

ITEM 5
March 7, 2019
PRTC Regular Meeting
Res. No. 19-03-___

MOTION:

SECOND:

RE: APPROVE MINUTES – FEBRUARY 7, 2019

ACTION:

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

WHEREAS, PRTC conducted business in accordance with a published agenda dated March 7, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of February 7, 2019 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

February 7, 2019

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

Members Present

*Ruth Anderson, Chair
*Pamela Sebesky, Vice Chair
*Frank Principi, Immediate Past Chairman
*Wendy Maurer, Secretary
*Gary Skinner, Treasurer
*Maureen Caddigan
*Jeanine Lawson – departed at 8:42 p.m.
*Marty Nohe – departed at 8:42 p.m.
*Matthew Kelly
*Jeanette Rishell, At-Large Member
*Mark Dudenhefer

Jurisdiction

Prince William County
City of Manassas
Prince William County
Stafford County
Spotsylvania County
Prince William County
Prince William County
Prince William County
City of Fredericksburg
City of Manassas Park
Stafford County

Members Absent

Jennifer Mitchell
Paul Trampe
Bob Thomas
George Barker

Department of Rail and Public Transportation
Spotsylvania County
Virginia House of Delegates
Virginia State Senate

Alternates Present

*Todd Horsley
*Norm Catterton
**D.J. Jordan – arrived at 7:30 p.m.
Margaret Franklin

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

Alternates Absent

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

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

Staff and General Public

Bob Schneider - PRTC
 Doris Lookabill - PRTC
 Betsy Massie - PRTC
 Joyce Embrey PRTC
 Chuck Steigerwald - PRTC
 Becky Merriner - PRTC
 Christine Rodrigo - PRTC
 Perrin Palistrant - PRTC
 Kasaundra Coleman PRTC
 Todd Johnson - First Transit

Nelson Cross - First Transit
 Bob Leibbrandt - Prince William County
 Rob Dickerson - Prince William County
 Jaqueline Lucas, Prince William County
 Doug Allen - VRE
 Mark Shofield - VRE
 Monica Backmon - NVTA
 Ken Jones - Citizen
 Paolo Belita - Citizen
 Xavier Harmony - Citizen

Chair Anderson called the meeting to order at 7:01 p.m. Chair Anderson invited Supervisor Caddigan to share words and prayer on the loss of Supervisor John D. Jenkins. A moment of silence was shared at the meeting. The Pledge of Allegiance, Invocation, and Roll Call followed.

Approval of the Agenda –4 [RES 19-02-01]

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

Approval of the Minutes of the January 3, 2019 PRTC Board Meeting – 5 [RES 19-02-02]

Commissioner Caddigan moved, with a second by Commissioner Lawson, to approve the minutes of the January 3, 2019 meeting. There was no discussion on the motion. (CADDIGAN/LAWSON, MAJORITY VOTE; ANDERSON and HORSLEY ABSTAINED)

Virginia Railway Express (VRE) – 6

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

- VRE focused on safety training with employees and maintenance team
- Positive Train Control is in final testing stages; anticipating completion of testing within a month
- Mr. Allen met with the Federal Railroad Administration to provide a briefing
- Ridership in December was in the 14,000 – 15,000 range
- The government shutdown didn't affect VRE from a revenue standpoint
- Provided Vice Mayor Preston Banks, new VRE Operations Board Member, from City of Manassas Park, a tour of VRE
- Staff attended a meeting with several stakeholders to discuss the concept of a bridge between Crystal City and Reagan Airport

Public Comment Time - 7

Chair Anderson opened the floor for public comment time. Chair Anderson noted that anyone wishing to address the Commission to come forward and for those who do speak to introduce themselves and to state if they are representing an organization or themselves and also where they are from. It was noted that each person will have three minutes to speak. One individual addressed the Commission (transcript attached).

Approve the Consent Agenda – 8- [RES 19-02-03]

Chair Anderson announces small typo on 8-B under Consent Agenda. City of Manassas was replaced with City of Manassas Park.

Commissioner Kelly moved, with a second by Commissioner Maurer, to approve the consent agenda. There was no discussion on the motion. (KELLY/MAURER, MOSTLY UNANIMOUS, HORSELY ABSTAINED)

- Acceptance of the Potomac and Rappahannock Transportation Commission Monthly Jurisdiction for the Period ended October 31, 2018 and November 30, 2018 – 8-A [RES 19-02-04]
- Authorization to Submit FY20 State and Grant Applications – 8-B [RES 19-02-05]
- Authorization to Execute Western Maintenance Facility Deed of Easements – 8-C [RES 19-05-06]

PRTC Executive Director's Time – 9

Dr. Schneider briefed the Board on the following item(s) of interest:

- Provided explanation of required Commissioner bonds needing signatures that were provided at the meeting
- Noted Saturday, March 9th, is the Bus Rodeo
- OmniRide has been nominated for the Excellence in Business category for the Prince William Chambers of Commerce awards
- Noted the industry article: Government Shutdown 2019 – How OmniRide Has Been Affected; ridership was off about 20 – 25percent losing about \$5,000 a day, which totaled \$100,000 revenue lost. The low cost of fuel allows OmniRide to handle to loss
- Addressed if the shutdown was extended, how does OmniRide initiate service adjustments and notes action item later in the agenda to be addressed
- Dr. Schneider recaps the DRPT performance measurement program, with OmniRide losing \$1.5 million in revenue; two bills were introduced from Delegate Thomas and Senator Barker to reduce the revenue lost; DRPT is delaying the next process, which is going to CTB in February to going to CTB in March. In the meantime, PRTC will continue to work to minimize the impact

Presentations – 10

OmniRide FY20 Proposed Budget: Review of Revenues– Joyce Embrey

- Last month there was a presentation of the FY20 budget which the Commissioner approved to transmit to the jurisdictions
- PRTC is primarily reliant on state and local subsidy
- Passenger revenue is 11.1 million
- There is no fare increase proposed for FY20; two consecutive years without fare increases
- PRTC has always maintained 4 -5 months of operating reserve; the FY18 total operating reserve is \$11.7 million
- Commissioner Rishell asked what brings in the most advertising revenue. Ms. Embrey confirmed that we advertise on the bus wraps.
- Chair Anderson asked Dr. Schneider why we aren't talking about fiscal cliffs anymore. Dr. Schneider replied that demand changed, noting that the Arlington Street Car did not get completed and budget issues hit some of the larger systems in the state. Future demands dropped due to these changes in FY20, FY21 and FY 22 because of equipment not purchased to finish projects. Because of the drop in dollars being used, DRPT was able to stretch out funds. Commissioner Horsley also notes that Smartscale has been a great help to transit, providing funds that were not available in the past. Some agencies were overly optimistic with what they thought they could spend.

Strategic Plan Update – Chuck Steigerwald

- Mr. Steigerwald presents on the I-395/95 Commuter Choice Program
- Toll day 1 for this program starts at the end of October 2019
- Stakeholders met at the PRTC Transit Center for their second meeting to discuss the program on February 8th
- One benefit of the program is the previous experience of the I-66 Commuter Choice Program; processes are in place and there is structure on how to apply those applications
- The program goals focus on enhancing mobility and improving throughput
- The scored eligible projects are passed to the two groups (staff based and commissioner based) and the groups build a program. The I-66 Commuter Choice Program tries to build a program of projects that meets the program goals for the corridor.
- Once the working groups have completed their goals and the public has had an opportunity to provide their input; the list of recommended programs will be brought to PRTC and NVTC for approval and inclusion in the six year improvement program
- Dr. Schneider noted that OmniRide is looking to present service in Stafford County with the existing park and ride lots in the community
- Dr. Schneider also noted that this program is different from I-66 in such that if it is successful it will be funded in perpetuity.
- Three PRTC Commissioners will meet to discuss the proposed projects on Thursday, March 21st; Chair Anderson extended the opportunity to any Commissioners who wanted to participate

Economics of Transit: Operation Staffing – Dr. Robert Schneider

- Provided analysis of operational functionality with OmniRide and First Transit
- OmniRide carries 3,000 additional labor hours a year to ensure two dispatchers can take vacation at the same time, which is allowed per policy
- Commissioner Rishell asked what the cost looked like for the additional 3,000 labor hours. Dr. Schneider commented that it was about \$120,000.
- Dr. Schneider noted that our morning operations are covered efficiently with about 33 buses per dispatch personnel resulting in a cost of \$1.00 per bus, but in the early afternoon we have 2 buses per dispatch personnel resulting in a cost of \$20.00 per bus.
- Dr. Schneider noted industry norm is 75 to 100 buses per dispatch personnel; recommends a target of 50 buses per dispatch personnel.
- Volume of personnel needs to be balanced with service
- Dr. Schneider notes that a personnel change was needed in 2015 when we reduced service
- Presented concept of ending the splitting of working groups for dispatch
- Commissioner Rishell asked about breaking out costs separately for First Transit and PRTC. Dr. Schneider noted that he did not have that information on hand, but the numbers wouldn't be that different.
- Commissioner Rishell noted that when work is contracted out that it can be more expensive. Dr. Schneider replied that in this case, it is less, as it depends on the employees and their tenure as to who would have a higher wage rate
- It costs 1.5 million dollars a year to dispatch 118 buses
- A new approach includes 7 dispatchers down from 10 and 1 supervisor down from 2 and everyone reporting to First Transit
- Commissioner Rishell asked, when you say reporting to, does that mean employed by. Dr. Schneider replied, at this step, no, it's simply reporting to.
- PRTC would save \$501,280 in annual costs by not staffing dispatch
- Prince William County pays \$627,000 in regards to dispatching
- Prince William County would get a \$488,000 credit, Manassas Park would get \$4,300 and the City of Manassas would receive \$8,600
- The current status of this department through promotion and attrition is: there were 8 PRTC dispatchers in December 2017 and now there are 3; First Transit has 4 full time dispatchers

- Dr. Schneider states that his recommendation remains the same in regards to First Transit having responsibility over all dispatcher functions
- First Transit would hire 3 additional full time dispatchers, that would fall under First Transit hiring procedures
- Commissioner Maurer asks if the \$500,000 in savings is net of the \$300,000 contract change. Dr. Schneider confirms yes.
- Commissioner Rishell asked if there would be a place at PRTC for the remaining 3 dispatchers. Dr. Schneider comments that at this stage he is not able to answer as there is still an additional phase, but at this stage, no. He noted that some of the employees had not applied for any of the available positions
- Commissioner Rishell asked what was the reason for leaving, referring to the dispatchers that are no longer employed with PRTC. Dr. Schneider replied there were promotions or lateral moves, a termination, and a resignation.
- Commissioner Rishell asked for the employees who resigned, did they give reasons. Dr. Schneider replied that the question would go through human resources
- Commissioner Rishell asked if PRTC tracked the reason as to why employees resign. Dr. Schneider commented yes
- Dr. Schneider notes that he wants to bring in a recruiter for the remaining 3 dispatchers
- PRTC has a defined RIF policy which includes giving the employee a letter within a certain timeframe
- Dr. Schneider also wants to prepare a severance package for the affected employees
- Commissioner Rishell asked if any of PRTC dispatchers became employed by First Transit. Dr. Schneider replied no
- Commissioner Principi commended Dr. Schneider on his presentation and asked for confirmation that the presentation was only addressing the dispatch department in regards to the RIF. Dr. Schneider confirmed that only the dispatch department was being addressed at this time
- Commissioner Rishell asked if the other 3.5 employees considered for the RIF were in a separate department. Dr. Schneider confirmed that they were spread between two departments, a planner, bus monitor and a part time bus monitor
- Commissioner Rishell asked if these roles would be taken over by First Transit. Dr. Schneider commented that the focus is on the critical need of dispatch at this time
- Commissioner Principi moves Dr. Schneider's recommendations and Commissioner Caddigan seconds
- Commissioner Skinner asks if more compensation should be given for increased responsibility of the dispatchers and should this have been done 5 or 10 years ago? Dr. Schneider notes that it would have to be evaluated and since they would be employed by First Transit, PRTC can't make that decision. He notes that this change probably should've been done 5 years ago
- Commissioner Rishell asked why the presentation was not included in the packet for additional time to review. Dr. Schneider responded that fine tuning of the presentation and numbers was needed
- Commissioner Rishell notes that she is uncomfortable with how the situation has been handled and that there has been an over emphasis on the financial details. She notes that she is going to abstain on the motion.
- Commissioner Kelly comments that he would've like the presentation earlier. He asks that Prince William County, City of Manassas and Manassas Park be together on the decision that is made. He is in support of the direction that Prince William County plans to go.
- Commissioner Sebesky comments her understanding of balancing fiscal needs with tax payer dollar needs and humanitarian needs. She appreciates that a recruiter will be provided for direction. She notes the need to be good stewards to the tax payers and with City of Manassas struggling with the gas tax for several years, there needs to be a balance.

- Commissioner Rishell notes that people's lives have been in turmoil and she hopes that the PRTC never handles an issue like this has been handled
- Commissioner Lawson asks how common is it to hire a recruiter? Dr. Schneider said that this is only the second time in his career that he has been in this position and it was an action he took previously.
- Chair Anderson notes the approval of Dr. Schneider's recommendation with Commissioner Rishell abstaining.

PRTC Action Items – 11

Authorization to Award a Task Order Contract for Marketing Services for Vanpool Alliance and Transportation Demand Management Programs – 11-A [RES 19-02-08]

Commissioner Maurer moved, with second by Commissioner Sebesky to authorize an award of a task order contract or marketing services for Vanpool Alliance and transportation demand management programs. There was no discussion. (MAURER/SEBESKY, UNANIMOUS)

Authorize Executive Director to Execute a Contract with Apollo Video Technology to Purchase and Install Video Surveillance Camera Systems in the Existing MCI Commuter Bus Fleet - 11-B [RES 19-02-09]

Commissioner Rishell moved, with a second by Commissioner Principi, to authorize the Executive Director to execute a contract with Apollo Video Technology to purchase and install video surveillance camera systems in the existing MCI commuter bus fleet. There was no discussion. (RISHELL/PRINCIPI, UNANIMOUS)

Authorize the Executive Director to Implement Service and Fare Adjustments in Response to Major Regional Events Negatively Impacting OmniRide Service– 11-C

Commissioner Principi moved, with a second by Commissioner Caddigan, to discuss authorizing the Executive Director to implement service and fare adjustment in response to major regional events negatively impacting OmniRide service. Commissioner Principi asked about the fare plan. Dr. Schneider replied that this item could be brought back to the table as there is no plan presented. Commissioner Principi asked if staff could provide a policy resolution at the next meeting outlining potential scenarios are. Commissioner Maurer requested timeline parameters for the policy. She also noted that before decisions are made that a concurrence from the Chair should be required. Commissioner Principi moved with a second from Commissioner Maurer to table this action item to the next meeting. (PRINCIPI/CADDIGAN, UNANIMOUS)

Resolution to Ratify Action of the Executive Director to Execute a Temporary Use License– 11-D [RES 19-02-10]

Commissioner Rishell moved, with a second by Commissioner Principi, for the resolution to ratify action of the Executive Director to execute a temporary use license. There was no discussion on the motion. (RISHELL/PRINCIPI, UNANIMOUS)

PRTC Chairman's Time – 12

Concurrence with PRTC Board Representative Appointment to the VRE Operations Board– 12-A [RES 19-02-11]

Commissioner Rishell moved, with a second by Commissioner Sebesky, to concur with the PRTC board representative appointment to the VRE Operations Board. There was no discussion on the motion. (RISHELL/SEBESKY, UNANIMOUS)

- Chair Anderson notes that there will be an Executive Committee meeting in March
- Asks Commissioners to sign bonds they were presented with
- Thanks Mayor Rishell for chairing the meeting the month prior

Other Business/Commissioners' Time – 13

- All Commissioners shared their respects and thoughts in memory of Commissioner John Jenkins
-

Adjournment – 14

There being no further business to come before the Commission, Chair Anderson adjourned the meeting at 8:53 p.m.

Information Items

There were no comments.

Public Comment Time

Speaker: Kenneth Jones, Former PRTC Dispatch Manager

Kenneth Jones, I'm the former manager of the dispatch department. I was terminated from PRTC on January 25th. Well I like to say is that, when I started speaking and coming up here, it wasn't about me. It was about my staff and the hard work that they do and they were doing each and every day. And so as I come up here, and I'll continue to come up here and speak out on their behalf is that over a year now, we're still in the same place, well they're still in the same place, with not knowing what their future holds here at PRTC. You know they're short staffed now, which I know before I left they were so I know they are now because they lost another dispatcher, they lost another dispatcher. So the environment and the stress put upon them, isn't right. I mean you have people now who are, you essentially have three people now doing a job which seven people were doing previously. And now they're using or saying that they are going to train the contractor to do some of their work that's not occurring and you know it was stated before in other meetings where the concern was for the dispatchers' well-being, mental health. Being stressed out – not knowing if you are going to have a job and then working long hours. That takes a toll on your body. That takes a toll on your psychological well-being and your physiological well-being as well. So, it's time to go ahead and stop this. Everybody around this table, has the power, to tell the Executive Director look either you're going to move forward or you're not moving forward. What is the plan and how are these people going to be impacted? You know we said time and time again and we've shown the unfairness and for some reason, the Executive Director has, has, has this, this, this love affair for the contractor that he's willing to give the contractor anything without any oversight. And you know, there's things that are happening, things that have happened and and I'll be speaking out more about in forum(?) because now that I'm not here I'm free to, to, to speak you know as as I will things that that I know have taken place. So I just ask that each one of you pay attention to what's going on. Take a visit to dispatch. I mean I've asked for them to get new chairs when I was when I was there. And we got new chairs, they share chairs. Chairs are falling apart. They're making makeshift

handles on on the chairs. And so you know you're spending money to send customer service to play laser tag but you can't have money to make proper work environment for dispatchers. And I don't know if the plan is to make it so unbearable that everybody quits. But there's some dedicated people down there. They don't deserve it. This organization doesn't deserve it. This used to be a great organization. A lot people here that have worked here for many years and where it's at now you know you have some people that don't even speak to each other and they used to talk to each other all the time. It's just, it's just, it's just not good. So again, I just ask each one of you to take the time, talk to the dispatchers. Visit the dispatch, visit the dispatch office and see how things really are. So I appreciate it. Thank you, thank you very much. And just with Supervisor Jenkins – he was my supervisor for a while. Couldn't be more constituent service. He was like a king. So I appreciate it, thank you.

DRAFT