

MOTION:

SECOND:

RE: APPROVAL OF MINUTES – May 2, 2019

ACTION:

WHEREAS, on June 6, 2019 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the PRTC Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

WHEREAS, PRTC conducted business in accordance with a published agenda dated June 6, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of May 2, 2019 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

May 2, 2019

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

Members Present

*Ruth Anderson, Chair
*Frank Principi, Immediate Past Chairman
*Maureen Caddigan
*Jeanine Lawson
*Marty Nohe
*Victor Angry
*Matthew Kelly
*Pamela Sebesky
*Jeanette Rishell, At-Large Member
*Gary Skinner, Treasurer
*Robert Thomas (arrived at 7:23 p.m.)
*Rojan Robotham
*George Barker

Members Absent

Paul Trampe
Jennifer Mitchell
Wendy Maurer, Secretary
Mark Dudenhefer

Alternates Present

*Cindy Shelton
Margaret Franklin (arrived 7:15 p.m.)
Kalai Kandasamy
*Jennifer DeBruhl

Alternates Absent

Hilda Barg
Pete Candland
Norm Catterton
Darrel Jordan
Jason Graham
Jack Cavalier
Hector Cendejas
Donald Shuemaker
Preston Banks
Todd Horsley
Steve Pittard
Tim McLaughlin
David Ross
Mark Wolfe

Jurisdiction

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

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

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

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

*Voting Member

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

Staff and General Public

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

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

Chair Anderson called the meeting to order at 7:09 p.m., noting the Executive Committee meeting ran a little late. Invocation and Pledge of Allegiance followed. Chair Anderson welcomed new Commissioner Victor Angry who represents Prince William County's Neabsco District. The Roll Call followed.

Approval of the Agenda –4 [RES 19-05-01]

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

Approval of the Minutes of the April 4, 2019 PRTC Board Meeting – 5 [RES 19-05-02]

Commissioner Sebesky moved, with a second by Commissioner Kelly to approve the minutes of the April 4, 2019 meeting. There was no discussion on the motion. (SEBESKY/KELLY, UNANIMOUS)

Virginia Railway Express (VRE) – 6

Mr. Rich Dalton briefed the Board on the following items of interest, noting Mr. Doug Allen sends his regards.

March is the time of year when VRE focuses on safety and security, conducting their annual roadway worker protection certification training for contractors, staff and other personnel. Training includes not only staff, but also contractors along the railroad right-of-way, particularly at the stations where personnel are performing station maintenance. Training was conducted over several weekends.

Alternate Commissioner Margaret Franklin arrives at 7:15 p.m.

VRE has implemented Positive Train Control (PTC) on both the Fredericksburg and Manassas lines. All Fredericksburg line trains were under PTC operation as of March 21st and all Manassas line trains were operating under PTC as of April 11th. VRE is now in the stabilization period, which will take approximately 45 to 60 days to stabilize the system, part of which is getting train crews, mechanical personnel, and dispatchers familiar with the operation.

Commissioner Robert Thomas arrives at 7:23 p.m.

On-time-performance slipped from mid-lower 80% to mid-70% in March, but that's started to pick back up. In April, particularly the last couple of weeks, the system has struggled with not only PTC related delays, but also rail congestion, which has been occurring for months. Implementing new safety technology (PTC) on top of rail congestion has caused some reliability issues. VRE provided data and information to the nationwide provider for the system resulting in two major system enhancements, one of which was pushed out on May 2nd and another large system improvement is expected the week of May 8th, which should resolve some of the performance issues.

VRE continues to push out a lot of messaging to their passengers and held a Meet-the-Management event on May 1st. They increased the number of staff so they could spend a lot of time listening to

passengers and explaining what VRE is doing and some of the opportunities VRE has. Mr. Dalton estimates 2,000 to 2,200 passengers attended the event.

Chair Anderson noted the media has picked up on the delays and expressed concern regarding the Metrorail shutdown this summer when six – seven Metro stations will be closed. Mr. Dalton responded that was one of the things they considered late last year. VRE had discussions with the host railroads about implementing PTC in the summer, however VRE felt the system would suffer greatly with the combination of the Metro shutdown and the summer heat orders that slow down trains. Mr. Dalton stated if there was a best time, this is the best time.

Mr. Dalton stated the average ridership in March was pushing 19,000 riders a day, which is pretty much on par with March 2018. The overall system on-time-performance is 82% with the Manassas line at 87% and the Fredericksburg line at 76%.

Commissioner Rishell asked how bad VRE expected the congestion to get. Mr. Dalton stated the congestion has been going on for the better part of a year now; that there is a lot of freight rail traffic that's using the same corridor as VRE and Amtrak and they are consuming a lot of the capacity in the corridor. With the rail congestion and implementing PTC, it's very unforgiving in terms of system reliability. Mr. Dalton stated safety is the number one issue and giving riders the assurance they can catch a train on time and get home on time.

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

Positive Train Control Implementation Commendation – 6D

Chair Anderson stated she has been advised there is some information missing and would like to hold this item until next month. With no objections, the item was removed from the agenda.

Public Comment Time - 7

Chair Anderson opened the floor for public comment time. Chair Anderson noted that anyone wishing to address the Commission to come forward and for those who do speak to introduce themselves and to state if they are representing an organization or themselves and also where they are from. It was noted that each person will have three minutes to speak to address the Commission. Having no one who wished to provide comments, Chair Anderson closed Public Comment Time.

Approve the Consent Agenda – 8 - [RES 19-05-03]

Commissioner Kelly moved, with a second by Commissioner Shelton, to approve the consent agenda. There was no discussion on the motion. (KELLY/SHELTON, UNANIMOUS)

- Acceptance of the Potomac and Rappahannock Transportation Commission Monthly Jurisdictional Financial Report for the period ended February 28, 2019 [RES 19-05-04]

PRTC Executive Director's Time – 9

Dr. Schneider asked Chuck Steigerwald, Director of Strategic Planning to make introductions while a video was being readied.

Mr. Steigerwald stated OMNIRIDE was asked to meet with students and staff of the Northern Virginia Community College, Woodbridge Campus regarding some concerns and issues they wanted to bring to our attention. One outcome of this meeting was the introduction of a pilot transit pass program for students at the Woodbridge Campus. Since the introduction of the pass pilot, there have been ongoing conversations on the best way to promote the pass. As a final project, some of the Cinema Arts

students decided they would film a commercial for the transit pass. The commercial was shown on the video screen.

Mr. Steigerwald stated this was important as it is in keeping with the objectives and goals of our Strategic Plan. Mr. Steigerwald advised the students were asked to come to the meeting so they could be recognized for their work. Mr. Steigerwald introduced Ms. Karen Todd, a staff member who acted as the liaison for the project, Mr. Josemanuel Tello, Student Government Association President, Alexandra Tantoco, Student Government Association Vice President, and Zipporah Davis, Student Government Association Treasurer. He advised the Cinema Arts student were not able to attend due to final exams.

Dr. Schneider stated staff is endorsing Prince William County's I-395/95 Commuter Choice Program project, noting this would normally be a resolution for the Commission, however, the Commission will be voting on the projects so this was done as a formal staff recommendation. Mr. Steigerwald advised the project would promote use of alternate modes of transportation/transit. He noted the project was designed to be implemented in cooperation with PRTC staff and advised it fits in with the Strategic Plan recommendations.

Commissioner Robotham asked if the Northern Virginia Community College would promote the transit pass. Mr. Steigerwald stated they would. He also advised they agreed to sell the transit pass through its parking and transportation office. He noted there was a lot of great cooperation with this project.

Dr. Schneider stated the industry article gives information on our recent double-decker bus demo. Advised it was the lead AM story on Fox 5 and NBC 4 on April 10th. The article gives a snapshot of different things to consider and the steps they will need to take moving forward to evaluate whether or not they should consider purchasing a double-decker bus. Commissioner Rishell asked if replacement parts were as easy to come by as other buses, Dr. Schneider advised they are not. Commissioner Principi noted the conclusion of the pilot is the need to do a cost benefit analysis and asked how that would happen. Dr. Schneider advised it would be done in-house and stated the question for PRTC is whether the higher expense of the bus is worth the unit of throughput they would get.

Presentations – 10

I-395/95 Commuter Choice Program Projects – Chuck Steigerwald

PRTC and NVTC released a Call for Projects for the I-395/95 Commuter Choice Program. Applications are due May 15th. PRTC will submit an application for funding for the following services:

1. New route from the Garrisonville/Rt. 610 commuter lot in Stafford to the Pentagon. The route will have four morning and four evening trips and will require the purchase of a vehicle.
2. New route from the Garrisonville/Rt. 610 commuter lot in Stafford to Washington, D.C. The route will have four morning and four evening trips and will require the purchase of a vehicle.

The benefit of these two routes is maximizing throughput, essentially providing express commuter service through the extent of the toll lanes.

3. Increase peak frequency on the Prince William Metro Express service to the Franconia/Springfield Metro station. Currently the bus operates every 40 minutes in the peak, the approved application would allow that to be reduced to every 20 minutes. This route operates bi-directionally all day and is a key connector to the region's transportation systems.

4. Increase service on the Route 1 local route. Currently the bus operates every 60 minutes. The approved application would allow the bus to operate every 40 minutes. This will require the purchase of a new vehicle.
5. Increase the number of trips on the Dale City to Rosslyn/Pentagon route. This route has been funded through the I-395 transportation management program since January 2018. That funding will expire about the time the Express lanes open. The approved application would allow PRTC to continue operating this route through external sources.

Commissioner Barker asked what the projection was as to how many cars the service out of Stafford would remove from I-395, I-66, and I-95. Mr. Steigerwald advised the projection was 30,000 vehicle trips annually, assuming single occupancy vehicles.

Commissioner Kelly expressed concern regarding available capacity at the Staffordboro commuter lot. Mr. Steigerwald advised it is about 80% full. He also advised once the Courthouse Road commuter lot was completed, in about 2 years, the possibility exists to extend service further south.

Chair Anderson asked how many years would the program fund the new routes. Mr. Steigerwald advised the initial funding is for 20 months, however, if the routes are performing as expected or better, PRTC could reapply for funding. Dr. Schneider stated he believes the funding was in perpetuity.

Commissioner Principi asked if there was any concern for putting private bus services out of business. Mr. Steigerwald advised Martz is operating limited service from that commuter lot and it is believed that there is enough of a market to support both services.

Commissioner Caddigan asked if this route would help the 234/Rt. 1 commuter lot. Mr. Steigerwald stated the assumption is yes; it is believed there are a lot of people coming from the south to park at the 234 lot and by providing service from Stafford it should reduce the out-of-county demand for that lot.

Commissioner Skinner asked what fare would be charged. Mr. Steigerwald advised the normal fare, which is currently \$6.90 with a SmarTrip card.

Dr. Schneider advised the presentation was meant to bring the Commission up-to-speed on what PRTC intends to submit, that the Commission was not being asked for a vote tonight. If the applications are accepted, it would come back to the Commission for approval.

Commissioner Kelly stated he thought it would be a good idea for the FAMPO Board to hear about what is happening to the north at their next meeting. Mr. Steigerwald agreed.

Strategic Plan Update – Chuck Steigerwald

Mr. Steigerwald stated there were 19 Strategic Plan recommendations with 83 related action items. He advised this is a 10 year Strategic Plan; staff has completed about 10 percent and have moved on almost half of the other items. The Transportation Demand Management (TDM) and Transit - the service related components – staff has completed some items and moved on almost half of the others. Organizational – progress has been made on more than half of the actions, these mainly related to building partnerships. The things that haven't been moved on are longer term items. Mr. Steigerwald stated the highlights are the recent rebranding, new website design, deepening relationships with

Prince William Chamber of Commerce, taking advantage of external funding, and cooperation with jurisdictional agencies. Advises the TDM plan is complete and is awaiting a final review.

Commissioner Shelton asked if there was an implementation schedule for the Strategic Recommendations. Mr. Steigerwald responded they were identified as immediate, short-term, near-term, and long-term.

Vision: 2020 Update – Dr. Schneider

Dr. Schneider provided an update on the seven key areas identified in his September 2017 Vision: 2020 presentation to the Commission. They are the Strategic Plan implementation, the identity crisis, technical capacity in terms of staff, operational models, fiscal management, governing and structure, and facilities and the future.

Dr. Schneider stated Mr. Steigerwald has already covered the Strategic Plan.

The identity crisis wasn't just about the name but also about rebranding and refreshing.

Dr. Schneider stated when he arrived there was the equivalent of 54 full-time employee, now there is 48.5 full-time employees, there are new positions which have been filled with existing staff, there are new values with genuine appreciation of employees, a focus on togetherness, developing employees beyond training sessions, developing relationships and trust, and inclusiveness.

Regarding the new operational models, Dr. Schneider stated new modular service will be introduced in the western service district of Prince William County. There is a pilot project that includes paratransit. He stated modular service allows individual routes to be enhanced without affecting other routes. Commuter services will be more destination based from commuter lots and there is also throughput. Dr. Schneider stated there's an understanding of DRPT's new performance measures and the funding structure that says throughput. Stated a new cost benefit analysis is needed to address the balance of what serves customers and what can be funded.

Dr. Schneider stated the transit services are no longer at risk due to a fiscal crisis, that this is the second year of no service cuts or fare increases, and for the first time in a decade, staff will receive a merit increase because of effective management of resources, which includes grant funds, a tax floor, maximizing match resources, minimizing DRPT's performance measure losses, clear audits, improved zero-based budgeting, and improved capital planning. Dr. Schneider stated one of the key elements of the capital planning is to fund vehicle depreciation so there is a cash reserve that can be used as the match for vehicle purchases.

Dr. Schneider stated it makes a difference when Commissioners are there when new services are launched and during employee appreciation day; employees know the Commission universally loves and trusts the work that is done, there isn't a question of whether the services and organization are important. Dr. Schneider stated as more services and opportunities grow to the south, Caroline and King George Counties may become interested in the fuels tax money. Stated as the toll lanes are completed in 2023 near the Fauquier line, there is the potential for increased development. He stated the services in the western area are near the Fauquier line. The question for the Commission is how to prepare for that, for being proactive and prepared for the future.

Dr. Schneider stated thanks to fantastic support from NVT, DRPT, federal and local funds, the western maintenance facility is no longer a question. After breaking ground in January, dirt is being moved and metal is in the ground. The facility is estimated to open in 14 – 16 months and with that comes a whole new set of challenges.

Dr. Schneider concluded by saying they are looking at new technology for customers, there is a focus on the next iteration of service changes, and fare products; that they are all different opportunities for them to continue to grow and improve as they prepare for 2020.

PRTC Action Items – 11

Authorize Closed Meeting of the Potomac and Rappahannock Transportation Commission – 11A [RES 19-05-05]

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

Certify Closed Meeting of the Potomac and Rappahannock Transportation Commission – 11B [RES 19-05-06]

Commissioner Barker moved, with a second by Commissioner Shelton to certify the closed meeting of the Potomac and Rappahannock Transportation Commission. There was no discussion on the motion. (BARKER/SHELTON, UNANIMOUS)

Chair Anderson stated there was a discussion of Dr. Schneider's second year at PRTC as the Executive Director. She stated she appreciated all of the work he has done along with everybody else at PRTC, that she appreciates the Commissioners who took the time to work on the evaluation and give great input, and she appreciated Becky Merriner, PRTC's Human Resource Director, for her guidance. Chair Anderson stated the Commission has come up with a general recommendation related to Dr. Schneider's overall rating, when the cost of living allowance (COLA) will be paid, and also an amount for incentive measures that he has been working on for the past year. At this time she asked for a motion to agree with the recommendations.

Approval of the Potomac and Rappahannock Transportation Commission's Executive Director's 2019 Performance Evaluation Review [RES 19-05-07]

Commissioner Caddigan moved, with a second by Commissioner Sebesky to approve the recommendation regarding Dr. Schneider's performance evaluation. Chair Anderson stated the COLA has been paid months later than other employees at PRTC so the decision was made to pay the COLA at the same time as other employees at PRTC. There was no further discussion on the motion. (CADDIGAN/SEBESKY, UNANIMOUS)

PRTC's Chair Time - 12

Public Service Recognition Week Proclamation – 12A [RES 19-05-08]

Commissioner Lawson moved, with a second by Commissioner Kelly, to proclaim the week of May 5th – 11th public service recognition week. There was no discussion on the motion. (LAWSON/KELLY, UNANIMOUS)

Chair Anderson stated they are getting close to having a scope of work for the legal services, that they are moving toward not having Prince William County attorneys be the full time legal counsel for PRTC.

She stated Metro will be closing some stations that will affect all of their constituents in a few weeks. She asked Commissioners if there was anything they could do to inform their jurisdictions that it would be helpful. She stated PRTC will be releasing a news release which can go out to contacts and be posted on Facebook pages.

Chair Anderson asked Dr. Schneider for a summary on the Wheels-to-Wellness program at the next meeting.

Other Business/Commissioner's Time – 13

Commissioner Sebesky invited everyone to join the City of Manassas at the 25th Railroad Festival on June 1st.

Adjournment – 14

There being no further business to come before the Commission, Chair Anderson adjourned the meeting at 9:29 PM.

Information Items

There were no comments.

DRAFT