

**ITEM 1**

**Call to Order**

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**ITEM 2**

**Invocation and Pledge of Allegiance**

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**ITEM 3**

**Attendance Roll Call**

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**MOTION:**

**SECOND:**

**RE:               APPROVAL OF AGENDA – MARCH 5, 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 March 5, 2020, as presented/amended.

**Votes:**

**Ayes:**

**Abstain:**

**Nays:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**



# AGENDA

## Potomac and Rappahannock Transportation Commission

Thursday, March 5, 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

### 1. CALL TO ORDER

### 2. INVOCATION AND PLEDGE OF ALLEGIANCE

### 3. ATTENDANCE ROLL CALL

### 4. APPROVAL OF AGENDA

- 4.1. APPROVE AGENDA - MARCH 5, 2020  
[Approve Agenda – March 5, 2020](#)

### 5. APPROVAL OF MINUTES

- 5.1. APPROVAL OF PRTC COMMISSION MEETING MINUTES - FEBRUARY  
13, 2020  
[Resolution and Draft February 13, 2020 Meeting Minutes](#)

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

- 6.1. [Chief Executive Officer's Report - February 2020](#)  
6.2. [Agenda and Minutes of the February 21, 2020 VRE Operations Board  
Meeting](#)  
6.3. [VRE Spending Report](#)

### 7. PUBLIC COMMENT TIME

Three (3) minute limit per person

### 8. CONSENT AGENDA

- 8.1. [Approve Consent Agenda Resolution](#)  
8.2. ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL  
FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2019  
[Resolution and Jurisdictional Financial Report](#)

- 8.3. AUTHORIZATION TO BUDGET AND APPROPRIATE CITY OF MANASSAS PARK'S MOTOR FUELS TAX FUNDS FOR MANASSAS DRIVE ROADWAY IMPROVEMENTS  
[Resolution and Copy of Manassas Park's Resolution Requesting the Fuels Tax Funds](#)

## **9. EXECUTIVE DIRECTOR'S TIME**

- 9.1. Follow-Up from Previous Meeting(s)
- 9.2. Executive Director's Report
- 9.3. Industry Article - *Metro will Close Three Orange Line Stations for More than Three Months This Summer*  
By Lukas Camby, PRTC's Professional Development Fellow  
[Article](#)

## **10. PRESENTATIONS AND INFORMATION**

- 10.1. [OmniRide FY21 Proposed Budget - Review of Expenses \(presentation\)](#)
- 10.2. [Diversity, Equity and Inclusion Assessment and Strategic Plan \(presentation\)](#)

## **11. ACTION ITEMS**

- 11.1. 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  
[Grant Application Resolution and Staff Report](#)

## **12. CHAIR'S TIME**

- 12.1. [Engagement Opportunities](#)

## **13. OTHER BUSINESS/COMMISSIONERS' TIME**

## **14. ADJOURNMENT**

### **INFORMATION ITEMS**

[January 2020 System Performance and Ridership Report](#)  
[Revised Purchasing Authority Report](#)  
[Monthly Safety Dashboard](#)  
[Commissioners' Jurisdictional Fuels Tax Report](#)  
[2020 Board of Commissioners Meeting Schedule](#)



**MOTION:**

**SECOND:**

**RE:                   APPROVAL OF PRTC COMMISSION MEETING MINUTES – FEBRUARY 13, 2020**

**ACTION:**

**WHEREAS**, on March 5, 2020 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the OMNIRIDE Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

**WHEREAS**, PRTC conducted business in accordance with a published agenda dated March 5, 2020.

**NOW, THEREFORE BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of February 13, 2020 as presented/amended.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**



# MINUTES

## BOARD OF COMMISSIONERS MEETING

February 13, 2020  
OMNIRIDE Transit Center • 14700 Potomac Mills Road,  
Woodbridge, VA

### Members Present

\*Victor Angry (arrived 7:28 p.m.)  
\*Andrea Bailey, At-Large  
\*Kenny Boddy  
\*Margaret Franklin, Chair  
\*Jeanine Lawson  
\*Yesli Vega  
\*Cindy Shelton, Secretary  
\*Pamela Sebesky, Vice Chair  
\*Jeanette Rishell, At-Large  
\*Gary Skinner  
\*Deborah Frazier, Treasurer

### Members Absent

Tinesha Allen  
Matthew Kelly  
Jennifer Mitchell  
George Barker

### Alternates Present

\*Maggie Hansford (departed 8:30 p.m.)  
Ralph Smith  
\*Jason Graham

### Alternates Absent

Ann Wheeler  
Pete Candland  
Bennie Smith  
Meg Bohmke  
Preston Banks  
Hector Cendejas  
Donald Shuemaker  
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  
City of Manassas  
City of Manassas Park  
Spotsylvania County  
Spotsylvania County

Stafford County  
City of Fredericksburg  
Department of Rail and Public Transportation  
Virginia Senate

Prince William County  
City of Manassas  
City of Fredericksburg

Prince William County  
Prince William County  
Prince William County  
Stafford County  
City of Manassas Park  
City of Manassas Park  
City of Manassas Park  
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  
Becky Merriner - PRTC  
Lamarr Johnson – PRTC  
Kenyetta Whitford – PRTC  
Tomonkia Byrd – PRTC  
Todd Johnson – First Transit  
Joey McKelvey – First Transit

Gwen Robinson – First Transit  
Patrice Brown – First Transit  
Jeff Dandridge – First Transit  
Rich Dalton – 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  
Zach Packard – Greehan, Taves & Pandak  
Ken Jones – General Public  
Rick Horner – Potomac Local

Chair Franklin called the meeting to order at 7:02 p.m. Invocation, Pledge of Allegiance and Roll Call followed.

### **Approval of the Agenda – 4 [RES 20-02-01]**

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

### **Approval of the Minutes of the January 16, 2020 PRTC Board Meeting – 5 [RES 20-02-02]**

Commissioner Sebesky moved, with a second by Commissioner Bailey to approve the minutes of the January 16, 2020 meeting. There was no discussion on the motion. (SEBESKY/BAILEY, UNANIMOUS)

### **Virginia Railway Express (VRE) – 6**

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

- January on-time performance was 85% (88% on Fredericksburg line and 83% on Manassas line).
- January average daily ridership was 18,500.
- On January 21, VRE hosted National Transportation Safety Board member Jennifer Homendy, who also is a VRE rider from the Spotsylvania station, for a briefing on Positive Train Control and a tour of the Crossroads Maintenance and Storage Facility.
- On January 28, VRE met with U.S. Transportation Secretary Elaine Chao and pledged to participate in Transportation Leaders Against Human Trafficking. VRE is now working with Amtrak on specific training materials for train crews. While there have not been specific reports of VRE being used for trafficking, Mr. Dalton said he thinks it's best to not let any mode of transportation go unnoticed.

### **Public Comment Time – 7**

Mr. Ken Jones asked the Board to reverse the Reduction in Force that was taken by the previous Board in March 2019.

### **Approve the Consent Agenda – 8 [RES 20-02-03]**

Commissioner Rishell moved, with a second by Commissioner Bailey to approve the Consent Agenda. Following a brief discussion, a motion was made by Commissioner Boddye and seconded by Commissioner Bailey to remove one item, *Authorization to Submit FY2021 State Grant Applications*, from the Consent Agenda. The Consent Agenda was approved as amended. (RISHELL/BAILEY, UNANIMOUS)

- **Acceptance of the PRTC Monthly Jurisdictional Financial Report for the Periods Ended November 30, 2019 [RES 20-02-04]**

- **Approval and Authorization to Execute a Western Maintenance Facility Deed of Easement to Verizon South, Inc. [RES 20-02-05]**

### **PRTC Executive Director's Time – 9**

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

**Digital Board Packet** – PRTC will soon launch software that will enable Commissioners to review all meeting materials and Commissioner Handbook materials through an app on a tablet. Dr. Schneider asked for three volunteers to test the software. Supervisors Boddye, Shelton and Vega volunteered. PRTC will continue to mail print copies of monthly Board meeting materials to those who prefer that.

**Grant Applications** – Staff is asking the Board to retroactively approve two sets of grant applications: one is for FY2021 state grant applications, and the other is for FY2021-2022 I-66 Commuter Choice Program Projects. These are retroactive requests because the grant application deadlines were prior to the Board's February meeting.

**HR Consulting** – PRTC recently entered into a MOA for PRTC's Human Resources Director to provide HR consulting to NVTC.

**Commissioner Handbook** – Updated information is at everyone's place on the table.

**Commissioner Orientation** – Immediately prior to tonight's meeting, an orientation session was held for six attendees. Another session will be held soon for those who were unable to attend.

**Legislative Update** – HB1414 and its companion bill SB890 both reached cross-over in the General Assembly.

**Strategic Plan** – An overview of PRTC's Strategic Planning process is included in meeting agenda packet and staff will soon request Board approval to begin the Public Participation Process.

### **Presentations and Information – 10**

Dr. Schneider said that staff presents the budget over three meetings, breaking the information down into Key Assumptions, which were covered at January's meeting; Revenues, which will be covered this evening; and Expenditures, which will be presented at the March meeting.

Joyce Embrey, Director of Finance & Administration, presented a high level overview of revenues in PRTC's proposed FY2021 budget. Revenue streams include passenger fares, state and federal grants, and jurisdictional subsidies. No fare increase is proposed for FY2021, and staff is proposing to offer free fares for seniors on all OmniRide Local and Metro Express buses, costing approximately \$175,000 annually.

The FY21 budget proposes \$22.8 million in jurisdictional subsidies, which is a \$5 million increase over FY20. Prince William County would shoulder the bulk of that increase while the subsidies from the two other bus-sponsoring jurisdictions would decrease. Non-bus sponsoring jurisdictions would see an increase in their subsidies because of new administrative positions, a compensation study, and consultant costs.

In response to a question from Commissioner Bailey, Dr. Schneider explained that Prince William's subsidy is much higher than the other jurisdictions because it pays for 100% of the operational costs of OmniRide Express service plus all local services in eastern Prince William. The operational costs of local bus services in the areas of Manassas and Manassas Park are split between those three jurisdictions based on residential ridership. In addition, the proposed budget includes costs of \$870,000 in new operating expenses for the new western facility and one-time capital costs of about \$500,000 for that facility.

Dr. Schneider said the majority of the increase in jurisdictional subsidy is related to the costs of the western facility and to policy-level decisions that will need to be made at the Prince William Board of County Supervisors, such as a study of fast ferry service, the Wheels-to-Wellness program, and free fares for seniors riding locally and to Metro stations. Other items that are included in the proposed budget are an assessment of the Transit Center facility, a compensation study, projected costs for a new contract for bus services, the Diversity, Equity and Inclusion initiative, and mobile ticketing.

In response to questions from Chair Franklin, Dr. Schneider said that paratransit can't run alongside Wheels-to-Wellness because paratransit is currently only offered in the Manassas corridor. Offering free fares for seniors may reduce some demand for Wheels-to-Wellness, he added.

Chair Franklin also asked about new positions. Dr. Schneider replied that a grants administrator is needed because PRTC currently applies for and reports on approximately 30 separate grants and also is responsible for all federal grants for VRE. Another new position, the Chief Financial Officer, would oversee multiple departments and help ensure continuity with upcoming retirements.

Regarding Prince William County's fuel tax fund balance, Chair Franklin said she's concerned that the balance is being spent down and believes that PRTC's budget should reflect where we want PRTC to be financially taking into consideration the county's overall financial health. Based on the financial health of the system, she questioned if the items in the budget really need to be done now. Dr. Schneider said he understood and noted that staff didn't want to be a "gate-keeper" but to allow Prince William County to make decisions about what to include in the final budget based on policy-level decisions about which items are most important to them.

Commissioner Rishell asked about the final Diversity, Equity and Inclusion document, noting that the final recommendations have not been presented in a public meeting. Dr. Schneider replied that the report will be on the Board's March agenda.

Dr. Schneider said Prince William County policy since about 2008 has been to fund PRTC only to the extent of what's available in the fuel tax fund. The organization's funding is attached to a declining revenue stream and there's never been a focus on finding any other means to fund PRTC services except for passenger fares, grants and jurisdictional subsidies.

At the invitation of Chair Franklin, Rick Canizales, Director of Prince William County's Transportation Department, addressed the Board and stated that the county was concerned to see a proposed \$5 million increase in subsidy. He added that Prince William County used to fund both PRTC and VRE from fuel tax revenues but a policy decision was made in 2014 that designated fuel tax revenues only for PRTC.

In response to questions from Commissioner Graham, Dr. Schneider said state grants don't penalize PRTC for good ridership by taking grant money away. When asked about growth opportunities, he listed increasing ridership via new routes and attracting new passengers to existing routes.

There was a general consensus among Commissioners that they would prefer to see all the budget details now with explanations about why expenditures and revenues are changing rather than a segmented high level overview. Dr. Schneider said the budget details and a five-year history of the fuel tax fund balance would be provided to Commissioners the following week and that a detailed version of the budget will be posted in a visible location on PRTC's website.

### **PRTC Action Items – 11**

#### **Authorization to Apply For and Accept Funding for FY2021-FY2022 I-66 Commuter Choice Projects [RES 20-02-06]**

Commissioner Lawson moved, with a second by Commissioner Bailey. Commissioner Boddye asked if this grant expires and was informed that it does not. (LAWSON/BAILEY, UNANIMOUS)

#### **Authorization to Commence the Procurement Process for Consultant Assistance in Support of the I-66 Slug Line Promotion Project**

Commissioner Bailey moved, with a second by Commissioner Sebesky. Commissioner Angry asked why there's an effort to support slugging on I-66 when no similar effort took place for I-95. Dr. Schneider replied that slugging has existed and evolved over nearly 40 years on the eastern side of the county, but I-66 is new territory that will go from virtually no slugging culture to multiple options over approximately a five-year period.

Commissioner Angry said he doesn't want sluggers to believe PRTC is a slugging organizer. Dr. Schneider replied that this grant would help with information flow and use lessons learned from the I-95 experience to help solve through-put issues on I-66.

Commissioner Sebesky expressed concerns that by helping to promote slugging, PRTC would become liable for any problems with that system, such as unsafe drivers or apps that aren't reliable. Dr. Schneider said PRTC isn't taking over slugging, but the grant would enable activities that would promote and assist slugging.

After Commissioner Boddye asked if a risk analysis had been done, Dr. Schneider invited Mr. Canizales to speak about the risk analysis the county did when planning a new parking garage in the Neabsco area. Mr. Canizales said the county is providing areas that allow for carpoolers and transit, but does not refer to it as a slugging area due to concerns about liability. Mr. Canizales stated that he believes it would be wise for PRTC's attorney to consult with the county attorney and VDOT.

Commissioner Shelton said a few years ago hundreds of people protested in Stafford County when VDOT tried to get involved with the grassroots slugging movement.

Commissioner Angry said those who are involved in slugging on the I-95 corridor should be the source of advice and support for I-66 slugging.

Chair Franklin recommended that PRTC's attorney speak with the county attorney for an opinion on risk analysis about PRTC's liability.

Commissioner Bailey moved, with a second by Commissioner Sebesky to withdrawal their motion that enabled discussion on this item to begin.

Chuck Steigerwald, PRTC Chief Development Officer, said funding for this project was awarded in the FY20 Commuter Choice grant, was approved by the Commission in January 2019, and that everything is now in place to start the procurement process for these services.

Commissioner Graham moved, with a second by Commissioner Boddye to defer this item until an analysis and recommendation on PRTC's liability is provided. (GRAHAM/BODDYE, UNANIMOUS)

**Authorization to Purchase 21 Driver Control Unit Kits to Extend the Life of the Current Fareboxes [RES 20-02-07]**

Commissioner Bailey moved, with a second by Commissioner Rishell. There was no discussion on the item. (BAILEY/RISHELL, UNANIMOUS)

**Authorization to Submit FY2021 State Grant Applications [RES 20-02-08]**

Commissioner Bailey moved, with a second by Commissioner Frazier. Chair Franklin said the county will decide whether or not it supports a Fast Ferry study when going over the Prince William County budget and asked if a project can be pulled from the application if Prince William County decides against a Fast Ferry study. Dr. Schneider said any project not supported by the Commission can be pulled from the application. (BAILEY/FRAZIER, UNANIMOUS)

Following the vote, Commissioner Franklin moved, with a second by Commissioner Boddye to reconsider the vote so it could be amended. (FRANKLIN/BODDYE, UNANIMOUS)

Commissioner Lawson moved, with a second by Commissioner Bailey with the amendment that the Board reserves the right to withdrawal any project from the application. (LAWSON/BAILEY, UNANIMOUS)

**Chair's Time – 12**

**Concurrence with Stafford County's Appointment to the Virginia Railway Express Operations Board Appointments [RES 20-02-09]**

Commissioner Sebesky moved, with a second by Commissioner Angry. There was no discussion on the item. (SEBESKY/ANGRY, UNANIMOUS)

Chair Franklin reviewed the list of Engagement Opportunities.

**Other Business/Commissioner's Time – 13**

None

**Adjournment – 14**

There being no further business to come before the Commission, Chair Franklin adjourned the meeting at 9:04 p.m.

**Information Items**

There were no comments.

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

- 6.1 Chief Executive Officer's Report – February 2020
- 6.2 Agenda, Minutes, and Adopted Resolutions of the February 21, 2020 VRE Operations Board Meeting
- 6.3 Spending Authority Report



# CEO REPORT

## FEBRUARY 2020



# OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.





CEO REPORT | FEBRUARY 2020

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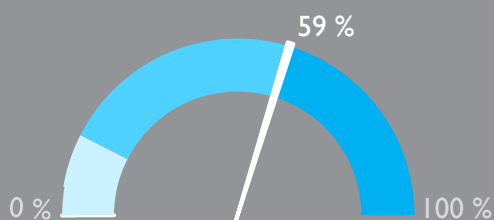
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VIRGINIA RAILWAY EXPRESS  
A better way. A better life.

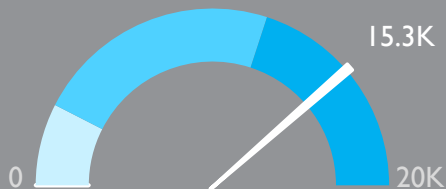


# SUCCESS AT A GLANCE



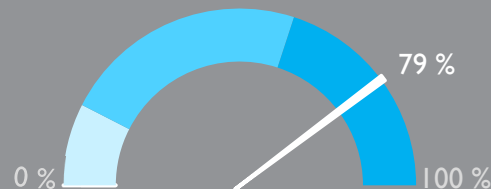
PARKING  
UTILIZATION

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



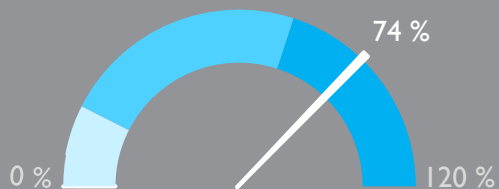
AVERAGE DAILY  
RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.  
Same month, previous year: 14,524



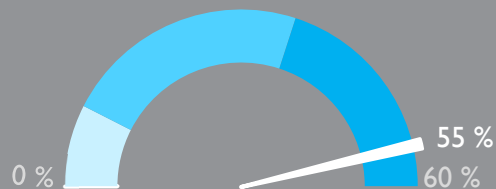
ON-TIME  
PERFORMANCE

Percentage of trains that arrive at their destination within five minutes of the schedule.  
Same month, previous year: 87%



SYSTEM CAPACITY

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by the riders.  
Board-established goal: 52%

December 2019

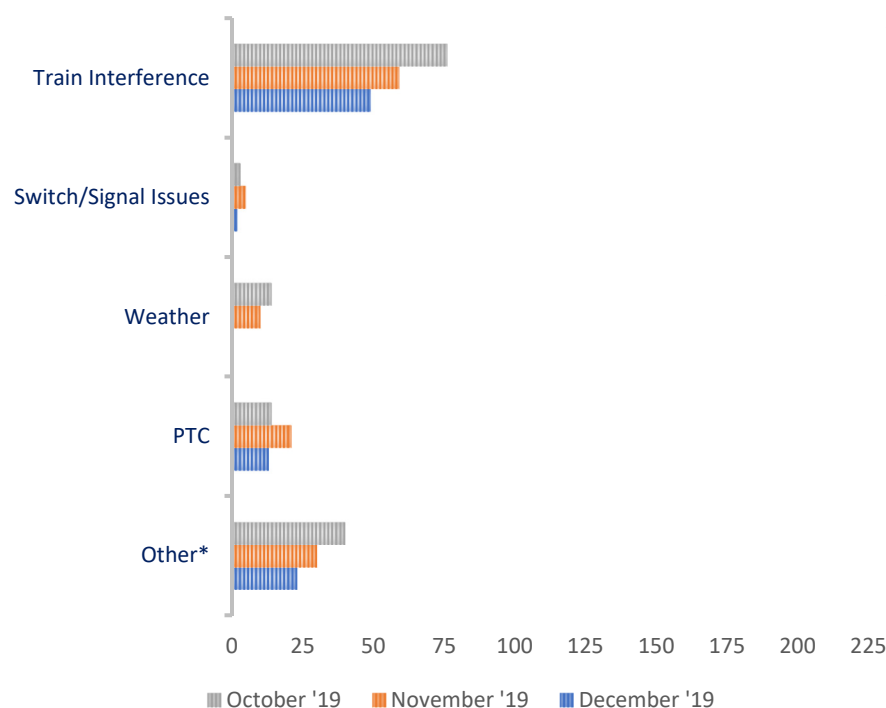


# ON-TIME PERFORMANCE

## OUR RECORD

	December 2019	November 2019	December 2018
Manassas Line	80%	75%	88%
Fredericksburg Line	90%	83%	86%
System Wide	85%	79%	87%

## PRIMARY REASON FOR DELAY



VRE operated 592 trains in December. Our on-time rate for December was 85 percent.

Eighty-seven trains arrived more than five minutes late to their final destinations. Of those late trains, 58 were on the Manassas Line (67 percent), and 29 were on the Fredericksburg Line (33 percent).

At 85 percent, systemwide on-time performance showed improvement. Delay totals in each category fell from November's numbers. Both lines did better than the month prior. Train interference remains the leading cause of delays.

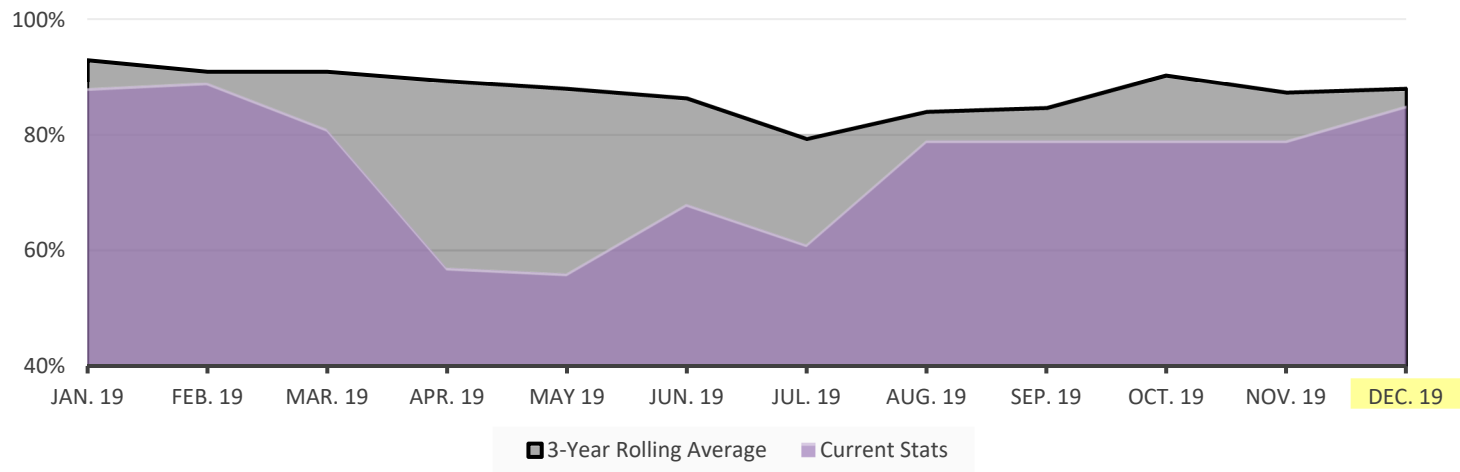
\*Includes trains that were delayed due to operational testing and passenger handling.

## LATE TRAINS

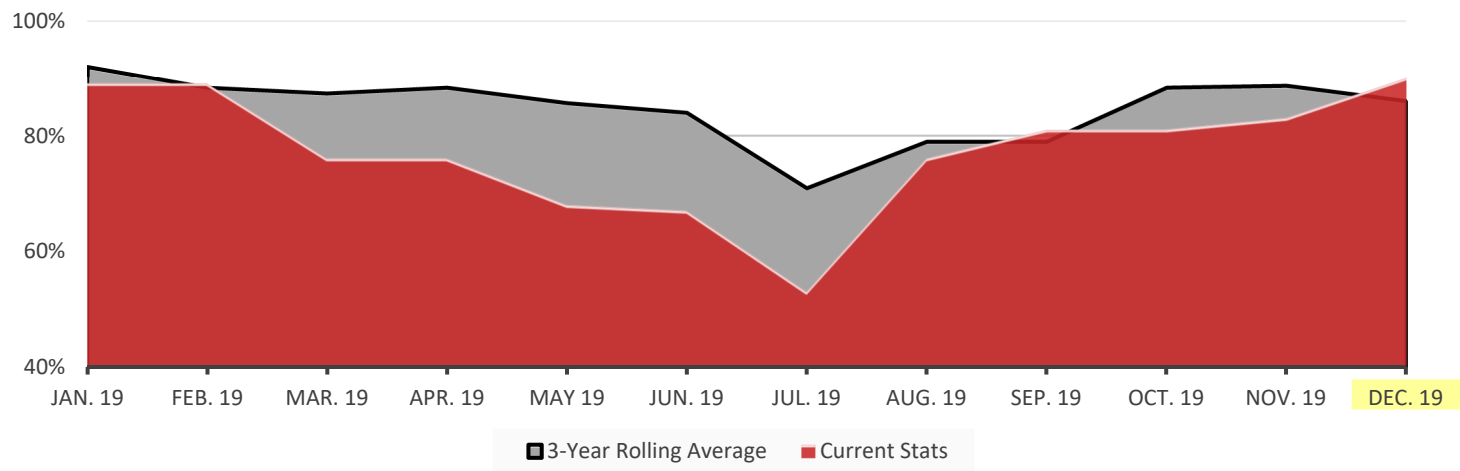
	System Wide			Fredericksburg Line			Manassas Line		
	Oct.	Nov.	Dec.	Oct.	Nov.	Dec.	Oct.	Nov.	Dec.
Total late trains	147	125	87	66	51	29	81	74	58
Average minutes late	14	15	18	15	12	22	14	17	16
Number over 30 minutes	9	6	7	7	1	3	2	5	4
Heat restrictions	3	0	0	3	0	0			

ON-TIME PERFORMANCE

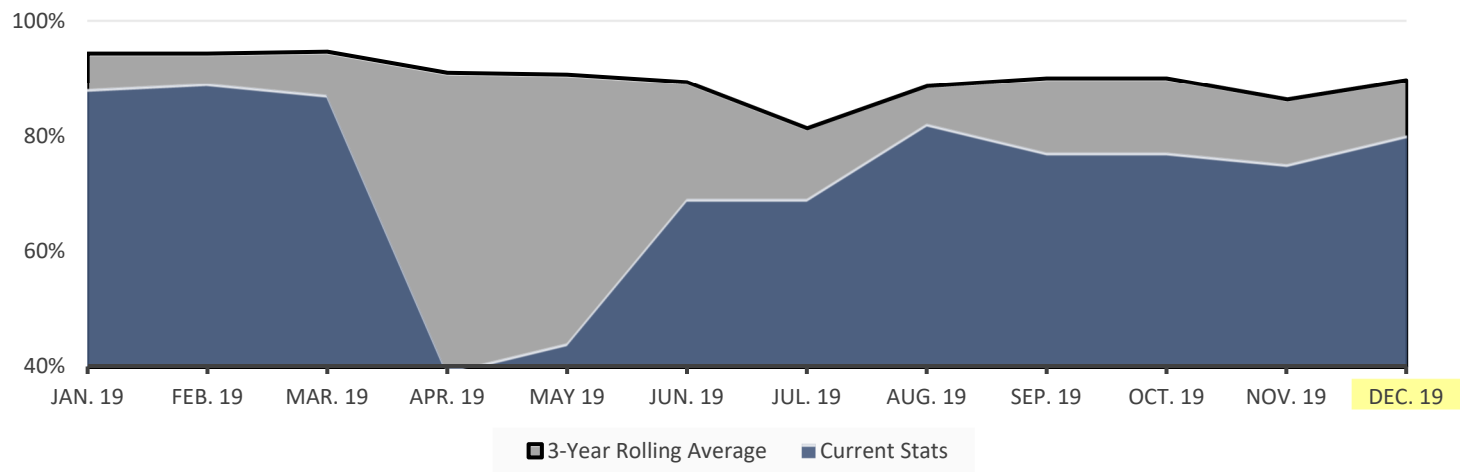
VRE SYSTEM



FREDERICKSBURG LINE

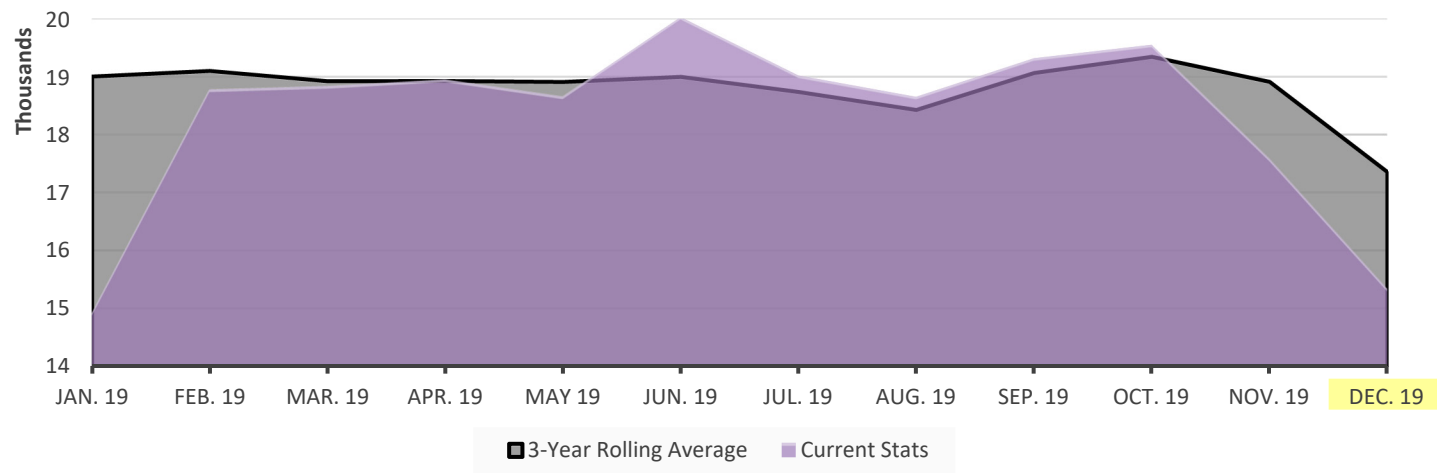


MANASSAS LINE

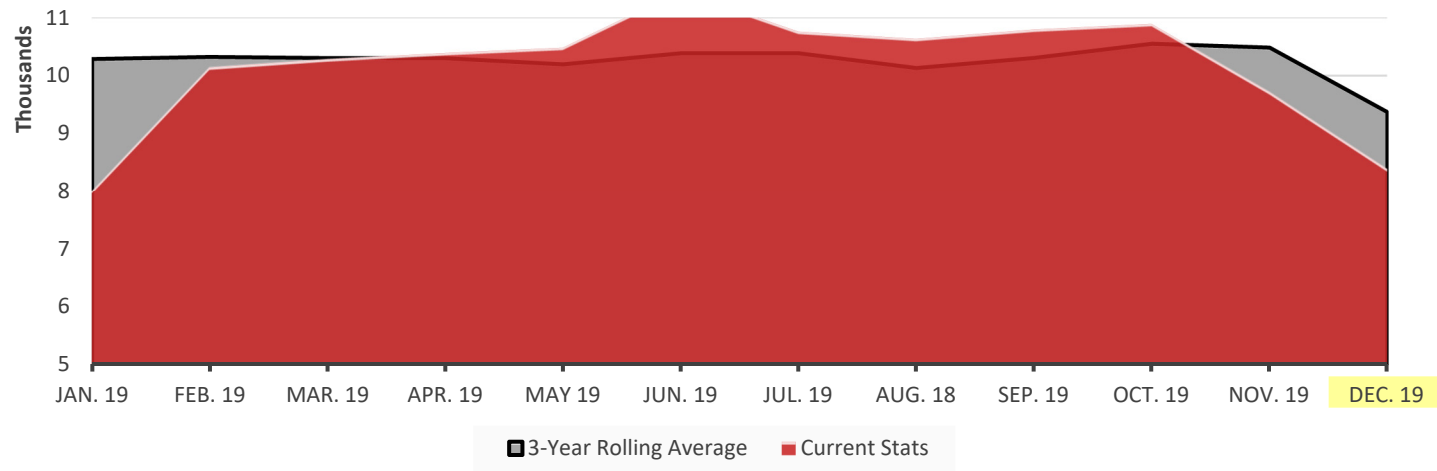


# AVERAGE DAILY RIDERSHIP

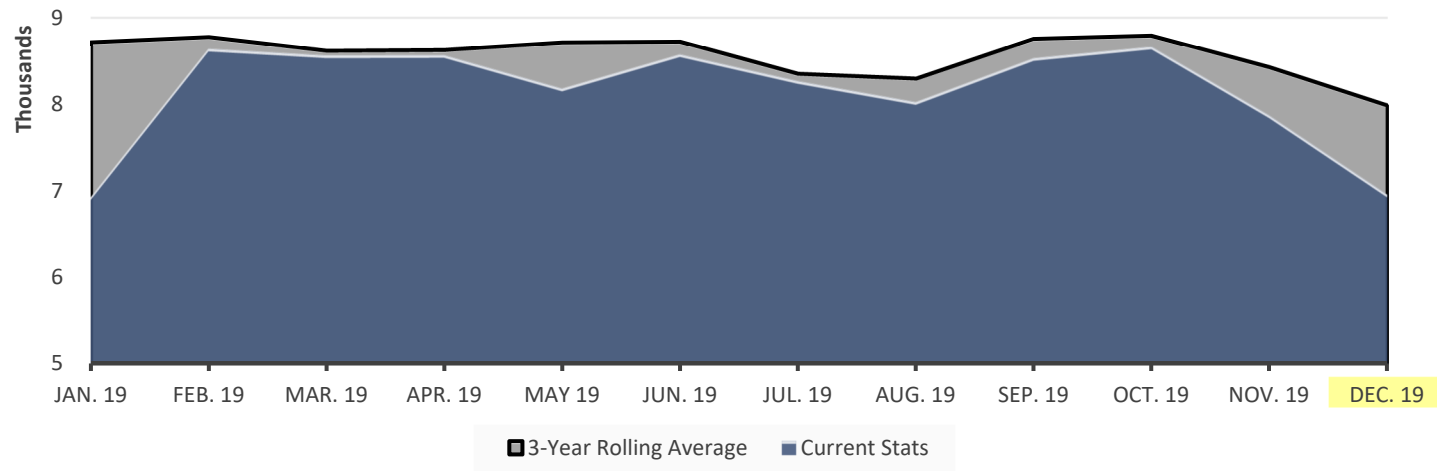
## VRE SYSTEM



## FREDERICKSBURG LINE



## MANASSAS LINE



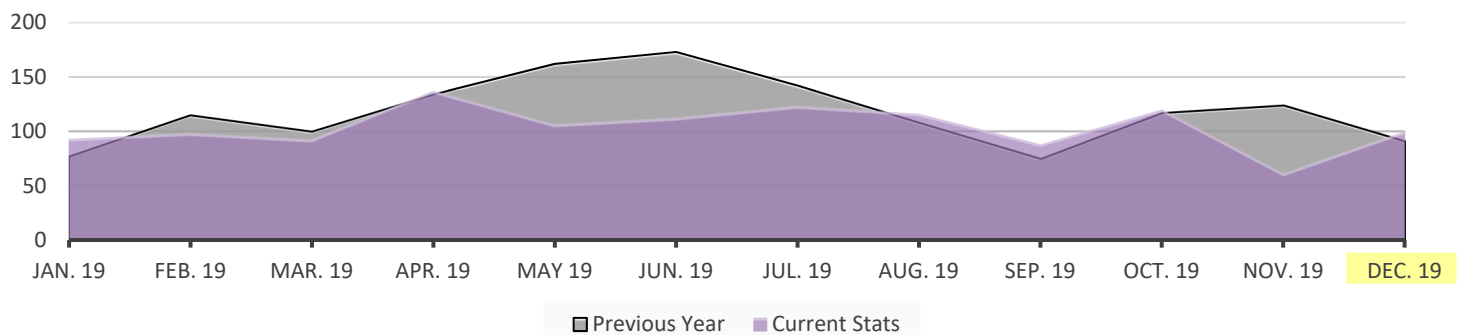
## RIDERSHIP UPDATES

Average daily ridership (ADR) in December was approximately 15,400.

	December 2019	November 2019	December 2018
Monthly Ridership	322,035	334,031	290,480
Average Daily Ridership	15,335	17,581	14,524
Full Service Days	16	19	14
"S" Service Days	5	1	6

## SUMMONSES ISSUED

## VRE SYSTEM

SUMMONSES WAIVED  
OUTSIDE OF COURT

Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	0
One-time courtesy	0
Per the request of the conductor	0
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	0
<b>Total Waived</b>	<b>0</b>

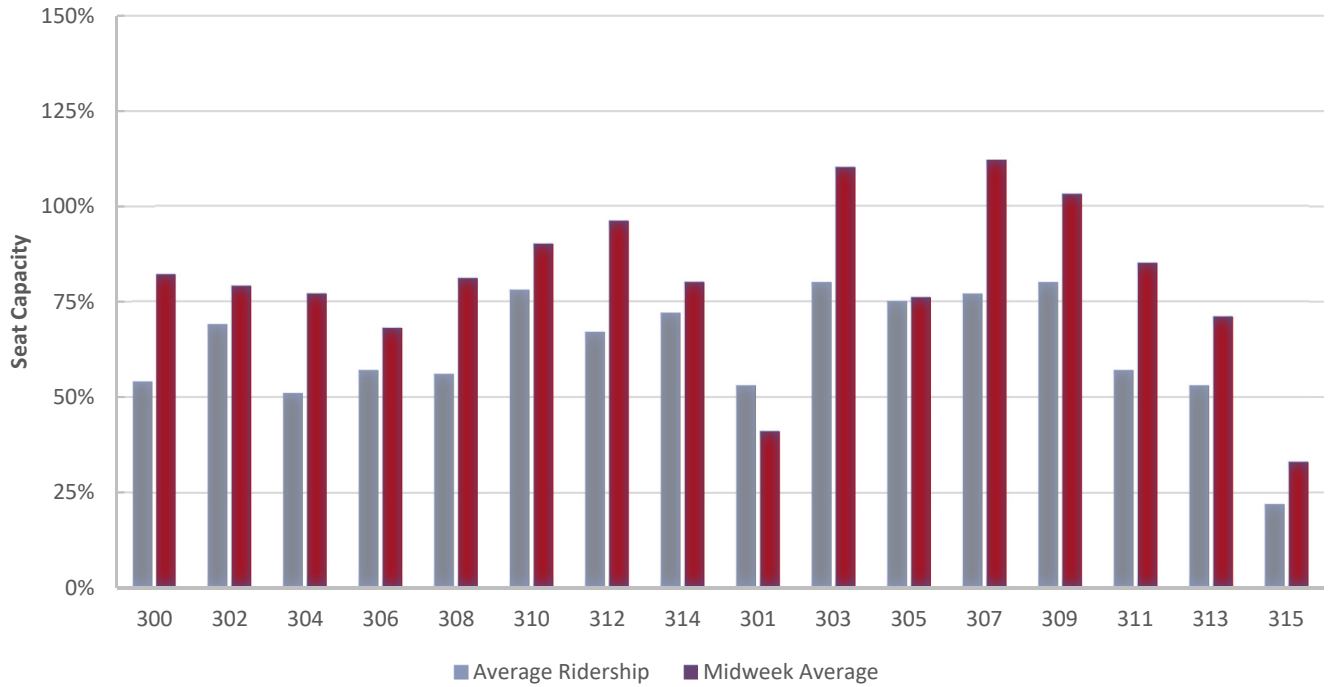
MONTHLY SUMMONSES  
COURT ACTION

There were no court actions in December 2019

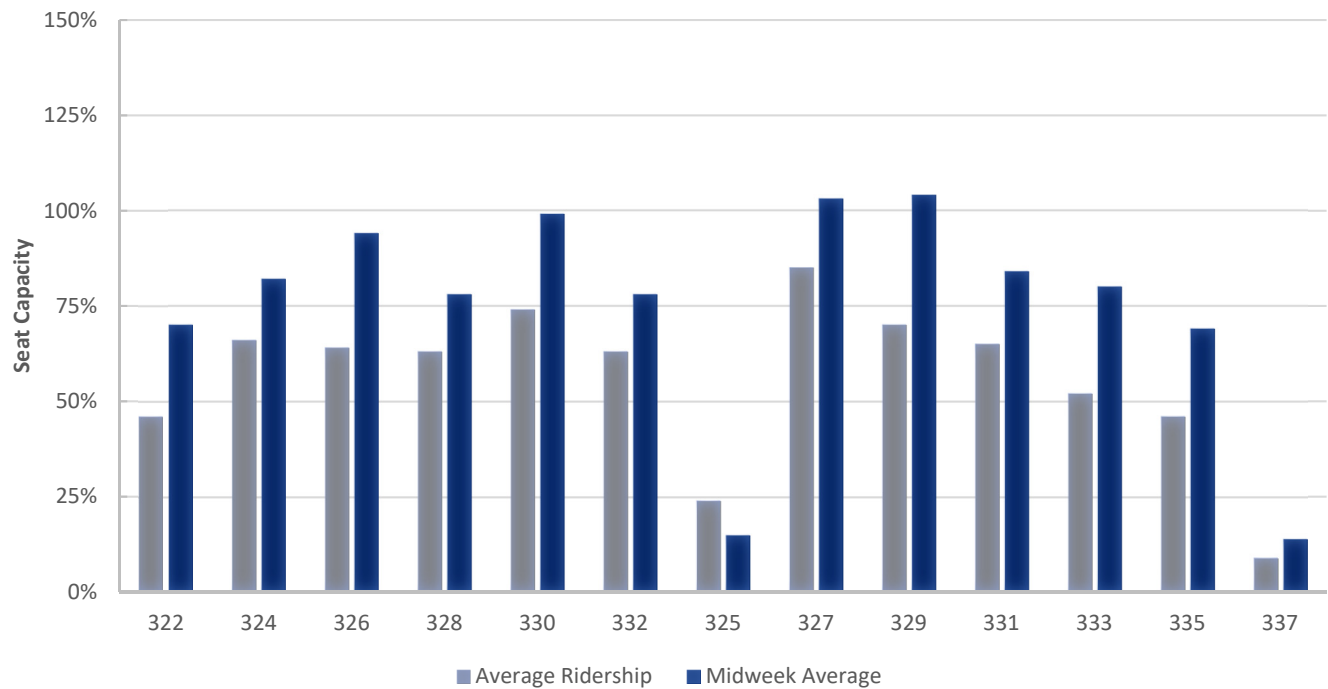


# TRAIN UTILIZATION

## FREDERICKSBURG LINE

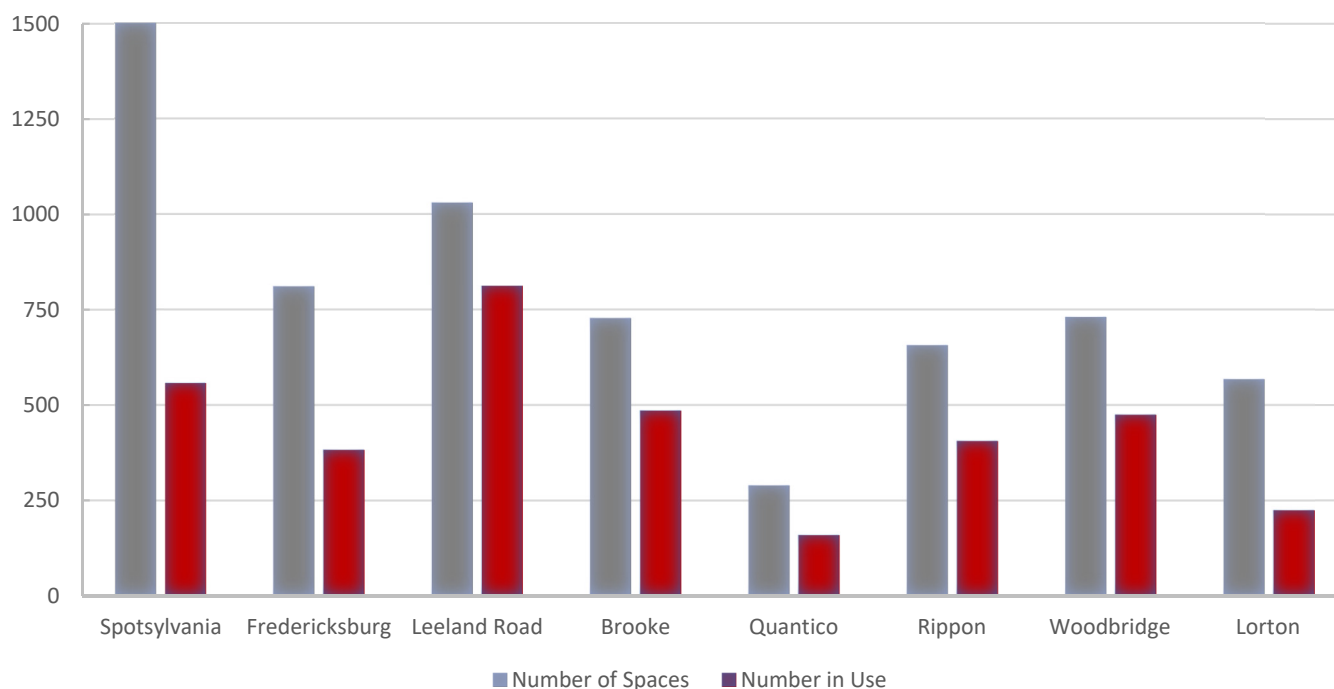


## MANASSAS LINE

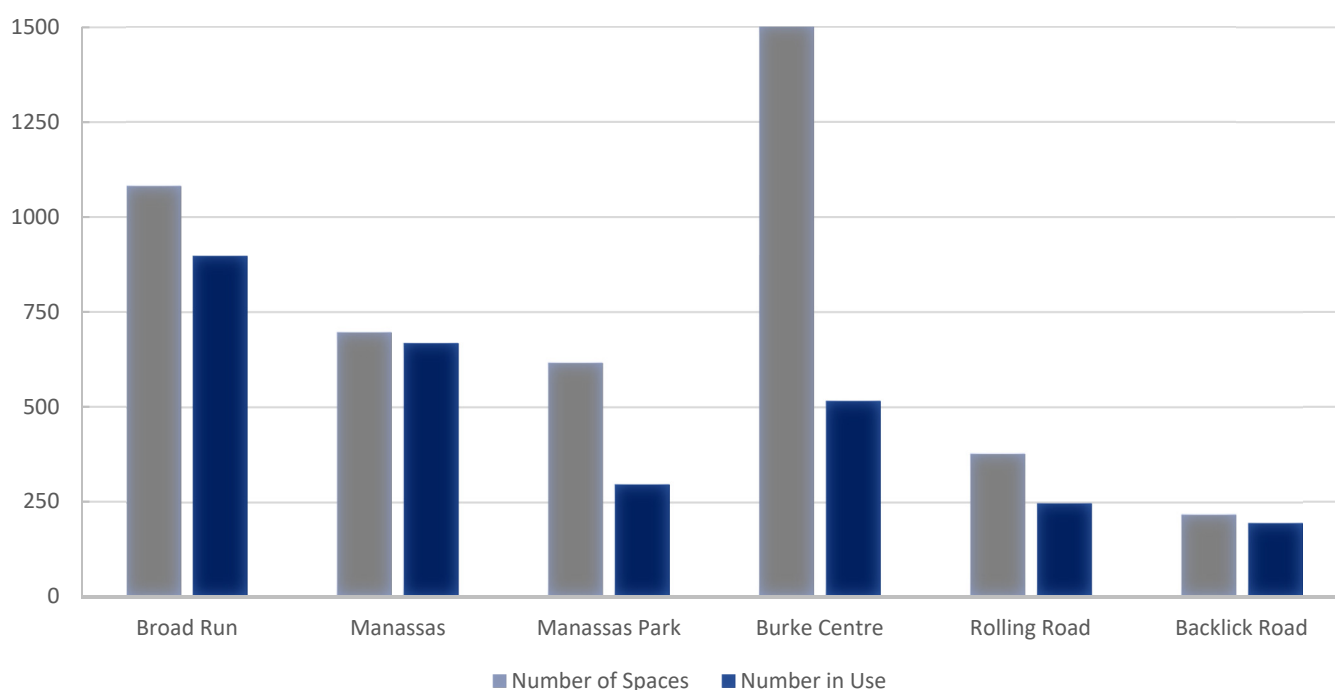


## PARKING UTILIZATION

### FREDERICKSBURG LINE



### MANASSAS LINE



# FINANCIAL REPORT

Fare revenue through the first half of FY 2020 is approximately \$16,000 above budget (a favorable variance of 0.1 percent) and is 4.2 percent above the same period in FY 2019.

The operating ratio through December is 55 percent, which is above VRE's budgeted operating ratio of 52% for the full twelve months of FY 2020. VRE is required to budget a minimum operating ratio of 50 percent.

A summary of the FY 2020 financial results through December follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2020 Operating Budget Report							
Month Ended December 31, 2019							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
<b>Operating Revenue</b>							
Passenger Ticket Revenue	3,449,804	3,650,833	21,920,768	21,905,000	15,768	0.1%	43,810,000
Other Operating Revenue	600	18,750	117,359	112,500	4,859	4.3%	225,000
<b>Subtotal Operating Revenue</b>	<b>3,450,404</b>	<b>3,669,583</b>	<b>22,038,127</b>	<b>22,017,500</b>	<b>20,627</b>	<b>0.1%</b>	<b>44,035,000</b>
Jurisdictional Subsidy (1)	180	-	9,062,209	9,062,209	-	0.0%	13,239,555
Federal/State/Other Jurisdictional Subsidy	2,647,642	3,225,310	16,052,598	16,424,711	(372,113)	-2.3%	32,665,351
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	-
Interest Income	108,669	41,667	774,849	250,000	524,849	209.9%	500,000
<b>Total Operating Revenue</b>	<b>6,206,894</b>	<b>6,936,560</b>	<b>47,927,783</b>	<b>47,754,420</b>	<b>173,363</b>	<b>0.4%</b>	<b>90,439,906</b>
<b>Operating Expenses</b>							
Departmental Operating Expenses	6,437,236	7,261,480	40,068,690	43,497,170	3,428,480	7.9%	84,203,149
Debt Service	518,480	518,480	3,110,909	3,110,879	(30)	0.0%	6,221,757
Other Non-Departmental Expenses	-	1,250	18,500	7,500	(11,000)	0.0%	15,000
<b>Total Operating Expenses</b>	<b>6,955,716</b>	<b>7,781,210</b>	<b>43,198,099</b>	<b>46,615,548</b>	<b>3,417,450</b>	<b>7.3%</b>	<b>90,439,906</b>
<b>Net income (loss) from Operations</b>	<b>(748,821)</b>	<b>(844,650)</b>	<b>4,729,685</b>	<b>1,138,872</b>	<b>3,590,813</b>		<b>-</b>
<b>Operating Ratio</b>			<b>55%</b>	<b>51%</b>	<b>Budgeted Goal</b>	<b>52% 50%</b>	

(1) Total jurisdictional subsidy is \$17,767,748. Portion shown as budgeted is attributed to Operating Fund only.

# COMMUTER RAIL OPERATING AND CAPITAL (C-ROC) FUND QUARTERLY REPORT

## Background

Dedicated C-ROC funding for VRE began on July 1, 2018. The C-ROC Fund receives \$15 million annually (\$1.25 million monthly) from gasoline taxes collected in the NVTC and PRTC regions. C-ROC funds are received from the Department of Motor Vehicles (DMV) and are held by NVTC/VRE in a separate account, in accordance with §33.2-1525.A of the Code of Virginia. The VRE Operations Board and the Commissions approve the projects that are to be funded in whole or in part by the C-ROC Fund, and VRE provides a quarterly report on the C-ROC Fund, including disbursements received, amounts expended, the purpose of the expenditures, and investment and interest earnings.

## C-ROC Fund as of December 31, 2019

A summary of the C-ROC Fund is presented below. Due to lags in the determination of total gasoline tax revenue by DMV and the transfer of funds from DMV to NVTC/VRE, total C-ROC funds received through December are less than total funds earned. As of December 31, 2019, three months of FY 2020 C-ROC funding has been received by NVTC/VRE.

### **C-ROC Fund as of 12/31/2019**

<b>Period</b>	<b>Funds Earned</b>	<b>Funds Received</b>	<b>Interest Earned</b>	<b>Expenditures</b>	<b>C-ROC Account Balance</b>
FY 2020 (Jul-Dec)	\$7,500,000	\$3,750,000	\$164,220	\$0	
<b>Life to Date</b>	<b>\$22,500,000</b>	<b>\$18,750,000</b>	<b>\$281,295</b>	<b>\$0</b>	<b>\$19,031,295</b>

As part of the adoption of the FY 2020 budget, the VRE Operations Board and the Commissions approved the commitment of \$45 million in C-ROC funding to key capital projects – \$30 million for the L'Enfant Station and Fourth Track project and \$15 million for the Crystal City Station Improvements project. This commitment reflects three years of actual and projected C-ROC funding (FY 2019 through FY 2021), and expenditures will be reflected above when construction commences on these projects.

# FACILITIES UPDATE

The following is a status update of VRE facilities projects.

## Completed projects:

1. Repairs to sanitary sewer line at Woodbridge Station building
2. Submission of IFB package for pavement repairs and restriping at Rippon and Leeland Road Stations and Fredericksburg VRE Lot E
3. Submission of IFB package for emergency generator overhauls at Alexandria Headquarters, Fredericksburg office and Woodbridge and Manassas Stations
4. Installation of new glass doors at Alexandria Headquarters Suite 202
5. Submission of IFB package for Alexandria Headquarters Renovations



*One of two new glass doors in the reception area of the Alexandria headquarters.*

## Projects scheduled to be completed this quarter:

1. Installation of electrical conduits and conductors for Variable Messaging System (VMS) at Alexandria Station
2. Submission of IFB package for modernization of east elevator at Woodbridge Station
3. Submission of IFB package for canopy roof replacement at Backlick Road Station
4. Submission of IFB package for painting of Franconia-Springfield Station
5. Submission of IFB package for replacement of tactile warning strips at various stations



*One of two new glass doors in the reception area of the Alexandria headquarters.*

## Projects scheduled to be initiated this quarter:

1. GEC Task Order for design of platform widening at L'Enfant Station
2. GEC Task Order for design of minor structural repairs at Franconia-Springfield, Woodbridge, Rippon and Brooke Stations
3. Replacement of signage at Franconia-Springfield, Woodbridge and Leeland Road Stations
4. Replacement of parking lot light fixtures at Spotsylvania Station
5. GEC Task Order for design of renovations to Alexandria Headquarters
6. Replacement of HVAC system at Alexandria Headquarters Suite 201

Ongoing projects:

1. Replacement of parking lot entrance signs at various stations
2. Replacement of waste and recycling receptacles at various stations

## UPCOMING PROCUREMENTS

- Construction of the Lifecycle Overhaul and Upgrade Facility
- Program management services
- Canopy roof replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station east elevator
- Passenger car wheelchair lift assemblies
- Construction of Rolling Road Station platform extension
- Purchase of LED light fixtures
- Construction of L'Enfant south storage track wayside power
- Variable Messaging System replacement
- Tactile strip replacements
- Pavement repairs and striping at the Rippon and Leeland Road stations and Fredericksburg Lot G
- Franconia-Springfield Station painting services
- Purchase of forklift trucks
- Final design services for VRE Broad Run expansion
- Safety and security consulting services
- Renewal of locomotive head end power engine systems
- Construction of Quantico Station improvements
- Construction management services for the Quantico Station Improvements project

# CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Long Bridge Project Environmental Impact Statement (*study by others*) – Draft environmental impact statement, which identifies a preferred alternative and examines its impacts, was released and published in the Federal Register; DDOT and FRA are reviewing public comments to be addressed in the final environmental impact statement expected in the Summer of 2020.
2. New York Avenue Midday Storage Replacement Facility – continuing due-diligence activities on potential property acquisitions; preliminary design effort has been completed and continue collaboration with Amtrak on project agreements.

Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements (FRS) Draft 90% design plans
4. Lorton Station Second Platform (LOR) Draft 90% design plans
5. Rippon Station Improvements (RIP) Final 30% design plans
6. Brooke Station Improvements (BKV) Final 30% design plans
7. Leeland Road Station Improvements (LLR) Final 30% design plans
8. Broad Run Expansion (BRX) Section 106 Consultation
9. Construction of Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)

Projects or project phases scheduled to be initiated this quarter:

10. IFB for construction of Rolling Road Station Improvements
11. Request for proposals (RFP) advertised for LOU Construction Management

Ongoing projects:

12. Broad Run Expansion (BRX)
13. Manassas Park Parking Improvements
14. Rolling Road Station Improvements
15. Crossroads Maintenance and Storage Facility (MSF) – land acquisition completed
16. Lifecycle Overhaul & Upgrade Facility (LOU)
17. Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
18. Leeland Road Station Improvements
19. Brooke Station Improvements
20. Quantico Station Improvements
21. Rippon Station Improvements
22. Lorton Station Second Platform
23. Franconia-Springfield Station Improvements
24. Alexandria Station Improvements
25. Alexandria Station Track I Access (Slaters Lane)
26. Crystal City Station Improvements
27. L'Enfant Train Storage Track - South
28. L'Enfant Station Improvements
29. New York Avenue Midday Storage Facility
30. Potomac Shores VRE Station – *design by others*
31. Washington Union Station Improvements Environmental Impact Statement – *study by others*
32. DC2RVA Environmental Impact Statement – *study by others*



## Projects Progress Report to Follow

## PASSENGER

PROJECT	DESCRIPTION	PHASE						
		CD	PD	EC	RW	FD	CN	
Alexandria Station Improvements	Eliminate at-grade track crossing, add elevators, modify platforms.	◆	◆	◆	N/A	●		
	Modify Slaters Lane Interlocking for passenger trains on Track #1.	◆	◆	◆	N/A	●		
	Extend and widen East Platform and elevate West Platform.	◆	◆	◆	N/A	●		
Franconia-Springfield Station Improvements	Extend both platforms and widen East Platform for future third track. <span style="color: red;">◆</span>	◆	◆	◆	N/A	●		
Lorton Station Improvements	Construct new second platform with pedestrian overpass. <sup>1</sup>	◆	◆	◆	N/A	●		
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. <sup>1</sup>	◆	●	●	N/A			
Potomac Shores Station Improvements	New VRE station and parking in Prince William County provided by private developer.	◆	●	◆	N/A			
Quantico Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	●		
Brooke Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. <sup>1</sup>	◆	●	●	N/A			
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. <sup>1</sup>	◆	●	●	N/A			
Manassas Park Parking Improvements	Parking garage to increase parking capacity to 1,100 spaces.	◆	◆	●	N/A			
Rolling Road Station Improvements	Extend existing platform and rehabilitate existing station	◆	◆	◆	N/A	●	●	
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A			
L'Enfant Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A			

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

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

<sup>1</sup> Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

<sup>2</sup> Does not include minor (< \$50,000) operating expenditures

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

ESTIMATED COSTS (\$)						STATUS		
Total <sup>1</sup>	Funded	Unfunded	Authorized	Expended <sup>2</sup>	Percent Complete <sup>1</sup>	Project Completion Date		
31,875,014	31,875,014	-	2,382,759	2,193,257	90%	4th QTR 2020	●	Design underway. Stakeholder meetings held 3/1 and 4/3.
7,000,000	7,000,000	-	467,500	270,487	60%	2nd QTR 2019	●	Materials continue to be delivered. Assembly of cross-over has begun.
2,400,000	400,000	2,000,000	-	-	5%	4th QTR 2020	●	Design work on east platform only; west platform improvements unfunded.
13,000,000	13,000,000	-	*	544,676	30%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
16,150,000	16,150,000	-	*	778,541	30%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
16,634,793	16,634,793	-	*	387,598	20%	4th QTR 2023	●	PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
No costs for VRE. Private developer providing station.					10%	TBD	●	Potomac Shores VRE Station design underway to include parking structure.
18,372,949	18,372,949	0	388,784	830,833	30%	TBD	●	FD start 1st QTR 2019. SMART SCALE grant agreement pending.
23,391,019	23,391,019	-	*	374,879	20%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing
15,527,090	15,527,090	-	*	343,268	20%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022	●	Meeting held with Governing Body on 4/3. FD continues.
2,000,000	2,000,000	-	640,503	418,887	70%	3rd QTR 2020	●	Invitation for Bids (IFB) pending NS Construction Agreement and Fairfax County Building Permit.
49,940,000	19,098,463	30,841,537	1,584,619	397,848	30%	2nd QTR 2024	●	PE & EC initiated in Oct 2019 and anticipated completion 3rd QTR 2020.
70,650,000	62,465,721	8,184,279	130,501	65,150	50%	2nd QTR 2023	●	DRPT LONP received. Real estate research in progress under LONP.

## TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Hamilton-to-Crossroads Third Track	2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	◆

## MAINTENANCE AND STORAGE FACILITIES

L'Enfant Train Storage Track - South	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul & Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	■
Crossroads Maintenance and Storage Facility - Land Acquisition	Acquisition of 19.5 acres of land, construction of two storage tracks and related site improvements.	◆	N/A	N/A	●	N/A	N/A
New York Avenue Midday Storage Replacement Facility	Midday storage facility replacement for Ivy City storage facility.	◆	●	●	●		

## ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars.	◆	N/A	N/A	N/A	◆	◆
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●

## PLANNING, COMMUNICATIONS AND IT










Broad Run Expansion (was Gainesville-Haymarket Extension)	NEPA and PE for expanding commuter rail service capacity in Western Prince William County	◆	●	●	-	-	-
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●

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

STATUS: ◆ Completed ● Underway ■ On Hold

<sup>1</sup> Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

<sup>2</sup> Does not include minor (< \$50,000) operating expenditures

Total <sup>1</sup>	ESTIMATED COSTS (\$)				Percent Complete <sup>1</sup>	Project Completion Date	STATUS	
	Funded	Unfunded	Authorized	Expended <sup>2</sup>				
32,500,000	32,500,000	-	33,285,519	30,578,003	90%	3rd QTR 2018		Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,699,610	60%	4th QTR 2019		CSXT Construction Agreement received. CM underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	70%	TBD		Completion of FD pending completion of land acquisition.
2,950,000	2,950,000	-	2,950,000	163,565	100%	1st QTR 2020		Land acquisition has been completed.
89,666,508	89,666,508	-	3,588,305	2,087,050	75%	4th QTR 2021		Preliminary design has been completed and continuing to collaborate with Amtrak on agreements.
75,264,693	75,264,693	-	69,457,809	47,915,644	99%	4th QTR 2020		All cars received. Completion date reflects end of warranty period.
14,191,833	14,191,833	-	10,294,079	7,984,451	95%	4th QTR 2018		Implementation Completed. Final stabilization and familiarization phase in process.
110,700,000	82,526,398	28,173,602	5,855,650	4,539,446	80%	4th QTR 2024		PE design and EC underway. Property acquisition due diligence underway.
3,510,307	3,510,307	-	3,510,627	2,282,853	70%	3rd QTR 2019		Big Commerce/Moovel collaboration underway for web based ticketing portal. Uplift to new platform scheduled for mid-summer.

## NOTES

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## NOTES

[illegible]



## VIRGINIA RAILWAY EXPRESS

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

[VRE.ORG](http://VRE.ORG)







VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

ITEM 6.2  
March 5, 2020  
PRTC Regular Meeting

# VRE Operations Board Meeting

February 21, 2020

**Executive Committee Meeting – 8:30 am**

**Operations Board Meeting - 9:00 am**

**New Board Member Orientation Session – following the  
Operations Board Meeting**

**PRTC Headquarters  
14700 Potomac Mills Road  
Woodbridge, VA 22192**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from the January 17, 2020 VRE Operations Board Meeting
5. Chairman's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Consent Items:
  - A. Authorization to Issue an Invitation for Bids for Overhaul of Emergency Generators
  - B. Authorization to Issue an Invitation for Bids for VRE Headquarters Renovations



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

- C. Authorization to Issue a Request for Proposals for General Engineering Consulting Services for Project Design and Construction Management
  - D. Authorization to Issue a Request for Proposals for Federal Government Relations Services
- 9. Action Items:
  - A. Authorization to Issue a General Planning Consulting Task Order for FY 2020 National Transit Database Data Collection
  - B. Authorization to Execute a Contract for Locomotive Prime Mover Turbochargers
- 10. Information Items:
  - A. Spending Authority Report
  - B. VRE Mobile
- 11. Closed Session
- 12. Operations Board Member's Time

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**The Next VRE Operations Board Meeting  
March 20, 2020 - 9:00 am at PRTC**



# MINUTES

## VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING

February 21, 2020

14700 Potomac Mills Road, Woodbridge, VA 22192

### **Members Present**

\*Walter Alcorn (NVTC)  
\*Andrea Bailey (PRTC)  
\*Preston Banks (PRTC)  
\*Elizabeth Bennet-Parker (NVTC)  
\*Meg Bohmke (PRTC)  
\*Katie Cristol (NVTC)  
\*Margaret Franklin (PRTC)  
\*Matt Kelly (PRTC)  
\*Cindy Shelton (PRTC)  
\*Gary Skinner (PRTC)  
\*Ralph Smith (PRTC)  
\*Dan Storck (NVTC)  
\*James Walkinshaw (NVTC)

### **Jurisdiction**

Fairfax County  
Prince William County  
City of Manassas Park  
City of Alexandria  
Stafford County  
Arlington County  
Prince William County  
City of Fredericksburg  
Stafford County  
Spotsylvania County  
City of Manassas  
Fairfax County  
Fairfax County

### **Members Absent**

Jeanine Lawson (PRTC)  
Jennifer Mitchell (DRPT)

Prince William County  
Commonwealth of Virginia

### **Alternates Present**

\*Victor Angry (PRTC)  
\*Michael McLaughlin (DRPT)  
Ann Wheeler (PRTC)

Prince William County  
Commonwealth of Virginia  
Prince William County

### **Alternates Absent**

Canek Aguirre (NVTC)  
Pete Candland (PRTC)  
Hector Cendejas (PRTC)  
Deborah Frazier (PRTC)  
Libby Garvey (NVTC)  
Jason Graham (PRTC)  
Jeff McKay (NVTC)  
Pam Sebesky (PRTC)

City of Alexandria  
Prince William County  
City of Manassas Park  
Spotsylvania County  
Arlington County  
City of Fredericksburg  
Fairfax County  
City of Manassas

\*Voting Member

\*\*Delineates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

### **Staff and General Public**

Khadra Abdulle – VRE  
Monica Backmon – NVTA  
Rick Canizales – Prince William County  
Matt Cheng – NVTC  
Rich Dalton – VRE  
John Duque – VRE  
Mei Fang – Fairfax County  
Patricia Happ - NVTC  
Xavier Harmony - DRPT  
Chris Henry – VRE  
Pierre Holloman – Arlington County  
Todd Johnson – First Transit  
John Kerins – Keolis  
Sharon Klumpp – Baker-Tilly

Mike Lake – Fairfax County  
Lezlie Lamb – VRE  
Megan Landis – Prince William County  
Steve MacIsaac – VRE Legal Counsel  
Betsy Massie – PRTC  
Kate Mattice – NVTC  
Ryan McManus – Prince William County  
Becky Merriner – PRTC  
Kristin Nutter – VRE  
Dr. Bob Schneider – PRTC  
Mark Schofield – VRE  
Joe Swartz – VRE  
Norine Walker - Systra  
Katherine Youngbluth - DRPT

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

### **Approval of the Agenda – 3**

Ms. Bailey moved, with a second by Ms. Bennett-Parker to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Alcorn, Angry, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Kelly, McLaughlin, Shelton Skinner, Smith, Storck, and Walkinshaw.

### **Approval of the Minutes of the January 17, 2020 VRE Operations Board Meeting – 4**

Ms. Bohmke moved, with a second by Ms. Bennett-Parker, to approve the Minutes from December 20, 2019. The vote in favor was cast by Members Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Kelly, McLaughlin, Shelton Skinner, Smith, Storck, and Walkinshaw. Mr. Alcorn and Mr. Angry abstained.

### **Chairman's Comments – 5**

- Chairman Skinner reminded the Board there will be a New Member Orientation session focused on the VRE budget process and other aspects of VRE finance, following adjournment of the regular Operations Board meeting. This is a public meeting and anyone who wishes is invited to attend.
- The Virginia Transit Association held its annual "Transit Legislative Advocacy Day" in Richmond on January 27<sup>th</sup>. Vice-Chair Bennett-Parker attended the legislative briefing along with staff.
- Chairman Skinner stated the Finance Committee will meet in March after the regular Operations Board meeting.

[Ms. Franklin arrived at 9:10 am]

### **Acting Chief Executive Officer's Report – 6**

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

- Continuing efforts to maintain a safety culture at VRE and Keolis
- Update on the Virginia Rail Transformation Plan
- VRE staff monitoring Virginia's legislative session and the Federal Budget process

- Mid-point update on VRE's FY2020 Budget
- Ridership and On-Time performance metrics
  - OTP for January was 85%
  - Average Daily Ridership for January was 18,428
- Participation in USDOT Human Trafficking awareness event and VRE pledge to participate in DOT's transportation workers training program to recognize the signs and know what to do.

### **Public Comment Time – 7**

The Chairman opened the floor for public comment time. There were no speakers.

### **Consent Items – 8**

Mr. Smith moved, with a second from Ms. Bailey, to approve the following Consent items:

- Authorization to Issue an Invitation for Bids for Overhaul of Emergency Generators – 8A
- Authorization to Issue an Invitation for Bids for VRE Headquarters Renovations– 8B
- Authorization to Issue a Request for Proposals for General Engineering Consulting Services for Project Design and Construction Management – 8C
- Authorization to Issue a Request for Proposals for Federal Government Relations Services – 8D

The vote in favor was cast by Members Alcorn, Angry, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, McLaughlin, Shelton Skinner, Smith, Storck, and Walkinshaw.

### **Action Items – 9**

#### **Authorization to Issue a General Planning Consulting Task Order for FY 2020 National Transit Database Data Collection – 9A**

Mr. Alcorn moved, with a second by Ms. Bailey, to authorize the Acting CEO to issue a Task Order to Vanasse Hangen Brustlin, Inc, under the General Planning Consulting Services Contract, for National Transit Database ridership data collection for FY 2020, in an amount, including contingencies, not to exceed \$167,645.

The vote in favor was cast by Members Alcorn, Angry, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Mitchell, Skinner, Smith, Storck, and Walkinshaw.

#### **Authorization to Execute a Contract for Locomotive Prime Mover Turbochargers – 9B**

Ms. Bailey moved, with a second by Mr. Smith, to authorize the Acting CEO to execute a contract with American Turbocharger Technologies for Locomotive Prime Mover Turbochargers for an amount, including contingencies, not to exceed \$586,190.

The vote in favor was cast by Members Alcorn, Angry, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, McLaughlin, Shelton Skinner, Smith, Storck, and Walkinshaw.

### **Information Items – 10**

#### **Spending Authority Report – 10A**

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

- A Sole Source Purchase Order issued to International Display Systems, Inc. in the amount of \$82,358 for software integration services for the Variable Messaging System proof-of-concept project.
- A blanket Purchase Order issued to Powersolv, Inc., for an amount not to exceed \$99,500 for services supporting the e-Builder project controls solution, on an as-needed basis.

#### VRE Mobile – 10B

Mr. Henry reviewed the development of the mobile phone-based ticketing system. VRE has been notified by the supporting vendor that they are scaling back their mobility-based businesses in North America. VRE is working on the best solution to move forward.

#### VRE CEO Executive Search Effort – 10C

Ms. Cristol reported on the process for the executive search. Ms. Sharon Klumpp from the recruiting firm Baker Tilly discussed the recruitment process.

- Outlined the timeline for the process
- Shared the draft recruitment brochure, which the Executive Search committee will review and approved at the committee meeting that follows the VRE Operations Board meeting.

Chairman Skinner asked if there was any other business. There was none.

Chairman Skinner adjourned the meeting without objection at 10:40 A.M.

Approved this 20<sup>th</sup> day of March 2020

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Gary Skinner  
Chairman

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Jeanine Lawson  
Secretary

#### CERTIFICATION

This certification hereby acknowledges the minutes for the February 21, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

ITEM 6.3  
March 5, 2020  
PRTC Regular Meeting

**Agenda Item 10-A**  
**Information Item**

**To: Chairman Skinner and the VRE Operations Board**

**From: Rich Dalton**

**Date: February 21, 2020**

**Re: Spending Authority Report**

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On May 15, 2015, the VRE Operations Board approved increasing the Chief Executive Officer's spending authority from \$50,000 to \$100,000. It was resolved any purchase of greater than \$50,000 would be communicated to the Board as an information item.

- On January 7, 2020, VRE issued a Sole Source Purchase Order to International Display Systems, Inc. in the amount of \$82,358 for software integration services for the Variable Messaging System (VMS) Proof-of-Concept project. The messaging system being developed by VRE and Amtrak requires the train information platforms utilized by both transit providers be integrated in order to relay information simultaneously to the VMS.
- On January 19, 2020, VRE issued a Blanket Purchase Order to Powersolv, Inc. in an amount not to exceed \$99,500 for support services on an as-needed-basis for VRE's project controls solution, e-Builder, to include enhancements to existing workflows, design of new processes, and training of new and existing end users.



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

**Public Comment Time**

Three (3)-minute limit per person



**PRTC Consent Agenda Action Items**

- 8.1 Approve Consent Agenda**
- 8.2 Acceptance of the Potomac and Rappahannock Transportation Commission Monthly Jurisdictional Financial Report for the Period Ended December 31, 2019**
- 8.3 Authorization to Budget and Appropriate City of Manassas Park's Motor Fuels Tax Funds for Manassas Drive Roadway Improvements**

**MOTION:**

**SECOND:**

**RE:               APPROVE CONSENT AGENDA – MARCH 5, 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 March 5, 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 PERIOD  
ENDED DECEMBER 31, 2019**

**ACTION:**

**WHEREAS**, a financial report for each jurisdiction is prepared each month for presentation to the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission"); and

**WHEREAS**, this report supplies information on the current month and year-to-date motor fuel tax collections; earned interest, other revenues, state administration cost, expenditures, transfers and encumbrances; and

**WHEREAS**, this information covers the PRTC as a whole, as well as each separate jurisdiction.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby accept the Jurisdictional Financial Report for the period ended December 31, 2019, as presented/amended.

**Votes:**

**Ayes:**

**Abstain:**

**Nays:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**

**Fuel Tax Revenues**  
**Budget to Actual**  
**Six Months Ended December 2019**

	<b>FY20 YTD Budget</b>	<b>FY20 YTD Actual</b>	<b>Variance %</b>	<b>Variance \$</b>
Prince William County	7,359,400	8,217,168	12%	857,768
Stafford	2,360,550	2,515,157	7%	154,607
Manassas	538,400	488,090	-9%	(50,310)
Manassas Park	406,650	400,349	-2%	(6,301)
Fredericksburg	865,750	788,917	-9%	(76,833)
Spotsylvania	2,638,250	2,989,682	13%	351,432
Total	14,169,000	15,399,363	9%	1,230,363

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

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2019

FY20 Beginning Fund Balance		\$ 21,944,377.83 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 3,192,204.08	\$ 20,109,327.29
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (784,994.00)	\$ (4,709,964.00)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 2,407,210.08	\$ 15,399,363.29
Interest from Investment	\$ 40,806.49	\$ 226,251.93
Total Tax & Investment Revenue	\$ 2,448,016.57	\$ 15,625,615.22
Expenditures/Transfers	\$ -	\$ (5,754,872.50)
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		\$ 35,040,120.55
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 12,938,636.71
FY20 Projected State Grant (remainder)		\$ -
LESS: Unexpended Adopted Resolutions		\$ (21,134,353.81) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	-	-
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 26,844,403.45 (2)

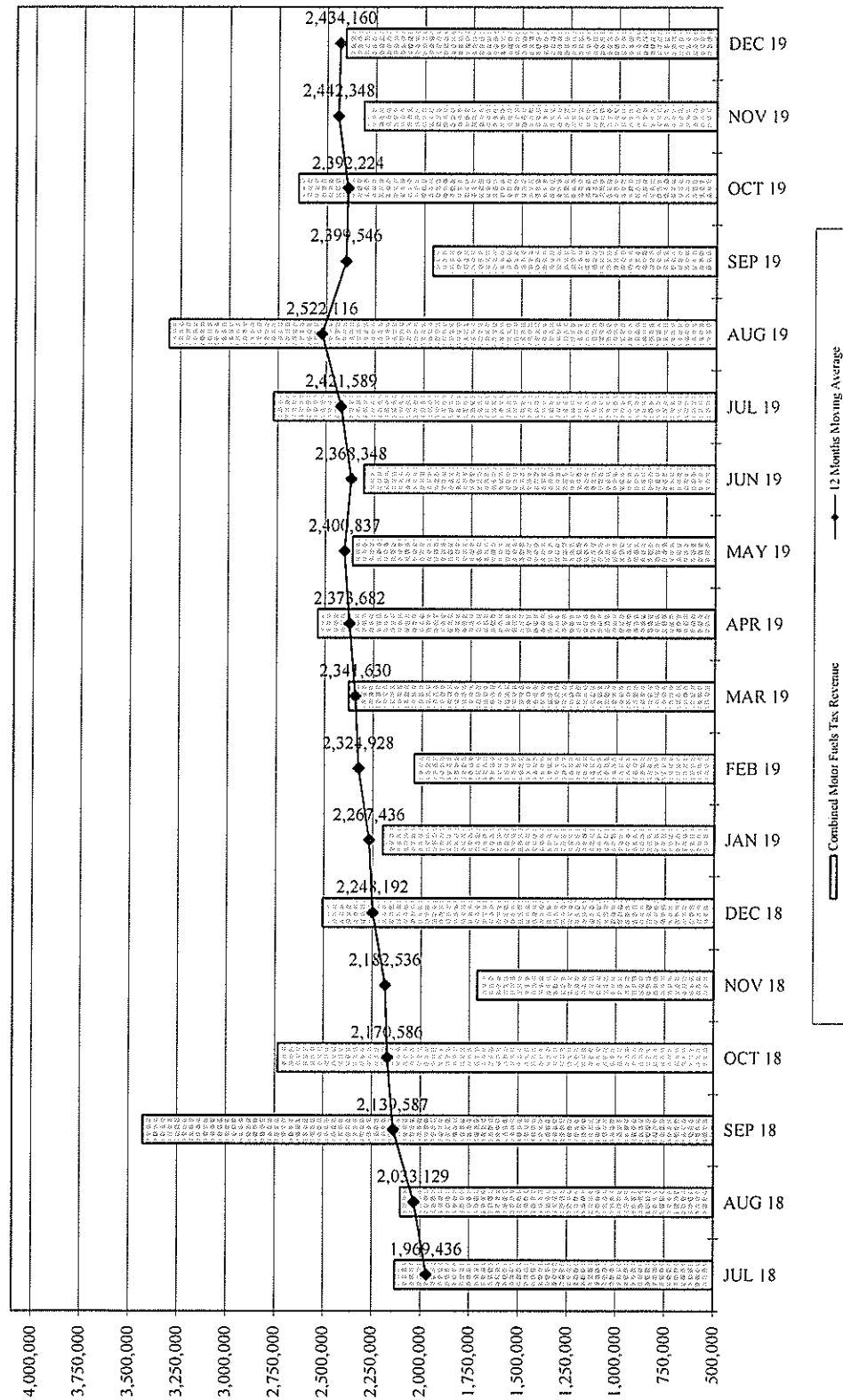
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 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)	\$ 2,529,872.50	\$ 2,529,872.50
19-06-14	\$ 17,848,000.00 (1a)	\$ 3,225,000.00	\$ 14,623,000.00
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
Total	\$ 26,889,226.31	\$ 5,754,872.50	\$ 21,134,353.81 (*)

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

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS FY 19 and FY20



MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2019

FY20 Beginning Fund Balance \$ 9,116,760.25 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 1,639,084.64	\$ 10,719,860.13
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (403,066.84)	\$ (2,502,691.89)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 1,236,017.80	\$ 8,217,168.24
Interest from Investment	\$ 20,133.86	\$ 102,352.90
Total Tax & Investment Revenue	\$ 1,256,151.66	\$ 8,319,521.14
Expenditures/Transfers	\$ -	\$ (2,984,000.00)
PRTC Operating Fund Balance	\$ -	\$ 2,984,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 17,436,281.39
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		6,501,631.76
LESS: Unexpended Adopted Resolutions		\$ (14,057,300.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	0.00	-
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 9,880,613.15 (2)

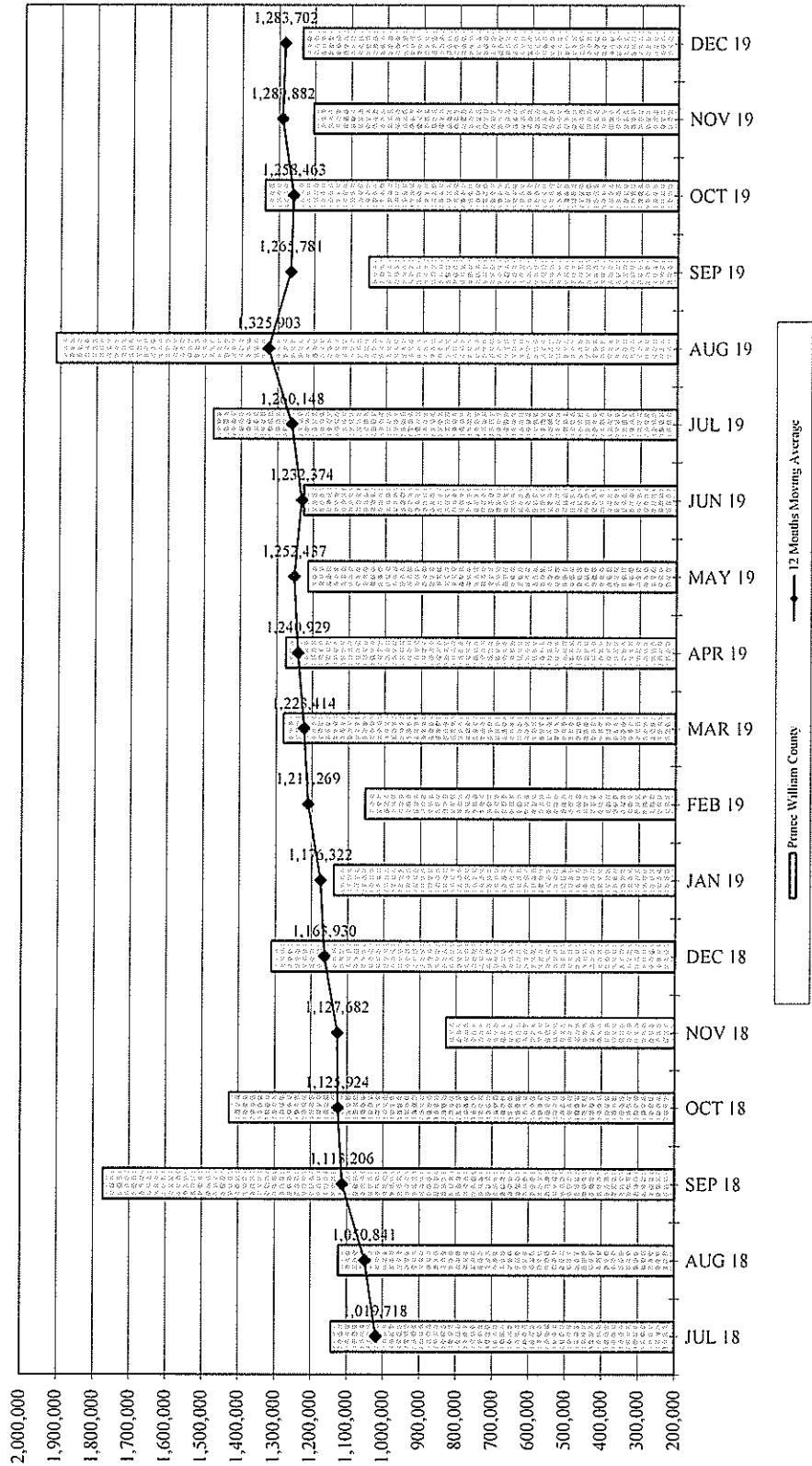
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
19-06-14	\$ 16,868,300.00 (1a)	\$ 2,984,000.00	\$ 13,884,300.00
Total	\$ 17,041,300.00	\$ 2,984,000.00	\$ 14,057,300.00 (*)

(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 FY 19 and FY20





MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2019

FY20 Beginning Fund Balance		\$ 5,653,804.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 543,851.69	\$ 3,287,725.48
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (133,738.41)	\$ (772,568.96)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 410,113.28	\$ 2,515,156.52
Interest from Investment	\$ 8,553.61	\$ 48,742.88
Total Tax & Investment Revenue	\$ 418,666.89	\$ 2,563,899.40
Expenditures/Transfers	\$ -	\$ (1,239,710.00)
PRTC Operating Fund Balance	\$ -	\$ 63,300.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 7,041,294.31
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		2,205,943.48
LESS: Unexpended Adopted Resolutions		\$ (1,217,310.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 8,029,927.79 (2)

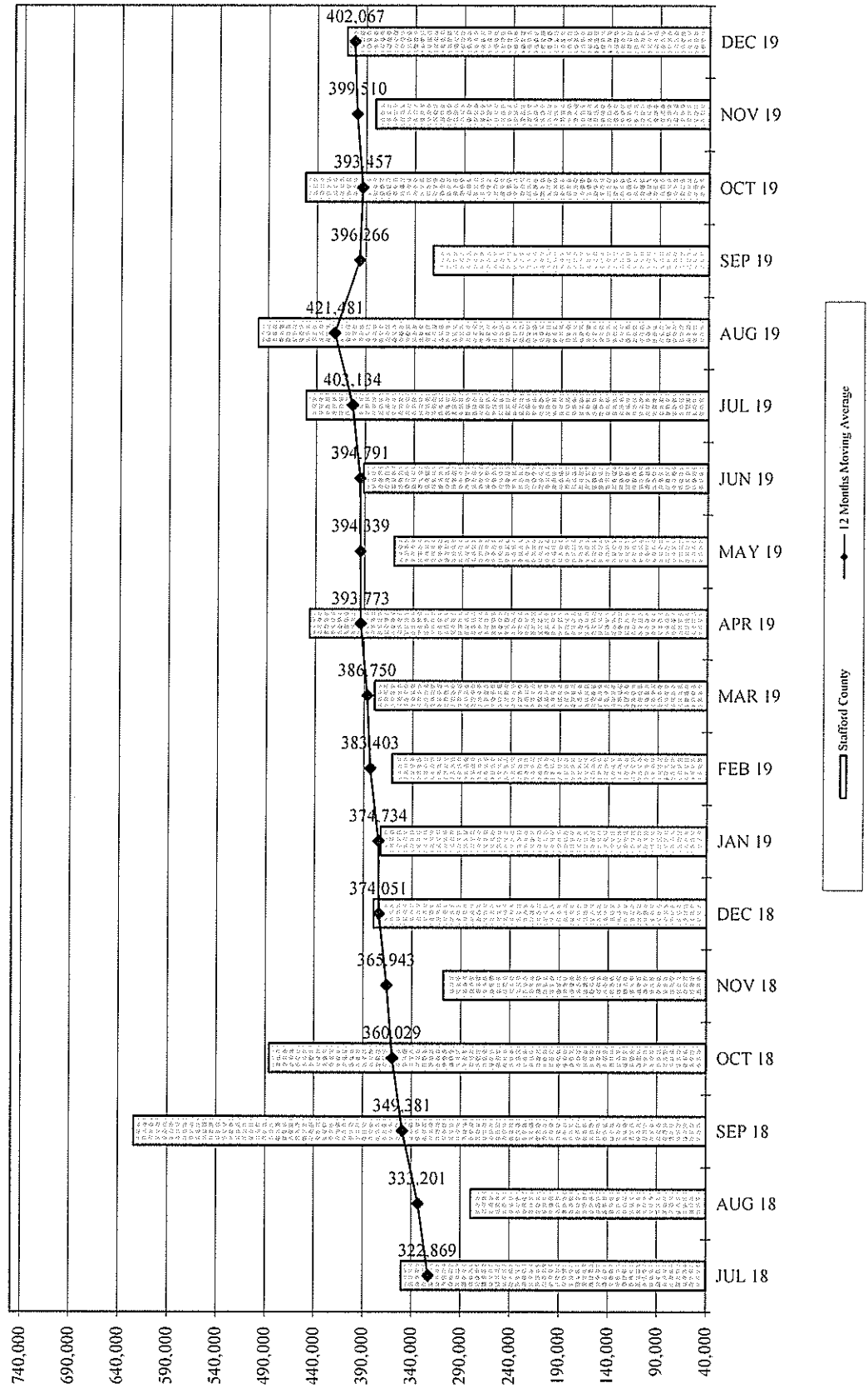
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-11	\$ 2,352,820.00 (1a)	\$ 1,176,410.00	\$ 1,176,410.00
19-06-14	\$ 104,200.00 (1a)	\$ 63,300.00	\$ 40,900.00
Total	\$ 2,457,020.00	\$ 1,239,710.00	\$ 1,217,310.00 (*)

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

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2019

FY20 Beginning Fund Balance		\$	847,558.91	(1)
	Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-
Gross Tax Revenue	\$	96,969.79	\$	640,964.21
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(23,845.81)	\$	(152,874.05)
Less: State Admin Cost	\$	-	\$	-
Net Tax Revenue	\$	73,123.98	\$	488,090.16
Interest from Investment	\$	1,109.38	\$	5,298.30
Total Tax & Investment Revenue	\$	74,233.36	\$	493,388.46
Expenditures/Transfers	\$	-	\$	(397,971.00)
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			\$	993,576.37
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				588,709.84
FY20 Projected State Grant (remainder)				-
LESS: Unexpended Adopted Resolutions			\$	(980,071.00) (*)
Other Financing Sources/(Uses)				
Claims and Judgments		\$0.00		\$0.00
Jurisdictional Reimbursement		\$0.00		\$0.00
Total Projected Unencumbered Balance			\$	602,215.21 (2)

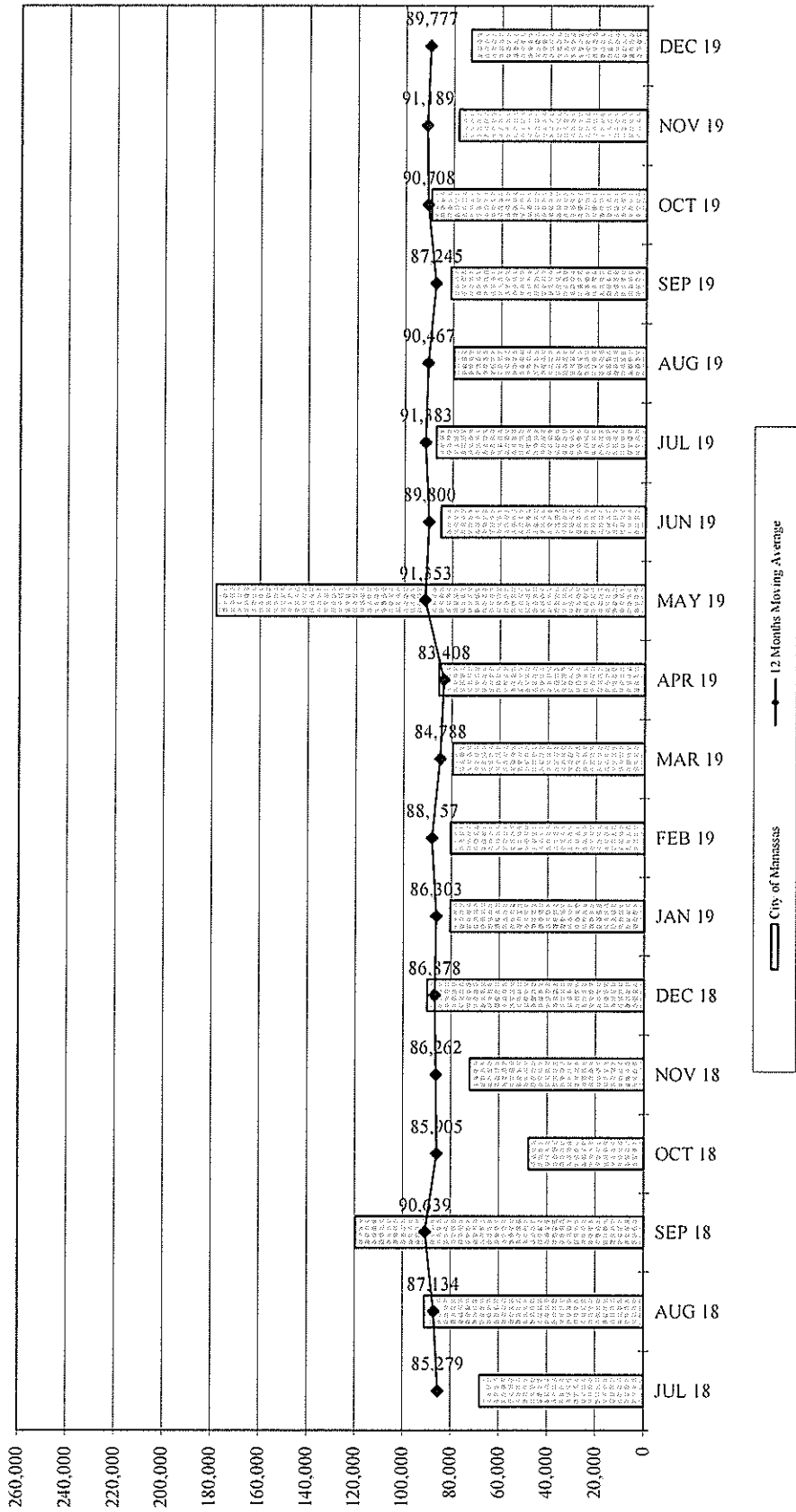
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
19-06-11	\$ 694,742.00 (1a)	\$ 347,371.00	\$ 347,371.00
19-06-14	\$ 471,300.00 (1a)	\$ 50,600.00	\$ 420,700.00
Total	\$ 1,378,042.00	\$ 397,971.00	\$ 980,071.00 (*)

(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 SIX MONTHS ENDING DECEMBER 31, 2019

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

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 84,472.94	\$ 521,384.11
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (20,772.72)	\$ (121,035.08)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 63,700.22	\$ 400,349.03
Interest from Investment	\$ 4,261.98	\$ 28,140.94
Total Tax & Investment Revenue	\$ 67,962.20	\$ 428,489.97
Expenditures/Transfers	\$ -	\$ (229,842.50)
PRTC Operating Fund Balance	\$ -	\$ 27,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		<u>\$ 3,080,723.68</u>

FY20 Projected Motor Fuel Revenue 412,950.97  
(for remainder of fiscal year)

LESS: Unexpended Adopted Resolutions \$ (1,671,146.19) (\*)

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 \$ 1,822,528.46 (2)

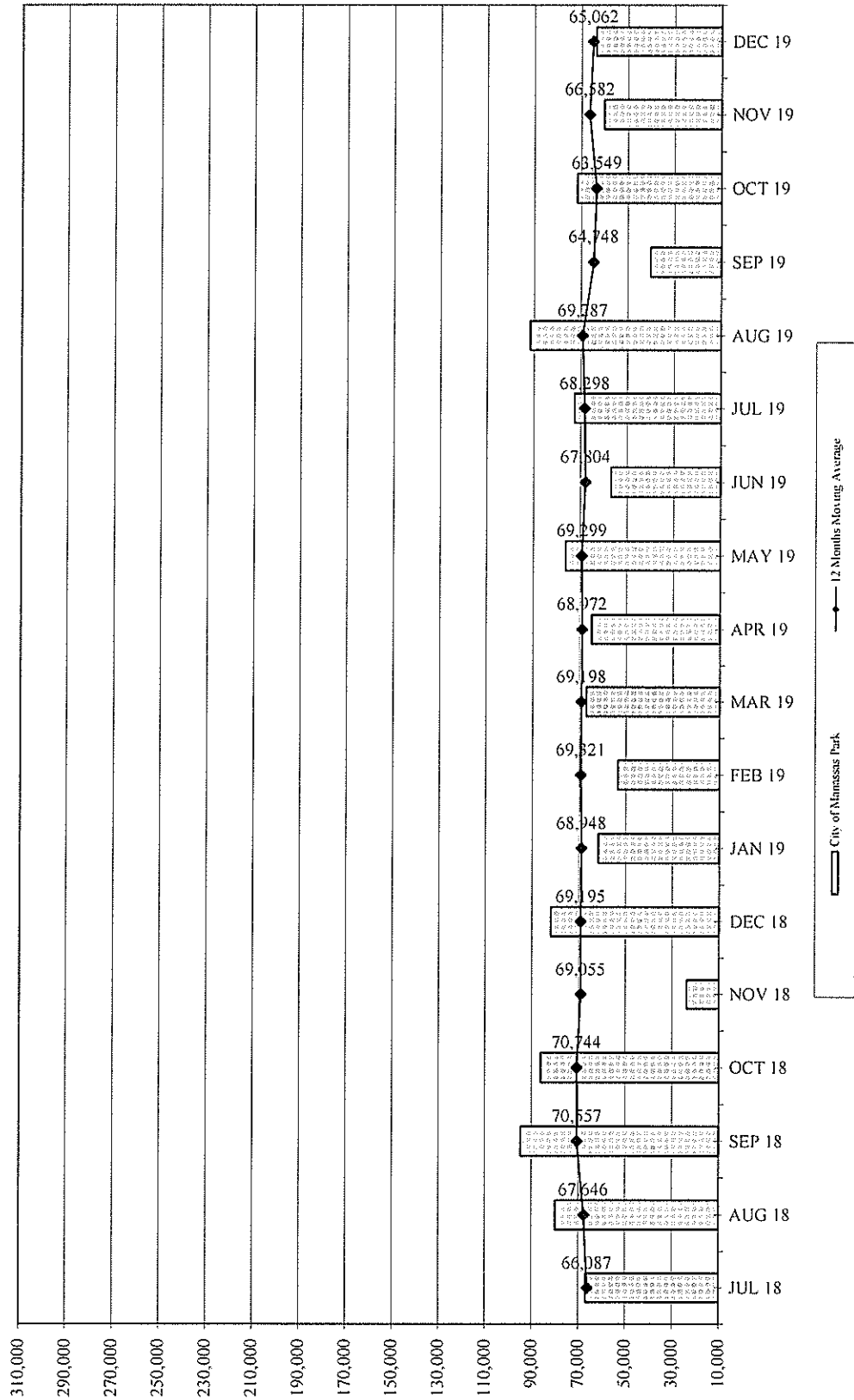
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
19-06-11	\$ 405,485.00 (1a)	\$ 202,742.50	\$ 202,742.50
19-06-14	\$ 249,700.00 (1a)	\$ 27,100.00	\$ 222,600.00
19-11-08	\$ 15,000.00	\$ -	\$ 15,000.00
19-11-09	\$ 10,000.00	\$ -	\$ 10,000.00
Total	<u>\$ 1,900,988.69</u>	<u>\$ 229,842.50</u>	<u>\$ 1,671,146.19</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 SIX MONTHS ENDING DECEMBER 31, 2019

FY20 Beginning Fund Balance			\$ 1,530,475.74 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 162,787.78	\$ 1,030,287.98	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (40,031.10)	\$ (241,370.74)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 122,756.68	\$ 788,917.24	
Interest from Investment	\$ 2,648.28	\$ 14,998.42	
Total Tax & Investment Revenue	\$ 125,404.96	\$ 803,915.66	
Expenditures/Transfers	\$ -	\$ (188,614.00)	
PRTC Operating Fund Balance	\$ -	\$ 28,100.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$ 2,173,877.40
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			942,582.76
LESS: Unexpended Adopted Resolutions			\$ (605,356.00) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 2,511,104.16 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 321,028.00 (1a)	\$ 160,514.00	\$ 160,514.00
19-06-14	\$ 40,300.00 (1a)	\$ 28,100.00	\$ 12,200.00
Total	\$ 793,970.00	\$ 188,614.00	\$ 605,356.00 (*)

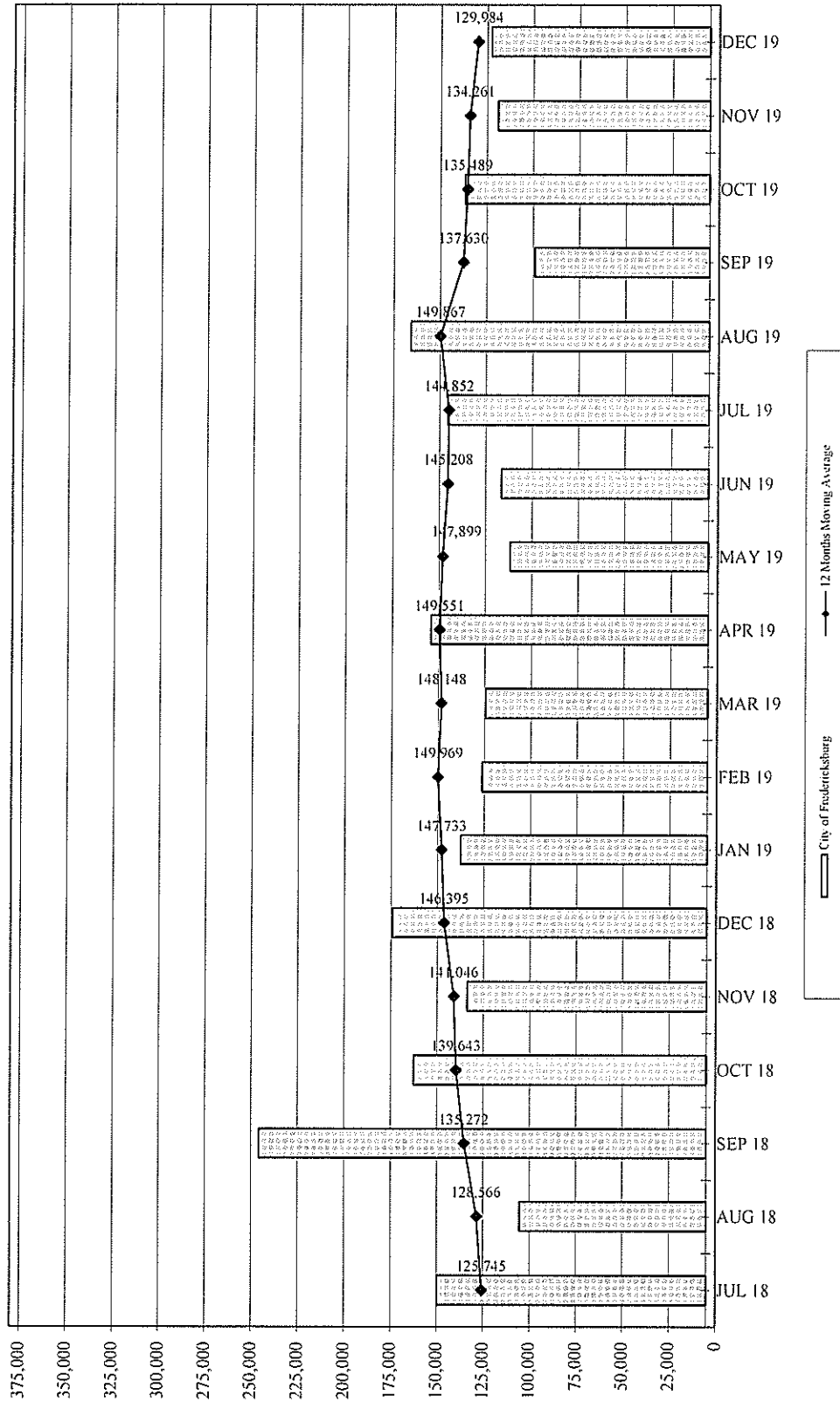
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(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 SIX MONTHS ENDING DECEMBER 31, 2019

FY20 Beginning Fund Balance			\$	1,940,801.81	(1)
		Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-	
Gross Tax Revenue	\$	665,037.24	\$	3,909,105.38	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(163,539.12)	\$	(919,423.28)	
Less: State Admin Cost	\$	-	\$	-	
Net Tax Revenue	\$	501,498.12	\$	2,989,682.10	
Interest from Investment	\$	4,099.38	\$	26,718.49	
Total Tax & Investment Revenue	\$	505,597.50	\$	3,016,400.59	
Expenditures/Transfers	\$	-	\$	(714,735.00)	
PRTC Operating Fund Balance	\$	-	\$	71,900.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	4,314,367.40	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				2,286,817.90	
LESS: Unexpended Adopted Resolutions			\$	(2,603,170.62)	(*)
Other Financing Sources/(Uses)					
Claims and Judgments		\$0.00		\$0.00	
Jurisdictional Reimbursement		\$0.00		\$0.00	
Total Projected Unencumbered Balance			\$	3,998,014.68	(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)	\$ 642,835.00	\$ 642,835.00	
19-06-14	\$ 114,200.00 (1a)	\$ 71,900.00	\$ 42,300.00	
20-01-06	\$ 1,200,000.00	\$ -	\$ 1,200,000.00	
Total	\$ 3,317,905.62	\$ 714,735.00	\$ 2,603,170.62	(*)

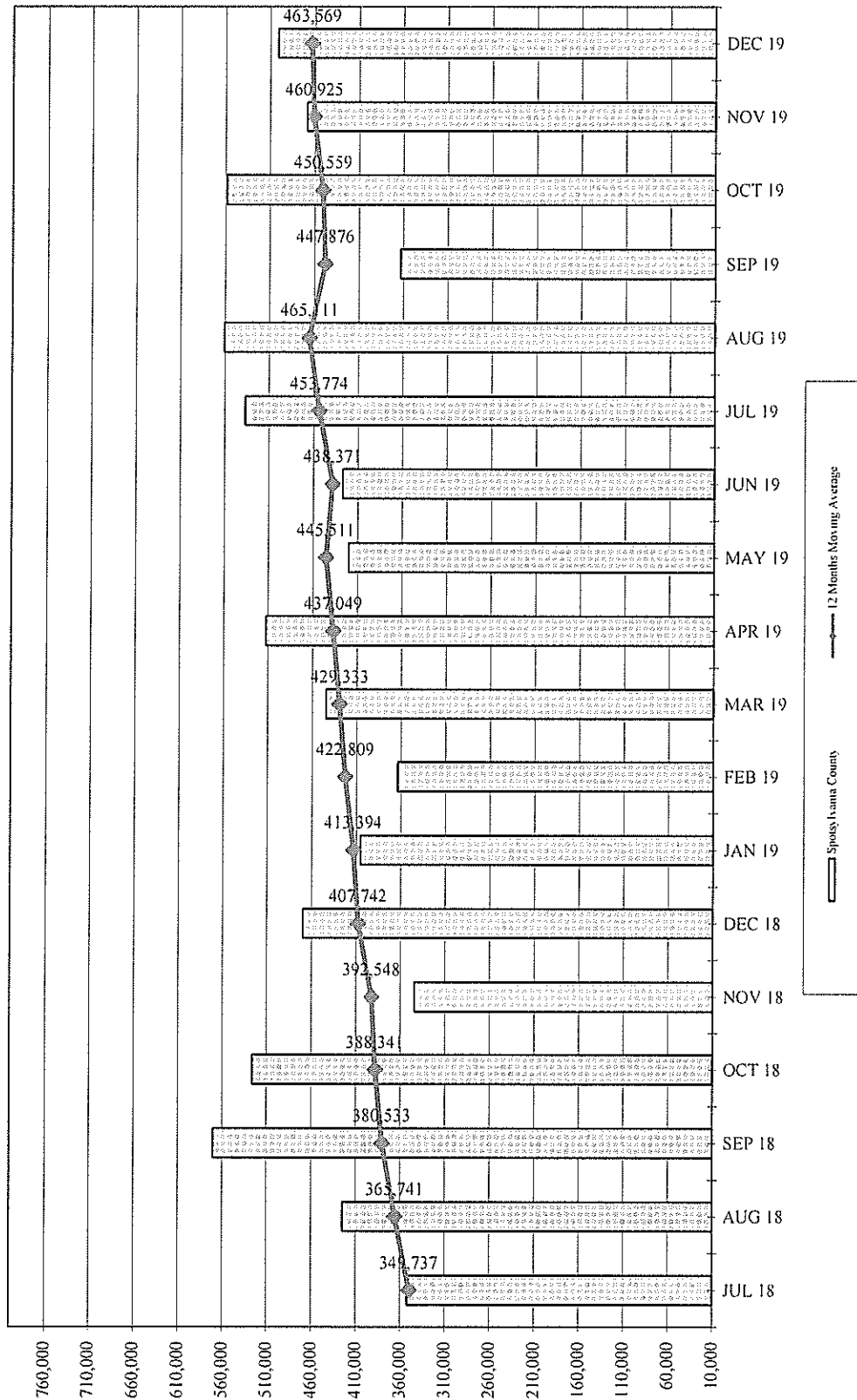
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



**MOTION:**

**SECOND:**

**RE:                    AUTHORIZATION TO BUDGET AND APPROPRIATE CITY OF MANASSAS PARK'S  
                         MOTOR FUELS TAX FUNDS FOR MANASSAS DRIVE ROADWAY IMPROVEMENTS**

**ACTION:**

**WHEREAS**, the City of Manassas Park, by Resolution 16-1000-1198, requests approval to budget and appropriate \$85,000 of motor fuels tax funds for completion of Manassas Drive roadway improvements.

**NOW, THEREFORE BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorizes the budgeting and appropriation of \$85,000 of the City of Manassas Park's fuels tax funds for completion of Manassas Drive roadway improvements.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**

RESOLUTION 16-1000-1198  
CITY OF MANASSAS PARK, VIRGINIA  
December 13, 2016

MOTION: Councilmember Naddoni SECOND: Councilmember Carrera  
Date December 13, 2016

A RESOLUTION AUTHORIZING APPROPRIATION OF MANASSAS PARK  
MOTOR FUELS TAX FUNDS, AS ADMINISTERED BY THE POTOMAC AND  
RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC), IN THE TOTAL  
AMOUNT OF \$85,000

WHEREAS, the City has unencumbered Motor Fuels Tax funds available; and

WHEREAS, sections of Manassas Drive have been identified for resurfacing; and

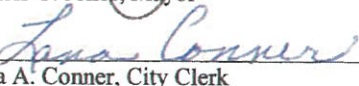
WHEREAS, staff have received estimates for these resurfacing operations from  
an on-call contractor in the amount of \$82,961.20; and

WHEREAS, the Governing Body desires to distribute motor fuels tax funds to  
cover the City's expenses for these Manassas Drive Roadway Improvements.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the City of  
Manassas Park, Virginia, meeting in regular session this 13<sup>th</sup> day of December, 2016,  
does hereby authorize the PRTC to distribute motor fuels tax funds in the amount of  
\$85,000 for the completion of Manassas Drive Roadway Improvements.

Approved December 13, 2016

  
Francis C. Jones, Mayor

  
Lana A. Conner, City Clerk

Ayes: Naddoni, Carrera, Banks, Rishell

Nays: None

Absent: Jones, Polk, Miller

Abstain: None

**PRTC Executive Director's Time**

- 9.1 Follow-Up From Prior Meeting(s)
- 9.2 Executive Director's Report (verbal)
- 9.3 Industry Article: *Metro will Close Three Orange Line Stations for More than Three Months This Summer*  
By Lukas Camby, PRTC Professional Development Fellow

## ***Metro will Close Three Orange Line Stations for More than Three Months this Summer***

**By Lukas Camby, Professional Development Fellow**

Metro has taken great steps to make much needed improvements and updates to the system. In the summer of 2019, stations were shut down while platforms were reconstructed in the outlying stations on the Blue and Yellow Lines for much needed repairs.

WMATA is currently planning for another shutdown period for the outlying Orange Line stations. The stations of Vienna, Dunn Loring, and East Falls Church will all be shut down this summer to address platform reconstruction and other necessary repairs. West Falls Church will remain open as the western terminus. Platforms will be reconstructed, new concrete sealing will be installed, new shelters, digital screens, and other amenities like outlets for phone charging will also be added. As for the East Fall Church Station, one track will remain in service so that Silver and Orange Line trains can pass through to serve the outer stations that are still in service, but will not make passenger stops. Overall, WMATA says it aims to greatly improve to the customer experience and enhance safety with the work to be conducted over the summer. Just like the previous shutdown, the aim is to allow the contractors to get the most out of their time on the work sites by removing revenue service from the project stations. WMATA will also seize the opportunities to perform any needed fixes to the track infrastructure along the closed section. Parking changes to all of the stations except Dunn Loring will also take effect, severely curtailing the already limited capacity at the stations.

During the closures, there will be no parking available at East Falls Church. At West Falls Church, parking will be reduced by 50 percent, leaving 1,100 spots still available in the parking garage, but Metro expects that they will be filled up every day by 7 a.m. At Vienna, there will be 10 percent fewer spaces, leaving 4,200 spaces still available. There will be no parking closures at Dunn Loring.

There will be no train service available at the 3 stations; Metro plans to run shuttle buses that will link the closed stations to West Falls Church and Ballston-MU. These closures will see notable disruption to the normal flow of commuters using various services along the Orange Line route. Services on the Blue Line will also be adjusted to suit the changes in Silver and Orange line with many Orange line trains terminating at Ballston-MU. WMATA plans to maintain service on the Blue Line to near rush hour levels with services running roughly every 8 minutes.

After the work from this summer's shutdown is complete, there will be 10 stations left for work to be done in the Platform Improvement Project. These include: Addison Road, Arlington Cemetery, Cheverly, College Park, Greenbelt, Landover, New Carrollton, Prince George's Plaza, Reagan National Airport, and West Hyattsville.

## **So What? How Will This Impact OmniRide Operations?**

The experience with the Blue line and Yellow line shutdowns this past summer provides PRTC with a helpful example to draw on. We will have to be careful with how we respond to this closure. We will likely not have to run supplementary shuttle buses since this closure is out of our immediate service corridor and PRTC busses do not serve the stations that will be shut down. However, there could be some inconvenience to passengers using the Silver Line due to reduced frequencies of those trains. We might have scenarios where ridership on some Tysons express runs could be low, but see higher ridership on others because the reduced service might cause riders to miss buses and crowd onto later trips in the afternoon. Understanding how our riders on the Linton Hall Metro Express and the Manassas Metro Express will be affected is crucial to ensuring smooth operation during the summer shutdown. In mid-February, WMATA ran a trial run of the planned service changes during the summer.

From 10 a.m. to 6 p.m. Saturday, Orange Line trains are scheduled every 16 minutes between West Falls Church and New Carrollton, with additional trains running between Ballston and New Carrollton. Silver Line trains are scheduled every 16 minutes, with all stations except East Falls Church open. Like the Orange Line trains to and from West Falls Church, Silver Line trains to and from Wiehle-Reston East will pass through East Falls Church without stopping.

During the previous shutdown PRTC ran supplementary shuttle services linking the Franconia-Springfield station to other stops along the VRE corridor that parallels the Blue Line anticipating high levels of congestion. These shuttles turned out to be lightly used, but it allowed us to experiment with a different mechanism to attract riders and coordinate with other transit systems. This demonstrates how ridership on supplementary services during major system closures is difficult to gauge and riders may not react in a manner that is at first expected. PRTC will not have to engage in this level of intervention for this occasion, but the lessons learned will still apply.

We believe we have enough capacity available on all of our western Commuter Express services from Haymarket, Gainesville and Manassas to accommodate a significant amount of additional riders. Summer ridership typically declines slightly to provide even more capacity. However, we will be submitting a grant application to the Department of Rail and Public Transit (DRPT) for funding to add in supplementary trips to alleviate overcrowding, should this be necessary. We will also have a robust marketing plan in place to advertise not only the services we currently operate, but to also focus on other Transit Demand Management tools such as promoting carpools and vanpools. As a region, we are working together to coordinate a menu of options for passengers to consider, and sometimes it takes a few days for commuters to settle into a routine once they have a chance to experiment with what works best.

This shutdown will be an important exercise in our abilities to maintain consistency and keep riders moving as they negotiate what is likely to be a significant disruption for many people in the region.

**Presentations and Information Items**

- 10.1 OmniRide FY21 Proposed Budget - Review of Expenses (presentation)**
- 10.2 Diversity, Equity and Inclusion Assessment and Strategic Plan (presentation)**





# OmniRide FY21 Proposed Budget

## Review of Expenses

March 5, 2020

### Budget Step Recap

- Nov/Dec: Budget Assumptions (forecast)
- Jan: Budget Transmission
- April: Public Hearing/Community Input
- May: Adjustments based on variables
- June: Final budget (Commission approval)



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## Spring Budget Variables:

- State/Federal: Grants & Formula Funds
- New legislation
- Cost savings (fuel, contracts, etc.)
- Policy decision (jurisdictional level)
- Service changes/Western Facility

### FY21 Proposed Budget

Description	Operating	Capital	Total
Passenger Revenue	11,846,000		11,846,000
State Grants	9,660,600	7,720,600	17,381,200
Federal Grants	3,199,800	3,854,400	7,054,200
Jurisdictional Subsidies	19,413,600	3,431,900	22,845,500
Other	359,700		359,700
<b>Total Revenue</b>	<b>44,479,700</b>	<b>15,006,900</b>	<b>59,486,600</b>
Personnel and Fringe Benefits	6,341,000		6,341,000
Contractual Services	31,393,000		31,393,000
Other Services	2,948,900		2,948,900
Materials, Supplies, Minor Equipment	80,800		80,800
Fuel	3,716,000		3,716,000
<b>Total Operating</b>	<b>44,479,700</b>	<b>-</b>	<b>44,479,700</b>
Expansion Bus		4,187,000	4,187,000
Replacement Bus		5,208,500	5,208,500
Bus Rehabs		3,600,300	3,600,300
Staff Vehicles		34,600	34,600
Bus Shelters		200,000	200,000
ADP Hardware		528,000	528,000
ADP Software		521,200	521,200
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
<b>Total Capital</b>	<b>-</b>	<b>15,006,900</b>	<b>15,006,900</b>
<b>Total Expenses</b>	<b>44,479,700</b>	<b>15,006,900</b>	<b>59,486,600</b>



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Nov/Dec  
Assumptions



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## Operating Expense Categories

	<u>Amount</u>	<u>% of budget</u>
➤ Personnel and Fringe Benefits	\$6.34M	14.26%
➤ Contractual Services	31.39M	70.58%
➤ Other Services	2.95M	6.63%
➤ Materials, Supplies & Minor Equip.	0.08M	0.18%
➤ Fuel	<u>3.72M</u>	<u>8.35%</u>
	<u>\$44.48M</u>	<u>100%</u>



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## FY20 / FY21 Budget Comparison – Operating Expenses

Categories	FY20	FY21	Difference
Personnel and Fringe Benefits	6,418,800	6,341,000	(77,800)
Contractual Services	25,990,500	31,393,000	5,402,500
Other Services	2,590,200	2,948,900	358,700
Materials, Supplies, Minor Equipment	83,600	80,800	(2,800)
Fuel	2,994,200	3,716,000	721,800
<b>Total Operating Expenses</b>	<b>38,077,300</b>	<b>44,479,700</b>	<b>6,402,400</b>



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## Personnel and Fringe Benefits

- |  | <u>FY20</u>             | <u>FY21</u> |
|--|-------------------------|-------------|
| ➤ Personnel cost decrease  | \$4.66M                 | \$4.62M     |
| • Includes three new positions                                     |                         |             |
| - Chief Financial Officer  | \$219K salary & fringes |             |
| - Grants Administrator   | \$131K salary & fringes |             |
| - Western Facility Manager   | \$136K salary & fringes |             |
| - Overall reduction of 5 FTES (down from 58.5 FTES in FY20)        |                         |             |
| • Includes 2% COLA; 1% merit                                       |                         |             |
| • Includes \$100K for compensation/parity study impact (2012/2013) |                         |             |
| ➤ Fringe Benefits cost decrease                                    | \$1.76M                 | \$1.72M     |
| • Budgeted Fringe rate – 40%                                       |                         |             |



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## 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 FY20)
- Ongoing western Local service change, including implementation of Paratransit – Dec 2019



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## Contractual Services

	<u>FY20</u>	<u>FY21</u>	<u>Increase</u>
➤ Contractual Services (bus & other)	\$25.99M	\$31.39M	\$5.4M
	<i>total</i>	<i>total</i>	<i>total</i>
• Bus Contract/Incentives	\$22.85M	\$26.53M	\$3.68M
- Grant funded services (included above)	\$1.67M	\$5.03M	\$3.36M
- 91% of increase is grant funded services			
- New bus service contract in process			
- Impact of western facility opening			
• Other Contractual Services	\$3.14M	\$4.86M	\$1.72M
- Facility and Shelter Maintenance	0.64M	0.80M	
- Advertising & Printing	0.70M	0.66M	
- Software Maintenance	0.60M	0.74M	
- Security, Auditing, Legal	0.35M	0.36M	
- Other Professional/Consulting	0.85M	2.30M	

## Other Professional/Consulting Increase

➤ Consulting		\$1.1M
• Ferry Study (50% grant funded)*	\$ .250M	
• I-66 sluglines promotion (100% grant funded) <sup>+</sup>	.287M	
• Vanpool*	.320M	
• Transit center engineering support**	.175M	
• Diversity, equity & inclusion consulting <sup>+</sup>	.078M	
➤ Other Professional		\$ .388M
• Wheels to Wellness (100% PWC)**	\$ .150M	
• Mobile ticketing app (80% grant funded) <sup>+</sup>	.100M	
• Bus wraps**	.070M	
• Compensation study**	.041M	
• Paratransit ADARide <sup>+</sup>	.023M	
• Other	.004M	

<sup>+</sup> essential functions

\*\* near term

\* outlying need



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## Other Services/Materials, Supplies

	<u>FY20</u>	<u>FY21</u>
➤ 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



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## Fuel

	<u>FY20</u>	<u>FY21</u>
➤ Diesel Fuel	\$3.0M	\$3.7M
○ Grant funded services	\$0.35M	\$0.85M
○ Estimated gallons	1.6M	
○ Estimated price per gallon	\$2.30	
○ Fuel futures/hedging through June 2020		



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## Capital Expenditures

	<u>FY20</u>	<u>FY21</u>
➤ Capital	\$6.2M	\$15M
○ OmniRide bus rehabs	\$2.8M	\$3.6M
○ Bus expansion/replacement	2.0M	9.4M
○ Bus Shelters	0.1M	0.2M
○ 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 expansion/replacement \$0.6M state/local



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## Impacts on Subsidies:

### Decreases: Manassas & Manassas Park

- Local Service Restructure
- Change in bus contract from revenue to platform hours
- Operating Staff Reduction (offset by three new positions)

### Increases: Stafford, Spotsylvania & Fredericksburg

- Two new admin positions (CFO, Grants Administrator)
- Consulting (diversity, equity & inclusion)
- Transit center engineering support
- Capital for staff vehicle replacement and transit center board room upgrade (Phase II)
- Documentation and materials provided to non-bus jurisdictions



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## Impacts on Subsidies:

### Increases: Prince William

- Operating Staff Reduction (offset by three new positions)
- Reduced passenger revenue (including \$175K free senior fares) \$-700K
- Loss of federal operating funding (preventive maintenance) \$-1.35M
- Loss of federal/state commuter assistance funding \$-200K
- Western Facility costs (one-time and recurring): \$435K / \$430K
- New Budgeted Professional/Consulting services
  - Wheels to Wellness (\$150K) (paid from past operating budget)
  - Ferry study (\$125K)
  - Diversity, equity & inclusion (\$78K) (paid from past operating budget)
  - Transit center engineering support (\$167K)



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## FY21 Local Subsidy in Brief

Jurisdiction	FY20	FY21	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%

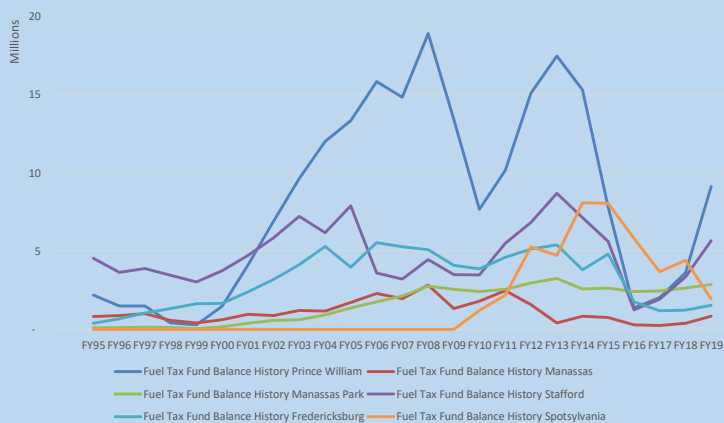


## FY21 – FY26 Local Subsidy Six-Year Implications (assumes known costs)

Jurisdiction	FY21	FY22	FY23	FY24	FY25	FY26
Prince William	\$21.76M	\$19.40M	\$20.00M	\$23.72M	\$21.23M	\$21.69M
Manassas	0.41M	0.38M	0.42M	0.46M	0.44M	0.46M
Manassas Park	0.22M	0.20M	0.22M	0.24M	0.24M	0.25M
Stafford	0.18M	0.16M	0.18M	0.20M	0.22M	0.24M
Fredericksburg	0.07M	0.06M	0.06M	0.07M	0.08M	0.09M
Spotsylvania	0.21M	0.18M	0.20M	0.22M	0.25M	0.27M
<b>Total (Excluding VRE)</b>	<b>\$22.85M</b>	<b>\$20.38M</b>	<b>\$21.08M</b>	<b>\$24.91M</b>	<b>\$22.46M</b>	<b>\$23.00M</b>

Reflects scheduled bus replacements and associated local match for anticipated federal/state funding

## Fuel Tax Balance History





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## Next Steps

- Mar – Apr: Jurisdictional feedback on subsidy limits (prefer to know before public hearings)
- Early May, public hearings/community input
- June: Adjusted budget for Commission approval (balanced)



Thank you!

[OmniRide.com](http://OmniRide.com)

### PWC Motor Fuels Tax Fund Balance History

FY95	\$2,180,985	
FY96	\$1,491,052	
FY97	\$1,495,861	
FY98	\$407,856	
FY99	\$289,559	
FY00	\$1,478,142	
FY01	\$4,109,046	
FY02	\$6,902,344	
FY03	\$9,621,707	
FY04	\$11,994,956	
FY05	\$13,323,936	
FY06	\$15,812,883	
FY07	\$14,819,060	
FY08	\$18,876,473	<i>Final year of PWC general fund support of PRTC</i>
FY09	\$13,397,425	
FY10	\$7,670,620	
FY11	\$10,154,583	
FY12	\$15,085,360	
FY13	\$17,442,576	
FY14	\$15,273,121	
FY15	\$7,835,322	
FY16	\$1,376,282	<i>Final year of PWC funding of VRE from fuel tax</i>
FY17	\$2,027,496	<i>PWC funds \$1,298,017 in cash flow due to low fuel tax collection</i>
FY18	\$3,626,816	
FY19	\$9,116,760	<i>Introduction of fuel tax floor after required VRE CROC reduction (-\$5,236,419)</i>

Prince William County Fuel Tax: Five Year History	FY2015	FY2016	FY2017	FY2018	FY2019
Fund Balance, Beginning, July 1	15,273,121	7,835,322	1,376,282	2,027,496	3,626,816
<b>Revenues:</b>					
Fuel Tax	12,729,572	9,716,530	10,727,996	12,164,220	20,047,135
Interest	5,762	8,197	14,561	26,281	99,328
PRTC Operating Carryforward*	-	4,860,807	2,253,740	3,818,119	5,414,300
Funds from PWC (to cover fuel tax shortfall)	-	-	1,298,017	-	-
Subtotal Revenues	12,735,334	14,585,534	14,294,314	16,008,620	25,560,763
<b>Expenses:</b>					
PRTC Operating/Capital Funding	(14,687,800)	(15,734,900)	(13,643,100)	(14,409,300)	(14,834,400)
VRE perating/Capital Funding**	(5,485,333)	(5,309,674)	-	-	-
VRE Commuter Rail Operating/Capital (CROC)***					(5,236,419)
Subtotal Expenses	(20,173,133)	(21,044,574)	(13,643,100)	(14,409,300)	(20,070,819)
Fund Balance, Ending, June 30	7,835,322	1,376,282	2,027,496	3,626,816	9,116,760
<b>Increase/(decrease) in fund balance (reserve)</b>	<b>(7,437,799)</b>	<b>(6,459,040)</b>	<b>651,214</b>	<b>1,599,320</b>	<b>5,489,944</b>

\*PRTC Carryforward is the return of budgeted funds to the jurisdictions based on cost reductions (i.e, fares, fuel, salary/fringe) during the fiscal year  
 \*\*Beginning July 2017, VRE Operating/Capital funds are no longer paid from motor fuels tax; VRE is now funded from NVTa 30% funds  
 \*\*\*Beginning July 2018, VRE receives \$15 million from motor fuels tax revenues in a CROC funds diverted from NVTC and PRTC jurisdiction collections  
 Example: Prince William County motor fuels collection increased by approx \$10 million, \$5.2M of which was applied to CROC

Comparison of Grant Requests	FY2021	FY2020
<b>Operating Assistance</b>		
	\$35,006,900	\$33,287,500
UL Passenger Trips	2,357,736	2,408,052
Vehicle Revenue Miles	3,086,970	2,980,164
Vehicle Revenue Hours	149,215	146,293
Vehicle Deadhead Miles	1,276,493	
Vehicle Deadhead Hours	72,807	
<b>Capital Assistance</b>		
Mid-Life Bus Overhaul (SGR)	\$3.421 million	N/A
Bus Replacement (2 MCI, 1 40-Ft, 1 30-ft)(SGR)	\$1.988 million	N/A
Rehab/Rebuild Bus, engines, transmissions (SGR)	\$1.175 million	\$1.271 million
Replacement Service Vehicle (SGR)	\$0.034 million	N/A
Facility Related Repairs (SGR)	\$0.192 million	\$0.053 million
Cities of Manassas & Manassas Park Debt Service (SGR)	\$1.006 million	\$0.208 million
Paratransit Vehicle (Minor Enhancement)	\$0.082 million	\$0.183 million
Administrative Capital, hardware (Minor Enhancement)	\$0.210 million	\$0.096 million
Bus Shelters (Minor Enhancement)	\$0.200 million	
Security Enhancement (SGR)		\$0.030 Million
<b>TDM/Mobility Program (Rideshare)</b>	\$0.188 million	\$0.210 million
<b>Intern Program</b>	\$0.038 million	\$0.038 million
<b>I-95 Express Toll Lanes Capital Assistance</b>	\$1.273 million	N/A
<b>I-95 Express Toll Lanes Operating Assistance</b>	\$0.868 million	\$0.868 million
<b>Technical Assistance Grant Program</b>		
PRTC Fast Ferry Business Plan	\$0.500 million	N/A
Facility Assessment and Infrastructure Improvement Strategic Plan	\$0.267 million	N/A
		\$0.125 million
<b>Demonstration Project Grant Program</b>		
Mobile Ticketing	\$0.100 million	N/A
<b>Total Requested Excluding Operating</b>	<b>10.542 million</b>	<b>2.082 million</b>

PRTC expense allocation method, as established by the six jurisdictional partners in the interagency/governing agreements:

<u>Express:</u>	PWC	100%
-----------------	-----	------

Local:

Eastern	PWC	100%
Western	PWC	69.48%
	Manassas	20.19%
	Manassas Park	10.33%
	<i>(Total</i>	<i>100%)</i>

Admin: *(split determined by FY19 fuel tax revenue collection)*

PWC	51.94%
Spotsylvania	18.62%
Stafford	16.66%
Manassas	3.80%
Manassas Park	2.87%
Fredericksburg	6.11%
<i>(Total</i>	<i>100%)</i>

## Discussion Information:

As demonstrated in the above fluctuations of Motor Fuels Tax revenues and the annual fund balance, the fuel tax has not been constricted to a dedicated reserve fund. Fuel tax revenue swings have seen increases of almost 100% (FY18 vs 19) and decreases of near 50% (FY14-15) year-over-year. The fund balance would not be at its current level without the tax floor established in 2018, nor without the significant cost savings implemented by OmniRide in FY2018 & 2019 as demonstrated in the PRTC Carryforward line item. OmniRide has replaced 40 vehicles for nominal local cost, added millions of dollars in externally-funded resources, and is continuing on the same trajectory as the past three years.

The significant changes in this fiscal year's budgetary year-over-year comparison, as described below, and provided in the technical worksheet, are:

- \$2,547,000 reduction in non-local revenues through the loss of federal and state funding and declining fares. These directly support transit operations and can be recovered only by reducing transit operation expenses.
- There are approximately \$1M in one-time capital costs for FY21. A portion is directly related to the up-fit of the Western Maintenance Facility; the balance is for necessary updates to existing hardware and software systems that have been delayed as long as possible.
- Approximately \$850K in annual recurring costs directly associated with the Western Maintenance Facility, of which more than half is associated with routine expenses of utilities, security, and telecom while the other half will be additional personnel for support of the new operational costs (maintenance, operational staff, and field personnel).
- \$1.40M in routine increases in operational costs for an organization where the majority of expense is in labor (3.8% annual budgeted increase for contracted operations is \$900K) plus increases in diesel fuel (\$225K) and routine expenses (health benefits, utilities, and employee compensation).
- OmniRide has made no assumptions regarding any General Assembly legislation that may improve revenues and can only assume static revenue streams.

When combining the significant revenue loss in federal/state funds for operating expense, one-time capital expenses, the new expenses for the Western Maintenance Facility and the regular cost of operations, this creates a seemingly sudden crisis. However, almost all increases have been projected in outlying budget years and known to the jurisdictional finance staffs. Some of the capital needs, as shown in the attached FY21 vs FY20 grant request document shows we are attempting to leverage even more external funding than last year and expand commuter based services.

Despite the influx of millions of new dollars in annual fuel tax funds, (i.e. \$10M for Prince William), a significant portion (CROC) is diverted to VRE and reduced the available motor fuels tax revenues for the fund balance for transportation programs.

## Key factors impacting budget:

### Revenues:

- Loss of Federal and State Funding, recurring: (-\$1,550,000)
  - -\$200,000: State & Federal reduction of Commuter Assistance funding—OmniRide has historically offset printing, website, and marketing/information from these funds.
  - -\$1,350,000: Reduction in expected preventive maintenance-eligible federal funding. Section 5339 funds may not be used for preventive maintenance expenses. For FY21, these funds may only be used for new bus and bus facilities acquisition, which accelerates new vehicle purchases but does not lower local operating expense.
  - Staff does not recommend service changes to reduce costs at this time. Legislation introduced in January 2020 at the General Assembly may offset some of these expenses. Based on the budget process of bus-sponsoring jurisdictions (April/May 2020) and the Commonwealth (May/June 2020), staff will be prepared to make cost-reducing recommendations in operations expenses, if necessary.
- OmniRide Retained Fares (-704,700):
  - No fare increase is recommended for the initial FY21 budget presentation. Five fare increases occurred between July 2010 and July 2017 (31.5% total) and increased three consecutive during FY16-18 (11% total).
  - Fares revenues are paid predominantly by the federal Smart Benefits plan through our customers. OmniRide Express current base SmarTrip fare of \$6.90 outpaces the federal allotment ( $\$270/\$6.90 = 39$  one way trips—or 19.5 work days) and customers either pay out of pocket or slug to save the \$13.80 per-day in additional costs. Historical data shows that our increase in fares does not proportionally increase revenue significantly unless it is paired with an increase in the Smart Benefits plan, which increased by only \$5 last year (and we still outpace that expense).
  - (-529,700) Data is showing that new ridership is occurring on grant-sponsored routes. By rule fares collected on grant-sponsored routes must be deducted from the grant draw-down from the operating expense reimbursement. New services, especially those in Western Prince William have significantly siphoned ridership from the Portsmouth services, among others, which converts those fares from revenues retained by OmniRide to those offsetting grant funding. Unless the *entire route is profitable*, increased fares actually earns money for the state vs. OmniRide.
  - (-175,000): SeniorFREEDOM Initiative: Annual recurring expense for fares on local/Metro Express services. This initiative was developed in partnership with the greater Prince William social services communities, along with feedback from independent living, aging, and veteran organizations. The actual expense is directly tied to current seniors riding existing services; the benefit, however, expands beyond the initial expense as it eliminates the significant fare barrier to



transit access for seniors, especially those with more frequent needs for health care transportation. It is possible this may also provide an offset for demand in the Wheels-to-Wellness program, while also reducing transportation costs in other parts of the community.

- Staff recommends waiting for the new federal budget process and examining whether increases are made to the commuter transit benefit and coupling fare and benefits increases in FY22. Staff will also watch ridership trends to reduce underperforming routes and re-direct resources to offset expenses.

#### Expenses:

- Western Maintenance & Operations Facility (WEF):
  - Non-recurring: \$441,000. For FY21 there are one-time capital costs associated with upfit of the facility to include workspaces, IT/telecom, system-provided maintenance equipment, and other associated non-recurring expenses. A \$2M construction contingency fund was programmed in FY18/19. Should construction costs stay below \$2M contingency threshold, these funds can offset up-fit and other capital costs. The contingency balance will remain unknown until the next fiscal year.
  - Recurring: \$435,600. For FY21, these are annual operations costs associated with the new facility, to include key areas of utilities, facility maintenance, building security, IT/telecom, and additional personnel for key functions. This does not include additional contracted transit service employees/expenses. These were first included in the 6-year budget beginning in FY2017 and have been included in each 6-year budget thereafter.

#### Programs & Services:

- Wheels-to-Wellness: \$150,000, annual recurring expense; Taxi voucher program for seniors and persons with disabilities living 1.9x below the federal poverty level. Actual spending may be reduced through other fare incentive programs, such as fare-free fixed route transit for senior citizens on local/Metro Express.
- Fast Ferry Business Plan Grant Match: \$125,000 – OmniRide proposes a grant match of 50% (\$125K of a total of \$250K) for a DRPT grant to develop a Stage 1 business plan to translate potential service from Woodbridge to/from Joint Base Anacostia-Boling. The remaining share would come from DRPT. This would provide the basis for any additional aspects such as tourism or additional destinations (i.e. The Wharf/Georgetown). Prince William County has supported exploration of alternate public transportation options but without prior fiscal commitment. Stage 2 of the process would identify the formal start-up process and procurement of contracted ferry services.

#### Operating Expenses, significant cost factors:

- Bus Service Contractor (i.e., Contract Operator): \$3,692,300 recurring.
  - \$3.35M is 100% grant-funded expense
  - Projected annual increase of 3.8% (\$900K)

- Offset of costs by reducing total deadhead volumes upon opening of Western Facility; projected expansion of paratransit into flex-service zones based on FY20 utilization.
  - Start-up cost if new contractor selected (3 consecutive years): \$330K
- Salary & Fringe: \$-77,800 (*actual reduction*). Includes: 2% COLA, 1% merit and \$100K in parity study impacts; includes projected health, retirements and other benefits increases; Includes new Grants Administrator and Chief Financial Officer.
- Hardware/Software: \$472,700, non-recurring; \$147,700, recurring.
- Fuel Expenses Projections: \$721,800, recurring: Diesel fuel expenses. Local portion is \$224,300; \$497,500 is grant funded.

#### Professional & Technical Services/Consulting:

- Class and Compensation Study: \$41,000, non-recurring. This is funded jointly with VRE, to examine the employee classification system, the comparable salaries within the region, and the recommended re-classification of positions.
- OmniRide Woodbridge Facility Review and Engineering: \$175,000, non-recurring. This would perform a review of the entire property footprint of the Woodbridge OmniRide facility to assess the 25-year old building and grounds and develop engineering plans and recommendations for HVAC, electrical, plumbing, structural, and workspace/vehicle utilization needs. Also critical is the use of passenger waiting areas, exterior restroom facilities, and available bus bays. This also includes review and plans for upgrades to the mechanic workbays, fuel island, bus wash, storm-water drainage, and security needs.
- Diversity, Equity & Inclusion Services: \$78,000 recurring. Includes employee conflict resolution (ad hoc), external support for employee-led implementation working group, dedicated training for employees, managers, and commissioners and managerial coaching for communication and engagement. Assists with EEO programs for employment, policy, and best practices.
- Mobile Fares/Ticketing Grant Match: \$20,000 non-recurring. OmniRide will add mobile ticketing options, with 80% grant from DRPT (\$80K) to improve customer experience, enhance ticketing options, and reduce vehicle dwell time.
- VanPool: \$320,000, non-recurring for VanPool Virginia marketing and materials, to include employer outreach programs.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
	Potomac and Rappahannock Transportation Commission Fiscal Year 2020-2021 Budget Comparison																																
		Administration			OmniRide Express			OmniRide Local			Marketing			Paratransit			I-95 TDM/I-66 Commuter Choice			Van Pool			TOTAL			Comments							
	Description	FY2020	FY2021	Increase (Decrease)	FY2020	FY2021	Increase (Decrease)	FY2020	FY2021	Increase (Decrease)	FY2020	FY2021	Increase (Decrease)	FY2020	FY2021	Increase (Decrease)	FY2020	FY2021	Increase (Decrease)	FY2020	FY2021	Increase (Decrease)	FY2020	FY2021	Increase (Decrease)		FY2020	FY2021	Increase (Decrease)	FY2020	FY2021	Increase (Decrease)	
6	REVENUES																																
	Farebox (Net of returned checks)	-	-	-	9,679,300	9,142,300	(537,000)	576,000	408,300	(167,700)	-	-	-		6,200	6,200	812,700	2,289,200	1,476,500				11,068,000	11,846,000	778,000							\$175K Senior FREEdom impact; inc. in grant funded fares offset by shift in express & drop in local ridership	
9	Advertising Revenue	-	-		-	-		-	-		60,000	45,000	(15,000)										60,000	45,000	(15,000)							New brand advertises OmniRide vs "McDonalds"	
11	State Formula	1,941,800	2,033,500	91,700	1,567,500	1,641,500	74,000	1,169,800	1,225,000	55,200	-	-	-																				
12	State Ridesharing	-	-	-	7,500	-	(7,500)	5,800	-	(5,800)	142,700	150,000	7,300																				
13	State Match to Federal Ridesharing	-	-	-	-	-	-	-	-	-	60,000	20,000	(40,000)																			(see note on Federal)	
14	State Intern	-	-	-	22,700	25,400	2,700	15,200	17,000	1,800	-	-	-																				
15	State Other (Vanpool VA)	-	-	-	-	-	-	-	-	-	-	-	-							158,300	450,000	291,700											
16	State Special Project (Operating)	-			1,300	480,000	478,700	800	12,000	11,200	14,900	17,600	2,700				1,268,400	3,588,600	2,320,200													Express: \$125K ferry study; \$287K I-66 slugline; \$80K ticketing app (express/local); Increase of grant funded service	
17	State Capital	-	8,500	8,500	2,327,400	7,314,600	4,987,200	140,000	340,500	200,500	-	2,800	2,800		54,200	54,200																Expansion buses 100% funded	
18	Subtotal State	1,941,800	2,042,000	100,200	3,926,400	9,461,500	5,535,100	1,331,600	1,594,500	262,900	217,600	190,400	(27,200)		54,200	54,200	1,268,400	3,588,600	2,320,200	158,300	450,000	291,700	8,844,100	17,381,200	8,537,100								
20	Federal Employer Outreach	-	-	-	5,000	-	(5,000)	3,400	-	(3,400)	59,600	70,400	10,800																				
21	Federal Grants RSTP/Ridesharing	-	-	-	-	-	-	-	-	-	240,000	80,000	(160,000)																				
22	Federal Grants (Bus Capital/Other Capital)	-	-	-	1,435,600	3,854,400	2,418,800	-	-	-	-	-	-																				
23	Federal 5307/5337 SOGR (preventive maintenance)	-	-	-	3,773,600	2,410,800	(1,362,800)	629,000	638,600	9,600	-	-	-																				
24	Fed 5307 (enhance (shelt); safety/sec)	-	-	-	14,400	-	(14,400)	9,600	-	(9,600)	-	-	-																				
25	Subtotal Federal	-	-	-	5,228,600	6,265,200	1,036,600	642,000	638,600	(3,400)	299,600	150,400	(149,200)		-	-	-	-	-	-	-	-	6,170,200	7,054,200	884,000								
26																																	
27	Interest	100,000	150,000	50,000	30,000	40,000	10,000	30,000	40,000	10,000	-	-	-						-				160,000	230,000	70,000								
28																																	
29	Reimbursements from VRE	85,500	84,700	(800)	-	-		-	-		-	-																					
30	Subtotal Other	85,500	84,700	(800)	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	85,500	84,700	(800)								
31																																	
32	Operating Subsidy - PWC	304,000	527,900	223,900	3,274,700	7,897,400	4,622,700	8,341,300	6,589,900	(1,751,400)	945,300	1,210,600	265,300		200,300	200,300						1,837,500	1,994,800	157,300									
33	Operating Subsidy - Manassas	21,600	38,700	17,100	-	-	-	399,000	252,600	(146,400)	22,400	22,700	300		58,200	58,200																	
34	Operating Subsidy - Manassas Park	19,500	29,200	9,700	-	-	-	203,500	129,300	(74,200)	11,400	11,600	200		29,800	29,800																	
35	Operating Subsidy - Stafford	95,200	169,300	74,100	-	-	-	-	-	-	-	-	-																				
36	Operating Subsidy - Fredericksburg	36,800	62,100	25,300	-	-	-	-	-	-	-	-	-																				
37	Operating Subsidy - Spotsylvania	104,300	189,200	84,900	-	-	-	-	-	-	-	-	-																				
38	Subtotal Operating Subsidy	581,400	1,016,400	435,000	3,274,700	7,897,400	4,622,700	8,943,800	6,971,800	(1,972,000)	979,100	1,244,900	265,800		288,300	288,300		-	-	-		1,837,500	1,994,800	157,300									

4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	
		Administration				OmniRide Express				OmniRide Local				Marketing				Paratransit				I-95 TDM/I-66 Commuter Choice				Van Pool				TOTAL				
5	Description	FY2020	FY2021	Increase (Decrease)		FY2020	FY2021	Increase (Decrease)		FY2020	FY2021	Increase (Decrease)		FY2020	FY2021	Increase (Decrease)		FY2020	FY2021	Increase (Decrease)		FY2020	FY2021	Increase (Decrease)		FY2020	FY2021	Increase (Decrease)		FY2020	FY2021	Increase (Decrease)	Comments	
73	Environmental and Health	200	200	-		1,700	3,600	1,900		500	900	400		100	100	-			-	-						-	-	-		2,500	4,800	2,300		
74	HVAC	600	500	(100)		4,900	7,200	2,300		1,600	2,100	500		200	200	-			-	-						-	-	-		7,300	10,000	2,700	Includes \$ for WEF	
75	Landscaping	5,600	5,600	-		56,300	96,000	39,700		15,900	21,800	5,900		1,600	1,600	-			-	-						-	-	-		79,400	125,000	45,600	Includes \$45K WEF	
76	Parking Lot	500	700	200		4,500	8,900	4,400		1,300	2,400	1,100		100	200	100			-	-						-	-	-		6,400	12,200	5,800	Includes \$ for WEF	
77	Plumbing	500	500	-		4,100	5,000	900		1,300	1,400	100		100	100	-			-	-						-	-	-		6,000	7,000	1,000	Includes \$ for WEF	
78	Safety	1,300	1,300	-		12,200	18,800	6,600		3,800	4,800	1,000		500	500	-			-	-						-	-	-		17,800	25,400	7,600	Includes \$ for WEF	
79	Security	1,200	1,000	(200)		14,500	18,200	3,700		4,200	4,100	(100)		300	300	-			-	-						-	-	-		20,200	23,600	3,400	Includes \$ for WEF	
80	Sewer	700	700	-		5,900	7,100	1,200		1,600	2,000	400		200	200	-			-	-						-	-	-		8,400	10,000	1,600		
81	Storm Water Management	1,500	1,700	200		15,500	16,200	700		4,600	4,600	-		400	500	100			-	-						-	-	-		22,000	23,000	1,000		
82	Waste Removal	300	300	-		1,700	4,000	2,300		500	1,000	500		100	100	-			-	-						-	-	-		2,600	5,400	2,800	Includes \$ for WEF	
83	Other Maintenance - Facility	2,100	2,800	700		21,300	28,400	7,100		6,000	8,000	2,000		600	800	200			-	-						-	-	-		30,000	40,000	10,000		
84	Custodial Shelters	-	-	-		50,800	51,000	200		33,800	33,900	100		-	-	-			-	-						-	-	-		84,600	84,900	300		
85	Displays	-	-	-		31,500	27,000	(4,500)		21,000	18,000	(3,000)		-	-	-			-	-						-	-	-		52,500	45,000	(7,500)		
86	Repairs and Shelters	-	-	-		9,600	12,300	2,700		6,400	8,200	1,800		-	-	-			-	-						-	-	-		16,000	20,500	4,500		
87	Signage - Shelters	-	-	-		22,200	19,400	(2,800)		14,700	12,900	(1,800)		-	-	-			-	-						-	-	-		36,900	32,300	(4,600)		
88	Snow Removal - Shelters	-	-	-		36,000	36,000	-		24,000	24,000	-		-	-	-			-	-						-	-	-		60,000	60,000	-		
89	Waste Removal - Shelters	-	-	-		14,700	16,200	1,500		9,800	10,800	1,000		-	-	-			-	-						-	-	-		24,500	27,000	2,500		
90	Easement	-	-	-		-	-	-		2,300	2,500	200		-	-	-			-	-						-	-	-		2,300	2,500	200		
91	Commuter Lot Maintenance	-	-	-		29,400	31,400	2,000		-	-	-		-	-	-			-	-						-	-	-		29,400	31,400	2,000		
	Bus Svc Contractor	-	-	-		12,395,800	14,622,100	2,226,300		8,141,800	6,035,200	(2,106,600)		1,500	1,500	-			213,400	213,400			1,671,900	5,031,100	3,359,200		-	-	-		22,211,000	25,903,300	3,692,300	2020 grant renewal, contract operator start-up; net change from changing to platform hours w/ reduced deadhead
92																																		
93	Bus Svc Contractor Incentives	-	-	-		469,400	462,500	(6,900)		173,600	162,500	(11,100)		-	-	-			-	-						-	-	-		643,000	625,000	(18,000)		
94	SmarTrip	-	-	-		59,400	58,500	(900)		12,100	10,200	(1,900)		500	500	-			-	-						-	-	-		72,000	69,200	(2,800)		
95	Advertising - Promo	-	-	-		-	-	-		-	-	-		249,900	258,700	8,800			3,000	3,000					100,000	40,000	(60,000)		349,900	301,700	(48,200)			
96	Advertising - Employment	900	2,200	1,300		900	1,200	300		900	1,900	1,000		300	700	400			-	-						-	-	-		3,000	6,000	3,000		
97	Advertising - Pub Notice Other	2,900	3,200	300		2,800	1,800	(1,000)		3,200	2,500	(700)		1,100	1,000	(100)			-	-						-	-	-		10,000	8,500	(1,500)		
98	Printing	-	-	-		-	-	-		-	-	-		335,300	340,800	5,500			-	-						-	-	-		335,300	340,800	5,500		
99	Staff Vehicles	1,400	1,000	(400)		1,500	700	(800)		1,600	900	(700)		600	400	(200)			-	-						200	500	300		5,300	3,500	(1,800)		
100	Equipment	5,700	6,100	400		8,900	4,200	(4,700)		6,500	5,100	(1,400)		2,100	2,000	(100)			600	600						-	-	-		23,200	18,000	(5,200)		
101	Subtotal Contractual Services	179,700	334,100	154,400		14,032,200	17,357,500	3,325,300		9,080,600	7,074,200	(2,006,400)		820,700	838,800	18,100		-	291,000	291,000			1,671,900	5,031,100	3,359,200		205,400	466,300	260,900		25,990,500	31,393,000	5,402,500	
102	Electric	6,400	6,600	200		65,400	136,500	71,100		18,400	29,300	10,900		1,800	1,900	100			-	-						-	-	-		92,000	174,300	82,300	Includes \$80K for WEF	
103	Gas	2,100	2,500	400		21,300	50,800	29,500		6,000	11,000	5,000		600	700	100			-	-						-	-	-		30,000	65,000	35,000	Includes \$30K for WEF	
104	Water and Sewer	2,400	1,800	(600)		24,200	35,000	10,800		6,700	7,700	1,000		700	500	(200)			-	-						-	-	-		34,000	45,000	11,000	Includes \$20K for WEF offset by \$9K drop in transit center	
105	Postal Services	2,100	2,200	100		-	100	100		200	200	-		3,600	1,800	(1,800)			-	-						300	400	100		6,200	4,700	(1,500)		
106	Messenger	100	700	600		100	100	-		-	300	300		800	600	(200)			-	-						-	-	-		1,000	1,700	700		
107	Telephone	17,600	25,500	7,900		22,500	22,500	-		22,300	24,300	2,000		6,800	7,300	500			-	-						-	-	-		69,200	79,600	10,400		
108	Bus Communications	-	-	-		189,200	168,200	(21,000)		38,700	29,800	(8,900)		-	-	-			-	-						-	-	-		267,900	198,000	(69,900)		
109	Data Connections and Other	8,300	8,600	300		13,000	30,700	17,700		12,400	13,900	1,500		4,200	7,600	3,400		1,200	1,200							-	-	-		37,900	62,000	24,100	Includes \$22K for WEF	
110	Property Insurance	1,400	700	(700)		12,900	7,700	(5,200)		3,800	2,200	(1,600)		400	200	(200)			-	-						-	-	-		18,500	10,800	(7,700)		
111	Automobile Insurance	1,000	1,300	300		900	700	(200)		1,200	1,100	(100)		400	400	-			-	-						2,000	2,000	-		5,500	5,500	-		
112	Directors and Officers Insurance	10,000	8,000	(2,000)		-	-	-		-	-	-		-	-	-			-	-						-	-	-		10,000	8,000	(2,000)		
113	Other Insurance	500	4,000	3,500		4,700	6,300	1,600		1,300	3,800	2,500		200	1,300	1,100			-	-						-	-	-		6,700	15,400	8,700		
114	Cyber Liability Insurance	2,300	2,800	500		2,200	1,700	(500)		2,600	2,200	(400)		900	900	-			-	-						-	-	-		8,000	7,600	(400)		
115	Equipment Lease	7,700	4,400	(3,300)		7,400	8,300	900		8,800	4,400	(4,400)		2,900	2,700	(200)			-	-						-	-	-		26,800	19,800	(7,000)		
116	Parking Lease	-	-	-		34,500	34,800	300		-	-	-		-	-	-			-	-						-	-	-		54,500	34,800	(19,700)		
117	Other Lease	600	800	200		700	500	(200)		600	500	(100)		87,600	91,400	3,800			-	-						-	-	-		89,500	93,200	3,700		
118	Mileage and Local Travel	6,600	8,000	1,400		1,500	1,700	200		1,300	1,800	500		3,700	3,000	(700)			-	-						300	300	-		13,400	14,800	1,400		
119	Conferences - Employees	29,200	45,700	16,500		14,300	22,600	8,300		6,200	8,400	2,200		3,500	5,000	1,500			-	-						5,000	5,000	-		58,200	86,700	28,500		
	Training and Education	21,600	46,700	25,100		17,800	31,300	13,500		17,200																								





# Diversity, Equity and Inclusion Assessment and Strategic Plan

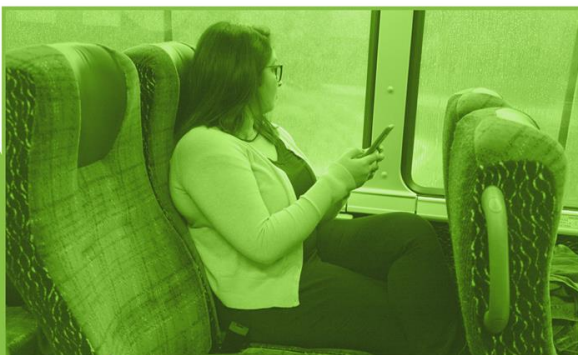
## PRTC Commission Meeting March 5th, 2020

## Diversity, Equity, Inclusion

"Diversity and inclusiveness in the workplace are a fundamental part of fulfilling OmniRide's mission, and they are particularly important to the organization's primary business of people serving people."



OMNIRIDE  
GET THERE SMARTER





# Background



May 2018 - EEO investigation recommendations

June 2018 - Commission directs Executive Director to develop proposal to address recommendations

August 2018 - Exstare Federal Services Group retained to conduct DEI assessment and develop DEI Strategic Plan

August 2018 - Employee Advisory Group formed

September/October 2018 - employee interviews

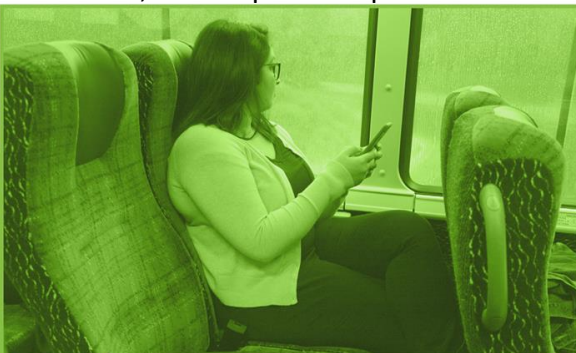
December 2018 – February 2019 employee survey

August 2019 – Final report and draft strategic plan

## Interview/Survey Summary



The main objective of the Assessment is to help OmniRide develop a cultural change program to: promote an inclusive work environment; identify problems that demotivate people; understand and prioritize key areas that need to be enhanced; and help build a positive work culture.



# Assessment



## **Interviews – 20 PRTC employees**

Focused on communication, training, cultural change priorities



## **Survey – all OmniRide staff**

On-line, anonymous  
122 completed surveys



## **Policy and Practice Examination**

PRTC documents related to diversity, inclusion, training  
Review of other agencies' policies and practices

# Interview/Survey Responses



OmniRide employees are a truly dedicated team of individuals who take pride in serving their community.

Employees stated the need for improved communication and collaboration, more recognition, and greater transparency as key areas that would make OmniRide a better place to work.

Overall, employees describe OmniRide as a good and friendly place to work.

Employees expressed a mixture of hope and skepticism about management's efforts to improve diversity and inclusion in the workplace.

Trust of the PRTC Commission and co-workers received the lowest overall ratings from survey respondents.



# Findings/Recommendations



Findings and recommendations informed the DEI Strategic Plan and are based on employee perspectives and suggestions shared during interviews and in survey responses; examination of existing policies and practices; information shared by the Employee Advisory Group; and the expertise of the Advisory Team.



## Seven Findings



Leadership and awareness on matters of equity, diversity, and inclusion needs to be enhanced.

Employees do not feel that the PRTC Board values them, or appreciates and recognizes their efforts and dedication.

Staff awareness and implementation of EEO Policies and the Affirmative Action Plan (AAP) needs to be enhanced.

Employees need cultural competence training, and diversity and inclusion training.

There should be specific responsibilities and accountability for diversity, equity and inclusion implementation.

Intentional, honest and frank conversations must be conducted to promote trust, understanding and respect among employees.

More management focus on communications and relationships with and between employees is necessary.

# Recommendations



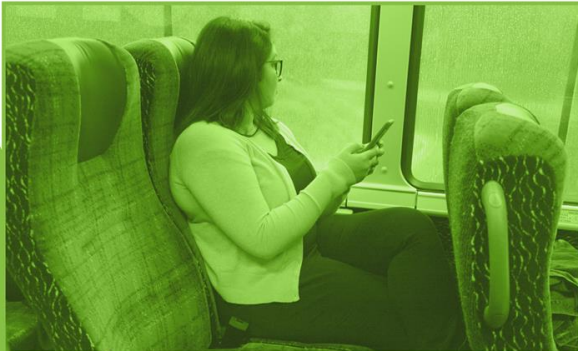
- 1 Define diversity, equity and inclusion, adopt a diversity statement and communicate what OmniRide is doing to change its workplace culture.
- 2 Find ways for the Board to recognize employees for their contributions.
- 3 Meetings and discussions with employees on the EEO Policies and Affirmative Action Plan begin as soon as possible in the coming months.
- 4 Identify and implement ongoing training programs.
- 5 Establish an internal diversity, equity and inclusion team.

# Recommendations



- 1 Evaluate supervisory employees on their performance.
- 2 Engage in an honest and open process to address matters regarding trust, understanding and respect among employees.
- 3 More management focus on communications and relationships with and between employees is necessary.
- 4 Hold in person meetings with all employees.
- 5 Seek input from employees in decision making.
- 6 Consider hiring an employee responsible for diversity and inclusion implementation and evaluation.

# Diversity, Equity and Inclusion Strategic Plan



## Goals and Priorities



### Communication and Awareness

Communicate what OmniRide is doing to change its workplace culture.

- Share information about the cultural change initiative and how it is being executed.
- Continuously provide updates on cultural change and diversity, equity and inclusion efforts.

### Accountability

Demonstrate leadership accountability, commitment and involvement regarding diversity and inclusion in the workplace.

- Support diversity and inclusion initiatives through decision making, compliance oversight, policy updates, and strategic collaboration.
- Implement diversity performance objectives for senior executives, managers and supervisors to hold appropriate leaders accountable for the successful implementation and progress of diversity and inclusion plans.
- Evaluate and report on OmniRide's diversity, racial equity and inclusion efforts to ensure accountability and transparency.

### Collaboration

Create an environment that improves management-employee communication and cross-departmental collaboration.

- Improve management-employee communication and work group collaboration.

### Inclusion

Create a workplace environment that is supportive and respectful, and that values differing perspectives and experiences.

- Identify opportunities for employees to support implementation of the DEI Plan.

# Goals and Priorities

## Trust

Engage in a productive process of building trust among co-workers.

- Commit to building a trusting environment/culture to be able to identify and address areas of improvement.

## DEI Awareness and Skills

Improve DEI awareness and skills through training and education.

- Provide continuous training to ensure OmniRide employees have the best practices relevant to cultural competency and diversity.
- Include operations employees in trainings, resource groups or other opportunities to learn about and practice equity.
- Identify online resources about inclusion and diversity that staff members can use in addition to staff trainings.

## Talent Development

Support employee growth through professional and career development.

- Continue to refine the OmniRide Mentoring Program to expand professional development expertise.
- Offer training opportunities for professional development at various employee levels.
- Reexamine current recruitment processes to include guidelines for equity and inclusion to support OmniRide's hiring practices.

# DEI Working Group

Assist with the refinement and implementation of the DEI Strategic Plan and work to ensure an ongoing commitment to its principles.

Serve as an advisory body to the Executive Director and executive-level leaders in fostering an environment of diversity, equity and inclusion throughout the organization.

Serve as advocates to promote and share information throughout the agency regarding diversity, equity and inclusion initiatives.



"OmniRide is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority."

[OmniRide.com](http://OmniRide.com)



Thank you!

Chuck Steigerwald  
[csteigerwald@omiride.com](mailto:csteigerwald@omiride.com)  
703-580-6144

[OmniRide.com](http://OmniRide.com)

**PRTC Action Items**

- 11.1 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**

**MOTION:**

**SECOND:**

**RE: AUTHORIZATION TO SUBMIT A MID-CYCLE GRANT APPLICATION TO MARKET EXISTING SERVICES, ADD ADDITIONAL COMMUTER EXPRESS TRIPS TO ALLEVIATE OVERCROWDING, AND IMPLEMENT TRANSPORTATION DEMAND MANAGEMENT STRATEGIES DURING THE SUMMER 2020 METRORAIL SHUTDOWN**

**ACTION:**

**WHEREAS**, in an effort to support the region during the closure of several Metrorail Orange Line stations west of East Falls Church undergoing a Platform Improvement project, staff has developed strategies to provide commuting options to displaced commuters to reduce impacts to the road network; and

**WHEREAS**, Transportation Demand Management (TDM) and marketing plans have been developed to promote existing OMNIRIDE services to support the Platform Improvement project; and

**WHEREAS**, additional trips could be added if existing OMNIRIDE transit services experiences persistent overcrowding due to an increase in ridership demand; and

**WHEREAS**, staff presented the commuting option strategies to the Virginia Department of Rail and Public Transportation (DRPT); and

**WHEREAS**, DRPT will assemble proposals from various Northern Virginia transit agencies into a cohesive regional strategy to present to the Commonwealth Transportation Board (CTB) for consideration of grant funding; and

**WHEREAS**, the grant funding consists of 80 percent state funding and a local match of 20 percent; and

**WHEREAS**, the estimated cost support the Platform Improvement project by implementing the various strategies is \$87,378, of which \$69,902 (80 percent) is state funding with a local match of \$17,476 (20 percent); and

**WHEREAS**, individual agencies would need to submit a mid-cycle state grant application to access the available funding for reimbursement of expenses associated with the TDM and marketing strategies and possible supplemental service.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to submit a mid-cycle state grant application to support the Platform Improvement project by marketing existing transit services,

implementing TDM strategies, and adding additional trips to existing OMNIRIDE transit services, if necessary.

**BE IT FURTHER RESOLVED** that adding additional trips to existing OMNIRIDE transit services would only occur if services experience persistent overcrowding due to increased ridership demand.

**Votes:**

**Ayes:**

**Abstain:**

**Nays:**

**Absent from Vote:**

**Alternate Present Not Voting:**


**Absent from Meeting:**






March 5, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant   
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Authorization to Submit a Mid-Cycle Grant to Market Existing Services, Add Additional Commuter Express Trips to Alleviate Overcrowding, and Implement Transportation Demand Management Strategies During the Summer 2020 Metrorail Shutdown

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Recommendation:

Authorization to submit a mid-cycle grant to market existing services, add additional commuter express trips to alleviate overcrowding, and implement Transportation Demand Management (TDM) strategies during the Summer 2020 Metrorail shutdown.

Background:

In an effort to support the region during the WMATA Platform Improvement Project taking place on its Orange Line between Memorial Day and Labor Day 2020, staff evaluated available resources and developed strategies for opportunities to promote our existing services, add additional trips to alleviate overcrowding, if it occurred, as a result of increased ridership demand, and enhanced TDM activities. These efforts are designed to not only benefit existing passengers, but offer options to potential new passengers to reduce impacts to the road network inside the Beltway that may result from the rail station closures.

Various TDM and marketing strategies to promote existing commuter options are:

- Promotion of Manassas and Linton Hall Metro Express, Gainesville to Pentagon, Gainesville to DC, Haymarket to Rosslyn-Ballston, Manassas to DC, and Manassas to Pentagon services that allow access to alternate rail stations, provide direct service to various employment centers and connections to other regional transit providers

- Promotion of under-utilized commuter lots with available transit service (i.e. Portsmouth and Limestone Commuter Lots)
- Promote vanpooling (available seats on existing vanpools) via the Vanpool Alliance website and Facebook page, as well as, providing brochures on all Manassas and Linton Hall Metro Express buses
- Promote additional Vanpool Alliance incentives for new vans formed in affected areas, as well as, promoting vanpooling to vanpool owner/operators as a new business opportunity via the Vanpool Alliance website and Facebook page
- Provide information about the overall project as well as TDM alternatives via our website and Facebook page and through our responses to OmniMatch inquiries where the commute will be impacted by the Platform Shutdown

Prince William County Department of Transportation will also promote our transit services on their website. And, as noted above, additional trips would only be added to existing transit services if overcrowding occurred.

OMNIRIDE staff presented this mitigation plan to the Virginia Department of Rail and Public Transportation (DRPT) in late-February. DRPT will gather proposals from the various Northern Virginia transit agencies to ensure the strategies mesh, with no overlap or conflicts, and will compile the proposals into a cohesive regional strategy. The intent is to present the regional strategy to the Commonwealth Transportation Board (CTB) in March. Individual agencies would then apply for a mid-cycle state grant to access the available funding in early April.

#### Fiscal Impact

The mid-cycle grant would provide 80 percent of the funding, with a local match of 20 percent. The estimated cost to implement the strategies mentioned above is \$87,378. A maximum of \$37,378 (\$29,902 of state funding and \$7,476 of local funding) would only be used to alleviate overcrowding on existing trips if overcrowding occurs. A maximum of \$50,000 (\$40,000 of state funding and \$10,000 of local funding) would be used to support marketing and TDM efforts.

Federal:	\$0
State:	\$69,902 (80 percent grant)
Local:	\$17,476
	Fredericksburg: \$0
	Manassas: \$0
	Manassas Park: \$0
	Prince William: \$17,476
	Spotsylvania: \$0
	Stafford: \$0
Total:	<u>\$87,378</u>

**PRTC Chair's Time**

**12.1 Engagement Opportunities**

# Engagement Opportunities



## MARCH

- **5<sup>th</sup> Annual NVTANorthern Virginia Transportation Roundtable**  
Wednesday, March 11, 2020, 8 a.m. – 12 noon  
NVTANorthern Virginia offices, 3040 Williams Drive, Suite 200, Fairfax, Virginia  
“A 2020 Vision and A Look Beyond” is hosted by the Northern Virginia Transportation Authority in partnership with the Intelligent Transportation Society of Virginia. Register at [itsva.org/events/2020NVTARoundtable/](https://itsva.org/events/2020NVTARoundtable/)
- **VDOT Location and Design Public Hearing for the I-495 Express Lanes Northern Extension Study**  
Thursday, March 12, 2020, 6:30 PM – 8:30 PM  
Langley High School, 6520 Georgetown Pike, McLean, Virginia  
Learn about VDOT’s environmental study regarding plans to extend the 495 Express Lanes by approximately three miles from the Dulles Toll Road interchange to the George Washington Memorial Parkway.
- **American Public Transportation Association Legislative Conference**  
Sunday, March 15 – Tuesday, March 17, 2020  
Grand Hyatt Washington, 1000 H Street, NW, Washington D.C.  
This APTA conference educates members on important federal legislation and policy initiatives; provides members with the opportunity to shape the industry’s policies and federal advocacy agenda; and offers sessions with key members of Congress, administration officials, Congressional staff, and Washington opinion makers. Register at [APTA.com](https://www.apta.com)

## MAY

- **Intelligent Transportation Society of Virginia Annual Meeting**  
Wednesday, May 7 – Thursday, May 8, 2020  
500 East Broad Street, Richmond, Virginia  
Bringing public and private organizations together to advance intelligent transportation technology in the Commonwealth.
- **Northern Virginia Transportation Authority Open House and Public Hearing**  
Thursday, May 14, 2020  
NVTANorthern Virginia seeks input on 41 candidate transportation projects submitted by 13 jurisdictions/agencies for NVTANorthern Virginia regional funding consideration. Details soon!

## AUGUST

- **Transit Board Members & Board Administrators Seminar, American Public Transportation Association**  
August 1 – August 4, 2020  
Salt Lake City, Utah  
Details soon!

**ITEM 13**

**Other Business/Commissioners' Time**

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**ITEM 14**

**Adjournment**

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**Upcoming Meetings: PRTC 2020 Meeting Schedule**

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# 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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## FEBRUARY

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## MARCH

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## APRIL

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## MAY

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## JUNE

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## JULY

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## AUGUST

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30	31					

## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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29	30					

## DECEMBER

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**Information Items**


- January System Performance Report
- Revised Spending Authority Report
- Monthly Safety Dashboard
- Commissioners' Motor Fuels Tax Report



March 5, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant   
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: January 2020 System Performance and Ridership Report

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*OMNIRIDE Express and Metro Express Service*

- January average daily ridership increased 5.5 percent from December
- Year-over-year average daily ridership increased substantially due to partial Federal Government shutdown in 2019
- Western express service continues to experience increased ridership due to new Commuter Choice funded services introduced on December 9, 2019
- Stafford express service continues to show strong ridership even after fare-free promotion ended

*OMNIRIDE Local Bus Service*

- January average daily ridership increased 5.9 percent from December
- With rider schedules returning to normal and more mild temperatures, ridership began showing positive trends
- Continuing evaluation of western service restructure that took place on December 9, 2019

*Vanpool Alliance Program*

- Enrollment remained steady at 674 vans
- Ridership in January was 137,015, which is a new high for the month of January

*Omnimatch Program*

**Staff participated in:**

January 6 Rideshare TDM Workshop w/Washington Headquarters Group (Pentagon/Mark Center)



January 7	OMNIRIDE presented at the PWC Chamber of Commerce Education and Innovation Committee Meeting, providing information on the following programs: the Preschool and Elementary School, the Middle School, the MyLink Summer Pass and the NOVA Student Pass (Committee Sponsor)
January 7	Hispanic Committee Meeting (Committee Sponsor)
January 13	PWC Chamber of Commerce Economic Development Committee Meeting – Dr. Schneider was the main speaker (Committee sponsor)
January 16	Leadership Prince William Session Day - Communication Day
January 21	Commuter Connections Sub Committee and Employer Outreach Committee Meetings
January 23	PWC Chamber of Commerce - Future of the Region Event – table top presence and five minutes of podium time
January 30	PWC Chamber of Commerce - Women’s Leadership Council Meeting
January 31	Quantico DEA FBI Meeting – to promote/encourage vanpooling on base

### Customer Service Statistics

- The call center received 8,728 calls in January
- Responded to 64 general information emails in January
- OMNIRIDE local trip denials in January were less than one percent

### Passenger Complaints

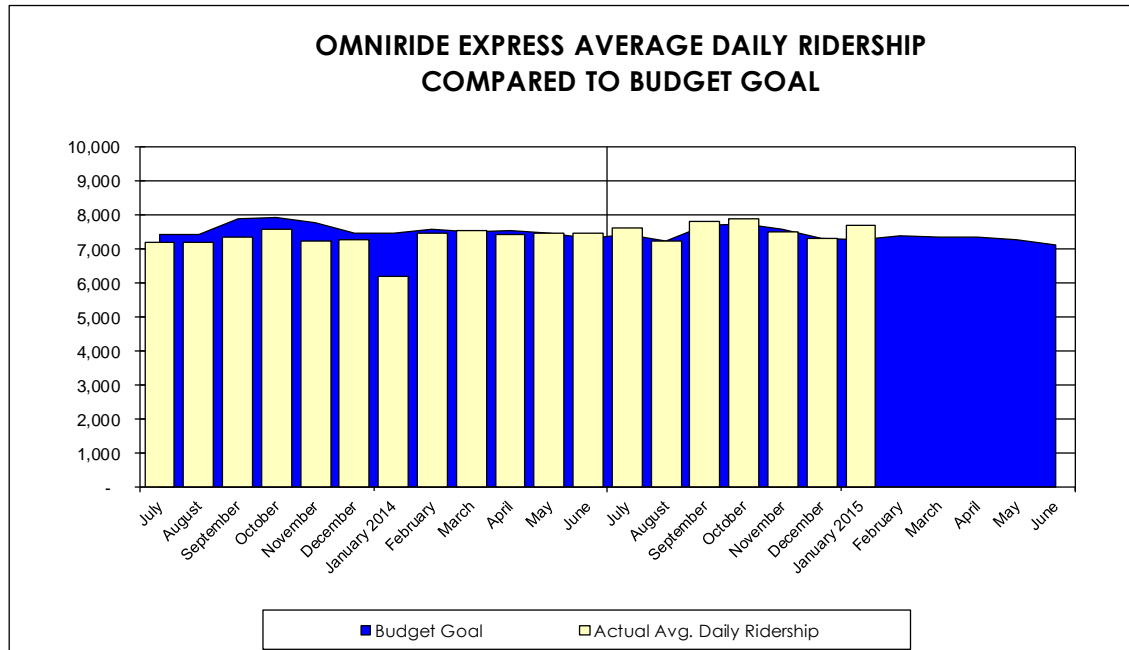
Complaint rate for OmniRide in January:

- OMNIRIDE Express and Metro Express complaint rate increased three percent compared to January 2019
- OMNIRIDE local service complaint rate increased 14 percent compared to January 2019

Note: There was no bus service on January 1, 2020 due to the New Year’s Day holiday. On January 7, 2020 Express service was operated on our Emergency Service Plan (ESP) due to the OPM closing early. On January 20, 2020 there was no Express service due to the Martin Luther King, Jr. holiday. On January 24, 2020 service was modified because of street closures due to a rally.

## OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership		Average Daily Ridership			FY20 Budget Goal	Change from Goal
	FY19	FY20	FY19	FY20	% Change		
July	147,825	163,138	7,211	7,627	5.8%	7,451	176
August	163,900	140,151	7,194	7,256	0.9%	7,250	6
September	141,696	148,295	7,380	7,808	5.8%	7,722	86
October	166,311	176,101	7,579	7,886	4.1%	7,739	147
November	134,470	136,522	7,229	7,501	3.8%	7,589	(88)
December	115,711	128,925	7,276	7,315	0.5%	7,306	9
January	122,004	156,174	6,200	7,719	24.5%	7,300	419
February							
March							
April							
May							
June							
<b>Year to Date</b>	<b>991,917</b>	<b>1,049,306</b>	<b>7,153</b>	<b>7,587</b>	<b>6.1%</b>	<b>7,479</b>	<b>108</b>



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

7/18- Avg. Daily Ridership excludes week of Fourth of July holiday (2-6)

8/18- Avg. Daily Ridership excludes Friday before Labor Day (31)

10/18- Avg. Daily Ridership excludes Friday before Columbus Day (5) and Columbus Day (8)

11/18- Avg. Daily Ridership excludes Veterans Day (11), Snow impacts (15), Thanksgiving (21-23), ESP Tree Lighting (28)

12/18- Avg. Daily Ridership excludes State Funeral for George H.W. Bush (5), Weather closures (10), Christmas/New Year's Holiday (21-31)

1/19- Avg. Daily Ridership excludes Weather related school closures/delays (15, 29-31) and MLK Holiday (18,21)

2/19- Avg. Daily Ridership excludes Weather related school closures/delays (11, 20,21) and President's Day Holiday (18)

3/19- Avg. Daily Ridership excludes Weather related school closures/delays (1)

4/19- Avg. Daily Ridership excludes interstate closure ESP (4), PWC Spring Break (15-19)

5/19- Avg. Daily Ridership excludes Friday before Memorial Day (24)

7/19-Avg. Daily Ridership excludes 7/3, 4, 5 (Independence Day Holiday)

8/19-Avg. Daily Ridership excludes 8/1, 2, 5 (Work Stoppage), 30 (Friday before Labor Day)

9/19-Avg. Daily Ridership excludes 9/20 (car free day), 9/23 (ESP due to demonstrations in DC)

10/19-Avg. Daily Ridership excludes (14) (Columbus Day)

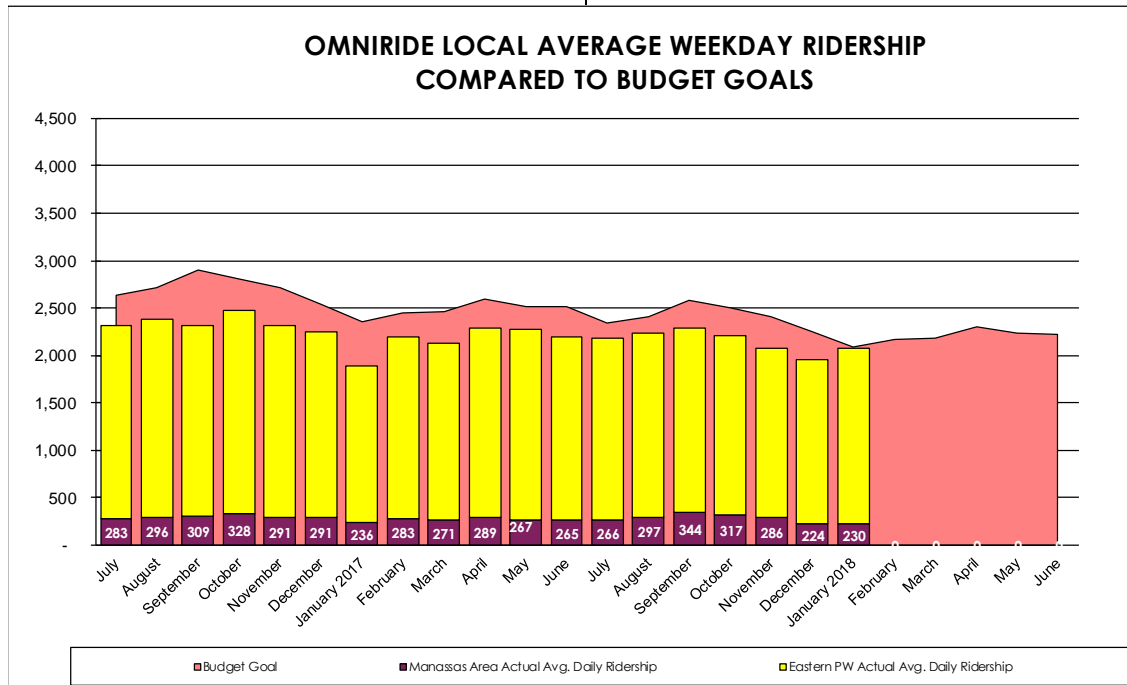
11/19-Avg. Daily Ridership excludes (11) (Veterans Day), 27-29 (Thanksgiving)

12/19-Avg. Daily Ridership excludes (16) (PWC schools closed due to snow/ice),23-31 (Winter break)

1/20-Avg. Daily Ridership excludes 2-3(Winter break),7 (OPM early release), 20 (MLK Day)

## OMNIRIDE LOCAL SERVICE

WEEKDAY							
Month	Monthly Ridership		Average Daily Ridership			FY20 Budget Goal	Change from Goal
	FY19	FY20	FY19	FY20	% Change		
July	48,194	47,848	2,309	2,182	-5.5%	2,338	(156)
August	54,757	45,499	2,380	2,238	-6.0%	2,405	(167)
September	44,045	44,528	2,319	2,285	-1.5%	2,576	(291)
October	56,087	50,270	2,470	2,205	-10.7%	2,496	(291)
November	45,587	39,798	2,314	2,074	-10.4%	2,406	(332)
December	40,452	38,853	2,246	1,957	-12.9%	2,251	(294)
January	37,679	43,893	1,893	2,073	9.5%	2,094	(21)
February							
March							
April							
May							
June							
<b>Year to Date</b>	<b>326,801</b>	<b>310,689</b>	<b>2,276</b>	<b>2,145</b>	<b>-5.8%</b>	<b>2,367</b>	<b>(222)</b>



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

10/18- Avg. Daily Ridership excludes Columbus Day (8)

11/18- Avg. Daily Ridership excludes Veterans Day (11), Snow (15), Thanksgiving (21-23)

12/18- Avg. Daily Ridership excludes Weather closures (10), Christmas/New Year's Holiday (21-31)

1/19- Avg. Daily Ridership excludes weather related closures/delays (15,29-31), MLK Holiday (21)

2/19- Avg. Daily Ridership excludes weather related closures/delays (11, 20, 21), President's Day Holiday (18)

3/19- Avg. Daily Ridership excludes weather related closures/delays (1)

4/19- Avg. Daily Ridership excludes PWC Spring Break (15-19)

7/19- Avg. Daily Ridership excludes 7/4 (Independence Day), 7/5 Day after Independence Day

8/19- Avg. Daily Ridership excludes 8/1, 2, 5 (work stoppage)

9/19- Avg. Daily Ridership excludes 9/20 (car free day)

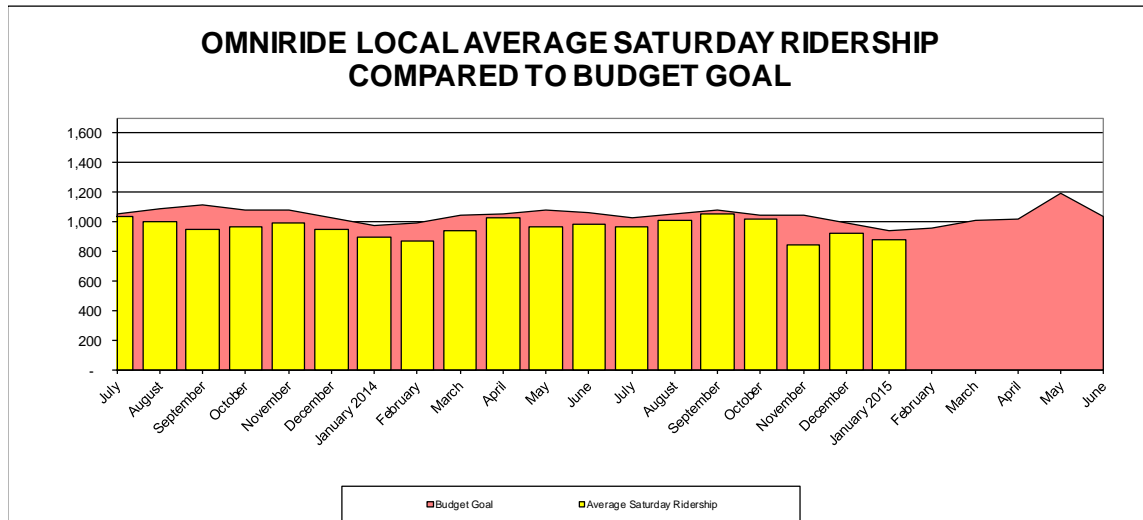
10/19- Avg. Daily Ridership excludes (14) Columbus Day

11/19- Avg. Daily Ridership excludes (11) Veterans Day, 27-29 Thanksgiving

12/19- Avg. Daily Ridership excludes (16) PWC schools closed due to snow/ice; 23-31 (Winter break)

## OMNIRIDE LOCAL SERVICE

SATURDAY							
Month	Monthly Ridership		Average Saturday Ridership			Average Saturday FY20 Budget Goal	Change from Goal
	FY19	FY20	FY19	FY20	% Change		
July	3,788	3,864	1,040	966	-7.1%	1,025	(59)
August	4,001	5,032	1,000	1,006	0.6%	1,055	(49)
September	5,864	4,219	951	1,055	10.9%	1,078	(23)
October	3,857	4,063	964	1,016	5.4%	1,045	(29)
November	3,662	4,224	990	845	-14.6%	1,041	(196)
December	4,475	3,673	947	918	-3.1%	996	(78)
January	3,244	4,799	895	875	-2.2%	944	(69)
February							
March							
April							
May							
June							
<b>Year to Date</b>	<b>28,891</b>	<b>29,874</b>	<b>970</b>	<b>954</b>	<b>-1.6%</b>	<b>1,026</b>	<b>(72)</b>



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

7/18- Excludes significant rain/storms and traffic (21)

11/18- Excludes Thanksgiving weekend (24)

12/18- Excludes Cold/Snow (15)

1/19- Excludes snow/weather (11)

1/20- Excludes snow/weather (18)

# OMNIMATCH / VANPOOL ALLIANCE

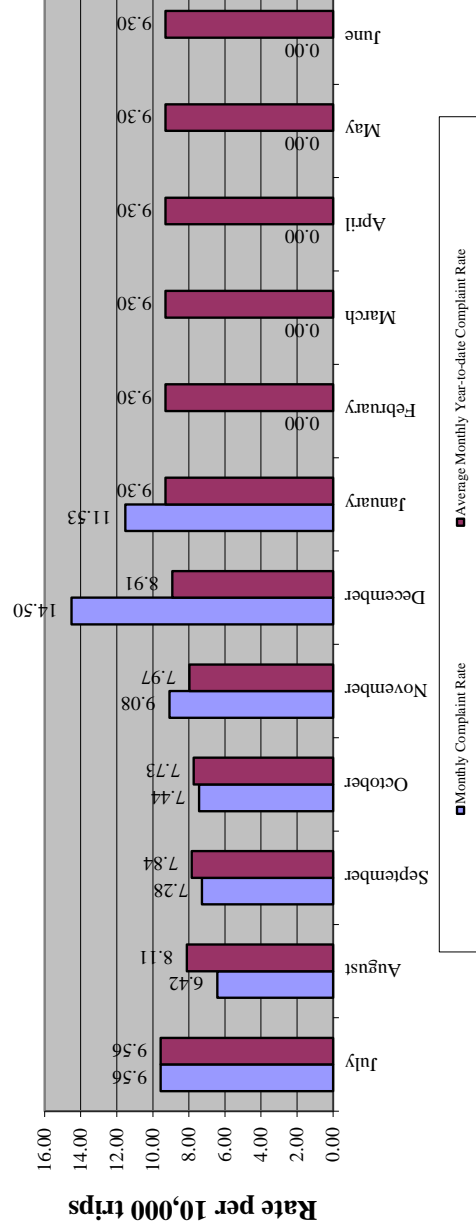
	OmniMatch				Vanpool Alliance			
	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips
July	53	52	6	10	669	674	125,864	139,650
August	42	41	27	6	669	674	136,402	132,224
September	35	56	11	13	670	674	118,472	131,999
October	44	52	11	2	670	674	130,798	143,962
November	56	41	8	3	671	674	116,453	121,098
December	37	25	8	6	672	674	101,939	118,579
January	48	27	4	5	672	674	117,672	137,015
February								
March								
April								
May								
June								
Average	45	42	11	6	670	674	121,086	132,075

- 1) "New PRTC Applications Received" include all new customers inquiring about rideshare options in Prince William, Manassas, and Manassas Park.
- 2) "Other Applications Received" include reapplicants, deletions and commuters contacted as a follow-up interested in remaining in the program.
- 3) "Vanpools Enrolled" includes all vanpools approved as of last day of the month.

FY 2019 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	147,825	144	9.74
August	163,900	158	9.64
September	141,696	154	10.87
October	166,311	136	8.18
November	134,470	91	6.77
December	115,711	97	8.38
January	122,004	115	9.43
February			
March			
April			
May			
June			
Year-to-date totals	991,917	895	9.02

FY 2020 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	163,138	156	9.56
August	140,151	90	6.42
September	148,295	108	7.28
October	176,101	131	7.44
November	136,522	124	9.08
December	128,925	187	14.50
January	156,174	180	11.53
February			
March			
April			
May			
June			
Year-to-date totals	1,049,306	976	9.30

**FY 2020 OmniRide Express Complaint Rate per 10,000 Trips  
Compared to Monthly Average**

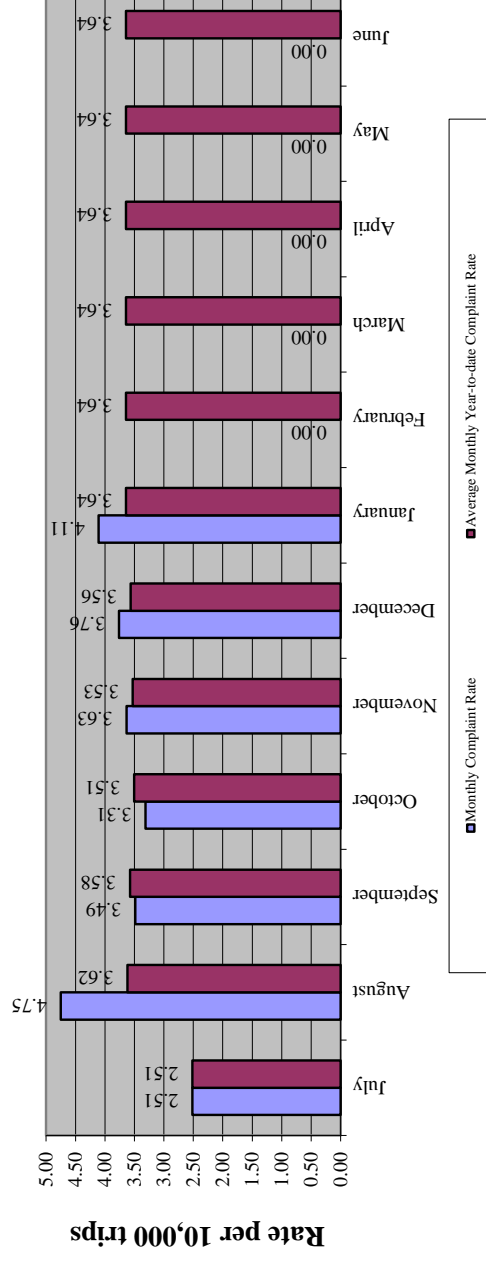


Complaint rates for OmniRide Express service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the bus services contract.

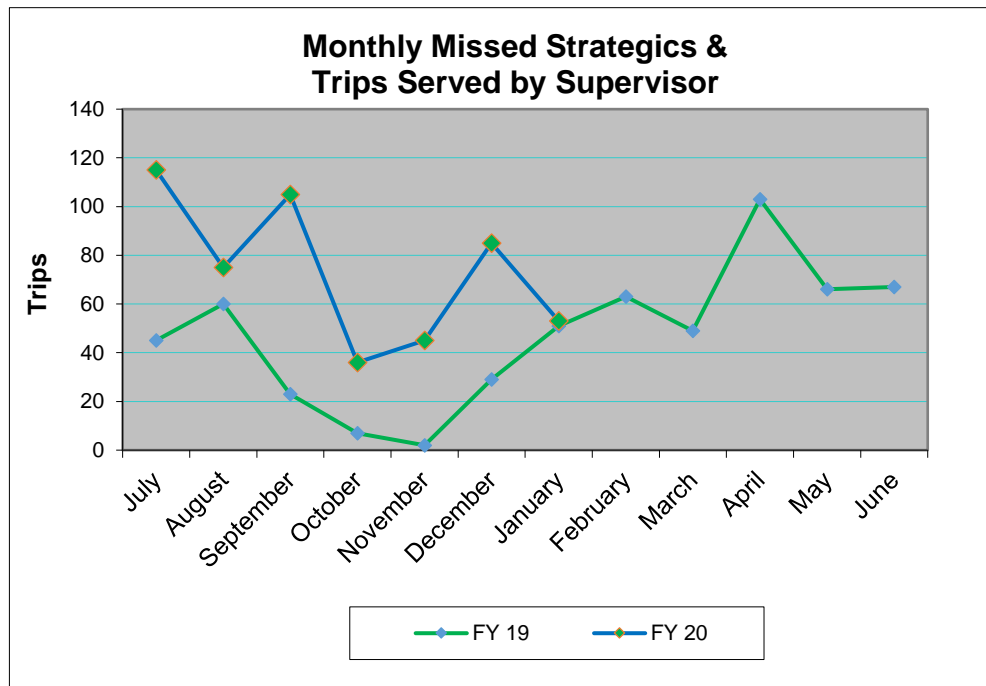
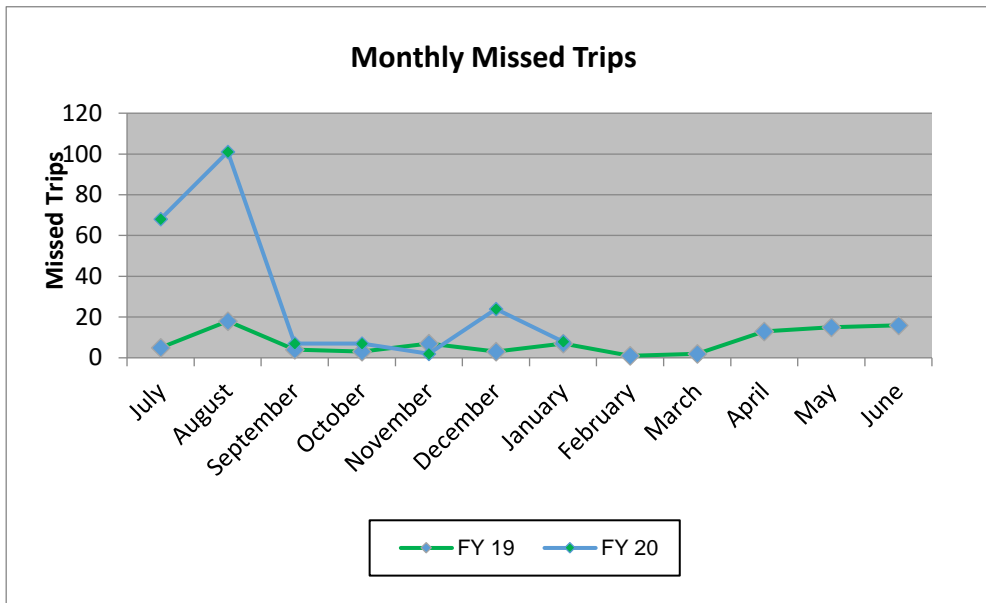
FY 2019 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	51,982	28	5.39
August	58,758	20	3.40
September	49,909	12	2.40
October	59,944	23	3.84
November	49,249	7	1.42
December	44,927	11	2.45
January	40,923	12	2.93
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>355,692</b>	<b>113</b>	<b>3.18</b>

FY 2020 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	51,712	13	2.51
August	50,531	24	4.75
September	48,747	17	3.49
October	54,333	18	3.31
November	44,022	16	3.63
December	42,526	16	3.76
January	48,692	20	4.11
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>340,563</b>	<b>124</b>	<b>3.64</b>

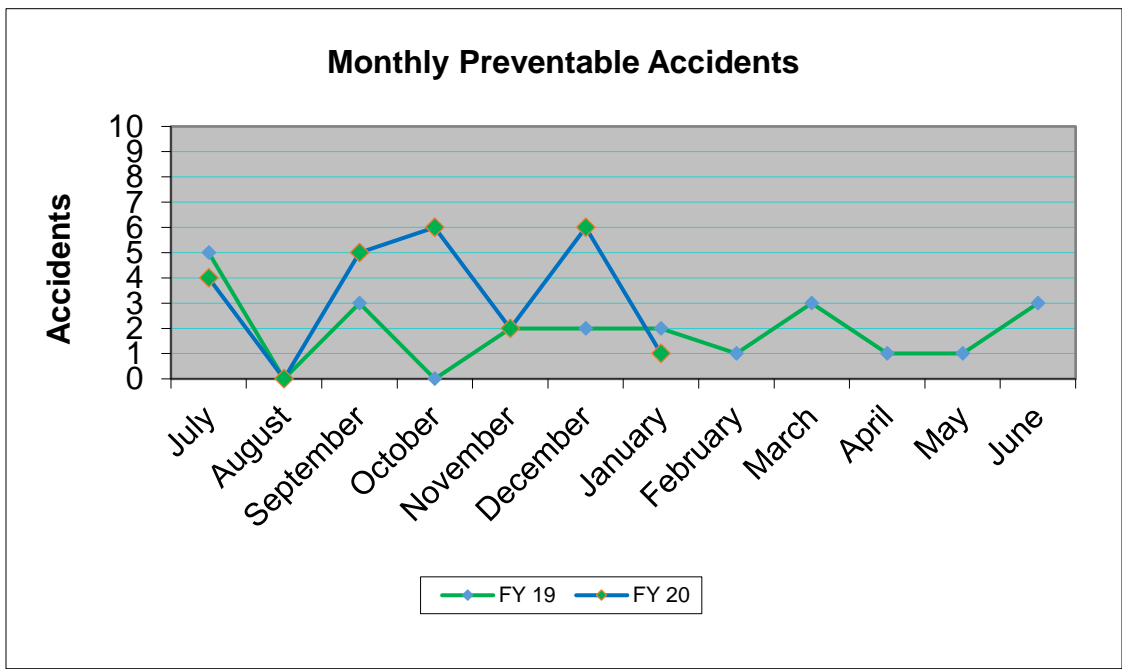
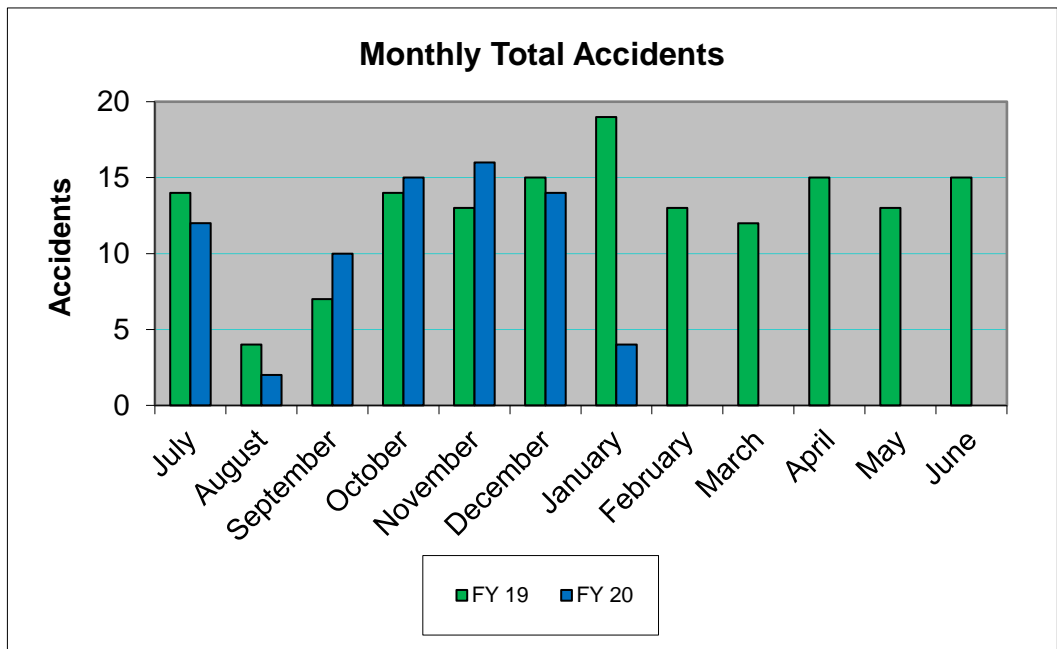
**FY 2020 OmniRide Local complaint rate per 10,000 Trips  
compared to monthly average**

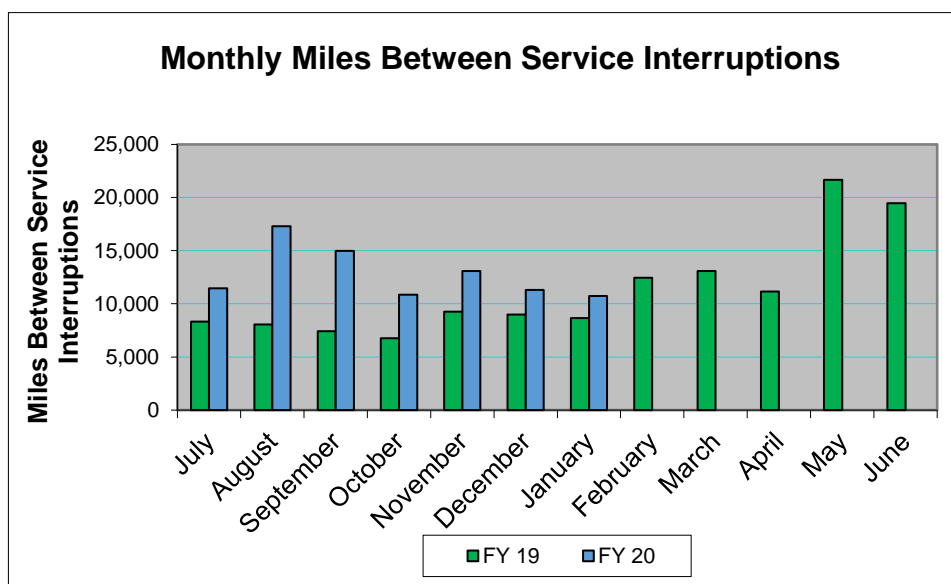
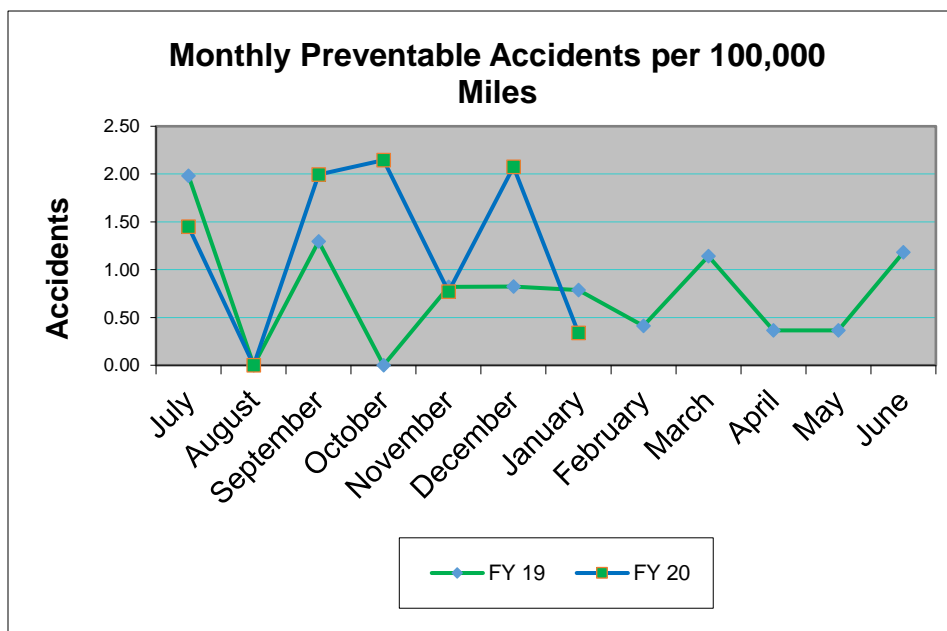


Complaint rates for OmniRide Local service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the new bus services contract.












March 5, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Revised Purchasing Authority Report

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On June 4, 2015, the Commission approved increasing the Executive Director's delegated purchasing authority from \$50,000 to \$100,000. It was resolved that any purchase of greater than \$50,000 would be communicated to the Board as an information item.

- In January 2020 there were no purchase orders issued within the Executive Director's new spending authority.



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BOB SCHNEIDER, EXECUTIVE DIRECTOR

bschneider@omniride.com

BYREN LLOYD, SAFETY & SECURITY MANAGER

blloyd@omniride.com



JANUARY 2020 |  
SAFETY DASHBOARD |





**OMNIRIDE** | JANUARY 2020



# MONTHLY SAFETY DASHBOARD

## ACCIDENT/INCIDENT RATE FREQUENCY

\*Per 100K miles



## ACCIDENTS/INCIDENTS BY DAY & SERVICE TYPE

### Accidents:

- Personal Injury
- Property Damage

### Incidents:

- Suspicious Package
- Disruptive Behavior
- Public Safety Occurrence

Local: 0%  
Express: 100%



MONDAY: 0

TUESDAY: 1

WEDNESDAY: 1

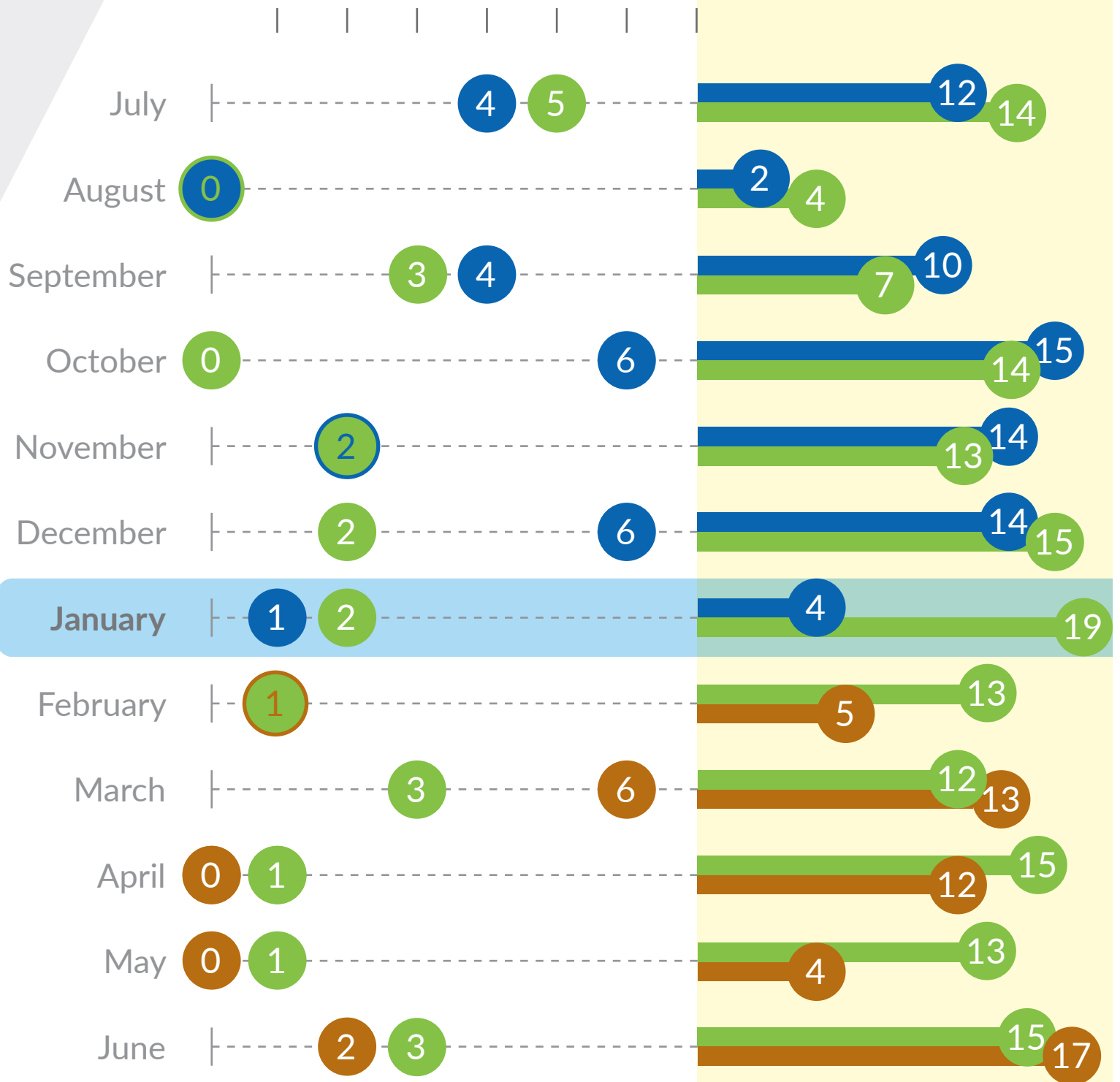
THURSDAY: 1

FRIDAY: 1

SATURDAY: 0

## PREVENTABLE ACCIDENTS/INCIDENTS

## ALL ACCIDENTS/ INCIDENTS



Fiscal Year:

# 2018

# 2019

# 2020

Current Period

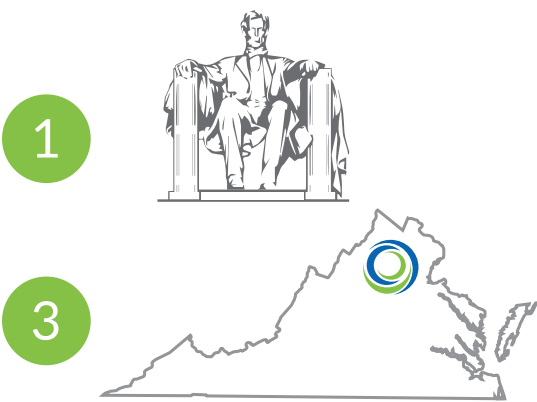


# OMNIRIDE // KEY FOCUS AREAS

ACCIDENTS IN  
REVENUE SERVICE VS.  
NON-REVENUE SERVICE



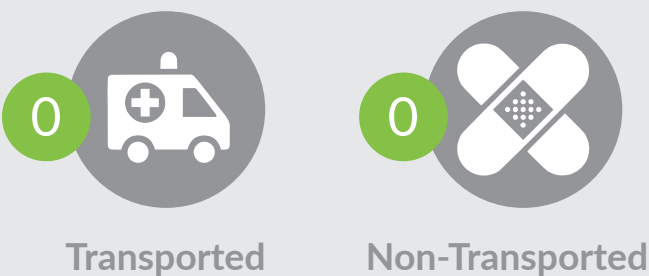
ACCIDENTS IN  
WASHINGTON D.C.  
VS. VIRGINIA



TOTAL ACCIDENTS &  
INCIDENTS WITH VEHICLES



REPORTED INJURIES



90-DAY ACCIDENT/INCIDENT SPOTLIGHT

**32**  
Total\*

**25.6%\*\***

\*Total between months of November, December, January  
\*\*Comparison versus the prior months of August, September, October



**FUEL TAX REPORT - FY20**  
**PRINCE WILLIAM COUNTY**

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance\*  
or Surplus/Deficit Collections (carryforward)

**9,116,760.25**

**Income**

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	1,476,731.09	1,226,566.67	250,164.42	1,476,731.09	1,226,566.67	250,164.42
August	1,911,679.18	1,226,566.67	685,112.51	3,388,410.27	2,453,133.34	935,276.93
September	1,050,112.83	1,226,566.67	(176,453.84)	4,438,523.10	3,679,700.01	758,823.09
October	1,337,833.15	1,226,566.67	111,266.48	5,776,356.25	4,906,266.68	870,089.57
November	1,204,794.19	1,226,566.67	(21,772.48)	6,981,150.44	6,132,833.35	848,317.09
December	1,236,017.80	1,226,566.67	9,451.13	8,217,168.24	7,359,400.02	857,768.22
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<b>8,217,168.24</b>	7,359,400.02	857,768.22			

FY20 Year to Date Interest from Investment  
(actual interest earned from collections)

**102,352.90**

FY20 PRTC Operating Carryforward (refund)

**2,984,000.00**

**Expenses**

Less:

Resolution 19-06-14 FY20 PRTC Subsidies	<u>(2,984,000.00)</u>
Total Expenses	<b><u>(2,984,000.00)</u></b>

**FY20 Fund Balance (as of 12/31/19)**

**17,436,281.39**

Outstanding Adopted Resolutions (Encumbrances)

Resolution 08-06-07 VRE Local Capital Match for Gainesville- Haymarket	173,000.00
Resolution 19-06-14 FY20 PRTC Subsidies	<u>13,884,300.00</u>
Total Encumbrances	<b>14,057,300.00</b>

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 12/31/19

**3,378,981.39**

(\*) Resolutions which have been encumbered will not be expended until funds become available





**FUEL TAX REPORT - FY20**  
STAFFORD COUNTY

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance\*  
or Surplus/Deficit Collections (carryforward)

**5,653,804.91**

**Income**

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	450,682.24	393,425.00	57,257.24	450,682.24	393,425.00	57,257.24
August	499,915.27	393,425.00	106,490.27	950,597.51	786,850.00	163,747.51
September	321,428.22	393,425.00	(71,996.78)	1,272,025.73	1,180,275.00	91,750.73
October	452,361.63	393,425.00	58,936.63	1,724,387.36	1,573,700.00	150,687.36
November	380,655.88	393,425.00	(12,769.12)	2,105,043.24	1,967,125.00	137,918.24
December	410,113.28	393,425.00	16,688.28	2,515,156.52	2,360,550.00	154,606.52
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<b>2,515,156.52</b>	<b>2,360,550.00</b>	<b>154,606.52</b>			

FY20 Year to Date Interest from Investment  
(actual interest earned from collections)

**48,742.88**

FY20 PRTC Operating Carryforward (refund)

**63,300.00**

**Expenses**

Less:

Resolution 19-06-11	FY20 VRE Subsidies	(1,176,410.00)
Resolution 19-06-14	FY20 PRTC Subsidies	(63,300.00)
Total Expenses		<b><u>(1,239,710.00)</u></b>

**FY20 Fund Balance (as of 12/31/19)**

**7,041,294.31**

Outstanding Adopted Resolutions (Encumbrances)

Resolution 19-06-11	FY20 VRE Subsidies	1,176,410.00
Resolution 19-06-14	FY20 PRTC Subsidies	<u>40,900.00</u>
Total Encumbrances		1,217,310.00

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 12/31/19

**5,823,984.31**

(\*) Resolutions which have been encumbered will not be expended until funds become available



**FUEL TAX REPORT - FY20**  
CITY OF MANASSAS

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance\*  
or Surplus/Deficit Collections (carryforward)

**847,558.91**

**Income**

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
July 2019	86,846.19	89,733.33	(2,887.14)	86,846.19	89,733.33	(2,887.14)
August	79,902.76	89,733.33	(9,830.57)	166,748.95	179,466.66	(12,717.71)
September	81,080.78	89,733.33	(8,652.55)	247,829.73	269,199.99	(21,370.26)
October	89,210.83	89,733.33	(522.50)	337,040.56	358,933.32	(21,892.76)
November	77,925.62	89,733.33	(11,807.71)	414,966.18	448,666.65	(33,700.47)
December	73,123.98	89,733.33	(16,609.35)	488,090.16	538,399.98	(50,309.82)
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<b>488,090.16</b>	<b>538,399.98</b>	<b>(50,309.82)</b>			

FY20 Year to Date Interest from Investment  
(actual interest earned from collections)

**5,298.30**

FY20 PRTC Operating Carryforward (refund)

**50,600.00**

Reimbursement from DRPT Grant and Transfer from Manassas

**-**

**Expenses**

Less:

Resolution 19-06-11 FY20 VRE Subsidies (347,371.00)  
Resolution 19-06-14 FY20 PRTC Subsidies (50,600.00)

Total Expenses

**(397,971.00)**

**FY20 Fund Balance (as of 12/31/19)**

**993,576.37**

Outstanding Adopted Resolutions (Encumbrances)

Resolution 18-06-08 FY19 Parking Garage Debt Service 212,000.00  
Resolution 19-06-11 FY20 VRE Subsidies 347,371.00  
Resolution 19-06-14 FY20 PRTC Subsidies 420,700.00

Total Encumbrances

**980,071.00**

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 12/31/19

**13,505.37**

(\*) Resolutions which have been encumbered will not be expended until funds become available

**FUEL TAX REPORT - FY20**  
 CITY OF MANASSAS PARK

 FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance\*  
 or Surplus/Deficit Collections (carryforward)

**2,854,976.21**
**Income**

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)						
July 2019	72,715.48	67,775.00	4,940.48	72,715.48	67,775.00	4,940.48
August	91,708.34	67,775.00	23,933.34	164,423.82	135,550.00	28,873.82
September	40,281.33	67,775.00	(27,493.67)	204,705.15	203,325.00	1,380.15
October	71,725.55	67,775.00	3,950.55	276,430.70	271,100.00	5,330.70
November	60,218.11	67,775.00	(7,556.89)	336,648.81	338,875.00	(2,226.19)
December	63,700.22	67,775.00	(4,074.78)	400,349.03	406,650.00	(6,300.97)
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<b>400,349.03</b>	<b>406,650.00</b>	<b>(6,300.97)</b>			

 FY20 Year to Date Interest from Investment  
 (actual interest earned from collections)

**28,140.94**

FY20 PRTC Operating Carryforward (refund)

**27,100.00**
**Expenses**

Less:	
Resolution 19-06-11 FY20 VRE Subsidies	(202,742.50)
Resolution 19-06-14 FY20 PRTC Subsidies	(27,100.00)
Total Expenses	<b>(229,842.50)</b>

**FY20 Fund Balance (as of 12/31/19)**
**3,080,723.68**

Outstanding Adopted Resolutions (Encumbrances)	
Resolution 09-11-07 Road improvements	93,139.69
Resolution 10-11-05 Road improvements	234,500.00
Resolution 13-06-08 Safe routes to school project	200,000.00
Resolution 15-05-07 Road improvements	371,164.00
Resolution 17-07-06 Road improvements	116,000.00
Resolution 17-07-07 Road improvements	206,000.00
Resolution 19-06-11 FY20 VRE Subsidies	202,742.50
Resolution 19-06-14 FY20 PRTC Subsidies	222,600.00
Resolution 19-11-08 Sign installations	15,000.00
Resolution 19-11-09 Mathis Avenue signal battery backup	10,000.00
Total Encumbrances	<b>1,671,146.19</b>

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 12/31/19

**1,409,577.49**

(\*) Resolutions which have been encumbered will not be expended until funds become available



**FUEL TAX REPORT - FY20**  
CITY OF FREDERICKSBURG

FY2019 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance\*  
or Surplus/Deficit Collections (carryforward) **1,530,475.74**

**Income**

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)						
July 2019	145,551.01	144,291.67	1,259.34	145,551.01	144,291.67	1,259.34
August	165,640.39	144,291.67	21,348.72	311,191.40	288,583.34	22,608.06
September	98,996.96	144,291.67	(45,294.71)	410,188.36	432,875.01	(22,686.65)
October	136,860.11	144,291.67	(7,431.56)	547,048.47	577,166.68	(30,118.21)
November	119,112.09	144,291.67	(25,179.58)	666,160.56	721,458.35	(55,297.79)
December	122,756.68	144,291.67	(21,534.99)	788,917.24	865,750.02	(76,832.78)
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<b>788,917.24</b>	<b>865,750.02</b>	<b>(76,832.78)</b>			

FY20 Year to Date Interest from Investment **14,998.42**  
(actual interest earned from collections)

FY20 PRTC Operating Carryforward (refund) **28,100.00**

**Expenses**

Less:	
Resolution 19-06-11 FY20 VRE Subsidies	(160,514.00)
Resolution 19-06-14 FY20 PRTC Subsidies	<u>(28,100.00)</u>
Total Expenses	<b>(188,614.00)</b>

**FY20 Fund Balance (as of 12/31/19)** **2,173,877.40**

Outstanding Adopted Resolutions (Encumbrances)	
Resolution 19-06-10 Various Projects	432,642.00
Resolution 19-06-11 FY20 VRE Subsidies	160,514.00
Resolution 19-06-14 FY20 PRTC Subsidies	<u>12,200.00</u>
Total Encumbrances	<b>605,356.00</b>

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 12/31/19 **1,568,521.40**

(\*) Resolutions which have been encumbered will not be expended until funds become available



**FUEL TAX REPORT - FY20**  
SPOTSYLVANIA COUNTY

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance\*  
or Surplus/Deficit Collections (carryforward)

**1,940,801.81**

**Income**

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	537,045.10	439,708.33	97,336.77	537,045.10	439,708.33	97,336.77
August	560,794.99	439,708.33	121,086.66	1,097,840.09	879,416.66	218,423.43
September	363,179.29	439,708.33	(76,529.04)	1,461,019.38	1,319,124.99	141,894.39
October	558,517.45	439,708.33	118,809.12	2,019,536.83	1,758,833.32	260,703.51
November	468,647.15	439,708.33	28,938.82	2,488,183.98	2,198,541.65	289,642.33
December	501,498.12	439,708.33	61,789.79	2,989,682.10	2,638,249.98	351,432.12
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<b>2,989,682.10</b>	<b>2,638,249.98</b>	<b>351,432.12</b>			

FY20 Year to Date Interest from Investment  
(actual interest earned from collections)

**26,718.49**

FY20 PRTC Operating Carryforward (refund)

**71,900.00**

**Expenses**

Less:

Resolution 19-06-11 FY20 VRE Subsidies	(642,835.00)
Resolution 19-06-14 FY20 PRTC Subsidies	(71,900.00)
<b>Total Expenses</b>	<b>(714,735.00)</b>

**FY20 Fund Balance (as of 12/31/19)**

**4,314,367.40**

Outstanding Adopted Resolutions (Encumbrances)

Resolution 18-11-07 Various Projects	9,467.87
Resolution 19-04-05 Various Projects	708,567.75
Resolution 19-06-11 FY20 VRE Subsidies	642,835.00
Resolution 19-06-14 FY20 PRTC Subsidies	42,300.00
Resolution 20-01-06 Various Projects	1,200,000.00
<b>Total Encumbrances</b>	<b>2,603,170.62</b>

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 12/31/19

**1,711,196.78**

(\*) Resolutions which have been encumbered will not be expended until funds become available