




May 28, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

SUBJECT: June 4, 2020 Commission Meeting Agenda Packet

The June 4, 2020 Commission meeting will be held electronically beginning at 7:00 p.m. The Executive Committee will not meet in June.

To comply with restrictions on gatherings of 10 or more people, 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 public comments they have in writing. We will advertise the changes to the meeting in accordance with our Bylaws.

The June 4th 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/june-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, June 4, 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 - June 4, 2020

[Approve Agenda – June 4, 2020](#)

5. APPROVAL OF MINUTES

5.1. APPROVAL OF PRTC COMMISSION MEETING MINUTES - MARCH 5, 2020 AND MAY 7, 2020

[Approve Meeting Minutes](#)

[March 5, 2020 DRAFT Meeting Minutes](#)

[May 7, 2020 DRAFT Meeting Minutes](#)

6. 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 June 3, 2020 at 5:00 p.m.

7. CONSENT AGENDA

7.1. APPROVE CONSENT AGENDA - JUNE 4, 2020

[Approval of Consent Agenda](#)

7.2. ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL FINANCIAL REPORT FOR THE PERIODS ENDED JANUARY 31, 2020, FEBRUARY 29, 2020, AND MARCH 31, 2020

[Acceptance of Monthly Jurisdictional Financial Report](#)

[January 2020 Financial Report](#)

[February 2020 Financial Report](#)

[March 2020 Financial Report](#)

- 7.3. AUTHORIZATION TO DRAW DOWN FROM MOTOR FUELS TAX FUNDS TO SUBSIDIZE THE VIRGINIA RAILWAY EXPRESS OPERATING AND CAPITAL BUDGET FOR FY2021

[Authorization to Draw Down Motor Fuels Tax Funds to Subsidize VRE](#)

- 7.4. AUTHORIZATION TO BUDGET AND APPROPRIATE STAFFORD COUNTY'S MOTOR FUELS TAX FUNDS FOR VARIOUS FY2017 – FY2020 TRANSPORTATION PROJECTS

[Authorization to Budget and Appropriate Stafford County's Motor Fuels Tax Funds for Projects](#)

- 7.5. AUTHORIZATION TO BUDGET AND APPROPRIATE SPOTSYLVANIA COUNTY'S MOTOR FUELS TAX FUNDS FOR VARIOUS FY2020 TRANSPORTATION PROJECTS

[Authorization to Budget and Appropriate Spotsylvania County's Motor Fuels Tax Funds for Projects](#)

8. EXECUTIVE DIRECTOR'S TIME

- 8.1. Executive Director's Report (verbal)
- COVID-19 Response and Update
 - Employee/Passenger Safety
 - Status of Phased Reopening
 - Facilities/Workflow
 - Passenger Rail Authority Update
 - Federal HEROES Act Update
 - Contracted Operations and Maintenance
 - Extension of Current Agreement

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

- 9.1. Acting Chief Executive Officer's Report (verbal)
- 9.2. AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF OPERATING OFFICER TO EXTEND THE AMENDED AND RESTATED OPERATING/ACCESS AGREEMENT WITH CSX TRANSPORTATION
[Extend CSX Agreement](#)
- 9.3. AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER TO EXECUTE AN AGREEMENT WITH AMTRAK FOR ACCESS AND STORAGE AT WASHINGTON UNION TERMINAL
[Execute Amtrak Agreement](#)
- 9.4. AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER 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
[Amend Keolis Contract - Commuter Rail Services](#)

- 9.5. AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER TO EXECUTE AN AMENDMENT FOR THE FIFTH YEAR OF THE CONTRACT WITH KEOLIS RAIL SERVICES VIRGINIA LLC FOR MAINTENANCE SERVICES FOR COMMUTER RAIL

[Amend Keolis Contract - Maintenance Services](#)

- 9.6. AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER TO AMEND THE AGREEMENT WITH THE CITY OF MANASSAS FOR THE OPERATION AND MAINTENANCE OF THE MANASSAS PARKING FACILITY

[Amend Agreement with Manassas City - Parking Facility](#)

10. ACTION ITEMS

- 10.1. POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION BYLAWS AMENDMENTS - SECOND READING AND ADOPTION

[Amended Bylaws - Second Reading and Adoption](#)

- 10.2. APPROVAL AND AUTHORIZATION OF POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION'S (PRTC) 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

[Approval of PRTC's FY21 Budget](#)

- 10.3. AUTHORIZATION TO RENEW MEDICAL, DENTAL, AND VISION INSURANCE PLANS FOR POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION AND VIRGINIA RAILWAY EXPRESS EMPLOYEES

[Authorization to Renew Employee Insurance Plans](#)

- 10.4. AUTHORIZATION TO COMMENCE THE PROCUREMENT PROCESS FOR CONSULTANT ASSISTANCE IN SUPPORT OF THE I-66 SLUG LINE PROMOTION PROJECT

[Support I-66 Slug Line Promotion Project](#)

11. CHAIR'S TIME

12. OTHER BUSINESS/COMMISSIONERS' TIME

[2020 Commission Meeting Schedule](#)

13. ADJOURNMENT

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

MOTION:

SECOND:

RE: APPROVAL OF AGENDA – JUNE 4, 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 June 4, 2020, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



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[Support I-66 Slug Line Promotion Project](#)

11. CHAIR'S TIME

12. OTHER BUSINESS/COMMISSIONERS' TIME

[2020 Commission Meeting Schedule](#)

13. ADJOURNMENT

MOTION:

SECOND:

**RE: APPROVAL OF PRTC COMMISSION MEETING MINUTES FOR MARCH 5, 2020 AND
MAY 7, 2020**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") has had the opportunity to review the draft meeting minutes for March 5, 2020 and May 7, 2020.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of March 5, 2020 and May 7, 2020 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

March 5, 2020
OMNIRIDE Transit Center • 14700 Potomac Mills Road,
Woodbridge, VA

Members Present

*Victor Angry
*Andrea Bailey, At-Large (arrived 7:16 p.m.)
*Kenny Boddy
*Margaret Franklin, Chair
*Jeanine Lawson
*Yesli Vega (arrived 7:04 p.m.)
*Tinesha Allen (arrived 7:29 p.m.)
*Cindy Shelton, Secretary
*Pamela Sebesky, Vice Chair
*Jeanette Rishell, At-Large
*Matthew Kelly
*Gary Skinner

Members Absent

Deborah Frazier, Treasurer
Jennifer Mitchell
George Barker

Alternates Present

Ralph Smith

Alternates Absent

Ann Wheeler
Pete Candland
Maggie Hansford
Bennie Smith
Meg Bohmke
Preston Banks
Hector Cendejas
Donald Shuemaker
Jason Graham
Tim McLaughlin
David Ross
Jennifer DeBruhl
Todd Horsley
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
Virginia Senate

City of Manassas

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

*Voting Member

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

Staff and General Public

Dr. Robert A. Schneider, PhD – PRTC
Doris Lookabill – PRTC
Betsy Massie – PRTC
Joyce Embrey – PRTC
Rowena Reyes - PRTC
Althea Evans - PRTC
Chuck Steigerwald – PRTC
Christine Rodrigo – PRTC
Perrin Palistrant – PRTC
Lamarr Johnson – PRTC
Becky Merriner – PRTC
Kenyetta Whitford – PRTC
Tomonkia Byrd – PRTC
Cynthia Porter-Johnson – PRTC
Todd Johnson – First Transit
Joey McKelvey – First Transit
Monica Backmon – NVT

Rich Dalton – VRE
Joe Swartz – VRE
Xavier Harmony – DRPT
Rick Canizales – Prince William County
Paolo Belita – Prince William County
Megan Landis – Prince William County
Ryan McManus – Prince William County
Karen Mills – Prince William County
Pamela Montgomery – Prince William County
Sharon Pandak – Greehan, Taves & Pandak
Nancy West – Exstare Federal Services Group
Jacob Mosser – Potomac Local
Bryan Jungwirth – Keolis
Cozye Bailey – General Public
James Earl Robinson – General Public
David Sinclair – General Public

Chair Franklin called the meeting to order at 7:01 p.m. Invocation, Pledge of Allegiance and Roll Call followed.

Approval of the Agenda –4 [RES 20-03-01]

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

Approval of the Minutes of the February 13, 2020 PRTC Board Meeting – 5 [RES 20-03-02]

Commissioner Boddye moved, with a second by Commissioner Lawson to approve the minutes of the February 13, 2020 meeting. There was no discussion on the motion. (BODDYE/LAWSON, HORSLEY ABSTAINED, UNANIMOUS)

Virginia Railway Express (VRE) – 6

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

- Coronavirus – Because flu season has been underway for several months, VRE has already been disinfecting common areas and wiping down trains regularly. Staff continues to monitor what extra measures can be taken.

Commissioner Vega arrived at 7:04 p.m.

- February on-time performance was 90% (91% on Fredericksburg line and 89% on Manassas line).
- February average daily ridership was 18,200. In response to a question from Commissioner Shelton, Mr. Dalton said ridership figures are audited to verify accuracy from when the count is done by a train conductor to when the numbers are manually input into the system. He added that trains will be equipped with automated counters by this summer. Mr. Dalton agreed with Commissioner Skinner that ridership is highest on Tuesdays through Thursdays.

Public Comment Time – 7

No comments

Approve the Consent Agenda – 8 [RES 20-03-03]

Commissioner Sebesky moved, with a second by Commissioner Angry to approve the Consent Agenda. (SEBESKY/ANGRY, UNANIMOUS)

- **Acceptance of the PRTC Monthly Jurisdictional Financial Reports for the Period Ended December 31, 2019 [RES 20-03-04]**
- **Authorization to Budget and Appropriate City of Manassas Park's Motor Fuels Tax Funds for Manassas Drive Roadway Improvements [RES 20-03-05]**

PRTC Executive Director's Time – 9

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

I-66 Slug Line Promotion Project – At last month's meeting, a resolution providing Authorization to Commence the Procurement Process for Consultant Assistance in Support of the I-66 Slug Line Promotion Project was deferred to allow time for legal consultation. The follow-up to that discussion will be on the April meeting agenda.

COVID-19 Preparations

- Enhanced cleaning with hospital-grade materials has been underway for about six weeks.
- Continuity of Operations planning has been underway for the past two weeks.
- Sharing information with riders and employees and keeping track of messaging from Centers for Disease Control, Prince William County, Prince William County Public Schools, and the American Public Transportation Association.
- There are two main threats to continuity of service:
 - If OmniRide workforce was unable to come to work – how much service could be provided; how would essential functions be taken care of?
 - If OPM closes the federal government – what service level would OmniRide provide?
- Staff has met and determined how service would proceed under various scenarios. Staff is continuing to monitor the situation and steps that can be taken to reduce chances of infections.
- The U.S. Senate approved more than \$8 billion in response to COVID-19, and some of that support will flow to FTA and regional infrastructure.
- Staff attended a planning session at the PWC Emergency Operations Center, which has been fantastic to work with.

General Assembly Update

- A compromise was struck between HB1414 and SB890, and as a result the state gas tax will be raised by 10 cents over the next two years. The bill provides partial relief on vehicle registration fees and no change to vehicle inspections. It permits regional gas taxes in areas that don't have a regional authority, and restores \$15 million annually to NVTa. The net impact by 2024 is \$370 million in state taxes and \$6.5 million in regional taxes. OmniRide would expect to see approximately \$230,000 next year and by 2024-2025 to see additional revenues from the state apportionment of about \$850,000. This also would provide a little more stability for capital funding. In response to a question from Commissioner Skinner, Dr.

Schneider said that by 2024, the bill could result in an additional \$96.5 million in regional taxes for the transportation taxing districts including PRTC and Hampton Roads.

Commissioner Baily arrived at 7:16 p.m.

- The Commuter Tax Benefits Bill from Senator Barker did not pass, but OmniRide and DRPT will monitor over the next year and hope it will go through in the future.
- The Peer-to-Peer Car Rental bill was good for us. It created tiers and holds transit oriented revenues neutral.
- There was concern that the creation of new rail authority would diminish the influence of PRTC and NVTC with regard to VRE so we worked to add an amendment to the bill to have appointments occur with some involvement from PRTC and NVTC jurisdictions. In response to a question from Commissioner Lawson, Dr. Schneider said there were multiple versions of the amendment and he's not sure of the exact language in the final bill.

Metro Summer Platform Shutdown - Because Metro will shut down several Orange Line stations this summer, staff is requesting authorization tonight to submit a grant application to promote our services. Funds would enable OmniRide to add new trips to any overcrowded routes and market existing transit and Transportation Demand Management (TDM) services.

Transit Driver Appreciation Day – This event will be marked on Wednesday, March 18.

Presentations and Information – 10

FY2021 Proposed Budget – Review of Expenses

Dr. Schneider said that the budget process begins in November/December. The Board sees the revenues and expenditures in February and March, and public hearings are held in April. Adjustments are made and the final budget comes before the Board in June.

Because the process starts seven months early, there are many budget variables such as federal grant amounts, state revenue sharing percentages, local funding, what General Assembly bills will be proposed, and what cost savings will be achieved.

Contractual services and fuel – in other words, buses on the street – together make up almost 79% of the total budget. Total operating expenses are proposed to increase by about \$6.4 million, and of that amount, \$5.4 million is for new bus services which are predominantly grant-funded.

Commissioner Allen arrived at 7:29 p.m.

In response to a question from Commissioner Lawson, Dr. Schneider said there is no longer a step-down provision in the state grant-funded services as long as the services are successful. Chair Franklin observed that PRTC needs to think long-term when applying for grants because of the step-down provisions.

Regarding Other Professional/Consulting services, staff designated each item as either essential, needed in the near term, or outlying need to assist Commissioners when deciding which items they want to fund.

Regarding subsidies, Manassas and Manassas Park will see a decrease primarily because of the local service restructuring, and because buses will have less deadhead time once the Western Facility opens.

Subsidies will increase in Stafford, Spotsylvania and Fredericksburg because of two new administrative positions and increases in Other Professional/Consulting services, Dr. Schneider said, adding that certain expenses are paid by the jurisdictions in proportionality to the fuel tax revenues they generate.

Subsidies for Prince William also will increase for reasons including reduced passenger revenues due to more passengers riding grant-funded services, a proposal to offer free fares to seniors riding local and Metro Express buses, losses in federal funding, and opening the new Western Facility.

In response to a question from Commissioner Skinner, Dr. Schneider said the PRTC subsidy amounts listed in the presentation do not include VRE because \$10 million of fuel tax money from PRTC's six jurisdictions is taken off the top for VRE.

Commissioner Allen asked if Stafford can see a copy of the agreement that lays out how expenses are shared.

Regarding a budget item to replace a staff vehicle, Commissioner Shelton asked about management's approach for lifecycle maintenance. Dr. Schneider said all assets have a minimum number of years for it to be kept. The staff vehicle in question is a 2009 Ford Escape with approximately 66,000 miles. Several Commissioners questioned the need to replace the vehicle, and Commissioner Skinner said the criteria for replacing equipment may need to be looked at. He asked for information at a future meeting about why staff wants to replace the vehicle.

Referring to the increase in Other Professional/Consulting services, Commissioner Angry noted that staff has designated the I-66 sluglines promotion as an essential function, presumably because it's grant-funded. He stated that he is on record as opposing this project because he believes it is a slippery slope.

Commissioner Lawson asked to meet separately with Dr. Schneider to get a better understanding of the proposed budget's specific impacts on Prince William County.

Commissioner Boddye asked if seniors could be offered a reduced fare instead of free fares, and Dr. Schneider replied that a half-fare program is already in place for seniors. Seniors make up 25% of revenue and 35% of local ridership, Dr. Schneider said, adding that seniors and those below the poverty level make up about 55% of local ridership.

Diversity, Equity and Inclusion Strategic Plan

Mr. Steigerwald said this presentation is a high-level summary of the effort to produce an organizational development assessment and a Diversity, Equity and Inclusion Strategic Plan. This effort was the result of the EEO investigation recommendations. Not all issues stem from that one event, but there were some long-standing issues involving mistrust.

The organizational development assessment was comprised of three parts: PRTC staff interviews, a survey of PRTC and First Transit staff, and a review of policies and practices in place at other organizations. The assessment found five main take-aways:

- Employees don't mind working here;

- Employees are motivated;
- Improvements could be made to communication, transparency, recognition of staff, and collaboration;
- Employees are hopeful about improvements but have a wait-and-see attitude; and
- There was an expressed level of distrust, and the least amount of trust was toward the PRTC Board and the respondents' co-workers.

The assessment led to seven findings with a common theme of communication, training, awareness of practices, accountability, and the need for an honest and intentional discussion about events in the past. These themes are present in the resulting series of recommendations, including recognition, training, and communication. Many new initiatives have been started to address these recommendations.

The Strategic Plan itself is broken down into Goals and Priorities with those same themes. The recommendations also called for the formation of a Working Group devoted to Diversity, Equity and Inclusion. The group has three main tasks: to prioritize and implement the recommendations from the Strategic Plan, to advise executive and senior management on issues related to DEI, and to be the face of those efforts throughout the organization. The Working Group started meeting monthly in October and is an all-volunteer group of staff.

Chair Franklin said the three priorities in OmniRide's diversity statement: customer safety, employee morale, and diversity and inclusion, go hand-in-hand. She said there is a morale issue among OmniRide staff and asked if tonight's presentation had been shared with staff.

Mr. Steigerwald said that once the Strategic Plan was complete, all-hands meetings were held for staff to introduce the assessment and Strategic Plan as well as to generate interest in participating in the Working Group. Dr. Schneider said tonight's presentation will be shared with staff.

Chair Franklin said she would like to see a timeframe attached to the recommendations, particularly the meetings and training. She asked that an action item come before the Board so they can see when those things are planned. She also said she would like for staff to think about her role as Chair to make sure the Board is aligned with the recommendations. Finally, she added that a member of the Working Group should report directly to the Commission on the group's progress.

Commissioner Shelton asked what metrics and measures will be implemented to know when we are successful. Mr. Steigerwald said there are no set metrics and measures, but that would be a task for the DEI Working Group. Dr. Schneider said there is an annual employee survey. Mr. Steigerwald added that the Working Group is discussing doing an employee survey in the fall. Commissioner Shelton said she believes we can do better than having a survey once a year.

Dr. Schneider clarified that staff distrust of the PRTC Board dates back several years to 2015-2016 when fuel tax revenues were declining and the then-Board questioned if PRTC would exist in the future. Commissioner Angry said that because the PRTC Board members aren't in the building every day, it's up to the leadership to engage PRTC staff. He added that it can't just be the Working Group addressing this issue, but management needs to play a real part in engaging staff.

Commissioner Allen asked if a survey could be done quarterly. She also noted that one recommendation is to hire an employee to focus on diversity and inclusion, and asked if that position is part of the FY21 budget. Dr. Schneider said that position would be included in a future budget. Finally, Commissioner Allen asked if employee retention and ridership had been affected. Dr. Schneider said he believes there was one staff resignation and two retirements.

Commissioner Kelly said the lack of trust in the PRTC Board was related to a 2019 Reduction in Force, and this issue pre-dates those who joined the Board recently. He suggested that the Working Group make recommendations to the Board on how to be involved with staff so the Board can set a new tone. The Board needs to hear from employees about what they expect and what they would like to see of the Board, he said.

Commissioner Rishell said the Reduction in Force didn't have to be a long and agonizing process, and she's not surprised that employees didn't feel valued by the former Board. The RIF was a deep fracturing of trust that disrupted lives, even for those who weren't part of the RIF, she said. The 2015-2016 financial discussions are history, but the RIF is recent history and it will take time to heal. She also agreed with Commissioner Angry's comments about leadership engaging with staff.

Commissioner Lawson said that when she joined the Board, the gas tax revenues were plummeting and some Commissioners had a Chicken Little attitude that the sky is falling, but she doesn't recall the PRTC employees knowing the types of conversations the Commission was having or recall the Board sending out negative messages. On the contrary, the Board was confident they would work through the problem, she said. It's incumbent on the leaders of this organization, not the Board, to diffuse rumors like that among employees. She believes that the RIF, not the budget discussion, is the reason for employee distrust of the Board. She also supported Commissioner Angry's comment that the Board members are unable to be at the Transit Center daily so management must engage staff to rebuild trust.

In response to a question from Commissioner Boddye, Dr. Schneider said PRTC has about 50 employees and First Transit has about 255. That means about half of the PRTC staff was interviewed, and about half of all staff filled out surveys, Commissioner Boddye said.

Regarding the Employee Advisory Group, Commissioner Boddye asked how many were on the group and how they came to be part of the group. Dr. Schneider said Ms. Nancy West of Exstare Federal Services was hired as a consultant and she recommended that the management team surrounding the key issues – predominantly senior managers – be members of the group for the first phase. That group set up a structure for Ms. West to conduct interviews, take the survey and generate the DEI report. From there, the emphasis was on making this an employee-driven program that has the full support of management. The Working Group is designed to be initiated, propelled and steered by the workforce – by those who are volunteering because they want to make a difference, Dr. Schneider said. Part of the challenge is that we can't inform the workforce about some items until after those items come before the Board.

Commissioner Boddye said this is an opportunity for the new Board to flip the page, and he's glad to know there was involvement from an outside consultant so it doesn't appear that management is writing the rules of the road on how to fix things.

Finally, Commissioner Boddye noted that the Strategic Plan was finalized around the time of the First Transit work stoppage, and he asked if there was a follow-up survey that took that into account. Dr. Schneider replied that the survey was completed in the spring, well before the work stoppage. Dr. Schneider also clarified that the survey showed employees trusted their managers and the executive leadership more than their own co-workers, and he described that finding as chilling.

Commissioner Sebesky said addressing this issue is overdue. She added that when she joined the Board three years ago, a general Strategic Plan was underway due to concerns over the fiscal sustainability of the organization and the need for a reorganization to promote fiscal sustainability. When the Board gives directives, there are sometimes unintended consequences, she said.

She agreed with Supervisor Angry that the PRTC Board must lead by example but its members can't be at the Transit Center on a regular basis. She also supports having regular DEI updates to the Board and doing quarterly surveys. She added that some of the distrust of the Board is due to the direction of the Board, explaining that the first time she came to a PRTC Board meeting, after being in office only a short time, Supervisor Lawson asked if Manassas was going to pay its bill here. Commissioner Sebesky said the Board can't ignore that money played a part in the distrust of the board, and that a combination of things have led to these consequences.

Commissioner Bailey said an assessment like this one is for everybody and not just to check a box. There's a high accountability factor with something like this and it requires execution, reevaluation, a narrowing down and execution again, she said. Having repetitive surveys is crucial for the work the Board needs to do. She added that she agrees with Commissioner Lawson that PRTC leadership must take the lead.

Chair Franklin listed the items the Board had asked for: a written timeframe for the recommendations, an update from the Working Group, an opportunity to meet the Working Group members, and quarterly surveys

PRTC Action Items – 11

Authorization to Submit a Mid-Cycle Grant Application to Market Existing Services, Additional Commuter Express Trips to Alleviate Overcrowding, and Transportation Demand Management Strategies During the Summer 2020 Metrorail Shutdown [RES 20-03-06]

Chair Franklin noted there is an 80% state match and 20% local match. Commissioner Bailey moved, with a second by Commissioner Sebesky. (BAILEY/SEBESKY, HORSLEY ABSTAINED, UNANIMOUS)

Chair's Time – 12

Chair Franklin reviewed the list of Engagement Opportunities.

Other Business/Commissioner's Time – 13

Commissioner Skinner said he's been on the Board for at least 10 years and he encouraged the many new Board members to move ahead and determine what they want PRTC to be in the future. He said the reason there was a RIF was because the Board asked Dr. Schneider to make PRTC an efficient organization, which meant some people would have to leave. That didn't make people happy, but it made us more efficient. He also agreed that Dr. Schneider needs to take the lead in employee engagement.

Commissioner Vega thanked Dr. Schneider for visiting her office to discuss several items. She also reiterated Commissioner Bailey's comments that those in leadership positions also must have accountability. Finally, she asked to see information on PRTC's promotion process because that can have a huge impact on morale.

Commissioner Angry said dignity and respect creates trust. Words like "they" and "them" create lanes of separation.

Commissioner Bailey thanked Dr. Schneider for visiting her office recently. She thanked Commissioner Skinner for his comments and explaining some things that happened in the past.

Commissioner Shelton said it's wonderful to be working with a new Board that cares, not that the previous Board didn't care.

Commissioner Sebesky said she's looking forward to having more of these productive conversations on important issues. She also thanked OmniRide staff for recently coming to the Visitor's Center at the Manassas VRE Station to conduct an orientation session so staff could better promote OmniRide and VRE services to visitors. Finally she invited everyone to attend Manassas' St. Patrick's Day Parade on March 14.

Commissioner Rishell said she looks forward to a genuine culture of respect and caring for all PRTC people because we're all part of the same community. She added that she's thrilled to be part of the new Board.

Commissioner Kelly welcomed all the new Board members and said he's been a PRTC Board member for about 16 years and he's seen the shifting of the organization. He explained that Fredericksburg has a seat on the PRTC Board because of the gas tax so when buses are discussed, he defers to Prince William because they're footing the bill. He said this is an opportunity for the Board to make its mark on the organization.

Commissioner Lawson asked if PRTC still recognizes an Employee of the Month, noting that it's been a while since the Board has seen anyone receive that recognition. Dr. Schneider replied that many staff didn't like coming out to an evening meeting, but quarterly staff recognition events are taking place during the workday. Commissioner Lawson said that the Board should receive invitations to staff recognition events to provide an opportunity to interact with staff.

Commissioner Boddye thanked Dr. Schneider and Mr. Steigerwald for their presentation, noting that it's good to know that staff is taking steps to address DEI. He also thanked Commissioner Rishell for asking that the DEI Strategic Plan be presented to the Board, noting that the Board wants to make sure this effort succeeds. He added that he is looking forward to seeing what the Board can do to take this organization into the next century. Finally, he thanked PRTC for providing him with a tablet to test the new board management software and recommended it to the other Board members.

Commissioner Horsley said:

- A presentation on WMATA's summer shutdown will take place at the CTB workshop on March 17, and he could provide the presentation for the April meeting or do a presentation on the presentation;

- The Commonwealth's Six Year Improvement Program will be published in May, one month later than usual, but will still be finalized by June; and
- At the instruction of the Governor, DRPT is now requesting weekly reports on Coronavirus efforts from all transit systems statewide.

Chair Franklin said she and Dr. Schneider have talked about opportunities for her to meet with PRTC employees and she welcomed other Board members to join her. She added that the Diversity and Inclusion effort is important and that PRTC staff are excited and optimistic about having a new Board. Chair Franklin said it is the governing body's responsibility to make sure PRTC is run well and that means talking with employees, visiting every now and then, and saying thank you to the operators. OmniRide is incredibly important so please take pride in being part of this commission, she added.

Adjournment – 14

There being no further business to come before the Commission, Chair Franklin asked for a Motion to Adjourn. Commissioner Bailey moved, with a second by Commissioner Boddye. (BAILEY/BODDYE, UNANIMOUS). The meeting adjourned at 9:09 p.m.

Information Items

There were no comments.



MINUTES

BOARD OF COMMISSIONERS MEETING

May 7, 2020

ZOOM Virtual Meeting

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

Members Present

*Victor Angry
*Andrea Bailey, At-Large
*Kenny Boddy (arrived 7:08 p.m.)
*Margaret Franklin, Chair
*Jeanine Lawson
*Yesli Vega
*Cindy Shelton, Secretary
*Tinesha Allen (arrived 7:20 p.m.)
*Pamela Sebesky, Vice Chair
*Jeanette Rishell, At-Large
*Matthew Kelly
*Gary Skinner
*Deborah Frazier, Treasurer

Members Absent

Jennifer Mitchell

Alternates Present

Maggie Hansford
Ralph Smith
*Jennifer DeBruhl

Alternates Absent

Ann Wheeler
Pete Candland
Bennie Smith
Meg Bohmke
Preston Banks
Hector Cendejas
Donald Shuemaker
Jason Graham
Tim McLaughlin
David Ross
Todd Horsley
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

Prince William County
City of Manassas
Department of Rail and Public Transportation

Prince William County
Prince William County
Prince William 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
Christine Rodrigo – PRTC

Becky Merriner – PRTC
Carl Roeser - PRTC
George Barker – Virginia Senate
Sharon Pandak – Greehan, Taves & Pandak

Due to the COVID-19 pandemic, Virginia Governor Ralph Northam issued a stay-at-home order on March 30, 2020 and stated that public gatherings must not exceed 10 people. In compliance with the Governor's orders, this meeting of the PRTC Board of Commissioners was conducted online using ZOOM. The ZOOM meeting was livestreamed at YouTube.com/PRTCTransit so the public could watch the proceedings.

Chair Franklin called the meeting to order at 7:01 p.m. and read an announcement detailing procedures for the electronic meeting. Invocation, Pledge of Allegiance, and Roll Call followed.

Commissioner Boddie arrived at 7:08 p.m.

Authorizing the Adoption of Procedures for Electronic Public Meetings and Public Hearings During COVID-19 Pandemic Disaster – 4 [RES 20-05-01]

Commissioner Boddie moved with a second by Commissioner Bailey. In response to a question from Commissioner Skinner, Ms. Pandak said the procedures take into account House Bill 29 and 30. (BODDIE/BAILEY, UNANIMOUS)

Approval of Agenda – 5 [RES 20-05-02]

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

Public Comment Time – 6

The Chair explained no public comments would be received during the virtual meeting; however, the public was advised to submit written comments to the Board Clerk by May 6 at 5 p.m. No comments were received.

PRTC Executive Director's Time – 7

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

COVID-19 Response and Update – Dr. Schneider briefed the Board on the impact of COVID-19 on bus services and gave a timeline for steps that have been taken in response to the pandemic.

- Ridership – Within a 10-day span in March, ridership plummeted by 95% on commuter routes and by 65% on local routes; OmniRide lost approximately \$35,000 in fares per day.
- Personal Protective Equipment – The Prince William County Emergency Operations group elevated OmniRide's status to an essential provider and was able to deliver gloves and hand sanitizer to the facility when OmniRide was unable to obtain those items from vendors.
- Cleaning – New procedures include enhanced cleaning of vehicles including mid-day cleaning of commuter buses, swapping out local buses mid-day, and increased frequency of deep cleaning for the facility, especially in the driver's room.
- Other health measures – Physical distancing measures are in place in the building, new hand sanitizing stations were installed, and environmental design and management are being used to protect staff.
- Budget – While re-tooling the entire service plan, staff also shifted to forecasting fare losses as well as losses directly related to reduction in the motor fuels tax. Staff re-cast the entire budget within a week, all without knowing the amount of CARES Act federal funding PRTC would receive.

- Reduced services – Once it was clear that the stay-at-home order would remain in effect for a longer period to slow the infection rates, OmniRide further reduced services. We maintained 100% of local service but reduced to just four commuter routes. We haven't received any complaints; however, did receive a few compliments from riders who were thankful we were still operating service.
- OmniRide staff – There isn't a single employee who hasn't helped us survive the impacts of this pandemic. One employee made 200 reusable cloth masks for the front line staff. The leadership, energy, and support of this staff is special, Dr. Schneider said.

Commissioner Allen joined the meeting at approximately 7:20 p.m.

CARES Act Funding and Process

The Coronavirus Aid, Relief and Economic Security (CARES) Act was passed in several phases at the end of March. The portion for transit was \$25B nationwide with more than \$1B coming to the Metro DC Area. That area includes Maryland's MTA (\$44M), WMATA (\$876M), and PRTC (\$99M). The \$99M is shared by formula with VRE and FRED. OmniRide is eligible for \$9.3M and all spending must conform to very specific uses, primarily:

- Reimbursement for expenses for personal protective equipment & expanded cleaning or associated materials for cleaning.
- Reimbursement for lost revenues as a result of ridership decline, operating fare free, or other tax revenues that would otherwise force service reductions that would cause employee layoffs and shuttering of transit systems.
- Maintaining payroll for direct and contracted employees who might otherwise be furloughed as a result of reduced services and budget impacts.

Enhancement projects, capital purchases, construction projects, etc. may not be funded through CARES Act funds. Without these funds, OmniRide would be in extremely dire circumstances, Dr. Schneider said.

This funding will enable OmniRide to maintain at least six months of operations at our current level, with one month already passed. This does not include OmniRide's reserve fund, any additional action taken by the Commonwealth or the Federal government, or any other ways that expenses can be reduced.

Phased Reopening:

With the governor's orders of expanded business openings next week, OmniRide expects to see an increase in local ridership, but only a limited ridership increase on commuter services which will be driven by the Federal agencies and their policies. We expect to see a blend of continued telework, staggered federal employee schedules, and reduced demand for transit until traffic builds up demand.

OmniRide plans to be ready to restore some commuter services by June 15, but that date can be pushed back as needed. The restored service would put OmniRide at 85% of normal operations. Our budget assumes a return to full service at Labor Day, based upon ridership volumes. Critical in this process will be customer engagement to welcome back riders, but also to share our protocols for keeping employees and passengers safe.

Internally, we have created working groups to help prepare for the return of staff by using environmental design and process. We will examine workspaces, telework options, physical distancing policies, and visitors and gatherings. We are also working with the regional systems to develop protocols for cleaning equipment, working for coordinated service increases, and sharing knowledge and lessons learned.

Following the conclusion of Dr. Schneider's comments, Chair Franklin noted that Dr. Schneider has shared much of this information with the Board in various updates. She asked him to share a written version of the Executive Director's report with the Commissioners so all the information would be in one document.

Chair Franklin said many former transit users will likely want to drive at least initially as the economy reopens and noted that PRTC is taking that into consideration when looking at the economic outlook.

Chair Franklin also thanked front-line workers for doing an “incredible” job during the pandemic.

Commissioner Bailey shared that the Boys and Girls Club on Dale Boulevard is offering daycare for the children of first responders during the pandemic, and that she considers transit workers to be first responders.

Commissioner Vega asked if the bus operators are provided with masks, gloves and other forms of protection during their duties. Dr. Schneider said yes, although some equipment was difficult to find in the early days of the pandemic. Commissioner Vega also asked if there is a restriction on the number of people per bus to comply with physical distancing. Dr. Schneider replied that OmniRide is currently limiting each vehicle to no more than 10 passengers.

Commissioner Shelton complimented all PRTC workers for their professionalism during the crisis. She said OmniRide’s services helped keep people employed when the slug lines disappeared. She thanked staff for keeping so many commuter buses operating for so long.

Commissioner Sebesky thanked the transit workers for helping people get to critical jobs and for all staff who made such monumental changes in a short period of time. She asked if transit workers are being paid whether or not they have a route to operate. Dr. Schneider replied that all operators who are available for work are being paid (including insurance) regardless of operational status. If someone chooses to take leave, whether existing leave or leave without pay, that’s permitted, Dr. Schneider said.

Commissioner Rishell said all of Manassas Park is proud of the frontline workers and the response of PRTC’s staff to this crisis. She asked about a PRTC communication that was shared in April regarding a potential legal issue with requiring face coverings for operators and asked if the legal issue had been clarified. Dr. Schneider said he didn’t recall the specifics and would follow-up with a reply.

In response to a question from Commissioner Skinner, Dr. Schneider said no PRTC employees have contracted COVID-19.

Commissioner DeBruhl expressed thanks to Dr. Schneider and the PRTC staff for their work during this challenging time.

Presentations and Information – 8

Chair Franklin noted that the Commissioners would see PRTC’s Revised Proposed FY21 Budget presentation tonight, and the Board will take action on the budget at the June meeting.

Director of Finance and Administration, Joyce Embrey, presented the revised proposed FY21 budget. A budget public hearing is scheduled for May 20, 2020.

Following the presentation, Chair Franklin said she will probably push for some restoration of funding for Wheels-to-Wellness, as well as support for the promotion of I-66 slugging, understanding that some Commissioners have reservations about promoting slugging and that the Board is waiting for a legal opinion of liability issues.

Commissioner Boddye asked about provisions for the May 20 budget public hearing in case people aren’t able to gather in public. Ms. Embrey said the hearing will be at the Transit Center with no more than 10 people in the room at one time, and that the public can submit comments in advance. Commissioner Boddye said Prince William County plans to review its budget quarterly to stay updated on revenues and expenses as the region begins to re-open.

Commissioner Boddye asked about the status of the bus service contract. Dr. Schneider replied that negotiations are on-going and something should come before the Board at the June meeting. Finally, Commissioner Boddye said he agrees with the Chair about taking a look at Wheels-to-Wellness and added that he also would like to see some form of the equity implementation back in the budget.

Commissioner Angry said he's been a proponent of a long-term solution for Wheels-to-Wellness funding since he joined the PRTC Board. He also expressed his concerns about linking PRTC to slugging and said he wants to hear the legal opinion about liability concerns.

Chair Franklin said the Board will await a legal opinion from Ms. Pandak on promoting I-66 slugging and asked for specifics about how the grant money would be used. She added that her top concern with promoting slugging is making sure that OmniRide continues to get as many passengers as possible.

Ms. Pandak said a confidential memo has been forwarded to the Commission in response to their I-66 slugging concerns and she's available for questions or can address any concerns at a future meeting.

Commissioner Shelton said she agrees with Commissioner Angry's slugging comments, but she isn't sure about Wheels-to-Wellness. She also asked about the risk of a proposed decrease in funding for bus rehabs, engines and transmissions, noting that delayed maintenance can have long-term consequences. Dr. Schneider replied that PRTC buses are rehabbed after 8 years so we're able to get 16 years out of a vehicle instead of 12 years. In this case, some buses would not undergo the rehab and would be retired after 12 years of service. PRTC is not proposing a delay or deferral of maintenance.

Commissioner Rishell said she agrees with Supervisor Angry's slugging comments. She also agreed with the Chair's statements about focusing on bus ridership.

Commissioner Sebesky said she would like to support Wheels-to-Wellness, but the Board must find a way to fund it. She added that her concerns about promoting slugging aren't just legal, but also include potential unforeseen issues. Things are different when it's a documented funded program from the government, she said.

Commissioner Kelly noted that while the Commissioners are looking at putting items back in the budget, Fredericksburg just furloughed 43 employees and will have to pull money from its reserves for this year and next year. The impact of the pandemic won't be a one- or two-year thing, and every dollar counts, he said.

Commissioner Skinner said Spotsylvania County had to pull \$4 million from its reserves and is required to pay the money back over the next two years, so the County will be starting in the hole for the next two years. He asked that the Commissioners keep that in mind during the PRTC budget discussions. Commissioner Skinner asked how PRTC's \$9.3 million in CARES Act funding will affect this budget since it's not reflected in the document. Dr. Schneider said staff didn't know how much money PRTC would receive when the revised budget was completed and shared. He said the CARES funding will be used to cover farebox revenue losses and the reduction in revenues generated by the motor fuels tax, which is projected to fall by 30-to-35 percent.

Chair Franklin asked that figures about the number of people served by Wheels-to-Wellness be provided to the Board. Dr. Schneider said he would include that in the meeting summary that's sent out to all Commissioners.

Commissioner Bailey said she can offer opportunities for funding Wheels-to-Wellness and will share that information with Dr. Schneider.

Commissioner Rishell said she was sad to see that Wheels-to-Wellness had been cut from the budget and was especially concerned because that population may have a high percentage of people with underlying health issues that would place them in a high risk category for COVID-19.

Commissioner Lawson asked if there are other federal programs that could assist Wheels-to-Wellness users so our region could utilize the service but fund it differently. Dr. Schneider replied that historically Wheels-to-Wellness was funded with federal funds, but the program was forced to shrink and grow every year or two depending on which funding was in place. Including the program in PRTC's budget would enable the program to operate, and any federal funds that become available would be used before local funds. As of now, there is no additional federal funding for COVID-19 specifically for health and welfare, Dr. Schneider said, but staff will look for additional funding opportunities.

PRTC Action Items – 9

Adoption of Amended PRTC Bylaws – First Reading [RES 20-05-03]

Ms. Pandak gave an overview of proposed changes to the bylaws. Commissioner Kelly moved, with a second by Commissioner Bailey. Commissioner Bailey said these proposed changes are consistent with other electronic meetings she's been involved in and thanked Ms. Pandak for her work. (KELLY/BAILEY, UNANIMOUS)

Authorization to Submit FTA's Federal FY20 Annual Certifications and Assurances [RES 20-05-04]

Commissioner Kelly moved, with a second by Commissioner Rishell. There was no discussion. (KELLY/RISHELL, UNANIMOUS)

Concurrence with Stafford County's Appointment of Supervisor Gary Snellings to the VRE Operations Board [RES 20-05-05]

Commissioner Shelton moved, with a second by Commissioner Lawson. There was no discussion. (SHELTON/LAWSON, UNANIMOUS)

Chair's Time – 10

Chair Franklin thanked PRTC transit workers. She said she's thankful for federal funding that's coming in, noting that she's been working closely with our Congressional delegation including Representatives Wittman and Connolly along with Senators Warner and Kaine. She thanked the Commissioners for their patience with all the updates that have been sent out. She noted that the transit center is being cleaned as often as possible to help keep transit workers and others healthy.

Other Business/Commissioner's Time – 11

Many Commissioners said they were happy to see everyone at the virtual meeting and looked forward to being together in person soon.

Commissioner Boddy commended Chair Franklin for her leadership and work with Dr. Schneider and the PRTC staff to prevent layoffs during the pandemic. He also noted that the Northern Virginia Regional Commission is pushing for federal funding for our region.

Commissioner Lawson thanked Ms. Pandak for her work through the legal "unchartered waters" and PRTC staff for organizing the ZOOM meeting.

Commissioner Sebesky thanked Chair Franklin and Dr. Schneider for getting a budget together in this difficult time.

Commissioner Rishell said she had found the email that referenced a potential legal issue with requiring the wearing of masks (which she had mentioned during the Executive Director's time) and had forwarded that email to Dr. Schneider. Dr. Schneider replied that the communication was referring to legal issues with requiring passengers to wear masks, not operators. If PRTC denied service to a rider because they were not wearing a mask that wasn't required by the governor or health department, there could be a legal problem, Dr. Schneider said. OmniRide has had a public education campaign to encourage riders to wear face masks

and is looking into getting protective barriers for operators. OmniRide is following the recommendations of the CDC, FTA and APTA, Dr. Schneider said.

Commissioner Allen said she appreciates the efforts of Dr. Schneider and Chair Franklin to maintain as much normalcy as possible during this time.

Commissioner Shelton said she's amazed to be able to say that PRTC has had no COVID-19 cases and that it says something good about our operational model.

Commissioner Frazier said she missed the March meeting because her granddaughter was born that week. She thanked Chair Franklin and Dr. Schneider for their work.

Commissioner DeBruhl said Commissioner Horsley will represent DRPT at PRTC's next meeting. She also thanked PRTC's Information Technology staff for arranging a smooth virtual meeting.

Chair Franklin thanked Dr. Schneider for the way he sprang into action, mitigated concerns about the pandemic and revised the budget.

In other business, Senator George Barker said he expects to be reappointed to the PRTC Board soon and he hopes to share good news from Richmond with the Commissioners at the June 2020 meeting.

Adjournment – 12

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

The meeting was adjourned at 8:40 p.m.

Information Items

None

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 June 3, 2020 at 5:00 p.m.

PRTC Consent Agenda Action Items

- 7.1 Approve Consent Agenda**
- 7.2 Acceptance of the Potomac and Rappahannock Transportation Commission Monthly Jurisdictional Financial Reports for the Periods Ended January 31, 2020, February 29, 2020, and March 31, 2020**
- 7.3 Authorization to Draw Down from Motor Fuels Tax Funds to Subsidize the Virginia Railway Express Operating and Capital Budget for FY2021**
- 7.4 Authorization to Budget and Appropriate Stafford County's Motor Fuels Tax Funds for Various FY2017 – FY2020 Transportation Projects**
- 7.5 Authorization to Budget and Appropriate Spotsylvania County's Motor Fuels Tax Funds for Various FY2020 Transportation Projects**

MOTION:

SECOND:

RE: APPROVE CONSENT AGENDA – JUNE 4, 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 June 4, 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 REPORTS FOR THE PERIODS
ENDED JANUARY 31, 2020, FEBRUARY 29, 2020, and MARCH 31, 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 periods ended January 31, 2020, February 29, 2020 and March 31, 2020, as presented/amended.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

**Fuel Tax Revenues
Budget to Actual
Seven Months Ended January 2020**

	FY20 YTD Budget	FY20 YTD Actual	Variance %	Variance \$
Prince William County	8,585,967	9,345,839	9%	759,872
Stafford	2,753,975	2,861,726	4%	107,751
Manassas	628,133	564,099	-10%	(64,034)
Manassas Park	474,425	457,436	-4%	(16,989)
Fredericksburg	1,010,042	895,074	-11%	(114,968)
Spotsylvania	3,077,958	3,412,752	11%	334,794
Total	16,530,500	17,536,926	6%	1,006,426

Year to date budget reflects updated FY2020 motor fuels tax revenue projections done as part of the FY2021 budget and six year plan process (January 2020).

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2020

FY20 Beginning Fund Balance		\$ 21,944,377.83 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 2,922,557.39	\$ 23,031,884.68
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (784,994.00)	\$ (5,494,958.00)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 2,137,563.39	\$ 17,536,926.68
Interest from Investment	\$ 34,583.69	\$ 260,835.62
Total Tax & Investment Revenue	\$ 2,172,147.08	\$ 17,797,762.30
Expenditures/Transfers	\$ (17,152,872.50)	\$ (22,907,745.00)
Reimbursement from State Grant/Transfer from Other Governments	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 3,225,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES c		\$ 20,059,395.13
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 10,801,073.32
FY20 Projected State Grant (remainder)		\$ -
LESS: Unexpended Adopted Resolutions		\$ (4,066,481.31) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$ -	\$ -
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 26,793,987.14 (2)

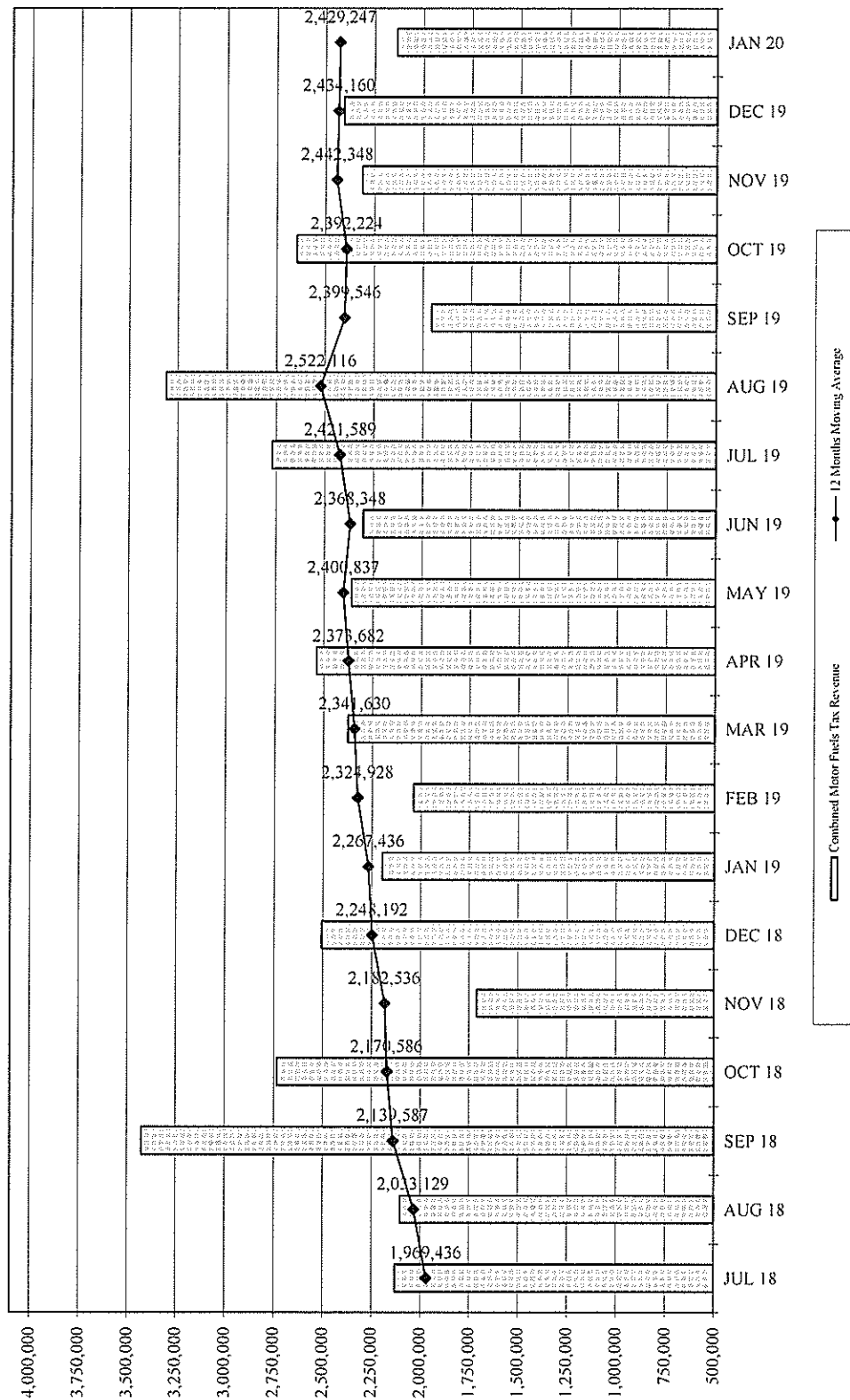
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
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
Total	\$ 26,974,226.31	\$ 22,907,745.00	\$ 4,066,481.31 (*)

(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 FY19 and FY20



FY20 Beginning Fund Balance	\$ 9,116,760.25 (1)
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	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 1,543,161.17	\$ 12,263,021.30
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (414,490.50)	\$ (2,917,182.39)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 1,128,670.67	\$ 9,345,838.91
Interest from Investment	\$ 16,066.26	\$ 118,419.16
Total Tax & Investment Revenue	\$ 1,144,736.93	\$ 9,464,258.07
Expenditures/Transfers	\$ (13,884,300.00)	\$ (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		\$ 4,696,718.32
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		5,372,961.09
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		\$ 9,896,679.41 (2)

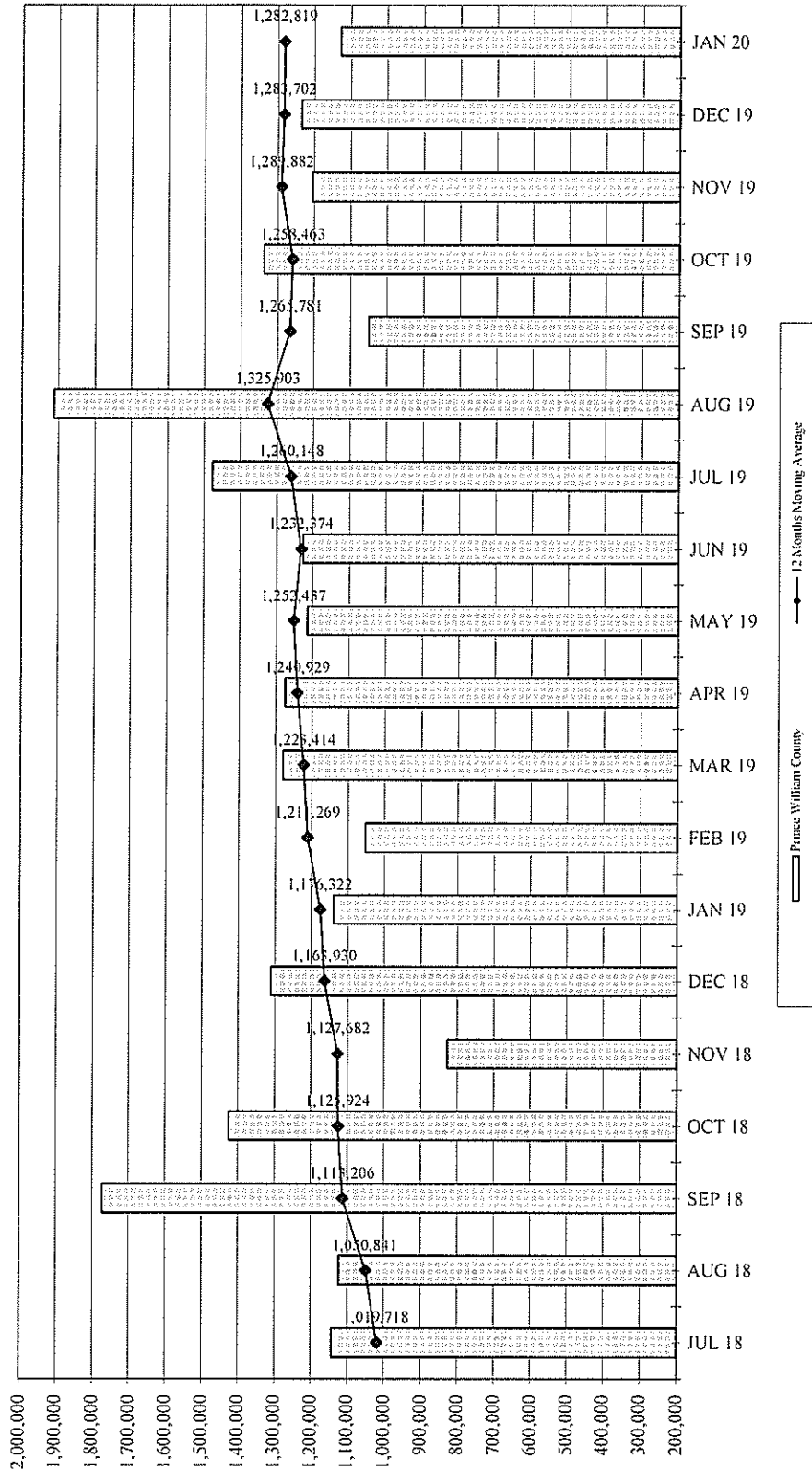
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
19-06-14	\$ 16,868,300.00 (1a)	\$ 16,868,300.00	\$ -
Total	\$ 17,041,300.00	\$ 16,868,300.00	\$ 173,000.00 (*)

(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 SEVEN MONTHS ENDING JANUARY 31, 2020

FY20 Beginning Fund Balance		\$ 5,653,804.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 473,842.72	\$ 3,761,568.20
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (127,273.36)	\$ (899,842.32)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 346,569.36	\$ 2,861,725.88
Interest from Investment	\$ 7,457.90	\$ 56,200.78
Total Tax & Investment Revenue	\$ 354,027.26	\$ 2,917,926.66
Expenditures/Transfers	\$ (1,217,310.00)	\$ (2,457,020.00)
PRTC Operating Fund Balance	\$ -	\$ 63,300.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 6,178,011.57
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		1,859,374.12
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		\$ 8,037,385.69 (2)

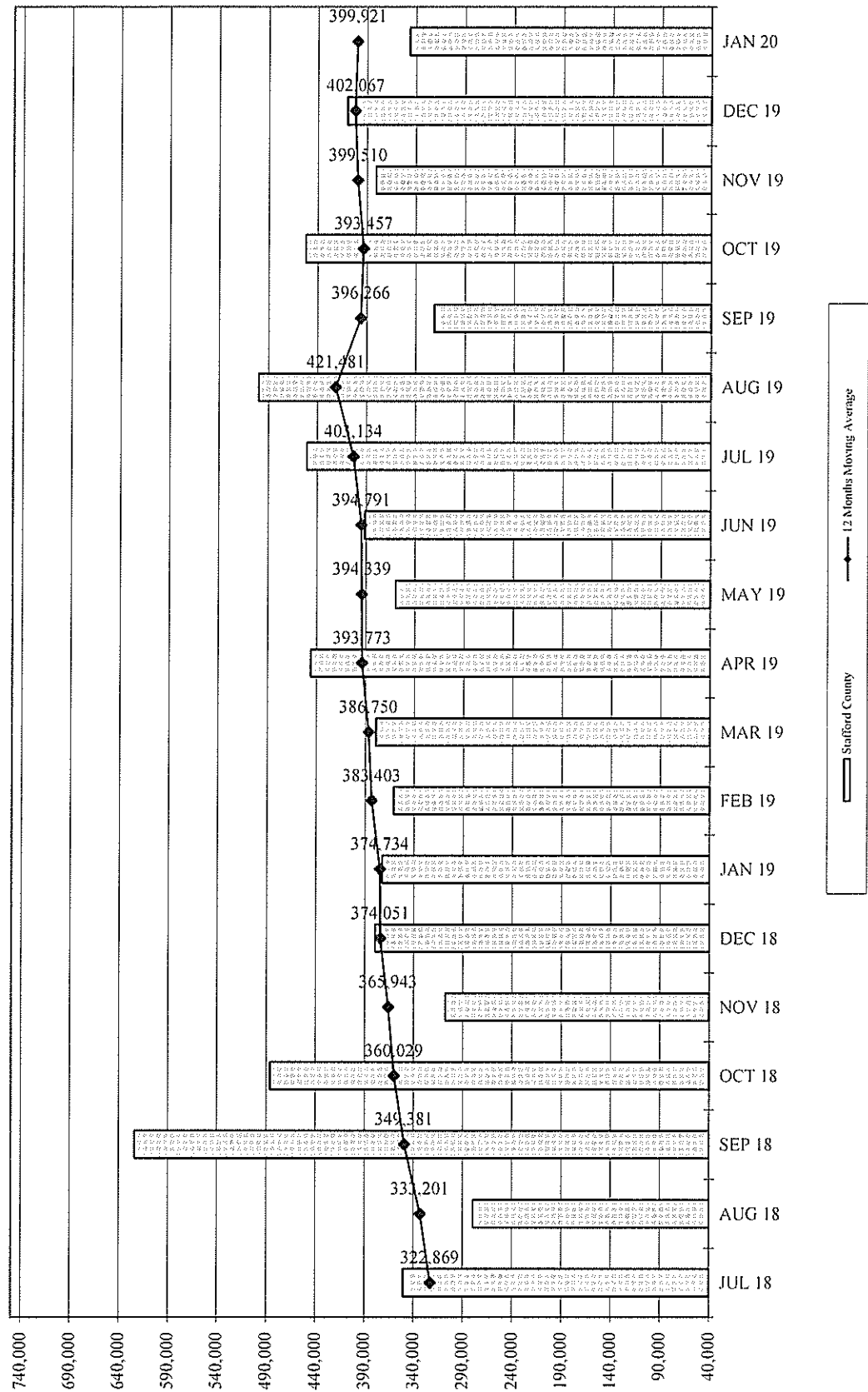
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-11	\$ 2,352,820.00 (1a)	\$ 2,352,820.00	\$ -
19-06-14	\$ 104,200.00 (1a)	\$ 104,200.00	\$ -
Total	\$ 2,457,020.00	\$ 2,457,020.00	\$ - (*)

(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

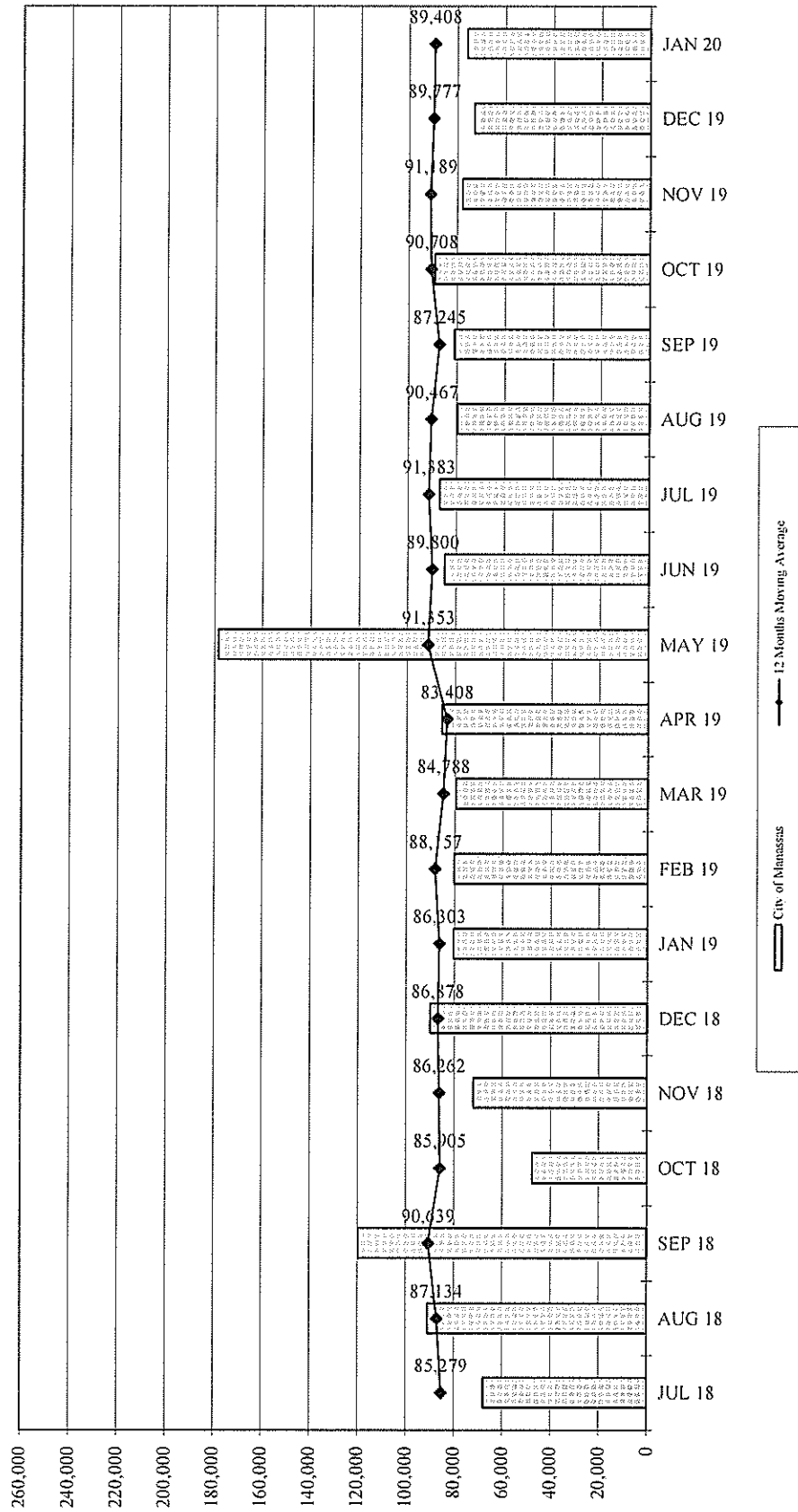


FY20 Beginning Fund Balance		\$ 847,558.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 103,922.55	\$ 744,886.76
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (27,913.42)	\$ (180,787.47)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 76,009.13	\$ 564,099.29
Interest from Investment	\$ 562.70	\$ 5,861.00
Total Tax & Investment Revenue	\$ 76,571.83	\$ 569,960.29
Expenditures/Transfers	\$ (768,071.00)	\$ (1,166,042.00)
Reimbursement From State Grant and Transfer from City of Manassas	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 50,600.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 302,077.20
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		512,700.71
FY20 Projected State Grant (remainder)		-
LESS: Unexpended Adopted Resolutions		\$ (212,000.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 602,777.91 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
19-06-11	\$ 694,742.00 (1a)	\$ 694,742.00	\$ -
19-06-14	\$ 471,300.00 (1a)	\$ 471,300.00	\$ -
Total	\$ 1,378,042.00	\$ 1,166,042.00	\$ 212,000.00 (*)

(*) 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 SEVEN MONTHS ENDING JANUARY 31, 2020

FY20 Beginning Fund Balance		\$ 2,854,976.21 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 78,051.24	\$ 599,435.35
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (20,964.43)	\$ (141,999.51)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 57,086.81	\$ 457,435.84
Interest from Investment	\$ 3,943.91	\$ 32,084.85
Total Tax & Investment Revenue	\$ 61,030.72	\$ 489,520.69
Expenditures/Transfers	\$ (425,342.50)	\$ (655,185.00)
PRTC Operating Fund Balance	\$ -	\$ 27,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 2,716,411.90
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		355,864.16
LESS: Unexpended Adopted Resolutions		\$ (1,330,803.69) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 1,741,472.37 (2)

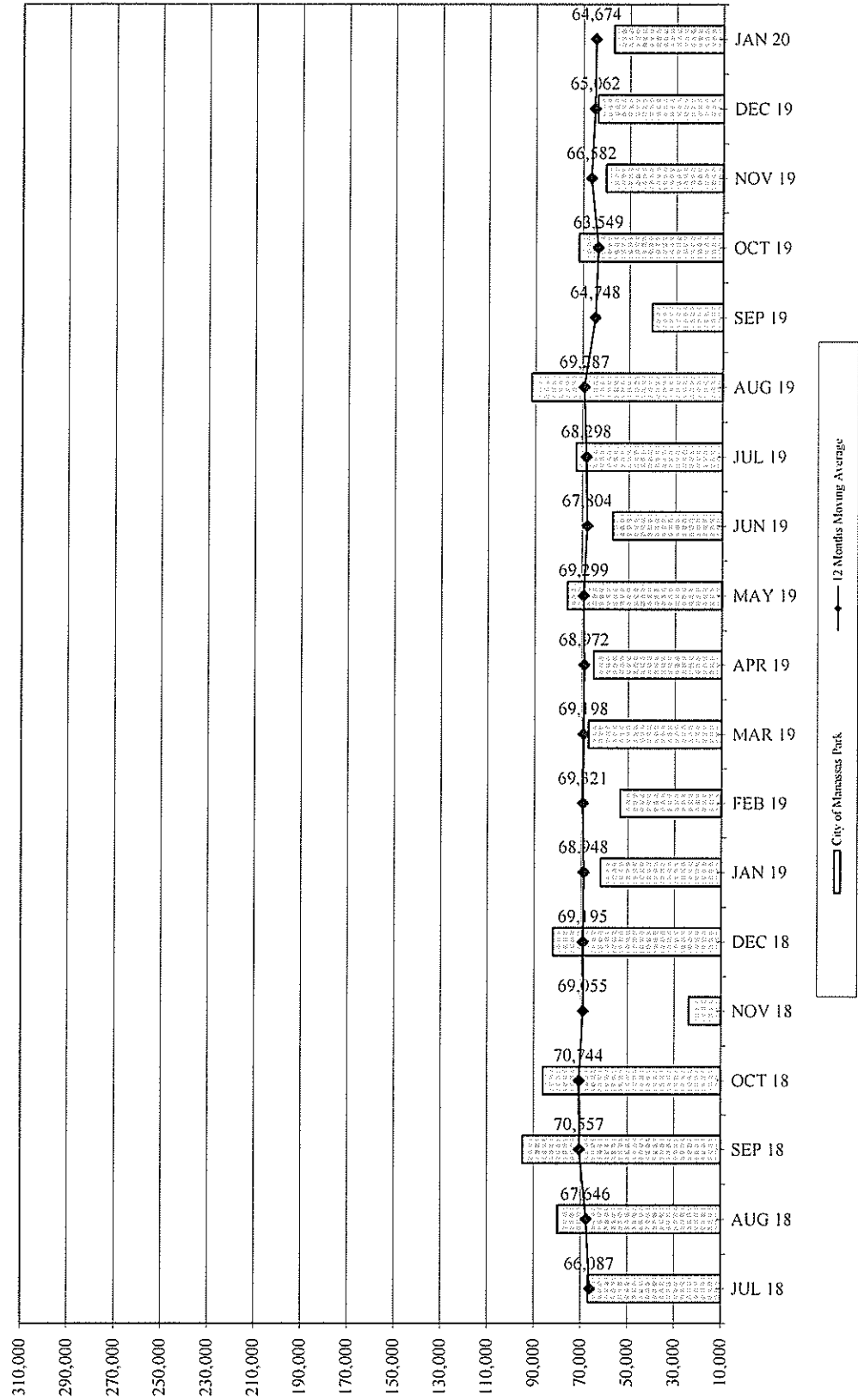
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 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	\$ 655,185.00	\$ 1,330,803.69 (*)

(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 FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG
FOR THE SEVEN MONTHS ENDING JANUARY 31, 2020

FY20 Beginning Fund Balance		\$ 1,530,475.74 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 145,142.19	\$ 1,175,430.17
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (38,984.95)	\$ (280,355.69)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 106,157.24	\$ 895,074.48
Interest from Investment	\$ 2,593.00	\$ 17,591.42
Total Tax & Investment Revenue	\$ 108,750.24	\$ 912,665.90
Expenditures/Transfers	\$ (172,714.00)	\$ (361,328.00)
PRTC Operating Fund Balance	\$ -	\$ 28,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 2,109,913.64
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		836,425.52
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		\$ 2,513,697.16 (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 (*)

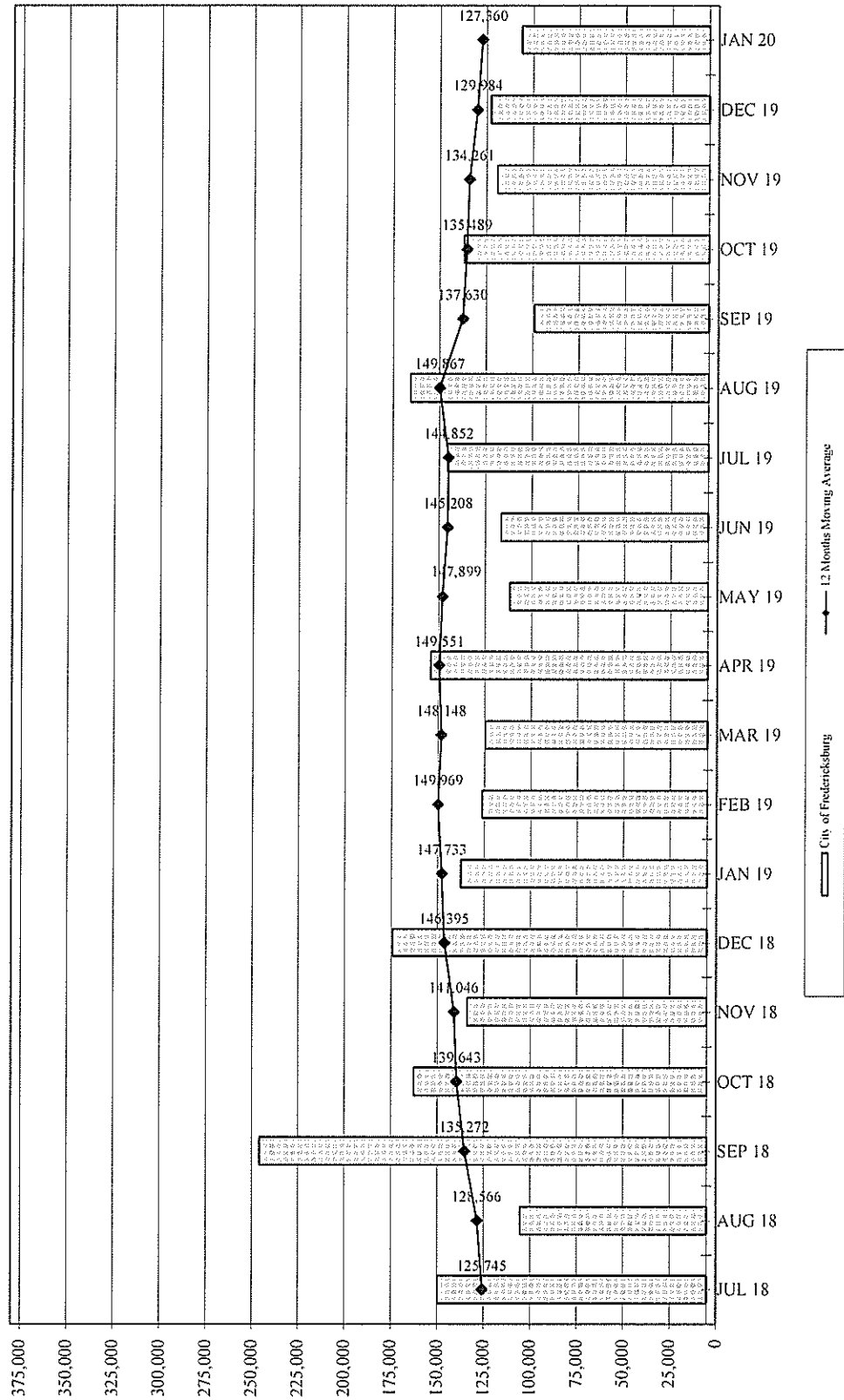
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(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 SEVEN MONTHS ENDING JANUARY 31, 2020

FY20 Beginning Fund Balance			\$ 1,940,801.81 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 578,437.52	\$ 4,487,542.90	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (155,367.34)	\$ (1,074,790.62)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 423,070.18	\$ 3,412,752.28	
Interest from Investment	\$ 3,959.92	\$ 30,678.41	
Total Tax & Investment Revenue	\$ 427,030.10	\$ 3,443,430.69	
Expenditures/Transfers	\$ (685,135.00)	\$ (1,399,870.00)	
PRTC Operating Fund Balance	\$ -	\$ 71,900.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 4,056,262.50	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		1,863,747.72	
LESS: Unexpended Adopted Resolutions		\$ (1,918,035.62) (*)	
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance		\$ 4,001,974.60 (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
Total	\$ 3,317,905.62	\$ 1,399,870.00	\$ 1,918,035.62 (*)

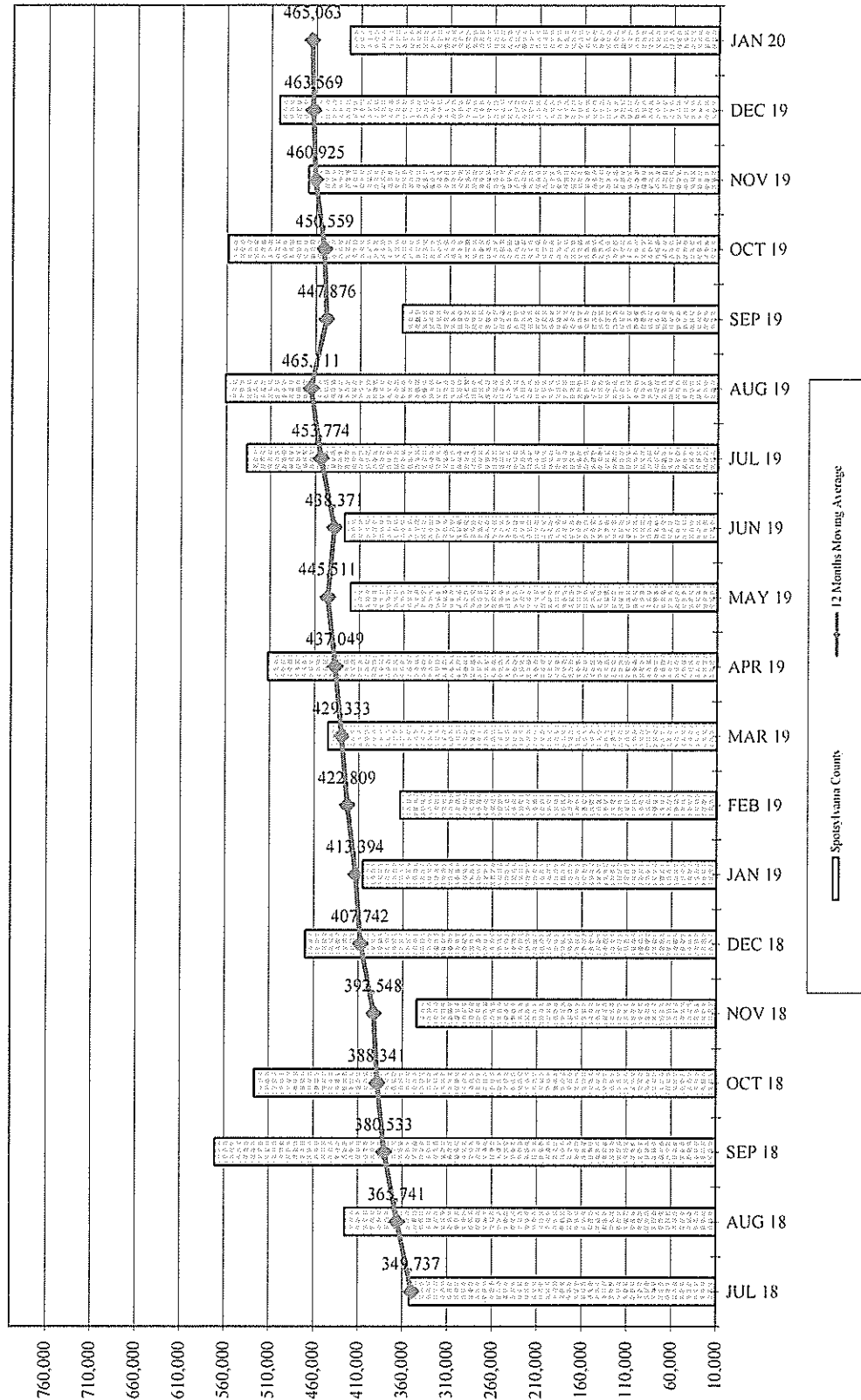
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(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



Fuel Tax Revenues
Budget to Actual
Eight Months Ended February 2020

	FY20 YTD Budget	FY20 YTD Actual	Variance %	Variance \$
Prince William County	9,812,533	10,487,489	7%	674,956
Stafford	3,147,400	3,191,295	1%	43,895
Manassas	717,867	633,735	-12%	(84,132)
Manassas Park	542,200	506,590	-7%	(35,610)
Fredericksburg	1,154,333	994,593	-14%	(159,740)
Spotsylvania	3,517,667	3,865,211	10%	347,544
Total	18,892,000	19,678,913	4%	786,913

Year to date budget reflects updated FY2020 motor fuels tax revenue projections done as part of the FY2021 budget and six year plan process (January 2020).

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2020

FY20 Beginning Fund Balance		\$ 21,944,377.83 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 2,926,980.42	\$ 25,958,865.10
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (784,994.00)	\$ (6,279,952.00)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 2,141,986.42	\$ 19,678,913.10
Interest from Investment	\$ 21,365.47	\$ 282,201.09
Total Tax & Investment Revenue	\$ 2,163,351.89	\$ 19,961,114.19
Expenditures/Transfers	\$ -	\$ (22,907,745.00)
Reimbursement from State Grant/Transfer from Other Governments	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 3,225,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES c		\$ 22,222,747.02
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 8,659,086.90
FY20 Projected State Grant (remainder)		\$ -
LESS: Unexpended Adopted Resolutions		\$ (4,066,481.31) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	-	-
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 26,815,352.61 (2)

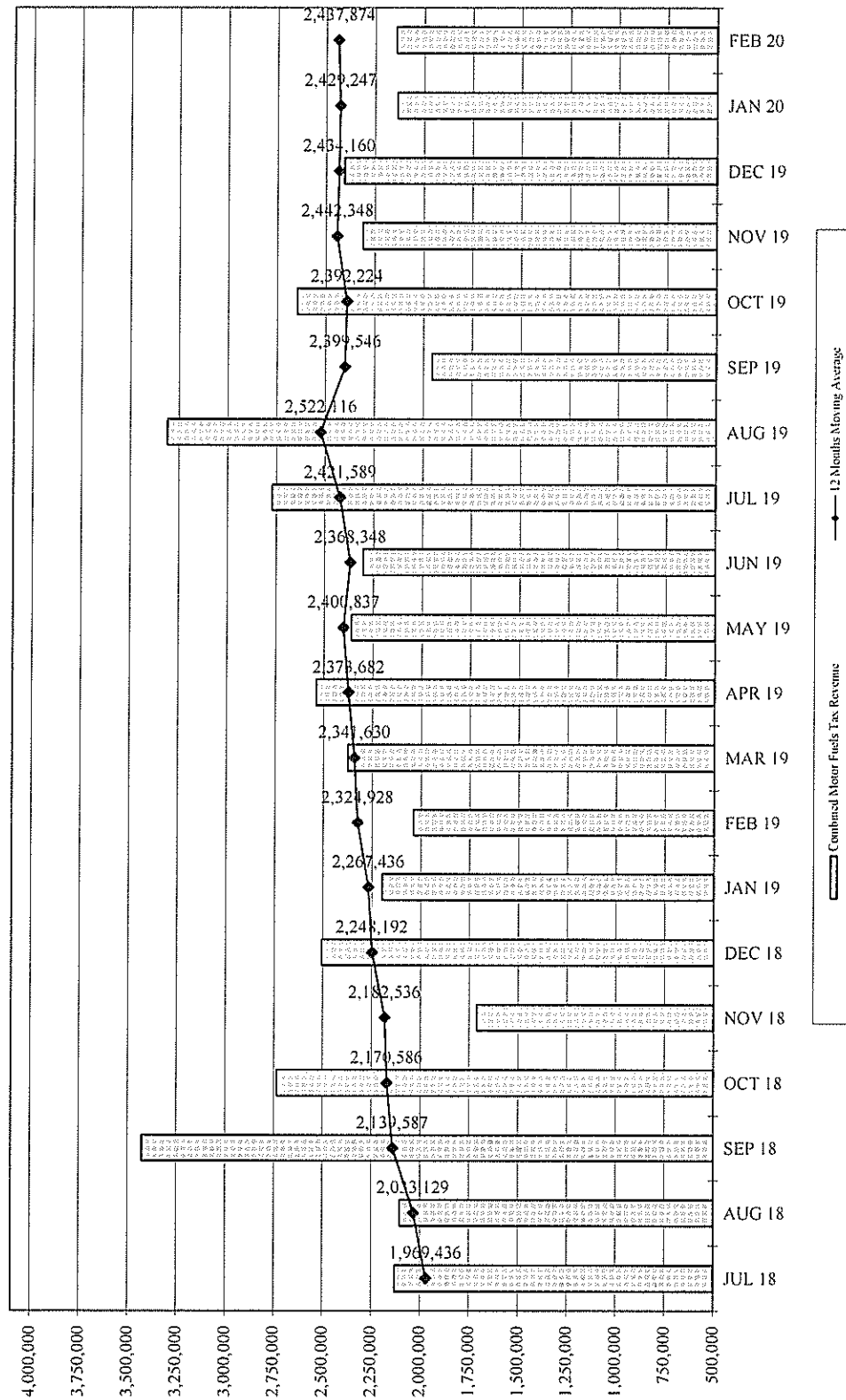
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
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
Total	\$ 26,974,226.31	\$ 22,907,745.00	\$ 4,066,481.31 (*)

(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 FY19 and FY20

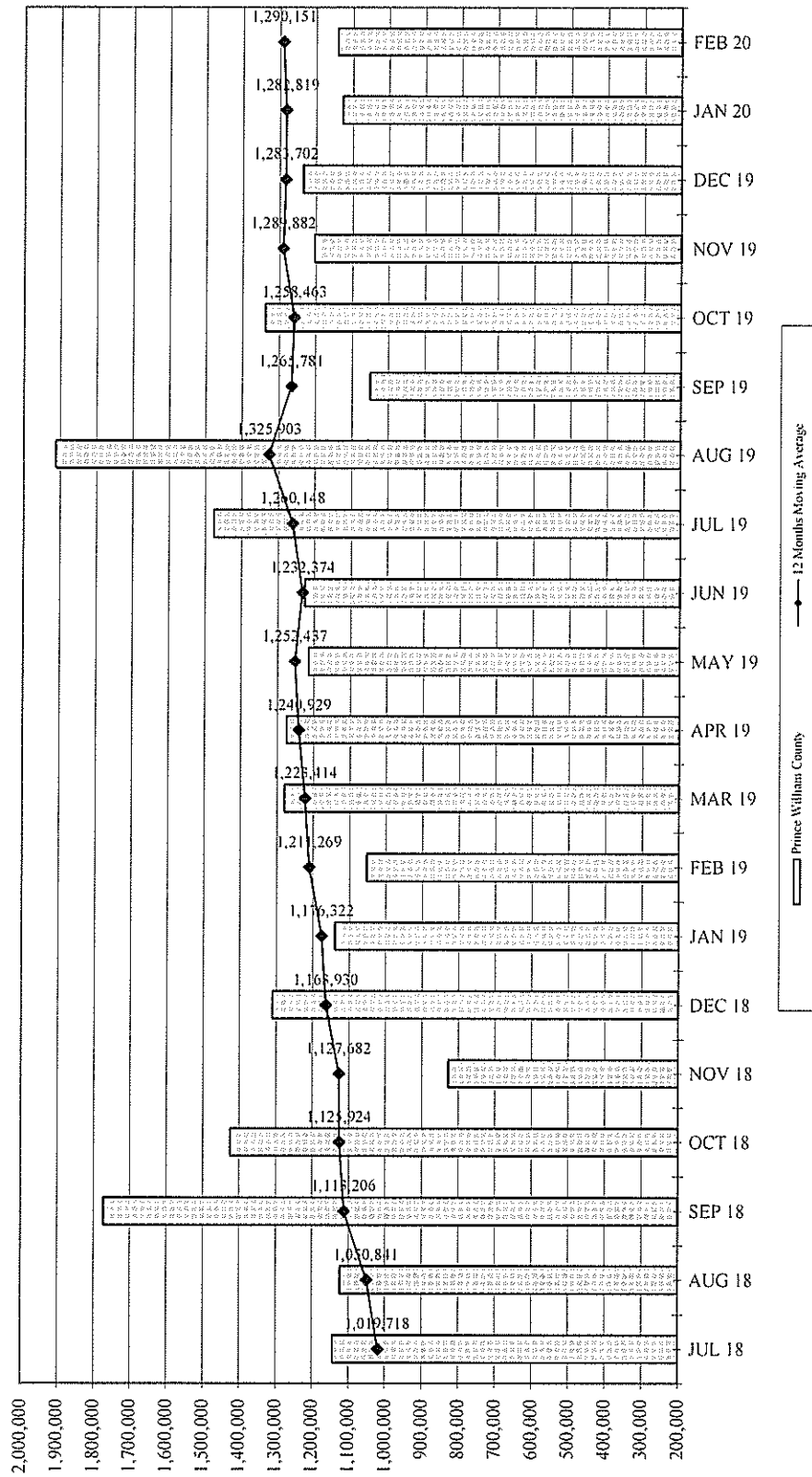


FY20 Beginning Fund Balance	\$ 9,116,760.25 (1)
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ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
19-06-14	\$ 16,868,300.00 (1a)	\$ 16,868,300.00	\$ -
Total	\$ 17,041,300.00	\$ 16,868,300.00	\$ 173,000.00 (*)

(*) 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 EIGHT MONTHS ENDING FEBRUARY 29, 2020

FY20 Beginning Fund Balance \$ 5,653,804.91 (1)

	<u>Current Month</u>	<u>Year To Date</u>
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 450,349.13	\$ 4,211,917.33
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (120,780.23)	\$ (1,020,622.55)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 329,568.90	\$ 3,191,294.78
Interest from Investment	\$ 7,425.80	\$ 63,626.58
Total Tax & Investment Revenue	\$ 336,994.70	\$ 3,254,921.36
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		<u>\$ 6,515,006.27</u>
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		1,529,805.22
LESS: Unexpended Adopted Resolutions		\$ - (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>
Total Projected Unencumbered Balance		<u>\$ 8,044,811.49</u> (2)

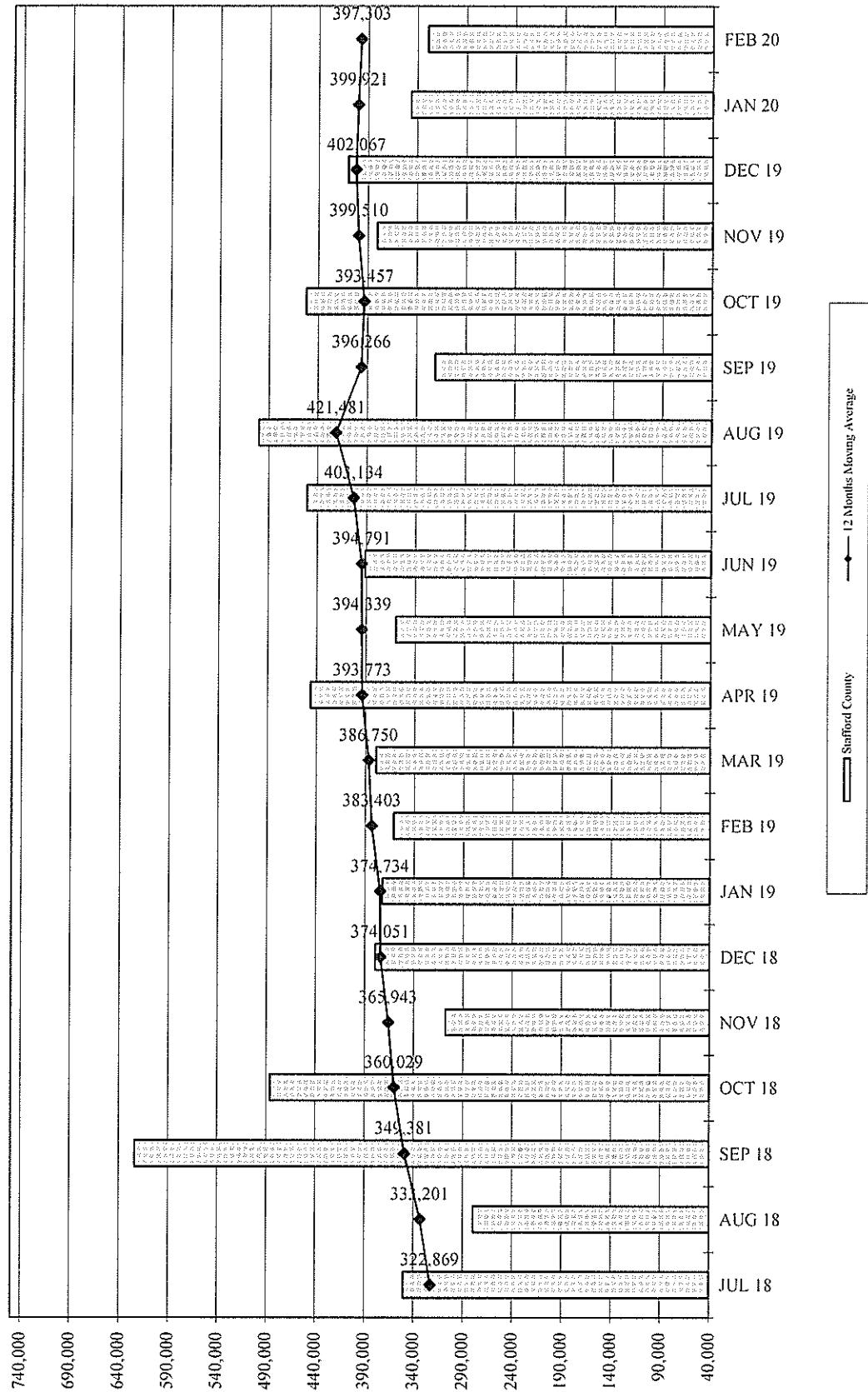
<u>ADOPTED RESOLUTIONS</u>	<u>AMOUNT</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
19-06-11	\$ 2,352,820.00 (1a)	\$ 2,352,820.00	\$ -
19-06-14	\$ 104,200.00 (1a)	\$ 104,200.00	\$ -
Total	<u>\$ 2,457,020.00</u>	<u>\$ 2,457,020.00</u>	<u>\$ -</u> (*)

(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 EIGHT MONTHS ENDING FEBRUARY 29, 2020

FY20 Beginning Fund Balance			\$	847,558.91	(1)
		Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-	
Gross Tax Revenue	\$	95,155.66	\$	840,042.42	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(25,520.03)	\$	(206,307.50)	
Less: State Admin Cost	\$	-	\$	-	
Net Tax Revenue	\$	69,635.63	\$	633,734.92	
Interest from Investment	\$	215.26	\$	6,076.26	
Total Tax & Investment Revenue	\$	69,850.89	\$	639,811.18	
Expenditures/Transfers	\$	-	\$	(1,166,042.00)	
Reimbursement From State Grant and Transfer from City of Manassas	\$	-	\$	-	
PRTC Operating Fund Balance	\$	-	\$	50,600.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	371,928.09	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				443,065.08	
FY20 Projected State Grant (remainder)				-	
LESS: Unexpended Adopted Resolutions			\$	(212,000.00)	(*)
Other Financing Sources/(Uses)					
Claims and Judgments		\$0.00		\$0.00	
Jurisdictional Reimbursement		\$0.00		\$0.00	
Total Projected Unencumbered Balance			\$	602,993.17	(2)

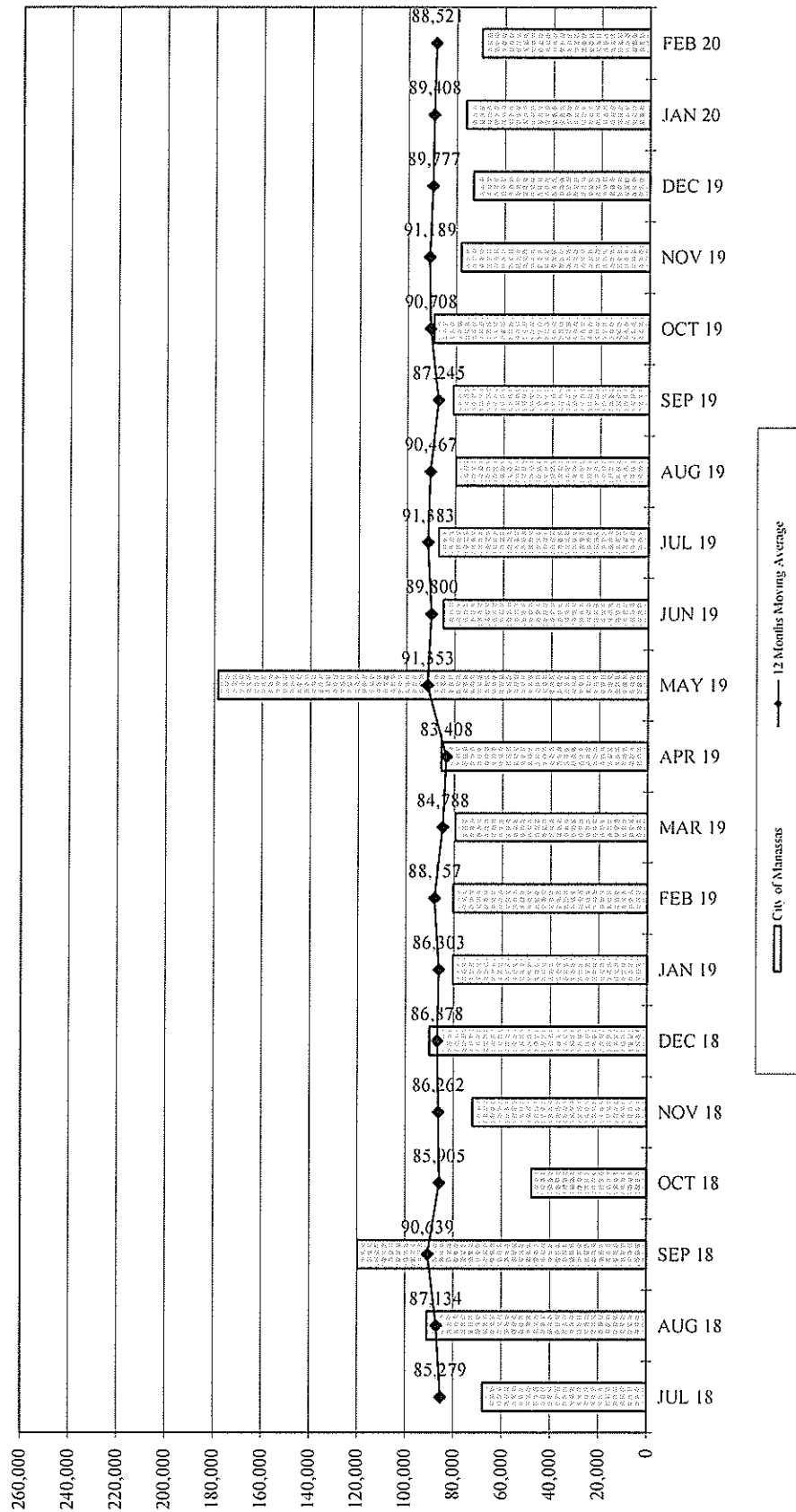
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
19-06-11	\$ 694,742.00 (1a)	\$ 694,742.00	\$ -
19-06-14	\$ 471,300.00 (1a)	\$ 471,300.00	\$ -
Total	\$ 1,378,042.00	\$ 1,166,042.00	\$ 212,000.00 (*)

(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 CITY OF MANASSAS PARK
FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2020

FY20 Beginning Fund Balance		\$ 2,854,976.21 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 67,167.86	\$ 666,603.21
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (18,013.91)	\$ (160,013.42)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 49,153.95	\$ 506,589.79
Interest from Investment	\$ 3,542.88	\$ 35,627.73
Total Tax & Investment Revenue	\$ 52,696.83	\$ 542,217.52
Expenditures/Transfers	\$ -	\$ (655,185.00)
PRTC Operating Fund Balance	\$ -	\$ 27,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 2,769,108.73
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		306,710.21
LESS: Unexpended Adopted Resolutions		\$ (1,330,803.69) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 1,745,015.25 (2)

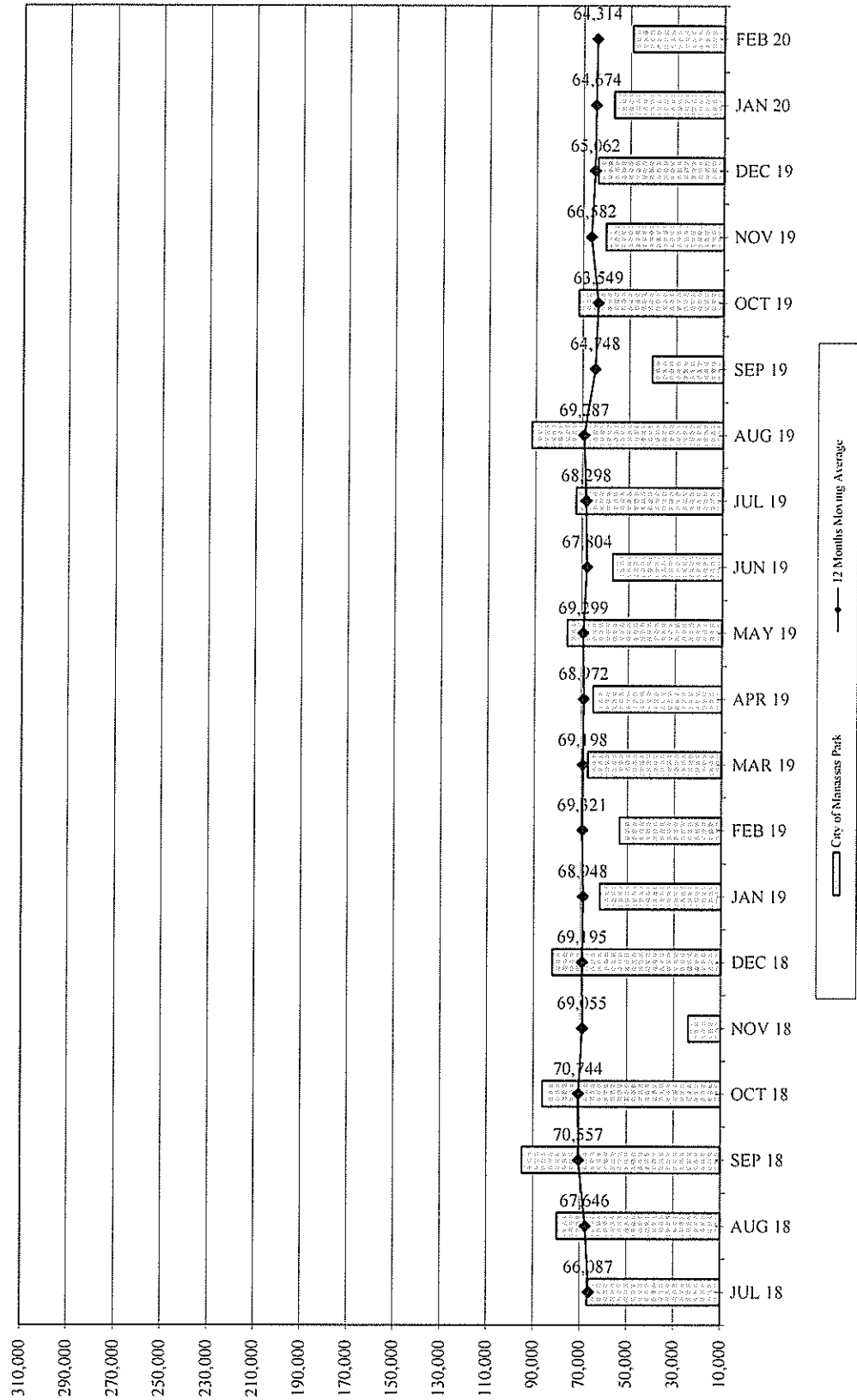
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 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	\$ 655,185.00	\$ 1,330,803.69 (*)

(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 FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG
FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2020

FY20 Beginning Fund Balance \$ 1,530,475.74 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 135,990.08	\$ 1,311,420.25
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (36,471.51)	\$ (316,827.20)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 99,518.57	\$ 994,593.05
Interest from Investment	\$ 2,574.67	\$ 20,166.09
Total Tax & Investment Revenue	\$ 102,093.24	\$ 1,014,759.14
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		\$ 2,212,006.88
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		736,906.95
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		\$ 2,516,271.83 (2)

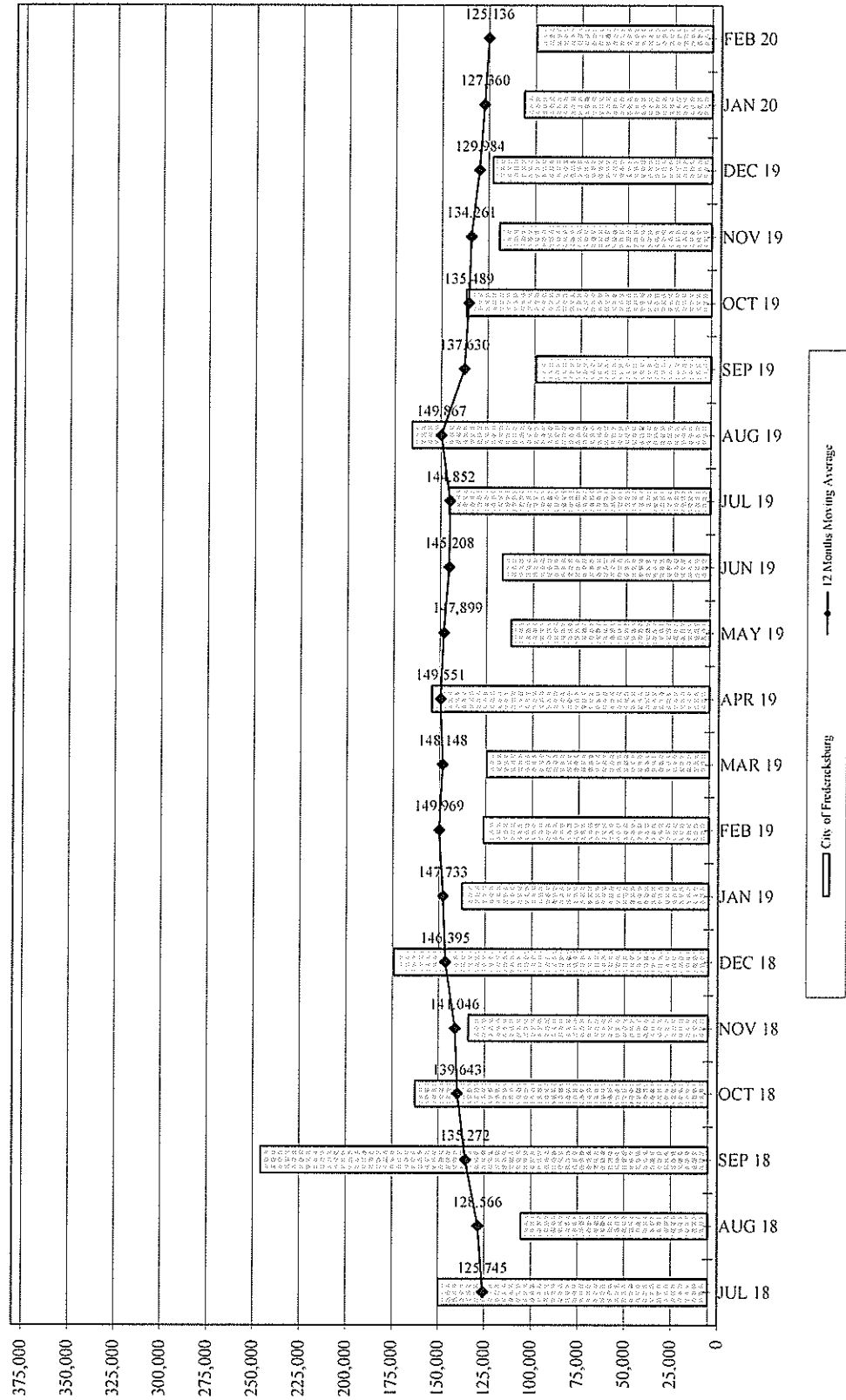
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 321,028.00 (1a)	\$ 321,028.00	\$ -
19-06-14	\$ 40,300.00 (1a)	\$ 40,300.00	\$ -
Total	\$ 793,970.00	\$ 361,328.00	\$ 432,642.00 (*)

(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 EIGHT MONTHS ENDING FEBRUARY 29, 2020

FY20 Beginning Fund Balance			\$ 1,940,801.81 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 618,275.83	\$ 5,105,818.73	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (165,816.90)	\$ (1,240,607.52)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 452,458.93	\$ 3,865,211.21	
Interest from Investment	\$ 4,314.45	\$ 34,992.86	
Total Tax & Investment Revenue	\$ 456,773.38	\$ 3,900,204.07	
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			\$ 4,513,035.88
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			1,411,288.79
LESS: Unexpended Adopted Resolutions			\$ (1,918,035.62) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 4,006,289.05 (2)

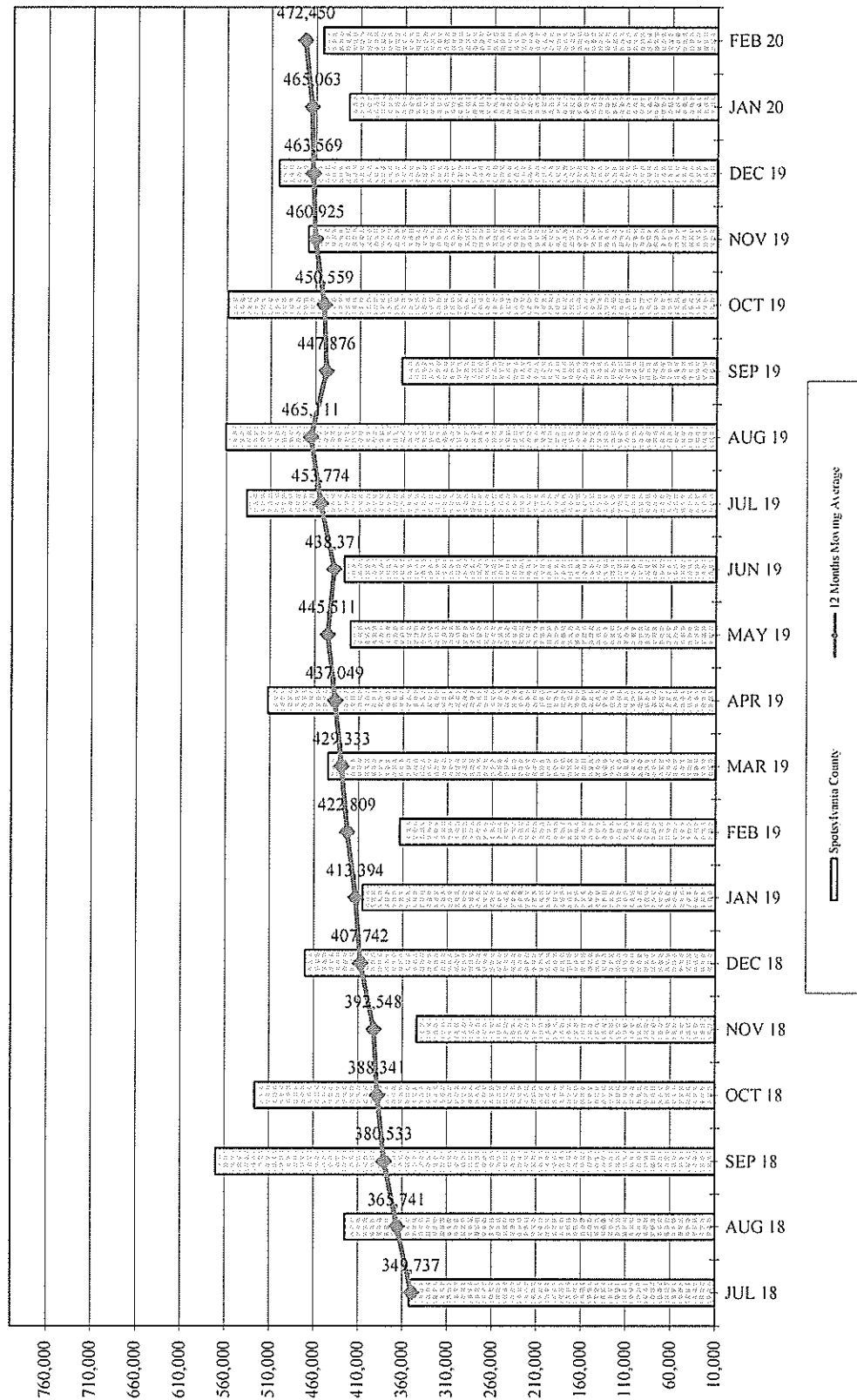
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-11-07	\$ 9,467.87 (1)	\$ -	\$ 9,467.87
19-04-05	\$ 708,567.75 (1)	\$ -	\$ 708,567.75
19-06-11	\$ 1,285,670.00 (1a)	\$ 1,285,670.00	\$ -
19-06-14	\$ 114,200.00 (1a)	\$ 114,200.00	\$ -
20-01-06	\$ 1,200,000.00	\$ -	\$ 1,200,000.00
Total	\$ 3,317,905.62	\$ 1,399,870.00	\$ 1,918,035.62 (*)

(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



**Fuel Tax Revenues
Budget to Actual
Nine Months Ended March 2020**

	FY20 YTD Budget	FY20 YTD Actual	Variance %	Variance \$
Prince William County	9,935,925	11,568,599	16%	1,632,674
Stafford	3,186,975	3,547,954	11%	360,979
Manassas	726,900	705,852	-3%	(21,048)
Manassas Park	549,000	568,961	4%	19,961
Fredericksburg	1,168,800	1,105,704	-5%	(63,096)
Spotsylvania	3,561,900	4,362,223	22%	800,323
Total	19,129,500	21,859,293	14%	2,729,793

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

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	\$ 2,965,372.42	\$ 28,924,237.52
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (784,994.00)	\$ (7,064,946.00)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 2,180,378.42	\$ 21,859,291.52
Interest from Investment	\$ 20,639.58	\$ 302,840.67
Total Tax & Investment Revenue	\$ 2,201,018.00	\$ 22,162,132.19
Expenditures/Transfers	\$ (85,000.00)	\$ (22,992,745.00)
Reimbursement from State Grant/Transfer from Other Governments	\$ 137,185.00	\$ 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		\$ 24,475,950.02
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 3,646,708.48
FY20 Projected State Grant (remainder)		\$ -
LESS: Unexpended Adopted Resolutions		\$ (3,981,481.31) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	-	-
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 24,141,177.19 (2)

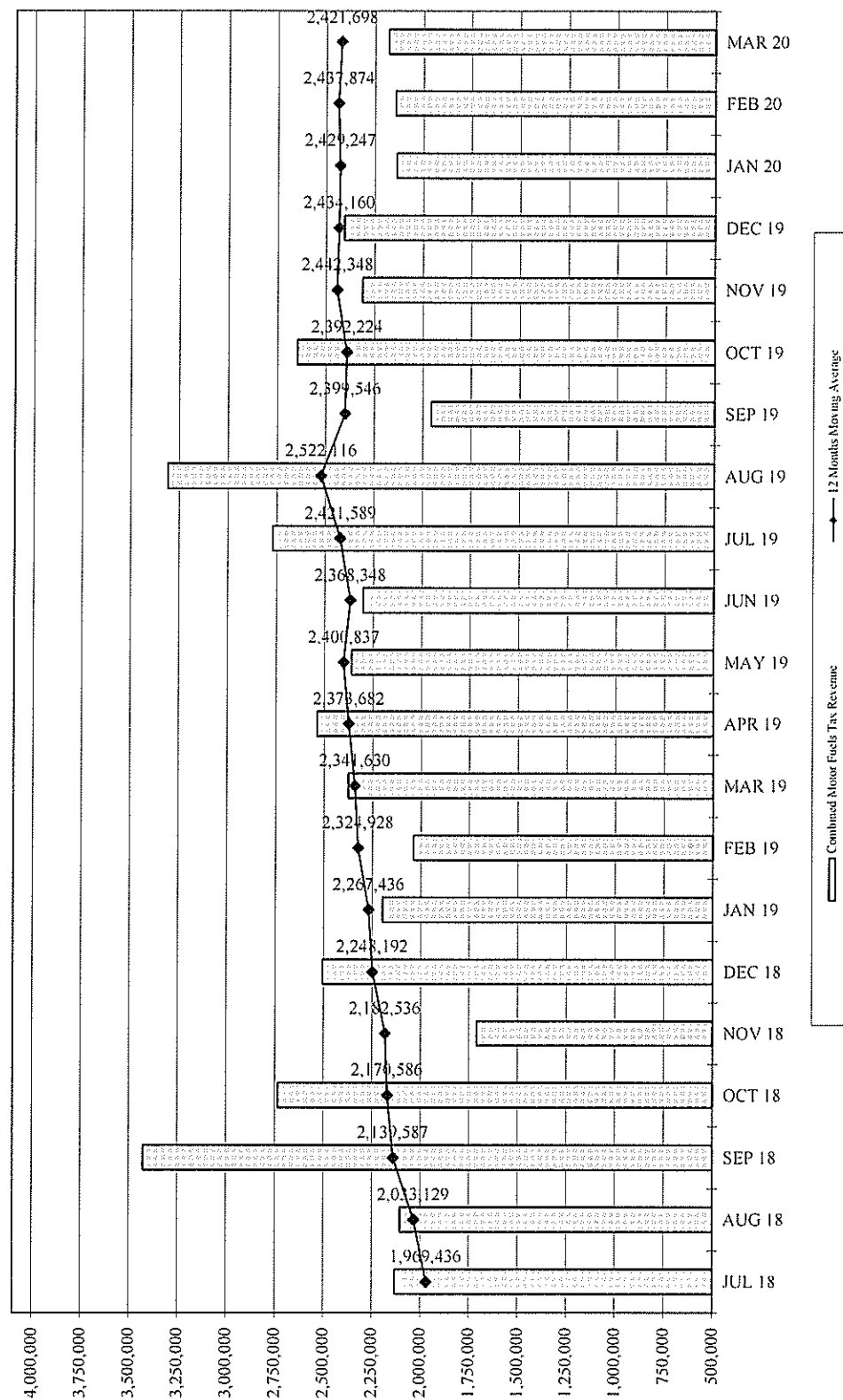
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
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	\$ -
Total	\$ 26,974,226.31	\$ 22,992,745.00	\$ 3,981,481.31 (*)

(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 FY19 and FY20



MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY
FOR THE NINE MONTHS ENDING MARCH 31, 2020

FY20 Beginning Fund Balance			\$ 9,116,760.25 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 1,470,337.64	\$ 15,293,400.80	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (389,228.08)	\$ (3,724,801.89)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 1,081,109.56	\$ 11,568,598.91	
Interest from Investment	\$ 4,125.30	\$ 125,836.87	
Total Tax & Investment Revenue	\$ 1,085,234.86	\$ 11,694,435.78	
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			\$ 6,926,896.03
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			1,679,301.09
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			\$ 8,433,197.12 (2)

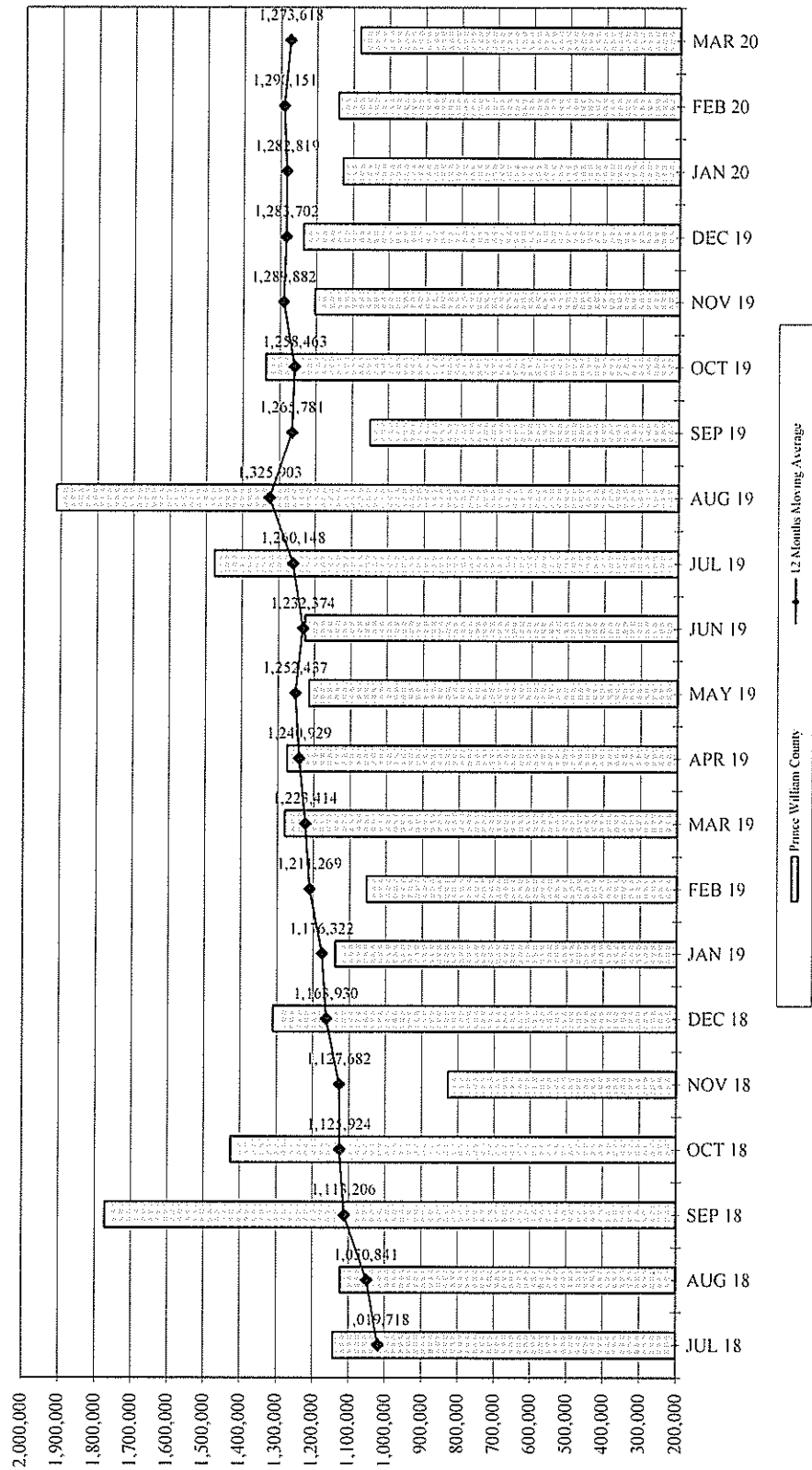
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
19-06-14	\$ 16,868,300.00 (1a)	\$ 16,868,300.00	\$ -
Total	\$ 17,041,300.00	\$ 16,868,300.00	\$ 173,000.00 (*)

(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 NINE MONTHS ENDING MARCH 31, 2020

FY20 Beginning Fund Balance \$ 5,653,804.91 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 485,066.12	\$ 4,696,983.45
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (128,406.80)	\$ (1,149,029.35)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 356,659.32	\$ 3,547,954.10
Interest from Investment	\$ 6,697.93	\$ 70,324.51
Total Tax & Investment Revenue	\$ 363,357.25	\$ 3,618,278.61
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		\$ 6,878,363.52
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		701,345.90
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		\$ 7,579,709.42 (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	\$ -
Total	\$ 2,457,020.00	\$ 2,457,020.00	\$ - (*)

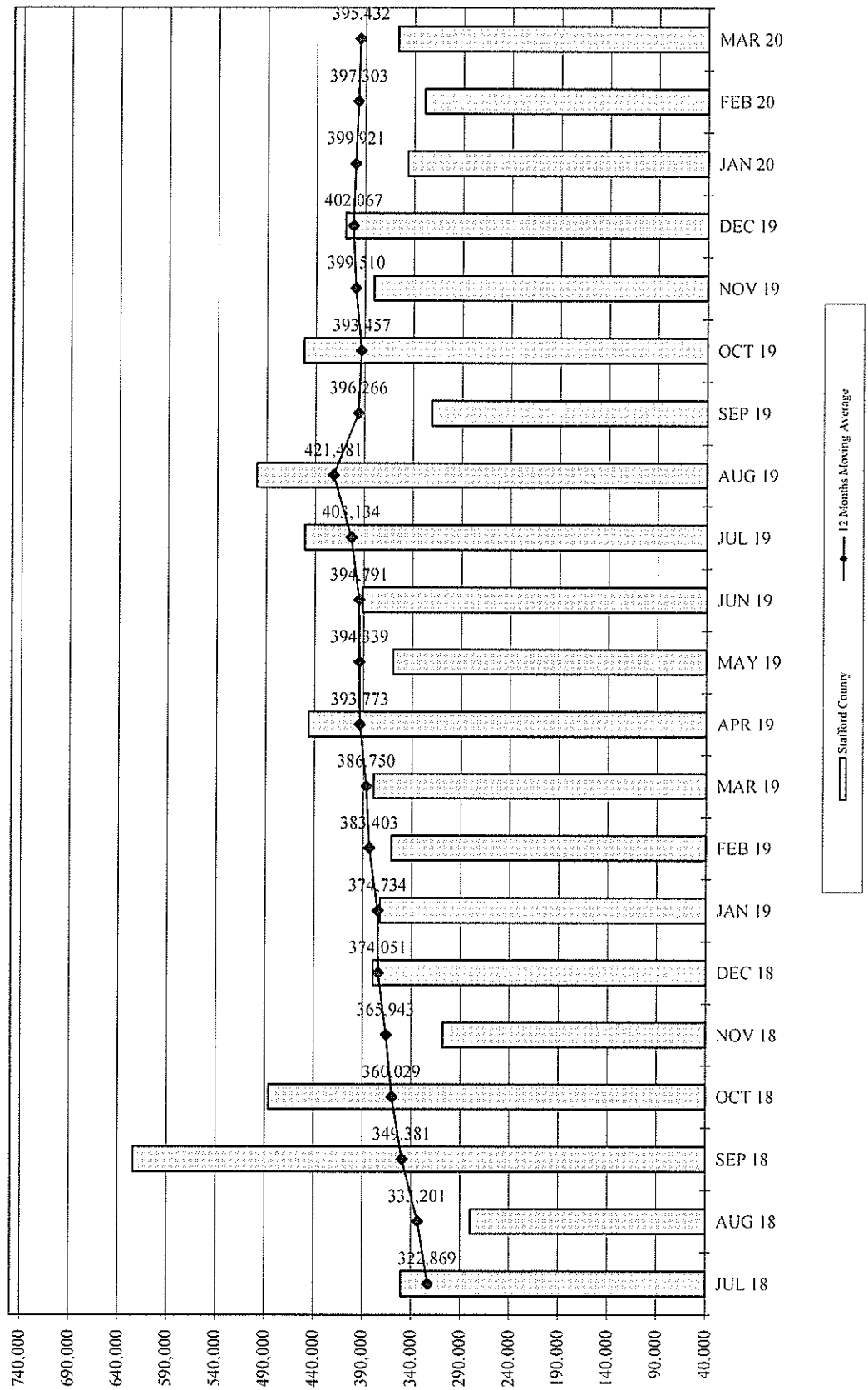
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(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

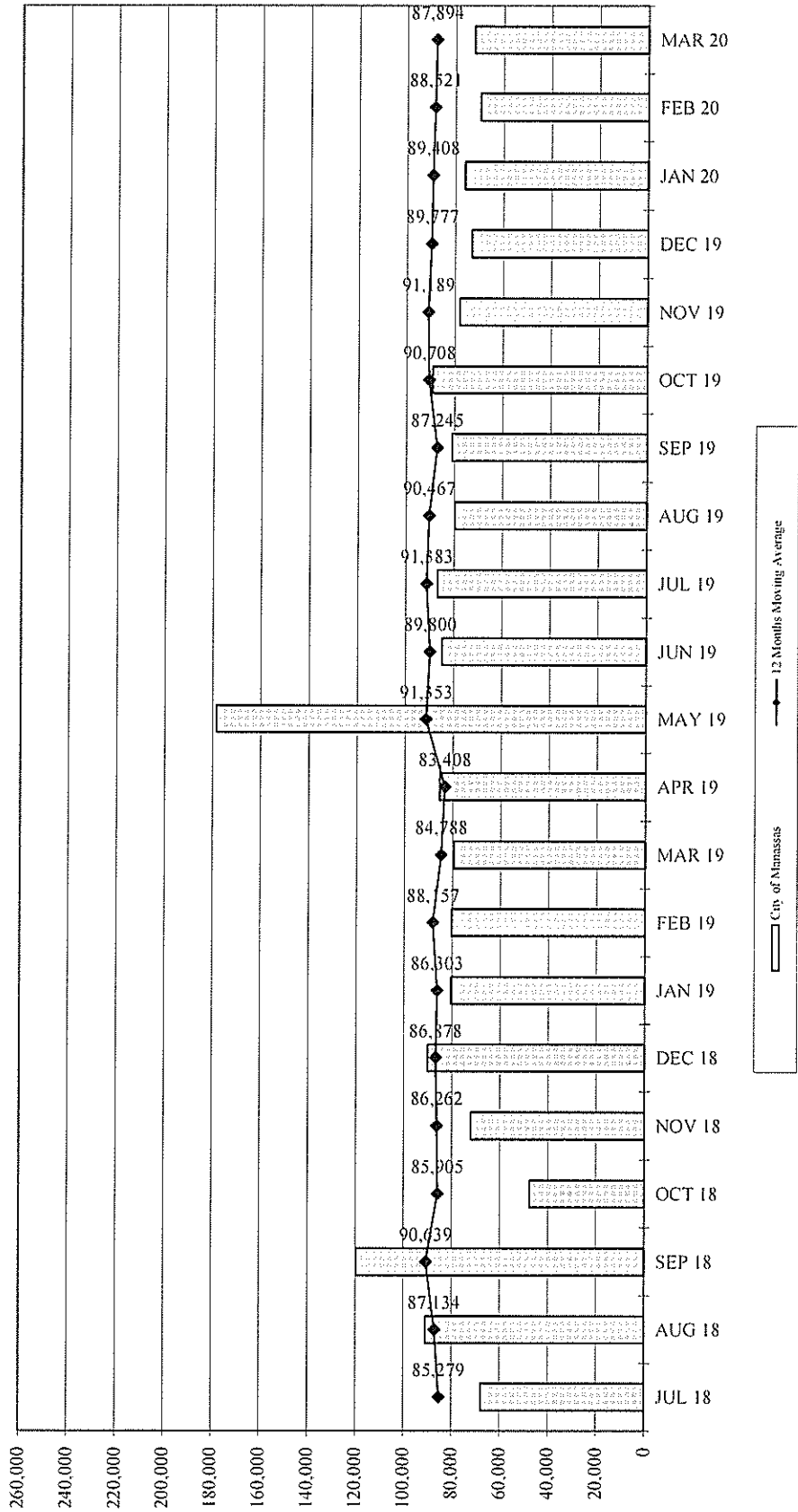


FY20 Beginning Fund Balance		\$ 847,558.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 98,080.67	\$ 938,123.09
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (25,963.94)	\$ (232,271.44)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 72,116.73	\$ 705,851.65
Interest from Investment	\$ 322.22	\$ 6,398.48
Total Tax & Investment Revenue	\$ 72,438.95	\$ 712,250.13
Expenditures/Transfers	\$ -	\$ (1,166,042.00)
Reimbursement From State Grant and Transfer from City of Manassas	\$ 137,185.00	\$ 137,185.00
PRTC Operating Fund Balance	\$ -	\$ 50,600.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 581,552.04
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		263,348.35
FY20 Projected State Grant (remainder)		-
LESS: Unexpended Adopted Resolutions		\$ (212,000.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 632,900.39 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
19-06-11	\$ 694,742.00 (1a)	\$ 694,742.00	\$ -
19-06-14	\$ 471,300.00 (1a)	\$ 471,300.00	\$ -
Total	\$ 1,378,042.00	\$ 1,166,042.00	\$ 212,000.00 (*)

(*) 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 NINE MONTHS ENDING MARCH 31, 2020

FY20 Beginning Fund Balance \$ 2,854,976.21 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 84,825.83	\$ 751,429.04
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (22,455.11)	\$ (182,468.53)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 62,370.72	\$ 568,960.51
Interest from Investment	\$ 3,013.91	\$ 38,641.64
Total Tax & Investment Revenue	\$ 65,384.63	\$ 607,602.15
Expenditures/Transfers	\$ (85,000.00)	\$ (740,185.00)
PRTC Operating Fund Balance	\$ -	\$ 27,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		<u>\$ 2,749,493.36</u>

FY20 Projected Motor Fuel Revenue
(for remainder of fiscal year) 163,039.49

LESS: Unexpended Adopted Resolutions \$ (1,245,803.69) (*)

Other Financing Sources/(Uses)

Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>

Total Projected Unencumbered Balance \$ 1,666,729.16 (2)

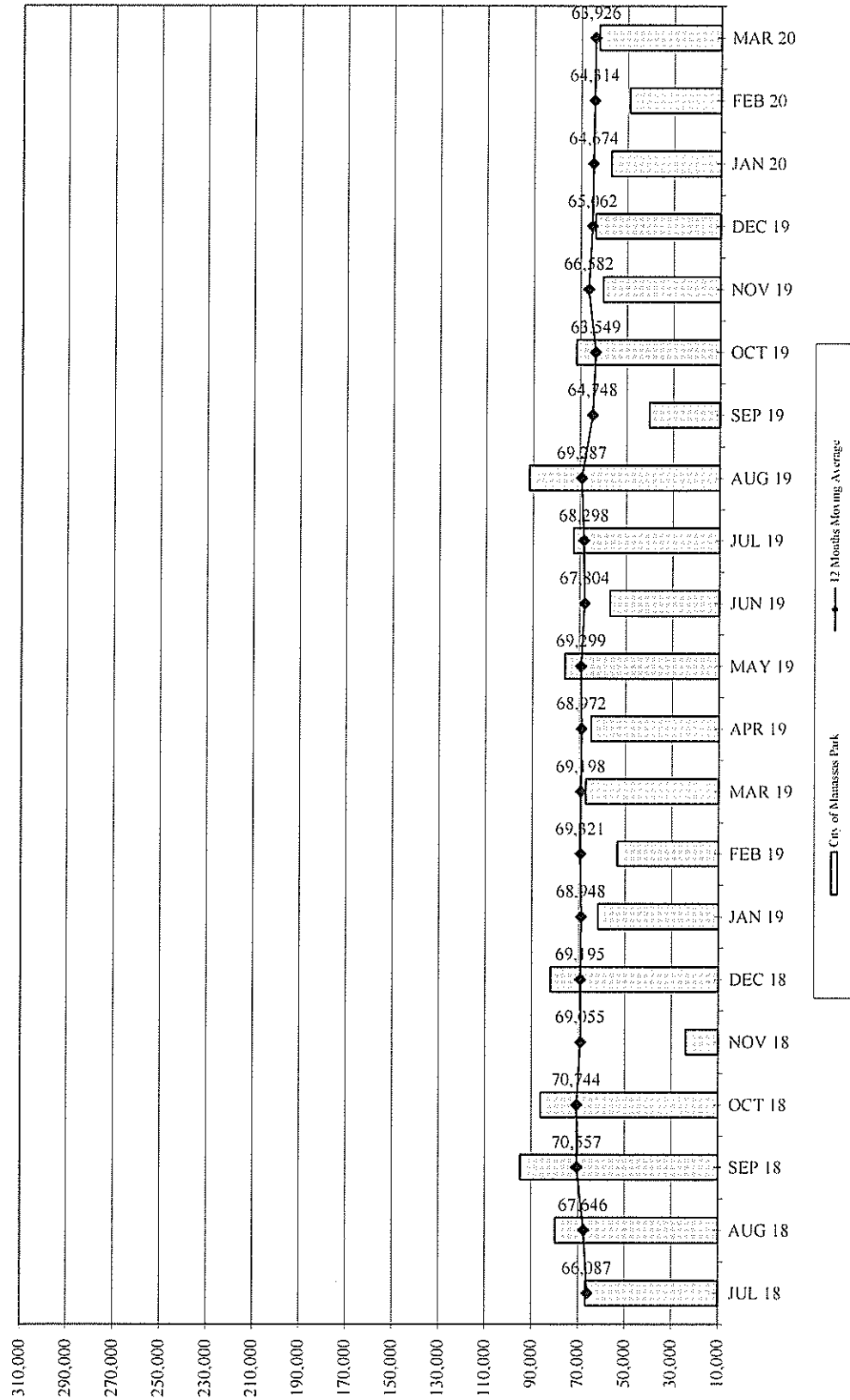
ADOPTED RESOLUTIONS	AMOUNT		EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)		\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)		\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)		\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)		\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)		\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (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	<u>\$ 1,985,988.69</u>		<u>\$ 740,185.00</u>	<u>\$ 1,245,803.69 (*)</u>

(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 FREDERICKSBURG
FOR THE NINE MONTHS ENDING MARCH 31, 2020

FY20 Beginning Fund Balance \$ 1,530,475.74 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 151,113.48	\$ 1,462,533.73
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (40,002.79)	\$ (356,829.99)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 111,110.69	\$ 1,105,703.74
Interest from Investment	\$ 2,301.10	\$ 22,467.19
Total Tax & Investment Revenue	\$ 113,411.79	\$ 1,128,170.93
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		<u>\$ 2,325,418.67</u>
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		452,696.26
LESS: Unexpended Adopted Resolutions		\$ (432,642.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>
Total Projected Unencumbered Balance		<u><u>\$ 2,345,472.93</u></u> (2)

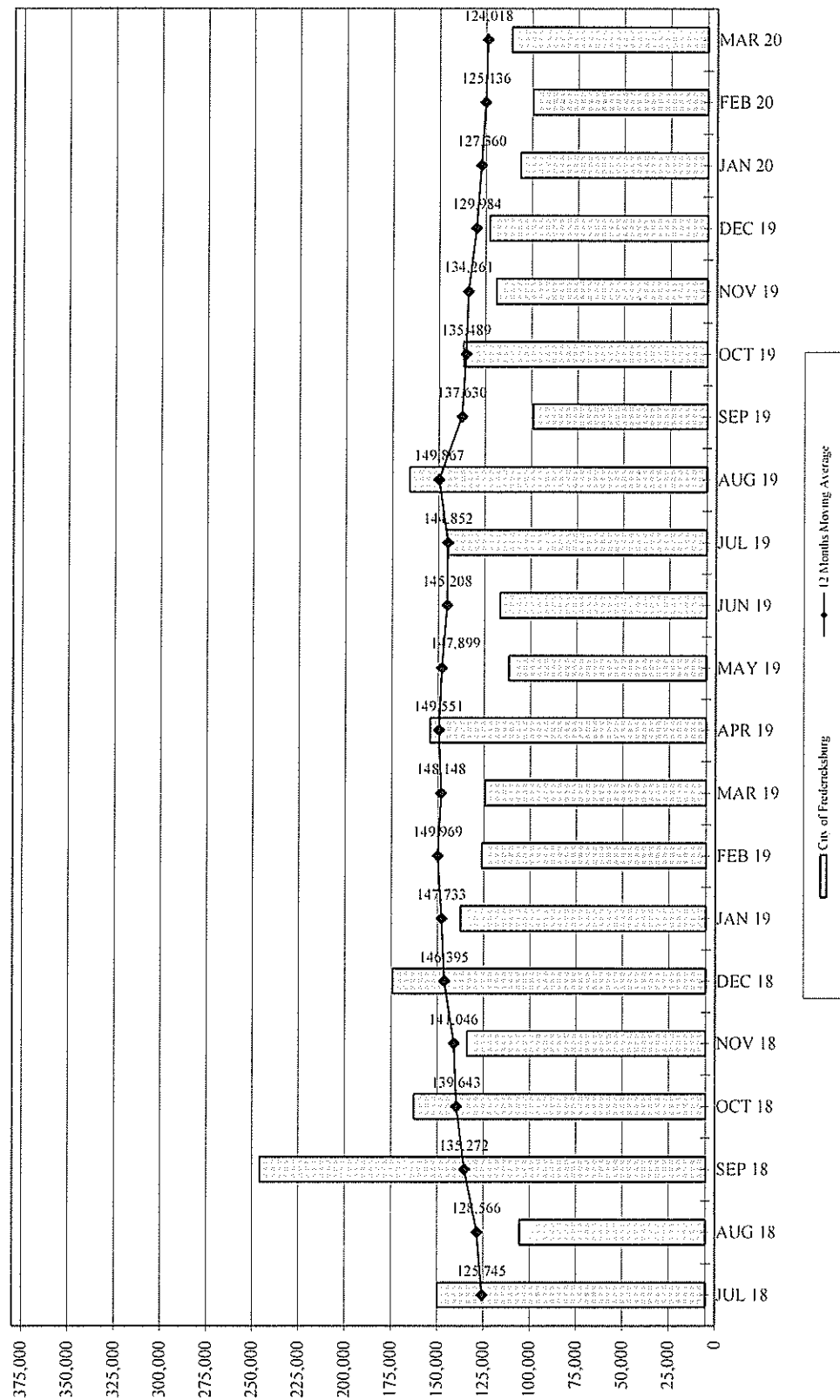
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 321,028.00 (1a)	\$ 321,028.00	\$ -
19-06-14	\$ 40,300.00 (1a)	\$ 40,300.00	\$ -
Total	<u>\$ 793,970.00</u>	<u>\$ 361,328.00</u>	<u>\$ 432,642.00 (*)</u>

(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 NINE MONTHS ENDING MARCH 31, 2020

FY20 Beginning Fund Balance			\$ 1,940,801.81 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 675,948.68	\$ 5,781,767.41	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (178,937.28)	\$ (1,419,544.80)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 497,011.40	\$ 4,362,222.61	
Interest from Investment	\$ 4,179.12	\$ 39,171.98	
Total Tax & Investment Revenue	\$ 501,190.52	\$ 4,401,394.59	
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			\$ 5,014,226.40
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			386,977.39
LESS: Unexpended Adopted Resolutions			\$ (1,918,035.62) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 3,483,168.17 (2)

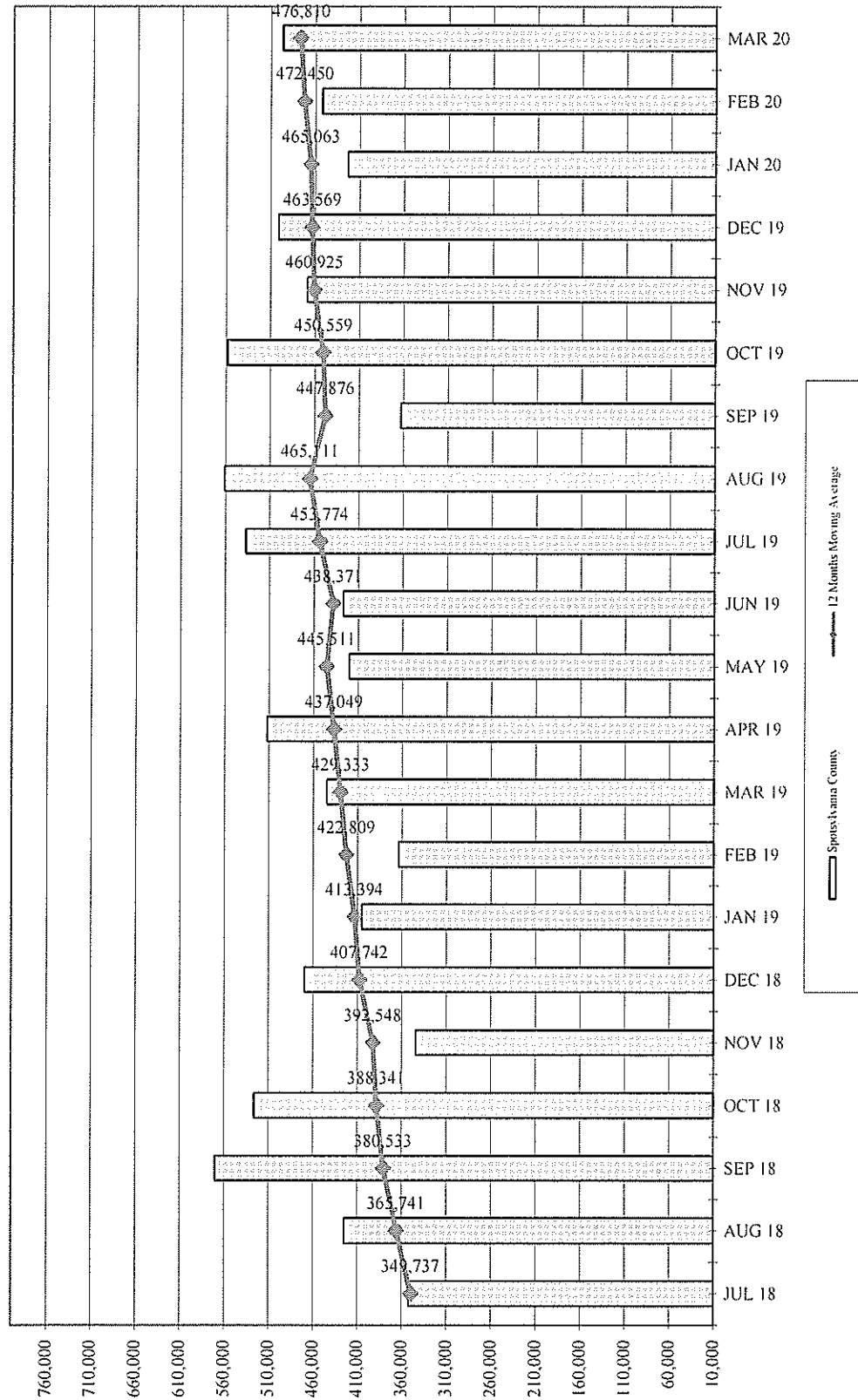
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-11-07	\$ 9,467.87 (1)	\$ -	\$ 9,467.87
19-04-05	\$ 708,567.75 (1)	\$ -	\$ 708,567.75
19-06-11	\$ 1,285,670.00 (1a)	\$ 1,285,670.00	\$ -
19-06-14	\$ 114,200.00 (1a)	\$ 114,200.00	\$ -
20-01-06	\$ 1,200,000.00	\$ -	\$ 1,200,000.00
Total	\$ 3,317,905.62	\$ 1,399,870.00	\$ 1,918,035.62 (*)

(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 DRAW DOWN FROM MOTOR FUELS TAX FUNDS TO
SUBSIDIZE THE VIRGINIA RAILWAY EXPRESS OPERATING AND CAPITAL BUDGET
FOR FY2021**

ACTION:

WHEREAS, the Virginia Railway Express (VRE) Master Agreement requires the Potomac and Rappahannock Transportation Commission (PRTC) and the Northern Virginia Transportation Commission (NVTC) to approve the annual budget of the VRE and forward it to the participating jurisdictions with a request to budget and appropriate their respective shares of the capital and operating costs of VRE; and

WHEREAS, Prince William County will fund its FY2021 VRE subsidy totaling \$5,930,777 from the Northern Virginia Transportation Authority (NVTA) 30 percent local distribution funds instead of from motor fuel tax funds; and

WHEREAS, drawdowns for the PRTC member jurisdictions will be made for payment to VRE on July 1, 2020 and January 4, 2021, from the motor fuels tax revenues as indicated by the participating jurisdictional breakdown as follows; and

<u>Jurisdiction</u>	<u>July 1, 2020</u>	<u>January 4, 2021</u>
Stafford	1,238,587.50	1,238,587.50
Manassas	403,617.00	403,617.00
Manassas Park	234,182.00	234,182.00
Fredericksburg	183,544.50	183,544.50
Spotsylvania	<u>751,877.00</u>	<u>751,877.00</u>
Total	<u>\$2,811,808.00</u>	<u>\$2,811,808.00</u>

WHEREAS, total FY2021 drawdowns from motor fuel tax funds are as follows.

<u>Jurisdiction</u>	
Stafford	\$2,477,175.00
Manassas	807,234.00
Manassas Park	468,364.00
Fredericksburg	367,089.00
Spotsylvania	<u>1,503,754.00</u>
Total	<u>\$5,623,616.00</u>

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the drawdown from motor fuel tax funds in two (2) installments to the VRE with the total drawdown in the amount of \$5,623,616 to subsidize the VRE operating and capital costs for FY2021.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

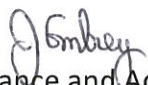
Alternate Present Not Voting:

Absent from Meeting:



May 28, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Joyce Embrey 
Director of Finance and Administration

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorization to Draw Down from Motor Fuels Tax Funds to Subsidize the Virginia Railway Express Operating and Capital Budget for FY2021

Recommendation:

Authorize the draw down from motor fuels tax funds to subsidize the Virginia Railway Express (VRE) operating and capital budget for FY2021.

Background:

The VRE Master Agreement requires the Potomac and Rappahannock Transportation Commission (PRTC) and the Northern Virginia Transportation Commission (NVTC) to approve the annual budget of the VRE and forward it to the participating jurisdictions with a request to budget and appropriate their respective shares of the capital and operating costs of VRE.

Prince William County will fund its FY2021 VRE subsidy totaling \$5,930,777 from the Northern Virginia Transportation Authority (NVTA) 30 percent local distribution funds instead of from motor fuel tax funds. The Cities of Fredericksburg and Manassas Park are slated to approve their FY2021 VRE subsidies at June 2020 City Council meetings. The certified resolutions from the other PRTC member jurisdictions approving the drawdown from motor fuels tax funds for the FY2021 VRE subsidies are attached.

Fiscal Impact:

Drawdowns for the PRTC member jurisdictions will be made for payment to VRE on July 1, 2020 and January 4, 2021, from the motor fuels tax revenues as indicated by the participating jurisdictional breakdown as follows:

<u>Jurisdiction</u>	<u>July 1, 2020</u>	<u>January 4, 2021</u>
Stafford	1,238,587.50	1,238,587.50
Manassas	403,617.00	403,617.00
Manassas Park	234,182.00	234,182.00
Fredericksburg	183,544.50	183,544.50
Spotsylvania	<u>751,877.00</u>	<u>751,877.00</u>
Total	<u>\$2,811,808.00</u>	<u>\$2,811,808.00</u>

Total FY2021 drawdowns from motor fuel tax funds are as follows:

<u>Jurisdiction</u>	
Stafford	\$2,477,175.00
Manassas	807,234.00
Manassas Park	468,364.00
Fredericksburg	367,089.00
Spotsylvania	<u>1,503,754.00</u>
Total	<u>\$5,623,616.00</u>

Attachments: As stated

MOTION: SEBESKY

**May 11, 2020
Regular Meeting
Res No. R-2020-35**

SECOND: ELLIS

RE: RESOLUTION AUTHORIZING THE FUNDING OF THE CITY'S SHARE OF POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION RELATED EXPENDITURES FROM THE CITY'S GAS TAX FUNDS

WHEREAS, the Council of the City of Manassas has determined that it is appropriate to pay for Potomac and Rappahannock Transportation Commission (PRTC) administration, PRTC marketing, local capital match, PRTC Omnilink services, and Virginia Railway Express services with its Gas Tax Funds; and

NOW, THEREFORE, BE IT RESOLVED that the Manassas City Council hereby approves:

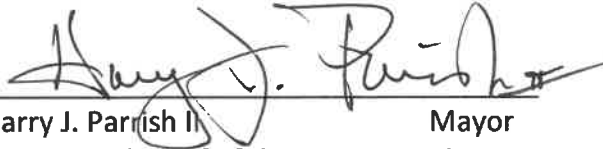
Section 1 – Potomac and Rappahannock Transportation Commission is authorized to appropriate \$1,190,034 from the City's Gas Tax funds for the following:

PRTC Administration	\$ 27,000
PRTC Marketing	21,700
Local Capital Match	31,600
Sub-Total PRTC	80,300
Omnilink Services	249,200
Paratransit Services	53,300
VRE Services	807,234
Total	<u>\$1,190,034</u>

Section 2 – Potomac and Rappahannock Transportation Commission is authorized to make payments in installments during Fiscal Year 2021 when they are due;

Section 3 – Potomac and Rappahannock Transportation Commission is authorized to unencumber the Fiscal Year 2019 reimbursement to the City from City Gas Tax Funds for the City Debt Service on the Virginia Railway Express Parking Garage in the amount of \$212,000, which was originally encumbered with City Resolution #R-2018-30 and Potomac and Rappahannock Transportation Commission Resolution #18-06-08.

May 11, 2020
Regular Meeting
Res. No. R-2020-35
Page Two



Harry J. Parrish II Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:


Lee Ann Henderson City Clerk

Votes:
Ayes: Davis-Younger, Ellis, Lovejoy, Sebesky, and Smith
Nays: None
Absent from Vote: Wolfe
Absent from Meeting: None

County of Spotsylvania

Founded 1721

Board of Supervisors
DEBORAH H. FRAZIER
BARRY K. JETT
KEVIN W. MARSHALL
TIMOTHY J. MCLAUGHLIN
DAVID ROSS
GARY F. SKINNER
CHRIS YAKABOUSKI



County Administrator
ED PETROVITCH
Deputy County Administrator
MARK L. COLE
P.O BOX 99, SPOTSYLVANIA, VA 22553
Voice: (540) 507-7010
Fax: (540) 507-7019

Service, Integrity, Pride

At a meeting of the Spotsylvania County Board of Supervisors held on April 28, 2020, on a motion by Mr. Skinner and passed 4 to 3 Mr. McLaughlin, Mr. Ross and Mr. Yakabouski opposed, the Board adopted the following resolution:

RESOLUTION NO. 2020-47

A RESOLUTION TO ADOPT THE FISCAL YEAR (FY) 2021 BUDGET

WHEREAS, it is the responsibility of the Spotsylvania County Board of Supervisors to approve and control the County's fiscal plan for FY 2021; and

WHEREAS, the Board of Supervisors has received and reviewed the County Administrator's Recommended Budget for FY 2021, including fiscal policies; and

WHEREAS, the Board of Supervisors has received comments on the recommended budget from citizens of Spotsylvania County at a duly advertised public hearing; and

WHEREAS, it is the intent of the Board of Supervisors that departments and agencies shall adhere to the budgeted funds in accordance with departmental budgets presented by the County Administrator and amended by the Board of Supervisors; and

RESOLVED by the Spotsylvania County Board of Supervisors this 28th day of April 2020, that the following budgets be, and are hereby, approved effective July 1, 2020, as set forth below; and, be it

RESOLVED FURTHER, that local tax supported expenditures of the School Division's overall budget of \$328,644,024 shall not exceed \$131,381,416 of local funds and, be it

RESOLVED FURTHER, that the Board does hereby approve the FY 2021 PRTC subsidy of \$145,900, and the FY 2021 VRE subsidy of \$1,503,754, and does hereby authorize the payment of these subsidies during FY 2021 from the County's motor fuels tax revenue account, and be it

RESOLVED FURTHER, that all financial activities, purchases, travel, personnel actions, etc., shall be in accordance with the fiscal policies and procedures established by the Board of Supervisors and administered by the County Administrator.

FISCAL YEAR 2021 COUNTY BUDGETS

1. Total County Budget for Fiscal Year 2021 in the amount of \$566,806,715 to include the following funds:

a. General Operating Fund	\$149,914,195
b. Capital Projects Fund	\$12,691,136
c. Economic Development Authority Fund	\$1,459,050
d. Code Compliance Fund	\$4,575,643
e. Transportation Fund	\$8,188,520
f. School Operating Fund:	
Instruction	\$208,506,539
Administration, Attendance and Health	12,258,780
Pupil Transportation	19,236,678
Operation and Maintenance	22,253,485
Debt and Fund Transfers	28,089,775
Technology	9,665,000
Contingency Reserves	<u>0</u>
	\$300,010,257
g. School Food Service Fund:	
School Food Services and Other Noninstructional Operations	\$12,251,952
h. School Capital Projects Fund:	
Facilities	\$13,500,916
i. Utilities Operating Fund	\$35,670,221
j. Utilities Capital Projects Fund	\$28,544,825

2. Joint Fleet Maintenance Fund for Fiscal Year 2021 in the amount of \$2,880,899

RESOLVED FURTHER, that the County Administrator is authorized to take all necessary actions to give this resolution effect.

(SEAL)

A COPY TESTE:



Aimee R. Mann

Deputy Clerk to the Board of Supervisors

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 5th day of May, 2020:

<u>MEMBERS:</u>	<u>VOTE:</u>
Meg Bohmke, Chairman	Yes
Thomas C. Coen, Vice-Chairman	Yes
Tinesha O. Allen	Yes
L. Mark Dudenhefer	Yes
Cindy C. Shelton	Yes
Gary F. Snellings	Yes
Crystal L. Vanuch	Yes

On motion of Mr. Coen, seconded by Ms. Vanuch, which carried by a vote of 7 to 0, the following was adopted:

A RESOLUTION TO APPROVE THE FISCAL YEAR 2021 COUNTY
BUDGET

WHEREAS, the Board received public comment and held a public hearing on the proposed FY2021 County budget on April 7, 2020 and continued the hearing to April 21, 2020, at 7:00 P.M., virtually in the Board Chambers at the George L. Gordon, Jr., Government Center, 1300 Courthouse Road Stafford, Virginia; and

WHEREAS, the Board held budget work sessions at which Board members analyzed, deliberated, and reviewed staff and citizen input regarding the County budget; and

WHEREAS, the Board's consideration and adoption of the FY2021 budget is against the backdrop of declared national, state, and local health emergencies, which have greatly affected the economy; and

WHEREAS, by approving the FY2021 budget, the Board sets aside its Utility Financial Policies, which entail water and sewer fees to be increased annually by a minimum of 75% of the Consumer Price Index, and maintains the current water and sewer fee rates; and

WHEREAS, by approving the FY2021 budget, the Board has included a revenue assumption based on an increase of the meals (food and beverage) tax from 4% to 5% effective January 1, 2021, which the Board will need to enact by ordinance; and

WHEREAS, by approving the FY2021 budget, the Board sets aside its Financial Policies, which entail the first \$150,000 of rollback taxes be used for funding Board

priorities and funds above this level be used for on-going revenue for the County's Purchase of Development Rights program; and

WHEREAS, by approving the FY2021 budget, the Board sets aside its Financial Policies and desires to use fund balance reserves to implement ongoing expenses; and

WHEREAS, by approving the FY2021 budget, the Boards sets aside its Financial Policies, which entail the dedication of 3% of on-going revenue to Repair, Replacement, and Rehabilitation (3R) projects, and reduces the dedication for 3R projects to 2% for FY 2021; and

WHEREAS, the Board considered the recommendations of staff, input from the budget work sessions, and the public testimony, if any, received prior to and at the public hearings;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of May, 2020, that the FY2021 County budget be and it hereby is adopted as follows for the various General Government Funds:

I. County Funds:

General Fund:	320,936,567
Board of Supervisors	680,618
Commissioner of the Revenue	3,017,044
County Administration	1,309,080
County Attorney	1,191,865
Registrar and Electoral Board	590,945
Finance and Budget	2,213,507
Geographic Information System	686,385
Human Resources	869,663
Information Technology	2,473,066
Community Engagement	507,500
Treasurer	2,343,650
Sheriff	27,908,558
Fire & Rescue Services	23,911,882
15th District Court Unit	381,561
Code Compliance	5,186,302
Rappahannock Juvenile Detention Center	1,425,133
Rappahannock Regional Jail	7,198,159
Circuit Court	402,488
Clerk of the Circuit Court	1,745,893
Commonwealth's Attorney	3,619,292
Court Deputies	3,192,628
General District Court	115,883
Juvenile and Domestic Relations	112,979
Magistrate	8,698

Cooperative Extension Program	195,760
Economic Development	630,973
Planning and Zoning	2,457,463
Human Services	6,953,405
Social Services	8,494,796
Parks and Recreation	7,416,265
Central Rappahannock Regional Library	5,276,334
Engineering	327,179
Community Facilities	4,589,252
Schools' Operating Budget Transfer	128,314,664
Schools' Shared Serviced/Audit	115,307
Public Day School Transfer	630,158
Transfer to Schools Designated Repairs, Replacement and Rehab	1,445,865
Schools' Debt Service	30,358,266
Transfer to Capital Projects Fund	5,845,546
Transfer to Transportation Fund	1,202,230
Non-Departmental Compensation/Benefits	458,000
Non-Departmental Public Safety Staffing Planning	3,526,257
Non-Departmental Economic Development	138,406
Non-Departmental Insurance	970,328
Non-Departmental Operating Budget Contingency Reserve	664,889
Non-Departmental Other Non-Departmental	1,586,669
Fuel Cost reduction - Needs distributed among Department	(84,880)
Partner Agencies	2,296,613
Purchase of Development Rights	100,000
Vehicle Replacement Program County	100,000
Vehicle Replacement Program Sheriff	1,051,861
One time Projects	995,718
County Debt Service	13,786,464
<u>Other Funds</u>	
Asset Forfeiture Fund	166,929
Armed Services Memorial	2,000
Capital Improvements Fund	19,666,955
Fleet Services Fund	5,001,333
Garrisonville Road Service District Fund	956,396
Hidden Lake Special Revenue Fund	123,882
Lake Arrowhead Service District Fund	601,111
Lake Carroll Service District Fund	772,740
Lynhaven Lane Service District	5,500
Tourism Fund	1,186,518
Transportation Fund	23,523,621
Transportation Impact Fee - County-Wide Fund	600,000

Utilities Funds	59,560,953
Warrenton Road Service District Fund	4,456,383

; and

BE IT FURTHER RESOLVED that the FY2021 Schools budget be and it hereby is approved in the following amounts:

II. SCHOOLS FUNDS:

Construction Fund	1,766,934
Grants Fund	15,072,176
Health Services Fund	31,666,750
Nutrition Services Fund	15,508,941
Schools' Operating Fund	323,099,249
Workers' Compensation Fund	790,798

; and

BE IT FURTHER RESOLVED that the Board desires to continue to support special education students in the County, as identified by the County's Public Schools, and authorizes the County Administrator to execute a memorandum of understanding with Stafford County Public Schools for the Public Day School program in an amount not to exceed \$630,158. The Public Day School program provides educational services in the least restrictive, most cost-effective environment, within the community, through shared responsibility between the County and Schools for Public Day School students; and

BE IT FURTHER RESOLVED that the Board acknowledges that the School Board proposed in its FY2021 Operating Budget to provide an enhanced Summer School Program for \$500,000 and to purchase buses, normally paid for with recurring funds, for \$500,000, for a total amount of \$1,000,000 from yearend savings from FY2020. It is the Board's policy to hold yearend funding until completion of the audit. The Board will consider approving this use of yearend funds after the audit; however, other fund balance reserves may temporarily serve as a funding source until such time as the audit is complete; and

BE IT FURTHER RESOLVED that the Board acknowledges that its approval of the the Schools Operating budget is predicated on a state funding increase of \$14,483,738; County funding increase of \$1,797,158; federal funding increase of \$397,000; use of prior year carryforward funds of \$1,000,000; and other miscellaneous funding increases of \$39,532; and

BE IT FURTHER RESOLVED that the County Administrator is authorized to disburse funds to Stafford County Volunteer Fire and Rescue companies only after ensuring compliance with the Fire and Rescue Department, County, and State policies, regulations, rules, and procedures; and

BE IT FURTHER RESOLVED that the following restricted revenue items that may occur during FY2021 are budgeted in amounts not to exceed established State law and County policy without further action by the Board:

1. Insurance recoveries received for damages to County and Schools properties for which County or Schools funds have been expended to make repairs;
2. Defaulted developer and builder securities to be used for uncompleted projects;
3. Donations for a specific purpose;
4. Asset forfeiture funds;
5. Grants in accordance with the grant policy;
6. Roll-back taxes and reserves for the Purchase of Development Rights (PDR) Program pursuant to the County's financial policies;
7. Incentive payments to economic development incentive recipients in compliance with Board-approved agreements; and
8. Advance refunding of debt.

; and

BE IT FURTHER RESOLVED that the County's authorized full-time strength is stated below, and recruitment and maintaining full-time positions up to the authorized strength is permitted:

General Fund		
• Non-Public Safety	384	386
• Public Safety	440	442
Utilities Fund	152	153
Capital Projects Fund	2	2
Transportation Fund	0	0
Total	978	983

; and

BE IT FURTHER RESOLVED that within the County's authorized strength, upon receipt of state and federal revenues providing for 84.5% of the costs of the position, the Board authorizes one Social Services position and commits the County's local portion of said position; and

BE IT FURTHER RESOLVED that within the County's authorized strength, a Security Analyst position is authorized for the Information Technology Department beginning January 2021; and

BE IT FURTHER RESOLVED that within the County's authorized strength, a Service District/3R Program Manager position is authorized for the Public Works Department with funding provided from Lake Carroll, Lake Arrowhead, and Lynhaven Lane Service Districts as costs are incurred and with the remaining funding from the Public Works Department, Utilities Division Fund; and

BE IT FURTHER RESOLVED that within the County's authorized strength, an EMS CQI Coordinator position is authorized for the Fire and Rescue Department, with funding supported primarily from Ambulance Billing Fee recoveries; and

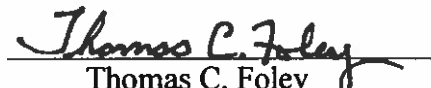
BE IT FURTHER RESOLVED that within the County's authorized strength, a part-time to full-time conversion is authorized for the Logistician position with Fire and Rescue Department; and

BE IT FURTHER RESOLVED that implementation of the Public Safety Step Plan is authorized, effective July 1, 2020, for all eligible full-time and regular part-time public safety employees, which includes placement on the scale and year one of the step increase; and

BE IT FURTHER RESOLVED that market pay adjustments are authorized to continue the implementation of the compensation study completed in FY2019; and

BE IT STILL FURTHER RESOLVED that the Board approves the FY2021 Potomac and Rappahannock Transportation Commission (PRTC) subsidy which has been amended due to the COVID-19 Pandemic of One Hundred Thirty Thousand Five Hundred Dollars (\$130,500) and the Virginia Railway Express (VRE) subsidy of Two Million Four Hundred Seventy-seven Thousand One Hundred Seventy-five Dollars (\$2,477,175), and authorizes the payment of the subsidies during FY2021 from the County's Motor Fuels Tax Revenue Fund.

A Copy, teste:


Thomas C. Foley
County Administrator

TCF:AL:kah

MOTION:

SECOND:

RE: AUTHORIZATION TO BUDGET AND APPROPRIATE STAFFORD COUNTY'S MOTOR FUELS TAX FUNDS FOR VARIOUS FY2017 – FY2020 TRANSPORTATION PROJECTS

ACTION:

WHEREAS, Stafford County, by Resolution R20-71 dated April 21, 2020, requests approval to budget and appropriate \$4,518,615 of Stafford County's motor fuels tax funds for various transportation projects from FY2017 – FY2020, including FRED regional transit, Stafford Regional Airport Authority, social services client transportation, and road improvements, as follows:

<u>Description</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>Total</u>
FRED Regional Transit	\$471,072	\$455,573	\$494,816	\$469,631	\$1,891,092
Stafford Regional Airport Authority	85,714	85,714	85,714	85,714	342,856
Social Services Client Transportation	26,000	26,000	26,000	16,250	94,250
Road Improvements/Construction	<u>115,519</u>	<u>263,921</u>	<u>1,491,661</u>	<u>319,316</u>	<u>2,190,417</u>
Total	\$698,305	\$831,208	\$2,098,191	\$890,911	\$4,518,615

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the budgeting and appropriation of \$4,518,615 of Stafford County's motor fuels tax funds for various FY2017 – FY2020 transportation projects.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 21st day of April, 2020:

<u>MEMBERS:</u>	<u>VOTE:</u>
Meg Bohmke, Chairman	Yes
Thomas C. Coen, Vice Chairman	Yes
Tinesha O. Allen	Yes
L. Mark Dudenhefer	Yes
Cindy C. Shelton	Yes
Gary F. Snellings	Yes
Crystal L. Vanuch	Yes

On motion of Mr. Coen, seconded by Ms. Vanuch, which carried by a vote of 7 to 0, the following was adopted:

A RESOLUTION REQUESTING REIMBURSEMENT FROM THE
POTOMAC AND RAPPAHANNOCK TRANSPORTATION
COMMISSION (PRTC) FOR TRANSPORTATION EXPENDITURES

WHEREAS, Stafford County budgeted funds in its Transportation Fund for various programs including the FREDericksburg Regional Transit Authority, Stafford Regional Airport, social services client transportation, and road improvements during Fiscal Year (FY) 2017 through FY2020; and

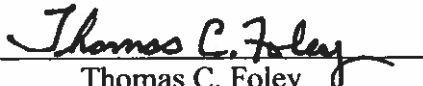
WHEREAS, the County expended \$890,910 in FY2020, \$2,098,191 in FY2019, \$831,207 in FY2018, and \$698,305 in FY2017 in qualifying transportation-related expenses; and

WHEREAS, the Board desires to request that PRTC reimburse Stafford County for these qualifying transportation-related expenses from the County's Motor Fuels Tax Fund;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 21st day of April, 2020, that it be and hereby does request that the Potomac and Rappahannock Transportation Commission (PRTC) reimburse Stafford County for qualifying transportation-related expenses in the amount of Four Million Five Hundred Eighteen Thousand Six Hundred Fifteen Dollars (\$4,518,615) for Fiscal Years 2017 through 2020 from the County's Motor Fuels Tax Fund; and

BE IT FURTHER RESOLVED that the County Administrator or his designee shall provide a copy of this Resolution to the PRTC.

A Copy, teste:


Thomas C. Foley
County Administrator

TCF:JDT:dj

MOTION:

SECOND:

**RE: AUTHORIZATION TO BUDGET AND APPROPRIATE SPOTSYLVANIA COUNTY’S MOTOR
FUELS TAX FUNDS FOR VARIOUS FY2020 TRANSPORTATION PROJECTS**

ACTION:

WHEREAS, Spotsylvania County, by Resolution No. 2020-44 dated April 28, 2020, requests approval to budget and appropriate \$2,600,000 of Spotsylvania County’s motor fuels tax funds for various FY2020 transportation projects, as follows:

FRED bus service	88,072
Debt service on previous transportation bond issues	<u>2,511,928</u>
Total	\$2,600,000

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the budgeting and appropriation of \$2,600,000 of Spotsylvania County’s motor fuels tax funds for various FY2020 transportation projects.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

County of Spotsylvania

Founded 1721

Board of Supervisors
DEBORAH H. FRAZIER
BARRY K. JETT
KEVIN W. MARSHALL
TIMOTHY J. MCLAUGHLIN
DAVID ROSS
GARY F. SKINNER
CHRIS YAKABOUSKI



County Administrator
ED PETROVITCH
Deputy County Administrator
MARK L. COLE
P.O BOX 99, SPOTSYLVANIA, VA 22553
Voice: (540) 507-7010
Fax: (540) 507-7019

Service, Integrity, Pride

At a meeting of the Spotsylvania County Board of Supervisors held on April 28, 2020, on a motion by Mr. Marshall and passed unanimously, the Board adopted the following resolution:

RESOLUTION NO. 2020-44

A RESOLUTION AUTHORIZING USE OF \$2,600,000 OF FUEL TAX FUNDS FOR VARIOUS FY 2020 TRANSPORTATION PURPOSES

WHEREAS, Spotsylvania County ("County") is a member of the Potomac and Rappahannock Transportation District ("District"), a transportation district created pursuant to the Transportation District Act of 1964 (Code of Virginia, §33.2-1900, et seq.) which participates in the operation of a rail commuter mass transportation system (Code of Virginia, §58.1-2295); and

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC") is the governing body of the District; and

WHEREAS, the Commonwealth of Virginia levies a 2.1 percent sales tax on the price charged by a distributor for fuels sold to a retail dealer for retail sale in the District (§58.1-2295); and

WHEREAS, 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); and

WHEREAS, at the request of the member jurisdiction, revenue available from the fuels tax in excess of the required payments to VRE and PRTC may be expended for any transportation purpose (Code of Virginia, §58.1-2299.20); and

WHEREAS, the County planned as part of its FY 2020 budget to fund various transportation-related activities including transportation-related staff positions and operating costs, FRED transit operations, and debt service from previously issued transportation bonds; and

WHEREAS, the County desires to use a portion of the revenue from its fuel tax account for these purposes;


NOW, THEREFORE, BE IT RESOLVED that the Spotsylvania County Board of Supervisors does hereby request PRTC to budget and appropriate the following amounts for reimbursement to Spotsylvania for a portion of its actual FY 2020 transportation expenditures:

Transportation-related positions	\$0.00
Transportation operating costs	\$0.00
FRED bus service	\$88,072.00
Debt service on previous transportation bond issues ¹	<u>\$2,511,928.00</u>
Total	<u>\$2,600,000.00</u>

BE IT FURTHER RESOLVED that the County Administrator is hereby authorized and directed to submit to PRTC requests for reimbursement of expenses incurred by the County in connection with the expenditures identified above.

(SEAL)

A COPY TESTE:



Aimee R. Mann
Deputy Clerk to the Board of Supervisors

¹ Includes the 2006, 2009, 2012, 2013, 2014, 2015, 2016, 2018 and 2019 General Obligation bond issues.

PRTC Executive Director's Time

- 8.1 Executive Director's Report (verbal)**
- **COVID-19 Response and Update**
 - Employee/Passenger Safety
 - Status of Phased Reopening
 - Facilities/Workflow
 - **Passenger Rail Authority Update**
 - **Federal HEROES Act Update**
 - **Contracted Operations and Maintenance**
 - Extension of Current Agreement

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

- 9.1 Chief Executive Officer's Report (verbal)
- 9.2 Authorize the Acting VRE Chief Executive Officer to Extend the Amended and Restated Operating/Access Agreement with CSX Transportation
- 9.3 Authorize the Acting VRE Chief Executive Officer to Execute an Agreement with Amtrak for Access and Storage at Washington Union Terminal
- 9.4 Authorize the Acting VRE Chief Executive Officer to Execute an Amendment for the Second Option Period and the First Year of the Second Option Period of the Contract for Operating Services for Commuter Rail
- 9.5 Authorize the Acting VRE Chief Executive Officer to Execute an Amendment for the Fifth Year of the Contract for Maintenance Services for Commuter Rail
- 9.6 Authorize the Acting VRE Chief Executive Officer to Amend the Agreement with the City of Manassas for the Operation and Maintenance of the Manassas Parking Facility

MOTION:

SECOND:

**RE: AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER TO
 EXTEND THE AMENDED AND RESTATED OPERATING/ACCESS AGREEMENT WITH CSX
 TRANSPORTATION**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission ("Commissions") currently have an Amended and Restated Operating/Access Agreement with CSX Transportation relating to Virginia Railway Express (VRE) operations in the Fredericksburg to Washington corridor, with the agreement ending June 30, 2020; and

WHEREAS, in December 2019 the Commonwealth of Virginia announced the Virginia Rail Improvement Plan, which includes the acquisition of CSX Transportation right-of-way in the Commonwealth; and

WHEREAS, during the 2020 Virginia General Assembly session the Virginia Rail Authority was established; and

WHEREAS, the Virginia Rail Authority will manage the right-of-way acquired by the Commonwealth, including operating access agreements with VRE; and

WHEREAS, VRE staff is currently working with the Commonwealth and CSX Transportation on agreements to continue VRE service consistent with the Virginia Rail Improvement Plan; and

WHEREAS, VRE staff is currently engaged in ongoing discussions with CSXT concerning a new agreement and does not anticipate conclusion of these discussions prior to the expiration of the Amended and Restated Operating/Access Agreement; and

WHEREAS, necessary funding has been incorporated into the FY 2021 budget to allow VRE to continue its operations over CSX Transportation tracks via this extension; and

WHEREAS, the VRE Operations Board recommends the Commissions authorize the Acting VRE Chief Executive Officer to execute an extension of the existing Restated and Amended Operating/Access Agreement with CSX Transportation through June 30, 2021 in a form approved by legal counsel.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission finds that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on June 4, 2020, and that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and

responsibilities; and further finds that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Commission to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the Acting VRE Chief Executive Officer to execute an extension of the existing Restated and Amended Operating/Access Agreement with CSX Transportation through June 30, 2021 in a form approved by legal counsel.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-A
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: May 15, 2020

Re: Recommend Authorization to Extend the Amended and Restated Operating/Access Agreement with CSX Transportation

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Acting Chief Executive Officer to execute a one-year extension of the existing Amended and Restated Operating/Access Agreement with CSX Transportation (CSXT) through June 30, 2021.

Summary:

VRE's current operating access agreement with CSXT expires June 30, 2020, and staff recommends extending the current agreement for one year. During the one-year extension, staff will work with the Department of Rail and Public Transportation (DRPT), CSXT and the new Virginia Rail Authority (VRA) to transition operating and access authority.

Background:

VRE has an Operating/Access Agreement with CSXT related to VRE operations in the Fredericksburg to Washington corridor. That agreement, entered into in 1994, has been amended and extended several times. In June 2011, a new amended and restated agreement was executed with a five-year term ending June 30, 2016.

In May of 2016, the VRE Operations Board recommended, and the Commissions subsequently authorized, the VRE CEO to execute an amendment to extend the current



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VRE.org



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agreement through June 30, 2017. In May of 2017, the VRE Operations Board recommended, and the Commissions subsequently authorized, the VRE CEO to execute an amendment to extend the current agreement through June 30, 2018. In April of 2018, the VRE Operations Board recommended, and the Commissions subsequently authorized, the VRE CEO to execute an amendment to extend the current agreement through June 30, 2019. In May of 2019, the VRE Operations Board recommended, and the Commissions subsequently authorized, the VRE CEO to execute an amendment to extend the current agreement through June 30, 2020.

In December of 2019, the Commonwealth of Virginia announced the Virginia Rail Improvement Program. One of the many elements of the program is the acquisition of CSXT right-of-way in the Commonwealth. During the 2020 Virginia General Assembly session, the VRA was established. Among its many responsibilities, the VRA will manage the right-of-way, including operating agreements, acquired by the Commonwealth. This extension will also include the implementation of new seasonal schedules for the Fredericksburg line afternoon trains to mitigate the effects of heat orders during the summer months.

Throughout the one-year extension period, VRE will continue to work with the Commonwealth, including DRPT and VRA, and CSXT on the necessary agreements to continue VRE operations, consistent with the Virginia Rail Improvement Plan. This extension will allow time to complete the agreements in FY 2021.

Fiscal Impact:

Funding is provided for in the approved FY 2021 budget for CSXT track access fees.

**Virginia Railway Express
Operations Board**

**Resolution
8A-05-2020**

**Recommend Authorization to Extend the Amended and Restated
Operating/Access Agreement with CSX Transportation**

WHEREAS, the Commissions currently have an Amended and Restated Operating/Access Agreement with CSX Transportation relating to VRE operations in the Fredericksburg to Washington corridor, with the agreement ending June 30, 2020; and,

WHEREAS, in December of 2019, the Commonwealth of Virginia announced the Virginia Rail Improvement Plan which includes the acquisition of CSX Transportation right-of-way in the Commonwealth; and,

WHEREAS, during the 2020 Virginia General Assembly session, the Virginia Rail Authority was established; and,

WHEREAS, the Virginia Rail Authority will manage the right-of-way acquired by the Commonwealth, including operating access agreements with VRE; and,

WHEREAS, VRE staff is currently working with the Commonwealth and CSX Transportation on agreements to continue VRE service consistent with the Virginia Rail Improvement Plan; and,

WHEREAS, necessary funding has been incorporated into the FY 2021 budget to allow VRE to continue its operations over CSX Transportation tracks via this extension;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on May 15, 2020, and that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

Resolution 8A-05-2020 continued

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Acting Chief Executive Officer to execute an extension of the existing Restated and Amended Operating/Access Agreement with CSX Transportation through June 30, 2021 in a form approved by legal counsel.

Approved this 15th day of May 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary

MOTION:

SECOND:

**RE: AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER TO EXECUTE
 AN AGREEMENT WITH AMTRAK FOR ACCESS AND STORAGE AT WASHINGTON UNION TERMINAL**

ACTION:

WHEREAS, Virginia Railway Express' (VRE) current access and storage agreement with Amtrak expires June 30, 2020; and

WHEREAS, the current agreement includes access and mid-day storage at Washington Union Terminal; and

WHEREAS, the current agreement includes an option for an additional five-year term; and

WHEREAS, it was determined by VRE's legal counsel the preferred approach was to develop a new agreement to include updated polices by the Northeast Corridor Commission in accordance with the Passenger Rail Investment and Improvement Act of 2008; and

WHEREAS, a new agreement has been reached for a five-year term with an option to extend the term an additional five years upon advanced written notice to Amtrak; and

WHEREAS, the new agreement will provide VRE with continued access and mid-day storage and other services at Washington Union Terminal; and

WHEREAS, the VRE Operations Board recommends the Potomac and Rappahannock Transportation Commission ("PRTC" or "Commission") and the Northern Virginia Transportation Commission authorize the Acting VRE Chief Executive Officer to enter into a five (5)-year agreement, with an option to extend for an additional five-year term subject to further approval by the Commissions, with Amtrak for access and mid-day storage at Washington Union Terminal in a form approved by legal counsel.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission finds that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on June 4, 2020, and that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities; and further finds that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Commission to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the Acting VRE Chief Executive Officer to enter into a five (5)-year agreement, with an option

to extend for an additional five (5)-year term, with Amtrak for access and mid-day storage at Washington Union Terminal in a form approved by legal counsel; and

BE IT FURTHER RESOLVED that further Commission approval is necessary to execute the five (5)- year agreement option.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-B
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: May 15, 2020

**Re: Recommend Authorization to Execute an Agreement with
Amtrak for Access and Storage at Washington Union
Terminal**

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Acting Chief Executive Officer to enter into a five-year agreement, with an option to extend for another five-year term, with Amtrak for access and mid-day storage at Washington Union Terminal.

Summary:

VRE's current agreement with Amtrak for access and storage at Washington Union Terminal expires on June 30, 2020. The Agreement, executed in 2015, included an option for an additional five-year term. The preferred method, as determined by VRE legal counsel, was to update the current agreement instead of amending. The majority of the updates reflect the implementation of policies by the Northeast Corridor Commission related to the Passenger Rail Investment and Improvement Act of 2008. The proposed agreement will be for five years with an option to extend for another five-year term. There are no material changes from the previous agreement relative to cost, general provisions and scope of work.

Background:

In 2015, VRE and Amtrak executed a five-year agreement with an option for VRE to extend for an additional five-year term. VRE and Amtrak legal counsel determined the preferred method to renew, or exercise the option term, was to update the existing agreement. Since



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August of 2019, VRE and Amtrak staffs have met monthly to negotiate a new agreement. Both parties have now reached consensus on the terms of a new agreement that provides VRE with continued access into Washington Union Terminal (WUT) as well as the existing level of mid-day storage. The term of the agreement is for five-years with the option for VRE to extend for an additional five-year term upon advance notice to Amtrak. The current Agreement with Amtrak will expire on June 30, 2020.

The proposed agreement is like the previous agreement. The number of trains VRE can operate into and out of Washington Union Terminal is 7,600-8,000. If VRE operates below or above this level, a fixed rate per train will be assessed or credited. Access fees are established by the cost allocation methodology mandated by Section 212 of the 2008 Passenger Rail Improvement Act, consistent with the previous agreement. Storage rights will remain the same as they are today. Amtrak has the right to notify VRE in the event they require a reduction in the number of units stored by no more than twenty units per year. VRE may request extensions of time in order to complete its relocation to an alternative storage site. Amtrak also agrees to work with VRE to design and construct an alternative storage site.

During the mid-day layover, Amtrak will provide coach cleaning and limited maintenance of the equipment including locomotive daily inspections and use of ground power. Amtrak will also provide limited mechanical repairs on an as needed basis to correct defects that would otherwise prevent the movement of the equipment back to VRE maintenance and storage facilities. VRE will fund dedicated support personnel including one Trainmaster, one Station Manager, one Sr. Space and Equipment Control Analyst and a part time Assistant Superintendent of Mechanical. Partial reimbursement for other support personnel include a Financial Analyst and a Sr. Project Specialist. Other fees include general and administrative costs, management fees, train rescues, and qualifications training, as requested.

The Step-Up Program will be maintained for all VRE/Amtrak Cross Honor trains. The step-up fee, similar to support personnel and other fees, will be adjusted in accordance with the AAR Quarterly Index of Chargeout Prices and Wage Rates. The increase may be reduced in the event the Commonwealth participates in a different arrangement for permitting VRE passengers on VRE/Amtrak Cross Honor trains. Amtrak will continue to pay a prorated cost for Amtrak passengers using VRE station facilities.

Fiscal Impact:

The current budget for FY 2021 includes funding under the Amtrak Access and Storage for the first year. Funding for future years will be included in each proposed annual budget.

**Virginia Railway Express
Operations Board**

**Resolution
8B-05-2020**

**Recommend Authorization to Execute an Agreement with Amtrak for
Access and Storage at Washington Union Terminal**

WHEREAS, VRE's current access and storage agreement with Amtrak expires June 30, 2020; and,

WHEREAS, the current agreement includes access and mid-day storage at Washington Union Terminal; and,

WHEREAS, the current agreement includes an option for an additional five-year term; and,

WHEREAS, it was determined by VRE legal counsel the preferred approach was to develop a new agreement to include updated policies by the Northeast Corridor Commission in accordance with the Passenger Rail Investment and Improvement Act of 2008; and,

WHEREAS, a new agreement has been reached for a five-year term with an option to extend the term an additional five years upon advanced written notice to Amtrak; and,

WHEREAS, the new agreement will provide VRE with continued access and mid-day storage and other services at Washington Union Terminal;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on May 15, 2020, and that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board hereby recommends the Commissions authorize the Acting Chief Executive Officer to enter into a five-year agreement, with an option to extend for an additional five-year term subject to further

Resolution 8B-05-2020 continued

approval by the Commissions, with Amtrak for access and mid-day storage at Washington Union Terminal in a form approved by legal counsel.

Approved this 15th day of May of 2020

Jeanine Lawson
Secretary

Gary Skinner
Chairman

MOTION:

SECOND:

RE: AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER 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

ACTION:

WHEREAS, on October 16, 2009, the Virginia Railway Express (VRE) Operations Board approved a five (5)-year contract with two five (5)-year option periods with Keolis Rail Services Virginia LLC for VRE operations and maintenance services and mobilization in the amount of \$18,459,348 through June 30, 2011; and

WHEREAS, a contract amendment was approved on December 17, 2010 in the amount of \$2,085,000; and

WHEREAS, on May 20, 2011 the VRE Operations Board approved the second contract year, through June 30, 2012, in the amount of \$17,954,527 for a total contract value not to exceed \$38,498,875; and

WHEREAS, on April 20, 2012 the VRE Operations Board approved the third contract year, through June 30, 2013, in the amount of \$18,008,591 for a total contract value not to exceed \$56,507,466; and

WHEREAS, on April 19, 2013 the VRE Operations Board approved the fourth contract year, through June 30, 2014, in the amount of \$18,974,041 for a total contract value not to exceed \$75,481,507; and

WHEREAS, on April 18, 2014 the VRE Operations Board approved the fifth contract year, through June 30, 2015, in the amount of \$20,115,047 for a total contract value not to exceed \$95,596,554; and

WHEREAS, on May 15, 2015 the VRE Operations Board approved the first year of the first option period, through June 30, 2016, in the amount of \$20,931,000 for a total contract value not to exceed \$116,527,554; and

WHEREAS, on May 20, 2016 the VRE Operations Board further authorized amending the agreement to remove the requirements for the Maintenance of Equipment and Facilities; and

WHEREAS, on May 20, 2016 the VRE Operations Board approved the second year of the first option period, through June 30, 2017, in the amount of \$15,463,003 for a total contract value not to exceed \$131,990,557; and

WHEREAS, on April 21, 2017 the VRE Operations Board approved the third year of the first option period, through June 30, 2018, in the amount of \$15,416,000 for a total contract value not to exceed \$147,406,557; and

WHEREAS, on April 20, 2018 the VRE Operations Board approved the fourth year of the first option period, through June 30, 2019, in the amount of \$15,718,000 for a total contract value not to exceed \$163,124,557; and

WHEREAS, on May 17, 2019 the VRE Operations Board approved the fifth year of the first option period, through June 30, 2020, in the amount of \$16,287,000 for a total contract value not to exceed \$179,411,557; and

WHEREAS, approval of this resolution will authorize execution of the second, and final, five-year option period; and

WHEREAS, approval of this resolution will allow for continued train operations in FY 2021; and

WHEREAS, the VRE Operations Board recommends the Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission authorize the Acting VRE Chief Executive Officer to execute the second five (5)-year option period of the contract with Keolis Rail Services Virginia LLC for operating services for commuter rail.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission finds that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on June 4, 2020, and that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities; and further finds that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Commission to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the Acting VRE Chief Executive Officer to amend the contract with Keolis Rail Services Virginia LLC for operating services for commuter rail by approving up to \$16,591,500 for the first year of the second option period, for a total contract value not to exceed \$196,003,057, through June 30, 2021.

Votes:
Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate(s) Present Not Voting:

Absent from Meeting:



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-C
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: May 15, 2020

Re: Recommend Authorization to Execute an Amendment for the Second Option Period and the First Year of the Second Option Period of the Contract for Operating Services for Commuter Rail

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Acting Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by approving the second five-year option period and approving up to \$16,591,500 for the first year of the second option period, for a total contract value not to exceed \$196,003,057 through June 30, 2021.

Summary:

This action will authorize the award of the second and final five-year option period and continue the contracted services for management, supervision and certified locomotive engineers and conductors to operate VRE commuter rail trains for FY 2021.

Background:

On October 16, 2009, following a competitive solicitation process, the VRE Operations Board recommended, and the Commissions subsequently approved, a five-year contract with KRSV for commuter rail operations and maintenance with two five-year option periods. The maintenance activities were later removed from this contract in 2016 and those services are now included in a separate contract with KRSV. The second option period for this contract, which now only covers operating services, will start July 1, 2020. This is the final five-year option period of the operating services contract.



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The work performed under this contract includes providing certified locomotive engineers and conductors to operate VRE commuter rail trains. The contract also includes Federal Railroad Administration reporting and claims management. Below is a list of the amendments, contract modifications and proposed actions for this contract:

Date	Description	Amount	Authorized Value (Cumulative)
10-16-2009	1 st Contract Year & Mobilization	\$18,459,348	\$18,459,348
12-17-2010	Amendment (a)	\$2,085,000	\$20,544,348
5-20-2011	2 nd Contract Year	\$17,954,527	\$38,498,875
4-20-2012	3 rd Contract Year (b)	\$18,008,591	\$56,507,466
4-19-2013	4 th Contract Year	\$18,974,041	\$75,481,507
4-18-2014	5 th Contract Year (c)	\$20,115,047	\$95,596,554
5-15-2015	1 st Year of the First Option Period (6 th Contract Year)	\$20,931,000	\$116,527,554
5-20-2016	2 nd Year of the First Option Period (7 th Contract Year) (d)	\$15,463,003	\$131,990,557
4-21-2017	3 rd Year of First Option Period (8 th Contract Year)	\$15,416,000	\$147,406,557
4-20-2018	4 th Year of the First Option Period (9 th Contract Year)	\$15,718,000	\$163,124,557
5-17-2019	5 th Year of the First Option Period (10 th Contract Year)	\$16,287,000	\$179,411,557
5-15-2020	1 st Year of the Second Option Period (11 th Contract Year) (e)	\$16,591,500	\$196,003,057

(a) Amendment included service enhancements, higher than anticipated insurance costs; items included in the original negotiations, contingency funds, and removed the requirement that Keolis indemnify VRE for all liability claims arising from the contract service with a value of up to \$5,000,000.

(b) FY 2013 budget amended mid-year for service enhancements resulting in the lengthening of two trains. This increased the FY 2013 contract budget amount to \$18,248,591. Authorization available from prior year approvals.

(c) FY 2015 budget includes adding the new Fredericksburg line train for half of the fiscal year.

(d) FY 2017 budget reflects the amended agreement removing the maintenance of equipment and facilities maintenance functions.

(e) Pending Approval

This action will increase the contract value by \$16,591,500 for a cumulative amount not to exceed \$196,003,057. The year over year increase is due to a contractually mandated increase of 2.46% based on the Consumer Price Index for the fixed cost components of the contract.

Fiscal Impact:

Funding for the first year of the second option period (11th year) is included in the approved FY 2021 operating budget. The total amount budgeted for train operations is \$16,591,500.

**Virginia Railway Express
Operations Board**

**Resolution
8C-05-2020**

**Recommend Authorization to Execute an Amendment for the Second
Option Period and the First Year of the Second Option Period of the
Contract for Operating Services for Commuter Rail**

WHEREAS, on October 16, 2009, the VRE Operations Board approved a five-year contract, with two five-year option periods, with Keolis Rail Services Virginia for VRE operations and maintenance services and mobilization in the amount of \$18,459,348 through June 30, 2011; and,

WHEREAS, a contract amendment was approved on December 17, 2010 in the amount of \$2,085,000; and,

WHEREAS, on May 20, 2011, the Operations Board approved the second contract year, through June 30, 2012, in the amount of \$17,954,527, for a total contract value not to exceed \$38,498,875; and,

WHEREAS, on April 20, 2012, the Operations Board approved the third contract year, through June 30, 2013, in the amount of \$18,008,591, for a total contract value not to exceed \$56,507,466; and,

WHEREAS, on April 19, 2013, the Operations Board approved the fourth contract year, through June 30, 2014, in the amount of \$18,974,041, for a total contract value not to exceed \$75,481,507; and;

WHEREAS, on April 18, 2014, the Operations Board approved the fifth contract year, through June 30, 2015, in the amount of \$20,115,047, for a total contract value not to exceed \$95,596,554; and,

WHEREAS, on May 15, 2015, the Operations Board approved the first year of the first option period, through June 30, 2016, in the amount of \$20,931,000, for a total contract value not to exceed \$116,527,554; and,

WHEREAS, on May 20, 2016, the Operations Board further authorized amending the agreement to remove the requirements for the Maintenance of Equipment and Facilities; and,

WHEREAS, on May 20, 2016, the Operations Board approved the second year of the first option period, through June 30, 2017, in the amount of \$15,463,003, for a total contract value not to exceed \$131,990,557; and,

Resolution 8C-05-2020 continued

WHEREAS, on April 21, 2017, the Operations Board approved the third year of the first option period, through June 30, 2018, in the amount of \$15,416,000, for a total contract value not to exceed \$147,406,557; and,

WHEREAS, on April 20, 2018, the Operations Board approved the fourth year of the first option period, through June 30, 2019, in the amount of \$15,718,000, for a total contract value not to exceed \$163,124,557; and,

WHEREAS, on May 17, 2019, the Operations Board approved the fifth year of the first option period, through June 30, 2020, in the amount of \$16,287,000, for a total contract value not to exceed \$179,411,557; and,

WHEREAS, approval of this resolution will award the second and final five-year option period; and,

WHEREAS, approval of this resolution will allow for continued train operations in FY 2021;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on May 15, 2020, and that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Acting Chief Executive Officer to execute the second five-year option period of the Contract for Operating Services for Commuter Rail; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Acting Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC by approving up to \$16,591,500 for the first year of the second option period, for a total Contract value not to exceed \$196,003,057 through June 30, 2021.

Resolution 8C-05-2020 continued

Approved this 15th day of May 2020

Jeanine Lawson
Secretary

Gary Skinner
Chairman

MOTION:

SECOND:

**RE: AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER TO
EXECUTE AN AMENDMENT FOR THE FIFTH YEAR OF THE CONTRACT WITH KEOLIS
RAIL SERVICES VIRGINIA LLC FOR MAINTENANCE SERVICES FOR COMMUTER RAIL**

ACTION:

WHEREAS, in 2015, the Virginia Railway Express (VRE) Operations Board recommended, and the Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission (Commissions) approved, a five (5)-year contract for maintenance services for commuter rail with Keolis Rail Services Virginia, LLC; and

WHEREAS, the contract start date and total authorization was amended in May of 2016; and

WHEREAS, on April 21, 2017 the VRE Operations Board recommended, and the Commissions subsequently approved, the second contract year through June 30, 2018 in the amount of \$7,092,267, for a total contract value not to exceed \$14,344,638; and

WHEREAS, on April 20, 2018 the VRE Operations Board recommended, and the Commissions subsequently approved, the third contract year through June 30, 2019 in the amount of \$7,674,000, for a total contract value not to exceed \$22,018,638; and

WHEREAS, on May 17, 2019 the VRE Operations Board recommended, and the Commissions subsequently approved, the fourth contract year through June 30, 2020 in the amount of \$8,889,465, for a total contract value not to exceed \$30,908,103; and

WHEREAS, the current contract authorization runs through June 30, 2020; and

WHEREAS, the increase in contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2021; and

WHEREAS, the VRE Operations Board recommends the Commissions authorize the Acting VRE Chief Executive Officer to amend the contract with Keolis Rail Services Virginia LLC for maintenance services for commuter rail by increasing the total contract authorization by \$9,012,749, for a total amount not to exceed \$39,920,852, through June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission finds that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on June 4, 2020, and that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities; and

further finds that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Commission to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the Acting VRE Chief Executive Officer to amend the contract with Keolis Rail Services Virginia, LLC for maintenance services for commuter rail by increasing the total contract authorization by \$9,012,749, for a total amount not to exceed \$39,920,852, through June 30, 2021.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate(s) Present Not Voting:

Absent from Meeting:



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-D
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: May 15, 2020

Re: Recommend Authorization to Execute an Amendment for the Fifth Year of the Contract for Maintenance Services for Commuter Rail

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Acting Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total contract authorization by \$9,012,749, for a total amount not to exceed \$39,920,852, through June 30, 2021.

Summary:

This action will authorize contracted services for the maintenance, inspection and repair of VRE locomotives, passenger rail cars and maintenance facilities for FY 2021.

Background:

On January 15, 2015, the VRE Operations Board recommended, and the Commissions subsequently authorized, the Chief Executive Officer to execute a Contract with KRSV for Maintenance Services for Commuter Rail.

The work performed under this contract includes daily and periodic servicing, inspection and repairs of locomotives and passenger rail cars. Lifecycle maintenance and extensive rolling stock repair work are included in this contract through a task order process. In addition to locomotive and passenger rail car work, the scope of work includes inspection, maintenance and repair of facilities equipment including yard tracks and buildings. There are no material changes to the scope of work for the upcoming fiscal year.



Northern Virginia
Transportation Commission
2300 Wilson Blvd., Suite 230
Arlington, VA 22201
703-524-3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703-684-1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703-580-6121

On May 20, 2016, the VRE Operations Board recommended, and the Commissions subsequently authorized an amended start date for the first year of the Contract to July 1, 2016, and the total Contract amount for the first year of \$7,252,371. Below is a list of the amendments, contract modifications and proposed action for this Contract:

Date	Description	Amount	Authorized Value (Cumulative)
May 20, 2016	1 st Contract Year & Mobilization	\$7,252,371	\$7,252,371
April 21, 2017	2 nd Contract Year	\$7,092,267	\$14,344,638
April 20, 2018	3 rd Contract Year	\$7,674,000	\$22,018,638
May 17, 2019	4 th Contract Year	\$8,889,465	\$30,908,103
May 15, 2020 (a)	5 th Contract Year	\$9,012,749	\$39,920,852

(a) Pending Approval

This action will increase the contract value by \$9,012,749 for a cumulative amount not to exceed \$39,920,852, through the fifth year of the base five-year contract. The year over year increase is primarily due to a contractually mandated annual increase of 2.46% based on the Consumer Price Index.

Fiscal Impact:

Funding is provided for in both the FY 2021 Operating budget under 'Maintenance Services for Commuter Rail' and the Capital Improvement Program (CIP) for 'Asset Management – Rolling Stock Equipment' and 'Asset Management – Facilities,' which includes funding for the fifth year of this work.

FY 2021 Operating Budget: Maintenance Services for Commuter Rail	\$7,832,285
FY 2021 Capital Improvement Program: Asset Management – Rolling Stock Equipment and Asset Management – Facilities	\$1,180,464
Total	\$9,012,749

**Virginia Railway Express
Operations Board**

**Resolution
8D-05-2020**

**Recommend Authorization to Execute an Amendment for the Fifth Year
of the Contract for Maintenance Services for Commuter Rail**

WHEREAS, in 2015, the VRE Operations Board recommended, and the Commissions approved, a five-year Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC; and,

WHEREAS, the Contract start date and total authorization was amended in May of 2016; and,

WHEREAS, on April 21, 2017, the Operations Board recommended, and the Commissions subsequently approved the second contract year, through June 30, 2018, in the amount of \$7,092,267, for a total contract value not to exceed \$14,344,638; and,

WHEREAS, on April 20, 2018, the Operations Board recommended, and the Commissions subsequently approved the third contract year, through June 30, 2019, in the amount of \$7,674,000, for a total contract value not to exceed \$22,018,638; and,

WHEREAS, on May 17, 2019, the Operations Board recommended, and the Commissions subsequently approved the fourth contract year, through June 30, 2020, in the amount of \$8,889,465 for a total contract value not to exceed \$30,908,103; and,

WHEREAS, the current Contract authorization runs through June 30, 2020; and,

WHEREAS, the increase in Contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2021;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on May 15, 2020, and that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia

Resolution 8D-05-2020 continued

Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Acting Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC by increasing the total Contract authorization by \$9,012,749, for a total amount not to exceed \$39,920,852 through June 30, 2021.

Approved this 15th day of May 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary

MOTION:

SECOND:

**RE: AUTHORIZE THE ACTING VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER TO
AMEND THE AGREEMENT WITH THE CITY OF MANASSAS FOR THE OPERATION AND
MAINTENANCE OF THE MANASSAS PARKING FACILITY**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission (Commissions) executed an agreement with the City of Manassas in October 2009 for the operation and maintenance of a joint use parking facility in the City of Manassas; and

WHEREAS, the agreement was amended in July 2015, extending it for five (5) years; and

WHEREAS, both parties wish to extend the agreement for an additional term of five (5) years; and

WHEREAS, both parties wish to amend the agreement to permit the addition of designated bicycle storage inside the parking facility to be installed and maintained by the City of Manassas; and

WHEREAS, the VRE Operations Board recommends the Commissions authorize the Acting VRE Chief Executive Officer to amend the agreement with the City of Manassas for the operation and maintenance of the Manassas parking facility to extend the agreement an additional five (5) years and to allow the City of Manassas to add designated bicycle storage inside the parking facility; and

WHEREAS, the VRE Operations Board recommends the Commissions authorize the Acting VRE Chief Executive Officer to include within the amendment a provision allowing the agreement to be automatically extended for an additional five (5) years through June 2030, unless either party provides notice to the other of its request not to automatically extend the term.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission finds that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Commission to assemble in a single location on June 4, 2020, and that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are statutorily required or necessary to continue operations of the Commission and the discharge of the Commission's lawful purposes, duties, and responsibilities; and further finds that meeting by electronic means is authorized because the items on the June 4, 2020 Commission Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Commission to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and

BE IT FURTHER RESOLVED the Potomac and Rappahannock Transportation Commission (PRTC) hereby authorizes the Acting VRE Chief Executive Officer to amend the agreement with the City of Manassas for the operation and maintenance of the Manassas parking facility to extend the agreement an additional five (5) years and to allow the City of Manassas to add designated bicycle storage inside the parking facility; and

BE IT FURTHER RESOLVED authorizes the Acting VRE Chief Executive Officer to include within the amendment a provision allowing the agreement to be automatically extended for an additional five (5) years through June 2030, unless either party provides notice to the other of its request not to automatically extend the term.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate(s) Present Not Voting:

Absent from Meeting:



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-E
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: May 15, 2020

Re: Recommend Authorization to Amend the Agreement with the City of Manassas for the Operation and Maintenance of the Manassas Parking Facility

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Acting Chief Executive Officer to amend the agreement with the City of Manassas for the operation and maintenance of the Manassas Parking Facility.

Summary:

Approval of this resolution will recommend the Commissions authorize the Acting Chief Executive Officer to amend the agreement with the City of Manassas for the operation and maintenance of the parking facility located in the City of Manassas. The amendment will permit the installation of fixed bicycle storage spaces and extend the term of the agreement for five years. The resolution will also authorize the amendment to include a provision allowing the agreement to be automatically extended for an additional five years, through June 2030, unless either party provides notice to the other of its request not to automatically extend the term.

Background:

In October 2009, the City of Manassas and the Commissions executed an agreement for the operation and maintenance of the parking facility adjacent to the Manassas train station. Maintenance costs are shared based on the percentage of spaces allocated to VRE and to the City.



Northern Virginia
Transportation Commission
2300 Wilson Blvd., Suite 230
Arlington, VA 22201
703-524-3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703-684-1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703-580-6121

In June 2015 the Commissions authorized execution of an amendment to the agreement extending it for five years and reallocating parking spaces between public parking and VRE commuter use. As a result, VRE commuter spaces increased by 100 and the second floor was re-designated for public use to support downtown retail.

The City of Manassas has developed a plan to install fixed bicycle lockers in the parking facility. Therefore, in addition to extending the agreement for an additional five years, the amended agreement will stipulate the cost to purchase, install and maintain the bicycle lockers will be at the sole expense and responsibility of the City of Manassas.

If authorized by the Operations Board and the Commissions, this resolution will allow the Acting Chief Executive Officer to amend the agreement with the City of Manassas to permit the installation of fixed bicycle storage spaces and extend the term for five years. The resolution will also authorize the amendment to include a provision allowing the agreement to be automatically extended for an additional five years, through June 2030, unless either party provides notice to the other of its request not to automatically extend the term.

Fiscal Impact:

This resolution will not increase the estimated annual operation and maintenance cost for the parking facility. The estimated cost for FY 2021 is \$100,200 for VRE's share of the operation and maintenance cost. This cost is included in the approved FY 2021 budget, and future costs for the operation and maintenance of the facility will be included in subsequent annual budgets.

**Virginia Railway Express
Operations Board**

**Resolution
8E-05-2020**

**Recommend Authorization to Amend the Agreement with the
City of Manassas for the Operation and Maintenance of the
Manassas Parking Facility**

WHEREAS, the City of Manassas and the Commissions executed an agreement in October 2009 for the operation and maintenance of a joint use parking facility in the City of Manassas; and,

WHEREAS, the agreement was amended in July 2015 extending it for five years; and,

WHEREAS, both parties wish to extend the agreement for an additional term of five years; and,

WHEREAS, both parties wish to amend the agreement to permit the addition of designated bicycle storage inside the parking facility to be installed and maintained by the City of Manassas;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions find that, in accordance with recently adopted amendments to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on May 15, 2020, and that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the May 15, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Acting Chief Executive Officer to amend the agreement with the City of Manassas for the operation and maintenance of the Manassas Parking Facility to extend the agreement an additional five years and to allow the City of Manassas to add designated bicycle storage inside the parking facility; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to include, within the amendment, a provision allowing the agreement to be automatically extended for an additional five years, through June 2030, unless either party provides notice to the other of its request not to automatically extend the term..

Approved this 15th day of May 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary

PRTC Action Items

- 10.1 Potomac and Rappahannock Transportation Commission Bylaws Amendments – Second Reading and Adoption**
- 10.2 Approval and Authorization of Potomac and Rappahannock Transportation Commission's (PRTC) 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**
- 10.3 Authorization to Renew Medical, Dental, and Vision Insurance Plans for Potomac and Rappahannock Transportation and Virginia Railway Express Employees**
- 10.4 Authorization to Commence the Procurement Process for Consultant Assistance in Support of the I-66 Slug Line Promotion Project**

MOTION:

SECOND:

**RE: POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION BYLAWS
 AMENDMENT – SECOND READING AND ADOPTION**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission (PRTC) Bylaws were last amended in October 2018; and

WHEREAS, PRTC has adopted a policy that allows for members to participate in Commission meetings remotely during the current COVID-19 pandemic in accordance with Virginia law and desires to include reference to electronic meetings in the Bylaws; and

WHEREAS, the Bylaws are being amended to also address updating out-of-date code section references and increase consistency in references within the Bylaws; and

WHEREAS, the PRTC Bylaws stipulate that proposed amendments to the Bylaws be presented in writing and read for the first time at a regular meeting, and acted on at a subsequent meeting in either the originally proposed or amended form; and

WHEREAS, the amended PRTC Bylaws were presented in writing and read for the first time at the Commission's May 7, 2020 meeting; and

WHEREAS, the Commission authorized the Bylaws amendments as proposed be scheduled for Commission action at the June 4, 2020 Commission meeting.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby adopts the Bylaws amendments as proposed.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

BYLAWS
OF
POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

ARTICLE 1

POWERS AND DUTIES

The Potomac and Rappahannock Transportation District Commission (“Commission”) shall have all the rights, powers and duties, and shall be subject to the limitations and restrictions, set forth in Chapter 19 of Title 33.2 of the Code of Virginia, the Transportation District Act of 1964, as may be amended from time to time.

ARTICLE II

MEMBERSHIP

1. **Commissioners** – The Commission shall consist of members representing “member jurisdictions” and members representing other entities as provided for in the Transportation District Act and as described below. “Member jurisdiction” members shall be as follows: six (6) members appointed by Prince William County; two (2) members appointed by Stafford County; two (2) members appointed by Spotsylvania County ~~(effective February 15, 2019)~~; one (1) member appointed by the City of Manassas; one (1) member appointed by the City of Manassas Park; and one (1) member appointed by the City of Fredericksburg, who shall each serve at the pleasure of their respective governing body. In addition to “member jurisdiction” members, the Commission shall have other members as follows: The Chairman of the Commonwealth Transportation Board (CTB), or the Chairman’s designee, shall be a member, ex officio. Two (2) members appointed by the Speaker of the House of Delegates, and one (1) member of the Senate, appointed ~~from by~~ the Senate Committee on Rules, shall also be members of the Commission. All state legislators shall serve terms coincident with their terms of office. The foregoing Commissioners shall constitute the “regular members” of the Commission.

2. **Alternate Commissioners** – Each member jurisdiction may appoint alternate members who shall be able to exercise all of the powers and duties of a regular Commission member when a regular “member jurisdiction” member from the appointing member jurisdiction is absent from Commission meetings. The number of aAlternate members shall be at the discretion of each individual member jurisdiction, but the votes cast by each jurisdiction shall not exceed the number of regular members to which the member jurisdiction is entitled as set forth in paragraph 1 of this Article. The Chairman of the Commonwealth Transportation Board (CTB) may also appoint an alternate member who shall have the authority to exercise the powers and duties of the CTB member when that person~~he/she~~ is absent from a Commission meeting ~~of the Commission~~. Alternate members~~Commissioners~~ may serve on committees of the Commission, excluding the Executive Committee, as any other Commissioner~~member~~ would. Alternate members~~Commissioners~~ serve at the pleasure of their respective governing body.

ARTICLE III

COMMISSION OFFICERS, VIRGINIA RAILWAY EXPRESS (VRE) OPERATIONS BOARD MEMBERS, AND DUTIES

1. **Officers** – The officers of the Commission shall be elected annually and shall consist of a Chair, a Vice Chair, a Secretary, a Treasurer, Immediate Past Chair, and such officers at large and subordinate officers as may from time to time be elected or appointed by the Commission. The offices shall be held only by regular members of the Commission (not alternate members), and the offices of Chair and Vice Chair shall not be held at the same time by members representing the same member jurisdiction. The Chair shall be elected from amongst the regular members whose jurisdictions contributed at least 25% of the total PRTC local subsidy in the previous fiscal year.

2. **VRE Operations Board Members**¹ – In accordance with the VRE Operations Board Master Agreement as amended, the PRTC member jurisdictions shall appoint their respective Members and Alternates to the VRE Operations Board, subject to the Commission's concurrence. All mMembers and aAlternates appointed by the member jurisdictions shall~~are to~~ be elected officials (~~except DRPT Director~~) and the numbers of Members/Alternates that each member jurisdiction appoints is based on the results of the annual ridership survey, such that:

- Jurisdictions accounting for 25% or more of total system ridership appoint three (3) members and three (3) alternates
- Jurisdictions accounting for 15% to less than 25% of total system ridership appoint two (2) members and two (2) alternates
- Jurisdictions accounting for less than 15% of total system ridership appoint one (1) member and one (1) alternate

3. **Terms of Office** – Each of the officers and all the VRE Operations Board Members and Alternates shall be elected at the January annual meeting of the Commission, to serve for a term of one (1) year, unless sooner removed by the Commission, or until a successor is elected and qualified. All officers, VRE Operations Board Members, and VRE Operations Board Alternates shall be eligible for re-election. Any vacancy occurring in an office will be filled for the unexpired term by the Commission at the next regular monthly meeting following the occurrence of such vacancy. If the vacancy occurs in the office of the ~~Immediate Past Chair~~, Secretary or Treasurer, an acting officer shall be appointed by the Chair pending such election. Vacancies among VRE Operations Board appointments will be filled by the member jurisdiction whose appointment has been vacated, again subject to the Commission's concurrence.

4. **Election** – At a regular monthly meeting preceding the January annual meeting at which the election of officers, VRE Operations Board Members, and VRE Operations Board Alternate Members will be held, the Commissioners will elect a Nominating Committee, consisting of one (1) member from each member jurisdiction. The Nominating Committee shall invite nominations prior to the January annual meeting, and shall propose a slate of officers and VRE Operations Board Members and Alternate Members for the Commission's consideration in

¹ The VRE Ops Board also has an "ex officio representative of the Chairman of the Commonwealth Transportation Board selected as that Chairman shall determine" (VRE Bylaws Section II.B).

time for incorporation in the Commission agenda mailed out prior to the annual meeting. Further nominations may be made by any members at the annual meeting. The slate of VRE Operations Board Members and Alternate Members shall mirror the appointments made by the member jurisdictions, such that the Nominating Committee's sole responsibility in this regard is to ensure that the member jurisdictions have made their appointments as required.

5. **Chair** – The Chair shall preside over all meetings of the Commission at which the Chair is present, and shall vote as any other member. The Chair shall be responsible for the implementation of the policies established and the actions taken by the Commission; shall have all of the powers and duties customarily pertaining to the office of Chair of the Board, and shall perform such other duties as may from time to time be assigned to the Chair~~him~~ by the Commission.

6. **Vice Chair** – In the event of the death or absence of the Chair, or of the Chair's inability to perform any of the duties of ~~his-the~~ office or to exercise any of ~~his-the~~ powers of the office, the Vice Chair shall perform such duties and possess such powers as are conferred on the Chair, and shall perform such other duties as may from time to time be assigned to the Vice Chair~~him~~ by the Chair or by the Commission.

7. **Secretary and Treasurer** – The Secretary and the Treasurer shall perform duties as may from time to time be assigned to them by the Chair or by the Commission.

ARTICLE IV

MEETINGS

~~1.~~ **1. Regular Meetings** – The Commission shall adopt a schedule of the times, dates, and places of its regular meetings, for the ensuing calendar year at its December meeting. Regular meetings normally shall be held on the first Thursday of each month, except legal holidays, and shall begin at 7:00 p.m., and may be reconvened at any convenient time. When the first Thursday of a month falls on a legal holiday, the regular meeting for that month shall normally be held on the next regular business day, unless the Commission sees fit to change this as provided for in the next sub-section of this Article of the Bylaws. The Commission shall identify in its adopted meeting schedule the location of each of its regular meetings for the year.

2. Remote Electronic Participation in Commission Meetings

(a) Adopted Policy - Members of the Commission individually or the Commission itself under certain emergencies may participate in Commission meetings through electronic communication means pursuant to the provisions of this section. In such cases, notice and public access shall be given in accordance with the respective provisions of the Virginia Freedom of Information Act.

Each member will receive a copy of this electronic participation policy upon appointment to the Commission.

(b) Individual Member Requesting Remote Electronic Participation – on or before the day of the meeting, the member shall notify the Chair that the member is unable to attend the meeting due to:

- (1) A temporary or permanent disability or other medical condition that prevents the member's physical presence; or
- (2) ~~A personal matter and identifies with specificity; the nature of the personal matter. Participation by member pursuant to this subsection is limited to absence of two (2) meetings per calendar year; or~~
- (3) On the day of the meeting, the member notifies the Chair that such member's principal residence is more than 60 miles from the meeting location.

A physical quorum of the Commission shall otherwise be present.

Thise policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters to be considered or voted on at the meeting. The Commission members present at the subject meeting must approve or disapprove the member's request to participate remotely by a majority vote. Electronic participation from a remote location shall be approved unless such participation violates this section ~~remote participation policy~~ or ~~any provisions of the Virginia Freedom of Information Act § 2.2-3708.2.~~ If a request is disapproved because such participation would violate the policy or ~~any provision of the Virginia Freedom of Information Act § 2.2-3708.2,~~ such disapproval shall be recorded in the meeting minutes with specificity.

(c) Meeting by Electronic Participation to Address the Emergency During a Governor-Declared State of Emergency – The Commission may meet by electronic communication means without a quorum of the Commission physically assembled at one location when the Governor has declared a State of Emergency in accordance with Va. Code § 44-146.17, provided that:

- (1) The catastrophic nature of the declared emergency makes it impossible or unsafe to assemble a quorum in a single location; and
- (2) The purpose of the meeting is to address the emergency.

(d) Meeting by Electronic Participation to Conduct Business During a Governor-Declared State of Emergency – The Commission may meet by electronic communication means without a quorum of the Commission physically assembled in one location when the Governor has declared a State of Emergency in accordance with Va. Code § 44-146.17, provided that

- (1) The nature of the declared emergency makes it impracticable or unsafe for the Commission to assemble in one location;
- (2) The purpose of the meeting is to discuss or transact business statutorily required or necessary to continue operations of the Commission and the discharge of its lawful purposes, duties, and responsibilities; and
- (3) A recording or transcript of the meeting is available on the Commission website in accordance with the timeframes in Va. Code § 2.2-3707.

(e) Alternative Meeting by Electronic Participation to Conduct Business During a Governor-Declared State of Emergency – The Commission may meet by electronic communication means without a quorum of the Commission physically assembled in one

location when the Governor has declared a State of Emergency in accordance with Va. Code § 44-146.17, provided that

- (1) The nature of the declared emergency makes it impracticable or unsafe for the Commission to assemble in one location;
- (2) The Commission determines that a meeting is necessary to carry out essential governmental functions pursuant to Va. Code § 15.2-1314.

(f) Reflecting Remote Participation in the Meeting Minutes –

(1) Pursuant to Va. Code § 2.2-3708.2, the meeting minutes will reflect the member who participated remotely pursuant to subsection (b) above and the location of the remote participation. If the member participated remotely pursuant to subsection (b)(1) above, the fact that the member's physical attendance was prevented due to a temporary or permanent disability or other medical condition shall be noted in the minutes. If the member participated remotely pursuant subsection (b)(2) above, the minutes shall also include the specific nature of the personal matter cited by the member.

(2) In the instance of electronic participation during a Governor Declared State of Emergency pursuant to subsections (c), (d), or (e) above, the meeting minutes will also state the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held.

32. Changing Meetings

(a) Changing the date, time or place of regular meetings by the Commission – The Commission may change the date, time, or place of any regular meeting when deemed necessary ~~by the Commission~~. A change to the date, time or place of a regular meeting may be accomplished by adoption of a resolution done at a regular meeting or special meeting (which is provided for later in this Article of the Bylaws). The Clerk shall cause a written notice of the change to be posted in a public area at ~~the each of the~~ Commission's Transit Centers ~~and/or operations facilities~~ where notices are usually posted, and in the office of the Clerk at least three (3) working days prior to the regular meeting whose date, time or place has been changed. The Clerk shall also post notice of the change on the Commission's website and may issue a press release to further advise the public of the change.

(b) Changing the time or place of regular meetings by the Chair – Whenever the Chair believes that unusual circumstances exist which require both action by the Commission at the regular meeting and a change to the time or place of a meeting, including the change to a virtual meeting, in order to facilitate the taking of action by the Commission or during a declared Emergency, the Chair may change the time or place of the regular meeting. The Chair shall issue a written declaration that unusual circumstances exist that require a change to the time or place of the meeting to facilitate action by the Commission and shall state the new time and/or place for the regular meeting. The Clerk shall provide a copy of the written declaration forthwith to all members of the Commission and shall also cause a copy of the written declaration to be posted in a public area at the Commission's Transit Center where notices are usually posted, and in the office of the Clerk at least three (3) working days prior to the regular meeting whose time or place has been changed. The Clerk may also post notice of the change on the Commission's website and/or issue a press release to further advise the public

of the change.

(c) **Scheduling additional meetings** – The Commission may also schedule such additional meetings as it deems necessary. The scheduling of an additional meeting may be accomplished by adoption of a resolution done at a regular or special meeting (which is provided for later in this Article of the Bylaws). Notice of such additional meetings shall be provided as required by these Bylaws for changes to regular meetings made by the Commission.

43. Special Meetings – Special meetings shall be held when requested by either the Chair or at least two (2) other Commission members, not of the same jurisdiction. Such request shall be in writing, addressed to the Executive Director, and shall specify the time and place of meeting and the matters to be considered at the meeting. Upon receipt of such request, the Executive Director shall immediately notify each member of the Commission to attend the special meeting at the time and place mentioned in the request. Such notice shall specify the matters to be considered at the meeting, and shall be sent by First Class mail or, if actual notice is given, by hand-delivery, electronic mail or facsimile, least three (3) working days prior to the day of the special meeting, or to the extent practicable. For purposes of this section, actual notice means that a particular member has actually received the notice. No matter not specified in the notice shall be considered at such meeting, unless all the regular members of the Commission are present. The Executive Director may have such notices served by the Sheriff, in lieu of the use of mail, if deemed necessary. Notice of the special meeting shall be given to the public contemporaneously with the notice provided to the members of the Commission. Quorum requirements for special meetings shall be the same as for regular meetings as described herein.

54. Adjourned Meetings – Any regular or special meeting may be adjourned to a date and time certain prior to the next regular meeting of the Commission.

65. Public Hearing – Public hearings shall be held after adoption of a resolution directing the Clerk to give notice thereof, advertising the public hearing and the issues to be considered once a week for two (2) successive weeks prior to the public hearing in a newspaper or newspapers, and/or on their website and on the Commission's website, having general circulation in the District. The Clerk shall cause a written notice to be posted in a public area at the each of the Commission's Transit Centers and/or operations facilities where notices are usually posted, and in the office of the Clerk. The first notice shall appear in any such newspaper at least eight (8) days prior to such hearing.

(a) **Adoption of Transportation Plan** – Before a transportation plan is adopted, altered, revised or amended, the Commission shall hold a public hearing upon 30thirty days' notice, published once a week for two successive weeks in a newspaper having general circulation in the District.

(b) **Adoption of Budget** – Before the annual budget is adopted, the Commission shall hold a public hearing with notice thereof published once a week for two (2) successive weeks in a newspaper or newspapers, in print and/or on their website, having general circulation and on the Commission's website in the District. The Clerk shall cause a written notice to be posted in a public area at the each of the Commission's Transit Centers and/or operations facilities where notices are usually posted, and in the office of the Clerk. The first notice shall appear in any such newspaper at least eight (8) days prior to such hearing.

76. Open Meetings – All Commission meetings shall be open to the public, provided that the Commission may meet in closed session for those purposes authorized by [VA. Code § 2.2-3711](#) ~~the Virginia Freedom of Information Act~~. No meeting shall become a closed meeting unless there shall have been recorded in open session an affirmative vote to that effect, which motion shall state specifically the purpose or purposes of the closed meeting. No resolution or motion adopted, passed or agreed to in a closed meeting shall become effective unless the Commission, following such meeting, reconvenes in open meeting and takes a vote on such resolution or motion.

78. Advertisements – When advertisement is required for the purpose of providing public notice, adequate notice shall be deemed to have been provided if the matter is advertised in [a newspaper or newspapers, in print and/or on their website, having general circulation in the District, and on the Commission's website. Inside NoVa, and the Free Lance Star. The Clerk shall cause a written notice to be posted in a public area at the each of the Commission's Transit Centers and/or operations facilities where notices are usually posted, and in the office of the Clerk.](#) Such list shall be amended as necessary upon enlargement of or withdrawal from the District by a jurisdiction.

9 Quorum – A majority of the Commission, which majority shall include at least one Commissioner from a majority of the member jurisdictions, shall constitute a quorum. The Chairman of the ~~CTB~~ [Commonwealth Transportation Board](#), or the Chairman's designee, shall be included for purposes of constituting a quorum. Members appointed by the [Speaker of the House of Delegates](#) and by the Senate shall not be counted for the purposes of determining a quorum when the General Assembly is in session.

910. Required Absence – No action shall be taken by the Commission unless a quorum is present, provided, however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted to the Commission. The Chair, the Clerk, or any other Commission member, ~~may~~ [shall](#) suggest the absence of a quorum prior to the taking of any action by the Commission, but a failure to suggest the absence of a quorum shall not validate any purported action taken without a quorum.

101. Actions – The Commission shall act in one of the following ways:

(a) **Resolution** – The Commission may act upon adoption of a resolution, with or without prior notice. Resolutions shall be in writing whenever possible, and a copy shall be delivered to all members of the Commission before the resolution is proposed for adoption. A proposed resolution may be amended or modified at the meeting [at which](#) it is being considered for adoption.

(b) **Motion** – If action is required on matters simply stated, the Commission may act on oral motion only.

(c) **Unanimous Consent** – If no formal action is required and no objection is heard, a request of a member shall be deemed a request of the Commission without further action, provided that such request is made at a meeting with a quorum present, and further provided that the Chair states that such request shall be deemed to be a request of the Commission.

142. Voting

(a) **Votes** – Votes shall be taken only upon motions made and seconded. Each member of the Commission shall be entitled to one (1) vote in all matters requiring action by the Commission. The presence of a quorum and a vote of the majority of the members necessary to constitute a quorum of all the members appointed to the Commission, including an affirmative vote from a majority of the members, shall be necessary to take any action. Notwithstanding the provisions of [Va. Code § 2.2-3708.2](#), members of the General Assembly may vote and otherwise participate in meetings of the Commission through electronic communications while the General Assembly is in session.

(b) **Methods of Voting** – All voting shall be taken by voice vote, and votes shall be cast by voice. The Clerk shall record the name of the maker of the motion, the name of the second to the motion and the vote of the members present, including yeas, nays and abstentions.

(c) **Restating the Question** – The Chair shall restate the question or ask the Clerk to restate the question prior to the taking of a vote, providing, however, that at the request of the Chair, a Commission member may restate the question if it is the option of the Chair that such procedures will expedite the decision of the question.

(d) **Tie Votes** – In the event of a tie vote, the matter under consideration shall be deemed defeated.

(e) **Reconsideration** – Action on a resolution or motion may be reconsidered only upon motion of a member voting with the prevailing side on the original vote, which motion must be made at the same or immediately subsequent regular meeting. A motion to reconsider may be seconded by any member. Any such matter defeated by a tie vote may be reconsidered upon motion by any Commission member having voted to defeat the matter at the same or the next regularly scheduled meeting.

Action upon reconsideration of a question shall be taken only following notice as required by law and at least as much notice as was given prior to the original action, unless such action upon reconsideration is taken at the same meeting as the original action.

123. Commencement of Meetings – At the times specified in Article IV, Section I of these Rules for the commencement of regular meetings, and at the hour specified for adjourned or special meetings, the presiding officer shall call the meeting to order, and direct the Clerk to note the presence or absence of Board members. A quorum shall be required for the commencement of any meeting. [The Chair in the Chair's discretion may delay the time of the meeting slightly in order to try to achieve a quorum.](#)

134. Agenda – The Chair, with the Executive Director's and the Clerk's assistance, shall prepare an agenda for each meeting. Any member having matters to be considered by the Commission shall submit them to the Chair for inclusion on an appropriate agenda. At each meeting of the Commission, the meeting agenda shall be subject to approval by a majority vote of the Commission members present, taken after a vote on the minutes of the previous meeting. Prior to approval of the agenda, items may be added to or deleted from the agenda by majority vote of the Commission members present.

15. Agenda Order – Order on the agenda shall be established by the Chair taking into account probable public interest and the need for staff or other presentations. Insofar as is practicable, agenda order shall maximize convenience to the public and minimize any adverse impact on performance of normal staff functions.

146. Public Comment Time – Except as otherwise specified herein, the Commission shall set aside a period of time, to be determined by the Chair, as Public Comment Time at the beginning of each meeting, during which time it will receive comment from any individual on any item related to PRTC. The Chair shall ask individuals who wish to speak to state their name, jurisdiction of residence, and represented organization if applicable. The Chair shall announce the number of minutes available to each individual in an equitable manner.

In the event of an electronic meeting held pursuant to a declared Emergency and Article IV, Section 2, public comment may be received by email, mail or electronically in accordance with notice of the meeting.

~~**15. Agenda Order** – Order on the agenda shall be established by the Chair taking into account probable public interest and the need for staff or other presentations. Insofar as is practicable, agenda order shall maximize convenience to the public and minimize any adverse impact on performance of normal staff functions.~~

167. Minutes – The Clerk shall keep minutes of the meetings of the Commission, which minutes shall be a public record, and shall also maintain one recording, by means of electronic device, of the proceedings at any Commission meeting, except closed sessions. The Clerk shall distribute copies of the minutes to each regular and alternate member of the Commission, prior to the next succeeding meeting. One copy of the minutes of the recorded proceedings shall be made available by the Clerk to any person requesting same. Regular and alternate members of the Commission shall be provided a copy of the minutes free of charge upon request.

178. Closed Meetings – A closed meeting can be included in any agenda in accordance with Va. Code §2.2-3712 of the Code of Virginia, as amended.

189. Order in Conduct of Business

(a) **Persons Addressing the Commission** – Persons addressing the Commission on Agenda matters shall limit their presentations to the time allotted by the Chair, unless the Commission extends such time by majority vote of the Commission. The Chair, in allotting such time, shall take into account the complexity of the matter, its importance in relation to other business of the Commission, and the time available during the Commission meeting. At the discretion of the Chair, the conduct of business by the Commission may be reordered to allow earlier consideration of matters about which a substantial number of persons desire to address the Commission. Insofar as is practicable, persons addressing the Commission shall furnish the Clerk and members of the Commission with a written copy of their remarks, at or before the meeting.

(b) **Recognition** – Recognition shall be given only by the Chair. No person shall address the Commission without first having been recognized. When all public testimony has concluded, and the Commission is considering and discussing the matter, no person shall thereafter be recognized to address the Commission.

(c) **Commission Discussion** – Discussion and debate by the Commission shall be conducted following the presentation of testimony on the item of business pending. Members shall not speak to the item until recognized by the Chair. A member who has spoken to the item shall not again be recognized until other members desiring to speak shall have had an opportunity to speak. Alternate members may participate in discussion at the discretion of the Chair.

2019. Decorum

(a) **Commission Members** – Decorum of Commission members shall be maintained in order to expedite disposition of the business before the Commission. Questions and remarks shall be limited to those relevant to the pending business. Members shall address all remarks to the Chair.

(b) **Others** – Decorum of persons other than members shall be maintained by the Chair, who may request such assistance as may appear necessary. Persons addressing the Commission shall limit their remarks to those relevant to the pending items, and to answering questions. They shall address the Commission as a whole, unless answering an individual member's questions. The Chair shall call the speaker to order; ~~if~~ if out-of-order remarks, or other indecorous conduct persists, the Chair shall order the speaker from the lectern. The ~~Chair~~ order with gavel, if not heeded, may then cause a law enforcement and/or security officer, if available, to carry out the order.

Persons whose allotted time to speak has expired shall be warned by the ~~Chair~~ presiding officer to conclude in one minute, after which such person shall leave the lectern, unless ~~the person~~ he or she is asked to remain to answer questions from the Commission. No persons in attendance shall be allowed to present remarks to the Commission except as recognized by the ~~Chair~~ presiding officer and after audibly stating their name, ~~county or city jurisdiction~~ of residence, and whom they represent. Groups in the audience creating an atmosphere detrimental or disturbing to the conduct of the meeting will be asked to leave by the ~~Chair~~ presiding officer.

ARTICLE V

COMMITTEES

1. **Open Meeting Requirement** – The Commission may establish standing and ad hoc committees as it deems appropriate consisting of ~~members~~ Commissioners or ~~Alternate members~~ Commissioners. Consistent with ~~Va. Code §§sections~~ 2.2-3701 and -3707 of the Code of Virginia, all Commission-appointed committees and subcommittees ~~of the Commission~~ shall comply with the open meeting requirements of the Virginia Freedom of Information Act, and unless otherwise specified in these Bylaws, all committees and subcommittees shall adhere to meeting procedures that are the same or similar to those used by the Commission as set forth in these Bylaws. In no event shall review and recommendation by a committee or subcommittee be required before the Commission may act on a matter.

2. **Executive Committee** – The Commission shall have a standing Executive Committee, ~~formerly known as the Executive Board,~~ which and shall consist of all officers of the Commission and one additional at-large Member. The Executive Committee shall meet at the

discretion of the Chair to review major issues facing the Commission and to make recommendations on such issues to the full Commission. A majority of the Executive Committee shall constitute a quorum ~~shall consist of four of the Executive Committee members~~. Approval of recommendations or actions shall require an affirmative vote of a majority of the Executive Committee members present.

ARTICLE VI

ADMINISTRATION

1. **Staff** – The Commission may employ a staff of qualified professional and other persons, including a Clerk, and pay them such compensation as it deems necessary and advisable to carry out its duties and to implement its projects, programs and other functions.

2. **Executive Director** – The Chief Executive Officer of the staff shall be the Executive Director who shall have direct supervision of all of the employees of the Commission. The Executive Director shall have direct control, subject to the authority of the Commission, of the management of the affairs of the Commission. The Executive Director shall propose activities to the Commission and shall carry out policies, programs and projects approved by the Commission to improve transportation services in the Transportation District. The Executive Director shall provide liaison between the Commission and federal, state and local organizations, and shall be responsible for preparing and presenting the annual budget.

3. **Execution of Instruments** – The Executive Director, on specific authorization by the Commission, shall have the power to sign on its behalf any agreement or other instrument to be executed by the Commission. The Executive Director may sign or countersign checks and vouchers in payment of obligations of the Commission.

4. **Evaluation of Executive Director** – Whenever the Executive Director is evaluated, input will be sought from all regular ~~Commissioners~~ members of the Commission. In addition, input will be sought from ~~all a~~ Alternate ~~Commissioners~~ members who have attended a majority of the regular meetings held during the subject evaluation period.

ARTICLE VII

FINANCES

1. **Finances and Payments** – The monies of the Commission shall be deposited in a separate bank account or accounts in such banks or trust companies as the Commission designates, and all payments (with the exception of those by petty cash) shall, so far as practicable, be made by checks. Checks and drafts shall be signed in the name of the Commission by the Executive Director or designees as authorized from time to time by the Commission.

2. **Audits** – At least once each year, the Commission shall cause an audit to be made by an independent certified public accountant of the general funds of the Commission and any special project funds which are not audited by the federal or state government or by other independent accountants.

3. **Bonds** – The Commission, through its treasurer, shall cause fidelity bonds, in such amounts as it deems adequate, to be secured covering each Commission member as required by law, as well as each of its employees who receive or disburse its funds.

4. **Fiscal Year** – The fiscal year of the Commission will commence on July 1 each year and will terminate on the following June 30.

5. **Compensation and expenses of Members and Alternates** - Commission members and ~~a~~Alternate ~~member~~s shall receive no salary but shall be entitled to reimbursement of all reasonable and necessary expenses and compensation allowed members of the ~~CT~~~~Commonwealth Transportation Board~~ for performance of their official duties as provided in ~~Va. Code~~ §§ 2.2-2813 and 2.2-2825. Payments as required shall be made upon receipt of invoices for such reimbursement and compensation.

ARTICLE VIII

AMENDMENTS

Any proposed amendment, repeal or alteration, in whole or in part, of these Bylaws shall be presented in writing and read for a first time at a regular meeting of the Commission. Such proposal may be considered and amended at such meeting, but shall not be acted on by the Commission until a subsequent regular meeting or a special meeting called for the purpose. At such subsequent meeting, such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted on.

ARTICLE IX

PROCEDURES

Parliamentary Procedure – In all matters of parliamentary procedure not specifically governed by these Bylaws, *Robert's Rules of Order Newly Revised*, 11th ed. (Da Capo Press, 2011), as amended, shall apply.

Previous amendments:

~~Amended: October 04, 2018~~

Amended: January 13, 2011

Amended: October 07, 2010

Amended: February 15, 2010

Amended: December 06, 2007

Amended: July 01, 2004

Amended: March 07, 2002

Amended: June 07, 2001

Amended: February 01, 1990

Amended: June 02, 1988

Adopted: November 06, 1986

MOTION:

SECOND:

RE: APPROVAL AND AUTHORIZATION OF POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION'S (PRTC) FY2021 BUDGET; AUTHORIZATION TO DRAW DOWN FROM MOTOR FUELS TAX FUNDS TO SUBSIDIZE PRTC ADMINISTRATIVE, OMNIRIDE EXPRESS, OMNIRIDE LOCAL, PARATRANSIT, MARKETING, VANPOOL, AND CAPITAL BUDGETS FOR FY2021, AND AUTHORIZATION TO APPLY FOR FEDERAL GRANT FUNDING ENVISIONED IN FY2021

ACTION:

WHEREAS, the \$53,675,300 PRTC FY2021 proposed budget does not include a fare increase and only grant funded expansion of services that will be paid by the state as part of the I-95/395 and I-66 transit and transportation demand management plans and the commuter choice program; and

WHEREAS, a public review process was held in accordance with PRTC's Public Participation Policy, including a public hearing held on May 20, 2020; and

WHEREAS, no public comments were received; and

WHEREAS, drawdowns will be made from motor fuels tax funds for payment of the FY2021 PRTC subsidies as follows; and

<u>Jurisdiction</u>	<u>Admin</u>	<u>OmniRide Express</u>	<u>OmniRide Local</u>	<u>Paratransit</u>	<u>Marketing</u>	<u>VanPool</u>	<u>Capital</u>	<u>Total</u>
Prince William	\$368,400	\$6,474,400	\$6,502,000	\$183,200	\$1,154,200	\$1,979,200	\$2,220,900	\$18,882,300
Stafford	118,100	0	0		0	0	12,400	130,500
Manassas	27,000	0	249,200	53,300	21,700	0	31,600	382,800
Manassas Park	20,300	0	127,600	27,300	11,100	0	17,000	203,300
Fredericksburg	43,300	0	0		0	0	4,600	47,900
Spotsylvania	<u>132,000</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>13,900</u>	<u>145,900</u>
Total	<u>\$709,100</u>	<u>\$6,474,400</u>	<u>\$6,878,800</u>	<u>\$263,800</u>	<u>\$1,187,000</u>	<u>\$1,979,200</u>	<u>\$2,300,400</u>	<u>\$19,792,700</u>

WHEREAS, the City of Manassas, by Resolution R-2020-35, authorizes PRTC to unencumber the balance of \$212,000 for PRTC Resolution 18-06-08 (City Resolution R-2018-30) related to the parking garage debt service and be returned to the City fuel tax fund balance to support other projects; and

WHEREAS, as the grant applicant for federally-participating PRTC and VRE projects, the proposed FY2021 budget envisions PRTC applying for the following:

- PRTC Bus Preventive Maintenance
- PRTC TDM/Commuter Assistance Program
- PRTC Security Enhancements

- PRTC Bus Acquisition
- VRE Track Lease/Improvement Payments
- VRE Facilities Asset Management
- VRE New York Avenue Mid-Day Storage
- VRE Capital Fleet Replacement and Expansion
- VRE Crystal City Station Improvements
- VRE Broad Run Station Expansion
- VRE Brooke, Leeland, and Backlick Station Improvement Projects
- VRE Equipment Asset Management Program
- VRE Grant and Project Management
- VRE Cameras and Station Security Enhancements
- VRE Washington Union Station Improvements

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the FY2021 budget in the amount of \$53,675,300.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the drawdown in the amount of \$709,100 from the motor fuel tax revenues to subsidize the PRTC FY2021 Administrative budget.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the drawdown from Prince William County's motor fuels tax revenues in intervals throughout FY2021 in the amount of \$6,474,400 to subsidize the OmniRide Express budget and \$1,979,200 to subsidize the VanPool budget.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize drawdowns from the motor fuels tax revenues of Prince William County, and the Cities of Manassas and Manassas Park in intervals throughout FY2021 in the amount of \$6,878,800 to subsidize the OmniRide Local budget, \$263,800 to subsidize the Paratransit budget, and \$1,187,000 to subsidize the Marketing budget.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize drawdowns from the motor fuels tax revenues in intervals throughout FY2021 in the amount of \$2,300,400 to subsidize the Capital budget.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes unencumbering the balance of \$212,000 of the City of Manassas' fuel tax account for PRTC Resolution 18-06-08 related to parking garage debt service to support other projects.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to apply for federal grant funding envisioned in FY2021 on behalf of PRTC and VRE.

BE IT FURTHER RESOLVED that since actual revenues and expenses turn out differently than budget assumptions, the Executive Director is hereby authorized to make budget and appropriation adjustments as they occur during the fiscal year.

BE IT FURTHER RESOLVED that since all appropriations for budget items other than capital projects and grants expire at the close of the fiscal year, the Executive Director is hereby authorized to maintain appropriations designated for capital projects and grant funds until completion.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

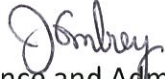
Alternate Present Not Voting:

Absent from Meeting:



May 28, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Joyce Embrey 
Director of Finance and Administration

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Approval and Appropriation of the Potomac and Rappahannock Transportation Commission's (PRTC) FY2021 Budget; Authorization to Draw Down from Motor Fuels Tax Funds to Subsidize PRTC Administrative, OmniRide Express, OmniRide Local, Paratransit, Marketing, VanPool and Capital Budgets for FY2021; and Authorization to Apply for Federal Grant Funding Envisioned in FY2021

Recommendation:

Approve and appropriate PRTC's FY2021 budget; authorize the draw down from motor fuels tax funds to subsidize PRTC Administrative, OmniRide Express, OmniRide Local, Paratransit, Marketing, VanPool and Capital budgets for FY2021; and authorize PRTC management to apply for federal funds envisioned in FY2021.

Background:

Management presented the FY2021 proposed budget totaling \$59,486,600 to the Commission at its January 16, 2020 meeting. The Commission authorized the transmittal of the budget to the PRTC member jurisdictions. The Governor of the Commonwealth of Virginia issued a state of emergency on March 12, 2020, arising from the COVID-19 pandemic. As a result, in April 2020, management prepared a revised FY2021 proposed budget, which was transmitted to the jurisdictions. The revised FY2021 proposed budget totaling \$53,675,300 does not include a fare increase and only grant funded expansion of services that will be paid by the state as part of the I-95/395 and I-66 transit and transportation demand management plans and commuter choice program.

A public review process was held in accordance with PRTC's Public Participation Policy, including a public hearing held on May 20, 2020. No public comments were received.

Appendix A contains the following items related to the public review:

1. Public hearing PowerPoint and proposed list of federal grant projects
2. Public hearing newspaper advertisements

The City of Manassas, by Resolution R-2020-35, authorizes PRTC to unencumber the balance of \$212,000 for PRTC Resolution 18-06-08 (City Resolution R-2018-30) related to the parking garage debt service and be returned to the City fuel tax fund balance to support other projects.

The Cities of Fredericksburg and Manassas Park are slated to approve their FY2021 PRTC subsidies at June 2020 City Council meetings. The certified resolutions from the other jurisdictions approving the drawdown from motor fuels tax funds for the FY2021 PRTC subsidies are attached.

As the grant applicant for federally-participating PRTC and VRE projects, the proposed FY2021 budget envisions PRTC applying for the following:

- PRTC Bus Preventive Maintenance
- PRTC TDM/Commuter Assistance Program
- PRTC Security Enhancements
- PRTC Bus Acquisition
- VRE Track Lease/Improvement Payments
- VRE Facilities Asset Management
- VRE New York Avenue Mid-Day Storage
- VRE Capital Fleet Replacement and Expansion
- VRE Crystal City Station Improvements
- VRE Broad Run Station Expansion
- VRE Brooke, Leeland, and Backlick Station Improvement Projects
- VRE Equipment Asset Management Program
- VRE Grant and Project Management
- VRE Cameras and Station Security Enhancements
- VRE Washington Union Station Improvements

Every budget requires the use of assumptions with varying degrees of uncertainty. Consequently, actual revenues and expenses turn out differently than budget assumptions, necessitating budget adjustments. This action authorizes the Executive Director to make such budget and appropriation adjustments as they occur during the fiscal year.

In addition, all appropriations for budget items other than capital projects and grants expire at the close of the fiscal year. The proposed resolution authorizes the Executive Director to maintain appropriations designated for capital projects and grant funds until completion.

Fiscal Impact:

Drawdowns will be made from motor fuels tax funds for payment of the FY2021 PRTC subsidies as follows:

<u>Jurisdiction</u>	<u>Admin</u>	<u>OmniRide</u> <u>Express</u>	<u>OmniRide</u> <u>Local</u>	<u>Paratransit</u>	<u>Marketing</u>	<u>VanPool</u>	<u>Capital</u>	<u>Total</u>
Prince William	\$368,400	\$6,474,400	\$6,502,000	\$183,200	\$1,154,200	\$1,979,200	\$2,220,900	\$18,882,300
Stafford	118,100	0	0		0	0	12,400	130,500
Manassas	27,000	0	249,200	53,300	21,700	0	31,600	382,800
Manassas Park	20,300	0	127,600	27,300	11,100	0	17,000	203,300
Fredericksburg	43,300	0	0		0	0	4,600	47,900
Spotsylvania	<u>132,000</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>	<u>13,900</u>	<u>145,900</u>
Total	<u>\$709,100</u>	<u>\$6,474,400</u>	<u>\$6,878,800</u>	<u>\$263,800</u>	<u>\$1,187,000</u>	<u>\$1,979,200</u>	<u>\$2,300,400</u>	<u>\$19,792,700</u>


Attachment: As stated

Potomac and Rappahannock Transportation Commission
FY21 Proposed Budget - REVISED

Description	Admin	OmniRide Express	OmniRide Local	Paratransit	Marketing	Vanpool	Total
Farebox			363,400	6,200			10,786,200
Reimbursements from VRE	82,400	10,416,600					82,400
State Grants	1,734,500	10,321,300	1,407,900		183,900	450,000	14,097,600
Federal Grants		7,853,300	638,600		149,500		8,641,400
Advertising Revenue					45,000		45,000
Interest	150,000	40,000	40,000				230,000
Subsidy - PWC	407,100	8,107,700	6,999,100	213,300	1,175,900	1,979,200	18,882,300
Subsidy - Manassas	29,800		266,700	62,000	24,300		382,800
Subsidy - Manassas Park	22,400		136,700	31,800	12,400		203,300
Subsidy - Stafford	130,500						130,500
Subsidy - Fredericksburg	47,900						47,900
Subsidy - Spotsylvania	145,900						145,900
Total Revenue	2,750,500	36,738,900	9,852,400	313,300	1,591,000	2,429,200	53,675,300
Personnel and Fringe Benefits	2,246,800	1,221,300	1,351,000		564,700	263,100	5,646,900
Contractual Services	227,100	21,739,600	6,977,200	266,500	830,500	466,300	30,507,200
Other Services	183,400	600,600	206,300	1,200	160,700	1,698,800	2,851,000
Materials, Supplies, Minor Equipment	18,700	27,700	20,900	1,000	9,500	1,000	78,800
Fuel		2,708,900	460,000	1,300			3,170,200
Capital	74,500	10,440,800	837,000	43,300	25,600		11,421,200
Total Expenses	2,750,500	36,738,900	9,852,400	313,300	1,591,000	2,429,200	53,675,300


Note: OmniRide includes I-95, Tysons, Mark Center, Rosslyn-Ballston, Stafford and I-66 Commuter Choice

Appendix A – 1




OmniRide FY2021 Proposed Budget (Revised)

May 2020




FY2021 Budget Process Recap

- Nov/Dec: Budget Assumptions (forecast)
- Jan: Budget Transmission
- Feb: Review of Revenues
- Mar: Review of Expenses
- Mar: COVID-19 Pandemic
- Apr: Revised FY2021 Proposed Budget
- May: Public hearing
- June: Commission approval of FY2021 budget




Budget Challenges

- Opening of new western facility in FY2021
 - New operating costs
 - One-time set-up/equipment costs
- Procuring of bus service contractor in process
- Implementing pilot paratransit program on western service side
- COVID-19 Impacts on FY2020 and FY2021




FY2021 Proposed Budget - Revised

Description	Operating	Capital	Total
Passenger Revenue	10,788,200		10,788,200
State Grants	8,831,200	5,266,400	14,097,600
Federal Grants	4,787,000	3,854,400	8,641,400
Intergovernmental Subsidies	17,480,300	2,300,400	19,780,700
Other	587,400		587,400
Total Revenues	42,254,100	11,421,200	53,675,300
Personnel and Fringe Benefits	5,648,900		5,648,900
Contractual Services	30,867,200		30,867,200
Other Services	2,881,000		2,881,000
Materials, Supplies, Minor Equipment	78,800		78,800
Fuel	3,170,200		3,170,200
Total Operating	42,254,100		42,254,100
Expansion Buses		4,157,300	4,157,300
Replacement Buses		5,208,600	5,208,600
Bus Repairs, Engines, Transmissions		178,900	178,900
Staff Vehicle		0	0
Bus Shelters		150,000	150,000
AC/PC Hardware		528,000	528,000
AC/PC Software		921,200	921,200
Office Furniture & Equipment		242,500	242,500
Rehab/Renovation Admin/ Maint Facility		191,500	191,500
Debt Service (2012 VRA Loan)		293,300	293,300
Total Capital		11,421,200	11,421,200
Total Expenses	42,254,100	11,421,200	53,675,300



FY2021 Original Proposed Budget / FY2021 Revised Budget Comparison – Operating Expenses

Categories	Original	Revised	Difference
Personnel and Fringe Benefits	6,341,000	5,646,900	(694,100)
Contractual Services	31,393,000	30,507,200	(885,800)
Other Services	2,948,900	2,851,000	(97,900)
Materials, Supplies, Minor Equipment	80,800	78,800	(2,000)
Fuel	3,716,000	3,170,200	(545,800)
Total Operating Expenses	44,479,700	42,254,100	(2,225,600)



FY2021 Original Proposed Budget / FY2021 Revised Budget Comparison – Capital Expenses

Categories	Original	Revised	Difference
Expansion/Replacement Buses	9,395,500	9,315,800	(79,700)
Bus Repairs, Engines, Transmissions	3,600,300	178,900	(3,421,400)
Staff Vehicle	34,600	0	(34,600)
Bus Shelters	200,000	150,000	(50,000)
Hardware, Software, Furn/Equip	1,291,700	1,291,700	0
Rehab/Renovation of Facility	191,500	191,500	0
Debt Service (2012 VRA Loan)	293,300	293,300	0
Total Capital Expenses	15,006,900	11,421,200	(3,585,700)

FY2020/FY2021 Revised Budget Comparison

Description	FY2020	FY2021 Revised	Difference
Passenger Revenue	11,058,000	10,726,200	(331,800)
State Grants	8,844,100	14,087,800	5,243,700
Federal Grants	8,175,200	8,841,400	666,200
Unrestricted Subsidies	17,848,200	19,792,700	1,944,500
Other	365,800	367,400	1,600
Total Revenue	46,291,300	53,815,500	7,524,200
Personnel and Fringe Benefits	6,418,800	6,940,800	(522,000)
Contractual Services	28,940,800	28,507,200	433,600
Other Services	3,960,200	2,851,000	1,109,200
Materials, Supplies, Minor Equipment	63,800	78,800	(15,000)
Fuel	3,084,200	3,178,300	(94,100)
Total Operating	36,277,800	42,354,100	(6,076,300)
Depreciation Expense	772,800	4,157,200	3,384,400
Replacement Buses	1,794,800	5,204,800	3,410,000
New Vehicles, Engines, Transmissions	2,845,400	178,800	(2,666,600)
Staff Vehicle	0	0	0
Bus Shelters	72,000	100,000	(28,000)
ACP Hardware	817,800	528,000	(289,800)
ACP Software	44,800	521,200	(476,400)
Office Furniture & Equipment	28,700	242,800	(214,100)
Police/Transportation Administration Facility	82,500	121,500	(39,000)
Debt Service (2011 VFA Loan)	280,400	283,200	(3,800)
Total Capital	6,158,500	11,421,200	(5,262,700)
Total Expenses	46,291,300	53,815,500	7,524,200

Revenue Assumptions

➤ Passenger Revenue

- No fare increase in FY2021
- Free senior fares for Metro Express and Local (\$175K)
- Estimated 11% drop in passenger revenue due to COVID-19

➤ State Grants

- Operating assistance (now based on combination of agency's size and performance factors) – received one-time transition assistance in FY2020
 - Reduced from original proposed FY2021 budget due to estimated drop in DRPT available funding as result of COVID-19
- Capital assistance
 - 68% for state of good repair (i.e., vehicle purchases/overhauls)
 - 0% for all other capital (i.e., hardware, software, furniture/equip)
 - Reduced original FY2021 requests due to COVID-19

Revenue Assumptions (continued)

➤ Federal Grants

- Section 5337 funding – continued loss of high intensity motor bus funding due to opening of HOT lanes
- Section 5339 funding – must be used for vehicle purchases instead of preventive maintenance
- Anticipated CARES Act funding of \$9.3 million not reflected in budget; awaiting additional information on qualifying expenses

- Operating Carryforward – \$1.4 million from FY2019 to support FY2021 budget by reducing PRTC subsidy payment

Revenue Assumptions (continued)

➤ Motor Fuels Tax Revenue

- Projections for annual gallons for PRTC member jurisdictions reduced for FY2020 and FY2021 due to COVID-19
- Impact of legislation introduced in this General Assembly session unknown at this time
- Reduced by PRTC's share of the Commuter Rail Operating and Capital Fund (CROC) – based on PRTC's percentage of the VRE subsidy (63.1% or \$9.47M for FY2021)

➤ CROC Reductions – FY2019

\$10.0M

- Prince William \$5.23M
- Manassas .40M
- Manassas Park .32M
- Stafford 1.63M
- Fredericksburg .59M
- Spotsylvania 1.83M

- Loss of the above fuels tax revenue increases local share of non-rail transit costs

Revenue Assumptions (continued)

➤ Jurisdictional Fuel Tax Fund Balance

- Prince William County: Projection of positive balance through 6/30/2021 to support PRTC subsidies; VRE subsidies funded through NVT 30% funds
- Manassas City: Projection of positive fund balance through 6/30/2021 to support PRTC and VRE subsidies

Personnel and Fringe Benefits

	FY2020	FY2021
➤ Personnel cost decrease	\$4.66M	\$4.09M

- Removed two new proposed positions for FY2021
 - Chief Financial Officer \$219K salary & fringes
 - Grants Administrator \$131K salary & fringes
 - Overall reduction of 7.5 FTEs (down from 58.5 FTEs in FY2020)

- Removed 2% COLA; 1% merit allowance for FY2021
- Removed \$100K allowance for compensation study impact for FY2021

	FY2020	FY2021
➤ Fringe Benefits cost decrease	\$1.76M	\$1.56M
• Budgeted Fringe rate – 40%		

Service Assumptions

- Only grant funded expansion of services associated with the I-95/395 & I-66 transit/TDM plans and commuter choice program
- Eight (8) daily platform (modest contingency) hours to allow for schedule adjustments and to ease chronic overcrowding (no change from FY2020)
- Ongoing western Local service change, including implementation of Paratransit – Dec 2019



Contractual Services

	FY2020	FY2021	Increase
➤ Contractual Services (bus & other)	\$25.99M total	\$30.50M total	\$4.51M total
• Bus Contract/Incentives	\$22.85M	\$26.32M	\$3.47M
• Grant funded services (included above)	\$1.67M	\$5.03M	\$3.36M
• - 96% of increase is grant funded services			
• New bus service contract in process			
• Impact of western facility opening			
• Other Contractual Services	\$3.14M	\$4.18M	\$1.04M
• Facility and Shelter Maintenance	0.64M	0.80M	
• Advertising & Printing	0.70M	0.66M	
• Software Maintenance	0.60M	0.71M	
• Security, Auditing, Legal	0.35M	0.34M	
• Other Professional/Consulting	0.85M	1.67M	



Other Professional/Consulting Increase

- Consulting \$.792M
 - Ferry Study (50% grant funded) - .250M removed
 - I-66 sluglines promotion (100% grant funded) .287M
 - Vanpool .320M
 - Transit center engineering support (50% grant funded) .175M
 - Diversity, equity & inclusion consulting – reduced .040M
 - FY2021 by .038M since consulting in process in FY2020
 - Other (.030M)
- Other Professional \$.101M
 - Wheels to Wellness (100% PWC) - .150M removed
 - Mobile ticketing app (80% grant funded) .100M
 - Bus wraps - .070M removed
 - Compensation study – .041M removed since study will be completed in FY2020
 - Paratransit ADARide – reduced by .022M .001M



Other Services/Materials, Supplies

	FY2020	FY2021
➤ Other Services	\$2.6M	\$2.9M
• VanPool Incentives (self-funded)	\$1.5M	\$1.7M
• Utilities/Communication	0.6M	0.6M
• Other	0.5M	0.6M
➤ Materials, Supplies, Minor Equip	\$0.1M	\$0.08M



Fuel

	FY2020	FY2021
➤ Diesel Fuel	\$3.0M	\$3.1M
• Grant funded services	\$0.35M	\$0.74M
• Estimated gallons	1.57M	
• Estimated price per gallon	\$2.00	
• Fuel futures/hedging through June 2020		



Capital Expenditures

	FY2020	FY2021
➤ Capital	\$6.2M	\$11.4M
• Bus rehabs, engines, transmissions	\$2.8M	\$2M
• Bus expansion/replacement	2.0M	9.3M
• Bus Shelters	0.1M	0.1M
• Hardware, software, equip, vehicle	0.9M	1.3M
• Facility improvements	0.1M	0.2M
• Debt service (2012 VRA Loan)	0.3M	0.3M
• Express bus expansion - \$4.1M 100% grant funded		
• Express bus replacement - \$4.7M federal; CMAQ; state/local		
• Local bus replacement \$0.5M state/local		



FY2021 Local Subsidy (Original) in Brief

Jurisdiction	FY2020	Original	
		FY2021	Change
Prince William	\$16.868M	\$21.762M	29%
Manassas	0.472M	0.409M	(13%)
Manassas Park	0.250M	0.220M	(12%)
Stafford	0.104M	0.183M	76%
Fredericksburg	0.040M	0.067M	67%
Spotsylvania	0.114M	0.205M	79%
PRTC Local Subsidy (Excluding VRE)	\$17.848M	\$22.846M	28%



FY2021 Local Subsidy (Revised) in Brief

Jurisdiction	FY2020	Revised FY2021	% Change	% Change FY20/FY21
				Original
Prince William	\$16.868M	\$18.882M	12%	29%
Manassas	0.472M	0.383M	(19%)	(13%)
Manassas Park	0.250M	0.203M	(19%)	(12%)
Stafford	0.104M	0.131M	25%	76%
Fredericksburg	0.040M	0.048M	19%	67%
Spotsylvania	0.114M	0.146M	28%	79%
PRTC Local Subsidy (Excluding VRE)	\$17.848M	\$19.793M	11%	28%



Next Steps

- April/May: Jurisdictional Approval
- June: Commission Approval




Thank you!

OmniRide.com




Presupuesto propuesto para el año fiscal 2021 de OmniRide (revisado)

Mayo 2020




Resumen del proceso presupuestario para el año fiscal 2021

- Nov/Dic: Previsiones presupuestarias (previsión)
- Ene: Transmisión de presupuesto
- Feb: Revisión de ingresos
- Mar: Revisión de gastos
- Mar: Pandemia de la COVID-19
- Abr: Presupuesto revisado para el año fiscal 2021
- Mayo: Audiencia pública
- Junio: Aprobación de la Comisión del presupuesto para el año fiscal 2021




Desafíos presupuestarios

- Apertura de nuevas instalaciones occidentales en el año fiscal 2011
 - Nuevos costos operativos
 - Configuración única/costos de equipo
- Contratación de contratista de servicios de autobuses en proceso
- Implementación del programa piloto de paratransit (transporte colectivo no público) en el lado occidental del servicio
- Impactos de la COVID-19 en AF2020 y AF2021




Presupuesto propuesto para el año fiscal 2021 - revisado

Presupuesto	Operativos	Capital	Total
Ingresos de pasajeros	10,760,200		10,760,200
Subvenciones estatales	8,851,200	5,286,400	14,137,600
Subvenciones federales	4,787,000	3,884,400	8,671,400
Subsidios constitucionales	17,482,000	3,390,400	20,872,400
Otros	987,400		987,400
Ingresos totales	42,867,600	12,561,200	55,428,800
Beneficios del personal y complementarios	5,542,000		5,542,000
Servicios contractuales	30,807,200		30,807,200
Otros servicios	2,851,000		2,851,000
Autobuses, suministros, equipo ligero	78,800		78,800
Combustible	3,176,000		3,176,000
Gastos operativos	42,384,000		42,384,000
Autobuses de expansión		4,127,500	4,127,500
Autobuses de repuesto		6,208,500	6,208,500
Rehabilitaciones de autobuses, motores, transmisiones		178,900	178,900
Vehículo del personal		0	0
Paradas de autobuses		150,000	150,000
Hardware, software, mobiliario/equipo		12,291,700	12,291,700
Rehabilitación/renovación de instalaciones		191,500	191,500
Servicio de la deuda (préstamo VRA 2012)		293,300	293,300
Gastos de capital		18,962,900	18,962,900
Gastos totales	42,384,000	18,962,900	61,346,900



Comparación del presupuesto original propuesto para el AF2021 con el presupuesto revisado para el AF2021 - Gastos operativos

Categorías	Original	Revisado	Diferencia
Beneficios del personal y complementarios	6,341,000	5,646,900	(694,100)
Servicios contractuales	31,393,000	30,507,200	(885,800)
Otros servicios	2,948,900	2,851,000	(97,900)
Materiales, suministros, equipo ligero	80,800	78,800	(2,000)
Combustible	3,716,000	3,170,200	(545,800)
Gastos totales de operación	44,479,700	42,254,100	(2,225,600)



Comparación del presupuesto original propuesto para el AF2021 con el presupuesto revisado para el AF2021 - Gastos de capital

Categorías	Original	Revisado	Diferencia
Autobuses de expansión/repuesto	9,395,500	9,315,800	(79,700)
Rehabilitaciones de autobuses, motores, transmisiones	3,600,300	178,900	(3,421,400)
Vehículo del personal	34,600	0	(34,600)
Paradas de autobuses	200,000	150,000	(50,000)
Hardware, software, mobiliario/equipo	1,291,700	1,291,700	0
Rehabilitación/renovación de instalaciones	191,500	191,500	0
Servicio de la deuda (préstamo VRA 2012)	293,300	293,300	0
Gastos totales de capital	15,006,900	11,421,200	(3,585,700)

Comparación del presupuesto revisado para AF2020/AF2011				
Item/Actividad	AF2011	AF2012	AF2013	Diferencia
Programa de planeación	1,032,338	1,767,338	1,767,338	735,000
Definición de metas	8,844,108	14,967,408	14,967,408	6,123,300
Indicadores de logros	1,979,394	2,841,408	2,841,408	862,014
Indicadores de calidad educativa	17,842,108	19,782,708	19,782,708	1,940,600
Otros	208,886	287,498	287,498	78,612
Programa de gestión	82,187,500	92,700,000	92,700,000	10,512,500
Procesos de planeación y competencias	8,812,500	8,844,000	8,844,000	31,500
Procesos de enseñanza	38,887,500	40,600,000	40,600,000	1,712,500
Cursos educativos	1,689,250	1,831,000	1,831,000	141,750
Materiales, actividades, asignaturas	63,800	7,800,000	7,800,000	7,736,200
Comunicación	3,868,750	4,170,000	4,170,000	301,250
Evaluación de aprendizajes	8,271,250	8,271,250	8,271,250	0
Publicación de resultados	712,500	1,324,000	1,324,000	611,500
Evaluación de resultados	12,500,000	12,500,000	12,500,000	0
Participación de estudiantes, docentes, directores	1,844,400	179,800	179,800	(1,664,600)
Metodología	1,000,000	1,000,000	1,000,000	0
Herramientas	817,500	817,500	817,500	0
Herramienta TICP	44,500	921,000	921,000	876,500
Herramienta de software y redes	14,750	194,500	194,500	179,750
Herramienta de gestión de información y comunicación	29,750	29,750	29,750	0
Herramientas	82,500	184,500	184,500	102,000
Evaluación de resultados (evaluación VLE 3.0)	388,250	388,250	388,250	0
Evaluación de	3,188,500	11,621,200	11,621,200	8,432,700
Capital humano	44,215,800	10,475,500	8,818,500	(15,400,300)

Previsiones de ingresos

- **Ingresos de pasajeros**
 - Sin aumento de tarifa en el año fiscal 2021
 - Tarifas para personas mayores gratis para Metro Express Local (\$175,000)
 - Calma estimada del 11% en los ingresos de pasajeros debido a la COVID-19
- **Subvenciones estatales**
 - Asistencia operativa (ahorra basada en la combinación del tamaño de la agencia y los factores de desempleo): recibimos una única asistencia de transición en el año fiscal 2020
 - Reducción del presupuesto original propuesto para el AF2021 debido a la calma estimada en los fondos disponibles de DRPT como resultado de la COVID-19
 - Asistencia de capital
 - 68% para el buen estado (es decir, compras/revisiones de vehículos)
 - 0% para el resto del capital (es decir, hardware, software, mobiliario/equipo)
 - Reducción en las solicitudes originales para el AF2021 debido a la COVID-19

Previsiones de ingresos (continuación)

- **Subvenciones federales**
 - Fondos de la Sección 5337: pérdida continua de fondos de autobuses de alta intensidad debido a la apertura de carlines HOT
 - Fondos de la Sección 5339: deben usarse para compras de vehículos en lugar de mantenimiento preventivo
 - El financiamiento anticipado de la Ley CARES de \$9.3 millones no se refleja en el presupuesto; en espera de información adicional sobre gastos calificados
- **Saldo a cuenta nueva operativo: \$1.4 millones del año fiscal 2019 para respaldar el presupuesto del año fiscal 2021 al reducir el pago de subsidios PRTC**

Previsiones de ingresos (continuación)

- Ingresos fiscales combustibles de motor
 - Las Proyecciones para galones anuales para las jurisdicciones miembros de PRTC se redujeron para el año fiscal 2020 y el año fiscal 2021 debido a la COVID-19
 - Impacto de la legislación introducida en esta sesión de la Asamblea General desconocida en este momento
 - Reducción por la participación de PRTC en el Commuter Rail Operating and Capital Fund (CROC) - basado en el porcentaje de PRTC del subsidio VRE (63.1% o \$9,470,000.00 para el año fiscal 2021)
- Reducciones de CROC - AF2019 \$10,000,000.00
 - o Prince William \$5,230,000
 - o Manassas \$400,000
 - o Manassas Park \$320,000
 - o Stafford \$1,630,000
 - o Frederickburg \$590,000
 - o Spotsylvania \$1,830,000
- La pérdida de los ingresos fiscales de los combustibles anteriores aumenta la participación local de los costos de tránsito no ferroviario

Previsiones de ingresos (continuación)

- Condado de Prince William: Proyección de saldo positivo hasta el 30/JUN/2021 para apoyar los subsidios de PRTC; subsidios VRE financiadas a través del 30% de fondos NVTA
- Manassas City: Proyección del saldo positivo del fondo hasta el 30/JUN/2021 para respaldar los subsidios PRTC y VRE

Beneficios del personal y complementarios

- | | AF2020 | AF2021 |
|---|-------------|-------------|
| ➤ Disminución del costo de personal | \$4,660,000 | \$4,090,000 |
| • Eliminación de dos nuevos puestos propuestos para AF2021 | | |
| - Director financiero: sueldo de \$219,000 y beneficios complementarios | | |
| - Administrador de voluntarios sueldo de \$131,000 y beneficios complementarios | | |
| - Reducción general de 7.5 "a las jefes de tiempo completo (FTES) (reducción a partir de \$8.5 FTE en el año fiscal 2020) | | |
| • Eliminación del 2% de CGLA asignación de meritos del 1% para el año fiscal 2013 | | |
| • Eliminación de la asignación de \$100,000 para el impacto del estudio de remuneración para el año fiscal 2011 | | |
| | AF2020 | AF2021 |
| ➤ Disminución del costo de los beneficios complementarios | \$1,760,000 | \$1,560,000 |
| • Tasa presupuestada de beneficios complementarios - 40% | | |

Previsiones de servicio

- Solo la subvención financió la expansión de servicios asociados con los planes de transporte público/TDM I-95/395 e I-66 y el programa commuter choice (elección del trabajador pendular)
- Ocho (8) horas diarias de andén (contingencia modesta) para permitir ajustes de horario y reducir el hacinamiento crónico (sin cambios desde el año fiscal 2019)
- Cambio continuo del servicio Local occidental, incluida la implementación de Paratransit (transporte colectivo no público) - Dic 2019



Servicios contractuales

	AF2020	AF2021	Aumento
Servicios contractuales (autobús y otro)	\$25,990,000	\$30,500,000	\$4,510,000
total			
Contrato de autobús/incentivos	\$22,850,000	\$26,320,000	\$3,470,000
Servicios subvencionados (incluidos los anteriormente mencionados)	\$1,670,000	\$5,030,000	\$3,360,000
El 95% del aumento son servicios subvencionados			
Nuevo contrato de servicio de autobuses en marcha			
Impacto de la apertura de la instalación occidental			
Otros servicios contractuales	AF2020	AF2021	Aumento
Mantenimiento de instalaciones y paradas	\$640,000	\$800,000	
Publicidad e impresión	\$700,000	\$600,000	
Mantenimiento de software	\$800,000	\$710,000	
Seguridad, Auditoría, Legal	\$350,000	\$340,000	
Otro Profesional/Consultoría	\$850,000	\$1,870,000	



Otro aumento en Profesional/Consultoría

Consultoría	\$792,000
Estudio de ferry (50% subvencionado) - \$250,000 eliminados	
Promoción de slugs (viaje al trabajo gratis) en la I-66 (100% subvencionado)	\$287,000
Vanguard (camioneta compartida)	\$330,000
Soporte de ingeniería del centro de tránsito (50% subvencionado)	\$175,000
Consultoría de diversidad, equidad e inclusión - reducción	\$40,000
AF2021 por \$38,000 desde la consulta en proceso en el AF2020	
Otro	(\$30,000)
Otro Profesional	\$101,000
Wheels to Wellness (100% PWC) - \$150,000 eliminado	
Aplicación móvil para boletos (Mobile ticketing) (80% financiado por subvención)	\$100,000
Letreros en la carrocería de los autobuses - \$70,000 eliminado	
Estudio de remuneración: \$41,000 eliminado desde el estudio se completará en el año fiscal 2020	
Paratransit ADAride - reducido en \$22,000	\$1,000



Otros servicios/materiales, suministros

	AF2020	AF2021
Otros servicios	\$2,600,000	\$2,900,000
Incentivos de VanPool (autofinanciados)	\$1,500,000	\$1,700,000
Servicios públicos/Comunicación	\$600,000	\$600,000
Otros	\$500,000	\$600,000
Materiales, suministros, equipo ligero	\$100,000	\$80,000



Combustible

	AF2020	AF2021
Combustible diésel	3,000,000	\$3,100,000
Servicios subvencionados	\$350,000	\$740,000
Galones estimados	1,570,000	
Precio estimado por galón	\$2.00	
Futuros de combustible cobertura hasta junio de 2020		



Gastos de capital

	AF2020	AF2021
Capital	\$6,200,000	\$11,400,000
Rehabilitaciones de autobuses, motores, transmisiones	\$2,800,000	\$200,000
Expansión/reemplazo de autobuses	\$2,000,000	\$9,300,000
Paradas de autobuses	\$100,000	\$100,000
Hardware, software, equipo, vehículos	\$900,000	\$1,300,000
Mejoras en las instalaciones	\$100,000	\$200,000
Servicio de la deuda (préstamo VRA 2012)	\$900,000	\$300,000
Expansión de autobús Express - \$4,100,000 00 100% subvencionada		
Reemplazo de autobús Express - \$4,700,000 federal CMAQ estado/local		
Reemplazo de autobús Local \$500,000 estatal/local		



Jurisdicción	AF2020	Original AF2021	Cambio
Prince William	16,868,000	\$21,762,000	29%
Manassas	\$472,000	\$409,000	(13%)
Manassas Park	\$250,000	\$220,000	(12%)
Stafford	\$104,000	\$183,000	76%
Fredericksburg	\$40,000	\$67,000	67%
Spotsylvania	\$114,000	\$205,000	79%
Subsidio local de PRTC (Excluye VRE)	\$17,848,000	\$22,846,000	28%

Jurisdicción	AF2020	AF2021 revisado	% de cambio	% de cambio AF20/AF21 Original
Prince William	\$16,868,000	\$18,882,000	12%	29%
Manassas	\$472,000	\$383,000	(19%)	(13%)
Manassas Park	\$250,000	\$203,000	(19%)	(12%)
Stafford	\$104,000	\$131,000	25%	76%
Fredericksburg	\$40,000	\$48,000	19%	67%
Spotsylvania	\$114,000	\$146,000	28%	79%
Subsidio local de PRTC (Excluye VRE)	\$17,848,000	\$19,793,000	11%	28%

<ul style="list-style-type: none"> Abril/Mayo: Aprobación Jurisdiccional Junio: Aprobación de la comisión



GET THERE SMARTER

¡Gracias!

OmniRide.com

Proposed FY2021 Federally Participating Projects


- ❖ PRTC Bus Preventive Maintenance
- ❖ PRTC TDM/Commuter Assistance Program
- ❖ PRTC Security Enhancements
- ❖ PRTC Bus Acquisition
- ❖ VRE Track Lease/Improvement Payments
- ❖ VRE Facilities Asset Management
- ❖ VRE New York Avenue Mid-Day Storage
- ❖ VRE Capital Fleet Replacement and Expansion
- ❖ VRE Crystal City Station Improvements
- ❖ VRE Broad Run Station Expansion
- ❖ VRE Brooke, Leeland, and Backlick Station Improvement Projects
- ❖ VRE Equipment Asset Management Program
- ❖ VRE Grant and Project Management
- ❖ VRE Cameras and Station Security Enhancements
- ❖ VRE Washington Union Station Improvements

Proyectos propuestos para el AF2021 con participación federal

- ❖ Mantenimiento preventivo de autobuses de PRTC
- ❖ PRTC TDM¹/Programa de asistencia al viajero pendular
- ❖ Mejoras de seguridad de PRTC
- ❖ Adquisición de autobuses de PRTC
- ❖ Arrendamiento de carriles/Mejora de pagos de VRE
- ❖ Gestión de activos de instalaciones de VRE
- ❖ Almacenamiento de medio día en New York Avenue de VRE
- ❖ Reemplazo y expansión de la flota de VRE de la capital
- ❖ Mejoras de la estación Crystal City de VRE
- ❖ Ampliación de la estación Broad Run de VRE
- ❖ Proyectos de mejora de las estaciones Brooke, Leeland y Backlick de VRE
- ❖ Programa de gestión de activos de equipos de VRE
- ❖ Gestión de subvenciones y proyectos de VRE
- ❖ Mejoras de seguridad de cámaras y estaciones de VRE
- ❖ Mejoras de la estación Washington Union de VRE

InsideNova – April 17 & 24, 2020

Free Lance-Star – April 17 & 24, 2020



**POTOMAC & RAPPAHANNOCK
TRANSPORTATION COMMISSION**

NOTICE OF PUBLIC HEARING
Potomac and Rappahannock Transportation Commission (PRTC)

Regarding Proposed FY 2021 Budget and
Proposed FY 2021 Applications for Federally Participating Projects

The Potomac and Rappahannock Transportation Commission (PRTC) has scheduled a public hearing to present its proposed FY 2021 budget and invite public review/comment. The proposed \$53,675,300 budget includes \$42,254,100 for operating expenses and \$11,421,200 in capital costs. The proposed FY 2021 budget does not include a fare increase and calls for new and expanded commuter services that would be paid for by the state as part of the I-95/395 and I-66 transit and transportation demand management plans and commuter choice program.

PRTC is the federal grant applicant for federally participating projects that PRTC and Virginia Railway Express (VRE) envision applying for in FY 2021. Public comment is invited on all those projects as proposed.

The public hearing is scheduled for Wednesday, May 20, 2020, at 6:00 PM, at the OmniRide Transit Center, 14700 Potomac Mills Road, Woodbridge, VA 22192. Due to the COVID-19 pandemic, PRTC encourages the public to participate remotely rather than attending in person. To participate remotely, email publichearing@omniride.com or call 703-580-6122 no later than May 19, 2020.

Materials detailing the proposed budget and federally participating PRTC and VRE projects will be available at OmniRide.com prior to the public hearing. Print copies are available upon request by emailing publichearing@omniride.com. Comments may be made in person or remotely during the public hearing, via email (publichearing@omniride.com) or in writing no later than May 22, 2020. Comments in writing that are not furnished at the public hearing should be directed to:

PRTC Attn: Public Hearing
14700 Potomac Mills Road
Woodbridge, VA 22192

Individuals who require special assistance to participate at the public hearing (such as a sign language interpreter, foreign language interpreter, or the presentation in an alternate format such as Braille) should call 703-580-6122 or send an email to publichearing@omniride.com no later than May 6, 2020, to make the necessary arrangements.

4/17 & 4/24/20

NOTICE OF PUBLIC HEARING
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El Imparcial website and social media – April 16, 2020 through April 24, 2020. The link in the two-screen flashing ad took viewers to Spanish version of the public hearing notice and budget presentation



**POTOMAC &
RAPPAHANNOCK
TRANSPORTATION
COMMISSION**

VER AVISO IMPORTANTE

AVISO IMPORTANTE

La Comisión de Transporte de Potomac y Rappahannock (PRTC) ha programado una audiencia pública para presentar su presupuesto propuesto para el año fiscal 2021

VER AVISO IMPORTANTE

MOTION:	FRANKLIN	April 28, 2020
SECOND:	BAILEY	Regular Meeting
		Res. No. 20-335
RE:	BUDGET, APPROPRIATE, AND TRANSFER FISCAL YEAR 2021 TRANSIT SPECIAL REVENUE FUND	
ACTION:	APPROVED	

WHEREAS, the Potomac and Rappahannock Transportation Commission (PRTC) is requesting County transit support as follows:

Administration	\$ 368,400
Marketing	\$ 1,154,200
Commuter Bus (OmniRide Express)	\$ 6,474,400
Intra County Bus (OmniRide Local)	\$ 6,502,000
Paratransit	\$ 183,200
Vanpool Program	\$ 1,979,200
Local Capital Match	<u>\$ 2,220,900</u>
Total	\$18,882,300

WHEREAS, the above levels of County transit support for commuter bus and intra-county bus will allow PRTC to continue providing County subsidized bus service including complementary paratransit service on the three OmniRide Local routes in the western end of the County that are shared with the Cities of Manassas and Manassas Park; and

WHEREAS, funding PRTC operations requires recurring revenue of \$12,749,700 in Fiscal Year 2021 estimated fuel tax receipts, \$20,000 in interest earnings; and

WHEREAS, a net use of fund balance totaling \$6,112,600 funds recurring PRTC operations in Fiscal Year 2021; and

WHEREAS, the public hearing regarding the Fiscal Year 2021 Budget was duly advertised on March 11 and 18, 2020, and held on April 14 and 16, 2020;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby budgets, appropriates, and transfers funds from the County's motor fuels tax account at the Potomac and Rappahannock Transportation Commission for the programs and in the amounts set forth above;

BE IT FURTHER RESOLVED that the Prince William Board of County Supervisors hereby authorizes the Potomac and Rappahannock Transportation Commission to use the County's fuel tax revenues estimated at \$12,749,700 to support its transit obligations.

April 28, 2020
Regular Meeting
Res. No. 20-335
Page Two

Votes:

Ayes: Angry, Bailey, Boddye, Franklin, Lawson, Wheeler

Nays: Candland, Vega

Absent from Vote: None

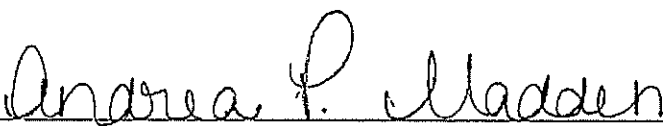
Absent from Meeting: None

For Information:

PRTC Finance Director

Management and Budget Director

ATTEST:



Clerk to the Board

BOARD OF SUPERVISORS
COUNTY OF STAFFORD
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, George L. Gordon, Jr., Government Center, Stafford, Virginia, on the 5th day of May, 2020:

<u>MEMBERS:</u>	<u>VOTE:</u>
Meg Bohmke, Chairman	Yes
Thomas C. Coen, Vice-Chairman	Yes
Tinesha O. Allen	Yes
L. Mark Dudenhefer	Yes
Cindy C. Shelton	Yes
Gary F. Snellings	Yes
Crystal L. Vanuch	Yes

On motion of Mr. Coen, seconded by Ms. Vanuch, which carried by a vote of 7 to 0, the following was adopted:

A RESOLUTION TO APPROVE THE FISCAL YEAR 2021 COUNTY
BUDGET

WHEREAS, the Board received public comment and held a public hearing on the proposed FY2021 County budget on April 7, 2020 and continued the hearing to April 21, 2020, at 7:00 P.M., virtually in the Board Chambers at the George L. Gordon, Jr., Government Center, 1300 Courthouse Road Stafford, Virginia; and

WHEREAS, the Board held budget work sessions at which Board members analyzed, deliberated, and reviewed staff and citizen input regarding the County budget; and

WHEREAS, the Board's consideration and adoption of the FY2021 budget is against the backdrop of declared national, state, and local health emergencies, which have greatly affected the economy; and

WHEREAS, by approving the FY2021 budget, the Board sets aside its Utility Financial Policies, which entail water and sewer fees to be increased annually by a minimum of 75% of the Consumer Price Index, and maintains the current water and sewer fee rates; and

WHEREAS, by approving the FY2021 budget, the Board has included a revenue assumption based on an increase of the meals (food and beverage) tax from 4% to 5% effective January 1, 2021, which the Board will need to enact by ordinance; and

WHEREAS, by approving the FY2021 budget, the Board sets aside its Financial Policies, which entail the first \$150,000 of rollback taxes be used for funding Board

priorities and funds above this level be used for on-going revenue for the County's Purchase of Development Rights program; and

WHEREAS, by approving the FY2021 budget, the Board sets aside its Financial Policies and desires to use fund balance reserves to implement ongoing expenses; and

WHEREAS, by approving the FY2021 budget, the Boards sets aside its Financial Policies, which entail the dedication of 3% of on-going revenue to Repair, Replacement, and Rehabilitation (3R) projects, and reduces the dedication for 3R projects to 2% for FY 2021; and

WHEREAS, the Board considered the recommendations of staff, input from the budget work sessions, and the public testimony, if any, received prior to and at the public hearings;

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 5th day of May, 2020, that the FY2021 County budget be and it hereby is adopted as follows for the various General Government Funds:

I. County Funds:

General Fund:	320,936,567
Board of Supervisors	680,618
Commissioner of the Revenue	3,017,044
County Administration	1,309,080
County Attorney	1,191,865
Registrar and Electoral Board	590,945
Finance and Budget	2,213,507
Geographic Information System	686,385
Human Resources	869,663
Information Technology	2,473,066
Community Engagement	507,500
Treasurer	2,343,650
Sheriff	27,908,558
Fire & Rescue Services	23,911,882
15th District Court Unit	381,561
Code Compliance	5,186,302
Rappahannock Juvenile Detention Center	1,425,133
Rappahannock Regional Jail	7,198,159
Circuit Court	402,488
Clerk of the Circuit Court	1,745,893
Commonwealth's Attorney	3,619,292
Court Deputies	3,192,628
General District Court	115,883
Juvenile and Domestic Relations	112,979
Magistrate	8,698

Cooperative Extension Program	195,760
Economic Development	630,973
Planning and Zoning	2,457,463
Human Services	6,953,405
Social Services	8,494,796
Parks and Recreation	7,416,265
Central Rappahannock Regional Library	5,276,334
Engineering	327,179
Community Facilities	4,589,252
Schools' Operating Budget Transfer	128,314,664
Schools' Shared Serviced/Audit	115,307
Public Day School Transfer	630,158
Transfer to Schools Designated Repairs, Replacement and Rehab	1,445,865
Schools' Debt Service	30,358,266
Transfer to Capital Projects Fund	5,845,546
Transfer to Transportation Fund	1,202,230
Non-Departmental Compensation/Benefits	458,000
Non-Departmental Public Safety Staffing Planning	3,526,257
Non-Departmental Economic Development	138,406
Non-Departmental Insurance	970,328
Non-Departmental Operating Budget Contingency Reserve	664,889
Non-Departmental Other Non-Departmental	1,586,669
Fuel Cost reduction - Needs distributed among Department	(84,880)
Partner Agencies	2,296,613
Purchase of Development Rights	100,000
Vehicle Replacement Program County	100,000
Vehicle Replacement Program Sheriff	1,051,861
One time Projects	995,718
County Debt Service	13,786,464
<u>Other Funds</u>	
Asset Forfeiture Fund	166,929
Armed Services Memorial	2,000
Capital Improvements Fund	19,666,955
Fleet Services Fund	5,001,333
Garrisonville Road Service District Fund	956,396
Hidden Lake Special Revenue Fund	123,882
Lake Arrowhead Service District Fund	601,111
Lake Carroll Service District Fund	772,740
Lynhaven Lane Service District	5,500
Tourism Fund	1,186,518
Transportation Fund	23,523,621
Transportation Impact Fee - County-Wide Fund	600,000

Utilities Funds	59,560,953
Warrenton Road Service District Fund	4,456,383

; and

BE IT FURTHER RESOLVED that the FY2021 Schools budget be and it hereby is approved in the following amounts:

II. SCHOOLS FUNDS:

Construction Fund	1,766,934
Grants Fund	15,072,176
Health Services Fund	31,666,750
Nutrition Services Fund	15,508,941
Schools' Operating Fund	323,099,249
Workers' Compensation Fund	790,798

; and

BE IT FURTHER RESOLVED that the Board desires to continue to support special education students in the County, as identified by the County's Public Schools, and authorizes the County Administrator to execute a memorandum of understanding with Stafford County Public Schools for the Public Day School program in an amount not to exceed \$630,158. The Public Day School program provides educational services in the least restrictive, most cost-effective environment, within the community, through shared responsibility between the County and Schools for Public Day School students; and

BE IT FURTHER RESOLVED that the Board acknowledges that the School Board proposed in its FY2021 Operating Budget to provide an enhanced Summer School Program for \$500,000 and to purchase buses, normally paid for with recurring funds, for \$500,000, for a total amount of \$1,000,000 from yearend savings from FY2020. It is the Board's policy to hold yearend funding until completion of the audit. The Board will consider approving this use of yearend funds after the audit; however, other fund balance reserves may temporarily serve as a funding source until such time as the audit is complete; and

BE IT FURTHER RESOLVED that the Board acknowledges that its approval of the the Schools Operating budget is predicated on a state funding increase of \$14,483,738; County funding increase of \$1,797,158; federal funding increase of \$397,000; use of prior year carryforward funds of \$1,000,000; and other miscellaneous funding increases of \$39,532; and

BE IT FURTHER RESOLVED that the County Administrator is authorized to disburse funds to Stafford County Volunteer Fire and Rescue companies only after ensuring compliance with the Fire and Rescue Department, County, and State policies, regulations, rules, and procedures; and

BE IT FURTHER RESOLVED that the following restricted revenue items that may occur during FY2021 are budgeted in amounts not to exceed established State law and County policy without further action by the Board:

1. Insurance recoveries received for damages to County and Schools properties for which County or Schools funds have been expended to make repairs;
2. Defaulted developer and builder securities to be used for uncompleted projects;
3. Donations for a specific purpose;
4. Asset forfeiture funds;
5. Grants in accordance with the grant policy;
6. Roll-back taxes and reserves for the Purchase of Development Rights (PDR) Program pursuant to the County's financial policies;
7. Incentive payments to economic development incentive recipients in compliance with Board-approved agreements; and
8. Advance refunding of debt.

; and

BE IT FURTHER RESOLVED that the County's authorized full-time strength is stated below, and recruitment and maintaining full-time positions up to the authorized strength is permitted:

General Fund		
• Non-Public Safety	384	386
• Public Safety	440	442
Utilities Fund	152	153
Capital Projects Fund	2	2
Transportation Fund	0	0
Total	978	983

; and

BE IT FURTHER RESOLVED that within the County's authorized strength, upon receipt of state and federal revenues providing for 84.5% of the costs of the position, the Board authorizes one Social Services position and commits the County's local portion of said position; and

BE IT FURTHER RESOLVED that within the County's authorized strength, a Security Analyst position is authorized for the Information Technology Department beginning January 2021; and

BE IT FURTHER RESOLVED that within the County's authorized strength, a Service District/3R Program Manager position is authorized for the Public Works Department with funding provided from Lake Carroll, Lake Arrowhead, and Lynhaven Lane Service Districts as costs are incurred and with the remaining funding from the Public Works Department, Utilities Division Fund; and

BE IT FURTHER RESOLVED that within the County's authorized strength, an EMS CQI Coordinator position is authorized for the Fire and Rescue Department, with funding supported primarily from Ambulance Billing Fee recoveries; and

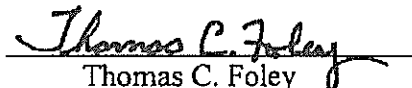
BE IT FURTHER RESOLVED that within the County's authorized strength, a part-time to full-time conversion is authorized for the Logistician position with Fire and Rescue Department; and

BE IT FURTHER RESOLVED that implementation of the Public Safety Step Plan is authorized, effective July 1, 2020, for all eligible full-time and regular part-time public safety employees, which includes placement on the scale and year one of the step increase; and

BE IT FURTHER RESOLVED that market pay adjustments are authorized to continue the implementation of the compensation study completed in FY2019; and

BE IT STILL FURTHER RESOLVED that the Board approves the FY2021 Potomac and Rappahannock Transportation Commission (PRTC) subsidy which has been amended due to the COVID-19 Pandemic of One Hundred Thirty Thousand Five Hundred Dollars (\$130,500) and the Virginia Railway Express (VRE) subsidy of Two Million Four Hundred Seventy-seven Thousand One Hundred Seventy-five Dollars (\$2,477,175), and authorizes the payment of the subsidies during FY2021 from the County's Motor Fuels Tax Revenue Fund.

A Copy, teste:


Thomas C. Foley
County Administrator

TCF:AL:kah

MOTION: SEBESKY

**May 11, 2020
Regular Meeting
Res No. R-2020-35**

SECOND: ELLIS

RE: RESOLUTION AUTHORIZING THE FUNDING OF THE CITY'S SHARE OF POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION RELATED EXPENDITURES FROM THE CITY'S GAS TAX FUNDS

WHEREAS, the Council of the City of Manassas has determined that it is appropriate to pay for Potomac and Rappahannock Transportation Commission (PRTC) administration, PRTC marketing, local capital match, PRTC Omnilink services, and Virginia Railway Express services with its Gas Tax Funds; and

NOW, THEREFORE, BE IT RESOLVED that the Manassas City Council hereby approves:

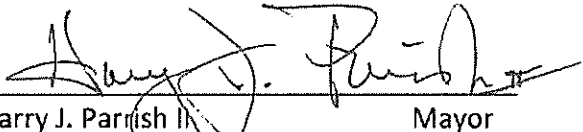
Section 1 – Potomac and Rappahannock Transportation Commission is authorized to appropriate \$1,190,034 from the City's Gas Tax funds for the following:

PRTC Administration	\$ 27,000
PRTC Marketing	21,700
Local Capital Match	31,600
Sub-Total PRTC	80,300
Omnalink Services	249,200
Paratransit Services	53,300
VRE Services	807,234
Total	<u>\$1,190,034</u>


Section 2 – Potomac and Rappahannock Transportation Commission is authorized to make payments in installments during Fiscal Year 2021 when they are due;

Section 3 – Potomac and Rappahannock Transportation Commission is authorized to unencumber the Fiscal Year 2019 reimbursement to the City from City Gas Tax Funds for the City Debt Service on the Virginia Railway Express Parking Garage in the amount of \$212,000, which was originally encumbered with City Resolution #R-2018-30 and Potomac and Rappahannock Transportation Commission Resolution #18-06-08.

May 11, 2020
Regular Meeting
Res. No. R-2020-35
Page Two



Harry J. Parrish II Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:


Lee Ann Henderson City Clerk

Votes:

Ayes: Davis-Younger, Ellis, Lovejoy, Sebesky, and Smith

Nays: None

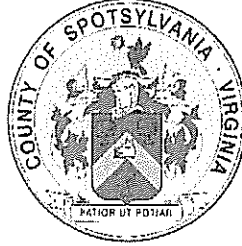
Absent from Vote: Wolfe

Absent from Meeting: None

County of Spotsylvania

Founded 1721

Board of Supervisors
DEBORAH H. FRAZIER
BARRY K. JETT
KEVIN W. MARSHALL
TIMOTHY J. McLAUGHLIN
DAVID ROSS
GARY F. SKINNER
CHRIS YAKABOUSKI



County Administrator
ED PETROVITCH
Deputy County Administrator
MARK L. COLE
P.O. BOX 99, SPOTSYLVANIA, VA 22553
Voice: (540) 507-7010
Fax: (540) 507-7019

Service, Integrity, Pride

At a meeting of the Spotsylvania County Board of Supervisors held on April 28, 2020, on a motion by Mr. Skinner and passed 4 to 3 Mr. McLaughlin, Mr. Ross and Mr. Yakabouski opposed, the Board adopted the following resolution:

RESOLUTION NO. 2020-47

A RESOLUTION TO ADOPT THE FISCAL YEAR (FY) 2021 BUDGET

WHEREAS, it is the responsibility of the Spotsylvania County Board of Supervisors to approve and control the County's fiscal plan for FY 2021; and

WHEREAS, the Board of Supervisors has received and reviewed the County Administrator's Recommended Budget for FY 2021, including fiscal policies; and

WHEREAS, the Board of Supervisors has received comments on the recommended budget from citizens of Spotsylvania County at a duly advertised public hearing; and

WHEREAS, it is the intent of the Board of Supervisors that departments and agencies shall adhere to the budgeted funds in accordance with departmental budgets presented by the County Administrator and amended by the Board of Supervisors; and

RESOLVED by the Spotsylvania County Board of Supervisors this 28th day of April 2020, that the following budgets be, and are hereby, approved effective July 1, 2020, as set forth below; and, be it

RESOLVED FURTHER, that local tax supported expenditures of the School Division's overall budget of \$328,644,024 shall not exceed \$131,381,416 of local funds and, be it

RESOLVED FURTHER, that the Board does hereby approve the FY 2021 PRTC subsidy of \$145,900, and the FY 2021 VRE subsidy of \$1,503,754, and does hereby authorize the payment of these subsidies during FY 2021 from the County's motor fuels tax revenue account, and be it

RESOLVED FURTHER, that all financial activities, purchases, travel, personnel actions, etc., shall be in accordance with the fiscal policies and procedures established by the Board of Supervisors and administered by the County Administrator.

FISCAL YEAR 2021 COUNTY BUDGETS

1. Total County Budget for Fiscal Year 2021 in the amount of \$566,806,715 to include the following funds:

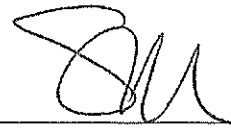
a. General Operating Fund	\$149,914,195
b. Capital Projects Fund	\$12,691,136
c. Economic Development Authority Fund	\$1,459,050
d. Code Compliance Fund	\$4,575,643
e. Transportation Fund	\$8,188,520
f. School Operating Fund:	
Instruction	\$208,506,539
Administration, Attendance and Health	12,258,780
Pupil Transportation	19,236,678
Operation and Maintenance	22,253,485
Debt and Fund Transfers	28,089,775
Technology	9,665,000
Contingency Reserves	<u>0</u>
	\$300,010,257
g. School Food Service Fund:	
School Food Services and Other Noninstructional Operations	\$12,251,952
h. School Capital Projects Fund:	
Facilities	\$13,500,916
i. Utilities Operating Fund	\$35,670,221
j. Utilities Capital Projects Fund	\$28,544,825

2. Joint Fleet Maintenance Fund for Fiscal Year 2021 in the amount of \$2,880,899

RESOLVED FURTHER, that the County Administrator is authorized to take all necessary actions to give this resolution effect.

(SEAL)

A COPY TESTE:

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a series of loops and a final flourish.

Aimee R. Mann
Deputy Clerk to the Board of Supervisors

MOTION:

SECOND:

**RE: AUTHORIZATION TO RENEW MEDICAL, DENTAL, AND VISION INSURANCE PLANS
FOR POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION AND
VIRGINIA RAILWAY EXPRESS EMPLOYEES**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission offers medical insurance for Potomac and Rappahannock Transportation Commission (PRTC) and Virginia Railway Express (VRE) employees through Aetna and Kaiser Permanente, supplemental dental insurance through the Delta Dental Plan of Virginia, and supplemental vision insurance through Superior Vision, providing employees a choice of health care options and providers to accommodate all employees regardless of whether they live in Virginia, Maryland, or DC; and

WHEREAS, PRTC has received renewal rates from all four (4) providers with premium changes that are deemed reasonable and are within the amounts included in the proposed FY2021 budget; and

WHEREAS, management recommends awarding one (1)-year renewal contracts to Aetna and Kaiser Permanente for medical insurance, retaining the same dollar amounts as FY2020 for the employee share for the Aetna tiers, while continuing to offer Kaiser Permanente at no premium cost to employees; and

WHEREAS, management also recommends awarding one (1)-year renewal contracts to Delta Dental Plan of Virginia for dental insurance and Superior Vision for vision insurance, offering 100 percent employer paid premiums for PRTC and VRE employees.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to renew one (1)-year contracts with Aetna, Kaiser Permanente, Delta Dental Plan of Virginia, and Superior Vision for medical, dental, and vision insurance coverage effective July 1, 2020.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission also approves management's recommendation regarding employer/employee premium arrangements for the Aetna and Kaiser Permanente medical insurance plans, and 100 percent employer paid premiums for Delta Dental and Superior Vision insurance plans.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

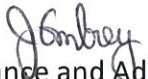
Alternate Present Not Voting:


Absent from Meeting:



May 28, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Joyce Embrey 
Director of Finance and Administration

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorization to Renew Medical, Dental, and Vision Insurance Plans for Potomac and Rappahannock Transportation Commission and Virginia Railway Express Employees

Recommendation:

Authorize renewal of medical, dental, and vision insurance plans for Potomac and Rappahannock Transportation Commission (PRTC) and Virginia Railway Express (VRE) employees.

Background:

The Commission offers medical insurance for PRTC/VRE employees through Aetna and Kaiser Permanente, supplemental dental insurance through the Delta Dental Plan of Virginia, and supplemental vision insurance through Superior Vision, providing employees a choice of health care options and providers to accommodate all employees regardless of whether they live in Virginia, Maryland, or DC.

PRTC has received renewal rates from all four (4) providers with premium changes that are deemed reasonable and are within the amounts included in the proposed FY2021 budget. The premium changes are as follows:

- Aetna's renewal premiums average an increase of 11.18 to 16.96 percent, depending on plan and tier selected
- Kaiser Permanente's renewal premiums for all tiers increased by 4.76 percent
- Delta Dental's renewal premiums for all tiers increased by 2 percent
- Superior Vision's renewal premiums remained the same for all tiers, with rates guaranteed for four years

The FY2021 proposed budget assumed a 10 – 15 percent increase for the employer share of health insurance premiums. There were no plan design changes for the four (4) providers.

Management recommends awarding one (1)-year renewal contracts to Aetna and Kaiser Permanente for medical insurance. Management recommends the dollar amounts for the employee share for the Aetna tiers remain the same as FY2020, with PRTC covering the premium increase. Employees who choose the Kaiser Permanente option continue to bear no out-of-pocket cost for medical insurance premiums.

Management also recommends awarding one (1)-year renewal contracts to Delta Dental Plan of Virginia and Superior Vision, offering 100 percent employer paid premiums to all enrollees for the dental and vision plans.

Fiscal Impact:

The employer share for the medical, dental, and vision insurance premiums is within the dollar limits included in the proposed FY2021 budget. A summary of the estimated FY2021 medical, dental, and vision insurance costs is provided as an attachment.

Attachment: As stated

PRTC Estimated FY21 Medical, Dental, and Vision Insurance Costs

Insurance Carrier/Plans	Employer Current Monthly Cost	Employer Renewal Monthly Cost	Employer Monthly Difference	Employer Current Annual Cost	Employer Renewal Annual Cost	Employer Annual Difference	% Increase/Decrease
Medical							
Aetna (all 3 plans combined) ^	14,753.00	17,059.00	2,306.00	177,036.00	204,708.00	27,672.00	15.63%
Kaiser HMO ^	41,131.00	43,090.00	1,959.00	493,572.00	517,080.00	23,508.00	4.76%
Subtotal Medical	55,884.00	60,149.00	4,265.00	670,608.00	721,788.00	51,180.00	7.63%
Dental							
Delta Dental ^	3,282.00	3,348.00	66.00	39,384.00	40,176.00	792.00	2.01%
Vision							
Superior ^	359.00	359.00	-	4,308.00	4,308.00	-	0.00%
Total Estimated Cost to PRTC				714,300.00	766,272.00	51,972.00	7.28%

^ Based on current enrollment

MOTION:

SECOND:

RE: AUTHORIZATION TO COMMENCE THE PROCUREMENT PROCESS FOR CONSULTANT ASSISTANCE IN SUPPORT OF THE I-66 SLUG LINE PROMOTION PROJECT

WHEREAS, a slug line promotion project was selected for funding through the I-66 Commuter Choice program; and

WHEREAS, consultant assistance is necessary for implementation and completion of the project; and

WHEREAS, a scope of work has been developed; and

WHEREAS, management will return to the Commission for authorization to enter into a contractual agreement based on the procurement results.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the commencement of the procurement process for consultant assistance in support of the I-66 Slug Line Promotion Project.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate Present Not Voting:


Absent from Meeting:



May 28, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Charles Steigerwald ^{CS}
Chief Development Officer

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorization to Commence the Procurement Process for Consultant Assistance
In Support of the I-66 Slug Line Promotion Project

Recommendation:

Authorize the commencement of the procurement process for consultant assistance in support of the I-66 Slug Line Promotion Project.

Background:

In June of 2019 the Commonwealth Transportation Board (CTB) approved the FY2020 I-66 Commuter Choice program of projects. Included in this program of projects was funding for OmniRide's I-66 Slug Lines Promotion Project. This project is intended to assist with the development of slug lines in the I-66 corridor in anticipation of the opening of the I-66 Outside the Beltway Express Lanes.

Management has developed a Scope of Work (attached) and is prepared to seek consultant assistance with the project. The Scope of Work includes assistance with the formation of a Slug Line Council, measurement of slug line activity in the I-66 corridor, development of promotional material, and relationship building with jurisdictional partners.

Management will return to the Commission for authorization to enter into a contractual agreement at the end of the procurement process.

Fiscal Impact:

Commuter Choice would provide 100 percent funding for this project.

Attachment: As stated

Scope of Work for I-66 Slug Lines Promotion

Introduction

Slugging (sometimes referred to as casual carpooling) has long been a significant and critical commute mode in Northern Virginia – particularly in the I-95/395 corridor where population densities, a large network of park-and-ride lots, and effective Express/HOV-3 lanes have supported the activity. Ridesharing activity, including slugging, has not been near as robust in the I-66 corridor in part because that corridor has lacked the park-and-ride network and an effective Express/HOV system. This will change over the next few years with the construction of Express Lanes on I-66 outside the Capitol Beltway and a number of new park-and-ride lots to support ridesharing activity and transit operations. The Potomac and Rappahannock Transportation Commission (PRTC) is uniquely positioned to support the growth of slugging and other ridesharing activity in the I-66 corridor as the operator of OmniRide transit and Transportation Demand Management services in Prince William County and the Cities of Manassas and Manassas Park. Prince William County is the home of the region's largest commuter lot (Horner Road commuter lot), which serves as the most popular origin point for slugging activity in the I-95 corridor. PRTC has long promoted slugging through the OmniRide Rideshare program and our transit operations serve as an important alternative option for slugging riders.

To support a growing ridesharing culture in general, and slugging specifically, in the I-66 corridor, PRTC seeks to identify and overcome barriers to the development of the activity. Most importantly, this project intends to provide support to the slugging community while respecting the community's long-established independence and position as the original crowd-sourced commute mode. PRTC feels that these have been, and will continue to be, key elements in the success of slugging. PRTC's work as the administrative home of the Vanpool Alliance program can serve as a template for supporting a long-established commute mode without encroaching on the mode's market-driven approach and independent nature.

Purpose

PRTC is seeking consultant assistance with the marketing and promotion of slug lines in the I-66 corridor. While slugging has been present and robust in the I-95 corridor in Northern Virginia for several decades, the activity is not as well developed in the I-66 corridor. The lack of reliable High Occupancy Vehicle (HOV) lanes, a relatively broad dispersal of origin/destination pairs, and a lack of commuter parking have acted to suppress ridesharing in general and slugging in particular.

The construction of Express Lanes as part of the Transform66 project will alter these conditions to be more favorable to ridesharing activity. The Transform66 project includes express toll/HOV lanes between the Gainesville area in Prince William County and the Potomac River, conversion of the existing HOV-2 usage rule to HOV-3, and the construction of several large commuter lots in the corridor. As the infrastructure to support slugging activity is built it will be important to build the proper culture to do the same.

PRTC is interested in working with the slugging community to promote the activity as an effective ridesharing and travel strategy, build and improve relations between the slugging community and local governments, and assist with the implementation of improvements to ensure operational efficiencies.

The intention is to work cooperatively with the slugging community in such a way that PRTC is able to leverage our relationships and other resources to promote and enhance the activity in the I-66 corridor.

Scope of Work

PRTC intends to procure these services on a task order basis and the actual tasks over the term of the contract will vary. At a minimum, the consultant should assume that the following services would be provided:

- Quarterly observation and recording of slug line activity in the I-66 corridor including counts of participation riders and drivers.
 - Deliverable – Quarterly census report tracking number of riders, number of drivers and hours of activity at each known major activity location. Report will track activity by quarter and fiscal year.
- Assisting with the implementation of a slugging council to provide a forum for the exchange of information and ideas including presence at quarterly council meetings and communication of council activities.
 - Deliverable – Meeting announcements and agenda. Meeting summaries communicated out to the slugging community through existing outlets including social media.
- Identification of and developing relationships with key staff at impacted jurisdictions and agencies in order to effectively advocate for the interests of the slugging community.
 - Deliverable – continuously updated jurisdictional/agency contact list.
 - Issues/action matrix listing major community concerns, appropriate jurisdictional/agency contacts for action, and actions taken.
 - Relationship building with jurisdictional and agency staff should focus on cooperation and developing partnerships.
- Assisting with the development and implementation of promotional campaigns and materials.
 - Campaigns and materials shall be developed in cooperation with the slugging community through the slugging council. Materials should be appropriate for distribution at active slugging locations and through existing outlets including social media.
 - Deliverable – draft narrative describing the extent, development, and impact of slugging in the I-66 corridor.
- Provide operational support for existing and emerging slug lines.
 - Develop recommendations for traffic flows, origin/destination pairs, signage and other potential infrastructure improvements at slug line locations. Work cooperatively with the slugging community and jurisdictional/agency contacts to implement any changes.
- Project Management.
 - Includes monthly invoicing for work performed, development and maintenance of task and project schedule(s), monthly (at a minimum) progress meetings with PRTC, and other tasks related to project management best practices.

Additional tasks may be identified during the term of the contract through the consultants work with the slugging council and discussions with jurisdictional, and agency partners. Tasks, including those listed above, may change based upon available resources.

PRTC Chair's Time

ITEM 12

Other Business/Commissioners' Time

ITEM 13

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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