technical Evaluation Process

From the fall 2019 I-66 Commuter Choice call for projects



Upcoming Steps



Thank You. Any Questions?

Ben Owen

*Commuter Choice Senior Program Manager,
Northern Virginia Transportation Commission*

benowen@novatransit.org

571.565.4407 direct | 703.524.3322 main



2300 Wilson Boulevard, Suite 230, Arlington, Virginia 22201 | www.novatransit.org | [@novatransit](https://twitter.com/novatransit)





Transit Strategic Plan and Transportation Demand Management Plan

PRTC Commission Meeting April 2, 2020

Positioning Statement

“For the greater Prince William area’s growing and diverse residents, organizations, and businesses, PRTC is the organization that delivers a multimodal transportation system, connecting the area’s network of convenient, livable activity centers to one another and to the larger region in a way that makes the greater Prince William area the community of choice.”



Strategic Planning Timeline



May 2016 – Phase I, Potential Funding Alternatives, begins (completed in November)

August 2016 – Strategic Plan Steering Committee formed

December 2016 - Strategic Visioning Retreat

December 2017 - Phase II, Strategic Recommendations, completed

3

Transit Strategic Plan (TSP) and Transportation Demand Management Plan (TDMP)



Meet DRPT requirements

Align with Strategic Recommendations

Align with jurisdictional goals

Align with state and regional plans and efforts

Fiscally constrained

Responsive to known trends and conditions

Reasonable and achievable

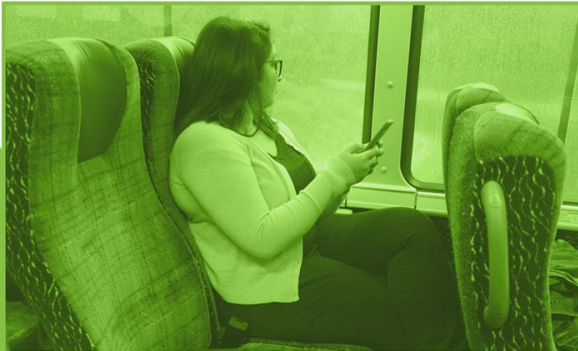
Updated annually

4

Transportation Demand Management Plan



Key Theme: Build an army of ambassadors through public and private partnerships to promote travel options.



5

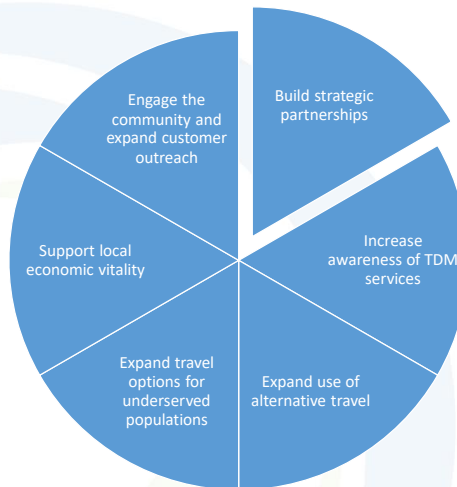
TDM Strategic Recommendations



- Reduce drive alone market by investing in staff resources to promote TDM strategies.
- Strengthen relationships with Prince William area businesses and private sector stakeholders.
- Increase ease of access to commuter information.
- Expand efforts to promote and register vanpools.
- Proactively engage in the development of park-and-ride facilities.
- Identify resources that support the latest trends in commuting through updating the TDM plan.

6

TDMP Goals



Increasing Awareness

Develop a narrative of program benefits

Launch targeted social media campaigns

Increase Spanish language outreach

Encourage Slugging on the I-66 Corridor

Building Partnerships



Expanded outreach to community events

Establish Mobility Councils with private and public stakeholders

Establish an employer's partners program

9

Leveraging Technology



Develop Real-Time Information application

Develop Mobile Ticketing application

Develop Mobility as a Service Platform

Wheels to Wellness program enhancements

Modernize and update website

10

Performance Measurement



Ridematching

- Commuter information requests
- Commuters placed in alternate mode

Vanpool

- Total vanpool riders
- Total supported vanpools

Outreach

- Number of community events attended
- Unique website visitors

Employer Services

- Businesses contacted by OmniRide Employer Services
- Businesses participating in OmniRide employer programs

Mobility Councils

- Number of council events
- Number of council participants

Program Outcomes

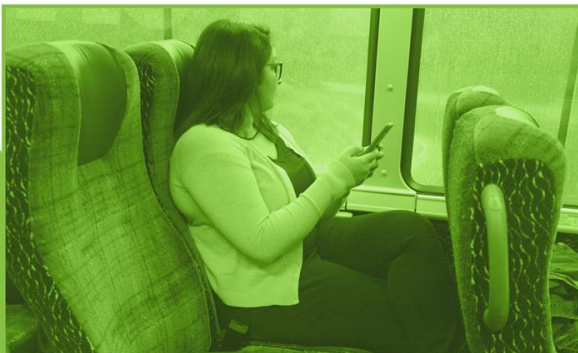
- Vehicle trips and vehicle miles travelled reduced
- Peak period travel delay reduced

11

Transit Strategic Plan



Key Theme: Recapture market share through improvements to service quality, public-private partnerships, and a performance-driven approach.



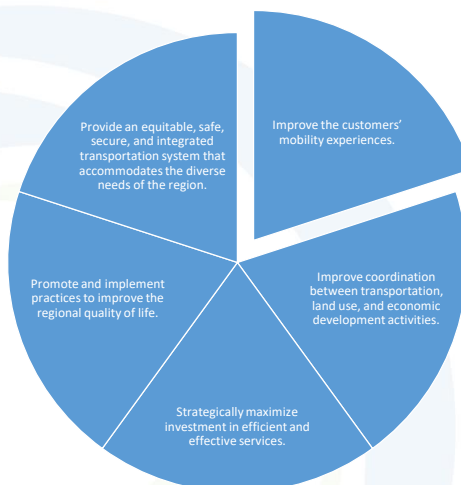
12

Transit Strategic Recommendations

- 1. Implement service improvements to a level of quality that will attract more riders.
- 2. Increase and maintain services in high-capacity transit corridors by proactively seeking and leveraging funding.
- 3. Utilize data collection technology to build a business case for public-private partnerships.
- 4. Develop and apply standards and performance measures through a Transit Strategic Plan (TSP).
- 5. Implement policies requiring activity centers and transit-supportive land uses to be connected by PRTC services.

13

TSP Goals



14

Short Term: Present - 2022



Revise Eastern Local Routes

- Four existing local routes converted into seven routes that serve more localized areas
- Revised network would allow service to be better tailored to demand
- Operate fixed routes and underlying paratransit

Other recommendations achieved in recent service changes

- Western local service restructuring
- I-66 Commuter Choice services
- I-395/95 Commuter Choice services

15

Mid Term: 2023 - 2026



Neabsco Mills Garage

- East-West Express and Prince William Metro Express revised to serve Neabsco Mills transit hub
- New Commuter Express routes to St. Elizabeth's and Eisenhower Avenue

I-66 Express Lanes

- Manassas Metro Express and Commuter Express revised to serve Balls Ford Commuter Lot
- Linton Hall Metro Direct increased frequency
- New Commuter Express route – Gainesville/Near East (NoMA)
- All-day, bi-directional service on Manassas Metro Express

I-95/395

- New Commuter Express routes – Dale City and Lake Ridge to Near East (NoMA)

16

Long Term: 2027 - 2029

New route

- OmniRide Local - Old Town Manassas/Innovation

17

Performance Measurement

Ridership

- Total ridership
- Riders per hour/mile/trip

Cost Efficiency

- Farebox recovery
- Cost per hour/mile/trip

Safety

- Miles between service interruptions
- Preventable accidents/injuries

System Coverage

- Local – jobs within ¼ mile of route
- Express – activity centers served

Service Quality

- On-time performance
- Customer complaints

Service Availability

- Population within ¼ mile of Local stop
- High-need population within ¼ mile of Local stop

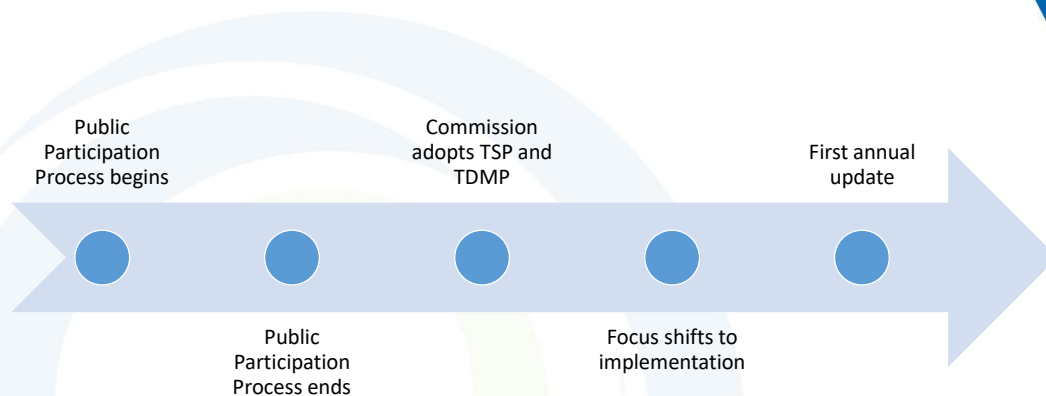
18

Finishing the Phase



19

TDMP and TSP Timeline



20



Thank you.
ANY QUESTIONS?

Chuck Steigerwald
csteigerwald@omiride.com
703-580-6144

OmniRide.com



Operations and Maintenance Contract Structure and Development

July 9, 2020

Summary

- KEOLIS Transit America (same firm as VRE)
- Revenue Hour vs. Platform Hour model does not change the total amount of contract, it redistributes
- Variable/Fixed rate model allows better cost control
- 5-year base contract w/ 5 option years



Overview



- Current contract structure
- Goals of new contract
- Terms of contract
- Terminology and cost model

3

Contract Background



- Revenue Hour based
- One maintenance facility
- Commuter service primarily on 95 corridor
- Local fixed route deviation service
- Post-Recession pricing/service levels

4

Highlights of Current Rate Structure



- Deadhead (travel time) built into in “revenue hour” pricing
- Annual flat rate increases
- Effective for highly stable service
- Budgeting challenges when service levels cross key rate thresholds

5

Potential for Inefficiencies



EAC = ESTIMATED/ANNUAL COST

■ INITIAL HOURLY TIER

■ MAXIMUM HOURLY TIER

┆ ANNUAL SAVINGS DISCREPANCY

6

Why a new RFP?



Changing times, changing conditions



7

New Operating Scenarios



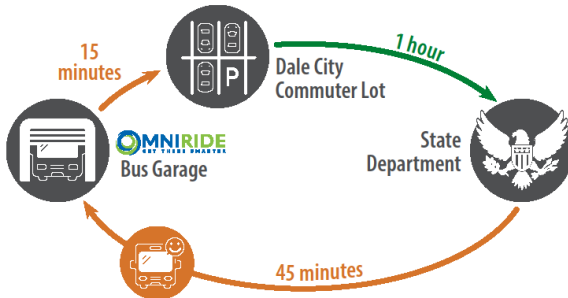
- Expansion of commuter operations (particularly along I-66 corridor)
- New local service models, including paratransit and taxi programs
- Uncertainties in future service needs
- Western Facility opening and staffing dependent on post-COVID environment

8

Change in Rate Structure

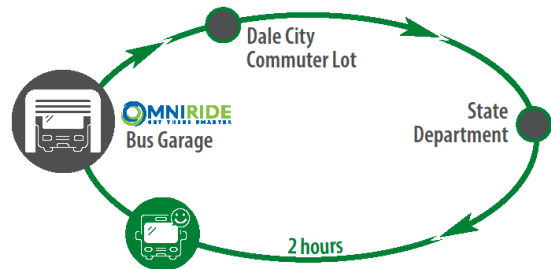
Revenue Hour Based
(current contract)

Platform Hour Based
(new contract)



Revenue Hours = 1 hour
Deadhead = 1 hour

1 Revenue Hour = \$100



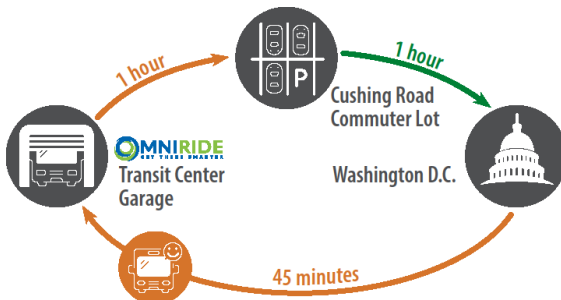
2 Platform Hours = \$100
@ \$50/hour

9

Western Service Example

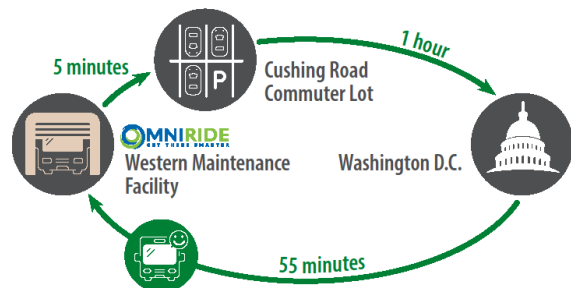
Revenue Hour Based
(current contract)

Platform Hour Based
(new contract)



Revenue Hours = 1 hour
Deadhead = 1:45 hours

1 Revenue Hour = \$100



2 Platform Hours = \$100
@ \$50/hour

10

Innovative Cost Model Approach



- COVID-19 disruption of revenues
- Need predictable costs in fluid environment
- Incorporates fixed route and paratransit
- Established Fixed and Variable rates

11

Fixed Pricing



- Known fixed costs helps with budgeting
 - Key Management/Administrative Labor & Expenses
 - Operational Supervision
 - Monthly Corp/Overhead Fee
- Fee does not fluctuate with service levels

12

Variable Pricing



Variable:

- Pay for what you need = More agency control
- Rate change (up or down) when factors require:
 - Operational Labor & Benefits
 - Parts & Materials
 - Insurance
- Evaluate at end of FY21

13

Summary



- Revenue Hour vs. Platform Hour model does not change the total amount of contract, but instead redistributes cost centers
- Variable rates allow better cost control
- Agency can focus on better resource utilization
- Near universal hiring of existing First Transit employees

14

Terms of Contract



- KEOLIS Transit America is new contractor
- Begin service Nov 1, 2020
- 5-year base contract, up to 5 option years
- Includes Pandemic Plan & COVID-19 mitigation plan in place by Day 1 of service



PRTC Action Items

- 11.1 Authorize the Executive Director to Execute a Contract with Keolis Transit America to Provide Fixed Route Bus and Paratransit Operations and Maintenance Services**
- 11.2 Authorize the Executive Director to Commence the Public Participation Process for the Transit Strategic Plan and the Transportation Demand Management Plan**
- 11.3 Concurrence with the City of Fredericksburg's Virginia Railway Express Operations Board Appointments**

MOTION:

SECOND:

**RE: AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH
KEOLIS TRANSIT AMERICA TO PROVIDE FIXED ROUTE BUS AND PARATRANSIT
OPERATIONS AND MAINTENANCE SERVICES**

ACTION:

WHEREAS, the existing bus operations and maintenance services contract with First Transit, Inc. began on July 1, 2013 for a term of up to 10 years; and

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") authorized the Executive Director in June 2019 to conduct a new competitive procurement during the eighth year of this contract; and

WHEREAS, a new procurement at this time will further evolve PRTC's operations and maintenance programs, including implementation of new paratransit services in the western service area, new technologies, and a new western area maintenance facility; and

WHEREAS, management conducted a competitive procurement resulting in the submission of three proposals, all of which were deemed responsive and responsible; and

WHEREAS, Keolis Transit America was ranked highest, and ensuing negotiations were conducted to ensure PRTC is in a better position to meet a challenging budgetary landscape; and

WHEREAS, a predictable model was developed consisting of fixed and variable rates, in which the variable rate items are based on the levels of service added; and

WHEREAS, this cost model provides PRTC the flexibility to adjust service levels more effectively in the future based on service needs and the financial outlook of the agency; and

WHEREAS, the new contract would have a five (5)-year base period, followed by up to five (5) option years executed at the sole discretion of PRTC to execute singly or in combination.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to execute a contract with Keolis Transit America, in a form approved by legal counsel, for fixed route bus and paratransit operations and maintenance services effective November 1, 2020 for an initial five (5)-year term with up to five (5) years in options thereafter that are PRTC's sole discretion to exercise singly or in combination.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission also authorizes the Executive Director to exercise the contract options without the need for further Commission action if this is deemed to be in PRTC's best interest.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:


Alternate(s) Present Not Voting:


Absent from Meeting:



July 2, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorize the Executive Director to Execute a Contract with Keolis Transit America to Provide Fixed Route Bus and Paratransit Operations and Maintenance Services

Recommendation:

Authorize the Executive Director to execute a contract with Keolis Transit America to provide fixed route bus and paratransit operations and maintenance services. This is a five (5)-year base contract with up to five (5) options years exercised at PRTC's sole discretion.

Background:

On June 6, 2019 the Commission authorized the Executive Director to conduct a procurement process for the operations and maintenance contractor services during the eighth year of the current 10-year contract with First Transit, Inc. The procurement was not due to performance issues by the incumbent, but to further evolve PRTC's operations and maintenance programs, including implementation of new paratransit services in the western service area, new technologies, and a new western area maintenance facility.

RFP #20-04 was issued in September 2019. A mandatory pre-proposal conference was held, which included a full facility tour, and was attended by representatives from seven (7) firms. Three (3) firms ultimately submitted proposals: First Transit, Inc. (the incumbent company), MV Transportation, and Keolis Transit America. In-person interviews were conducted with all three (3) firms.

The evaluation criteria utilized were as follows:

- Qualification and Experience (20 points)
- Staffing Plan and Organization (25 points)
- Operating Methodology (25 points)

- Professional References (10 points)
- Proposed Costs (20 points)

Scoring of the proposals resulted in the following:

Company	Technical Score	Cost Score	Total Score
Keolis Transit America	50.62	17.19	67.81
First Transit, Inc.	42.74	18.71	61.47
MV Transportation	40.74	20.00	60.74

Best and Final Offers (BAFO) were evaluated, however, they did not impact the original scoring. This process further strengthened the technical merits of the Keolis proposal and provided more clarity as negotiations began. The COVID-19 pandemic halted negotiations temporarily as the focus turned to operational issues, budget refinement, and navigating through constantly changing conditions. Once negotiations resumed, PRTC requested a cost model that puts the agency in a better position to meet a challenging budgetary landscape. Negotiations focused on developing a predictable model that benefits PRTC, providing flexibilities to adjust service levels in the future based on service needs and the financial outlook of the agency. Fixed and variable rates were created for the following cost categories:

- Key management and administrative labor and benefits (fixed)
- General administrative and office expenses (fixed)
- Operational supervisors (fixed)
- Monthly fee (fixed)
- Operations labor and benefits (variable)
- Maintenance labor and benefits (variable)
- Parts, materials, and insurance (variable)

Variable items are based on the levels of service operated. This allows PRTC to have more control of costs, more predictable budgeting, and plan changes in service more effectively.

While estimated costs associated with operating out of the new western maintenance facility were included in the FY21 and beyond budget the Commission approved at its June meeting, actual costs are dependent on when the facility is operational and what level of service is operated from that facility. This contracting model allows us the flexibility of controlling those costs so they are within the approved budgeted amount.

Fiscal Impact:

Year one (1) of the contract is valued at approximately \$24,629,187, with an additional one-time start-up cost of \$740,523. While costs estimates associated with operating from the western facility were included in the FY21 and beyond budget the Board approved at its June 2020 meeting, the actual costs are dependent on when the facility is operational and the amount of service originating from that

facility. This particular contract costing model allows PRTC to control those costs so they do not exceed the already approved FY21 budgeted amount.

Federal:	\$0	
State:	\$0	
Local:	\$25,369,710	
	Fredericksburg:	\$0
	Manassas:	\$ 264,345
	Manassas Park:	\$135,692
	Prince William:	\$24,969,673
	Spotsylvania:	\$0
	Stafford:	\$0
Total:	\$25,369,710	

MOTION:

SECOND:

**RE: AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMENCE THE PUBLIC PARTICIPATION
PROCESS FOR THE TRANSIT STRATEGIC PLAN AND THE TRANSPORTATION DEMAND
MANAGEMENT PLAN**

WHEREAS, the Potomac and Rappahannock Transportation Commission (PRTC) is developing a Strategic Plan to guide the organization over the next decade; and

WHEREAS, Phase III of the strategic planning effort consists of the production of a Transit Strategic Plan (TSP) and a Transportation Demand Management Plan (TDMP); and

WHEREAS, production of a TSP and a TDMP is required by the Virginia Department of Rail and Public Transportation (VDRPT); and

WHEREAS, work on both the TSP and TDMP has been completed to allow for public review; and

WHEREAS, PRTC's adopted Public Participation Policy requires a public review including a public hearing prior to the adoption of a proposed transportation plan; and

WHEREAS, management will advise the Commission as to the results of the public participation process and seek adoption of the TSP and TDMP after the public participation process is complete.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to commence the public participation process for the Transit Strategic Plan and the Transportation Demand Management Plan.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate(s) Present Not Voting:

Absent from Meeting:



July 2, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Charles Steigerwald
Chief Development Officer

THROUGH: Robert A. Schneider, PhD
Executive Director

A handwritten signature in black ink, appearing to read "R. Schneider", is placed next to the name of the Executive Director.

SUBJECT: Authorize the Executive Director to Commence the Public Participation Process for the Transit Strategic Plan and the Transportation Demand Management Plan

Recommendation:

Authorize the Executive Director to commence the public participation process for the Transit Strategic Plan and the Transportation Demand Management Plan.

Background:

The Transit Strategic Plan (TSP) and the Transportation Demand Management Plan (TDMP) represent the completion of OmniRide's multi-year, multi-phased Strategic Plan effort. Along with the Commission endorsed Strategic Recommendations, these plans will guide the efforts of the agency over the next decade.

Both the TSP and the TDMP are required of grantees of the Virginia Department of Rail and Public Transportation (VDRPT). Under current guidelines transit agencies are required to complete a full TSP (major update) every five (5) years with a minor update each year. Minor updates are intended to provide agencies the flexibility to address changes in areas such as: organizational/governance changes, fare changes, new services/facilities, available funding, economic conditions, demographic and employment patterns, and changes in federal and state laws and regulations. They also provide the agencies the opportunity to adjust timelines, add newly developed services and account for changes in financial position. Currently the TDMP has a requirement to complete a new plan every six (6) years, however, VDRPT is developing new requirements that will likely match those of the TSP and require a minor update annually.

Each plan presents a set of proposed service enhancements covering the required planning horizon – 10 years for the TSP and six (6) years for the TDMP – in a fiscally constrained manner.

The service enhancements were based on existing plans, stakeholder and public input, and needs assessed during the course of the strategic planning effort. The two plans are being presented together in an effort to more fully represent the agency's work and reinforce the view of OmniRide as a multimodal service provider.

PRTC's Public Participation Policy requires public input prior to the adoption of any transportation plan. Given the current situation related to COVID-19 and restrictions on public gatherings, management will consider alternative methods of public input and determine a schedule for public hearings based on the best information available at the time. Commission members will be advised of hearing dates, locations, and format.

Once the public participation process is complete management will return to the Commission to advise members of all results and request adoption of the agency's Transit Strategic and Transportation Demand Management Plans as drafted or amended.

Fiscal Impact:

No fiscal impact.

MOTION:

SECOND:

**RE: CONCURRENCE WITH THE CITY OF FREDERICKSBURG'S VIRGINIA RAILWAY
EXPRESS OPERATIONS BOARD APPOINTMENTS**

WHEREAS, the City of Fredericksburg desires to appoint Council Members Matthew Kelly and Jason Graham as Potomac and Rappahannock Transportation Commission (PRTC) Board of Commissioners member and alternate member, respectively; and

WHEREAS, the City of Fredericksburg also desires to appoint Council Members Matthew Kelly and Jason Graham as a Virginia Railway Express (VRE) Operations Board member and alternate member, respectively, and will not meet to make this appointment until July 14, 2020; and

WHEREAS, the PRTC Bylaws require PRTC to concur with member jurisdictions' appointments to the VRE Operations Board; and

WHEREAS, membership by jurisdiction on the VRE Operations Board, in accordance with the provisions of the VRE Master Agreement, will consist of three (3) elected officials representing Prince William County, two (2) representing Stafford County, one (1) representing Spotsylvania County, one (1) each representing the cities of Fredericksburg, Manassas, and Manassas Park and a comparable number of alternate members, who must also be elected officials; and

WHEREAS, the PRTC Board of Commissioners representatives to the VRE Operations Board now include:

Members

Alternates

Prince William County

Andrea Bailey
Margaret Franklin
Jeanine Lawson

Victor Angry
Pete Candland
Ann Wheeler

Stafford County

Meg Bohmke
Cindy Shelton

Gary Snellings

City of Fredericksburg

Matthew Kelly

Jason Graham

City of Manassas

Ralph Smith

Pamela Sebesky

July 9, 2020

ITEM 11.3

Page 2

City of Manassas Park

Preston Banks

Hector Cendejas

Spotsylvania County

Gary Skinner

Deborah Frazier

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby concur with the City of Fredericksburg's appointment of Council Members Matthew Kelly and Jason Graham to the VRE Operations Board as a member and alternate member, respectively; and

BE IT FURTHER RESOLVED that this appointment is contingent upon the City of Fredericksburg providing PRTC a certified resolution re-appointing Council Members Matthew Kelly and Jason Graham as a Commission member and alternate Commission member no later than July 16, 2020; and

BE IT FURTHER RESOLVED that if the certified resolution is not provided to PRTC by July 16, 2020 the appointments of Council Members Matthew Kelly and Jason Graham to the VRE Operations Board will expire at 5:00 p.m. on July 16, 2020, otherwise it will continue as provided by law.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

PRTC Chair's Time

ITEM 13

Other Business/Commissioners' Time

ITEM 14

Adjournment

Upcoming Meetings: PRTC 2020 Meeting Schedule

COMMISSION MEETING SCHEDULE

2020

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 16

FEBRUARY 13

MARCH 5

APRIL 2

MAY 7

JUNE 4

JULY 9

AUGUST

BOARD RECESS - NO MEETING

SEPTEMBER 3

OCTOBER 1

NOVEMBER 5

DECEMBER 3

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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DECEMBER

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