



May 2, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

A handwritten signature in black ink, appearing to read "R. Schneider", is placed over the printed name of the sender.

RE: May 2, 2019 Commission Meeting

Enclosed is your board packet for the May 2, 2019 Commission meeting at 7:00 p.m. in PRTC's large conference room on the 2nd floor.

The PRTC Executive Committee will meet on May 2, 2019 at 6:00 p.m.

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

Enclosure: As stated



BOARD OF COMMISSIONERS MONTHLY MEETING

Thursday, May 2, 2019 - 7:00 pm

PRTC Transit Center

14700 Potomac Mills Road, Woodbridge, VA 22192

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. Pamela Sebesky, Vice Chair (City of Manassas) • Hon. Wendy Maurer, Secretary (Stafford County) • Hon. Gary Skinner, Treasurer (Spotsylvania County) • Hon. Frank Principi, Immediate Past Chair (Prince William County) • Hon. Jeanette Rishell, At-Large (City of Manassas Park)

-
1. Call to Order (Anderson)
 2. Invocation and Pledge of Allegiance (Anderson)
 3. Attendance Roll Call (Anderson/Dean)
 4. RES Adoption of Agenda – May 2, 2019 (Anderson)
 5. RES Approval of Minutes –April 4, 2019 (Anderson/Schneider)
 6. 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 12, 2019 VRE Operations Board Meeting
 - C. INFO Spending Authority Report
 - D. RES Positive Train Control Implementation Commendation
 7. Public Comment Time (Anderson)
 8. Consent Agenda – May 2, 2019 (Anderson)
 - A. RES Acceptance of the Jurisdictional Financial Report for the Period Ended February 28, 2019
 9. Executive Director's Time (Schneider)
 - A. INFO Follow-Up from Prior Meetings
 - B. INFO Executive Director's Report
 - NVCC Cinema Arts Students – OMNIRIDE College Fare Pass
 - Staff's Endorsement of Prince William County's I-395/95 Commuter Choice Program Application – memo to explain, not action item
 - – "OMNIRIDE Demos Double-Decker Buses on Commuter Express Routes" by Perrin Palistrant, Director of Operations and Operations Planning

10. Presentations and Information
 - I-395/95 Commuter Choice Program Projects
 - Strategic Plan Update
 - Vision: 2020 Update
11. PRTC Action Items (Anderson/Schneider)
 - A. RES Authorize Closed Session
 - B. RES Certify Closed Session
 - C. ____ Items Reported out of Closed Session
12. PRTC Chair's Time (Anderson)
 - A. RES Public Service Recognition Week Proclamation
13. Other Business/Commissioners' Time (Anderson)
14. Adjournment (Anderson)

Information Items

System Performance Report
Revised Purchasing Authority Report
Wheels-to-Wellness Funding Status
February 2019 Fleet Audit
Fuel Dashboard – Third Quarter

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

MOTION:

SECOND:

RE: APPROVAL OF AGENDA – May 2, 2019

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 2, 2019, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



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System Performance Report
Revised Purchasing Authority Report
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Fuel Dashboard – Third Quarter

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.

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

- A. INFO Chief Executive Officer's Report – April 2019
- B. INFO Agenda, Minutes, and Adopted Resolutions of the April 12, 2019 VRE Operations Board Meeting
- C. INFO Spending Authority Report
- D. RES Positive Train Control Implementation Commendation

CEO REPORT

APRIL 2019



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 2019

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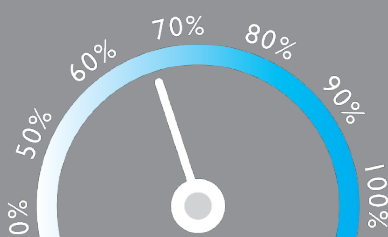
RIDE ISSUE 1, 201919



VIRGINIA RAILWAY EXPRESS
A better way. A better life.

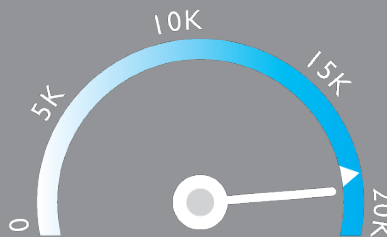


SUCCESS AT A GLANCE



**PARKING
UTILIZATION**

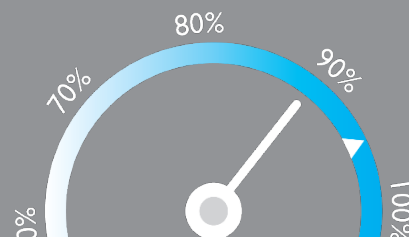
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



**AVERAGE DAILY
RIDERSHIP**

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

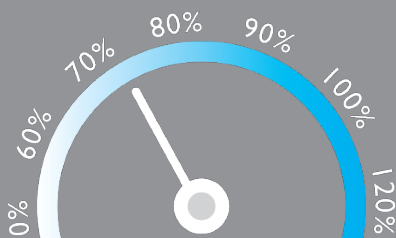
▲ Same month, previous year.



**ON-TIME
PERFORMANCE**

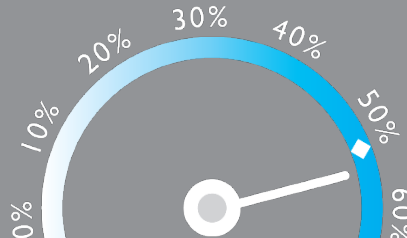
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ 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.

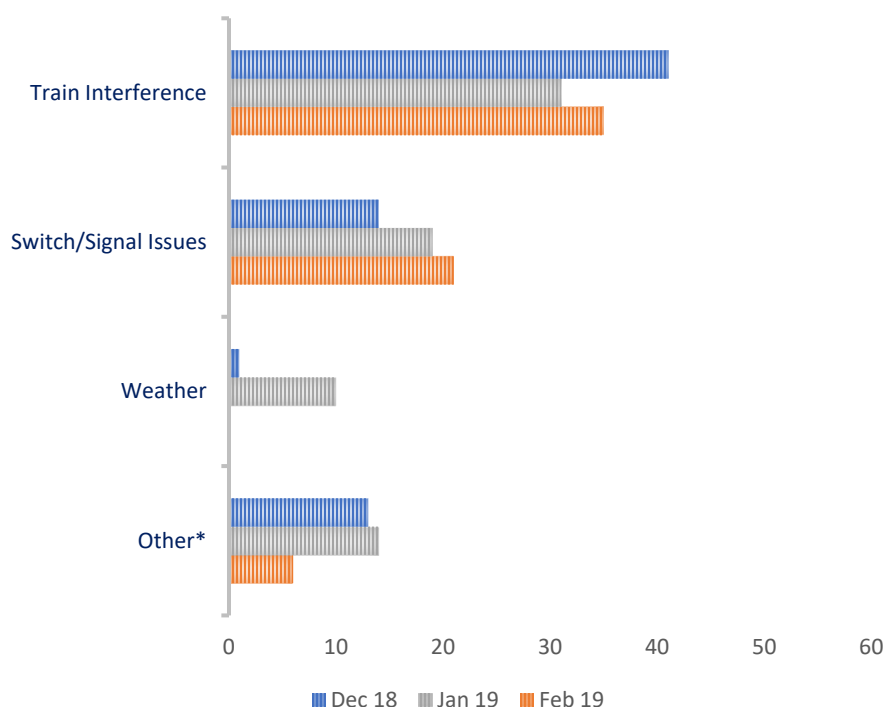
FEBRUARY 2019

ON-TIME PERFORMANCE

OUR RECORD

	February 2019	January 2019	February 2018
Manassas Line	89%	88%	96%
Fredericksburg Line	90% (89.9%)	89%	95%
System Wide	89%	88%	95%

PRIMARY REASON FOR DELAY



VRE operated 576 trains in February.

Our on-time rate for February was 89%.

Sixty-two of the trains arrived more than five minutes late to their final destinations. Thirty-three of those late trains were on the Manassas Line (89%), and 29 of those late trains were on the Fredericksburg Line (89.9%).

The Fredericksburg and Manassas Lines both finished the month just below goal. Snow caused a service cancellation on the 20th, but weather was not a factor affecting on-time performance this month. While train interference continues to be the largest cause for delays, we also experienced an increase in switch/signal issues in February.

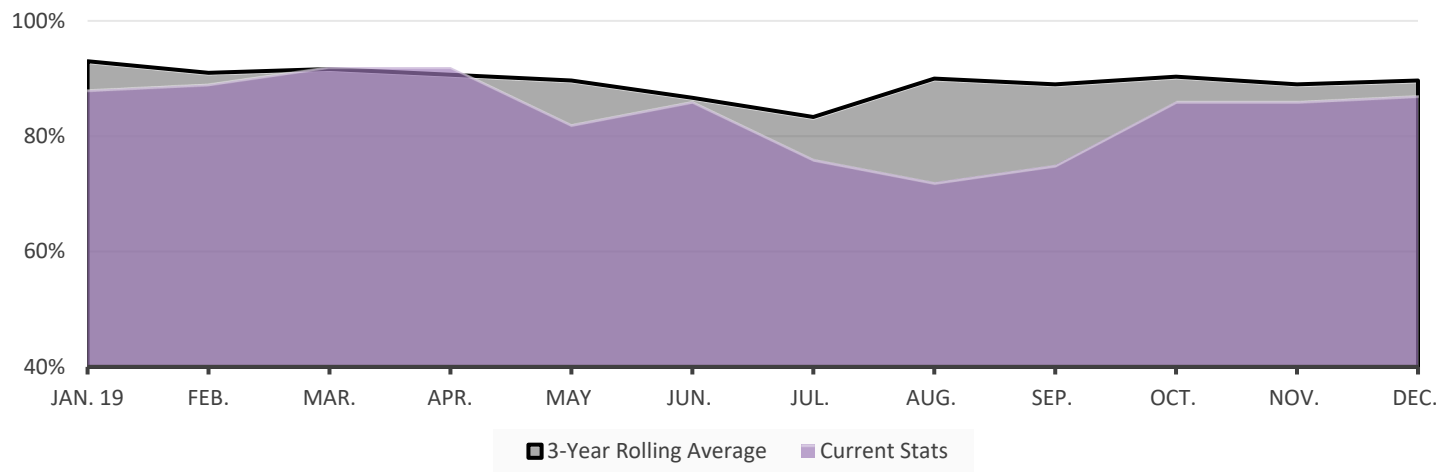
*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

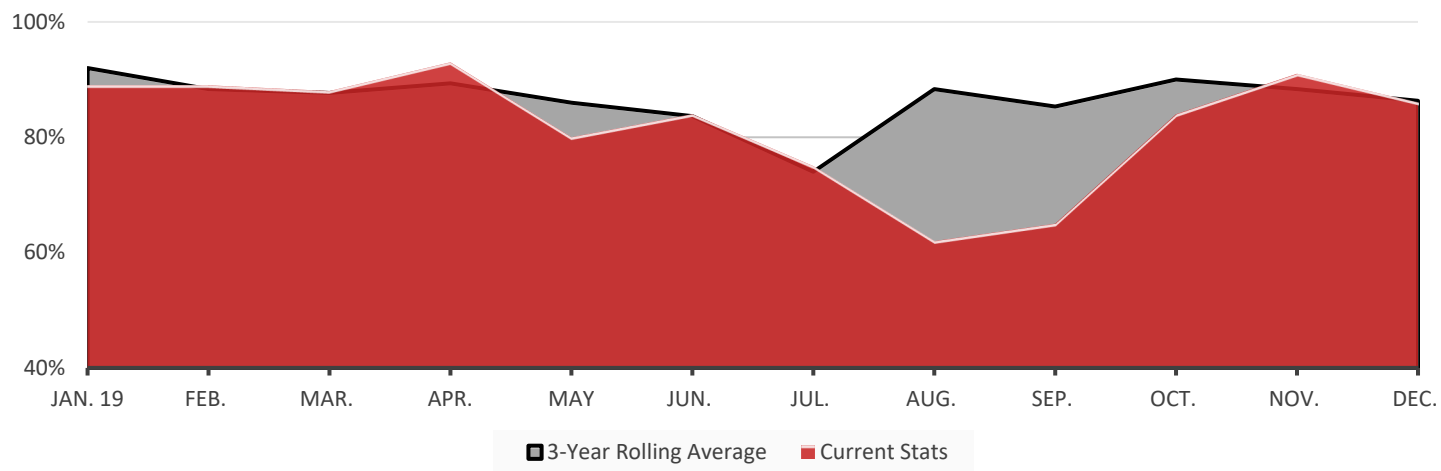
	System Wide			Fredericksburg Line			Manassas Line		
	Dec.	Jan.	Feb.	Dec.	Jan.	Feb.	Dec.	Jan.	Feb.
Total late trains	69	74	62	37	36	29	32	38	33
Average minutes late	14	23	13	15	29	11	14	17	14
Number over 30 minutes	5	10	2	3	6	0	2	4	2

ON-TIME PERFORMANCE

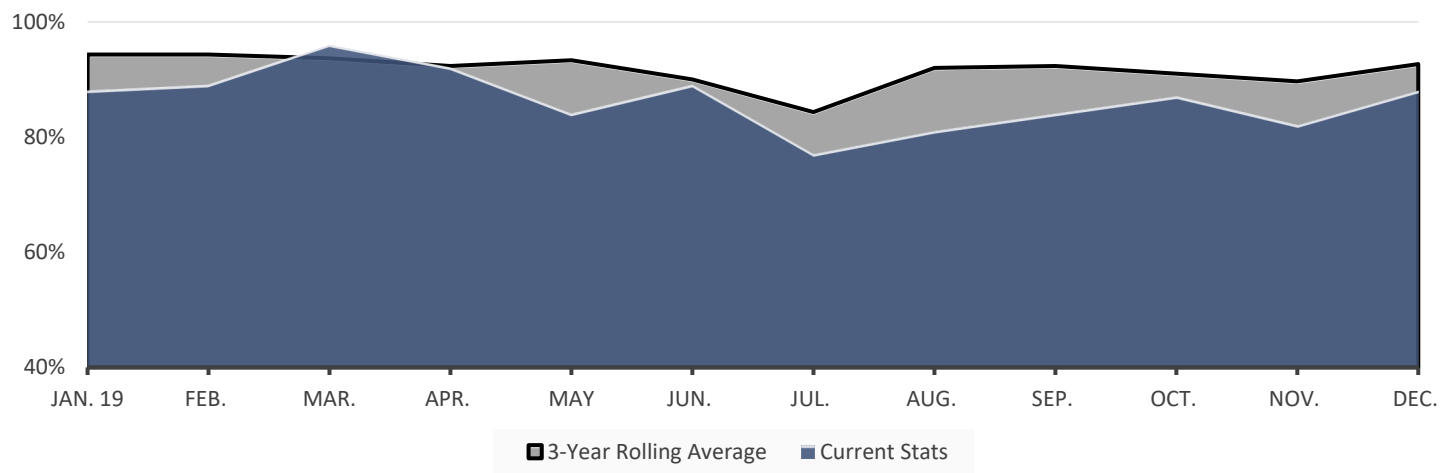
VRE SYSTEM



FREDERICKSBURG LINE

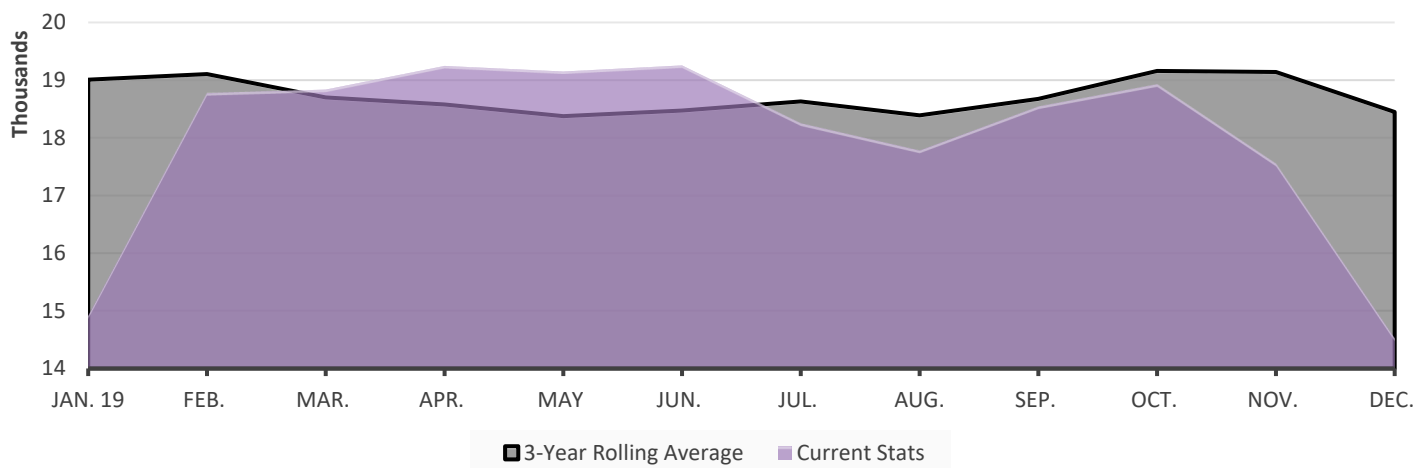


MANASSAS LINE

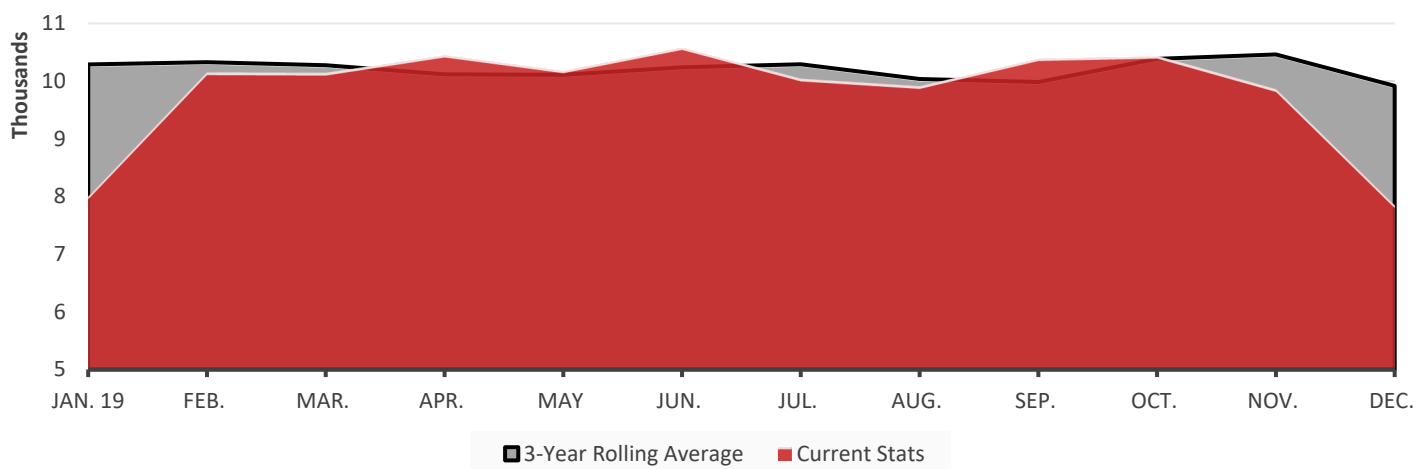


AVERAGE DAILY RIDERSHIP

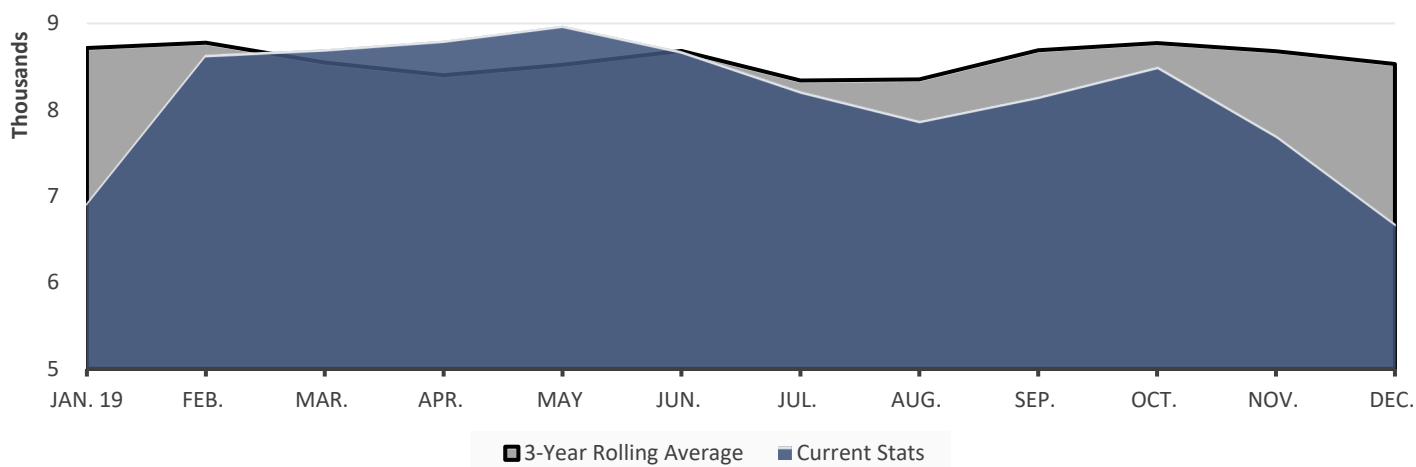
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



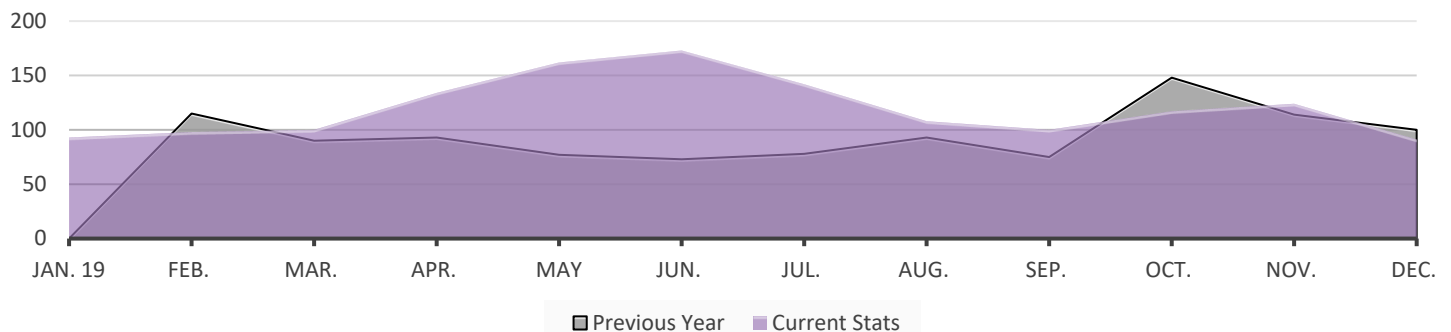
RIDERSHIP UPDATES

Average daily ridership (ADR) in February was approximately 18,800.

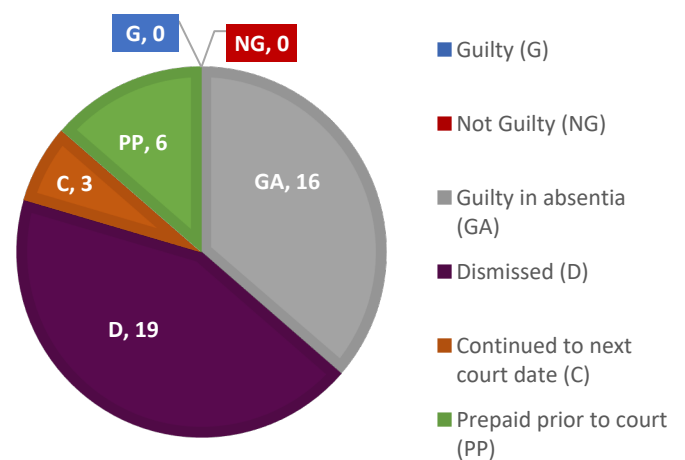
	February 2019	January 2019	February 2018
Monthly Ridership	337,964	298,263	363,591
Average Daily Ridership	18,776	14,913	19,136
Full Service Days	18	20	19
"S" Service Days	0	0	0

SUMMONSES ISSUED

VRE SYSTEM

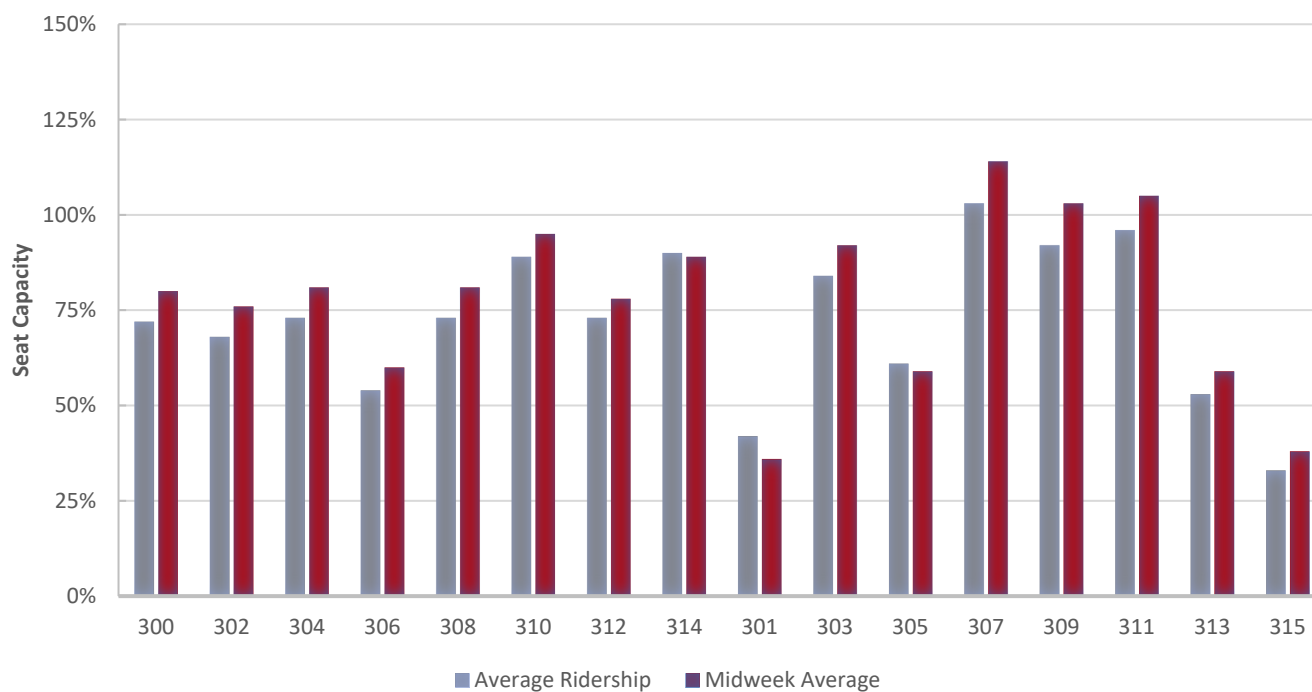
SUMMONSES WAIVED
OUTSIDE OF COURT

Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	20
One-time courtesy	5
Per the request of the conductor	17
Defective ticket	0
Per Ops Manager	0
Unique circumstances	0
Insufficient information	3
Lost and found ticket	0
Other	0
Total Waived	45

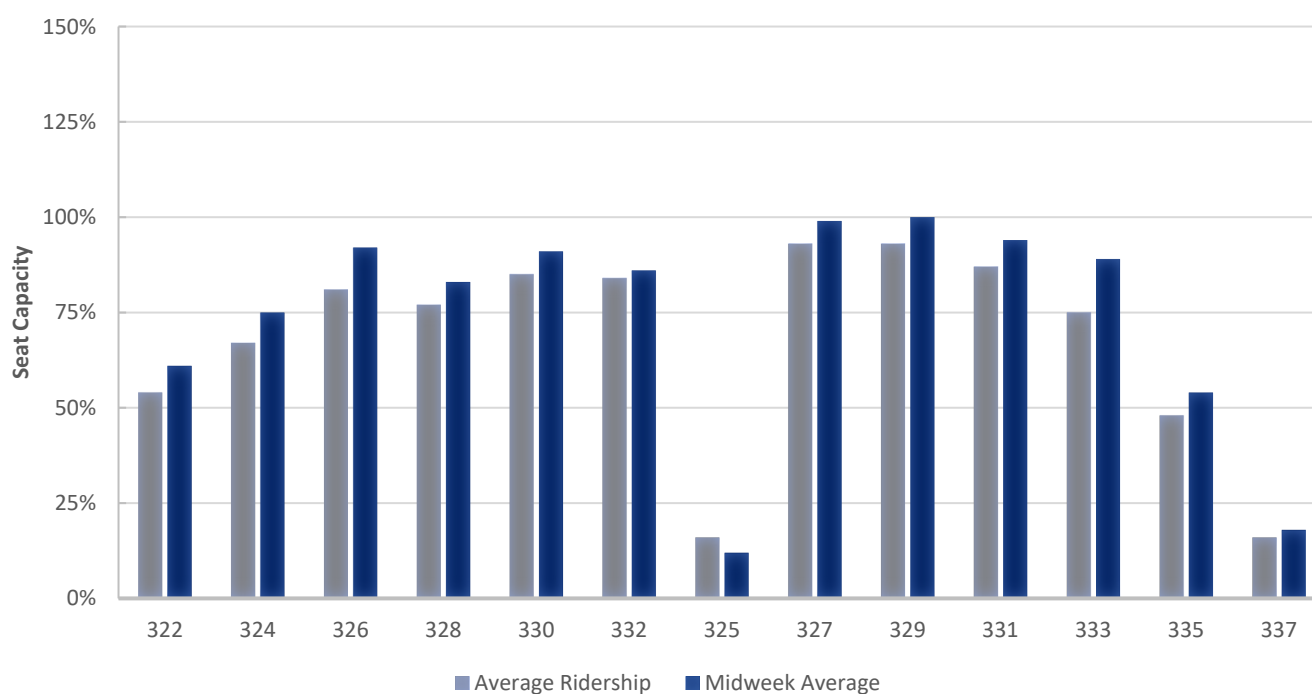
MONTHLY SUMMONSES
COURT ACTION

TRAIN UTILIZATION

FREDERICKSBURG LINE

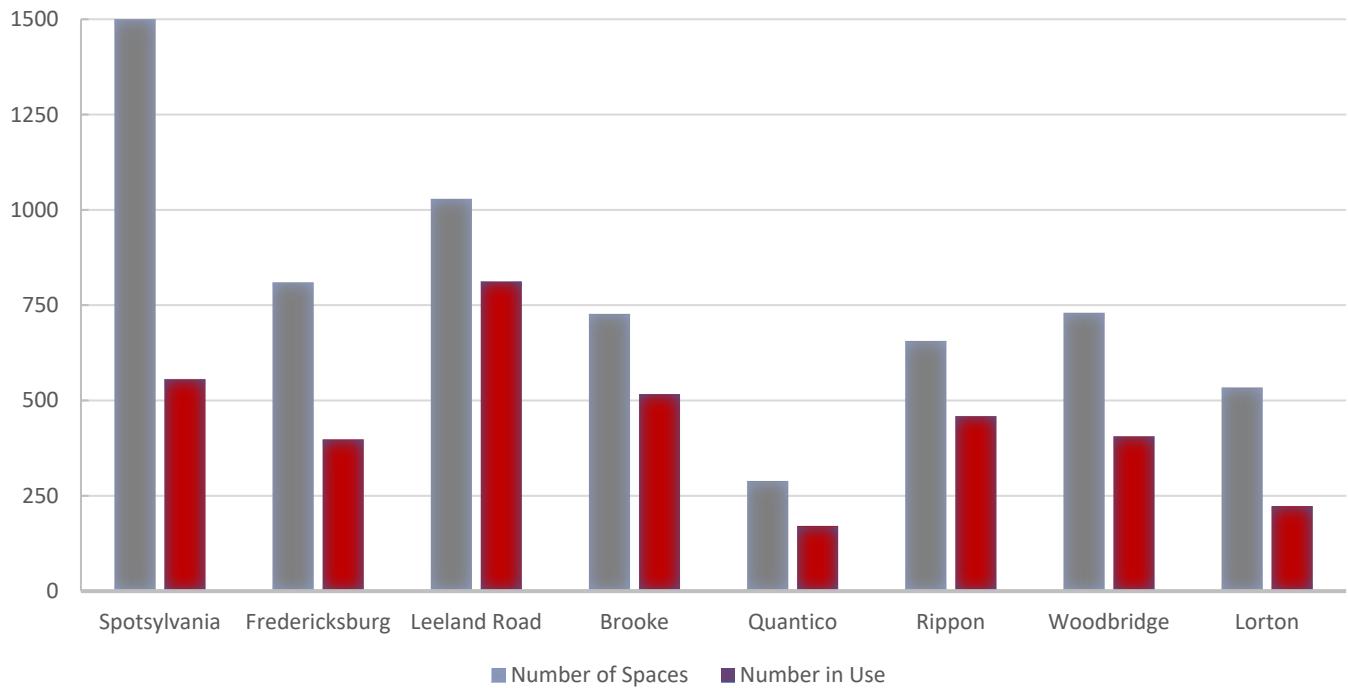


MANASSAS LINE

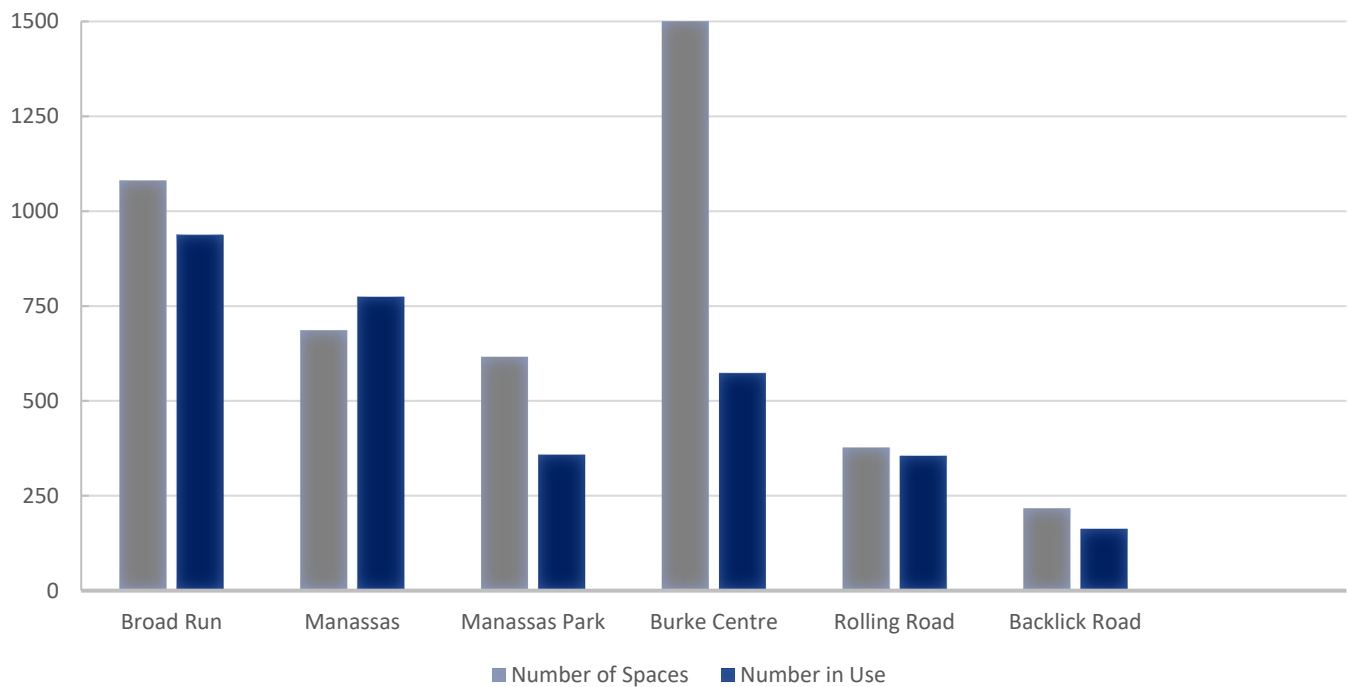


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first eight months of FY 2019 is approximately \$360,000 below budget (an unfavorable variance of -1.3%) and is 1.9% below the same period in FY 2018.

Ridership for most of January was down approximately 20-25% from normal levels due to the partial federal government shutdown from December 22, 2018 through January 25, 2019. However, revenue for the month was down only 5-10% due to the significant majority of customers who had preordered multi-ride passes. Since late January, ridership and revenue have returned to pre-shutdown levels.

The operating ratio through February is 54%, which is above VRE's budgeted operating ratio of 52% for the full twelve months of FY 2019. VRE is required to budget a minimum operating ratio of 50%.

A summary of the FY 2019 financial results through February follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2019 Operating Budget Report Month Ended February 28, 2018							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,341,481	3,222,400	27,623,593	27,984,000	(360,407)	-1.3%	42,400,000
Other Operating Revenue	4,007	17,100	304,847	148,500	156,347	105.3%	225,000
Subtotal Operating Revenue	3,345,488	3,239,500	27,928,441	28,132,500	(204,059)	-0.7%	42,625,000
Jurisdictional Subsidy (1)	-	-	17,767,748	17,767,748	-	0.0%	13,116,039
Federal/State/Other Jurisdictional Subsidy	2,459,271	2,513,832	20,451,741	20,627,997	(176,256)	-0.9%	31,388,025
Appropriation from Reserve/Other Income	-	75,240	-	653,400	(653,400)	0.0%	990,000
Interest Income	137,453	15,200	876,189	132,000	744,189	563.8%	200,000
Total Operating Revenue	5,942,211	5,843,772	67,024,118	67,313,645	(289,527)	-0.4%	88,319,064
Operating Expenses							
Departmental Operating Expenses	6,382,813	6,013,546	51,350,947	54,664,537	3,313,591	6.1%	82,050,714
Debt Service	510,344	510,273	4,082,919	4,082,185	(734)	0.0%	6,222,350
Other Non-Departmental Expenses	-	3,496	11,737	30,360	18,623	0.0%	46,000
Total Operating Expenses	6,893,156	6,527,315	55,445,602	58,777,083	3,331,480	5.7%	88,319,064
Net income (loss) from Operations	(950,945)	(683,543)	11,578,516	8,536,562	3,041,953		-
Operating Ratio			54%	51%	Budgeted	52%	Goal
						50%	

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

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Repairs to fascia and soffit at Woodbridge Station east building
2. Replacement of gutters and downspouts at Rippon Station
3. Replacement of Spotsylvania Station poster case
4. Manassas Park Station parking lot pothole repairs

Projects scheduled to be completed this quarter:

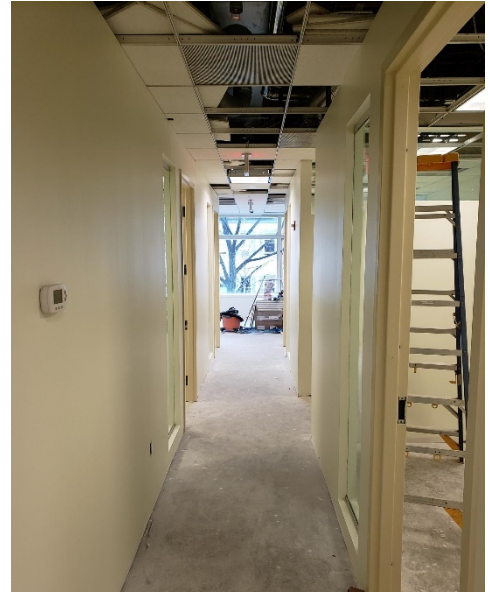
1. Replacement of tactile warning strip at L'Enfant Station
2. Repairs to platform concrete at L'Enfant Station
3. Issuance of IFB for painting of Franconia-Springfield Station
4. Repairs to erosion near Leeland Road Station retaining walls
5. Repairs to platform concrete at Manassas Station
6. Issuance of IFB for pavement repairs and striping at Rippon and Leeland Road Stations and Fredericksburg Lot G
7. Installation of automated parking count system at stations with parking lots

Projects scheduled to be initiated this quarter:

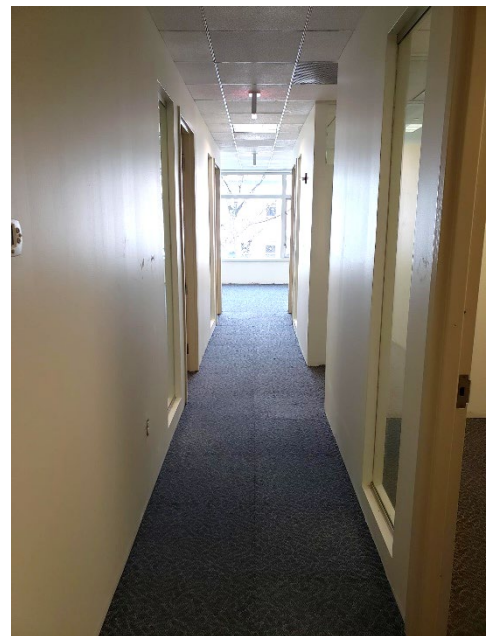
1. Design of Phase 2 renovations to Alexandria Headquarters Suite 202
2. Design of platform widening at L'Enfant Station
3. Replacement of signage at additional stations (locations TBD)

Ongoing projects:

1. Renovations to Alexandria Headquarters Suite 201
2. Development of specifications for modernization of east elevator at Woodbridge Station
3. Development of IFB for canopy roof replacement at Backlick Road Station
4. Replacement of parking lot entrance signs at various stations
5. Replacement of waste and recycling receptacles at various stations



VRE Suite 201 Renovations In Progress



VRE Suite 201 Renovations Nearly Complete

UPCOMING PROCUREMENTS

- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Construction Management Services for the Lifecycle Overhaul and Upgrade Facility
- Program Management Services
- Graphic Design Services
- Canopy Roof Replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station East Elevator
- Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Construction of Benchmark Road Slope Stabilization
- Construction of Rolling Road Platform Extension
- Purchase of LED Light Fixtures
- Construction of L'Enfant South Storage Track Wayside Power
- Variable Messaging System Replacement
- Tactile Strip Replacements
- Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G
- Franconia-Springfield Station Painting Services
- State Government Relations Services
- Engineering and Environmental Services for the VRE Crystal City Station Improvements

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects:

Completed projects or major project milestones:

1. VRE Transit Development Plan (TDP) Update
2. New York Avenue Midday Storage Replacement Facility—Amtrak comments on concept design will be addressed during preliminary design; environmental documentation submitted to FTA for approval

Projects or project phases scheduled to be completed this quarter:

3. Brooke Station Improvements – Draft 30% Complete Plans
4. Lorton Station Improvements – Draft 60% Complete Plans
5. Franconia-Springfield Station Improvements – Draft 60% Complete Plans

Projects or project phases scheduled to be initiated this quarter:

6. Invitation for Bids (IFB) for Rolling Road Station Improvements
7. Final design and construction of temporary platform for Quantico Station Improvements
8. Project Development for L'Enfant Station Improvements
9. RFP advertised for LOU Construction Management

Ongoing projects:

10. Broad Run Expansion (BRX)
11. Manassas Park Parking Improvements
12. Rolling Road Station Improvements
13. Crossroads Maintenance and Storage Facility (MSF) – Land Acquisition
14. Lifecycle Overhaul & Upgrade Facility (LOU)
15. Leeland Road Station Improvements
16. Brooke Station Improvements
17. Quantico Station Improvements
18. Rippon Station Improvements
19. Lorton Station Improvements
20. Franconia-Springfield Station Improvements

21. Alexandria Station Improvements
22. Alexandria Station Track I Access (Slaters Lane)
23. Crystal City Station Improvements
24. L'Enfant Train Storage Track - South
25. L'Enfant Station Improvements
26. New York Avenue Midday Storage Facility
27. Potomac Shores VRE Station – *design by others*
28. Long Bridge Project Environmental Impact Statement (EIS) - *study by others*
29. Washington Union Station Improvements Environmental Impact Statement (EIS) - *study by others*
30. DC2RVA Environmental Impact Statement – *study by others*

Projects Progress Report to Follow

PASSENGER FACILITIES

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

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

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

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

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

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

ESTIMATED COSTS (\$)						STATUS		
Total ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date		
31,875,014	31,875,014	-	2,382,759	2,193,257	90%	4th QTR 2020	●	VRE Ops. Board approved revised design contract; design underway.
7,000,000	7,000,000	-	467,500	270,000	60%	2nd QTR 2019	●	Materials being delivered to site.
2,400,000	400,000	2,000,000	-	-	5%	4th QTR 2020	●	Design work on east platform only; west platform improvements unfunded.
13,000,000	13,000,000	-	*	341,361	30%	4th QTR 2022	●	PE design and EC complete; FD start pending with anticipated completion 4th QTR 2019.
16,150,000	16,150,000	-	*	417,438	30%	4th QTR 2022	●	PE design and EC complete; FD start pending with anticipated completion 4th QTR 2019.
16,634,793	16,634,793	-	*	382,584	20%	4th QTR 2023	●	PE design/EC completion pending CSXT design review with anticipated completion in 3rd QTR 2019.
No costs for VRE. Private developer providing station.					10%	TBD	●	Potomac Shores VRE Station 30% re-design initiated to include parking structure.
18,372,949	18,372,949	0	-	-	30%	TBD	●	FD start 1st QTR 2019. SMART SCALE grant agreement pending.
23,391,019	23,391,019	-	*	298,998	20%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 3rd QTR 2019.
15,527,090	15,527,090	-	*	311,604	20%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 3rd QTR 2019.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022	●	FD underway. Meeting scheduled with Governing Body to discuss value engineering recommendations.
2,000,000	2,000,000	-	442,900	335,534	80%	3rd QTR 2020	●	Invitation for Bids (IFB) pending start 2019 construction season and NS Construction Agreement.
49,940,000	5,410,000	44,530,000	399,121	393,642	100%	2nd QTR 2023	■	DRPT LONP received. Completion of PE design & EC pending execution of REF grant by DRPT.
70,650,000	3,226,000	67,424,000	2,980,000	58,793	2%	2nd QTR 2023	●	DRPT LONP received. Real estate research in progress under LONP.

TRACK AND INFRASTRUCTURE

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

MAINTENANCE AND STORAGE FACILITIES

L'Enfant Train Storage Track - South	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work and	◆	◆	◆	N/A	●	●
Lifecycle Overhaul & Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	■
Crossroads Maintenance and Storage Facility - Land Acquisition	Acquisition of 16.5 acres of land, construction of two storage tracks and related site improvements.	◆	N/A	N/A	●	N/A	N/A
New York Avenue Midday Storage Facility	Midday storage facility replacement for Ivy City storage facility.	◆	●	●	●		

ROLLING STOCK

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

PLANNING, COMMUNICATIONS AND IT










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

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

STATUS: ◆ Completed ● Underway ■ On Hold

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

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

ESTIMATED COSTS (\$)						STATUS	
Total ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date	
32,500,000	32,500,000	-	33,285,519	30,578,003	90%	3rd QTR 2018	 Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,699,610	60%	3rd QTR 2019	 CSXT Construction Agreement received. CM underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	70%	TBD	 Completion of FD pending completion of land acquisition.
2,950,000	2,950,000	-	2,950,000	139,154	5%	TBD	 On-going discussions with property owner; purchase offer to the owner pending.
89,666,508	89,666,508	-	3,588,305	1,467,308	40%	4th QTR 2020	 Amtrak comments on concept design to be addressed as PE progresses. NEPA documentation submitted to FTA for approval.
75,264,693	75,264,693	-	69,457,809	47,915,644	70%	4th QTR 2020	 All cars received. Completion date reflects end of warranty period.
14,191,833	14,191,833	-	10,294,079	7,984,451	80%	4th QTR 2018	 Onboard installations ongoing.
137,230,000	83,825,501	53,404,499	5,222,796	4,468,476	90%	4th QTR 2022	 Completion of PE design and EC underway.
3,510,307	3,510,307	-	3,510,627	2,282,853	70%	3rd QTR 2019	 Big Commerce/Moovel collaboration underway for web based ticketing portal. Uplift to new platform scheduled for mid-summer.

VIRGINIA RAILWAY EXPRESS MAGAZINE

RIDE

ISSUE I, 2019

IN THIS ISSUE:

LONG BRIDGE STUDY (PAGE 2)

ONLINE FORUM ACTIVITY (PAGE 7)



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Homes

Ryan
Homes

SunCal

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IT'S THE LAW: VALIDATE BEFORE BOARDING

Don't wait to validate on VRE Mobile until the conductor asks for tickets. Your screen flashes for five minutes after validating to alert the conductor of your validation time.



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Editor in Chief: Cindy King

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FROM THE CEO

NEW YEAR, NEW COMMUNICATION EFFORTS



DOUG ALLEN
Chief Executive Officer

Some riders feel we send too many Train Talk e-mails, others say we don't send enough ... while of course for others, we send just the right amount. As part of our New Year, New Communications efforts, we're sending more update e-mails, however we're also giving you more control over the type of information you receive from us. As we move further into 2019 and categorize our alert e-mails, you can more easily update your subscription preferences from the "subscription preferences" link in the footer of all Train Talk emails. If you're someone who does not care to receive system VRE News, simply opt out. Or if you do not follow when a train's GPS is not working, opt out of the support system notifications.

You'll also notice this year that we're incorporating courtesy reminders, FAQs, and safety guidelines in Train Talk e-mails and into our social media posts. This is in response to rider requests, and we hope the additional exposure of the messages increases awareness of these topics among all riders.

Additionally, you may have noticed that our website, vre.org, has a new look. Our new menu allows you to dive deeper into our site with less clicks, and you can now get a quick overview of holidays, special events and more through the operational calendar on the homepage. Additional website improvements are coming, so please be on the lookout for those in the coming months.

Sincerely,

DOUG ALLEN
Chief Executive Officer
Virginia Railway Express



RIDE
MONTHLY VRE RIDER E-NEWSLETTER



**Train Talk meets RIDE
magazine. Look for the next
newsletter in your inbox.**

Cover image: RIDE magazine enthusiasts boarding in Spotsylvania.



LONG BRIDGE

STUDY TO IMPROVE RAILROAD CAPACITY

WHAT IS THE LONG BRIDGE?

The Long Bridge is the only railroad bridge connecting Virginia to Washington, D.C. As such, our trains must use the bridge between Crystal City, L'Enfant and Washington Union Station. This steel truss bridge built in 1904 has only two tracks, resulting in a system bottleneck with the competing rail time needs of CSX freight trains, Amtrak intercity passenger trains, and our commuter rail service.

THE LONG BRIDGE PROJECT

The Long Bridge Project aims to provide additional railroad capacity as the need to increase the number of trains in the region grows, as well as improve the reliability of railroad service through the area. To address the capacity issues and improve resiliency long-term, the project consists of potential improvements to the Long Bridge and related railroad infrastructure located between the Rosslyn (RO) Interlocking near Long Bridge Park in Arlington, Virginia and the L'Enfant (LE) Interlocking near 10th Street SW in the District.

LONG BRIDGE AND NEPA

The National Environmental Policy Act (NEPA) requires federal agencies to assess the environmental effects of their proposed actions prior to making decisions. NEPA is an “umbrella” law that encourages integrated compliance with other environmental laws so that a proposed project’s impacts are comprehensively evaluated before implementation.

The Long Bridge Project’s compliance with NEPA will include preparation of a Draft Environmental Impact Statement (EIS) that will be made available for public comment. The Federal Railroad Administration (FRA) is the lead Federal agency for the EIS. The District Department of Transportation (DDOT) is the local lead agency.

PROJECT ACTIVITY

In November 2018, the FRA and DDOT announced a project approach to be analyzed in the Draft Environmental Impact Statement (DEIS) currently under development. The DEIS will analyze retaining the current two-track bridge in addition to building a new two-track crossing upstream (from the existing bridge) – providing a total of four tracks in the Long Bridge corridor.

A separate bicycle and pedestrian bridge between the proposed new Long Bridge and the existing WMATA Yellow Line bridge will also be analyzed in an effort to mitigate impacts to publicly-owned park land.

VRE'S INVOLVEMENT

VRE is a cooperating agency in the environmental process and continues to collaborate with the FRA, DDOT, CSX Transportation (the owner of the bridge), and the Virginia Department of Rail and Public Transportation.

VRE will continue to work with the DEIS study partners, with the goal of publishing a Draft EIS in the Summer of 2019. This will be followed in the Spring of 2020 by a Final EIS and Record of Decision signaling the completion of the environmental process.



For more, visit:

longbridgeproject.com

DEIS Alternatives Recommended

1. Satisfy Purpose and Need:
 - a. Add railroad capacity
 - b. Provide network connectivity
 - c. Enhance Railroad resiliency and redundancy
2. Retain existing two track bridge and construct new two track bridge upstream. Estimated conceptual costs: \$1.3 to \$1.6 B; 5 years to construct
3. Potential Section 4(f) Mitigation

Mitigation

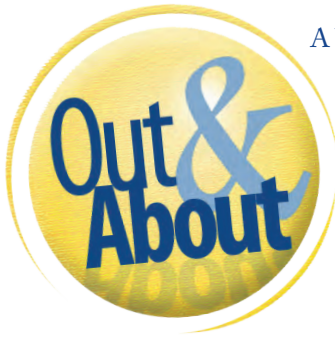
Construct new and independent bike/pedestrian crossing between new Long Bridge and existing WMATA Yellow Line bridge

Schedule

1. Publish Draft EIS Summer 2019
2. Publish Final EIS Spring 2020 and execute Record of Decision (Includes mitigation commitments)

Funding/Project Delivery Options

1. Identify project sponsor
2. Find funding for final design and construction
3. Explore project delivery options



A WORLD AT WAR ART EXHIBIT (FREE)

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April 20 from 11 AM - 4 PM

Over 20 businesses display creative dioramas using Easter peeps. Visit each participating shop (designated with yellow balloons) to view what amazing things the peeps will be doing and vote for your favorite display! Hosted by the Occoquan Merchant Guild. The Town invites the Occoquan community to participate in crafting and displaying their own Peep diorama creations with the Town of Occoquan Community Peeps Contest! Winners will receive a \$25 gift certificate to any business in town!

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Recurring weekly on Saturday and Sunday until April 28

Departs from Cameron & Union Streets, Alexandria, VA

Traverse the Potomac River from Old Town Alexandria and cruise past the cherry blossoms in Washington, D.C. on the Washington's Monuments Cruise by Potomac Riverboat Company. View and listen to the history of the iconic monuments, memorials and bridges as the D.C. region awakens to spring. See beautiful cherry blossom trees as you glide past Hains Point and head onward to Georgetown. The cruise is 45 minutes one-way and approximately 90 minutes round-trip and is offered Saturdays and Sundays beginning March 23, 2019 and throughout peak cherry blossom season.

ONE LOVE: CELEBRATION OF LIFE WITH THE ARTS (FREE)

April 26 from 6:00 PM - 10:00 PM

One Love is a trans-formative 3-day multi-media art event that is a celebration of life and our diverse artistic community. The event is designed to give artists a platform to perform, share and leverage their art to the betterment of the community, while raising awareness and inspiring hope for the love of all artistic platforms.



PROJECTS FOR THE RIDE ... TO KNIT OR CROCHET?

One of our conductors asked us to write a story about the types of projects people do while riding the train. He commented he's seen a number of people over the years knitting, crocheting, and working on needlepoint projects. Here's a shout out to our experienced crafters onboard – way to enjoy your ride by creating something!

If you're not yet using your ride to craft, but would like to, we'd like to offer some insight on the differences between knitting and crocheting to help guide your choice on a first project.

Knitting

Both knitting and crocheting use yarn, but knitting is done with two knitting needles and the stitches are loops. Knitting can be easier to learn than crocheting, and produces smaller stitches. Only two stitch types are used: the knit and purl. The process requires moving stitches from one needle to the other, then back again. Knitting requires patience, but many patterns are available.

Crocheting

Crocheting is performed with just one crochet hook and the stitches look bumpier than knitting. Crochet stitches build from each other and range from short and small to tall and twisty. The most common stitches are the single crochet and double crochet stitches. Crocheting is perfect for creative types who don't mind making mistakes.



SHARE WITH US! #VRECRAFTS



FREDERICKSBURG STATION HISTORY

Fredericksburg sits on the banks of the Rappahannock, at the head of river navigation, which has made it an important site since colonial times. The Virginia General Assembly established a fort in the area in 1676, just south of the present city. In 1720, the Assembly established a new county, Spotsylvania (after the governor) and established Fredericksburg in 1728 as a river port for the 18-century settlers. Named for Frederick, Prince of Wales, son of George II, the streets bore names of the royal family.

The city is closely associated with George Washington, whose family moved in 1738 to a farm in Stafford County, across the Rappahannock from Fredericksburg, so that Augustine Washington could live closer to the Accokeek Creek Iron Furnace, which he managed. The house—uncovered finally in an archaeological dig in July 2008—was central to the Washington family from the 1740s until 1772, when Mary Washington moved across the river to Fredericksburg.

Rail service has been important in Fredericksburg since the Richmond, Fredericksburg and Potomac Railroad (RF&P) was chartered in 1834 to run a line from Richmond up to the Potomac River at Aquia Creek. The original Fredericksburg train station was a ground-level stationhouse, and the area adjacent to the tracks was once Fredericksburg's industrial and commercial corridor.

Throughout the Civil War, control of the railroad through Fredericksburg was of strategic importance due to its position midway between Washington, D.C. and Richmond, Virginia, the opposing capitals.

During the Battle of Fredericksburg in early December of 1862, the town sustained significant damage due to bombardment and looting at the hands of Federal troops, who were in turn devastated at Confederate hands. After the war, Fredericksburg recovered its position as a center of local trade and expanded.

By 1872, rail connections went through to Washington, D.C., giving this portion of Virginia an all-rail route from Richmond and across the Potomac to Washington.

Concerned about rapid and safe transport of goods during World War I, the Federal Government established the Railway Express

Agency (REA) in 1917 to utilize existing railroad for small package and parcel transit. The REA expanded rapidly with small offices across the country, and with railroads as a catalyst for then-modern concepts like standardization of time through time zones and accelerated delivery, many came to depend on the REA for their shipping needs.

The Fredericksburg REA office was constructed around 1927, replacing a two-story wood frame American Railway Express Depot structure and taking on an odd shape as a result of a spur line that branched off the main rail line. Fredericksburg's REA office, or better known as the "Railway Express Depot," used the nearby RF&P tracks until REA dissolved in 1975.

The "Fredericksburg Railway Express Depot" is one in a series of railroad buildings that represents an era of unprecedented national interconnection. The RF&P railroad company buildings in Fredericksburg included architectural detailing reflecting the prosperity and dominance of the railroad in the national economy. The Railway Express Depot, however, was more utilitarian and traditional for a train/warehouse district, although the building exhibits excellent brickwork. The exterior of the building remains relatively unchanged, and the interior has been renovated within the city's historical guidelines.

The Railway Express Depot is recognized as a contributing building to the Fredericksburg Historic District. The Fredericksburg Historic District is listed on both the Virginia Landmarks Register and the National Register of Historic Places.

Today, Fredericksburg is a rapidly growing region in Northern Virginia; however, it still retains its 40-block historic district. For example, one block from the Rappahannock River waterfront, sits the 1910 brick railroad station structure built by the RF&P, which has most recently been occupied by the German restaurant, Bavarian Chef. This, along with the surrounding memorial battlefield monuments has led Fredericksburg to be aptly nicknamed, "America's most historic city." RF&P was succeeded by CSX after the RF&P ceased operating in 1991.

It's a Snap!



ONE

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ONE

assistance

E-mail:

or call:

703-684-1001

VRE MOBILE UPDATE

- Protection against accidental validation of multiple tickets
- More intuitive process for purposeful multiple ticket validation
- Improved ticket purchase flow

On a much at: v us in mo

On a related note, we're happy to announce the much awaited results of the Rate My Ride survey at: vre.org/RateMyRide. Please continue to rate us in VRE Mobile, and check the webpage for monthly updates on how we're scoring.



RECENT **ONLINE FORUM** ACTIVITY



Nathan
from VA

Is that bridge slowing us down fixed yet?

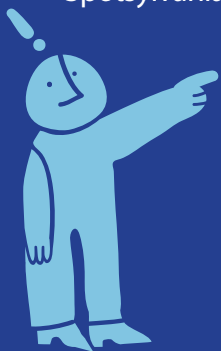
VRE Response: If you are referring to the bridge on Track 1 south of Alexandria, it was replaced and back in service in mid December.



Ryder from
Spotsylvania

The yellow steps for the short platforms ... they are often stashed in the luggage rack.

VRE Response: The step boxes should be stored in the luggage rack, however, if the space is needed, the conductor will move it to another location.



Jessica from
Woodbridge

Can we have more trains running at different times? Why does it (service) stop going into DC at 8:25am?

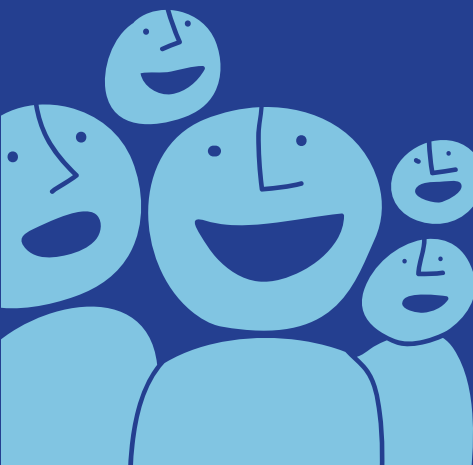
VRE Response: Thanks for the questions Jessica. Our current schedules are set-up to match the peak demand for commuters. While we are always reevaluating the service, we have not seen enough demand either later in the mornings for inbound service, or later in the evenings for return service.

If I can get WiFi on an airplane, why is it impossible on the VRE?

VRE Response: The dead spots throughout our service area which you experience when trying to use your cell phone would create an inconsistent, poor quality WiFi experience. We'll look at WiFi when a viable solution for the poor coverage can be found.



Anon from
Manassas



Have questions? Join VRE's **Online Forum** the first Wednesday of each month at noon.
vre.org/chatterbox

Philharmonic
ORCHESTRA
UNIVERSITY OF MARY WASHINGTON
Dr. Kevin P. Bartram, Music Director

Gustav Holst's

THE PLANETS



with
guest
narrator
**LeVar
Burton**

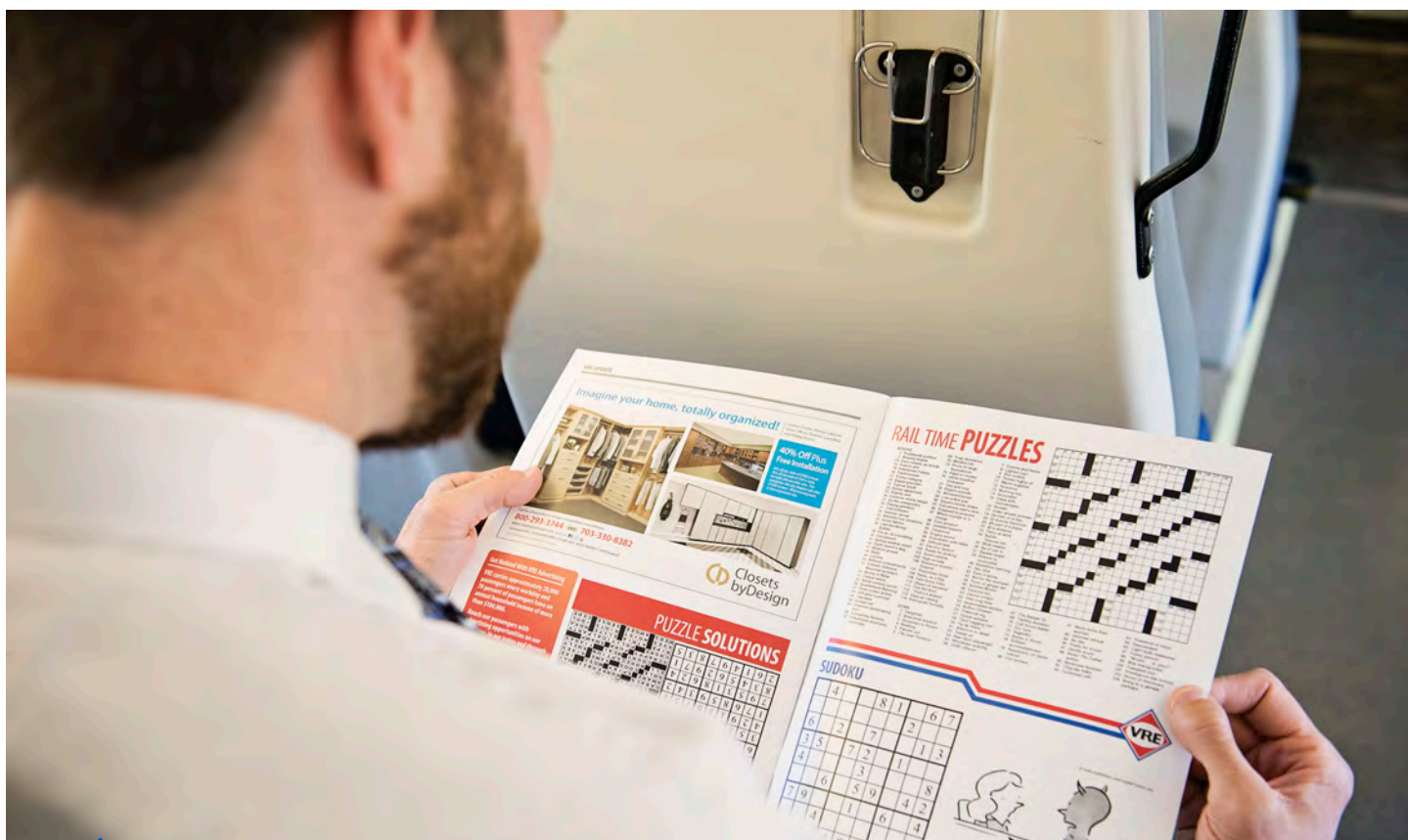
**Saturday, March 23
7:30 pm**

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Ideas, Likes, Critiques? RIDE Magazine Online Survey:
vre.org/ridesurvey

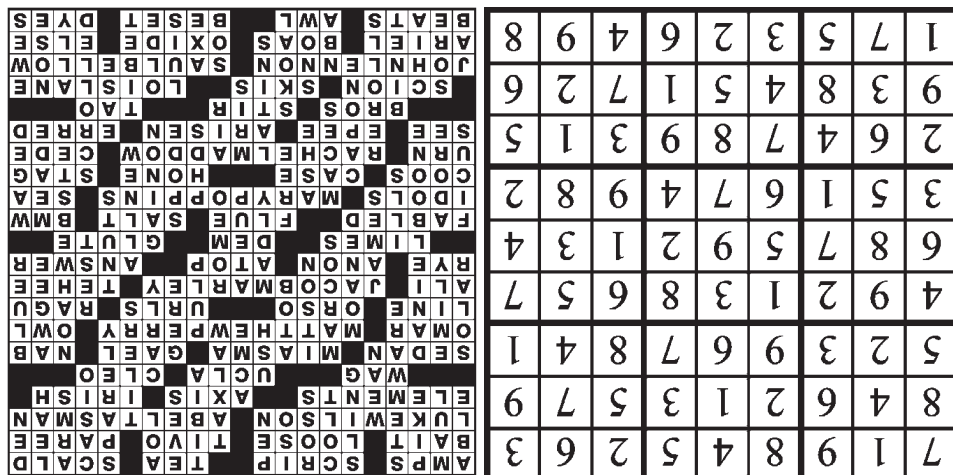
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PUZZLE SOLUTIONS



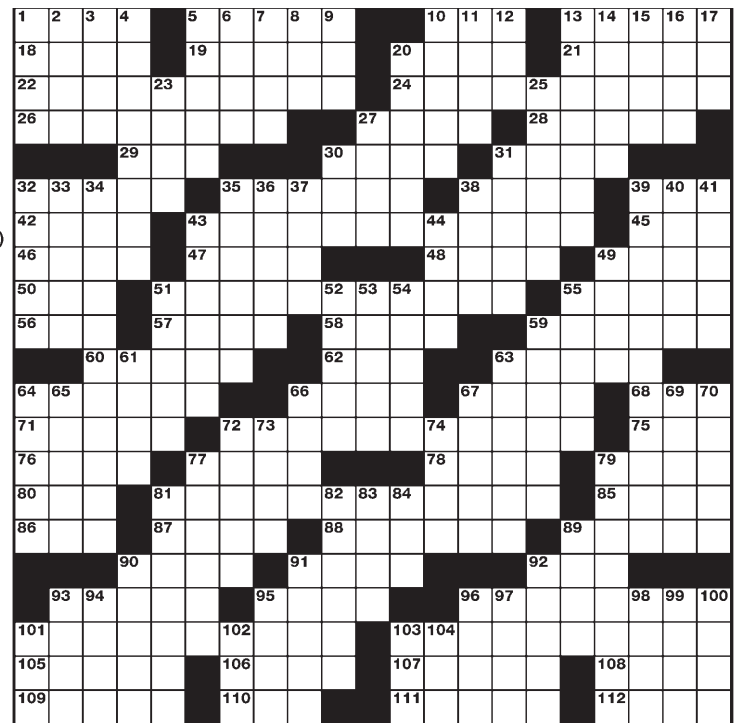
RAIL TIME PUZZLES

ACROSS

- 1 Sound boosters
5 Temporary money
10 Beverage made from bags
13 Cookbook direction
18 Angler's buy
19 Like 10 Across not in bags
20 VHS successor
21 Arch city of song
22 Legally Blonde actor
24 First European to reach New Zealand
26 Component parts
27 Line of rotation
28 People from Mayo
29 Droll wit
30 The Bruins' sch.
31 Nile queen nickname
32 Roomy auto
35 Unpleasant atmosphere
38 Certain Scot
39 Catch red-handed
42 General Bradley
43 Commodore who visited Japan
45 Symbol of wisdom
46 Bit of dialogue
47 "... it would seem"
48 WWW addresses
49 Aunt Millie's alternative
50 Common Arab prename
51 Scrooge's partner
55 Snicker sound
56 Some sandwiches' surroundings
57 Poetic "soon"
58 Perched upon
59 Problem's solution
60 Green garnishes
62 "Dose" people
63 Bodybuilder's muscle
64 Legendary
- 66 Sooty spot
67 Natural deicer
68 Munich automaker
71 Admired ones
72 Andrews Oscar role
75 Neptune's domain
76 Certain bird calls
77 Matter under investigation
78 Improve, as a skill
79 Antlered beast
80 Caterer's vessel
81 MSNBC host
85 Hand over formally
86 Persevere with, with "out"
87 Pentathlete's sword
88 On one's feet
89 Went wrong
90 The Warners, for short
91 Cookbook direction
92 Confucianism concept
93 Descendant
95 Sticks on snow
96 Superman story regular
101 "Imagine" singer
103 Herzog novelist
105 Disney mermaid
106 Anaconda cousins
107 Zinc ointment
108 Other than that
109 Sounds from stethoscopes
110 Saddler's tool
111 Embattled
112 Turns green, perhaps
- 7 One of the *Friends* friends
8 Starter like equi-
9 Farm structure
10 Knee-ankle link
11 *Diary* (Twain book)
12 Verizon's ISP
13 In a frugal manner
14 Timex competitor
15 Equips for combat
16 Remini of *Kevin Can Wait*
17 Dragon's home
20 CPA's expertise
23 Withdraw gradually
25 Mosaic artists
27 Anvil vendor of cartoons
30 Show to a seat, informally
31 Singer Simon
32 Renewable energy
33 Post of etiquette
34 Early American folk hero
35 Former Philippine leader
36 "Your show is starting"
37 Small step
38 *Pretty Woman* star
39 Legendary lexicographer
40 "That's too bad!"
41 More forlorn
43 Expressed dismay
44 Fruit's edible matter
49 What's left
51 Most common presidential prename
52 With great ardor
53 Enjoyed immensely
54 Beau of the Bard
55 Wide-head fasteners
59 TV promo promise

DOWN

- 1 Up to the task
2 Injure severely
3 Toll road
4 Goblets, for instance
5 David's launcher
6 Revolver innovator



- 61 Reformer's targets
63 Draw closer to
64 Fig-bearing tree
65 Venerate
66 Not booked
67 China from England
69 Victor at Gettysburg
70 Carried on
72 Ceremonial clubs
73 ESPN's Arthur
74 Academia designations
- 77 *The Untouchables* villain
79 Paged (up or down)
81 Backgammon do-overs
82 Cato and Cassius
83 Sports docs' tests
84 Bubble wrap's interior
89 Lessen, as stress
90 IQ test pioneer
91 Scandinavian toast
92 Himalayan region
- 93 Carrying a grudge
94 "Pet" that's a plant
95 Chilly powder
96 San __ Obispo, CA
97 Chaucer-era "ancient"
98 One on your side
99 Wine's bouquet
100 Shes in leas
101 Mocking remark
102 Court group
103 Cry audibly
104 Hatchet, for instance

SUDOKU

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		8				7		
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VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

April 12, 2019

**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 15, 2019 VRE Operations Board Meeting
5. Chairman's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Consent Items:
 - A. Authorization to Issue an Invitation for Bids for Construction of the Lifecycle Overhaul and Upgrade Facility



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

- B. Authorization to Issue a Request for Proposals for New Passenger Railcars through a Joint Procurement with Chicago Metra
- 9. Action Items:
 - A. Authorization to Execute a Contract for Enterprise Resource Planning Implementation Management and Development Services
 - B. Authorization to Execute a Contract for Repair and Overhaul of Passenger Car HVAC Assemblies
 - C. Authorization to Execute a Contract for Mail Order Ticketing Services
 - D. Authorization to Execute a Sole Source Contract for the Sale of VRE Fare Media
- 10. Information Items:
 - A. Fare Collection System Update
 - B. Spending Authority Report
- 11. Closed Session
- 12. Operations Board Member's Time

**The Next VRE Operations Board Meeting
May 17, 2019 - 9:00 am at PRTC**



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

April 12, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
*Elizabeth Bennett-Parker (NVTC)
*Maureen Caddigan (PRTC)
*John Cook (NVTC)
*Katie Cristol (NVTC)
*Mark Dudenhefer (PRTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Wendy Maurer (PRTC)
*Martin Nohe (PRTC)
*Pamela Sebesky (PRTC)
*Gary Skinner (PRTC)

Jurisdiction

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

Members Absent

Sharon Bulova
Jennifer Mitchell (DRPT)

Fairfax County
Commonwealth of Virginia

Alternates Present

*Michael McLaughlin (DRPT)
Todd Horsley (DRPT)

Commonwealth of Virginia
Commonwealth of Virginia

Alternates Absent

Canek Aguirre (NVTC)
Ruth Anderson (PRTC)
Pete Candland (PRTC)
Jack Cavalier (PRTC)
Hector Cendejas (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
Jeff McKay (NVTC)
Cindy Shelton (PRTC)
Paul Trampe (PRTC)
Mark Wolfe (PRTC)

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

*Voting Member

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

Staff and General Public

Doug Allen – VRE
Monica Backmon – NVTA
Paolo Belito – Prince William County
Matt Cheng – NVTC
Rich Dalton – VRE
Karen Finucan Clarkson - VRE
Chris Henry – VRE
Pierre Holloman – Arlington County
John Kerins – Keolis
Mike Lake – Fairfax County
Lezlie Lamb – VRE

Bob Leibbrandt – Prince William County
Steve MacIsaac – VRE Legal Counsel
Betsy Massie – PRTC
Kate Mattice – NVTC
Ryan McManus – Prince William County
Becky Merriner – PRTC
Kristin Nutter – VRE
Aimee Perron Siebert – Hillbridge Group
Mark Schofield – VRE
Steve Sindiong – City of Alexandria

Chair Cristol called the meeting to order at 9:17 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

Ms. Maurer moved, with a second by Ms. Sebesky, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Approval of the Minutes of the March 15, 2019 VRE Operations Board Meeting – 4

Ms. Caddigan moved, with a second by Mr. Kelly, to approve the minutes from March 15, 2019. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Kelly, Lawson, McLaughlin, Nohe, Sebesky, and Skinner. Mr. Dudenhefer and Ms. Maurer abstained.

Vice Chair's Comments - 5

- Chair Cristol announced there will be a new process for the CEO's evaluation this year.
- The CEO Evaluation committee meeting has been changed from May to June.
- Chair Cristol reminded the members of the Finance Committee (formerly the "Capital Committee") they will meet next month after the Board Meeting.

Chief Executive Officer's Report – 6

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

- VRE held Annual Roadway Worker Protection certification and recertification classes for staff, contractors and other personnel who work on or around platforms and yards.
- Mr. Allen asked Mr. Dalton to brief the Board on the status of PTC Implementation.
 - As of April 11th, all VRE trains are operating under PTC.
 - Chair Cristol recognized the immensity and complexity of PTC Implementation, and congratulated Mr. Dalton and his team on achieving this milestone.
- Preliminary Average Daily Ridership for March was 18,559.
- On-time Performance was 82% for the month of March.
- Mr. Allen introduced VRE's new Public Affairs Administrator, Karen Finucan Clarkson.
- VRE's Automatic Parking Counter system has been installed at all locations where VRE provides parking.

- Parking data is linked and accessible on the website and VRE Mobile.
- Ms. Perron Seibert briefed the Board on the conclusion of the 2019 session of the Virginia General Assembly and issues related to or impacting VRE; specifically, a new source of funding the state can use for transportation projects.

Public Comment Time – 7

Chair Cristol opened the floor for public comment time. There were no speakers.

Approval of the Consent Agenda – 8

Ms. Maurer moved, with a second by Ms. Bennett-Parker, to approve the Consent Agenda. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

- Authorization to Issue an Invitation for Bids for Construction of the Lifecycle Overhaul and Upgrade Facility– 8A
- Authorization to Issue a Request for Proposals for New Passenger Railcars Through a Joint Procurement with Chicago Metra – 8B

Action Items – 9

Authorization to Execute a Contract for Enterprise Resource Planning Implementation Management and Development Services – 9A

Ms. Maurer moved, with a second by Ms. Sebesky, to authorize the CEO to execute a contract with Computer Aid, Inc. for Enterprise Resource Planning implementation planning and development services.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Authorization to Execute a Contract for Repair and Overhaul of Passenger Car HVAC Assemblies – 9B

Mr. Nohe moved, with a second by Ms. Sebesky, to authorize the CEO to execute a contract with TTA Systems, LLC for repair and overhaul of passenger railcar HVAC assemblies, renewing the components and modifying the assemblies to use R-407C refrigerant.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Authorization to Execute a Contract for Mail Order Ticketing Services – 9C

Mr. Nohe, moved, with a second by Mr. Dudenhefer, to authorize the CEO to execute a contract with The Convention Store, to provide the service of sale and delivery of VRE Fare Media to passengers by mail.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Authorization to Execute a Sole Source Contract for the Sale of VRE Fare Media – 9D

Mr. Skinner moved, with a second by Ms. Maurer, to authorize the CEO to execute a sole source contract with The Convention Store, for the sale of VRE fare media at its Connector and Commuter Store locations.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Information Items – 10

Fare Collection System Update– 10A

- The Scheidt & Bachmann ticket machines are undergoing an upgrade to ensure EuroPay Mastercard Visa compliance for chip-enabled credit cards.
- The new hardware is on site and ready for installation.
- Recently, the system servers were migrated to a cloud environment hosted by Scheidt & Bachmann and shifts some of the data security compliance requirements to S&B.
- Staff will bring an action item to the Operations Board in May to execute a new contract with Scheidt & Bachmann to incorporate the current preventative and remedial maintenance support, system hosting, and a required upgrade to the back-end system; allowing VRE to update the outdated Terms and Conditions and transition from the old design/build agreement to a new maintenance and support agreement.

Spending Authority Report – 10B

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

- A Task Order in the amount of \$70,731 to Vanesse Hangen Brustlin, under the General Planning Consulting Services Contract, to provide site and real estate research services as well as stakeholder coordination in order to develop a L'Enfant station and track base map.
- A Task Order in the amount of \$51,476 to RPI Group under the Installation and Integration of Security Camera and Access Control System Contract to provide general program management, installation and network support.

Chair Cristol asked if there was any other business. There was none.

Chair Cristol adjourned the meeting, without objection, at 10:02 A.M.

Approved this 17th day of May 2019

Katie Cristol
Chair

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the April 12, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

A handwritten signature in black ink, appearing to read "Leslie M. Lamb". The signature is fluid and cursive, with the first name "Leslie" being more prominent.

Leslie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
8A-04-2019**

**Authorization to Issue an Invitation for Bids for
Construction of the Lifecycle Overhaul and Upgrade Facility**


WHEREAS, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock in January 2014 to maintain VRE locomotives and passenger railcars at the highest level of reliability throughout the equipment lifecycle; and,

WHEREAS, a lifecycle maintenance strategy requires VRE to build a new Lifecycle Overhaul and Upgrade Facility dedicated specifically to perform these activities; and,

WHEREAS, the construction will include essential elements for a functioning Lifecycle and Overhaul Facility;

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 the Lifecycle Overhaul and Upgrade Facility.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8B-04-2019**

**Authorization to Issue a Request for Proposals for New Passenger
Railcars through a Joint Procurement with Chicago Metra**

WHEREAS, VRE has identified a need to purchase additional passenger railcars to increase seating capacity on both the Fredericksburg and Manassas lines; and,


WHEREAS, the purchase of additional passenger railcars is part of a program of projects to increase capacity and ridership on both the Fredericksburg and Manassas lines; and,

WHEREAS, VRE staff will work with Chicago Metra to incorporate VRE's requirements within their Request for Proposals for the purchase of additional passenger railcars to increase capacity for both organizations;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge the determination made by the VRE Contract Administrator in accordance with the VRE Public Procurement Policies and Procedures that competitive bidding is not practicable, nor fiscally advantageous to VRE, and that competitive negotiation is the appropriate method to procure these services or equipment; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals through a joint procurement with Chicago Metra for new passenger railcars.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9A-04-2019**

**Authorization to Execute a Contract for Enterprise Resource Planning
Implementation Management and Development Services**

WHEREAS, VRE's existing information technology systems, which support enterprise resources, are currently unable to support the growing needs of the organization, or future expansion outlined in the adopted VRE System Plan 2040; and,

WHEREAS, an analysis has been performed that identified existing gaps within information systems supporting VRE's enterprise resources; and,

WHEREAS, implementation management and development services are necessary to support VRE staff during procurement and implementation of an Enterprise Resource Planning solution;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Computer Aid, Inc. of Harrisburg, Pennsylvania for Enterprise Resource Planning Implementation Management and Development Services in the amount of \$525,105, plus a 10% contingency of \$52,510, for a total not to exceed \$577,615.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9B-04-2019**

**Authorization to Execute a Contract for Repair and
Overhaul of Passenger Car HVAC Assemblies**

WHEREAS, VRE has a need for the repair and overhaul of HVAC assemblies; and,

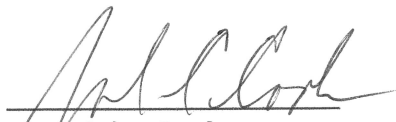
WHEREAS, the VRE Operations Board authorized the CEO to issue an Invitation for Bids for Repair and Overhaul of Passenger Car HVAC Assemblies; and,

WHEREAS, a competitive solicitation process was conducted; and,

WHEREAS it was determined TTA Systems, LLC was the lowest responsive-responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with TTA Systems, LLC of Hornell, NY for the Repair and Overhaul of Passenger Car HVAC Assemblies in the amount of \$2,505,600, plus a 10% contingency of \$250,560, for a total amount not to exceed \$2,756,160.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9C-04-2019**

Authorization to Execute a Contract for Mail Order Ticketing Services

WHEREAS, on July 21, 2017, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals for the Sale of VRE Fare Media; and,

WHEREAS, on August 17, 2017, an RFP was issued, and proposals were due on September 13, 2017; and,

WHEREAS, evaluation of the proposal received was performed by the Technical Evaluation Team, and was found to meet the requirements of the solicitation; 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, the process used by the staff was in accordance with law and 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 The Convention Store, Inc. (TCS) of Millersville, Maryland for the sale of VRE fare media through a ticket-by-mail program at a commission rate of 7.25% of sales, plus a fixed fee of \$15 for each Transit Link Card sold. The contract will be for a base of two years and three option years, with the VRE CEO exercising the option years at his discretion.

Approved this 12th day of April 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9D-04-2019**

**Authorization to Execute a Sole Source Contract
for the Sale of VRE Fare Media**

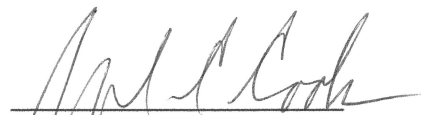
WHEREAS, VRE passenger tickets can be purchased through many different sales channels, including on-platform ticket vending machines, mail order, the VRE Mobile app, and 'brick and mortar' vendors located at or near the stations; and,

WHEREAS, where possible VRE contracts for 'brick and mortar' sales with pre-existing commuter services vendors that also provide fare media for other regional public transportation providers; and,

WHEREAS, through its existing contracts with Fairfax and Arlington Counties, The Convention Store, Inc. provides commuter services, including fare media sales, at vendor locations located at or near VRE stations;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Sole Source Contract with the Convention Store, Inc. of Millersville, Maryland, for the sale of VRE fare media at its connector and commuter store locations for a commission of 5.2% of sales. The contract will be for a base of two years and three option years, with the VRE CEO exercising the option years at his discretion.

Approved this 12th day of April 2019



John Cook
Secretary



Katie Cristol
Chair



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

ITEM 6C
May 2, 2019
PRTC Regular Meeting

Agenda Item 10-B
Information Item

To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: April 12, 2019

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 4, 2019, VRE issued a Task Order in the amount of \$70,731 to Vanesse Hangen Brustlin, Inc. under the General Planning Consulting Services Contract to provide site and real estate research services as well as stakeholder coordination in order to develop a L'Enfant station and track basemap.
- On March 14, 2019, VRE issued a Task Order in the amount of \$51,476 to RPI Group, under the Installation and Integration of Security Camera and Access Control System Contract to provide general program management, installation and network support.



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

MOTION:

SECOND:

RE: POSITIVE TRAIN CONTROL IMPLEMENTATION COMMENDATION

ACTION:

WHEREAS, in 2008 Congress passed the Rail Safety Improvement Act (RSIA) requiring all commuter and freight railroads operating in the United States to implement Positive Train Control (PTC), a complex signaling and communications technology designed to make passenger and freight rail safer; and

WHEREAS, the Virginia Railway Express (VRE), as a commuter rail system in the United States, is required to implement PTC on all of its routes; and

WHEREAS, VRE demonstrated its commitment to providing safe, reliable commuter rail service in Northern Virginia by quickly implementing and operating PTC; and

WHEREAS, VRE achieved a safety milestone on April 11, 2019 when each of VRE's 32 inbound and outbound trains on the Fredericksburg and Manassas lines ran under PTC operation; and

WHEREAS, VRE exceeded regulatory standards to implement PTC ahead of the congressionally mandated deadline of December 2020 to achieve full implementation.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission (PRTC) does hereby commends the Virginia Railway Express for fully implementing Positive Train Control.

BE IT FURTHER RESOLVED that PRTC prepare a copy of this resolution for presentation to Doug Allen, VRE Chief Executive Officer, as an expression of its gratitude and in appreciation of his leadership and work, as well as the work of his staff, to make commuting in Northern Virginia safer.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

Public Comment Time
(3 minute time limit per person)

Consent Agenda

- A. RES Acceptance of the Jurisdictional Financial Reports for the Period Ended
February 28, 2019 (handout at the meeting)

PRTC Executive Director's Time

A. Follow Up From Previous Meeting(s)


B. Executive Director's Report


- NVCC Cinema Arts Students – OMNIRIDE College Fare Pass
- Staff's Endorsement of PWC's I-395/95 Commuter Choice Program
- Industry Article – "OMNIRIDE Demos Double-Decker Buses on Commuter Express Routes" by Perrin Palistrant, Director of Operations and Operations Planning



May 2, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Chuck Steigerwald 
Director of Strategic Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Staff Endorsement of Prince William County's Application for FY2020 I-395/95
Commuter Choice Program Project

In April of 2019 the Northern Virginia Transportation Commission (NVTC) issued a call for projects to be funded under the initial I-395/95 Commuter Choice program. A total of \$15 million will be disbursed using an evaluation and selection process for proposed projects similar to previous I-66 Commuter Choice programs. This process includes the formation of both staff and Commissioner evaluation working groups, which PRTC staff has been a participant in. Project applications are due to NVTC by May 15, 2019. Funding for selected projects would be available in October of 2019.

Prince William County (PWC) has proposed as a project a promotional campaign focused on mobility options in the I-395/95 corridor. The campaign will be implemented in coordination with OmniRide and VRE. The campaign would include the following elements:

- Creating a web presence so that there is one place people can go to find all of the transportation options in that corridor.
- Videos that focus around the availability and growth/improvement of the options. The videos will focus on the following:
 - VRE Services
 - PRTC / OmniRide Services
 - Information on Park and Ride lots along I-95
 - PWC projects that facilitate mobility and access to transit and park and ride lots
 - I-95/395 Express Lanes
- Advertising using several different tools, to include social media, billboards, gas stations (at the pump), radio spots, bus wraps, podcasts, etc.

- Print pieces, such as rack cards and other material that can be available in libraries and other places as appropriate.

The purpose of the project is to create a transportation demand management program by targeting commuters along the I-395/95 corridor. The program will focus on a marketing and education campaign that will provide awareness to alternative I-395/95 mobility options targeting Prince William County residents, but produced in a way that can be used by the entire region. The project will benefit the toll payers by reducing the number of single-occupancy vehicles on I-395/95 and increasing the use of other transportation alternatives.

Staff has reviewed Prince William County's proposal and has determined that it will be a valuable project in the corridor and will have a positive impact for Prince William County residents. We look forward to coordinating with County staff on project implementation should it be selected for funding.

OMNIRIDE Demos Double-Decker Buses on Commuter Express Routes

By Perrin Palistrant, Director of Operations and Operations Planning-OMNIRIDE



OMNIRIDE operates a robust commuter express network serving employment centers in Northern Virginia and Washington, DC. The primary vehicle used, a 57-passenger, 45 foot motorcoach, has been the mainstay of the fleet since commuter operations began over 30 years ago. However, since then, other high capacity alternatives have been introduced into the commuter bus industry. Among them is a double-decker bus by Alexander Dennis, a British bus building company based in Scotland with a manufacturing plant in Indiana. These buses are best known for plying the streets of London, but have more recently began operations in the United States and Canada. Most notably, these buses are used as sightseeing vehicles in major cities such as Washington, DC and New York, but they are also used in traditional passenger service in Las

Vegas, Seattle and Toronto.

Alexander Dennis officials approached OMNIRIDE staff several months ago to discuss their new line of double-decker buses primarily focused on commuter operations. The "SuperLo" is a 12'10" vehicle, 45 feet long and seats up to 81 passengers. Could this work in our market? Only one way to find out! After weeks of developing a timeline for the vehicle to visit, the bus arrived in early April. Measurements of various bridges along the interstates, in DC and at the Pentagon were compiled and other possible clearance concerns along local roadways were investigated, then select OMNIRIDE operators were appropriately trained on how to operate the bus.

During an eight (8)-day test run, the bus was in service on various routes in our system. In exchange for a free ride, passengers were asked to fill out a survey regarding the vehicle with questions ranging from comfort of seats, to ride quality and whether they were on the top or the bottom of the bus. Media picked up on this story as well, and the bus and staff were featured live on NBC4 and FOX5 on its maiden voyage from Gainesville to Washington, DC. InsideNova, Potomac Local and WTOP also covered the story.

So What? Should OMNIRIDE Consider Purchasing Double-Decker Buses?

With the demo completed, several factors to be considered before making a purchase of this magnitude are listed below:

Vehicle Cost

The 81-seat double-decker bus costs about \$1 million. The 57-passenger MCI motorcoach buses that are currently in the OMNIRIDE fleet costs about \$600,000. A mid-life overhaul is then conducted, costing another \$250,000, which extends the total useful life to about 16 years (the Federal Transit Administration mandates that any buses purchased with Federal dollars must last at least 12 years or 500,000 miles). Can the life of the double-decker bus be extended by performing a mid-life overhaul? Have other transit systems who operate these vehicles conducted a mid-life overhaul or do they replace them at the 12 year mark? Those questions need to be investigated and answered before making such an investment.

Maintenance Cost

Each type of bus has its own set of requirements to operate. The double-decker bus has different engine configurations, transmissions, tire size differences, as well as a host of other components and parts that are not used on the rest of the fleet. That means the cost for increased inventory and training must also be factored into the equation.

Other Operating Cost

While capacity of the vehicle is increased by 42 percent, the cost differential needs to be compared against the following:

- Overall cost to operate the service
 - Having a larger capacity bus results in savings by needing less bus operators
 - Currently when a trip is overcrowded, additional service hours are used to add a new trip. The larger bus may, in some cases, eliminate that need, saving service hours that could be reallocated to improve other aspects of the service
 - Evaluating the fuel economy
 - Overall cost of operating the vehicle
- Maintenance facility infrastructure
 - We know from testing the bus that the bus can safely fit in the maintenance bays.
 - Modifications to raise the gantries that hold the bus wash brushes and the water nozzles would be necessary to allow for safe passage of the vehicle.
 - The western facility design would need to be evaluated to see if the buses could be serviced at that facility.

Input from Passengers, Operators and Maintenance Technicians

Speaking directly with those that use, drive or work on the vehicles is very important. Surveys submitted by passengers are currently being evaluated and that input will be used in our decision making process. Discussions with agencies that operate these vehicles in commuter operations will also take place to get feedback on their experience using them.

Conclusion

A cost/benefit analysis would need to be conducted to determine if double-decker buses are a good fit for OMNIRIDE.

Presentations and Information Items

- **I-395/95 Commuter Choice Program Projects**
- **Strategic Plan Update**
- **Vision: 2020 Update (handout provided at the meeting)**



I-395/95 Commuter Choice PRTC Commission Meeting May 2nd, 2019

Chuck Steigerwald
Director of Strategic Planning

I-395/95 Commuter Choice

- Program goals
 - Maximize person throughput in the corridor
 - Implement multimodal improvements to:
 - improve mobility along the corridor
 - support new, diverse travel choices
 - enhance transportation safety and travel reliability

I-395/95 Commuter Choice

- Eligible Project Types
 - New or enhanced local bus service
 - New or enhanced commuter bus service
 - Park and ride lot(s) and access
 - Roadway improvements (Corridor management & ITS)
 - Transportation System Management (TSM)/ Transportation Demand Management (TDM)
 - Vanpooling/Carpooling

I-395/95 Commuter Choice Timeline

- April 5th, Call for Projects
- May 15th, application period ends
- Scoring and Evaluation May 16th - June 14th
- Preliminary program development and approval June/July
- Public Comment - August/September
- Commission and CTB approval - October
- Toll Day One - late October

OmniRide Proposed Projects

- New commuter service from Staffordboro Commuter Lot (Route 610) to L'Enfant Plaza
- New commuter service from Staffordboro Commuter Lot (Route 610) to Pentagon
- Increased peak frequencies on the Prince William Metro Express
- Increased Route 1 Local service
- Dale City/Rosslyn enhancement

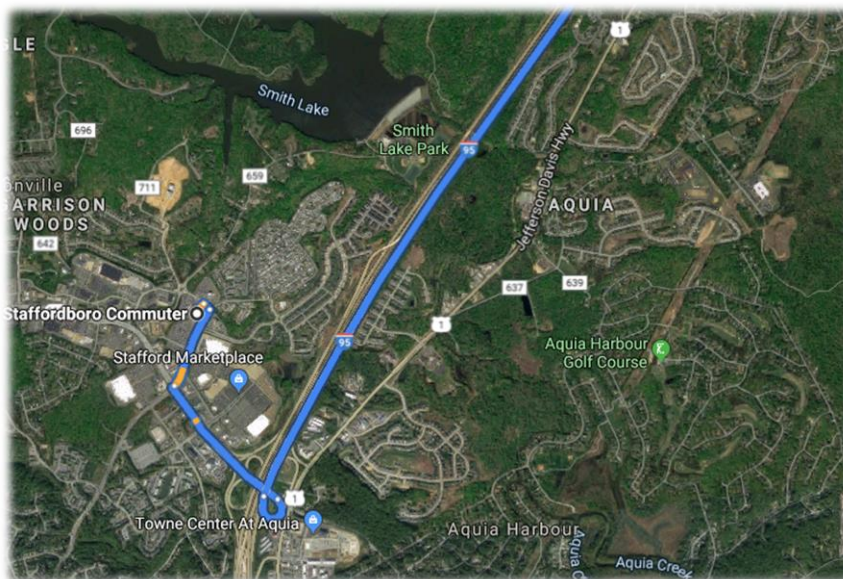
Staffordboro Commuter Lot/L'Enfant

- Service:
 - 4 AM, 4 PM trips
 - 14th Street, Pennsylvania Avenue, L'Enfant Plaza
 - 4 new vehicles
- Benefit:
 - Additional commuting option for Stafford residents
- Estimated cost - \$4 Million

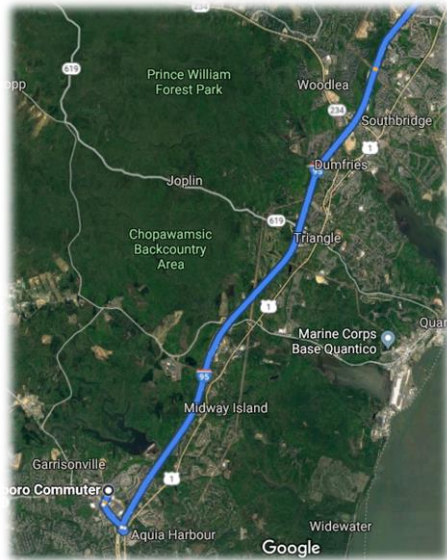
Staffordboro Commuter Lot /Pentagon

- Service:
 - 4 AM, 4 PM trips
 - 4 new vehicles
- Benefit:
 - Additional commuting option for Stafford residents, dedicated Pentagon service, improves regional connections
- Estimated cost - \$4 million

Staffordboro Commuter Lot



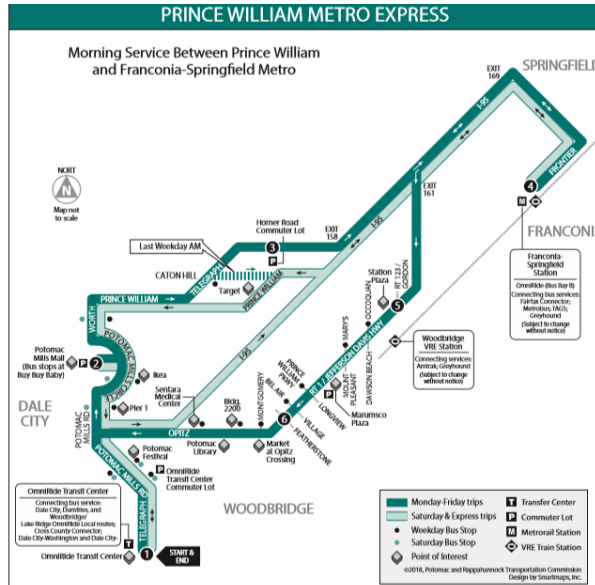
Staffordboro Commuter Lot



Prince William Metro Express Enhancements

- Service:
 - Increased peak frequency (every 40 minutes to 20 minutes)
- Benefit:
 - Improved regional connections
- Estimated cost - \$450,000

Prince William Metro Express



Route 1 Local Enhancements

- Service:
 - Increased frequency (every 60 minutes to every 40)
 - 1 new vehicle
- Benefit:
 - Increased transit options in the US 1 corridor, improved connections to VRE
- Estimated cost - \$1.3 million

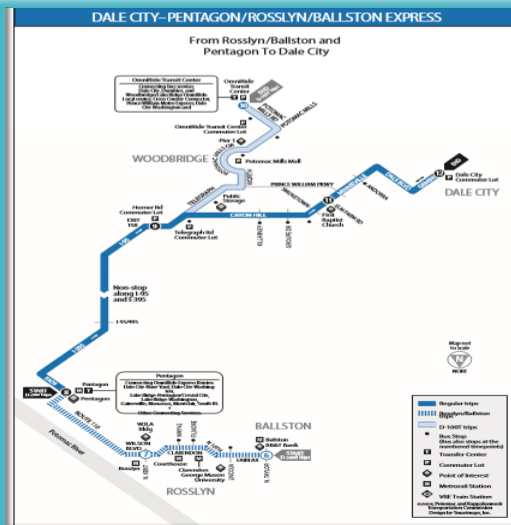
Route 1 OmniRide Local



Dale City/Rosslyn Enhancements

- Service:
 - 2 AM and 2 PM trips
- Benefit:
 - Continues service funded through I-395 Transportation Management Program
- Estimated cost - \$225,000

OmniRide Express Dale City/Rosslyn



Project Prioritization

1. Dale City/Rosslyn Enhancement
2. New commuter service from Staffordboro Commuter Lot to Pentagon
3. New commuter service from Staffordboro Commuter Lot to L'Enfant Plaza
4. Increased peak frequencies on the Prince William Metro Express
5. Increased service on Route 1 Local



Strategic Plan Update PRTC Commission Meeting May 2nd, 2019

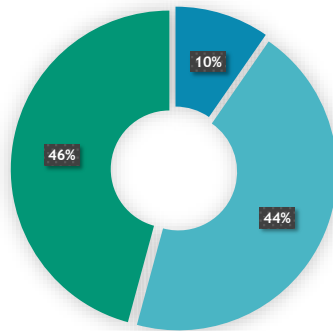
Chuck Steigerwald
Director of Strategic Planning

Strategic Recommendations

- Four focus areas
 - Organizational, Transit, TDM, Future Innovations
- Nineteen Recommendations
- 83 Actions

Strategic Plan Progress

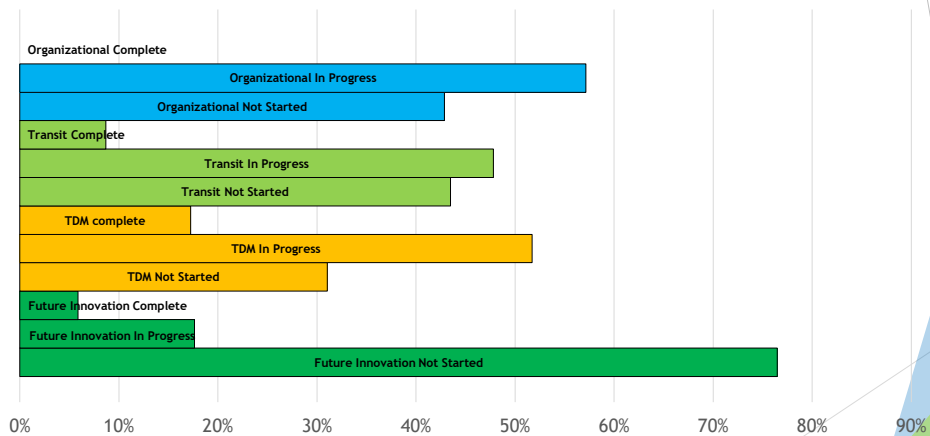
Strategic Plan Actions



■ Complete ■ In Progress ■ Not Started

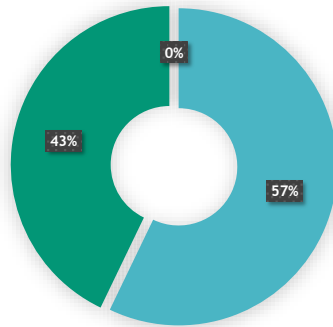
Strategic Plan Progress

Strategic Plan Actions



Strategic Plan Progress

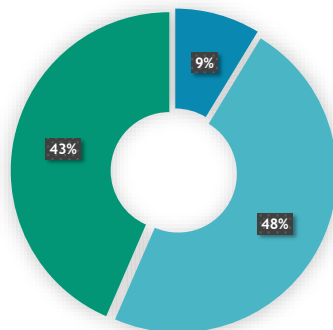
Focus Area - Organizational



■ Complete ■ In Progress ■ Not Started

Strategic Plan Progress

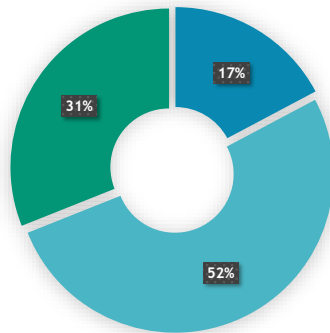
Focus Area - Transit



■ Complete ■ In Progress ■ Not Started

Strategic Plan Progress

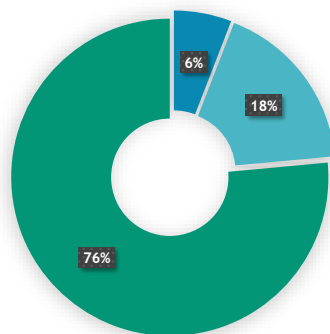
Focus Area - TDM



■ Complete ■ In Progress ■ Not Started

Strategic Plan Progress

Focus Area - Future Innovation



■ Complete ■ In Progress ■ Not Started

Progress Highlights

- Rebranding
- Website re-design
- Partnership with PW Chamber
- New funding sources - Commuter Choice, Vanpool!VA, Transform66
- Cooperation with jurisdictional agencies
- Draft TDM Plan complete, Transit Strategic Plan underway

PRTC Action Items

- A. RES Authorize Closed Session
- B. RES Certify Closed Session

MOTION:

SECOND:

**RE: AUTHORIZE CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

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:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

MOTION:

SECOND:

**RE: CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

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:

PRTC Chair's Time

A. RES Public Service Recognition Week Proclamation

MOTION:

SECOND:

RE: PUBLIC SERVICE RECOGNITION WEEK PROCLAMATION

ACTION:

WHEREAS,

WHEREAS, celebrated annually during the first week of May since 1985, Public Service Recognition Week is time set aside to honor the men and women who serve our nation as federal, state, county and local government employees; and

WHEREAS, many public servants, including military personnel, police officers, firefighters, border patrol officers, embassy employees, transit workers, health care professionals and others, risk their lives each day in service to the people of the United States and around the world; and

WHEREAS, day in and day out public servants provide the diverse services demanded by the people of our nation with efficiency and integrity; and

WHEREAS, without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby proclaim that May 5th – 11th is Public Service Recognition Week and encourages the community to honor and recognize the accomplishments and contributions of the men and women who power our local, State, and Federal governments.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

ITEM 13

Other Business/Commissioners' Time

ITEM 14

Adjournment

Upcoming Meetings: PRTC 2019 Meeting Schedule

COMMISSION MEETING SCHEDULE

2019

PRTC Commission Meetings are held on the first Thursday of the month at 7:00pm in the second floor conference room of the OmniRide Transit Center, unless otherwise noted.

14700 Potomac Mills Road, Woodbridge, VA 22192

POTOMAC & RAPPAHANNOCK
TRANSPORTATION COMMISSION



JANUARY 3

FEBRUARY 7

MARCH 7

APRIL 4

MAY 2

JUNE 6

JULY 11* (date changed due to holiday)

AUGUST

BOARD RECESS - NO MEETING

SEPTEMBER 5

OCTOBER 3

NOVEMBER 7

DECEMBER 5

Executive Committee and Operations Committee meet on an "as needed" basis at 6:00pm prior to the regularly scheduled PRTC Board Meeting-advance notice is provided.

All VRE Operations Board meetings are scheduled for the third Friday of each month at 9:00am at the OmniRide Transit Center (except for the August recess).

JANUARY

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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Information Items


System Performance Reports
Revised Purchasing Authority Report
Wheels-to-Wellness Funding Report
February 2019 Fleet Audit Report
Fuel Dashboard – Third Quarter



May 2, 2019

TO: Madam Chair Anderson and PRTC Commissioners

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

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: March 2019 System Performance and Ridership Report

OMNIRIDE Express and Metro Express Service

- March average daily ridership increased 1.1 percent from February
- Ridership patterns are consistent with previous years, increasing in the spring
- Western service area continues to see spikes due to half fare promotion and availability of services from Haymarket

OMNIRIDE Local Bus Service

- March average daily ridership declined 2.9 percent from February
- College spring break mid-month impacted a segment of the ridership
- Saturday ridership continues to level off with no inconsistent swings

Vanpool Alliance Program

- Enrollment stayed at 673 vans
- Passenger trips were 10 percent higher than February due to a longer month and better weather

Omnimatch Program

- Staff attended:
 - 3/1 – WMATA Platform Improvement Project strategy session with the Planning Department
 - 3/7 – Coast Guard Transportation Fair
 - 3/11 - Prince William County Chamber of Commerce Policy Committee Meeting
 - 3/13 – Council of Governments Bike-to-Work Day and Car Free Day Steering Committee Meetings

- 3/15 – Transportation Demand Management (TDM) and Planning Teams met with Town of Dumfries Planning Staff
- 3/18 – Quantico Welcome Aboard Brief
- 3/20 – Stratford University New Student Orientation
- Staff presented at:
 - The Industrial Land Exchange Committee Meeting (Transportation and TDM Program Overview/Update on our Strategic Plan)

Customer Service Statistics

- The call center received 7,072 calls in March; the automated system is still not working, which is most likely contributing to the increased call volume
- Responded to 27 general information emails in March
- Percentage of OMNIRIDE local trip denials increased by 26 percent compared to February (1.16 percent in February vs. 1.46 percent in March)

Passenger Complaints

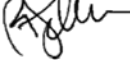
Complaint rate for OMNIRIDE in March:

- OMNIRIDE Express and Metro Express complaint rate increased six (6) percent from this time in FY18.
- OMNIRIDE Local service complaint rate decreased 36 percent compared to this time in FY18.



May 2, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Revised Purchasing Authority Report

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

In February 2019 there were no purchase orders issued within the Executive Director's new spending authority.

Wheels-to-Wellness Funding Status
As of March 31, 2019

Grant/Contribution	Organization	Amount	Notes	
Enrollment Fees Collected		\$60		
Sub Total		\$60		

Pending

Grant/Contribution	Organization	Amount	Notes	
Sub Total		\$0		


Previously Reported


Grant/Contribution	Organization	Amount	Notes	Date
Enrollment Fees		\$3,602		
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:		\$586,729		
Grand Total (excluding Pending)		\$586,789		
Remaining (excluding Pending)		\$42,812		



May 2, 2019

TO: Madam Chair Anderson and PRTC Commissioners

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

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: February 2019 Fleet Maintenance Audit

Overview

The most recent fleet maintenance audit (attached) was conducted in February 2019. Random sample audits are conducted three times per year by PRTC's independent contractor, Transit Resource Center (TRC) -- the report summary is presented below. Average defects remained consistent for active vehicles and increased slightly for contingency vehicles. First Transit management worked diligently to reduce the number of defects and improved processes to assist maintenance staff. PRTC management continues to work with First Transit management staff to ensure TRC's suggested improvements are being followed, and will maintain stepped up service monitoring of various aspects of maintenance activities.

Report Summary

Bus audits are conducted of First Transit three times annually (approximately one every four months) on behalf of the Potomac and Rappahannock Transportation Commission (PRTC) by Transit Resource Center (TRC). First Transit is under contract to PRTC to maintain PRTC's bus fleet. This is the seventeenth audit conducted of First Transit since their contract with PRTC began on July 1, 2013. An audit scheduled for December 2018 was cancelled due to the deployment of 37 new MCI buses. The schedule for 2019 has been adjusted accordingly.

Audits consist of a physical bus inspection of 51 buses, which represents about one-third of the total fleet. The audits also include a fluids analysis, records review, and road testing of one-quarter of the sample. A review is also made of maintenance worker qualifications as agreed to by PRTC and First Transit. Reporting is based on a random sampling of the active fleet (47 buses) with separate analysis made of the contingency fleet (4 buses).

For this audit there was an average of 2.6 defects per bus for all buses inspected (active and contingency buses combined), identical to the last audit. The 47 active buses inspected averaged 2.5 defects per bus, compared to 2.6 per bus during the last audit, while the four contingency buses averaged 3.75 defects per bus, compared to 3.3 per bus during the last audit. New for this audit was the inspection of 10 newly-delivered model year 2019 MCI buses, which averaged 0.8 defects per bus. Without the new buses in the mix the remainder of all buses had an average of 3.0 defects per bus.

The summary table which follows compares active and contingency buses in several defect categories for the past four audits. On-time adherence to preventive maintenance inspections (PMIs) scheduled at 6,000-mile intervals continues to be perfect at 100% for thirty-four consecutive audits.

TABLE 1				
<i>Comparison of Active & Contingency Buses</i>				
	Dec. '17	Apr. '18	Aug. '18	Feb. '19
Average # of Defects per Bus: All Buses	4.75	3.0	2.6	2.6
Average # of Defects per Bus: Active Fleet	4.2	2.8	2.6	2.5
Mechanical Defects (net of cosmetic defects): Active Fleet	2.6	1.8	1.4	1.4
Average # of Defects per Bus: Contingency Fleet	11.0	4.8	3.3	3.75
Average # of "A" Defects per Bus: All Buses	0.41	0.23	0.20	0.23
Average # of "A" Defects per Bus: Active Fleet	0.40	0.23	0.21	0.23
Average # of "A" Defects per Bus: Contingency Fleet	0.50	0.25	0.0	0.25
PMI Adherence	100%	100%	100%	100%

The number of "A" defects, which totaled 11 last audit, increased to 12 this audit. "A" defects are those agreed upon by PRTC and First Transit as being more serious, those that would keep a bus from resuming revenue service until repaired. "A" category defects were reported to First Transit

shortly after being identified. A copy of the “A” defect list used for all audits is attached as Appendix B.

The four contingency buses inspected averaged 3.75 defects per bus, compared to 3.3 last audit and 4.7 the audit before last. This compares to an average of 2.6 defects for the active fleet. Conclusions drawn from such a small fleet sampling (only four buses) are difficult to make.

TRC will continue to conduct a separate analysis of contingency buses, determine if operators are reporting defects as part of their pre and post trip inspections, and whether First Transit is correcting those defects. In conducting the analysis of four contingency buses, TRC found that eight of the 15 contingency fleet defects should have been noted by the operator. Of the eight defects, none were noted by operators on the pre or post trip inspection reports.

Other aspects of the audit revealed:

- The workshop continues to be clean.
- PMI records, filed electronically, continue to be extremely well organized and easy to locate.
- Bus exteriors and interiors are exceptionally clean.
- Exterior-related body defects for the active fleet decreased to 51 for this audit compared to 53 last audit and 46 the audit before last. Exterior-related body defects continue to rank as the highest defect category after Engine Compartment defects, a total of 24 for the active fleet this audit.
- The number of interior condition defects for the active fleet continues to remain low at four compared to only one last audit and three the audit before last.
- When cosmetic (interior condition and exterior body) defects are removed from the active fleet totals, the number of mechanical defects equals 1.4 per bus compared to the same last audit.
- Bus areas where no defects were found on any of the active buses inspected include Climate Control, Destination Signs, Exhaust, Lights, and Structure/Chassis/Fuel Tank.
- Three categories saw a significant decrease in the number of average defects per bus: Climate Control, Lights, and Structure/Chassis/Fuel Tank.
- Three categories saw a significant increase: Driver’s Controls, Passenger Controls, and Safety.
- The road tests of the 13 buses selected at random revealed no defects this audit compared to no defects last audit.
- Refrigerant-related air conditioning (AC) repairs examined were all performed by EPA certified personnel as required by PRTC.
- First Transit management continues to show a willingness to minimize defects by immediately repairing “A” defects shortly after being identified.
- The review of PMI records revealed that First Transit continues to have a process to follow up on defects identified during PM inspections.

- Testing of fluid samples showed six alerts compared to five last audit: one engine oil, two transmission, and three coolant. Of the six alerts, five require some action to be taken before the next PM interval. Results appear to be providing an early warning of possible problems as opposed to neglected maintenance.
- Regarding fluid alerts reported last audit where First Transit was recommended by the lab to take corrective action, an examination found that follow-up action was taken in all cases.
- First Transit is compliant in three of the four workforce categories (two employees do not meet minimum work experience requirements). Required annual refresher training is at full compliance except one new hire was not on the job long enough to fulfill this requirement.
- First Transit management continues to be cooperative with regard to providing the buses and workspace needed for carrying out inspections in a timely fashion.
- A review of all contingency bus records revealed that all were driven at least 30 miles per month. All contingency buses have current registrations, all are being given required maintenance attention, and the four contingency buses selected for inspection for this audit did start prior to being inspected.

Attachment: As stated



TRANSIT RESOURCE CENTER

Presents:

Fleet Maintenance Audit Report

February 2019

Presented to:



Potomac & Rappahannock Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

April 10, 2019

TRANSIT RESOURCE CENTER

5840 Red Bug Lake Road
Suite 165
Winter Springs, FL 32708
Phone: (407) 977-4500
Fax: (407) 977-7333
Email: tranrc@earthlink.net

**Potomac and Rappahannock Transportation Commission
(PRTC)**

**VEHICLE MAINTENANCE AUDIT
Conducted February 18-22, 2019**

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POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
VEHICLE MAINTENANCE AUDIT
Conducted February 18-22, 2019

SUMMARY

Bus audits are conducted of First Transit three times annually (one every four months) on behalf of the Potomac and Rappahannock Transportation Commission (PRTC) by Transit Resource Center (TRC). First Transit is under contract to PRTC to maintain PRTC's bus fleet. This is the seventeenth audit conducted of First Transit since their new contract with PRTC began on July 1, 2013. An audit scheduled for December 2018 was cancelled due to the deployment of new MCI buses. The schedule for 2019 was adjusted accordingly.

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The four contingency buses inspected averaged 3.75 defects per bus, compared to 3.3 last audit and 4.7 the audit before last. This compares to an average of 2.6 defects for the active fleet. Conclusions drawn from such a small fleet sampling (only four buses) are difficult to make.

TRC will continue to conduct a separate analysis of contingency buses, determine if operators are reporting defects as part of their pre and post trip inspections, and whether First Transit is correcting those defects. In conducting the analysis of four contingency buses, TRC found that eight of the 15 contingency fleet defects should have been noted by the operator. Of the eight defects, none were noted by operators on the Zonar reports. Last audit, operators also did not note any of the four defects that should have been listed on Zonar reports.

Other aspects of the audit revealed:

- The workshop continues to be clean.
- PMI records, filed electronically, continue to be extremely well organized and easy to locate.
- Bus exteriors and interiors are exceptionally clean.
- Exterior-related body defects for the active fleet decreased to 51 for this audit compared to 53 last audit and 46 the audit before last. Exterior-related body defects continue to rank as the highest defect category after Engine Compartment defects, a total of 24 for the active fleet this audit.
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- Bus areas where no defects were found on any of the active buses inspected include Climate Control, Destination Signs, Exhaust, Lights, and Structure/Chassis/Fuel Tank.
- Three categories saw a significant decrease in the number of average defects per bus: Climate Control, Lights, and Structure/Chassis/Fuel Tank.
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- The road tests of the 13 buses selected at random revealed no defects this audit compared to no defects last audit.
- Refrigerant-related air conditioning (AC) repairs examined were all performed by EPA certified personnel as required by PRTC.
- First Transit management continues to show a willingness to minimize defects by immediately repairing “A” defects shortly after being identified.
- The review of PMI records revealed that First Transit continues to have a process to follow up on defects identified during PM inspections.
- Testing of fluid samples showed six alerts compared to five last audit: one engine oil, two transmission, and three coolant. Of the six alerts, five require some action to be taken before the next PM interval. Results appear to be providing an early warning of possible problems as opposed to neglected maintenance.
- Regarding fluid alerts reported last audit where First Transit was recommended by the lab to take corrective action, an examination found that follow-up action was taken in all cases.

- First Transit is compliant in three of the four workforce categories (two employees do not meet minimum work experience requirements). Required annual refresher training is at full compliance except one new hire was not on the job long enough to fulfill this requirement.
- First Transit management continues to be cooperative with regard to providing the buses and workspace needed for carrying out inspections in a timely fashion.
- A review of all contingency bus records revealed that all were driven at least 30 miles per month. All contingency buses have current registrations, all are being given required maintenance attention, and the four contingency buses selected for inspection for this audit did start prior to being inspected.

Given the current level of maintenance performance, there continues to be no maintenance specific recommendations except to continue taking steps to reduce exterior-related defects, engine/engine compartment defects, contingency bus defects, and “A” defects. In addition, however, operators need to be trained to note more defects on their Zonar records. Of the eight defects that an operator should have noted, none were found in the Zonar records. Last audit, operators also failed to note such defects.

Audit details are presented in the various sections found in the body of this report. Various tables used throughout this report are based on more complete data contained in Excel spreadsheets included on a separate CD.

BUSES INSPECTED

TRC selected at random 47 active buses and four contingency buses (51 in total) for a physical fleet inspection and then selected 13 of them at random to receive a Fluids Analysis Audit and a Records Review. Thirteen buses were also selected at random by TRC to undergo road tests. Appendix A identifies those buses.

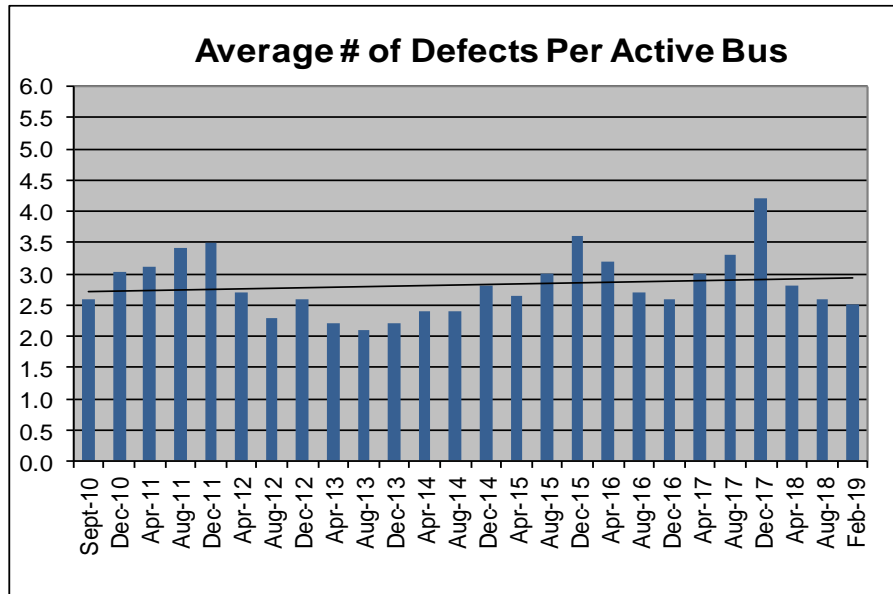
FINDINGS

Overall Fleet Condition – Active Buses

The PRTC fleet continues to be exceptionally clean. The number of interior condition defects for the active fleet remains low at four compared to one last audit and three the audit before last. Exterior body defects fell slightly to 51 compared to 53 last audit. Tight parking conditions where approximately 122 parking spots must accommodate 153 buses could be contributing to higher exterior body damage defects.

Defects continue to remain in the three-per-bus average. Only once in the past twenty-six audits did defect averages exceed four. **Table 2** which follows shows the historical defect trend for the last 18 audits of First Transit. During that 18-audit period, 15 audits averaged three defects or less per bus. Although the industry does not have a standard for per-bus defects, an average of defects in the range traditionally exhibited by First Transit is exceptional based upon similar audits conducted by TRC for other transit agencies. A more detailed analysis of the defects is provided in report sections that follow.

Table 2: Summary of Average Defects per Active Bus



Note: A December 2018 Audit was not Conducted

Overall Defect Summary – Active Buses

All defects identified during the inspections were entered in a database, which was used to generate a Master Defect Sheet. Data contained in that spreadsheet were then used to produce a series of detailed Excel reports, which are included as a CD attachment to this report.

Table 3, which follows summarizes active bus defects under each of the 18 functional categories and compares them to the previous audit. For this audit, three categories saw a significant decrease in the number of average defects per bus: Climate Control, Lights, and Structure/Chassis/Fuel Tank. Three Categories saw a significant increase: Driver's Controls, Passenger Controls, and Safety.

Nine of the active buses inspected had no defects found. In addition, as shown in **Table 3**, there were no defects found in five of the 18 functional categories for all active buses inspected: Climate Control, Destination Signs, Exhaust, Lights, and Structure/Chassis/Fuel Tank.

Defects by category for the last four audits are shown in **Table 3 which follows**. Trend tabs in the attached spreadsheet show defect trends over longer intervals.

TABLE 3 Defects by Category - Active Buses					
Defect Category	Dec. '17 Defects Avg. per Bus	Apr. '18 Defects Avg. per Bus	Aug. '18 Defects Avg. per Bus	Feb. '19 Defects Avg. per Bus	Significant Increase (+) or Decrease (-) Current vs. Prior Audit
Accessibility Features	0.17	0.15	0.19	0.21	
Air System/Brake System	0.17	0.11	0.06	0.06	
Climate Control	0.00	0.00	0.09	0.00	-

TABLE 3 <i>Defects by Category - Active Buses</i>					
Defect Category	Dec. '17 Defects Avg. per Bus	Apr. '18 Defects Avg. per Bus	Aug. '18 Defects Avg. per Bus	Feb. '19 Defects Avg. per Bus	Significant Increase (+) or Decrease (-) Current vs. Prior Audit
Destination Signs	0.09	0.02	0.04	0.00	
Differential	0.04	0.06	0.06	0.02	
Driver's Controls	0.06	0.23	0.09	0.15	+
Electrical System	0.11	0.02	0.00	0.04	
Engine/Engine Compartment	1.28	0.96	0.49	0.51	
Exhaust	0.02	0.00	0.00	0.00	
Exterior Body Condition	1.38	0.98	0.13	1.09	
Interior Condition	0.19	0.06	0.02	0.09	
Lights	0.04	0.06	0.17	0.00	-
Passenger Controls	0.00	0.00	0.00	0.06	+
Safety Equipment	1.13	0.00	0.04	0.09	+
Structure/Chassis/Fuel Tank	0.02	0.00	0.09	0.00	-
Suspension/Steering	0.34	0.04	0.04	0.09	
Tires	0.00	0.00	0.02	0.02	
Transmission	0.17	0.11	0.04	0.04	
Active Bus Defect Totals:	198	132	121	116	
Active Buses Inspected:	47	47	47	47	
Average Defects per Bus:	4.2	2.8	2.6	2.5	

As indicated above, each defect was given a severity code:

A – Indicates a critical defect that when identified during a regularly scheduled PMI requires immediate repair before the vehicle could resume revenue service.

B – Indicates a non-critical defect, the repair of which could be deferred to later time.

“A” Defect Summary – All Buses

A total of 12 “A” defects were identified for this audit for all buses inspected compared to 11 last audit and 12 the audit before last. **Table 4** which follows shows a breakdown of those defects classified under active and contingency buses.

TABLE 4 <i>A-Category Defects</i>		
Defect Category	A-Defects Active Fleet	A-Defects Contingency Fleet
Accessibility - Wheelchair related	7	
Safety Equipment - Back-up alarm	1	
Air/Brake System - Air leak	1	1
Tires - Low air	1	

TABLE 4 <i>A-Category Defects</i>		
Defect Category	A-Defects Active Fleet	A-Defects Contingency Fleet
Driver's Control - Door will not close	1	
Subtotal "A" Defects	11	1
Total "A" Defects	12	

First Transit understood they would not operate buses with "A" defects until those defects were repaired. It should be noted that not all "A" defects will keep the bus from service according to DOT standards. Air leaks, for example, have an acceptable DOT allowance and can lose three pounds of air pressure in just two minutes.

Contested Defects

First Transit did not contest any defects compared to three defects last audit. Appendix D provides further detail of contested defects (none for this audit).

Defect Analysis (Active and Contingency Buses)

Defects identified by TRC were analyzed to determine the severity or detrimental impact they pose in terms of safety, comfort and convenience, structural integrity, and life expectancy of major components.

Safety

There were 12 "A" category defects identified during this audit for all buses inspected compared to 11 found last audit. Of the 12 "A" defects, 11 should have been noted by operators during their daily inspections understanding that some may be difficult for operators to detect. There were four defects related specifically to safety equipment compared to two last audit.

Comfort and Convenience

Exteriors and interiors continue to be exceptionally clean. There were no climate control defects this audit for all buses compared to five last audit. Since August 2013 only eight climate control defects were found. There were three Passenger Control defects for this audit compared to none last audit. Interior-related defects for all buses inspected totaled four compared to the same number last audit.

Structural Integrity

There continue to be no defects that impact structural integrity.

Life Expectancy of Major Components

First Transit continued its perfect adherence to scheduled PM inspections. The changing of fluids that occurs during these inspections combined with fluid analysis maximizes the life expectancy of major components.

Regarding fluid samples taken by TRC, there were six alerts reported this audit compared to five last audit: one engine, two transmission, and three coolant. Of the six alerts, five require action to be taken before the next PM inspection. First Transit immediately responded with the action it would take in response to these alerts. The alerts are consistent with First Transit's fluid analysis program providing an early warning of potential problems as opposed to neglected maintenance.

Records also continue to show that First Transit has an aggressive program to follow up on defects noted during PMIs (i.e., getting them repaired in a timely fashion) and quickly investigating fluid sampling alerts, which together help extend vehicle and component life.

Trend Analysis

The long-term trend lines for all defects as shown in the separate spreadsheet tab continue to indicate a very gradual upwards trajectory; defects for the last three audits, however, are on a downward slope. Mechanical defects (excludes interior and exterior body defects), however, continue on a more pronounced downward slope (fewer defects). Other categories where defects are on a downward trend include Driver's Controls, Engine Compartment, Air/Brake System, Safety, Interior Body, Lights, Climate Control, Steering/Suspension, Transmission, and Passenger Controls. Categories with an overall long-term trend increase include Electrical Systems, Accessibility, and Exterior Condition. The trend for "A" defects for all buses, which had increased steadily from December of 2016 (10) to December 2017 (21), has now reversed that trend, falling to 11 last audit and increasing slightly to 12 for this audit. TRC will continue to monitor.

RECORDS REVIEW

PMI Schedule Adherence

TRC examined the records of 13 buses selected at random (12 active, 1 contingency) to determine if PMIs are being done at scheduled 6,000-mile intervals. PMI intervals are considered "on time" if performed on or before 6,600 miles ("late window" of 10% or 600 miles).

All PMI records, now filed electronically, are well organized and very easy to access and locate.

Table 5 which follows shows the PMI intervals compared to the previous PMIs performed by First Transit for each of the 13 buses selected at random.

TABLE 5 <i>PMI Schedule Adherence</i>		
Bus #	PMI Mileage Intervals	Notes
184	6076	On time
195	5784	On time
272	5928	On time
285	6196	On time
322-C	5984	On time
349	5548	On time
355	5986	On time
369	6289	On time
386	5447	On time
291	6013	On time
1009	5951	On time
3008	5722	On time
3019	5813	On time

The review of records by TRC revealed that all 13 buses (100%) had their PM inspections done on time. The on-time performance for PMI schedule adherence remains at 100% for thirty-four consecutive audits,

an impressive accomplishment. First Transit management continues its process whereby upcoming PMIs are identified and reviewed daily to ensure on-time completion.

Repair of Defects Identified During PMIs

TRC reviewed the last three PMI e-files for all 13 buses chosen at random (39 PMI records total) to determine if repairs were performed properly and made promptly. TRC examined the PMI files to determine if First Transit has:

- A process in place to distinguish those defects identified and repaired during the PMI from those scheduled for repair at a later date; and
- Actually followed up and repaired the defects identified during the previous PMI.

Of the 39 bus records reviewed, there were six cases where similar defects seem to reappear. An in-depth review of the seven cases revealed that in all cases First Transit had deferred repairs to the next PM where action was taken to correct the defect.

With its electronic filing system, First Transit continues to have a record-keeping system that clearly distinguishes defects that get deferred or repaired as a follow-up to scheduled PM inspections.

Mechanic Training & Certification

TRC set out to determine if qualified mechanics are performing maintenance tasks by virtue of documented training and certification by selecting five HVAC repairs/inspections at random. TRC then asked First Transit to provide a copy of the repair order and the name of the mechanic performing the repair or inspection. **Table 6** which follows shows the five HVAC work orders examined.

TABLE 6 <i>A/C Repairs by Certified Mechanics</i>			
Bus #	Date	HVAC Repair	Mechanic
351	10-09-18	AC inop. Replaced leaking condenser and recharge system	Ahanda, Nickens
310	10-02-18	AC low. Replaced leaking hose and recharge system	Nickens
319	09-09-18	AC low. Replaced leaking valve and recharge system	Nanthavongsa
322	08-29-18	AC low. Repaired leaking hose and recharge system	Nanthavongsa
335	02-06-19	Freon leak. Repaired and recharge system	Nickens

TRC then compared the mechanic(s) who performed the HVAC repairs to the listing of certified technicians compiled for this audit. **Table 7** which follows shows all mechanics along with those certified to perform HVAC (refrigerant-related) repairs and their AC certification status.

TABLE 7 <i>Mechanic and Foreman Work Status</i>	
Mechanic's Name	AC Certification
Andy Velez (Foreman) (FT)	YES
S. Nanthavongsa (FT)	YES

TABLE 7 <i>Mechanic and Foreman Work Status</i>	
Mechanic's Name	AC Certification
F. Brownell (Foreman) (FT)	YES
W. Nickens (FT)	YES
R. Ahenkora (15 per week – 50%)	YES
F. Artieda (FT)	YES
J. Mitchell (30 per week – 75%)	YES
A. Romano (FT)	YES
D. Alemayehu (30 per week – 75%)	YES
A. Ahanda (30 per week – 75%)	YES
W. Morales (FT)	YES
M. Osei (FT)	YES
T. Criste (FT)	YES
M. Moore (FT)	YES
C. Graham (FT)	YES
T. Tsega (FT) (15 per week – 50%)	YES
J. Bowles (FT)	YES
B. Terrell (FT)	YES
M. Amankwah (15 per week – 50%)	YES
J. Galo (FT)	YES
F. Reinoso (20 per week – 50%)	YES
D. Betitia (Foreman) (FT)	YES
A. Gugessa	YES
D. Haile (new hire)	YES

TRC found that all HVAC repairs involving refrigerant were performed by a certified AC technician. In fact, all 26 mechanics/foremen are AC certified.

As part of this inspection, TRC also requested an updated listing of all First Transit technicians and a summary of their experience and ASE certifications to determine compliance with the following PRTC requirement:

Maintenance Personnel will be trained to proficiency on each of PRTC's vehicles and sub-systems prior to the start of service. Contractor will be required to ensure that all repairs involving warrantied vehicles, sub-systems, parts, etc., are performed at all times by maintenance personnel who are properly certified to perform such work such that qualifications cannot be questioned when submitting warranty claims. All mechanics (defined as mechanics and foremen) must have at least one ASE certification and five (5) years' experience on heavy duty trucks or buses. Alternately, mechanics may be graduates of a certified two-year technical/vocational institute and have two (2) years' experience with heavy duty trucks or buses. At least 33 percent of the maintenance staff (defined as mechanics only) shall be ASE Master Certified for medium and heavy duty trucks (or transit buses). In addition, all mechanics (defined as mechanics and foremen) shall receive a minimum of 16 hours of technical/refresher training annually.

PRTC also requires that the ratio of buses per mechanic not exceed eight. As indicated in **Table 7** above, full-time employees are classified as "(FT)"; others include the number of hours they work per week (e.g., 30 per week). Those working 15-20 hours per week are classified as 0.50; 30 per week are classified as

0.75 equivalent of a full-time worker. **Table 8** which follows shows required versus actual staffing levels, experience/certifications, and annual refresher/technical training compliance. The table is based on First Transit's current staffing levels of 21.25 full time equivalent mechanics (17 full time + 4 @ 0.50 + 3 @ 0.75 = 22.5) and three full-time foremen. There are a total of 24 maintenance employees: three full-time foremen and 21 full or part-time mechanics. Three mechanics have left PRTC and one new mechanic was hired since the last audit.

TABLE 8 <i>Mechanic Staffing Level, Certifications, and Experience</i>				
Measure	Ratio of buses to mechanics (excluding foremen)	Mechanics/foremen with ASE & 5 years exp. or voc. degree & 2 years exp.	Mechanics/w/ ASE Master Certification	Mechanics/foremen w/ min. 16 hours annual refresher/technical training
Required	Max. 8.0	100%	Min. 33% of techs	100%
Actual	7.2 (153/21.25 full time equivalent mechanics)	92% (22 of 24 total mechanics/foremen)	33% (7 of 21.25 full time equivalent mechanics)	96% (23 of 24 total mechanics/foremen)*

* One new hire has not been employed long enough to have received required 16 hours of training

Based on a review of the documentation provided, First Transit is compliant in three of the four workforce categories. Two employees do not meet the experience requirements as described above and bring compliance down to 92% instead of the required 100%. One technician has not received the minimum training requirement but has not been employed long enough to receive that training.

Management of Fluid Analysis Program

First Transit is required to send engine oil, transmission, and coolant fluid samples to a laboratory for testing and evaluation at each PMI to determine if:

- fluid samples were taken at each PMI;
- fluid records were filed and had easy access; and
- the contractor is making use of the fluids analysis results as part of its maintenance program.

Samples are sent out weekly and results are returned in about seven days. Copies are made of each report and filed; this is in addition to computerized records that First Transit maintains for each sampling. Locating fluid analysis reports for each of the 13 buses examined was again made easy because of the well-organized electronic recordkeeping system.

First Transit's fluid analysis vendor uses a coding system of 1-5, where "1" indicates the sample finding is normal and "5" indicates the most critical condition. A review of each record found that First Transit continues its practice of highlighting in yellow each lab recommendation for follow-up.

In examining the last two PMIs for each of the 13 buses selected at random (26 records), TRC found that:

- Evidence exists that in all cases fluid samples were taken at the appropriate interval.
- Recordkeeping of the fluid analysis program is adequate.

Results indicate the fluid analysis program is doing its job by providing First Transit with early warnings of potential engine and transmission-related failures. There were three cases where corrective action was

recommended by the lab for the 26 bus records reviewed for this audit. In all cases there was evidence that corrective action was taken.

TRC also drew engine, transmission, and coolant fluid samples from 13 buses selected at random (39 samples) to provide another level of fluid condition verification. The results from TRC's lab, which uses a different grading system than First Transit's lab, are shown below. In each case, First Transit responded with an action plan for resolving the deficiencies.

Engine Oil

There was one engine oil alert compared to one last audit.

272 – Caution: All wear levels appear within acceptable limits for first sample. Silicon level (dirt/sealant material) satisfactory. Water content acceptable. Fuel dilution satisfactory. Viscosity low for specified oil grade. Action: Resample at next recommended interval to monitor and establish wear trend.

FT response – PMI service coming due in about 700 miles

Transmission Fluid

There were two transmission fluid alerts compared to two last audit.

195 – Caution: Torque converter/pump wear indicated. Silicon level (dirt/sealant material) satisfactory. Water content acceptable. Viscosity within specified operating range. Action: **Resample at a reduced service interval to further monitor.**

FT response – PMI C was completed on this unit 2/19/19 and will resample on next PMI A

291 – Abnormal: Lack of information regarding time on compartment limits accuracy of diagnosis. Torque converter/pump wear indicated. Silicon level (dirt/sealant material) satisfactory. Water content acceptable. Viscosity within specified operating range. Action: **Resample at a reduced service interval to monitor and establish wear trend.**

FT response – Fluid life is nearly used up next fluid change is in 10,000 miles will resample after service gets done and on the next PMI.

Coolant

There were three coolant alert compared to one last audit.

195 – Abnormal: Glycol level is high. pH level is normal. Pressure check radiator cap, if it fails replace cap and recheck pressure. Check that proper coolant volume is being maintained. **Recommend adjust coolant to a 50/50 mix. Recommend take corrective action and resample to monitor.**

FT response – Fluid sample result verified with FT latest sample Glycol Percentage is above 50/50 Testing and adjustments will be made to correct Percentage. Radiator cap will be tested if it fails will be replaced and will change the coolant filter as well.

291 – Abnormal: Glycol level is high. pH level is normal. Pressure check radiator cap, if it fails replace cap and recheck pressure. Check that proper coolant volume is being maintained. **Recommend adjust coolant to a 50/50 mix. Recommend take corrective action and resample to monitor.**

FT response – Fluid sample result verified with FT latest sample Glycol Percentage is above 50/50 Testing and adjustments will be made to correct Percentage. Radiator cap will be tested if it fails will be replaced and will change the coolant filter as well.

1009 – Abnormal: Glycol level is high. pH level is normal. Pressure check radiator cap, if it fails replace cap and recheck pressure. Check that proper coolant volume is being maintained. **Recommend adjust coolant to a 50/50 mix. Recommend take corrective action and resample to monitor.**

FT response – Fluid sample result verified with FT latest sample Glycol Percentage is above 50/50 Testing and adjustments will be made to correct Percentage. Radiator cap will be tested if it fails will be replaced and will change the coolant filter as well.

For this audit, the number of fluid alerts from the samples taken by TRC totaled six compared to five last audit. Of the six alerts, five require corrective action before the next scheduled PM inspection. First Transit initiated corrective action as indicated above as a result of the findings. The findings are consistent with a program that provides early warning of more serious potential future problems. For alerts reported during TRC's fluid sampling last audit, there was evidence to support that First Transit followed up and took necessary corrective action as recommended by TRC's lab.

ROAD TEST INSPECTION

TRC conducted a road test of 13 buses selected at random after the static inspections had been conducted. The road testing began during the October 2007 audit. As indicated earlier, a protocol for assigning any defects identified during the road test was established for this audit. Road test defects are classified as those that would render a vehicle out of service or not according to PRTC's "Out of Service Defects – While Operating" criteria. The Road Test protocol is fully described in Appendix E.

Defects identified during the road tests are not included with the static inspection defects to maintain consistency with previous audits where road tests were not part of the audit. Details of any road test defects found are shown in the "Road Test Defects" tab of the attached spreadsheet.

No road test defects were found this audit compared to none last audit. A historical summary of road test defects, including those that would render a bus out of service, is shown in **Table 9**.

TABLE 9 <i>Summary of Road Test Defects</i>					
	Aug. '17	Dec. '17	Apr. '18	Aug. '18	Feb. '19
Total Road Test Defects	0	3	1	0	0
Out-of-Service Total	0	0	1	0	0
Nature of Out-of-Service Defect(s)	n/a	n/a	Erratic acceleration	n/a	n/a

ANALYSIS OF CONTINGENCY BUSES INSPECTED

The four contingency buses inspected averaged 3.3 defects per bus compared to 4.8 defects last audit and 11 the audit before last. The active bus fleet averaged 2.6 defects per bus by comparison. TRC will continue to monitor contingency buses. There were no "A" defects found on contingency buses for this audit compared to one last audit.

No contingency bus was found with an abnormal fluid finding.

A historical summary of contingency bus defects compared to the active fleet is shown in **Table 10**.

TABLE 10 <i>Summary of Contingency Bus Defects</i>				
	Dec. '17	Apr. '18	Aug. '18	Feb, '19
Total Defects - Contingency Bus	44	19	13	15
Average Defects per Contingency Bus	11.0	4.75	3.25	3.75
Average Defects per Active Bus	4.2	2.8	2.6	2.5
Average # of "A" Defects per Bus: Contingency Fleet	0.5	0.25	0.0	0.25
Average # of "A" Defects per Bus: Active Fleet	0.40	0.23	0.21	0.23

All contingency buses selected at random for inspection were inspected first to determine if their engines would start -- an indication if First Transit is keeping the fleet ready for operation. Of the four contingency buses inspected, all started this audit compared to the same number last audit.

ANALYSIS OF ALL CONTINGENCY BUS RECORDS

An analysis of all Contingency Bus records was conducted to determine if First Transit is meeting its contractual requirements to conduct the following:

- Perform PMIs twice per year, including oil and filter changes
- Keep batteries charged, air systems operational, etc.
- Maintain current state inspections
- Operate buses frequently and for substantial periods of time (minimum 30 miles per month)

It was agreed that a minimum of 30 miles per month (360 miles per year) would be sufficient for the contingency fleet, and two full PMs including oil and filter changes would be conducted annually regardless of accumulated mileage and regardless of the number of specialized "Contingency Bus Inspections" already conducted to check safety items. It was also agreed that subsequent audits would first begin with an inspection of the Contingency Buses selected for the audit as a way to determine if buses would start and, therefore, be ready for service on a moment's notice if needed. The 30-miles-per-month-per-contingency-bus requirement will be monitored and is subject to change.

A review of all Contingency Buses in meeting contract requirements is shown in **Table 11**. The number of designated Contingency Buses in the fleet totaled eleven this audit compared to nine last audit. The review revealed all of the eleven Contingency Buses received a minimum of two full PMIs during the past year. The review also indicated that six of the eleven Contingency Buses showed activities related to battery maintenance, and six buses had air system maintenance activity. It should be noted that not all buses need this service within a three-month period. As mentioned above, all Contingency Buses inspected did start prior to conducting the inspections. **Table 11** also shows that all annual state inspections are current.

TABLE 11 <i>Review of Contingency Bus Records</i>				
Bus Number	Last Two PMs Performed	Batteries Charged & Air Systems	Valid State Inspections	Miles Traveled Per Month (30 min.) Last 90 Days*
262	07/13/18 02/02/19	Change alternator: 11/14/18 Replace batteries 02/01/19 No air system activity found	Yes	November - 160 December - 251 January - 383
267	08/1/17 02/02/19	Replace batteries: 01/03/19 No air system activity found	Yes	November - 63 December - 117 January - 1009
268	08/1/18 11/22/18	No battery activity found No air system activity found	Yes	November - 874 December - 1708 January - 244
304	11/21/18 01/08/19	Replace batteries: 04/23/18 Air dryer: 12/04/18	Yes	November - 3485 December - 4677 January - 2992
313	11/28/18 01/11/19	No battery activity found Air dryer: 12/04/18	Yes	November - 4030 December - 4001 January - 4384
317	10/30/18 01/03/19	No battery activity found No air system activity found	Yes	November - 1953 December - 4389 January - 3747
320	10/31/18 01/07/19	Replace batteries: 02/05/19 Air dryer: 11/29/18	Yes	November - 1679 December - 4297 January - 3534
321	11/21/18 01/24/19	No battery activity found Air dryer: 02/15/19	Yes	November - 3828 December - 4385 January - 4067
322	11/01/18 01/11/19	Replace batteries: 11/21/18	Yes	November - 769 December - 3669

TABLE 11 <i>Review of Contingency Bus Records</i>				
Bus Number	Last Two PMs Performed	Batteries Charged & Air Systems	Valid State Inspections	Miles Traveled Per Month (30 min.) Last 90 Days*
		Air dryer: 11/28/18		January - 3161
329	12/17/18 02/05/19	Replace batteries: 04/20/18 Air dryer: 08/23/18	Yes	November - 3647 December - 4096 January - 3795
332	11/02/18 02/02/19	No battery activity found No air system activity found	Yes	November - 3029 December - 3710 January - 3285

* Note: Many of the Contingency Buses were recently in active service.

Additional Contingency Bus Records Inspection

As noted in Table 11 above, the average defects for the Contingency Bus fleet equaled 3.75 per bus compared to 2.5 for the active fleet, which is similar to last audit (3.3 versus 2.6). Contingency bus defects have fallen to an average of 3.9 defects per bus over the past three audits compared to an average of 11 per bus in December of 2017. It should be noted that direct comparisons between the two fleets is difficult to make because of the small sampling size of the Contingency Bus fleet. Contingency Buses are also older and are driven less frequently than active buses, which typically results in a higher number of defects. TRC will continue to conduct a separate analysis for this subfleet to include if operators are reporting defects as part of their pre and post trip inspections.

Of the four Contingency Buses inspected, the analysis found eight of the 15 defects identified were ones that an operator should have noted (see **Table 12**). Of the eight defects that an operator should have noted, none were found in the Zonar records. Last audit, operators also failed to note such defects.

Table 12 <i>Additional Review of Contingency Bus Records</i>			
Bus Number	Defects that Should Have Been Identified by Operator	Zonar Record	Action Taken by First Transit
317	- Wheelchair curb light inop - Air leak at front door dump valve - Front destination sign inop - Body damage C/S front	- No such defects noted	n/a
262	- Front destination sign inop	- No such defect noted	n/a
322	- Air pressure gauge light inop - Reading lights inop	- No such defect noted - No such defect noted	n/a n/a
267	- Wheel flare C/S missing	- No such defect noted	n/a

RECOMMENDATIONS

Given the current level of maintenance performance, there are no specific maintenance-related recommendations except to continue taking steps to reduce exterior-related defects, engine/engine compartment defects, contingency bus defects, and “A” defects. In addition, however, operators need to be trained to note more defects on their Zonar records. Of the eight defects that an operator should have noted, none were found in the Zonar records. Last audit, operators also failed to note such defects.

APPENDIX A – List of Buses Inspected

BUSES INSPECTED		
FLEET INSPECTION	RECORDS & FLUIDS ANALYSIS	ROAD TEST INSPECTION
2005-06 GILLIG 40’ Phantom 184-188		13 Road Test need to be done at random, one of which needs to be a Contingency Bus
184	184	
188*		188
2010-12 GILLIG 40’ LF 189-199,1000-1002		
191		
194		
195	195	
197		
1000		1000
2004-13 GILLIG 30’ 262, 267-288		
262-C		
267-C		
272	272	
273		
279		279
284		284
285	285	
2002 MCI 300-337		
317-C		
322-C	322-C	322-C
2003-06 MCI 338-360		
338		
343		343
345		
349	349	
350		350
352		

BUSES INSPECTED		
FLEET INSPECTION	RECORDS & FLUIDS ANALYSIS	ROAD TEST INSPECTION
355	355	
360		
2008-14 MCI 361-393		
362		
365		
369	369	
370		370
373		373
378		
382		
386	386	
388		
391		
393		
2016 Gillig 1003-1009		
1007		
1009	1009	1009
2016 Gillig Low Floor 289-294		
289		
291	291	291
2017 MCI 394-398		
395		
398		
2019 MCI 3000-3036		
3001		
3005		
3008	3008	
3012		3012
3014		
3019	3019	
3024		3024
3027		
3030		
3034		
TOTAL: 51 47 Active 4 Cont.	TOTAL: 13 12 Active 1 Cont.	TOTAL: 13 12 Active 1 Cont.

* Changed for 186

APPENDIX B – Evaluation Criteria & Methodology

TRC continued its audit process of evaluating fleet condition, records, fluids, and worker certification/training using identical procedures from the previous audits. A team of three bus inspectors was assigned to physically inspect the buses, conduct road tests, and draw oil samples. A separate Project Manager organized the overall inspection process, performed the Records and Fluids Analysis Audit, and prepared the final report.

The material which follows describes the evaluation criteria and methodology used by TRC to conduct the various audit inspections.

Fleet Inspection

Specific defects noted during the bus inspections were classified under 18 functional categories:

- 1) Accessibility Features
- 2) Air System/Brake System
- 3) Climate Control
- 4) Destination Signs
- 5) Differential
- 6) Driver's Controls
- 7) Electrical System
- 8) Engine Compartment
- 9) Exhaust
- 10) Exterior Body Condition
- 11) Interior Condition
- 12) Lights
- 13) Passenger Controls
- 14) Safety Equipment
- 15) Structure/Chassis/Fuel Tank
- 16) Suspension/Steering
- 17) Tires
- 18) Transmission

An “A/B” designation system was used to denote defects requiring immediate repair from those that could be repaired at a later time.

A – Indicates a critical defect that when identified during a regularly scheduled PMI requires immediate repair and would keep the vehicle from returning to revenue service until the defect is corrected.

B – Indicates a non-critical defect, the repair of which could be deferred to a later time.

“A” category defects were agreed upon by PRTC and First Transit early in the audit process and remain the same to keep audit comparisons consistent. A copy of the “A” defects used for all audits is attached as Appendix B. TRC informed First Transit management of “A” category defects as soon as they were

identified, which First Transit repaired immediately or scheduled for repair soon afterwards. First Transit was given an opportunity to contest defects as soon as they were brought to their attention.

TRC shared the entire list of preliminary defects found during each day's inspections with First Transit management with the understanding that the defects would need to be reviewed by TRC and may change based on that review. The sharing of defects is intended to keep First Transit informed of TRC's findings as part of a cooperative and objective evaluation process. TRC inspectors also worked with First Transit personnel to confirm operation of certain controls in advance to ensure that defects were legitimate and not the result of the inspectors not being familiar with specific PRTC bus equipment. If there was any doubt about a defect, TRC either removed it from the list or downgraded "A" defects to "B" level status.

Records and Fluids Analysis Audit

Thirteen buses were selected at random by PRTC for the Records and Fluids Analysis Audits. The records examination set out to determine if:

- Preventive maintenance (PM) had been performed correctly and at prescribed intervals;
- Repairs had been performed properly and made promptly;
- Qualified mechanics performed maintenance tasks by virtue of documented training certification; and
- The fluids analysis program is being administered properly.

PM Intervals

To determine if preventive maintenance inspections (PMIs) were performed correctly and on time, TRC examined the PMI records of the thirteen buses selected at random. Mileage between the last two PMIs was calculated to determine if the inspections were performed on time (within 10% or 600 miles of the scheduled 6,000-mile interval).

Repairs

To determine if repairs were performed properly and made promptly, two audit procedures were used:

- 1) PMI sheets going back three PMIs were examined for each of the thirteen buses selected at random to determine if and when defects noted during the PMI process were repaired.
- 2) Defects from the previous PMIs were then compared to determine if any defects were repeated from one PMI to the next.

From this comparison TRC could determine if the defects were repaired or if they were simply noted on subsequent inspections.

Mechanic Qualification

To determine if qualified mechanics performed maintenance tasks by virtue of documented training and certification, TRC selected five (5) air conditioning (AC) repairs at random from the work orders.

TRC examined AC-related work orders to identify a) the nature of the repair, and b) the mechanics performing the actual work. TRC then compared the name of the mechanic performing the repair to the list of AC certified technicians that TRC updated with First Transit to determine if the technicians were certified to perform the tasks. Technicians performing routine mechanical tasks to AC systems (i.e., those that do not involve refrigerant) are not required to be certified.

TRC also collected and reviewed a listing of Automotive Service Excellence (ASE) certifications and work experiences of all First Transit mechanics to allow PRTC to determine compliance with established requirements.

Fluids Analysis Management

To determine if the fluids analysis program is being administered properly, TRC examined oil analysis records for each of the thirteen buses selected at random for the Records Inspection. TRC noted if the fluid analysis was being performed at the appropriate PMI interval, if fluid analysis records were properly filed for easy reference, and if any actions were being taken as a result of the fluid analysis findings.

TRC also drew engine oil, transmission fluid, and coolant samples from thirteen buses selected at random and reviewed those results (39 samples total). In reviewing the results, TRC looked for evidence of inappropriate levels of deterioration. TRC also looked for evidence that First Transit is making use of the fluids analysis results. In addition, TRC reviewed the actions recommended by the lab for the samples it took during the last audit to determine if First Transit did, in fact, act on those recommendations.

Road Test Protocol

A defined protocol based on PRTC's "Out of Service Defects While Operating" list was used for assigning defects identified during the road test of 13 buses. All road test defects continue to be listed separately and are not included in the fleet defect totals. Instead of assigning an "A" or "B" designation as is done with static inspection defects, road test defects are classified as either:

- Those that in the opinion of the operator would render the vehicle out of service according to PRTC's "Out of Service Defects While Operating" list.
- Those that would not render the vehicle out of service in the opinion of the operator.

PRTC's "Out of Service Defects While Operating" list is attached as Appendix F, which also describes the entire Road Test Protocol as agreed to by PRTC and First Transit.

Contingency Bus Records Review

A review of all contingency bus records (9 in total for this audit) was made to determine if contract obligations are being met by First Transit to:

- Conduct a minimum of two PM inspections annually, including oil and filter changes
- Make sure batteries are charged and air systems operational
- Make sure current annual state inspections are maintained
- Make sure buses are operated frequently and for sustained periods of time (minimum 30 miles per month).

**APPENDIX C – Excel Spreadsheet Reports
(Attached as a CD)**

- Defect Summary – All Buses
- Defect Summary – Active Buses
- Defect Summary – Contingency Buses
- Static Defects – All Buses
- Road Test Defects – All Buses
- Defects by Category – All Buses
- “A” Defects – All Buses
- Static Defects – Active Buses
- Road Test Defects – Active Buses
- Defects by Category – Active Buses
- “A” Defects – Active Buses
- Static Defects – Contingency Buses
- Road Test Defects – Contingency Buses
- Defects by Category – Contingency Buses
- “A” Defects – Contingency Buses
- Defect Category Trends – Active Buses
- All Buses Inspected
- Active Buses Inspected
- Contingency Buses Inspected

APPENDIX D – Listing of “A” Category Defects

PRTC “A” Defect List

- Fire extinguisher (expired tag OK unless indicator in red)
- Headlights
- Wipers (either)
- Cracked windshield in driver’s view (larger than a quarter)
- Seat belts, driver
- Turn signals
- Horn
- Emergency flashers
- Brake lights (more than one)
- Air pressure/Air leaks (except series 60 EGR engines at dryer and air operated wipers on delay)
- Brake lining thickness @ 7/32-inch; Disc lining at 1/8-inch
- Tire tread depth @ 2/32 rear; 4/32 front
- Fuel leak
- Exposed wires (insulation missing)
- Oil/Grease on brakes (saturated)
- Wheelchair lift/Ramp & securement
- Sharp edges – interior
- Tripping hazard – interior
- Critical steering/Suspension play, wear
- Sensitive edges – doors – not working at all
- Tire pressure below 80 psi (tag tires 70 psi)
- Wheel lug nuts
- Exhaust leak into bus
- Back-up alarm
- Excessive slack adjuster throw: 30=2”; 36=2.5”
- Emergency window won’t open

APPENDIX E – Listing of Contested Defects and TRC Response (none for this audit)

Bus Number	Defect and Reason for Being Contested	TRC Response

APPENDIX F – Road Test Protocol

A) Process

First Transit assigns consistent operator(s) to road test approximately 25% of buses selected for each maintenance audit. The process consists of a TRC inspector accompanying the operator during the road test, asking questions if needed to ensure the operator has not overlooked a defect.

Defects and abnormalities are classified as either:

- Those that in the opinion of the operator would render the vehicle out of service according to PRTC's "Out of Service Defects – While Operating" list (see below).
- Those that would not render the vehicle out of service in the opinion of the operator.

Defects that render the vehicle out of service are then inspected by First Transit with a TRC inspector serving as an observer. First Transit indicates the findings of their investigation to the TRC inspector along with the proposed corrective action (if any). The TRC inspector records this information and gains concurrence from First Transit that the report is accurate. The TRC inspector then adds his observations separately.

All road test defects and reporting are itemized separately in the Audit Report and are not counted or reported with the static defect totals.

B) Out of Service Defects – While Operating

Per the PRTC/First Transit Bus Service Operating Procedures, the following items require the operator to stop the bus as soon as it is safe to do so and contact dispatch. If they occur during a road test, they will be noted as such in the Audit Report.

1. Transmission
 - a. slips
 - b. will not shift
 - c. overheats
2. Engine Problems
 - a. hot engine
 - b. cuts off
 - c. unusual acceleration (e.g., bucks, hesitates, sticking accelerator)
3. Oil System Problems
 - a. Oil light
 - b. Severe oil leak
4. Air System Problems
 - a. No or low air pressure (under 80 psi)
5. Brake System Problems
 - a. Hot brakes or wheels
 - b. Slack brakes

6. Fuel leak or smell
7. Excessive steering condition
8. Exhaust fumes leaking into bus (obvious smell)
9. Inoperative defroster system
10. Flat tire(s)
11. Inoperative windshield wiper(s)
12. Any other defect rendering the vehicle unsafe to operate

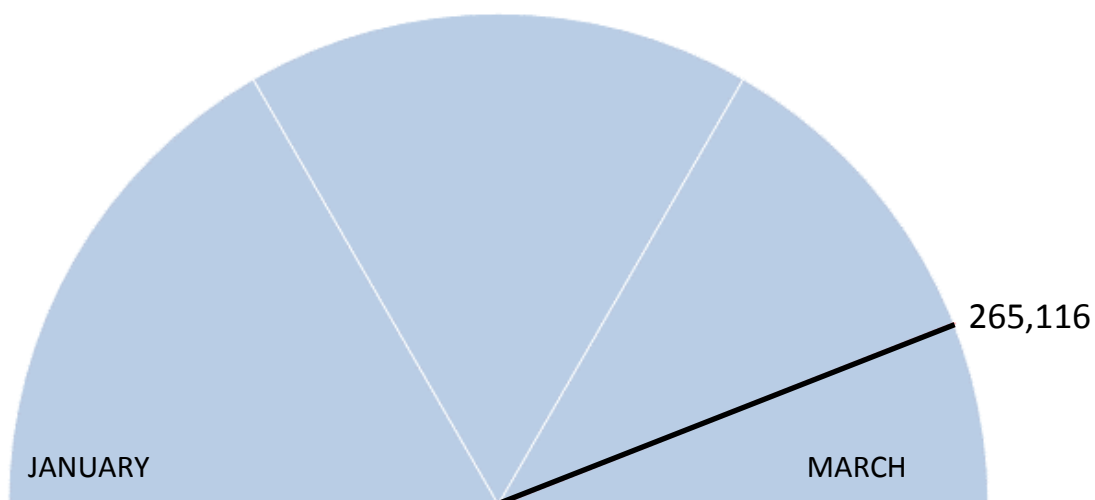


OmniRide Fuel Gauge

FY19 Q3 Totals: January 1, 2019—March 30, 2019

FY2019 Q3	Fuel Delivered	FY2018 Q3	Fuel Delivered
Average Per Gallon	\$ 2.13	Average Per Gallon	\$ 2.04
Total Gallons	265,116	Total Gallons	298,819
Total Cost		Total Cost	
\$ 657,799		\$ 607,910	

Delivered Fuel vs Budgeted Fuel Delivery (FY19Q3)



Fuel Expenditures vs Budgeted Fuel Expenditures (FY19 Q3)

