

ITEM 5
November 1, 2018
PRTC Regular Meeting
Res. No. 18-11-____

MOTION:

SECOND:

RE: APPROVE MINUTES – OCTOBER 4, 2018

ACTION:

WHEREAS, on November 1, 2018 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the PRTC Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

WHEREAS, PRTC conducted business in accordance with a published agenda dated November 1, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of October 4, 2018.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

14700 POTOMAC MILLS ROAD • WOODBRIDGE, VA • 22192 •

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MINUTES

PRTC Commission Meeting – October 4, 2018

Members Present

*Ruth Anderson, Chair
*Maureen Caddigan
*John Jenkins
*Jeanine Lawson
*Marty Nohe
*Frank Principi, Immediate Past Chairman
*Jeanette Rishell, Vice Chair
*Pamela Sebesky, Secretary
*Matt Kelly
*Mark Dudenhefer
*Wendy Maurer, Treasurer
*Gary Skinner, At-Large Member
*Bob Thomas
*George Barker

Members Absent

Jennifer Mitchell
Paul Tramp

Alternates Present

Norm Catterton
Margaret Franklin
Kalai Kandasamy
Steve Pittard

Alternates Absent

Hilda Barg
Pete Candland
D.J. Jordan
Jack Cavalier
Cindy Shelton
Hector Cendejas
Suhas Naddoni
Donald Shuemaker
Todd Horsley
Tim McLaughlin
David Ross

Jurisdiction

Prince William County
Prince William County
Prince William County
Prince William County (arrived at 7:03 p.m.)**
Prince William County (arrived at 7:11 p.m.)**
Prince William County
City of Manassas Park
City of Manassas
City of Fredericksburg
Stafford County
Stafford County
Spotsylvania County
Virginia House of Delegates
Virginia Senate (arrived @ 7:03 p.m.)**

Department of Rail and Public Transportation
Spotsylvania County

Prince William County
Prince William County (arrived at 7:40 p.m.)**
Prince William County
Dept. of Rail and Public Transportation (arrived at 7:58 p.m.)

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

Jason Graham
Mark Wolfe

City of Fredericksburg
City of Manassas

*Voting Member

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

Staff and General Public

Bob Schneider - PRTC
Doris Lookabill - PRTC
Betsy Massie - PRTC
Joyce Embrey PRTC
Chuck Steigerwald - PRTC
Althea Evans - PRTC
Becky Merriner - PRTC
Christine Rodrigo - PRTC
Jerry McIntosh - PRTC
Perrin Palistrant - PRTC
Kasaundra Coleman PRTC
Tracy Dean - PRTC
Rob Dickerson - PRTC Legal Counsel
Jacqueline Lucas - PRTC Legal Counsel
Joyce Embrey - PRTC
Althea Evans - PRTC
Nia Tuix - Citizen
Todd Johnson - First Transit
Ken Jones - PRTC
Tonisha Belton - PRTC
Bea Wooden PRTC
Chris Terry - PRTC
Perrin Palistrant - PRTC
Joy Himes - PRTC
Nkenge Muhammad - PRTC
Todd Johnson - First Transit
Nelson Cross - First Transit
Bob Leibbrandt - Prince William County

Madam Chair Anderson called the meeting to order at 7:03 p.m. The Pledge of Allegiance, Invocation, and Roll Call followed.

Approval of the Agenda -4 [RES 18-10-01]

Items 6E and 6F are being deferred as Mr. Doug Allen is sick. The first item under Item 10 will not be presented as Mr. Todd Johnson is not feeling well. Commissioner Caddigan moved with a second by Commissioner Lawson to approve the agenda as presented and amended. There was no discussion on the motion. (CADDIGAN/LAWSON, UNANIMOUS)

Approval of the Minutes of the September 6, 2018 PRTC Board Meeting - 5 [RES 18-10-02]

Commissioner Lawson moved, with a second by Senator Baker, to approve the minutes of September 6, 2018. Commissioner Bob Thomas noted that his attendance needs to be added to the minutes. (LAWSON/BARKER, WITH MAJORITY VOTE, COMMISSIONERS MAURER AND SEBESKY ABSTAINED)

Virginia Railway Express (VRE) – 6

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

- On July 10th and 11th, VRE staff attended a summit on safety and security. In coordination with INOVA parks, VRE placed trail signs noting to stay off of rail tracks at Manassas line rail tracks and bridge that travel through the Hemlock Overlook Regional Park in Prince William County.
- VRE is conducting a complete Positive Train Control (PTC) system integration testing, focusing on communications. They have met all milestone required by the statute and are on schedule to implement but they are filing for an extension out of a precaution.
- July and August performance has been challenged due to the weather which caused issues with the signals. Loss of a bridge in Alexandria has also caused congestion.
- VRE concluded their update noting that they hosted a tour for Commissioner Maurer in September

Authorization for the Executive Director to Execute the Agreement between NVTC and PRTC for Distribution and Allocation of the Commuter Rail Operating and Capital Fund (CROC) – 6-C [RES 18-10-03]

Commissioner Skinner moved, with a second by Commissioner Lawson, to authorize the Executive Director to execute the agreement between NVTC and PRTC for distribution and allocation of the CROC fund. Commissioner Kelly noted that a large portion of the funds are coming from the southern jurisdictions and that there needs to be further discussion in the future on how the funds are spent. (SKINNER/LAWSON, UNANIMOUS)

Authorization of the Referral of the Preliminary FY2020 VRE Operating and Capital Budget to the Jurisdictions– 6-D [RES 18-10-04]

Commissioner Caddigan moved, with a second by Commissioner Skinner, to authorize the referral of the preliminary FY2020 VRE operating and capital budget to the jurisdictions. There was no discussion on the motion. (CADDIGAN/SKINNER, UNANIMOUS)

Citizens' Time - 7

Madam 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. Three individuals addressed the Commission (transcript attached).

Approval of the Consent Agenda –8 [RES 18-10-05]

Commissioner Caddigan moved, with a second by Vice Chair Rishell, to approve the consent agenda, as presented. There was no discussion on the motion. [CADDIGAN/RISHELL, UNANIMOUS]

- Accepted the Potomac and Rappahannock Transportation Monthly Jurisdictional Financial Report for the Period Ended July 31, 2018, as presented.

PRTC Executive Director's Time – 9

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

- Dr. Schneider notes industry article, There's a Bus Driver Shortage - No Wonder.
- Dr. Schneider notes Todd Johnson will present his presentation at November meeting.
- Dr. Schneider mentioned potluck lunch to be held in the Customer Service department in honor of Customer Service Week.
- OmniRide Service Awards presented: Tracy Dean for 5 years of services and Joy Himes and Katy Nicholson for 10 years of service.
- Dr. Schneider provides update on the internal career fair: 5 people were hired in new positions. Becky Merriner noticed gap in computer skills thus providing opportunity to use laptops for training employees.
- Dr. Schneider notes that newly hired employees will be a part of the inaugural OmniRide mentoring program that targets the spirit of comradery and engagement.
- Project Connect is a team of both OmniRide and First Transit that allows both groups to engage with each other towards a common goal.
- Dr. Schneider mentions that Nancy West, with Exstare Federal Services, has completed the first round of interviews.
- Dr. Schneider shares that management training on harassment was completed in September and that employee evaluations have also been completed.
- Public hearings on the western services will be conducted October 17 and 18, and 24.
- There are 12 new buses onsite and they will be wrapped with new graphics.
- Dr. Schneider notes the new app is in beta testing mode and Commissioners will get training on the app in November or December.
- The rodeo will be rescheduled in March.

Presentations – 10

Strategic Update by Chuck Steigerwald

- Madam notes that Mr. Steigerwald's presentation is based on action item 11F
- Last year a grant was received from the Potomac Health Foundation for a mobility on demand feasibility study to see how we can leverage using transportation network companies such as Lyft or Uber to help provide healthcare access.
- The study ended in June and four questions were asked about the programs that were studied:
 1. How does it function?
 2. How do the finances function?
 3. What are the challenges and barriers?
 4. What lessons might have been learned by people operating the program?
- The lack of healthcare transportation is affecting continuing healthcare.
- Four alternatives discovered from research:
 1. Expansion of Wheels-to-Wellness
 2. Partnership with Uber and Lyft
 3. Create a need-specific program – a suite of programs meant to address a broad range of conditions
 4. Contracting with a reservation company to provide services
- Contracting with a reservation company was the preferred alternative

- Mr. Steigerwald noted that when an appointment is made, a trip reservation could be made at the same time.
- Commissioner Principi noted that he would like to see more of the study and wanted to know how we can afford a third party. Mr. Steigerwald replied that there would be some staff labor but there would be an increased cost.
- Madam Anderson asked if this would replace Wheels-to-Wellness. Mr. Steigerwald says no, it would be an addition.
- Commissioner Sebesky asked if we are reaching out to other hospitals so that they can participate in the opportunity for funding. Mr. Steigerwald notes that he will be sure to extend the opportunity.
- Madam Chair asks if the off route trips would still be offered. Mr. Steigerwald notes that the off route trips do not fall under the same constraints.
- Commissioner Principi asked if the mobility on demand is part of the PRTC strategic plan. Mr. Steigerwald notes that it's included in the recommendations on acting on the results of the study.

Updated Tax Floor Revenue Projections_by Dr. Bob Schneider

- Dr. Schneider reviewed report from DMV and how jurisdiction payments were affected by CROC fund.
- Commissioner Kelly notes that Stafford, Spotsylvania and Fredericksburg put in a significant amount of money and he is interested in how it is going to be allocated. He hopes the items that are invested in are forward thinking and long term.
- Senator Barker and Delegate Thomas comment that both NVTC and PRTC both had to agree on the money going to VRE.

Economics Presentation for Western Service Plan

- Operating smaller vehicles that provides service to better populated areas – to be more flexible.
- City of Manassas is frustrated due to the amount that they pay and local services received.
- Commissioner Lawson asked if the numbers presented were from an industry standard formula. Dr. Schneider stated that the formula was approved from a previous board meeting.
- Commissioner Principi noted that they attempted to address the concerns previously with the current formula as City of Manassas and Manassas Park did not agree to it.
- Vice Chair Rishell asks about the level is certainty of the accuracy of the numbers. Dr. Schneider notes 70% of assurance.
- Commissioner Principi asks why we aren't making route improvements in on the eastern side of Prince William County. Dr. Schneider notes that we want to start in Manassas so that we can learn from our lessons and it is the lowest performing area before starting in the eastern side of Prince William County
- Senator Barker asks about applying \$1.125 million toward improvements in the western area and the remaining roughly \$2 million of the funds would be available wherever in the Prince William, Manassas, Manassas Park area, whether is eastern or western based on future analysis. Dr. Schneider replies that a decision is not being requested, but he is presenting the challenges of the current funding formula plan.
- Commissioner Sebesky comments that Manassas is struggling now because the gas tax revenue continues to decline, which is a direct result of the development of gas stations in Prince William County near the Manassas jurisdictional boundary.
- Dr. Schneider notes that it is going to take six months to start services.

PRTC Action Items – 11

Authorize the Executive Director to Enter Into a Two (2)-Year Agreement for Leased Office Space– 11-A [RES 18-10-06]

Commissioner Skinner moved, with a second by Commissioner Nohe, to authorize the Executive Director to enter into a Two (2) year agreement for leased space. Commissioner Lawson asked for additional details. Dr. Schneider presented that OmniRide is maxed out, there is no room to expand. There is only one open cubicle in the office and there is not a quiet room for the drivers. Mr. Skinner notes that the contract is for two year because the other facility will be open at that time and Dr. Schneider confirms that he is correct. (SKINNER/NOHE, UNANIMOUS)

Authorization to Award A Contract for the OmniRide Transit Center LED Lighting Phase II Project – 11-B [RES 18-10-07]

Commissioner Principi moved, with a second by Commissioner Maurer, to authorize a contract for the OmniRide Transit Center LED Lighting Phase II project. Commissioner Principi states that Northern Virginia Regional Commission is making an effort on LED lighting and that OmniRide should look into seeing if there could be cost savings with them. Vice Chair Rishell inquired what the range on the bids were. Betsy Massie confirmed that the highest bid was about \$300,000. (PRINCIPI/MAURER, UNANIMOUS)

Authorize the Executive Director to Amend the Contract with Clark Construction Group, LLC to Include a Guaranteed Maximum Price (GMP) for Constructions of the Western Maintenance Facility – 11-C [RES 18-10-08]

Commissioner Principi moved, with a second by Commissioner Lawson, to authorize the Executive Director to amend the contract with Clark Construction Group, LLC to include a Guaranteed Maximum Price (GMP). Vice Chair Rishell asked if open book method of invoicing would be used and Betsy Massie confirmed that it would be and that PRTC staff would be responsible for it. Chair Anderson states that this action item is a combination of 11C, 11D and 11 E for the total of \$42 million. (PRINCIPI/LAWSON, UNANIMOUS)

Authorize the Executive Director to Award Option Tasks to Wendel for the Western Maintenance Facility – 11-D [RES 18-10-09]

Commissioner Nohe moved, with a second by Commissioner Lawson, to authorize the Executive Director to award option tasks to Wendel for the western maintenance facility. There was no discussion on the motion. (NOHE/LAWSON, UNANIMOUS)

Authorize the Executive Director to Purchase Bus Lifts for the Western Maintenance Facility from the State Contract– 11-E [RES 18-10-10]

Commissioner Principi moved, with a second by Commissioner Lawson, to authorize the Executive Director to purchase bus lifts for the western maintenance facility from the state contract. There was no discussion on the motion. (PRINCIPI/LAWSON, UNANIMOUS)

Authorization to Pursue and Apply for Grant Funding for Implementation of Mobility-On-Demand Feasibility Study Recommendations– 11-F [RES 18-10-11]

Commissioner Principi moved, with a second by Commissioner Caddigan, for authorization to pursue and apply for grant funding for implementation of the mobility-on-demand feasibility study recommendations. Commissioner Principi asked if it required a match and Dr. Schneider indicated that it would be a soft match. Commissioner Skinner asked who we were seeking funding from and Dr. Schneider confirmed it will be from the FTA. Commissioner Maurer requested confirmation that if the grant was not approved then we will not implement the project. Dr. Schneider confirmed that other avenues would be explored. (PRINCIPI/CADDIGAN, UNANIMOUS)

Commissioner Nohe departs meeting at 8:54 p.m. Commissioner Catterton is now at the table voting.

Adopt PRTC Bylaws as Amended from the Floor on October 4, 2018 – 11-G [RES 18-10-12]

Commissioner Principi moved, with a second by Commissioner Maurer, to adopt PRTC bylaws as amended from the floor on October 4, 2018. Commissioners confirmed that they would include changes of amending language of officials elected to the board, speakers identifying their jurisdiction and not residency and identifying comment time as Public Comment Time, (PRINCIPI/MAURER, UNANIMOUS)

PRTC Chairman's Time – 12

- Madam Chair Anderson makes announcement on engagements for Commissioners.
- Madam Chair Anderson initiated the formation of the Nominating Committee for the 2019 slate of Commission Officers.
- Attorney Rob Dickerson spoke to Madam Chair for clarity on the vote for the Amended Bylaws.
- Madam Chair Anderson initiated the formation of the Legislative Committee.
- Madam Chair Anderson presents the review of the evaluation form for the Executive Director and it was approved by all.

Other Business/Commissioners' Time – 13

- Commissioner Jenkins noted that he would like the bus stop lighting to be surveyed.
- Vice Chair Rishell requested that Item 7 on the agenda read as Public Comment Time moving forward.
- Commissioner Sebesky announced the Fall Jubilee in Historic Manassas on 10/6.
- Commissioner Skinner announced Fall Festival in Spotsylvania on 10/27.
- Commissioner Kelly noted concerns to discuss rationale for the reorganization and timeline for a conclusion.

Adjournment – 14

There being no further business to come before the Commission, Madam Chair Anderson adjourned the meeting at 9:37 p.m.

Information Items

There were no comments.

NEXT MEETING:

November 1, 2018, 7:00 p.m.

LOCATION:

PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811

DRAFT

Transcript of October 4 2018 Citizen's Time

Beatrice Wooden (PRTC)

I wanted to talk about the six open positions that were open for in house career fair held on September 12th. I had high hopes that some of my peers would be moving forward in different positions. One, because they deserve a new opportunity to move forward and show what their strengths are and how they can be an asset to the 2020 vision of this organization. Three of my peers and my supervisor applied and not one of them were chosen for any position. I didn't apply for personal reasons. I feel disappointed and hurt because I know if not all four, at least one, at least one had the opportunity to elevate to another level. They are all well qualified. In fact, one, very well qualified. One has a degree in the position they applied for. Two are going to school for the positions they applied for. In my heart, I believe this is another attempt to stop the dispatchers from moving forward. By hiring one of the dispatchers, you're saving a job. You're saving a family. You're saving them their mind, their life. They can continue to live in Prince William County or wherever they live. These positions – there were two positions that were not filled. I wrote on a piece of paper, names of people that I felt that were going to get these positions and I was right except for two. Except for two positions. Those two positions were not filled. I don't know what the thinking is. I don't know what the thinking is at this point. I don't know what the board is thinking. I don't know what the Executive Director is thinking is. I need to know. My peers need to know. We need to know. Am I going to have a job from now on? Am I still involved in the RIF? I just need some answers. And I hope and I pray that somebody can give us some answers soon please. Thank you.

Ken Jones (PRTC)

What Bea said, just stated, is a frustration that we all share. It's almost a year since we started going through this. At this point let us know one way or the other. Do we add value to this organization or we don't. I'm confused because I hear that the financial situation that we're in. There are financial reasons for why things are being done. But then, you know you look at the wisdom of paying \$87,000 a year to lease office space for two years. Because they say we're overcrowded here at this facility. Well that's \$174,000 to lease space that can be used in another direction, in another place. In the dispatch department, we share work spaces. No one has an assigned desk, other than myself. Everybody else shares work spaces. The same thing can happen on the administrative side on the second floor. Schedules can be adapted. There's no law that says that everybody has to work 8:30 – 5:00. We just gotta get innovative and think outside the box and make adjustments. People share work spaces for two years, that's it. In two years the new western facility will be open, you can move forward. And then parking these buses. It's going to cost \$6,000, \$10,000 a month, to park. That's a huge number to me for

parking space. But it just comes back down to let's make a decision. One way or another. What is the reason for the reduction in force now? What is the reason? The original reasons aren't still valid. What is the reason? The reason aren't valid – take it off the table. Let's move forward. We'll continue to make contributions to this organization on a daily basis. So we just want an answer. And secondly, para transit service is expensive service, its time intensive to start. If I'm going to be self-servant, I could say you need more dispatch and quality assurance monitors when you do run para transit services. But it's expensive so if its financial reasons that we're looking at, what's the long term ramifications of running para transit services? Our population is aging. So the demand is going to go higher. So what are the costs for it? You look at on average is \$45- \$50 per passenger a trip for the para transit service. That's expensive compare to the regular fixed route. So these are the things I'm looking at and I'm seeing costs but you're saying there are financial reasons we gotta tighten our belts. I don't see it. I don't see it in the decisions being made and that you have to lay off and RIF, you know, people. But then you are spending money left and right. I asked that you take that into consideration.

Tonisha Belton (PRTC)

I wanted to speak on our service. We're here to provide a service to the community and according to the chart on page 155 in the package you all may have, we're not providing a very good service. According to the chart that you'll see on page 155, you'll see that we have increased in the number of missed trips which reflects the decline in service that we provide. We're here to provide service to the community and if this trend continues, they'll find other means of transportation. We need to figure out the reason, the cause of this decline in our service. We're here to serve the community and we need to figure out why we're not able to do that every day or even better than we had.