

MOTION:

SECOND:

RE: APPROVAL OF MINUTES – APRIL 4, 2019

ACTION:

WHEREAS, on May 2, 2019 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the PRTC Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

WHEREAS, PRTC conducted business in accordance with a published agenda dated May 2, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of April 4, 2019 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

April 4, 2019

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

Members Present

- *Ruth Anderson, Chair
- *Frank Principi, Immediate Past Chairman
- * Gary Skinner, Treasurer
- *Maureen Caddigan - Arrived at 7:05 p.m.
- *Jeanine Lawson
- *Jeanette Rishell, At-Large Member
- *Bob Thomas - Arrived at 7:10 p.m.
- *Rojan Robotham
- *George Barker - Arrived at 7:05 p.m.

Members Absent

Paul Trampe
Jennifer Mitchell
Pamela Sebesky, Vice Chair
Wendy Maurer, Secretary
Mark Dudenhefer
Matthew Kelly

Alternates Present

- *Norm Catterton
- *D.J. Jordan - Arrived at 7:15 p.m.
- *Cindy Shelton

Alternates Absent

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

Jurisdiction

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

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

Prince William County
Prince William County
Stafford County

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

*Voting Member

**Delineates arrival/departure following the commencement of the PRTC Board Meeting. Notation of the exact arrival/departure time is provided.

Staff and General Public

Bob Schneider – PRTC
Doris Lookabill – PRTC
Betsy Massie – PRTC
Joyce Embrey - PRTC
Althea Evans - PRTC
Chuck Steigerwald – PRTC
Becky Merriner – PRTC
Christine Rodrigo - PRTC
Perrin Palistrant – PRTC
Kasaundra Coleman PRTC
Bob Leibbrandt – Prince William County
Rob Dickerson – Prince William County
Jaqueline Lucas, Prince William County
Doug Allen – VRE
Rich Dalton - VRE
Todd Johnson – First Transit
Nelson Cross – First Transit

Ryan McManus – Prince William County

Chair Anderson called the meeting to order at 7:03 p.m. She notes some members will be delayed arriving to the meeting and she introduces new Commissioner Rojan Robotham. The Pledge of Allegiance, Invocation, and Roll Call followed.

Approval of the Agenda –4 [RES 19-04-01]

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

Approval of the Minutes of the March 7, 2019 PRTC Board Meeting – 5 [RES 19-04-02]

Commissioner Caddigan moved, with a second by Commissioner Rishell to approve the minutes of the March 7, 2019 meeting. There was no discussion on the motion. (CADDIGAN/RISHELL, MAJORITY VOTE; ROBOTHAM and SHELTON ABSTAINED)

Virginia Railway Express (VRE) – 6

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

- VRE continues to implement positive train control –28 of 32 daily trains are now operating under positive train control and within the next few weeks all trains will in full under positive train control operation.
- Performance for February was almost identical to a year ago in regards to ridership; on time performance is also very good at 90 percent
- The April 18th Operations Board Meeting is now scheduled for April 12 due to Good Friday
- VRE staff met with CSX and DRPT in March, as they meet quarterly to discuss projects they jointly work on
- Mr. Allen gave a presentation to Northern Virginia Regional Commission and briefed them on VRE's mission, operation and organizational structure. He also shared the improvements on the Fredericksburg and Manassas lines and discussed the Long Bridge project which is a game changer. Mr. Allen noted Chuck Steigerwald was at the meeting representing PRTC.
- Mr. Allen, Jennifer Mitchell and Mike McLaughlin from DRPT met with Federal Transit Administration staff to discuss funding for the Long Bridge
- VRE met with Manassas Park as the parking garage under the I-66 outside the beltway funding was approved. Have made good progress on designing the garage.
- Mr. Allen noted they are doing a lot to communicate to Metrorail riders who will be displaced during Metrorail's summer shut down, advising them of VRE parking areas that have capacity. Also noted that a step-up ticket can be used on any regularly scheduled Amtrak train for riders who have a

multi-ride VRE ticket. The cost is currently \$7.00 but they are trying to get it reduced to \$4.00. Noted they are doing a lot of things to communicate how VRE can help. Also noted OMNIRIDE will be operating buses to VRE stations for those who may otherwise have driven to a Metrorail station.

Authorize the Virginia Railway Express Chief Operating Officer to Execute an Agreement of Sale with Crossroads Associates, LLC – 6D [RES 19-04-03]

Commissioner Caddigan moved, with a second by Commissioner Skinner to authorize the Virginia Railway Express Chief Operating Officer to Execute an Agreement of Sale with Crossroads Associates, LLC. Mr. Allen advises the request for authorization is to purchase property at the southern end of the Fredericksburg line to expand operations at that end. Explained there are four projects slated for that area, two of them are large projects. The VRE Operations Board made the decision for a method to maintain trains called “life-cycle” maintenance and VRE will need a facility to do that. Life-cycle maintenance is a big money saver, VRE will be able to get a lot more life out of the equipment. The other large project involves purchasing additional railcars through various funding sources, primarily through the State, so the Fredericksburg line trains can be longer just like on the Manassas line. They will need more space to store the equipment. Other projects include employee parking and a wellness center. (CADDIGAN/SKINNER, UNANIMOUS)

Commissioner Lawson asked about the dates of the Metrorail shutdown. Mr. Allen confirms Memorial Day to Labor Day.

Commissioner Principi asked for an update on the third track and the environmental statement from DRPT. Mr. Allen confirmed that they are in the preliminary design phase until the State issues the environmental clearance.

Commissioner Caddigan asked for a brief on the Potomac Shores station. Mr. Allen comments that they are working with CSX on the implementation on the station keeping the third track in mind. Commissioner Principi asked about opening day for the new station. Mr. Allen confirms that the decision will be made by the developer.

Public Comment Time - 7

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

Approve the Consent Agenda – 8 - [RES 19-04-04]

Commissioner Principi moved, with a second by Commissioner Skinner, to approve the consent agenda. There was no discussion on the motion. (PRINCIPI/SKINNER, UNANIMOUS)

- Acceptance of the Potomac and Rappahannock Transportation Commission Monthly Jurisdiction for the Period ended January 31, 2019 [RES 19-04-04]
- Authorization to Budget and Appropriate Spotsylvania County's Motor Fuels Tax Funds for Various FY19 Transportation Projects [RES 19-04-05]
- Authorization to Submit Federal Transit Administration's Federal Fiscal Year 2019 Annual Certifications and Assurances [RES 19-04-06]

PRTC Executive Director's Time – 9

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

- Dr. Schneider noted an action item from a prior meeting is on tonight agenda as item 11A.

- Dr. Schneider provided a General Assembly update. Advised TSDAC forwarded our recommendation for the performance measurement policy change and it was approved by CTB on 3/21. Dr. Schneider also advised there is also a hold harmless piece of legislation from Delegate Thomas with regard to the performance measurement policy.

Dr. Schneider expressed his sincere appreciation of the efforts of Delegate Thomas and Senator Barker, stating Delegate Thomas made a tremendous difference for us this past year as an organization, that we would be in the process of preparing for sudden service reductions if not for the energy and effort he put in with his colleagues. He noted this was a bi-partisan effort; that Senator Barker fought tooth and nail over the performance metrics issue.

Delegate Thomas asked if the policy change was to give credit for deadhead miles, Dr. Schneider confirmed it was, that we would get credit for deadhead miles on unidirectional trips exceeding 20 miles.

Senator Barker stated we were the big losers with the original performance metric, with Loudoun County right behind us because a lot of their trips originate in Leesburg. Advised we basically do more to reduce congestion on major roadways than any other system in the State yet we get no credit for it and with the original formula we were going to be unintentionally penalized for it. Agencies get just as much credit for taking a person one mile as we get for taking them 30 miles. At least we got that minor adjustment, but we're still not where it should be and it's an issue we will be discussing over the next year.

- Dr. Schneider comments on Mr. Allen's note that there will be funding for OMNIRIDE to operate buses from commuter lots to VRE stations during the Metro shutdown.
- OmniRide is testing a double decker bus. Dr. Schneider notes that there are 81 seats instead of 57 so there will be more throughput for the same labor expense. He notes that the vehicles are a little over \$1 million dollars, noting the current buses cost approximately \$600,000. OmniRide is providing a free ride in exchange for riders taking a survey about their riding experience.
- Dr. Schneider noted that OmniRide is participating on April 20th in a bike exchange at the Manassas Farmers Market. They will be promoting bike to work options and local social service agencies will be distributing the donated bikes to those in need.
- Dr. Schneider noted the industry article provided in the packet, "Another Study Blames Uber and Lyft for Public Transit's Decline".

Presentations – 10

Strategic Plan Update – Chuck Steigerwald

- Mr. Steigerwald presents on the concept of human centered design thinking, which keeps human beings at the core – understanding your user – he provides an example of Apple and how their design is human focused
- Mr. Steigerwald states that working with the NOVA campus and providing them with bus passes is an example of an adaptive organizational product

Commissioner Robotham asked for details on the product. Mr. Steigerwald states that students of the Woodbridge campus can ride for a single price on the local services or metro express routes. OmniRide has created a pass for the entire semester for students, faculty and staff to use

- Commissioner Principi asks about steps for integration of Uber and Lyft with bus transit, noted it's in our strategic plan. He asks what the next major milestone will be. Dr. Schneider notes the next step is a flexible vanpool program that will take riders from a residential area to a park and ride lot. He says transit systems across the country that have demoed Uber and Lyft have found it is a significant expense, ending up with cutting late night service to create the market for Uber and Lyft. Dr. Schneider stated sometimes that works, sometimes it doesn't; stated Quantico is a great example of where Uber or Lyft could be successful however, we are not ready to redeploy the different resources back into the Route 1 corridor.

He notes the campus project was a fare product and not an on street product and the cost to produce it was low.

Commissioner Principi asks if there is a project under the I-395/95 Commuter Choice program that will advance the strategic plan. Dr. Schneider noted that there could be a project ready for next year.

PRTC Action Items – 11

Approval of the Process for Implementing Service and Fare Adjustments in Response to Major Events Significantly Impacting OmniRide Service – 11A [RES 19-04-07]

Commissioner Caddigan moved with a second by Commissioner Barker to approve the process for implementing service and fare adjustments in response to major events significantly impacting OmniRide Service. Commissioner Rishell asked if the fare adjustment means a fare reduction. Dr. Schneider advised the adjustment could also be an increase. Dr. Schneider noted any adjustment would be a temporary adjustment and confirmed that a 15 % change in ridership would initiate this process.

Commissioner Rishell asks if there is a contingency fund in place. Dr. Schneider confirms that there is one and it has four months of operating expenses.

Commissioner Rishell asked what would have been the service and fare adjustments recommendation based on the previous government shutdown. Dr. Schneider replies staff would have recommended implementing the Friday service, which is a 15% to 20% decrease in service, for Monday through Friday and for going fare free with federal identification.

Commissioner Principi asked what the difference is between the emergency service plan (ESP) and the action item being presented. Dr. Schneider confirms that the ESP is for events, traffic accidents, weather-related circumstances, etc.

Commissioner Jordan asks if this Chair can make the decision or if the Executive Committee meeting is called. Dr. Schneider replies that the committee can be called to approve the plan, but the Chair can solely make the decision.

Commissioner Rishell refers to page two and asks what the mechanisms are to determine if the service level changes meet the demand. Dr. Schneider noted that evaluating the ridership and looking at the ridership demands and availability.

Commissioner Principi asks about the Title VI implications because of equity issues and fare increase. Dr. Schneider replies that this would be an exception since it would be emergency based. He also stated if the adjustment was for an extended period of time we would need to implement the fare policy.

Senator Barker asked if this plan would apply to the Metro shutdown. Dr. Schneider replies that it would not as that has been known about well in advance. (CADDIGAN/BARKER, UNANIMOUS)

Approve the I-395/95 Commuter Choice FY2020 Inaugural Program Project and Selection process and Technical Evaluation Criteria– 11B [RES 19-04-08]

Commissioner Principi moved, with a second by Commissioner Rishell approve the I-395/95 Commuter Choice FY2020 inaugural program project and selection process and technical evaluation criteria. Commissioner Robotham asked if the proposal list of projects is prepared already since the call for projects is May 15. Dr. Schneider confirms yes. Commissioner Principi asks if we already have

a list of construction projects. Dr. Schneider advises they are operational projects. Commissioner Principi expressed concern about already having a list of projects before the official call for projects. Dr. Schneider advised meetings regarding this program began in November. Meetings were also held in January, February, and March. Dr. Schneider advised the potential list of projects for PRTC are bus service from existing park and ride lots in Stafford County to the Pentagon and Washington, D.C., enhanced service on the Route 1 corridor and enhanced service on the Metro Express services. Advised part of the projects for this year is being “shovel ready” and we could begin these services immediately because we have the vehicles.

Commissioner Principi asked if the total amount of the program was \$15M, Dr. Schneider confirmed it is. Dr. Schneider noted Commissioner Principi, Commissioner Skinner, and Chair Anderson are part of the joint Commission working group for this program. The joint Commission group will vote for final projects which will come back to the Commissions for a vote on the final projects. Dr. Schneider notes only preliminary work has been done on the PRTC project list. Final costing, etc. will happen between now and May 15th when projects are due.

Chair Anderson confirmed this action item is to basically put a blessing on the process. Commissioner Thomas expressed concern about the ability for the process to be refined after year one and beyond. Dr. Schneider advises part of the purpose of the joint Commissions to have a working group is to look at and evaluate the process. Mr. Chuck Steigerwald advises this process is built on the I-66 process, which has gone through two rounds of projects and that changes to the methodology were made in year one and two of that program therefore he expects the same to happen with the I-395/95 program. Commissioner Thomas notes once a process is approved, it is sometimes hard to make necessary changes so he wants to make sure it's understood that adjustments can be made as needed. Commissioner Principi advises Commissioner Thomas he is on the joint Commission working group and if Commissioner Thomas' concern isn't already addressed, he will bring that to the working group as it is a great suggestion.

Dr. Schneider notes there is a 2.5 percent escalator on the \$15M each year. (PRINCIPI/RISHELL, UNANIMOUS)

Authorize the Initiation of the I-395/95 Commuter Choice FY2020 Inaugural Program Call for Projects – 11C [RES 19-04-09]

Commissioner Caddigan moved, with a second by Commissioner Thomas, to authorize the initiation of the I-395/95 Commuter Choice FY2020 inaugural call from projects. Commissioner Rishell asked if the 45 day window to hand in projects is standard. Dr. Schneider confirms that the 45 day window is a compressed timeline due to the toll lanes opening in October.

Commissioner Principi advises he likes that this program is replicating the Commuter Choice program already established on I-66, which has been successful.

Dr. Schneider advises we've done very well on the I-66 corridor, notes we have submitted four projects for the I-66 program. Mr. Steigerwald advises over the last three years, we have submitted nine projects, eight of which, if the current four are successful, have been approved. (CADDIGAN/THOMAS, UNANIMOUS)

PRTC Chairman's Time – 13

- Chair Anderson states that there will be email sent containing the evaluation documents for Dr. Schneider and noted Alternate Commissioners Franklin, Catterton, Kandasamy, and Pittard will participate. Expressed appreciate to Ms. Becky Merriner, Director of Human Resources, for making the evaluation form a fillable form.
- There will be an Executive Committee meeting prior to the May 2nd meeting at 6:00 p.m.

- Chair Anderson introduces new Commissioner, Rojan Robotham, who represents the Virginia House of Delegates

Other Business/Commissioners' Time – 14

- Commissioner Robotham advises she is active duty air force and has taken PRTC services to the Pentagon and the city. Noted she is excited to be a part of this Board and a part of the solution to the areas transportation issues.
- Commissioner Skinner noted the next Joint Commission Working Group meeting will be in June.
- Commissioner Caddigan, Commissioner Shelton and Commissioner Jordan welcome Commissioner Rojan Robotham

Adjournment – 15

There being no further business to come before the Commission, Chair Anderson adjourned the meeting at 8:25 PM.

Information Items

There were no comments.