




September 24, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

SUBJECT: October 1, 2020 Commission Meeting Agenda Packet

On September 25, 2020 at approximately 2:00 p.m., the PRTC Executive Committee will meet in person at the OmniRide Transit Center. On October 1, 2020, the PRTC Executive Committee will again meet in person at the OmniRide Transit Center at 6:00 p.m. Social distancing guidelines will be in place for both Executive Committee meetings. The Executive Committee consists of all officers of the Commission: Margaret Franklin, Chair; Pam Sebesky, Vice Chair; Cindy Shelton, Secretary; Deborah Frazier, Treasurer; Andrea Bailey, At-Large; and Jeanette Rishell, At-Large.

The October 1, 2020 the regular monthly meeting of the full Commission will be held at the Transit Center beginning at 7:00 p.m. Due to the COVID-19 pandemic, Commissioners will have the option to participate in the regular monthly meeting virtually by using Zoom or by attending in person at the Transit Center. In order to adhere to social distancing guidelines, available seating at the Transit Center is limited. Please let us know as soon as possible if you plan to participate in person. Electronic meetings in which a quorum is not physically assembled in one location are permissible when the Governor has declared a state of emergency and it is unsafe to assemble a quorum in a single location.

The Zoom meeting will be livestreamed over PRTC's YouTube channel, providing the public an opportunity to watch the meeting in real time. In lieu of holding public comment time during the meeting, the public will be able to submit any comments they have in writing. We will advertise the changes to the meeting in accordance with our Bylaws.

The October 1st meeting agenda and supporting documents should be reviewed prior to the meeting. The materials are posted at omniride.com/about/events/october-2020. Print copies will not be mailed this month to help reduce the number of staff working from the Transit Center.

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



AGENDA

Potomac and Rappahannock Transportation Commission

Thursday, October 1, 2020 - 7:00 PM

Officers

Hon. Margaret Franklin, Chair
Prince William County

Hon. Pamela Sebesky, Vice-Chair
City of Manassas

Hon. Cindy Shelton, Secretary
Stafford County

Hon. Deborah Frazier, Treasurer
Spotsylvania County

Hon. Andrea Bailey, At-Large
Prince William County

Hon. Jeanette Rishell, At-Large
City of Manassas Park

Electronic Meeting Live Streaming on [YouTube.com/PRTCTransit](https://www.youtube.com/PRTCTransit)

Due to COVID-19 Pandemic and Pursuant to Commission Res. No. 20-05-01, May 7, 2020

1. CALL TO ORDER

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. ATTENDANCE ROLL CALL

4. APPROVAL OF AGENDA

- 4.1. APPROVE AGENDA - OCTOBER 1, 2020
[Resolution to Approve the Agenda – OCTOBER 1, 2020](#)

5. APPROVAL OF MINUTES

- 5.1. APPROVAL OF PRTC COMMISSION MEETING MINUTES - SEPTEMBER 3, 2020
[Resolution to Approve the September 3, 2020 Meeting Minutes](#)

6. VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER'S TIME

- 6.1. [CEO Report - September 2020](#)
- 6.2. AUTHORIZE THE REFERRAL OF THE PRELIMINARY FY2022 VIRGINIA RAILWAY EXPRESS OPERATING AND CAPITAL BUDGET TO THE JURISDICTIONS
[Resolution to Refer the Preliminary FY2022 VRE Budget to the Jurisdictions](#)
- 6.3. VRE Information Items:
[Agenda, Draft Minutes, and Resolutions from the September 18, 2020 VRE Operations Board Meeting](#)
[Spending Authority Report](#)
[Storage Facilities Update](#)
[September 2020 Update](#)
[Delegation of Authority and Increased Spending Authority Limits](#)

7. PUBLIC COMMENT TIME

Public comments will not be received during the meeting; however, those wanting to comments should send written comments, limited to one (1) page, to CRodrigo@OmniRide.com by September 30, 2020 at 5:00 p.m.

8. CONSENT AGENDA

- 8.1. APPROVE CONSENT AGENDA - OCTOBER 1, 2020
[Resolution to Approve Consent Agenda](#)
- 8.2. ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL
FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2020
[Resolution to Accept the Monthly Jurisdictional Financial Report](#)

9. PRESENTATIONS AND INFORMATION

- 9.1. Commuter Choice Program and I-395/95 Corridor Round Two (FY 2022-2023) Call
for Projects Briefing
Ben Owen, NVTC's Commuter Choice Senior Program Manager Presenting
[Commuter Choice Program Information](#)

10. EXECUTIVE DIRECTOR'S TIME

- 10.1. Mentoring Program Recognition
- 10.2. Follow-Up from Previous Meeting(s)
- 10.3. Executive Director's Report (Verbal)
 - Passenger Rail Authority Update
 - Legislative Update
 - COVID-19 Update
 - Western Facility Update
 - September 10, 2020: Work Stoppage Update
 - Bus Operations Transition
 - Russ Tieskoetter - First Transit
 - Barbara Murdock/Mike Ake - Keolis

11. ACTION ITEMS

- 11.1. ENDORSE THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION
COMMISSION PUBLIC TRANSPORTATION AGENCY SAFETY PLAN
[Resolution to Endorse the PRTC Public Transportation Agency Safety Plan](#)
- 11.2. AUTHORIZE CLOSED MEETING OF THE POTOMAC AND
RAPPAHANNOCK TRANSPORTATION COMMISSION
[Resolution to Authorize Closed Meeting](#)
- 11.3. CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION
[Resolution to Certify Closed Meeting](#)

12. CHAIR'S TIME

13. OTHER BUSINESS/COMMISSIONERS' TIME

[2020 Commission Meeting Schedule](#)

14. ADJOURNMENT

INFORMATION ITEMS

[August System Performance Report](#)

[Revised Spending Authority Report](#)

[Monthly Safety Dashboard](#)

[Commissioners Fuel Tax Report](#)

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

MOTION:

SECOND:

RE: APPROVAL OF AGENDA – OCTOBER 1, 2020

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 October 1, 2020, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



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Prince William County

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City of Manassas

Hon. Cindy Shelton, Secretary
Stafford County

Hon. Deborah Frazier, Treasurer
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Hon. Andrea Bailey, At-Large
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[Commissioners Fuel Tax Report](#)

MOTION:

SECOND:

RE: APPROVAL OF PRTC COMMISSION MEETING MINUTES FOR SEPTEMBER 3, 2020

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") has had the opportunity to review the draft meeting minutes for September 3, 2020.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of September 3, 2020 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

September 3, 2020

OmniRide Transit Center and ZOOM Meeting
Livestreamed at [YouTube.com/PRTCtransit](https://www.youtube.com/PRTCtransit)

Members Present (in person)

*Victor Angry
*Andrea Bailey, At-Large
*Margaret Franklin, Chair
*Pamela Sebesky, Vice Chair
*Jeanette Rishell, At-Large
*Cindy Shelton, Secretary

Members Present (virtual)

*Kenny Boddye
*Yesli Vega
*Tinesha
*Deborah Frazier, Treasurer (departed 8:49 p.m.)
*Elizabeth Guzman (departed 8:25 p.m.)
*George Barker (arrived 7:20 p.m.)

Members Absent

Jeanine Lawson
Matthew Kelly
Gary Skinner
Jennifer Mitchell
Lee Carter

Alternates Present (virtual)

*Pete Candland
Bennie Smith
Ralph Smith
*Tim McLaughlin (arrived 7:25 p.m./departed 8:25 p.m.)
*Todd Horsley

Alternates Absent

Ann Wheeler
Maggie Hansford
Preston Banks
Hector Cendejas
Donald Shuemaker
Meg Bohmke
Gary Snellings
Jason Graham
David Ross

Jurisdiction

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

Jurisdiction

Prince William County
Prince William County
Stafford County
Spotsylvania County
Virginia House of Delegates
Virginia Senate

Prince William County
City of Fredericksburg
Spotsylvania County
Department of Rail and Public Transportation
Virginia House of Delegates

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

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

*Voting Member

Arrivals/departures following the commencement of the PRTC Commission Board Meeting are notated with the approximate arrival/departure time.

Staff and Public in person or on ZOOM

Dr. Robert A. Schneider, PhD – PRTC
Doris Lookabill – PRTC
Carl Roeser – PRTC
Becky Merriner – PRTC
Christine Rodrigo – PRTC
Perrin Palistrant – PRTC
Joe Stainsby – PRTC

Betsy Massie – PRTC
Byren Lloyd – PRTC
Lamarr Johnson – PRTC
Rich Dalton – VRE
Steve MacIsaac – VRE
Sharon Pandak – Greehan, Taves & Pandak
Nancy West – Exstare Federal Services Group

Chair Franklin called the meeting to order at 7:13 p.m. noting due to the COVID-19 pandemic and pursuant to PRTC Commission Resolution No. 20-05-01, this meeting of the PRTC Board of Commissioners is being conducted both in person and remotely. Public access for this meeting is being provided via livestreaming on PRTC's YouTube channel. The public was given notice on PRTC's website, Facebook, at the Transit Center, and in InsideNova and the Free Lance-Star. The Chair then read an announcement detailing procedures for the electronic meeting.

Approval of Agenda – 4 [RES 20-09-01]

Commissioner Angry moved with a second by Commissioner Bailey. There was no discussion on the motion. (ANGRY/BAILEY, UNANIMOUS)

Approval of Minutes of July 9, 2020 – 5 [RES 20-09-02]

Commissioner Rishell moved with a second by Commissioner Bailey. There was no discussion on the motion. (RISHELL/BAILEY; CANDLAND ABSTAINED; ALLEN ABSTAINED BUT LATER CHANGED HER VOTE TO YEA; UNANIMOUS)

Commissioner Barker arrived at approximately 7:20 p.m.

Virginia Railway Express Acting Chief Executive Officer's Time – 6

- VRE is continuing to operate on a reduced level. Ridership has increased from 1000 daily riders in early July to 1,200 daily riders in late August.
- System wide on-time performance was 94 percent in July and 90 percent in August.
- There was a fatal trespassing incident near Burke Station on August 26, 2020, and VRE sends out its condolences to the victim's family and friends. Mr. Dalton thanked OmniRide and Fairfax Connector for providing bus bridges as the rail line was shut down for approximately four hours.
- VRE continues to focus on health and safety measures to welcome returning riders. There's nearly 100 percent compliance with the requirement to wear face coverings.
- An unaudited review of end-of-year financials for FY2020 showed VRE's preliminary net operating position, prior to emergency aid related to the pandemic, was approximately \$900,000 – a small surplus relative to the operating expenses of nearly \$81 million. This was achieved despite the collapse of ridership and fare revenue; expenses were cut due to lower service levels and the deferment of discretionary activities.
- Staff continues to work remotely.
- Scenario planning is under way for varying levels of ridership revenue for FY21.
- Mr. Dalton said his focus is the health and safety of riders, staff and contracted providers.

Commissioner Rishell asked if there are plans to alter VRE's annual ridership survey due to the pandemic. Mr. Dalton said there has been discussion about using the results that were used for the FY21 budget, and that it will be discussed further at the September Operations Board meeting.

Commissioner McLaughlin arrived at approximately 7:25 p.m.

AUTHORIZE CLOSED MEETING – 6.2 [RES 20-09-03]

Ms. Pandak read a resolution for the PRTC Board to go into a closed meeting to discuss personnel matters regarding the appointment of the VRE CEO and personnel matters regarding the Commission's Executive Director's performance evaluation, pursuant to VA Code § 2.2-3711.A.1. Commissioner Sebesky moved with a second by Commissioner Rishell. Chair Franklin asked the Board Clerk to read a list of those who are authorized to participate in the closed session. The Board Clerk stated that participants will be all members of the PRTC Board of Commissioners, including alternates, along with Mr. Dalton, Mr. MacIsaac and Ms. Pandak. (SEBESKY/RISHELL, UNANIMOUS). The closed meeting began at 7:30 p.m.

CERTIFY CLOSED MEETING – 6.3 [RES 20-09-04]

Ms. Pandak read a resolution at 8:16 p.m. certifying that the PRTC Board only discussed those matters that are legally allowed during the closed session, pursuant to VA Code § 2.2-3712. Commissioner Shelton moved with a second by Commissioner Sebesky. (SHELTON/SEBESKY, UNANIMOUS)

APPOINTMENT OF VRE CHIEF EXECUTIVE OFFICER [RES 20-09-05]

Mr. MacIsaac read a resolution recommending the appointment of Richard A. Dalton as the VRE CEO. Commissioner Sebesky moved with a second by Commissioner Bailey. (SEBESKY/BAILEY, UNANIMOUS)

ACCEPTANCE OF PRTC EXECUTIVE DIRECTOR'S PERFORMANCE EVALUATION [RES 20-09-06]

Ms. Pandak read a resolution recommending acceptance of the PRTC Executive Director's performance evaluation and a \$4,000 supplemental payment for work from July 1, 2019 through June 30, 2020. Commissioner Sebesky moved with a second by Commissioner Bailey. (SEBESKY/BAILEY, UNANIMOUS)

Commissioner Guzman and Commissioner McLaughlin departed at approximately 8:25 p.m.

Public Comment Time – 7

The Chair explained no public comments would be received during the meeting because the public is participating via livestream; however, the public was advised to submit written comments to the Board Clerk by September 2 at 5 p.m. Eight comments were received, read into the record, and are attached to this document.

Consent Agenda – 8 [RES 20-09-07]

Commissioner Rishell moved with a second by Commissioner Sebesky. There was no discussion on the motion. (RISHELL/SEBESKY, UNANIMOUS)

- **Acceptance of the PRTC Monthly Jurisdictional Financial Report for the Period Ended May 31, 2020 [RES 20-09-08]**

PRTC Executive Director's Time – 9

Dr. Schneider updated the Board on the following items:

COVID-19

Two OmniRide employees tested positive for COVID-19 in late August. OmniRide has worked to protect their identities while also notifying the workforce and public. This generated suggestions from employees about ways to help protect others, and some of the suggestions will be implemented. Barriers to separate operators from passengers on the bus are being purchased, but delivery is delayed primarily due to high demand. Cleaning and sanitization is constantly being stressed, and employees are being reminded about PPE and distancing. Authorities are stressing that people not let down their guard around friends, family and co-workers.

Bus Service

OmniRide is operating at 85 percent of regular service. There was a spike of ridership in early July, but ridership growth remains slow. About 30 percent of pre-pandemic ridership has returned. Historically ridership is highest in September and October, so the next few months may be an indication of what to expect in 2020-2021, and will help to determine future service levels.

Western Facility

The Western Facility is nearing completion. A phased opening is planned with some staff moving this fall. We expect to be operating full service from there in February 2021 and will schedule an open house at that point to welcome the community.

Virginia Passenger Rail Authority

Names and resumes of nine people were forwarded for consideration by DRPT, but no action has been taken yet by the Governor's office.

TSA Award

The TSA recently notified Dr. Schneider that PRTC has won the Gold Standard Award. Only three transit systems are receiving the award in 2020 and PRTC is the first bus-only transit system in the National Capital Region to win the award. We plan to host a small ceremony later in September and will recognize the staff who contributed.

OmniRide Above and Beyond Award

Two staff members have won the OmniRide Above and Beyond Award:

- Lamarr Johnson, Transit Amenities Coordinator, is recognized for his work to transform our bus stops, performing a bus stop inventory, and proactive management of amenities for cleanliness.
- Byren Lloyd, Safety and Security Manager, is recognized for leading OmniRide's safety and security campaign for the TSA BASE assessment, which resulted in the Gold Standard Award.

Transition from First Transit to Keolis

The existing contract with First Transit is being closely monitored by our Quality Assurance team for regular performance. Separately, an independent maintenance auditor has inspected the fleet and identified defects, and we are performing a facility audit in accordance with the contract. The Quality Assurance team continues with bus inspections, on time performance and customer service tracking.

Keolis will take over operations on November 1. Keolis is recruiting existing non-management employees and intends to bring in a nearly new management team including an outside general manager. Key personnel are already working in the building.

During tonight's public comment time, everyone heard about the fears that employees have that they will not receive the full payout of benefits and accruals. Dr. Schneider said he has spoken with First Transit at the local and corporate level to address these issues. The concerns and issues raised tonight are governed by a mix of labor law, the collective bargaining agreement between First Transit and its union members, and the individual employees who have different tenures of service and vacation utilization rates. First Transit has said it will follow its policies and the law. Employees with concerns have been asked to contact their local HR team and review their individual benefits. Dr. Schneider has encouraged First Transit to provide additional resources for employees in the coming weeks. The public comments that were read tonight have been shared with First Transit.

At the October meeting, First Transit and Keolis will be asked to outline their status on the contract transition process to keep the Commission informed.

Commissioner Frazier departed at approximately 8:49 p.m.

Chair Franklin said she has heard many concerns from First Transit employees about what they view as a lack of transparency and she hopes First Transit will be more proactive and take the initiative to communicate with employees before the employees have to ask questions. This is a high-stress time with the contractor turnover and worry about health and safety during COVID. It's incumbent on First Transit to do the right thing and be proactive. Many employees don't know the labor laws so First Transit must provide more information and transparency.

Commissioner Angry said there were very specific concerns raised during public comment time and he doesn't want to hide behind interpretations of the law. He's very concerned about these issues and believes we must do a better job of taking care of our bus operators. First Transit must provide more transparency and honor its contract with employees.

Commissioner Boddye agreed with Commissioner Angry and commended Dr. Schneider for personally ensuring that both First Transit and Keolis are meeting their obligations. He also supports Chair Franklin's statements on transparency and communication. He expressed his hope that First Transit (and Keolis) will continue to improve communication even though its contract expires soon; that shouldn't equal a tapering off in responsiveness. Commissioner Boddye said he believes in finishing stronger than you started.

Commissioner Bailey commended Dr. Schneider for his support and efforts to boost employee morale. She suggested that Dr. Schneider address staff with a message of thanks for First Transit's service and a welcome to the future with Keolis.

Commissioner Sebesky thanked Dr. Schneider for reaching out not only to First Transit locally but to its corporate office to let them know we're watching and expect accountability. She asked Dr. Schneider to stay on top of this issue and continue being the liaison so First Transit is held accountable.

Commissioner Rishell agreed with the comments that have been stated.

Chair Franklin said the Board stands with the bus operators and dispatchers in making sure they get everything that is owed to them, and the Board's commitment is to make sure that happens.

Presentations and Information – 10

Diversity, Equity, and Inclusion Assessment

Nancy West, Managing Member of Exstare Federal Services Group, presented an overview of the DEI Assessment.

Commissioner Bailey thanked Ms. West for her due diligence and follow through. She believes the Board should help Dr. Schneider get engaged, make changes and maintain the support level that already exists at OmniRide.

Commissioner Sebesky thanked Ms. West and said this is an important issue that's been talked about ever since she joined the Board.

Commissioner Rishell thanked Ms. West and said this is an important step toward turning the ship around but there needs to be follow through.

Commissioner Shelton said when she joined the Board in 2018, she was fearful about going on the buses but over the past year she's noticed that the employees and people are reacting differently. She believes this new

focus is making a difference. The Board wants to make a change, and she thanked Ms. West for being a part of that.

Chair Franklin said the DEI is very important especially in light of what's happening in the country, and this is the optimal time to move this forward. She said she has talked with Dr. Schneider and Ms. Pandak about how to get the Board more involved in the discussion, whether through the DEI Working Group or other means. Chair Franklin invited Ms. West to return at a future meeting for further discussion about what role the Commission should play.

PRTC Action Items – 11

Chair Franklin said she'd like to consolidate the four items on the Action Items agenda into a Consent Agenda and she asked Dr. Schneider to explain each item. Dr. Schneider gave an overview of each item.

Authorization to Approve Action Items [RES 20-09-09]

Commissioner Rishell moved, with a second by Commissioner Angry. In response to a question from Chair Franklin, Dr. Schneider said there is no additional cost associated with extending the pilot period for paratransit. Commissioner Rishell asked if there's any indication when western local ridership will reach 75 percent of pre-pandemic levels which is the trigger for looking at the paratransit pilot; Dr. Schneider said he will provide a rough estimate. (RISHELL/ANGRY, UNANIMOUS)

- **Resolution to Ratify Action of the Executive Director to Conduct an Emergency Procurement with Mansfield Oil Company for Ultra-Low Sulfur Diesel Fuel [RES 20-09-10]**
- **Authorize the Executive Director to Execute a Contract with James River Solutions to Purchase Ultra-Low Sulfur Diesel Fuel [RES 20-09-11]**
- **Authorize the Executive Director to Extend the Pilot Period for the Paratransit Service in the Western Service Area [Res 20-09-12]**
- **Authorize the Executive Director to Award a Task Order Contract to Siddall Communications LLC for Vanpool Alliance Program Marketing Services [Res 20-09-13]**

Chair's Time - 12

Chair Franklin said Commissioner Allen has asked to change her vote on Res 20-09-02, approval of the July 9, 2020 minutes, from ABSTAIN to YES.

Chair Franklin reiterated that her top priority is to see a smooth transition between First Transit and Keolis. PRTC and First Transit deserve credit for keeping all bus operators and dispatchers employed throughout COVID-19, but First Transit must step up to the plate and rectify issues such as confusion over incentive bonuses.

Commissioners' Time - 13

Commissioner Rishell said she's grateful there were no layoffs at PRTC despite falling revenues and businesses facing economic problems, and she thanked Chair Franklin for being a driving force for stability at PRTC.

Commissioner Shelton said she's requested an in-depth conversation about 5307 funding with Dr. Schneider, and others are welcome to join her.

Adjournment – 14

There being no further business to come before the Commission, Chair Franklin entertained a motion to adjourn. Commissioner Bailey moved, with a second by Commissioner Sebesky. There was no discussion. (BAILEY/SEBESKY, UNANIMOUS)

The meeting was adjourned at 9:26 p.m.

Information Items

None

DRAFT

Christine Rodrigo

From: VICK Cortez <vick.cortez@hotmail.com>
Sent: Tuesday, September 1, 2020 1:59 PM
To: Christine Rodrigo
Subject: FT Thieves

Categories: Yellow Category

- 1) Bus barrier protection for operators
- 2) Separate: cash out vacation, bonus check from payroll pay checks
- 3) when sometimes I've completed my rout & get asked by dispatch if I can help out with another rout cause that rout driver/operator was a now show & i volunteer to help out FT they need to pay hrs as they would of paid that driver who was a no show not just giving me what ever mins/hr took me to get done with that other rout
- 4) pay up personals: I have 7 according to Joey I already took out 4 the other 3 I was denied by Joey his reply was cause FT was living I replied "that has nothing to do with me", this 3 days are: 9/25, 9/28 & 10/16 2020 (DENIED)
- 5) water dont have to be asking for it they have it behind dispatch window
- 6) safety meetings not during shift (weekdays) some drivers need to get some sleep
- 7) my outfits (shirts) were actually taken by other bus operator i know for a fact, they was not handed to me personally(I wash'em at home)
- 8) bigger lobby not big enough

And got a few more ran out of time

Management need to be more friendly most of them got issues & attitudes

Christine Rodrigo

From: VICK Cortez <vick.cortez@hotmail.com>
Sent: Tuesday, September 1, 2020 3:04 PM
To: Christine Rodrigo
Subject: Re: FT Thieves

Categories: Yellow Category

Thank u for ur time
oh & when we ask for separate checks is because the bigger the amount of check AUNCLE SAM eyes get bigger
(take out more \$\$\$\$) 😊 ☐ 😊 ☐
Thank u again

Sent from my T-Mobile 4G LTE Device
[Get Outlook for Android](#)

From: Christine Rodrigo <crodrigo@omniride.com>
Sent: Tuesday, September 1, 2020 2:14:30 PM
To: 'VICK Cortez' <vick.cortez@hotmail.com>
Subject: RE: FT Thieves

Hello,

Thank you for your message. Am I correct that you sent them to me as part of the public comment time for the September 3 PRTC Board of Commissioners meeting? If so, I will read them during the meeting so the Board members hear your concerns.

Thanks again for reaching out to let our Board members know about your thoughts and concerns.

Sincerely,
Christine Rodrigo
Executive Assistant
OmniRide/PRTC
703-580-6122 | OmniRide.com



From: VICK Cortez [<mailto:vick.cortez@hotmail.com>]
Sent: Tuesday, September 1, 2020 1:59 PM
To: Christine Rodrigo <crodrigo@omniride.com>
Subject: FT Thieves

1) Bus barrier protection for operators
2) Separate: cash out vacation, bonus check from payroll pay checks
3) when sometimes I've completed my rout & get asked by dispatch if I can help out with another rout cause that rout driver/operator was a now show & i volunteer to help out FT they need to pay hrs as they would of

paid that driver who was a no show not just giving me what ever mins/hr took me to get done with that other rout

4) pay up personals: I have 7 according to Joey I already took out 4 the other 3 I was denied by Joey his reply was cause FT was living I replied "that has nothing to do with me", this 3 days are: 9/25, 9/28 & 10/16 2020 (DENIED)

5) water dont have to be asking for it they have it behind dispatch window

6) safety meetings not during shift (weekdays) some drivers need to get some sleep

7) my outfits (shirts) were actually taken by other bus operator i know for a fact, they was not handed to me personally(I wash'em at home)

8) bigger lobby not big enough

And got a few more ran out of time

Management need to be more friendly most of them got issues & attitudes

Christine Rodrigo

From: Soumia <fjihan.ahmed70@gmail.com>
Sent: Tuesday, September 1, 2020 8:44 PM
To: Christine Rodrigo
Subject: Vacation denied

Categories: Yellow Category

To whom this may concern,

Hope your week has started out well, I am emailing regarding pay for my vacation for the 2019-2020. I have been working for First Transit for twelve years now, each year I've had paid vacation. First Transit is refusing to pay my vacation for the 2019-2020 year and only wants to pay vacation from April-October 2020. This is happening because their contract ends on October 31st, meaning they don't really have regards as to whether they were paid or not. As a loyal employee this is ludicrous, and unfair. Can something be done to stop this, and get paid for my vacation days? Thank you.

Best Regards,

Sent from my iPhone

Christine Rodrigo

From: Lisa Dupree <lisadupree2009@yahoo.com>
Sent: Tuesday, September 1, 2020 9:13 PM
To: mfranklin@pwcgov.org; Christine Rodrigo
Subject: Issues with First Transit

Categories: Yellow Category

Hello, I am an employee of First Transit and I have several concerns that I feel need to be brought to your attention. First of all, let me start with vacation time issues. In the handbook of First Transit, it states 10 years of service with the company, you get four weeks of vacation. Well, as of August 7, 2020, I have been employed with them for 13 years, so how is it they feel I owe them vacation time of 42.69 hours, accumulating to \$1,176.96. Right now, with COVID-19 and all that's going on, no one has this kind of money just laying around for them to take from my paycheck or anything else when I have children and a home to take care of for my family. I am the only one working right now with my husband being laid off from his job; times are hard and we are struggling right now. Another concern is there is no type of protection for us on the bus. We could use some type of barriers to protect us from customers and the company (First Transit/OmniRide) needs to enforce the wearing of a face mask while riding on the bus, as the cases of COVID-19 are growing tremendously in our area and we need to help stop the spread of it by all means necessary. Cleaning of the vehicles is another issue I know for a fact that the buses do not get cleaned like they state they are because everyday when I get off my bus, I leave some type of trash on purpose just to see if it's still there the next day and majority of the time it is. So if they are not cleaning the buses, then I know they are not being sanitized like they should be every night and between shifts. Right now, having crowds of people should not be happening, but this is what we have to do when we have to wait around to clock in and out, before we get paid by the manifest we worked and right now this is how it should be so we are not crowded around waiting to punch a clock; it would help with social distancing. Why can't we ever get answers from the management/company when addressed, for example, I asked on Friday, "what is the protocol for informing us about cases of COVID-19 being discovered in the workplace with fellow employees?" the answer was I don't know but I will find out and get back to you. I believe a protocol should have already been discussed once this situation had been discovered, not wait until it happens or someone gets the illness. This company is not taking these issues seriously or our lives seriously and someone needs to answer for this besides those of us that are suffering. Thank you for your time and hearing out my concerns.

Sincerely,

Lisa Dupree

Sent from Yahoo Mail for iPad

Christine Rodrigo

From: brahimi mohamed <thehybrid.mohamed@gmail.com>
Sent: Tuesday, September 1, 2020 9:16 PM
To: Christine Rodrigo
Subject: Unfair Labor practices

Categories: Yellow Category

Hi, my name is Brahimi Mohamed bus operator at first transit, woodbridge, VA.

I will be more than happy to share with you that :

First transit is holding the operators to punch out after finishing the duty.

First transit refuse to pay our vacation time and PTO, and providing us in writing our balances.

FIRST transit is not respecting social distancing while waiting to punch out.

The management refuse to pay the sign on bonus to the operators.

The facility is less clean and the buses needs to be sanitized many times not once the hole day.

There is no barriers in the buses to protect the operators from passengers.

Thank you so much.

Christine Rodrigo

From: rbn1978.rw@gmail.com
Sent: Wednesday, September 2, 2020 8:06 AM
To: Christine Rodrigo
Subject: Masks on Link busses and overcrowding

Categories: Yellow Category

Hi

I am a bus operator I drive the Dumfries link. I have brought it to the attention of the dispatchers and management there are a lot of people refusing to wear masks on the bus. Many of them have a mask on their chin but won't cover mouth and nose. They cough without covering as well. I have given them masks and they still refuse to wear them. I have asthma am claustrophobic And get migraines from the pressure on my nose and still have to wear my mask so I don't feel it's ok for these people to be riding around without their masks.

Also at the August safety meeting we were informed of limits a link bus is not to have more than 13 during the pandemic. On several occasions I have contacted dispatch to let them know that my bus was full and more were trying to get on I have been told each time to let them on and keep going. I've had up to 17 people on my bus and have had no choice but to allow them in the "marked off area" near the front of the bus.

Please address these issues so we can be more comfortable coming to work during this time. It's scary knowing I could get sick at any moment because my employer won't enforce the requirements set by government.

Robin Crabtree

Sent from my iPhone

Christine Rodrigo

From: Asima Rauf <rauf.asima@yahoo.com>
Sent: Wednesday, September 2, 2020 10:23 AM
To: Christine Rodrigo
Subject: Important message

Categories: Yellow Category

Dear,

As you know, the cases of Corona virus have come positive. On our side, my question is that those of us who get rid of our jobs quickly, then all the drivers sit down and wait for adp card punch out. Is it right to wait? Is it possible that if we finish work early and leave, we will be paid for our work and we will not have to wait? Is this possible only for safety?

When covid 19 started, everyone used to do the same thing. We used to finish twork early And go home .we didn't have to wait. Now the cases have also come up positively 2 people at job. What do you think is best?

Kindly think about it thanks .

Christine Rodrigo

From: E B <ecb106@hotmail.com>
Sent: Wednesday, September 2, 2020 3:40 PM
To: mfranklin@pwcgov.org; Christine Rodrigo
Subject: Attn: First Transit & PRTC

Categories: Yellow Category

We're out here on the front line exposed to so many people while providing bus service.

We're doing our best to keep ourselves safe by wearing a mask, gloves, washing hands or using hand sanitizer, spraying and wiping down driver area, and even changing uniform before returning for a pm shift.

What we need from you:

- ensure that items listed above are available at ALL times
- driver protection barriers installed on the buses
- permit drivers to go home without being penalized once they have completed their run, instead of being amongst each other waiting to punch out based on their "off duty" time
- block off seats on ALL buses that are being used
- post Covid alert signs & reminders at entry doors on ALL buses being used
- limit amount of passengers on ALL in-Service buses
- assign the same bus in its assigned space to each operator everyday

Earned leave: we have not received clear communication regarding this. Before the contract ends with FT, when can we expect to receive a payout for unused earned leave? We also need a printout of the balance of the unused earned leave as well.

Looking forward to a positive outcome.

Regards,

Erica Burrell
Bus Driver

Get Outlook for iOS

Christine Rodrigo

From: Montgomery, Pamela <PMontgomery@pwcgov.org>
Sent: Thursday, September 3, 2020 5:00 PM
To: Christine Rodrigo
Subject: Public Comment for tonight's Board Meeting

Statement from Gwen Robinson

I want it to be clear that on one side 235 people can not be totally wrong about their unused vacation and personal/sick days they have earned. On the other side one individual can not be completely right but is willing to gamble against the odds hoping that we will not fight for what we have earned because he has much to gain.

There also should be oversight from an outside party regarding the Contract Deductions and the Annual Incentive Program from PRTC.
It does not add up.

Gwen Robinson

Pamela Montgomery
Chief of Staff

Woodbridge District Supervisor's Office
Phone: 703-792-7803 (O)
Cell: 571-454-4514

Christine Rodrigo

From: Montgomery, Pamela <PMontgomery@pwcgov.org>
Sent: Thursday, September 3, 2020 7:00 PM
To: Christine Rodrigo
Subject: RE: text messages
Attachments: IMG_3283.PNG

Christine,

Ms. Robinson would like the attached document to be part of her public comment statement: Common Sense

Thank you,

Pamela Montgomery

10:52



< Back

Siri Knowledge

Cancel

Common sense

Set of widely accepted beliefs



Common sense is sound practical judgement concerning everyday matters, or a basic ability to perceive, understand, and judge that is shared by nearly all people. The first type of common sense, good sense, can be described as "the knack for seeing things as they are, and doing things as they ought to be done". The second type is sometimes described as folk wisdom, "signifying unreflective knowledge not reliant on specialized training or deliberative thought."

Wikipedia

See More on Wikipedia



Report Content Issue

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

- 6.1 Chief Executive Officer's Report – September 2020**
- 6.2 Authorize the Referral of the Preliminary FY2022 Virginia Railway Express Operating and Capital Budget to the Jurisdictions**
- 6.3 VRE Information Items:**
 - **Agenda, Minutes, and Resolutions of the September 18, 2020 VRE Operations Board Meeting**
 - **Spending Authority Report**
 - **Storage Capacity Update**
 - **September 2020 Update**
 - **Delegation of Authority and Increased Spending Authority Limits**

CEO REPORT

SEPTEMBER 2020



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 | SEPTEMBER 2020

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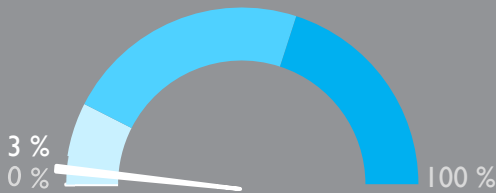
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

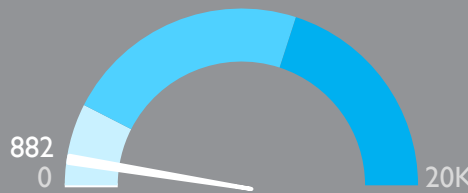


SUCCESS AT A GLANCE



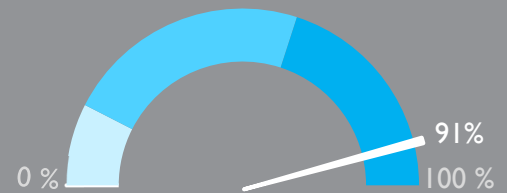
PARKING
UTILIZATION

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



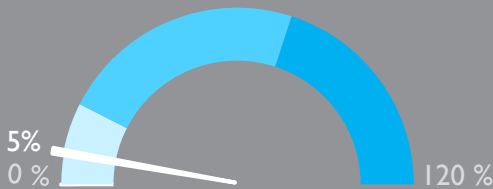
AVERAGE DAILY
RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.
Same month, previous year: 18,665



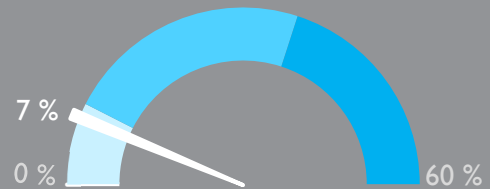
ON-TIME
PERFORMANCE

Percent of trains arriving at their destination within five minutes of the schedule.
Same month, previous year: 79%



SYSTEM CAPACITY

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

Through July 2020

Year-to-date operating revenues divided by year-to-date operating expenses, which represents the share of operating costs paid by the riders.
Board-approved goal: 52%

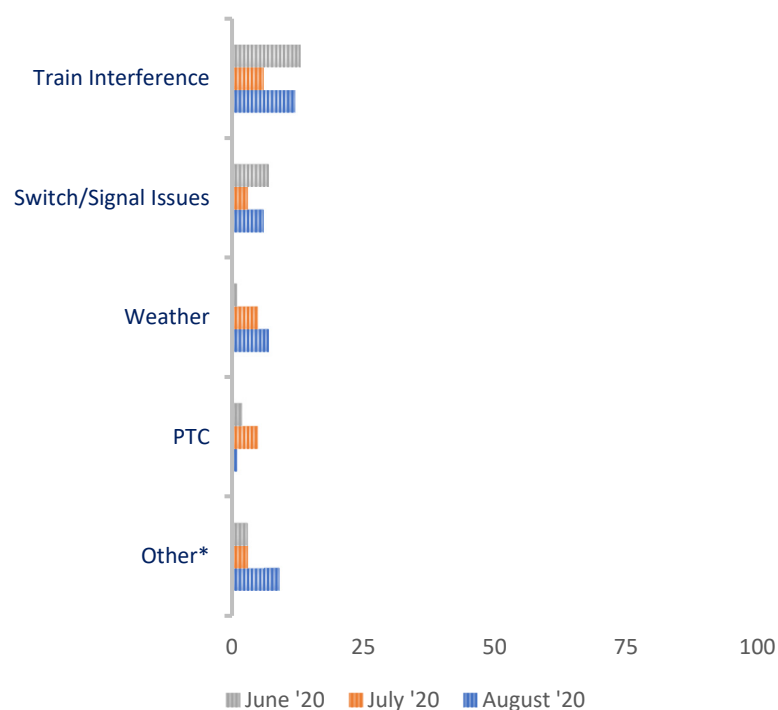
August 2020

ON-TIME PERFORMANCE

OUR RECORD

	August 2020	July 2020	August 2019
Manassas Line	90%	95%	82%
Fredericksburg Line	91%	93%	76%
Systemwide	91%	94%	79%

PRIMARY REASON FOR DELAY



VRE operated 375 trains in August. Our on-time rate for August was 91 percent.

Thirty-six trains arrived more than 5 minutes late to their final destinations. Of those late trains, 17 were on the Manassas Line (47 percent), and 19 were on the Fredericksburg Line (53 percent).

Categories of delay in August were up across the board, except for PTC. Train interference and “other” issues accounted for the largest jumps this month.

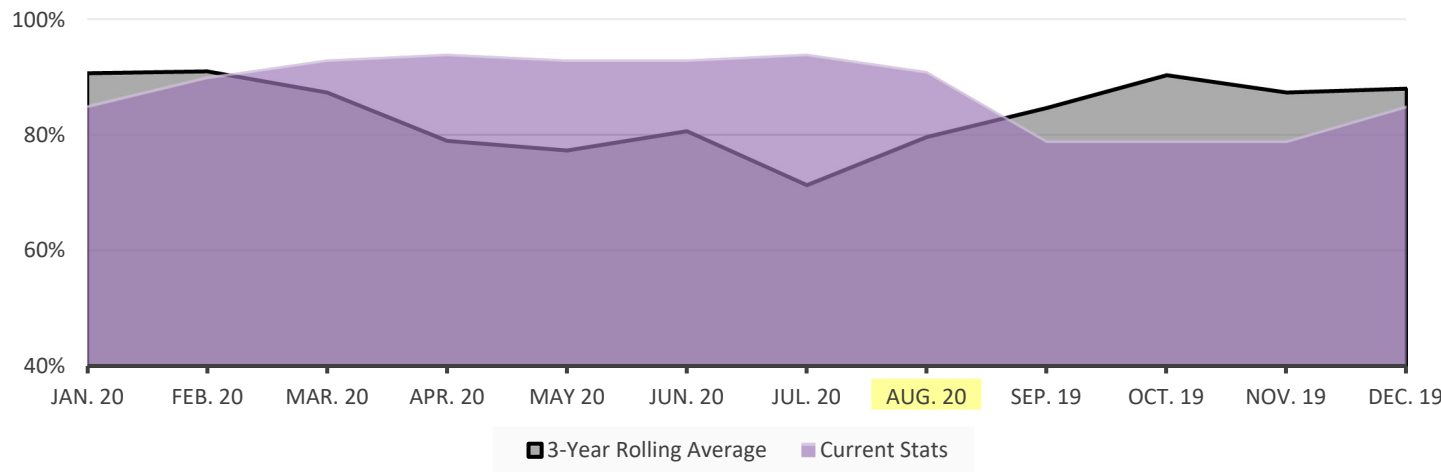
*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

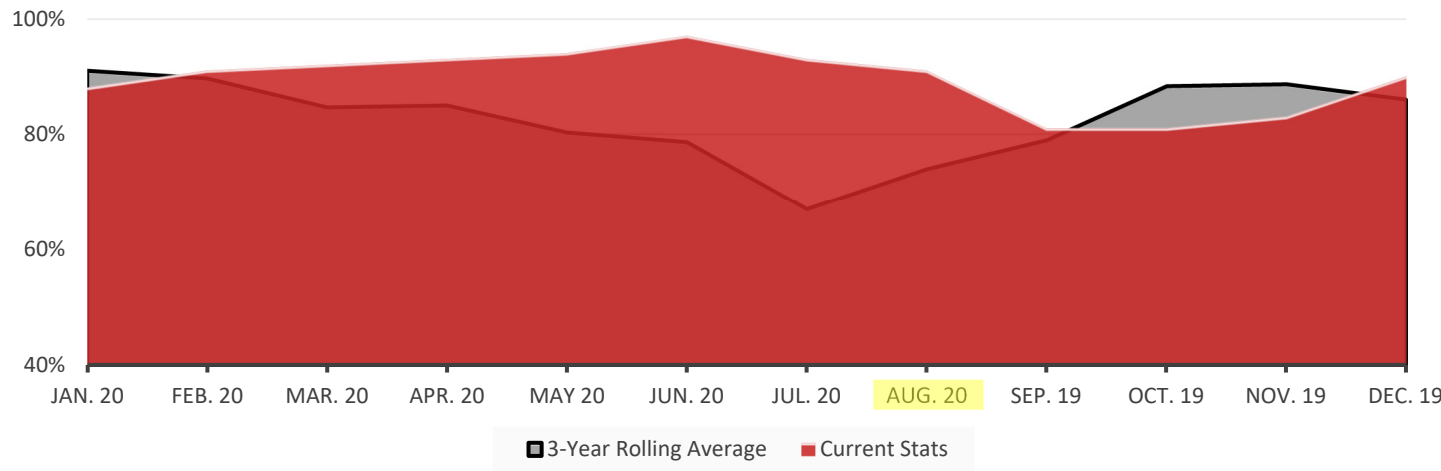
	System Wide			Fredericksburg Line			Manassas Line		
	June	July	August	June	July	August	June	July	August
Total late trains	25	22	37	6	13	20	19	9	17
Average minutes late	14	16	26	21	18	17	11	12	36
Number over 30 minutes	2	3	8	2	2	3	0	1	5
Heat restrictions	15	20	8	15	20	8	0	0	0

ON-TIME PERFORMANCE

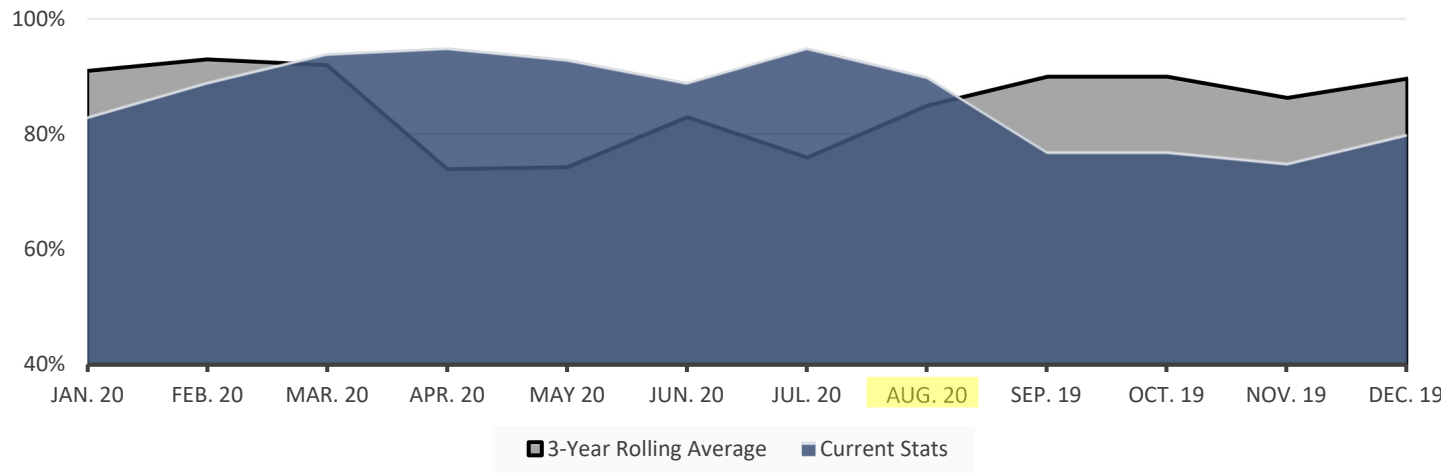
VRE SYSTEM



FREDERICKSBURG LINE

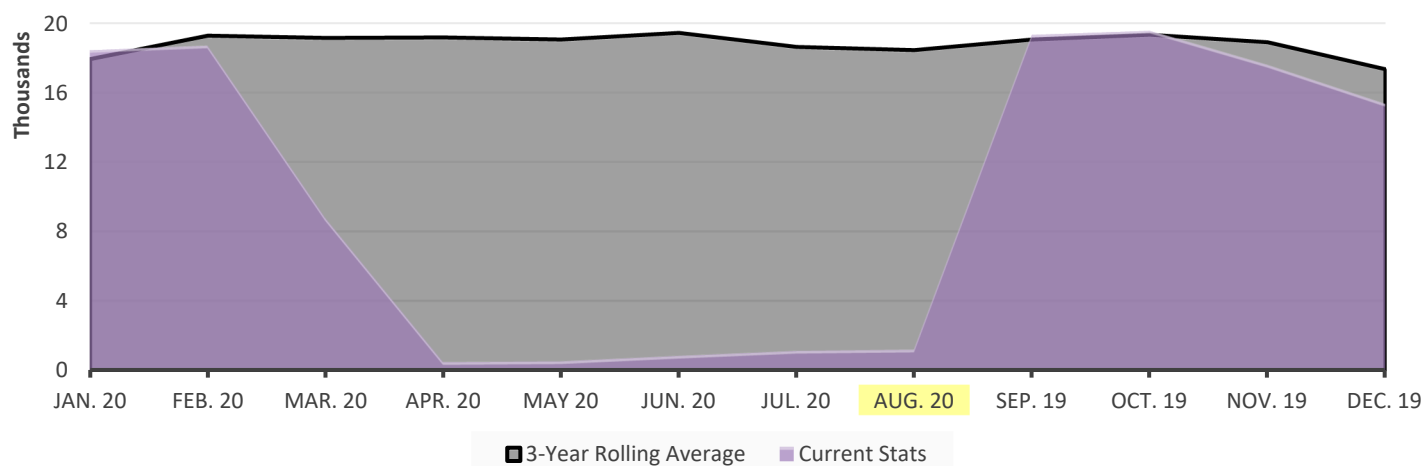


MANASSAS LINE

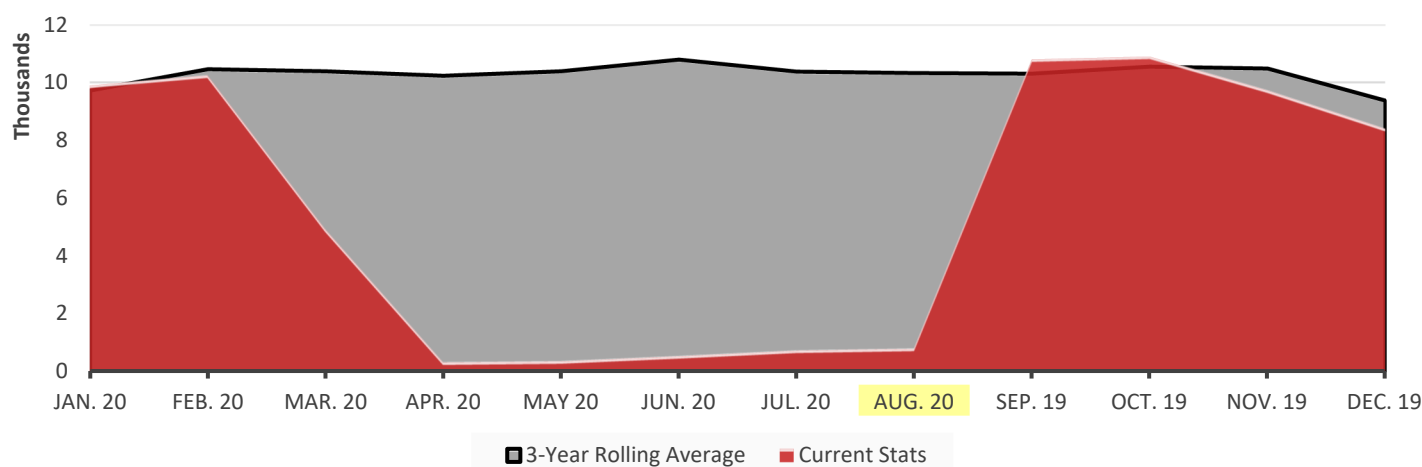


AVERAGE DAILY RIDERSHIP

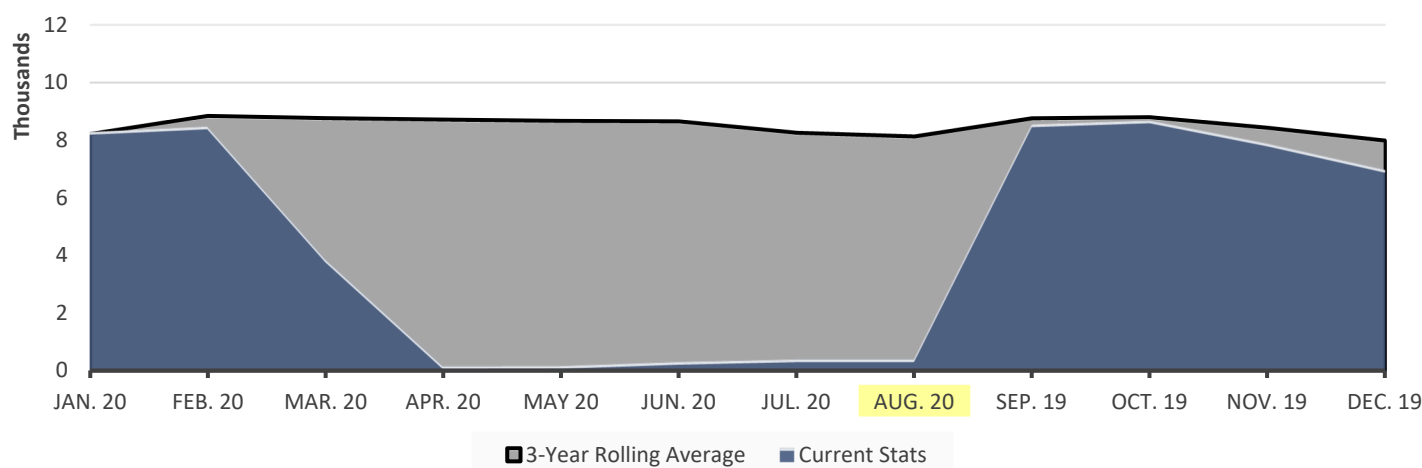
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE

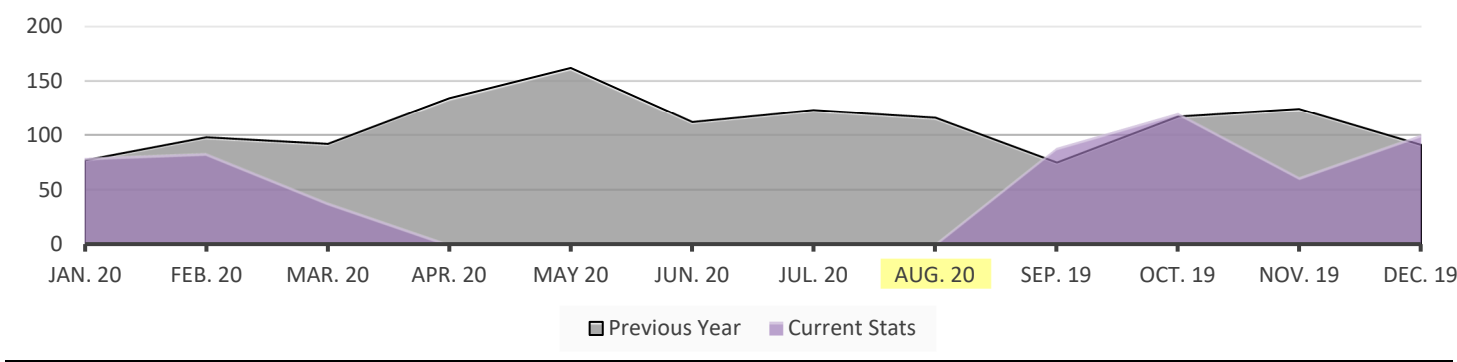


Average daily ridership (ADR) in August was nearly 1,200. ADR for the month was up from July, as we now run on the “S” Schedule Plus (which adds trains 300 and 307 to service) necessitated by the COVID-19 pandemic.

	August 2020	July 2020	August 2019
Monthly Ridership	24,716	23,287	410,631
Average Daily Ridership	1,177	1,109	18,665
Full Service Days	0	0	22
“S” Service Days	21	21	0

SUMMONSES ISSUED

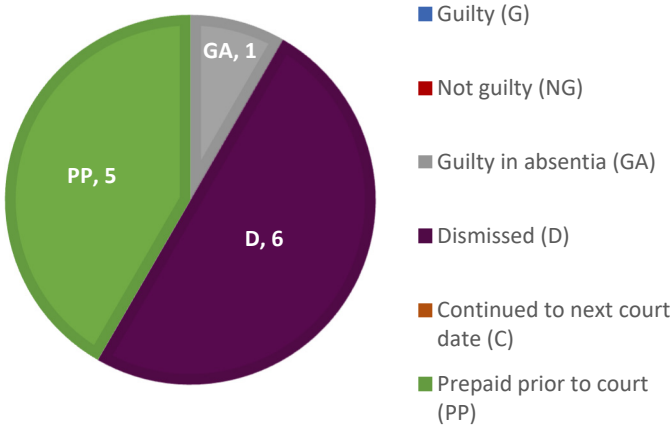
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

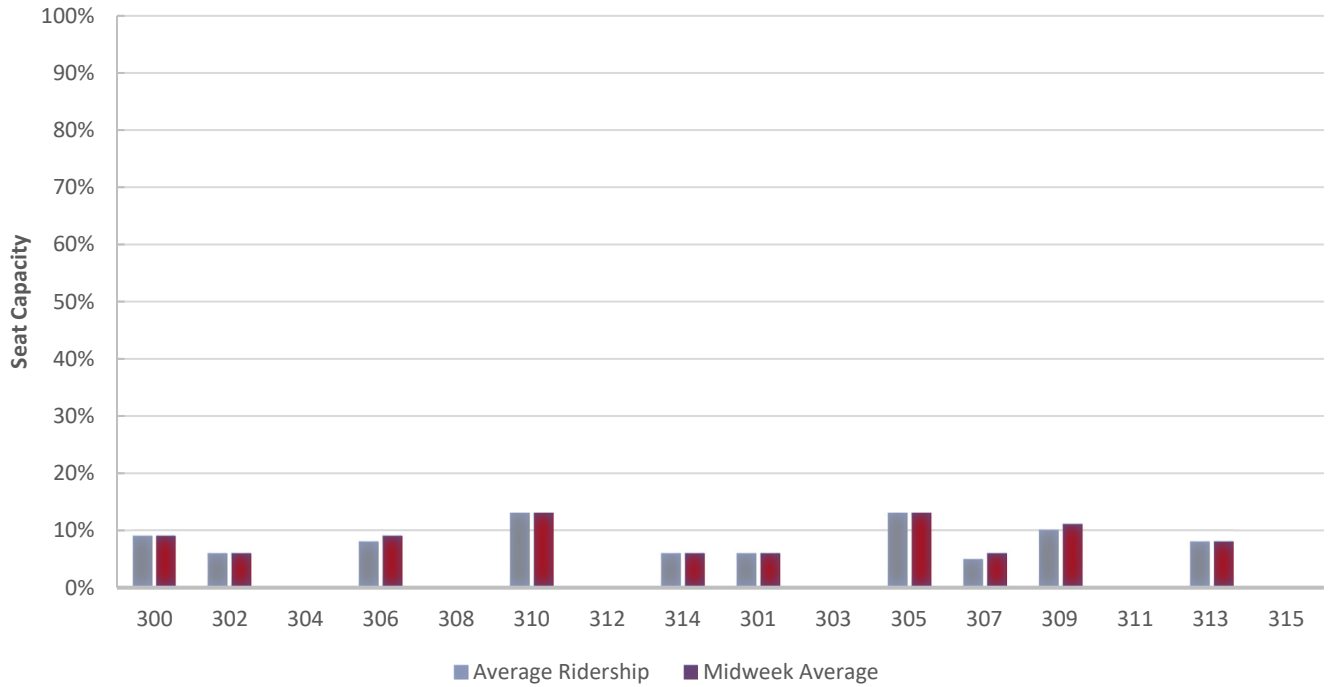
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	0
One-time courtesy	0
Per the request of the conductor	0
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	0
Total Waived	0

MONTHLY SUMMONSES COURT ACTION

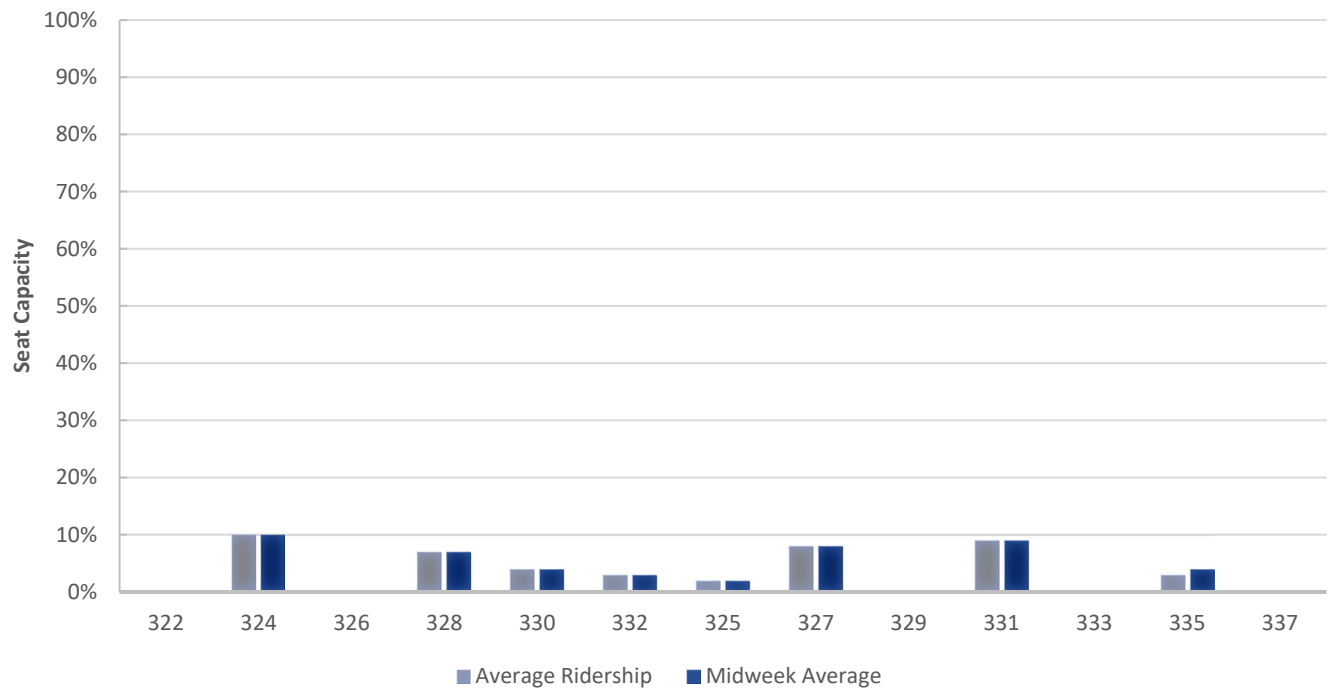


TRAIN UTILIZATION

FREDERICKSBURG LINE

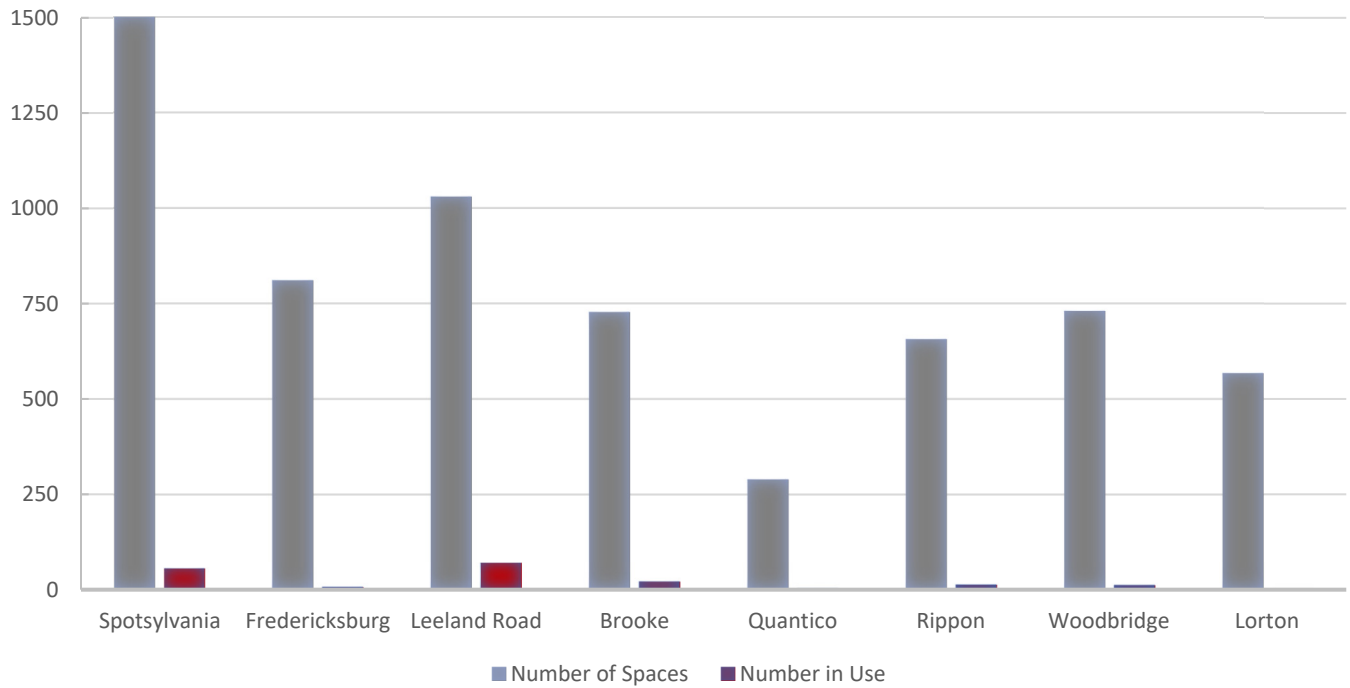


MANASSAS LINE

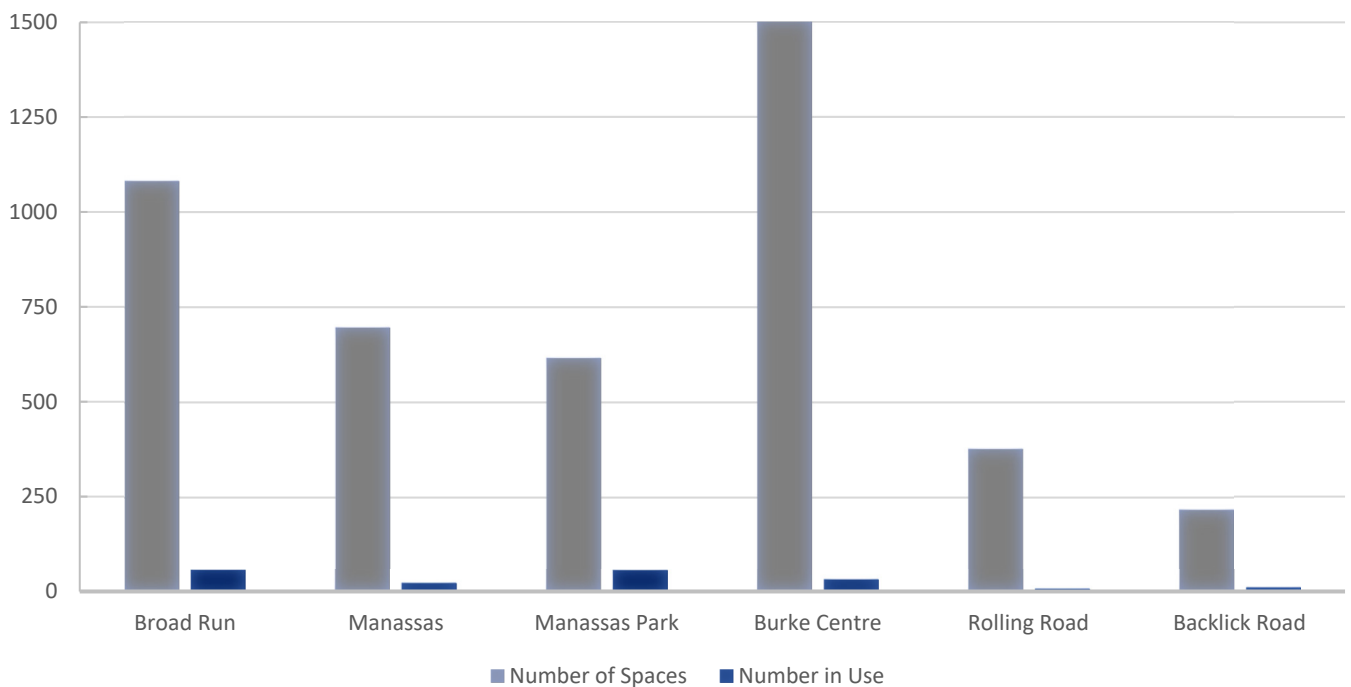


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT FOR JULY 2020

Fare revenue for the first month of FY 2021 is approximately \$3.0 million below budget (an unfavorable variance of -78%) and is also 78% below the same period in FY 2020.

The coronavirus (COVID-19) pandemic continues to have a material negative impact on VRE ridership. Average daily ridership in July 2020 was 1,109 trips per day, as compared to 18,692 per day in February 2020 (the last full month not affected by the pandemic). We expect to report significant impacts related to the pandemic throughout FY 2021.

As in past years, VRE's annual liability insurance premium was accounted for in full in July, resulting in higher total monthly expense and a year-to-date operating ratio of 7%. Absent this insurance premium, the operating ratio would have been 15%. VRE's budgeted operating ratio for FY 2021 is 52%, in accordance with the 50% minimum requirement in the Master Agreement. The actual operating ratio for the full year will depend heavily on whether and when ridership rebounds, but it is unlikely that the 50% threshold will be reached.

A summary of the FY 2021 financial results for July follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2020 Operating Budget Report							
Month Ended July 31, 2020							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
Operating Revenue							
Passenger Ticket Revenue	845,137	3,864,462	845,137	3,864,462	(3,019,325)	-78.1%	44,090,000
Other Operating Revenue	42,208	26,295	42,208	26,295	15,913	60.5%	300,000
Subtotal Operating Revenue	887,346	3,890,757	887,346	3,890,757	(3,003,411)	-77.2%	44,390,000
Jurisdictional Subsidy (1)	9,334,076	9,334,075	9,334,076	9,334,075	1	0.0%	13,817,632
Federal/State/Other Jurisdictional Subsidy	2,622,193	2,680,145	2,622,193	2,680,145	(57,952)	-2.2%	31,879,656
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	-
Interest Income	9,403	113,944	9,403	113,944	(104,542)	-91.7%	1,300,000
Total Operating Revenue	12,853,017	16,018,921	12,853,017	16,018,921	(3,165,904)	-19.8%	91,387,287
Operating Expenses							
Departmental Operating Expenses	12,523,434	11,038,778	12,523,434	11,038,778	(1,484,656)	-13.4%	85,137,449
Debt Service	518,403	518,403	518,403	518,403	-	0.0%	6,220,838
Other Non-Departmental Expenses	-	2,542	-	2,542	2,542	0.0%	29,000
Total Operating Expenses	13,041,837	11,559,723	13,041,837	11,559,723	(1,482,114)	-12.8%	91,387,287
Net income (loss) from Operations	(188,820)	4,459,198	(188,820)	4,459,198	(4,648,018)		-
Operating Ratio			7%	35%	Budgeted Goal	52%	50%

(1) Total jurisdictional subsidy is \$18,300,780. 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. Replacement of fire-damaged timber pedestrian crossing at Quantico Station
2. Submission of IFB package for overhaul of emergency generators at Woodbridge and Manassas Stations, Alexandria Headquarters and Fredericksburg office



Fire-damaged timber pedestrian crossing



Repaired timber pedestrian crossing

Projects scheduled to be completed this quarter:

1. Submission of IFB package for canopy roof replacement at Backlick Road Station
2. Submission of IFB package for replacement of tactile warning strips at various stations

Projects scheduled to be initiated this quarter:

1. Issuance of GEC Task Orders for design of minor structural repairs at Franconia-Springfield, Woodbridge, Rippon, Brooke and Manassas Stations
2. Minor steel repairs, caulking and partial painting of stairs at Franconia-Springfield Station
3. Repair of minor cracks in west platform at Woodbridge Station
4. Minor steel repairs, caulking and painting of stairs at Rippon Station
5. Repair of platform sealer delamination at Spotsylvania Station
6. Cleaning of storm drainage systems in Woodbridge and Manassas parking garages

Ongoing projects:

1. Design of waiting area at L'Enfant Station
2. Replacement of signage at Franconia-Springfield, Woodbridge and Leeland Road stations
3. Replacement of waste and recycling receptacles at various stations
4. Design of renovations to Alexandria headquarters

UPCOMING PROCUREMENTS

- Program management services
- Canopy roof replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station east elevator
- Passenger car wheelchair lift assemblies
- 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
- Purchase of forklift trucks
- Final design services for VRE Broad Run expansion
- Renewal of locomotive head end power engine systems
- Overhaul of emergency generators
- Headquarters renovations

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Long Bridge Project (*study by others*) – Virginia and the District of Columbia have concluded the environmental planning process. DRPT is evaluating responses to its RFP for architectural/engineering consulting services.
2. New Washington Union Station Improvements (*study by others*) – FRA released the Draft Environmental Impact Statement (DEIS) and Draft Section 4(f) Evaluation for comment from agencies and the public on June 4. Two telephonic public hearings took place on July 14.

Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements draft 90% complete plans
4. Rippon Station Improvements revised preliminary design plans
5. Brooke Station Improvements revised preliminary design plans
6. Leeland Road Station Improvements revised preliminary design plans
7. Broad Run Expansion (BRX) Section 106 Consultation
8. Construction of Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)

Projects or project phases scheduled to be initiated this quarter:

9. IFB for construction of Quantico Station Improvements
10. IFB for construction of Lifecycle Overhaul & Upgrade Facility (LOU)
11. IFB for construction of Rolling Road Station Improvements
12. Request for proposals (RFP) advertised for LOU Construction Management

Ongoing projects:

13. Broad Run Expansion (BRX)
14. Manassas Park Parking Improvements
15. Rolling Road Station Improvements
16. Crossroads Maintenance and Storage Facility (MSF) – land acquisition completed
17. Lifecycle Overhaul & Upgrade Facility (LOU)
18. Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
19. Leeland Road Station Improvements
20. Brooke Station Improvements
21. Quantico Station Improvements
22. Rippon Station Improvements
23. Franconia-Springfield Station Improvements
24. Alexandria Station Improvements
25. Alexandria Station Track I Access (Slaters Lane)
26. Crystal City Station Improvements
27. L'Enfant Train Storage Track - South
28. L'Enfant Station Improvements
29. New York Avenue Midday Storage Facility
30. Potomac Shores VRE Station – *design by others*
31. Washington Union Station Improvements Environmental Impact Statement – *study by others*
32. DC2RVA Environmental Impact Statement – *study by others*
33. Long Bridge Project – *study by others*
34. Washington Union Station Improvements Environmental Impact Statement – *study by others*

Projects Progress Report Follows

PASSENGER

PROJECT	DESCRIPTION	PHASE					
		CD	PE	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	●	
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. A	◆	●	●	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. A	◆	●	●	N/A		
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. A	◆	●	●	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: u Completed I Underway n On Hold A 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		Design underway. CSX and City of Alexandria review progressing.
7,000,000	7,000,000	-	467,500	270,487	60%	2nd QTR 2019		Materials continue to be delivered. Assembly of cross-over has begun.
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	-	*	612,756	35%	4th QTR 2022		FD underway with anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
16,634,793	16,634,793	-	*	397,897	20%	4th QTR 2023		PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
No costs for VRE. Private developer providing station.					10%	TBD		Potomac Shores VRE Station design underway to include parking structure. 60% Re-Design Submittal received and under review by CSX and VRE.
18,372,949	18,372,949	0	830,833	683,892	60%	TBD		SMART SCALE grant agreement pending. FD completion and Construction Procurement anticipated 2nd Quarter 2020.
23,391,019	23,391,019	-	*	392,814	20%	4th QTR 2023		DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
15,527,090	15,527,090	-	*	365,142	20%	4th QTR 2023		DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022		Evaluating City of Manassas Park relocation request.
5,000,000	2,000,000	3,000,000	640,503	418,887	70%	3rd QTR 2021		Invitation for Bids (IFB) issued on 8/14/2020.
49,940,000	19,098,463	30,841,537	1,584,619	397,848	30%	2nd QTR 2024		PE & EC initiated in Oct 2019 and anticipated completion 3rd QTR 2020.
70,650,000	62,465,721	8,184,279	130,501	65,150	50%	2nd QTR 2023		DRPT LONP received. Real estate research in progress under LONP.

TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PE	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	◆	◆	◆	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 19.5 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 Replacement 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

Total ¹	ESTIMATED COSTS (\$)				Percent Complete ¹	Project Completion Date	STATUS	
	Funded	Unfunded	Authorized	Expended ²				
32,500,000	32,500,000	-	33,285,519	30,578,003	99%	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%	4th QTR 2019		CSXT Construction Agreement received. CM underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	70%	TBD		FD completion pending Final Electrical Design Coordination with REC. IFB anticipated 2nd Quarter 2020, upon
2,950,000	2,950,000	-	2,950,000	163,565	100%	1st QTR 2020		Land acquisition has been completed.
89,666,508	89,666,508	-	3,588,305	2,257,455	90%	4th QTR 2021		Preliminary design has been completed and continuing to collaborate with Amtrak on agreements.
75,264,693	75,264,693	-	69,457,809	47,915,644	99%	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	95%	4th QTR 2018		Implementation Completed. Final stabilization and familiarization phase in process.
110,700,000	82,526,398	28,173,602	5,855,650	4,539,446	80%	4th QTR 2024		PE design and EC underway. Property acquisition due diligence underway.
3,510,307	3,510,307	-	3,510,627	2,282,853	70%	3rd QTR 2019		American Eagle working on redesign with uplift to new platform projected for late summer 2020.



VIRGINIA RAILWAY EXPRESS

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VRE.ORG



MOTION:

SECOND:

**RE: AUTHORIZE THE REFERRAL OF THE PRELIMINARY FY2022 VIRGINIA RAILWAY EXPRESS
OPERATING AND CAPITAL BUDGET TO THE JURISDICTIONS**

ACTION:

WHEREAS, the Virginia Railway Express (VRE) Master Agreement requires the VRE Operations Board submit to the Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission (Commissions) a preliminary fiscal year budget by September 30th of each year; and

WHEREAS, the VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY2022 operating and capital budget; and

WHEREAS, the preliminary FY2022 budget proposes no increase in the total or individual annual jurisdictional subsidy and no increase in passenger fares; and

WHEREAS, the VRE Operations Board recommended the Commissions forward the preliminary FY2022 budget to the jurisdictions for further formal review and comment at its September 18, 2020 meeting.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission (PRTC) hereby authorizes the preliminary FY2022 VRE budget be forwarded to the jurisdictions for their formal review and comment.

BE IT FURTHER RESOLVED that PRTC directs staff to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2020 meeting for consideration and referral to the Commissions for adoption in January 2021.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-A
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Referral of the Preliminary FY 2022 VRE Operating and Capital Budget to the Commissions

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to refer the preliminary FY 2022 VRE Operating and Capital Budget to the Commissions for their consideration, so the Commissions, in turn, can refer their preliminary budget recommendations to the jurisdictions for review and comment.

Summary:

VRE's preliminary FY 2022 operating budget totals \$91.9 million, which includes operations, maintenance, and existing debt service. This preliminary budget amount is nearly flat to the approved FY 2021 budget of \$91.4 million (an increase of one-half percent), and staff are continuing to review departmental budgets to identify further expense reductions.

In light of the reduced ridership and ongoing economic challenges from the COVID-19 pandemic, the preliminary operating budget includes no changes to passenger fares and no increase to jurisdictional subsidy. Before the application of any available emergency funding, the preliminary operating budget has a net unfunded amount of \$25.7 million. However, VRE's federal CARES Act funding will be available to backfill lost passenger revenue and ensure that no additional jurisdictional contribution is required.

VRE's preliminary FY 2022 capital budget includes commitments of \$101.8 million from federal, state, regional, and local funding sources towards the Capital Improvement Program (CIP). VRE's CIP is undergoing substantial revisions as a result of the *Transforming Rail in Virginia* program being pursued by the Commonwealth, and the



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Transportation Commission
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scopes, funding sources, and timelines of many projects are being modified in coordination with the Department of Rail and Public Transportation (DRPT).

A final FY 2022 budget will be submitted in December for the Operations Board's consideration and referral to the Commissions for final approval. Projections of revenues and expenses are still under review by VRE staff and may change materially as the COVID-19 pandemic progresses. The final FY 2022 budget (which will include an amended FY 2021 budget) will ensure VRE can continue to provide safe and reliable commuter rail service as Virginians return to work while equitably and strategically sharing the cost of that service across riders, local jurisdictions, and the available federal CARES Act funds.

Background:

In accordance with the VRE Master Agreement, which outlines the process for annual budget approval, the preliminary FY 2022 VRE Operating and Capital Budget is attached for the Operations Board's review.

As noted during the discussion of "key issues" at the July 2020 Operations Board meeting, the budget adoption process for FY 2022 will be unlike any in recent years as a result of the COVID-19 pandemic and its significant impacts on the economy and VRE's ridership. Broad economic and policy issues – rather than technical or methodological issues – will be paramount, and accurately forecasting ridership and revenue will be difficult. Amending the current (FY 2021) budget will also be a substantive part of this year's budget process.

Key Operating Budget Assumptions:

VRE's preliminary operating budget totals \$91.9 million. This includes \$85.7 million for daily operations and maintenance (as compared to \$85.1 million in the approved FY 2021 budget) and \$6.2 million for debt service (the same as FY 2021). As noted above, both revenues and expenses continue to be reviewed and may change materially before adoption of the final budget depending on the evolution of the COVID-19 pandemic over the next few months. The key assumptions used in preparing the preliminary operating budget are summarized below:

- 1. Service Levels:** Although VRE is currently running a modified "S" schedule in response to reduced ridership demand, the preliminary FY 2022 budget assumes a return to a full normal schedule of 32 daily revenue trains. Well before daily ridership returns to pre-pandemic levels, this level of service will be required to ensure convenient travel times for riders and also to provide adequate social spacing for riders if that remains necessary.
- 2. Subsidy and Fare Increases:** Under the Board's existing policy direction to consider fare and subsidy increases in alternating years, the starting point for a "normal" FY 2022 would be zero change to the total subsidy and consideration of a 3% fare increase. However, given the challenges faced by both riders and jurisdictions, other alternatives will be considered. This preliminary budget includes three key assumptions:

- The total subsidy amount for FY 2022 is \$18,300,780, the same amount as in FY 2021.
- The allocation of the subsidy (i.e., the percentage of the total assigned to each of the nine jurisdictions) for FY 2022 is unchanged from FY 2021, so that each jurisdiction contributes the same amount as in FY 2021. As discussed with the Finance Committee in July 2020, the usual Master Agreement survey in October – which determines the subsidy allocation for the upcoming fiscal year – would be difficult to administer in the current environment and would be unlikely to produce reliable results. Therefore, instead of performing the survey, the Committee recommended simply using the FY 2021 allocation percentages for FY 2022. The Federal Transit Administration has taken a similar approach in using prior year (pre-pandemic) data for the allocation of federal formula program funds this year.
- Passenger fares for FY 2022 are unchanged from FY 2021. Raising fares in the current environment is unlikely to have a materially positive impact on total revenue while potentially generating negative publicity and rider sentiment. At the same time, the primary factors driving the current low ridership are perceptions of safety and the ability to work at home rather than at the office, not the level of the fare (particularly given the availability of the transit benefit for many riders). Lowering fares is thus unlikely to drive significant new ridership in the short term and would only increase the operating deficit.

3. Ridership and Fare Revenue: Projecting ridership in the current environment is challenging given near-term uncertainty about the course of the pandemic (including any potential vaccine), the unknown medium-term impacts on businesses and schools, and potential long-term shifts in the number of employees working remotely rather than in an office. After increasing steadily during the early summer, ridership has plateaued in August and early September at 1300-1400 riders per day, and monthly fare revenue has been in the \$800,000-\$900,000 range.

For the purposes of the preliminary budget, we assume that fare revenue will stay in this range for the rest of FY 2021, which would result in total annual fare revenue of approximately \$10 million, or less than 25% of pre-pandemic revenue. Since March, some riders have continued to purchase monthly and other tickets while riding infrequently or not at all, and so the average fare paid per trip is currently abnormally high. As average daily ridership increases, some of it will come from people already purchasing a monthly ticket but riding infrequently, while other non-riders will eventually cancel their recurring purchases, thus reducing revenue even as other riders return.

For FY 2022, preliminary passenger revenue is budgeted at approximately \$18 million, or about 40% of pre-pandemic annual revenue. This figure is functioning essentially as a placeholder to represent a slow, steady increase in ridership that still falls well short of a return to normal. If a vaccine is widely available more quickly than expected, and offices and schools are able to fully reopen, then revenues could be higher.

- 4. Operating Expenses:** All discretionary expenses in the operating budget – particularly consulting, professional services, new non-critical initiatives, and replacement of existing items (furniture, equipment, etc.) – are being reviewed for potential deferral or elimination in order to reduce expenses and extend the availability of the federal CARES Act funds.

Department heads submitted their initial FY 2022 budgets earlier this summer with the direction to proactively identify discretionary expense reductions, and the preliminary budget reflects this, with only a \$0.5 million increase over the approved FY 2021 budget. Further expense reductions will be identified as the budget process continues as more deferrals are found, contingencies are reduced, and contracts are renegotiated.

- 5. State Operating Assistance and Access Fee Reimbursement:** As part of the Commonwealth’s response to the pandemic, DRPT has been reallocating funds to prioritize state operating assistance to transit agencies over capital matching grants. So far, it appears that VRE will receive the same amount of operating assistance in FY 2021 as it did in FY 2020 (less the one-time ‘transition assistance’), which was approximately \$9.7 million. However, the preliminary budget conservatively assumes that operating assistance in FY 2022 will decline to \$8.5 million in response to reduced tax collections.

The Commonwealth has also committed to maintaining the 84% reimbursement rate for the track access fees paid to VRE’s host railroads, which is critical to VRE’s financial sustainability. This arrangement will be evolving through FY 2021 as the Virginia Passenger Rail Authority (VPRA) is stood up and takes on responsibilities from DRPT. DRPT has advised that VPRA is likely to use entirely state funds (rather than a combination of federal STP and state funds) for the access fee reimbursements. This may have a positive impact for VRE on eligible federal CARES Act reimbursements of the remaining 16% of the cost.

Capital Funding:

After seeking and successfully securing a substantial amount of discretionary grant funding in recent years, VRE’s capital program is now focused on project delivery. As noted above, the *Transforming Rail in Virginia* program has impacted a number of projects, particularly planned station expansions on the Fredericksburg Line.

As a result of the new operating plan in the corridor, second/island platforms at four stations (Lorton, Rippon, Brooke, and Leeland Road) are no longer being pursued, though smaller expansions and rehabilitations are still planned. This in turn has freed up funding from various sources to complete the Quantico Station project and to support expansion of the Rolling Road platform on the Manassas Line. These significant changes to the CIP continue to evolve in coordination with DRPT, and a full review will occur later in the budget process.

The major capital funding that is expected to be obligated in FY 2022 includes:

- *Federal formula funds:* Federal funding allocations are lagged by one year relative to VRE's fiscal year, so the federal funding allocated in Federal Fiscal Year (FFY) 2021 will be available to be obligated and spent beginning in VRE's FY 2022. Based on funding received in FFY 2020, total projected formula funding for FFY 2021 is \$30.5 million (federal portion only), including both Section 5337 State of Good Repair funding and Section 5307 Urbanized Area Formula Program funding.

As in previous years, VRE's formula funds will be committed to debt service, asset management programs, and key CIP projects such as the midday storage facility and VRE's joint responsibilities at Washington Union Terminal. Staff continues to look at options for utilizing currently unprogrammed funding, including station expansions that also have a replacement component, but is also choosing to keep some funding uncommitted until updated cost estimates are received for various projects.

- *State capital match:* The preliminary budget assumes a continuation of the 16% state match on debt service and asset management, as well as the 34% state match on midday storage and Washington Union Terminal, but these figures may be modified as discussions with DRPT continue about how best to fit VRE into the state's MERIT program that is primarily oriented towards bus operators.
- *Discretionary state and regional funding:* The FY 2022 budget will obligate previously allocated funds for a number of important CIP projects. SMART SCALE funding totaling \$40.3 million will be obligated in FY 2022 for projects including Alexandria Station, Leeland Road Station, Leeland Road Parking, Quantico Station, Fredericksburg Line Expansion Coaches, and the Crossroads Maintenance and Storage Facility (MSF). CMAQ funding of \$4.6 million will be obligated in FY 2022 for projects including the Broad Run Expansion, Brooke Station, Leeland Road Station, and Woodbridge Station.

Commuter Rail Operating and Capital (C-ROC) Fund:

As noted in the "key issues" discussion, VRE staff are continuing discussions with DRPT about a contribution to the *Transforming Rail in Virginia* program from VRE's Commuter Rail Operating and Capital (C-ROC) funds. These discussions – which contemplate a combination of debt issuance proceeds and pay-as-you-go cash – will occur separately from, but in parallel with, the budget adoption process. We do not expect to recommend any further C-ROC commitments to specific VRE capital projects (currently \$15 million is committed to the Crystal City Station and \$30 million to the L'Enfant Station and Fourth Track, covering FY2019-2021 C-ROC funds) until these negotiations are resolved.

Next Steps:

VRE staff will continue to update and modify the FY 2022 budget throughout the Fall as the current fiscal year progresses and as more information is received about the pandemic and economic conditions that may affect projections of revenues and expenses. VRE staff will review the budget with the Finance Committee and with jurisdictional staff and ultimately provide a balanced budget to the Operations Board in December for consideration and approval.

**Virginia Railway Express
Operations Board**

**Resolution
9A-09-2020**

**Referral of the Preliminary FY 2022 VRE Operating and
Capital Budget to the Commissions**

WHEREAS, the VRE Master Agreement requires the VRE Operations Board submit to the Commissions a preliminary fiscal year budget by September 30 each year; and,

WHEREAS, the VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY 2022 Operating and Capital Budget; and,

WHEREAS, the preliminary FY 2022 budget proposes no increase in the total or individual annual jurisdictional subsidy and no increase in passenger fares;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board refers the preliminary FY 2022 Operating and Capital Budget to the Commissions for their consideration; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board recommends the budget be forwarded to the jurisdictions for further formal review and comment; and,

BE IT FURTHER RESOLVED THAT, VRE staff is directed to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2020 meeting for consideration and referral to the Commissions for adoption in January 2021.

Approved this 18th day of September 2020

Jeanine Lawson
Secretary

Gary Skinner
Chairman

FY 2022 Sources and Uses

LEVEL OF SERVICE FOR FY 2021

Daily Trains 32
Avg. Daily Riders 6,000

Leases 18,792,000
Total Access Fees -
18,792,000

Access and Lease Fees
Amtrak 6,830,000
NS 3,418,000
CSX 8,544,000
Total 18,792,000

	USES OF FUNDS	SOURCES OF FUNDS													
		FARE INCOME	INTEREST	MISC	LOCAL SUBSIDY	OTHER SOURCES	NVTA FUNDING	STATE CROC FUNDING	STATE OPERATING	STATE CAPITAL	STATE STP	FEDERAL			
	Operating Expenses	18,236,000	350,000	300,000	41,975,895	-	-	-	8,500,000	6,389,280	9,396,000	520,000	-	-	85,667,175
	Non-Operating Expenses:														
	Operating Reserve	-			-										
	Debt Service BTMU - Gallery IV - 11 Cabcars	1,931,357			77,254					309,017		1,545,086			1,931,357
	Debt Service VRA - 60 Railcars (Local)	99,072			99,072										99,072
	Debt Service VRA - 60 Railcars (Fed/State/Local)	4,191,769			167,671					670,683		3,353,415			4,191,769
	Non-Operating Summary	6,222,198	-	-	343,997	-	-	-	-	979,700	-	4,898,501	-	-	6,222,198
	Total Expenses (Subtotal)	18,236,000	350,000	300,000	42,319,892	-	-	-	8,500,000	7,368,980	9,396,000	5,418,501	-	-	91,889,373
	Capital Projects:														
	New York Avenue Midday Storage Facility	11,697,029			467,881					3,976,990		7,252,158			11,697,029
	Equipment Asset Management Program	2,090,000			83,600					334,400		1,672,000			2,090,000
	Security Enhancements	105,000			4,200					16,800		84,000			105,000
	L'Enfant Station Improvements	2,438,707			97,548					390,193		1,950,966			2,438,707
	Crystal City Station Improvements	13,018,750			520,750					2,083,000		10,415,000			13,018,750
	Washington Union Station Improvements	5,000,000			200,000					1,700,000		3,100,000			5,000,000
	Unprogrammed Federal Formula Funds	7,522,585			300,903					1,203,614		6,018,068			7,522,585
	Unprogrammed CROC Funds	15,000,000			-			15,000,000		-		-			15,000,000
	Capital Reserve Contribution	0			-										-
	Capital Project Summary	56,872,071	-	-	1,674,883	-	-	15,000,000	-	9,704,997	-	30,492,192	-	-	56,872,071
	CMAQ/REF/IPROC														
	Broad Run Expansion (CMAQ)	2,000,000			-					400,000		-		1,600,000	2,000,000
	Woodbridge Station Improvements (CMAQ)	2,000,000			-					400,000		-		1,600,000	2,000,000
	Brooke Station Improvements (CMAQ)	313,394			-					62,679		-		250,715	313,394
	Leeland Road Station Improvements (CMAQ)	313,394			-					62,679		-		250,715	313,394
	Crossroads MSF Expansion (Smart Scale)	5,057,000			-					5,057,000		-		5,057,000	
	Leeland Road Parking Improvements (Smart Scale)	5,159,178			-					5,159,178		-		5,159,178	
	Alexandria Station Improvements (Smart Scale)	6,284,000			-					6,284,000		-		6,284,000	
	Brooke Station Improvements (Smart Scale)	4,300,000			-					4,300,000		-		4,300,000	
	Leeland Road Station Improvements (Smart Scale)	2,749,725			-					2,749,725		-		2,749,725	
	Quantico Station Improvements (Smart Scale)	850,700			-					850,700		-		850,700	
	Fleet Expansion Coaches (SmartScale)	15,855,000			-					15,855,000		-		15,855,000	
	Summary	44,882,391	-	-	-	-	-	-	-	41,180,961	-	-	-	3,701,430	44,882,391
	TOTAL	193,643,835	18,236,000	350,000	300,000	43,994,775	-	15,000,000	8,500,000	58,254,937	9,396,000	35,910,692	-	3,701,430	193,643,835

FY21 Subsidy surplus (deficit)				18,300,780									
				(25,693,995)									
Soft Capital Projects				Debt Service 11 Cabcars	1,931,357	5337							State Amt
				Access lease funding (50%/34%)	18,792,000	551P/State							1,545,086
				Debt Service VRA - 60 Railcars	99,072								9,396,000
				Local only Debt Service VRA - 60 Railcars	2,445,198	5337							-
				Fed/State/Local Debt Service VRA - 60 Railcars	1,746,570								1,956,159
				Grant & Project Management	650,000	5307							1,397,256
				Subtotal	25,664,198								520,000
				Capital Projects/Earmarks	101,754,462								7,368,980
				Federal Cap Program	127,418,660								34,193,622
													50,885,957
													49,008,122
													58,254,937

FY 2022 Summary Proposed Budget

Category	Approved FY 2021		Proposed FY 2022		Changes	% Change
	FY 2021 Operating	FY 2021 Capital	FY 2022 Operating	FY 2022 Capital		
Revenue:						
Fare Revenue	44,090,000		18,236,000		(25,854,000)	-58.6%
Miscellaneous Revenue	300,000		300,000		-	0.0%
Jurisdictional Subsidy	13,817,632	4,483,148	16,625,897	1,674,883	-	0.0%
Other Sources (Use of Prev. Surplus)	-	-	-	-	-	#DIV/0!
NVTA Grant Funding	-	-	-	-	-	-
State CROC Dedicated Funding	-	15,000,000	-	15,000,000	-	-
Federal/State Subsidy - Operating	31,879,656		30,683,481		(1,196,175)	-3.8%
Federal/State Subsidy - Capital		53,024,602		85,079,579	32,054,978	60.5%
Operating/Capital Reserves	-	-	-	-	-	#DIV/0!
Interest Income	1,300,000		350,000		(950,000)	-73.1%
Total Revenue	91,387,287	72,507,750	66,195,378	101,754,462	4,054,803	2.5%
Operating/Non-Operating Expenses:						
Non-Departmental Operating	5,800,514		7,215,000		1,414,486	24.4%
Executive Management	1,263,000		1,423,000		160,000	12.7%
Chief of Staff	683,600		653,850		(29,750)	-4.4%
Marketing	409,300		389,800		(19,500)	-4.8%
Finance and Human Resources	4,507,800		2,981,800		(1,526,000)	-33.9%
Purchasing and Contract Administration	745,850		758,600		12,750	1.7%
Project Development	956,900		1,303,255		346,355	36.2%
Project Implementation	1,117,500		1,074,500		(43,000)	-3.8%
Rail Operations	2,386,500		2,362,000		(24,500)	-1.0%
Information Technology	2,078,500		2,166,350		87,850	4.2%
Facilities Maintenance	4,527,300		4,048,200		(479,100)	-10.6%
Mechanical Operations	10,565,700		11,154,620		588,920	5.6%
System Safety & Security	1,488,200		1,349,200		(139,000)	-9.3%
PRTC	102,000		102,000		-	0.0%
NVTC	90,000		90,000		-	0.0%
Train Operations	16,591,500		17,239,500		648,000	3.9%
Maintenance of Equipment	7,832,285		8,113,500		281,215	3.6%
Amtrak	5,181,000		4,450,000		(731,000)	-14.1%
Amtrak Access Fees	6,879,000		6,830,000		(49,000)	-0.7%
Norfolk Southern Access Fees	3,442,000		3,418,000		(24,000)	-0.7%
CSX Access Fees	8,468,000		8,544,000		76,000	0.9%
					-	
Total Operating/Non-Operating Expenses	85,116,449	-	85,667,175	-	550,726	0.6%
CIP Expenditures		72,507,750		101,754,462	29,246,712	
Debt Service	6,270,838		6,222,198		(48,641)	
Total CIP and Other Expenditures	6,270,838	72,507,750	6,222,198	101,754,462	29,198,071	37.1%
Grand Total Expenses	91,387,287.14	72,507,750.00	91,889,373	101,754,462	29,748,798	18.2%
Difference by Fund	-	-	(25,693,995)	-	(25,693,995)	
Total Difference		-	(25,693,995)		(25,693,995)	

Referral of FY 2022 Preliminary Budget

1. Current financial position
2. Key operating budget assumptions
3. Use of CARES Act funding
4. Capital Improvement Program (CIP)
5. Next steps



Current Financial Position

FY 2020

- Loss of \$9 million in fare revenue in Q4
- Year-end operating position before state/federal assistance of +\$900,000
- \$1.1 million in emergency state assistance
- Projected FY 2020 CARES Act assistance of \$2.7 million



Current Financial Position

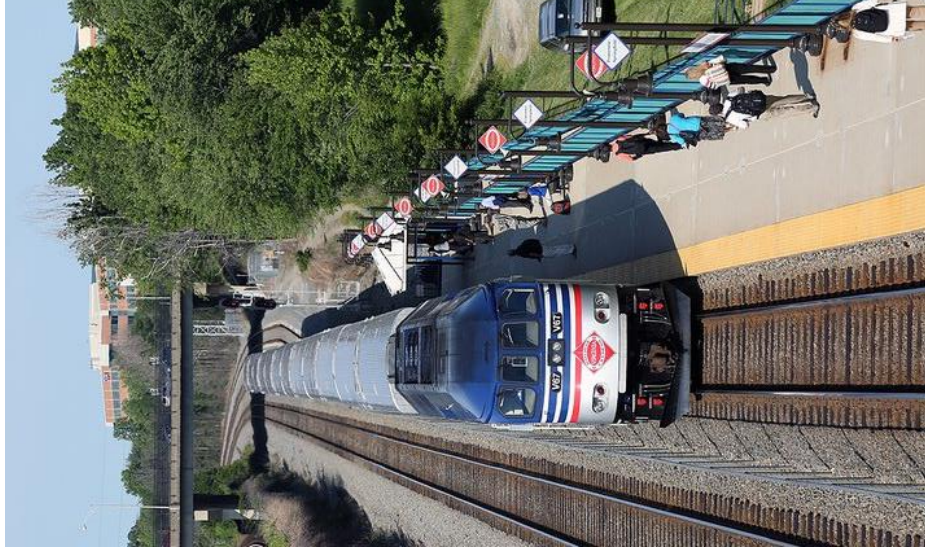
FY 2021

- Daily ridership of 1300-1400
- July/August total fare revenue of \$1.5 million
- July monthly P&L of -\$4.7 million before any emergency assistance
 - Includes \$6.7 million annual expense for liability insurance (\$2.5 million above budget)
- Projected FY 2021 CARES Act reimbursement of \$33 million



FY 2022 Budget: Preliminary Assumptions

- 32 daily trains – return to full schedule of service
- No change to passenger fares
- No change to jurisdictional subsidy contribution
 - Total amount of \$18.30 million
 - Same allocation as FY 2021 (no October survey)

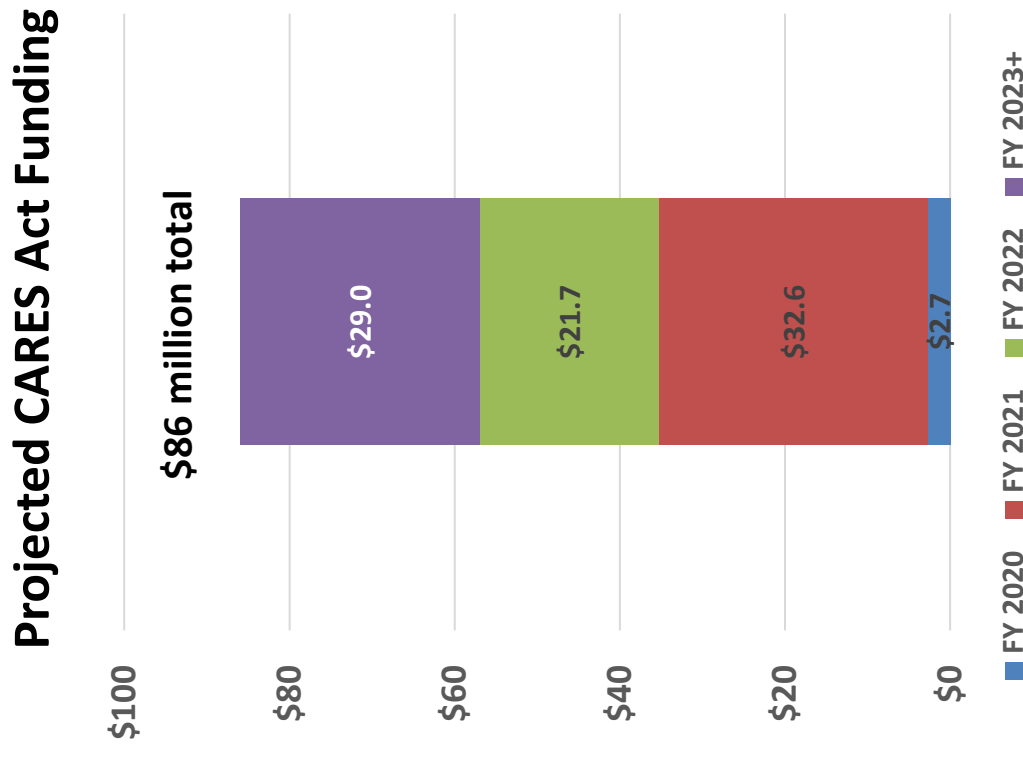


FY 2022 Budget: Preliminary Assumptions

- Preliminary revenue projections (subject to ongoing review and revision)
 - FY 2021: \$10 million *(20-25% of normal)*
 - FY 2022: \$18 million *(40% of normal)*
- State operating assistance of \$8.5 million
- Continued 84% state reimbursement of track access fees
- Ongoing review of departmental expenses for deferrals and eliminations

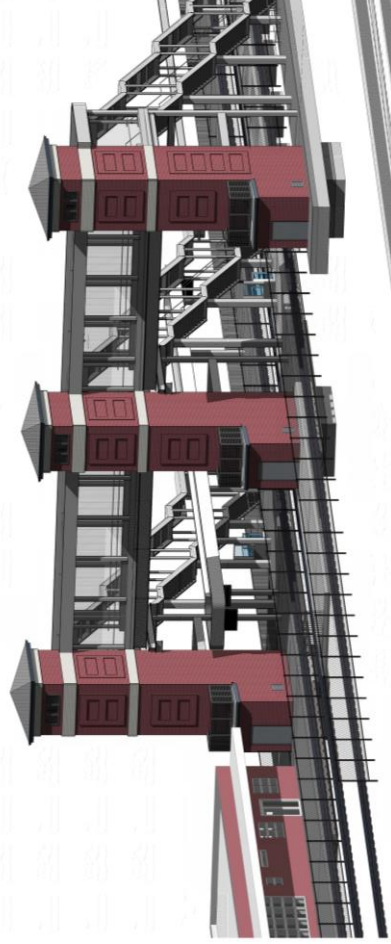
Use of CARES Act Funding

- How long will the CARES Act funding last?
 - Partly out of our control – depends on return of ridership
 - But decisions about expenses, fares, and subsidy still have an impact



Capital Improvement Program (CIP)

- Focus remains on project delivery
- *Transforming Rail in Virginia* program has impacted scope/schedule/funding of many projects, currently being updated
- No specific recommendations yet for C-ROC in FY 2022 – still in discussions with DRPT



Next Steps

- Continue to update expense/revenue forecasts as pandemic evolves
- Review with Finance Committee, jurisdictional staff, and Operations Board in Oct/ Nov
- Final budget for approval and referral in December





VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

September 18, 2020

Operations Board Meeting - 9:00 A.M.

**Legislative Committee Meeting follows adjournment of
Operations Board Meeting.**

VIA WebEx

1. Call to Order
2. Roll Call
3. Resolution Finding Need to Conduct September 18, 2020 Meeting Electronically
4. Approval of Agenda
5. Approval of Minutes from the July 17, 2020 VRE Operations Board Meeting
6. Chairman's Comments
7. Chief Executive Officer's Report
8. Virginia Railway Express Riders' and Public Comment
9. Action Items:
 - A. Referral of the Preliminary FY 2022 VRE Operating and Capital Budget to the Commissions
 - B. Approval of Increases to Chief Executive Officer Procurement Authorization and Contract Award Authorities



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2300 Wilson Blvd., Suite 230
Arlington, VA 22201
703-524-3322



Virginia Railway Express
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703-684-1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703-580-6121

- C. Authorization to Execute a Contract for Construction of the Lifecycle Overhaul and Upgrade Facility
 - D. Authorization to Execute a Contract for Safety and Security Consulting Services
 - E. Authorization to Execute a Contract for Construction of Quantico Station Improvements
 - F. Authorization to Execute a Contract for Construction Management Services for the Quantico Station Improvements
 - G. Authorization to Execute General Engineering Consulting Services Contracts for Project Design and Construction Management
 - H. Authorization to Issue a General Planning Consulting Services Task Order for Surveying Services to Support Real Estate Acquisition Activities for the Broad Run Expansion Project***
 - I. Authorization to Amend the GEC VII Task Order for Final Design Services for the Fredericksburg Station Rehabilitation Project
 - J. Authorization to Amend the GEC VII Task Order for Design Services for VRE Suite 202 Phase 2 Renovations
- 10. Information Items:
 - A. Spending Authority Report
 - B. Equipment Storage Update
 - 11. Closed Session
 - 12. Operations Board Member's Time

**The Next VRE Operations Board Meeting
October 16, 2020 - 9:00 am (location TBD)**



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
September 18, 2020

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Walter Alcorn (NVTC)
*Andrea Bailey (PRTC)
*Preston Banks (PRTC)
*Elizabeth Bennet-Parker (NVTC)
*Meg Bohmke (PRTC)
*Katie Cristol (NVTC)
*Margaret Franklin (PRTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Ralph Smith (PRTC)
*Dan Storck (NVTC)
*James Walkinshaw (NVTC)

Jurisdiction

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

Members Absent

Jennifer Mitchell (DPRT)
Gary Skinner (PRTC)

Commonwealth of Virginia
Spotsylvania County

Alternates Present

Michael McLaughlin (DRPT)

Commonwealth of Virginia

Alternates Absent

Canek Aguirre (NVTC)
Victor Angry (PRTC)
Pete Candland (PRTC)
Hector Cendejas (PRTC)
Deborah Frazier (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
Jeff McKay (NVTC)
Pam Sebesky (PRTC)

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

Rich Dalton – VRE
Christine Hoeffner – VRE
Lezlie Lamb – VRE
Steve MacIsaac – VRE Legal Counsel
Kate Mattice - NVTC

Kristin Nutter – VRE
Dallas Richards - VRE
Mark Schofield – VRE
Joe Swartz – VRE

Call to Order – 1

Vice-Chair Bennett-Parker called the meeting to order at 9:12 A. M.

Roll Call – 2

Resolution Finding Need to Conduct September 18, 2020 Meeting Electronically – 3

Mr. Dalton briefed the Operations Board on Agenda Item 3, a Resolution Finding Need to Conduct September 18, 2020 Meeting Electronically.

Ms. Cristol moved, with a second by Ms. Bailey, approve Resolution #03-09-2020, Finding Need to Conduct September 18, 2020 Meeting Electronically. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Shelton, Smith, Storck, and Walkinshaw. Mr. McLaughlin did not respond to roll call vote.

Approval of the Agenda – 4

Ms. Bailey moved, with a second by Mr. Smith, to approve the agenda as presented. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Smith, Storck, and Walkinshaw.

Approval of the Minutes of the July 17, 2020 VRE Operations Board Meeting – 5

Ms. Cristol moved, with a second by Ms. Bailey, to approve the Minutes from July 17. The vote in favor was cast by Members Bailey, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, Shelton, Smith, Storck, and Walkinshaw. Members Alcorn, Banks, Bohmke, and McLaughlin abstained.

Vice -Chair's Comments – 6

- Vice-Chair Bennett-Parker congratulated Rich Dalton on being named the VRE Chief Executive Officer. He thanked the members of the New CEO Search Committee and it's Chair, Katie Cristol for the thorough search and evaluation of candidates.
- Vice-Chair reminded Members of the Legislative Committee that they would hold a meeting following the adjournment of the VRE Operations Board meeting.

Chief Executive Officer's Report – 7

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

- Safety/ COVID-19 update
- Ridership
- Performance
- Train Utilization
- "Welcome Back" efforts

- Project Spotlight
 - Potomac Shores
 - Long Bridge

Public Comment Time – 8

Vice-Chair Bennett-Parker announced that public comments were being accepted electronically through the Public Comments Form. A link to the form can be found at vre.org and the link would remain active through the end of the meeting. The Clerk will read the comments into the record prior to adjournment.

Action Items – 9

Referral of the Preliminary FY 2022 Operating and Capital Budget to the Commissions – 9A

Ms. Bailey moved, with a second by Mr. Alcorn, to refer the Preliminary FY 2022 Operating and Capital Budget to the Commissions.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Approval of Increases to Chief Executive Officer Procurement Authorization and Contract Award Authorities – 9B

Ms. Bailey moved, with a second by Ms. Shelton, to approve increases to two delegations of authority to the Chief Executive Officer: contract award authority to \$200,000, and procurement authorization authority to \$1,000,000. Mr. Kelly asked the CEO to advise the Operations Board of significant procurements prior to their issue.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Authorization to Execute a Contract for Construction of the Lifecycle Overhaul and Upgrade Facility – 9C

Ms. Cristol moved, with a second by Ms. Cristol, to authorize the Chief Executive Officer to execute a contract with Clark Construction Group, for the construction of the VRE Lifecycle Overhaul and Upgrade facility.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Authorization to Execute a Contract for Safety and Security Consulting Services – 9D

Ms. Shelton moved, with a second by Ms. Bailey, to authorize the Chief Executive Officer to execute a contract with ADS System Safety Consulting, LLC for safety and security consulting services for one base year, and four option years.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Authorization to Execute a Contract for Construction of Quantico Station Improvements – 9E

Ms. Bailey moved, with a second by Ms. Bohmke, to authorize the Chief Executive Officer to execute a contract with Archer Western Construction, LLC for the construction of Quantico Station improvements.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Authorization to Execute a Contract for Construction Management Services for the Quantico Station Improvements – 9F

Ms. Bailey moved, with a second by Ms. Cristol, to authorize the Chief Executive Officer to execute a contract with Dewberry Engineers, Inc. for construction management services for the Quantico Station improvements.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, and Walkinshaw. Members Smith and Storck did not respond to the roll call vote.

Authorization to Execute General Engineering Consulting Services Contracts for Project Design and Construction Management – 9G

Ms. Bailey moved, with a second by Mr. Banks, to authorize the Chief Executive Officer to execute contract with HDR Engineering, Inc. for project design services; and STV Incorporated for construction management services for a base year and four option years.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Authorization to Issue a General Planning Consulting Services Task Order for Surveying Services to Support Real Estate Acquisition Activities for the Broad Run Expansion Project – 9H

Ms. Lawson moved, with a second by Ms. Bailey, to authorize the Chief Executive Officer to issue a GPC Task Order to Vanasse Hangen Burstlin, Inc. for surveying services to support real estate acquisition activities for the Broad Run Expansion Project.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Authorization to Amend the GEC VII Task Order for Final Design Services for the Fredericksburg Station Rehabilitation Project – 9I

Mr. Kelly moved, with a second by Ms. Bohmke, to authorize the Chief Executive Officer to amend the current Task Order for Final Design Services for the Fredericksburg Station Rehabilitation Project, executed with STV Incorporated under the GEC VII contract.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Authorization to Amend the GEC VII Task Order for Design Services for VRE Suite 202 Phase 2 Renovations – 9J

Ms. Bailey moved, with a second by Mr. Alcorn, to authorize the Chief Executive Officer to amend the current Task Order for Design Services for VRE Suite 202 Phase 2 Renovations executed with STV Incorporated under the GEC VII contract.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Information Items – 10

Spending Authority Report – 10A

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

- On July 8, 2020, VRE issued a Blanket Purchase Order in an amount not to exceed \$60,000 to Fairmont Supply Company to acquire crimper hoses and fittings on an as needed basis for VRE's fleet of locomotives.
- On July 17, 2020, VRE issued a Task Order in the amount of \$99,295 to STV Incorporated under the Mechanical Engineering Consulting Services VII contract to provide monitoring and support for Positive Train Control.
- On July 22, 2020, VRE issued a Task Order in the amount of \$96,525 to STV Incorporated under the Mechanical Engineering Consulting Services VII contract to provide procurement support for the acquisition of new railcars.
- On August 12, 2020, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed \$70,000 to Carter Machinery (Alban CAT) to acquire Head End Power (HEP) filters and thermostat components on an as needed basis for the Caterpillar engines utilized by VRE's fleet of locomotives.
- On August 29, 2020, VRE issued a Task Order in the amount of \$64,605 to STV Incorporated under the General Engineering Consulting Services VII contract to design the communications and power infrastructure for the security camera system at Broad Run and Crossroads.
- On August 29, 2020, VRE issued a Blanket Purchase Order in an amount not to exceed \$100,000 to CDWG to acquire IT hardware and maintenance services on an as needed basis.

Equipment Storage Update – 10B

Manager of Project Development, Christine Hoeffner and VRE Chief Engineer, Dallas Richards briefed the Operations Board on several storage facility projects at various stages of development.

Closed Session – 11

A Closed Session was not necessary.

Vice-Chair Bennett-Parker asked if there was any other business. There was none.

Mr. Alcorn moved, with a second by Ms. Lawson, to adjourn the meeting.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Storck, Smith, and Walkinshaw.

Approved this 16th day of October 2020

Gary Skinner
Chair

Jeanine Lawson

Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the September 18, 2020 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".

Leslie M. Lamb

DRAFT



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-A
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Referral of the Preliminary FY 2022 VRE Operating and Capital Budget to the Commissions

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to refer the preliminary FY 2022 VRE Operating and Capital Budget to the Commissions for their consideration, so the Commissions, in turn, can refer their preliminary budget recommendations to the jurisdictions for review and comment.

Summary:

VRE's preliminary FY 2022 operating budget totals \$91.9 million, which includes operations, maintenance, and existing debt service. This preliminary budget amount is nearly flat to the approved FY 2021 budget of \$91.4 million (an increase of one-half percent), and staff are continuing to review departmental budgets to identify further expense reductions.

In light of the reduced ridership and ongoing economic challenges from the COVID-19 pandemic, the preliminary operating budget includes no changes to passenger fares and no increase to jurisdictional subsidy. Before the application of any available emergency funding, the preliminary operating budget has a net unfunded amount of \$25.7 million. However, VRE's federal CARES Act funding will be available to backfill lost passenger revenue and ensure that no additional jurisdictional contribution is required.

VRE's preliminary FY 2022 capital budget includes commitments of \$101.8 million from federal, state, regional, and local funding sources towards the Capital Improvement Program (CIP). VRE's CIP is undergoing substantial revisions as a result of the *Transforming Rail in Virginia* program being pursued by the Commonwealth, and the



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scopes, funding sources, and timelines of many projects are being modified in coordination with the Department of Rail and Public Transportation (DRPT).

A final FY 2022 budget will be submitted in December for the Operations Board's consideration and referral to the Commissions for final approval. Projections of revenues and expenses are still under review by VRE staff and may change materially as the COVID-19 pandemic progresses. The final FY 2022 budget (which will include an amended FY 2021 budget) will ensure VRE can continue to provide safe and reliable commuter rail service as Virginians return to work while equitably and strategically sharing the cost of that service across riders, local jurisdictions, and the available federal CARES Act funds.

Background:

In accordance with the VRE Master Agreement, which outlines the process for annual budget approval, the preliminary FY 2022 VRE Operating and Capital Budget is attached for the Operations Board's review.

As noted during the discussion of "key issues" at the July 2020 Operations Board meeting, the budget adoption process for FY 2022 will be unlike any in recent years as a result of the COVID-19 pandemic and its significant impacts on the economy and VRE's ridership. Broad economic and policy issues – rather than technical or methodological issues – will be paramount, and accurately forecasting ridership and revenue will be difficult. Amending the current (FY 2021) budget will also be a substantive part of this year's budget process.

Key Operating Budget Assumptions:

VRE's preliminary operating budget totals \$91.9 million. This includes \$85.7 million for daily operations and maintenance (as compared to \$85.1 million in the approved FY 2021 budget) and \$6.2 million for debt service (the same as FY 2021). As noted above, both revenues and expenses continue to be reviewed and may change materially before adoption of the final budget depending on the evolution of the COVID-19 pandemic over the next few months. The key assumptions used in preparing the preliminary operating budget are summarized below:

- 1. Service Levels:** Although VRE is currently running a modified "S" schedule in response to reduced ridership demand, the preliminary FY 2022 budget assumes a return to a full normal schedule of 32 daily revenue trains. Well before daily ridership returns to pre-pandemic levels, this level of service will be required to ensure convenient travel times for riders and also to provide adequate social spacing for riders if that remains necessary.
- 2. Subsidy and Fare Increases:** Under the Board's existing policy direction to consider fare and subsidy increases in alternating years, the starting point for a "normal" FY 2022 would be zero change to the total subsidy and consideration of a 3% fare increase. However, given the challenges faced by both riders and jurisdictions, other alternatives will be considered. This preliminary budget includes three key assumptions:

- The total subsidy amount for FY 2022 is \$18,300,780, the same amount as in FY 2021.
- The allocation of the subsidy (i.e., the percentage of the total assigned to each of the nine jurisdictions) for FY 2022 is unchanged from FY 2021, so that each jurisdiction contributes the same amount as in FY 2021. As discussed with the Finance Committee in July 2020, the usual Master Agreement survey in October – which determines the subsidy allocation for the upcoming fiscal year – would be difficult to administer in the current environment and would be unlikely to produce reliable results. Therefore, instead of performing the survey, the Committee recommended simply using the FY 2021 allocation percentages for FY 2022. The Federal Transit Administration has taken a similar approach in using prior year (pre-pandemic) data for the allocation of federal formula program funds this year.
- Passenger fares for FY 2022 are unchanged from FY 2021. Raising fares in the current environment is unlikely to have a materially positive impact on total revenue while potentially generating negative publicity and rider sentiment. At the same time, the primary factors driving the current low ridership are perceptions of safety and the ability to work at home rather than at the office, not the level of the fare (particularly given the availability of the transit benefit for many riders). Lowering fares is thus unlikely to drive significant new ridership in the short term and would only increase the operating deficit.

3. Ridership and Fare Revenue: Projecting ridership in the current environment is challenging given near-term uncertainty about the course of the pandemic (including any potential vaccine), the unknown medium-term impacts on businesses and schools, and potential long-term shifts in the number of employees working remotely rather than in an office. After increasing steadily during the early summer, ridership has plateaued in August and early September at 1300-1400 riders per day, and monthly fare revenue has been in the \$800,000-\$900,000 range.

For the purposes of the preliminary budget, we assume that fare revenue will stay in this range for the rest of FY 2021, which would result in total annual fare revenue of approximately \$10 million, or less than 25% of pre-pandemic revenue. Since March, some riders have continued to purchase monthly and other tickets while riding infrequently or not at all, and so the average fare paid per trip is currently abnormally high. As average daily ridership increases, some of it will come from people already purchasing a monthly ticket but riding infrequently, while other non-riders will eventually cancel their recurring purchases, thus reducing revenue even as other riders return.

For FY 2022, preliminary passenger revenue is budgeted at approximately \$18 million, or about 40% of pre-pandemic annual revenue. This figure is functioning essentially as a placeholder to represent a slow, steady increase in ridership that still falls well short of a return to normal. If a vaccine is widely available more quickly than expected, and offices and schools are able to fully reopen, then revenues could be higher.

- 4. Operating Expenses:** All discretionary expenses in the operating budget – particularly consulting, professional services, new non-critical initiatives, and replacement of existing items (furniture, equipment, etc.) – are being reviewed for potential deferral or elimination in order to reduce expenses and extend the availability of the federal CARES Act funds.

Department heads submitted their initial FY 2022 budgets earlier this summer with the direction to proactively identify discretionary expense reductions, and the preliminary budget reflects this, with only a \$0.5 million increase over the approved FY 2021 budget. Further expense reductions will be identified as the budget process continues as more deferrals are found, contingencies are reduced, and contracts are renegotiated.

- 5. State Operating Assistance and Access Fee Reimbursement:** As part of the Commonwealth’s response to the pandemic, DRPT has been reallocating funds to prioritize state operating assistance to transit agencies over capital matching grants. So far, it appears that VRE will receive the same amount of operating assistance in FY 2021 as it did in FY 2020 (less the one-time ‘transition assistance’), which was approximately \$9.7 million. However, the preliminary budget conservatively assumes that operating assistance in FY 2022 will decline to \$8.5 million in response to reduced tax collections.

The Commonwealth has also committed to maintaining the 84% reimbursement rate for the track access fees paid to VRE’s host railroads, which is critical to VRE’s financial sustainability. This arrangement will be evolving through FY 2021 as the Virginia Passenger Rail Authority (VPRA) is stood up and takes on responsibilities from DRPT. DRPT has advised that VPRA is likely to use entirely state funds (rather than a combination of federal STP and state funds) for the access fee reimbursements. This may have a positive impact for VRE on eligible federal CARES Act reimbursements of the remaining 16% of the cost.

Capital Funding:

After seeking and successfully securing a substantial amount of discretionary grant funding in recent years, VRE’s capital program is now focused on project delivery. As noted above, the *Transforming Rail in Virginia* program has impacted a number of projects, particularly planned station expansions on the Fredericksburg Line.

As a result of the new operating plan in the corridor, second/island platforms at four stations (Lorton, Rippon, Brooke, and Leeland Road) are no longer being pursued, though smaller expansions and rehabilitations are still planned. This in turn has freed up funding from various sources to complete the Quantico Station project and to support expansion of the Rolling Road platform on the Manassas Line. These significant changes to the CIP continue to evolve in coordination with DRPT, and a full review will occur later in the budget process.

The major capital funding that is expected to be obligated in FY 2022 includes:

- *Federal formula funds:* Federal funding allocations are lagged by one year relative to VRE's fiscal year, so the federal funding allocated in Federal Fiscal Year (FFY) 2021 will be available to be obligated and spent beginning in VRE's FY 2022. Based on funding received in FFY 2020, total projected formula funding for FFY 2021 is \$30.5 million (federal portion only), including both Section 5337 State of Good Repair funding and Section 5307 Urbanized Area Formula Program funding.

As in previous years, VRE's formula funds will be committed to debt service, asset management programs, and key CIP projects such as the midday storage facility and VRE's joint responsibilities at Washington Union Terminal. Staff continues to look at options for utilizing currently unprogrammed funding, including station expansions that also have a replacement component, but is also choosing to keep some funding uncommitted until updated cost estimates are received for various projects.

- *State capital match:* The preliminary budget assumes a continuation of the 16% state match on debt service and asset management, as well as the 34% state match on midday storage and Washington Union Terminal, but these figures may be modified as discussions with DRPT continue about how best to fit VRE into the state's MERIT program that is primarily oriented towards bus operators.
- *Discretionary state and regional funding:* The FY 2022 budget will obligate previously allocated funds for a number of important CIP projects. SMART SCALE funding totaling \$40.3 million will be obligated in FY 2022 for projects including Alexandria Station, Leeland Road Station, Leeland Road Parking, Quantico Station, Fredericksburg Line Expansion Coaches, and the Crossroads Maintenance and Storage Facility (MSF). CMAQ funding of \$4.6 million will be obligated in FY 2022 for projects including the Broad Run Expansion, Brooke Station, Leeland Road Station, and Woodbridge Station.

Commuter Rail Operating and Capital (C-ROC) Fund:

As noted in the "key issues" discussion, VRE staff are continuing discussions with DRPT about a contribution to the *Transforming Rail in Virginia* program from VRE's Commuter Rail Operating and Capital (C-ROC) funds. These discussions – which contemplate a combination of debt issuance proceeds and pay-as-you-go cash – will occur separately from, but in parallel with, the budget adoption process. We do not expect to recommend any further C-ROC commitments to specific VRE capital projects (currently \$15 million is committed to the Crystal City Station and \$30 million to the L'Enfant Station and Fourth Track, covering FY2019-2021 C-ROC funds) until these negotiations are resolved.

Next Steps:

VRE staff will continue to update and modify the FY 2022 budget throughout the Fall as the current fiscal year progresses and as more information is received about the pandemic and economic conditions that may affect projections of revenues and expenses. VRE staff will review the budget with the Finance Committee and with jurisdictional staff and ultimately provide a balanced budget to the Operations Board in December for consideration and approval.

**Virginia Railway Express
Operations Board**

**Resolution
9A-09-2020**

**Referral of the Preliminary FY 2022 VRE Operating and
Capital Budget to the Commissions**

WHEREAS, the VRE Master Agreement requires the VRE Operations Board submit to the Commissions a preliminary fiscal year budget by September 30 each year; and,

WHEREAS, the VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY 2022 Operating and Capital Budget; and,

WHEREAS, the preliminary FY 2022 budget proposes no increase in the total or individual annual jurisdictional subsidy and no increase in passenger fares;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board refers the preliminary FY 2022 Operating and Capital Budget to the Commissions for their consideration; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board recommends the budget be forwarded to the jurisdictions for further formal review and comment; and,

BE IT FURTHER RESOLVED THAT, VRE staff is directed to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2020 meeting for consideration and referral to the Commissions for adoption in January 2021.

Approved this 18th day of September 2020

Jeanine Lawson
Secretary

Gary Skinner
Chairman

FY 2022 Sources and Uses

LEVEL OF SERVICE FOR FY 2021

Daily Trains 32 Avg. Daily Riders 6,000

Leases 18,792,000
-
Total Access Fees 18,792,000

Access and Lease Fees
Amtrak 6,830,000
NS 3,418,000
CSX 8,544,000
Total 18,792,000

	USES OF FUNDS	SOURCES OF FUNDS													
					LOCAL SUBSIDY	OTHER SOURCES	NVTA FUNDING	-----STATE-----			-----FEDERAL-----				TOTAL
		FARE INCOME	INTEREST	MISC				STATE CROC FUNDING	STATE OPERATING	STATE CAPITAL	STATE STP	5307/5337	New FY22 CARES ACT	OTHER	
Operating Expenses	85,667,175	18,236,000	350,000	300,000	41,975,895	-	-	-	8,500,000	6,389,280	9,396,000	520,000	-	-	85,667,175
Non-Operating Expenses:															
Operating Reserve	-				-										-
Debt Service BTMU - Gallery IV - 11 Cabcars	1,931,357				77,254					309,017		1,545,086			1,931,357
Debt Service VRA - 60 Railcars (Local)	99,072				99,072										99,072
Debt Service VRA - 60 Railcars (Fed/State/Local)	4,191,769				167,671					670,683		3,353,415			4,191,769
Non-Operating Summary	6,222,198	-	-	-	343,997	-	-	-	-	979,700	-	4,898,501	-	-	6,222,198
Total Expenses (Subtotal)	91,889,373	18,236,000	350,000	300,000	42,319,892	-	-	-	8,500,000	7,368,980	9,396,000	5,418,501	-	-	91,889,373
Capital Projects:															
New York Avenue Midday Storage Facility	11,697,029				467,881					3,976,990		7,252,158			11,697,029
Equipment Asset Management Program	2,090,000				83,600					334,400		1,672,000			2,090,000
Security Enhancements	105,000				4,200					16,800		84,000			105,000
L'Enfant Station Improvements	2,438,707				97,548					390,193		1,950,966			2,438,707
Crystal City Station Improvements	13,018,750				520,750					2,083,000		10,415,000			13,018,750
Washington Union Station Improvements	5,000,000				200,000					1,700,000		3,100,000			5,000,000
Unprogramed Federal Formula Funds	7,522,585				300,903					1,203,614		6,018,068			7,522,585
Unprogramed CROC Funds	15,000,000				-			15,000,000		-		-			15,000,000
Capital Reserve Contribution	0				-										-
Capital Project Summary	56,872,071	-	-	-	1,674,883	-	-	15,000,000	-	9,704,997	-	30,492,192	-	-	56,872,071
CMAQ/REF/IPROC															
Broad Run Expansion (CMAQ)	2,000,000				-					400,000		-		1,600,000	2,000,000
Woodbridge Station Improvements (CMAQ)	2,000,000				-					400,000		-		1,600,000	2,000,000
Brooke Station Improvements (CMAQ)	313,394				-					62,679		-		250,715	313,394
Leeland Road Station Improvements (CMAQ)	313,394				-					62,679		-		250,715	313,394
Crossroads MSF Expansion (Smart Scale)	5,057,000				-					5,057,000		-		-	5,057,000
Leeland Road Parking Improvements (Smart Scale)	5,159,178				-					5,159,178		-		-	5,159,178
Alexandria Station Improvements (Smart Scale)	6,284,000				-					6,284,000		-		-	6,284,000
Brooke Station Improvements (Smart Scale)	4,300,000				-					4,300,000		-		-	4,300,000
Leeland Road Station Improvements (Smart Scale)	2,749,725				-					2,749,725		-		-	2,749,725
Quantico Station Improvements (Smart Scale)	850,700				-					850,700		-		-	850,700
Fleet Expansion Coaches (Smartscale)	15,855,000				-					15,855,000		-		-	15,855,000
Summary	44,882,391	-	-	-	-	-	-	-	-	41,180,961	-	-	-	3,701,430	44,882,391
TOTAL	193,643,835	18,236,000	350,000	300,000	43,994,775	-	-	15,000,000	8,500,000	58,254,937	9,396,000	35,910,692	-	3,701,430	193,643,835

FY21 Subsidy surplus (deficit) 18,300,780 (25,693,995)

	Soft Capital Projects	Program	Funding	Federal Amt	State Amt
Debt Service 11 Cabcars	1,931,357	5337		1,545,086	309,017
Access lease funding (50%/34%)	18,792,000	SSTP/State		9,396,000	6,389,280
Local only Debt Service VRA - 60 Railcars	99,072			-	-
Fed/State/Local Debt Service VRA - 60 Railcars	2,445,198	5337		1,956,159	391,232
Fed/State/Local Debt Service VRA - 60 Railcars	1,746,570	5307		1,397,256	279,451
Grant & Project Management	650,000	5307		520,000	-
Subtotal	25,664,198				7,368,980
Capital Projects/Earmarks	101,754,462			34,193,622	50,885,957
Federal Cap Program	127,418,660			49,008,122	58,254,937

FY 2022 Summary Proposed Budget

Category	Approved FY 2021		Proposed FY 2022		Changes	% Change
	FY 2021 Operating	FY 2021 Capital	FY 2022 Operating	FY 2022 Capital		
Revenue:						
Fare Revenue	44,090,000		18,236,000		(25,854,000)	-58.6%
Miscellaneous Revenue	300,000		300,000		-	0.0%
Jurisdictional Subsidy	13,817,632	4,483,148	16,625,897	1,674,883	-	0.0%
Other Sources (Use of Prev. Surplus)	-	-	-	-	-	#DIV/0!
NVTA Grant Funding	-	-	-	-	-	-
State CROC Dedicated Funding	-	15,000,000	-	15,000,000	-	-
Federal/State Subsidy - Operating	31,879,656		30,683,481		(1,196,175)	-3.8%
Federal/State Subsidy - Capital		53,024,602		85,079,579	32,054,978	60.5%
Operating/Capital Reserves	-	-	-	-	-	#DIV/0!
Interest Income	1,300,000		350,000		(950,000)	-73.1%
Total Revenue	91,387,287	72,507,750	66,195,378	101,754,462	4,054,803	2.5%
Operating/Non-Operating Expenses:						
Non-Departmental Operating	5,800,514		7,215,000		1,414,486	24.4%
Executive Management	1,263,000		1,423,000		160,000	12.7%
Chief of Staff	683,600		653,850		(29,750)	-4.4%
Marketing	409,300		389,800		(19,500)	-4.8%
Finance and Human Resources	4,507,800		2,981,800		(1,526,000)	-33.9%
Purchasing and Contract Administration	745,850		758,600		12,750	1.7%
Project Development	956,900		1,303,255		346,355	36.2%
Project Implementation	1,117,500		1,074,500		(43,000)	-3.8%
Rail Operations	2,386,500		2,362,000		(24,500)	-1.0%
Information Technology	2,078,500		2,166,350		87,850	4.2%
Facilities Maintenance	4,527,300		4,048,200		(479,100)	-10.6%
Mechanical Operations	10,565,700		11,154,620		588,920	5.6%
System Safety & Security	1,488,200		1,349,200		(139,000)	-9.3%
PRTC	102,000		102,000		-	0.0%
NVTC	90,000		90,000		-	0.0%
Train Operations	16,591,500		17,239,500		648,000	3.9%
Maintenance of Equipment	7,832,285		8,113,500		281,215	3.6%
Amtrak	5,181,000		4,450,000		(731,000)	-14.1%
Amtrak Access Fees	6,879,000		6,830,000		(49,000)	-0.7%
Norfolk Southern Access Fees	3,442,000		3,418,000		(24,000)	-0.7%
CSX Access Fees	8,468,000		8,544,000		76,000	0.9%
					-	
Total Operating/Non-Operating Expenses	85,116,449	-	85,667,175	-	550,726	0.6%
CIP Expenditures		72,507,750		101,754,462	29,246,712	
Debt Service	6,270,838		6,222,198		(48,641)	
Total CIP and Other Expenditures	6,270,838	72,507,750	6,222,198	101,754,462	29,198,071	37.1%
Grand Total Expenses	91,387,287.14	72,507,750.00	91,889,373	101,754,462	29,748,798	18.2%
Difference by Fund	-	-	(25,693,995)	-	(25,693,995)	
Total Difference		-	(25,693,995)		(25,693,995)	



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-B
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Approval of Increases to Chief Executive Officer Procurement Authorization and Contract Award Authorities

Recommendation:

The VRE Operations Board is asked to approve increases to two delegations of authority to the Chief Executive Officer (CEO): contract award authority to \$200,000, and procurement authorization authority to \$1,000,000.

Summary:

The Operations Board has delegated to the CEO the authority to award contracts up to \$100,000 and to authorize procurements up to \$100,000 without requiring the Operations Board's approval. This policy change would increase the delegated limits to \$200,000 for contract award and \$1,000,000 for procurement authorization.

Background:

As VRE has grown and the number of procurements has increased, and as inflation has led to a general increase in costs over time, the CEO delegation of authority limits have been periodically raised.

Year	CEO Spending Limit
1991	\$15,000
2001	\$30,000
2006	\$50,000
2015	\$100,000



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The most recent increase to \$100,000 applies to both the procurement authorization limit (i.e., approving the issuance of a Request for Proposals or an Invitation for Bids) and the contract award limit. This increase was one of the recommendations from the 2015 Management Audit that was intended to streamline the approval process and allow the Operations Board to focus on procurements with greater budget and policy implications. The Management Audit also recommended consideration of a separate, higher delegation limit only for procurement authorizations – knowing the Operations Board would still get a “bite at the apple” with contract award – but that recommendation was not acted upon.

The Management Audit made two additional recommendations regarding delegation limits. First, it recommended that any purchase of over \$50,000 be communicated to the Board as an information item to ensure transparency. Second, it recommended the Board regularly revisit these delegations of authority to determine whether the approval levels should be adjusted for inflation or other factors. A ‘Spending Authority Report’ that summarizes these purchases is provided monthly to the Operations Board, and a reevaluation of the thresholds has resulted in this proposed policy change.

The proposed increases were presented to the VRE Finance Committee on July 17, 2020, for consideration. The key points in support of the changes included:

During the 24-month period of CY2018-2019, fourteen contract awards came before the Operations Board with a value between \$100,000 and \$200,000. Of those awards, only three were for new contracts, while the other eleven were task orders under existing contracts for which the Board had previously approved award of the contract, amendments to existing contracts or purchase orders, or extensions of existing leases.

During its 2020 session, the Virginia General Assembly enacted legislation (HB 452 / SB 650) that raises the state’s small purchase limit to \$200,000, which exempts such purchases from some of the competitive procurement requirements in the Virginia Public Procurement Act (VPPA).

Procurement authorizations in the \$200,000 to \$1,000,000 range during the same CY2018-2019 period were primarily for items such as LED light fixtures, pavement repairs and striping, website management services, and forklift trucks. These procurement authorizations are almost always placed on the consent agenda and are not discussed by the Operations Board.

Examples of recent authorizations greater than \$1,000,000 that would still require two approvals by the Operations Board (i.e., for both solicitation and award) even under the proposed changes include final design for the Broad Run expansion; new passenger railcars; delivery of diesel fuel for VRE locomotives; and construction of Quantico Station improvements.

The Finance Committee expressed its support for these proposed increases and for incorporating a summary of all actions that would have previously gone to the Operations Board for approval into an expanded Spending Authority Report. Any

procurement authorization over \$1,000,000 or contract award over \$200,000 would continue to require Operations Board approval. The Operations Board has authority to approve this amendment to the CEO spending authority based on the delegation of authority plan approved by the Commissions in December 2005.

Fiscal Impact:

There are no direct funding implications associated with this policy change.

**Virginia Railway Express
Operations Board**

**Resolution
9B-09-2020**

**Approval of Increases to Chief Executive Officer Procurement
Authorization and Contract Award Authorities**

WHEREAS, the Operations Board has delegated authority to the Chief Executive Officer to authorize procurements and to award contracts below a certain value without requiring Operations Board approval; and,

WHEREAS, the last change to the Chief Executive Officer's delegated authority was in 2015, which raised the authority limit to \$100,000 for both procurement authorization and contract award; and,

WHEREAS, VRE staff, in accordance with the recommendations of the 2015 Management Audit and the desire to streamline approval processes, have reevaluated the current delegation limits in light of cost inflation, changes to Virginia procurement law, and the recent history of procurement actions coming before the Operations Board; and,

WHEREAS, the Operations Board may approve an amendment to the Chief Executive Officer spending authority based on the delegation of authority plan approved by the Commissions in December 2005;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby approve an increase in the Chief Executive Officer's procurement authorization authority to \$1,000,000 and an increase in the Chief Executive Officer's contract award authority to \$200,000; and,

BE IT FURTHER RESOLVED THAT, all procurement authorization and contract award actions that would have previously come before the Operations Board for approval will now be reported in the monthly Spending Authority Report; and,

BE IT FURTHER RESOLVED THAT, the Operations Board will revisit delegation thresholds regularly to determine whether approval levels should be adjusted to account for inflation or other factors.

Approved this 18th day of September 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-C
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Authorization to Execute a Contract for Construction of the Lifecycle Overhaul and Upgrade Facility

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Clark Construction Group, LLC of Bethesda, Maryland for Construction of the Lifecycle Overhaul and Upgrade (LOU) Facility in the amount of \$37,673,006, plus a 10% contingency of \$3,767,301, for a total amount not to exceed \$41,440,307.

Summary:

VRE has adopted a lifecycle maintenance strategy for VRE rolling stock. To fully implement this strategy, VRE will construct a new building at the Crossroads Maintenance and Storage Facility (MSF) dedicated to lifecycle maintenance activities. Currently, these critical maintenance activities must be undertaken at offsite locations, requiring additional time and expense. Authorization will allow VRE to execute a contract with Clark Construction Group, LLC for construction of the LOU Facility.

Background:

In January 2014, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock. The basis of this strategy is to maintain VRE locomotives and passenger cars at the highest level of reliability throughout the lifecycle of the equipment. To fully implement this strategy, VRE will construct a new building at the Crossroads MSF fully dedicated to lifecycle maintenance activities such as removal, repair and reinstallation of main engines, head end power units, trucks, car bodies, main generators, auxiliary



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generators, traction motors, etc. Currently, these critical maintenance activities must be undertaken at offsite locations, requiring additional time and expense.

The land needed to expand the Crossroads MSF was purchased at the end of 2019, with the corresponding documentation, filings, recordings, and subsequent submittals with Spotsylvania County occurring during the first three months of 2020. The engineering design and environmental phases of the project have also been completed.

A mailing list of more than 100 prospective Bidders was established for the solicitation to ensure access to adequate sources of services. On July 7, 2020, an IFB was issued and bids were due on August 20, 2020. Two bids were received.

The bid tabulation is as follows:

Bidder	Total Bid Price
1. Clark Construction Group, LLC	\$37,673,006
2. W.M. Schlosser Company, Inc.	\$37,933,000

After review of the bids, it was determined Clark Construction Group, LLC was the lowest responsive-responsible bidder. VRE staff has certified the price is fair and reasonable.

Fiscal Impact:

Funding for the LOU project, including construction, is provided through VRE's federal formula funds and associated state and local matching funds, as indicated in VRE's approved FY 2020-2025 Capital Improvement Program (CIP).

**Virginia Railway Express
Operations Board**

**Resolution
9C-09-2020**

**Authorization to Execute a Contract for Construction of the
Lifecycle Overhaul and Upgrade Facility**

WHEREAS, VRE has adopted a lifecycle maintenance strategy for its rolling stock; and,

WHEREAS, VRE will construct a new building at the Crossroads Maintenance and Storage Facility fully dedicated to lifecycle maintenance activities; and,

WHEREAS, on July 7, 2020, an Invitation for Bids was issued, and two bids were received in response to the solicitation on August 20, 2020; and,

WHEREAS, the VRE 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 VRE Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Clark Construction Group, LLC of Bethesda, Maryland for Construction of the Lifecycle Overhaul and Upgrade Facility in the amount of \$37,673,006, plus a 10% contingency of \$3,767,301, for a total amount not to exceed \$41,440,307.

Approved this 18th day of September 2020

Jeanine Lawson
Secretary

Gary Skinner
Chairman



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-D
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Authorization to Execute a Contract for Safety and Security Consulting Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer (CEO) to execute a contract with ADS System Safety Consulting, LLC of Baltimore, Maryland for the provision of Safety and Security Consulting Services for one base year and four option years, in a total amount not to exceed \$2,500,000 for the five-year term, with the CEO exercising the option years at his discretion.

Summary:

The Safety and Security Consulting Services contract will be a task order agreement. VRE Operations Board approval is required prior to award of each task order in excess of the Chief Executive Officer's delegated spending authority.

The services to be provided through task orders may include safety and security policy analysis, regulatory compliance management, general project and program management, site and infrastructure design analysis, and safety training program enhancements.

Background:

On September 20, 2019, the VRE Operations Board authorized the CEO to issue a Request for Proposals (RFP) for safety and security consulting services. An RFP is the preferred method of procurement for this solicitation because there may be different approaches to the desired services, and an evaluation of technical merit is required. Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked firms deemed



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to be fully qualified and best suited among those submitting proposals, based on the factors specified in the evaluation criteria. Price is considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, an analysis is performed to compare the proposed billing rates with the independent cost estimate to determine that the proposed rates are fair and reasonable.

A solicitation for competitive proposals for safety and security consulting services was necessary because it was essential that the capabilities and qualifications of the firms and key personnel be evaluated to ensure that they possess demonstrated experience with, and expertise in, Federal Railroad Administration (FRA), Transportation Security Administration (TSA), and Federal Transit Administration (FTA) regulations, programs, and guidelines associated with commuter rail.

This contract will support compliance with regulations issued by the TSA in 49 CFR part 1582. This regulation specifies new security training requirements for surface transportation employees effective September 21, 2020. This contract will also support compliance with regulations issued by the FRA in 49 CFR part 270. This regulation establishes new system safety program (SSP) requirements for commuter railroads effective March 4, 2020. Due to the complexities of such regulations, technical merit must be evaluated in addition to price.

A mailing list of twelve prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On June 22, 2020 an RFP was issued and proposals were due on July 30, 2020. Nine responses were received.

Evaluation of the proposals received was performed by the Technical Evaluation Team (TET), which consisted of three VRE staff members.

The TET met to discuss and evaluate the proposals using the following criteria:

- Capability and expertise of the Offeror
- Project approach and understanding
- Experience of proposed key personnel
- Cost/billing rates

Interviews were conducted with the top three firms. It was determined that the proposal from ADS System Safety Consulting, LLC was technically compliant and selected to be the best value for the project.

Below is the final ranking of firms who submitted a proposal for safety and security consulting services:

Offerors	
1.	ADS System Safety Consulting, LLC
2.	Transportation Resource Associates, Inc.
3.	K&J Safety and Security Consulting Services, Inc.
4.	Virginkar & Associates, Inc.
5.	Potomac Wave Consulting, Inc.
6.	Transit Safety & Security Solutions, Inc.
7.	True North Consulting Group
8.	Axios Investigations Firm, LLC
9.	IMEG Corp.

The Offerors' proposed pricing/hourly billing rates for project management were in the range of \$75 to \$230. Complete pricing information may not be publicly disclosed until after execution of a contract. VRE staff has certified the highest ranked Offeror's price is fair and reasonable based on the cost estimate for this project.

The contract will be for one base year and four option years, with the CEO exercising the option years at his discretion.

Fiscal Impact:

The current operating budget for safety and security includes funding of \$500,000 for the first year of this activity. Funding for future years will be included in each proposed annual budget.

**Virginia Railway Express
Operations Board**

**Resolution
9D-09-2020**

**Authorization to Execute a Contract for
Safety and Security Consulting Services**

WHEREAS, the Federal Railroad Administration (FRA) issued regulations in 49 CFR part 270 outlining new federal system safety program (SSP) requirements for commuter railroads effective March 4, 2020; and,

WHEREAS, the Transportation Security Administration (TSA) issued regulations in 49 CFR part 1582 outlining new federal security training requirements for surface transportation employees effective September 21, 2020; and,

WHEREAS, VRE requires third-party support for safety and security management as recommended by the National Transportation Safety Board (NTSB), the FRA, and TSA; and,

WHEREAS, On September 20, 2019, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals for safety and security consulting services; and,

WHEREAS, it was determined that the proposal from ADS System Safety Consulting, LLC received in response to the Request for Proposals was technically compliant and selected as the highest ranked; and,

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

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and

responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with ADS System Safety Consulting, LLC of Baltimore, Maryland for the provision of safety and security consulting services for one base year and four option years, in a total amount not to exceed \$2,500,000 for the five-year term, with the Chief Executive Officer exercising the option years at his discretion.

Approved this 18th day of September 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-E
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

**Re: Authorization to Execute a Contract for Construction of
Quantico Station Improvements**

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Archer Western Construction, LLC of Herndon, Virginia, for construction of Quantico Station Improvements in the amount of \$16,709,330, plus a 10% contingency of \$1,670,933, for a total amount not to exceed \$18,380,263.

Summary:

Authorization will allow VRE to execute a contract with Archer Western Construction, LLC for Construction of Quantico Station Improvements, which includes extending the existing platform, constructing a new center platform and pedestrian bridges as well as other ancillary improvements.

Background:

CSX Transportation (CSXT), the Virginia Department of Rail and Public Transportation (DRPT), and VRE are collaborating to construct approximately eleven miles of third track between Arkendale and Powell's Creek in Prince William County, which includes the Quantico Station. VRE and DRPT, through their joint design consultant STV, Inc., have completed final design for the station improvements and corresponding third track modifications at the Quantico Station. DRPT requested VRE manage final design and construction of the Quantico Station Improvements Project along with additional elements of work including site/civil, track roadbed, ballast, and a retaining wall. DRPT has increased the available funding via the Intercity Passenger Rail Operating and Capital (IPROC) Fund



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and SMART SCALE Funds for the Quantico Station Improvements to provide for the requested additional scope items.

The added scope elements will enhance safety and increase operational flexibility for CSXT, Amtrak and VRE trains while accommodating both the federally funded third track project and the passenger improvements at Quantico.

A mailing list of more than one hundred prospective Bidders was established for the solicitation to ensure access to adequate sources of services. On June 18, 2020, an IFB was issued and bids were due on July 30, 2020. Three bids were received.

The bid tabulation is as follows:

Bidder	Total Bid Price
1. Archer Western Construction, LLC	\$16,709,330.00
2. Polivka International Company, Inc.	\$16,852,360.00
3. W.M. Schlosser Company, Inc.	\$19,877,000.00

After review of the bids, it was determined Archer Western Construction, LLC was the lowest responsive-responsible bidder. VRE staff has certified the price is fair and reasonable.

Fiscal Impact:

Funding for the Quantico Station Improvements Project, including construction, is provided by the Commonwealth of Virginia through its IPROC and SMART SCALE programs, as noted in VRE's approved FY 2020-2025 Capital Improvement Program.

DRPT's Transforming Rail in Virginia program includes the purchase of rail right of way in the CSXT RF&P corridor, a commitment to construct a new Long Bridge across the Potomac River, and a new operating plan for freight and passenger rail in the corridor that will improve capacity and reliability. As part of this program, some of VRE's planned station expansion projects in the corridor have changed, which has allowed DRPT and VRE to work collaboratively to update their investment plans to use available funding sources most effectively.

Specifically, DRPT and VRE have agreed that a portion of the SMART SCALE funding previously allocated to the Brooke Station project will be transferred to the Quantico Station project to ensure full funding of all expected project costs, including the Construction Management efforts that are the subject of this action. DRPT and VRE are currently working to incorporate this additional funding in an updated SMART SCALE funding agreement.

**Virginia Railway Express
Operations Board
Resolution**

9E-09-2020

**Authorization to Execute a Contract for
Construction of Quantico Station Improvements**

WHEREAS, CSX Transportation, the Virginia Department of Rail and Public Transportation, and VRE are collaborating to construct approximately eleven miles of third track between Arkendale and Powell's Creek in Prince William County, which includes the Quantico Station; and,

WHEREAS, DRPT requested VRE manage final design and construction of the Quantico Station Improvements Project with funding provided through the Commonwealth's Intercity Passenger Rail Operating and Capital Fund and SMART SCALE programs; and,

WHEREAS, on June 18, 2020, an Invitation for Bids was issued, and bids were due on July 30, 2020 with three bids being received; and,

WHEREAS, after review of the bids, it was determined Archer Western Construction, LLC was the lowest responsive-responsible bidder; and,

WHEREAS, the VRE 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 VRE Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Archer Western Construction, LLC of Herndon, Virginia for Construction of Quantico Station Improvements in the amount of \$16,709,330, plus a 10% contingency of \$1,670,933, for a total amount not to exceed \$18,380,263.

Approved this 18th day of September 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-F
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

**Re: Authorization to Execute a Contract for Construction
Management Services for the Quantico Station Improvements**

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer (CEO) to execute a contract with Dewberry Engineers Inc. of Fairfax, Virginia, for Construction Management Services for the Quantico Station Improvements in the amount of \$1,868,776, plus a 10% contingency of \$186,878, for a total amount not to exceed \$2,055,654.

Summary:

Approval of this item will authorize the CEO to execute a contract for Construction Management Services for the Quantico Station Improvements. The Quantico Station Improvements construction requires a dedicated construction manager to provide oversight for the safe implementation of the project in conformity with plans and specifications and with the requirements of CSX Transportation (CSXT), Amtrak, the Federal Railroad Administration, Marine Corps Base Quantico, the Virginia Department of Rail and Public Transportation (DRPT), and VRE itself.

Background:

CSXT, DRPT and VRE are collaborating to construct approximately eleven miles of third track between Arkendale and Powell's Creek in Prince William County. VRE and DRPT, through their joint design consultant STV Inc., have completed final design for the station improvements and corresponding third track modifications at the Quantico Station. DRPT requested VRE manage final design and construction of the Quantico Station Improvements Project along with additional elements of work including site/civil, track roadbed, ballast,



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and a retaining wall. DRPT has increased the available funding via the Intercity Passenger Rail Operating and Capital (IPROC) Fund and SMART SCALE Funds for the Quantico Station Improvements to provide for the requested additional scope items.

The added scope elements will enhance safety and increase operational flexibility for CSXT, Amtrak and VRE trains while accommodating both the federally funded third track project and the passenger improvements at Quantico.

An Invitation for Bids (IFB) for construction of the Quantico Station Improvements was issued on June 18, 2020, and bids were received on July 30, 2020. Construction Notice to Proceed (NTP) is anticipated in the last quarter of this calendar year, and the construction schedule is anticipated to extend into the first quarter of calendar 2023.

The purpose of this contract is to provide Construction Management Services from pre-construction through the point of placing the improvements in-service. VRE anticipates a construction contract of 26 months from NTP to project closeout. In addition, pre-construction and post-construction services are anticipated to be approximately two months in duration each.

The scope of work for Construction Management Services includes Project Administration, Pre-Construction Services, Safety and Security Monitoring, Project Documentation, Construction Observation and Regulatory Compliance, Contractor Oversight, and Project Closeout.

On November 15, 2019, the VRE Operations Board authorized the CEO to issue a Request for Proposals (RFP) for Construction Management Services for the Quantico Station Improvements. In accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through an RFP because they include Professional Services. Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked firm deemed to be fully qualified and best suited among those submitting Proposals, based on the factors specified in the evaluation criteria. Price is not a criterion for evaluation of Professional Services proposals. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

A mailing list of more than one hundred prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On May 11, 2020, an RFP was issued, and proposals were due on June 12, 2020. Two responses were received.

Evaluation of the Proposals received was performed by the Technical Evaluation Team (TET), which consisted of three VRE staff members. The TET met to discuss and evaluate the Proposals using the following criteria:

- Capability, Expertise and Past Performance of the Prime Firm and Proposed Team/Subcontractor(s)
- Knowledge, Qualifications and Relevant Experience of the Proposed Project Manager and Key Personnel
- Project Approach and Understanding

Project Management and Quality Control Plan
Workplace Safety and Security Plan

Interviews were conducted with the two firms. It was determined that the proposal from Dewberry Engineers Inc. was technically compliant and unanimously selected to be best value for the project.

Below is the final ranking of firms who submitted a proposal and were interviewed for Construction Management Services for the Quantico Station Improvements.

Offerors
1. Dewberry Engineers Inc.
2. Rummel, Klepper & Kahl, LLP (RK&K)

VRE staff has certified the highest ranked Offeror's price is fair and reasonable based on the independent cost estimate for this project.

Fiscal Impact:

Funding for the Quantico Station Improvements Project, including Construction Management Services, is provided by the Commonwealth of Virginia through its IPROC and SMART SCALE programs.

DRPT's Transforming Rail in Virginia program includes the purchase of rail right of way in the CSXT RF&P corridor, a commitment to construct a new Long Bridge across the Potomac River, and a new operating plan for freight and passenger rail in the corridor that will improve capacity and reliability. As part of this program, some of VRE's planned station expansion projects in the corridor have changed, which has allowed DRPT and VRE to work collaboratively to update their investment plans to use available funding sources most effectively.

Specifically, DRPT and VRE have agreed that a portion of the SMART SCALE funding previously allocated to the Brooke Station project will be transferred to the Quantico Station project to ensure full funding of all expected project costs, including the Construction Management efforts that are the subject of this action. DRPT and VRE are currently working to incorporate this additional funding in an updated SMART SCALE funding agreement.

**Virginia Railway Express
Operations Board**

**Resolution
9F-09-2020**

**Authorization to Execute a Contract for Construction Management
Services for the Quantico Station Improvements**

WHEREAS, the Virginia Department of Rail and Public Transportation requested VRE manage final design and construction of the Quantico Station Improvements Project with funding provided through the Commonwealth's Intercity Passenger Rail Operating and Capital Fund and SMART SCALE programs; and,

WHEREAS, bids for construction of the project have been received and it is anticipated construction work will start this calendar year; and,

WHEREAS, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals for Construction Management Services for the Quantico Station Improvements in November 2019; and,

WHEREAS, the VRE 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 VRE Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Dewberry Engineers Inc. of Fairfax, Virginia, for Construction Management Services for the Quantico Station Improvements in

the amount of \$1,868,776, plus a 10% contingency of \$186,878, for a total amount not to exceed \$2,055,654.

Approved this 18th day of September 2020

Jeanine Lawson
Secretary

Gary Skinner
Chairman



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-G
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Authorization to Execute General Engineering Consulting Services Contracts for Project Design and Construction Management

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute contracts with HDR Engineering, Inc. (HDR) of Vienna, Virginia, for Project Design Services and STV Incorporated (STV) of Fairfax, Virginia, for Construction Management Services for a base year and four option years in an amount not to exceed \$6 million in aggregate per year for a total not to exceed amount of \$30 million in aggregate for the five-year term of the contract. The option years may be exercised at the discretion of the Chief Executive Officer.

Summary:

VRE uses General Engineering Consulting (GEC) contracts to provide on-call engineering, planning, environmental and construction management services. On February 21, 2020, the VRE Operations Board authorized the CEO to issue a Request for Proposals (RFP) for General Engineering Consulting Services for Project Design Services and Construction Management Services (GEC VIII).

The GEC VIII contracts will be task order agreements. VRE Operations Board approval is required prior to award of each task order in excess of the CEO's delegated spending authority.



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Background:

On February 21, 2020, the VRE Operations Board authorized the CEO to issue an RFP for General Engineering Consulting Services for Project Design Services and Construction Management Services (GEC VIII). The purpose of the GEC VIII RFP was to solicit proposals from firms to provide on-call services to support projects in the design and construction phases.

In accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through an RFP because they include professional services. Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked firm in each program area (Project Design and Construction Management) deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors specified in the evaluation criteria. After receipt of the best and final offer from the top-ranked firm in each program area, an analysis is performed to compare the proposed billing rates with the independent cost estimate to determine that the proposed billing rates are fair and reasonable.

VRE has found the use of GEC contracts to be more efficient than completing numerous separate procurements. GEC contracts help VRE access specialized skills and expertise from consultants as an extension of staff on an as-needed basis. GEC contracts are not intended to address all projects, and separate procurements will continue to be issued using the RFP process when appropriate.

A mailing list of more than 100 prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On May 4, 2020, an RFP was issued, and proposals were due on June 12, 2020. Nine total responses were received: five for Project Design Services and four for Construction Management Services.

Evaluation of the proposals received was performed by the Technical Evaluation Team (TET), which consisted of three VRE staff members. The TET met to discuss and evaluate the proposals using the following criteria for each program area:

- Capability, Expertise and Past Performance of the Prime Firm and Proposed Team/Subcontractor(s)
- Knowledge, Qualifications and Relevant Experience of the Proposed Project Manager and Key Personnel
- Overall Program Approach and Understanding
- Project Management and Quality Control Plan
- Workplace Safety and Security Plan and Performance

Interviews were conducted with the three highest ranked firms in each program area. It was determined the proposal from HDR Engineering, Inc was technically compliant and selected to be best value for the Project Design Services program area. It was determined

the proposal from STV Incorporated was technically compliant and selected to be best value for the Construction Management Services program area.

Below is the final ranking of firms who submitted a proposal for GEC VIII for Project Design Services and Construction Management Services.

Offerors for Project Design Services
1. HDR Engineering, Inc.
2. STV Incorporated
3. Gannett Fleming, Inc.
4. Michael Baker International, Inc.
5. Burns Engineering

Offerors for Construction Management Services
1. STV Incorporated
2. Johnson, Mirmiran & Thompson, Inc.
3. Gannett Fleming, Inc.
4. WSP USA Inc.

STV Incorporated and HDR Engineering, Inc. have performed services for VRE under previous contracts for General Engineering Consulting Services.

Each contract will be for a base year and four option years, with the VRE CEO exercising the option years at his discretion. VRE will initiate task orders for services as needed up to the limit allowed by the Virginia Public Procurement Act (VPPA), presently set at a maximum of \$6,000,000, in aggregate, per year.

Fiscal Impact:

The funding for each task order issued under GEC VIII will be identified at the time the task order is approved. Depending on the project for which the task order is issued, funding may come from grant funds, VRE operating or capital funds, or a combination of those funding sources.

**Virginia Railway Express
Operations Board**

**Resolution
9G-09-2020**

**Authorization to Execute General Engineering Consulting Services
Contracts for Project Design and Construction Management**

WHEREAS, it is the experience of VRE that General Engineering Consulting Services contracts are an efficient and cost-effective means of performing engineering, planning, environmental and construction management related activities required for a limited duration or needed in a timely manner on an as-needed basis; and,

WHEREAS, the VRE Operations Board authorized issuance of a Request for Proposals for on-call services under General Engineering Consulting VIII in February 2020; and,

WHEREAS, nine proposals were received from prospective Offerors on June 12, 2020; and,

WHEREAS, following evaluation of the proposals, VRE staff recommends contracting with the highest ranked Offeror in each respective program area; and,

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

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute contracts with HDR Engineering, Inc. (HDR) of Vienna, VA for Project Design Services and STV Incorporated (STV) of Fairfax, VA for Construction Management Services for a base year and four option years in an amount not to exceed \$6 million in aggregate per year for a total not to exceed amount of \$30 million in aggregate for the five-year term of the contract. The option years may be exercised at the discretion of the Chief Executive Officer.

Approved this 18th day of September 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-H
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Authorization to Issue a General Planning Consulting Services Task Order for Surveying Services to Support Real Estate Acquisition Activities for the Broad Run Expansion Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a General Planning Consulting (GPC) Services Task Order to Vanasse Hangen Brustlin, Inc. (VHB) for surveying services to support real estate acquisition activities for the Broad Run Expansion Project in the amount of ***\$433,637, plus a 20 percent contingency of \$86,727, for a total amount not to exceed \$520,364.***

Summary:

As part of its due diligence activities, VRE needs to conduct land surveys, locate utilities and easements and perform preliminary platting to support real estate acquisitions associated with the VRE Broad Run Expansion project.

Background:

The Broad Run Expansion project allows for additional Manassas Line service capacity, a larger Broad Run Station and expands the capacity of the existing Broad Run Maintenance and Storage Facility (MSF). Proposed improvements include:

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



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

Design objectives include accommodating near-term growth and a long-term focus consistent with proposed System Plan 2040 service expansion; improving vehicular, pedestrian and bicycle access to the station; and mitigating current and future traffic impacts on Route 28 and the surrounding road network.

On July 20, 2018, the Operations Board selected a preferred development concept for the Broad Run complex so that more detailed preliminary engineering (PE) plans could be initiated and environmental review completed. PE plans are now complete and property requirements to support the current design have been identified. The survey services to be completed under this GPC Task Order are needed to inform the pending final design activities and ongoing property acquisitions.

At VRE's request, VHB submitted a proposal to provide survey services to support real estate acquisition. A cost analysis was subsequently performed by VRE staff to compare the proposed cost with the independent cost estimate, and it was determined that VHB's proposed cost is fair and reasonable.

Fiscal Impact:

Funding for the survey services is provided from the Commonwealth's I-66 Outside the Beltway (OTB) concessionaire payment and Federal CMAQ/RSTP funds allocated to the Broad Run Expansion project.

**Virginia Railway Express
Operations Board**

**Resolution
9H-09-2020**

**Authorization to Issue a General Planning Consulting Services Task Order
for Surveying Services to Support Real Estate Acquisition Activities for the
Broad Run Expansion Project**

WHEREAS, as part of its due diligence activities, VRE needs to conduct land surveys, locate utilities and easements and perform preliminary platting to support real estate acquisitions associated with the VRE Broad Run Expansion project; and,

WHEREAS, the Broad Run Expansion continues the operation of Manassas Line service out of a larger Broad Run Station and expands the capacity of the existing Broad Run Maintenance and Storage Facility (MSF); and,

WHEREAS, on July 20, 2018, the Operations Board selected a preferred development concept for the Broad Run complex so that more detailed preliminary engineering (PE) plans could be initiated and environmental review completed; and,

WHEREAS, preliminary engineering plans are now complete and property requirements to support the current design have been identified. The survey services to be completed under this GPC Task Order are needed to inform the pending final design activities and ongoing property acquisitions; and,

WHEREAS, Vanasse Hangen Brustlin, Inc., VRE's General Planning Consultant, has the qualifications to conduct this work and has presented an acceptable proposal to perform said services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a General Planning Consulting Services Task Order to Vanasse Hangen Brustlin, Inc. for surveying services to support real estate acquisition activities for the Broad Run Expansion Project in the amount of ***\$433,637, plus a 20 percent contingency of \$86,727, for a total amount not to exceed \$520,364.***

Approved this 18th day of September 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-I
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Authorization to Amend the GEC VII Task Order for Final Design Services for the Fredericksburg Station Rehabilitation Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the current Task Order for Final Design Services for the Fredericksburg Station Rehabilitation Project executed with STV Incorporated (STV) under the General Engineering Consulting Services (GEC) VII contract in the amount of \$30,916, plus a 20% contingency of \$6,183, for a total not to exceed \$37,099. This will increase the authorization for this Task Order from \$431,020 to a total amount not to exceed \$468,119.

Summary:

This action reflects refinements to the original Final Design Services for the Fredericksburg Station Rehabilitation Project. Refinement of the design has resulted in additional costs. Amending the Task Order now will reduce the need for future supplemental design changes and potential delays later in the implementation process.

Background:

In 2011, concrete modifications and repairs were performed on both platforms at the Fredericksburg Station. The current length of each platform is approximately 400 feet. South of these repaired platforms are the original platforms, which are rarely used due to their uneven surfaces, cracking and delamination.



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Woodbridge, VA 22192
703-580-6121

The scope of work for the project includes concrete modifications and repairs extending approximately 125 feet to the south of each of the currently used platforms, improving the boarding capacity for VRE and Amtrak trains. Due to the lengthening of platforms, additional stairs will be added at the southeast corner of the station for a safe passenger egress option that does not require crossing Princess Anne Street at-grade.

For this Task Order specifically, the scope of work includes final design services as required to advance 100% complete plans, technical specifications, pre-construction documents, and updated cost estimates. Additional design efforts incorporated within this amendment include replacement of existing station facility signage, modifications to Parking Lot D, design changes related to recent VMS and lighting upgrades, supplementary permitting services, and added project management support.

STV is the prime consultant for Task Area C (Design Services: Passenger Facilities) under the VRE GEC VII contract. In June 2017, the VRE Operations Board authorized award of a GEC VII Task Order to STV for Final Design Services for the Fredericksburg Station Rehabilitation Project.

Amending the Task Order with STV and extending the schedule will permit the Final Design to continue towards completion including the necessary additional work items. The amendment will extend the completion date for Final Design through March 31, 2021.

At VRE's request, STV submitted a proposal to provide this additional support to complete Final Design for the project. A cost analysis was subsequently performed by VRE staff to compare the proposed additional cost with the independent cost estimate, and it was determined that STV's proposed cost is fair and reasonable.

Fiscal Impact:

Funding for this consultant effort is provided for in the VRE Capital Improvement Program under the Fredericksburg Station Rehabilitation project. Funding sources include FTA formula funds, specifically Section 5337 funds (State of Good Repair).

**Virginia Railway Express
Operations Board**

**Resolution
9I-09-2020**

**Authorization to Amend the GEC VII Task Order for Final Design Services
for the Fredericksburg Station Rehabilitation Project**

WHEREAS, in 2011, concrete modifications and repairs were performed on both 400-foot platforms at the Fredericksburg Station; and,

WHEREAS, south of these 400-foot platforms are the original platforms, which are rarely used due to their uneven surfaces, cracking and delamination; and,

WHEREAS, in June 2017, the VRE Operations Board authorized award of a Task Order to STV for final design services for the Fredericksburg Station Rehabilitation Project; and,

WHEREAS, the scope of work for the project includes concrete modifications and repairs extending approximately 125 feet to the south of each of the currently used platforms, improving the boarding capacity for VRE and Amtrak trains; and,

WHEREAS, the scope of work for this Task Order includes final design services as required to advance 100% complete plans, technical specifications, pre-construction documents, and updated cost estimates; and,

WHEREAS, VRE has received a proposal from STV for completion of the additional work and has deemed it to be fair and reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current Task Order for Final Design Services for the Fredericksburg Station Rehabilitation Project executed with STV Incorporated under the General Engineering Consulting Services VII contract in the amount of \$30,916, plus a 20% contingency of \$6,183, for a total not to exceed \$37,099. This will increase the authorization for this Task Order from \$431,020 to a total amount not to exceed \$468,119.

Approved this 18th day of September 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-I
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Authorization to Amend the GEC VII Task Order for Design Services for VRE Suite 202 Phase 2 Renovations

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to amend the current Task Order for Design Services for VRE Suite 202 Phase 2 Renovations executed with STV Incorporated (STV) under the General Engineering Consulting Services (GEC) VII contract in the amount of \$49,839, plus a ten percent contingency of \$4,984, for a total not to exceed \$54,823. This will increase the authorization for this Task Order from \$96,221 to a total amount not to exceed \$151,044.

Summary:

VRE has opted to advance the reception area portion of the headquarters renovation project as a separate design, permitting and construction effort, in order to complete this work and minimize disruption prior to staff safely returning to headquarters as the COVID-19 pandemic evolves. This change in project approach has resulted in additional costs, and this action will authorize the CEO to amend the Task Order to address the increased costs.

Background:

VRE will continue its renovations of the office spaces at VRE headquarters, begun in 2016, in an effort to improve employee safety and security, provide workspace for future additional staff and maximize the efficiency of the office layout and flow.



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VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703-580-6121

The original project scope of work includes reconfiguring the reception area and providing emergency egress passageways to improve safety and security, converting existing half-wall cubicles and larger individual offices to modular cubicle areas to increase workspace efficiency, creating an employee break room, and modifying the kitchen, mail and supply room and rest room. Renovation work will also require revisions to certain electrical, plumbing, HVAC and fire protection system devices and floor coverings.

Construction work in the reception area would create a substantial disruption to office activities and the ability to greet riders and others visiting the office if headquarters were fully occupied. However, due to VRE's response to governmental guidelines related to the COVID-19 pandemic, all non-essential headquarters staff are presently working remotely. Although VRE is developing a tentative, phased approach for employees to return to headquarters, an exact timeline is difficult to predict due to the ever-changing impacts of the pandemic.

Accordingly, VRE made the decision to advance the reception portion of the project with the goal of completion prior to staff returning to the office. This has resulted in additional costs for design, permit application and coordination, and construction support services. At VRE's request, STV submitted a proposal to provide this additional support. A cost analysis was subsequently performed by VRE staff to compare the proposed additional cost with the independent cost estimate, and it was determined that STV's proposed cost is fair and reasonable.

Fiscal Impact:

Funding for the VRE Headquarters Renovations Project is provided through the VRE Capital Reserve.

**Virginia Railway Express
Operations Board**

**Resolution
9J-09-2020**

**Authorization to Amend the GEC VII Task Order for Design
Services for VRE Suite 202 Phase 2 Renovations**

WHEREAS, VRE will continue its renovations of the office spaces at VRE headquarters, begun in 2016; and,

WHEREAS, planned improvements will improve employee safety and security, provide workspace for future additional staff and maximize the efficiency of the office layout and flow; and,

WHEREAS, due to VRE's response to governmental guidelines related to the COVID-19 pandemic, all non-essential headquarters staff are presently working remotely; and,

WHEREAS, VRE opted to advance the reception area portion of the project with the goal of completion prior to staff returning to the office, resulting in additional design, permit application and coordination, and construction support services costs;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current Task Order for Design Services for VRE Suite 202 Phase 2 Renovations executed with STV Incorporated under the General Engineering Consulting Services VII contract in the amount of \$49,839, plus a ten percent contingency of \$4,984, for a total not to exceed \$54,823. This will increase the authorization for this Task Order from \$96,221 to a total amount not to exceed \$151,044.

Approved this 18th day of September 2020

Jeanine Lawson
Secretary

Gary Skinner
Chairman



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-A
Information Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

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 July 8, 2020, VRE issued a Blanket Purchase Order in an amount not to exceed \$60,000 to Fairmont Supply Company to acquire crimper hoses and fittings on an as needed basis for VRE's fleet of locomotives.
- On July 17, 2020, VRE issued a Task Order in the amount of \$99,295 to STV Incorporated under the Mechanical Engineering Consulting Services VII contract to provide monitoring and support for Positive Train Control.
- On July 22, 2020, VRE issued a Task Order in the amount of \$96,525 to STV Incorporated under the Mechanical Engineering Consulting Services VII contract to provide procurement support for the acquisition of new railcars.
- On August 12, 2020, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed \$70,000 to Carter Machinery (Alban CAT) to acquire Head End Power (HEP) filters and thermostat components on an as needed basis for the Caterpillar engines utilized by VRE's fleet of locomotives.
- On August 29, 2020, VRE issued a Task Order in the amount of \$64,605 to STV Incorporated under the General Engineering Consulting Services VII contract to design the communications and power infrastructure for the security camera system at Broad Run and Crossroads.



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- On August 29, 2020, VRE issued a Blanket Purchase Order in an amount not to exceed \$100,000 to CDWG to acquire IT hardware and maintenance services on an as needed basis.

VRE OPERATIONS BOARD MEETING SEPTEMBER 18TH 2020

Storage Capacity Update



A BETTER WAY. A BETTER LIFE.

STORAGE FACILITIES



VIRGINIA RAILWAY EXPRESS

EXISTING AND FUTURE STORAGE

Location	Existing Storage			Planned Capacity		
	Consists	Locomotives	Passenger Cars	Consists	Locomotives	Passenger Cars
Ivy City Coach Yard	12	14	77	13	14	100
L'Enfant-North	1	1	8	0	0	0
L'Enfant-South	2	2	13	0	0	0
New York Ave.	0	0	0	13	14	104
Total Midday Storage	15	17	98	26	28	204
Ivy City Coach Yard	0	1	0	0	1	0
Broad Run	5	8	42	5	8	76
Crossroads	8	11	58	8	11	83
Total Overnight Storage	13	20	100	13	20	159
		13	86		20	121
		Current Revenue Service			Near-Term Total Fleet	

Notes / Assumptions

1. Values shown here account for current storage (not capacity) and future capacity.
2. Planned values shown for Crossroads are for capacity after completion of the LOU Facility project and Near-Term Expansion project.
3. Planned values shown for Broad Run are for capacity after completion of the Broad Run Expansion project.
4. Planned values shown for the NY Ave. MSRF are for capacity after of proposed Stage 2 construction but does not include storage at L'Enfant.
5. Values provided assume no additional locomotives or cab cars in the near-term.
6. Values assume no additional service, only longer (8-car) consists.
7. Storage at L'Enfant North and South is eliminated upon completion of proposed fourth track.



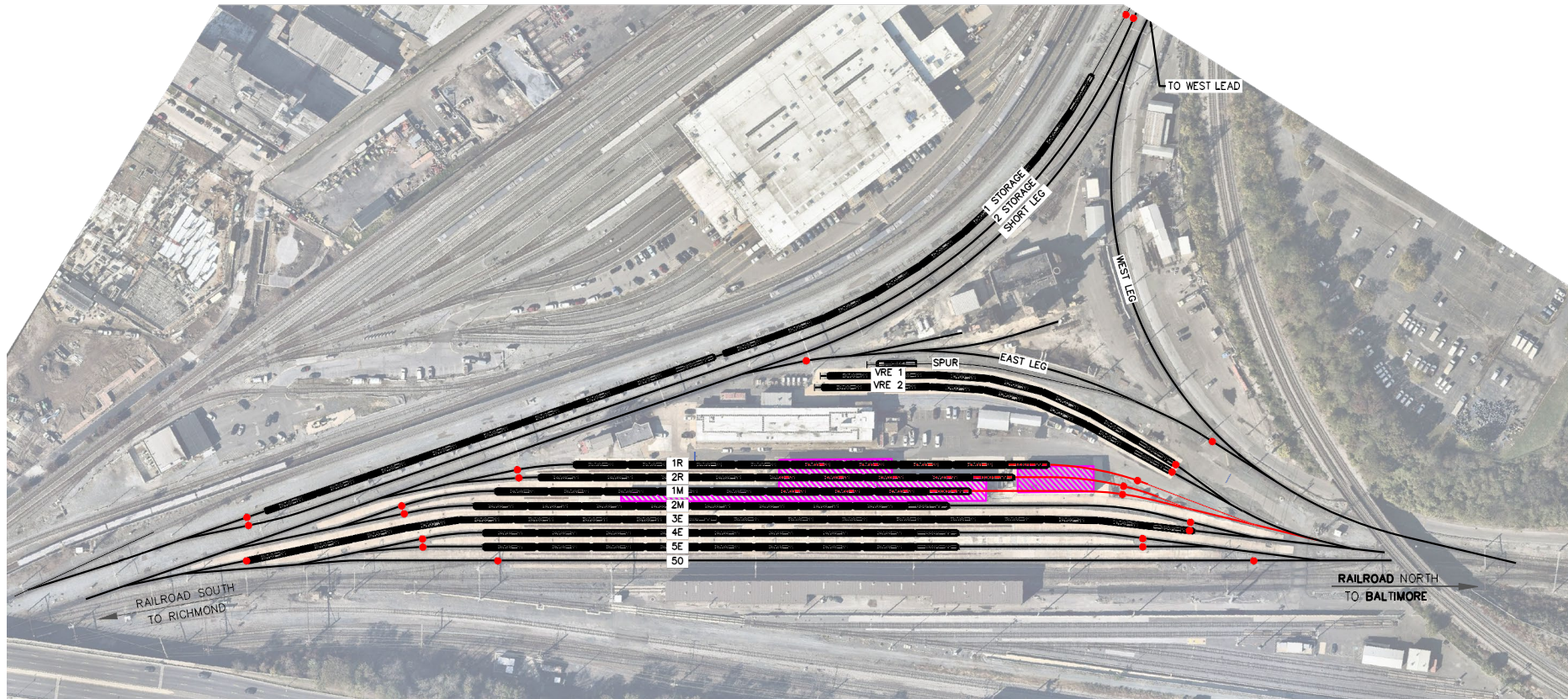
VIRGINIA RAILWAY EXPRESS

MIDDAY STORAGE – PHASE I

- Accommodates forecast near-term (2030) growth
- Promotes shared use with Amtrak
- Includes storage at four locations
- Schedule
 - Amtrak Design Review Agreement pending
 - Coach Yard Design 2021, Construction 2022
 - NY Ave. Yard Design 2021, Construction 2023-26
 - Property Acquisition 2021-2023

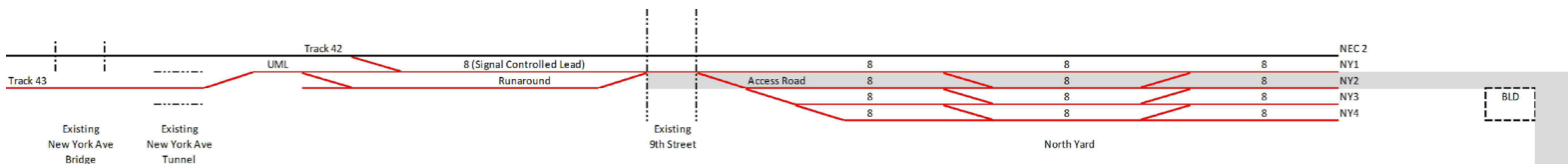
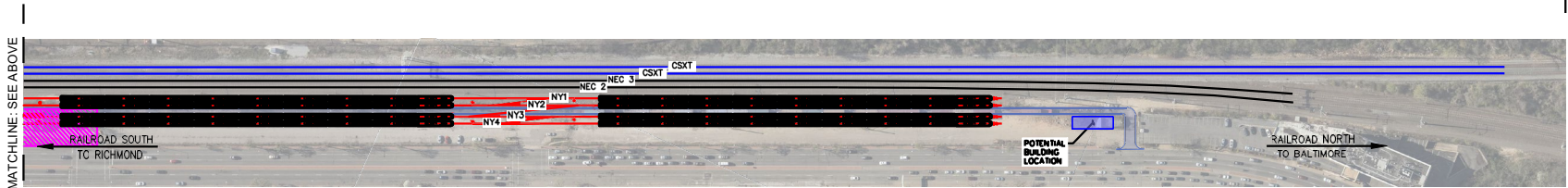
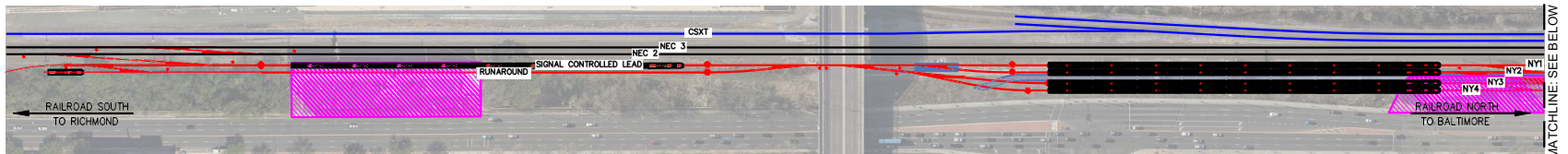
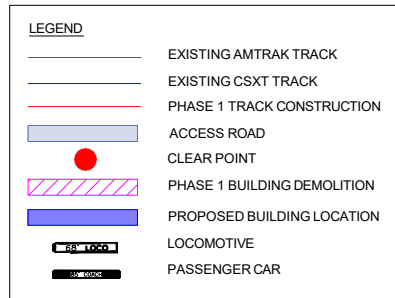


STAGE I: COACH YARD PHASE I



VIRGINIA RAILWAY EXPRESS

STAGE 2: NY AVE. PHASE I



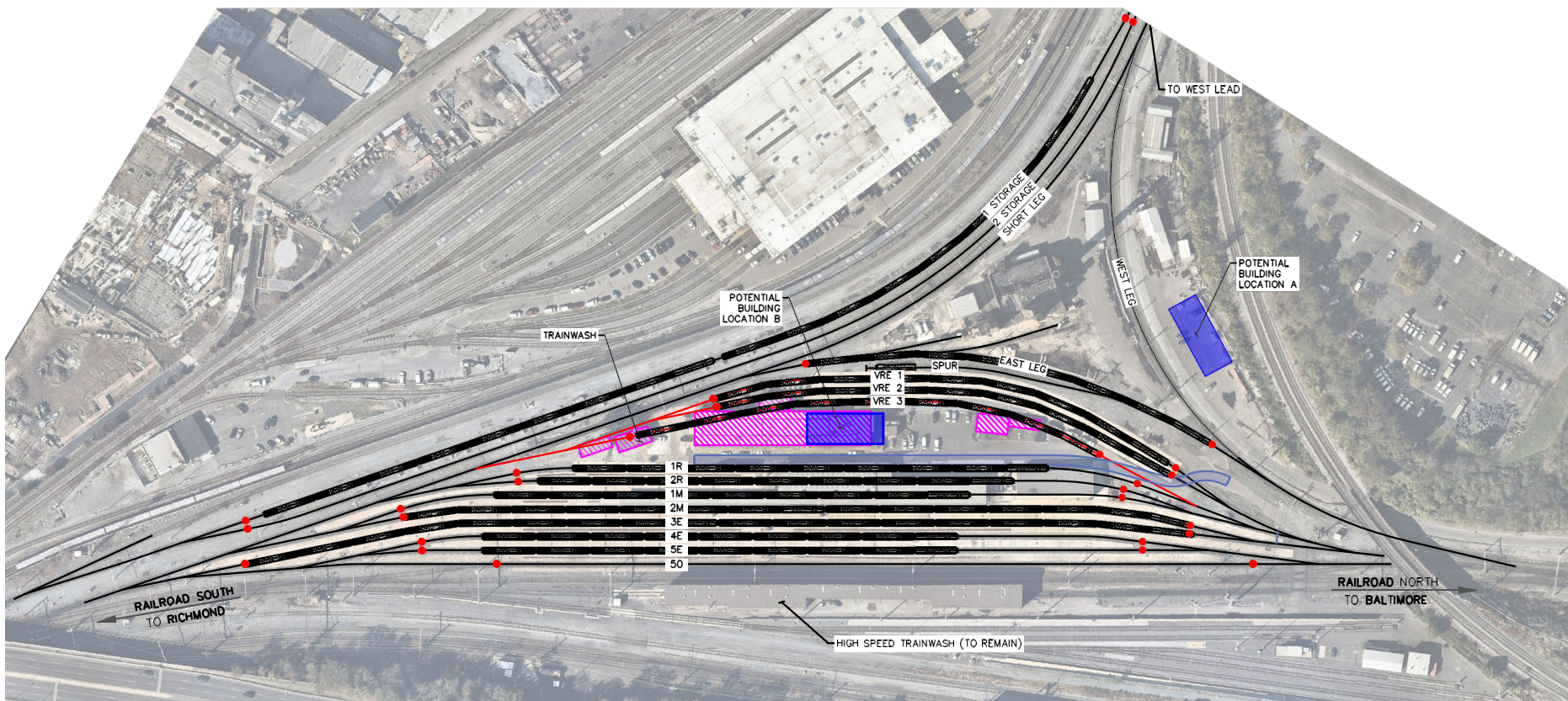
VIRGINIA RAILWAY EXPRESS

MIDDAY STORAGE – PHASE 2

- Accommodates forecast long-term growth (beyond 2030)
- Promotes continued shared use with Amtrak
- Includes storage at two locations
- Schedule
 - Property Acquisition 2021-2023 as part of Phase 1
 - Subsequent design and construction dependent on future demands and service

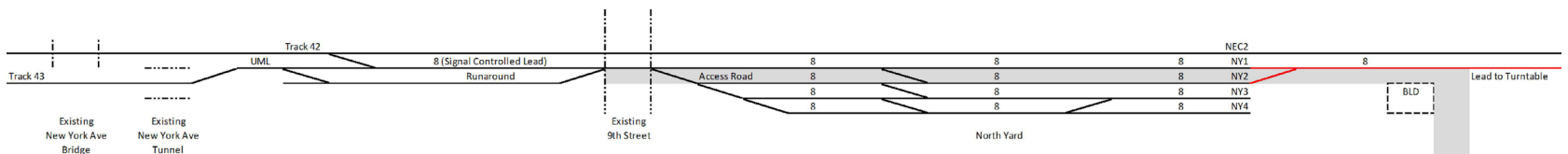
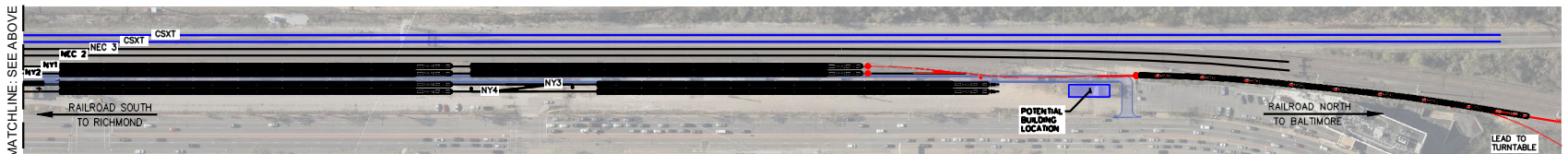
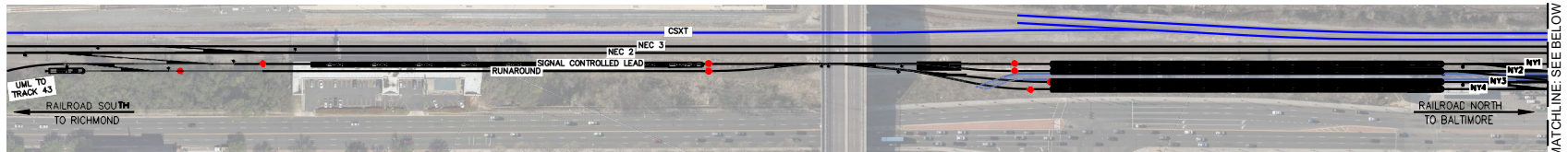
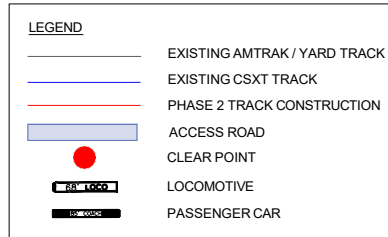


STAGE 3: COACH YARD PHASE 2



VIRGINIA RAILWAY EXPRESS

STAGE 4: NY AVE. PHASE 2



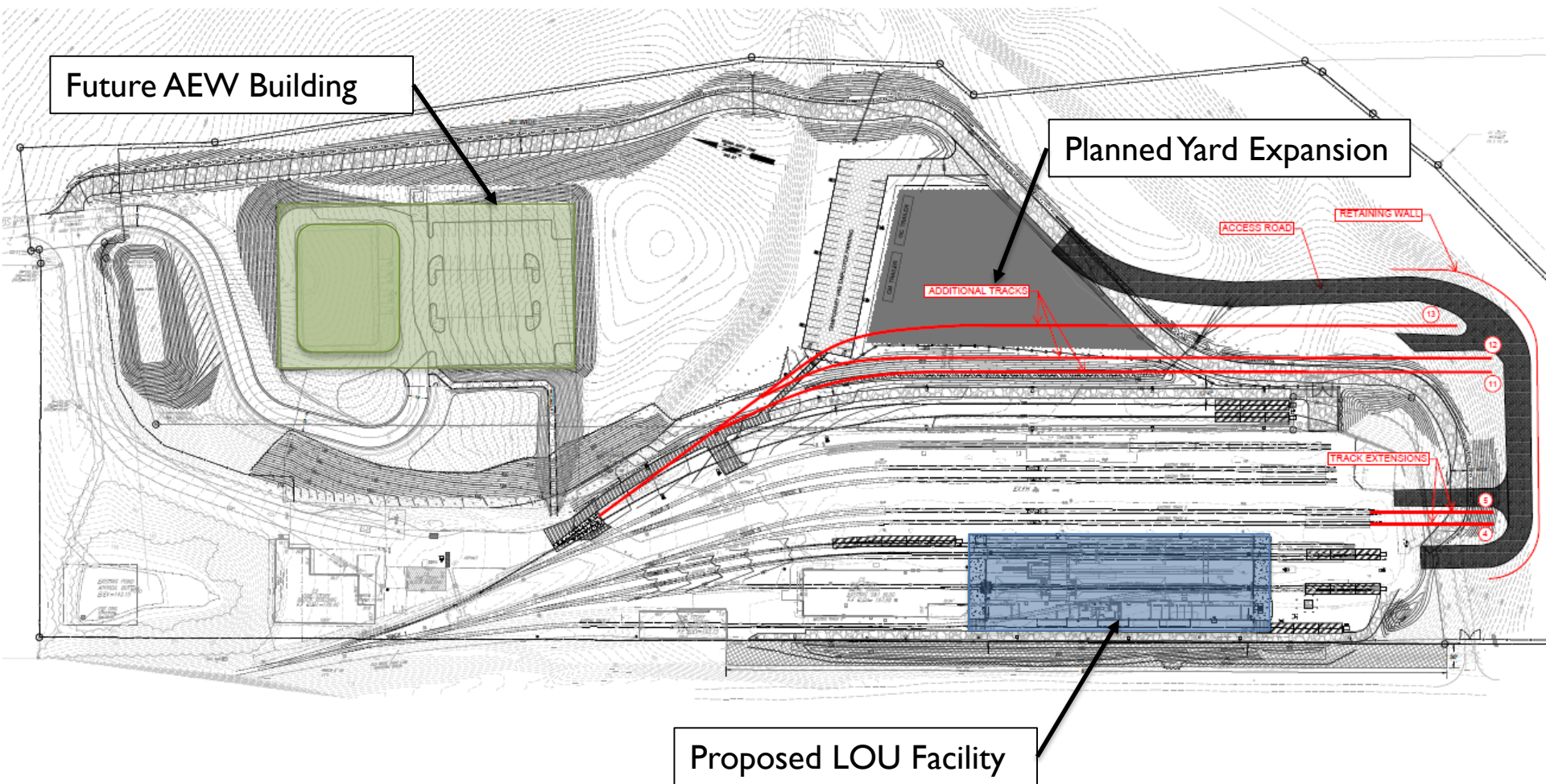
VIRGINIA RAILWAY EXPRESS

SUMMARY OF MIDDAY STORAGE CAPACITY

EXISTING STORAGE				
STAGE	DESCRIPTION	CONSISTS	LOCOMOTIVES	PASSENGER CARS
EXISTING	COACH YARD	12	14	77
	L'ENFANT STORAGE TRACK - NORTH	1	1	8
	L'ENFANT STORAGE TRACK - SOUTH	0	0	0
	EXISTING TOTAL	13	15	85
STORAGE CAPACITY				
STAGE	DESCRIPTION	CONSISTS	LOCOMOTIVES	PASSENGER CARS
1	COACH YARD - PHASE 1	13	14	100
	L'ENFANT STORAGE TRACK - NORTH	1	1	8
	L'ENFANT STORAGE TRACK - SOUTH	2	2	13
	STAGE 1 (SHORT-TERM) SUBTOTAL	16	17	121
2	NYA CONCEPT - PHASE 1	13	14	104
	STAGE 2 (INTERMEDIATE) SUBTOTAL	29	31	225
3	COACH YARD - PHASE 2	16	17	124
	STAGE 3 (LONG-TERM) SUBTOTAL	32	34	249
4	NYA CONCEPT - PHASE 2	14	15	112
	FUTURE GRAND TOTAL	30	32	236



CROSSROADS – NEAR-TERM EXPANSION



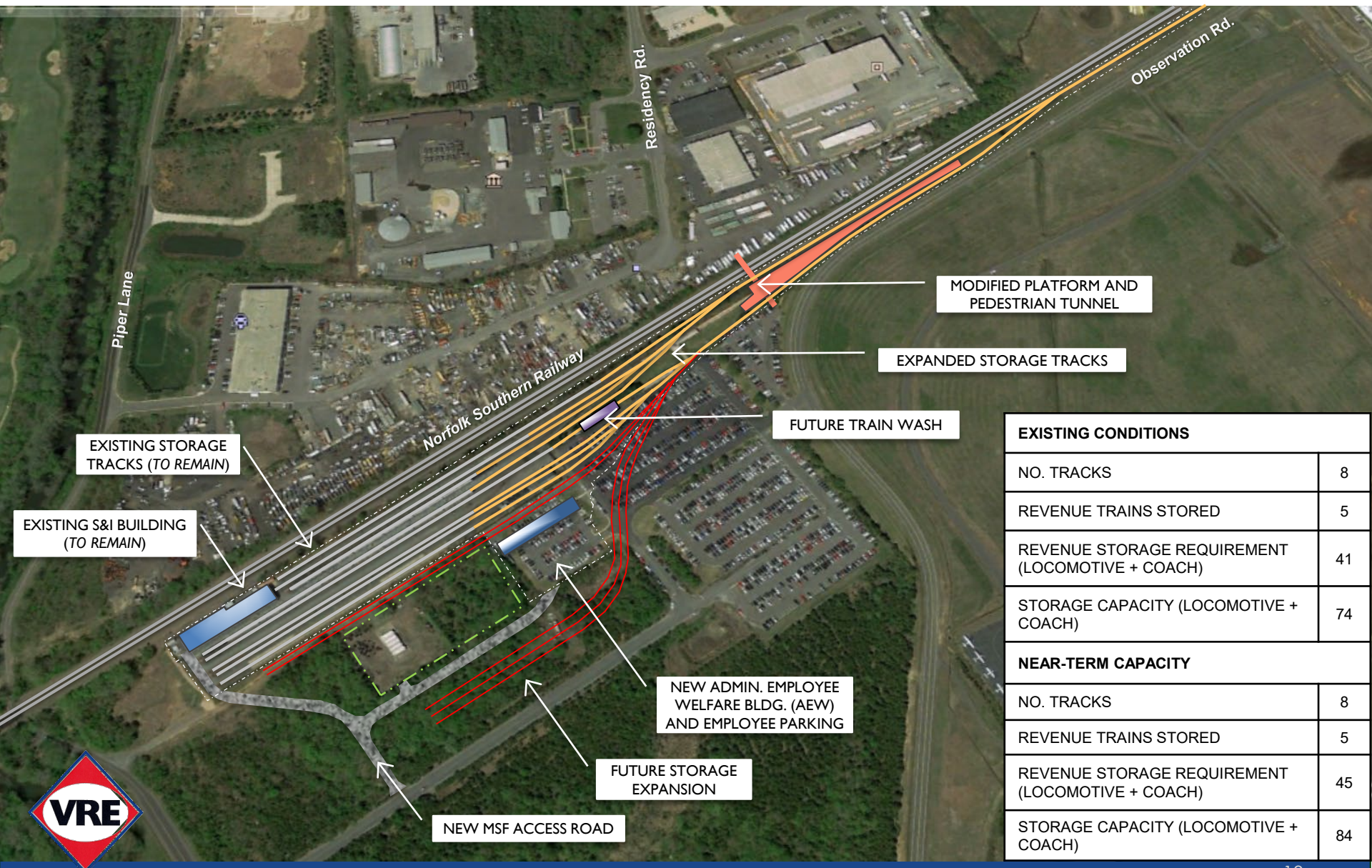
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CROSSROADS – NEAR-TERM EXPANSION

- Accommodates forecast near-term (2030) growth
- Schedule
 - LOU Construction set to begin, complete 2023
 - Real estate acquisition complete
 - Concept Design of expanded yard complete
 - Expansion Prel. Eng. est. complete 2021
- Construction complete prior to delivery of new equipment
- Future AEW Building concept design complete, Preliminary Engineering and Construction not yet funded



BROAD RUN – NEAR-TERM EXPANSION



BROAD RUN – NEAR-TERM EXPANSION

- Accommodates forecast near-term (2030) growth
- Preserves opportunities for future expansion of storage capacity
- Schedule
 - Preliminary Engineering complete
 - Real estate acquisition underway
 - Final Design est. complete 2022
 - Construction est. complete 2024
- Construction complete prior to delivery of new equipment
- Final design will be coordinated with Transforming Rail in Virginia service planning





VIRGINIA RAILWAY EXPRESS

TO: Potomac and Rappahannock Transportation Commission Chair Franklin and Commissioners

FROM: Rich Dalton, Chief Executive Officer

DATE: September 23, 2020

SUBJECT: VRE Monthly Update

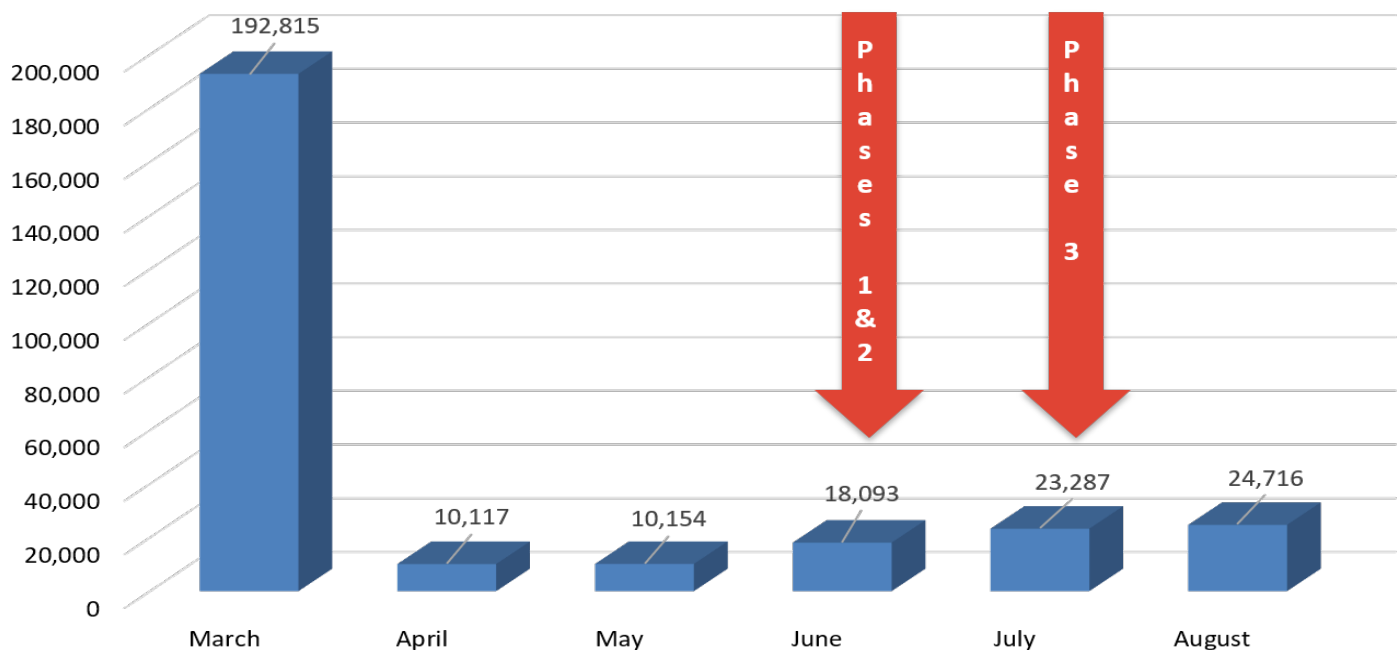
Ridership continues to trend upward, albeit slowly. On September 15, we came close to hitting 1,500 daily riders, the highest level since March 19, two days after we reduced service. It's hard to compare actual ridership for the first two weeks of September in 2019 and 2020, as Labor Day fell during different weeks of service. Here's what ridership looks like over the past four weeks compared to the same weeks in 2019.

Week Ending	2020 Ridership	2020 Average Daily Ridership	2019 Ridership	Numeric Difference	Percentage Difference
Aug. 28	6,329	1,266	89,316	-82,987	-92.9%
Sept. 4	6,114	1,223	75,378*	-69,264	-91.9%
Sept. 11	5,251*	1,313	93,998	-88,747	-94.4%
Sept. 18	6,554	1,311	93,802	-87,248	-93.0%

*Four days of service

MONTHLY RIDERSHIP

March - August 2020



Our multi-pronged ridership recovery campaign continues to evolve, as we emphasize the precautions, which go beyond industry norms, that VRE is taking to protect the health and safety of our riders and train crews. We recently premiered a series of videos, on our website and [social media channels](#), that are designed to reassure passengers by demonstrating our [commitment to their health and safety](#) and [showing them what to expect](#) when they are ready to ride. The next phase of our campaign will take a more regional approach to messaging. Staff will be approaching VRE jurisdictions and their elected officials to collaborate on ways to spread the word about how we are making commutes as healthy and safe as possible.

We are monitoring ridership to accommodate social distancing on our platforms and trains. Under our current distancing plan, roughly a third of our seats are available to passengers. While we have three different railcar configurations, the average car holds 130 passengers, 45 of which are “available” to riders. To date, only two trains have exceeded 50 percent of “available” seating.

As ridership grows, we can lengthen and add trains. On July 27, we added an additional roundtrip – train 300 northbound in the morning and train 307 southbound in the evening – on the Fredericksburg Line.

Our [train utilization trends web page](#) has been updated to reflect total seats, maximum capacity to support social distancing, and current daily ridership. This information serves as a decision-making tool for passengers who want the greatest amount of distancing. We also are exploring ways to notify passengers when trains are near or at capacity.

Our Continuity of Operations team meets virtually each day and is in constant contact. VRE’s supply chain, staffing, business processes, and other functional areas of the organization remain in good shape.



DELEGATION OF AUTHORITY FROM THE COMMISSIONS TO THE VIRGINIA RAILWAY EXPRESS (VRE) OPERATIONS BOARD

Effective: July 1, 2008

Updated with CEO spending authority limits effective September 2020

- **Responsibilities Delegated:**
 - Full authority of spending, provided the amount is included in the annual budget and six (6)-year financial plan
 - Approval of fare changes (tariffs)
 - All contractual agreements, provided funding is included in the approved budget, except any operation agreements (including CSX and Norfolk Southern) and insurance agreements
- **Responsibilities Not Delegated:**
 - Amendments to the Master Agreement
 - Hiring and termination of the Chief Executive Officer
 - Statewide and federal grant applications
 - Approval of legislative agendas
 - Approval of strategic plans
 - Sale or purchase of real property and equipment in the Commissions' name
 - Other major policies such as terms for new entrants
 - Other actions reserved for the Commissions by the Master Agreement, such as approving annual budgets and six (6)-year financial plans

VRE Operations Board Approved Spending Authority Delegated to VRE CEO:

- VRE CEO's authorization limit to award contracts up to \$200,000 and procurement authorizations up to \$1,000,000 (effective September 2020)



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-B
Action Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: September 18, 2020

Re: Approval of Increases to Chief Executive Officer Procurement Authorization and Contract Award Authorities

Recommendation:

The VRE Operations Board is asked to approve increases to two delegations of authority to the Chief Executive Officer (CEO): contract award authority to \$200,000, and procurement authorization authority to \$1,000,000.

Summary:

The Operations Board has delegated to the CEO the authority to award contracts up to \$100,000 and to authorize procurements up to \$100,000 without requiring the Operations Board's approval. This policy change would increase the delegated limits to \$200,000 for contract award and \$1,000,000 for procurement authorization.

Background:

As VRE has grown and the number of procurements has increased, and as inflation has led to a general increase in costs over time, the CEO delegation of authority limits have been periodically raised.

Year	CEO Spending Limit
1991	\$15,000
2001	\$30,000
2006	\$50,000
2015	\$100,000



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The most recent increase to \$100,000 applies to both the procurement authorization limit (i.e., approving the issuance of a Request for Proposals or an Invitation for Bids) and the contract award limit. This increase was one of the recommendations from the 2015 Management Audit that was intended to streamline the approval process and allow the Operations Board to focus on procurements with greater budget and policy implications. The Management Audit also recommended consideration of a separate, higher delegation limit only for procurement authorizations – knowing the Operations Board would still get a “bite at the apple” with contract award – but that recommendation was not acted upon.

The Management Audit made two additional recommendations regarding delegation limits. First, it recommended that any purchase of over \$50,000 be communicated to the Board as an information item to ensure transparency. Second, it recommended the Board regularly revisit these delegations of authority to determine whether the approval levels should be adjusted for inflation or other factors. A ‘Spending Authority Report’ that summarizes these purchases is provided monthly to the Operations Board, and a reevaluation of the thresholds has resulted in this proposed policy change.

The proposed increases were presented to the VRE Finance Committee on July 17, 2020, for consideration. The key points in support of the changes included:

During the 24-month period of CY2018-2019, fourteen contract awards came before the Operations Board with a value between \$100,000 and \$200,000. Of those awards, only three were for new contracts, while the other eleven were task orders under existing contracts for which the Board had previously approved award of the contract, amendments to existing contracts or purchase orders, or extensions of existing leases.

During its 2020 session, the Virginia General Assembly enacted legislation (HB 452 / SB 650) that raises the state’s small purchase limit to \$200,000, which exempts such purchases from some of the competitive procurement requirements in the Virginia Public Procurement Act (VPPA).

Procurement authorizations in the \$200,000 to \$1,000,000 range during the same CY2018-2019 period were primarily for items such as LED light fixtures, pavement repairs and striping, website management services, and forklift trucks. These procurement authorizations are almost always placed on the consent agenda and are not discussed by the Operations Board.

Examples of recent authorizations greater than \$1,000,000 that would still require two approvals by the Operations Board (i.e., for both solicitation and award) even under the proposed changes include final design for the Broad Run expansion; new passenger railcars; delivery of diesel fuel for VRE locomotives; and construction of Quantico Station improvements.

The Finance Committee expressed its support for these proposed increases and for incorporating a summary of all actions that would have previously gone to the Operations Board for approval into an expanded Spending Authority Report. Any

procurement authorization over \$1,000,000 or contract award over \$200,000 would continue to require Operations Board approval. The Operations Board has authority to approve this amendment to the CEO spending authority based on the delegation of authority plan approved by the Commissions in December 2005.

Fiscal Impact:

There are no direct funding implications associated with this policy change.

**Virginia Railway Express
Operations Board**

**Resolution
9B-09-2020**

**Approval of Increases to Chief Executive Officer Procurement
Authorization and Contract Award Authorities**

WHEREAS, the Operations Board has delegated authority to the Chief Executive Officer to authorize procurements and to award contracts below a certain value without requiring Operations Board approval; and,

WHEREAS, the last change to the Chief Executive Officer's delegated authority was in 2015, which raised the authority limit to \$100,000 for both procurement authorization and contract award; and,

WHEREAS, VRE staff, in accordance with the recommendations of the 2015 Management Audit and the desire to streamline approval processes, have reevaluated the current delegation limits in light of cost inflation, changes to Virginia procurement law, and the recent history of procurement actions coming before the Operations Board; and,

WHEREAS, the Operations Board may approve an amendment to the Chief Executive Officer spending authority based on the delegation of authority plan approved by the Commissions in December 2005;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on September 18, 2020, and that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the September 18, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby approve an increase in the Chief Executive Officer's procurement authorization authority to \$1,000,000 and an increase in the Chief Executive Officer's contract award authority to \$200,000; and,

BE IT FURTHER RESOLVED THAT, all procurement authorization and contract award actions that would have previously come before the Operations Board for approval will now be reported in the monthly Spending Authority Report; and,

BE IT FURTHER RESOLVED THAT, the Operations Board will revisit delegation thresholds regularly to determine whether approval levels should be adjusted to account for inflation or other factors.

Approved this 18th day of September 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary

Public Comment Time

Public comments will not be received during the meeting; however, those wanting to comment should send written comments, limited to one (1) page, to CRodrigo@OmniRide.com by September 30, 2020 at 5:00 p.m.

PRTC Consent Agenda Action Items

- 8.1 Approve Consent Agenda**
- 8.2 Acceptance of the Potomac and Rappahannock Transportation Commission Monthly Jurisdictional Financial Report for the Period Ended June 30, 2020**

MOTION:

SECOND:

RE: APPROVE CONSENT AGENDA – OCTOBER 1, 2020

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) was presented with a consent agenda; and

WHEREAS, an opportunity was afforded for items to be added or deleted from the consent agenda.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the consent agenda of October 1, 2020 as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

MOTION:

SECOND:

**RE: ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION
COMMISSION MONTHLY JURISDICTIONAL FINANCIAL REPORT FOR THE PERIOD ENDED
JUNE 30, 2020**

ACTION:

WHEREAS, a financial report for each jurisdiction is prepared each month for presentation to the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission"); and

WHEREAS, this report supplies information on the current month and year-to-date motor fuel tax collections; earned interest, other revenues, state administration cost, expenditures, transfers and encumbrances; and

WHEREAS, this information covers the PRTC as a whole, as well as each separate jurisdiction.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby accept the Jurisdictional Financial Report for the period ended June 30, 2020.

Votes:

Ayes:

Nays:

Abstentions:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

**Fuel Tax Revenues
Budget to Actual
Twelve Months Ended June 2020**

	FY20 YTD Budget	FY20 YTD Actual	Variance %	Variance \$
Prince William County	13,247,900	13,799,323	4%	551,423
Stafford	4,249,300	4,324,039	2%	74,739
Manassas	969,200	858,233	-11%	(110,967)
Manassas Park	732,000	685,442	-6%	(46,558)
Fredericksburg	1,558,400	1,336,288	-14%	(222,112)
Spotsylvania	4,749,200	5,490,034	16%	740,834
Total	25,506,000	26,493,359	4%	987,359

Year to date budget reflects updated FY2020 motor fuels tax revenue projections done in April 2020 as part of the FY2021 revised budget process.

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE TWELVE MONTHS ENDING JUNE 30, 2020

FY20 Beginning Fund Balance		\$ 21,944,377.83 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 2,759,736.90	\$ 35,975,983.72
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (789,201.00)	\$ (9,428,342.00)
Less: State Admin Cost	\$ -	\$ (54,281.32)
Net Tax Revenue	\$ 1,970,535.90	\$ 26,493,360.40
Interest from Investment	\$ 7,705.97	\$ 339,708.11
Total Tax & Investment Revenue	\$ 1,978,241.87	\$ 26,833,068.51
Expenditures/Transfers	\$ (7,191,130.63)	\$ (31,949,305.62)
Reimbursement from State Grant/Transfer from Other Governments	\$ -	\$ 137,185.00
PRTC Operating Fund Balance	\$ -	\$ 3,225,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES c		\$ 20,190,325.72
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 0.00
FY20 Projected State Grant (remainder)		\$ -
LESS: Unexpended Adopted Resolutions		\$ (1,931,535.69) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	-	-
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 18,258,790.03 (2)

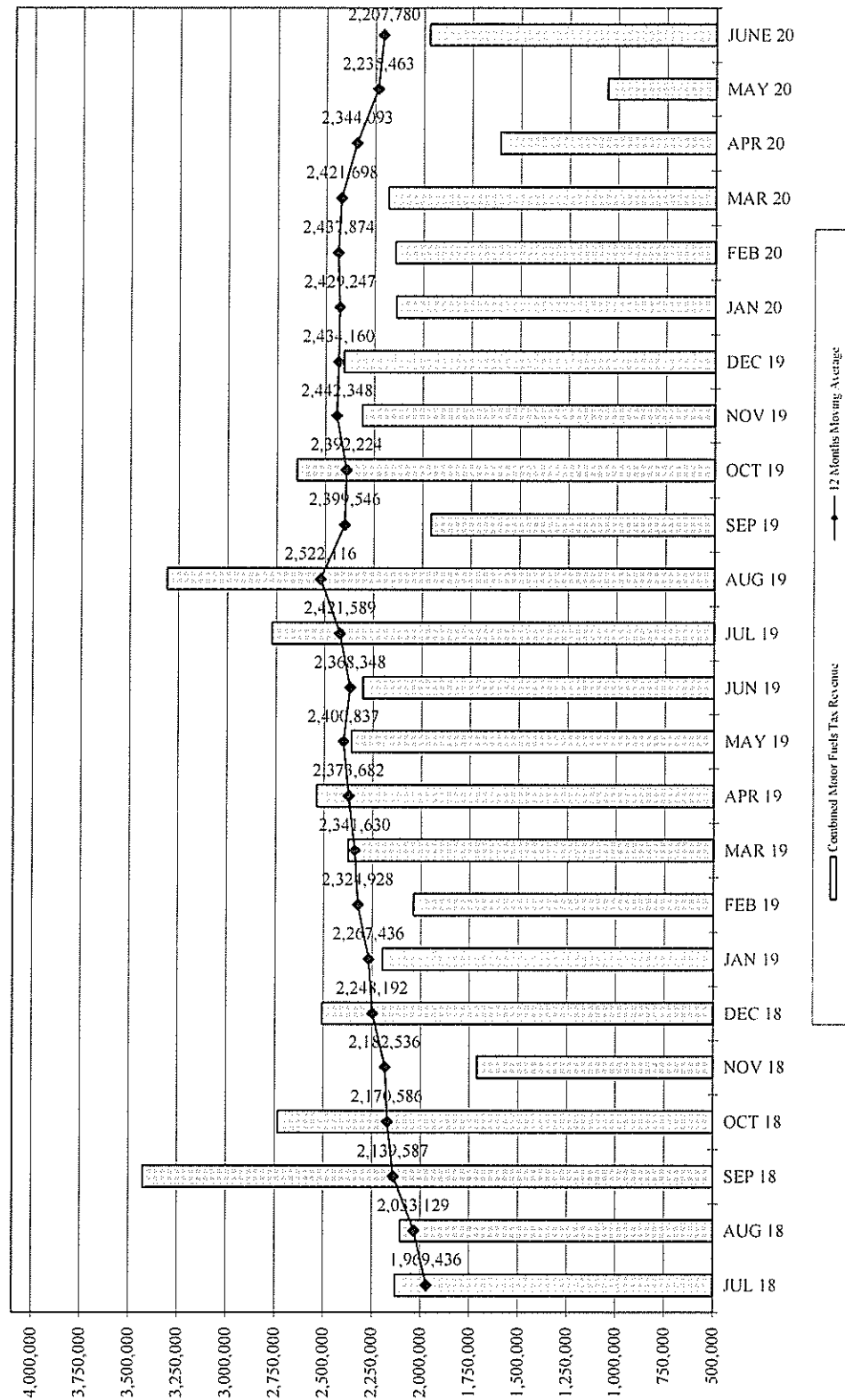
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
18-06-08	\$ - (1)	\$ -	\$ -
18-11-07	\$ 9,467.87 (1)	\$ 9,467.87	\$ -
19-04-05	\$ 708,567.75 (1)	\$ 708,567.75	\$ -
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 5,059,745.00 (1a)	\$ 5,059,745.00	\$ -
19-06-14	\$ 17,848,000.00 (1a)	\$ 17,848,000.00	\$ -
19-11-08	\$ 15,000.00	\$ -	\$ 15,000.00
19-11-09	\$ 10,000.00	\$ -	\$ 10,000.00
20-01-06	\$ 1,200,000.00	\$ 1,119,910.00	\$ 80,090.00
20-03-05	\$ 85,000.00	\$ 85,000.00	\$ -
20-06-06	\$ 4,518,615.00	\$ 4,518,615.00	\$ -
20-06-07	\$ 2,600,000.00	\$ 2,600,000.00	\$ -
Total	\$ 33,880,841.31	\$ 31,949,305.62	\$ 1,931,535.69 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(*) Resolutions which have been encumbered will not be expended until funds become available.

PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY
FOR THE TWELVE MONTHS ENDING JUNE 30, 2020

FY20 Beginning Fund Balance			\$	9,116,760.25	(1)
		Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-	
Gross Tax Revenue	\$	1,377,638.17	\$	18,695,118.23	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(393,962.71)	\$	(4,867,960.28)	
Less: State Admin Cost	\$	-	\$	(27,834.49)	
Net Tax Revenue	\$	983,675.46	\$	13,799,323.46	
Interest from Investment	\$	2,386.59	\$	135,498.56	
Total Tax & Investment Revenue	\$	986,062.05	\$	13,934,822.02	
Expenditures/Transfers	\$	-	\$	(16,868,300.00)	
PRTC Operating Fund Balance	\$	-	\$	2,984,000.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)					
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	9,167,282.27	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				0.00	
LESS: Unexpended Adopted Resolutions			\$	(173,000.00)	(*)
Other Financing Sources/(Uses)					
Claims and Judgments		0.00		-	
Jurisdictional Reimbursement		\$0.00		\$0.00	
Total Projected Unencumbered Balance			\$	8,994,282.27	(2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
19-06-14	\$ 16,868,300.00 (1a)	\$ 16,868,300.00	\$ -
Total	\$ 17,041,300.00	\$ 16,868,300.00	\$ 173,000.00 (*)

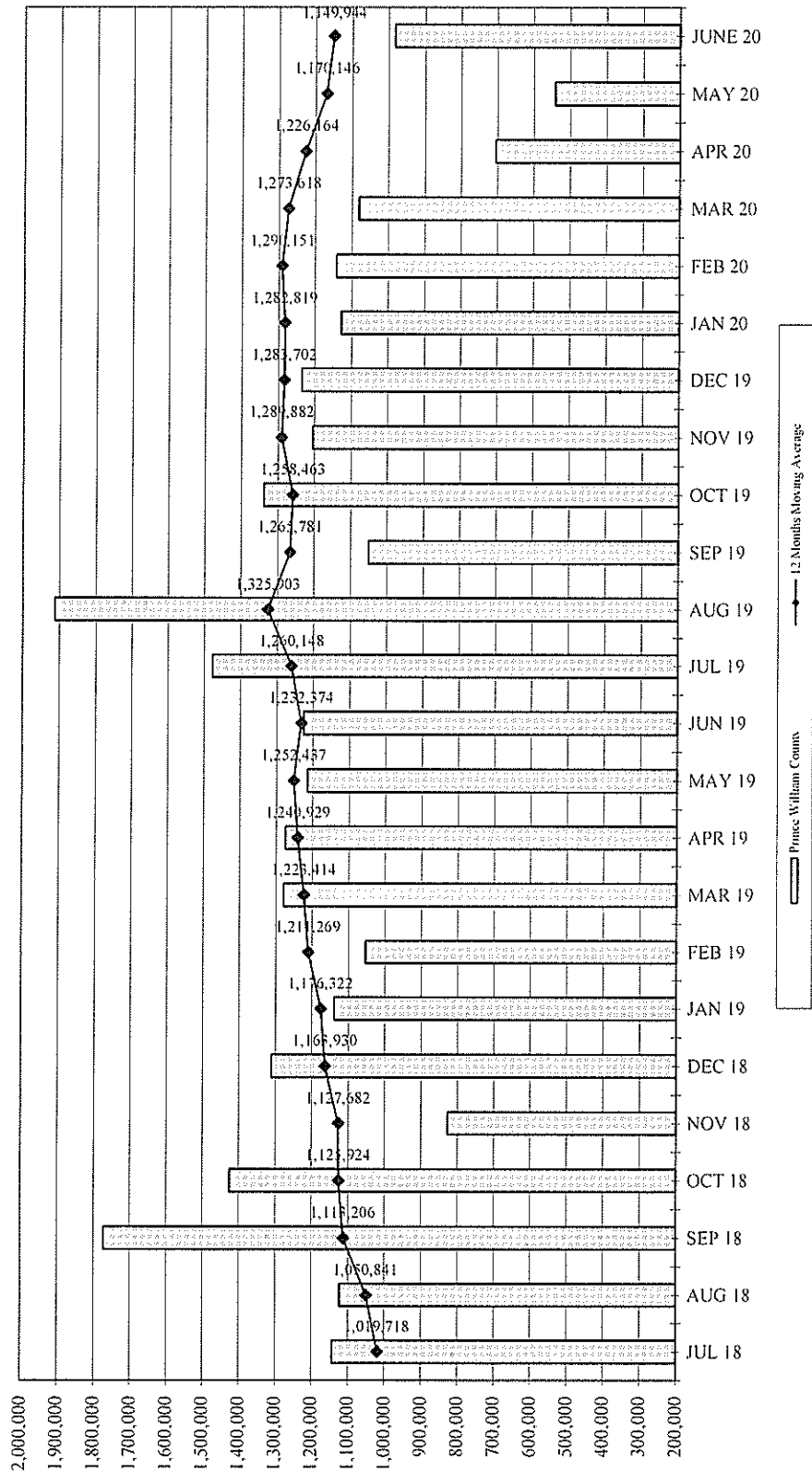
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

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PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY
FOR THE TWELVE MONTHS ENDING JUNE 30, 2020

FY20 Beginning Fund Balance			\$ 5,653,804.91 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 460,260.54	\$ 5,868,328.80	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (131,620.55)	\$ (1,536,818.16)	
Less: State Admin Cost	\$ -	\$ (7,471.76)	
Net Tax Revenue	\$ 328,639.99	\$ 4,324,038.88	
Interest from Investment	\$ 2,275.94	\$ 81,458.76	
Total Tax & Investment Revenue	\$ 330,915.93	\$ 4,405,497.64	
Expenditures/Transfers	\$ (4,518,615.00)	\$ (6,975,635.00)	
PRTC Operating Fund Balance	\$ -	\$ 63,300.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 3,146,967.55	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		0.00	
LESS: Unexpended Adopted Resolutions		\$ - (*)	
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance		\$ 3,146,967.55 (2)	

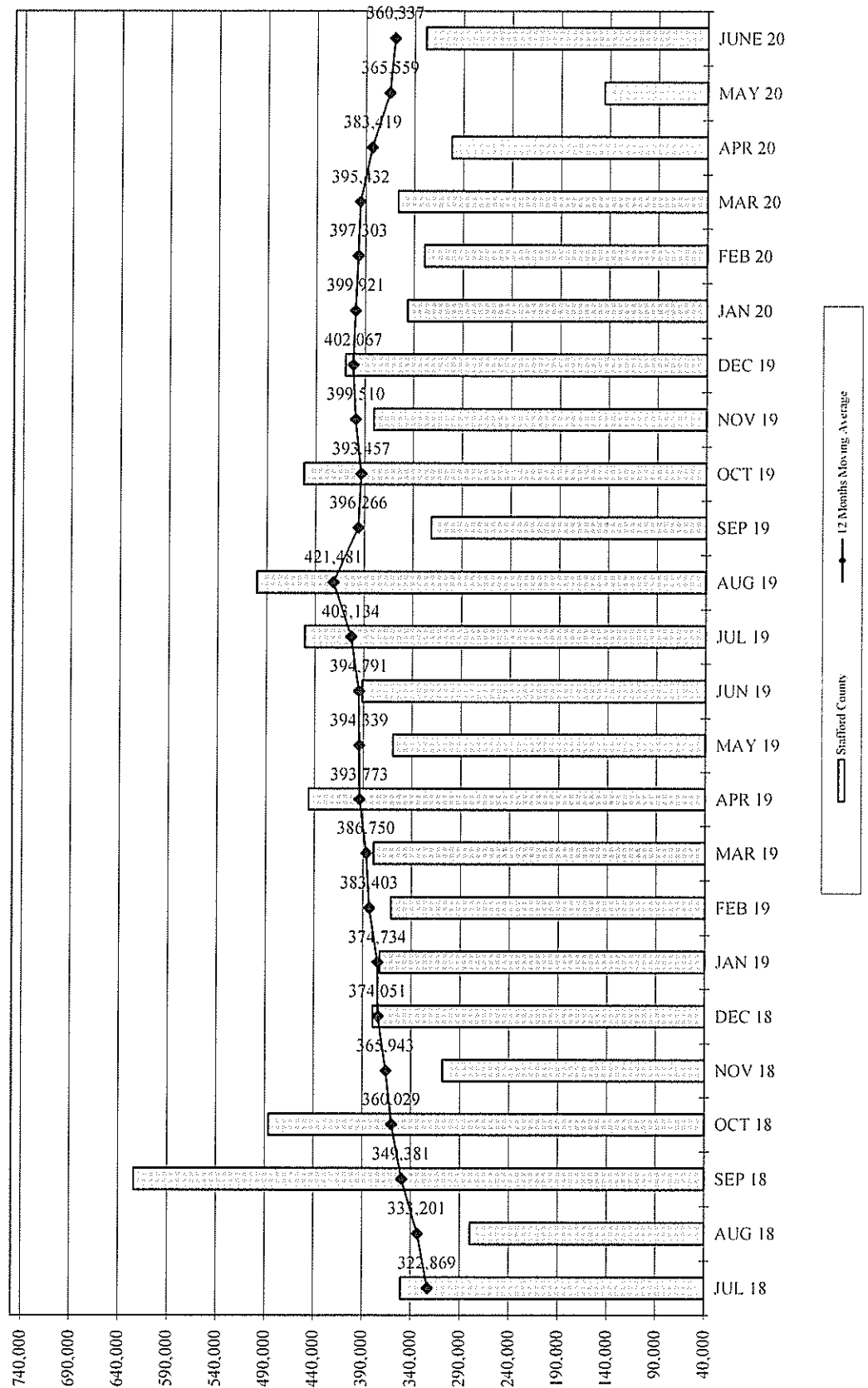
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-11	\$ 2,352,820.00 (1a)	\$ 2,352,820.00	\$ -
19-06-14	\$ 104,200.00 (1a)	\$ 104,200.00	\$ -
20-06-06	\$ 4,518,615.00	\$ 4,518,615.00	\$ -
Total	\$ 6,975,635.00	\$ 6,975,635.00	\$ - (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

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PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS
FOR THE TWELVE MONTHS ENDING JUNE 30, 2020

FY20 Beginning Fund Balance		\$	847,558.91	(1)
	Current Month		Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$	-	\$	-
Gross Tax Revenue	\$	90,309.75	\$	1,172,705.54
Less: Commuter Rail Operating and Capital Fund (CROC)	\$	(25,825.85)	\$	(312,243.82)
Less: State Admin Cost	\$	-	\$	(2,228.40)
Net Tax Revenue	\$	64,483.90	\$	858,233.32
Interest from Investment	\$	200.39	\$	7,256.56
Total Tax & Investment Revenue	\$	64,684.29	\$	865,489.88
Expenditures/Transfers	\$	-	\$	(1,166,042.00)
Reimbursement From State Grant and Transfer from City of Manassas	\$	-	\$	137,185.00
PRTC Operating Fund Balance	\$	-	\$	50,600.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)				
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$	734,791.79
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)				-
FY20 Projected State Grant (remainder)				-
LESS: Unexpended Adopted Resolutions			\$	- (*)
Other Financing Sources/(Uses)				
Claims and Judgments		\$0.00		\$0.00
Jurisdictional Reimbursement		\$0.00		\$0.00
Total Projected Unencumbered Balance			\$	734,791.79 (2)

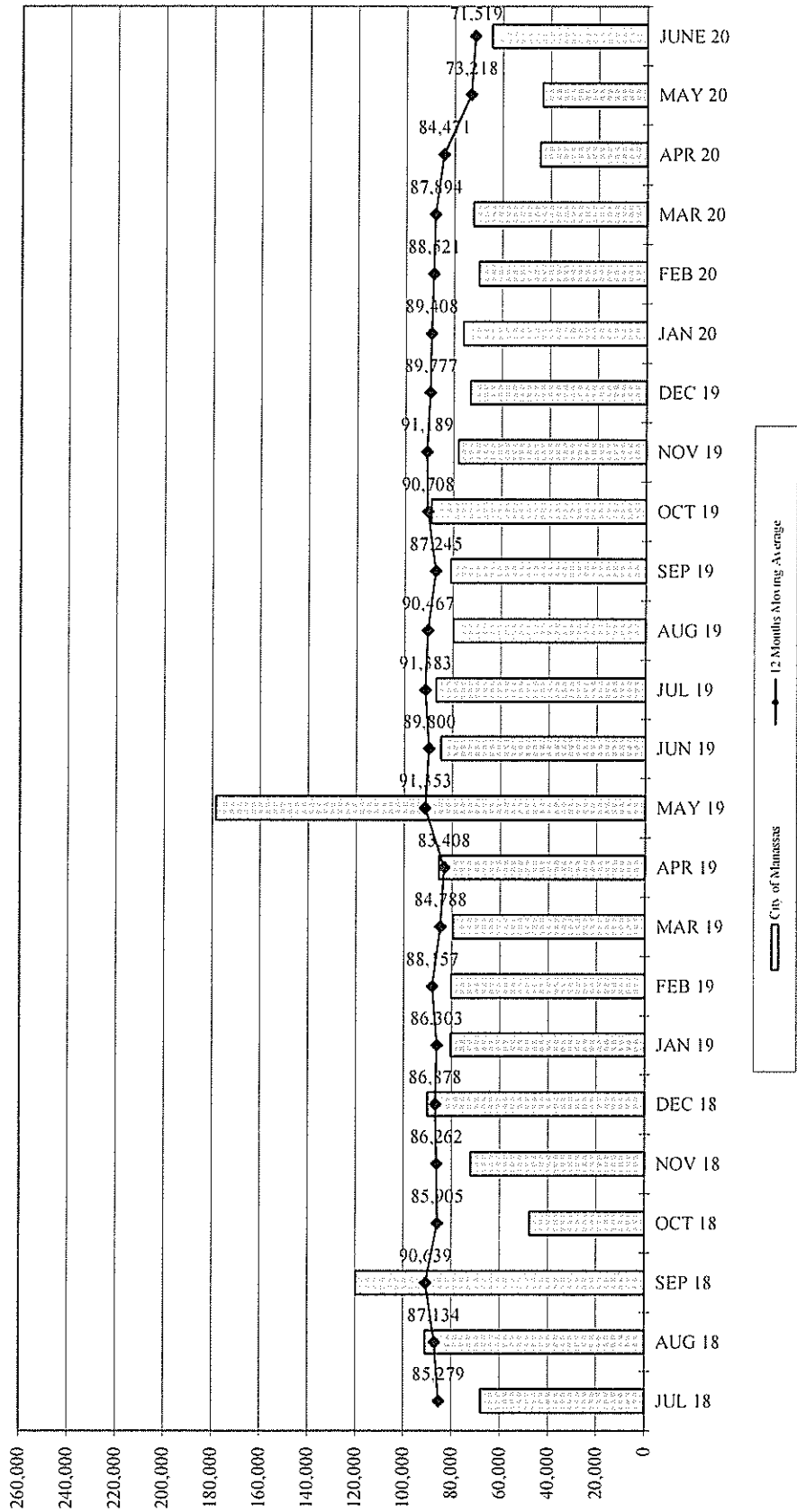
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-08	\$ - (1)	\$ -	\$ -
19-06-11	\$ 694,742.00 (1a)	\$ 694,742.00	\$ -
19-06-14	\$ 471,300.00 (1a)	\$ 471,300.00	\$ -
Total	\$ 1,166,042.00	\$ 1,166,042.00	\$ - (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

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PRTC NET FUEL TAX COLLECTIONS FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS PARK
FOR THE TWELVE MONTHS ENDING JUNE 30, 2020

FY20 Beginning Fund Balance		\$ 2,854,976.21 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 74,655.43	\$ 929,880.56
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (21,349.19)	\$ (242,819.98)
Less: State Admin Cost	\$ -	\$ (1,618.59)
Net Tax Revenue	\$ 53,306.24	\$ 685,441.99
Interest from Investment	\$ 947.62	\$ 43,306.90
Total Tax & Investment Revenue	\$ 54,253.86	\$ 728,748.89
Expenditures/Transfers	\$ -	\$ (740,185.00)
PRTC Operating Fund Balance	\$ -	\$ 27,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 2,870,640.10
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		(0.00)
LESS: Unexpended Adopted Resolutions		\$ (1,245,803.69) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 1,624,836.41 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
19-06-11	\$ 405,485.00 (1a)	\$ 405,485.00	\$ -
19-06-14	\$ 249,700.00 (1a)	\$ 249,700.00	\$ -
19-11-08	\$ 15,000.00	\$ -	\$ 15,000.00
19-11-09	\$ 10,000.00	\$ -	\$ 10,000.00
20-03-05	\$ 85,000.00	\$ 85,000.00	\$ -
Total	\$ 1,985,988.69	\$ 740,185.00	\$ 1,245,803.69 (*)

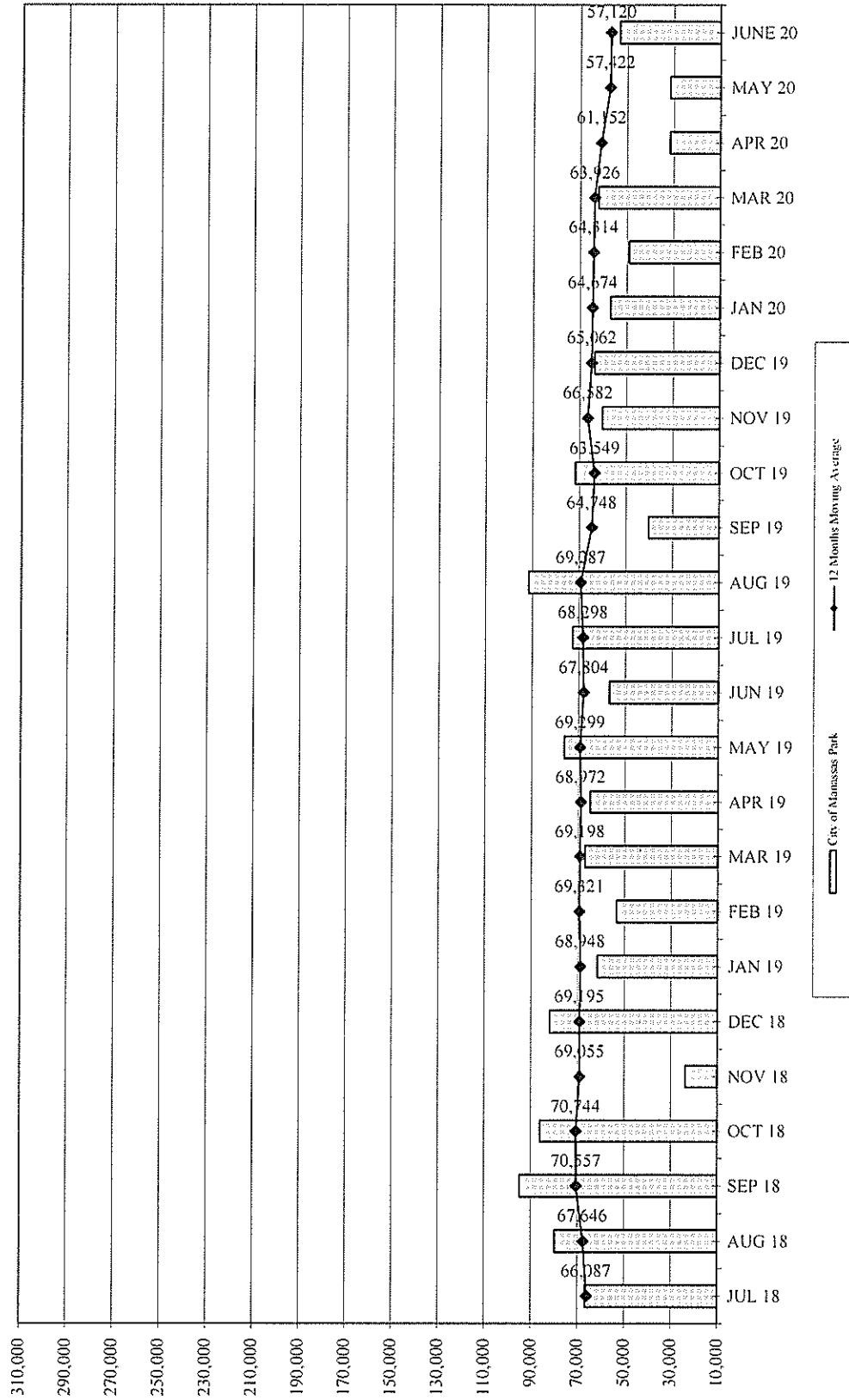
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

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PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG
FOR THE TWELVE MONTHS ENDING JUNE 30, 2020

FY20 Beginning Fund Balance			\$ 1,530,475.74 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 124,102.22	\$ 1,805,321.41	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (35,489.47)	\$ (467,813.46)	
Less: State Admin Cost	\$ -	\$ (1,219.67)	
Net Tax Revenue	\$ 88,612.75	\$ 1,336,288.28	
Interest from Investment	\$ 801.39	\$ 26,286.02	
Total Tax & Investment Revenue	\$ 89,414.14	\$ 1,362,574.30	
Expenditures/Transfers	\$ -	\$ (361,328.00)	
PRTC Operating Fund Balance	\$ -	\$ 28,100.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$ 2,559,822.04
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			-
LESS: Unexpended Adopted Resolutions			\$ (432,642.00) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 2,127,180.04 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 321,028.00 (1a)	\$ 321,028.00	\$ -
19-06-14	\$ 40,300.00 (1a)	\$ 40,300.00	\$ -
Total	\$ 793,970.00	\$ 361,328.00	\$ 432,642.00 (*)

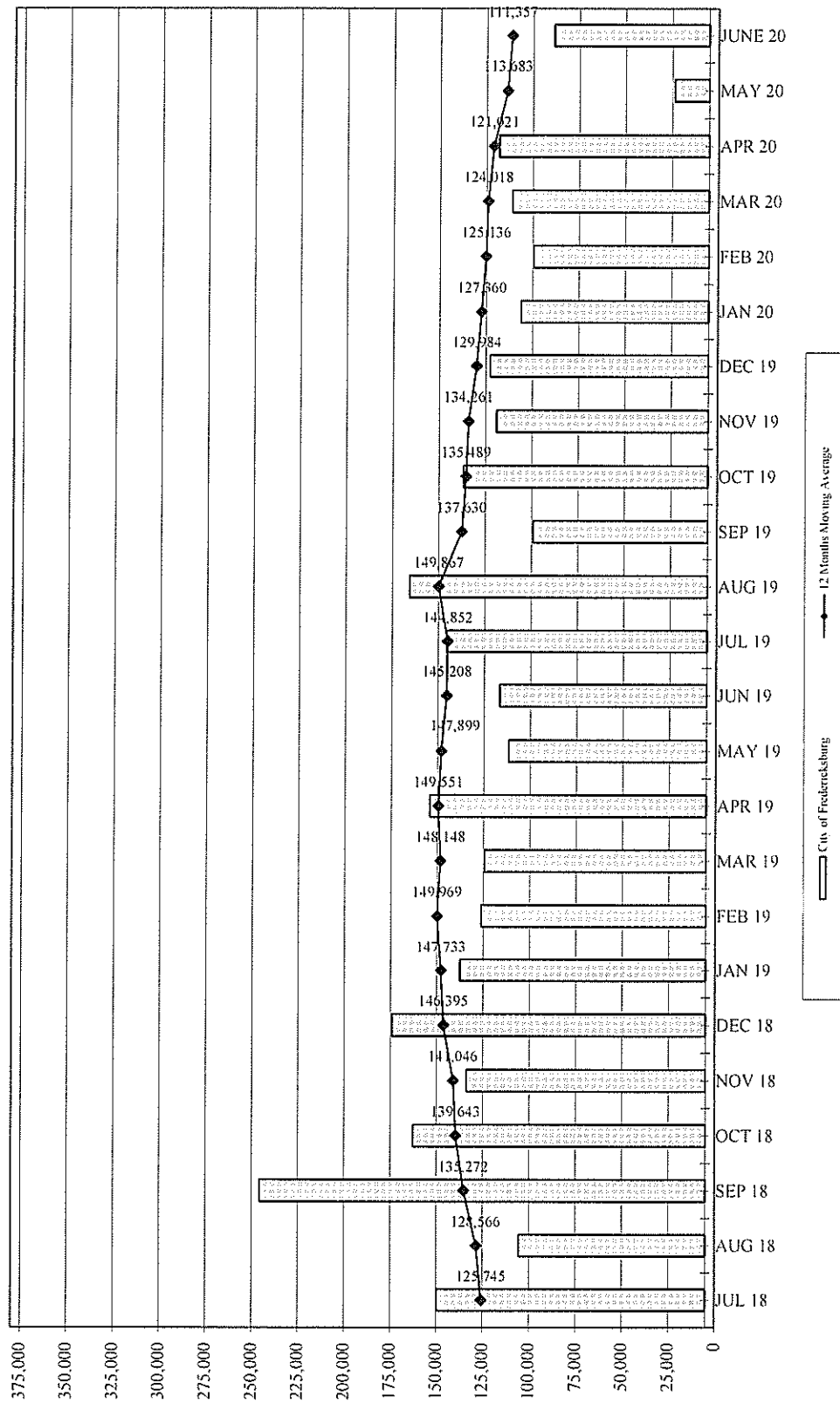
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

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PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



MONTHLY FINANCIAL REPORT FOR SPOTSYLVANIA COUNTY
FOR THE TWELVE MONTHS ENDING JUNE 30, 2020

FY20 Beginning Fund Balance			\$ 1,940,801.81 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 632,770.79	\$ 7,504,629.18	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (180,953.23)	\$ (2,000,686.30)	
Less: State Admin Cost	\$ -	\$ (13,908.41)	
Net Tax Revenue	\$ 451,817.56	\$ 5,490,034.47	
Interest from Investment	\$ 1,094.04	\$ 45,901.31	
Total Tax & Investment Revenue	\$ 452,911.60	\$ 5,535,935.78	
Expenditures/Transfers	\$ (2,672,515.63)	\$ (5,837,815.62)	
PRTC Operating Fund Balance	\$ -	\$ 71,900.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 1,710,821.97	
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			-
LESS: Unexpended Adopted Resolutions			\$ (80,090.00) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 1,630,731.97 (2)

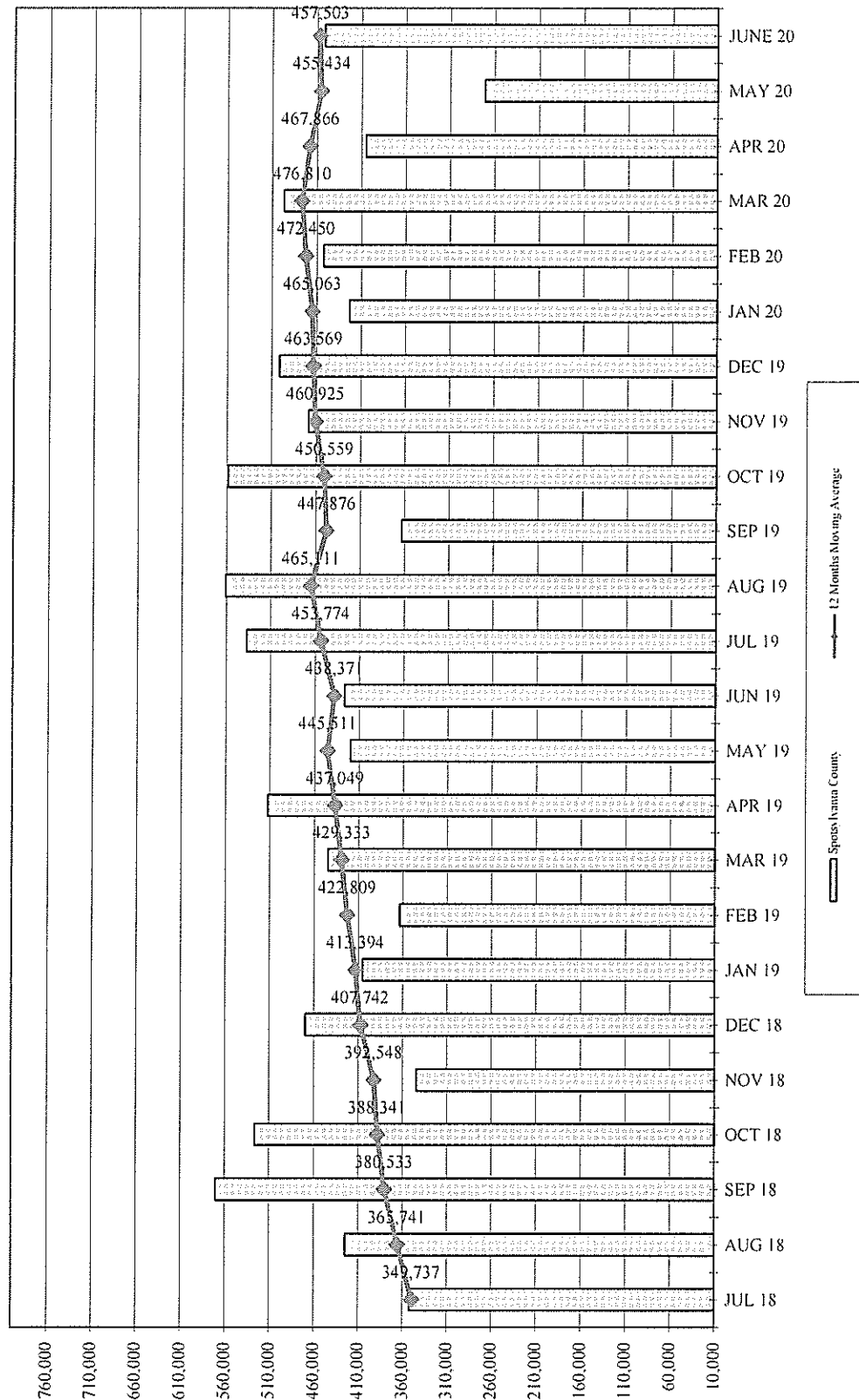
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-11-07	\$ 9,467.87 (1)	\$ 9,467.87	\$ -
19-04-05	\$ 708,567.75 (1)	\$ 708,567.75	\$ -
19-06-11	\$ 1,285,670.00 (1a)	\$ 1,285,670.00	\$ -
19-06-14	\$ 114,200.00 (1a)	\$ 114,200.00	\$ -
20-01-06	\$ 1,200,000.00	\$ 1,119,910.00	\$ 80,090.00
20-06-07	\$ 2,600,000.00	\$ 2,600,000.00	\$ -
Total	\$ 5,917,905.62	\$ 5,837,815.62	\$ 80,090.00 (*)

(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY20 Projected Revenue
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

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PRTC NET FUEL TAX COLLECTIONS FY 19 and FY20



Presentations and Information Items

- 9.1 Commuter Choice Program and I-395/95 Corridor Round Two (FY 2022-2023) Call for Projects Briefing



TO: Chair Franklin and PRTC Commissioners

FROM: Kate Mattice, Executive Director
Ben Owen, Commuter Choice Senior Program Manager
Jae Watkins, Commuter Choice Marketing and Outreach Manager

DATE: September 24, 2020

SUBJECT: Commuter Choice Program

At the October meeting the Commission will be asked to take action to authorize the Northern Virginia Transportation Commission (NVTC) Executive Director to submit the Commuter Choice Program FY 2020 Annual Report to the Commonwealth Transportation Board (CTB). The Commission will also receive a briefing on the upcoming Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-2023) call for projects.

A. Commuter Choice Program Annual Report

- **ACTION ITEM: Authorize the Northern Virginia Transportation Commission (NVTC) Executive Director to Submit the Commuter Choice Program FY 2020 Annual Report to the Commonwealth Transportation Board (CTB)**

At the October meeting the Commission will be asked to authorize the NVTC executive director to submit the Commuter Choice Program FY 2020 Annual Report to the CTB. The [Memorandum of Agreement \(MOA\) with the Commonwealth that governs Commuter Choice on the I-395/95 Corridor](#) requires that the report for this corridor be submitted jointly by NVTC and PRTC, as the two Commissions have joint approval authority over the program, and both will be asked on October 1 to authorize the report's submittal. NVTC staff have prepared a single report for the two Commuter Choice corridors since NVTC manages the I-395/95 corridor program per [separate MOA between the Commissions](#) and the I-66 corridor program exclusively. The report is due to the CTB by October 31 each year (within 120 days of the end of NVTC's fiscal year).

The proposed annual report will be provided at the October meeting as a blue-sheeted (last minute) item. The FY 2020 report is the first to include a look-back on the performance of projects funded under the program since its inception in 2015, as required per the respective [I-395/95](#) and [I-66 Inside the Beltway](#) MOAs with the Commonwealth. It is also the first report to feature both a printed overview summary of the program and a more detailed website to accompany the report. The website feature allows NVTC to expand outreach and share Commuter Choice program news to more stakeholders without requiring in-person meetings or events.

Highlights of the report include:

- Since 2015, the Commuter Choice program has invested over \$60 million in 46 transit and multimodal improvements in the I-66 Inside the Beltway and I-395/95 corridors. These investments fueled a 26 percent growth in commuter bus ridership and showed continued increases before the COVID-19 public health emergency.
- On the I-66 corridor, the Commuter Choice program funded 56 new bus trips each day that supported the ridership growth.
- Along these two commuting corridors, NVTC staff found that commuter bus and rail transit are complementary transit services to each other. The modes serve different markets and trip purposes, and both were enjoying ridership gains before the COVID-19 public health emergency.

Performance highlights from the report include:

- Commuter Choice is helping the I-66 Inside the Beltway and I-395/95 corridors perform more efficiently, with more travel options for commuters. Between 2015 – when the Commuter Choice program was established – until 2019, 700 *more* people moved through the I-66 inside the Beltway corridor in 750 *fewer* vehicles.
- The share of drive-alone trips in the I-66 Inside the Beltway corridor dropped from 36.4 percent in 2015 to 34.7 percent in 2019.
- Commuter Choice’s 24 operational and completed transit and access to transit projects move about 2,200 more people through the I-66 Inside the Beltway and I-395/95 corridors each morning.
- The number of trips provided by these projects is 86 percent of the total target that was the basis for the projects’ selection.
- In the I-66 corridor, 69 percent of the projects meet or exceed their targets. There are 16 operational and completed projects that move over 1,500 people each morning, within a reasonable range (77 percent) of their target.
- In the I-395/95 corridor, 75 percent of the projects meet or exceed the targets. There are eight operational projects that move close to 700 people each morning, substantially outperforming their target (117 percent).

NVTC staff obtained the performance data from [biennial traffic and transit ridership counts](#) conducted in the I-66 Inside the Beltway and I-395/95 corridors as well as annual project-specific data from funding recipients, as required per each project’s Standard Project Agreement. As in prior years, the annual report also includes information about the projects selected for funding and the benefits that were the basis for evaluation and selection of each project.

B. Commuter Choice on the I-395/95 Corridor Round Two Update

At the November meeting the Commission will be asked to take three actions in relation to opening the Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-2023) call for projects:

1. Approve a series of policy changes governing the Commuter Choice program that will take effect beginning with the Round Two (FY 2022-2023) call for projects in the I-395/95 corridor.
2. Adopt the technical evaluation process used for last fall's I-66 Round Four call for projects as the process that will be used for calls for projects in the I-395/95 corridor until NVTC and PRTC approve changes to it, thereby making the evaluation approach consistent program-wide.
3. Authorize NVTC staff to open the call for projects.

Each action is discussed further below. PRTC and NVTC, which share approval responsibilities for the I-395/95 corridor program, will both be asked to take the same actions next month.

Proposed Commuter Choice Policy Changes

NVTC staff has identified a set of policy changes to improve NVTC's management of Commuter Choice – specifically to ensure that the program is encouraging and supporting strong efforts that benefit toll payers and providing proper stewardship of funds for a competitive program with rigorous performance reporting requirements. NVTC staff discussed the following changes with eligible applicants in July and members of the I-395/95 Joint Commission Working Group (JCWG), on which both NVTC and PRTC are represented, in August and September. Overall, Commissioners and applicant staff understood the need and rationale for the changes. NVTC staff refined the proposals in response to feedback received.

The proposed policy changes would apply to future calls for projects in both Commuter Choice corridors: I-66 Inside the Beltway, beginning with Round Five (FY 2023-2024) and I-395/95, beginning with Round Two (FY 2022-2023). PRTC will be asked to approve the changes in relation to the I-395/95 corridor program.

Proposed Framework for Larger Capital Projects

NVTC staff seek to encourage infrastructure project proposals under Commuter Choice and wish to clarify how NVTC will accommodate them under the program. While lower cost capital and operating projects will continue to be eligible and considered for the Commuter Choice program, this new framework will provide guidance for those applicants seeking larger cost capital projects, ensuring that they meet the program's two-year funding obligation and five-year funding expenditure deadlines for all funded projects. In doing so, NVTC staff seek to create as little new process as possible relative to other regional funding partners for infrastructure projects, namely the Virginia Department of Rail and Public Transportation (DRPT) and the Northern Virginia Transportation Authority.

The following additional parameters would apply only to projects for which at least approximately \$5 million is being requested for capital activities:

- The only activities that Commuter Choice would support are asset acquisition (including land) and construction.
- The largest amount of Commuter Choice funding that could be requested is \$20 million.
- The project must be ready to begin construction within two years of Commuter Choice funding allocation in order to be considered for funding. NVTC would request additional information on the project's planning status, scope, schedule, budget and other funding, and review these in parallel to the standard eligibility review and technical evaluation.
- Commuter Choice funds for the project may be programmed over two consecutive two-year programs. For instance, a hypothetical capital project seeking \$18 million in I-395/95 Round Two (FY 2022-2023) could receive \$10 million in Round Two and \$8 million in Round Three (FY 2024-2025).
- NVTC would conduct more frequent and in-depth progress meetings. These may be held in conjunction with other regional funding partners.

There would be no changes to the scoring for these projects, nor would changes to the Commuter Choice MOAs with the Commonwealth be needed.

Proposed Minimum Funding Award

NVTC staff propose to establish \$200,000 as the minimum funding award amount for any Commuter Choice project. Receiving Commuter Choice funds carries administrative responsibilities – including quarterly progress reporting, annual performance reporting and submitting detailed reimbursement requests. The minimum award would ensure that any efforts that the program funds are at least commensurate with the administrative responsibilities. Additionally, only two (2) of 45 projects funded to date have been below this amount.

Proposed Requirements for Transportation Demand Management Campaigns

NVTC staff propose to establish parameters around standalone transportation demand management (TDM) projects – specifically education, outreach and incentive campaigns to encourage commuters to shift away from drive-alone trips, especially for commuting. Specifically, any standalone TDM projects would need to be:

- Targeted exclusively to I-395/95 or I-66 Inside the Beltway toll payers.
- Have directly measurable ridership outcomes.

Eligible strategies would include, for example, targeted vanpool subsidies for new riders, targeted rail station parking fee reductions for new or returning riders and targeted transit fare reductions (e.g., linked to particular SmarTrip cards). Applicants may propose other strategies that meet these requirements and/or may group complementary strategies into a single TDM project proposal.

Overall, NVTC must ensure that these funds are strictly benefitting toll payers in line with requirements of Virginia legal precedent and that NVTC can readily measure the impacts of its funding support. Both aspects are a challenge with traditional TDM campaigns that are typically incremental and focused on broader groups of travelers (e.g., by employer or by geography).

For other types of projects, such as new and enhanced bus services, NVTC staff will continue to encourage applicants to consider project-specific TDM elements – such as introductory fare-free campaigns and marketing and promotional activities – when they are developing project proposals.

Proposed Requirement for Partner Support Documentation

NVTC staff propose to require executive-, Board- or Council-level support documentation as part of the application for any proposed project that would be operated by, constructed by or involve significant modifications to facilities owned by a third-party. Examples of such situations include:

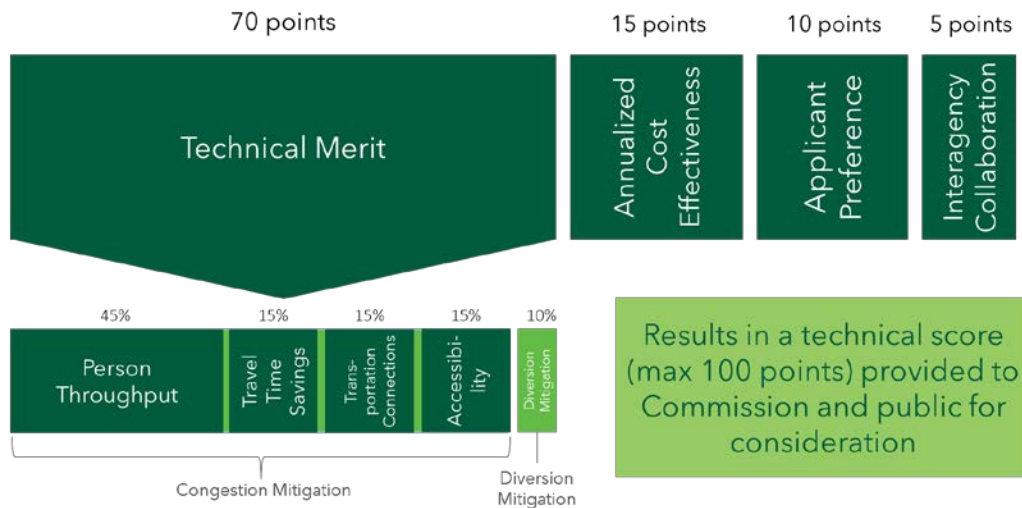
- A proposed bus service improvement for which a local jurisdiction is the applicant but WMATA, OmniRide or another jurisdiction's bus service would be the operator.
- A proposed modification to VDOT-owned roadway or other right-of-way.
- A proposed expansion of a rail station owned by WMATA or VRE.

To fulfill the requirement, an applicant for a proposed project with significant third-party engagement would need to obtain an executive-level signed letter or Board- or Council-approved resolution from the third party indicating awareness of and general support for the project, along with indication of willingness to work with the applicant to resolve any outstanding steps or issues. NVTC staff seek to establish this requirement to ensure that any projects funded involve significant third-party engagement, regardless of cost or complexity, can proceed smoothly toward implementation.

Round Two Technical Evaluation Process

Staff will ask the Commission to adopt the evaluation process used for the I-66 corridor program's Round Four call for projects last fall as the process that will be used for calls for projects in the I-395/95 corridor until such time as NVTC and PRTC desire to make changes to it. NVTC staff indicated the intent last fall to keep the process in place for both corridors without substantive changes for at least five years to provide predictability for applicants and a consistent basis for evaluating the outcomes of Commuter Choice funding. Figure 1 shows the process.

Figure 1: Proposed Technical Evaluation Process for the Commuter Choice on the I-395/95 Corridor Round Two (FY 2022-2023) Program

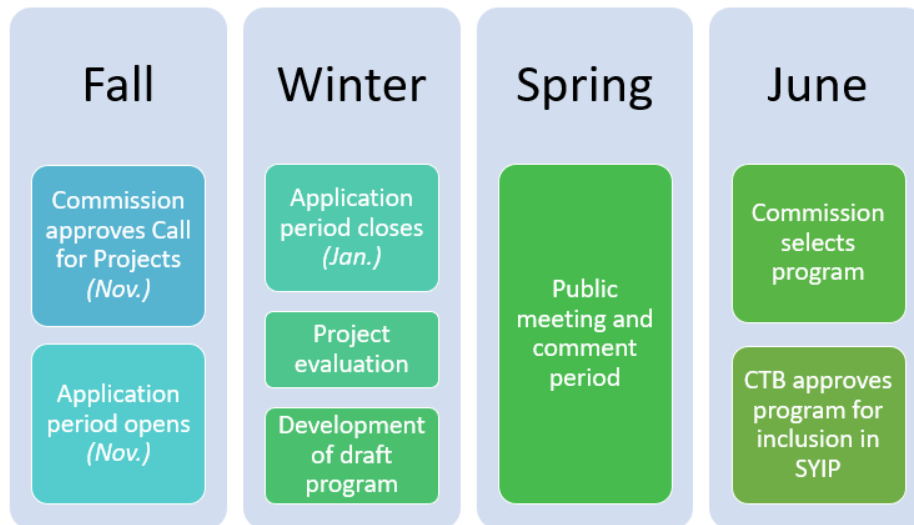


Opening the Call for Projects

At the November meeting the Commission will be asked to authorize a call for projects for the [Commuter Choice on the I-395/95 Corridor](#) Round Two (FY 2022-2023). Projects selected for funding will be included in the Commonwealth's FY 2022 to FY 2027 Six (6) Year Improvement Program (SYIP). The program follows the selection process prescribed in the MOA, whereby NVTC staff evaluate eligible projects and develop a proposed program of projects for the I-395/95 JCWG to consider. The I-395/95 JCWG recommends a program of projects to the two full Commissions (NVTC and PRTC), which then adopt a program and refer it to the CTB for final approval and adoption into the SYIP. NVTC staff will conduct a public comment period and share comments with the JCWG and both Commissions prior to any action to adopt a program of projects.

NVTC staff are working with Commonwealth partners to understand any potential implications of the COVID-19 public health emergency on the amount of revenue that will be available for the Round Two (FY 2022-2023) program. Unlike in the I-66 corridor, revenue for the I-395/95 corridor program comes from an annual transit investment payment to the Commonwealth by Transurban, the concessionaire for the 95 and 395 Express Lanes, which operate at all times of day. Transurban has [indicated publicly](#) that they expect to make their next annual payment as planned this November. Full funding for the two-year program, per the MOA for the I-395/95 corridor program, would provide about \$30 million for new projects.

The call for projects notice, which will include information about how to apply for funds, will be issued to eligible applicants following approval by the Commissions in November. Online applications will be accepted via the NVTC website from November 9, 2020 until January 29, 2021. The proposed schedule for the Round Four call for projects is shown below:



NVTC staff will begin applicant engagement around the Round Two call for projects with an introductory webinar for all eligible applicants about the program and call for projects at 3 p.m. on Tuesday, October 6. NVTC staff will thereafter request more information from potential applicants about their project ideas and will review these in terms of alignment with program eligibility and goals with each eligible applicant at one-on-one workshop sessions after the call for projects opens.

The one-on-one workshops will also provide an opportunity for NVTC and applicant staff to review the application form and other required materials in detail. NVTC staff is developing additional resources, including a video overview, to assist applicants through the application process.

Commuter Choice Program: FY 2020 Annual Report and I- 395/95 Update

Potomac and Rappahannock Transportation Commission – October 1, 2020

Ben Owen
*Commuter Choice
Senior Program
Manager*

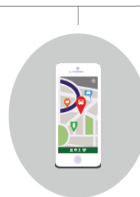
About Commuter Choice

A competitive grant program that invests toll revenues from I-66 Inside the Beltway and I-395/95 into transportation projects that...

Maximize Person Throughput & Implement Multimodal Improvements



Improve
mobility



Support new,
diverse travel
choices



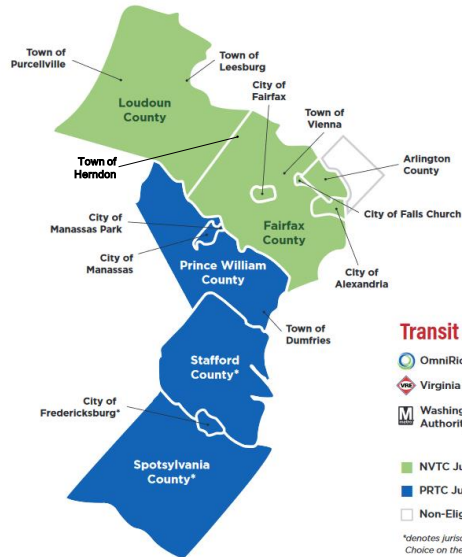
Enhance
transportation
safety and
travel reliability

Each corridor has a multi-decade payout schedule and typically about \$30 million in available funds per two-year program.

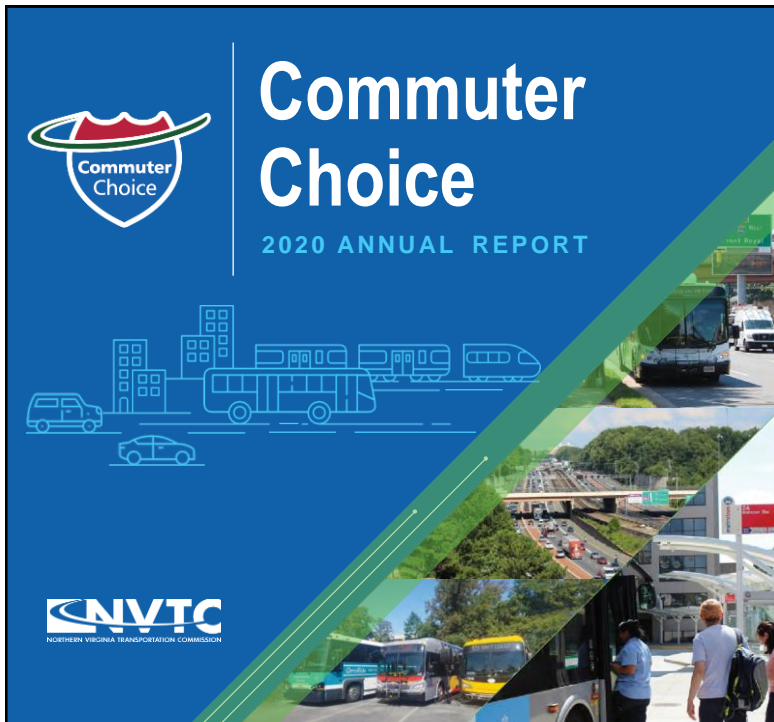


Eligible Applicants

On the I-395/95 corridor, all NVTC and PRTC jurisdictions as well as transit agencies that service the area are eligible.



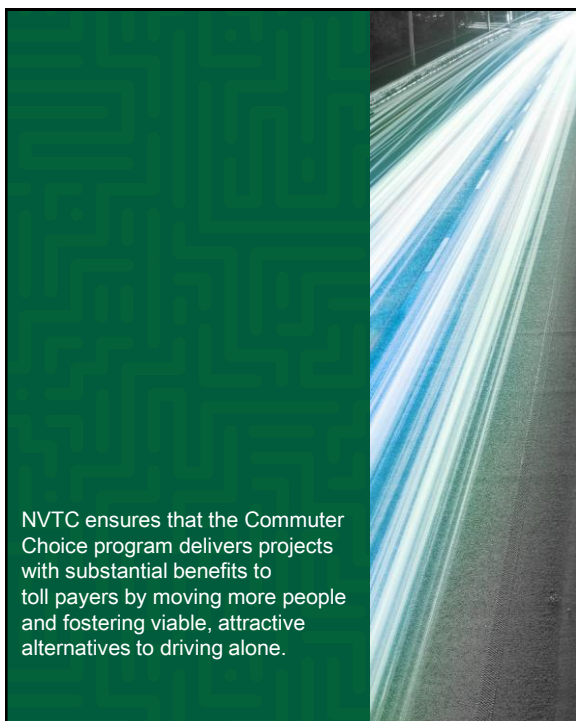
Commuter Choice Program Annual Report



FY 2020 Annual Report is first to include:

- a 5-year look back at the program
- lessons learned from administering the program
- analysis from both the I-66 Inside the Beltway and I-395/95 corridors

Northern Virginia Transportation Commission 5



NVTC ensures that the Commuter Choice program delivers projects with substantial benefits to toll payers by moving more people and fostering viable, attractive alternatives to driving alone.



Five-Year Look Back: Lessons Learned



Advocating for a more diverse set of projects that advance Commuter Choice goals



Ensuring project benefits are readily measurable, particularly Transportation Demand Management (TDM) efforts



Encouraging applicants to coordinate projects with other stakeholders in the region to ensure success

Northern Virginia Transportation Commission 6



24

**Operational & Completed
Transit & Access To
Transit Projects**

Commuter Choice's **24 operational and completed transit and access to transit projects** move about **2,200 more people** through the I-66 Inside the Beltway and I-395/95 corridors each morning.

The number of trips provided by these projects is **86% of the total target** that was the basis for the projects' selection.



Five-Year Look Back: At-a-Glance

1500

PEOPLE

In the **I-66 corridor**, 16 projects move almost **1,500 people each morning**, within a reasonable range (77%) of their target.

69% 
**meet or exceed
the target**

Eleven of the 16 projects in the **I-66 corridor** meet (within 30%) or exceed their ridership targets.

700

PEOPLE

In the **I-395/95 corridor**, eight projects move about **700 people each morning**, substantially outperforming their target (117%).

75% 
**meet or exceed
the target**

Six of the eight projects in the **I-395/95 corridor** meet (within 30%) or exceed their ridership targets.

Northern Virginia Transportation Commission 7




Since Commuter Choice funding began in 2017 on the I-66 corridor Inside the Beltway, more people have moved in fewer vehicles.



Each morning in 2019, **700 more people** and **750 fewer vehicles** moved through the corridor than in 2015.

Program Highlights

More people used transit, carpools and vanpools to travel along the I-66 corridor during the morning peak period in 2019 than in 2015.

	 TRANSIT	 CARPOOL/VANPOOL	 DRIVING ALONE
2015	41.1%	22.5%	36.4%
2019	41.5%	23.7%	34.7%

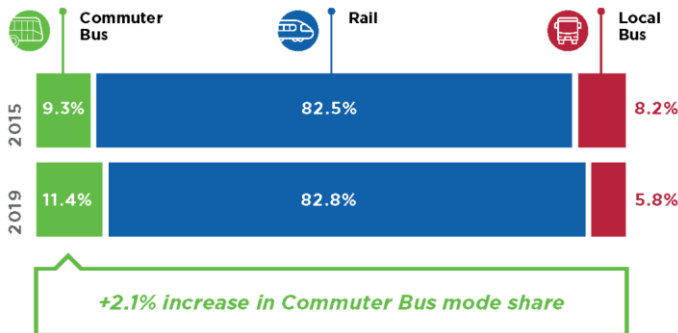
-1.7% decrease in the mode share of people who drive alone in 2019

Northern Virginia Transportation Commission 8

When using transit to commute, most people use Metro and VRE. More people, however, are adopting the long-haul Commuter Bus as their preferred travel mode.



Program Highlights (continued)



56 additional commuter buses move through the I-66 corridor each day with Commuter Choice funding

+26% Growth
in commuter bus ridership since 2015

Northern Virginia Transportation Commission 9

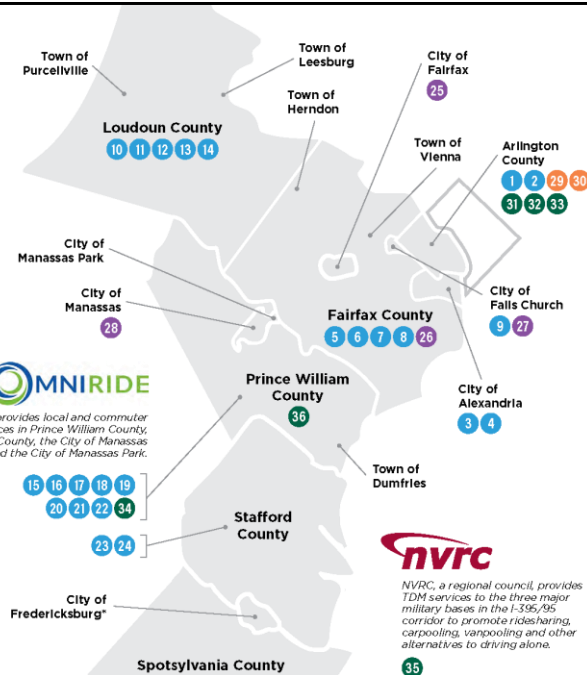
Current Projects

Project Type

- Bus Service
- Access to Transit
- Roadway Operations
- TDM



OmniRide provides local and commuter transit services in Prince William County, Stafford County, the City of Manassas and the City of Manassas Park.



Northern Virginia Transportation Commission 10

NEW OR ENHANCED BUS SERVICE PROJECTS

- 1 Arlington County - Bus Stop Consolidation and Accessibility Improvements, Lee Highway and Washington Boulevard **I-48**
Funding: \$462,000
- 2 Arlington County - Enhanced Bus Service on Metrobus 3Y: Lee Highway-Farragut Square **I-48**
Funding: \$1,040,000
- 3 City of Alexandria/DASH - Enhanced Bus Service on AT-1 Plus: West End to Van Dorn Metro **I-395**
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- 7 Fairfax County - Fairfax Connector Express Bus Service between Vienna/Fairfax-GMU and Pentagon/Metrorail Stations **I-48**
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- 8 Fairfax County - Fairfax Connector Government Center -Downtown DC, Route 699 **I-48**
Funding: \$5,276,336*

- 9 City of Falls Church - Metrobus Route 3T Extension and Service Expansion **I-48**
Funding: \$845,754
- 10 Loudoun County - Loudoun County Transit Metro Connection from New Purcellville Park and Ride **I-48**
Funding: \$1,065,960
- 11 Loudoun County - Loudoun County Transit Metro Connection Route 88X Extension to Dulles South **I-48**
Funding: \$1,706,040
- 12 Loudoun County - Stone Ridge Enhanced Transit **I-48**
Funding: \$2,472,970*
- 13 Loudoun County - New Bus Service from Purcellville to DC **I-48**
Funding: \$949,482
- 14 Loudoun County - New Bus Service from Stone Ridge to Pentagon **I-48**
Funding: \$1,257,226
- 15 OmniRide - Gainesville to Pentagon Commuter Service **I-48**
Funding: \$5,559,600*
- 16 OmniRide - OmniRide Linton Hall Metro Direct Bus Service Enhancement **I-48**
Funding: \$134,200
- 17 OmniRide - On-Demand Commuter Lot Shuttles in Prince William County **I-48**
Funding: \$1,087,796
- 18 OmniRide - Enhanced Bus Service from Gainesville to DC **I-48**
Funding: \$1,519,100

- 19 OmniRide - New Bus Service from Haymarket to Rosslyn **I-48**
Funding: \$776,700
- 20 OmniRide - Enhanced Bus Service from Dale City to Ballston **I-395**
Funding: \$251,600
- 21 OmniRide - Enhanced Bus Service on Prince William Metro Express **I-395**
Funding: \$562,400
- 22 OmniRide - Enhanced Bus Service on Route 1 Local **I-395**
Funding: \$1,133,500
- 23 OmniRide - New Bus Service from Staffordboro to Downtown D.C. **I-395**
Funding: \$3,569,200
- 24 OmniRide - New Bus Service from Staffordboro to the Pentagon **I-395**
Funding: \$3,495,300

ACCESS TO TRANSIT PROJECTS

- 25 City of Fairfax - CUE Access and Technology Improvements **I-48**
Funding: \$965,000
- 26 Fairfax County - I-66 Corridor Vienna/Merrifield Bike Share Expansion **I-48**
Funding: \$497,100
- 27 City of Falls Church - Expanded Transit Access, Bike Share **I-48**
Funding: \$500,000
- 28 City of Manassas - Bicycle Parking Improvements at Manassas VRE Station **I-48**
Funding: \$55,000

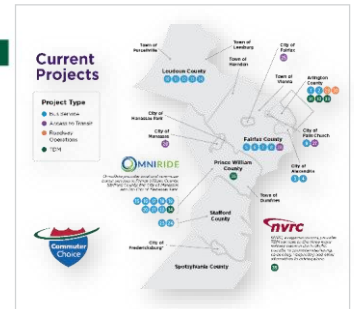
ROADWAY OPERATIONS PROJECTS

- 29 Arlington County - I-66 Corridor Intelligent Transportation System Enhancements **I-23**
Funding: \$400,000
- 30 Arlington County - Traffic Management Center **I-48**
Funding: \$400,000

TDM PROJECTS

- 31 Arlington County - Commuter Store at the Pentagon Transit Center **I-395**
Funding: \$211,962
- 32 Arlington County - Expanded TDM Outreach to the I-66 Corridor **I-48**
Funding: \$2,050,000*
- 33 Arlington County - Multimodal Real-Time Transportation Information Screens **I-48**
Funding: \$250,000
- 34 OmniRide - Flexible Vanpool Program **I-48**
Funding: \$317,600
- 35 NVRC - New TDM Outreach Campaign for Military Facilities **I-395**
Funding: \$396,184
- 36 Prince William County - New TDM Outreach to the I-66 Corridor **I-48**
Funding: \$200,000

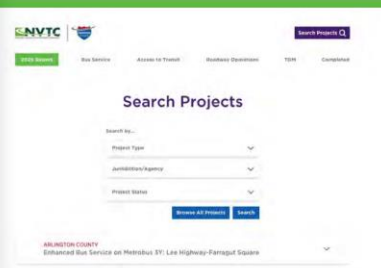
*denotes the total funded amount for projects funded in multiple rounds



36 approved projects



To read the full 2020 annual report
with detailed project information, visit
CommuterChoiceAR.org



COMING SOON

Commuter Choice on the I-395/95 Corridor Round Two Update

Northern Virginia Transportation Commission 13

Proposed Program-Wide Policy Changes Would take effect with the I-395/95 Round Two call for projects



Framework for Larger Capital Projects

- Commuter Choice will only fund asset acquisition and construction
- Must document ability to begin construction in two years, expend funds in five
- Funding awards may extend across two consecutive two-year programs



Minimum Funding Award Amount

- \$200,000 for all projects



Transportation Demand Management Project Requirements

- Must exclusively benefit toll payers and have directly measurable outcomes



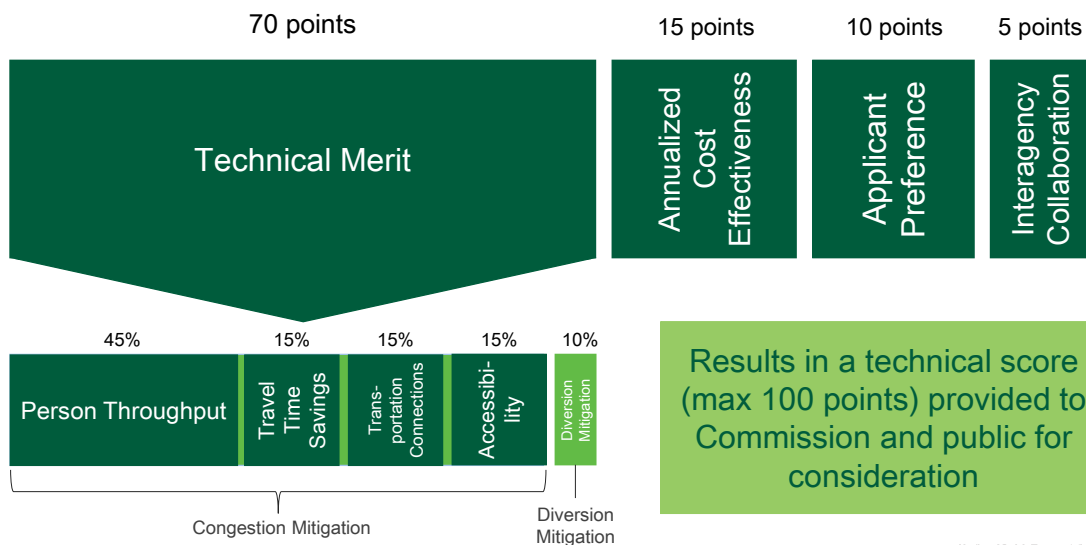
Partner Support Documentation Requirement

- Executive, Board or Council support documentation required with applications for projects that significantly involve a third party (VDOT, WMATA, etc.)

Northern Virginia Transportation Commission 14

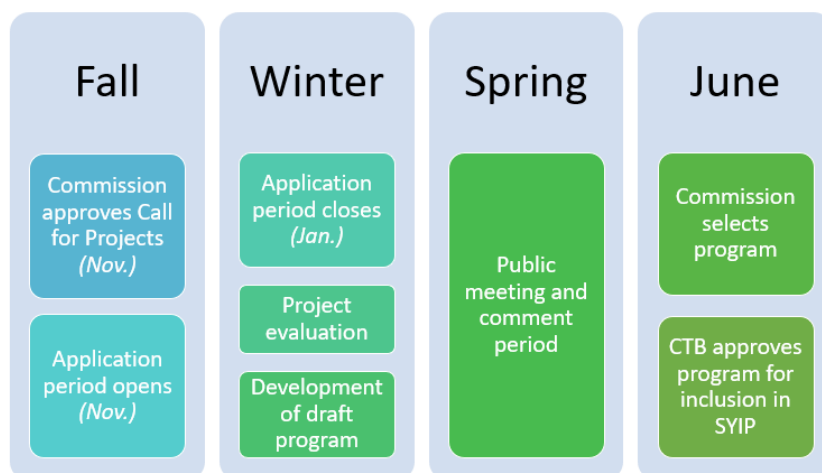
Proposed Technical Evaluation Process

From the Fall 2019 Commuter Choice on the I-66 Corridor Call for Projects



Northern Virginia Transportation Commission 16

I-395/95 Round Two (FY 2022-2023) Call for Projects Schedule



Staff are working with our Commonwealth partners to understand how COVID-19 may affect available revenue.

Northern Virginia Transportation Commission 16

Thank You.

Ben Owen

*Commuter Choice Senior Program Manager,
Northern Virginia Transportation Commission*

benowen@novatransit.org

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Commuter Choice

2020 ANNUAL REPORT



NVTC
NORTHERN VIRGINIA TRANSPORTATION COMMISSION



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EXECUTIVE DIRECTOR

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THE WAY

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AT WORK

OVERVIEW

Annual Report Fiscal Year 2020



Commuter Choice, a trailblazing, innovative and competitive grant program, invests toll revenues in public transit and other multimodal projects along two expressway corridors in Northern Virginia.

A partnership between the Northern Virginia Transportation Commission (NVTC) and the Commonwealth of Virginia, Commuter Choice improves the reliability and efficiency of commuting along some of the most congested interstate corridors in the nation. By offering more options, toll road users and transit riders can choose the mode that gets them to the places that they want to go. Projects are selected through a competitive process that considers each project's ability to: move more people, support diverse travel choices and enhance transportation safety and travel reliability.

By moving people more efficiently, congestion is lessened, and toll road users experience more consistent travel speeds. Access to transit, roadway operations, transportation demand management (TDM) and other multimodal projects encourage different travel modes and add resources for commuters who seek alternatives to driving alone.





Letter from the Executive Director

To say that the Commuter Choice program grew exponentially in fiscal year 2020 would be quite an understatement. While continuing to administer projects on I-66, the Northern Virginia Transportation Commission (NVTC) launched the inaugural round of funding on the I-395/95 corridor. Though the reach of the overall program has expanded, the program goals remain the same. The Commuter Choice program maximizes the number of people traveling through each corridor and adds multimodal improvements that promote mobility, support new, diverse travel choices and enhance transportation safety and travel reliability.

In FY 2020, an additional 22 projects were funded that, when fully implemented, will move another 3,800 people through both the program's expressway corridors each day. The Commuter Choice program provided over \$37 million in grant funding to support new and enhanced bus services, transit incentives and alternative travel options to eligible municipalities, transit agencies and regional organizations. NVTC, through the Commuter Choice program, continues to innovate and facilitate the best use of toll revenues in a manner that connects Northern Virginia residents to the places that they want to live, play and work.

When the first round of projects began moving people in 2017, we knew that this innovative idea to utilize toll revenues for increased transit and multimodal projects would influence travel. In our foremost five-year look back, we took a deep dive into the data and measured the impact for the first time. Through the analysis of the NVTC team of experts, we now know that more people are moving in fewer vehicles. Throughout this report and the more detailed review online, we'll highlight the payoffs of the toll revenue investments that have increased travel options and enhanced connectivity for commuters and ultimately moved more people.

Of course, the COVID-19 public health emergency disrupted transportation just as it interrupted daily life in many other ways. By monitoring trends and working closely with our jurisdictional partners across the region, we're ensuring that Commuter Choice funded projects remain adaptable and ready to respond to riders as needed. When Northern Virginia fully returns to work, the Commuter Choice program will continue to move people and improve the reliability and travel efficiency on both the I-66 and the I-395/95 corridors.



Kate Mattice
Executive Director



"In our foremost five-year look back, we took a deep dive into the data and measured the impact for the first time."



*Commonwealth Transportation Board approved the **\$19.6 million slate of 12 projects** recommended by NVTC*

Commuter Choice on the I-66 corridor in FY 2020

In June 2019, the Commonwealth Transportation Board (CTB) approved the \$19.6 million slate of 12 projects recommended by NVTC for Round Three (FY 2020). An overwhelming majority of the approved projects added or continued bus service to the region while the remaining projects supported transit incentives and alternate travel options. Of the 12 projects, seven have launched as of the printing of this report.

In November 2019, the Commuter Choice team launched the Round Four (FY 2021-2022) Call for Projects with an application deadline in January 2020. Midway through the evaluation process for Round Four, the world began to face a global pandemic. Due to restrictions that limited public outreach and a sharp and sudden decrease in I-66 Inside the Beltway toll revenue collections, the process was paused until Fall 2020. NVTC anticipates presenting a recommended program to the CTB by the end of 2020, after resuming the public outreach period and gaining clarity around the availability of revenues.



87% of the \$18.9 million in approved grant funding supported new or enhanced bus service

Commuter Choice on the I-395/95 corridor in FY 2020

The Commuter Choice on the I-395/95 corridor program received approval by the CTB for its first round of projects in October 2019, ahead of the 395 Express Lanes opening. As toll day readiness was one of the evaluation areas for potential projects, nine of the ten total projects were operational by toll day one in mid-November 2019. Around 87% of the \$18.9 million in approved grant funding supported new or enhanced bus service, including the purchase of new buses and other capital updates. The remaining funds supported additional multimodal improvements.

The Commuter Choice program on the I-395/95 corridor is the result of a 68-year Memorandum of Agreement (MOA) between the Northern Virginia Transportation Commission, the Potomac and Rappahannock Transportation Commission (PRTC) and the Commonwealth of Virginia authorizing NVTC to use required annual payments from Transurban, the 395 Express Lanes concessionaire, to fund multimodal transportation projects. NVTC plans to open the Round Two (FY 2022-2023) Call for Projects in November 2020.

A Global Crisis Hits Home

Since toll revenues support transportation infrastructure across Virginia, the immediate decline of toll road users on the region's major thoroughfares had an unprecedented impact on the transportation network.

Before the COVID-19 public health emergency and the resulting orders to shelter in place, Commuter Choice on the I-66 corridor anticipated a \$25 million grant cycle for Round Four (FY 2021-2022). However, with a nearly 50% decrease in tolled trips on the 66 Express Lanes Inside the Beltway, NVTC worked closely with partners at the Virginia Department of Transportation (VDOT) to evaluate the pandemic's effect on the program.

Due to anticipated shortfalls, NVTC postponed the recommendations for final awards until the available amount of funding could be confirmed. Fortunately, the program has sufficient revenue from prior years to continue funding existing projects. NVTC expects to present a recommended Round Four program to the CTB in the fall based on conservative revenue assumptions. NVTC also plans to apply unused funding balances from projects completed under budget to the Round Four program.

Through the final months of FY 2020 and the safer at home orders, NVTC worked with jurisdictional partners, transit agencies and other regional partners to ensure that existing toll revenues managed by the organization were used efficiently, effectively and within the guidelines of the program. As stakeholders faced service suspensions, outreach disruptions, temporary reductions and delays, and began to plan their returns to service, our team remained available to provide guidance and oversight. We will continue to work with grant recipients to ensure resilience and adaptability around programming and project performance as issues arise.

Notably, the COVID-19 public health emergency reached full force in Northern Virginia after much of the performance data presented in this report was collected. However, the lengthy duration of the phased safer at home restrictions will likely affect travel volumes and behavior in the region for the foreseeable future, particularly for the public and shared transportation options that Commuter Choice supports. Future reports may present a markedly different picture of travel patterns on the two corridors.

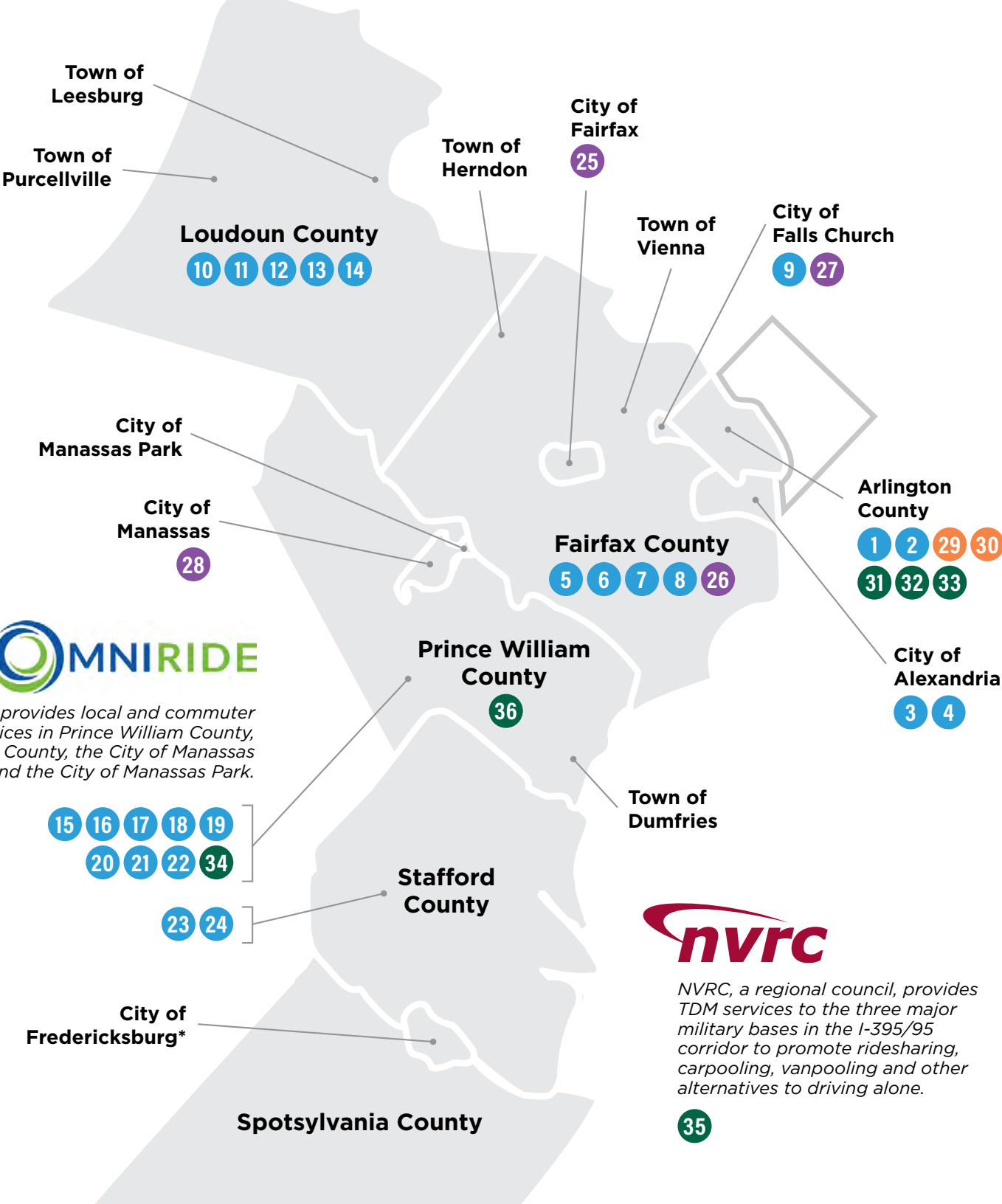
“the lengthy duration of the phased safer at home restrictions will likely affect travel volumes and behavior in the region for the foreseeable future, particularly for the public and shared transportation options”



Current Projects

Project Type

- Bus Service
- Access to Transit
- Roadway Operations
- TDM



OmniRide provides local and commuter transit services in Prince William County, Stafford County, the City of Manassas and the City of Manassas Park.



NVRC, a regional council, provides TDM services to the three major military bases in the I-395/95 corridor to promote ridesharing, carpooling, vanpooling and other alternatives to driving alone.

NEW OR ENHANCED BUS SERVICE PROJECTS

- 1 **Arlington County - Bus Stop Consolidation and Accessibility Improvements, Lee Highway and Washington Boulevard** I-66
Funding: \$462,000
- 2 **Arlington County - Enhanced Bus Service on Metrobus 3Y: Lee Highway-Farragut Square** I-66
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Funding: \$845,754
- 10 **Loudoun County - Loudoun County Transit Metro Connection from New Purcellville Park and Ride** I-66
Funding: \$1,065,960
- 11 **Loudoun County - Loudoun County Transit Metro Connection Route 88X Extension to Dulles South** I-66
Funding: \$1,706,040
- 12 **Loudoun County - Stone Ridge Enhanced Transit** I-66
Funding: \$2,472,970*
- 13 **Loudoun County - New Bus Service from Purcellville to DC** I-66
Funding: \$949,482
- 14 **Loudoun County - New Bus Service from Stone Ridge to Pentagon** I-66
Funding: \$1,257,226
- 15 **OmniRide - Gainesville to Pentagon Commuter Service** I-66
Funding: \$5,559,600*
- 16 **OmniRide - OmniRide Linton Hall Metro Direct Bus Service Enhancement** I-66
Funding: \$134,200
- 17 **OmniRide - On-Demand Commuter Lot Shuttles in Prince William County** I-66
Funding: \$1,087,796
- 18 **OmniRide - Enhanced Bus Service from Gainesville to DC** I-66
Funding: \$1,519,100

- 19 **OmniRide - New Bus Service from Haymarket to Rosslyn** I-66
Funding: \$776,700
- 20 **OmniRide - Enhanced Bus Service from Dale City to Ballston** I-395
Funding: \$251,600
- 21 **OmniRide - Enhanced Bus Service on Prince William Metro Express** I-395
Funding: \$562,400
- 22 **OmniRide - Enhanced Bus Service on Route 1 Local** I-395
Funding: \$1,133,500
- 23 **OmniRide - New Bus Service from Staffordboro to Downtown D.C.** I-395
Funding: \$3,569,200
- 24 **OmniRide - New Bus Service from Staffordboro to the Pentagon** I-395
Funding: \$3,495,300

ACCESS TO TRANSIT PROJECTS

- 25 **City of Fairfax - CUE Access and Technology Improvements** I-66
Funding: \$965,000
- 26 **Fairfax County - I-66 Corridor Vienna/Merrifield Bike Share Expansion** I-66
Funding: \$497,100
- 27 **City of Falls Church - Expanded Transit Access, Bike Share** I-66
Funding: \$500,000
- 28 **City of Manassas - Bicycle Parking Improvements at Manassas VRE Station** I-66
Funding: \$55,000

ROADWAY OPERATIONS PROJECTS

- 29 **Arlington County - I-66 Corridor Intelligent Transportation System Enhancements** I-66
Funding: \$400,000
- 30 **Arlington County - Traffic Management Center** I-66
Funding: \$400,000

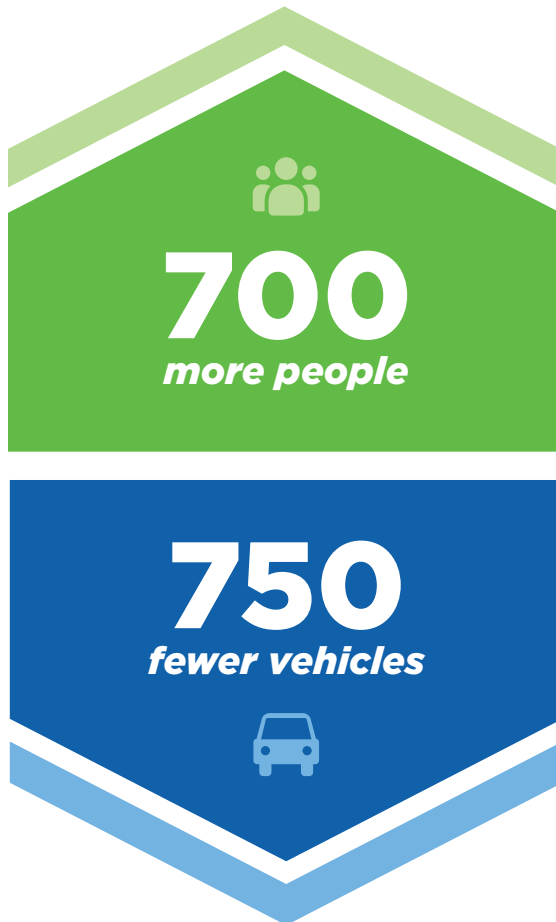
TDM PROJECTS

- 31 **Arlington County - Commuter Store at the Pentagon Transit Center** I-395
Funding: \$211,962
- 32 **Arlington County - Expanded TDM Outreach to the I-66 Corridor** I-66
Funding: \$2,050,000*
- 33 **Arlington County - Multimodal Real-Time Transportation Information Screens** I-66
Funding: \$250,000
- 34 **OmniRide - Flexible Vanpool Program** I-66
Funding: \$317,600
- 35 **NVRC - New TDM Outreach Campaign for Military Facilities** I-395
Funding: \$396,184
- 36 **Prince William County - New TDM Outreach to the I-66 Corridor** I-66
Funding: \$200,000

**denotes the total funded amount for projects funded in multiple rounds*




PROGRAM HIGHLIGHTS

Since Commuter Choice funding began in 2017 on the I-66 corridor Inside the Beltway, more people have moved in fewer vehicles.

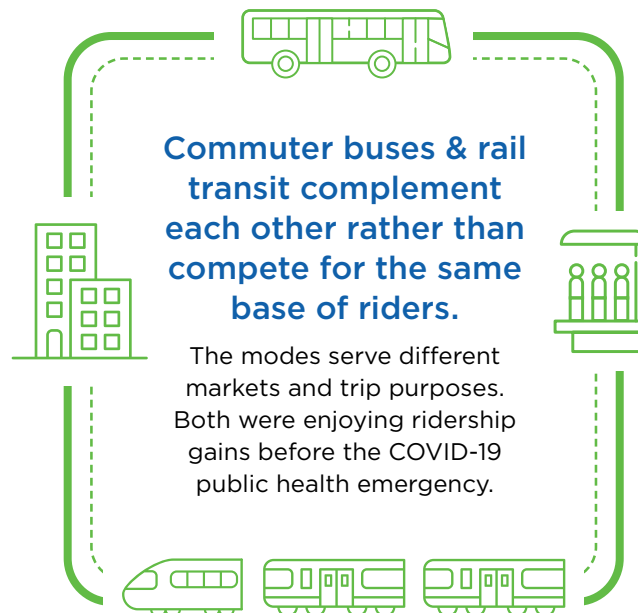


Each morning in 2019, **700 more people** and **750 fewer vehicles** moved through the corridor than in 2015.

More people used transit, carpools and vanpools to travel along the I-66 corridor during the morning peak period in 2019 than in 2015.

	 TRANSIT	 CARPOOL/VANPOOL	 DRIVING ALONE
2015	41.1%	22.5%	36.4%
2019	41.5%	23.7%	34.7%

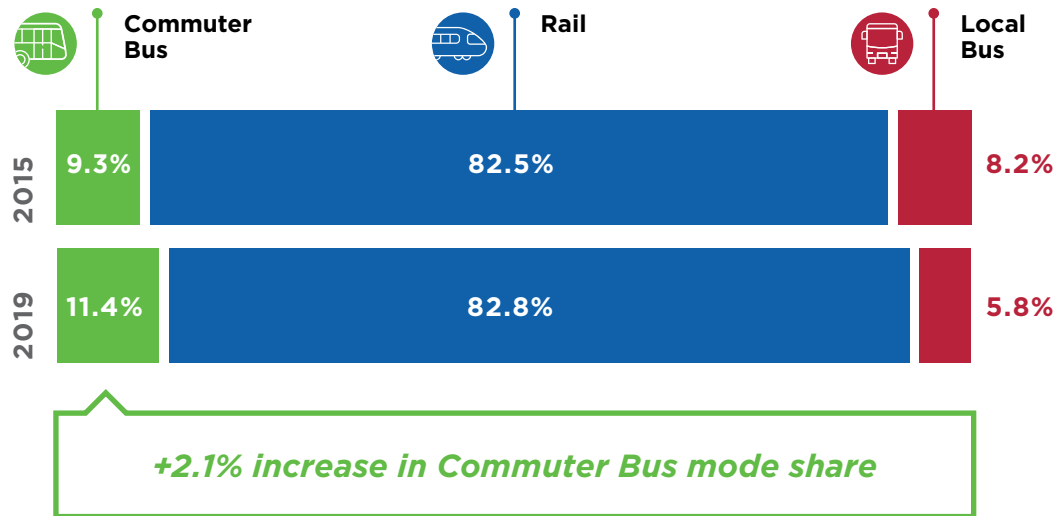
-1.7% decrease in the mode share of people who drive alone in 2019




\$60,477,331
awarded to transit & multimodal projects in Northern Virginia

PROGRAM HIGHLIGHTS

When using transit to commute, most people use Metro and VRE. More people, however, are adopting the long-haul Commuter Bus as their preferred travel mode.



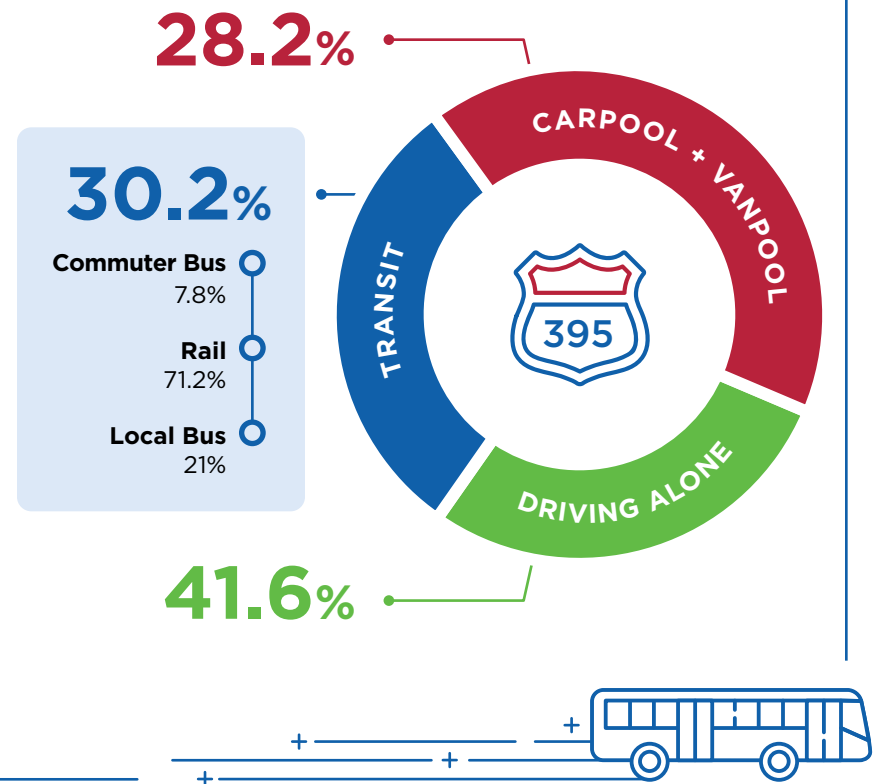
36 approved projects



56 additional commuter buses move through the I-66 corridor each day with Commuter Choice funding

Establishing a Baseline on the I-395 Corridor

The 2019 data estimates that **93,000 people and 44,000 vehicles** move inbound through the I-395/95 corridor each weekday during the morning peak period. This data establishes a baseline for future corridor performance reports. The next data collection will occur in 2021.



+26% Growth
in commuter bus ridership since 2015

Lessons Learned

NVTC ensures that the Commuter Choice program delivers projects with substantial benefits to toll payers by moving more people and fostering viable, attractive alternatives to driving alone.



We're advocating for a more diverse set of projects that advance Commuter Choice goals.

So far, we've mostly supported new and enhanced bus services that have helped move many more commuters efficiently through the I-66 Inside the Beltway and I-395/95 corridors. However, the near-term demand for additional transit services is likely to be modest due to travel pattern changes brought about by the COVID-19 public health emergency. Though transit services will continue to be an indispensable part of the program, we are now encouraging a broader array of proposals, including large infrastructure projects that could shape commuting for decades. We'll also be working more closely with applicants to help them identify and develop project proposals that fit within the goals of Commuter Choice.



We're ensuring that project benefits are readily measurable.

The Commuter Choice program framework emphasizes projects that deliver measurable and relatively quick benefits to toll payers in both corridors. We're approaching transportation demand management efforts in a new way and focusing on discrete activities that deliver rapid, easily measurable benefits.

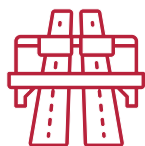


We're encouraging applicants to coordinate project ideas with other agencies in the region.

Transportation improvements do not align neatly within jurisdictional boundaries, and it is vital to evaluate project impacts through a regional lens. Our scoring process now encourages applicants to coordinate their project proposals with neighboring jurisdictions. Many projects that we support involve multifaceted government agencies like the Virginia Department of Transportation (VDOT) or the Washington Metropolitan Area Transit Authority (WMATA) in their execution. We now require clear upfront documentation of third party support to ensure successful implementation within the five-year expenditure deadline for Commuter Choice funds.

Performance Look Back

Commuter Choice offers a broad range of project categories that can be customized to fit the region's needs. NVTC provides this conservative approach to the performance analysis look back using data collected from local government and transit agency partners. As Commuter Choice is a relatively new program, it will continue to remain innovative and adaptive by ensuring that approved projects are measurable and provide tangible benefits to the region's toll road users.



24

**Operational & Completed
Transit & Access To
Transit Projects**

Commuter Choice's **24 operational and completed transit and access to transit projects move about 2,200 more people** through the I-66 Inside the Beltway and I-395/95 corridors each morning.

The number of trips provided by these projects is **86% of the total target** that was the basis for the projects' selection.

1500

PEOPLE

In the **I-66 corridor**, 16 projects move almost **1,500 people each morning**, within a reasonable range (77%) of their target.

69%
**meet or exceed
the target**



Eleven of the 16 projects in the **I-66 corridor** meet (within 30%) or exceed their ridership targets.

700

PEOPLE

In the **I-395/95 corridor**, eight projects move about **700 people each morning**, substantially outperforming their target (117%).

75%
**meet or exceed
the target**



Six of the eight projects in the **I-395/95 corridor** meet (within 30%) or exceed their ridership targets.

Leading the Way

SUCCESS STORIES ON THE I-66 CORRIDOR

ARLINGTON COUNTY

Bus Stop Consolidation and Accessibility Improvements, Lee Highway and Washington Boulevard

During Round One (FY 2017-2018) of Commuter Choice on the I-66 corridor, Arlington County received funding to improve and combine 30 bus stops along Lee Highway and Washington Boulevard, parallel roads to I-66 Inside the Beltway. Served by both Metrobus and Arlington Transit (ART) routes, the two major thoroughfares connect riders with Metrorail stations and job centers.

All improved stops received Americans with Disabilities Act-compliant sidewalks and boarding areas for enhanced access for people with disabilities. Some stops also received upgraded passenger amenities such as shelters, benches and lean bars to create a more pleasant walking and waiting environment. The added amenities will quicken bus service, attract new riders and elevate the experience of existing riders for years to come.

Due to efficient project management, three extra stops were added, bringing the project total to 33. Arlington County had completed 32 of the 33 as of June 2020. Early in the same year and before the COVID-19 public health emergency, ridership was trending upward at several of the improved bus stops.



FAIRFAX COUNTY

Fairfax Connector Government Center—Downtown DC, Route 699

With free parking at the Fairfax County Government Center and a hassle-free, nonstop express bus ride into downtown Washington, D.C., the Fairfax Connector's Route 699 is one of the Commuter Choice program's most successful transit services. Service began in December 2017 with 10-morning inbound trips and 10-afternoon outbound trips under Round One (FY 2017-2018) funding from Commuter Choice on the I-66 Corridor. Continued support under Round Three (FY 2020) provides the resources to expand service to 13 trips in each direction. Using the program's support, Fairfax County has also purchased five new buses to support the expanded service. Some of the buses feature memorable branding to spread the message of the route's ease and convenience.

Even in the early days of service in 2018, the 699 route demonstrated strong patronage with around 200 daily riders. Ridership grew steadily to an average of nearly 600 daily passenger trips in February 2020, with morning ridership more than double Fairfax County's original target.

Leading the Way

SUCCESS STORIES ON THE I-395/95 CORRIDOR

OMNIRIDE

New Bus Service from Staffordboro to the Pentagon

For the first time in OmniRide's 33-year history, the transit agency launched a bus service with an origin outside of Prince William County and in Stafford County. With approved funding under Round One (FY 2020-2021) of Commuter Choice on the I-395/95 Corridor, OmniRide implemented the new commuter bus service from the Staffordboro Park and Ride lot, near the intersection of Route 610 and I-95, to the Pentagon. Most of the nonstop trip journeys through the free-flowing 95 and 395 Express Lanes creating a quick, reliable ride for commuters. Besides supporting the operational costs for the four-morning inbound trips and four-afternoon outbound trips, Commuter Choice backed the capital costs for four new motorcoaches to support the service.

OmniRide began its new Staffordboro service in November 2019, just before the 395 Express Lanes opened, and offered free rides for the first two months. The very first trip on the first day of service attracted about 30 passengers that had previously made their commute via casual carpool. By early March 2020, ridership on the route had reached an average of 200 daily passenger trips. Morning ridership on the bus service was almost two times OmniRide's proposed ridership target listed in the grant application.



CITY OF ALEXANDRIA/DASH

Enhanced Bus Service on AT-1 Plus: West End to Van Dorn Metro

DASH and the City of Alexandria received Round One (FY 2020-2021) funding from Commuter Choice on the I-395/95 corridor to improve service on the AT-1. This local bus route parallels I-395 in Alexandria. The City of Alexandria plans to develop the route into a bus rapid transit line over the next several years, with dedicated bus lanes, priority for buses at traffic signals and other passenger amenities. Commuter Choice funding supports the interim improvements, branded as the 'AT-1 Plus,' to help build ridership when more significant capital improvements become operative in the corridor.

DASH expanded service every day of the week, which is permitted for Commuter Choice projects in the I-395/95 corridor since tolls are always active on the 395 Express Lanes and installed real-time bus arrival information displays at several stops. Additionally, DASH incorporated specially branded buses, a common feature of bus rapid transit lines, on the expanded AT-1 Plus service to increase recognition and champion the diversity of Alexandria's West End.

DASH implemented the AT-1 Plus service enhancements in October 2019, and ridership responded well over the first few months. Overall weekly ridership on the route increased by nearly 40% between early March 2019 and early March 2020. Sunday ridership more than doubled as buses increased frequency from every 60 minutes to every 30 minutes. DASH has maintained limited service during the safer at home orders, with temporarily suspended fares, to support essential trips.

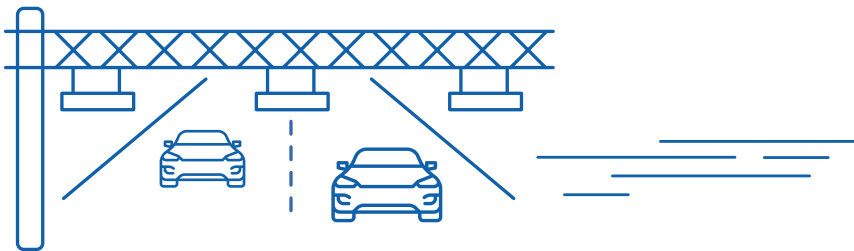
Toll Revenues at Work

The new, popular travel options created by Commuter Choice have reduced traffic congestion and fuel consumption while improving Northern Virginia's air quality. Since peak-period tolling on the I-66 Inside the Beltway corridor began in 2017, more people traveled through the corridor using public transportation, including new and expanded bus services funded by Commuter Choice. More people also moved using carpools and vanpools, which Commuter Choice funding has helped promote since the program's inception.

As the program continues to grow, NVTC will analyze future traffic and transit ridership counts and capture the impact of added multimodal investments in the I-66 corridor and the expansion of Commuter Choice on the I-395/95 corridor.

Across the I-66 Inside the Beltway corridor: More travelers, fewer vehicles, more use of alternatives to driving alone.

Between 2015 and 2019, people traveling east into Arlington each morning along I-66 Inside the Beltway, parallel roads and transit lines grew by about 700. Simultaneously, the number of vehicles used for those trips decreased by about 750. Due to expanded travel options, more commuters used public transportation, carpools and vanpools for their journeys into and through the corridor in 2019 than in 2015. Overall, the total share of corridor trips by these means grew to 65% from 63% between 2015 and 2019.



Commuter Choice funding fueled a sharp growth in commuter bus options and ridership.

Commuter Choice funded an additional 56 daily Fairfax Connector, Loudoun County Transit and OmniRide commuter bus trips on the I-66 Inside the Beltway corridor in 2019 relative to what was in place in 2015. Total morning ridership on the corridor's commuter and express bus routes grew by nearly 26% over the same period due to this expanded service. Ridership on Metrorail on the I-66 corridor grew as well, indicating that the expanded bus services complement rather than compete with rail.

Commuter Choice funding for outreach and incentive campaigns supported growth in travel by carpools and vanpools.

Over 900 more people moved through the I-66 Inside the Beltway corridor each morning in carpools or vanpools in 2019 than in 2015. Several projects funded by Commuter Choice supported outreach and incentive campaigns and helped to spread the message of carpooling, vanpooling, and using alternatives to driving alone.

More travel options led to less driving on major parallel commuter routes.

The total number of morning inbound vehicle trips along major parallel commuter routes to I-66, such as Lee Highway, Wilson Boulevard and Arlington Boulevard, dropped by about 6% between 2015 and 2019. Most of these were drive-alone trips that shifted to other means of travel rather than on I-66, which only recorded about 300 more vehicles. The Commuter Choice program funds attractive alternatives to driving alone that helps to reduce traffic diversions onto parallel routes and local roads, most notably when toll rates are high.

To read the full 2020 annual report
with detailed project information, visit

CommuterChoiceAR.org



The screenshot shows the homepage of the Commuter Choice 2020 Annual Report. At the top, there are logos for NVTC and the Northern Virginia Transportation Commission, along with a 'Search Projects' button. Below the logos is a navigation bar with links: '2020 Report', 'Bus Service', 'Access to Transit', 'Roadway Operations', 'TDM', and 'Completed'. The main header features the 'Commuter Choice 2020 ANNUAL REPORT' title and a large image of a highway interchange. Below the header, a paragraph describes the program: 'Commuter Choice, a trailblazing, innovative and competitive grant program, invests toll revenues in public transit and other multimodal projects along two expressway corridors in Northern Virginia.' A section titled 'Letter from Executive Director, Kate Mattice' includes a photo of Kate Mattice and text about the program's growth in fiscal year 2020. At the bottom, there are two blue boxes: 'Commuter Choice on the I-66 corridor in FY 2020' and 'Commuter Choice on the I-395/95 corridor in FY 2020'. Below these boxes, there are two lines of text: 'CTB approved the \$19.6 million slate of 12 projects recommended by NVTC...' and '87% of the \$18.9 million in approved grant funding supported new or enhanced bus service...'. Both lines have a 'Read More' link.

2020 Report | Bus Service | Access to Transit | Roadway Operations | TDM | Completed

Commuter Choice 2020 ANNUAL REPORT

Commuter Choice, a trailblazing, innovative and competitive grant program, invests toll revenues in public transit and other multimodal projects along two expressway corridors in Northern Virginia.

Letter from Executive Director, Kate Mattice

To say that the Commuter Choice program grew exponentially in fiscal year 2020 would be quite an understatement. While continuing to administer projects on I-66, the Northern Virginia Transportation Commission (NVTC) launched the inaugural round of funding on the I-395/95 corridor.

Though the reach of the overall program has expanded, the program goals remain the same. The Commuter Choice program maximizes the number of people traveling through each corridor and adds multimodal improvements that promote mobility, support new, diverse travel choices and enhance transportation safety and travel reliability.

[Read Full Letter](#)

Commuter Choice on the I-66 corridor in FY 2020

Commuter Choice on the I-395/95 corridor in FY 2020

CTB approved the \$19.6 million slate of 12 projects recommended by NVTC... [Read More](#)

87% of the \$18.9 million in approved grant funding supported new or enhanced bus service... [Read More](#)

The screenshot shows the 'Search Projects' page. At the top, there are logos for NVTC and the Northern Virginia Transportation Commission, along with a 'Search Projects' button. Below the logos is a navigation bar with links: '2020 Report', 'Bus Service', 'Access to Transit', 'Roadway Operations', 'TDM', and 'Completed'. The main heading is 'Search Projects'. Below the heading, there are three dropdown menus: 'Search by...', 'Project Type', 'Jurisdiction/Agency', and 'Project Status'. Below the dropdowns are two buttons: 'Browse All Projects' and 'Search'. Below the buttons, there is a list of projects with expandable sections. The projects listed are: 'ARLINGTON COUNTY Enhanced Bus Service on Metrobus 3Y: Lee Highway-Farragut Square', 'CITY OF ALEXANDRIA/DASH Enhanced Bus Service on AT-1 Plus: West End to Van Dorn Metro', 'CITY OF ALEXANDRIA/DASH Enhanced Bus Service on AT-9: Mark Center to Potomac Yard', 'FAIRFAX COUNTY New Bus Service from Stringfellow to L'Enfant Plaza', and 'FAIRFAX COUNTY New Bus Service to the Pentagon with Gambrell and Backlick North Park and Ride Improvements'. Each project has a dropdown arrow to its right.

2020 Report | Bus Service | Access to Transit | Roadway Operations | TDM | Completed

Search Projects

Search by...

Project Type

Jurisdiction/Agency

Project Status

[Browse All Projects](#) [Search](#)

ARLINGTON COUNTY
Enhanced Bus Service on Metrobus 3Y: Lee Highway-Farragut Square

CITY OF ALEXANDRIA/DASH
Enhanced Bus Service on AT-1 Plus: West End to Van Dorn Metro

CITY OF ALEXANDRIA/DASH
Enhanced Bus Service on AT-9: Mark Center to Potomac Yard

FAIRFAX COUNTY
New Bus Service from Stringfellow to L'Enfant Plaza

FAIRFAX COUNTY
New Bus Service to the Pentagon with Gambrell and Backlick North Park and Ride Improvements

Eligible Applicants

Transit Agencies

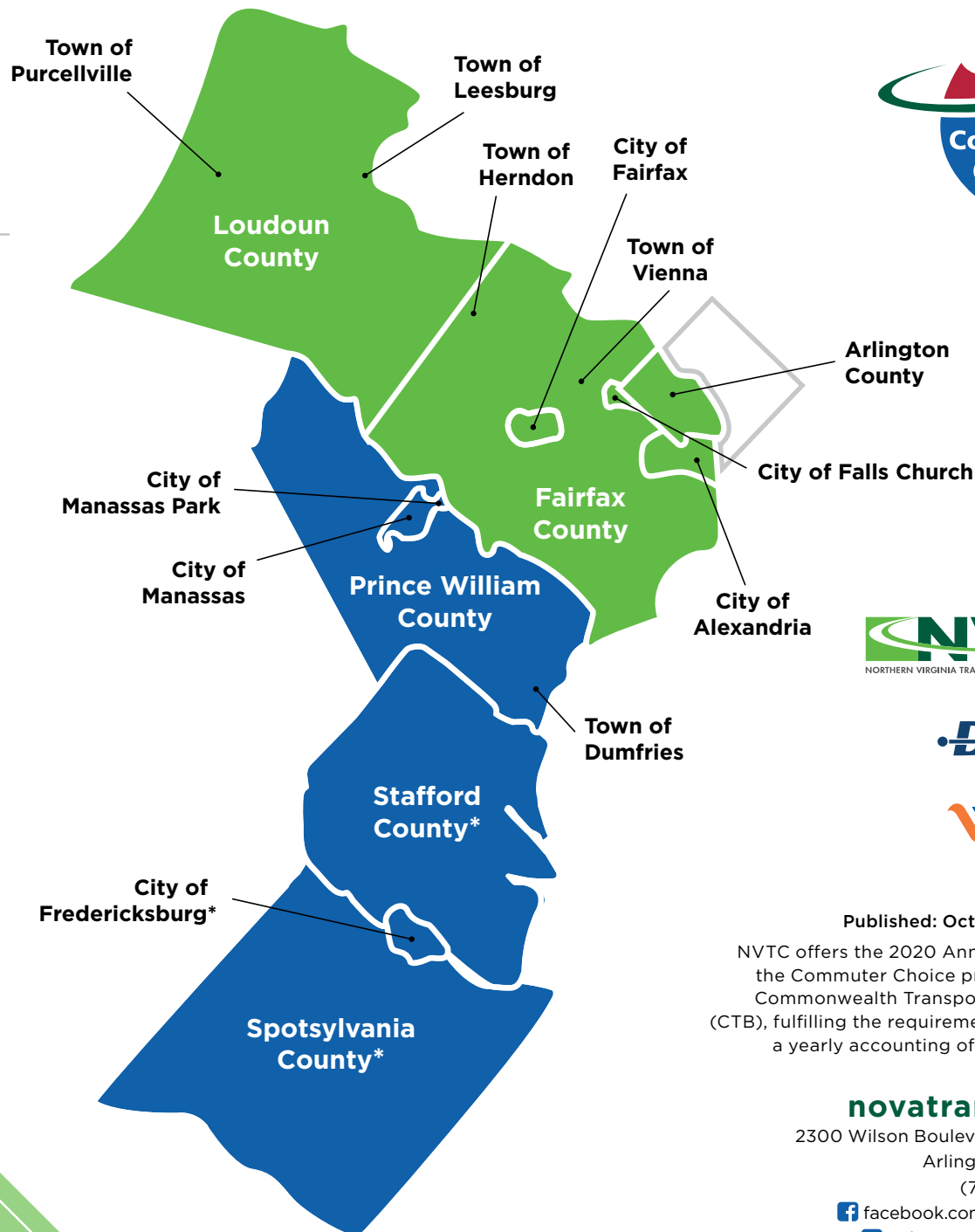


 NVTC Jurisdiction

 PRTC Jurisdiction

 Non-Eligible Jurisdiction

**denotes jurisdiction eligible for Commuter Choice on the I-395/95 corridor only*




Published: October 31, 2020

NVTC offers the 2020 Annual Report of the Commuter Choice program to the Commonwealth Transportation Board (CTB), fulfilling the requirement to provide a yearly accounting of the program.

novatransit.org

2300 Wilson Boulevard, Suite 230
Arlington, VA 22201
(703) 524-3322

 facebook.com/NoVaTransit

 twitter.com/NoVaTransit

PRTC Executive Director's Time

- 10.1 Mentoring Program Recognition**
- 10.2 Follow-Up from Prior Meeting(s)**
- 10.3 Executive Director's Report (verbal)**
 - **Passenger Rail Authority Update**
 - **Legislative Update**
 - **COVID-19 Update**
 - **Western Facility Update**
 - **September 10, 2020: Work Stoppage Update**
 - **Bus Operations Transition**
 - **Russ Tieskoetter – First Transit**
 - **Barbara Murdock/Mike Ake – Keolis**

PRTC Action Items

- 11.1 Endorse the Potomac and Rappahannock Transportation Commission Public Transportation Agency Safety Plan**
- 11.2 Authorize Closed Meeting of the Potomac and Rappahannock Transportation Commission**
- 11.3 Certify Closed Meeting of the Potomac and Rappahannock Transportation Commission**

MOTION:

SECOND:

**RE: ENDORSE THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

ACTION:

WHEREAS, the Federal Transit Administration (FTA) published a Public Transportation Agency Safety Plan (PLAN) Final Rule in July 2018 that requires public transportation systems that are recipients of federal financial assistance under the Urbanized Area Formula Program to develop safety plans; and

WHEREAS, the Plan must address requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan; and

WHEREAS, the Final Rule is applicable to Potomac and Rappahannock Transportation Commission ("PRTC" and "Commission") as a recipient of Urbanized Area Formula Program financial assistance; and

WHEREAS, PRTC's Plan meets all of the requirements of the Final Rule and has been reviewed by PRTC's legal counsel; and

WHEREAS, FTA requires PRTC to certify the Plan has been developed and will be implemented; and

WHEREAS, staff is recommending the Commission endorse the Plan and authorize staff to submit the required documentation to FTA.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby endorse the PRTC Public Transportation Agency Safety Plan and authorizes staff to submit the required documentation to FTA.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:


Alternate Present Not Voting:


Absent from Meeting:



September 24, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Byren Lloyd 
Manager of Safety and Security

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Endorse the Potomac and Rappahannock Transportation Commission Public Transportation Agency Safety Plan

Recommendation:

Endorse the Potomac and Rappahannock Transportation Commission (PRTC) Public Transportation Agency Safety Plan, which is a newly enacted requirement of the Federal Transit Administration (FTA).

Background:

In July 2018, FTA published the Public Transportation Agency Safety Plan (the "Plan") Final Rule (49 C.F.R. Part 673), which requires all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307) to develop safety plans based on the Safety Management System approach to help ensure public transportation systems are safe nationwide. The Plan has the following elements:

- Documented processes and procedures for the Safety Management System, which includes safety management policy, safety risk management, safety assurance, and safety promotion
- Safety performance targets based on criteria established under the National Public Transportation Safety Plan
- Addresses requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan
- Documented process and timeline for conducting an annual review and update of the Plan

Chair Franklin and PRTC Commissioners

September 24, 2020

Page 2

Originally FTA required transit agencies to have a PLAN in place by July 20, 2020. Due to the COVID-19 pandemic, the deadline was extended to December 31, 2020. Additionally, FTA requires transit agencies to provide annual certification the Plan is in place and has been updated at least annually.

PRTC's Plan satisfies all of the requirements of the Final Rule and has been reviewed by legal counsel.

Fiscal Impact:

NA

Potomac and Rappahannock Transportation Commission Public Transportation Agency Safety Plan

1. Transit Agency Information

Transit Agency Name	Potomac and Rappahannock Transportation Commission (PRTC)		
Transit Agency Address	14700 Potomac Mills Road, Woodbridge, Virginia 22192		
Name and Title of Accountable Executive	Robert A. Schneider, PhD, Executive Director		
Name of Chief Safety Officer or SMS Executive	Byren Lloyd, Manager of Safety and Security		
Mode(s) of Service Covered by This Plan	Fixed Route Bus and Paratransit	5307, 5337, 5339	
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus and Paratransit		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	No X	Description of Arrangement(s)
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	NA		

2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	PRTC and First Transit, Inc.	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	PRTC Board of Commissioners	October 1, 2020

Certification of Compliance	Relevant Documentation (title and location)	
	RES 20-10-TBD, approving the Public Transportation Agency Safety Plan (PTASP), is maintained on file by the Clerk of the PRTC Board of Commissioners	
	Name of Individual/Entity That Certified This Plan	Date of Certification
	Potomac Rappahannock Transportation Board of Commissioners	September 3, 2020
	Relevant Documentation (title and location)	
	PRTC Resolution 20-10-TBD. This document is maintained on file by the Clerk of the PRTC Board of Commissioners.	

Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
Version 1	All pages	Original PTASP	October 1, 2020

Annual Review and Update of the Public Transportation Agency Safety Plan (PTASP)
<i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>
The Manager of Safety and Security will conduct an annual review of the PTASP in conjunction with contracted operations manager(s) and the Safety and Security Group by July 1 of each year. The Executive Director (Accountable Executive) will review and approve any changes then present it to the PRTC Board of Commissioners for approval and adoption, as required.

3. Safety Performance Targets

Performance targets are based on the previous year's safety performance data. All modes of transit services are calculated together.

Mode of Transit Service	Fatalities (Total)	Fatalities (Per 100K VRM)	Injuries (Total)	Injuries (Per 100K VRM)	Safety Events (Total)	Safety Events (Per 100K VRM)	System Reliability (VRM/Failures)
Fixed-Route and Paratransit	0	0	12	0.25	185	3.8	7,500

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

Performance targets will be provided to the National Capital Region Transportation Planning Board (TPB). PRTC staff participates in the TPB Technical Sub-Committee where performance measures for both asset management and safety are agreed upon.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	NA	NA
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	National Capital Region Transportation Planning Board	August 24, 2020

4. Safety Management Policy

Safety Management Policy Statement

Include the written statement of safety management policy, incorporating safety objectives.

Company policy: Safety is a core value at PRTC and managing safety is a core business function. We will develop, implement, maintain, and continuously improve processes to ensure the safety of our customers, employees, and the general public. PRTC is committed to the following safety objectives:

- Communicating the purpose and benefits of the Safety Management System (SMS) to all staff, including managers and supervisors.
- Providing a culture of open reporting of all safety concerns, ensuring that no action will be taken against any employee who discloses a safety concern through PRTC's Employee Safety Reporting Program (ESRP)
- Providing appropriate management involvement and the necessary resources to establish an effective ESRP that will encourage employees to communicate and report any unsafe working conditions, hazards, or at-risk behavior through the ESRP.

- Identifying hazardous and unsafe work conditions and analyzing data from the ESRP. After thoroughly analyzing provided data, under the leadership of the Manager of Safety and Security, the safety and security group will develop processes and procedures to mitigate safety risks to an acceptable level.
- Establishing safety performance targets that are realistic, measurable, and data driven. Continually improve our safety performance through management processes that ensure appropriate safety management action is taken and is effective.

PRTC will employ, on or before November 1, 2020, an agency-wide safety concept, “**Stay Alert**”. The purpose of Stay Alert is to reduce collisions, injuries, and provide a safe workplace. As part of this process, employees of all levels will be encouraged to initiate reports of safety hazards or any unsafe condition. When a report about a safety concern is filed, it will be promptly investigated by the Safety and Security Group, a timeline of events will be created, and a follow-up with the reporting employee regarding the resolution of the report will be done. A monthly report containing safety issues reported, investigation details, and resolutions will be provided to the Executive Safety Committee.

PRTC will not retaliate against any employee or contractor because of his or her good faith reporting of a safety issue/concern, another person’s suspected violation of company policies or guidelines, or any alleged violations of federal, state or local regulations or laws.

To ensure that each employee understands and performs their job functions in the Stay Alert manner, the **Stay Alert Principals** will be issued to each employee and refresher training will be conducted on an annual basis.

The Stay Alert Principles provide the basic fundamentals about working safely in our workplace and in our vehicles. All PRTC employees and contractor employees are expected to adopt these principles and put them into practice every day. Together, a safe work environment which is free from injury to each other and our passengers is created.

All employees will be trained and instructed to stop work immediately and advise management of issues preventing them from working safely and what would be required to perform the task safely.

The Stay Alert Principles include:

- **Prevent injury to myself and others.**
 - Be aware of any hazardous condition or practice that may cause injury to people, damage to property, or harm to the environment.
 - Record and report all hazards and unsafe acts
- **Perform all necessary safety checks and risk assessments of the work area, projects and job activity before any work begins.**
 - Speak to management before work is started if unsure of the required safety and risk assessments.
- **Follow all safety procedures and instructions.**
 - If these are not understood, speak to management before work begins.
- **Keep work area clean and neat at all times.**
 - Unclean and messy areas could cause injury to the employee or their coworkers or guests.

- **Wear personal protective equipment (PPE) as required.**
 - Keep PPE in good working order, wear it correctly and ask for a replacement if it becomes damaged or unfit for use.
- **Use only the correct tools and equipment authorized and trained to use for the job.**
 - Check that they are in good condition before use and use them safely.
- **Adjust and repair only the work equipment that you are authorized to do so and have been provided proper training on.**
 - Never modify any equipment that changes the designed use of the equipment or alters a safety feature.
- **Assess any load and capability to move it before lifting.**
 - Get help with any heavy or awkward items and follow the correct lifting techniques.
- **Report all injuries, incidents and near misses to management.**
 - Seek help immediately and first aid (if necessary).
- **Use the ESRP to submit suggestions to prevent accidents and injuries in the workplace**
 - Note suggestions made and discuss with management.

Additionally, PRTC has setup the following committees, groups, and expectations for all employees:

Executive Safety Committee: Consist of the Executive Director, Manager of Safety and Security, and Department Directors. This group is accountable for preventing workplace incidents. The Executive Safety Committee will provide top-level support to safety program initiatives. The group will consider all employee suggestions for achieving a safer and healthier workplace. The committee will also keep all employees informed about workplace safety and health hazards, and it will regularly review the agency's safety and health programs/plans.

Safety and Security Group: The safety and security group includes agency and contracted services management and employee representatives from each department. The group is responsible for recommending safety and health improvements in the workplace. The agency's Safety and Security Group is responsible for assisting with training employees in safe work practices. The group is also responsible for identifying hazards and unsafe work practices, removing obstacles to incident prevention and helping the organization evaluate the accident and illness prevention program(s).

Employees: All employees are expected to participate in safety and health program activities including the following: reporting hazards, unsafe work practices, and accidents immediately to their supervisors, wearing required PPE, and participating in, and supporting, safety committee activities.

PRTC believes that working safely promotes work place safety, productivity, and quality of working environment for all employees. Prevention of safety incidents such as vehicle collisions and personal injuries is of critical importance to everyone. Management is committed to providing a safe workplace, ensuring employees receive the proper training, protective equipment, and a work environment conducive to safe practices and policies.

All employees are required to perform their duties safely and with concern for the safety of our passengers, employees, and the public.

SIGNED BY: _____ DATE: _____

EXECUTIVE DIRECTOR

Safety Management Policy Communication

Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.

The two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety related information between management and employees that is easily understood and consists of the following items:

- PRTC's Manager of Safety and Security conducts an orientation for new employee that includes a discussion of safety, security, and health policies and procedures.
- PRTC's Manager of Safety and Security will conduct or coordinate additional workplace safety and health training annually and on an as needed basis.
- Quarterly safety meetings with staff, conducted by the Executive Director and/or the Manger of Safety and Security.
- Posting and distributing safety information on digital message boards and via email to all staff.
- The ESRP should be used to report safety hazards and concerns. Alternatively, employees could use the suggestion box to report concerns if they wanted to remain anonymous.

Communication of Safety Concerns

The PRTC Safety and Security Group is at the center of the safety communication process and is responsible for compiling safety reports to include the following:

- Accident and injury data for the previous month
- Security incident data
- Safety and security audit data and recommendations
- Safety and Security Group meeting minutes
- Near miss and hazard reporting
- Reported safety concerns, the resulting investigation and resolutions

This group reports directly to the Executive Safety Committee providing updates on safety issues and priorities and hazard management through written reports and in-person meetings. The Safety and Security Group also meets with the service contractor management staff, which includes Operations, Maintenance, Safety Managers, and General Manager to collaborate and discuss safety issues or concerns. All approved solutions and recommendations are communicated back to staff during departmental meetings, digital messaging boards, via email, and during quarterly meetings.

PRTC's Manager of Safety and Security and the Quality Assurance team participates in the service contractor's Safety Solutions Team (SST) meetings to discuss safety issues and priorities, hazard management, and to communicate safety-related information across all departments.

Under the direction of the Executive Director, the Manager of Safety and Security has the authority to require corrective actions be implemented to mitigate or correct conditions determined to be unsafe or pose a hazard to customers, employees, contractor employees, the general public, or endangers the safe passage of vehicles. All such instances will be reviewed with the Executive Director in a timely manner.

PRTC has an in-depth safety review process that is used for the identification of potential hazards, assessment of risks, and the readiness and effectiveness of risk control measures. The Safety Review Process ensures the safety for employees, customers, and the general public.

Safety Review Process	
<u>Category</u>	<u>Description</u>
Scope of Safety Reviews	Agency receives a review every quarter.
Review Format	Focused on in-service and facility safety review, which includes a balance of safety policies and procedures compliance assurance, as well as, identifying specific risks and monitoring overall safety performance.
Findings and Follow-Up	<p>Action plans are developed in conjunction with the safety and security committees and use a red/yellow/blue/green method to prioritize. All action items are entered, and incomplete action items are tracked to completion.</p> <div data-bbox="855 1323 1281 1619"> <p>Strong</p> <p>Highly Effective</p> <p>Some Improvement Needed</p> <p>Much Improvement Needed</p> </div>
Escalation Process	All review/audit results will be escalated to the Executive Safety Committee.
Results	Results and action items are shared with the agency management and operators' contractor management, and PRTC Commission, as warranted

Executive Safety Committee meetings are routinely held to provide an opportunity for each Department Director to share their concerns and progress in the area of safety. Recommendations are considered and necessary changes are implemented. All safety and security complaints are addressed as soon as possible.

Safety meetings are conducted in the following formats:

Executive Safety Committee (ESC) Meetings:

- Conducted on a monthly basis
- Consists of Executive Director, Manager of Safety and Security, Department Directors
- Discussions include safety performance, trend analysis, program oversight

Safety and Security Group Meetings:

- Conducted on a monthly basis
- Consists of representatives of all departments within the agency
- Discussions include safety performance, trend analysis, standard operating procedures (SOPs), training requirements, audits, and safety oversight

Safety Solutions Team Meetings:

- Conducted on a monthly basis
- Consists of contracted management for operations, safety and training, and maintenance, Road Supervisors, PRTC Quality Assurance staff, and the Manager of Safety and Security.
- Discussions include review of accidents, incidents, training, and safety awareness.

Agency All-Hands Safety and Security Meetings:

- Conducted on a quarterly basis
- Consists of all agency staff
- Discussions include review of safety concerns, training, and safety and security awareness.

Employee Safety Reporting Program

Overview

PRTC requires employees to report safety and security accidents and incidents with the exception of accidents or incidents that involve only very minor injuries such as small superficial cuts, non-extensive bruises and do not require first aid or medical attention. However, PRTC encourages employees to report all accidents and incidents no matter how minor they may seem. Accidents or incidents that involve more severe injuries are to be reported immediately.

Employees are required to report any of the following:

- Fatalities
- Injury to the head, skull and/or face
- Damage to any of the senses (e.g. partial or complete loss of hearing, sight etc.)
- Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
- Injury to the skin (e.g. severe burns, bruises or cuts)
- Blows or injuries to the spine, back and/or ribs
- Poisoning
- Contamination from hazardous substances or transmission of diseases

- Any other injury that requires medical attention or hospitalization

Employees are required to report occurrences that may not have involved injuries or victims, but could be potentially dangerous in that respect if repeated. These include, but are not limited to:

- Explosions
- Slippery surfaces
- Water or gas leaks
- Inadequate insulation of electric circuits
- Collapses of walls, ceilings etc.
- Breaking of window glasses or frames
- Unsafe acts by employees, guests, or customers
- Suspicious activity

Procedure:

Employees

- Any employee that witnesses or is involved in an accident, unsafe activity, or any dangerous incident, must immediately report it to their direct Supervisor. The employee's Supervisor must report the incident to the Manager of Safety and Security and Human Resource (HR) department.
- Any employee injured must properly report the incident. See Attachment A "Procedure for Reporting Workplace Injuries" and "In the Event of a Workplace Injury".

Managers

- Once an employee reports an accident or incident to management, an investigation will be conducted by HR and the Manager of Safety and Security.
- Depending on the incident, official forms may have to be completed and submitted.
- The accident/incident and any sustained injuries must be recorded in the accident/incident database, by the Manager of Safety and Security
- After the investigation of the employee's report is complete, the immediate supervisor, HR Department, or the Manager of Safety and Security will provide the employee with feedback.

Disciplinary Actions:

All employees are required to comply and are responsible for reporting all safety hazards that may affect the integrity of the agency's safety.

PRTC may take disciplinary action in accordance with the PRTC Personnel Policy, Chapter XIII, Rules of Conduct if an employee violates the policy. Review Chapter XIII for more information. Consideration may be given to lessening or waiving disciplinary action for employees who self-report policy violations. Examples of policies related to safety include, but are not limited to:

- Neglect or carelessness in observation of PRTC or departmental safety rules or disregard of common safety practices (such as improper driving, etc.)
- Creating or contributing to unsanitary conditions or unsafe conditions
- Failure to report any work related personal injury, auto, or equipment damage to one's immediate supervisor as soon as possible
- Failure to use or wear proper safety equipment as required (such as seat belts in staff cars)
- Reporting for work while intoxicated, or under the influence of intoxicants or drugs
- Reckless driving of vehicles and/or reckless operation of equipment while on PRTC business.

Authorities, Accountabilities, and Responsibilities

Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

Accountable Executive (PRTC's Executive Director)	<ul style="list-style-type: none"> • Responsible for the agency's PTASP compliance and implementation • Responsible for the agency's Transit Asset Management (TAM) plan • Decision-making about resources (e.g. staff and funds) to support asset management, SMS activities, and capital investments • Signing SMS implementation planning documents • Endorsing SMS implementation team membership
Chief Safety Officer or SMS Executive (PRTC's Manager of Safety and Security)	<ul style="list-style-type: none"> • Direct line of communication and reporting of safety and security incidents to the Executive Director • Responsible for conducting the PTASP annual review • Developing and maintaining SMS documentation • Directing hazard identification and safety risk assessment • Monitoring safety risk mitigation activities • Providing safety performance reports • Briefing the Board of Commissioners on SMS implementation progress as necessary • Conducting or coordinating safety management training for employees
Agency Leadership and Executive Management	<ul style="list-style-type: none"> • Complete training on SMS and PRTC's PTASP elements • Oversee day-to-day operations of the SMS in their departments • Modify policies in their departments consistent with implementation of the SMS, as necessary • Provide subject matter expertise to support implementation of the SMS including investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness

Key Staff	<ul style="list-style-type: none"> • Responsible for the day-to-day safety and security monitoring • Support the development, implementation, and day-to-day operation of the agency's SMS • Participates in Safety Assessments
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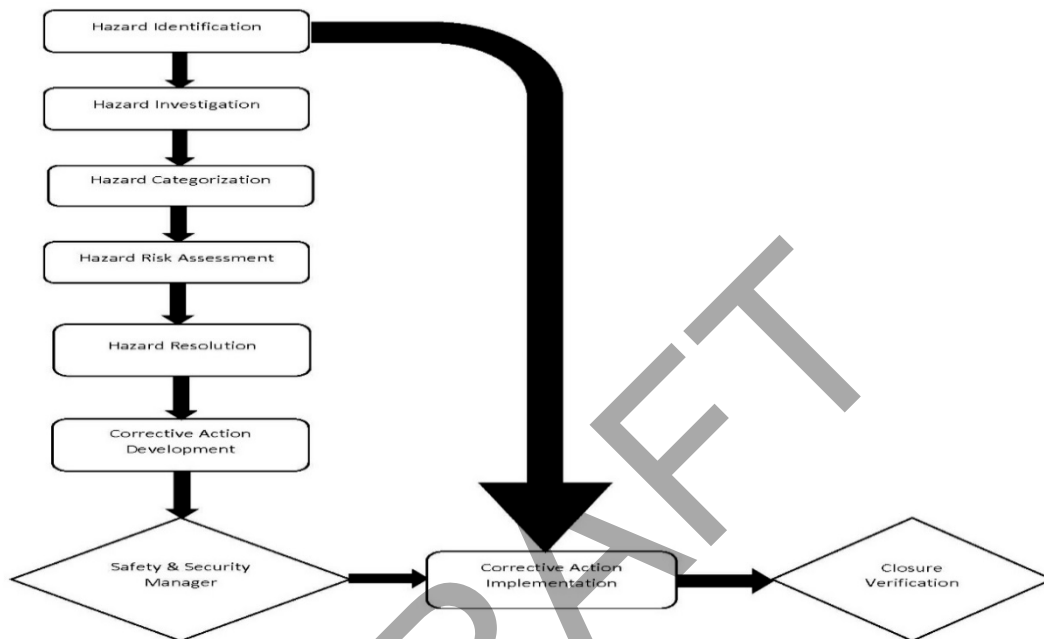
5. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- **Safety Hazard Identification:** The methods or processes to identify hazards and consequences of the hazards
- **Safety Risk Assessment:** The methods or processes to assess the safety risks associated with identified safety hazards
- **Safety Risk Mitigation:** The methods or processes to identify mitigations or strategies necessary as a result of safety risk assessment

All employees are responsible for performing their duties in a safe manner, which includes identifying safety risks and participating in developing and implementing effective mitigation techniques. The process for managing hazards, from identification through corrective action and closure, is illustrated by the following flowchart.



Safety

Hazard Identification

Identification of hazards will be accomplished through a cooperative effort between management, supervisors, and employees. Responsibility and accountability for effective hazard identification will be placed on all employees, at all levels. The process employed will include:

1. Daily observations by PRTC and service contractor staff.
2. Monthly inspections of the shops, yards, storage areas, equipment, and office areas.
3. Periodically analyzing road and traffic conditions.
4. Weekly inspections of safe driving, pre/post trip inspections, and maintenance records conducted.
5. Quarterly inspections of shops, yards, storage areas, equipment, office areas, safe driving trends and maintenance records performed by PRTC's Manager of Safety and Security.

6. Each department representative in the agency's Safety and Security Group, is responsible for conducting regular audits of their departments to ensure that their departments are free from safety hazards.

This process is a vital component in PRTC's efforts to reduce safety risks, maintaining a safe working environment for employees, and improve overall delivery of service. Safety Hazard Identification data is used to implement immediate corrective actions and to proactively identify hazards before they cause future accidents or incidents. The objective of hazard identification is to distinguish those conditions that can cause an accident or create an unsafe condition.

PRTC relies on employees to assist in the hazard identification and resolution process. Working with the agency safety personnel through a structured process, employees help:

- Identify Critical Factors in Hazard Resolution
- Develop and Recommend an Action Plan
- Implement Action Plan
- Measure Performance Against Safety Objectives
- Monitor the Process
- Modify the Process
- Secure Outside Assistance, as needed
- Audit for Compliance

Safety Risk Assessment

Once a hazard has been identified, it is categorized into the severity levels listed below. The categorization of hazards is consistent with risk-based criteria for severity; it reflects the principle that not all hazards pose an equal amount of risk to personal safety.

Category 1 – Catastrophic: operating and office conditions are such that human error, design deficiencies, subsystem or component failure, or procedural deficiencies may cause death or major system loss and requires immediate termination of the unsafe activity or operation.

Category 2 – Critical: operating and office conditions are such that human error, subsystem or component failure, or procedural deficiencies may cause severe injury, severe occupational illness, or major system damage and requires immediate corrective action.

Category 3 – Marginal: operating and office conditions are such that they may result in minor injury, occupational illness or system damage and are such that human error, subsystem or component failures can be counteracted or controlled.

Category 4 – Negligible: operating and office conditions are such that human error, subsystem, or component failure or procedural deficiencies may result in less than minor injury, occupational illness, or system damage.

The next step in assessing the hazard is to determine the probability of it occurring. Probability is determined based on the analysis of the agency's transit system and office operating experience, evaluation of PRTC safety data, the analysis of reliability and failure data, and/or from historical safety data from other similar agencies. The following chart describes the probability categories.

Probability of Occurrence of a Hazard			
Description	Probability Level	Frequency for Specific Item	Selected Frequency for Fleet or Inventory
Frequent	A	Likely to occur frequently	Continuously experienced
Probable	B	Will occur several times in the life of the item	Will occur frequently in the system
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times in the system
Remote	D	Unlikely but possible to occur in life of an item	Unlikely but can be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced	Unlikely to occur but possible

Identified hazards are placed into the following Risk Assessment Matrix to enable the decision makers to understand the amount of risk involved in accepting the hazard in relation to the cost (e.g., schedule, cost, operations) to reduce the hazard to an acceptable level.

Hazard Frequency	Severity Catastrophic	Severity Critical	Severity Marginal	Severity Negligible
Frequent (A)	1A	2A	3A	4A
Probable (B)	1B	2B	3B	4B
Occasional (C)	1C	2C	3C	4C
Remote (D)	1D	2D	3D	4D
Improbable (E)	1E	2E	3E	4E

Based on historical data, the following are the determinations regarding risk acceptance.

Hazard Risk Index	Criteria by Index
1A, 1B, 1C, 2A, 2B, 3A	Unacceptable
1D, 2C, 2D, 3B, 3C	Undesirable (Management decision)
1E, 2E, 3D, 3E, 4A, 4B	Acceptable with Management Review
4C, 4D, 4E	Acceptable without Management Review

Safety Risk Mitigation

Mitigation Determination

After the assessment has been completed, the follow-up actions will be implemented as follows:

- **Unacceptable:** The hazard must be mitigated in the most expedient manner possible before normal bus and office operations may resume. Interim corrective action may be required to mitigate the hazard to an acceptable level while the permanent resolution is in development.
- **Undesirable:** A hazard at this level of risk must be mitigated unless PRTC's Executive Director and Manager of Safety and Security issue a documented decision to manage the hazard until resources are available for full mitigation.
- **Acceptable with review:** The Executive Director and Manager of Safety and Security must determine if the hazard is adequately controlled or mitigated as is.
- **Acceptable without review:** The hazard does not need to be reviewed by the management team and does not require further mitigation or control.

Hazard Resolution/Mitigation

Safety hazard resolution or mitigation consists of reducing the risk to the lowest practical level. Not all safety risks can be eliminated completely. Resolution of hazards will utilize the results of the risk assessment process. The objectives of the hazard resolution process are to:

1. Identify areas where hazard resolution requires a change in the system or facility design, installation of safety devices or development of special procedures.
2. Verify that hazards involving interfaces between two or more systems or facilities have been resolved.
3. Verify that the resolution of a hazard in one system or facility does not create a new hazard in another system or facility.

PRTC uses the following methodologies to assure that system safety objectives are implemented through design and operations and hazards are eliminated or controlled:

1. Design to eliminate or minimize hazard severity. To the extent permitted by cost and practicality, identified hazards are eliminated or controlled by the design of equipment, systems and facilities
2. Hazards that cannot reasonably be eliminated or controlled through design are controlled to the extent practicable to an acceptable level through the use of fixed, automatic, or other protective safety design features or devices.
3. Provisions are made for periodic functional checks of safety devices and training for employees to ensure that system safety objectives are met.
4. When design and safety devices cannot reasonably nor effectively eliminate or control an identified hazard, safety warning devices are used (to the extent practicable) to alert persons to the hazard.
5. Where it is impossible to reasonably eliminate or adequately control a hazard through design or the use of safety and warning devices, procedures and training are used to control the hazard.
6. Precautionary notation is standardized, and safety-critical issues require training and certification of personnel.

6. Safety Assurance

Safety Performance Monitoring and Measurement
<p>Through our Safety Assurance process, PRTC:</p> <ul style="list-style-type: none"> • Evaluates compliance with operations and maintenance procedures to determine whether our existing policies and procedures are sufficient to control safety risk. • Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended. • Investigates safety events to identify causal factors. • Analyzes information from safety reporting, including data regarding safety failures, defects, and conditions.
<p><i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i></p>
<p>PRTC has multiple processes in place to monitor the entire transit system for compliance with operations and maintenance procedures, including:</p> <ul style="list-style-type: none"> • Safety audits • Random inspections • Review of onboard service vehicle camera footage to assess operator performance and specific incidents • Safety surveys that are distributed to all staff • Investigation of safety event occurrences • Safety review prior to the launch of new service or modification of any existing service • Daily data gathering and monitoring of data related to the delivery of service • Regular vehicle inspections and preventative maintenance <p>Results from the above processes are compared against recent performance trends, quarterly and annually by the Manager of Safety and Security to determine where corrective action may need to be taken. The Manager of Safety and Security enters any identified non-compliant or ineffective activities, including mitigations, into the Safety Risk Management process for re-evaluation by the Safety and Security Group.</p>
<p><i>Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.</i></p>
<p>PRTC's bus services contractor employs Road Supervisors, Dispatchers, and Instructors; all of whom are responsible for oversight of the daily operations, maintenance, and training. PRTC employs Quality Assurance staff who are responsible for monitoring the operations, maintenance, and safety conditions. All safety risks identified are reported to the Bus Service contractor's General Manager and PRTC's Manager of Safety and Security. Any risks that can be addressed at the time it is observed are corrected, but still reported. The Safety Solutions Team (SST), described in Section 5: Safety Risk Management of this plan, uses the following methodologies to ensure a proactive approach to safety at each location:</p> <ul style="list-style-type: none"> • Routine hazard management • Accident and incident investigation • Safety data collection and analysis • Routine internal safety audits

- Facility, equipment, systems, and vehicle inspections
- Routine proficiency checks for all vehicle operators and maintenance employees
- Compliance evaluations including onsite inspections
- Regularly communicating safety and hazard data to all employees

A higher level of oversight is conducted by PRTC's Safety and Security Group, which includes representatives from each agency department. From this level, any identified risks and mitigations are shared with staff and management as a proactive means to reduce risks.

Describe activities to conduct investigations of safety events to identify causal factors.

PRTC has a "zero" tolerance for preventable injuries and collisions. Elimination of preventable injuries and collisions is our number one goal.

Any injury, collision or incident that occurs, is investigated to determine preventability or non-preventability. Investigations include all instances in which:

- a vehicle was damaged
- a vehicle leaves the traveled roadway
- a passenger is injured
- an employee is injured

Additionally, PRTC conducts the following safety assurance activities regularly and thoroughly, in order to identify casual factors:

- Safety audits and inspections, conducted monthly and quarterly
- Creation of meaningful safety data (such as safety performance targets)
- Employee safety performance monitoring through our Quality Assurance Monitoring program. See Attachment B Section "Monitor of Employees, Operations, and Service"
- Policies and procedures documentation review on an annual basis
- Goals and objectives monitoring

Describe activities to monitor information reported through internal safety reporting programs.

The Safety and Security Group routinely reviews all safety and hazard data, from various sources including:

- Customer Complaints
- Employee Reporting
- Operator and Road Supervisor Reports
- Contractor Reports

During this process the Safety and Security Group searches for repetitive events that might have safety implications. While assessing accident/incident reports the Safety and Security Group investigates trends to determine performance and root causes.

Other sources of safety information to support safety performance monitoring and measurement may include:

- Random inspections which focuses on the integrity of the organization's SMS and its supporting systems.
- All staff safety surveys that examine procedures or processes related to safety and security.

Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

PRTC employs a proactive process to evaluate the risk of any change proposed at all levels of the organization. The overall purpose of this process is to provide assurance that the proposed changes will not increase safety risks. The process is conducted prior to the changes being implemented.

Changes to organizational structure, the nature or extent of operations, or to facility or equipment assets are proactively managed through this process to avoid introducing or increasing safety risks.

- The resources required to complete the validation process, in terms of people, finance and materials.
- The allocation of responsibilities considers the competence of the individuals that are required to carry out the safety validation roles.
- All employees who may be affected by the proposed changes are consulted as part of the process.

The extent and scope of the safety validation applied to any change proposal is proportional to the risks (safety, operational, and other) associated with its introduction. For example, a major change (**Category A**), such as a reorganization of staff roles and responsibilities or start-up of a new service or the opening of a new facility, requires a more rigorous safety validation than a minor change.

In the case of smaller (**Category B**), less complex or well understood changes, the safety validation of the change process may be implemented as part of normal operations, using existing organizational arrangements and meeting structures to deliver the required level of assurance.

Additional responsibilities in the Safety Validation of Change process include:

- The Safety and Security Group provides safety expertise and/or support to those carrying out the safety validation.
- The Manager of Safety and Security:
 - Decides on the level of safety validation required (consulting with Department Directors as necessary) for Category A changes
 - Is consulted on any Category B change proposal
 - Reviews and approves each Department's safety validation of change process
 - Provides safety expertise and/or support to Department Directors

An electronic log of all proposed changes, whether approved or not, is maintained by the Manager of Safety and Security.

Communication of changes to policies and/or procedures regarding safety issues comes from the executive leadership. The Safety and Security Group supports and reinforces this effort by speaking

with staff members to make sure they fully understand the change and addressing any concerns they may have.

Continuous Improvement

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

PRTC uses a 3-step approach for assessing safety performance.

- Monitor performance and progress
- Verify the safety program has been implemented and is operating correctly
- Correct deficiencies and identify opportunities to improve the safety program

Monitor Performance and Progress

- Develop and track lagging indicators of progress toward established safety goals, such as:
 - Number and severity of injuries and illnesses
 - Number of vehicle accidents
 - Number of employee hazardous exposures
 - Workers' compensation data, including claim counts, rates, and cost
- Develop and track leading indicators, such as:
 - Level of employee participation in program activities
 - Number of employee safety suggestions
 - Number of hazards, near misses, and first aid cases reported
 - Amount of time taken to respond to reports, complaints or concerns
 - Number and frequency of management conducted assessments
 - Number and severity of hazards identified during inspections
 - Number of employees who have completed required safety and health training
 - Number of work days it took to implement corrective actions after a workplace hazard has been identified or an incident occurs.
 - Timely completion of planned preventive maintenance activities
 - Employee opinions about program effectiveness obtained from a safety survey
 - Analyze performance indicators and evaluate progress over time.

Verify the Program has been Implemented and is Operating Correctly

Quarterly and annually, the Manager of Safety and Security will evaluate the program to ensure it is operating as intended, is effective in controlling identified hazards, and is making progress toward the established safety goals and objectives. The scope and frequency of the evaluations are subject to change, based on past performance measures and/or industry standards.

The Manager of Safety and Security will:

- Verify that the core elements of the program have been fully implemented
- Involve employees in all aspects of program evaluation, including:
 - reviewing information (such as incident reports)
 - establishing and tracking performance indicators

- identifying opportunities to improve the program
- Verify that the following key processes are in place and operating as intended:
 - Reporting injuries, illnesses, incidents, hazards, and concerns
 - Conducting workplace inspections and incident investigations
 - Tracking progress in controlling identified hazards and ensuring that hazard control measures remain effective
 - Collecting and reporting any data needed to monitor progress and performance
 - Review the results of compliance audits to confirm that program flaws are being identified and that actions are being taken that will prevent recurrence

Correcting Defects and Identify Opportunities to Improve

If a problem is identified in the safety program, managers, supervisors, and employees will take prompt action to correct the problem and prevent its recurrence.

If there are defects found, the following actions will be done to correct them:

- Proactively seek input from managers, employees, supervisors, and other stakeholders on how to improve the program.
- Determine whether changes in equipment, facilities, materials, key personnel, or work practices trigger any need for changes in the program.
- Determine whether the established performance indicators and goals are still relevant and, if not, make adjustments aimed at improving safety.
- Share results with employees and invite their input on how to further improve performance.
- Discuss experiences with other transportation agencies and share lessons learned.

7. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contractors directly responsible for safety.

PRTC's agency-wide safety training program applies to all employees, including contracted employees.

PRTC dedicates resources to conduct a comprehensive safety training program, as well as training on SMS roles and responsibilities. The scope of the safety training, including annual and incident-driven refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Administrative safety-related training requirements include:

Basic training requirements for PRTC and contractor employees, including frequencies and refresher training, are documented in PRTC's Safety Training Matrix and the service contractor's Employee Handbook.

PRTC administrative safety-related training includes the following:

- New-hire safety orientation, which includes providing all safety policies and attending a safety walkthrough of the building.
- Additionally, all new employees must take the following virtual and/or in-person safety courses within the first 90 days of their employment:

- Cyber Security
- Employee Safety Awareness
- Hazard Communication
- Job Safety Analysis

Operations safety-related skill training includes the following:

- New-hire bus vehicle operator classroom and hands-on skill training
- Bus vehicle operator refresher training
- Bus vehicle operator retraining (recertification or return to work)
- Classroom and on-the-job training for dispatchers
- Classroom and on-the-job training for operations supervisors and managers
- Accident investigation training for operations supervisors and managers

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training
- Ongoing skill training for vehicle maintenance supervisors
- Accident investigation training for vehicle maintenance supervisors
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors

PRTC's Executive Director, agency leadership, and executive management team shall complete FTA's SMS Awareness online training.

In addition to PRTC's formal employee training program, the following activities are also conducted to increase safety awareness:

Safety Meetings

- Monthly safety meetings are conducted with a focus on varying safety campaigns and on topics identified by the Safety and Security Group, the bus service contractor's regional safety management, and employees.
- Each meeting is to be a minimum of one (1) hour in length
- Attendance is mandatory for all bus service contractor operators, management, operational staff, and maintenance personnel.
- Quarterly safety and security meetings are conducted with safety topics, identified by the Executive Safety Committee, the Safety and Security Group, and employees.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

PRTC's Manager of Safety and Security, Human Resource Department, and the contracted Safety and Training Manager coordinates PRTC's safety communication activities for the SMS. PRTC's activities focus on the three categories of communication:

- **Communicating safety and safety performance information throughout the agency:** PRTC communicates information on safety and safety performance in its quarterly newsletter, on digital employee information screens located throughout the facilities, during monthly operations meetings, and during quarterly all-staff meetings. Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact PRTC's service or safety performance, and

updates regarding SMS implementation. PRTC also requests information from all staff during these meetings, which is recorded in meeting minutes. Finally, PRTC's Human Resources Department and the Manager of Safety and Security regularly posts safety bulletins and flyers on the bulletin boards located in all bus operator and maintenance technician break rooms, advertises safety messages and promotes awareness of safety issues.

- **Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency:** As part of new-hire training, PRTC distributes safety policies and procedures to all employees. PRTC provides training on these policies and procedures and discusses them during safety discussions between supervisors, staff, bus operators, and vehicle maintenance technicians. For newly emerging issues or safety events at the agency, PRTC's Manager of Safety and Security issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees.
- **Informing employees of safety actions taken in response to reports submitted to the Safety Department:** PRTC provides targeted communications to inform employees of safety actions taken in response to reports submitted, including handouts and flyers, safety meetings, updates to bulletin boards, and one-on-one discussions between employees and supervisors.

Additional Information

Supporting Documentation

Include or reference documentation used to implement and carry out the Safety Plan that are not included elsewhere in this Plan.

PRTC will maintain documentation such as the PRTC Quality Assurance Monitoring Program, incident reports, employee surveys and other documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this PTASP; and the results from its SMS processes and activities. The results from its SMS processes and activities will be available to the FTA and other Federal or oversight entities upon request.

Definitions of Special Terms Used in the Safety Plan

PRTC incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors for a recipient or sub-recipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or sub-recipient's Public Transportation Agency Safety Plan.
- **Event** means any Accident, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved

within a time period required by the FTA.

- **Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.
- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any

burns affecting more than 5 percent of the body surface.

- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost- effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

List of Acronyms Used in the Safety Plan

Acronym	Word or Phrase
AGM	Assistant General Manager
ESC	Executive Safety Committee
ESRP	Employee Safety Reporting Program
FTA	Federal Transportation Administration
HR	Human Resources
MPO	Metropolitan Transportation Organization
PPE	Personal Protective Equipment
PRTC	Potomac Rappahannock Transportation Commission
Acronym	Word or Phrase
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System
SOP	Standard Operating Procedure
SST	Safety Solutions Team
TPB	Transportation Planning Board

Attachment A



TO: PRTC and VRE Employees

FROM: Becky Merriner, Director of Human Resources

DATE: August 20, 2018

SUBJECT: NEW PROCEDURE FOR REPORTING WORK RELATED INJURIES

To assist injured employees with medical treatment following a work related incident, we are now offering nurse triage and reporting services through CompCare On-Call.

When a workplace injury occurs immediately notify your supervisor, who will provide you with a panel of physicians. Then call CompCare On-Call toll free at **1 (877) 234-0898**. If the supervisor is available, a Register Nurse (RN) will talk to the supervisor first, then to you. If a supervisor/manager is not available, you must call CompCare On-Call directly. The nurse will ask the supervisor to provide you with complete privacy during this call. Your personal medical information will be kept strictly confidential and will not be shared with the supervisor/manager.

You will have the opportunity to speak with a RN who will obtain a history of the injury and with you determine the best treatment option based on the symptoms reported by you. Recommendations can range from simple first aid to recommending you seek treatment by selecting a panel physician or emergency care. However, the ultimate decision regarding treatment is yours.

If you do not want to speak with a nurse, you must still call **1 (877) 234-0898** to report your injury. You will be provided with the option of reporting the injury without nurse assistance.

This service does not replace calling 9-1-1 when immediate medical attention is required.

CompCare On-Call is available 24 hours per day, 7 days per week, 365 days per year.

To summarize, following is the process for reporting a work related injury or illness:

- Immediately notify your supervisor when a work related incident occurs.
- The supervisor will provide you with a panel of physicians and have you sign an acknowledgement of receipt.
- Call toll free **1 (877) 234-0898** – 24 hours a day, 7 days a week, 365 days per year.
- You may speak to a medical professional (RN) and receive triage services when reporting the injury or report the injury to a customer service representative.



STEP 1

Injured employee immediately notifies supervisor of incident.

Empleado lesionado notifica a su supervisor del incidente.

If this is a life or limb threatening injury, immediately dial 9-1-1.

Si se trata de una lesión que amenaza la vida o una extremidad, llame inmediatamente al 9-1-1.

STEP 2

Injured employee immediately calls CompCare On-Call.

Supervisor & empleado lesionado llamen inmediatamente a CompCare On-Call.

1-877-234-0898

STEP 3

VMLIP CompCare On-Call gathers pertinent information and advises the injured employee on appropriate care.

CompCare On-Call recopila información pertinente y guía al empleado lesionado a atención adecuada.

STEP 4

VMLIP CompCare On-Call immediately notifies the medical facility if the injured employee is seeking treatment.

CompCare On-Call inmediatamente notifica al centro médico si el empleado lesionado está por llegar y envía informes de incidente al empleador.amente al 9-1-1.

IMPORTANT:

If the employee is unable or unwilling to call CompCare On-Call, the supervisor must call to report the injury.

IMPORTANTE:

Por favor llame a CompCare On-Call ante de procurar tratamiento para emergencias ue no constituyan una amenaza a la vida y antes de abandonar el lugar de trabajo cuando sea posible.



Call 24-Hours

Llame las 24-Horas

1-877-234-0898



www.vmlins.org | 800-963-6800



Attachment B

Quality Assurance Monitoring Plan

Monitoring of Contractor Training Activities

1. Classroom Training –

- Consists of direct observation during the classroom instruction per training class.
- Emphasis will be on ensuring that instruction includes the use of current training materials, and instructions are presented in a concise and clearly understandable manner, and that each phase of instruction includes trainee evaluation and trainer feedback.
- Observations are conducted during various phases of the training. This will allow the entire program to be audited.
- Trainee testing materials are reviewed on a semi-annual basis to ensure that they are current.
- All deficiencies are recorded for future references and brought to the attention of management within one week of the audit's completion.
- Subsequent audits will include observation of any previously noted deficiencies with continuous follow-up until a resolution is reached.
- Deficiencies that are present beyond a second audit should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

2. Bus Service Operating Procedures (BSOP) Training –

- Consists of semi-annual review of BSOP training module material and written test questions and answers.
- Emphasis will be on ensuring that material is accurate, current and appropriate.
- Any noted deficiencies are to be recorded for future reference and brought to the attention of contractor management within one week of the completion of the audit.
- Subsequent audits should include observation of any previously noted deficiencies with continuous follow-up until resolution is reached.
- Deficiencies present beyond a second audit should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

3. Vehicle Operations Training –

- Consists of direct observation of operator training once per quarter. Emphasis will be on ensuring a consistent messages on safe operation of vehicles as well as comprehensive training in all aspects of vehicle operation including ,rider amenities and vehicle systems for each type of vehicle in PRTC's fleet.
- Any noted deficiencies are to be recorded for future reference and brought to the attention of contractor management within one week of the audit completion.
- Subsequent audits should include reevaluation of any previously noted

deficiencies with continuous follow-up until a resolution is reached.

- Deficiencies present beyond a second audit should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

4. **Route Training/Behind-the-wheel Training –**

- Consists of direct observation of route/behind-the-wheel training once per quarter.
- Emphasis will be on ensuring that instruction includes the use of current materials, and all instructions are presented in a concise and clear manner. Monitor the consistency of messages related to safe vehicle operation, vehicle systems and exposure to unusual travel conditions.
- Each phase of instruction includes trainee evaluation and trainer feedback.
- Consistency of training should also be considered with the goal that each trainer provides the same information to each trainee.
- Any noted deficiencies are to be recorded for future reference and brought to the attention of contractor management one week of the completion of the audit.
- Subsequent audits should include observation of any previously noted deficiencies with continuous follow-up until resolution is reached.
- Deficiencies present beyond a second audit should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

5. **Refresher Training –**

- Verify the plan for periodic and regular refresher training (**8 Hour yearly refresher for all operations**) for existing operator and Operation staff through direct observation of incidents of such training and review of records that this plan is adhered to.
- Also ensures that a plan exists to address the need for episodic refresher training or re-training of existing employees on an as-needed basis.
- Audit will consist of the review of records of monthly training schedules, attendance at monthly contractor in-service meetings, and ensuring that information provided is current and consistent.
- Any noted deficiencies are to be recorded for future reference and brought to the attention of contractor management one week of the completion of the audit.
- Subsequent audits should include observation of any previously noted deficiencies with continuous follow-up until a resolution is reached.
- Deficiencies present beyond a second audit should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

6. **Safety Solutions Team–**

- QA Supervisor will serve or appoint another QA staff member to serve on contractor's safety/security team. QA representative is expected to attend all team meetings and participate fully, representing PRTC's interest in all

decisions.

- All deficiencies noted from above monitoring efforts are to be recorded and reported monthly to PRTC's Quality Assurance and Special Projects Manager. Report should include types of deficiencies, number of deficiencies and status of remedial efforts or resolution.

Monitoring of Contractor Activities – Vehicle Related

1. Preventive Maintenance Audit –

- Consists of a review of maintenance records to ensure that preventive maintenance is being performed in a timely and proper manner. Weekly PM report is submitted by the QA representative for the
- Monitor the daily vehicle roster for disabled bus. This will be conducted to monitor the length of time and frequency a unit is on the list.
- Additional review will occur on an as-needed basis. The additional reviews will be determined by recent experience and performance of maintenance staff. Need for auditing will be indicated by poor performance during one or more third-party audits, negative trends in MBSI, road calls or rider complaints, or other observed or reported conditions.
- Any noted deficiencies are to be recorded for future reference and brought to the attention of contractor management within one week of the completion of the audit.
- Subsequent audits should include observation of any previously noted deficiencies with continuous follow-up until resolution is reached.
- Deficiencies present beyond a second audit should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

2. Third Party Maintenance Audits –

- All deficiencies are reviewed with the maintenance manager and an action plan is developed to reduce the amount of deficiencies.

3. Heating and Air Conditioning –

- Consists of review of maintenance records to ensure that seasonal work is performed as dictated by weather conditions.
- Maintenance evaluations will be conducted weekly to verify the performance of the Maintenance department QC staff.
- Any noted deficiencies are to be recorded for future reference and brought to the attention of management with continuous follow-up until resolution is reached.
- Extended or continued deficiencies should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

4. Post-trip Audits –

- Weekly direct observation of PM pull-in (**minimum of 5 buses**) of operator post-

trip and service lane practices to ensure that proper inspection procedures are being followed.

- Audits should include visual check of vehicle exteriors for cleanliness and/or damage. Any noted deficiencies are to be recorded for future reference and brought to the attention of contractor management with continuous Follow-up until resolution is reached.
- Extended or continued deficiencies should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

5. **Pre-Trip Audit –**

- Weekly direct observation of operator pre-trip procedures (**minimum of 5 buses**) during both AM and PM pull-outs to ensure that proper pre-trips are being performed including cycling wheelchair lift/ramp and checking bus kneeling, radio communications and also follow-up cleanliness observations.
- Operators to be observed should be chosen at random and a complete pull-out should be observed.

6. **Vehicle condition audit –**

- Consists of Weekly observation after AM or PM pull-in (**approximately 5 Buses**) to audit interior and exterior vehicle condition focusing on interior cleanliness, body damage, and wheel and back appearance and safety violations.
- All deficiencies noted from above monitoring efforts are to be recorded and reported monthly to PRTC's Quality Assurance and Special Projects Manager. Reports should include types of deficiencies, number of deficiencies and status of remedial efforts or resolution.

Monitoring of Contractor Records

1. **Certifications and Licenses –**

- Consists of reviewing record keeping practices. Management information system will be evaluated monthly to ensure that all records for all staff are kept current and that all necessary certifications and licenses for all operators/ mechanics are in good-standing.
- Includes direct observation of operator check-in procedures at least once per month.
- Any noted deficiencies are to be recorded for future reference and brought to the attention of contractor management within one week of the completion of the audit.
- Subsequent audits should include observation of any previously noted deficiencies with continuous follow-up until resolution is reached.
- Deficiencies present beyond a second audit should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

2. **Department of Motor Vehicle Record and Criminal Background Checks –**

- Consists of ensuring that biannual review of all operators' DMV records is performed in a timely manner and review of a report evidencing that the contractor has reviewed the records and taken necessary actions.
- Any personnel actions occurring as a result of these checks should be noted as indication that checks occurred and records were reviewed. Any noted deficiencies are to be recorded for future reference and brought to the attention of contractor management within one week of the completion of the audit.
- Subsequent audits should include observation of any previously noted deficiencies with continuous follow-up until resolution is reached.
- Deficiencies present beyond a second audit should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

3. Contractor Ride Along Reviews –

- Consists of monthly review that mandatory periodic ride along reviews of operators are being performed and recorded properly and fully in the management information system.
- To ensure that this ride along reviews occur in a timely manner monitoring staff may assist as requested by contractor. Any noted deficiencies are to be recorded for future reference and brought to the attention of contractor management within one week of the completion of the audit.
- Audits should include observation of any previously noted deficiencies and safety concerns with continuous follow-up until resolution is reached.
- Deficiencies present beyond a second audit should be brought to the attention of the Quality Assurance and Special Projects Manager for assistance with a resolution.

Safety Monitoring of Employees, Operations, and Service

1. Monitor Service Checks –

- Ride checks will be performed on a safety review basis. Point checks and follow checks (monitors following in a separate vehicle to observe operator behavior) will be performed on an as-needed basis as determined through received comment, planning requirements and other observed conditions.
- All service checks should include observation and reporting of operational conflicts, bus stop and shelter issues, Timing/schedule issues and any existing road safety hazards or other conditions that may be an operational concern.
- Service check results should be reported through the management information system after completion of each check with serious deficiencies brought to the attention of the Quality Assurance Supervisor for resolution with the contractor.
- NTD samples should be turned in to Quality Assurance and Special Projects Manager if performed manually or processed through the Trapeze software system if performed via hand-held device.

2. Review and Assessment of Contract Deductions –

- Consists of daily monitoring of management information system and properly assigning and assessing contract deductions to the contractor in accordance with

contract terms.

- Includes investigation of incidents to provide further detail and when necessary and coordination with contractor staff to ensure response is timely, adequate to the circumstances and fully covers the necessary remedial actions.
- Emphasis should also be placed on determining significant trends in types and frequency of infractions.

3. Bus Assignments –

- Consists of daily monitoring of records and to ensure that proper vehicle types are assigned.
- Monitor Omniride App. For proper assignment.
- Records are maintained by type and vehicle number on the number of mis-assigned vehicles each day.
- Bus assignment report will be provided to the Quality Assurance and Special Projects Manager on a monthly basis for review.

4. Facility/Service area/Employee evaluation

- Daily monitoring of the facility and service area for trash, down bus signs, damaged shelters, unattended vehicles, suspicious packages.
- Observing employee behavior (E.g.: Heaters left on, wiring strung across the floors.)
- OSHA violations, Safety doors securement and trip and fall hazards.
- Daily reports completed on the proper forms and entered into the Management database.
- All Security/safety concerns are reported to security and documented in the management database.

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 of a personnel matter concerning Commission's Executive Director's performance evaluation and incentives; and

WHEREAS, pursuant to VA Code § 2.2-3711.A.1 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 matters in Closed Meeting.

Adjourned into Closed Meeting at _____.

Votes:

Ayes:

Nays:

Abstain:

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, VA Code § 2.2-3712 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 _____.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

PRTC Chair's Time

ITEM 13

Other Business/Commissioners' Time

ITEM 14

Adjournment

Upcoming Meetings: PRTC 2020 Meeting Schedule

COMMISSION MEETING SCHEDULE

2020

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 16

FEBRUARY 13

MARCH 5

APRIL 2

MAY 7

JUNE 4

JULY 9

AUGUST

BOARD RECESS - NO MEETING

SEPTEMBER 3

OCTOBER 1

NOVEMBER 5

DECEMBER 3

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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JULY

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DECEMBER

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Information Items


- **August System Performance Report**
- **Revised Spending Authority Report**
- **Monthly Safety Dashboard**
- **Commissioners' Motor Fuels Tax Report**



September 24, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: August System Performance and Ridership Report

OMNIRIDE Express and Metro Express Service

- August average daily ridership increased 23 percent from July, but was down 80 percent compared to August 2019
- Ridership gains have been highest on Pentagon-based routes
- With most regional providers now operating close to full service, continued analysis will be focused on any changing commuting trends by employees in our service area

OMNIRIDE Local Bus Service

- August average daily ridership increased five (5) percent from July, but is down 51 percent compared to August 2019
- Ridership growth appears to be slowing, but focus will be on any changing trends in the fall when ridership is traditionally higher than the summer
- Saturday ridership continues to show month-to-month increases, but is still down 43 percent compared to August 2019

Vanpool Alliance Program

- Enrollment decreased to 640 vans due to vans being terminated from increased telework related to COVID-19
- Ridership in August was 32,492 trips, which is essentially the same as the month prior, but still down about 70 percent from the same period in 2019

OmniMatch Program

Staff participated in the following (all meetings were virtual):

August:

- 08/03/2020 - 08/05/20 – Association for Commuter Transportation (ACT) International Virtual Conference. *Staff was a presenter for the Vanpool Tools on a Shoestring Budget break-out session*
- 08/04/2020 - Prince William Chamber of Commerce Education/Innovation Committee Meeting. *OmniRide Employer Outreach Program is the Annual Meeting sponsor.*
- 08/06/2020 – DRPT, Fairfax, Loudoun, Dulles Area Transit Association (DATA), and OmniRide Coordination Meeting
- 08/10/2020 - I-495 transit/TDM study survey call with Kimley Horn
- 08/11/2020 - DATA's Annual Transportation Roundtable
- 08/11/2020 – Prince William County Chamber of Commerce Policy Committee Meeting. *OmniRide Employer Outreach Program is the Annual Meeting sponsor*
- 08/11/2020 - Car Free Day Planning Meeting with County stakeholders
- 08/12/2020 – ACT Chesapeake Chapter Board Meeting
- 08/12/2020 – Prince William County Chamber of Commerce Policy Makers Series - conversation with State Senator John Bell. *OmniRide Employer Outreach Program is the Annual Event Series sponsor.*
- 08/14/2020 - Grant Proposal Meeting – Quantico Automated Vehicle Pilot
- 08/25/2020 – OmniRide Mentorship Program Planning call
- 08/27/2020 - Leadership Prince William Health and Human Services Day
- 08/28/2020 - I-495 American Legion Bridge Transit/Transportation Demand Management Study August Stakeholder Meeting

Customer Service Statistics

- The call center received 3,706 calls in August 2020
- OmniRide local trip denials in August 2020 were .60

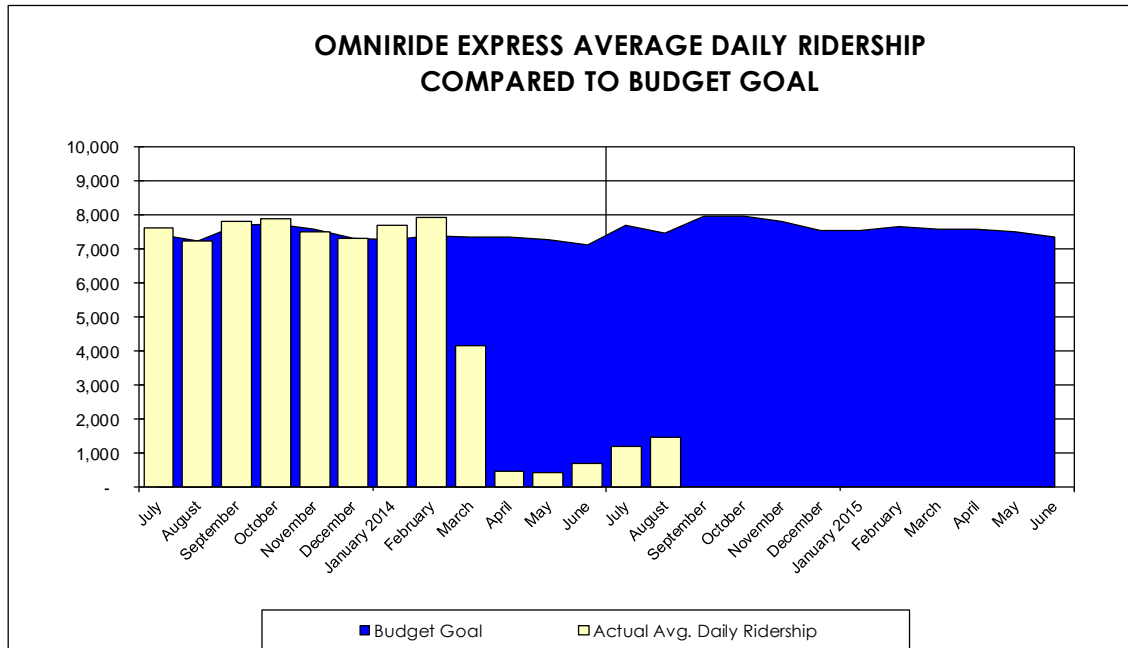
Passenger Complaints

Complaint rate for OmniRide in August:

- OmniRide Express and Metro Express complaint rate for August 2020 increased 101 percent compared to August 2019
- OmniRide Local service complaint rate for August 2020 increased 46 percent compared to August 2020

OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership		Average Daily Ridership			FY21 Budget Goal	Change from Goal
	FY20	FY21	FY20	FY21	% Change		
July	163,138	26,566	7,627	1,194	-84.3%	7,693	(6,499)
August	140,151	30,228	7,256	1,464	-79.8%	7,485	(6,021)
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Year to Date	303,289	56,794	7,442	1,329	-82.1%	7,589	(6,260)



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

7/12-Avg. Daily Ridership excludes 7/3, 4, 5 (Independence Day Holiday)

8/12-Avg. Daily Ridership excludes 8/1, 2, 5 (Work Stoppage), 30 (Friday before Labor Day)

9/12-Avg. Daily Ridership excludes 9/20 (car free day), 9/23 (ESP due to demonstrations in DC)

10/12-Avg. Daily Ridership excludes (14) (Columbus Day)

11/12-Avg. Daily Ridership excludes (11) (Veterans Day), 27-29 (Thanksgiving)

12/12-Avg. Daily Ridership excludes (16) (PWC schools closed due to snow/ice), 23-31 (Winter break)

1/20-Avg. Daily Ridership excludes 2-3 (Winter break), 7 (OPM early release), 20 (MLK Day)

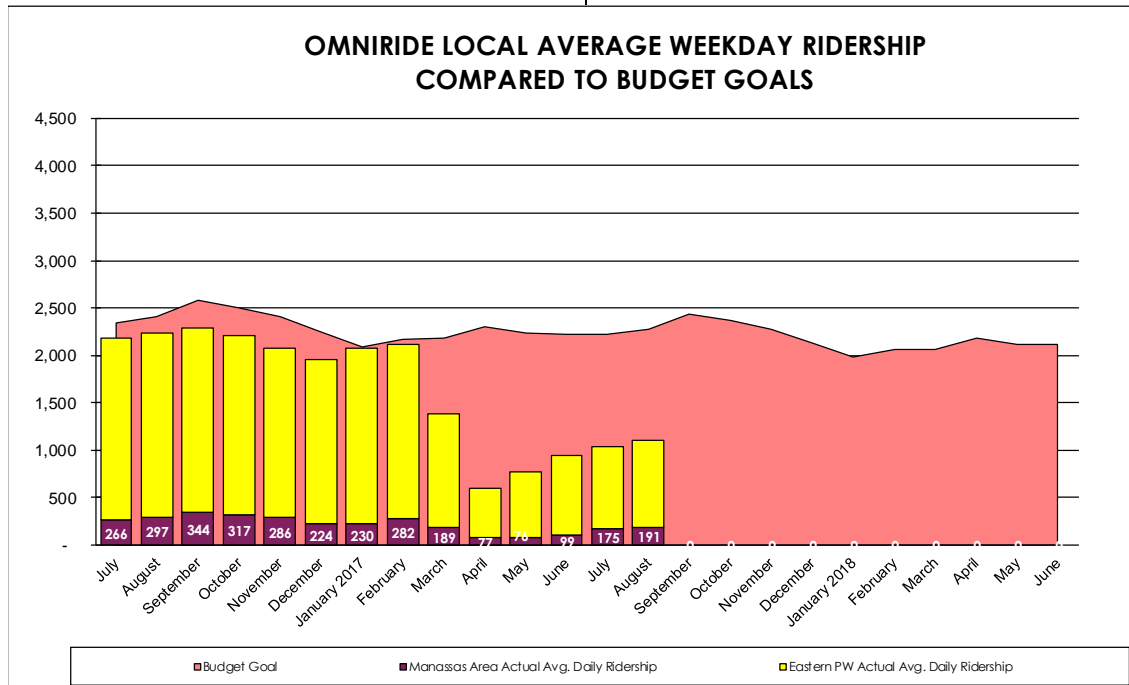
2/20-Avg. Daily Ridership excludes 17 (President's Day)

7/20-Avg. Daily Ridership excludes 7/3 (Independence Day Holiday-Observed), 7/4 (Independence Day-No Service)

8/20-Avg. Daily Ridership excludes 8/28 (ESP operated due to march in Washington DC)

OMNIRIDE LOCAL SERVICE

WEEKDAY							
Month	Monthly Ridership		Average Daily Ridership			FY21 Budget Goal	Change from Goal
	FY20	FY21	FY20	FY21	% Change		
July	47,848	23,814	2,182	1,042	-52.2%	2,216	(1,174)
August	45,499	23,156	2,238	1,100	-50.8%	2,279	(1,179)
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Year to Date	93,347	46,970	2,210	1,071	-51.5%	2,247	(1,176)



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

7/19- Avg. Daily Ridership excludes 7/4 (Independence Day), 7/5 Day after Independence Day

8/19- Avg. Daily Ridership excludes 8/1, 2, 5 (work stoppage)

9/19- Avg. Daily Ridership excludes 9/20 (car free day)

10/19- Avg. Daily Ridership excludes (14) Columbus Day

11/19- Avg. Daily Ridership excludes (11) Veterans Day, 27-29 Thanksgiving

12/19- Avg. Daily Ridership excludes (16) PWC schools closed due to snow/ice; 23-31 (Winter break)

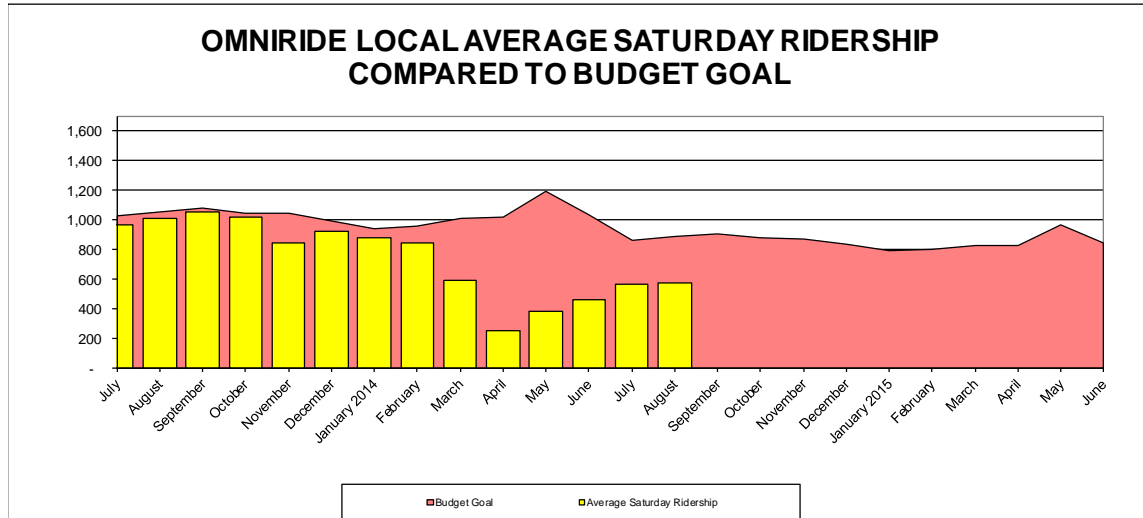
1/20- Avg. Daily Ridership excludes 2-3 (winter break), 20 (MLK Day)

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

7/20-Avg. Daily Ridership excludes 7/3 (Independence Day Holiday Observed), 7/4 (Independence Day-No Service)

OMNIRIDE LOCAL SERVICE

SATURDAY							
Month	Monthly Ridership		Average Saturday Ridership			Average Saturday FY21 Budget Goal	Change from Goal
	FY20	FY21	FY20	FY21	% Change		
July	3,864	1,706	966	569	-41.1%	1,025	(456)
August	5,032	2,856	1,006	571	-43.2%	1,055	(484)
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Year to Date	8,896	4,562	986	570	-42.2%	1,040	(470)



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

7/18- Excludes significant rain/storms and traffic (21)

11/18- Excludes Thanksgiving weekend (24)

12/18- Excludes Cold/Snow (15)

1/19- Excludes snow/weather (11)

1/20- Excludes snow/weather (18)

OMNIMATCH / VANPOOL ALLIANCE

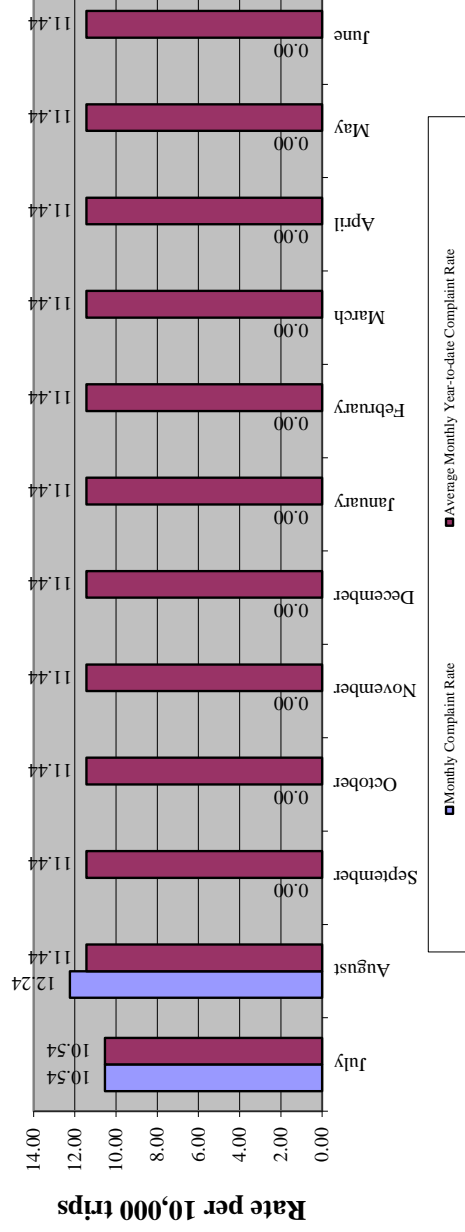
	OmniMatch				Vanpool Alliance			
	FY20	FY21	FY20	FY21	FY20	FY21	FY20	FY21
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips
July	52	3	10	2	674	648	139,650	34,246
August	41	4	6	0	674	640	132,224	32,492
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
Average	47	4	8	1	674	644	135,937	33,369

- 1) "New PRTC Applications Received" include all new customers inquiring about rideshare options in Prince William, Manassas, and Manassas Park.
- 2) "Other Applications Received" include reapplicants, deletions and commuters contacted as a follow-up interested in remaining in the program.
- 3) "Vanpools Enrolled" includes all vanpools approved as of last day of the month.

FY 2020 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	163,138	156	9.56
August	140,151	90	6.42
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
Year-to-date totals	303,289	246	8.11

FY 2021 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	26,566	28	10.54
August	30,228	39	12.90
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
Year-to-date totals	56,794	67	11.80

**FY 2021 OmniRide Express Complaint Rate per 10,000 Trips
Compared to Monthly Average**

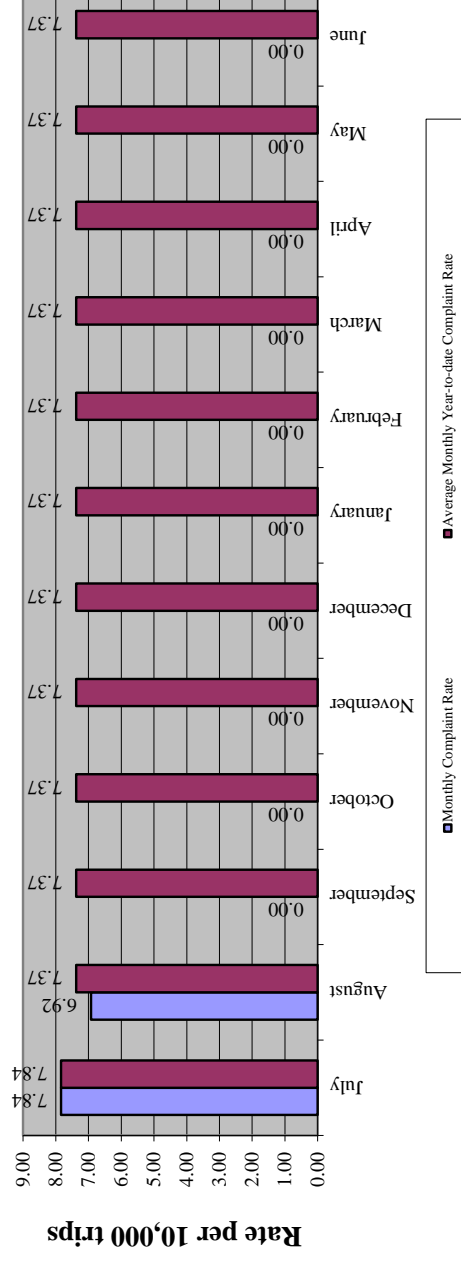


Complaint rates for OmniRide Express service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the bus services contract.

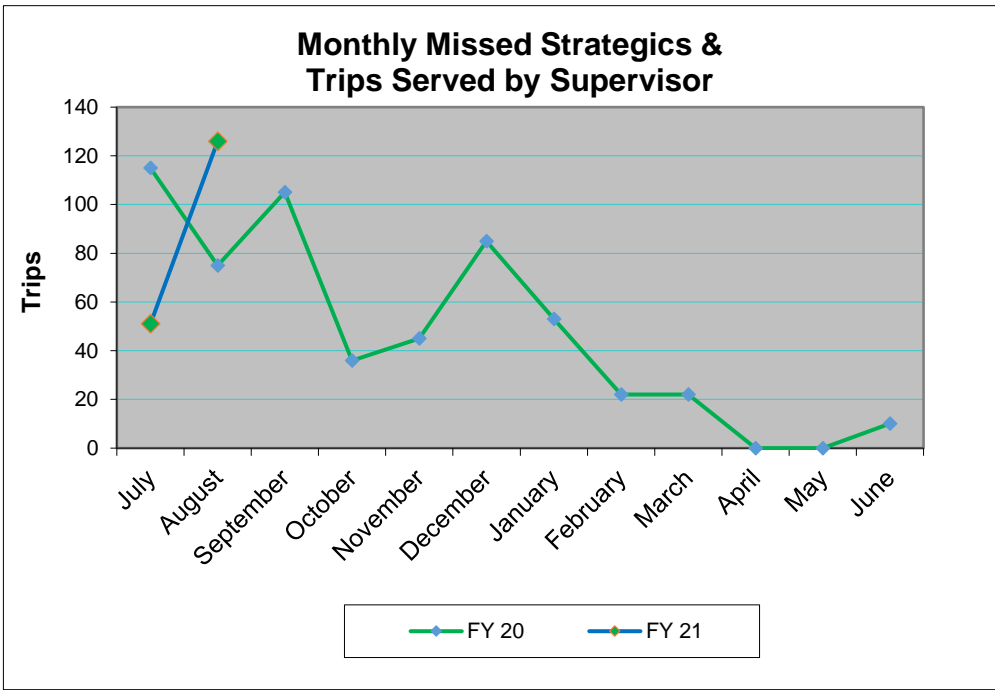
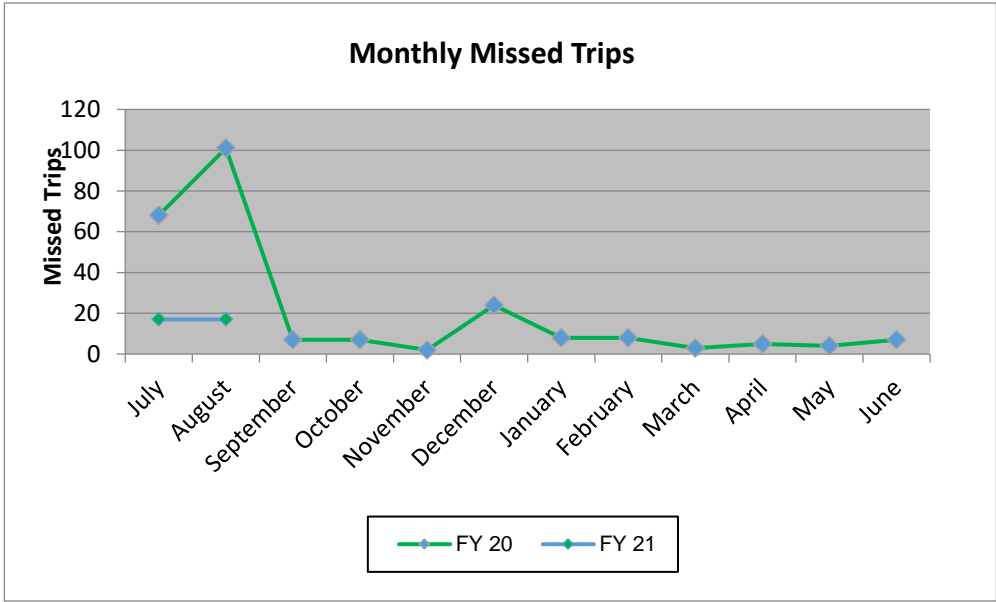
FY 2020 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	51,712	13	2.51
August	50,531	24	4.75
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
Year-to-date totals	102,243	37	3.62

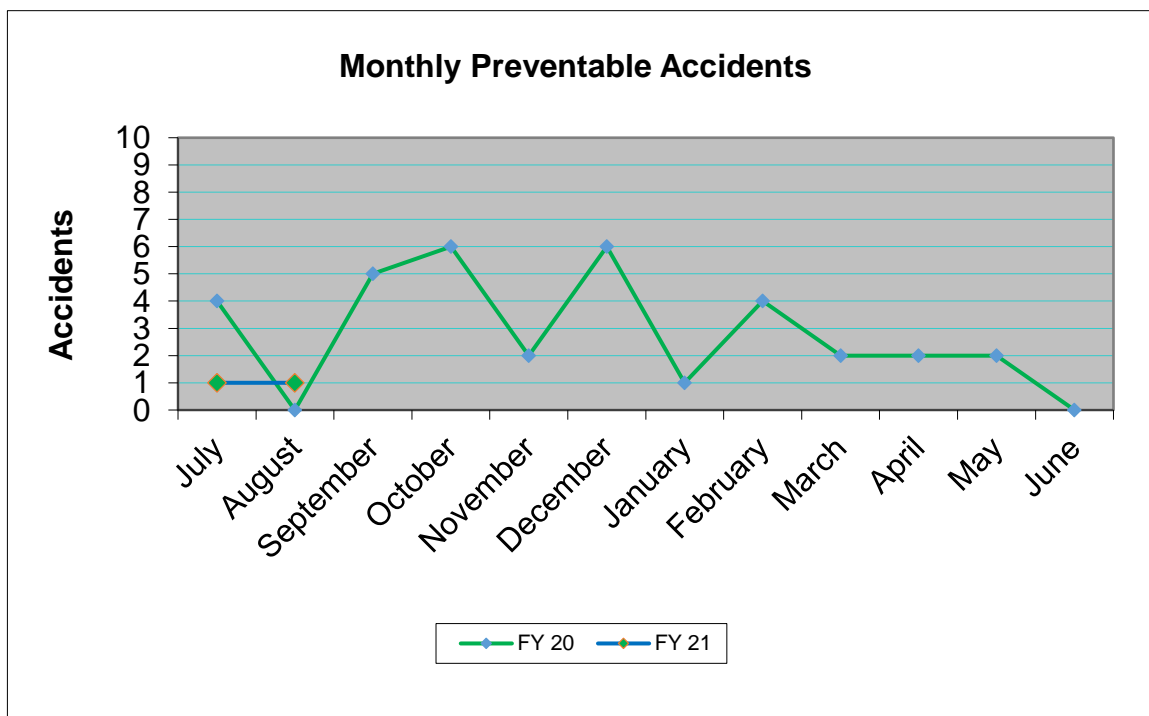
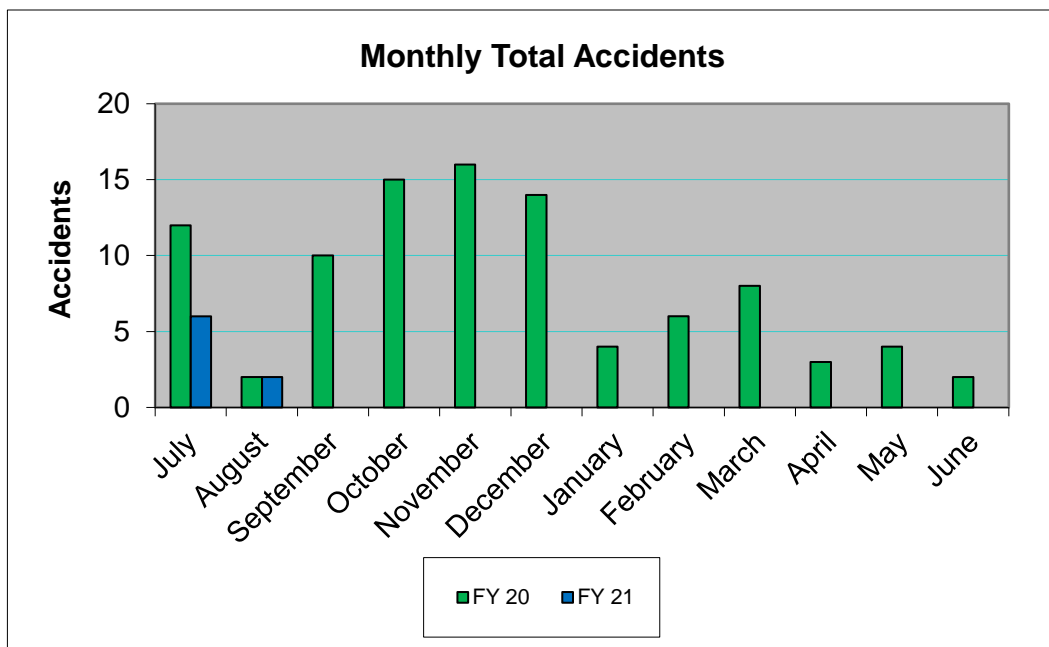
FY 2021 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	25,520	20	7.84
August	26,012	18	6.92
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
Year-to-date totals	51,532	38	7.37

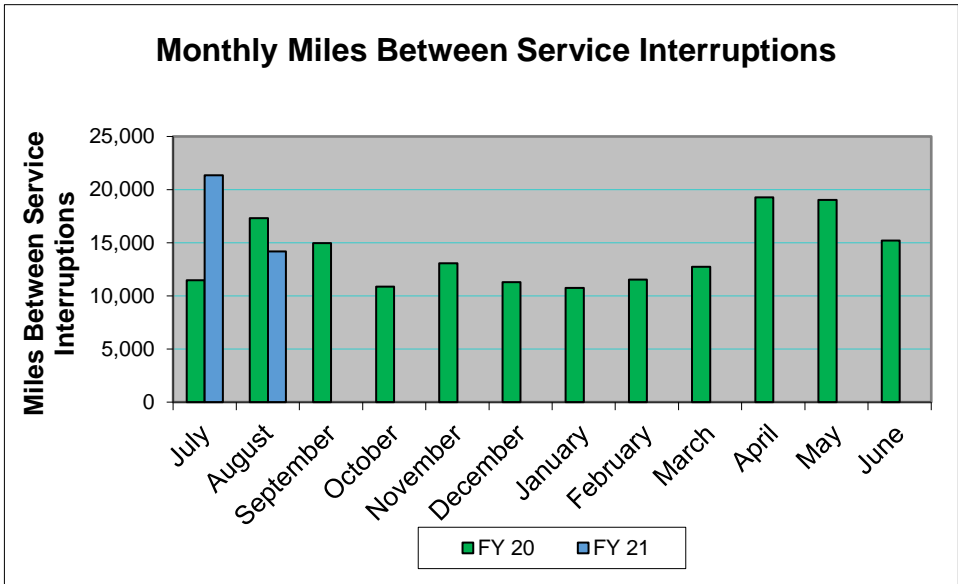
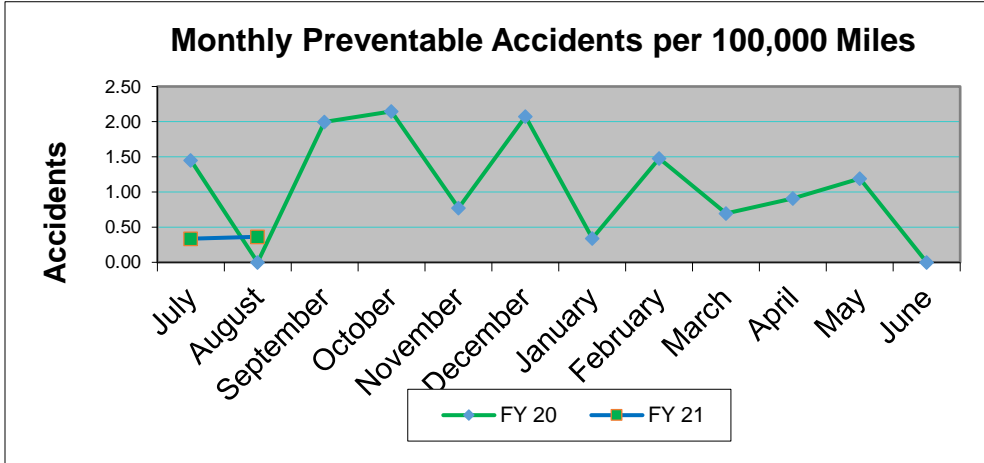
**FY 2021 OmniRide Local complaint rate per 10,000 Trips
compared to monthly average**



Complaint rates for OmniRide Local service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the new bus services contract.



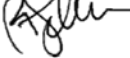






September 24, 2020

TO: Chair Franklin 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.

- On August 20, 2020 OmniRide issued a Purchase Order to Washington Metropolitan Area Transit Authority in the amount of \$81,392 for annual expenses related to Regional SmartTrip Operations Funding Agreement.



OMNIRIDE.COM • 703.730.6664

BOB SCHNEIDER, EXECUTIVE DIRECTOR

bschneider@omniride.com

BYREN LLOYD, SAFETY & SECURITY MANAGER

blloyd@omniride.com



FY21



AUGUST 2020 |
SAFETY DASHBOARD |



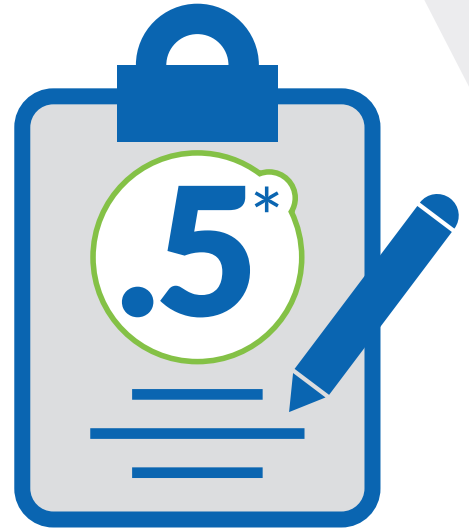
OMNIRIDE | AUGUST 2020



MONTHLY SAFETY DASHBOARD

ACCIDENT/INCIDENT RATE FREQUENCY

*Per 100K miles



ACCIDENTS/INCIDENTS BY DAY & SERVICE TYPE

Accidents:

- Personal Injury
- Property Damage

Incidents:

- Suspicious Package
- Disruptive Behavior
- Public Safety Occurrence

Local: 0%
Express: 100%



MONDAY: 0

TUESDAY: 1

WEDNESDAY: 0

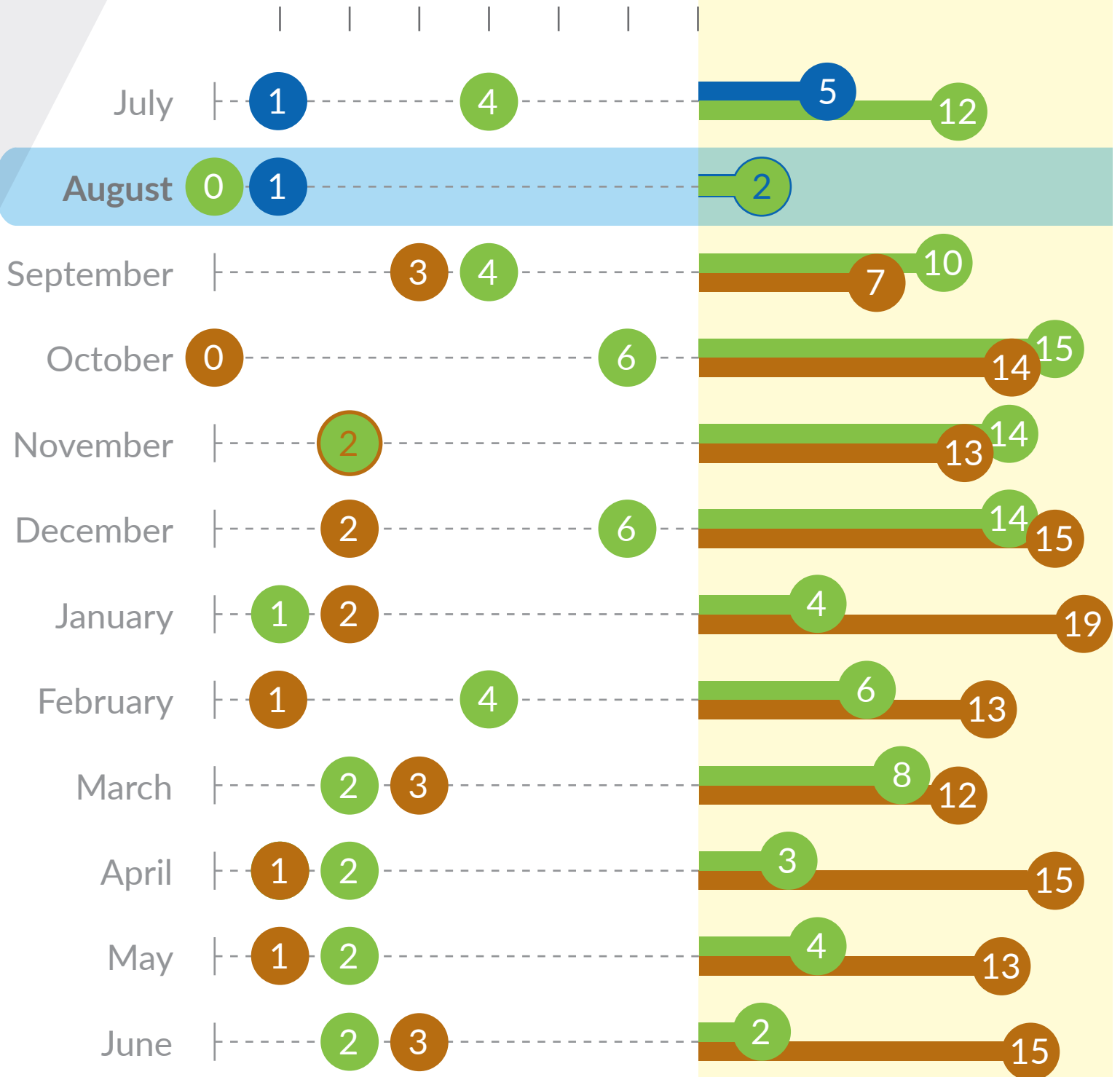
THURSDAY: 1

FRIDAY: 0

SATURDAY: 0

PREVENTABLE ACCIDENTS/INCIDENTS

ALL ACCIDENTS/ INCIDENTS



Fiscal Year:

#

2019

#

2020

#

2021

Current Period



OMNIRIDE // KEY FOCUS AREAS

ACCIDENTS IN REVENUE SERVICE VS. NON-REVENUE SERVICE



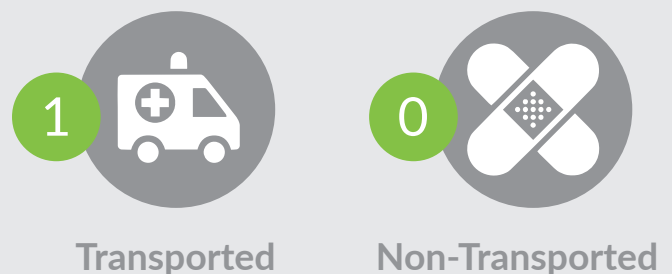
ACCIDENTS IN WASHINGTON D.C. VS. VIRGINIA



TOTAL ACCIDENTS & INCIDENTS WITH VEHICLES



REPORTED INJURIES



90-DAY ACCIDENT/INCIDENT SPOTLIGHT

9
Total*

18.2%**

*Total accidents/incidents between months of June, July, August

**Difference in percentage versus the rolling quarter of May, June, July



FUEL TAX REPORT - FY20
PRINCE WILLIAM COUNTY

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
 or Surplus/Deficit Collections (carryforward)

9,116,760.25

Income

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	1,476,731.09	1,103,991.67	372,739.42	1,476,731.09	1,103,991.67	372,739.42
August	1,911,679.18	1,103,991.67	807,687.51	3,388,410.27	2,207,983.34	1,180,426.93
September	1,050,112.83	1,103,991.67	(53,878.84)	4,438,523.10	3,311,975.01	1,126,548.09
October	1,337,833.15	1,103,991.67	233,841.48	5,776,356.25	4,415,966.68	1,360,389.57
November	1,204,794.19	1,103,991.67	100,802.52	6,981,150.44	5,519,958.35	1,461,192.09
December	1,236,017.80	1,103,991.67	132,026.13	8,217,168.24	6,623,950.02	1,593,218.22
January 2020	1,128,670.67	1,103,991.67	24,679.00	9,345,838.91	7,727,941.69	1,617,897.22
February	1,141,650.44	1,103,991.67	37,658.77	10,487,489.35	8,831,933.36	1,655,555.99
March	1,081,109.56	1,103,991.66	(22,882.10)	11,568,598.91	9,935,925.02	1,632,673.89
April	705,142.62	1,103,991.66	(398,849.04)	12,273,741.53	11,039,916.68	1,233,824.85
May	541,906.47	1,103,991.66	(562,085.19)	12,815,648.00	12,143,908.34	671,739.66
June	983,675.46	1,103,991.66	(120,316.20)	13,799,323.46	13,247,900.00	551,423.46
	13,799,323.46	13,247,900.00	551,423.46			

FY20 Year to Date Interest from Investment
 (actual interest earned from collections)

135,498.56

FY20 PRTC Operating Carryforward (refund)

2,984,000.00

Expenses

Less:

Resolution 19-06-14 FY20 PRTC Subsidies

(16,868,300.00)

Total Expenses

(16,868,300.00)

FY20 Fund Balance (as of 6/30/20)

9,167,282.27

Outstanding Adopted Resolutions (Encumbrances)

Resolution 08-06-07 VRE Local Capital Match for Gainesville- Haymarket

173,000.00

Resolution 19-06-14 FY20 PRTC Subsidies

-

Total Encumbrances

173,000.00

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/20

8,994,282.27

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
STAFFORD COUNTY

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

5,653,804.91

Income

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	450,682.24	354,108.33	96,573.91	450,682.24	354,108.33	96,573.91
August	499,915.27	354,108.33	145,806.94	950,597.51	708,216.66	242,380.85
September	321,428.22	354,108.33	(32,680.11)	1,272,025.73	1,062,324.99	209,700.74
October	452,361.63	354,108.33	98,253.30	1,724,387.36	1,416,433.32	307,954.04
November	380,655.88	354,108.33	26,547.55	2,105,043.24	1,770,541.65	334,501.59
December	410,113.28	354,108.33	56,004.95	2,515,156.52	2,124,649.98	390,506.54
January 2020	346,569.36	354,108.33	(7,538.97)	2,861,725.88	2,478,758.31	382,967.57
February	329,568.90	354,108.33	(24,539.43)	3,191,294.78	2,832,866.64	358,428.14
March	356,659.32	354,108.34	2,550.98	3,547,954.10	3,186,974.98	360,979.12
April	301,977.92	354,108.34	(52,130.42)	3,849,932.02	3,541,083.32	308,848.70
May	145,466.87	354,108.34	(208,641.47)	3,995,398.89	3,895,191.66	100,207.23
June	328,639.99	354,108.34	(25,468.35)	4,324,038.88	4,249,300.00	74,738.88
	4,324,038.88	4,249,300.00	74,738.88			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

81,458.76

FY20 PRTC Operating Carryforward (refund)

63,300.00

Expenses

Less:

Resolution 19-06-11	FY20 VRE Subsidies	(2,352,820.00)
Resolution 19-06-14	FY20 PRTC Subsidies	(104,200.00)
Resolution 20-06-06	FY17-FY20 Transportation Projects	(4,518,615.00)

Total Expenses **(6,975,635.00)**

FY20 Fund Balance (as of 6/30/20)

3,146,967.55

Outstanding Adopted Resolutions (Encumbrances)

Resolution 19-06-11	FY20 VRE Subsidies	-
Resolution 19-06-14	FY20 PRTC Subsidies	-
Resolution 20-06-06	FY17-FY20 Transportation Projects	-

Total Encumbrances -

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/20

3,146,967.55

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20

CITY OF MANASSAS

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

847,558.91

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)						
July 2019	86,846.19	80,766.67	6,079.52	86,846.19	80,766.67	6,079.52
August	79,902.76	80,766.67	(863.91)	166,748.95	161,533.34	5,215.61
September	81,080.78	80,766.67	314.11	247,829.73	242,300.01	5,529.72
October	89,210.83	80,766.67	8,444.16	337,040.56	323,066.68	13,973.88
November	77,925.62	80,766.67	(2,841.05)	414,966.18	403,833.35	11,132.83
December	73,123.98	80,766.67	(7,642.69)	488,090.16	484,600.02	3,490.14
January 2020	76,009.13	80,766.67	(4,757.54)	564,099.29	565,366.69	(1,267.40)
February	69,635.63	80,766.67	(11,131.04)	633,734.92	646,133.36	(12,398.44)
March	72,116.73	80,766.66	(8,649.93)	705,851.65	726,900.02	(21,048.37)
April	44,513.27	80,766.66	(36,253.39)	750,364.92	807,666.68	(57,301.76)
May	43,384.50	80,766.66	(37,382.16)	793,749.42	888,433.34	(94,683.92)
June	64,483.90	80,766.66	(16,282.76)	858,233.32	969,200.00	(110,966.68)
	858,233.32	969,200.00	(110,966.68)			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

7,256.56

FY20 PRTC Operating Carryforward (refund)

50,600.00

Reimbursement from DRPT Grant and Transfer from Manassas

137,185.00

Expenses

Less:	
Resolution 19-06-11 FY20 VRE Subsidies	(694,742.00)
Resolution 19-06-14 FY20 PRTC Subsidies	(471,300.00)
Total Expenses	(1,166,042.00)

FY20 Fund Balance (as of 6/30/20)

734,791.79

Outstanding Adopted Resolutions (Encumbrances)

Resolution 19-06-11 FY20 VRE Subsidies	-
Resolution 19-06-14 FY20 PRTC Subsidies	-
Total Encumbrances	-

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/20

734,791.79

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
CITY OF MANASSAS PARK

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

2,854,976.21

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)						
July 2019	72,715.48	61,000.00	11,715.48	72,715.48	61,000.00	11,715.48
August	91,708.34	61,000.00	30,708.34	164,423.82	122,000.00	42,423.82
September	40,281.33	61,000.00	(20,718.67)	204,705.15	183,000.00	21,705.15
October	71,725.55	61,000.00	10,725.55	276,430.70	244,000.00	32,430.70
November	60,218.11	61,000.00	(781.89)	336,648.81	305,000.00	31,648.81
December	63,700.22	61,000.00	2,700.22	400,349.03	366,000.00	34,349.03
January 2020	57,086.81	61,000.00	(3,913.19)	457,435.84	427,000.00	30,435.84
February	49,153.95	61,000.00	(11,846.05)	506,589.79	488,000.00	18,589.79
March	62,370.72	61,000.00	1,370.72	568,960.51	549,000.00	19,960.51
April	31,663.25	61,000.00	(29,336.75)	600,623.76	610,000.00	(9,376.24)
May	31,511.99	61,000.00	(29,488.01)	632,135.75	671,000.00	(38,864.25)
June	53,306.24	61,000.00	(7,693.76)	685,441.99	732,000.00	(46,558.01)
	685,441.99	732,000.00	(46,558.01)			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

43,306.90

FY20 PRTC Operating Carryforward (refund)

27,100.00

Expenses

Less:		
Resolution 19-06-11	FY20 VRE Subsidies	(405,485.00)
Resolution 19-06-14	FY20 PRTC Subsidies	(249,700.00)
Resolution 20-03-05	Manassas Drive roadway improvements	<u>(85,000.00)</u>
Total Expenses		(740,185.00)

FY20 Fund Balance (as of 6/30/20)

2,870,640.10

Outstanding Adopted Resolutions (Encumbrances)	
Resolution 09-11-07	Road improvements 93,139.69
Resolution 10-11-05	Road improvements 234,500.00
Resolution 13-06-08	Safe routes to school project 200,000.00
Resolution 15-05-07	Road improvements 371,164.00
Resolution 17-07-06	Road improvements 116,000.00
Resolution 17-07-07	Road improvements 206,000.00
Resolution 19-06-11	FY20 VRE Subsidies -
Resolution 19-06-14	FY20 PRTC Subsidies -
Resolution 19-11-08	Sign installations 15,000.00
Resolution 19-11-09	Mathis Avenue signal battery backup 10,000.00
Resolution 20-03-05	Manassas Drive roadway improvements -
Total Encumbrances	1,245,803.69

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/20

1,624,836.41

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
CITY OF FREDERICKSBURG

FY2019 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

1,530,475.74

Income

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)						
July 2019	145,551.01	129,866.67	15,684.34	145,551.01	129,866.67	15,684.34
August	165,640.39	129,866.67	35,773.72	311,191.40	259,733.34	51,458.06
September	98,996.96	129,866.67	(30,869.71)	410,188.36	389,600.01	20,588.35
October	136,860.11	129,866.67	6,993.44	547,048.47	519,466.68	27,581.79
November	119,112.09	129,866.67	(10,754.58)	666,160.56	649,333.35	16,827.21
December	122,756.68	129,866.67	(7,109.99)	788,917.24	779,200.02	9,717.22
January 2020	106,157.24	129,866.67	(23,709.43)	895,074.48	909,066.69	(13,992.21)
February	99,518.57	129,866.67	(30,348.10)	994,593.05	1,038,933.36	(44,340.31)
March	111,110.69	129,866.66	(18,755.97)	1,105,703.74	1,168,800.02	(63,096.28)
April	118,226.14	129,866.66	(11,640.52)	1,223,929.88	1,298,666.68	(74,736.80)
May	23,745.65	129,866.66	(106,121.01)	1,247,675.53	1,428,533.34	(180,857.81)
June	88,612.75	129,866.66	(41,253.91)	1,336,288.28	1,558,400.00	(222,111.72)
	<u>1,336,288.28</u>	1,558,400.00	(222,111.72)			

FY20 Year to Date Interest from Investment
(actual interest earned from collections) **26,286.02**

FY20 PRTC Operating Carryforward (refund) **28,100.00**

Expenses

Less:		
Resolution 19-06-11 FY20 VRE Subsidies	(321,028.00)	
Resolution 19-06-14 FY20 PRTC Subsidies	(40,300.00)	
Total Expenses	<u>(361,328.00)</u>	

FY20 Fund Balance (as of 6/30/20) **2,559,822.04**

Outstanding Adopted Resolutions (Encumbrances)	
Resolution 19-06-10 Various Projects	432,642.00
Resolution 19-06-11 FY20 VRE Subsidies	-
Resolution 19-06-14 FY20 PRTC Subsidies	-
Total Encumbrances	<u>432,642.00</u>

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/20 **2,127,180.04**

(*) Resolutions which have been encumbered will not be expended until funds become available



FUEL TAX REPORT - FY20
SPOTSYLVANIA COUNTY

FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance*
or Surplus/Deficit Collections (carryforward)

1,940,801.81

Income

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Variance
July 2019	537,045.10	395,766.67	141,278.43	537,045.10	395,766.67	141,278.43
August	560,794.99	395,766.67	165,028.32	1,097,840.09	791,533.34	306,306.75
September	363,179.29	395,766.67	(32,587.38)	1,461,019.38	1,187,300.01	273,719.37
October	558,517.45	395,766.67	162,750.78	2,019,536.83	1,583,066.68	436,470.15
November	468,647.15	395,766.67	72,880.48	2,488,183.98	1,978,833.35	509,350.63
December	501,498.12	395,766.67	105,731.45	2,989,682.10	2,374,600.02	615,082.08
January 2020	423,070.18	395,766.67	27,303.51	3,412,752.28	2,770,366.69	642,385.59
February	452,458.93	395,766.67	56,692.26	3,865,211.21	3,166,133.36	699,077.85
March	497,011.40	395,766.66	101,244.74	4,362,222.61	3,561,900.02	800,322.59
April	405,213.04	395,766.66	9,446.38	4,767,435.65	3,957,666.68	809,768.97
May	270,781.26	395,766.66	(124,985.40)	5,038,216.91	4,353,433.34	684,783.57
June	451,817.56	395,766.66	56,050.90	5,490,034.47	4,749,200.00	740,834.47
	5,490,034.47	4,749,200.00	740,834.47			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

45,901.31

FY20 PRTC Operating Carryforward (refund)

71,900.00

Expenses

Less:

Resolution 18-11-07 Various Projects	(9,467.87)
Resolution 19-04-05 Various Projects	(708,567.75)
Resolution 19-06-11 FY20 VRE Subsidies	(1,285,670.00)
Resolution 19-06-14 FY20 PRTC Subsidies	(114,200.00)
Resolution 20-01-06 Various Projects	(1,119,910.00)
Resolution 20-06-07 FY20 Projects	(2,600,000.00)
Total Expenses	(5,837,815.62)

FY20 Fund Balance (as of 6/30/20)

1,710,821.97

Outstanding Adopted Resolutions (Encumbrances)

Resolution 18-11-07 Various Projects	-
Resolution 19-04-05 Various Projects	-
Resolution 19-06-11 FY20 VRE Subsidies	-
Resolution 19-06-14 FY20 PRTC Subsidies	-
Resolution 20-01-06 Various Projects	80,090.00
Resolution 20-06-07 FY20 Projects	-
Total Encumbrances	80,090.00

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 6/30/20

1,630,731.97

(*) Resolutions which have been encumbered will not be expended until funds become available