



POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION
14700 POTOMAC MILLS RD • WOODBRIDGE, VA • 22192 • PRTCTRANSIT.ORG

Board of Commissioners Monthly Meeting

Thursday, May 3, 2018, 7:00pm: PRTC Transit Center

Prior to entering the meeting, please turn all electronic devices (cell phones, pagers, etc.) to a silent, vibrate or off position.

OFFICERS

Hon. Ruth Anderson, Chair (Prince William County) • Hon. Jeanette Rishell, Vice Chair (City of Manassas Park) • Wendy Maurer, Treasurer (Stafford County) • Hon. Pamela Sebesky, Secretary (City of Manassas)

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1. Call to Order (Anderson)
 2. Invocation and Pledge of Allegiance (Anderson)
 3. Attendance Roll Call (Anderson/Altis)
 4. Adoption of Agenda – May 3, 2018 (Anderson)
 5. Approval of Minutes – April 5, 2018 (Anderson/Schneider)
 6. Citizen’s Time/Public Comment (Anderson)
 7. Approval of Consent Agenda – May 3, 2018 (Anderson)
 - A. RES Acceptance of the Jurisdictional Financial Report for the Period Ended February 28, 2018
 8. Virginia Railway Express Chief Executive Officer’s Time (Allen)
 - A. INFO Chief Executive Officer’s Report – April 2018
 - B. INFO Agenda, Minutes, and Adopted Resolutions of the April 20, 2018 VRE Operations Board Meeting
 - C. RES Authorize the VRE Chief Executive Officer to Execute an Amendment for the Fourth Year of the First Option Period of the Contract for Operating Services for Commuter Rail
 - D. RES Authorize the VRE Chief Executive Officer to Execute an Amendment for the Third Year of the Contract for Maintenance Services for Commuter Rail
 - E. INFO Transit Development Plan Update

- F. INFO Broad Run Expansion Project Update
 - G. INFO Spending Authority Report
9. Executive Director's Time (Schneider)
- A. INFO Follow-Up from Prior Meetings
 - Legislative Update
 - B. INFO Executive Director's Report
 - Industry Article
 - Employee Service Awards
 - Joan Martin-Morris (15 years of service)
 - LaTricia Benson (10 years of service)
 - Comcast Cares OmniRide Participation
 - Mohamed Elatrebi Representing PRTC at the National Bus Rodeo in Tampa Bay, Florida May 5-7, 2018
 - Budget Update
10. Presentations/Information Items
11. PRTC Action Items (Anderson/Schneider)
- A. RES Authorization to Purchase Thirty-One 45-Foot MCI OmniRide Buses
 - B. RES Authorization to Purchase Three 40-Foot Gillig OmniRide Buses
 - C. RES Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years 2019-2021
 - D. RES Real-Time Passenger Information Contract Award
 - E. RES Authorize Closed Meeting
 - F. RES Certify Closed Meeting
 - G. ----- Action Items Reported Out of Closed Meeting
12. PRTC Chair's Time (Anderson)
13. Other Business/Commissioners' Time (Anderson)
14. Adjournment (Anderson)

Information Items

Quarterly Fuel Dashboard
 Performance Service Reports
 Revised Purchasing Authority Report
 Wheels-to-Wellness Funding Status



Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

May 3, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director 

RE: May 3rd Commission Meeting

Enclosed is your board kit for the May 3, 2018 Commission meeting at 7:00 p.m. in PRTC's large conference room (2nd floor).

The PRTC Executive Board will meet at 6:00 p.m. (small conference room).

If you have any questions regarding agenda items or any other item in your board kit, please contact me at (703) 580-6117 or bschneider@omniride.com.

Enclosure: As stated

**ITEM 1-3
May 3, 2018
PRTC Regular Meeting**

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

ITEM 4
May 3, 2018
PRTC Regular Meeting
Res. No. 18-05-___

MOTION:

SECOND:

RE: APPROVE – AGENDA – MAY 3, 2018

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 May 3, 2018, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

ITEM 5
May 3, 2018
PRTC Regular Meeting
Res. No. 18-05-____

MOTION:

SECOND:

RE: APPROVE – MINUTES – APRIL 5, 2018

ACTION:

WHEREAS, on May 3, 2018 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the PRTC Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

WHEREAS, PRTC conducted business in accordance with a published agenda dated May 3, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of April 5, 2018.

Votes:

Ayes:

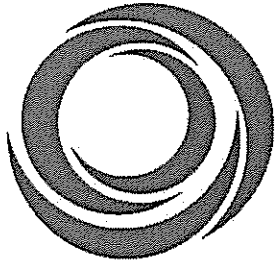
Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

14700 POTOMAC MILLS ROAD • WOODBRIDGE, VA • 22192 •

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MINUTES

PRTC Commission Meeting – April 5, 2018

Members Present

*Ruth Anderson, Chair
*George Barker
*John Jenkins
*Matt Kelly
*Jeanine Lawson
*Wendy Maurer, Treasurer
*Marty Nohe
*Steve Pittard
*Frank Principi, Immediate Past Chairman
*Jeanette Rishell, Vice Chair
*Gary Skinner, At-Large Member

Jurisdiction

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

Members Absent

Maureen Caddigan
Jack Cavalier
Mark Dudenhefer
Pamela Sebesky
Paul Trampe

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

Alternates Present

*Norm Catterton
Margaret Franklin
D.J. Jordan
Kalai Kandasamy
*Cindy Shelton
Donald Shuemaker
*Mark Wolfe

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

Alternates Absent

Hilda Barg
Pete Candland
Hector Cendejas
Todd Horsley
Tim McLaughlin
Jennifer Mitchell
Suhas Naddoni
David Ross
Billy Withers

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

Staff and General Public

Gina Altis – PRTC
Paolo Belita – Citizen
Monica Backmon – NVTA
Tonisha Belton – PRTC
Tim Collins – Tim Collins & Associates
Nelson Cross – First Transit
Tracy Dean – PRTC
Rob Dickerson – PRTC Legal Counsel
Althea Evans – PRTC
Joyce Embrey – PRTC
Jim Halvorson – Citizen
Todd Johnson – First Transit
Ken Jones – PRTC
Bob Leibbrandt – Prince William County
Doris Lookabill – PRTC
Sheila Lynn – Citizen
Jacque Lucas – PRTC Legal Counsel
Amber Maiden – Citizen

Betsy Massie – PRTC
Tim McCann – First Transit
Jerry McIntosh – PRTC
Karen Mills – First Transit
Brian Mitchell – First Transit
Perrin Palistrant – PRTC
Cynthia Porter-Johnson – PRTC
Christine Rodrigo – PRTC
Rhiannon Roszell – First Transit
Bob Schneider – PRTC
Chuck Steigerwald – PRTC
Nia Tuix – Citizen
Dave Van Fossen – First Transit
Bea Wooden – PRTC
Monique Wyche – First Transit

Madam Chair Anderson called the meeting to order at 7:00 p.m. The Pledge of Allegiance, Invocation, and Roll Call followed.

Approval of the Agenda –4 [RES 18-04-01]

Commissioner Maurer moved, with a second by Commissioner Rishell, to approve the agenda, as presented. There was no discussion on the motion. (MAURER/RISHELL, UNANIMOUS)

Approval of the Minutes of the March 1, 2018 PRTC Board Meeting – 5 [RES 18-04-02]

Commissioner Rishell moved, with a second by Commissioner Maurer, to approve the minutes of March 1, 2018, as presented. There was no discussion on the motion. (RISHELL/MAURER, UNANIMOUS)

Citizens' Time - 6

Madam Chair Anderson noted that anyone wishing to address the Commission this evening will have three minutes to speak and for those who do speak to introduce themselves and to state if they are representing an organization or themselves. A number of individuals addressed the Commission (Transcript attached).

Madam Chair Anderson expressed appreciation to everyone who spoke this evening.

Approval of the Consent Agenda –7 [RES 18-04-03]

Commissioner Kelly moved, with a second by Commissioner Barker, to approve the consent agenda, as presented. There was no discussion on the motion. [KELLY/BARKER, UNANIMOUS]

- Accepted the Potomac and Rappahannock Transportation Monthly Jurisdictional Financial Report for the Period Ended January 31, 2018, as presented. [RES 18-04-04]
- Authorized to sign Federal Transit Administration's (FTA) FY 2018 Annual Certifications and Assurances, as presented. [RES 18-04-05]

PRTC Executive Director's Time – 8

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

- Dr. Schneider noted that there are new funding streams that can help restore some lost monies with regard to the gas tax floor issue. However, there are different interpretations on how the dollars can be spent. The maintenance of effort begs the question does the new funds follow the old funds meaning can they be spent as they were previously spent or will the commitment of the new funds go to the Virginia Railway Express (VRE).

Commissioner Barker added that two bills were passed 1) a bill establishing the floor for the 2.1% regional gas tax that exists in NVTC, PRTC, and Hampton Roads to match the state, so that the gas tax reverts back to the price of gas in February 2013 and 2) joint agreement with Maryland and DC (Virginia's share of Metro is \$154 million for FY 2019). Maryland and DC have to jointly come up with \$500 million/year (Maryland's share and DC's share is \$167 million and \$179 million, respectively); a specific figure is not needed for VRE since it only operates in Virginia.

Commissioner Barker noted that out of Virginia's \$154 million share for Metro, only \$10 million didn't come from the regional gas tax floor or money that was already being spent in Northern Virginia for transportation services, so money is being taken out of one pocket for funding transportation needs in Northern Virginia and being put into a different pocket. There's \$15 million/year for VRE split between two pots of money for NVTC and PRTC jurisdictions and money coming from the NVTC and PRTC jurisdictions is generated from the regional gas tax, which will either go to Metro or VRE. For PRTC's jurisdictions, a portion of the money goes to VRE with the remaining amount going to the six jurisdictions to provide opportunities for different potential uses.

Continuing, Commissioner Barker noted that the bill language deals with two categories 1) the jurisdictions that are part of NVTa (Prince William County, Manassas, and Manassas Park), which will operate under the provisions of the 2013 bill as to how the monies can be used and 2) maintenance of effort requirements for Fredericksburg, Stafford, and Spotsylvania. Money not required to go to VRE as part of the bill, will be available for expenditures at the local levels if they're not part of the bus system in Prince William County, Manassas, and Manassas Park. The Governor will submit amendments to the bill on Monday at which time the level of funding will be present with only the sources of the funding being affected. The Senate bill included the full \$154 million for Metro and money for the gas tax floor was done separately. Two other tax increases specific to the jurisdictions is the hotel occupancy tax (increased to three percent) and the Grantor's tax (increased to 25 cents) generating about \$45 million.

Commissioner Barker noted that at the end of the General Session, there was concern that the bill might fail in the house if the vote occurred on the last day. To ensure that it passed, the two tax increases were removed as it could have meant that the monies would be taken from other transportation expenditures in Northern Virginia negatively affecting everyone. Also, the bill didn't pass with the \$154 million included. Commissioner Barker and other legislators sent a letter to the Governor asking that the rest of the \$45 million be made up from additional state monies. Going forward, some of the monies that have been flowing to NVTa from Prince William County, Manassas, and Manassas Park will not go to NVTC for Metro meaning the monies will be available for expenditures and determinations at a local level, and the jurisdictions will collectively have to work it out.

Commissioner Nohe added that as the bills currently stand, there are three sources of transportation specific revenue that become available to PRTC's member jurisdictions. In Prince

William County's case, the County's share of the hotel tax that normally goes to NVRTA and theoretically would go to Metro now flows to Prince William County to the tune of about \$1.5 million and that money must be used for transit purposes i.e. OmniRide, VRE, Wheels-to-Wellness or for any number of transit services, but it must be used for transit above and beyond whatever other money is used for transit since it is net, new money, however, Prince William County doesn't receive the full \$1.5 million.

As the Bill exists today, Commissioner Nohe noted that the Grantor's tax is about \$6 million for Prince William County and must be used for transportation. The funds can be used for any transportation purposes, but it doesn't have to be used for transit which is appropriate, because it is money that would have otherwise flowed to NVRTA and then presumably back to PRTC for different capital projects. The reason this wasn't done with the hotel tax is because the original proposal was to do away with the hotel tax in Prince William County, Manassas, and Manassas Park.

Commissioner Nohe went on to note that the gas tax floor money will flow as the bill is currently written. However, if gas prices go up, then the pot of money becomes smaller as only talking about the delta, not the dollar amount. Money will flow through PRTC and will still be allocated to the member jurisdictions. As it's understood, PRTC and the member jurisdictions can use the money in the exact same way the member jurisdictions have always been able to use the gas tax money, but Fredericksburg, Stafford, and Spotsylvania will be subject to a maintenance of effort for transit meaning that the three jurisdictions must continue to spend a predesignated amount based on the previous three year expenditures on transit that have always been spent, and the money cannot be used to supplant the existing jurisdictional subsidy for transit i.e. VRE, FRED Bus or whatever the service may be meaning that some portion of the funds becomes restricted as transit funds.

Commissioner Kelly commented that it seems to be more restrictive than what was originally proposed. Commissioner Nohe noted that 100 percent of the new money must go to VRE and that the gas tax bill says there will be a gas tax floor and more money, however, it's the Metro bill that puts the "cap" on how the money is used and as it's understood, there's unequivocally less flexibility in how the new money can be used relative to the surpluses that the member jurisdictions may have experienced prior to the recession, but it is more flexible than the version that said it must go to VRE and can be used for other transit purposes. The money is being restricted more so than surplus money has in the past.

In looking at VRE's budget in the out years, Commissioner Maurer noted that Stafford County's contribution to VRE goes up significantly and asked if the new money comes close to helping with the fiscal cliff. Mr. Allen answered yes, and noted that in creating the commuter rail operating capital fund (and to have it funded initially with \$15 million) was a huge win for VRE. The \$7.85 million that comes to PRTC to use for transit gives the jurisdictions some funding, so if VRE's operation budget continues to go up, it gives more cushion for the subsidy to be paid.

Commissioner Nohe noted that since ridership in the southern FAMPO jurisdictions is growing faster than the rest of the system, the FAMPO jurisdictions' share of the budget will grow proportionate to that overtime. The fact that the member jurisdictions have to keep investing in transit isn't a big deal, because the jurisdictions have to do so anyway. Whether the bill passes or not, the jurisdictions' commitment to transit is growing and there's a need for the jurisdictions to know what money to use. In the past there have been capital investment improvements to VRE which are system improvements shared by all of the jurisdictions and there's been discussion of using NVRTA funds to pay for system improvements, however, the issue is that NVRTA funds can only

be used for the share of the improvements that are borne by the NVTJ jurisdictions, which hasn't been done as the FAMPO jurisdictions haven't had a revenue matching source. The FAMPO jurisdictions now have transit, specific money that can be used to pay for their portion of improvements.

Commissioner Skinner asked how the VRE Master Agreement will be affected. Commissioner Nohe asked to what degree is Spotsylvania County currently using funds other than its gas tax funds in which Commissioner Skinner noted that Spotsylvania will reach a point where the County will have to draw from its general funds.

Commissioner Nohe noted that the maintenance of effort applies to existing funds being used for transit today, so in a hypothetical situation where 100 percent of Spotsylvania's VRE operating costs can be paid using its existing gas tax monies, Spotsylvania is putting zero local dollars above its gas tax into transit today, then the maintenance of effort is zero which at that point the money becomes available. The challenge will be, for example, most all of Prince William County's VRE subsidy comes from something other than the gas tax and the County will find itself in a tough position having the new money, but unable to use it to pay the VRE subsidy, because Prince William County is committed to keeping the same level of VRE funding that it already has. The money; however, could be used in the future for the expansion of VRE, but it's not known to what degree the jurisdictions are using funds other than their gas tax funds.

Commissioner Nohe went on to note that if the jurisdictions' transit subsidies for all transit combined is being covered mostly by the existing gas tax, then the maintenance of effort will only be money that goes a little above the gas tax, but it is money that becomes available to the jurisdictions as the gas tax normally does except that since the southern jurisdictions' subsidies are expected to rise over time, the jurisdictions could theoretically use the money to pay for something else and use general funds to pay for VRE.

Mr. Allen noted that the VRE Master Agreement is separate from the gas tax issue as it defines how the member jurisdictions' subsidy is calculated, which is being paid for out of the gas tax that comes to the jurisdictions by virtue of being a member of PRTC. The amount that is available from PRTC's member jurisdictions just increased by almost \$8 million/year, so the PRTC member jurisdictions have more money to spend on transit because of the bill that was passed.

Commissioner Nohe added that if the member jurisdictions' ridership suddenly dropped and the subsidy decreased it could create an inverse problem where member jurisdictions are suddenly expected to maintain the same expenditures to find something to spend the money on. Theoretically, a jurisdiction could pay for VRE not using its gas tax money on something else and pay for VRE with other monies, but in so doing would create a huge problem, because all of the money would have to be used toward something other than VRE. If the member jurisdictions' gas tax money is going to VRE first, it probably doesn't create a big problem unless a lot of other gas tax money is put in the pot.

Commissioner Lawson asked if it's feasible to send a letter to Delegate Torian, who is on the Appropriations Committee to inform him of what the Commission would like him to lobby for on PRTC's behalf since the funds will be so restrictive. Commissioner Nohe noted that it's probably too late for the Appropriations Committee to make a change at this point.

Commissioner Barker added that the dynamics in the House and Senate were different on the issue this year as the Senate was ready to move forward from day one. The House bill that initially passed was a bill from Delegate Jones that addressed the gas tax floor, but didn't immediately

take the gas tax floor up to the 2013 level, so it wouldn't have generated any significant amount of money. What the bill did do is it put a bill forward that allowed the Conference Committee to be able to mold the bill close to what the Senate had in the bill. The Metro bill coming forward from the House is from Delegate Hugo, which contained no tax increases. Delegate Hugo stated that he would vote against any tax increase, so the patron of the bill that is designed to solve the money problems is saying there will not be additional revenues. The \$154 million for Metro and \$15 million for VRE if still in the bill and whatever else there was for the PRTC member jurisdictions would all had to come out of existing resources. Commissioner Barker noted that there's only \$10 million in the entire package that comes from state sources that were not already being spent on transportation in Northern Virginia and as the Conference Committee started on the VRE/Metro bill, there was a feeling to take the Saslaw Senate bill and have it be the vehicle that went forward. During the last two days of the Session, it looked like the Senate bill would go forward, but as of Friday it went back to the House with the gas tax floor bill to be handled separately.

Commissioner Kelly commented that Fredericksburg fully supports VRE, but the biggest issue is that the state is not putting funding into projects and the new issue of the state diving into jurisdictional money and using the money to start solving some of the problems. Commissioner Kelly noted that In looking at the smaller jurisdictions and looking at what's happening five years out, this is the only real source of money that Fredericksburg has for projects and to say that a big chunk of the City's money is going to be taken will result in a problem for Fredericksburg, because the City has other projects on line. More discussion is needed as to how this will play out.

Commissioner Barker noted that it's been a challenging and trying situation in essence from an operational standpoint. The Metro bill had to be passed as it would have been disastrous otherwise. The Governor will make his proposals and amendments next Monday and action will take place on April 18th at which time it will be known where we are at that point. There will be ongoing conversations on all of the issues over the next one to two years to look at ways to improve what is being done this year. It may not be next year, possibly in two years may be able to do something to resolve the issues as it relates to state funding sources. The transit issue was not funded this year, but will presumably be on the docket next year.

Madam Chair Anderson asked how long the April 11th General Session will be. Commissioner Barker noted that a Special Session will commence on April 11th as it relates to the budget and that same day the rules for the Special Session will be passed, and the session will adjourn. There's not much that can be done as it relates to the budget, but there will be a couple of appropriations and finance committee meetings to follow shortly afterward to get everything to Conference with regard to the budget, however, there won't be an opportunity to resolve the budget issues until there's a resolution. Commissioner Barker noted that he believes that the final resolution will be more favorable to the local governments.

Commissioner Nohe offered NVTA finance staff to give their opinion as they have a clearer sense of what constitutes transit revenues and what doesn't and can get information from the PRTC and VRE about how the member jurisdictions' gas tax money is currently being used, how the jurisdictions' transit is funded, and return to the Commission with an answer. However, it wouldn't be a legal opinion, but it would be a legitimate basis that the member jurisdictions could use to formulate their budgets.

- PRTC received \$3.6 million in FTA funds for new bus purchases. Dr. Schneider expressed appreciation to the State of Virginia, in particular, the Virginia Department of Rail and Public Transportation, who wrote a letter of support and was instrumental in PRTC receiving the funds.

PRTC is in the process of negotiating final pricing on 31 MCI units, which is one-third of PRTC's aging fleet allowing for an additional six buses.

- As part of the PRTC Strategic Plan process, PRTC is applying for a grant to look for different ways to get consistent funding for more flexible services, so Mr. Steigerwald has applied for a grant with the "Shared Use Mobility Center" for technical staff, who provides technical support for business plans to help create continuity for programs like Wheel-to-Wellness.
- Article – "Free bus passes for workers: Columbus's big idea to relieve a congested down-town" is provided for the Commissioners' perusal.
- A "blue-sheeted" Strategic Plan Progress Quarterly Update has been provided for the Commissioners' perusal. Mr. Steigerwald gave a brief summary.
- Dr. Schneider expressed appreciation to all who came out for Transit Driver Appreciation Day on March 16.

At this time, First Transit General Manager Todd Johnson recognized Mr. Mohamed Elatrebi, who won first place in the 2018 Virginia State Bus Roadeo in Lynchburg, Virginia. Mr. Elatrebi will now move forward to test his skills at APTA's International Bus Roadeo in Tampa Bay, Florida, May 4-8, 2018.

Virginia Railway Express Chief Executive Officer's Time – 9

Mr. Allen briefed the Board on the following item(s) of interest:

- Average daily ridership is 19,000 for the month of February and On-Time Performance is 95 percent on both the Fredericksburg Line and Manassas Line.
- Positive Train Control (PTC) is required for all commuter railroads with the first deadline of December 31, 2018 to have PTC operational and subject to certain steps being accomplished. VRE has executed the last two contracts to implement PTC and, if necessary, railroad systems can ask for extensions from the Federal Railroad Administration (FRA).
- On March 15th, the Lorton VRE Station Extension Project Ribbon Cutting Ceremony occurred. Platforms will be extended on all of the VRE stations with the Rolling Road Station being next to receive improvements.
- The current location of the Crystal City VRE Station causes an operational challenge and will be relocated, as the station will eventually be between two tracks (the station is currently served by one track). VRE has completed an evaluation of three potential relocation sites and a potential site has been selected. VRE is slated to move forward into the design phase.
- Railway Age is an industry-wide publication that deals with the big Class One Railroad, Short Line Railroads, and Commuter Railroads. Every year, Railway Age presents a "Top 10 Under 40" recognizing relatively young professionals. In February 2018, VRE employee Greg Deibler, Manager of Safety and Security, was recognized as one of the 10 individuals in the railway industry under 40.
- Mr. Allen participated in a roundtable discussion hosted by the Senate Banking Committee professional staff, who held a "listening session" as members of the entire transit industry were in

town to attend the APTA Legislative Conference held in March. Mr. Allen participated in the listening session to explain VRE's needs to the Federal government.

- On March 13th, an Amtrak auto train struck a vehicle near the Lorton VRE Station impacting VRE service. Mr. Allen expressed appreciation to PRTC for providing bus bridges.

Presentations – 10

A. Critical Bus Incidents Report

Mr. Tim Collins gave a report on the two critical bus incidents that occurred in August 2017 and December 2017. A question and answer session followed:

Dr. Schneider noted that responsiveness and software issues are the primary issues with the Trapeze software emerging as a main concern. Following a meeting with customer service staff, minor changes have been made along with procedural changes by both PRTC and First Transit, who are also in the process of conducting a metric of performance. Dr. Schneider went on to note that First Transit Corporate staff is present this evening and have been actively engaged since December. PRTC will continue to move forward and recommendations will be brought to the Commission in the form of a revised organizational proposal as well as a new Safety and Security position proposal.

Madam Chair Anderson asked if the procedure of buses "signing in/signing out" has commenced. Dr. Schneider answered "yes."

With regard to Mr. Collins' report, Madam Vice Chair Rishell asked what the nature of PRTC's current recordkeeping is with regard to specific operator performance. Mr. Collins noted that recommendation number one in the report speaks to this and went on to note that in the case of Driver A, there was a general feeling that perhaps something majorly wrong was going on with this particular individual, however, nothing was put in writing/documented. The recommendation is that PRTC create an "operator advisory notice" to document such issues and to specify a rapid time frame to resolve issues and move forward from that point.

So, there was no method in place asked Vice Chair Rishell. Mr. Collins answered "correct," and noted that currently issues can be reported in TransTrack, but there's nothing of this formal nature in place that could be identified during the investigation.

Commissioner Nohe noted that there seems to be a morale problem among the bus operators. Mr. Collins noted that there's a feeling of lost pride and that it's not PRTC-like with what happened in the case of the two critical bus incidents. There's a need for people to recover the same pride they had in the organization prior to the two bus incidents occurring and improving engagement with the bus operators is of the upmost importance, which falls to both PRTC and First Transit as well as the creation of a positive morale environment so that the organization doesn't find itself in this situation again.

Commissioner Lawson expressed concern about the 44,000 alerts received in a month by the dispatchers and asked if a lot of the alerts are meaningless or in error in which Dr. Schneider answered yes. Continuing, Commissioner Lawson recalls hearing that some of the alerts were deleted by dispatchers and expressed concern about the morale of the dispatchers as there may be guilt there that isn't necessary, because the issue may have come down to the fault of the software that is clearly inadequate.

In response to Commissioner Lawson's concerns, Dr. Schneider noted that, for example, there were three buses on the road at that time and two dispatchers were watching all three buses and five alerts pop up. That's not 44,000 alerts, but five alerts in that time period and those five alerts were batched deleted without investigation, however, there were only three buses that fit the commuter service and zero of the buses were MCIs. None of the buses were on the road except for this one driver, so the alert pops up showing Driver's B's name operating that vehicle and that vehicle shouldn't have been on the road at that time, but the alert was cleared anyway at that time. So, its five alerts at a time (sometimes 32 alerts) that were cleared, the alerts were sometimes looked at, but most of the time they weren't, because there were so many. By no means is 33 alerts not a large number, but there were only five alerts at that time so it's not like there are 33 alerts all at once, decreasing dispatchers' confidence in what was being presented to them as information.

Continuing, Dr. Schneider explained that now instead of having late adherence meaning "you're late" and in this case, late adherence meant the bus operator was out of the service zone, a change has been made so that the names of the alerts can't be deleted until the alerts have been investigated. In 60 days, radical changes have been made by a Scheduling Technician in PRTC's Customer Service Department. PRTC needs to continue down this path and to stay committed to fixing the issue. The issue was manageable a long time ago, however, it wasn't addressed so it's being fixed now.

Commissioner Lawson asked what is being done to address morale overall, as it's not just about the bus operators. Dr. Schneider noted that there are individual behaviors that go on inside the organization, for example, you can't have a breakfast event for the bus operators and then two weeks later have a tear down session in a meeting as there are repercussions that come with this back and forth behavior, so when you work to build and compliment the bus operators on a great job, but then tear down the contractor that they work for, repercussions result and are talked about the next day in the driver's room and creeps into the workforce. There are positive, good people trying to do good work, but sometimes there's unintended consequences where criticism may be pointed one way, but has a deep impact on others and it is felt organizationally. A wounded organization is an unsafe organization, and the cure is to be safe. PRTC has been working on the critical bus incident report since December and it has absorbed the workforce i.e. it's been in the media, people have said things to the media which PRTC has learned to be contrary and facts have borne that out. A wounded organization does exist, but as PRTC moves forward it'll be okay.

Madam Chairman Anderson noted that there are things that Commissioners can do such as appropriate interaction with PRTC and First Transit staff and went on to note that some Commissioners took a tour of the PRTC facility today, which provided an opportunity for Commissioners to learn more about the organization, about what the dispatchers and bus operators deal with on a daily basis and the hours that they work as well as recognizing PRTC and First Transit staff for their good work.

Madam Vice Chair Rishell commented that morale is extremely important and needs to be addressed system-wide for the entire organization and part of this is not just one or two issues, its holistic, meaning it's how people talk to one another, it's how employees are talked to. It's very important in how we value other human beings, because we're all part of one beloved community.

Madam Chair Anderson expressed appreciation to Mr. Collins.

B. Presentation on Wheels-to-Wellness

Karen Mills, Frist Transit Wheels-to-Wellness Project Manager, gave a presentation on the "Wheels-to-Wellness – Transportation Voucher Program for Medically-Related Trips." A question and answer session followed.

Commissioner Nohe expressed appreciation to Dr. Schneider for acknowledging PRTC as a mobility agency and noted that the Wheels-to-Wellness program is a natural fit. A challenge moving forward with the program is geographical constraints about where the service can be used resulting in funding limitations. The Prince William Board of County Supervisors gave a little funding to help the program get through until the end of the year and recognizes the need for the service. As a reminder to the Commission, the Sentara Health Foundation wanted to have the tools in place so that when the Medicaid expansion happened funding could be included for a service like the Wheels-to-Wellness program as well as to have the service in place so the program could hit the ground running. The health foundation grant money dried up and Medicaid wasn't expanded, however, the House did pass the Medicaid expansion this year, which could be a potential funding source for the service.

Dr. Schneider noted that with the expansion of Medicaid there tends to be a brokerage model where all Medicaid trips get funneled into a "1-800 number" and parceled out to providers meaning a rise of "mom and pop" Medicaid transportation, which will not meet all needs. There will always be people who fall through the cracks, because they won't be eligible for the service, tied to certain functions, and may not cover certain visits and many have to get into the Medicaid pipeline. It will be fascinating to see what occurs, but until the eligibility exists there will still be people who desperately are in need of the program.

Commissioner Nohe noted that if the program continues long-term, Prince William County would want to provide the service county-wide. Regardless of what the Governor's amendments will be, there are pieces of the Metro bill that aren't going to change and will take some specific funding from the County making it available as local funds and requires the funds to be spent on transit services. The Wheels-to-Wellness program will be eligible for the funds, so there is a funding stream that could be available, but the Board of Supervisors may not want to use the funds to expand the program and continue the program unless the program becomes county-wide along with a business model that shows the service will be viable over the long term.

Dr. Schneider noted that either way part of PRTC's long-term service plan is to migrate away from what PRTC currently has set up as the ADA fixed-route deviations so that PRTC can start to bring in flexible services for a lot of people who live two miles from a fixed route. If there are flexible services that cover the whole zone the Wheels-to-Wellness service comes into play. It's not about one route, one service or one organization, but about what is OmniRide i.e. Omni meaning all, Ride meaning let's go, and how does PRTC get everyone on board to meet transportation needs.

Commissioner Principi volunteered his support in the set of recommendations coming forward.

Commissioner Skinner asked if the grants received for the program are matching grants or straight grants. Dr. Schneider answered a little bit of both. Commissioner Skinner went on to note that the Wheels-to-Wellness program is a wonderful service, but unless there's money coming from NVTA or tax money used to fund the program, money will be taken from the southern localities. A future discussion needs to take place as to how the program will be funded.

Dr. Schneider noted that the majority of funds are grant funded and there are some continuing grant funds. This year's lion share of funds comes from a MWCOC grant over two years. Ms. Lookabill noted that there are grant restrictions, because the match is from the Potomac Health Foundation. Additional people cannot be brought on board, so the program is in a holding pattern as funding is volatile. All of the different restrictions make it difficult and participants can't rely on the service.

Dr. Schneider commended Ms. Mills on the excellent job she has done managing the Wheels-to-Wellness Program over the past five years.

PRTC Action Items – 11

There were no action items.

PRTC Chairman's Time – 12

Madam Chair Anderson mentioned that Commissioners will receive an engagement opportunities handout at the Commission meetings. The new Commissioner Orientation Handbook also contains a "Commissioner Engagement with PRTC" listing about what Commissioners can do in terms of engagement as a Commissioner e.g. recognizing staff, bus operators, etc.

Madam Chair Anderson announced that water infrastructure will take place in eastern Prince William County the last couple weeks in April, which could result in no water for three days and asked PRTC to be prepared.

Madam Chair Anderson noted that the investigation related to discrimination allegations continues and that there's currently no deadline as to when the report will be available.

Madam Chair Anderson went on to note that the Executive Board has started the review process for the Executive Director's one-year evaluation. Commissioners can provide feedback/ratings and PRTC Legal Counsel will ensure Commissioners are instructed on how to participate in the review. A report will be brought to the Commission in the May time frame.

Madam Chair Anderson also noted that the Executive Board is reviewing/amending the PRTC Bylaws. Commissioners are encouraged to review the Bylaws and to make recommendations.

Madam Chair Anderson announced that Commissioners have been provided a new Commissioner Orientation Handbook this evening and expressed appreciation to everyone who attended the new Commissioner Orientation event.

Other Business/Commissioners' Time – 13

Commissioner Lawson introduced Mr. D.J. Jordan, newly appointed Prince William County Alternate to the Commission and expressed appreciation for the work put into the new Commissioner Orientation Handbook.

As a new PRTC Alternate, Commissioner Shelton expressed appreciation for this evening's new Commissioner Orientation event, and the new handbook. Commissioner Shelton noted that she enjoyed the tour, meeting everyone, and finds the Commissioner engagements list very helpful.

Adjournment – 14

There being no further business to come before the Commission, Madam Chair Anderson adjourned the meeting at 9:30 p.m.

Information Items

There were no comments.

NEXT MEETING:	May 3, 2018, 7:00 p.m.
LOCATION:	PRTC Transit Center 14700 Potomac Mills Road, 2 nd Floor Woodbridge, VA 22192-6811

ATTACHMENT

Item 6

April 5, 2018

PRTC Regular Meeting

Citizens' Time (Transcript)

Jerry McIntosh, PRTC

My name is Jerry McIntosh, Quality Assurance. I'd like to start by saying that I see that we're talking about the Wheels-to-Wellness today. I'd would like to make my comments on Wellness-to-Wellness. Ms. Karen Mills runs that program, I would like to acknowledge Ms. Barg, but she's not here. She did a very good job of keeping this thing alive. We appreciate that. On the street that's a very, very good program. I had the honor of going with Ms. Karen Mills to some of the people, the clients, I went to in and out of some of the nursing homes. This is a program we really, really need in our County. I ask that ya'll look into it. Ms. Lawson keep asking questions. It seems to it was on life support, but ya'll started asking questions and all of a sudden its taken life again. It's a very good program, I've seen people who really need this program. We have a person who is running this program, Ms. Karen Mills. She's very good, she's passionate what she do, it helps people in this County who are not as fortunate as some of us. Their health has failed them, they're elderly, and it doesn't cost us much and if everybody would keep asking questions why not keep this program going. I've seen it, it was very emotional when I seen the people when they are approved for this program with tears in their eyes. Please ask questions. Speaking on her behalf, she's running her own car doing this. I know they give her a little bit here and there for the gas, but that's no compared to that car of hers and she's doing that out of herself. Get into, see what I'm saying is true, ask more questions. Alright, thank you.

James Halvorson, Citizen

Good evening ladies and gentleman, my name is James Halvorson, I think some of you already know me, it's been a while since I've been here, but I would say....Chair Anderson sir I can't hear you....okay can you hear me now okay did you need me to repeat the name...Chair Anderson yes....Jim Halvorson. As I said earlier, many of you probably already know me and I can second what the gentleman has said about Wheels-to-Wellness, because I use it myself. Not extremely often, but you know that it saves me, well, I'll just tell you from the hospital to my house paid by cash is about \$30.00 going there with this program it cost me \$3.00, so and I'm on a fixed income, so it certainly benefits me and I also represent um a group of disadvantaged individuals as well um that are serviced by that program and I can tell you a great number of them are benefitting hugely because of it. I also remember a time when we had to go; Ms. Mills, me, and a bunch of other people that take part in the program had to speak up for the program to get money to be able to survive. Um, I can tell you anything you can do to keep it alive, please do, because you're helping the disadvantaged, you're helping people with uh what I like to term as SMIs which are very close to our purposes severe mental illness. Um, you're helping all those who are on fixed

income and I can tell you that it greatly benefits us, it really does. I've used it now since its inception as a matter of fact I've used the bus system since its inception. In fact when I used to work with Patent and Trademark, but um fortunately the government decided that I was to incapacitated to work so they gave me my check and said have a nice day, but in any case, this is a hugely beneficial program and I'm grateful for both Ms. Mills and the program and for those who support it. Thank you.

Ken Jones, PRTC

Good evening, my name is Ken Jones I'm the Manager of Dispatch um been here a few times we've been coming here since December. During the anniversary of Dr. King's death it sent me into a state of reflection and I went back and started looking at some things that were going on at that time, I was too young I wasn't born yet, but uh I noticed though the March on Washington was called Jobs and Freedom. When he was assassinated in Memphis, he was there to support sanitation workers and it just seems to me 50 years later here we are again with the same fight going on again you know um there's rules laid down you know um that were told you work hard, come to work every day, do a good job, put in your hours you'll be rewarded. But in this case, that's not what has happened and we come up every month and show our work and I can say for the people that have worked for me, they work and I always come back to the words that Mr. Schneider used in his original resolution when he said that they were low performing, inefficient, redundant, unaccountable those are words that cut to the core of people who come to work and do a job every day and put in their time and their energy even when it's snowing outside when the weather is inclement they're there. The other people above them senior management they're not here during that time, they're here and I just think that at a certain point you got to look at a person's words and measure it with their actions and this speaks for itself. I understand that there's an investigation going on, but at a certain point things are so blatant and so clear and where my frustration is coming in at is the silence. The silence of saying those words were wrong. Whether you believe that it's racial what those words were wrong and it's been silence on that and to me silence equals complicity and I know some people that have worked and have seen this dispatch team and these quality assurance monitors in action. They know what they've been doing for the past 10, 13, 15 years so I would just it disappoints me to see that that no one else has stepped up to support and vouch for the job that they do so I'll leave it at that and I thank you for giving us your time.

Tonisha Belton

Good evening, my name is Tonisha Belton and I'm a Dispatcher here and I just wanted to speak on kind of coattail on with Ken Jones with the lack of accountability that was brought up and just some things that I've noticed in coming to the meetings in these past months. With our contractor there used to be a report given so that we know what's going on, what has happened, what's occurred what needs and I haven't seen those things um I haven't seen those things being done since we've been coming to the meetings so we don't know what's going on with the buses and we're dealing with not having enough buses for pull outs or the buses that are going out should not be going out and there's nothing being brought up in the reports here that we can see and there are no changes really, so I just wanted to bring that if we're talking about lack of accountability everybody needs to be held accountable and I don't see that happening.

Bea Wooden

My name is Beatrice Wooden, Dispatcher for 13 years PRTC and just following up. I have worked those snow days getting here at 4 o'clock in the morning and I know people on a higher level have seen what and I speak for all dispatchers but mainly Markesha because she's here at 3 o'clock. What she does from the time she's here to the time she gets off what I do from the time I'm here especially on those critical days when you have snow, bad weather we don't know what's going on. Even days when the VRE breaks down and they contact us and they say we need X amount of buses. If you're in there and you see it happening, and then your blink your eye and it's over with, but it's done everything is done um buses are sent out and I know people from higher management have been in there have seen this happen but like nobody saying anything about what we're doing other than us and it's not right. It's not right and I um well anyway, but anyway but it's just people need to speak up, people need to speak up um because we are doing what our job tells us to do, what our job description is to do and that's what we're doing and we're here to serve the people, we're here to serve the community, we here to do our job for PRTC, which we're employed by and we will continue to do that. Thank you.

Nia Tuix, Citizen

Good evening my name is Nia Tuix and I'm President under Reverend Al Sharpton with the National Action Network. We represent civil and human rights in DC, Maryland, and Virginia. Not a lawyer, however, uh my comments are pretty much the same uh dealing with racism and lies and people are trying to tell me that telling the Board about racism and lies that you're not interested, but racism is against the law, not a lawyer. Uh we just celebrated Dr. King's uh assassination yesterday. He was dealing with those type of issues discrimination in Memphis, Tennessee, it's against the law, people have lost their lives, they've fought hard, and now today find ourselves doing the same thing. I don't know your side of the story, however, what I've researched over and over brings me to that same point that we're not dealing with the situation in a manner of legality let's say because when people are RIFd they're certain things that the law does say has to happen and this group was told to leave uh just leave get two week's severance pay and we know that is wrong. We've appealed to the conscious as much as we can to try to sit down and come up with a different way to make your budget, however, uh not have the employees lose their jobs and that can be done. There, there are many ways if we sit down and negotiate. There is uh there are efforts on our part that were compelled to carry out not threatening we don't have to come we don't work like that. We'd rather negotiate hardworking employees that have proved without a shadow a shadow of anyone's imagination to be employees that are dedicated, loyal, they're productive, they get the job done and now the company is has a challenge and we just don't want them to be thrown out based on their nationality and, of course, uh based on lies because what I've read the three concerns are not true, they are productive and they're good employees and they make the community I mean the community is watching this issue and it is our duty to make sure the community is informed, we've been treated very fair to come up and make our comments but the community is watching and it's the community that rides buses. You know we're not trying to blow this thing up I would hope that we can come to anything but this impasse or wherever we are to keep the employees employed that have proven without a shadow of a doubt a good hard decent working record to

make PRTC the outstanding success you have today and I thank you for yielding this time to me and allowing us to be heard. Thank you.

Amber Maiden, Citizen

Good evening, I've said plenty speaking and writing and I just was moved to come up here after Nia Tuix and Ken, because they're right. The Civil Rights Act of 1964 is 50 years old and I'm disgusted that there are so many organizations, governments not yet in compliance with the law that is not that complicated it's not that complicated not to discriminate against minorities and women. As I said, seven years with the Metropolitan Washington Airports Authority, I am so familiar with the good old boys network and how that works, I know it inside and out and I'm seeing a lot of remnants of that up in here and I've said that, you've heard that, but beyond that it's a safety issue. These people are on the front lines they are quality assurance for these huge vehicles that move throughout the very complicated Metropolitan area, so it's a lot more than just the racism and the sexism, there's a lot more at stake here and yes there needs to be some action and it needs to be immediate and it needs to be remedial. That's all I have to say.

ITEM 6
May 3, 2018
PRTC Regular Meeting

Citizens' Time
(3 minute time limit per person)

ITEM 7
May 3, 2018
PRTC Regular Meeting
Res. No. 18-05-___

MOTION:

SECOND:

RE: APPROVE – CONSENT AGENDA – MAY 3, 2018

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 May 3, 2018, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

ITEM 7-A
May 3, 2018
PRTC Regular Meeting
Res. No. 18-05-__

MOTION:

SECOND:

**RE: ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL
FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2018**

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 wells 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 February 28, 2018, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

**Fuel Tax Revenues
Budget to Actual
Eight Months Ended February 2018**

	FY18 YTD Budget	FY18 YTD Actual	Variance %	Variance \$
Prince William County	7,649,133	7,266,877	-5%	(382,256)
Stafford	2,397,600	2,366,982	-1%	(30,618)
Manassas	523,800	611,161	17%	87,361
Manassas Park	490,067	497,511	2%	7,444
Fredericksburg	898,200	906,200	1%	8,000
Spotsylvania	2,647,733	2,552,921	-4%	(94,812)
Total	14,606,533	14,201,652	-3%	(404,881)

Year to date budget reflects updated FY2018 motor fuels tax revenue projections done as part of the FY2019 budget and six year plan process.

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2018

FY18 Beginning Fund Balance \$ 11,530,152.73 (1)

	Current Month	Year To Date
Gross Tax Revenue	\$ 1,348,551.90	\$ 14,201,651.61
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 1,348,551.90	\$ 14,201,651.61
Interest from Investment	\$ 9,875.10	\$ 91,544.96
Total Tax & Investment Revenue	\$ 1,358,427.00	\$ 14,293,196.57
Expenditures/Transfers	\$ -	\$ (16,257,215.00)
Reimbursement/Transfer from Other Governments	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 4,000,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		\$ 13,566,134.30
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		
FY18 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 7,708,148.39
FY18 Projected State Grant (remainder)		\$ 173,267.40
LESS: Unexpended Adopted Resolutions		\$ (9,444,803.47) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	-	-
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 12,002,746.62 (2)

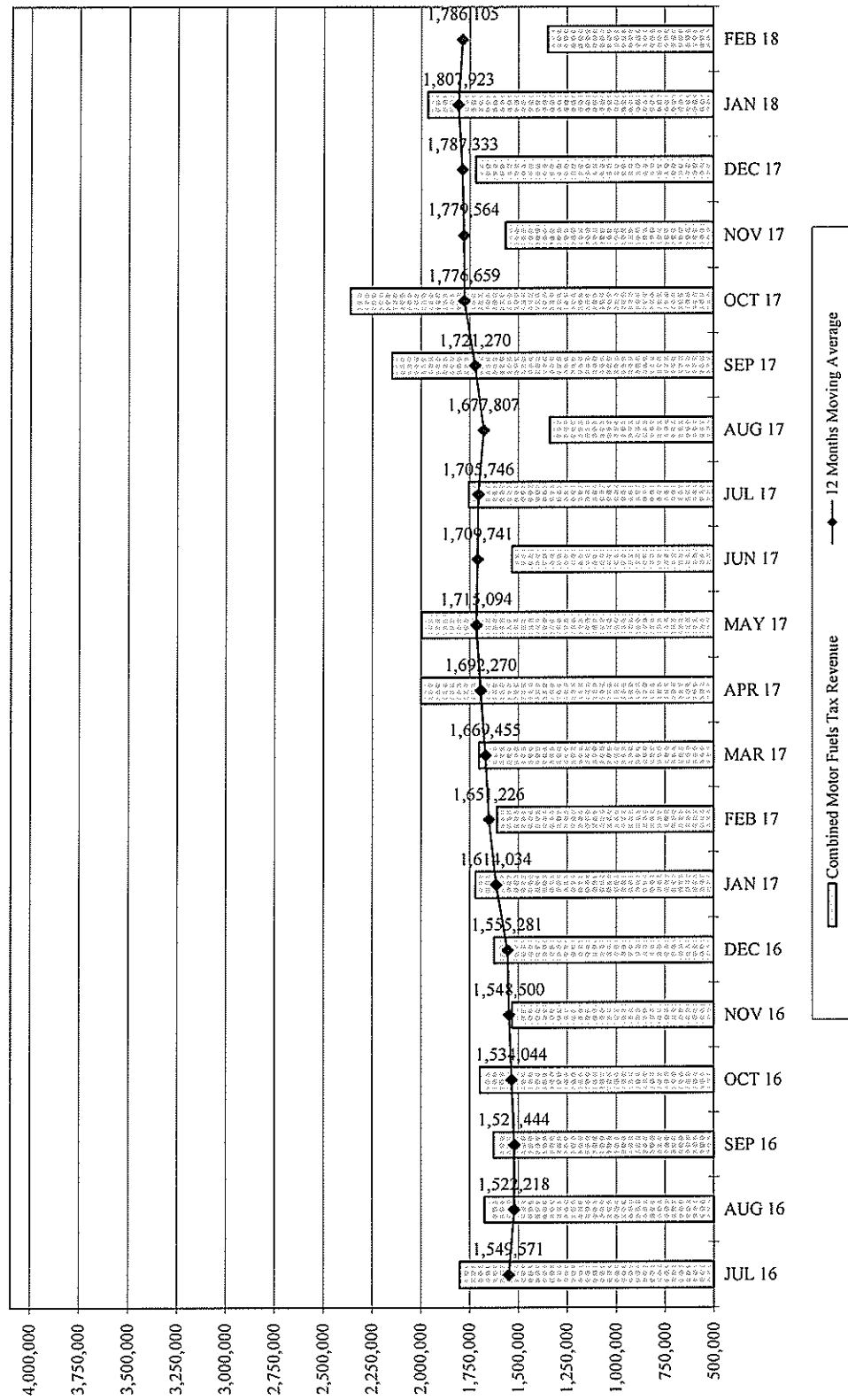
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
15-12-06	\$ 2,749.78 (1)	\$ -	\$ 2,749.78
16-03-07/18-03-06	\$ - (1)	\$ -	\$ -
16-06-09	\$ 222,540.00 (1)	\$ -	\$ 222,540.00
17-03-07	\$ 382,261.00 (1)	\$ -	\$ 382,261.00
17-06-05/18-03-06	\$ - (1)	\$ -	\$ -
17-06-07	\$ 65,000.00 (1a)	\$ -	\$ 65,000.00
17-06-08	\$ 222,070.00 (1a)	\$ -	\$ 222,070.00
17-06-09	\$ 5,191,287.00 (1a)	\$ 5,191,287.00	\$ -
17-06-13	\$ 15,275,700.00 (1a)	\$ 11,065,928.00	\$ 4,209,772.00
17-07-06	\$ 116,000.00	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00	\$ -	\$ 206,000.00
18-01-04	\$ 1,737,677.00	\$ -	\$ 1,737,677.00
18-03-05	\$ 1,208,930.00	\$ -	\$ 1,208,930.00
Total	\$ 25,702,018.47	\$ 16,257,215.00	\$ 9,444,803.47 (*)

(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 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 FY17 and FY18



MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2018

FY18 Beginning Fund Balance			\$	2,027,495.95	(1)
		Current Month		Year To Date	
Gross Tax Revenue		\$	634,312.55	\$	7,266,877.32
Less: State Admin. Cost		\$	-	\$	-
Net Tax Revenue		\$	634,312.55	\$	7,266,877.32
Interest from Investment		\$	277.23	\$	23,141.96
Total Tax & Investment Revenue		\$	634,589.78	\$	7,290,019.28
Expenditures/Transfers		\$	-	\$	(10,396,000.00)
Transfer From Prince William County		\$	-	\$	-
PRTC Operating Fund Balance		\$	-	\$	3,818,119.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES				\$	2,739,634.23
FY18 Projected Motor Fuel Revenue (for remainder of fiscal year)					4,206,822.68
LESS: Unexpended Adopted Resolutions				\$	(4,186,300.00) (*)
Other Financing Sources/(Uses)					
Claims and Judgments			0.00		-
Jurisdictional Reimbursement			\$0.00		\$0.00
Total Projected Unencumbered Balance				\$	2,760,156.91 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
17-06-13	\$ 14,409,300.00 (1a)	\$ 10,396,000.00	\$ 4,013,300.00
Total	\$ 14,582,300.00	\$ 10,396,000.00	\$ 4,186,300.00 (*)

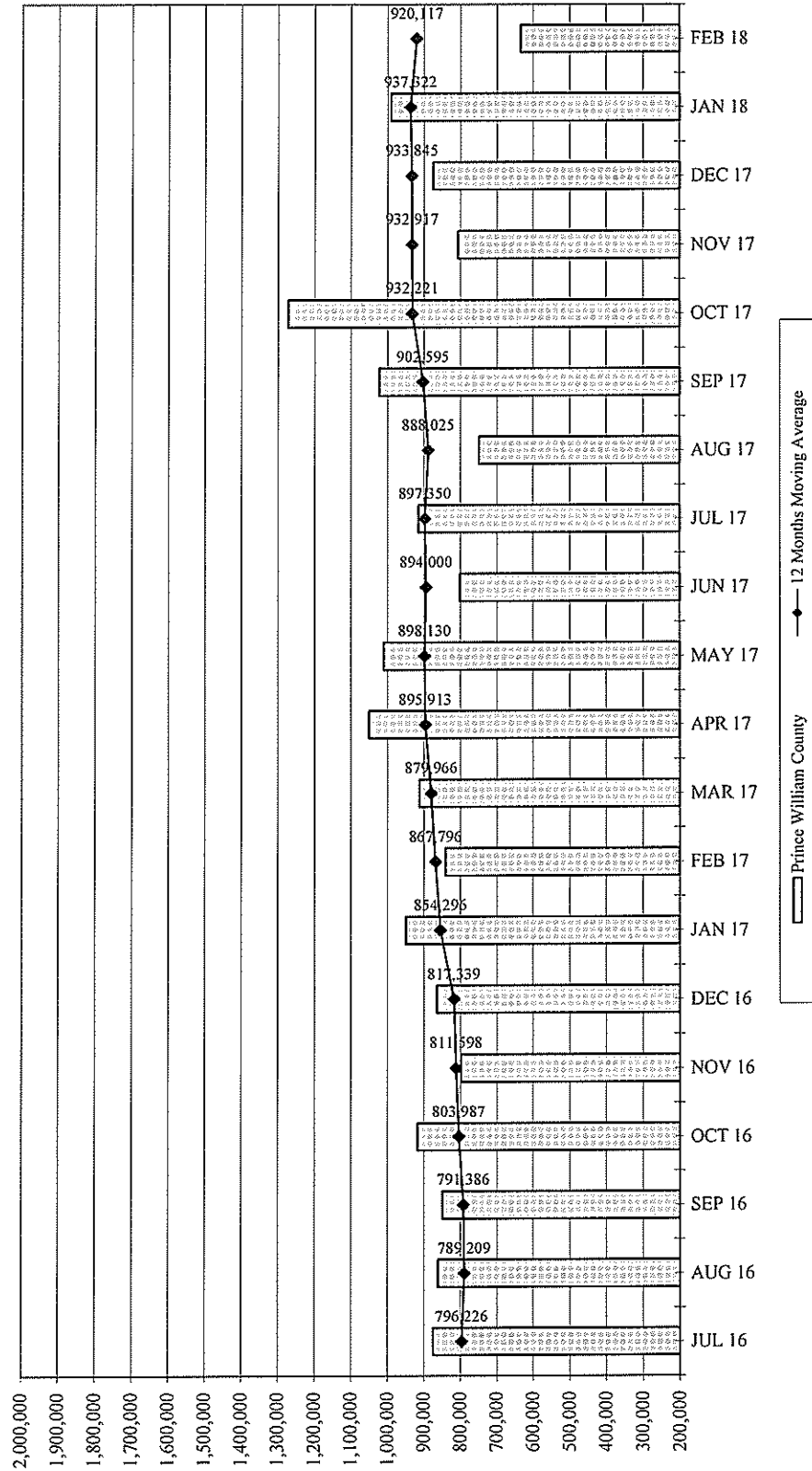
(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 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

FY17 and FY18



MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2018

FY18 Beginning Fund Balance \$ 1,932,896.98 (1)

	Current Month	Year To Date
Gross Tax Revenue	\$ 256,959.67	\$ 2,366,982.01
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 256,959.67	\$ 2,366,982.01
Interest from Investment	\$ 1,145.68	\$ 7,854.89
Total Tax & Investment Revenue	\$ 258,105.35	\$ 2,374,836.90
Expenditures/Transfers	\$ -	\$ (2,442,614.00)
PRTC Operating Fund Balance	\$ -	\$ 28,372.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		<u>\$ 1,893,491.88</u>
FY18 Projected Motor Fuel Revenue (for remainder of fiscal year)		1,229,417.99
LESS: Unexpended Adopted Resolutions		\$ - (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>
Total Projected Unencumbered Balance		<u><u>\$ 3,122,909.87</u></u> (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
17-06-09	\$ 2,344,514.00 (1a)	\$ 2,344,514.00	\$ -
17-06-13	\$ 98,100.00 (1a)	\$ 98,100.00	\$ -
Total	<u>\$ 2,442,614.00</u>	<u>\$ 2,442,614.00</u>	<u>\$ - (*)</u>

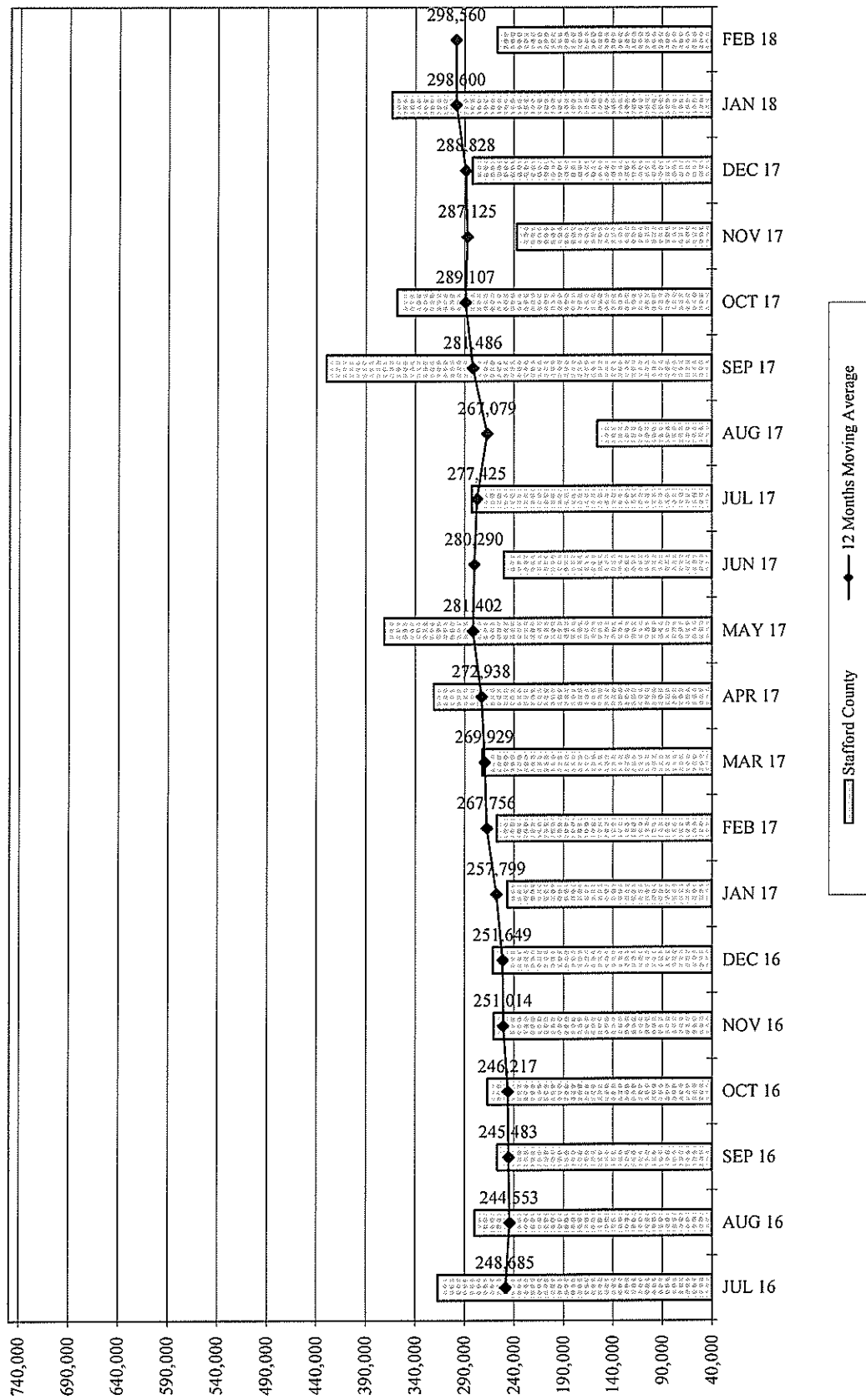
(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 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

FY17 and FY18



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2018

FY18 Beginning Fund Balance		\$ 243,169.32 (1)
	Current Month	Year To Date
Gross Tax Revenue	\$ 58,042.94	\$ 611,160.79
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 58,042.94	\$ 611,160.79
Interest from Investment	\$ 24.50	\$ 1,377.65
Total Tax & Investment Revenue	\$ 58,067.44	\$ 612,538.44
Expenditures/Transfers	\$ -	\$ (657,314.00)
Reimbursement From Other Governments (State Grant)	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 50,828.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 249,221.76
FY18 Projected Motor Fuel Revenue (for remainder of fiscal year)		174,539.21
FY18 Projected State Grant (remainder)		173,267.40
LESS: Unexpended Adopted Resolutions		\$ (706,082.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ (109,053.63) (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
16-06-09	\$ 222,540.00 (1)	\$ -	\$ 222,540.00
17-06-07	\$ 65,000.00 (1a)	\$ -	\$ 65,000.00
17-06-08	\$ 222,070.00 (1a)	\$ -	\$ 222,070.00
17-06-09	\$ 434,586.00 (1a)	\$ 434,586.00	\$ -
17-06-13	\$ 419,200.00 (1a)	\$ 222,728.00	\$ 196,472.00
Total	\$ 1,363,396.00	\$ 657,314.00	\$ 706,082.00 (*)

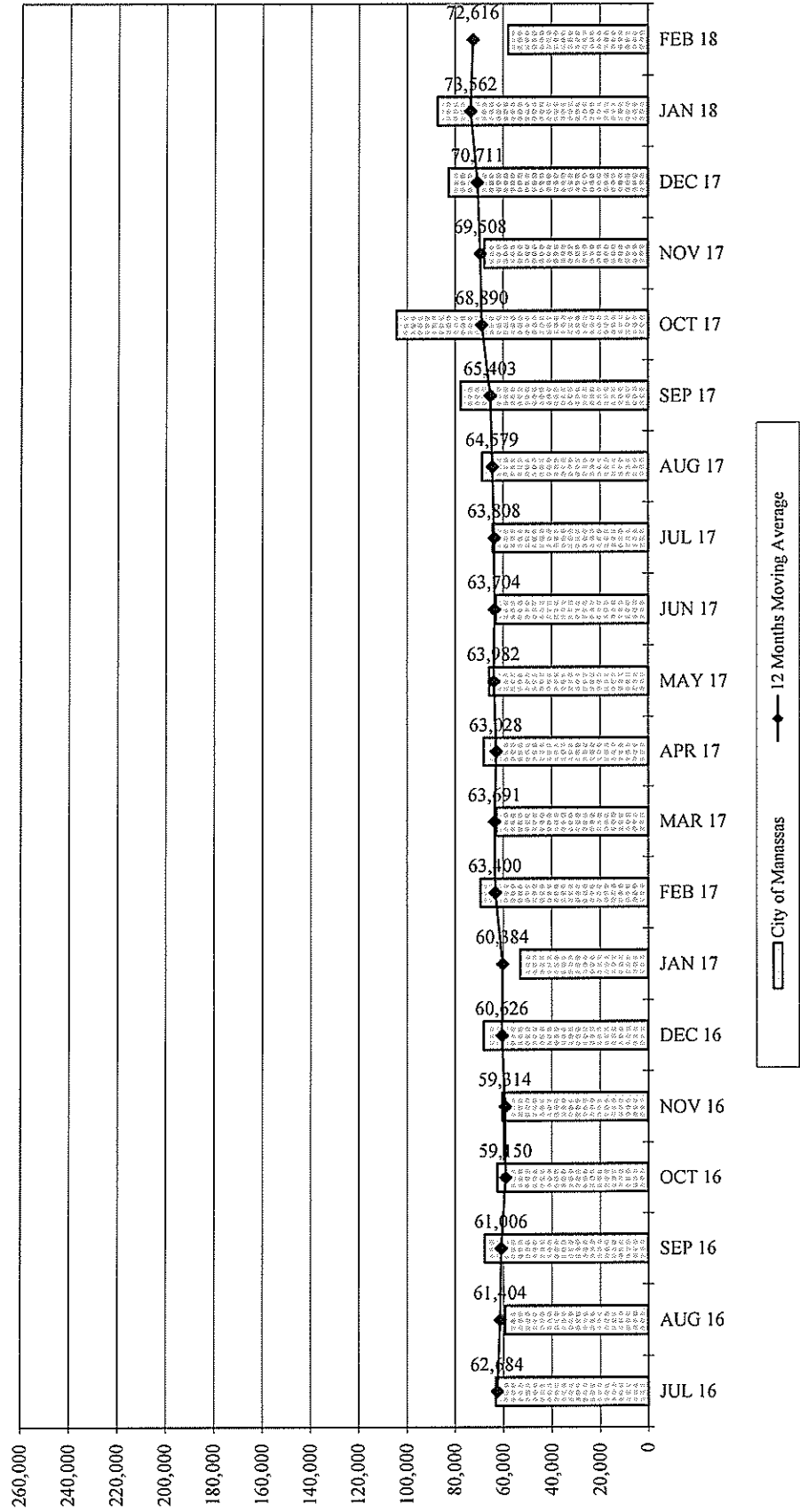
(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 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

FY17 and FY18



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS PARK
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2018

FY18 Beginning Fund Balance \$ 2,460,115.84 (1)

	Current Month	Year To Date
Gross Tax Revenue	\$ 49,003.73	\$ 497,510.55
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 49,003.73	\$ 497,510.55
Interest from Investment	\$ 2,489.30	\$ 19,190.64
Total Tax & Investment Revenue	\$ 51,493.03	\$ 516,701.19
Expenditures/Transfers	\$ -	\$ (668,918.00)
PRTC Operating Fund Balance	\$ -	\$ 36,521.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 2,344,420.03
FY18 Projected Motor Fuel Revenue (for remainder of fiscal year)		237,589.45
LESS: Unexpended Adopted Resolutions		\$ (1,220,803.69) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 1,361,205.79 (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
17-06-09	\$ 474,718.00 (1a)	\$ 474,718.00	\$ -
17-06-13	\$ 194,200.00 (1a)	\$ 194,200.00	\$ -
17-07-06	\$ 116,000.00	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00	\$ -	\$ 206,000.00
Total	\$ 1,889,721.69	\$ 668,918.00	\$ 1,220,803.69 (*)

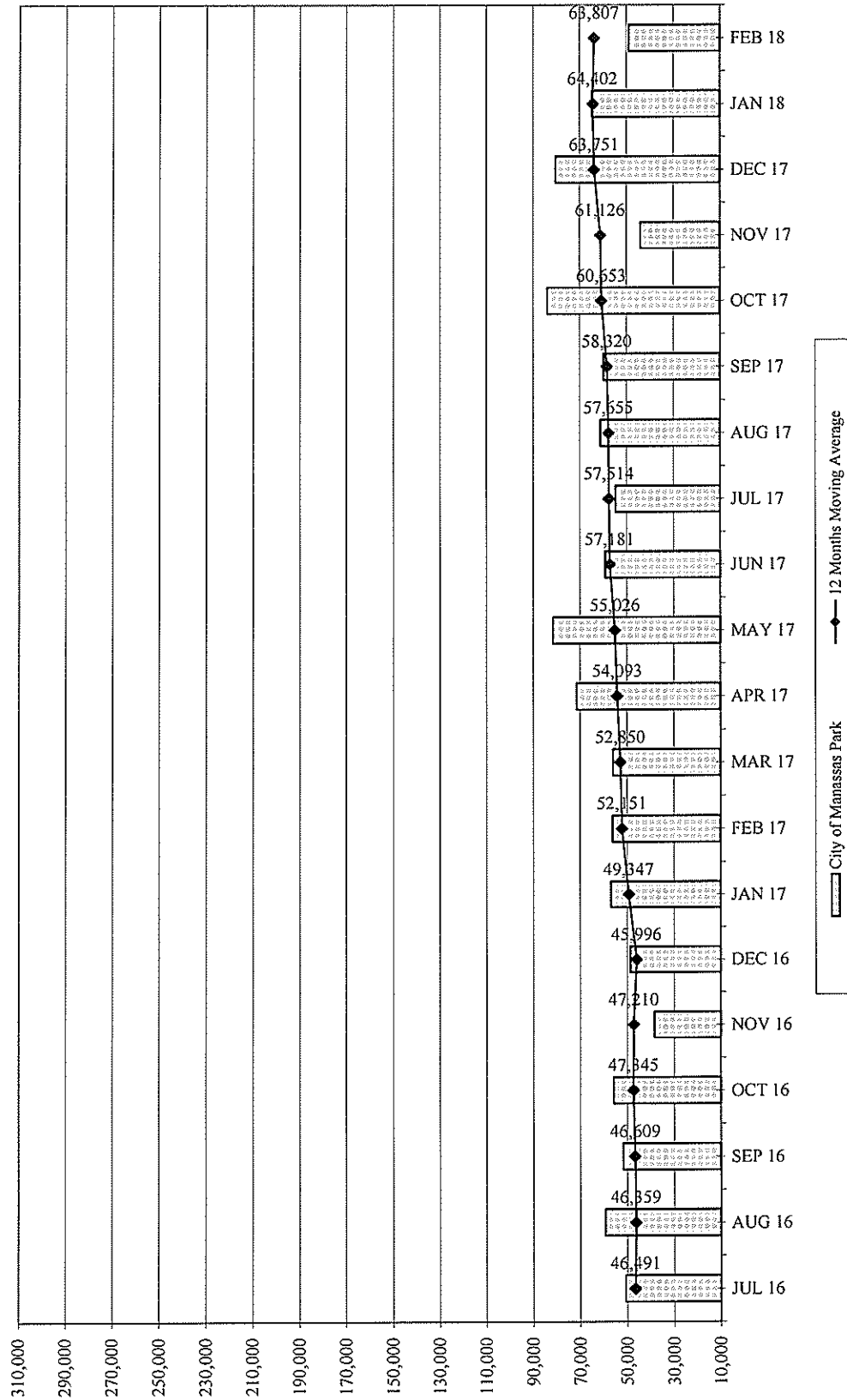
(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 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

FY17 and FY18



MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG
FOR THE EIGHT MONTHS ENDING FEBRUARY 28, 2018

FY18 Beginning Fund Balance \$ 1,189,603.73 (1)

	Current Month	Year To Date
Gross Tax Revenue	\$ 99,389.09	\$ 906,200.37
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 99,389.09	\$ 906,200.37
Interest from Investment	\$ 1,534.59	\$ 10,009.12
Total Tax & Investment Revenue	\$ 100,923.68	\$ 916,209.49
Expenditures/Transfers	\$ -	\$ (460,778.00)
PRTC Operating Fund Balance	\$ -	\$ 12,250.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 1,657,285.22

FY18 Projected Motor Fuel Revenue
(for remainder of fiscal year) 441,099.63

LESS: Unexpended Adopted Resolutions \$ (1,208,930.00) (*)

Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00

Total Projected Unencumbered Balance \$ 889,454.85 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
16-03-07/18-03-06	\$ - (1)	\$ -	\$ -
17-06-05/18-03-06	\$ - (1)	\$ -	\$ -
17-06-09	\$ 417,278.00 (1a)	\$ 417,278.00	\$ -
17-06-13	\$ 43,500.00 (1a)	\$ 43,500.00	\$ -
18-03-05	\$ 1,208,930.00	\$ -	\$ 1,208,930.00
Total	\$ 1,669,708.00	\$ 460,778.00	\$ 1,208,930.00 (*)

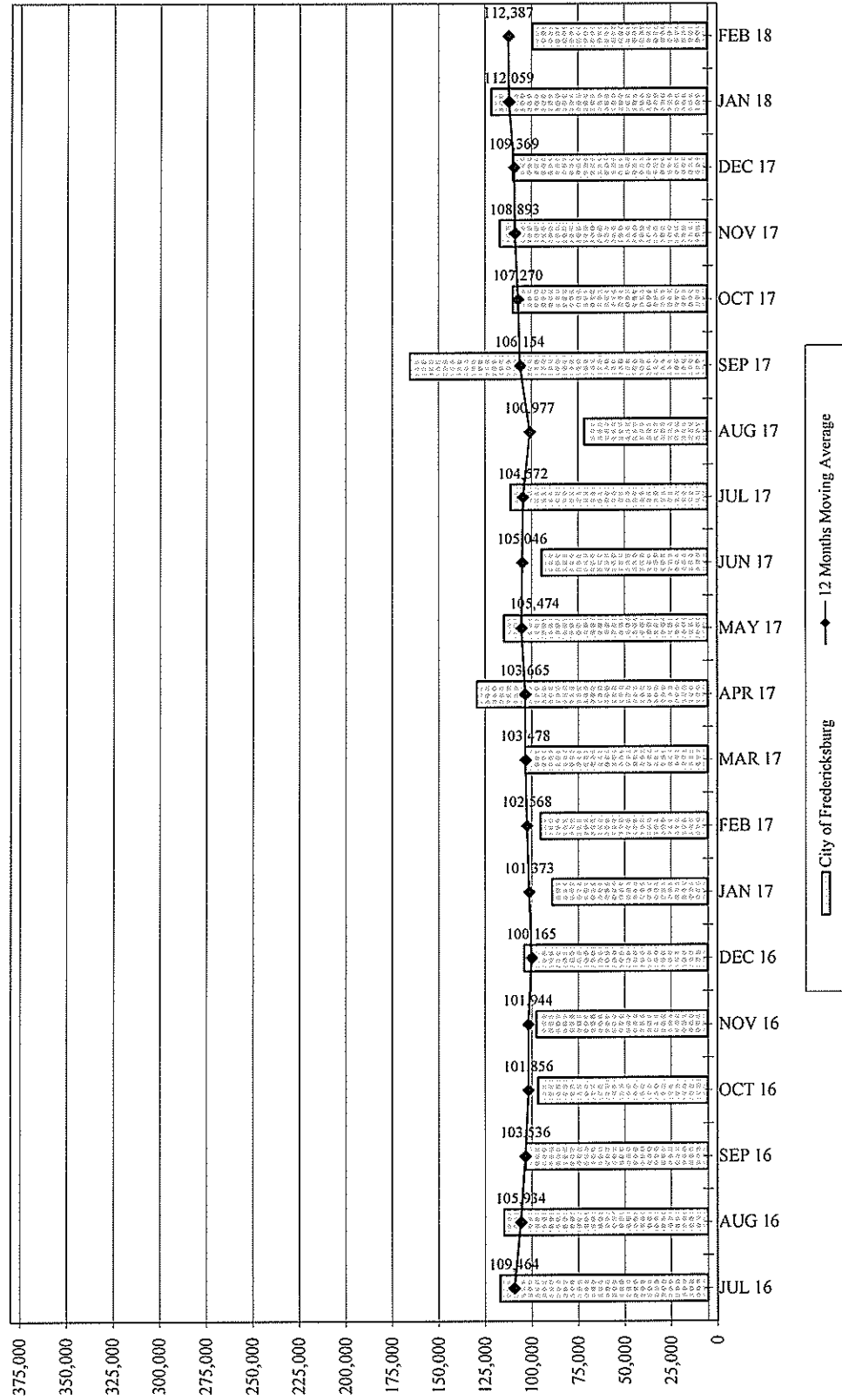
(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 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.

Note: Report as of 6/30/17 includes expense accrual of \$869,843.

PRTC NET FUEL TAX COLLECTIONS FY17 and FY18



FY18 Beginning Fund Balance	\$ 3,676,870.91 (1)
-----------------------------	---------------------

	Current Month	Year To Date
Gross Tax Revenue	\$ 250,843.92	\$ 2,552,920.57
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 250,843.92	\$ 2,552,920.57
Interest from Investment	\$ 4,403.80	\$ 29,970.70
Total Tax & Investment Revenue	\$ 255,247.72	\$ 2,582,891.27
Expenditures/Transfers	\$ -	\$ (1,631,591.00)
PRTC Operating Fund Balance	\$ -	\$ 53,910.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 4,682,081.18
FY18 Projected Motor Fuel Revenue (for remainder of fiscal year)		1,418,679.43
LESS: Unexpended Adopted Resolutions		\$ (2,122,687.78) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 3,978,072.83 (2)

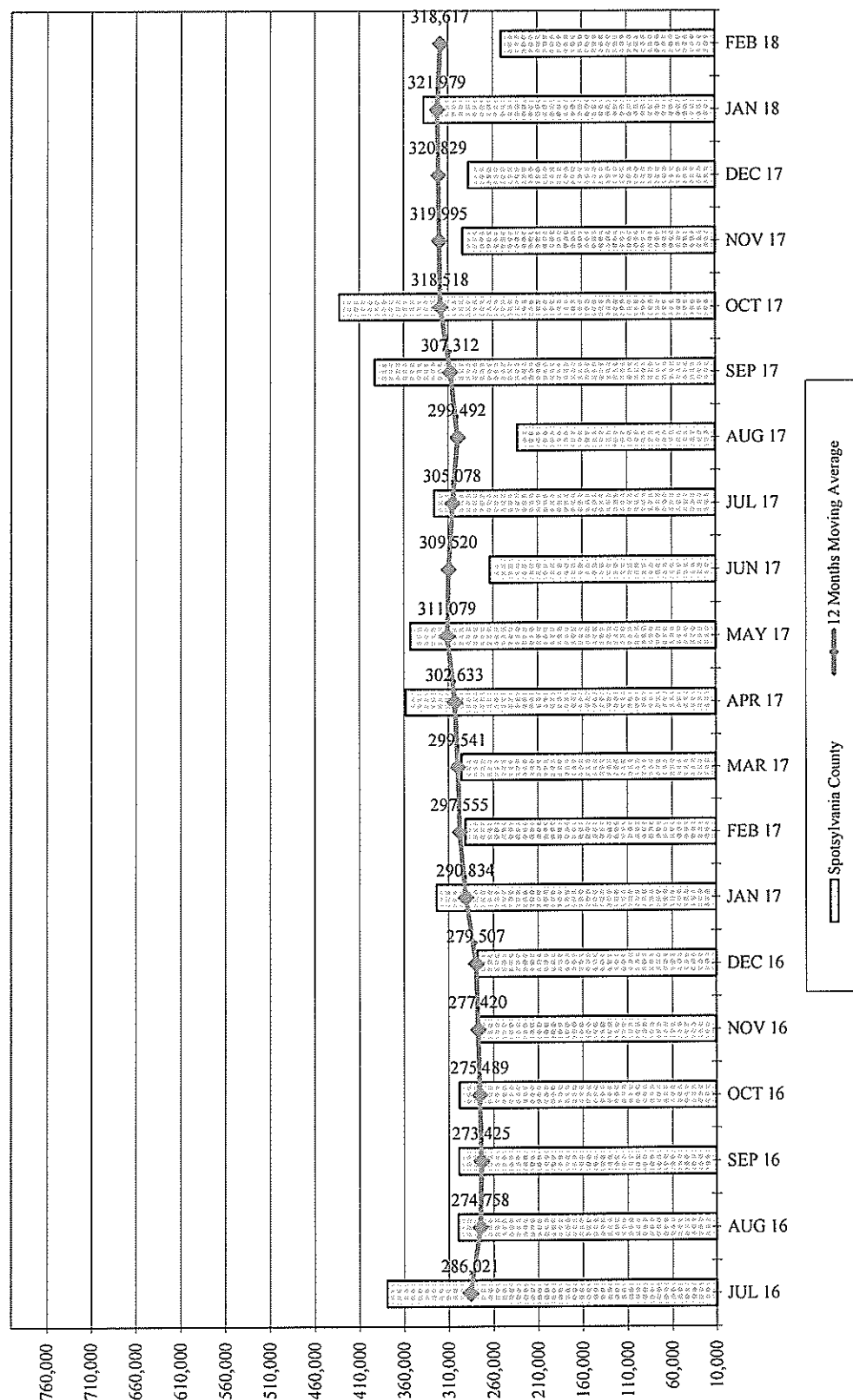
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
15-12-06	2,749.78 (1)	\$ -	\$ 2,749.78
17-03-07	\$ 382,261.00 (1)	\$ -	\$ 382,261.00
17-06-09	\$ 1,520,191.00 (1a)	\$ 1,520,191.00	\$ -
17-06-13	\$ 111,400.00 (1a)	\$ 111,400.00	\$ -
18-01-04	\$ 1,737,677.00	\$ -	\$ 1,737,677.00
Total	\$ 3,754,278.78	\$ 1,631,591.00	\$ 2,122,687.78 (*)

(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.

Note: Report as of 6/30/17 includes expense accrual of \$997,331.36.

PRTC NET FUEL TAX COLLECTIONS FY17 and FY18



ITEM 8
May 3, 2018
PRTC Regular Meeting

Virginia Railway Express Chief Executive Officer's Time

- A. INFO Chief Executive Officer's Report – April 2018**
- B. INFO Agenda, Minutes, and Adopted Resolutions of the April 20, 2018 VRE Operations Board Meeting**
- C. RES Authorize the VRE Chief Executive Officer to Execute an Amendment for the Fourth Year of the First Option Period of the Contract for Operating Services for Commuter Rail**
- D. RES Authorize the VRE Chief Executive Officer to Execute an Amendment for the Third Year of the Contract for Maintenance Services for Commuter Rail**
- E. INFO Transit Development Plan Update**
- F. INFO Broad Run Expansion Project Update**
- G. INFO Spending Authority Report**

CEO REPORT

APRIL 2018

ITEM 8-A
May 3, 2018
PRTC Regular Meeting



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 | APRIL 2018

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VIRGINIA RAILWAY EXPRESS
A better way. A better life.



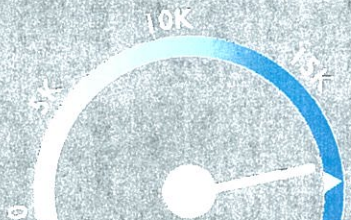
SUCCESS AT A GLANCE

Data provided reflects February 2018 information.



PARKING UTILIZATION

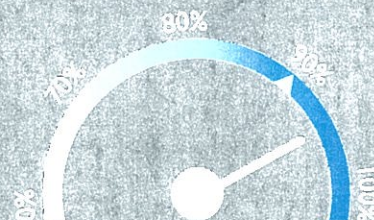
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.

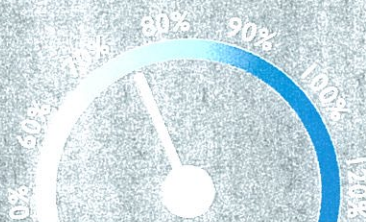
▲ Same month, previous year



ON-TIME PERFORMANCE

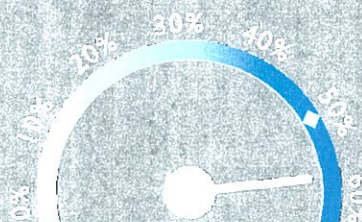
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ Same month, previous year



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.

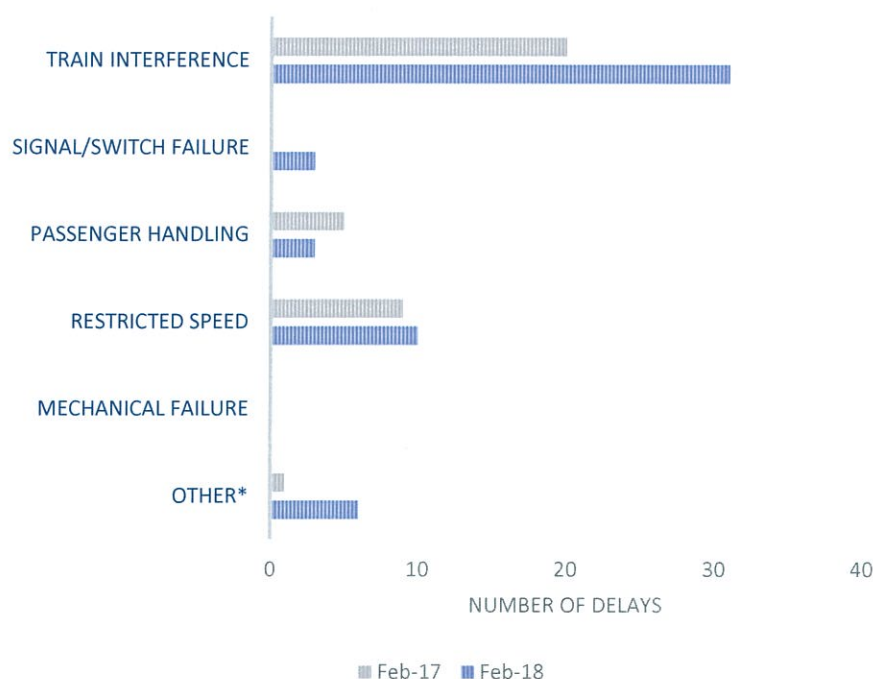
◆ Board-established goal

ON-TIME PERFORMANCE

OUR RECORD

	February 2018	January 2018	February 2017
Manassas Line	96%	90%	94%
Fredericksburg Line	95%	90%	86%
System Wide	95%	90%	90%

REASONS FOR DELAYS



VRE operated 608 trains in February.

Our on-time percentage for February was 95%.

Twenty-eight of the trains arrived more than five minutes late to their final destinations. Twelve of those late trains were on the Manassas Line and 16 of those late trains were on the Fredericksburg Line.

*Includes those trains that were delayed due to late turns, weather, signal/switch failures and maintenance of way.

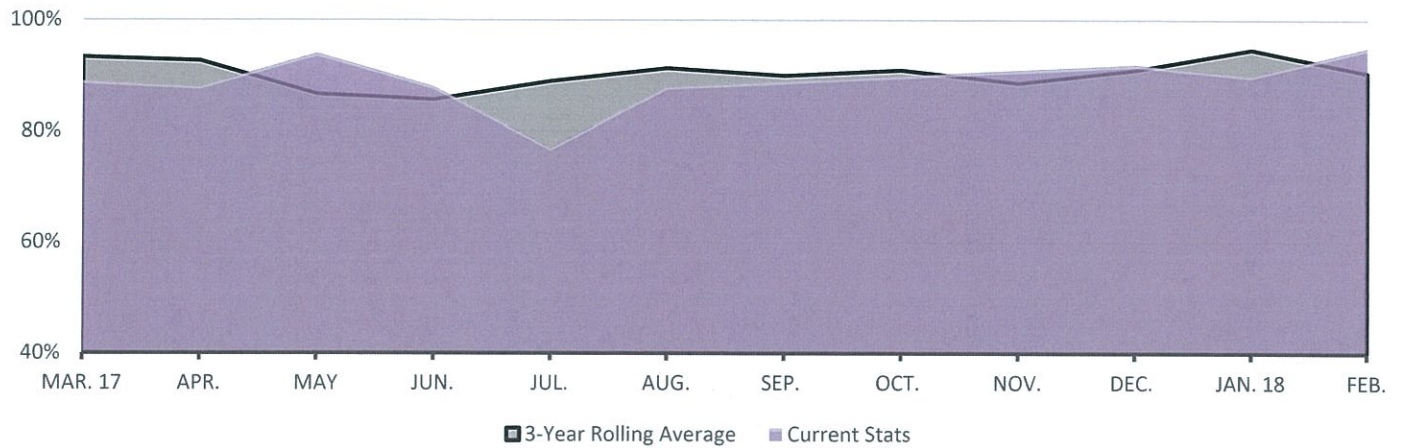
LATE TRAINS

	System Wide			Fredericksburg Line			Manassas Line		
	Dec.	Jan.	Feb.	Dec.	Jan.	Feb.	Dec.	Jan.	Feb.
Total late trains	49	68	28	29	35	16	20	33	12
Average minutes late	22	25	13	24	14	16	21	35	9
Number over 30 minutes	8	6	2	4	2	2	4	4	0
Heat restriction days / total days	0/20	0/21	0/19						

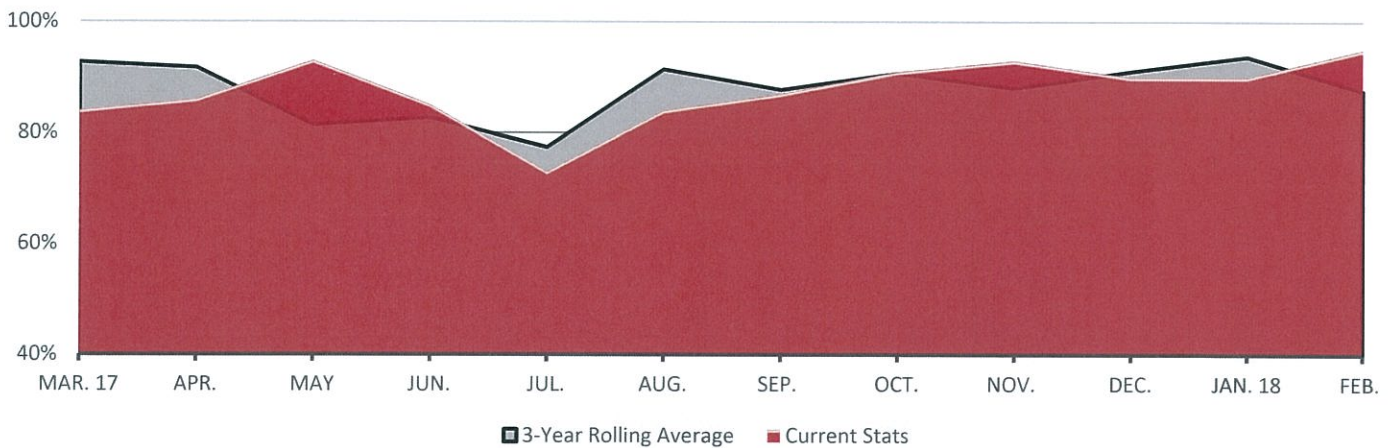
APRIL 2018

ON-TIME PERFORMANCE

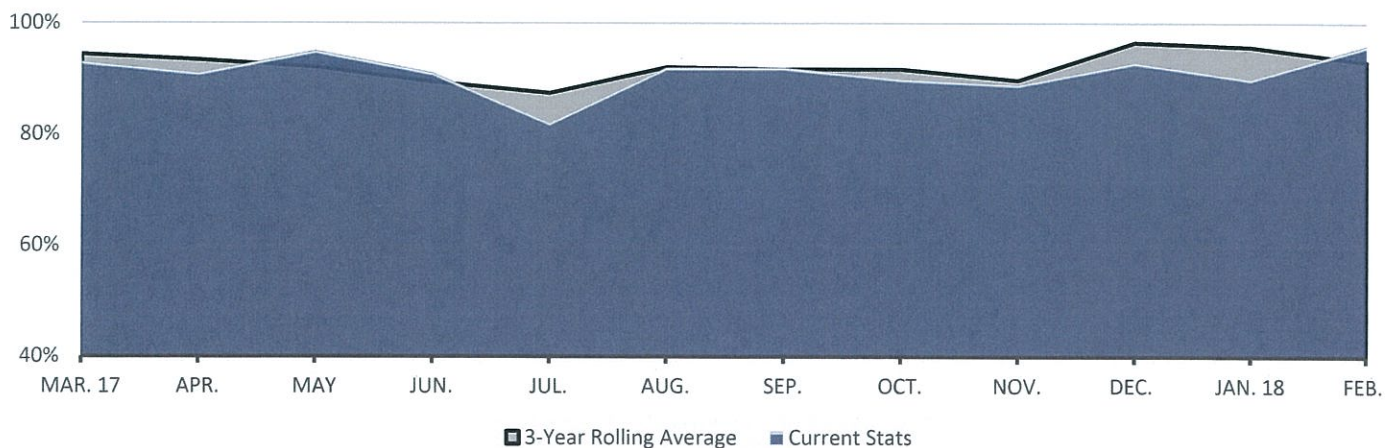
VRE SYSTEM



FREDERICKSBURG LINE

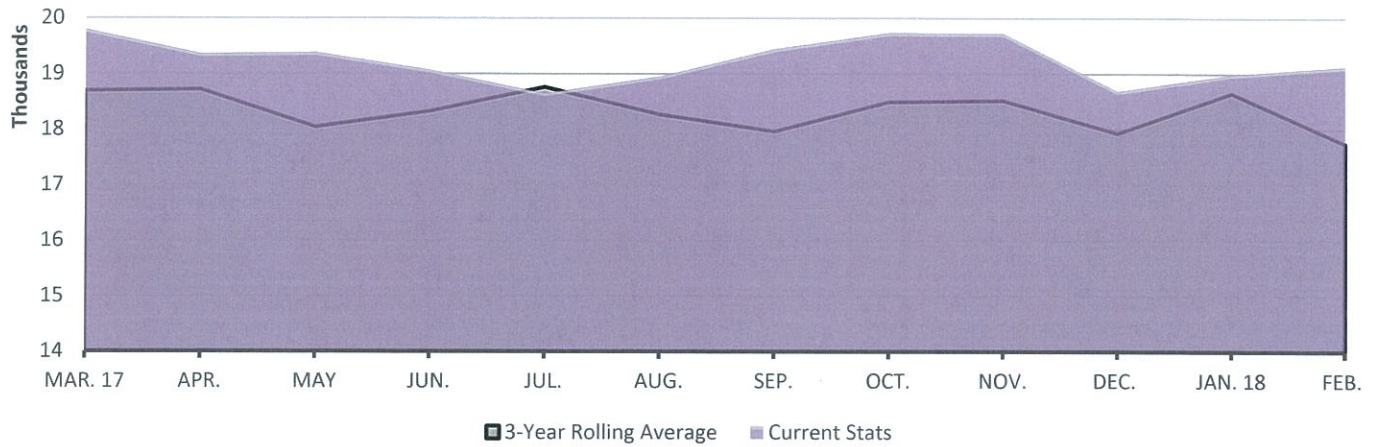


MANASSAS LINE

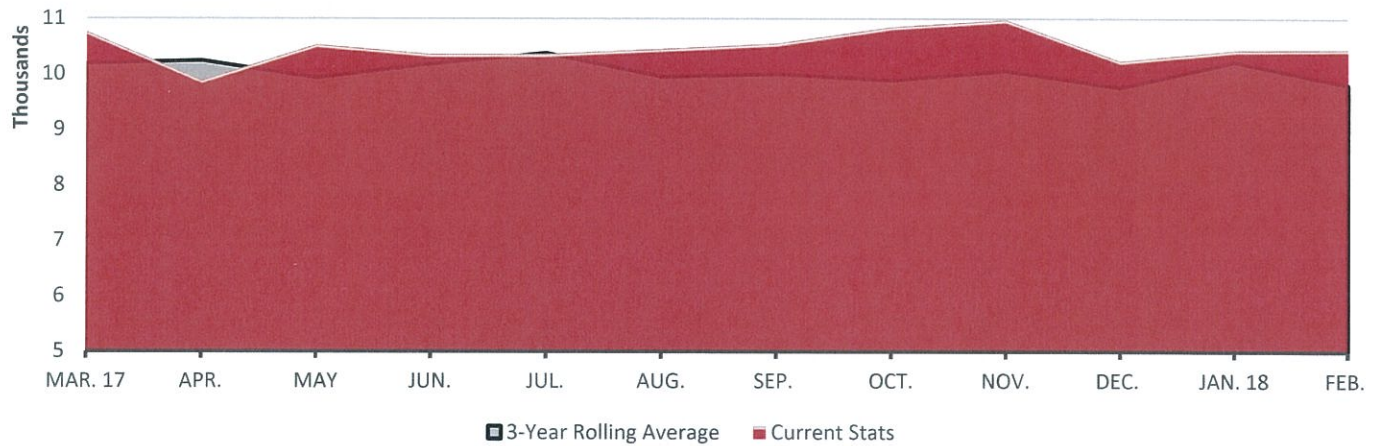


AVERAGE DAILY RIDERSHIP

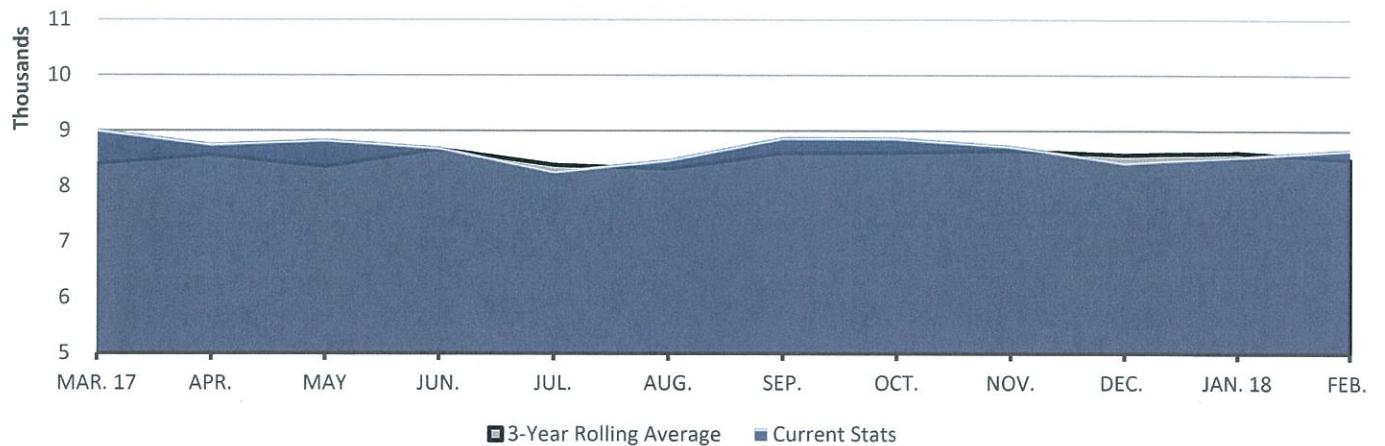
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



APRIL 2018

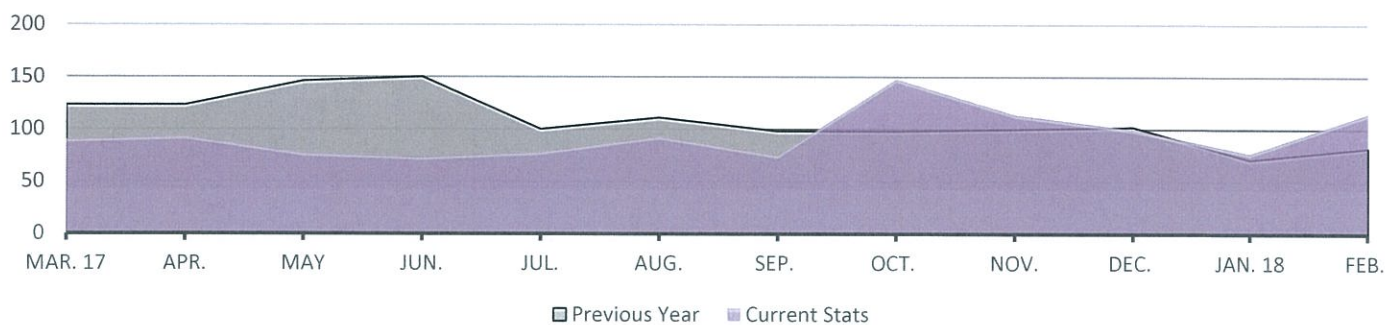
RIDERSHIP UPDATES

Average daily ridership (ADR) in February was approximately 19,100.

	February 2018	January 2018	February 2017
Monthly Ridership	363,591	398,785	379,260
Average Daily Ridership	19,136	18,990	19,961
Full Service Days	19	21	19
"S" Service Days	0	0	0

SUMMONSES ISSUED

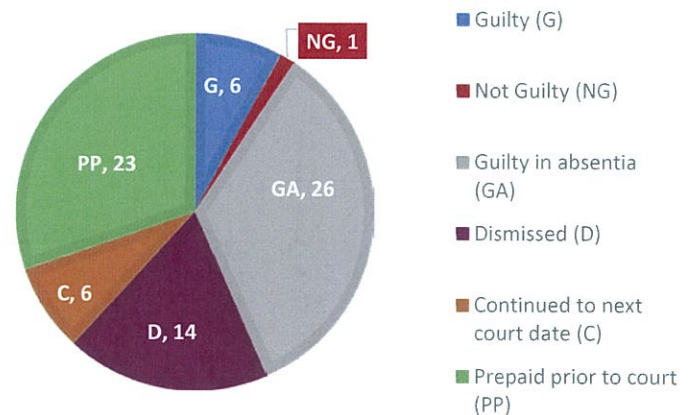
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	20
One-time courtesy	14
Per the request of the conductor	15
Defective ticket	0
Per Ops Manager	0
Unique circumstances	0
Insufficient information	7
Lost and found ticket	0
Other	1
Total Waived	57

MONTHLY SUMMONSES COURT ACTION

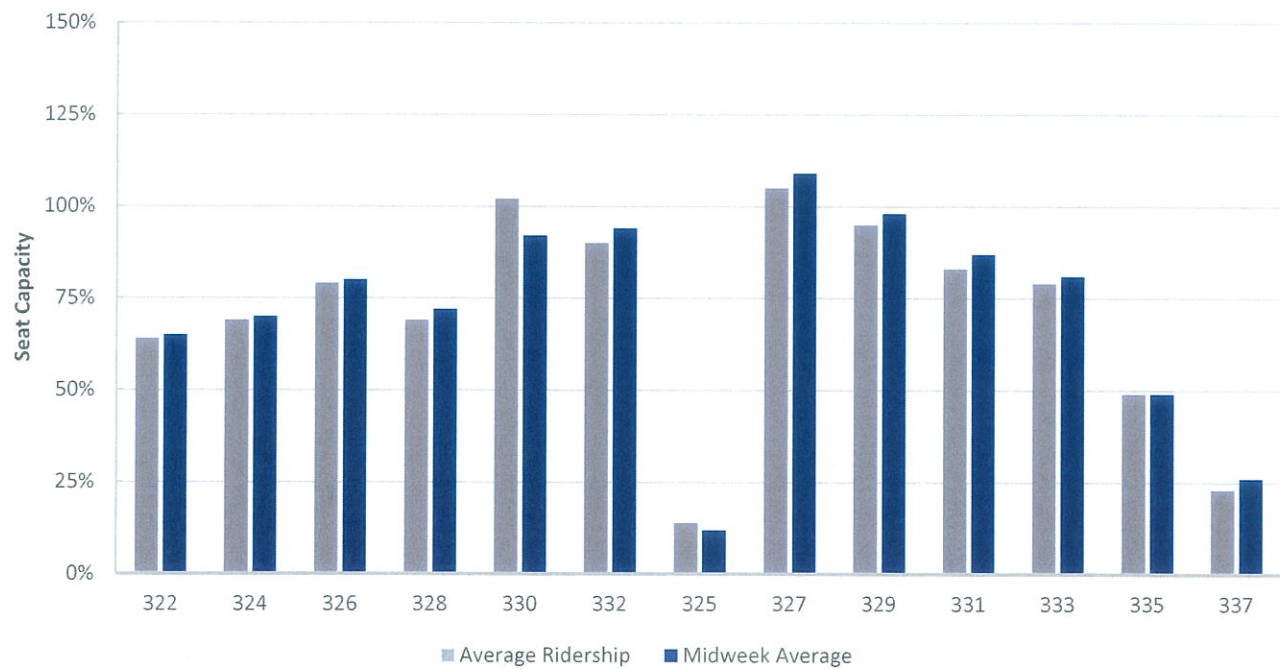


TRAIN UTILIZATION

FREDERICKSBURG LINE

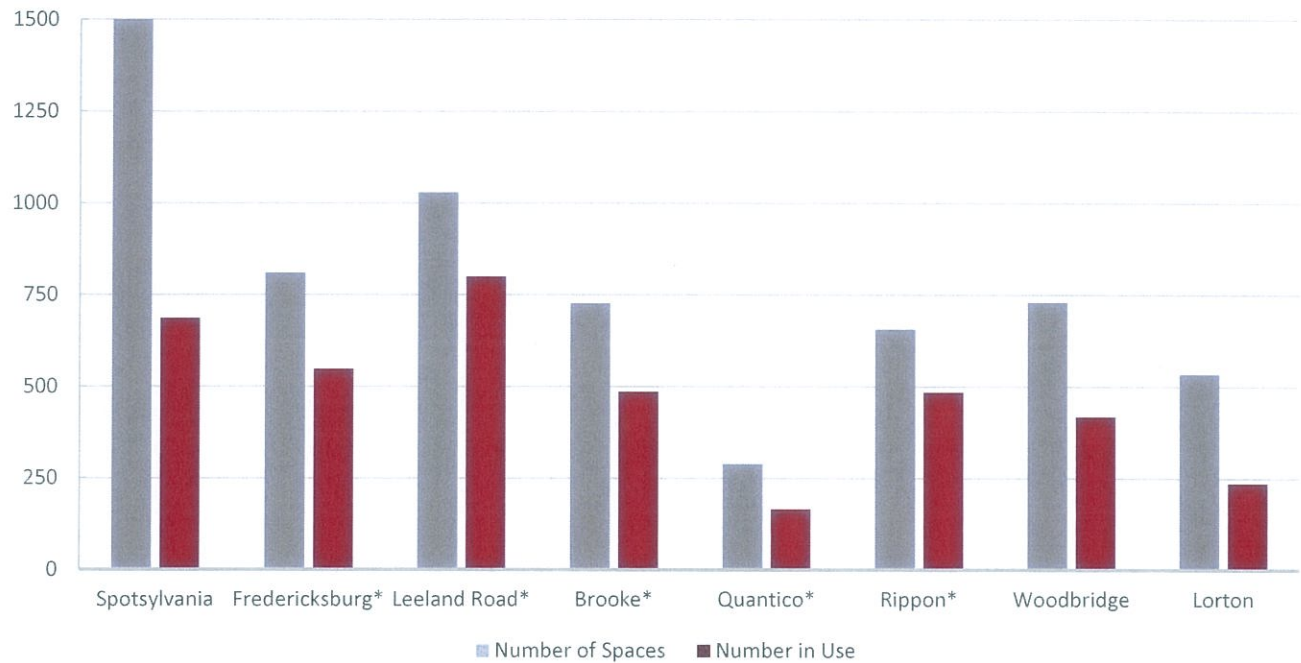


MANASSAS LINE



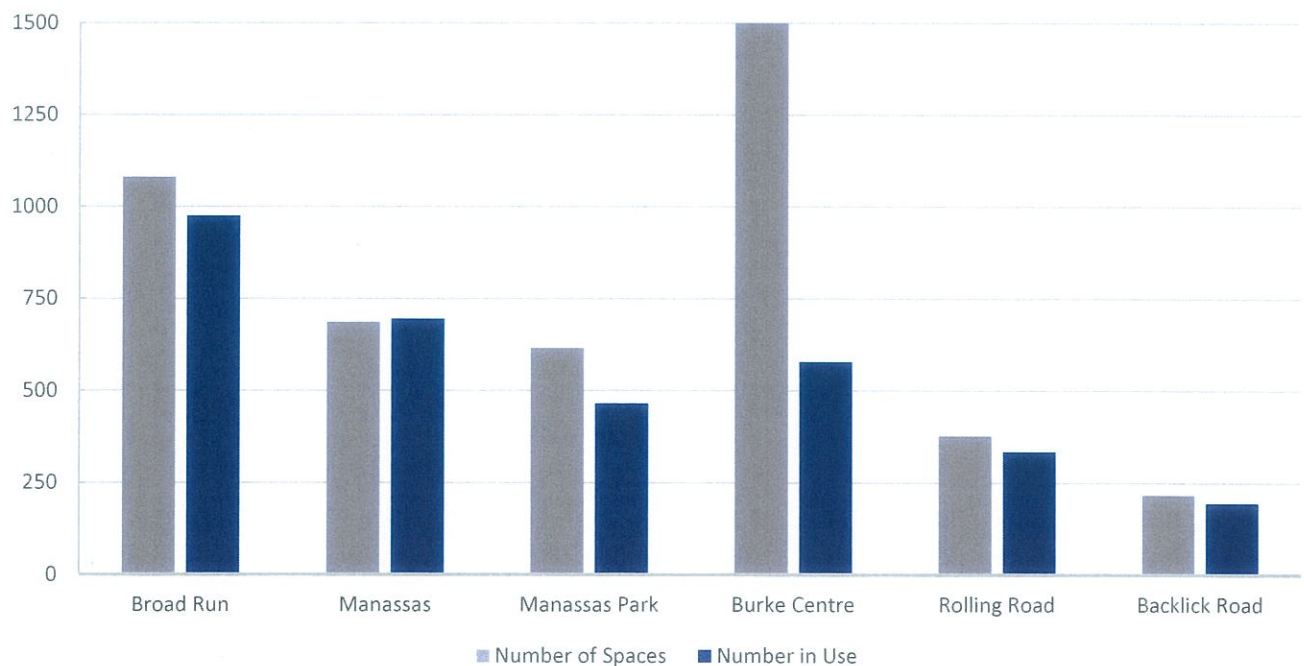
PARKING UTILIZATION

FREDERICKSBURG LINE



*Denotes stations using historical parking data for this report. Updated parking information will resume in the next CEO Report.

MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first eight months of FY 2018 is \$1.59 million above budget (a favorable variance of 6.0%) and is up 0.6% compared to the same period in FY 2017.

The operating ratio through December is 58%. VRE's budgeted operating ratio for the full twelve months of FY 2018 is 50%.

A summary of the FY 2018 financial results through December follows, including information on the major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2018 Operating Budget Report							
Month Ended February 28, 2018							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY18 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,424,539	3,076,864	28,151,433	26,558,193	1,593,240	6.0%	40,485,050
Other Operating Revenue	29,167	17,100	196,491	147,600	48,891	33.1%	225,000
Subtotal Operating Revenue	3,453,706	3,093,964	28,347,924	26,705,793	1,642,131	6.1%	40,710,050
Jurisdictional Subsidy (1)	-	-	17,250,240	17,250,240	-	0.0%	12,875,140
Federal/State/Other Jurisdictional Subsidy	2,560,102	2,512,247	20,537,841	20,565,307	(27,466)	-0.1%	30,731,253
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	955,000
Interest Income	43,895	5,700	367,602	49,200	318,402	647.2%	75,000
Total Operating Revenue	6,057,703	5,611,911	66,503,607	64,570,539	1,933,067	3.0%	85,346,443
Operating Expenses							
Departmental Operating Expenses	5,220,719	5,843,103	49,243,410	51,921,978	2,678,568	5.2%	78,595,573
Debt Service	559,765	559,573	4,478,183	4,476,580	(1,603)	0.0%	6,714,870
Other Non-Departmental Expenses	-	-	-	-	-	0.0%	36,000
Total Operating Expenses	5,780,484	6,402,675	53,721,593	56,398,558	2,676,965	4.7%	85,346,443
Net income (loss) from Operations	277,219	(790,764)	12,782,014	8,171,982	4,610,032	0.0%	-
Operating Ratio							
			58%	51%		Goal	50%

(1) Total jurisdictional subsidy is \$17,250,240. Portion shown is attributed to Operating Fund only.

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Cleaning of west elevator stainless steel shaft exterior at Franconia-Springfield Station

Projects scheduled to be completed this quarter:

1. Removal of vegetation along north edge of L'Enfant storage track
2. Repairs to fascia and soffit at Woodbridge Station east building
3. Replacement of ADA parking signage at Brooke and Leeland Road Stations
4. Repairs to ADA ramp at Leeland Road Station
5. Upgrades to electrical power supply for new communication cabinet at Burke Centre Station
6. Repairs to platform lighting and communications conduits at Manassas Park Station
7. Repairs to platform concrete at Manassas Station
8. Replacement of light poles and fixtures at Manassas Station
9. Installation of monitoring wells on two outfall drainage pipes at Broad Run Yard to allow for accurate discharge sampling for VPDES General Permit compliance
10. Cleaning of HVAC ductwork at Alexandria Headquarters, Woodbridge Station vendor spaces, Quantico Station, Fredericksburg office, and Crossroads and Broad Run storage yard buildings

Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station
2. Replacement of signage at Franconia-Springfield and Fredericksburg Stations
3. Painting of Franconia-Springfield Station
4. Continuation of painting of Woodbridge Station
5. Replacement of light poles and fixtures at Fredericksburg Station
6. Replacement of parking lot signage at Broad Run Station



Existing Light Fixtures and Poles Being Replaced at Manassas Station



New LED Light Fixtures and Poles at Manassas Station

7. Repairs to pavement and striping at Franconia-Springfield, Rippon, Quantico and Leeland Road Stations, parking lot G in Fredericksburg and Crossroads and Broad Run yards
8. Renovations to Alexandria Headquarters (Suite 201, office space adjacent to Suite 202, to be leased)
9. Replacement of tactile warning strips at various stations
10. Replacement of waste and recycling receptacles throughout VRE system

Ongoing projects:

1. Development of specifications for modernization of Woodbridge Station east elevator
2. Development of design of platform concrete rehabilitation and other station improvements at Fredericksburg Station (to be managed by Office of Development)
3. Development of IFB for Canopy Roof Replacement at the Backlick and Rolling Road Stations

UPCOMING PROCUREMENTS

Scope of Work Pending:

- Replacement of Tactile Warning Strips at Station Platforms
- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Program Management Services
- Graphic Design Services
- Canopy Roof Replacement at the Backlick and Rolling Road Stations
- Passenger Railcar Truck Overhaul Services
- Modernization of VRE Woodbridge Station East Elevator
- Repair and Overhaul of Passenger Car HVAC Assemblies
- Repair and Overhaul of Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Gallery Car Door Control Switches
- Automated Electric Motor Parking Brake Systems
- Facility Security Services

CAPITAL PROJECTS UPDATES

AS OF MARCH 9TH, 2018

Broad Run Expansion Study (BRX)

- Participated in Project Management Team (PMT) meetings on February 7th and February 20th
- Planned for March public meeting
- Participated in call with AECOM on February 12th
- Participated in call/meeting with Federal Transit Administration (FTA) on February 15th
- Participated in internal design review for 3rd main track and delivery access design concepts on February 22nd
- Participated in meeting with Contractors Storage LLC, on February 28th
- Developed and finalized conceptual design details and preliminary evaluation of parking alternatives and other design elements
- Participated in a conference call on February 6th regarding additional mapping with AECOM
- Reviewed January 28th operations meeting notes and provided comments to VRE Manager of Project Development
- Reviewed January 31st PMT meeting and provided comments to VRE Manager of Project Development
- Participated in PMT meetings on February 7th and February 20th
- Reviewed Section 106 letter submitted by AECOM
- Reviewed list of contacts from GHX that had been compiled with VRE Manager of Project Development; determined the changes to be made and those who should receive an e-mail offering them to continue or be removed from the list
- Reviewed draft letter to FTA and attachment with project description, purpose, and need; provided comments to VRE Manager of Project Development
- Discussed upcoming BRX public meeting scheduled for March 22nd
- Communicated comments on additional AECOM Property Owner postcard and distribution list comments
- Reviewed "Press Release" provided by consultant team and sent comments to VRE Public Affairs Administrator
- Revised letters to potentially affected property owners regarding expanded yard and parking
- Participated in conference call with FTA on February 15th
- Requested deed and plat information for Construction Storage, LLC property just north of NS tracks in Broad Run complex vicinity and received on February 13th
- Attended review of track configuration and revised access to west end of yard on February 22nd
- Reviewed AECOM's NS Right of Entry application and provided comments to VRE Manager of Project Development
- Coordinated with VRE Manager of Facilities Maintenance for Roadway Worker Protection training for AECOM team members
- Met with the owner of Contractors Storage, LLC the property that is north of the Broad Run Station

APRIL 2018

- Revised letter to Williams Communication, LLC and forwarded to VRE Chief Development Officer for final review
- Created tracking sheet for meetings and meeting note preparation to keep track of reviews
- Discussed property mosaic with Continental Field Services; requested base map from AECOM which was forwarded to Continental Field Services
- Requested additional property owner information from Continental Field Services which was provided March 8th
- Participated in team review meeting on March 5th and March 9th

Midday Storage Replacement Facility

- Reviewed revised Project Management Plan (PMP)
- Survey-only agreement signed by VRE and released for transmittal to Amtrak on February 7th; still waiting for executed agreement from Amtrak
- Started discussion with Amtrak on Permit to Enter (PTE) and with VHB mobilization
- All Scope of Work (SOW) for private parcel acquisition to VHB

Rolling Road Platform Extension

- Met with Dewberry on February 5th to review project status and issues
- Spoke with Norfolk Southern to discuss upcoming reviewing schedule and flagging needs for the summer
- Submitted Task Order (TO) for Construction Management (CM) activities to Procurement on February 9th
- Received 90 percent plans on February 22nd

Crossroads Real Estate Acquisition

- FTA reviewed and approved appraisal and review appraisal on February 8th
- Prepared and submitted offer package to VRE Legal on February 8th

Long Bridge Expansion Study

- Received quarterly financial and progress report from District Department of Transportation (DDOT); sent to Accounting for review
- Participated in PMT meeting on January 31st
- Arranged for teleconference with Department of Rail and Public Transportation (DRPT) to discuss project status and upcoming Project Oversight Committee (POC) meeting
- Draft Memorandum of Agreement (MOA) with Federal Railroad Administration (FRA) comments received and forwarded for Legal review

Southeast High Speed Rail Corridor (DC2RVA) Coordination

- Participated in Task Force meeting on February 8th
- Participated in Service Development Plan (SDP) meeting on February 8th

Washington Union Station Project Environmental Impact Statement (EIS)

- Provided comments on 90 percent drawings
- Participated in Public Information Display System (PIDS) project update

Lorton Platform Extension

- Final Invoice received
- Ribbon Cutting occurred on March 8th

Quantico Station Improvements

- 60 percent design for station and 90 percent design for site, civil, drainage, track, and retaining walls in vicinity of station reviewed by stakeholders
- Utility location and potential conflicts coordinated on site through CSXT
- DRPT Task Order for STV to be able to complete 60 to 90 percent design was executed
- Participated in Progress Calls on February 15th and March 1st
- Second Task Order between STV and DRPT for design was finalized and executed



Representatives of the VRE Operations Board, Fairfax Board of Supervisors, Northern Virginia Transportation Commission, Northern Virginia Transportation Authority, and Fairfax County staff assembled with VRE CEO Doug Allen to cut the ribbon on the new platform extension at Lorton Station.

Franconia-Springfield Station Improvements

- The 30 percent plan revisions are pending final emergency egress and American with Disabilities Act (ADA) access decisions by VRE, as well as design review comments by CSXT engineering and operations staff
- Provided updates during the monthly coordination call with CSXT on February 13th
- Reviewed and recommended payment for General Engineering Consulting (GEC) Invoice #17

Lorton Station Improvements (Second Platform)

- The 30 percent plan revisions are pending final emergency egress and ADA access decisions by VRE, as well as design review comments by CSXT engineering and operations staff
- Continued developing Army Corps of Engineers (ACOE) Jurisdictional Determination documentation
- Provided updates during the monthly coordination call with CSXT on February 13th
- Completed review of preliminary plans from GEC concerning egress and access
- Corresponded with DRPT regarding Virginia Department of Transportation (VDOT) Congestion Mitigation and Air Quality (CMAQ) funding and grant administration

Rippon Station Improvements

- Continued development of 30 percent plans and cost estimate
- Continued developing ACOE Jurisdictional Determination documentation
- Requested Force Account Estimate from CSXT for design review agreement
- Began developing Consent Board Item for the CSXT design review agreement
- Began developing draft CSXT design review agreement for Legal review
- Provided updates during the monthly coordination call with CSXT on February 13th
- Corresponded with DRPT regarding VDOT CMAQ funding and grant administration



Nearly 80 consultant and contractors attended VRE's Second Annual Industry Day.

- Participated in a field meeting with CSXT to review concepts on February 22nd

Leeland Road Station Improvements

- Continued development of 30 percent plans and cost estimate
- Requested Force Account Estimate from CSXT for design review agreement
- Began developing Consent Board Item for the CSXT design review agreement
- Began developing draft CSXT design review agreement for Legal review
- Provided updates during the monthly coordination call with CSXT on February 13th
- Corresponded with DRPT regarding VDOT CMAQ funding and grant administration

- Participated in a field meeting with CSXT to review concepts on February 22nd

Brooke Station Improvements

- Continued development of 30 percent plans, cost estimate, and environmental documents
- Continued developing the cost tool estimate for Option 7 based on GEC phasing plan
- Requested Force Account Estimate from CSXT for design review agreement
- Began developing Consent Board Item for the CSXT design review agreement
- Began developing draft CSXT design review agreement for Legal review
- Provided updates during the monthly coordination call with CSXT on February 13th
- Corresponded with DRPT regarding VDOT CMAQ funding and grant administration
- Participated in a field meeting with CSXT to review concepts on February 22nd

Alexandria Pedestrian Tunnel Project

- Participated in conference calls with Gannet Fleming's team for the study of fourth track, bridges and pedestrian tunnel as a solution on February 8th and February 16th
- Participated in meeting with Gannet Fleming's team for the study of fourth track, bridges and pedestrian tunnel alternative phasing on February 23rd
- Compiled a comparison of the prior 60 percent design construction phases and the current study proposed construction phases as a way to review that reasonable assumptions were being made
- Began collecting sources for alternative phasing report text
- Participated in conference call on March 6th with Gannett Fleming to discuss alternative phasing study and report status
- Discussed project during visit from Women's Transportation Seminar /Dunbar High School students on February 14th, followed by site visit

Crossroads Lifecycle Overhaul & Upgrade Facility (LOU)

- Communicated progress to CSXT, STV, the equipment manufacturers, and VRE's procurement department
- Reviewed Independent Cost Estimate prepared by VRE Chief Engineer for Construction Management Services contract and submitted to procurement for use in the procurement documents
- Discussed Evaluation Factors for Construction Management Services Request for Proposals (RFP) with VRE Chief Engineer
- Completed/signed additional forms for Construction Management services RFP
- Communicated the project information during Industry Day on February 8th
- Communicated with Kensington Consulting regarding Preliminary Hazard Analysis and requested dates available to review results for LOU
- Reviewed draft RFP for LOU Construction Management Services prepared by procurement/Contracts; discussed and compiled comments internally, and returned to procurement
- Discussed and agreed on the Evaluation Factors for Construction Management Services RFP with VRE Chief Engineer
- Confirmed date of February 28th for meeting with Kensington Consulting to review LOU questions and products regarding Safety and Hazard Analysis and Certification
- Discussed easement for CSXT during the Monthly CSXT meeting on February 13th
- Began reviewing Div 001 specifications with VRE Chief Engineer
- Cross-checked the TO for Construction Management services with the Procurement version and made notes to add to the next version
- Met with Kensington Consulting on February 28th to review safety analysis and discuss steps moving forward
- Reviewed draft LOU PHAs sent by Kensington Consulting on March 5th

L'Enfant (North) Storage Track Wayside Power

- Requested back-up information for final services invoice from C3M Power
- Conducted audit of payments to C3M, and confirmed with VRE Finance, to ensure amount for final retainage invoice
- Received a request from HDR for additional funds to complete the as-built plans
- Received as-built plans from HDR
- Prepared TO amendment for additional funds for HDR
- Processed AECOM invoice for services through February 3rd, and notified procurement of final payment
- Provided VRE COO data for contract audit
- L'Enfant (South) Storage Track Wayside Power
- Notified PEPCO on February 12th of design elements required and monitoring preparation by HDR
- Coordinated PEPCO junction box location with CSXT
- CSXT advised that trees will have to be located in the area of the new construction; relayed information to HDR to include in design
- HDR responded with items for VRE to coordinate, based on previous correspondence

APRIL 2018

- Met with HDR on February 23rd to review their response to PEPCO comments on design elements
- Discussed with HDR the trees that will be removed with their placement of the equipment
- Sent communication to CSXT presenting three proposals for tree solution
- Received plans from HDR and forwarded to Pepco requesting a review meeting the first week of April

Slaters Lane/Alexandria Track 1 Access

- Discussed during monthly CSXT briefing on February 13th
- Requested progress reports from CSXT accountant following request from Northern Virginia Transportation Authority (NVTA) October 12th, 2017

Manassas Park Station Parking Expansion

- Reviewed revisions made to meeting notes from meeting with City held in January and forwarded to City of Manassas Park representatives
- Contacted City of Manassas Park about outstanding comments on Traffic Impact Analysis and comments on 30 percent plans
- Contacted VHB regarding outstanding items such as cost estimate and requested a call
- A submittal for a design review agreement with Norfolk Southern is being prepared; coordination with Norfolk-Southern was initiated

Crystal City Station Improvements

- Met with VHB to develop project schedule and cost to complete concept design and ongoing tasks in this phase
- Draft Categorical Exclusion documentation revised per VRE comments
- Concept design for the station and track is being developed, including resolution of circulation conflicts on Crystal Drive at both access points
- Additional discussions on noise and air pollution in response to concerns voiced by residents are being held

VRE Transit Development Plan Update

- Began development of presentation materials for Workshop #1; VRE review occurred February 22nd

Projects Progress Report to Follow

PASSENGER FACILITIES

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Alexandria Station Improvements	Pedestrian tunnel to METRO and eliminate at-grade track crossing.	◆	◆	◆	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. 	◆	●	●	N/A		
Lorton Station Improvements	Construct new second platform with pedestrian overpass. 	◆	●	●	N/A		
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. 	◆	●	●	N/A		
Potomac Shores Station Improvements	New VRE station 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. 	◆	●	●	N/A		
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. 	◆	●	●	N/A		
Manassas Park Parking Expansion	Parking garage to increase parking capacity to 1,100 spaces.	◆	●	●	N/A		
Rolling Road Station Improvements	Extend existing platform.	◆	◆	◆	N/A	●	
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A		
L'Enfant Track and Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A		

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

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

¹Total project cost estimate in adopted FY2018 CIP Budget

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

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

Total ¹	ESTIMATED COSTS (\$)				COMPLETION		STATUS
	Funded	Unfunded	Authorized	Expended ²	Percent	Date	
10,021,865	10,021,865	-	1,814,559	1,534,387	70%	3rd QTR 2020	60% design complete. Investigating alternative construction strategies.
7,000,000	7,000,000	-	467,500	90,749	30%	3rd QTR 2018	Construction is anticipated to start as part of CSXT work program.
2,400,000	400,000	2,000,000	-	-	5%	3rd QTR 2020	Design work on East Platform only. West Platform elevation funded.
13,000,000	13,000,000	-	*	313,129	20%	2nd QTR 2020	Preliminary engineering is anticipated to be complete in 2nd QTR 2018.
16,150,000	16,150,000	-	*	336,243	20%	2nd QTR 2020	Preliminary engineering is anticipated to be complete in 2nd QTR 2018.
16,632,716	16,632,716	-	*	231,125	20%	4th QTR 2021	Preliminary engineering is anticipated to be complete in 3rd QTR 2018.
No costs for VRE. Private developer providing station.					10%	TBD	Design resumed after resolution of DRPT/CSXT/FRA track project issues.
9,500,000	9,500,000	574,706	-	-	30%	TBD	Completion of FD & construction pending execution of IPROC grant by DRPT.
21,334,506	21,334,506	-	*	220,914	20%	4th QTR 2021	Completion of PD & EC pending execution of REF grant by DRPT.
14,336,156	14,336,156	-	*	179,310	20%	4th QTR 2021	Completion of PD & EC pending execution of REF grant by DRPT.
19,600,000	2,500,000	17,100,000	665,785	601,176	25%	2nd QTR 2018	30% design plans received and under review.
2,000,000	2,000,000	-	442,900	224,030	20%	3rd QTR 2020	60% design plans under review by NS.
21,160,000	400,000	20,760,000	370,285	360,747	10%	2nd QTR 2023	Completion of PD & EC pending execution of REF grant by DRPT.
68,600,000	2,980,000	65,620,000	-	45,139	10%	2nd QTR 2023	Completion of planning, PD & EC pending execution of REF grant by DRPT.

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 North Storage Track and Wayside Power	Conversion of existing siding into a midday train storage track.	◆	◆	◆	N/A	◆	●
L'Enfant South Storage Track and Wayside Power	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul and Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	■
Crossroads Maintenance and Storage Facility Land Acquisition	Acquisition of 16.5 acres of land, construction of two storage tracks and stormwater retention and new	◆	N/A	N/A	●	N/A	N/A
Midday Storage	New York Avenue Storage Facility: Planning, environmental and preliminary engineering.	◆	●	●	●		

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 PD - Preliminary Design EC - Environment Clearance RW - Right of Way Acquisition FD - Final Design CN - Construction
 STATUS: ◆ Completed ● Underway ■ On Hold

¹ Total project cost estimate in adopted FY2018 CIP Budget

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

Total ¹	ESTIMATED COSTS (\$)			Expended ²	COMPLETION		STATUS
	Funded	Unfunded	Authorized		Percent	Date	
32,500,000	32,500,000	-	33,285,519	30,578,003	100%	4th QTR 2015	 Close-out pending repair of storm damage to embankment.
4,398,996	4,398,996	-	4,398,996	3,272,713	100%	2nd QTR 2017	 Wayside power installation complete. Track and signals in service.
3,965,000	3,965,000	-	2,937,323	3,045,774	50%	3rd QTR 2017	 Power design under review by CSXT & Pepco. Track and signals in service.
38,146,323	38,146,323	-	3,176,039	3,156,717	30%	TBD	 Design 100% complete. On hold pending property acquisition.
2,950,000	2,950,000	-	2,950,000	2,950,000	90%	TBD	 Property appraisal underway, followed by review by FTA.
88,800,000	88,800,000	-	3,588,305	993,204	15%	4th QTR 2018	 Progress delayed pending Amtrak approval of site access for survey.
75,264,693	75,264,693	-	69,457,809	36,994,353	95%	4th QTR 2020	 All cars received. Completion date reflects end of warranty period.
10,553,000	10,553,000	-	10,294,079	7,472,954	80%	4th QTR 2018	 Onboard installations ongoing.
617,791,163	5,885,163	611,906,000	5,483,720	2,905,615	15%	3rd QTR 2022	 Focus on capacity improvements on existing Broad Run complex.
3,510,307	3,510,307	-	3,510,627	1,950,757	55%	2nd QTR 2018	 Integration with S&B system complete. Mobile now accounts for about 12% of monthly revenue and more than 25% of all tickets sold.



VIRGINIA RAILWAY EXPRESS

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VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE OPERATIONS BOARD MEETING

April 20, 2018

Executive Committee Meeting – 8:30 am
Operations Board Meeting - 9:00 am

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 March 16, 2018 VRE Operations Board Meeting
5. Chairman's Comments and VRE Operations Board Photograph
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 the Purchase of Railcar End Body Door Diaphragm Kits
 - B. Authorization to Issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization



Northern Virginia
Transportation Commission
2300 Wilson Blvd. #620
Arlington, VA 22201
703.524.3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703.684.1001
VRE.org



Polomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703.580.6121

- C. Authorization to Issue an Invitation for Bids for Construction of Rolling Road Platform Extension
- D. Authorization to Execute an Amendment for the First Two-Year Option to the Contract for Financial Auditing Services

9. Action Items:

- A. Authorization to Issue a Task Order for Financial Modeling Platform
- B. Authorization to Issue a GEC-VII Task Order for Construction Management Services for the Rolling Road Station Improvement Project
- C. Authorization to Execute an Agreement for Data Networking Hardware and Associated Software Licenses
- D. Authorization to Execute a Contract and Task Order for Maintenance Services for VRE Facilities
- E. Authorization to Execute a Contract and Task Order for Custodial and Seasonal Services for VRE Facilities
- F. Authorization to Execute an Amendment to the Vendor Agreement for Sale of Fare Media with The Convention Store (Commuter Direct)
- G. Authorization to Execute an Amendment to the Contract for Wayside Power Construction at L'Enfant North Storage Track
- H. Recommend Authorization to Execute an Amendment for the Fourth Year of the First Option Period of the Contract for Operating Services for Commuter Rail
- I. Recommend Authorization to Execute an Amendment for the Third Year of the Contract for Maintenance Services for Commuter Rail

10. Information Items:

- A. Transit Development Plan Update
- B. Broad Run Expansion Project Update

C. Spending Authority Report

11. Closed Session
12. Operations Board Member's Time

**The Next VRE Operations Board Meeting
May 18, 2018 - 9:00 am at PRTC**



**Virginia Railway
Express**

Martin E. Nohe
Chairman

Katie Cristol
Vice-Chairman

Maureen Caddigan
Secretary

John C. Cook
Treasurer

Sharon Bulova
Mark Dudenhefer
John D. Jenkins
Matt Kelly
Wendy Maurer
Jennifer Mitchell
Suhaz Naddoni
Pamela Sebesky
Gary Skinner
Paul C. Smedberg

Alternates

Ruth Anderson
Pete Candland
Jack Cavalier
Hector Cendejas
Libby Garvey
Jeanine Lawson
Tim Lovain
Jeff McKay
Michael McLaughlin
Cindy Shelton
Paul Trampe
Billy Withers
Mark Wolfe

Doug Allen
Chief Executive Officer

1500 King Street, Suite 202
Alexandria, VA 22314-2730

MINUTES

VRE Operations Board Meeting
PRTC Headquarters – Prince William County, Virginia
April 20, 2018

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Wendy Maurer (PRTC)	Stafford County
Suhaz Naddoni (PRTC)	City of Manassas Park
Martin E. Nohe (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
Mark Dudenhefer (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Gary Skinner (PRTC)	Spotsylvania County

Alternates Present	Jurisdiction
Jeanine Lawson (PRTC)	Prince William County
Michael McLaughlin	DRPT
Paul Trampe (PRTC)	Spotsylvania County

Alternates Absent	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Hector Cendejas (PRTC)	City of Manassas Park
Libby Garvey (NVTC)	Arlington County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Cindy Shelton (PRTC)	Stafford County
Billy Withers (PRTC)	City of Fredericksburg
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Doug Allen – VRE Monica Backmon – NVTA Paolo Belita – Prince William County Nydia Blake – Prince William County Colin Burch – DRPT Rich Dalton – VRE Andrew D’huyvetter – NVTC John Duque – VRE Rhonda Gilchrest – NVTC Chris Henry – VRE Tom Hickey – VRE Christine Hoeffner – VRE Pierre Holloman – Arlington County Todd Horsley – DRPT Robert Hostelka – VRE Todd Johnson – First Transit John Kerins – Keolis	Cindy King – VRE Mike Lake – Fairfax County DOT Lezlie Lamb – VRE Bob Leibbrandt – Prince William County Steve MacIsaac – VRE Legal Counsel Betsy Massie – PRTC Kate Mattice – NVTC Kristen Nutter – VRE Aimee Perron Seibert – The Hillbridge Group Bob Schneider – PRTC Mark Schofield – VRE Darrell Smith – SDG Sonali Soneji – VRE Joe Swartz – VRE Neil Villerin – NVE Norine Walker – VRE Ciara Williams – DRPT

Chairman Nohe called the meeting to order at 9:08 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Sebesky, to approve the Agenda. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Smedberg and Trampe.

Approval of the Minutes of the March 16, 2018 Operations Board Meeting – 4

Ms. Cristol moved, with a second by Mr. Kelly, to approve the Minutes. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Sebesky and Smedberg Trampe. Ms. Maurer, Mr. Nohe and Mr. Trampe abstained.

Chairman's Comments –5

The Board stepped out of the room to take an official Operations Board photo. When they came back in, Ms. Sebesky apologized for having to leave to attend an event in Manassas.

[Ms. Sebesky left the meeting at 9:15 A.M.]

Chairman Nohe asked Mr. Smedberg, Chair of the CEO Evaluation Committee, to update the Board on the CEO evaluation process. Mr. Smedberg asked Board Members to respond to the survey regarding Mr. Allen's performance. The committee is also conducting a compensation study.

Chief Executive Officer's Report –6

Mr. Allen reviewed recent VRE security and safety initiatives:

- VRE held preparedness training for Virginia State Police troopers and canine units;
- VRE and Keolis personnel participated in Positive Train Control (PTC) classroom training (PTC implementation is still on track to meet the deadline); and
- VRE's Office of Development completed a safety certification, so as they are designing new facilities, they will design with safety in mind.

Mr. Allen reported average daily ridership for the month of March was 19,000 with on-time performance (OTP) of 92 percent.

Mr. Allen stated the 2018 General Assembly Session has concluded. He observed the success VRE was able to achieve during this Session started at the Operations Board level several years ago by developing a long-range vision and financial analysis, which laid the groundwork for being able to communicate VRE's needs to the jurisdictions, constituents, local elected officials, and legislators. He thanked Ms. Perron Seibert and Mr. Swartz for all their hard work during the Session. He asked Ms. Perron Seibert to give an update.

Ms. Perron Seibert reported the General Assembly considered the Governor's amendments and vetoes at the Reconvened Session on April 18th. For VRE, all the technical amendments were passed and no changes were made to the VRE funding structure in the original omnibus transportation legislation. Annually, \$15 million will be deposited into the newly created Commuter Rail Operating and Capital fund (CROC) for VRE to use for operating and capital. PRTC jurisdictions will receive additional gas tax funds that total a little above \$7 million annually and can be used for transportation.

[Ms. Lawson arrived at 9:22 A.M.]

Ms. Perron Seibert stated member jurisdictions will probably have some operational questions about the Maintenance of Effort (MOE) provision and will need to work through its implementation. Mr. Kelly stated he looks forward to continuing conversations on how the MOE will be implemented. Chairman Nohe observed there are several provisions of the legislation that need clarification, including how the MOE will be interpreted for FAMPO jurisdictions. He also stated clarification is also needed as to when the legislation goes into effect, since it says it goes into effect 30 days after Maryland and the District adopt parallel legislation. Both jurisdictions adopted parallel legislation but they don't go into effect until 2020.

Ms. Bulova observed that many Board Members wear multiple hats. Depending on which hat is being worn, one is either delighted or disappointed in the final legislation passed. It is good news for VRE with additional funding. She congratulated VRE leadership on being prepared to take advantage of opportunities during the Session. If one is wearing a NVT A hat, there is disappointment with the amount of regional funding being taken from NVT A. If wearing a NVTC hat, one is impressed with NVTC's new authority and a larger role in transportation and transit. She hopes future legislative sessions can address some of the disappointing aspects of the bill.

Ms. Cristol stated the loss of NVT A funds will also be an impact to VRE, since it has two projects in the NVT A project list for the upcoming six-year plan. Chairman Nohe stated NVT A is on the brink of adopting its first six-year plan and was anticipating funding approximately \$1.5 billion in projects before this legislation passed. Ms. Backmon stated the legislation reduces the anticipated funding from \$1.5 billion to \$1.2 billion. Chairman Nohe stated there will be a substantial impact on the number of projects to be funded, the type of projects to be funded, and how quickly the projects can move ahead. He also discussed how it will impact the statewide Smart Scale program, which will impact other parts of the Commonwealth.

[Mr. Naddoni arrived at 9:24 A.M.]

The Board further discussed the implications to NVT A funding. Mr. Swartz stated the Crystal City project scored well and VRE was counting on NVT A funding since no other source of funding has been identified. The Woodbridge project did not score as well. Mr. Allen stated VRE is trying to coordinate the Crystal City project with the Commonwealth's fourth track project, which is part of the Atlantic Gateway project. In response to a question

from Mr. Cook, Ms. Backmon clarified the change will impact future projects in the six-year plan and the previously approved project list will not be affected.

In response to a question from Mr. Smedberg, Ms. Perron Seibert stated the state budget has not been adopted yet, but she does not anticipate a budgetary fix to the NVTA funding issue.

Mr. Kelly discussed the financial impacts to the City of Fredericksburg. He understands the political dynamics, but this legislation resulted in no new state funding and fixed the problem with local dollars. He questioned how far VRE should go in praising the General Assembly since the problem still remains. The outcome of this legislation really affects the smaller jurisdictions, especially as the Commonwealth approaches the fiscal cliff.

Mr. Allen gave a few more highlights of recent meetings. VRE staff met with the congressional delegation, and he is in the process of meeting with the CAO's of the jurisdictions. VRE also participated in a quarterly meeting with CSX and DRPT and it was a productive meeting. He is scheduled to participate in the Transportation Leadership Forum on April 23rd.

VRE Riders' and Public Comment – 7

There were no rider comments.

Consent Agenda – 8

On a motion by Mr. Kelly and a second by Ms. Maurer, the Operations Board unanimously approved the following Consent Agenda:

- Resolution #8A-04-2018: Authorization to Issue an Invitation for Bids for the Purchase of Railcar End Body Door Diaphragm Kits
- Resolution #8B-04-2018: Authorization to Issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization
- Resolution #8C-04-2018: Authorization to Issue an Invitation for Bids for Construction of Rolling Road Platform Extension
- Resolution #8D-04-2018: Authorization to Execute an Amendment for the First Two-Year Option to the Contract for Financial Auditing Services

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Issue a Task Order for Financial Modeling Platform – 9A

Mr. Allen stated the Operations Board is being asked to authorize him to issue a Task Order to PFM Solutions LLC (an affiliate of PFM) for a financial modeling platform in the amount of \$245,000, plus a contingency of \$7,0000 (for two years of an additional seat license if needed), for a total not to exceed \$252,000. Resolution #9A-04-2018 would accomplish this.

Mr. Allen explained VRE wishes to migrate to a new, more robust financial modeling platform to support long-term financial planning. Under this task order, PFM will implement their proprietary software, which will support a comprehensive update to VRE's 2040 financial plan as well a decision support for future budget and Capital Improvement Program (CIP) formulation.

Ms. Cristol moved, with a second by Ms. Bulova, to approve Resolution #9A-04-2018.

Ms. Cristol stated, as Chair of the Capital Committee, she is excited to see this action item, which will allow greater capacity to model scenarios of evolving variables in real-time. It has been difficult for the Capital Committee and the Operations Board to try to understand these projects and the variety of sources of funding with all the variables. This software will help facilitate a greater discussion by the Capital Committee as well as the Operations Board.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Issue a GEC-VII Task Order for Construction Management Services for the Rolling Road Station Improvement Project – 9B

Mr. Allen stated the Operations Board is being asked to authorize him to issue a General Engineering Consulting Contract (GEC-VII) task order for construction management services for the Rolling Road Station Improvement Project to STV Incorporated in the amount of \$197,918, plus a 10 percent contingency of \$19,792, for a total amount not to exceed \$217,710. Resolution #9B-04-2018 would accomplish this.

Mr. Cook moved, with a second by Mr. Smedberg, to approve Resolution #9B-04-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Execute an Agreement for Data Networking Hardware and Associated Software Licenses – 9C

Mr. Allen stated the Operations Board is being asked to authorize him to execute an agreement with Saitech, Inc., of Fremont, California to acquire Cisco data network components and associated software licenses in the amount of \$214,978, plus a 10 percent contingency of \$21,498, for a total not to exceed \$236,476. Resolution #9C-04-2018 would accomplish this.

Ms. Maurer moved, with a second by Mr. Smedberg, to approve Resolution #9C-04-2018.

In response to a question from Mr. Smedberg, Mr. Hostelka stated that the software package will be updated every five years and will accommodate future changes. The

software supports everything from a data network perspective that happens at the stations and headquarters, such as ticket vending machines and security cameras.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Execute a Contract and Task Order for Maintenance Services for VRE Facilities – 9D

Mr. Allen stated the Operations Board is asked to authorize him to execute a contract with NVE, Inc. of Herndon, Virginia for Maintenance Services for VRE facilities in an amount not to exceed \$3,525,414, for a base period of three years with the option to extend for one additional two-year period. This contract includes base work along with task order work. VRE staff will return to the Board for authorization to exercise the two-year option period and associated funding. Resolution #9D-04-2018 would accomplish this.

The resolution would also authorize the CEO to issue an initial task order under this contract for comprehensive on-call services, including miscellaneous repair, installation and inspection services, electrical, lighting, generator and plumbing service and repairs. HVAC service and repairs and elevator service and repairs, in an amount of \$665,000, plus a five percent contingency of \$33,250, for a total not to exceed \$698,250.

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #9D-04-2018.

Mr. McLaughlin noted VRE only received a single proposal. He stated it is important for VRE's procurement department to be doing everything it can to receive multiple responses, which contains costs. Ms. Nutter gave an overview of the competitive procurement process, which included 20 contractors attending the pre-proposal conference. Staff surveyed them to determine why they did not submit a proposal and staff is satisfied with the results. The main reason was the magnitude of the maintenance program that spans the entire VRE service area, where some offerors were only interested servicing specific segments of the required work.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Execute a Contract and Task Order for Custodial and Seasonal Services for VRE Facilities – 9E

Mr. Allen stated the Operations Board is asked to authorize him to execute a contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for custodial and seasonal services for VRE facilities in an amount not to exceed \$6,370,219, for a base period of three years with the option to extend for one additional two-year period. VRE staff will return to the Board for authorization to exercise the two-year option period and associated funding. Resolution #9E-04-2018 would accomplish this.

The resolution also will authorize the CEO to issue an initial task order under this contract for on-call services, including miscellaneous repair and installation services, custodial, landscaping, additional facility cleaning, trash removal and painting services, in an amount of \$190,000, plus a five percent contingency of \$9,500, for a total not to exceed \$199,500.

Ms. Bulova moved, with a second by Mr. Kelly, to approve Resolution #9E-04-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Execute an Amendment to the Vendor Agreement for Sale of Fare Media with The Convention Store (CommuterDirect) – 9F

Chairman Nohe stated this item and Agenda Item #10B “Broad Run Station Expansion Project Update” will be addressed in Closed Session later in the Agenda.

Authorization to Execute an Amendment to the Contract for Wayside Power Construction at L’Enfant North Storage Track – 9G

Mr. Allen stated the Operations Board is asked to authorize him to execute an amendment to the contract with C3M Power Systems, LLC of Capitol Heights, Maryland, for the construction of the L’Enfant North Storage Track Wayside Power, increasing the contract value by \$8,300, from \$576,406, for a total amount not to exceed \$584,706. Resolution #9G-04-2018 would accomplish this.

Mr. Allen further explained the L’Enfant North Storage Track Wayside Power project has experienced delays due to permitting requirements, the acquisition of unanticipated materials, and other factors. C3M Power Systems has submitted a change order to purchase an extension of the insurance required for working in the railroad right-of-way, as well as for the purchase and installation of a small electrical module for the control cabinet, which was identified as a need at the time of final testing of the system.

Mr. Smedberg asked about coordination with Amtrak and the other railroads. Mr. Allen stated there is coordination, which will include railroad worker protection, as needed, while work is being done.

Mr. Smedberg moved, with a second by Ms. Bulova, to approve Resolution #9G-04-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Recommend Authorization to Execute an Amendment for the Fourth Year of the First Option Period of the Contract for Operating Services for Commuter Rail – 9H

Mr. Allen stated the Operations Board is being asked to recommend the Commissions authorize him to amend the Contract for Operation Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by approving up to \$15,718,000 for the fourth year of

the first option period, for a total contract value not to exceed \$163,124,557 through June 30, 2019. Resolution #9H-04-2018 would accomplish this.

Mr. Smedberg moved, with a second by Mr. Kelly, to approve Resolution #9H-04-2018.

Because of the scale of this work, Mr. Smedberg stated it would be helpful for staff to give an update on the contract when returning for future amendments. Mr. Allen offered to give a brief update. He stated VRE is receiving great service from Keolis on operations and maintenance (next agenda item). He gave some background on the contract for newer Board Members. Several years ago, when VRE transitioned to a life-cycle maintenance approach, the contract was divided into two contracts (operations and maintenance). Keolis won both of those contracts. Keolis has performed its work well. VRE continues to receive good feedback from riders about the interaction between the crew and riders, which is very important especially for safety reasons.

Chairman Nohe stated both contracts (operating and maintenance) were originally multi-year contracts, but the Operations Board decided to have them come back every year for review and adoption.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Recommend Authorization to Execute an Amendment for the Third Year of the Contract for Maintenance Services for Commuter Rail – 9I

Mr. Allen stated the Operations Board is asked to recommend the Commissions authorize him to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total contract authorization by \$7,674,000, for a total amount not to exceed \$22,018,638, through June 30, 2019. Resolution #9I-04-2018 would accomplish this.

Mr. Smedberg moved, with a second by Ms. Bulova, to approve Resolution #9I-04-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Transit Development Plan Update – 10A

Mr. Allen introduced the project manager, Sonali Soneji, who gave a brief update on the Transit Development Plan (TDP). Ms. Soneji explained DRPT requires VRE to update its TDP as a condition of receiving state funding. VRE has initiated a major update of its TDP in accordance with DRPT requirements encompassing two time frames: a six-year (FY 2020-2025) fiscally-constrained plan; and a 10-year (FY 2020-2029) fiscally-unconstrained plan forecasting longer-term capital and operating needs.

Ms. Soneji explained the TDP is also valuable to VRE for internal use to connect all daily actions and initiatives to the long-range vision laid out in the System Plan. Much has

happened since 2011 when VRE adopted its last full TDP. She reviewed the changes VRE has experienced over the last six years.

Ms. Soneji reported VRE held its first of two TDP stakeholder workshops. In response to a question from Mr. Smedberg, she stated staff from member jurisdictions, NVTC, PRTC, DRPT, NVTA, TPB, FAMPO, WMATA, MARC and other transit providers participated in the workshop. The host railroads were invited but did not attend. In response to a question from Mr. Smedberg, Ms. Soneji replied Keolis can be invited to the second workshop, which is anticipated in the May or June timeframe. The TDP will be brought back for adoption at the November Operations Board meeting.

Spending Authority Report –10C

The written report includes the following:

- Blanket Purchase Order for an amount not to exceed \$56,600, to ACRO Service Corp for temporary staffing services for grant account support.
- Purchase Order of \$63,760, to Roadway Worker Training, LLC to provide mandated FRA Roadway Worker Protection Training.
- Task Order of \$86,616 to Keolis Rail Services Virginia to replace the emergency access markings located on the roof of each passenger railcar.

There were no questions or comments.

Closed Session – 11

Ms. Caddigan moved, with a second by Ms. Bulova, the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (3), (6) and (7) of the Code of Virginia), the VRE Operations Board authorizes a Closed Session for the purpose of discussion of two procurement issues and discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

The Board entered into Closed Session at 10:17 A.M. and returned to Open Session at 11:18 A.M. [Ms. Bulova left the meeting during the Closed Session and did not return.]

Mr. Kelly moved, with a second by Ms. Maurer, the following certification:

The VRE Operations Board certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

1. Only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia were discussed; and
2. Only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Execute an Amendment to the Vendor Agreement for Sale of Fare Media with The Convention Store (CommuterDirect) – 9F

Mr. Kelly moved, with a second by Mr. Smedberg to approve Resolution #9F-04-2018, which authorizes the VRE CEO to execute an amendment for a one-year extension of the Vendor Agreement for Sale of Fare Media with The Convention Store, Inc. to finalize negotiations from a RFP for Fare Media Sales. The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Operations Board Member Time – 12

There were no comments.

Adjournment

Without objection, Chairman Nohe adjourned the meeting at 11:20 A.M.

Approved this 18th day of May 2018.

Martin Nohe
Chairman

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the April 20, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest

**Virginia Railway Express
Operations Board**

**Resolution
8A-04-2018**

**Authorization to Issue an Invitation for Bids for the
Purchase of Railcar End Body Door Diaphragm Kits**

WHEREAS, VRE has adopted a Lifecycle Maintenance strategy for locomotives and passenger railcars; and,

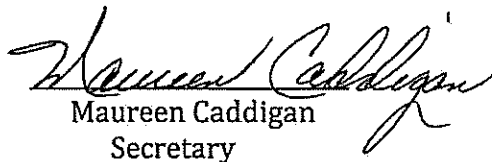
WHEREAS, the maintenance strategy includes constantly monitoring, evaluating and analyzing systems and components to determine their useful life; and,

WHEREAS, due to age and environmental elements, the end body rubber diaphragms on VRE's Gallery IV passenger railcars have lost their effectiveness allowing weather, debris, and noise elements to enter between cars; and,

WHEREAS, new diaphragm kits will replace the aged diaphragms currently on VRE passenger railcars;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for the Purchase of Gallery IV End Body Door Diaphragm Kits.

Approved this 21st day of April 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8B-04-2018**

**Authorization to Issue an Invitation for Bids for Construction of
Benchmark Road Slope Stabilization**

WHEREAS, a major rain event that washed out the culvert carrying Massaponax Creek under Benchmark Road also washed out significant portions of the railroad embankment adjacent to the Hamilton-to-Crossroads Third Track and Benchmark Road; and,

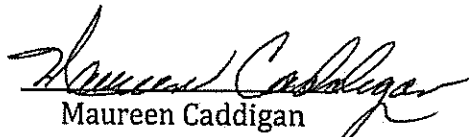
WHEREAS, the embankment slope must be repaired and stabilized to complete contract commitments and close out funding agreements for the project; and,


WHEREAS, the work is best accomplished while Benchmark Road is closed for the VDOT culvert design and replacement; and,

WHEREAS, VRE staff recommends an IFB for procurement of a contractor to accomplish this work in a timely and cost-effective manner;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization.

Approved this 20th day of April 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8C-04-2018**

**Authorization to Issue an Invitation for Bids for
Construction of Rolling Road Platform Extension**

WHEREAS, a platform extension and other improvements are necessary at Rolling Road Station that will accommodate present train consists as well as accommodate longer train consists in the future; and,

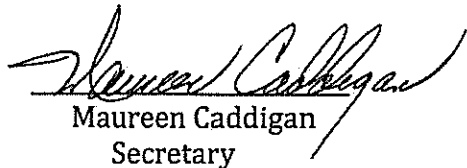
WHEREAS, design for Rolling Road Station improvements is 90 percent complete and anticipated to begin construction in Summer 2018; and,


WHEREAS, VRE Staff will thoroughly review and evaluate all bids received through the prescribed IFB process; and,

WHEREAS, VRE staff recommends an IFB for procurement of a contractor to accomplish this work in a timely and cost-effective manner;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Construction of Rolling Road Platform Extension.

Approved this 20th day of April 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8D-04-2018**

**Authorization to Execute an Amendment for the First
Two-Year Option to the Contract for Financial Auditing Services**

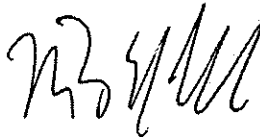
WHEREAS, in March 2015, the VRE Operations Board authorized the Chief Executive Officer to execute a contract with PBMares, LLP for financial auditing services for a base period of three years with options to extend for up to four additional years, in two-year increments, with a total not to exceed amount of \$415,100 inclusive of contingency and all option years; and,

WHEREAS, the VRE Operations Board required that Board approval be received before exercising any options on this contract; and,

WHEREAS, the base period of the contract will expire in May 2018, and VRE wishes to exercise the first two-year option period;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the contract with PBMares, LLP of Harrisonburg, Virginia, for Financial Auditing Services to exercise the first two-year option period.

Approved this 20th day of April 2018



Martin Nohe
Chairman

Maureen Caddigan
Secretary

**Virginia Railway Express
Operations Board**

**Resolution
9A-04-2018**

**Authorization to Issue a Task Order for
Financial Modeling Platform**

WHEREAS, in May 2017, the Operations Board approved a task order contract between VRE and PFM for financial advisory services, with a one-year base and nine one-year options, and with an aggregate contract amount not to exceed \$300,000; and,

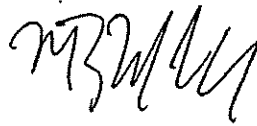
WHEREAS, in January 2018, VRE executed Task Order 1 with PFM for support services related to the RRIF loan refinancing, in an amount not to exceed \$35,000; and,

WHEREAS, under a previous contract, PFM developed and implemented a financial modeling platform to support the financial planning component of VRE's original 2040 System Plan; and,

WHEREAS, VRE wishes to migrate this long-term financial model to PFM's new modeling platform and to update the ridership, project delivery, and financial assumptions in the model to support ongoing decision-making by staff, Operations Board members, and other VRE stakeholders;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to PFM Solutions LLC (an affiliate of PFM) for a financial modeling platform in the amount of \$245,000, plus a contingency of \$7,000, for a total not to exceed \$252,000.

Approved this 20th day of April 2018



Martin Nohe
Chairman



Maureen Caddigan
Secretary

**Virginia Railway Express
Operations Board**

**Resolution
9B-04-2018**

**Authorization to Issue a GEC-VII Task Order for Construction
Management Services for the Rolling Road Station Improvement Project**

WHEREAS, the existing platform at Rolling Road Station can only accommodate trains up to five cars in length, prohibiting train crews from opening all doors on longer trains at the station; and,

WHEREAS, a platform extension and other improvements are necessary at Rolling Road Station to accommodate present train consists and longer trains planned for the future; and,

WHEREAS, design for Rolling Road Station improvements is 90 percent complete and construction is anticipated to begin in Summer 2018; and,

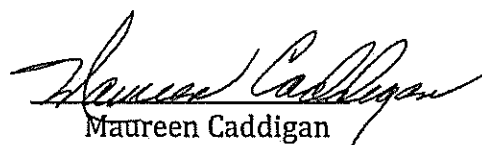
WHEREAS, construction management services are necessary to support VRE staff during procurement and construction; and,

WHEREAS, the VRE Operations Board authorized execution of General Engineering Consultant contracts (GEC-VII) in July 2015 and STV Incorporated was subsequently awarded the prime consultant contract for Task Order A – Construction Management Support; and,

WHEREAS, STV Incorporated has presented an acceptable proposal to perform said services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a General Engineering Consultant Contract (GEC-VII) task order for construction management services for the Rolling Road Station Improvements in the amount of \$197,918, plus a 10% contingency of \$19,792, for a total amount not to exceed \$217,710.

Approved this 20th day of April 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9C-04-2018**

**Authorization to Execute an Agreement for Data
Networking Hardware and Associated Software Licenses**

WHEREAS, VRE operations rely on timely and secure communications running over the data network installed at all VRE locations; and,

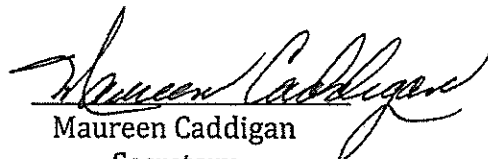
WHEREAS, VRE provides reliable information to VRE passengers and staff daily through systems such as the Variable Messaging System (VMS) and security cameras; and,

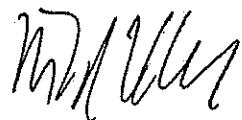
WHEREAS, the January 2017 LAN WAN Cybersecurity Assessment identified the requirement to replace outdated network components with standardized data network hardware and associated licenses at all station locations; and,

WHEREAS, the data network components and associated five-year software licensing is available through a US General Services Administration (GSA) cooperative purchasing schedule in accordance with VRE Public Procurement Policies and Procedures;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to Execute an Agreement with Saitech, Inc., of Fremont, California to acquire Data Networking Hardware and Associated Software Licenses through a GSA cooperative purchasing schedule in the amount of \$214,978, plus a 10% contingency of \$21,498, for a total not to exceed \$236,476.

Approved this 20th day of April 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9D-04-2018**

**Authorization to Execute a Contract and Task Order For
Maintenance Services for VRE Facilities**

WHEREAS, in April 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for Facilities Maintenance Services with NV Enterprises; and,

WHEREAS, the Operations Board subsequently approved execution of each of the four option years for the contract; and,

WHEREAS, the current contract is set to expire on May 19, 2018; and,

WHEREAS, this contract will provide ongoing maintenance services at 18 rail stations, two rail storage yards and headquarters and satellite office spaces; and,

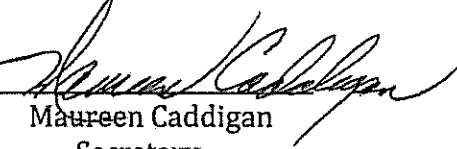
WHEREAS, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;


NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with NVE, Inc. of Herndon, Virginia for Maintenance Services for VRE Facilities in an amount not to exceed \$3,525,414 for a base period of three (3) years with the option to extend for one (1) additional two-year period. VRE staff will return to the Operations Board for approval to exercise the two-year option period and associated funding; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a task order under the Maintenance Services for VRE Facilities contract to NVE, Inc. of Herndon, Virginia for comprehensive on-call services, including miscellaneous repair, installation and inspection services, electrical, lighting, generator and plumbing service and repairs, HVAC service and repairs and elevator service and repairs, in an amount \$665,000, plus 5% contingency of \$33,250, for a total not to exceed \$698,250.

Resolution 9D-04-2018 continued

Approved this 20th day of April 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9E-04-2018**

**Authorization to Execute a Contract and Task Order For
Custodial and Seasonal Services for VRE Facilities**

WHEREAS, in April 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for Custodial and Seasonal Services with Fresh Air Duct Cleaning, LLC; and,

WHEREAS, the Operations Board subsequently approved execution of each of the four option years for the contract; and,

WHEREAS, the current contract is set to expire on May 19, 2018; and,

WHEREAS, this contract will provide ongoing custodial and seasonal services at 18 rail stations, two rail storage yards and headquarters and satellite office spaces; and,

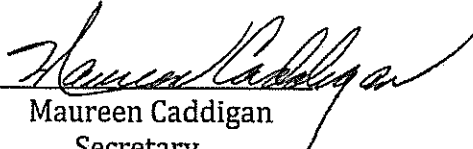
WHEREAS, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;


NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for Custodial and Seasonal Services for VRE Facilities in an amount not to exceed \$6,370,219 for a base period of three years with the option to extend for one additional two-year period. VRE staff will return to the Operations Board for approval to exercise the two-year option period and associated funding; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a task order under the Custodial and Seasonal Services for VRE Facilities contract to Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for on-call services, including miscellaneous repair and installation services, custodial, landscaping, station and platform cleaning, trash removal and painting services, in an amount of \$190,000, plus a 5% contingency of \$9,500, for a total not to exceed \$199,500.

Resolution 9E-04-2018 Continued

Approved this 20th day of April 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9F-04-2018**

**Authorization to Execute an Amendment to the Vendor Agreement for
Sale of Fare Media with The Convention Store (Commuter Direct)**

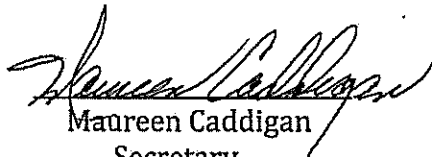
WHEREAS, the current agreement with The Convention Store, Inc. for the sale of Fare Media will expire in May 2018; and,


WHEREAS, the Request for Proposals for VRE Fare Media Sales issued in July 2017 is currently in negotiations; and,

WHEREAS, additional time is needed to finalize negotiations before the current agreement ends;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an amendment for a one-year extension of the Vendor Agreement for Sale of Fare Media with the Convention Store, Inc., owner and operator of CommuterDirect, The Commuter Store at Crystal City and various smaller outlets including the Springfield Connector Store, to finalize negotiations from a Request for Proposal for Fare Media Sales.

Approved this 20th day of April 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9G-04-2018**

**Authorization to Execute an Amendment to the Contract for
Wayside Power Construction at L'Enfant North Storage Track**

WHEREAS, the VRE Operations Board authorized execution of a contract for Wayside Power Construction on the L'Enfant North Storage Track Wayside Power with C3M Power Systems, LLC, on June 19, 2015, for a contract amount of \$449,500 with a 10% contingency for a total of \$494,450; and,

WHEREAS, the contract value has previously been increased to \$576,406 due to delays and unanticipated material requirements, resulting in a current total authorization of \$578,050, including contingencies; and,

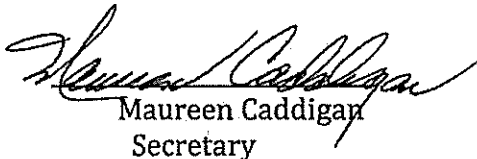
WHEREAS, the contractor has requested an additional \$8,300, for the cost of extending its railroad insurance coverage for the duration of the contract delay, as well as for the purchase and installation of a small electrical module for the control cabinet, which was identified as a need at the time of final testing of the wayside power system;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current contract with C3M Power Systems, LLC of Capitol Heights, MD for L'Enfant North Storage Track Wayside Power to increase the contract in the amount of \$8,300, to a total amount not to exceed \$584,706.

Approved this 20th day of April 2018



Martin Nohe
Chairman



Maureen Caddigan
Secretary

**Virginia Railway Express
Operations Board**

**Resolution
9H-04-2018**

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

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

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

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

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

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

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

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

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

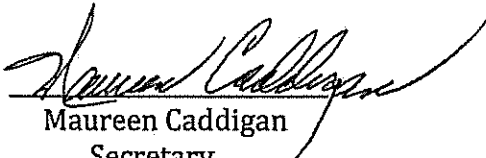
WHEREAS, on May 20, 2016, the Operations Board approved the second year of the first option period, through June 30, 2017, in the amount of \$15,463,003, for a total contract value not to exceed \$131,990,557; and,

Resolution 9H-04-2018 continued

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

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC by approving up to \$15,718,000 for the fourth year of the first option period, for a total Contract value not to exceed \$163,124,557 through June 30, 2019.

Approved this 20th day of April 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9I-04-2018**

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

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

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

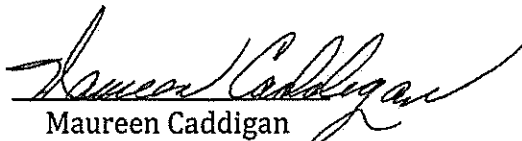
WHEREAS, on April 21, 2017, the Operations Board approved the second contract year, through June 30, 2018, in the amount of \$7,092,267, for a total contract value not to exceed \$14,344,638; and,


WHEREAS, the current Contract authorization runs through June 30, 2018; and,

WHEREAS, the increase in Contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2019;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total Contract authorization by \$7,674,000, for a total amount not to exceed \$22,018,638, through June 30, 2019.

Approved this 20th day of April 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

ITEM 8-C
May 3, 2018
PRTC Regular Meeting
VRE Agenda Item 9-H

MOTION:

SECOND:

**RE: AUTHORIZE THE VRE CEO TO EXECUTE AN AMENDMENT FOR THE FOURTH
YEAR OF THE FIRST OPTION PERIOD OF THE CONTRACT FOR OPERATING
SERVICES FOR COMMUTER RAIL**

ACTION:

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

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

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

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

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

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

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

ITEM 8-C
May 3, 2018
PRTC Regular Meeting
VRE Agenda Item 9-H
Page Two

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

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

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

WHEREAS, the VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED THAT, the Potomac and Rappahannock Transportation Commission authorizes the VRE Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC by approving up to \$15,718,000 for the fourth year of the first option period, for a total Contract value not to exceed \$163,124,557 through June 30, 2019.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-H
Action Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

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

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by approving up to \$15,718,000 for the fourth year of the first option period, for a total contract value not to exceed \$163,124,557 through June 30, 2019.

Summary:

This action will authorize contracted services for certified locomotive engineers and conductors to operate VRE commuter rail trains for FY 2019.

Background:

On October 16, 2009 the VRE Operations Board recommended, and the Commissions subsequently approved, a five-year contract with KRSV for commuter rail operations and maintenance. The maintenance portion was removed from this contract and these services are now included in a separate contract for maintenance services. The fourth



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Alexandria, VA 22314
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year of the first option period for operating services will start July 1, 2018. The total amount requested for authorization is equal to the total amount budgeted for FY 2019.

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

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

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

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

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

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

(e) Pending Approval

This action will increase the contract value by \$15,718,000, for a cumulative amount not to exceed \$163,124,557. The year over year increase is due to a contractually mandated increase of 2.04% based on the Consumer Price Index for the fixed cost components of the contract.

Fiscal Impact:

Funding for the fourth year of the first option period (9th year) is included in the FY 2019 operating budget. The total amount budgeted for train operations is \$15,718,000.

**Virginia Railway Express
Operations Board**

**Resolution
9H-04-2018**

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

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

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

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

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

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

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

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

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

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

Resolution 9H-04-2018 continued

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

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC by approving up to \$15,718,000 for the fourth year of the first option period, for a total Contract value not to exceed \$163,124,557 through June 30, 2019.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

ITEM 8-D
May 3, 2018
PRTC Regular Meeting
VRE Agenda Item 9-I

MOTION:

SECOND:

**RE: AUTHORIZE THE VRE CEO TO EXECUTE AN AMENDMENT FOR THE THIRD YEAR
 OF THE CONTRACT FOR MAINTENANCE SERVICES FOR COMMUTER RAIL**

ACTION:

WHEREAS, in 2015, the Virginia Railway Express (VRE) Operations Board recommended, and the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission (the "Commissions") approved, a five-year Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV); and

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

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

WHEREAS, the increase in contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2019; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission authorizes the VRE Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total contract authorization by \$7,674,000, for a total amount not to exceed \$22,018,638 through June 30, 2019.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-I
Action Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

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

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total Contract authorization by \$7,674,000, for a total amount not to exceed \$22,018,638, through June 30, 2019.

Summary:

This action will authorize contracted services for the maintenance, inspection and repairs of VRE locomotives, passenger rail cars and maintenance facilities for FY 2019.

Background:

On January 15, 2015, the VRE Operations Board recommended, and the Commissions subsequently approved, the CEO to execute a Contract with KRSV for Maintenance Services for Commuter Rail. On May 20, 2016, the VRE Operations Board recommended, and the Commissions subsequently approved an amended start date for the first year of the Contract to July 1, 2016, and the total Contract amount for the first year of \$7,252,371. On April 21, 2017, the VRE Operations Board recommended, and the



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Commissions subsequently approved increasing the Contract authorization for the second year for a cumulative amount not to exceed \$14,344,638.

The work performed under this contract includes daily and periodic servicing, inspection and repairs of locomotives and passenger rail cars. Life Cycle maintenance and extensive rolling stock repair work are included in this contract through a task order process. For FY 2019, this work will also include daily maintenance and support services at the L'Enfant Storage tracks. In addition to locomotive and passenger rail car work, the scope of work includes inspection, maintenance and repair of facilities equipment including yard tracks and buildings. Below is a list of the amendments, contract modifications and proposed action for this Contract:

Date	Description	Amount	Authorized Value (Cumulative)
May 20, 2016	1 st Contract Year & Mobilization	\$7,252,371	\$7,252,371
April 21, 2017	2 nd Contract Year	\$7,092,267	\$14,344,638
April 20, 2018	3 rd Contract Year (a)	\$7,674,000	\$22,018,638

(a) Pending Approval

This action will increase the contract value by \$7,674,000, for a cumulative amount not to exceed \$22,018,638, through the third year of the base five-year contract. The year over year increase is primarily due to:

- a contractually mandated increase of 2.04% based on the Consumer Price Index,
- an increase in the daily service and maintenance requirements for the nine expansion cars received in 2017,
- and mechanical support for the L'Enfant Storage track operations.

Fiscal Impact:

Funding is provided for in the FY 2019 Operating budget for Maintenance Services for Commuter Rail and the CIP budget for Asset Management – Rolling Stock Equipment and Asset Management - Facilities includes funding for the third year of this work.

FY 2019 Operating Budget: Maintenance Services for Commuter Rail	\$7,020,500
FY 2019 CIP Budget: Asset Management – Rolling Stock Equipment and Asset Management - Facilities	\$653,500
Total:	\$7,674,000

**Virginia Railway Express
Operations Board**

**Resolution
9I-04-2018**

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

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

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

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

WHEREAS, the current Contract authorization runs through June 30, 2018; and,

WHEREAS, the increase in Contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2019;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total Contract authorization by \$7,674,000, for a total amount not to exceed \$22,018,638, through June 30, 2019.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-A
Information Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Transit Development Plan Update

Summary:

VRE has initiated an update of its Transit Development Plan (TDP) in accordance with the requirements of the Virginia Department of Rail and Public Transportation (DRPT). This item provides an update of its purpose and progress to date.

Background:

DRPT requires VRE to update its TDP in accordance with their *Transit Development Plan Minimum Requirements*, dated February 2017, as a condition of receiving state funding. The TDP allows DRPT to better understand the needs, service changes, required funding, and priorities of local transit service providers and the level of state resources necessary to help meet near and long-term transit requirements throughout the Commonwealth.

VRE has initiated a major update of its TDP in accordance with DRPT requirements encompassing two timeframes:

- A six-year (FY 2020-2025) fiscally-constrained plan; and
- A ten-year (FY 2020-2029) fiscally-unconstrained plan forecasting longer-term capital and operating needs.

VRE's last full TDP was produced in 2011 covering the six-year period from FY 2013 to FY 2018



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The TDP highlights projects and policies that would be prioritized in the next six years to implement the long-range vision of the VRE System Plan. The TDP provides an overview of all the major projects and initiatives, outlines VRE's service needs, identifies service and capital improvements to meet those needs, and outlines a financial plan for the required resources.

The TDP update process was initiated with the development of an updated set of goals and objectives that align with the VRE mission statement. Performance measures and targets will be identified to record progress achieved towards the TDP goals due to the daily activities by VRE staff.

Two facilitated workshops with the staffs from VRE member jurisdictions and other regional stakeholder organizations are proposed during the TDP update. The first stakeholder workshop was held on February 28, 2018, to provide an overview of the VRE system, and gather feedback on the proposed goals and objectives. Comments were incorporated into the TDP. A second stakeholder workshop will promote a better understanding of VRE's operations and capital projects, and fiscal needs.

The updated TDP is anticipated to be presented for adoption at the November 2018 meeting of the VRE Operations Board.

VIRGINIA RAILWAY EXPRESS

FY2020 - FY2025

TRANSIT DEVELOPMENT PLAN

VRE Operations Board
April 20, 2018



A BETTER WAY. A BETTER LIFE.

ROLE OF THE TRANSIT DEVELOPMENT PLAN



Internal perspective (VRE)

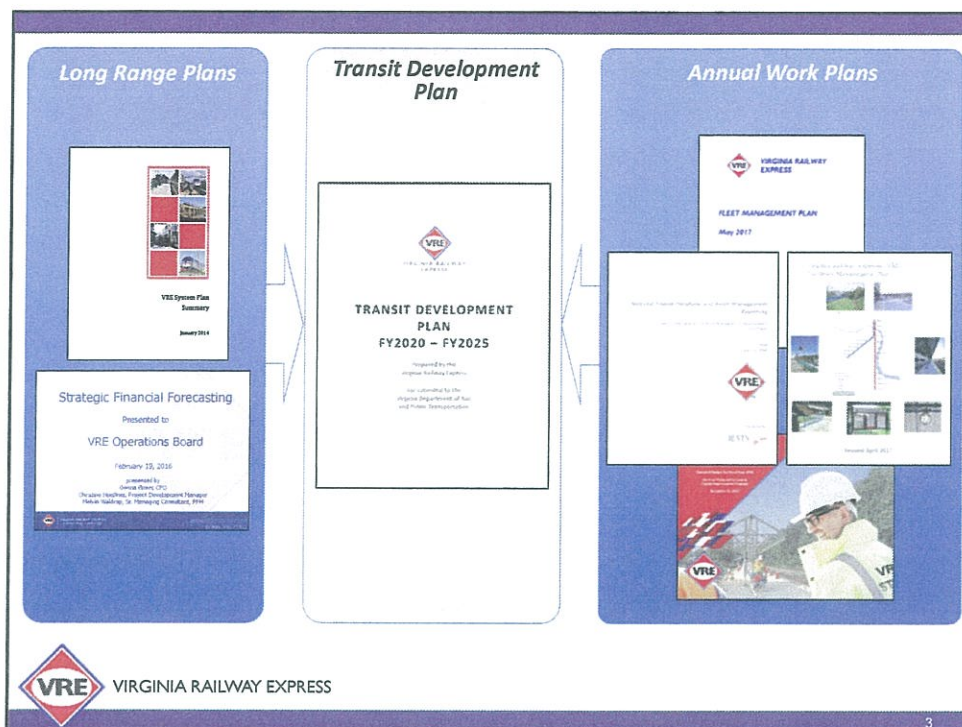
Summarizes and coordinates near term actions and initiatives to achieve VRE's long range vision

External perspective (DRPT)

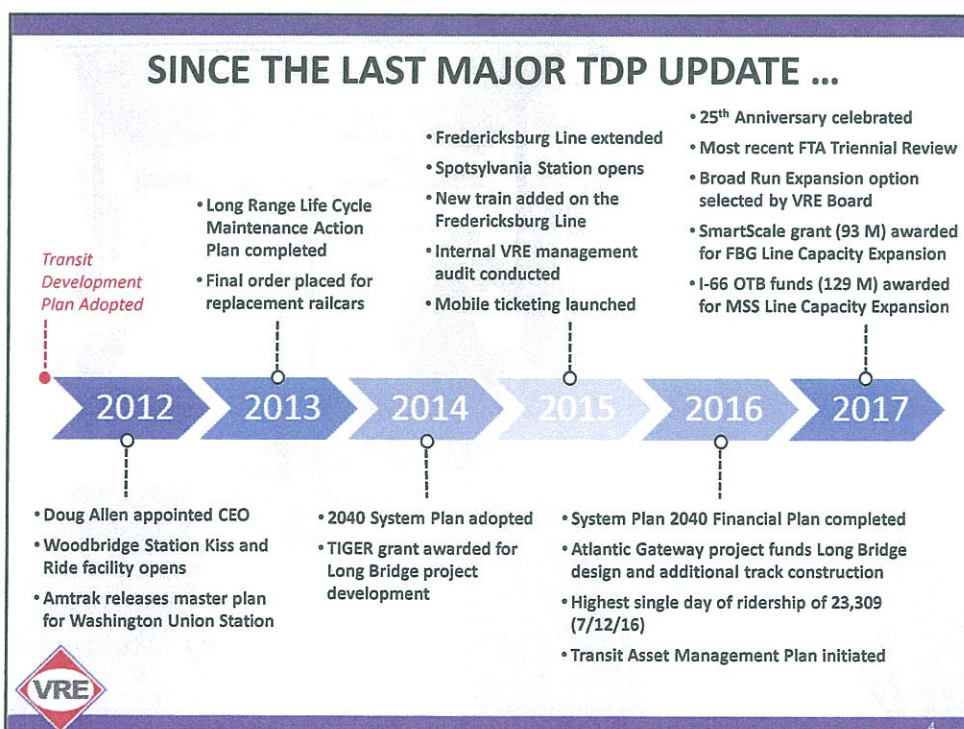
Commonwealth transit agencies identify needs, service changes, required funding, and local priorities to meet near and long term opportunities and challenges



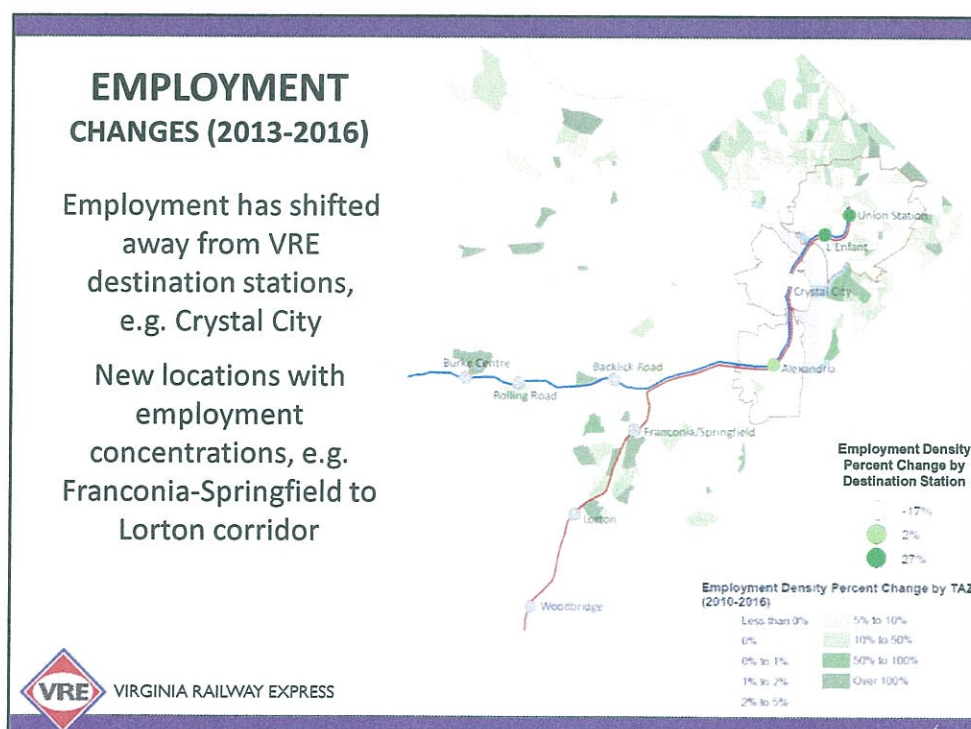
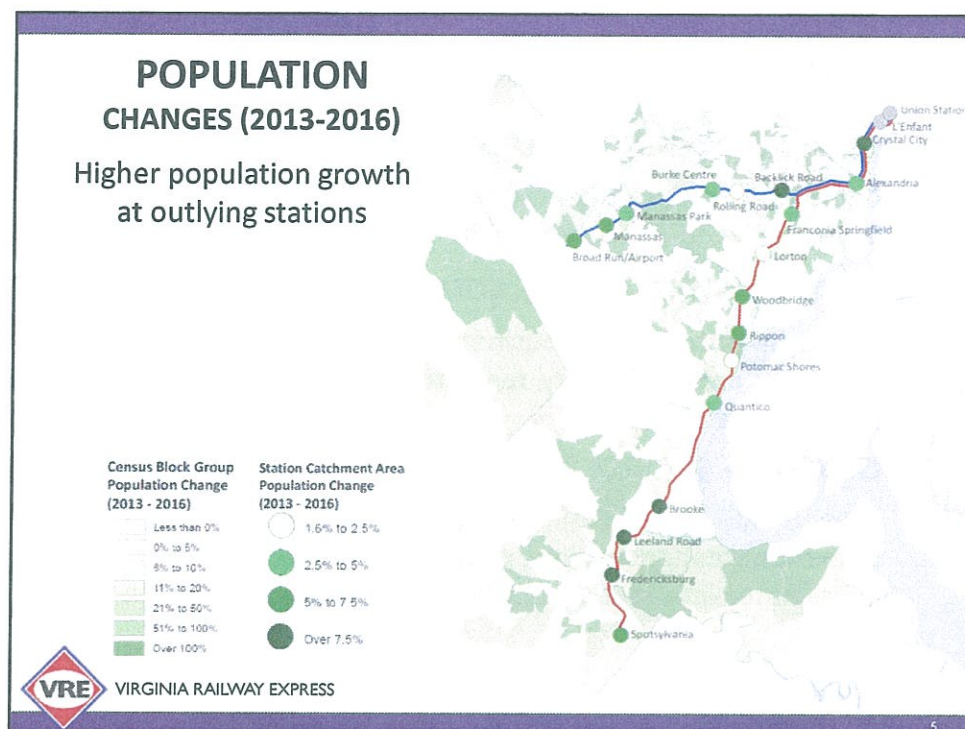
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3



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PROPOSED VRE TDP GOALS

■ GOAL #1 – SERVICE DELIVERY

Deliver safe, secure, high-quality, and convenient service that is responsive to customer needs.

■ GOAL #2 – BUSINESS PRACTICES

Employ industry-leading business practices to drive operating efficiency, project delivery, regulatory compliance, and partnerships.

■ GOAL #3 – SERVICE ENHANCEMENT

Expand VRE ridership efficiently and economically through operational enhancements, physical improvements, and coordinated intermodal integration throughout the region.



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GOAL #1 – SERVICE DELIVERY

Deliver safe, secure, high-quality, and convenient service that is responsive to customer needs.



Objective 1.1 – Maintain a positive safety culture.



Objective 1.2 – Maintain a secure environment on trains and at facilities.



Objective 1.3 – Act on improvements identified through annual customer surveys and other feedback.



Objective 1.4 – Track monthly performance indicators and address trends requiring action internally or with partners.



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GOAL #2 – BUSINESS PRACTICES

Employ industry-leading business practices to drive operating efficiency, project delivery, regulatory compliance, and partnerships.



Objective 2.1 – Proactively maintain all assets in a state of good repair.



Objective 2.2 – Demonstrate accountability and good stewardship to host railroads, funding partners, commissions, contractors, and regulatory entities.



Objective 2.3 – Implement technology to streamline administrative and operational functions and project delivery.



Objective 2.4 – Provide training and oversight to promote workforce development and create a positive work environment.



Objective 2.5 – Seek opportunities to incorporate environmentally conscious practices, design, and equipment.



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GOAL #3 – SERVICE ENHANCEMENT

Expand VRE ridership efficiently and economically through operational enhancements, physical improvements, and coordinated intermodal integration throughout the region.



Objective 3.1 – Execute the adopted Capital Improvement Plan.



Objective 3.2 – Pursue strategies and partnerships to serve new markets.



Objective 3.3 – Support and advocate for regional initiatives that benefit the delivery of multimodal transportation solutions.

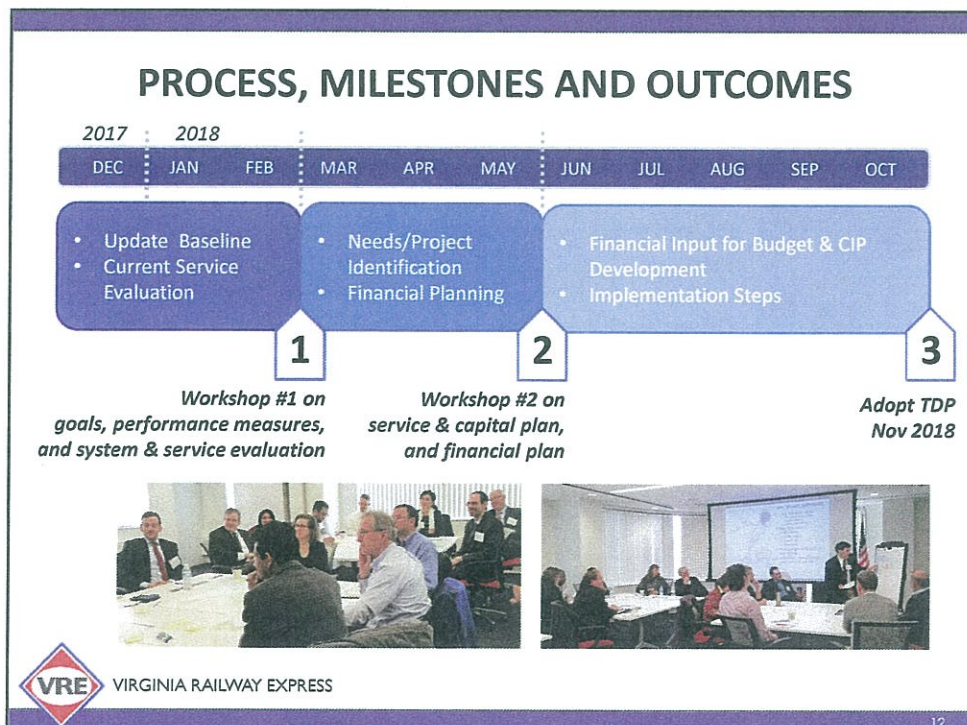
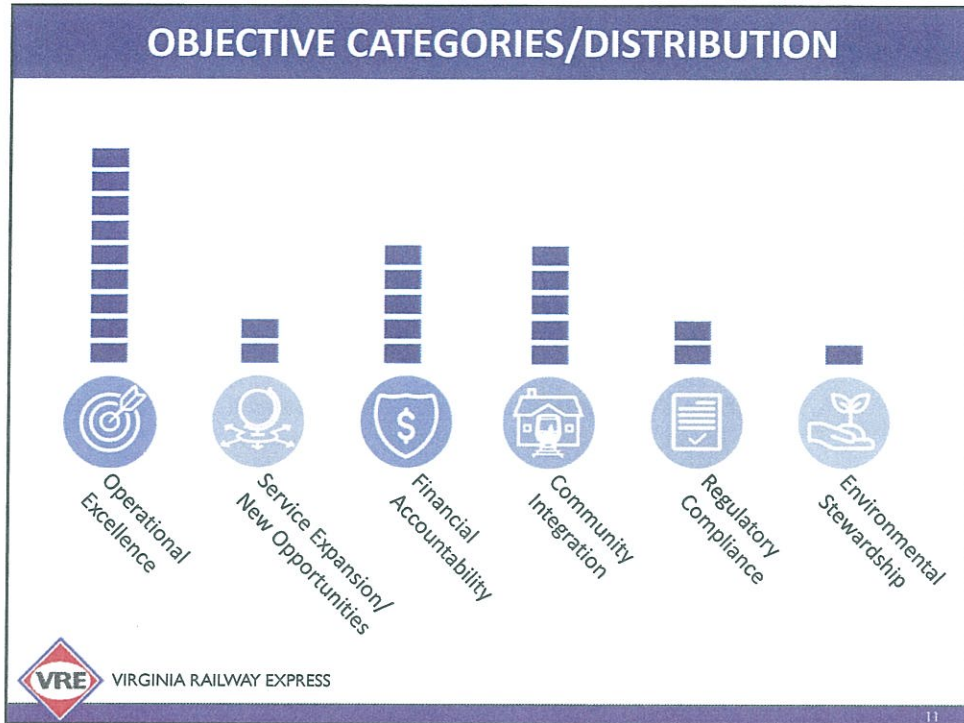


Objective 3.4 – Advance project readiness and operational planning to be able to tap into emerging revenue sources.



VIRGINIA RAILWAY EXPRESS

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VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-B
Information Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Broad Run Expansion Project Update

Summary:

VRE has initiated the design of near-term (2022) improvements for the Broad Run Maintenance and Storage Facility (MSF), Broad Run station, and a third main track between the Broad Run and Manassas stations. Several expansion concepts have been developed for the Broad Run complex. Each concept has been evaluated using a qualitative and quantitative evaluation process to arrive at a recommendation of preferred alternative that will be advanced for preliminary engineering (PE) and National Environmental Policy Act (NEPA) review.

Broad Run Expansion Project Background and Update:

In March 2017, VRE's Operations Board unanimously adopted their preferred alternative for the Gainesville-Haymarket Extension study, which was expansion of the current Broad Run terminus. The Broad Run Expansion (BRX) alternative continues the operation of Manassas Line service out of a larger Broad Run Station and expands the capacity of the existing Broad Run MSF.

Planning and engineering studies to evaluate the optimal plan to expand the Broad Run complex were initiated in July 2017. Proposed improvements include:

- Capacity expansion of the existing Broad Run MSF to accommodate more and longer trains;



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- Additional parking spaces at Broad Run Station;
- A new third mainline track between Manassas and Broad Run within the existing Norfolk Southern Railway (NS) right-of-way; and
- Adjustments to the Broad Run platform to accommodate the above changes.

Design objectives include: accommodating near-term growth in VRE demand and serve longer trains as coaches are added to currently operated trains to increase the seating capacity; improving station access and egress for all modes (i.e., cars, bicycles, kiss-and-ride, shuttles/transit); increasing railroad capacity and operating flexibility; and expanding in a way that does not preclude long-term service expansion and operation of more trains.

The design process has addressed two planning horizons: a near-term focus in 2022 that assumes VRE operates longer trains but does not add new service and a long-term focus consistent with proposed System Plan 2040 service expansion (i.e., 20-minute peak frequency plus midday and reverse peak service). The near-term plans will be implemented using funds from the I-66 Outside the Beltway (OTB) Express Lanes concessionaire payment and have been developed to minimize impacts to facilities and operations as future, long-term improvements are constructed.

The design process resulted in two potential development concepts for the Broad Run station and MSF expansion:

- “South” concept that expands the Broad Run complex within and adjacent to the existing station and MSF footprint, on land already owned by PRTC or Prince William County. The new third track is located parallel to the existing two tracks in the Norfolk Southern (NS) railroad right-of-way.
- “North/South” concept that expand the MSF within and adjacent to existing facilities and locates additional station parking north of the Broad Run complex and NS ROW. The third track is located within the existing NS ROW as in the South concept.

The I-66 OTB funding requires the proposed improvements be completed by the opening of the I-66 OTB Express Lanes, currently estimated to be December 2022. Construction of surface parking has been assumed in the design concepts to minimize the construction period and to align the estimated project cost with the available funding.

Selection of a preferred development concept for the Broad Run complex, including the specific location for parking expansion, is needed before more detailed PE plans can be initiated and NEPA review completed. VRE staff considered various factors including improved station access/egress, walking distance to platform, potential environmental impacts, property acquisition requirements, and long-term expansion flexibility to evaluate the Broad Run expansion concepts. Based on the evaluation, the North/South concept is recommended as the preferred development concept to advance for PE design and NEPA review.



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-C
Information Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: April 20, 2018

Re: Spending Authority Report

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 March 9, 2018, VRE issue a Blanket Purchase Order for an amount not to exceed \$56,600, to ACRO Service Corp for temporary staffing services for Grant Accountant Support for up to three months.
- On March 15, 2018, VRE issued a Purchase Order in the amount of \$63,760, to Roadway Worker Training, LLC to provide mandated FRA Roadway Worker Protection Training to VRE and Contractor personnel on CSX and NS Railroads
- On March 28, 2018, VRE issued a Task Order in the amount of \$86,616, to Keolis Rail Services Virginia, to replace the emergency access markings located on the roof of each passenger railcar.



Northern Virginia
Transportation Commission
2300 Wilson Blvd. #620
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

ITEM 9
May 3, 2018
PRTC Regular Meeting

PRTC Executive Director's Time

- A. INFO Follow-Up from Prior Meetings**
 - Legislative Update
- B. INFO Executive Director's Report**
 - Industry Article
 - Employee Service Awards
 - Joan Martin-Morris (15 years of service)
 - LaTricia Benson (10 years of service)
 - Comcast Cares OmniRide Participation
 - Mohamed Elatrebi Representing PRTC at the National Bus Rodeo in Tampa Bay, Florida, May 5-7, 2018
 - Budget Update

ITEM 9-A
May 3, 2018
PRTC Regular Meeting

PRTC Executive Director's Time

INFO Follow-Up from Prior Meetings

- **Legislative Update**

PRTC Executive Director's Time

INFO Executive Director's Report

- **Industry Article**
- **Employee Service Awards**
 - **Joan Martin-Morris (15 years of service)**
 - **LaTricia Benson (10 years of service)**
- **Comcast Cares OmniRide Participation**
- **Mohamed Elatrebi Representing PRTC at the National Bus Rodeo in Tampa Bay, Florida May 5-7, 2018**
- **Budget Update**

Summary: “Metro is mulling a major redesign of the bus system. But first, officials need to figure out why people aren’t riding.”

Original Article by Martine Powers in The Washington Post. Appeared December 2017.

As Metro’s bus ridership continues to wane, General Manager Paul J. Wiedfeld is pushing a drastic idea: Blow up the system and start from scratch. It’s an approach that has been taken around the country by other transit agencies facing similar declines in ridership – specifically Houston, which garnered headlines two years ago when it rolled out a completely reconstituted system over the course of one chaotic week. A bus network overhaul was among the ideas recommended by former U.S. transportation secretary Ray LaHood in his released report on how to fix Metro’s structural and financial problems.

The Martine Powers’ article in The Washington Post states that Metro’s bus maps are too difficult to comprehend, discouraging those who might be open to taking the bus, but are confused about what routes would serve them. A new, simplified map can really make the buses a lot more user-friendly and more navigable. In Houston, Texas, a top-to-bottom redesign has been a game changer. Houston had lost 20 percent of ridership in 12 years, at a time when Houston was booming and adding people and jobs and building new light rail lines.

Powers states that transit officials in Houston decided to overhaul the entire system, a plan that proved unpopular in many quarters. Much like in the District, where some bus routes were modeled off previous streetcar tracks and haven’t changed for years, there were some lines that had existed untouched for generations. The bus network went from a hub-and-spoke design, aimed at accommodating commuters concentrated in Houston’s downtown, to a grid design that assumed that there was just as much demand for destinations outside of downtown. Houston officials focused on providing more frequent service throughout the day rather than clustering their efforts around the morning and evening peak periods. They also beefed up weekend service.

Powers states that in the course of one week the system rolled out the whole plan, a change that involved a lot of chaos but also opportunity. The bus system was able to catch new potential riders, people who before the redesign had not attempted to use the bus system. Houston’s plan didn’t actually end up saving money. In fact, officials ended up spending 4 percent more than the previous year’s budget for bus operations – an additional \$12 million – in executing the new plan. The redesign was never meant to cut costs, instead it was aimed at accommodating more people without adding too much in cost.

So what? Could a redesign of the bus network in Prince William County increase ridership?

In her December 2017 article, Martine Powers explores the possibility of increasing ridership by implementing a new bus network in the District of Columbia. In August 2015, Houston’s Metro transit system implemented one of the largest bus network changes in U.S. History. All local routes, including routes that had not been rethought since the 1920s, were redesigned and integrated with recently opened light rail lines.

Bus routes within Prince William County and the Cities of Manassas and Manassas Park have not changed since they were implemented almost three decades ago. Bus service is limited on the eastern side of the county on Saturdays and non-existent on Sundays. There is no bus service at all on the weekends in the cities of Manassas and Manassas Park.

Goals:

1. Better Service

In Houston, the first major aspect of change was turning a radial system focused on Downtown Houston into a grid that reached Houston's polycentric employment clusters. A grid network allows simpler, more direct, and faster routes by creating logical transfer locations. Riders are no longer forced to go through downtown and routes are both easier to use and more efficient. OmniRide local routes could benefit from more off-street transfer locations rather than bringing all riders to the transit center. New neighborhoods and retail shopping centers have been built with no access to the current bus route system. Restructuring our local routes to service more businesses could attract new riders.

2. More Service

The second aspect to Houston's new bus network was a focus on frequency, doubling the number of routes that have service every 15 minutes or better. This change provided dramatic improvements in midday, evening and weekend service, transforming the network into a full-time system. Routes now operate as frequently on a Sunday morning as they do at midday on Monday. OmniRide local routes could gain additional ridership by offering nearly identical service on weekends as we do on weekdays, residents who do not work conventional hours can still rely on the bus.

3. Increased Ridership

Just a few months after implementation of the new bus network in Houston, local bus ridership had increased 4.3%, and total local network ridership increased 11% from November 2014 to November 2015. Weekends in particular received much more frequent service, resulting in a Sunday ridership jump of 30%. The fast success of this effort demonstrates the value that OmniRide local routes can generate by matching the transit network to the street network.

Employee Service Awards

Employee Recognition – Joan Martin-Morris

Joan has been PRTC's Customer Service Supervisor for 15 years. Prior to coming to PRTC, Joan worked for Intuit, Inc. as a Senior Project Coordinator and in various technical support positions. Her last position at Intuit was as the Manager of Technical Support.

Employee Recognition – LaTricia Benson

LaTricia has been with PRTC for 10 years. She is currently the Senior Quality Assurance Monitor. Prior to coming to PRTC, LaTricia worked as a bus operator for the West Reserve Transit Authority in Ohio and also for First Transit.

Item 11
May 3, 2018
PRTC Regular Meeting

PRTC Action Items

- A. RES Authorization to Purchase Thirty-One 45-Foot MCI OmniRide Buses**
- B. RES Authorization to Purchase Three 40-Foot Gillig OmniRide Buses**
- C. RES Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years 2019-2021**
- D. RES Real-Time Passenger Information Contract Award**
- E. RES Authorize Closed Meeting**
- F. RES Certify Closed Meeting**
- G. ----- Action Items Reported Out of Closed Meeting**

ITEM 11-A
May 3, 2018
PRTC Regular Meeting
Res. No. 18-05-__

MOTION:

SECOND:

**RE: AUTHORIZATION TO PURCHASE THIRTY-ONE (31) 45-FOOT MCI OMNIRIDE
 BUSES**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission's ("PRTC" or the "Commission") current fleet includes thirty-one (31) 2002 Motor Coach Industries (MCI) bus needed for services that have exceeded their useful life; and

WHEREAS, via the recently executed Roaring Fork Transportation Authority (RFTA) joint procurement, PRTC is now in a position to purchase thirty-one (31) 45-foot MCI buses and retire or move the older buses to the contingency fleet; and

WHEREAS, funding is included in PRTC's FY18 budget.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to purchase thirty-one (31) 45-foot MCI buses via the RFTA joint procurement.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:




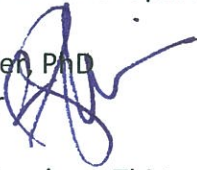
Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

May 3, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

RE: Authorization to Purchase Thirty-One (31) 45-foot MCI OmniRide Buses

Recommendation:

Authorize the purchase of thirty-one (31) 45-foot MCI OmniRide buses.

Background:

The Potomac and Rappahannock Transportation Commission's ("PRTC" or the "Commission") current fleet includes thirty-one (31) 2002 Motor Coach Industries (MCI) buses that have reached the end of their useful life. Purchasing the new buses will allow the agency to run a more reliable service for both our current service and for future expanded services along the I-95/395 during High Occupancy Toll (HOT) lanes construction as well as for services along the I-66 corridor.

PRTC will retire the buses or replenish the contingency fleet with several of the overaged buses that are in the best working order to allow for immediate expansion or if overcrowding occurs until more State funded buses are received in the future.

The RFTA joint procurement, which the Commission authorized management to pursue in February of 2015, will allow replacement/expansion of up to 87 vehicles through December of 2020. The contract cost per bus is \$579,644, for a total of \$17,968,964. A five percent contingency allowance is recommended to cover unforeseen costs, for a total authorization of \$18,867,412.

Fiscal impact:

The thirty-one (31) buses are funded with 68 percent state, 28 percent Federal, and four percent local funding.

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ITEM 11-B
May 3, 2018
PRTC Regular Meeting
Res. No. 18-05-____

MOTION:

SECOND:

RE: AUTHORIZATION TO PURCHASE THREE 40-FOOT GILLIG OMNIRIDE BUSES

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission's ("PRTC" or the "Commission") current fleet includes four (4) 2005 40-foot Gillig buses needed for services that have exceeded their useful life; and

WHEREAS, PRTC is now in a position to purchase three (3) 40-foot Gillig buses and retire or move the older buses to the contingency fleet; and

WHEREAS, funding is included in PRTC's FY18 budget with a combination of federal, state, and local funding.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to purchase three (3) 40-foot Gillig buses using the state funding provided by the Virginia Department of Rail and Public Transportation.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:




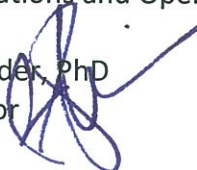
Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

May 3, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

RE: Authorization to Purchase Three 40-foot Gillig OmniRide Buses

Recommendation:

Authorize the purchase of three (3) 40-foot Gillig OmniRide buses.

Background:

The Potomac and Rappahannock Transportation Commission's ("PRTC" or the "Commission") current fleet includes four (4) 2005 Gillig high-floor buses that have reached the end of their useful life. Obtaining these new low-floor buses will allow the agency to run a more reliable fleet on our local and Metro Direct OmniRide services. These vehicles will contain new features such as a second set of doors closer to the rear of the bus to reduce dwell times by allowing for quicker boarding and alighting at busy bus stops. PRTC will retire the buses or replenish its contingency fleet with buses that are in the best working order to allow for immediate expansion or address overcrowding issues.

The cost per bus, including equipment for the camera and MDT systems, is \$468,135, for a total of \$1,404,405 and is fully funded with federal, state and local funding.

Fiscal impact:

Funding for the three (3) new buses is included in PRTC's FY18 budget. These are fully funded with federal, state, and local funds.

MOTION:

SECOND:

**RE: AUTHORIZE PUBLICATION OF, SEEK PUBLIC COMMENTS ON, AND
PROVISIONALLY ADOPT THE PROPOSED DISADVANTAGED BUSINESS
ENTERPRISE (DBE) GOAL FOR FEDERAL FISCAL YEARS 2019-2021**

ACTION:

WHEREAS, the United States Department of Transportation (DOT) Regulations 49 CFR Part 26 (“the Regulations”) and the PRTC’s DBE Program require that an overall annual goal for DBE participation in federally assisted contracts be established every three years; and

WHEREAS, management is recommending the establishment of a proposed DBE goal of 11.3 percent for Federal Transit Administration (FTA) assisted contracts for FFY 2019-2021 in accordance with the methodology set forth in the DBE program; and

WHEREAS, the Regulations prescribe that a notice be published providing for a 30-day public inspection period and a 45-day public comment period regarding the proposed DBE overall goal; and

WHEREAS, the Regulations also prescribe a consultative process that must include a scheduled, direct interactive exchange with as many interested stakeholder’s as possible; and

WHEREAS, the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) finds that the proposed Federal Fiscal Year 2019-2021 DBE goal of 11.3 percent is appropriate and reasonable.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to publish PRTC’s proposed Disadvantaged Business Enterprise goal for Federal Fiscal Years 2019-2021 of 11.3 percent for FTA-assisted contracts for public inspection for a period of 30 days and for public comment for a period of 45 days.

ITEM 11-C
May 3, 2018
PRTC Regular Meeting
Res. No. 18-05-____
Page Two

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission directs the Executive Director to submit the DBE goal of 11.3 percent for FFY 2019-2021 to the United States Department of Transportation through the Federal Transit Administration by August 1, 2018, in accordance with the Regulations, in the event that no further action is required by the Commission.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

May 3, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Betsy Massie *Betsy Massie*
Director of Grants and Project Management

THROUGH: Robert A. Schneider, PhD
Executive Director *[Signature]*

RE: Authorize Publication of, Seek Public Comment on, and Provisionally Adopt the Proposed Disadvantaged Business Enterprise (DBE) Goal for Federal Fiscal Years 2019-2021

Recommendation:

Authorize the Executive Director to publish for public inspection and comment the proposed FFY 2019-2021 DBE overall goal of 11.3 percent for Federal Transit Administration (FTA) assisted contracts and to provisionally adopt the proposed goal.

Background:

The Potomac and Rappahannock Transportation Commission (PRTC) and the Virginia Railway Express (VRE) have established a Disadvantaged Business Enterprise (DBE) program in accordance with Regulations of the United States Department of Transportation (DOT), 49 CFR Part 26 ("the Regulations"). The DBE program intends to provide contracting opportunities to small businesses owned and controlled by socially and economically disadvantaged individuals. The goal of the program is to "level the playing field" on which DBE businesses compete for contracts and subcontracts in the transportation industry.

The Regulations specify that DOT grantees must establish an overall triennial goal for DBE participation in federally assisted contracts, and prescribe implementation methods for achieving this goal (PRTC's compliant methodology for determining the triennial goal is attached). The FTA requires all agencies with a DBE program to advertise their proposed goal for the upcoming fiscal years through various media (e.g. local newspapers and industry publications) for a period of thirty (30) days and public comment for forty-five (45) days from the date of publication. In addition to advertising the proposed goal, PRTC and VRE are required to provide for consultation with minority women's and general contractor groups, which could be expected to provide information concerning the availability of disadvantaged and non-disadvantaged businesses. The consultation must include a scheduled, direct, interactive exchange with as many stakeholders as possible.

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Madam Chair Anderson and PRTC Commissioners

May 3, 2018

Page 2

The proposed FFY 2019-2021 DBE goal of 11.3 percent for FTA-assisted contracts is based on an assessment of the FTA projected expenditures for FFY 2019-2021, a review of U.S. Census, and other sources concerning the availability of DBE companies in the industries and geographic markets relevant to PRTC contracting activity, and consideration of the Commission's historical utilization of DBE companies. Management believes this goal is a reasonable projection of DBE participation overall for the upcoming fiscal years.

With the Commission's approval, the proposed FFY 2019-2021 goal, as required by DOT, will be posted internally and advertised in a transportation trade publication as well as local newspapers to provide for public inspection for a period of 30 days and public comment for 45 days from the date of publication (public notice also attached). The goal, once adopted, will be posted on the PRTC website and included in relevant procurement documents involving DOT-assisted contracting opportunities.

Management is recommending that the Commission authorize the publication of the proposed FFY 2019-2021 goal and provisionally adopt the goal, subject to the condition that the public inspection and consultative process does not result in any public comments that necessitate reconsideration/possible modification of the goal as proposed. If reconsideration is needed, the Commission will be asked to review and adopt the final FFY 2019-2021 goal after completion of the consultative process and the public comment period. Comments will be provided to the Commission at the close of the public review process.

PRTC is required to submit the proposed FFY 2019-2021 DBE overall goal to the FTA by August 1, 2018.

Fiscal Impact:

Not applicable.

Attachments: As stated

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

AND

VIRGINIA RAILWAY EXPRESS

DISADVANTAGED BUSINESS ENTERPRISE GOAL METHODOLOGY

**FEDERAL FISCAL YEARS
2019-2021**

**POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
AND VIRGINIA RAILWAY EXPRESS
DISADVANTAGED BUSINESS ENTERPRISE GOAL METHODOLOGY
FOR FEDERAL FISCAL YEARS 2019 - 2021**

I. SUMMARY

The Potomac and Rappahannock Transportation Commission (PRTC) and Virginia Railway Express (VRE) have established an overall goal for Disadvantaged Business Enterprise (DBE) participation in Federal Transit Administration (FTA) assisted contracts in accordance with regulations of the United States Department of Transportation (DOT), 49 CFR Part 26. This rule requires recipients of Federal funds to use a methodology based on demonstrable data of relevant market conditions and is designed so that the goal reflects the level of DBE participation the recipient would expect absent the effects of discrimination.

II. PROPOSED GOAL FOR FFY 2019-2021

PRTC/VRE have established its Triennial Disadvantaged Business Enterprise (DBE) Goal of **11.3% percent** for FFY 2019-2021 on FTA-assisted contracts. PRTC/VRE anticipates achieving this goal through **11.3%** race-neutral measures.

III. METHODOLOGY

Step 1. Base Figure Determination

The first step in establishing an overall DBE Goal is to measure the actual relative availability of DBE vendors within PRTC/VRE's service area to perform the types of FTA-assisted contracts that PRTC and VRE intend to award during the three-year Federal fiscal year cycle. In FFYs 2019, 2020, and 2021, PRTC/VRE is expected to initiate contracts in Construction, Engineering, Roofing, and Activities for Rail.

Specifically, VRE's contracts include: construction of Lifecycle Overhaul and Maintenance Facility, construction services to build second platforms at the Leeland Road and Lorton Stations, extend the existing platforms at the Alexandria VRE Station; engineering and design for Broad Run Yard and Station expansion; Canopy Roof Replacements at Backlick Road and Rolling Road Stations; rail activities and automated rail passenger counting. As shown in **Table 1**, VRE has projected thirteen (13) projects by NAICS Code it expects to be awarded in federal fiscal years 2019 – 2021, upon which this goal methodology is based.

Table 1 – VRE – List of Projects for Federal Fiscal Years 2019 – 2021

NAICS CODE	PROJECT	Estimated Amount
236220	Alexandria Station Platform Extension	\$ 5,440,000
488210	Automated Electric Parking Brake System	\$ 172,800
541330	APC - Passenger Counting	\$ 2,900,000
541330	Broad Run Expansion	\$ 5,072,000
238160	Canopy Roof Replacement at Backlick Road & Rolling Road	\$ 280,000
236220	Leeland Road Station - Second Platform	\$ 1,112,000
236220	Lifecycle Overhaul & Maintenance Facility	\$ 28,087,127
236220	Lorton Station - Second Platform	\$ 5,280,000
236220	Modernization of Woodbridge Station - East Elevator	\$ 480,000
236220	Replacement of Station Tactile Warning Strips	\$ 660,000
236220	Rolling Road Station Improvements	\$ 1,261,600
236220	Rippon Station	\$ 4,080,000
488210	Seat Bottoms for Passenger Railcars	\$ 1,552,000
TOTAL		\$ 56,377,527

Local Market Area

The local market area is the area wherein the substantial majority of the contractors and subcontractors are located and the area in which PRTC/VRE spends the substantial majority of its contracting dollars. In past years, the local market area has included the District of Columbia as well as the cities and counties located in Northern Virginia (Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas and Manassas Park and the Counties of Arlington, Fairfax, Loudoun, Prince William, Stafford, and Spotsylvania). However, evidence has shown that PRTC/VRE tends to find its contractors in several Virginia localities outside of the Northern Virginia area. Therefore, PRTC and VRE have determined the relevant market area to be the District of Columbia and the entire Commonwealth of Virginia.

The available pool of ready, willing and able firms to participate in VRE's FTA-funded contracting opportunities is analyzed based on the specific NAICS codes and descriptions. Thus, the total number of all contractors and subcontractors located in PRTC and VRE's local market area who would be available for FTA-assisted projects were extracted from the 2015 County Business Patterns (NAICS) database hosted by the U.S. Census Bureau. **Table 2** summarizes the total available firms in the local market area by corresponding Industry (NAICS) Code.

Table 2 – Total Available Firms

TOTAL AVAILABLE FIRMS				
NAICS CODE	NAICS CODE Description	Local Market Area		Number of Total Firms
		District of Columbia	Commonwealth of Virginia	
236220	Construction	104	994	1,098
238160	Roofing Contractors	4	439	443
488210	Activities for Rail	0	19	19
541330	Engineering	251	2281	2,532
Total Firms From Census Data Business Patterns Database				4,092

Source: U.S. Census Bureau, 2015 County Business Patterns

The total number of available DBE firms within each specified NAICS code were derived from State Unified Certification Program (UCP) DBE Directories provided by the District of Columbia and Virginia as shown in **Table 3**.

- **District of Columbia UCP DBE Directory** includes DBE firms that have been certified by the District of Columbia Department of Transportation (DDOT) and the Washington Metropolitan Area Transit Authority (WMATA).
- **Virginia UCP DBE Directory** includes DBE firms that have been certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) and the Metropolitan Washington Airports Authority (MWAA).

Table 3 – Certified DBE Firms

DBE Certified Firms				
NAICS CODE	NAICS CODE Description	DDOT/WMATA	SBSD/MWAA	Totals
236220	Construction	62	80	142
238160	Roofing Contractors	10	12	22
488210	Activities for Rail	0	4	4
541330	Engineering	16	80	96
Total DBE Firms From DC/VA DBE Directories				264

PRTC/VRE cross-referenced each directory in order to prevent double counting a particular DBE firm who is certified and registered by more than one agency.

Base Figure Formula

The Regulations suggest the following formula for determining the base figure percentage of ready, willing and able DBE firms for DOT-Assisted projects:

Numerator: Ready, Willing and Able DBE Firms (by category) divided by;

Denominator: All Ready, Willing and Able Firms (by same numerator category)

PRTC and VRE developed a base goal using the relative availability of DBEs in the local market area based on the project and work item.

Therefore, the base goal calculation, using combined totals, is as follows:

Base Goal	Calculations
6.5%	(142 construction DBE firms + 22 roofing DBE firms + 4 Activities for Rails DBE firms + 96 engineering DBE firms)
	(1,098 construction firms + 443 roofing firms + 19 Activities for Rails firms + 2,532 engineering DBE firms)

$$\text{Base Figure} = \frac{264}{4,092} = 0.06451 \text{ or } 6.5\%$$

Weighting

To make certain that the base goal is as accurate as possible, PRTC and VRE used weighting to adjust its Step 1 goal figure. In FFY 2019, 2020 and 2021, VRE is expected to initiate the majority of contracts for construction and also for engineering and design while less contract dollars will be spent on Roofing and Activities for Rail. PRTC and VRE estimated that approximately 82% of contract dollars will be spent on heavy construction, 14% on Engineering, 3% on Activities for Rail and less than 1% on Roofing. The calculations in **Table 4** are provided as **Appendix A** and shows how PRTC and VRE arrived at these percentages.

Weighted Calculations

The following calculations were performed to determine an appropriately weighted baseline goal:

$$[.823 * \frac{142}{1,098} + .004 * \frac{22}{443} + .030 * \frac{4}{19} + .014 * \frac{96}{2,532}] * 100 = 0.118489 \text{ or } 11.8\%$$

In order to calculate the weighted goal, PRTC and VRE used the number of DBE firms for construction, engineering, roofing, and activities for rail as the numerators and divided them by the number of firms in the same fields (denominators) and multiplied them by the weighted percentages. The sum of these numbers multiplied by 100 resulted in the weighted goal of 11.8%.

$$[.823*(0.1293) + .004*(0.0496) + .030*(0.2105) + .141*(0.0379)] \times 100 = 11.8\%$$

Step 2: Adjustment to Base Goal

Step Two of the goal setting calculation process is intended to adjust the Weighted Base Figure calculated in Step One (11.8%) to make sure the goal is precise as possible. Under the rule, all evidence available to the grantee must be considered to determine whether such an adjustment is necessary.

PRTC and VRE examined additional factors to determine what adjustment, if any, was needed to establish the overall goal. The factors considered are outlined below:

Past Participation

Since contracting opportunities for FFYs 2019 -2021 are very similar to past years, PRTC and VRE analyzed past participation to determine the feasibility of an adjustment to the base figure (**See Table 5**). VRE will let contracts for construction of platform extensions and second platforms, engineering and design at the Broad Run VRE Station in addition to contract for constructions of platform extensions and second platforms. As in previous years, construction projects accounts for 82% of contract dollars while approximately 14% of contract dollars will be spent on engineering. The remaining projects (roofing and activities for rail) account for 3% and less than 1% of total contract dollars and have a limited number of certified DBE firms available. This leads to the assumption that our previous rate of DBE participation is a more accurate reflection of DBE capacity in the type of work expected for FFYs 2019 -2021 and an adjustment is warranted.

Table 5 – Past DBE Participation

Federal Fiscal Year	DBE Participation	Established Overall DBE Goal
2017	10.7%	7.5%
2016	11.1%	7.5%
2015	2.5%	8.4%

For Federal Fiscal Years 2015, 2016, and 2017, the median for past DBE participation is 10.7%. When applying the federally-prescribed formula (the average of the median past participation (10.7%) and the step one base figure (11.8%), the resultant adjusted figure is 11.3% as shown in **Table 6**.

Table 6 – Base Figure Adjustment

Median of Past Participation	Step One Base Figure	Divided By	Adjusted Goal
10.7%	11.8%	2	11.3%
22.5%			

Therefore, PRTC/VRE are making an adjustment to the base figure based on past participation. Accordingly, the final proposed overall DBE Goal for FFY 2019 -2021 for PRTC/VRE DOT assisted contracts is 11.3%. PRTC/VRE feels that this DBE goal is a more accurate representation of ready, willing and able DBE's that are qualified and able to work with PRTC/VRE.

Discriminatory Practices

PRTC/VRE have maintained a race-neutral DBE program and have not evidenced any reports of discrimination in the award of subcontracts, availability of insurance, bonding or any other business related complaints resulting from discriminatory practices. PRTC/VRE have not discovered any examples of discrimination that may warrant an adjustment of the base figure to rectify a particular problem.

Disparity Study

PRTC/VRE have not commissioned or conducted a disparity study regarding DBEs; however, there is a disparity study currently being conducted within our market area in the City of Virginia Beach, Virginia. The disparity study will examine prime contracts and subcontracts that the City of Virginia Beach awarded in fiscal years 2012 through 2017. The study will assess whether minority, woman, and service disabled veteran-owned firms face discrimination in City contracting. The study is expected to be completed in August 2018.

There is no other data that suggest additional adjustments in PRTC's and VRE's base figure are warranted.

Breakout of Estimated Race-Conscious/Race-Neutral Breakdown

PRTC/VRE have established an overall goal of 11.3%; PRTC and VRE intend to attain 11.3% of this goal through race-neutral participation.

PRTC/VRE will meet the maximum feasible portion of the overall goal by using race-neutral means of facilitating DBE participation. PRTC/VRE have consistently met its DBE goal by implementing race-neutral measures.

PRTC/VRE continue to work with prime contractors to assist their efforts to facilitate race-neutral DBE participation. Race-neutral measures are a means to obtain DBE participation when a DBE firm wins a prime contract through customary competitive procurement procedures; DBE participation is awarded through a subcontract or a prime contract that does not carry a DBE goal; DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

PRTC/VRE implements race-neutral measures consisting of, but not limited to, the following:

1. PRTC/VRE attend local outreach events for Small businesses, Prime Contractors and DBEs in addition to hosting VRE's Industry Day in order to introduce upcoming construction projects and discuss how contractors can do business with PRTC and VRE.
2. PRTC/VRE provide copies of the Request for Proposals (RFPs) and Invitation for Bids, when requested to Certified DBE's.
3. PRTC/VRE encourage introductions at pre-proposal conferences to help DBEs and other small businesses develop working relationships with prime contractors.

Consultation and Publication of Overall Goal

The regulations requires that in establishing an overall goal, you must provide for consultation and publication. This includes: Consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effectors of discrimination on opportunities for DBEs, and your efforts to establish a level playing field for the participation of DBEs.

With the Commissioners approval, a public notice of the proposed goal is posted on PRTC and VRE's websites and in employee areas at headquarters buildings. Also, the public notice is published in the following magazines and newspapers: APTA Passenger Transport, the Washington Post and Potomac News & Manassas Journal Messenger,

informing the public that the proposed goal and its rationale are available for public inspection during normal business hours at PRTC and VRE offices for a period of 30 days and public comment for 45 days from the date the notice. A copy of the public notice is provided as **Appendix B**.

Interested stakeholders such as Prince William County Chamber of Commerce, Hispanic Business Council, Northern Virginia Black Chamber of Commerce and the Business Women of Prince William County along with minority contractors, DBEs and other community organizations are invited to participate in a teleconference with PRTC and VRE regarding the proposed goal and its rationale. Consultation with the groups identified above is not to be construed as mutually exclusive or exhaustive. All stakeholders will be asked to complete the PRTC/VRE Consultative Process Form, which is attached as **Appendix C**.

Copies of the meeting summary, list of attendees and public comments will be provided as an attachment to this report.

APPENDIX A

PRTC and VRE

FFY 2019-2021 DBE Weighted Goal Calculation

TABLE 4

Project	Construction NAICS 236220	Roofing NAICS 238160	Activities for Rail NAICS 488210	Engineering NAICS 541330	TOTALS
Alexandria Station Platform Extension	\$5,440,000				\$5,440,000.00
Automated Electric Parking Brake System			\$172,800		\$172,800.00
APC - Passengers				\$2,900,000	\$2,900,000.00
Broad Run Expansion				\$5,072,000	\$5,072,000.00
Canopy Roof Replacement at Backlick Road and Rolling Road		\$280,000			\$280,000.00
Leeland Road Station Second Platform	\$1,112,000				\$1,112,000.00
Lifecycle Overhaul & Maintenance Facility	\$28,087,127				\$28,087,127.00
Lorton Station Second Platform	\$5,280,000				\$5,280,000.00
Modernization of Woodbridge Station East Elevator	\$480,000				\$480,000.00
Replacement of Station Tactile Warning Strips	\$660,000				\$660,000.00
Rolling Road Station Improvements	\$1,261,600				\$1,261,600.00
Rippon Station	\$4,080,000				\$4,080,000.00
Seat Bottoms for Passenger Railcares			\$1,552,000		\$1,552,000.00

% of total Contract \$

0.82303587

0.004966518

0.030593751

0.141403861

\$56,377,527

Available Firms
Available DBE Firms

Base Goal

1,098
142

443

2.532

4.092

6.5%

% DBE Firms

0.129326047

0.0496614

0.210526316

0.037914692

0.106440

0.000247

0.006441

0.005361

0.118489

Weighted Goal

11.8%



PUBLIC NOTICE

DISADVANTAGED BUSINESS ENTERPRISE PROPOSED FEDERAL FY 2019-2021 GOAL

The Potomac and Rappahannock Transportation Commission (PRTC) and the Virginia Railway Express (VRE), in accordance with requirements of the U.S. Department of Transportation as set forth in 49 C.F.R. Part 26, as amended, hereby notifies the public that it is recommending the following Disadvantaged Business Enterprise (DBE) goal for applicable procurement contracts assisted by the Federal Transit Administration during Federal FY 2019-2021. The overall proposed DBE goal for Federal Fiscal Years 2019-2021 is 11.3%.

Information pertaining to this goal and a description of how it was selected is available for inspection from 9:00 a.m. to 5:00 p.m. (Local Time) at the PRTC Administrative Offices at 14700 Potomac Mills Road in Woodbridge for 30 days following the date of publication of this notice. Written comments on this goal will be accepted for 45 days from the date of publication of this notice. Comments should be addressed to: PRTC (Attn: Cynthia Porter-Johnson), 14700 Potomac Mills Road, Woodbridge, Virginia 22192 (cporter-johnson@omniride.com), and to Ms. Lynn Bailey, Regional Civil Rights Officer, Federal Transit Administration, Region III, 1460 Market Street, Suite 500, Philadelphia, Pennsylvania 19103.

PRTC/VRE OVERALL DBE GOAL
CONSULTATIVE PROCESS FORM

Federal Fiscal Years _____

Proposed DBE Goal _____

Organization _____ ☐ DBE ☐ Small Business

Contact Person/Title _____

Email Address _____ Phone _____

Questions for Stakeholders:

1. What do you think of the PRTC/VRE proposed DBE goal? Please provide your comments.

2. How can PRTC/VRE establish a DBE goal and maximize its race-neutral measures?

3. How can PRTC/VRE better reach out to small and minority firms about upcoming solicitations?

4. Would it be helpful for PRTC/VRE to hold informational sessions for DBEs?

Please provide any additional comments, suggestions or concerns on the back of this form or on a separate sheet.

*The information and feedback collected on this form will be incorporated into the PRTC/VRE 2019 - 2021 DBE goal submission.

MOTION:

SECOND:

**RE: AUTHORIZATION TO AWARD CONTRACT FOR REAL-TIME PASSENGER
INFORMATION SYSTEM**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation ("PRTC" or the "Commission") authorized the Executive Director to advertise for a competitive procurement for a Real-Time Passenger Information system; and

WHEREAS, eleven (11) proposals were received for the three (3) year base period; and

WHEREAS, based on an evaluation of the proposals received, employing the criteria specified in the evaluation of the Request for Proposal (RFP), as well as a subsequent in-person interview and live demonstration, the evaluation committee concludes that Ride Systems of Morgan, UT is the highest scoring proposer and recommends the Commission authorize its selection for contract award; and

WHEREAS, funding consists of a combination of favorable budget variances in the FY18 budget and inclusion in the budget for the out years.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to enter into a contract with Ride Systems for a three-year base contract in the amount of \$201,560, with two (2) 1-year options to be exercised at PRTC's sole discretion.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:





Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

May 3, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

RE: Authorization to Award Contract for Real-Time Passenger Information System

Recommendation:

Authorize the Executive Director to enter into a contract with Ride Systems for a Real-Time Passenger Information system for a base period of three-years, in the amount of \$201,560, and to exercise the two (2) 1-year options for these same services provided for in the Request for Proposals (RFP) without any further Commission action.

Background:

Currently, OmniRide passengers rely on printed schedule brochures, online schedules or calling into customer service to inquire about the time a bus will arrive at a bus stop or request information on its location. PRTC does not have a viable real-time information system readily available that allows the passenger to comfortably obtain this information directly from their phone or online.

Staff received eleven (11) proposals on December 22nd. After the initial review of each proposal, the top four (4) ranked companies were asked to attend an in-person interview and provide a demonstration of their product:

- Ride Systems
- Trapeze Software Group, Inc.
- Double Map
- Tixora LLC

OmniRide • Metro Direct • OmniLink • Cross County Connector • OmniMatch • VRE

Administrative Office: (703) 583-7782 • Customer Info: (703) 730-6664 • Toll Free: (888) 730-6664 • Fax: (703) 583-1377 • PRTCtransit.org

Madam Chair Anderson and PRTC Commissioners

May 3, 2018

Page 2

Following the in-person interview and demonstration, the Technical Evaluation Team (TET) requested the companies operate a pilot of their system by outfitting OmniRide express and local buses with a tracking device to test the viability of their product and other functionalities specified in the RFP. Two companies were able to fully comply.

PRTC's technical evaluation team scored the Ride System proposal the highest among the two, therefore the TET is recommending, with the Executive Director's concurrence, that the Commission authorize the award of the contract to Ride Systems for an initial three-year base period with the option of two (2) 1-year extensions at PRTC's sole discretion that the Executive Director can exercise without further Commission approval if he deems this to be in PRTC's best interest. The amount for the three-year base period of the contract and set up fee is \$201,560. The cost of the two (2) 1-year options is \$37,520 per year.

Fiscal Impact:

Funding is a combination of favorable budget variances in FY18 and inclusion in the budget for the out years.

ITEM 11-E
May 3, 2018
PRTC Regular Meeting
Res. No. 18-05-__

MOTION:

SECOND:

RE: AUTHORIZE CLOSED MEETING

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission desires to convene into Closed Meeting for discussion pertaining to the Executive Director's performance evaluation; and

WHEREAS, pursuant to Section 2.2-3711.A.1 (personnel) VA Code Ann., such discussions may occur in Closed Meeting.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize discussion of the aforestated matter in Closed Meeting.

Adjourned into Closed Meeting at ____ p.m.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

MOTION:

SECOND:

RE: CERTIFY CLOSED MEETING

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission has this day adjourned into Closed Meeting in accordance with a formal vote of the Commission, and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, the Freedom of Information Act requires certification that such Closed Meeting was concluded in conformity with the law.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby certify that to the best of each members' knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Commission. No member dissents from the aforesaid certification.

Concluded Closed Meeting at ____ p.m.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

ITEM 11-G
May 3, 2018
PRTC Regular Meeting

Action Items Reported Out of Closed Meeting

ITEM 12-14
May 3, 2018
PRTC Regular Meeting

ITEM 12

Chairman's Time

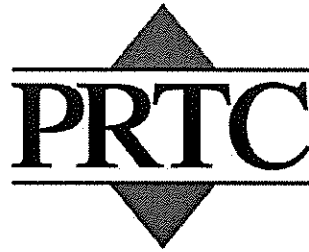
ITEM 13

Other Business/Commissioners' Time

ITEM 14

Adjournment

Upcoming Meetings: PRTC 2018 Meeting Schedule (attached)



Potomac and Rappahannock
Transportation Commission

PRTC 2018 MEETING SCHEDULE

PRTC Commission Meetings are held on the first Thursday at 7:00 p.m. in the second Floor Conference Room of the PRTC Transit Center, 14700 Potomac Mills road, Woodbridge, Virginia, unless otherwise noted.

January 4

February 1

March 1

April 5

May 3

June 7

July 5

August – *Board Recess (no meeting)*

September 6

October 4

November 1

December 6 – *Nominating Committee meets at 6:00 p.m. prior to PRTC Board Meeting*

**Date changed due to holiday and/or VaCO County Government Day (February 8, 2018)*

PRTC Executive Board and Operations Committee (bus-sponsoring jurisdictions) meet on an “as needed” basis at 6:00 p.m. prior to the regular scheduled PRTC Board Meeting – advance notification is provided.

All VRE Operations Board meetings are scheduled for the third Friday of each month at 9:00 a.m. and takes place at PRTC Headquarters (except for the Board’s August recess).

May 3, 2018
PRTC Regular Meeting

Information Items

Quarterly Fuel Dashboard

Performance Service Reports

Revised Purchasing Authority Report

Wheels-to-Wellness Funding Status

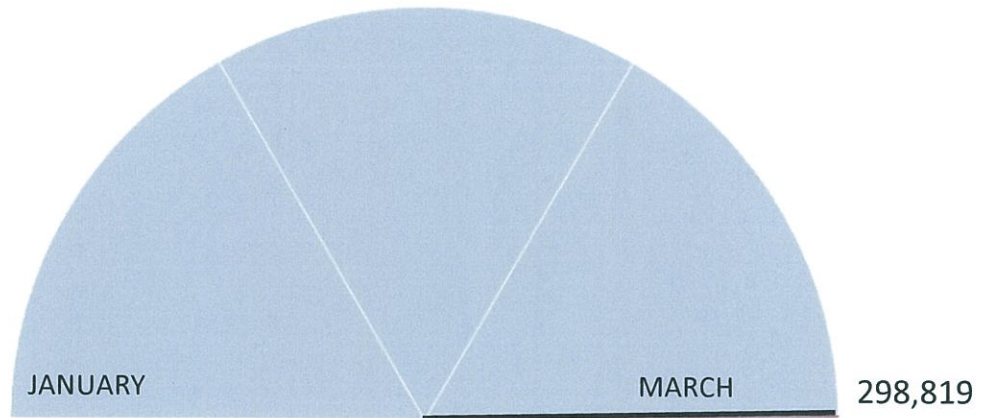


OmniRide Fuel Gauge

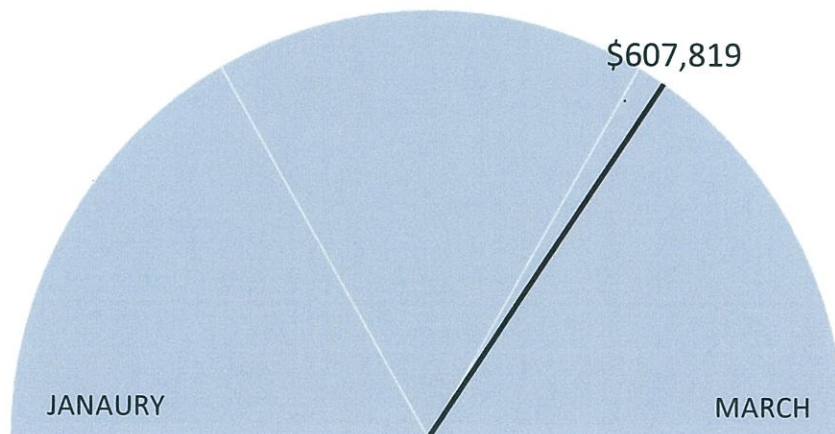
Quarter Three: January 1, 2018—March 31, 2018

FY2018 Q3 Fuel Delivered		FY2017 Q3 Fuel Delivered	
Average Per Gallon	\$ 2.04	Average Per Gallon	\$ 1.92
Total Gallons	298,819	Total Gallons	253,205
Total Cost		Total Cost	
\$ 607,910		\$ 486,915	

Delivered Fuel vs Budgeted Fuel Delivery (FY18 Q3)



Fuel Expenditures vs Budgeted Fuel Expenditures (FY18 Q3)







Potomac and Rappahannock
Transportation Commission

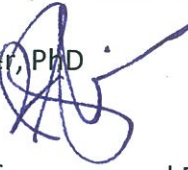
14700 Potomac Mills Road
Woodbridge, VA 22192

May 3, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin A. Palistrant 
Director of Operations and Operations Planning

Doris Lookabill 
Director of Program Administration

THROUGH: Robert A. Schneider, PhD 
Executive Director

RE: March System Performance and Ridership Report

OmniRide Express and Metro Direct Service*

- March average daily ridership decreased 1.2 percent compared to February
- Snow event during the last half of the month, coupled with spring break held ridership down
- Staff is analyzing existing and new locations for afternoon staging in DC to improve on time performance, especially during cherry blossom season

OmniLink Local Bus Service*

- March average daily ridership decreased 2.7 percent from February
- Ridership impacted by spring break and several weather related school closures
- Staff continues to review ridership trends, particularly on Saturday for improvement areas

Vanpool Alliance Program

- Enrollment stayed stable at 664 vans
- March ridership was slightly lower than the same period of the year prior at 124,857, mainly due to weather delays and closures

Madam Chair Anderson and PRTC Commissioners
May 3, 2018
Page 2

OmniMatch Program

- Promoted the program at:
 - The Pentagon Vanpool Event on 3/13
 - The Mark Center Vanpool Event on 3/15
 - The Quantico Welcome Aboard Brief on 3/19

Customer Service Statistics

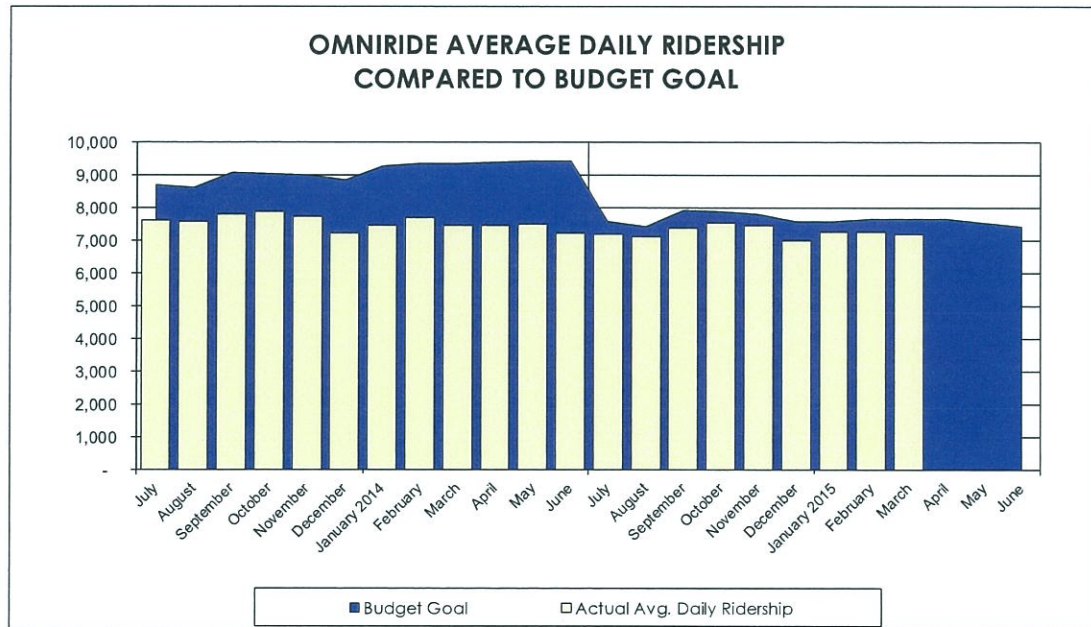
- Received 4,971 calls in March
- Automated system handled 50 percent of calls
- Average wait time for remaining calls was :50
- Responded to 29 general information emails
- Percentage of OmniLink trip denials decreased

Passenger Complaints

- Complaint rate for OmniRide decreased and OmniLink increased in March
- OmniRide complaint rate for FY18 year-to-date is one percent lower than FY17
- OmniLink complaint rate for FY18 year-to-date is 26 percent higher than FY17

OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership		Average Daily Ridership			FY18 Budget Goal	Change from Goal
	FY17	FY18	FY17	FY18	% Change		
July	150,922	140,343	7,621	7,225	-5.2%	7,599	(374)
August	175,881	164,929	7,599	7,114	-6.4%	7,427	(313)
September	162,621	147,004	7,811	7,417	-5.0%	7,943	(526)
October	158,700	158,222	7,919	7,572	-4.4%	7,913	(341)
November	146,086	138,188	7,735	7,458	-3.6%	7,806	(348)
December	133,654	123,853	7,237	7,022	-3.0%	7,602	(580)
January	136,374	145,038	7,485	7,304	-2.4%	7,596	(292)
February	146,303	136,436	7,722	7,290	-5.6%	7,688	(398)
March	166,060	142,166	7,494	7,199	-3.9%	7,655	(456)
April							
May							
June							
Year to Date	1,376,601	1,296,179	7,625	7,289	-4.4%	7,692	(403)



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

7/16 - Avg. Daily Ridership excludes the Friday before and Tuesday after July 4

9/16 - Avg. Daily Ridership excludes the Friday before Labor Day

10/16 - Avg. Daily Ridership excludes Friday before Columbus Day (7) and Columbus Day (11).

11/16 - Avg. Daily Ridership excludes Election Day (8), Veterans Day (11), and days before and after Thanksgiving (22,23,25 and 30)

12/16 - Avg. Daily Ridership excludes Christmas tree lighting (1), and holiday period (19-30)

1/17 - Avg. Daily Ridership excludes MLK Day (16), Inauguration ESP Service (18-20), AM snow/PWC School in service day (30)

2/17 - Avg. Daily Ridership excludes Friday before President's Day (17) and President's Day (20)

3/17 - Avg. Daily Ridership Excludes Snow/Schools Closed (14,15)

4/17 - Avg. Daily Ridership excludes PWC Spring Break (10-14 and 17)

5/17 - Avg. Daily ridership excludes days before and after Memorial Day holiday (26 and 30)

6/17 - Avg. Daily Ridership excludes Friday before Fourth of July Holiday (30)

7/17 - Avg. Daily ridership excludes days before and after Fourth of July Holiday (3,5,6,7)

9/17 - Avg. Daily Ridership Excludes Friday before Labor Day Holiday (1)

10/17 - Avg. Daily Ridership Excludes Friday before Columbus Day and Columbus Day (5, 8)

11/17 - Avg. Daily Ridership Excludes Day before Veterans Day (10), Week of Thanksgiving and Monday after (20-24 and 27), Christmas Tree Lighting ESP

12/17 - Avg. Daily Ridership excludes holiday period (20-29)

1/18 - Avg. Daily Ridership excludes New Year's holiday and weather related school closures (2-5), MLK Holiday (15), School closures-snow (17), Federal

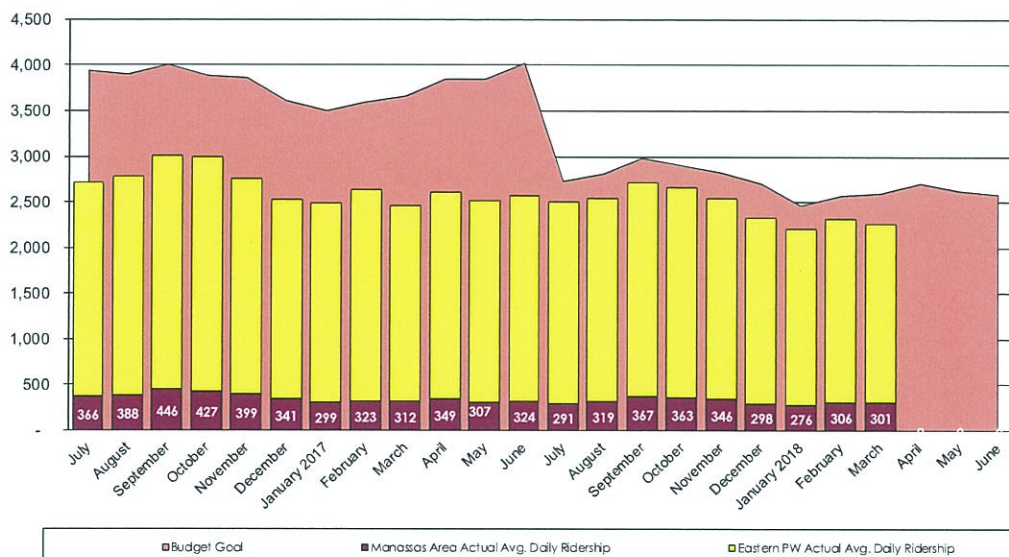
2/18 - Avg. Daily Ridership excludes weather related school closures and delays (7), Friday before President's Day (16) President's Day Holiday (19)

3/18 - Avg. Daily Ridership excludes weather related school closures and delays (2,21,22), PWC Spring Break/Good Friday (26-30)

OMNILINK LOCAL SERVICE

WEEKDAY							
Month	Monthly Ridership		Average Daily Ridership			FY18 Budget Goal	Change from Goal
	FY17	FY18	FY17	FY18	% Change		
July	54,174	49,365	2,715	2,507	-7.7%	2,723	(216)
August	63,944	58,330	2,780	2,536	-8.8%	2,807	(271)
September	61,832	54,048	3,003	2,709	-9.8%	2,985	(276)
October	61,742	57,288	2,991	2,659	-11.1%	2,906	(247)
November	54,900	50,905	2,753	2,540	-7.7%	2,824	(284)
December	50,602	43,042	2,531	2,331	-7.9%	2,695	(364)
January	50,650	44,114	2,483	2,208	-11.1%	2,458	(250)
February	51,955	45,089	2,632	2,320	-11.9%	2,563	(243)
March	54,011	46,223	2,456	2,258	-8.1%	2,600	(342)
April							
May							
June							
Year to Date	503,810	448,404	2,705	2,452	-9.3%	2,729	(277)

OMNILINK AVERAGE WEEKDAY RIDERSHIP COMPARED TO BUDGET GOALS



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

7/16 - Avg. Daily ridership excludes Tuesday after Fourth of July holiday.

9/16 - Avg. Daily Ridership excludes heavy rainfall and storms on the 29th and 30th.

10/16 - Avg. Daily Ridership excludes Columbus Day (11).

11/16 - Avg. Daily Ridership excludes Election Day (8), Veterans Day (11), and days before and after Thanksgiving (22,23,25 and 30)

12/16 - Avg. Daily Ridership excludes holiday period (19-30)

1/17 - Avg. Daily Ridership excludes MLK Day (16), Inauguration Day schools closed (20), AM Snow/PWC school in service day (30)

2/17 - Avg. Daily Ridership excludes President's Day (20)

3/17 - Avg. Daily Ridership excludes Snow/Schools Closed (14,15)

4/17 - Avg. Daily Ridership excludes PWC Spring Break (10-14 and 17)

7/17 - Avg. Daily Ridership excludes days before and after Fourth of July Holiday (3,5,6,7)

9/17 - Avg. Daily Ridership excludes Friday before Labor Day (1)

10/17 - Avg. Daily Ridership excludes Columbus Day (8)

11/17 - Avg. Daily Ridership excludes Election Day (7), Veterans Day Observed (10), Wednesday before and Friday after Thanksgiving (23 and 25)

12/17 - Avg. Daily Ridership excludes holiday period (20-29)

1/18 - Avg. Daily Ridership excludes New Year's holiday and weather related school closures (2-5), MLK Holiday (15), School closures-snow (17)

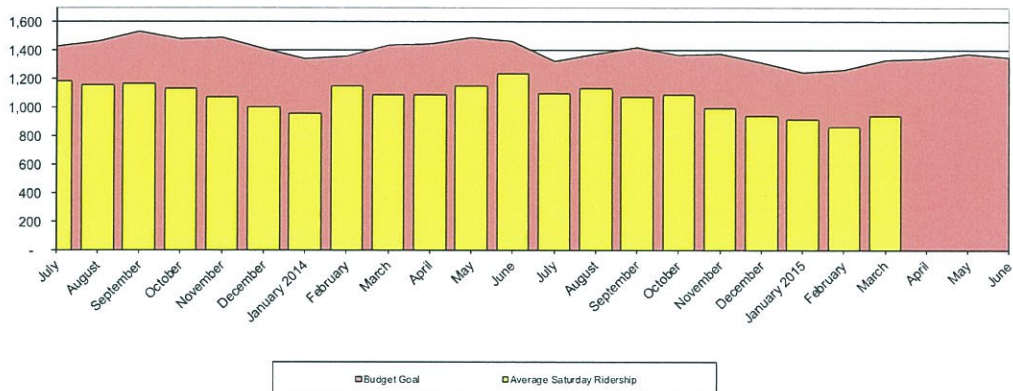
2/18 - Avg. Daily Ridership excludes weather related school closures (7), President's Day Holiday (19)

3/18 - Avg. Daily Ridership excludes weather related school closures (2,21,22), Good Friday (30)

OMNILINK LOCAL SERVICE

SATURDAY							
Month	Monthly Ridership		Average Saturday Ridership			Average Saturday FY18 Budget Goal	Change from Goal
	FY17	FY18	FY17	FY18	% Change		
July	5,931	5,606	1,186	1,099	-7.4%	1,433	(334)
August	4,628	4,528	1,157	1,132	-2.2%	1,482	(350)
September	4,672	5,350	1,168	1,070	-8.4%	1,529	(459)
October	5,661	4,349	1,132	1,087	-4.0%	1,474	(387)
November	4,294	3,966	1,074	992	-7.6%	1,474	(482)
December	4,181	4,119	998	944	-5.4%	1,409	(465)
January	3,511	3,423	961	914	-4.9%	1,334	(420)
February	4,600	3,437	1,150	859	-25.3%	1,364	(505)
March	4,339	4,581	1,085	944	-13.0%	1,428	(484)
April							
May							
June							
Year to Date	41,817	39,359	1,101	1,005	-8.8%	1,436	(432)

OMNILINK AVERAGE SATURDAY RIDERSHIP COMPARED TO BUDGET GOAL



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

12/16 - Excludes weather/delayed start of service (17) and Christmas Eve (24)

1/17 - Excludes snow/ice (7)

12/17 - Excludes weather (9) and New Years Eve weekend/very cold weather (30)

1/18 - Excludes snow/very cold weather (6)

3/18 - Excludes wind event/early mall closures and severe traffic (3)

OMNIMATCH / VANPOOL ALLIANCE

OmniMatch							Vanpool Alliance			
	FY17	FY18	FY17	FY18	FY17	FY18	FY17	FY18	FY17	FY18
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips	Monthly Passenger Trips	Monthly Passenger Trips
July	30	34	16	5	577	653	108,930	117,257		
August	16	36	16	20	586	658	123,562	133,874		
September	84	22	10	15	588	659	117,862	116,527		
October	71	52	25	12	606	662	117,283	127,548		
November	40	40	13	17	614	663	115,731	120,117		
December	28	25	9	10	621	650	109,232	108,423		
January	44	47	1	10	624	652	116,304	128,991		
February	27	32	12	5	626	664	114,271	117,217		
March	47	47	9	13	630	664	133,006	124,857		
April										
May										
June										
Average	43	37	12	12	608	658	117,353	121,646		

- 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.

FY18 Customer Service Department Monthly Service Totals

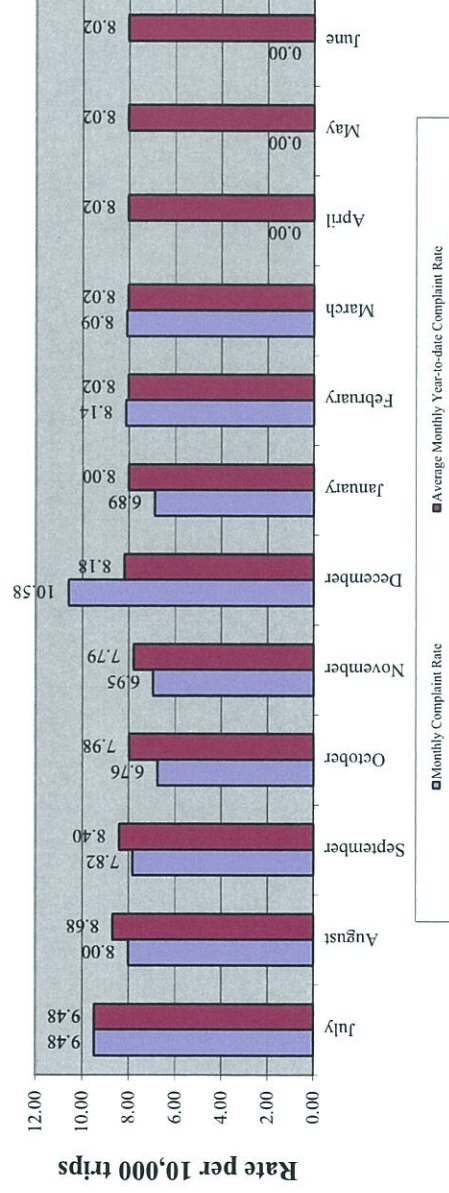
	<u>March</u>	<u>February</u>	<u>Change</u>	<u>% Change</u>
CALL ACTIVITY				
Total Incoming Calls	<u>9,849</u>	<u>7,897</u>	<u>1,952</u>	<u>25%</u>
Percentage Handled by IVR	<u>50%</u>	<u>49%</u>	<u>0</u>	<u>1%</u>
Percentage Handled by CS	<u>46%</u>	<u>46%</u>	<u>0</u>	<u>0%</u>
Percentage Abandoned	<u>5%</u>	<u>4%</u>	<u>0</u>	<u>18%</u>
Daily Average	<u>173</u>	<u>153</u>	<u>20</u>	<u>13%</u>
Average Waiting Time	<u>:50</u>	<u>:58</u>	<u>:08</u>	<u>-14%</u>
RIDERSHIP				
Off-route trips Scheduled:				
One Time Trips	<u>1,503</u>	<u>1,561</u>	<u>-58</u>	<u>-4%</u>
Standing Order Trips	<u>756</u>	<u>692</u>	<u>64</u>	<u>9%</u>
Sub Total	<u>2,259</u>	<u>2,253</u>	<u>6</u>	<u>0%</u>
Daily Average	<u>90</u>	<u>83</u>	<u>7</u>	<u>8%</u>
Fixed Route:	<u>48,545</u>	<u>46,273</u>	<u>2,272</u>	<u>5%</u>
Total Ridership*	<u>50,804</u>	<u>48,526</u>	<u>2,278</u>	<u>5%</u>
RIDER ACCOMODATIONS				
Total Trip Turn Downs	<u>30</u>	<u>54</u>	<u>-24</u>	<u>-44%</u>
% Of Trips Turned Down	<u>1.31%</u>	<u>2.34%</u>	<u>-1.03%</u>	<u>-44%</u>

* - Includes Saturday ridership

FY 2017 Year-to-date OmniRide Complaints			
	Ridership	Complaints	Per 10k Trips
July	150,922	154	10.20
August	175,881	127	7.22
September	162,621	141	8.67
October	158,700	126	7.94
November	146,086	99	6.78
December	133,654	165	12.35
January	136,374	84	6.16
February	146,303	88	6.01
March	166,060	132	7.95
April			
May			
June			
Year-to-date totals	1,376,601	1,116	8.11

FY 2018 Year-to-date OmniRide Complaints			
	Ridership	Complaints	Per 10k Trips
July	140,343	133	9.48
August	164,929	132	8.00
September	147,004	115	7.82
October	158,222	107	6.76
November	138,188	96	6.95
December	123,853	131	10.58
January	145,038	100	6.89
February	136,436	111	8.14
March	142,166	115	8.09
April			
May			
June			
Year-to-date totals	1,296,179	1,040	8.02

FY 2018 OmniRide Complaint Rate per 10,000 Trips Compared to Monthly Average

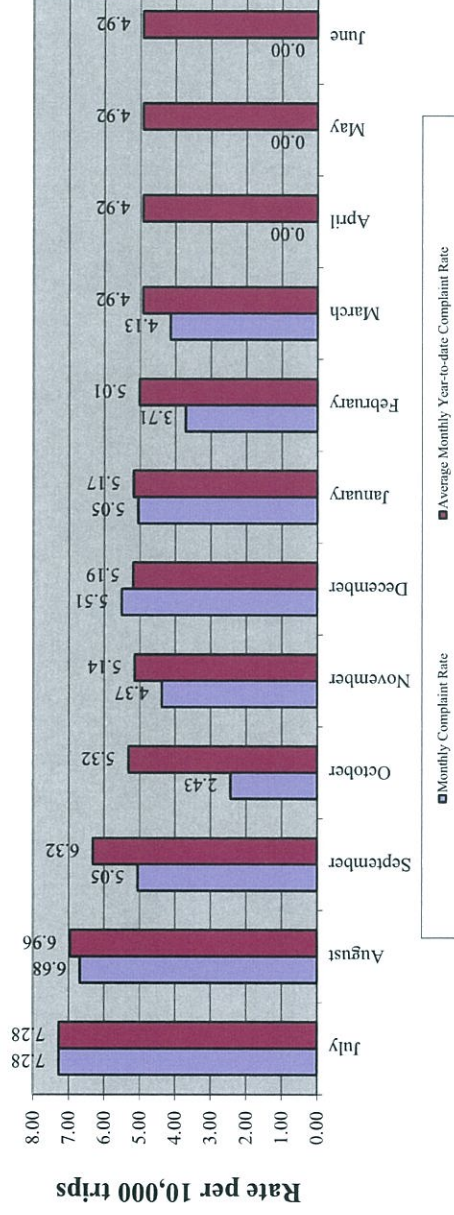


Complaint rates for OmniRide service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the bus services contract.

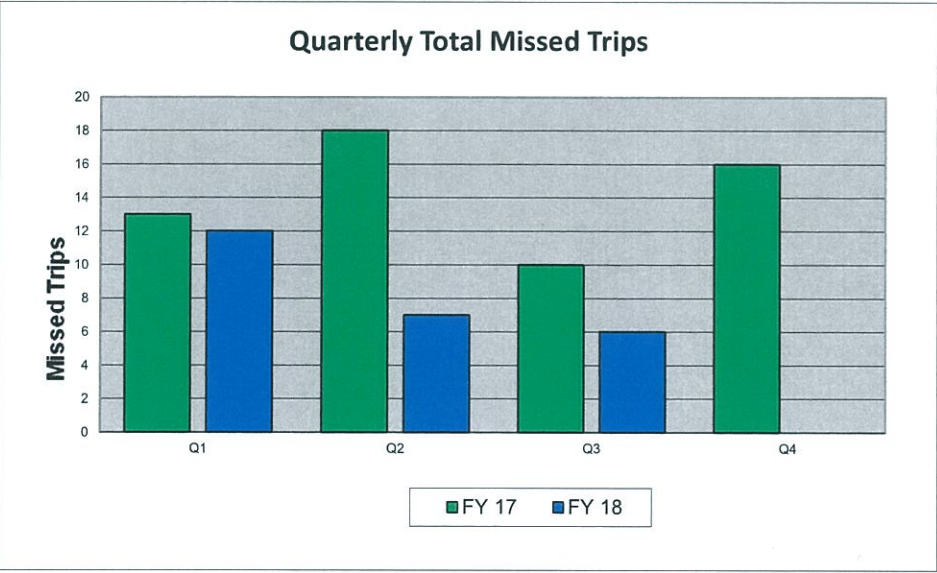
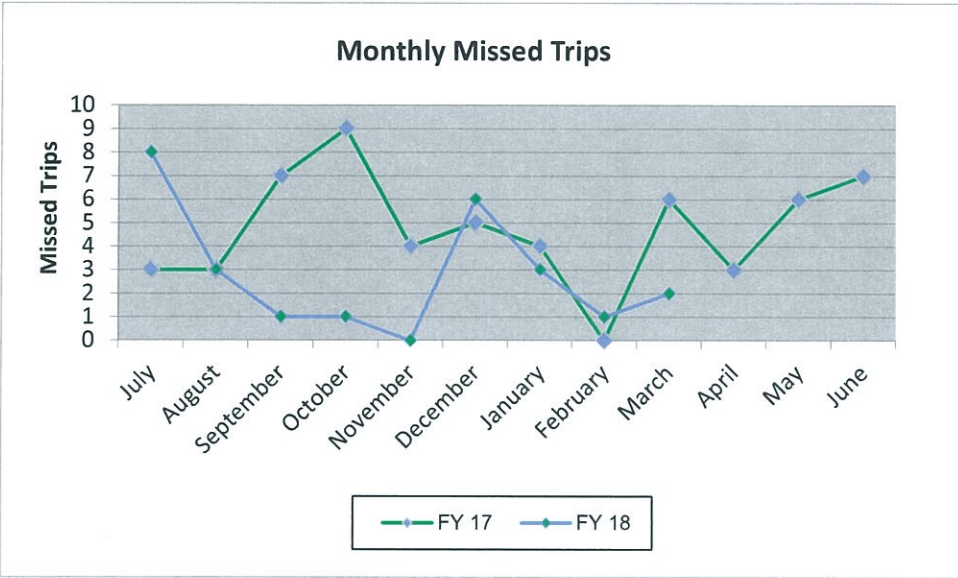
FY 2017 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	60,105	20	3.33
August	68,572	24	3.50
September	66,504	25	3.76
October	67,403	30	4.45
November	59,194	13	2.20
December	54,783	29	5.29
January	54,161	22	4.06
February	56,555	18	3.18
March	58,350	32	5.48
April			
May			
June			
Year-to-date totals	545,627	213	3.90

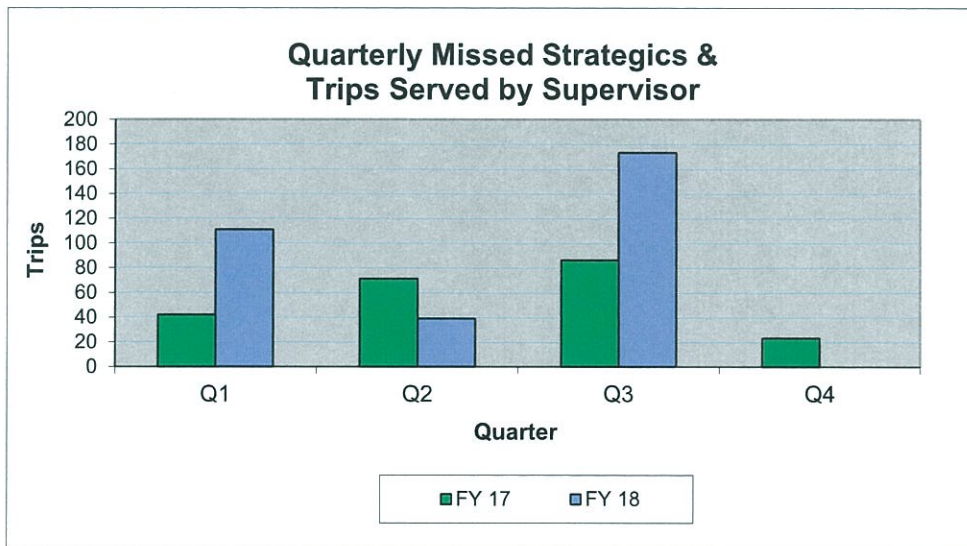
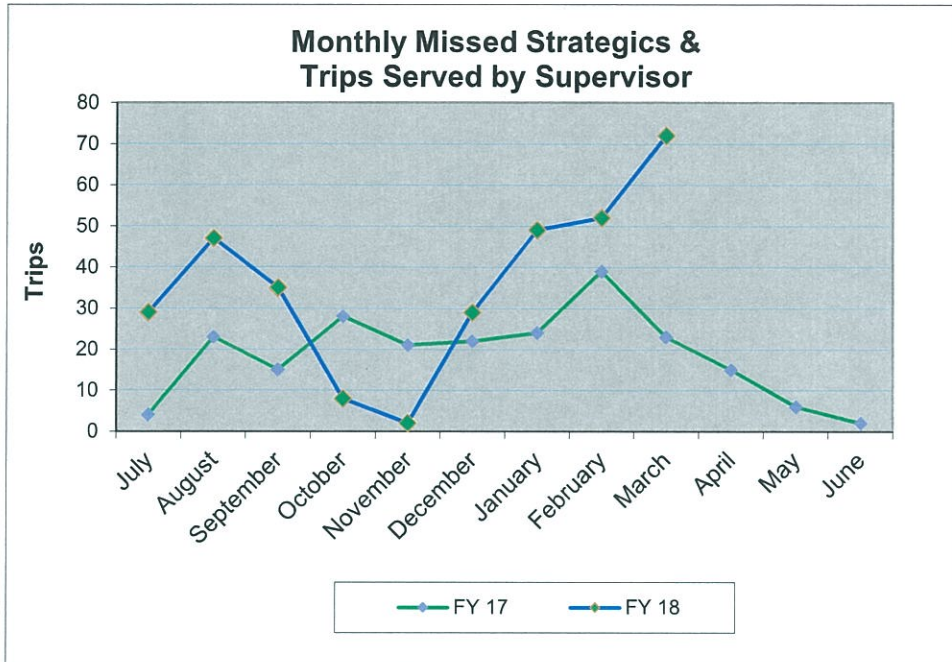
FY 2018 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	54,971	40	7.28
August	62,858	42	6.68
September	59,398	30	5.05
October	61,637	15	2.43
November	54,871	24	4.37
December	47,161	26	5.51
January	47,537	24	5.05
February	48,526	18	3.71
March	50,804	21	4.13
April			
May			
June			
Year-to-date totals	487,763	240	4.92

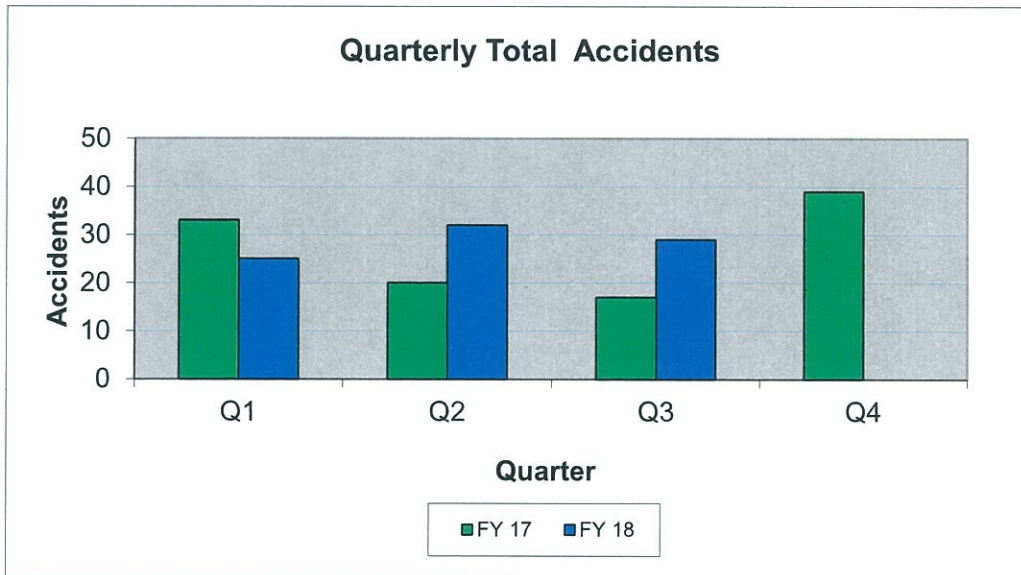
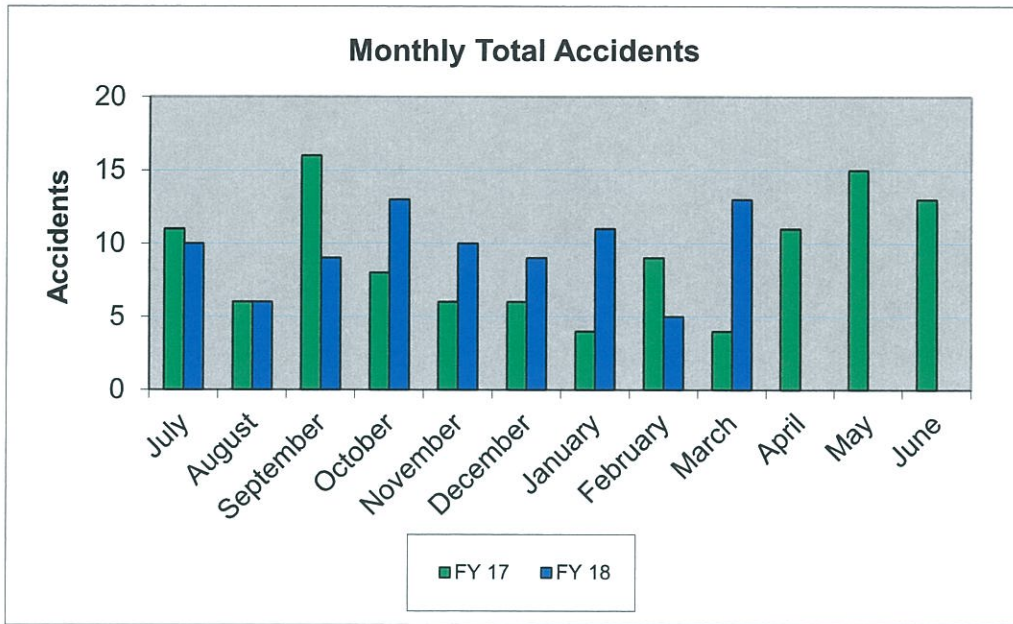
FY 2018 OmniLink complaint rate per 10,000 Trips compared to monthly average

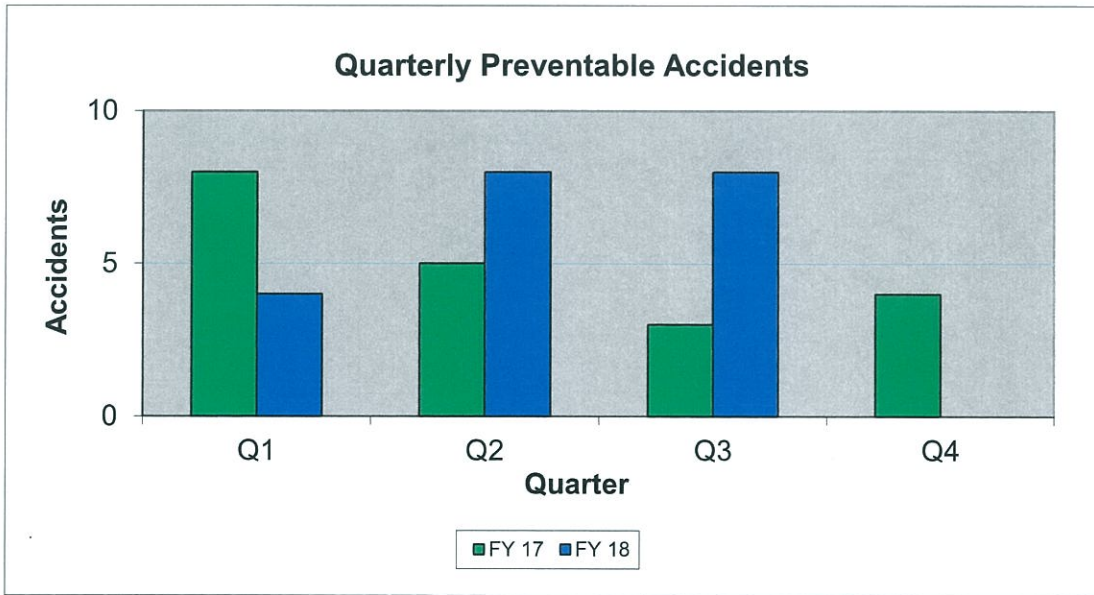
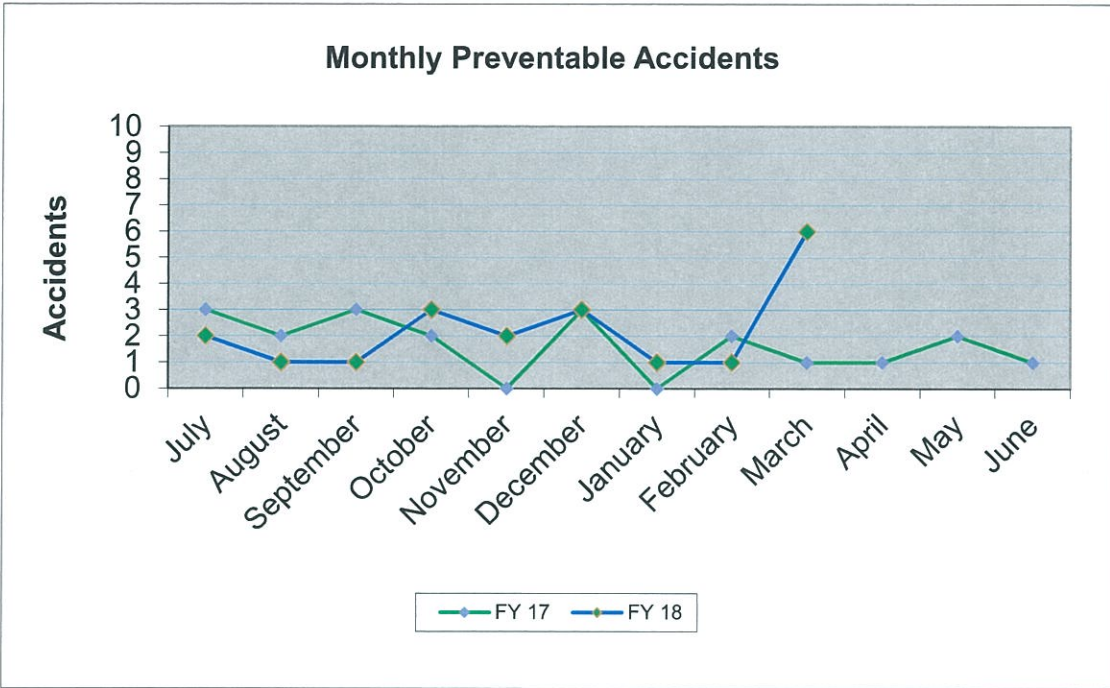


Complaint rates for OmniLink service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the new bus services contract.

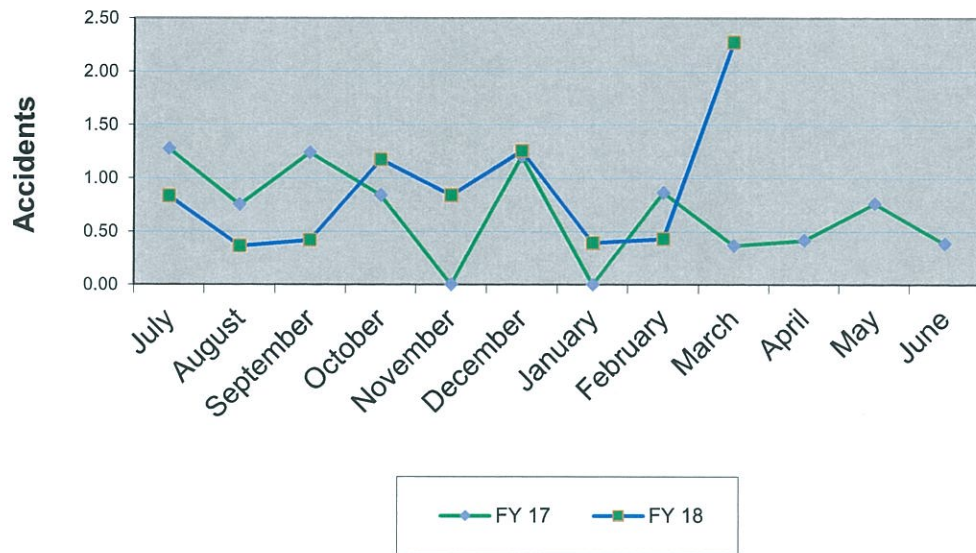




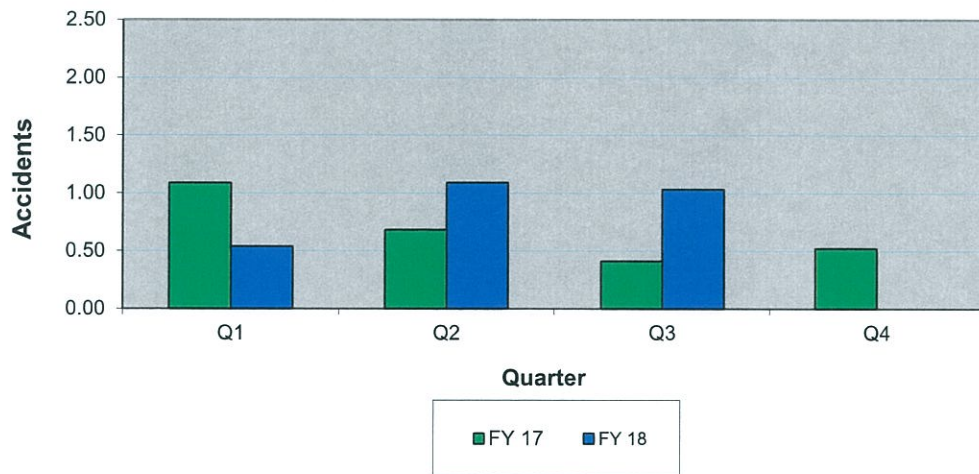




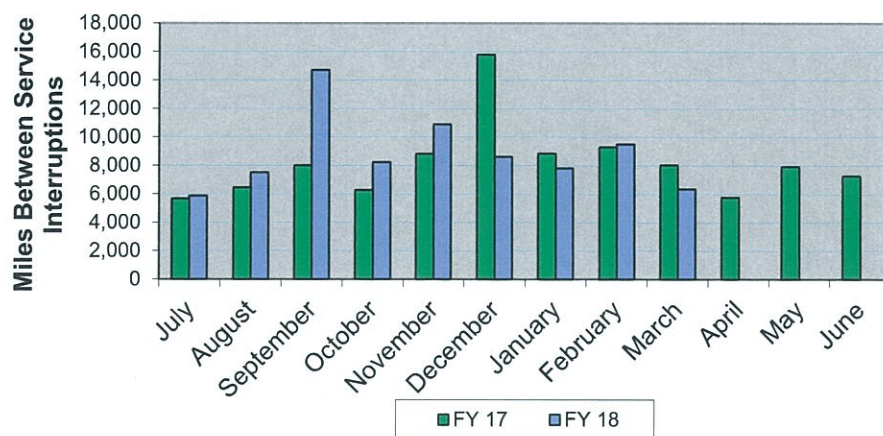
Monthly Preventable Accidents per 100,000 Miles



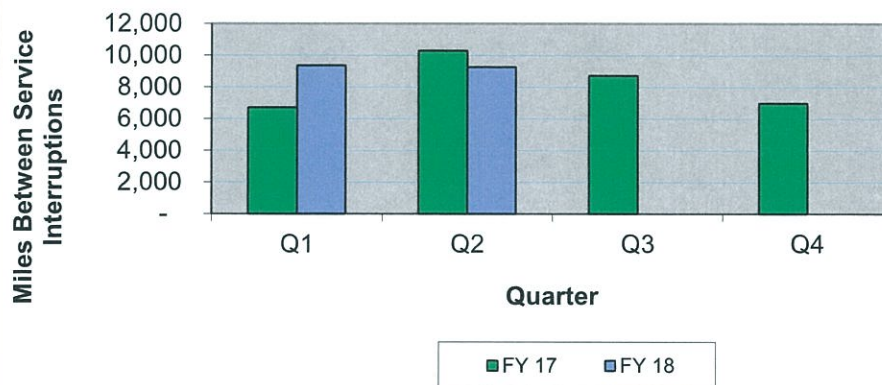
Quarterly Average Preventable Accidents per 100,000 Miles



Monthly Miles Between Service Interruptions



Average Quarterly Miles Between Service Interruptions





Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

May 3, 2018

TO: Madame Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director 

RE: Revised Purchasing Authority Report

On June 4, 2015, the Potomac and Rappahannock Transportation Commission (PRTC) 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 March 2018, there were no purchase orders issued within the Executive Director's new spending authority.

Wheels-to-Wellness Funding Status
As of March 31, 2018

Grant/Contribution	Organization	Amount	Notes	
Enrollment Fees Collected		\$75		
Sub Total		\$75		

Pending

Grant/Contribution	Organization	Amount	Notes	
Sub Total		\$0		

Previously Reported

Grant/Contribution	Organization	Amount	Notes	Date
Enrollment Fees		\$2,865		
Contribution	Lake Jackson Volunteer Fire & Rescue Department - Bingo Account	\$500		02/09/2018
Contribution	Linda Lee - Go Fund Me	\$931		02/16/2018
Contribution	Davita Dialysis Center	\$1,261	Net IEC 3% admin fee per agreement (actual donation	01/18/2018
Grant	MWCOG Enhanced Mobility Grant/Potomac Health Foundation 50% match (disabled and seniors)	\$250,000		06/14/17
Contribution	First United Presbyterian Church of Dale City	\$500		08/31/16
Contribution	St. Francis of Assisi Church	\$2,000		08/25/16
Grant	Kaiser Permanente (low income individuals)	\$72,750	Net IEC 3% admin fee per agreement (actual grant was \$75,000)	8/9/2016
Contribution	Prince William County	\$75,000		July 2016
Contribution	First United Presbyterian Church of Dale City	\$500		06/21/16
Contribution	Zion Baptist Church in Baltimore	\$700		05/10/16
Contribution	First United Presbyterian Church of Dale City	\$500		04/25/16
Contribution	Gregg and Jean Reynolds	\$50		04/19/16
Contribution	NOVEC (corporate)	\$500		04/14/16
Grant	Transurban Express Lane Grant	\$1,500		04/11/16
Contribution	Malloy	\$500		04/11/16
Contribution	NOVEC HELPS	\$485	Net IEC 3% admin fee per agreement (actual contribution was \$500)	04/08/16
Contribution	Findley Asphalt	\$1,000		03/31/16
Contribution	Lustine Toyota	\$2,000		03/29/16
Contribution	Infinity Solutions, Inc	\$250		03/29/16
Contribution	Sacred Heart Catholic Church	\$200		03/21/16
Contribution	Holy Family Catholic Church	\$1,000		03/21/16
Contribution	First Baptist Church of Woodbridge	\$5,000		03/08/16
Contribution	First United Presbyterian Church of Dale City	\$1,000		02/25/16
Contribution	First Mount Zion	\$5,000		02/01/16
Contribution	Prince William County	\$160,000		Aug 2015
Sub Total:		\$585,992		
Grand Total (excluding Pending)		\$586,067		
Remaining (excluding Pending)		\$185,617		