

ITEM 9
September 6, 2018
PRTC Regular Meeting

PRTC Executive Director's Time

- A. INFO Follow-Up from Prior Meetings**
- B. INFO Executive Director's Report**
 - **Industry Article – Metro's 2019 Platform Reconstruction**
 - **Facility Update**
 - **Timeline of Gas Tax Floor Revenue Projections**
 - **PWC EEO Recommendations Update**

Summary: Metro News Release – Platform Reconstruction

Original article by WMATA. Appeared May 2018

Metro plans to temporarily close all Blue and Yellow Line stations south of Reagan National Airport next summer as part of a massive construction project to rebuild 20 outdoor station platforms over the next three years.

The 2019 “Summer Shutdown” affects six stations: Braddock Road, King Street, Eisenhower Avenue, Huntington, Van Dorn Street and Franconia-Springfield. The station closures will last from Memorial Day through Labor Day next year.

Metro states that the closures are necessary to repair structural deficiencies in outdoor station platforms that are exposed to the elements. The project is expected to cost \$300 million to \$400 million and is likely to trigger the biggest – and perhaps most painful – impact to Metro riders since the 2016 Safe Track surges, which involved trains sharing a single track for weeks at time and partial shutdowns of some sections of track.

During the first phase of construction, which coincides with the summer shutdown, Metro plans to demolish and rebuild station platforms at Braddock Road, King Street and Eisenhower stations. During the shutdown, Blue and Yellow Line service will continue to run but only between the Reagan National airport and Largo Town Center on the Blue Line and between the airport and Fort Totten/Mt. Vernon Square on the Yellow Line.

Following the initial summer shutdown, Metro plans to rebuild platforms at the airport station as well as at Van Dorn Street, Franconia-Springfield and Huntington between September 2019 and May 2020. However, these stations will remain open during construction. During work on the Van Dorn Street Station in September 2019, Metro expects continuous single-tracking to be in effect on the Blue Line only.

Metro said it settled on the shutdown approach after extensive internal planning and consultation with construction contractors and aims to minimize the impact on riders. The approach improves safety while significantly reducing project duration because workers do not have to repeatedly set-up and break down their equipment. Keeping stations open and navigating trains around the work zones would likely have resulted in years of single tracking delays.

Metro states it will partner with the jurisdictions and other transportation agencies to develop traffic mitigations and customer travel alternatives. Metro customers will be given at least three months of advance notice prior to any service change under the program.

Could OMNIRIDE Turn the WMATA Blue and Yellow Line 2019 Summer Shutdown into a Positive?

OMNIRIDE, along with other transit agencies in the region, have been invited to attend planning meetings set up by WMATA to discuss how we can all work together to help mitigate traffic congestion during the 2019 Summer Shutdown. It is critical to our region's transportation system that we all work together to pool our resources to help minimize the impacts of the disruption to citizens in Northern Virginia.

By the summer of 2019, the OMNIRIDE Express bus fleet will have grown by 37 buses. This allows us to be in a position to partner with WMATA, offering new services to help alleviate the disruption to Metro passengers. Instead of selling our aging bus fleet, we can maximize the life of our fleet by an additional year and support WMATA during their platform reconstruction project.

By creating a bus shuttle between Franconia-Springfield and the Pentagon Metro stations, OMNIRIDE will expose our services to a completely new customer base. OMNIRIDE could benefit from the Summer Shutdown and attract new riders to our system. By putting our luxury MCI commuter coaches on the new bus shuttle, we can enhance the image of our transit agency. OMNIRIDE has the option of wrapping these coach buses to advertise how our agency showed initiative, making a difference to provide passengers an option to reach their final destination. Our MCI commuter coaches are fully ADA accessible with wheelchair lifts and kneeling features.

The 2019 Summer Shutdown has the potential to gain future riders to our system by enticing them to relocate to the second largest county in the Commonwealth of Virginia. Through implementing the Metro bus shuttle, we introduce the competitive advantages that Prince William County offers in the region. Many passengers may view OMNIRIDE as a more comfortable and cleaner alternative to traveling on a METRO train. This also provides an opportunity to work with the slugging community to help improve slugging conditions and free up capacity in commuter lots where slugging activity takes place.

Another way that OMNIRIDE can potentially benefit from the 2019 Summer Shutdown is to evaluate the need to implement other new routings to assist, such as a Woodbridge to Alexandria route. Passengers who normally would take our Prince William Metro Express bus to Franconia-Springfield and transfer to the Metro to continue on to Alexandria, could benefit from a one seat ride directly from Prince William County into Alexandria. Instead of these passengers paying two separate fares, one to OMNIRIDE and one to WMATA, passengers would pay one OmniRide fare. A new route to Alexandria could potentially double the fare revenue we receive from our current Metro Express passengers.

Washington Metropolitan Area Transit Authority

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For immediate release: May 7, 2018

Metro plans multiyear project to reconstruct 20 station platforms, addressing structural deficiencies and improving passenger safety



Metro is planning a three-year capital project that will reconstruct the outdoor platforms at 20 Metrorail stations to address structural deficiencies after decades of exposure to the elements. At many of these stations, temporary measures have been installed to stabilize the platforms to ensure passenger safety until reconstruction can take place. The project is estimated to cost between \$300-400 million and will be the first major construction project to benefit from dedicated capital funding recently approved by the legislatures in Virginia, Maryland and the District of Columbia.

Rebuilding platforms is heavy construction activity that requires that tracks be taken out of service to allow for demolishing existing structures, access to the construction area, and concrete pouring.

Metro has already rebuilt platforms at 10 of the system's 45 outdoor stations; however, the process used previously resulted in years of single tracking and customer inconvenience. Rebuilding the two most recently reconstructed platforms, at Minnesota Avenue and Deanwood stations, took approximately three years.

Following extensive internal planning and consultation with construction contractors with the goal of minimizing customer impact, Metro developed a program that advances the reconstruction of the next 20 platforms primarily using extended shutdowns during summer months-rather than single tracking-to provide contractors with 24-hour access to selected work sites. The approach improves safety while significantly reducing project duration because workers do not have to repeatedly set-up and break down their equipment. The approach also minimizes customer impact by allowing Metro to continue to provide normal rail service elsewhere on the system.

Under the first phase of the plan, beginning next year, Metro is planning to demolish and rebuild the station platforms at Braddock Road, King Street and Eisenhower Avenue stations, resulting in a shutdown of rail service south of Reagan National Airport during the summer of 2019. Blue and Yellow line service will operate at regular intervals between the airport and Largo Town Center (Blue Line) and Fort Totten/Mt Vernon Square (Yellow Line). Six of Metro's 91 stations will be closed between Memorial Day and Labor Day 2019: Braddock Road, King Street, Eisenhower Avenue, Huntington, Van Dorn Street, and Franconia-Springfield.

Metro will partner with the jurisdictions and other transportation agencies to develop traffic mitigations and customer travel alternatives. Metro customers will be given at least three months of advance notice prior to any service change under the program.

Following the 2019 summer shutdown, Metro will reconstruct the platforms at Van Dorn Street, Franconia-Springfield, Huntington, and Reagan National Airport between September 2019 and May 2020. The location and configuration of these stations allows construction to take place while all rail stations remain open. During this phase, rail service is expected to operate normally except for the Blue Line in September 2019, which will be impacted by the reconstruction of Van Dorn Street Station.

The remaining 13 station platforms to be reconstructed in 2020-2021 are: West Hyattsville, College Park, Greenbelt, Rhode Island Avenue, Vienna, Dunn Loring, West Falls Church, East Falls Church, Cheverly, Landover, New Carrollton, Addison Road, and Arlington Cemetery. Service plans for these stations are being developed, including possible coordination with construction activity associated with the Purple Line in Maryland and the widening of I-66 in Virginia.

The platform reconstruction plan will be presented Thursday at the Metro Board of Directors Capital and Strategic Planning Committee meeting as an information item. Board approval is not required.

[View Board Presentation \(https://wmata.com/about/board/meetings/board-pdfs/upload/3B-Station-Platform-Recon.pdf\)](https://wmata.com/about/board/meetings/board-pdfs/upload/3B-Station-Platform-Recon.pdf)



To: Madam Chair Anderson and PRTC Commissioners

From: Bob Schneider, Executive Director

A handwritten signature in black ink, appearing to read "Bob Schneider", is placed over the "From:" line.

Re: Update on June 7, 2018 Board Resolution for EEO Recommendations

Date: September 6, 2018

Each of the below items is from the PRTC Commission-adopted resolution on June 7, 2018. This update will be provided monthly until all technical items have been addressed.

1. There should be regular management and staff training on diversity and equal employment issues.

Update:

- August 1 – 2, 2018: First Transit's Director of Learning and Development conducted harassment awareness/prevention training for all employees working at the OmniRide facility.

Future Items:

- First Transit will schedule diversity training for the balance of employees.
- Staff is developing an annual training calendar. This will be provided to the Commission annually and updated as appropriate.
- PRTC staff is reviewing on-line or DVD-based options for newly-hired employees or refresher training for both diversity and workplace harassment/EEO issues.

Completed Items:

- Harassment Training: June 12 – 13, 2018: National Transit Institute of Rutgers University provided a 3-hour, on-site training class for all PRTC and First Transit supervisory employees. This course focused on supervisory reporting requirements.
- EEO Compliance Training: Staff member attended a week-long dedicated federal EEO compliance course June 11 – 15, 2018.
- Diversity Training: May 15 – 17, 2018: National Transit Institute of Rutgers University provided a 3-hour, on-site training class for all PRTC employees as well as First Transit Administrative staff.

2. Immediate action should be taken to address any issues that arise, which could create a hostile work environment.

Update:

- September 24, 2018: Legal counsel will conduct a managerial training session on the existing Anti-Harassment policy for all supervisory personnel to be followed by an all-employees training session conducted by PRTC managers (rescheduled from August 13th).

Completed Items:

- Responsiveness to Incidents: Human Resources will ensure ALL reports of harassment, discrimination, or intimidation shall be reported to the Executive Director and will notify the Executive Director of any and all personnel actions for review. Immediate action will be taken to investigate and address complaints.
- Policy Awareness: April 20, 2018, all employees were reminded of the Anti-Harassment Policy:
“It is everyone’s responsibility to ensure this is a safe and professional workplace and to treat each other with professionalism and respect. The Anti-Harassment Policy is in Chapter XIV of the Personnel Policy Handbook and if you have any questions regarding the policy, please see Marsha Reid, Manager of Personnel Administration or your supervisor. If you see something or experience something that crosses the line, notify Human Resources, a supervisor, or any manager.”

3. Performance Evaluations of all staff should be current.

Update:

- August 29-30, 2018: PRTC’s Director of Human Resources reviewed the evaluation instrument and trained all managers on use of the instrument to ensure consistent and effective evaluations. All PRTC staff attended a training session on the current performance evaluation instrument and the importance of consistent and effective evaluations.
- Evaluations: Supervisors/Managers will complete individual employee evaluations to include organizational, departmental, and individual goals by September 11, 2018. Supervisors/Managers will conduct reviews with employees and provide fully executed evaluations to the Director of Human Resources no later than September 27, 2018. Supervisors/Managers will provide employees with mid-year feedback and review steps for continuous performance evaluation.
- An annual evaluation cycle of July 1 to June 30 has been established to ensure 100% completion of annual evaluations.

Future Items:

- Revision of the current evaluation instrument.

Completed Items:

- Employee Evaluation Audit: HR Staff conducted an audit of personnel files and determined the last evaluation completed for each employee.

4. The Executive Director should ensure clarity and consistency of management communications with staff.

Update:

- August 27, 2018: Nancy West of Exstare Federal Services Group and J.R. Hipple of SIR met with senior management to discuss the OmniRide Diversity and Organizational Development Assessment project. The goal of this project is to work with the Commissioners and senior management staff to address issues related to communication, culture, and organizational values with an outcome of a strategic plan for diversity and inclusion. This process will include recommendations for changes to appropriate policy, process, and managerial plans to help implement the Commission's *Strategic Plan* and associated programs. All PRTC staff have been advised of this project. A memo with further details will be distributed to all staff shortly
- At the request of Ms. West, an advisory committee has been established to work closely with the consultants.
- Continue employee engagement AT ALL LEVELS of the organization with regular recognition for going above and beyond.

5. All job descriptions should be written objectively to ensure the necessary knowledge, skills, and abilities are reflected.

Completed Item:

- All job descriptions have been revised to address the knowledge, skills and abilities language identified by the EEO review document. Substitute language, provided by legal counsel, was inserted. All staff have been advised.

We will continue the practice of legal review of job descriptions.

6. All supervisors be provided training regarding supervision of management of employees.

Update:

- Annual training calendar is under development. Individual training needs are being identified to ensure staff has the appropriate training for their current position/responsibilities.
- The feedback for the baseline supervisory training attended by a PRTC manager in July was favorable. Supervisory training for all supervisors is included on the annual training calendar that is under development. New supervisors will receive training within 90 days of employment.

Future Items:

- Management staff will be trained on coaching employees, communication with peers and employees, critical elements of accountability, and individual leadership.

- Planned individual leadership assessment process (i.e., Emergentics, DiSC, etc.) for the OmniRide leadership team with a focus on teambuilding and working together for goal achievement.