



October 31, 2019

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

SUBJECT: November 7, 2019 Commission Meeting Packet

Enclosed is your agenda packet for the November 7, 2019 Commission meeting at 7:00 p.m. in OMNIRIDE Transit Center's large conference room on the 2nd floor.

Beginning with this packet, the agenda has a new look. The change is being made in preparation of new technology that will be used in 2020 for viewing and accessing the agenda packet. The new technology, iCompass Agenda Notes, will streamline process and reduce the need for paper copies. Additional information will be forthcoming as the implementation date gets closer.

Also, beginning this month an additional fuel tax report will be included in the agenda packet as an information item. It is designed to provide an overview of each jurisdiction's actual monthly fuel tax funding compared to the budgeted assumptions, as well as a listing of expenses and encumbered funds for various eligible projects. The new format presents similar information to the monthly report provided under the consent agenda. The main difference is the new format shows cumulative monthly and year-to-date actual and budget information, with an updated fund balance amount as we progress through the fiscal year. The original consent agenda report format shows the current month and year-to-date actuals and projects an estimated end-of-fiscal year fund balance based on current fuel tax projections, which is of value to jurisdictional finance personnel

Joyce Embrey, Director of Finance and Administration, will be available on November 7th at 6:40 p.m. in the small conference room to review the report and answer any questions you may have.

The PRTC Executive Committee **will not** meet.

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