

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

MOTION:

SECOND:

RE: APPROVAL OF AGENDA – FEBRUARY 13, 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 February 13, 2020, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



AGENDA

Potomac and Rappahannock Transportation Commission Thursday, February 13, 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

1. CALL TO ORDER

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. ATTENDANCE ROLL CALL

4. APPROVAL OF AGENDA

- 4.1. APPROVE AGENDA - FEBRUARY 13, 2020
[Approval of Agenda - February 13, 2020 Resolution](#)

5. APPROVAL OF MINUTES

- 5.1. APPROVAL OF MINUTES - JANUARY 16, 2020
[Resolution and Draft Minutes from the January 16, 2020 Commission Meeting](#)

6. VIRGINIA RAILWAY EXPRESS CHIEF EXECUTIVE OFFICER'S TIME

- 6.1. [Virginia Railway Express \(VRE\) Chief Executive Officer's Report - January 2020](#)
6.2. [Agenda, Minutes, and Adopted Resolutions of the January 17, 2020 VRE Operations Board Meeting](#)
6.3. [VRE Spending Authority Report - January 2020](#)

7. PUBLIC COMMENT TIME

Three (3) minute limit per person

8. CONSENT AGENDA

- 8.1. APPROVAL OF CONSENT AGENDA - FEBRUARY 13, 2020
[Consent Agenda - February 13, 2020 Resolution](#)
8.2. ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL
FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2019
[Resolution and Monthly Jurisdictional Financial Report](#)

- 8.3. APPROVAL AND AUTHORIZATION TO EXECUTE A WESTERN MAINTENANCE FACILITY DEED OF EASEMENT TO VERIZON SOUTH, INC.

[Resolution and Draft Deed of Easement](#)

- 8.4. AUTHORIZATION TO SUBMIT FY2021 STATE GRANT APPLICATIONS

[Resolution and State Grant Applications Staff Report](#)

9. EXECUTIVE DIRECTOR'S TIME

- 9.1. Follow-Up from Previous Meeting(s)

- 9.2. Executive Director's Report (verbal)

- 9.3. [Strategic Plan Update](#)

- 9.4. [Industry Article: Big Changes Proposed to Help I-95 Traffic](#)

10. PRESENTATIONS AND INFORMATION

- 10.1. FY2021 Proposed Budget Review of Revenues Presentation (handout at the meeting)

11. ACTION ITEMS

- 11.1. AUTHORIZATION TO APPLY FOR AND ACCEPT FUNDING FOR FY2021 - FY2022 I-66 COMMUTER CHOICE PROGRAM PROJECTS

[Resolution and FY2021 - FY2022 Commuter Choice Program Projects Staff Report](#)

- 11.2. AUTHORIZATION TO COMMENCE THE PROCUREMENT PROCESS FOR CONSULTANT ASSISTANCE IN SUPPORT OF THE I-66 SLUG LINE PROMOTION PROJECT

[Resolution and I-66 Slug Line Promotion Project Staff Report](#)

- 11.3. AUTHORIZATION TO PURCHASE 21 DRIVER CONTROL UNIT KITS TO EXTEND THE LIFE OF THE CURRENT FAREBOXES

[Resolution to Purchase 21 Driver Control Unit Kits and Staff Report](#)

12. CHAIR'S TIME

- 12.1. CONCURRENCE WITH STAFFORD COUNTY'S APPOINTMENT TO THE VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

[Concurrence with Stafford County's Appointment to the VRE Operations Board Resolution](#)

- 12.2. [Engagement Opportunities](#)

13. OTHER BUSINESS/COMMISSIONERS' TIME

14. ADJOURNMENT

INFORMATION ITEMS

[*December 2019 System Performance and Ridership Report*](#)

[*Revised Spending Authority Report*](#)

[*Monthly Safety Dashboard*](#)

[*Commissioners Motor Fuels Tax Report*](#)

[*Quarterly Fuel Dashboard*](#)

MOTION:

SECOND:

RE: APPROVAL OF PRTC COMMISSION MEETING MINUTES – JANUARY 16, 2019

ACTION:

WHEREAS, on February 13, 2020 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the OMNIRIDE Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

WHEREAS, PRTC conducted business in accordance with a published agenda dated February 13, 2020.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of January 16, 2020 as presented/amended.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



MINUTES

BOARD OF COMMISSIONERS MEETING

January 16, 2020
OMNIRIDE Transit Center • 14700 Potomac Mills Road,
Woodbridge, VA

Members Present

*Victor Angry
*Andrea Bailey
*Margaret Franklin
*Jeanine Lawson
*Yesli Vega
*Tinesha Allen
*Pamela Sebesky, Vice Chair
*Jeanette Rishell, At-Large
*Matthew Kelly
*Gary Skinner, Treasurer
*Deborah Frazier
*Todd Horsley

Members Absent

Kenny Boddie
Cindy Shelton
Jennifer Mitchell
George Barker

Alternates Present

*Ann Wheeler
Bennie Smith
Ralph Smith

Alternates Absent

Pete Candland
Meg Bohmke
Preston Banks
Hector Cendejas
Donald Shuemaker
Jason Graham
Tim McLaughlin
David Ross
Jennifer DeBruhl
Steve Pittard

Jurisdiction

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

Prince William County
Stafford County
Department of Rail and Public Transportation
Virginia Senate

Prince William County
Prince William County
City of Manassas

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

*Voting Member

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

Staff and General Public

Dr. Robert A. Schneider, PhD – PRTC
Doris Lookabill – PRTC
Betsy Massie – PRTC
Joyce Embrey – PRTC
Rowena Reyes - PRTC
Althea Evans - PRTC
Chuck Steigerwald – PRTC
Christine Rodrigo – PRTC
Perrin Palistrant – PRTC
Becky Merriner - PRTC
Joe Swartz – VRE
Rich Dalton – VRE

Mark Schofield - VRE
Monica Backmon - NVTA
Xavier Harmony – DRPT
Rick Canizales – Prince William County
Paolo Belita – Prince William County
Ryan McManus – Prince William County
Karen Mills – Prince William County
Pamela Montgomery – Prince William County
Andrea Light – Stafford County
Sharon Pandak – Greehan, Taves & Pandak
Ken Jones – General Public

Vice Chair Sebesky called the meeting to order at 7:04 p.m. Moment of Silence, Pledge of Allegiance and Roll Call followed. Vice Chair Sebesky noted that there are many new members on the Board and asked members to introduce themselves.

Approval of the Agenda –4 [RES 20-01-01]

Vice Chair Sebesky asked to reverse the order of agenda items 12.1 and 12.2. Commissioner Lawson moved with a second by Commissioner Kelly. There was no discussion on the motion. (LAWSON/KELLY, UNANIMOUS)

Approval of the Minutes of the December 5, 2019 PRTC Board Meeting – 5 [RES 20-01-02]

Commissioner Kelly moved, with a second by Commissioner Skinner to approve the minutes of the December 5, 2019 meeting. There was no discussion on the motion. (KELLY/SKINNER, MAJORITY VOTE; ALLEN, BAILEY, FRAZIER, LAWSON, VEGA, WHEELER ABSTAINED)

Virginia Railway Express (VRE) – 6

Acting CEO Rich Dalton briefed the Board on the following items of interest:

- December on-time performance was 85% (90% on Fredericksburg line and 80% on Manassas line).
- December daily ridership was just above 15,000, which is about 2.5% higher than December 2018.

Adopt and Refer the Amended FY2020 and Recommended FY2021 Virginia Railway Express Operating and Capital Budgets to the Jurisdictions [RES 20-01-03]

Commissioner Kelly moved, with a second by Commissioner Skinner. There was no discussion on the item. (KELLY/SKINNER, UNANIMOUS)

In response to a question from Commissioner Rishell, Mr. Dalton explained that the annual passenger survey is conducted jointly with PRTC and NVTC staff on the first Wednesday of October. Passengers are asked to fill out an on-board survey identifying which stations they use. Commissioner Rishell asked if it was a surprise that several localities increased from 14 to 17 percent. Mr. Dalton replied that comparing the figures with FY19 data normalizes the increase.

Mr. Mark Schofield, VRE Chief Financial Officer, said VRE gets a very high response rate to its annual survey, but taking the survey on only one day annually results in variations year-to-year based on who is riding that day. For example in FY20, the survey showed a large increase in ridership from Fairfax County which resulted in an increase in that jurisdiction's subsidy at a time when the general subsidy wasn't increasing so other jurisdictions saw their subsidies decrease. This is more of a return to where things were in 2019, Schofield said, adding that VRE has discussed ways to reduce these variations. Commissioner Kelly said this issue is being discussed by the VRE Operations Board.

Public Comment Time – 7

No comments.

Approve the Consent Agenda – 8 [RES 20-01-04]

Commissioner Kelly moved, with a second by Commissioner Angry. There was no discussion on the item. (KELLY/ANGRY, UNANIMOUS)

Acceptance of the PRTC Monthly Jurisdictional Financial Report for the Periods Ended September 30, 2019 and October 31, 2019 [RES 20-01-05]

Authorization to Budget and Appropriately Spotsylvania County's Motor Fuels Tax Funds for Various FY20 and Prior Transportation Programs [RES 20-01-06]

PRTC Executive Director's Time – 9

Dr. Schneider briefed the Board on the following items of interest:

Ferry Service – PRTC recently issued a Request for Information about operating ferry service and received two submissions, then had replies from two other parties. Staff is working through the information and answering questions. A fast ferry stakeholders meeting is scheduled for January 21.

Legislative Update – Dr. Schneider gave a general overview of several proposed General Assembly bills (HB729, HB1414, and SB890) that would impact transportation funding and stated that PRTC is not endorsing any particular bill.

At the invitation of Commissioner Lawson, Prince William County Transportation Director Rick Canizales addressed the Board and stated that the county has concerns about HB729 because it would divert \$4 million to \$5 million in annual revenues generated by the grantors tax away from the county and give it to NVTa instead. Manassas and Manassas Park also would lose revenues, Canizales said.

Commissioner Rishell said Manassas Park is concerned that Richmond is continually willing to let this region tax itself rather than finding alternative money streams.

Vice Chair Sebesky asked that talking points or other information about the proposed bills be shared with Commissioners so they can be prepared to speak about the bills' impacts when meeting with state legislators on February 6.

DRPT Grant Request – The deadline for PRTC to submit grant requests is February 3, but the next PRTC meeting is February 13 so staff will apply for the grant and bring the information to the Board on February 13 for approval. If the Board objects to anything on the grant application, PRTC can pull the application.

Bus Operations – OmniRide had a successful Service Change in December.

Express Services

- Two new Stafford routes that started in December are half-full, which is outstanding for a service that started so recently.
- We're keeping an eye on afternoon trips from D.C. to the new University Boulevard Commuter Lot and will add trips if necessary to prevent chronic overcrowding.

Local Services

- Positive feedback on new bus stop signs in western service area.
- Working to resolve a timing issue with one route to better enable transfers.
- When bus routes are restructured, we expect an immediate ridership decline that lasts for about 100 days. OmniRide Local routes in the western area recovered its ridership within a few weeks. That's been helped by free fares on affected routes through March 15, 2020.
- Next step to increase ridership on local routes in the western service area is Spanish language marketing outreach via a low-level procurement.

OmniRide operated its Emergency Service Plan (ESP) on January 7 during a winter storm that caused OPM to release its employees in mid-afternoon. The commute was challenging, and PRTC is working with COG to stress the importance of having adequate notice when OPM plans an early release of federal workers.

OmniRide Local buses are currently unable to gain access to Marine Corps Base Quantico due to new restrictions on who can access the base. To help passengers affected by this change, PRTC and VRE have reached an agreement that will allow VRE riders to continue on, fare-free, to the Woodbridge VRE Station and catch an OmniRide Local bus there.

Federal Transit Administration – PRTC and VRE will undergo an FTA Triennial Review, which is a federal compliance audit, and we already have submitted more than 200 documents.

Western Facility – OmniRide's Western Facility, which is under construction, now has permanent electricity.

Presentations and Information – 10

Chuck Steigerwald, OmniRide's Chief Development Officer, provided an update on OmniRide's Strategic Plan. In response to a question from Commissioner Rishell, Mr. Steigerwald said the Diversity, Equity and Inclusion Strategic Plan will be presented to Commission at a future meeting.

Commissioner Bailey complimented PRTC on its relationship with Northern Virginia Community College and asked about PRTC's relationship with George Mason University. Mr. Steigerwald replied that GMU and PRTC have partnered on a Business Council and there have been discussions about transportation in the Innovation Business Park area, but the relationship is different from the one PRTC has with NOVA, which was driven by students. Vice Chair Sebesky noted that GMU has its own shuttle bus system. Commissioner Lawson added that officials expect growth at the GMU campus and the Innovation area.

PRTC Action Items – 11

Joyce Embrey, Director of Finance & Administration, presented a high level overview of the proposed FY2021 budget. Commissioner Skinner asked why no fare increase is proposed for FY21 and suggested that staff consider a small fare increase every two or three years rather than one large fare increase less often. In response to a question from Commissioner Franklin, Dr. Schneider said the current Express fare is \$6.90 with SmarTrip or \$9.20 cash.

Commissioner Franklin asked if federal money is available for the Fast Ferry study. Dr. Schneider replied that the federal money had limitations to the origin and destination points so we're now looking at the business development plan.

Commissioner Bailey asked about the Wheels-to-Wellness program. After Ms. Embrey explained some of the program's history, Commissioner Kelly said he wanted the new Board members to understand that while Wheels-to-Wellness has value, PRTC was initially only administering the program and it's now morphed into being part of the proposed budget.

Noting that Prince William County alone pays for Wheels-to-Wellness, Commissioner Wheeler asked if the program is only available in Prince William County. Dr. Schneider replied that the program has taken various forms through the years based on the funding source.

Commissioner Angry said Wheels-to-Wellness is needed but should be dissected to determine if there's a better way to offer the service.

Commissioner Lawson said it would be helpful for the budget to clarify which expenses are ongoing operational versus one-time.

In response to a question from Commissioner Lawson, Ms. Embrey said PRTC's last compensation study was conducted about seven years ago.

Commissioner Kelly said state funding for transit goes up and down, and projections show that current subsidy increases for VRE are unsustainable. He assumes that all transit is facing a similar predicament unless there are changes to sources of funding. He would like to see budgets that include projections of future years, if possible.

Authorization to Refer PRTC's FY2021 Proposed Budget to Member Jurisdictions for Considerations and Hold Public Hearings on the Proposed FY21 Budget and Federal Grant Applications [RES 20-01-07]

Commissioner Rishell moved, with a second by Commissioner Bailey. There was no discussion on the item. (RISHELL/BAILEY, UNANIMOUS)

Authorization to Purchase Six (6) 45-Foot MCI OmniRide Buses to Expand the Commuter Bus Service [RES 20-01-08]

Commissioner Lawson moved, with a second by Commissioner Angry. There was no discussion on the item. (LAWSON/ANGRY, UNANIMOUS)

Vice Chair's Time – 12

Concurrence with Member Jurisdictions' Virginia Railway Express Operations Board Appointments [RES 20-01-09]

Commissioner Kelly moved, with a second by Commissioner Lawson. There was no discussion on the item. (KELLY/LAWSON, UNANIMOUS)

Election of the Nominating Committee Recommendations for 2020 Potomac and Rappahannock Transportation Commission Officers [RES 20-01-10]

Vice Chair Sebesky said the Nominating Committee has recommended Commissioner Franklin as Chair, Commissioner Sebesky as Vice Chair, Commissioner Frazier as Treasurer, and Commissioner Rishell as an At-Large Member.

Commissioner Sebesky noted that the Secretary is to be someone from Stafford County and asked if there was a nomination. Dr. Schneider said Commissioner Shelton had expressed interest in being the Secretary. Commissioner Kelly nominated Commissioner Shelton from the floor with a second by Commissioner Lawson.

Commissioner Sebesky said another At-Large Member was needed because the position of Immediate Past President is vacant. Commissioner Lawson nominated Commissioner Bailey from the floor with a second by Commissioner Angry.

Commissioner Kelly moved for the slate of officers, with a second by Commissioner Lawson. There was no further discussion on the item. (KELLY/LAWSON, UNANIMOUS)

Chair Franklin took the gavel, thanked the Nominating Committee and said she's looking forward to working with PRTC staff and Dr. Schneider.

Dr. Schneider gave an overview of the January list of Engagement Opportunities.

Other Business/Commissioner's Time – 13

Several Commissioners said they enjoy being part of the PRTC Board because it's bipartisan and the members work well together.

Commissioner Skinner noted that Commissioner Frazier is the first African American to serve on the Spotsylvania County Board of Supervisors.

Commissioner Horsley encouraged anyone with questions about DRPT to contact him.

Chair Franklin noted that Commissioner Skinner is stepping down from PRTC's Executive Committee to serve as Chair of the VRE Operations Board and she thanked him for his service.

Dr. Schneider said an orientation session will be scheduled for all board members and alternates, and members are welcome to attend regardless of how long they've been a Commissioner.

Adjournment – 14

There being no further business to come before the Commission, Chair Franklin adjourned the meeting at 9:05 p.m.

Information Items

There were no comments.

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

- 6.1 Chief Executive Officer's Report – January 2020**
- 6.2 Agenda, Minutes, and Adopted Resolutions of the January 17, 2020 VRE Operations Board Meeting**
- 6.3 Spending Authority Report**

CEO REPORT

JANUARY 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 | JANUARY 2020

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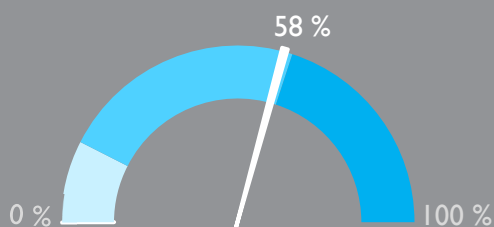
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

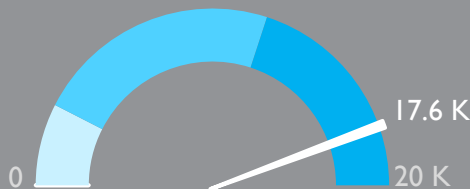


SUCCESS AT A GLANCE



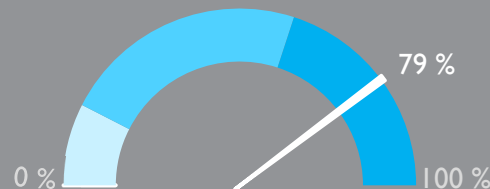
PARKING
UTILIZATION

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



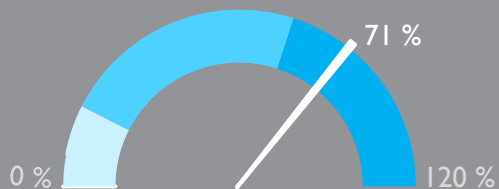
AVERAGE DAILY
RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.
Same month, previous year: 17,552



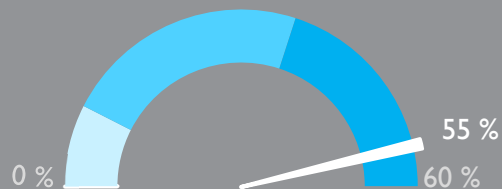
ON-TIME
PERFORMANCE

Percentage of trains that arrive at their destination within five minutes of the schedule.
Same month, previous year: 86%



SYSTEM CAPACITY

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



OPERATING RATIO

The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by the riders.
Board-established goal: 52%

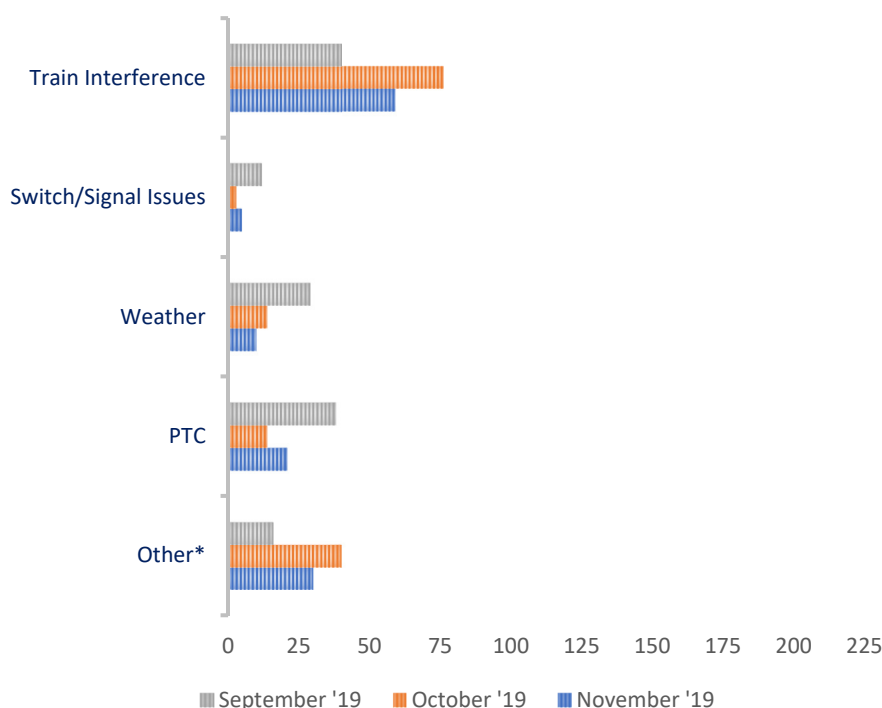
November 2019

ON-TIME PERFORMANCE

OUR RECORD

	November 2019	October 2019	November 2018
Manassas Line	75%	77%	82%
Fredericksburg Line	83%	81%	91%
System Wide	79%	79%	86%

PRIMARY REASON FOR DELAY



VRE operated 588 trains in November. Our on-time rate for November was 79 percent.

One hundred twenty-five trains arrived more than five minutes late to their final destinations. Of those late trains, 74 were on the Manassas Line (59 percent), and 51 were on the Fredericksburg Line (41 percent).

At 79 percent, systemwide on-time performance remained steady. There were no major shifts in delay numbers by category. Slight reductions in one area were offset by slight increases in others.

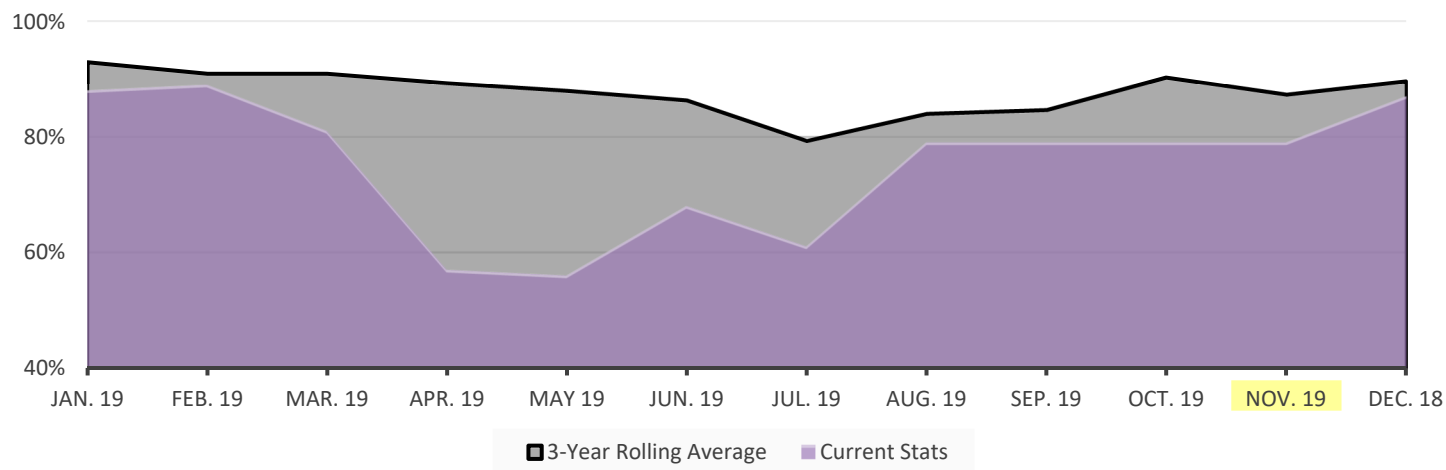
*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

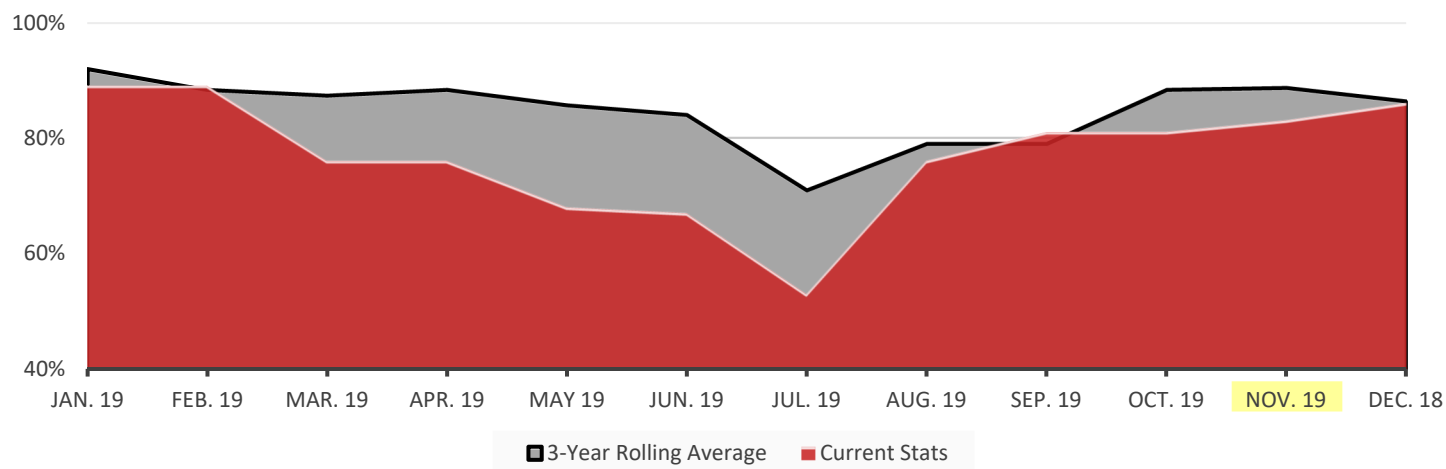
	System Wide			Fredericksburg Line			Manassas Line		
	Sept.	Oct.	Nov.	Sept.	Oct.	Nov.	Sept.	Oct.	Nov.
Total late trains	135	147	125	62	66	51	73	81	74
Average minutes late	14	14	15	15	15	12	14	14	17
Number over 30 minutes	7	9	6	5	7	1	2	2	5
Heat restrictions	7	3	0	7	3	0			

ON-TIME PERFORMANCE

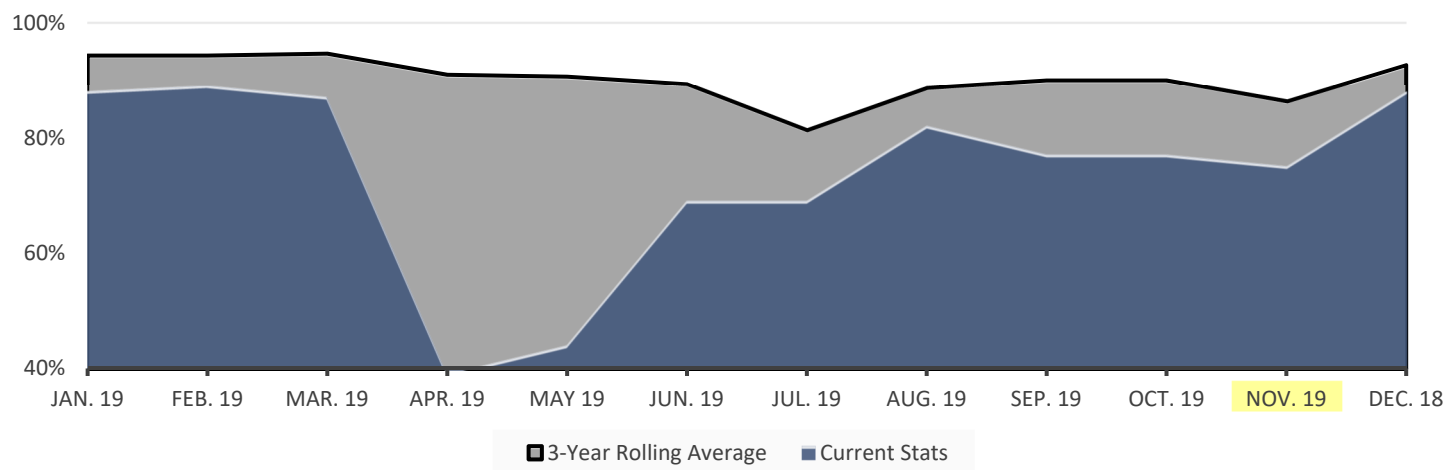
VRE SYSTEM



FREDERICKSBURG LINE

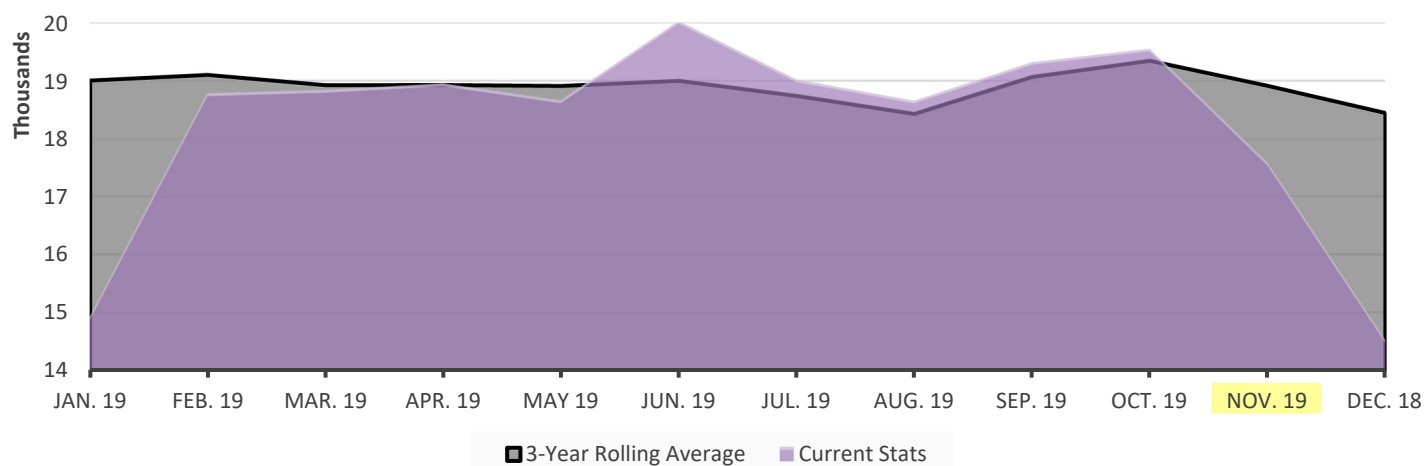


MANASSAS LINE

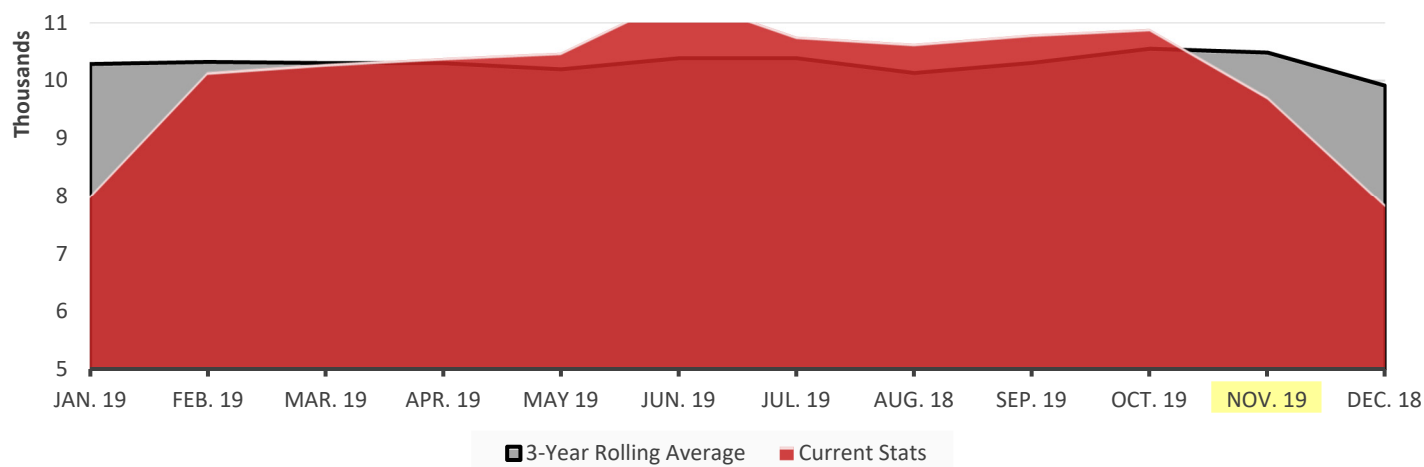


AVERAGE DAILY RIDERSHIP

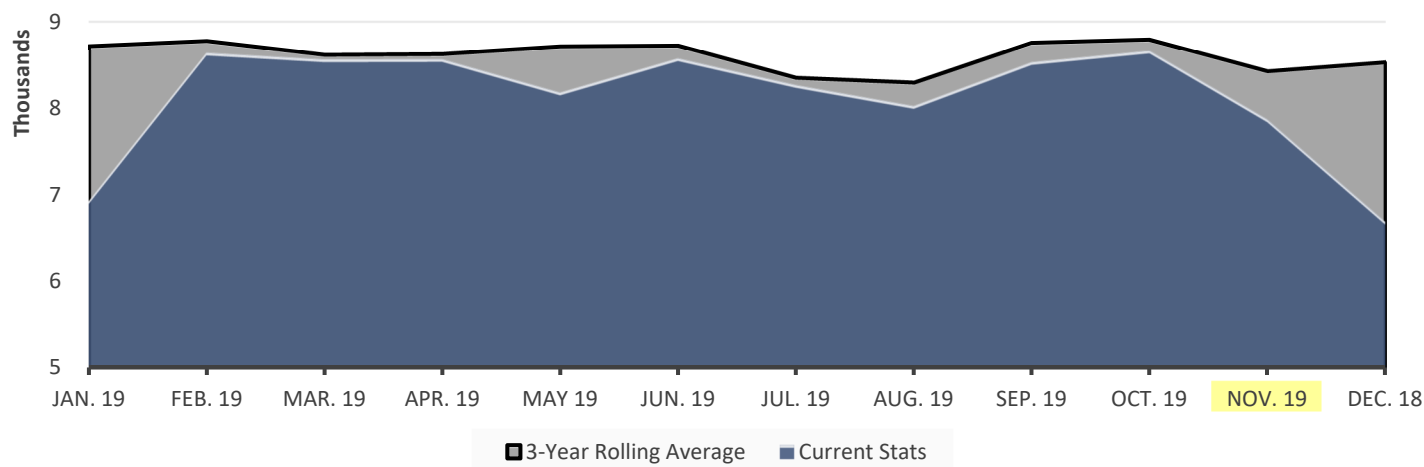
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



JANUARY 2020

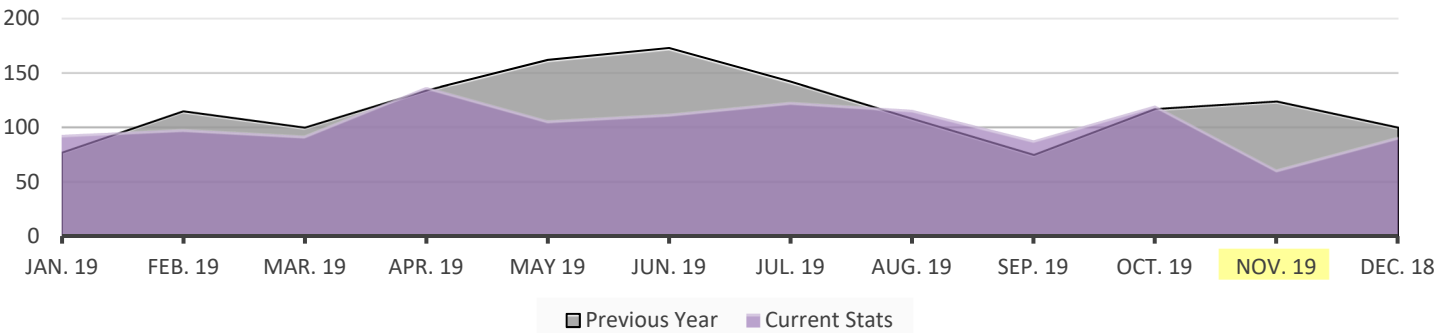
RIDERSHIP UPDATES

Average daily ridership (ADR) in November was approximately 17,600.

	November 2019	October 2019	November 2018
Monthly Ridership	334,031	430,142	351,049
Average Daily Ridership	17,581	19,552	17,552
Full Service Days	19	22	20
"S" Service Days	1	0	1

SUMMONSES ISSUED

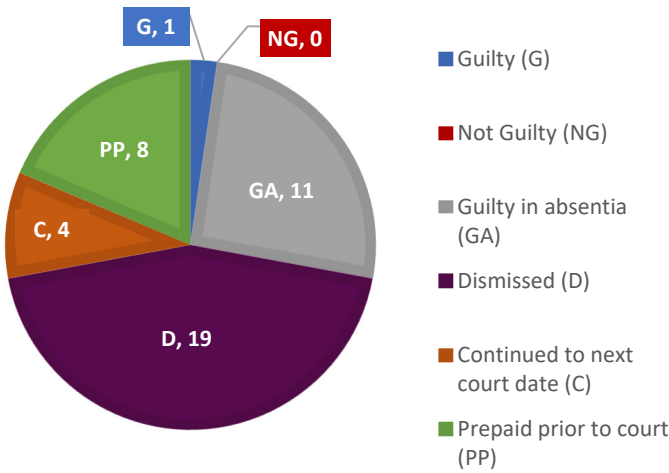
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

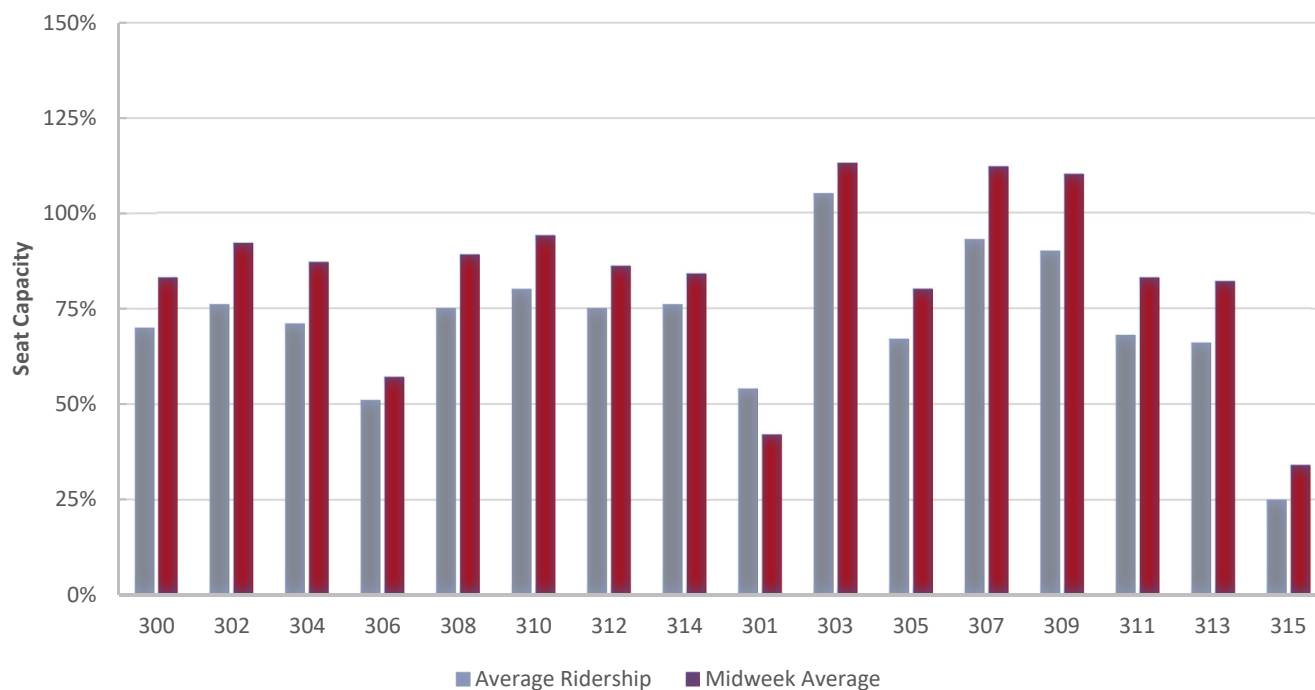
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	20
One-time courtesy	13
Per the request of the conductor	6
Defective ticket	0
Per ops manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	4
Total Waived	43

MONTHLY SUMMONSES COURT ACTION

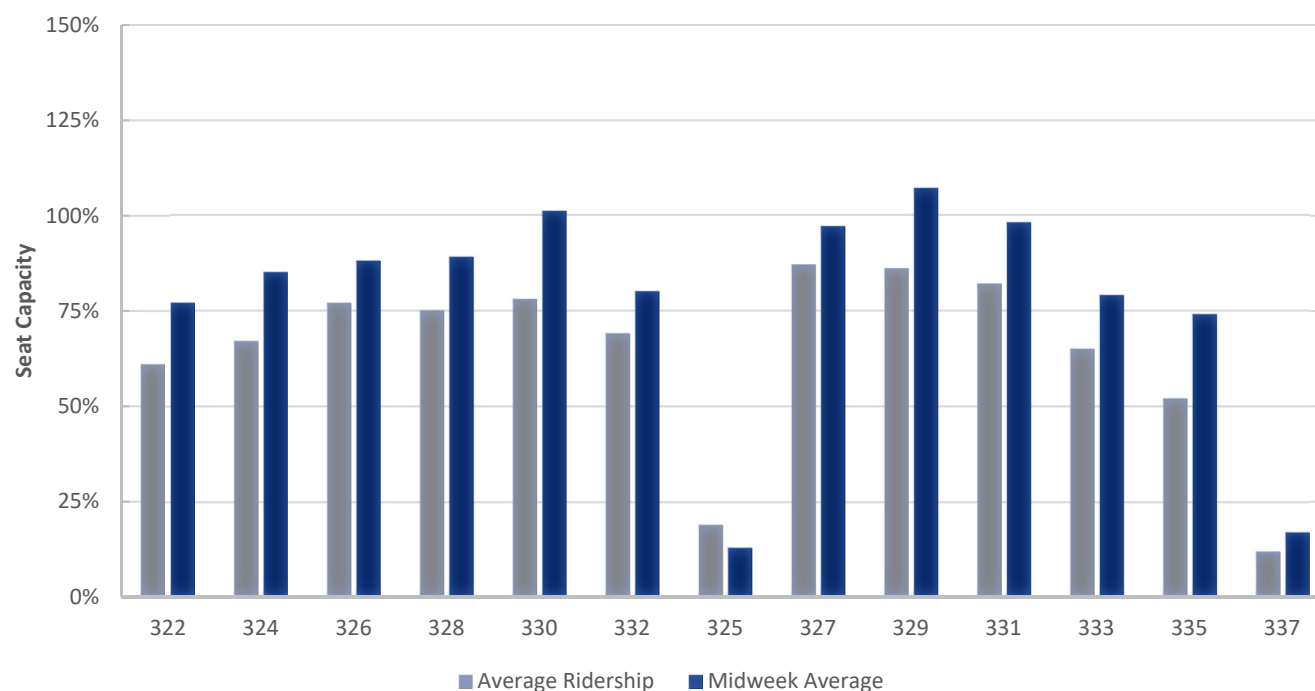


TRAIN UTILIZATION

FREDERICKSBURG LINE

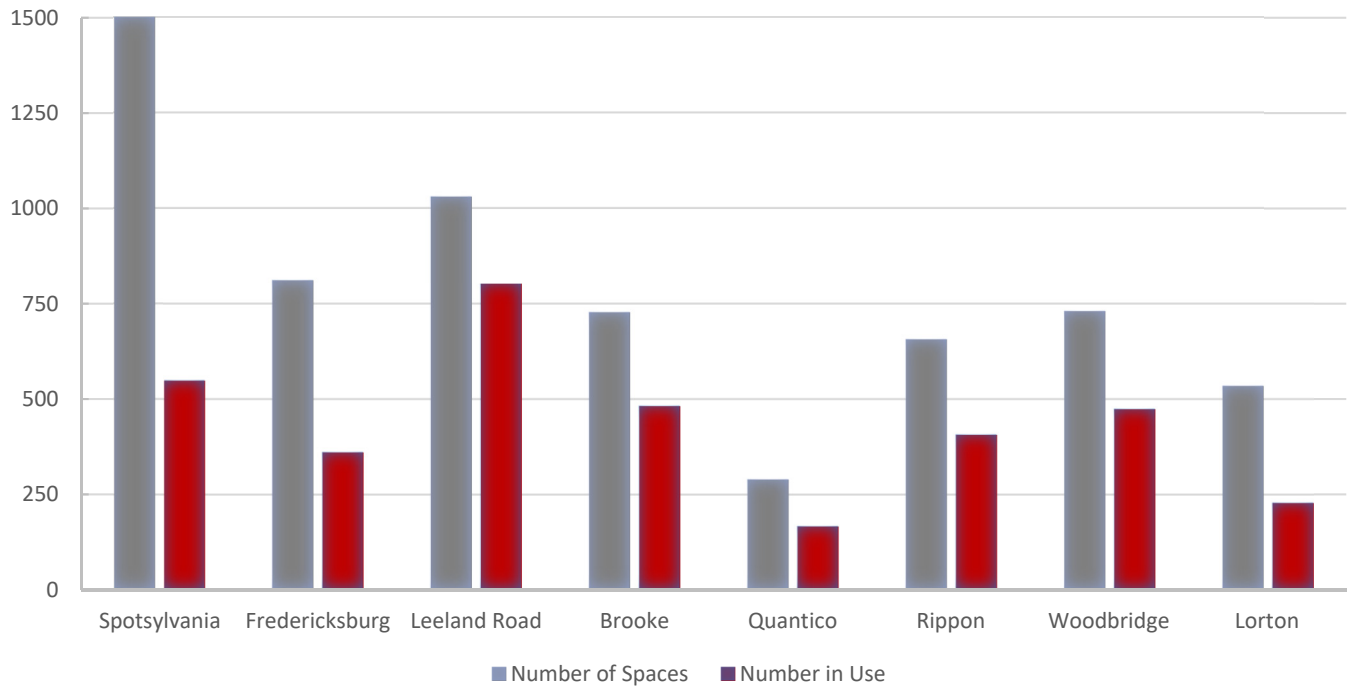


MANASSAS LINE

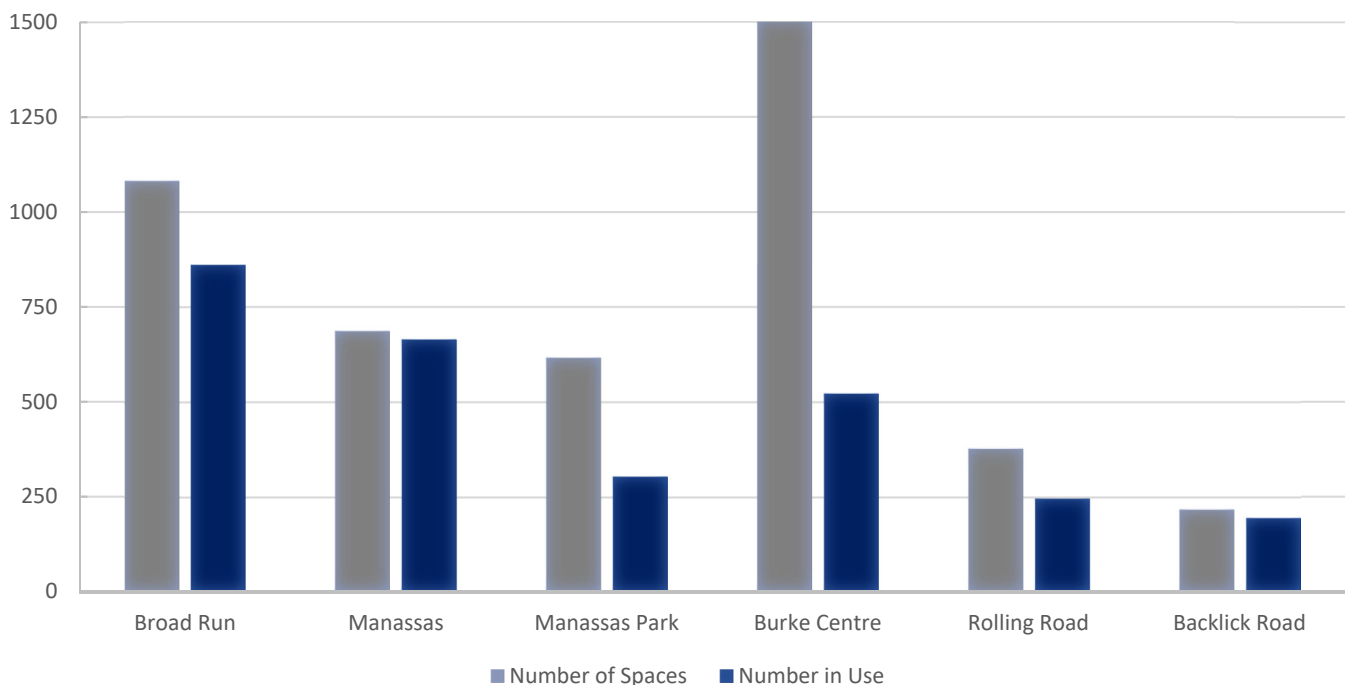


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first five months of FY 2020 is approximately \$217,000 above budget (a favorable variance of 1.2 percent) and is 4.1 percent above the same period in fiscal year 2019.

The operating ratio through November is 55 percent, which is above VRE's budgeted operating ratio of 53 percent for the full 12 months of fiscal year 2020. VRE is required to budget a minimum operating ratio of 50 percent.

A summary of the FY 2020 financial results through November 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 November 30, 2019							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,463,128	3,303,135	18,470,965	18,254,167	216,798	1.2%	43,810,000
Other Operating Revenue	650	16,964	116,759	93,750	23,009	24.5%	225,000
Subtotal Operating Revenue	3,463,778	3,320,099	18,587,723	18,347,917	239,807	1.3%	44,035,000
Jurisdictional Subsidy (1)	-	-	9,062,029	9,062,209	(180)	0.0%	13,230,397
Federal/State/Other Jurisdictional Subsidy	2,594,357	2,575,792	13,404,956	13,199,401	205,555	1.6%	31,462,978
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	-
Interest Income	106,203	37,698	666,180	208,333	457,847	219.8%	500,000
Total Operating Revenue	6,164,338	5,933,590	41,720,889	40,817,860	903,029	2.2%	89,228,375
Operating Expenses							
Departmental Operating Expenses	5,364,883	5,928,690	33,631,454	36,235,690	2,604,236	7.2%	82,991,618
Debt Service	518,480	518,480	2,592,429	2,592,399	(30)	0.0%	6,221,757
Other Non-Departmental Expenses	3,472	1,131	18,500	6,250	(12,250)	0.0%	15,000
Total Operating Expenses	5,886,835	6,448,301	36,242,383	38,834,338	2,591,955	6.7%	89,228,375
Net income (loss) from Operations	277,504	(514,711)	5,478,506	1,983,521	3,494,985		-
Operating Ratio							
			55%	51%		Budgeted Goal	53% 50%

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

FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

1. Removal of abandoned vehicle from Rippon Station through coordination with Prince William County Police
2. Installation of electrical conduits and conductors for Variable Messaging System (VMS) at Fredericksburg Station



Exterior of abandoned car at Rippon

Projects scheduled to be completed this quarter:

1. Installation of electrical conduits and conductors for Variable Messaging System (VMS) at Alexandria Station
2. Development of IFB for modernization of east elevator at Woodbridge Station
3. Development of IFB for canopy roof replacement at Backlick Road Station
4. Development of IFB for painting of Franconia-Springfield Station
5. Development of IFB for pavement repairs and restriping at Rippon and Leeland Road Stations and Fredericksburg VRE Lot E



Interior of abandoned car at Rippon

Projects scheduled to be initiated this quarter:

1. Issuance of GEC Task Order for design of platform widening at L'Enfant Station
2. Issuance of GEC Task Order for design of minor structural repairs at Franconia-Springfield, Woodbridge, Rippon and Brooke Stations
3. Issuance of GEC Task Order for design of Phase 2 renovations to Alexandria Headquarters Suite 201
4. Development of IFB or RFQ for emergency generator overhaul project at Alexandria Headquarters, Woodbridge Station, Manassas Station and Fredericksburg VRE office

Ongoing projects:

1. Replacement of parking lot entrance signs at various stations
2. Replacement of waste and recycling receptacles at various stations
3. Design of Phase 2 renovations to Alexandria Headquarters Suite 202

UPCOMING PROCUREMENTS

- Construction of the Lifecycle Overhaul and Upgrade Facility
- Program management services
- Canopy roof replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station east elevator
- Passenger car wheelchair lift assemblies
- Construction of Rolling Road Station platform extension
- Purchase of LED light fixtures
- Construction of L'Enfant south storage track wayside power
- Variable Messaging System replacement
- Tactile strip replacements
- Pavement repairs and striping at the Rippon and Leeland Road stations and Fredericksburg Lot G
- Franconia-Springfield Station painting services
- Website management services
- Purchase of forklift trucks
- Final design services for VRE Broad Run expansion
- Safety and security consulting services
- Renewal of locomotive head end power engine systems
- Construction of Quantico Station improvements
- Construction management services for the Quantico Station Improvements project
- Mechanical engineering consulting services

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Long Bridge Project Environmental Impact Statement (*study by others*) – Draft environmental impact statement, which identifies a preferred alternative and examines its impacts, was released and published in the Federal Register; DDOT and FRA are reviewing public comments to be addressed in the final environmental impact statement expected in the Summer of 2020.
2. New York Avenue Midday Storage Replacement Facility – continuing due-diligence activities on potential property acquisitions; preliminary design effort has been completed and continue collaboration with Amtrak on project agreements.

Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements (FRS) Draft 90% design plans
4. Lorton Station Second Platform (LOR) Draft 90% design plans
5. Rippon Station Improvements (RIP) Final 30% design plans
6. Brooke Station Improvements (BKV) Final 30% design plans
7. Leeland Road Station Improvements (LLR) Final 30% design plans
8. Broad Run Expansion (BRX) Section 106 Consultation
9. Construction of Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)

Projects or project phases scheduled to be initiated this quarter:

10. IFB for construction of Rolling Road Station Improvements
11. Request for proposals (RFP) advertised for LOU Construction Management

Ongoing projects:

12. Broad Run Expansion (BRX)
13. Manassas Park Parking Improvements
14. Rolling Road Station Improvements
15. Crossroads Maintenance and Storage Facility (MSF) – land acquisition completed
16. Lifecycle Overhaul & Upgrade Facility (LOU)
17. Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
18. Leeland Road Station Improvements
19. Brooke Station Improvements
20. Quantico Station Improvements
21. Rippon Station Improvements
22. Lorton Station Second Platform
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*

Projects Progress Report Follows

PASSENGER

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

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

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

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

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

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

ESTIMATED COSTS (\$)							STATUS	
Total ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date		
31,875,014	31,875,014	-	2,382,759	2,193,257	90%	4th QTR 2020	●	Design underway. Stakeholder meetings held 3/1 and 4/3.
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	-	*	539,149	30%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,150,000	16,150,000	-	*	756,530	30%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,634,793	16,634,793	-	*	387,599	20%	4th QTR 2023	●	PE design/EC anticipated completion 4th QTR 2019.
No costs for VRE. Private developer providing station.					10%	TBD	●	Potomac Shores VRE Station design underway to include parking structure.
18,372,949	18,372,949	0	388,784	830,833	30%	TBD	●	FD start 1st QTR 2019. SMART SCALE grant agreement pending.
23,391,019	23,391,019	-	*	374,663	20%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2019.
15,527,090	15,527,090	-	*	342,169	20%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2019.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022	●	Meeting held with Governing Body on 4/3. FD continues.
2,000,000	2,000,000	-	640,503	418,887	70%	3rd QTR 2020	●	Invitation for Bids (IFB) pending NS Construction Agreement and Fairfax County Building Permit.
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

PHASE

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

MAINTENANCE AND STORAGE FACILITIES

L'Enfant Train Storage Track - South	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work and Wayside Power	◆	◆	◆	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

ESTIMATED COSTS (\$)							STATUS	
Total ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date		
32,500,000	32,500,000	-	33,285,519	30,578,003	90%	3rd QTR 2018		Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,699,610	60%	4th QTR 2019		CSXT Construction Agreement received. CM underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	70%	TBD		Completion of FD pending completion of land acquisition.
2,950,000	2,950,000	-	2,950,000	163,565	100%	1st QTR 2020		Land acquisition has been completed.
89,666,508	89,666,508	-	3,588,305	2,087,050	75%	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		Big Commerce/Moovel collaboration underway for web based ticketing portal. Uplift to new platform scheduled for mid-summer.



VIRGINIA RAILWAY EXPRESS

1500 KING STREET, SUITE 202 • ALEXANDRIA, VA 22314 • 703.684.1001

VRE.ORG





MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
January 17, 2020

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*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)
*Jennifer Mitchell (DRPT)
*Gary Skinner (PRTC)
*Ralph Smith (PRTC)
*Dan Storck (NVTC)
*James Walkinshaw (NVTC)

Jurisdiction

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

Members Absent

*Walter Alcorn (NVTC)

Fairfax 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

Monica Backmon – NVTA
Paolo Belito – Prince William County
Alex Buchanan - VRE
Sharon Bulova – Private Citizen
Rick Canizales – Prince William County
Matt Cheng – NVTC
Rich Dalton – VRE
John Duque – VRE
Karen Finucan-Clarkson
Chris Henry – VRE
Christine Hoeffner – VRE
Pierre Holloman – Arlington County
John Kerins – Keolis
Mike Lake – Fairfax County
Lezlie Lamb – VRE
Meagan Landis – Prince William County

Steve MacIsaac – VRE Legal Counsel
Kate Mattice – NVTC
Elizabeth McCurdy – City of Alexandria
Ryan McManus – Prince William County
Becky Merriner – PRTC
Steve Miner – Baker-Tilly
Charlotte Nourse - VRE
Kristin Nutter – VRE
Steve Owen – Baker-Tilly
Edwin Santana
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Cindy Shelton – Stafford County
Sonali Soneji - VRE
Joe Swartz – VRE

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

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Bailey to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Smith, Storck and Walkinshaw.

Approval of the Minutes of the December 20, 2019 VRE Operations Board Meeting – 4

Ms. Bennett-Parker moved, with a second by Mr. Kelly, to approve the Minutes from December 20, 2019. The vote in favor was cast by Members Banks, Bennett-Parker, Cristol, Kelly, Lawson, Mitchell Skinner, and Smith. Members Bailey, Bohmke, Franklin, Storck and Walkinshaw abstained.

Chair's Comments – 5

- Chair Cristol welcomed the following newly appointed Operations Board Members:
 - James Walkinshaw representing NVTC for Fairfax County
 - Andrea Bailey representing PRTC for Prince William County
 - Meg Bohmke representing PRTC for Stafford County
 - Ralph Smith representing PRTC for the City of Manassas
 - Walter Alcorn representing NVTC for Fairfax County
 - Dan Storck representing NVTC for Fairfax County
 - Margaret Franklin representing PRTC for Prince William County
- Chair Cristol introduced former VRE Operations Board Member and Former Chairman of the Fairfax County Board of Supervisors, Sharon Bulova.
 - Ms. Bulova is known as “The Mother of VRE”
 - Joining the staff of then Annandale Supervisor Audrey Moore in 1984, Ms. Bulova was tasked with building a coalition to study the feasibility of starting a regional commuter rail and established “The Friends of the VRE”
 - Following her election to the Board of Supervisors in 1988, Ms. Bulova made the establishment of commuter rail service a priority

- In 1989, NVTC and PRTC executed a Master Agreement and the VRE Operations Board was established.
- After a series of seemingly insurmountable obstacles, VRE began operations in 1992.
- Ms. Bulova served continuously until last month, having given this organization more than 35 years of dedicated service.
- Ms. Cristol announced the 2020 VRE Operations Board Officers
 - James Walkinshaw – Treasurer
 - Jeanine Lawson – Secretary
 - Elizabeth Bennett-Parker – Vice-Chair
 - Gary Skinner – Chair

Installation of New Officers – 6

New Chair's Comments – 7

- Chair Skinner thanked Ms. Cristol for her leadership in 2019
 - The highlight of the year was the announcement of the Commonwealths \$3.7B rail plan.
- Chair Skinner welcomed the new Members and announced there will be a 30-Minute presentation after the Operations Board meeting adjourns to cover some information for the new Members. All are welcome to attend.
- Chair Skinner announced assignments to the following Committees:

Finance Committee:

- Katie Cristol – Chair
- Preston Banks
- Elizabeth Bennett-Parker
- Gary Skinner
- Meg Bohmke
- Ralph Smith

Audit Committee

- Jeanine Lawson – Chair
- Gary Skinner
- Katie Cristol
- Elizabeth Bennett Parker
- James Walkinshaw
- Meg Bohmke

Legislative Committee

- Matt Kelly - Chair
- Elizabeth Bennett- Parker
- Katie Cristol
- Margaret Franklin
- James Walkinshaw

CEO Evaluation Committee

- Katie Cristol - Chair
- Elizabeth Bennett-Parker
- Jeanine Lawson
- James Walkinshaw

- Gary Skinner
- Matt Kelly
- Chair Skinner reminded the Members the Virginia Transit Association Day in Richmond is on January 27th.

Acting Chief Executive Officer's Report – 8

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

- Safety and Security
- Performance metrics
 - 85% On-Time in December 2019
 - 15,126 Average Daily Ridership
- Virginia Rail Package Update
 - VRE is working to operationalize the Commonwealth's plan
 - Working closely with DRPT to identify 2020 project work plans
- Director Mitchell was asked to brief the Board
 - Described the Transportation Omnibus bill creating a Commonwealth Transportation Fund

[Ms. Bailey stepped out of the room at 10:25 a.m.]

Public Comment Time – 9

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

[Ms. Bailey returned to the meeting at 10:30 a.m.]

Action Items – 10

Authorization to Extend the Lease Agreement for Parking at the Rippon Station – 10A

Mr. Kelly moved, with a second by Ms. Bailey, to authorize the Acting Chief Executive Officer to extend the lease agreement with RCKF Riverside PLP LLC, formerly KP Big Crest Lane LLC, for parking at the Rippon Station in the amount of \$185,677 for one year.

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

Adoption of Changes to the 2020 VRE Operations Board Meeting Schedule – 10B

Ms. Lawson moved, with a second by Ms. Bennett-Parker, to establish a regular VRE Operations Board meeting on July 17, 2020 and delete the regular meeting that was to be held on August 21, 2020.

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

Information Items – 11

Spending Authority Report – 11A

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

- On December 3, 2019, VRE issued a Sole Source Blanket Purchase Order in the amount of \$74,000 to TransTech to acquire toilet cleaning supplies on an as-needed basis, including chlorinating slugs and sanitizer, to maintain the toilet systems on board VRE passenger rail cars.
- On December 3, 2019, VRE issued a Sole Source Purchase Order in the amount of \$92,530 to TransTech for four waste treatment tank assemblies for the toilet systems on board VRE passenger rail cars.

Closed Session – 11

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

Ms. Bailey moved, with a second by Ms. Bennett-Parker to adjourn the meeting. The vote in favor was cast by Members Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Smith, Storck and Walkinshaw.

The meeting adjourned at 10:41 A.M.

Approved this 21st day of February 2020

Gary Skinner
Chair

Jeanine Lawson
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the January 17, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
10A-01-2020**

**Authorization to Extend the Lease Agreement for
Parking at the Rippon Station**

WHEREAS, in May 2002, the Operations Board approved a three-year lease for a 320-space parking lot at the Rippon Station; and,

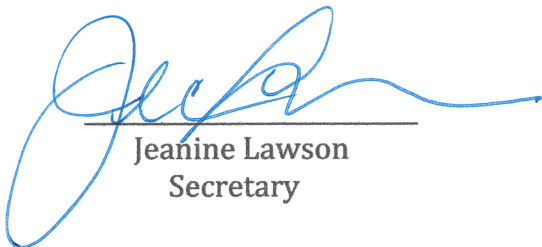
WHEREAS, these additional spaces were instrumental in reducing the parking shortage at Rippon, where the main parking lot was routinely 97% full; and,

WHEREAS, the lease agreement has since been renewed several times, with the current extension set to expire at the end of February 2020; and,

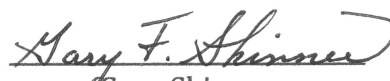
WHEREAS, VRE staff is requesting permission to extend the lease agreement for one additional year through February 28, 2021;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to extend a Lease Agreement with RCKF Riverside PLP LLC for parking at the Rippon Station in the amount of \$185,677 for one year.

Approved this 17th day of January 2020



Jeanine Lawson
Secretary



Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
10B-01-2020**

**Adoption of Changes to the 2020 VRE
Operations Board Meeting Schedule**

WHEREAS, per the Bylaws of the VRE Operations Board, meetings are held the third Friday of each month except July; and,

WHEREAS, VRE Operations Board Members' jurisdictions do not typically meet in the month of August; and,

WHEREAS, achieving a quorum for VRE Operations Board action in the month of August is not always possible; and,

WHEREAS, the potential exists for a detrimental postponement of VRE business throughout the months of July and August; and,

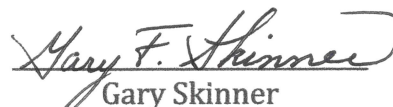
WHEREAS, the Bylaws of the VRE Operations Board state "Such changes to, deletion of, or addition of a regular meeting may be accomplished by adoption of a resolution changing, deleting or establishing a regular meeting date";

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby establish a regular meeting to be held on July 17, 2020 and deletes the regular meeting that was to be held on August 21, 2020.

Approved this 17th day of January 2020



Jeanine Lawson
Secretary



Gary Skinner
Chairman



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 11-A
Information Item

To: Chairman Skinner and the VRE Operations Board

From: Rich Dalton

Date: January 17, 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 December 3, 2019, VRE issued a Sole Source Blanket Purchase Order in the amount of \$74,000 to TransTech to acquire toilet cleaning supplies on an as-needed basis, including chlorinating slugs and sanitizer, to maintain the toilet systems on board VRE passenger rail cars.
- On December 3, 2019, VRE issued a Sole Source Purchase Order in the amount of \$92,530 to TransTech for four waste treatment tank assemblies for the toilet systems on board VRE passenger rail cars.



Northern Virginia
Transportation Commission
2300 Wilson Blvd., Suite 230
Arlington, VA 22201
703-524-3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703-684-1001
VRE.org



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

Public Comment Time

Three (3)-minute limit per person

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 November 30, 2019**
- 8.3 Approval and Authorization to Execute a Western Maintenance Facility Deed of Easement to Verizon South, Inc.**
- 8.4 Authorization to Submit FY21 State Grant Applications**

MOTION:

SECOND:

RE: APPROVE CONSENT AGENDA – FEBRUARY 13, 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 February 13, 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 REPORTS FOR THE PERIOD
ENDED NOVEMBER 30, 2019**

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 November 30, 2019, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

**Fuel Tax Revenues
Budget to Actual
Five Months Ended November 2019**

	FY20 YTD Budget	FY20 YTD Actual	Variance %	Variance \$
Prince William County	6,132,833	6,981,150	14%	848,317
Stafford	1,967,125	2,105,043	7%	137,918
Manassas	448,667	414,966	-8%	(33,701)
Manassas Park	338,875	336,649	-1%	(2,226)
Fredericksburg	721,458	666,161	-8%	(55,297)
Spotsylvania	2,198,542	2,488,184	13%	289,642
Total	11,807,500	12,992,153	10%	1,184,653

Year to date budget reflects updated FY2020 motor fuels tax revenue projections done as part of the FY2021 budget and six year plan process.

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2019

FY20 Beginning Fund Balance		\$ 21,944,377.83 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 3,096,347.04	\$ 16,917,123.21
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (784,994.00)	\$ (3,924,970.00)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 2,311,353.04	\$ 12,992,153.21
Interest from Investment	\$ 38,155.23	\$ 185,445.44
Total Tax & Investment Revenue	\$ 2,349,508.27	\$ 13,177,598.65
Expenditures/Transfers	\$ -	\$ (5,754,872.50)
Reimbursement from State Grant/Transfer from Other Governments	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 3,225,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES c		\$ 32,592,103.98
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 15,345,846.79
FY20 Projected State Grant (remainder)		\$ -
LESS: Unexpended Adopted Resolutions		\$ (21,134,353.81) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	-	-
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 26,803,596.96 (2)

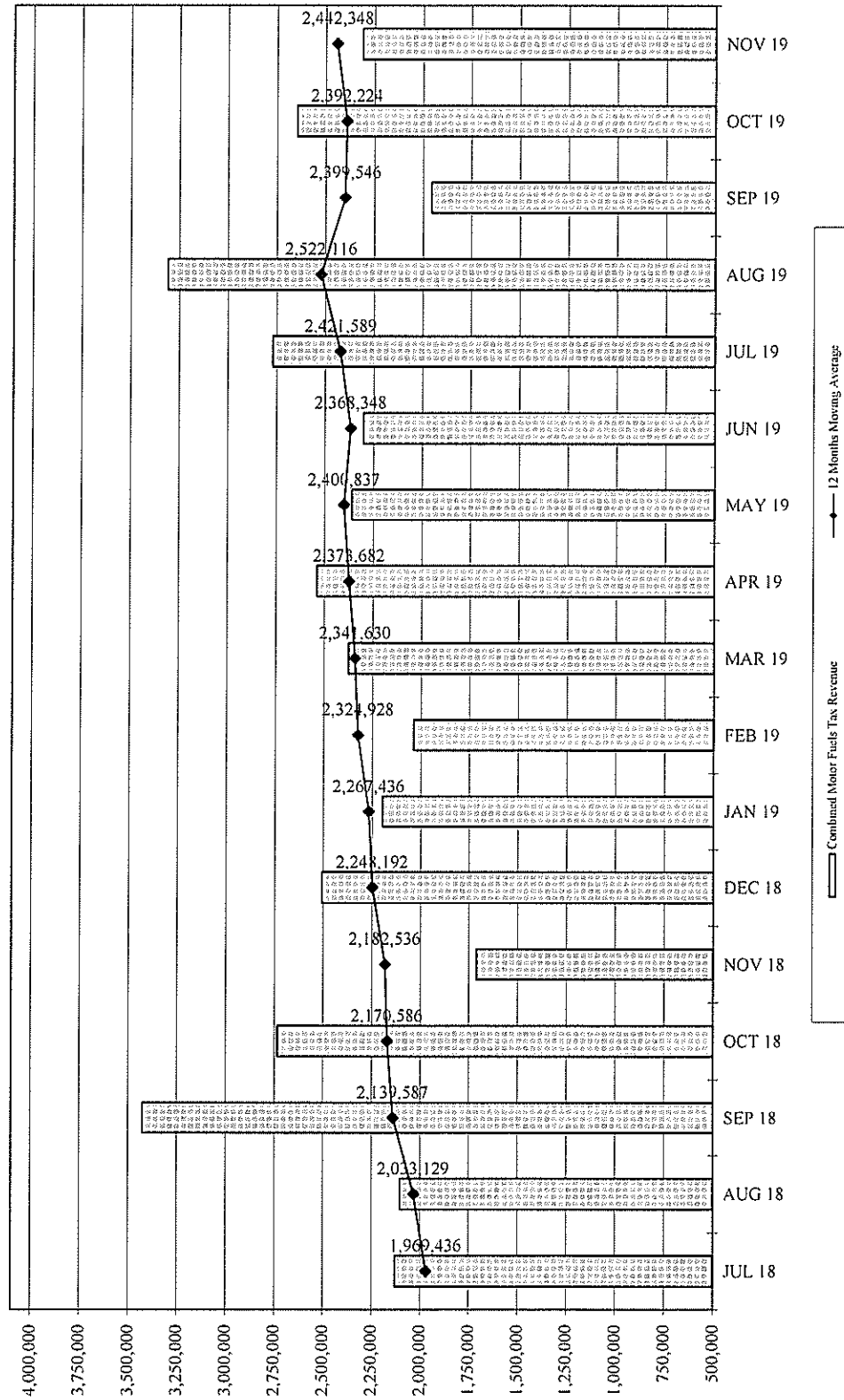
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
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)	\$ 2,529,872.50	\$ 2,529,872.50
19-06-14	\$ 17,848,000.00 (1a)	\$ 3,225,000.00	\$ 14,623,000.00
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	\$ -	\$ 1,200,000.00
Total	\$ 26,889,226.31	\$ 5,754,872.50	\$ 21,134,353.81 (*)

(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 FIVE MONTHS ENDING NOVEMBER 30, 2019

FY20 Beginning Fund Balance			\$ 9,116,760.25 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 1,613,972.80	\$ 9,080,775.49	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (409,178.61)	\$ (2,099,625.05)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 1,204,794.19	\$ 6,981,150.44	
Interest from Investment	\$ 18,702.90	\$ 82,219.04	
Total Tax & Investment Revenue	\$ 1,223,497.09	\$ 7,063,369.48	
Expenditures/Transfers	\$ -	\$ (2,984,000.00)	
PRTC Operating Fund Balance	\$ -	\$ 2,984,000.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$ 16,180,129.73
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			7,737,649.56
LESS: Unexpended Adopted Resolutions			\$ (14,057,300.00) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	0.00	-	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 9,860,479.29 (2)

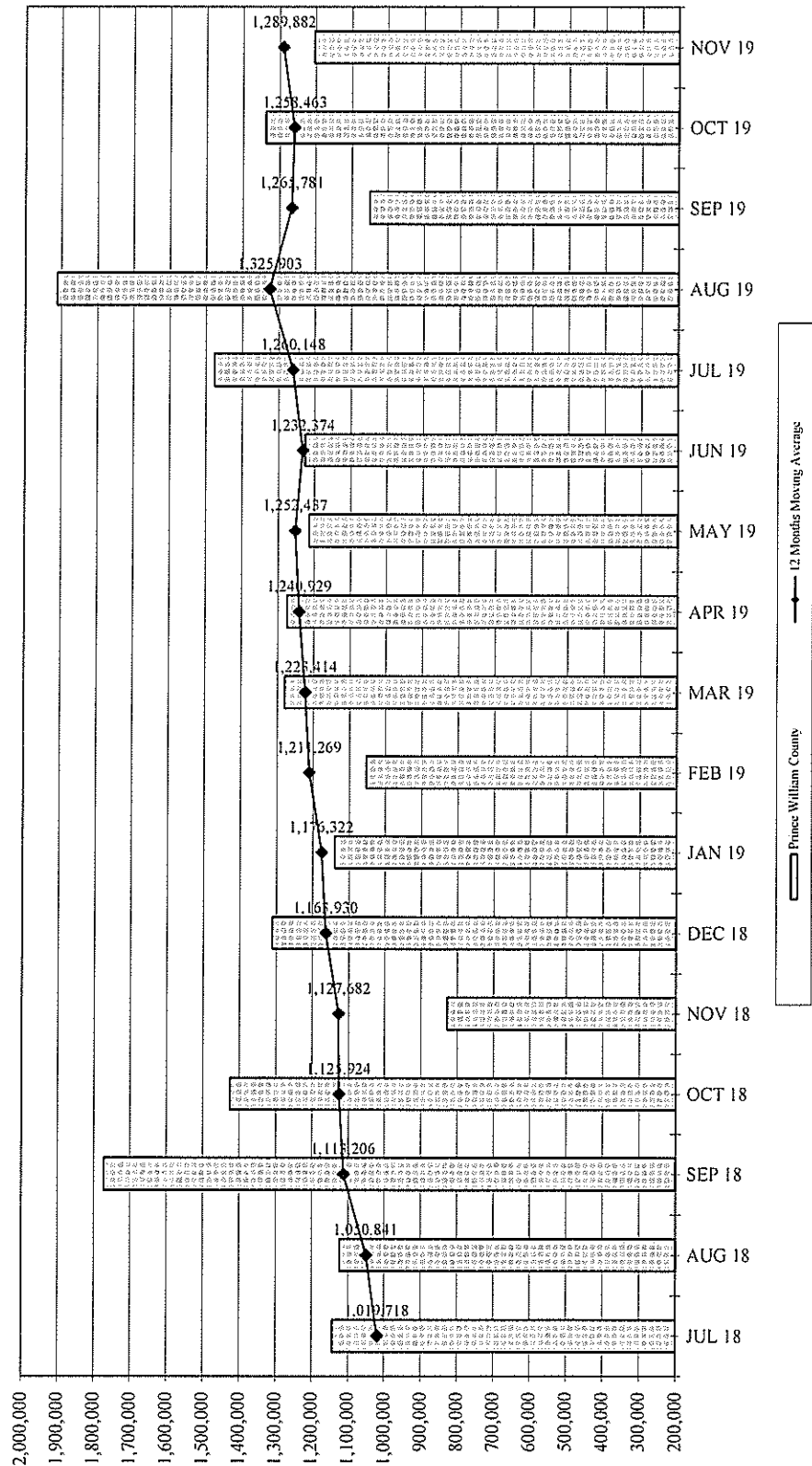
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
19-06-14	\$ 16,868,300.00 (1a)	\$ 2,984,000.00	\$ 13,884,300.00
Total	\$ 17,041,300.00	\$ 2,984,000.00	\$ 14,057,300.00 (*)

(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.

(*) 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 STAFFORD COUNTY
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2019

FY20 Beginning Fund Balance		\$ 5,653,804.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 509,936.25	\$ 2,743,873.79
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (129,280.37)	\$ (638,830.55)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 380,655.88	\$ 2,105,043.24
Interest from Investment	\$ 8,124.88	\$ 40,189.27
Total Tax & Investment Revenue	\$ 388,780.76	\$ 2,145,232.51
Expenditures/Transfers	\$ -	\$ (1,239,710.00)
PRTC Operating Fund Balance	\$ -	\$ 63,300.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 6,622,627.42
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		2,616,056.76
LESS: Unexpended Adopted Resolutions		\$ (1,217,310.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 8,021,374.18 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-11	\$ 2,352,820.00 (1a)	\$ 1,176,410.00	\$ 1,176,410.00
19-06-14	\$ 104,200.00 (1a)	\$ 63,300.00	\$ 40,900.00
Total	\$ 2,457,020.00	\$ 1,239,710.00	\$ 1,217,310.00 (*)

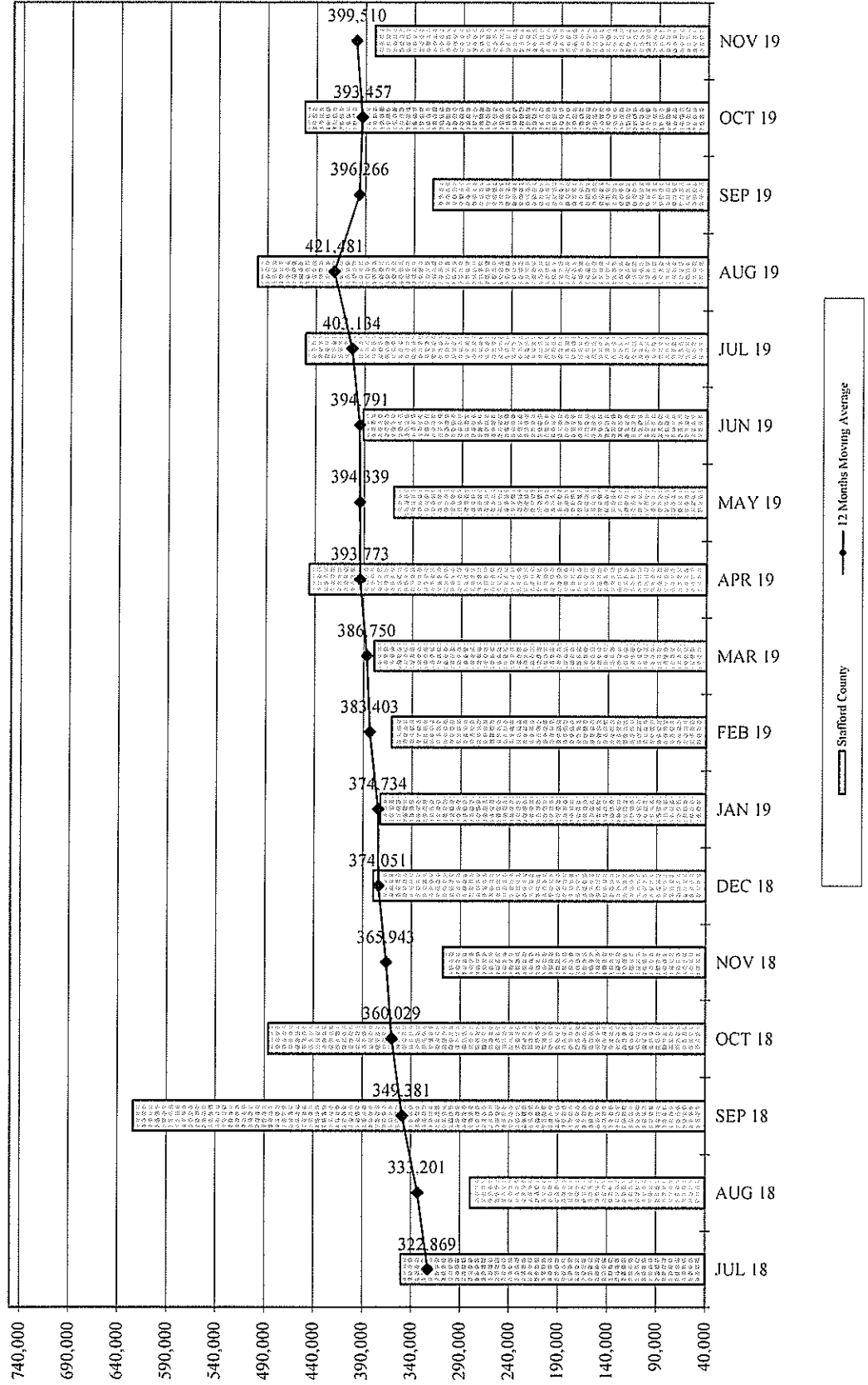
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

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

(*) 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 CITY OF MANASSAS
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2019

FY20 Beginning Fund Balance		\$ 847,558.91 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 104,391.13	\$ 543,994.42
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (26,465.51)	\$ (129,028.24)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 77,925.62	\$ 414,966.18
Interest from Investment	\$ 997.17	\$ 4,188.92
Total Tax & Investment Revenue	\$ 78,922.79	\$ 419,155.10
Expenditures/Transfers	\$ -	\$ (397,971.00)
Reimbursement From State Grant and Transfer from City of Manassas	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 50,600.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 919,343.01
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		661,833.82
FY20 Projected State Grant (remainder)		-
LESS: Unexpended Adopted Resolutions		\$ (980,071.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 601,105.83 (2)

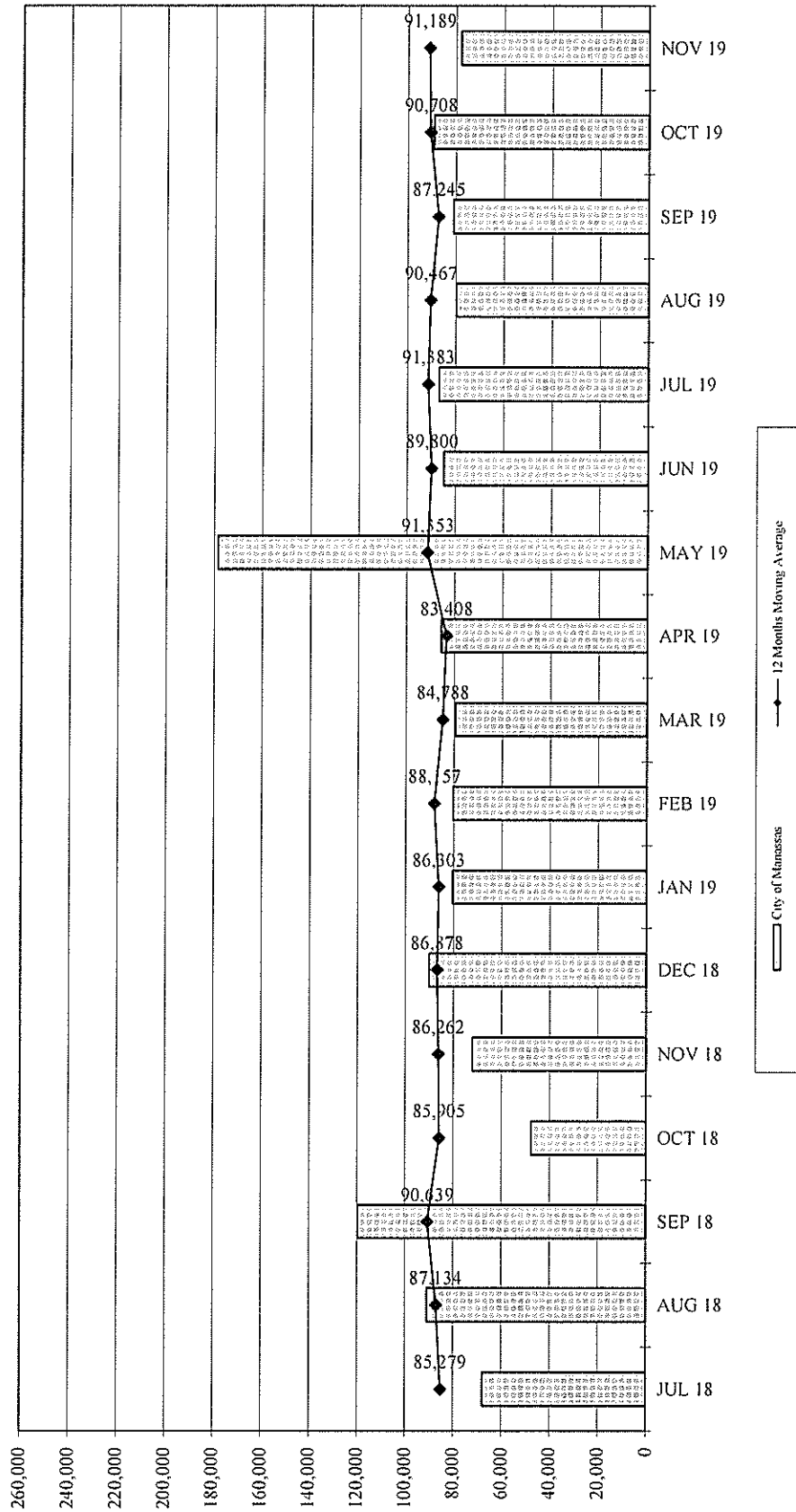
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-06-08	\$ 212,000.00 (1)	\$ -	\$ 212,000.00
19-06-11	\$ 694,742.00 (1a)	\$ 347,371.00	\$ 347,371.00
19-06-14	\$ 471,300.00 (1a)	\$ 50,600.00	\$ 420,700.00
Total	\$ 1,378,042.00	\$ 397,971.00	\$ 980,071.00 (*)

(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.

(*) 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 CITY OF MANASSAS PARK
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2019

FY20 Beginning Fund Balance \$ 2,854,976.21 (1)

	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 80,669.71	\$ 436,911.17
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (20,451.60)	\$ (100,262.36)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 60,218.11	\$ 336,648.81
Interest from Investment	\$ 4,220.60	\$ 23,878.96
Total Tax & Investment Revenue	\$ 64,438.71	\$ 360,527.77
Expenditures/Transfers	\$ -	\$ (229,842.50)
PRTC Operating Fund Balance	\$ -	\$ 27,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		<u>\$ 3,012,761.48</u>
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		476,651.19
LESS: Unexpended Adopted Resolutions		\$ (1,671,146.19) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>
Total Projected Unencumbered Balance		<u>\$ 1,818,266.48 (2)</u>

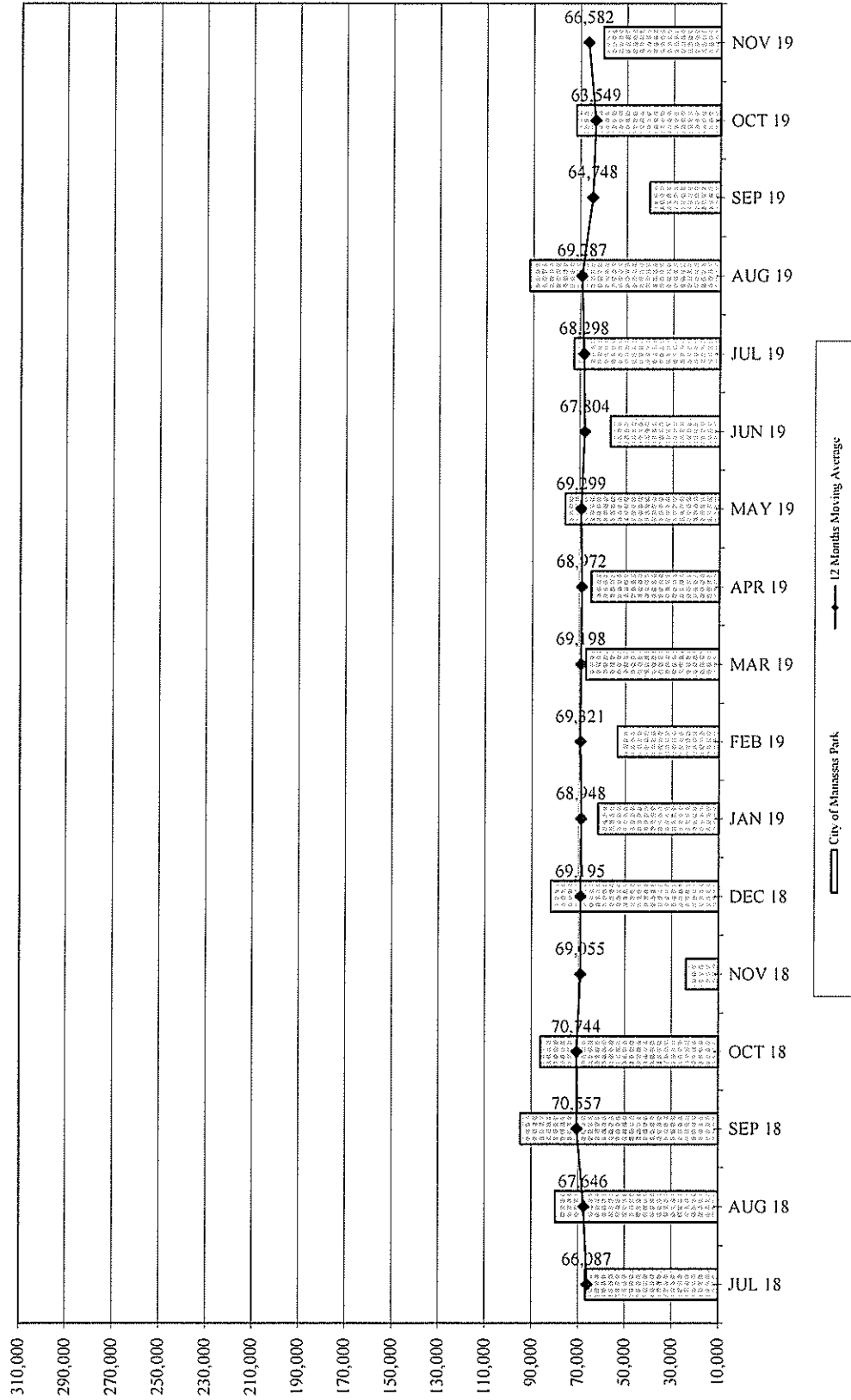
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
17-07-06	\$ 116,000.00 (1)	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00 (1)	\$ -	\$ 206,000.00
19-06-11	\$ 405,485.00 (1a)	\$ 202,742.50	\$ 202,742.50
19-06-14	\$ 249,700.00 (1a)	\$ 27,100.00	\$ 222,600.00
19-11-08	\$ 15,000.00	\$ -	\$ 15,000.00
19-11-09	\$ 10,000.00	\$ -	\$ 10,000.00
Total	<u>\$ 1,900,988.69</u>	<u>\$ 229,842.50</u>	<u>\$ 1,671,146.19 (*)</u>

(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 CITY OF FREDERICKSBURG
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2019

FY20 Beginning Fund Balance		\$ 1,530,475.74 (1)
	Current Month	Year To Date
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -
Gross Tax Revenue	\$ 159,565.57	\$ 867,500.20
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (40,453.48)	\$ (201,339.64)
Less: State Admin Cost	\$ -	\$ -
Net Tax Revenue	\$ 119,112.09	\$ 666,160.56
Interest from Investment	\$ 2,516.29	\$ 12,350.14
Total Tax & Investment Revenue	\$ 121,628.38	\$ 678,510.70
Expenditures/Transfers	\$ -	\$ (188,614.00)
PRTC Operating Fund Balance	\$ -	\$ 28,100.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 2,048,472.44
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)		1,065,339.44
LESS: Unexpended Adopted Resolutions		\$ (605,356.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 2,508,455.88 (2)

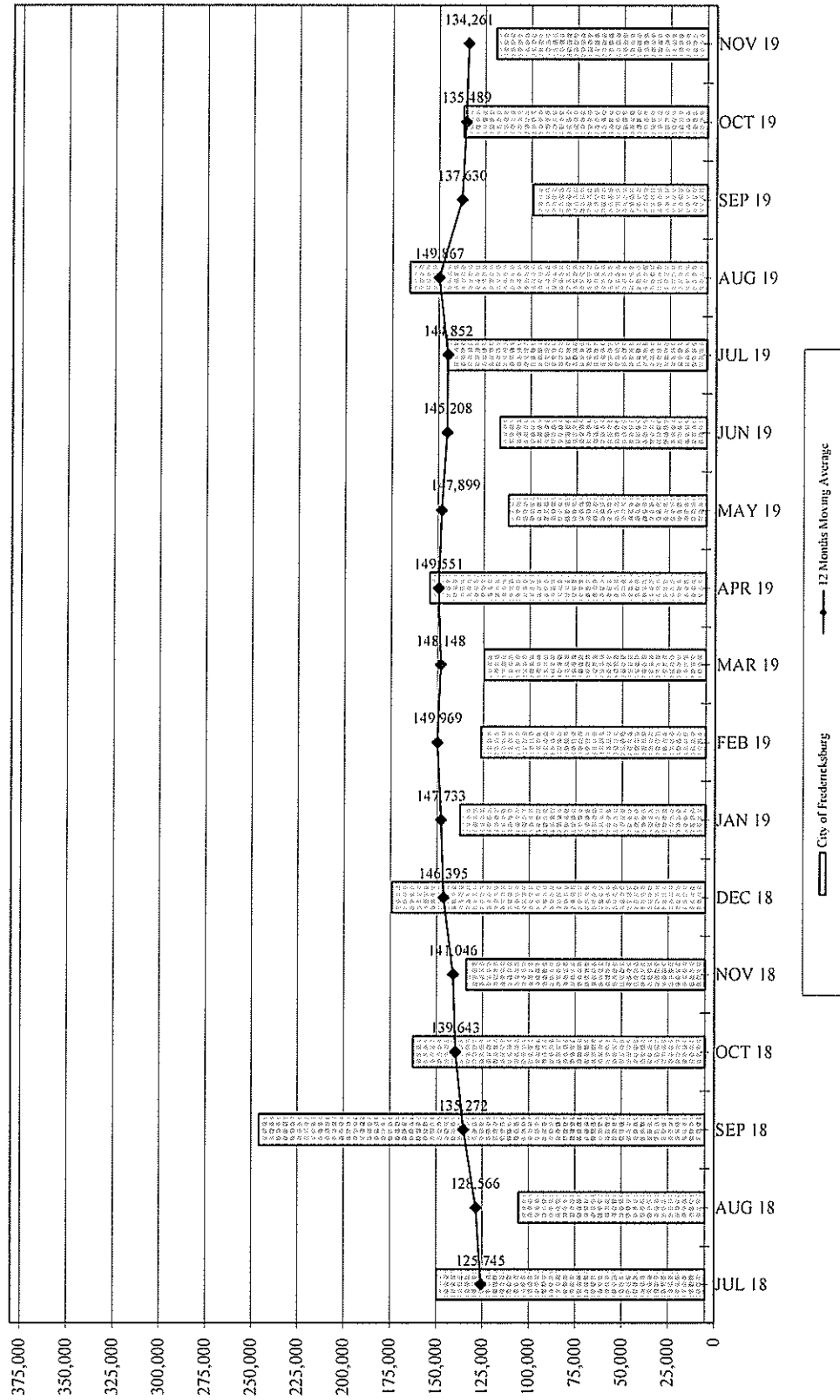
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
19-06-10	\$ 432,642.00 (1)	\$ -	\$ 432,642.00
19-06-11	\$ 321,028.00 (1a)	\$ 160,514.00	\$ 160,514.00
19-06-14	\$ 40,300.00 (1a)	\$ 28,100.00	\$ 12,200.00
Total	\$ 793,970.00	\$ 188,614.00	\$ 605,356.00 (*)

(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.

(*) 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 SPOTSYLVANIA COUNTY
FOR THE FIVE MONTHS ENDING NOVEMBER 30, 2019

FY20 Beginning Fund Balance			\$ 1,940,801.81 (1)
	Current Month	Year To Date	
Revenue from DMV Audit (Pre-CROC)	\$ -	\$ -	
Gross Tax Revenue	\$ 627,811.58	\$ 3,244,068.14	
Less: Commuter Rail Operating and Capital Fund (CROC)	\$ (159,164.43)	\$ (755,884.16)	
Less: State Admin Cost	\$ -	\$ -	
Net Tax Revenue	\$ 468,647.15	\$ 2,488,183.98	
Interest from Investment	\$ 3,593.39	\$ 22,619.11	
Total Tax & Investment Revenue	\$ 472,240.54	\$ 2,510,803.09	
Expenditures/Transfers	\$ -	\$ (714,735.00)	
PRTC Operating Fund Balance	\$ -	\$ 71,900.00	
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)			
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES			\$ 3,808,769.90
FY20 Projected Motor Fuel Revenue (for remainder of fiscal year)			2,788,316.02
LESS: Unexpended Adopted Resolutions			\$ (2,603,170.62) (*)
Other Financing Sources/(Uses)			
Claims and Judgments	\$0.00	\$0.00	
Jurisdictional Reimbursement	\$0.00	\$0.00	
Total Projected Unencumbered Balance			\$ 3,993,915.30 (2)

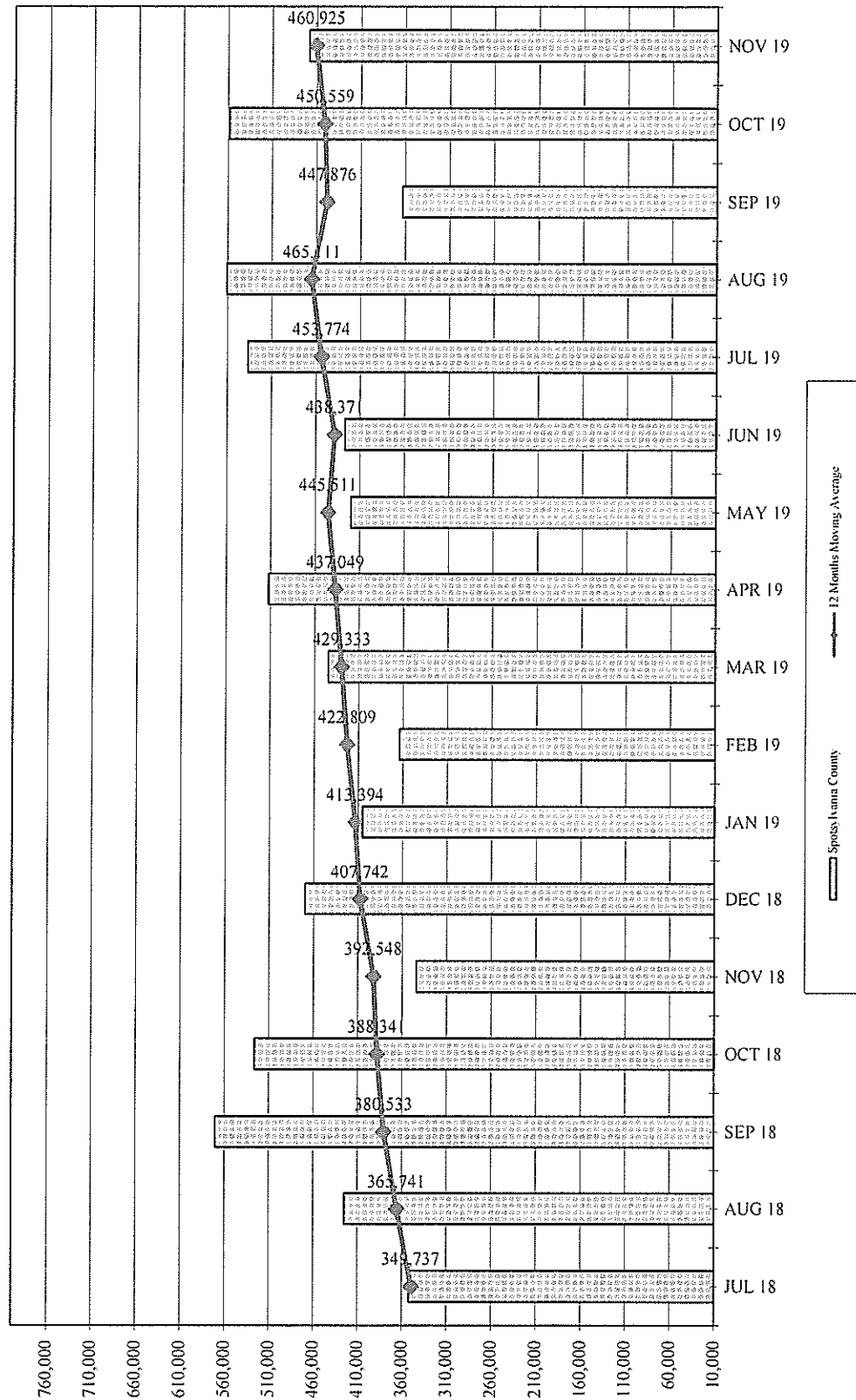
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
18-11-07	\$ 9,467.87 (1)	\$ -	\$ 9,467.87
19-04-05	\$ 708,567.75 (1)	\$ -	\$ 708,567.75
19-06-11	\$ 1,285,670.00 (1a)	\$ 642,835.00	\$ 642,835.00
19-06-14	\$ 114,200.00 (1a)	\$ 71,900.00	\$ 42,300.00
20-01-06	\$ 1,200,000.00	\$ -	\$ 1,200,000.00
Total	\$ 3,317,905.62	\$ 714,735.00	\$ 2,603,170.62 (*)

(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



MOTION:

SECOND:

**RE: APPROVAL AND AUTHORIZATION TO EXECUTE A WESTERN MAINTENANCE FACILITY
DEED OF EASEMENT TO VERIZON SOUTH, INC.**

ACTION:

WHEREAS, the property located at 7850 Doane Drive, Manassas, VA, is the future site of the Potomac and Rappahannock Transportation Commission's Western Facility; and

WHEREAS, Verizon South, Inc. is requesting an easement on the north portion of the property to provide internet access to the site; and

WHEREAS, granting the easement will not impact construction or future operation on the site; and

WHEREAS, legal counsel has reviewed the deed of easement and plat.

NOW, THEREFORE BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the deed of easement and authorizes the Executive Director to execute the deed of easement.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



February 13, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Betsy Massie
Director of Grants and Project Management

A handwritten signature in blue ink, appearing to read "Betsy Massie", is placed over the name in the "FROM:" line.

THROUGH: Robert A. Schneider, PhD
Executive Director

A handwritten signature in black ink, appearing to read "R. Schneider", is placed over the name in the "THROUGH:" line.

SUBJECT: Approval and Authorization to Execute a Western Maintenance Facility Deed of Easement to Verizon South, Inc.

Recommendation:

Approve and authorize the Executive Director to execute a Western Maintenance Facility deed of easement.

Background:

The property, located at 7850 Doane Drive, Manassas, VA, is the future site of the Potomac and Rappahannock Transportation Commission's (PRTC) Western Maintenance Facility. Verizon South Inc., is requesting a utility easement at the entrance from Doane Drive to the administration building on the north side of the property to provide internet access to the site. The granting of the easement will not impact construction or any future operation of the site. The deed of easement has been reviewed by legal counsel.

Fiscal Impact:

Not applicable

Attachments: As stated

After Recording Mail To:
VERIZON SOUTH INC.
9401 Peabody St
Manassas, VA 20110



Document Prepared By:
VERIZON SOUTH INC./RJE
9401 Peabody St
Manassas, VA 20110

TAX MAP/GPIN PARCEL I.D. NO:

GPIN#:
7597-41-7809

DEED OF EASEMENT

THIS DEED OF EASEMENT made this _____ day of _____, _____, by and between **POTOMAC RAPPAHANNOCK TRANSPORTATION COMMISSION**, a Virginia corporation, **14700 POTOMAC MILLS RD, WOODBRIDGE, VA 22192** herein after called Grantor and **VERIZON SOUTH INC.**, a Virginia corporation, its successors, assigns lessees and agents, herein after called Grantee.

W I T N E S S E T H:

For and in consideration of One Dollar (\$1.00) cash in hand paid unto Grantor and for other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, Grantor hereby grants and conveys unto Grantee, its successors, assigns, lessees and agents, a perpetual non-exclusive easement and right of way (the "Easement") to install, construct, operate, maintain, inspect, improve, relocate, alter, replace and remove a communication system for Grantee to provide all services that the facilities can support, including telephone services, broadband internet services, and multi-channel video services (collectively the "Services"). This system may consist of such poles, wires, crossarms, fiber optic cables, conduits, manholes, fixtures, marker poles, buried cables and other appurtenances and other associated fiber optic equipment (the "Facilities"), as Grantee may from time to time require access, upon, under, across and over Grantor's real property being located in the District of **GAINESVILLE**, County of **PRINCE WILLIAM**, Commonwealth of Virginia more particularly identified as "**POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION - GPIN#:7597-41-7809**" (the "Property") as shown and described on a plat identified as "Exhibit A", 133-05-C3-7850 attached hereto and made a part hereof (the "Easement Area").

Said Easement is hereby granted and conveyed unto Grantee together with the following rights and covenants:

- (1) Grantee shall have the right of ingress and egress over, upon and across Grantor's private roads on the property, to and from the communications system and Easement, including the right to temporarily open and close fences, for the purposes of exercising the rights herein granted.
- (2) Grantee shall have the right to trim, cut and remove trees, shrubbery, undergrowth and other obstructions within the Easement Area which interfere with or threaten the efficient and safe operation, construction or maintenance of it facilities or impedes the access thereto.
- (3) Grantor further grants unto Grantee, a Service Easement to the proposed improvement on each lot now or hereafter created on the Property (the "Service Easement"). Grantee may select one location on each lot for the Service Easement. The Service Easement shall be **10'** in width, the centerline of which shall be the communications system facilities as installed.
- (4) The communications system constructed hereunder is and shall remain the property of the Grantee. Grantee shall have the right to inspect, rebuild, remove, repair, remove and relocate its communications system, or any part thereof, within the Easement Area, and may make such changes, alterations, substitutions, additions in and to or extensions of its facilities as it deems advisable without the prior consent of the Grantor.
- (5) During periods of actual construction, Grantee shall have the temporary right to use Grantor's property lying adjacent to the Easement Area.
- (6) NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

- (7) Grantee, its successors and assigns agree to relocate Grantee's facilities, at Grantor's expense, to a new easement, suitable to Grantee and provided or obtained by Grantor at Grantor's expense, at the request of the Grantor; provided, however, that the new easement is provided or obtained and Grantor provides Grantee notification of required relocation, in writing, at least ninety (90) days prior to required completion of relocation.
- (8) The Grantee, after constructing, inspecting or maintaining its facilities, shall restore the property as nearly as reasonably practicable to the condition of the property existing immediately prior to the commencement of the work to construct, inspect or maintain its facilities. Grantee shall be liable for all physical damages resulting from its own exercise of the rights granted hereunder, except where such damage is not attributable to the actions of the Grantee, including, but not limited to, those damages resulting from the forces of nature, and/or other causes beyond the control of Grantee; provided, however, that Grantee is notified of any damage in writing by Grantor within thirty (30) days of completion of Grantee's activity within the Easement Area.
- (9) Grantor covenants that it is seized of the Property and has the right to convey the Easement, rights and privileges herein conveyed to Grantee and that Grantee shall have quiet and peaceable possession, use and enjoyment of the aforesaid Easement, rights and privileges hereby granted.

IN WITNESS WHEREOF, the following signature(s) and seal(s):

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

By:_____

Print Name:_____

Signature

Title:_____

COMMONWEALTH OF VIRGINIA:

County/City of _____; to wit:

I, _____, a Notary Public in and for the jurisdiction aforesaid do hereby certify that _____ as _____ of _____ did personally appear before me and acknowledge the foregoing writing dated _____ in the jurisdiction aforesaid this ____ day of _____, _____.

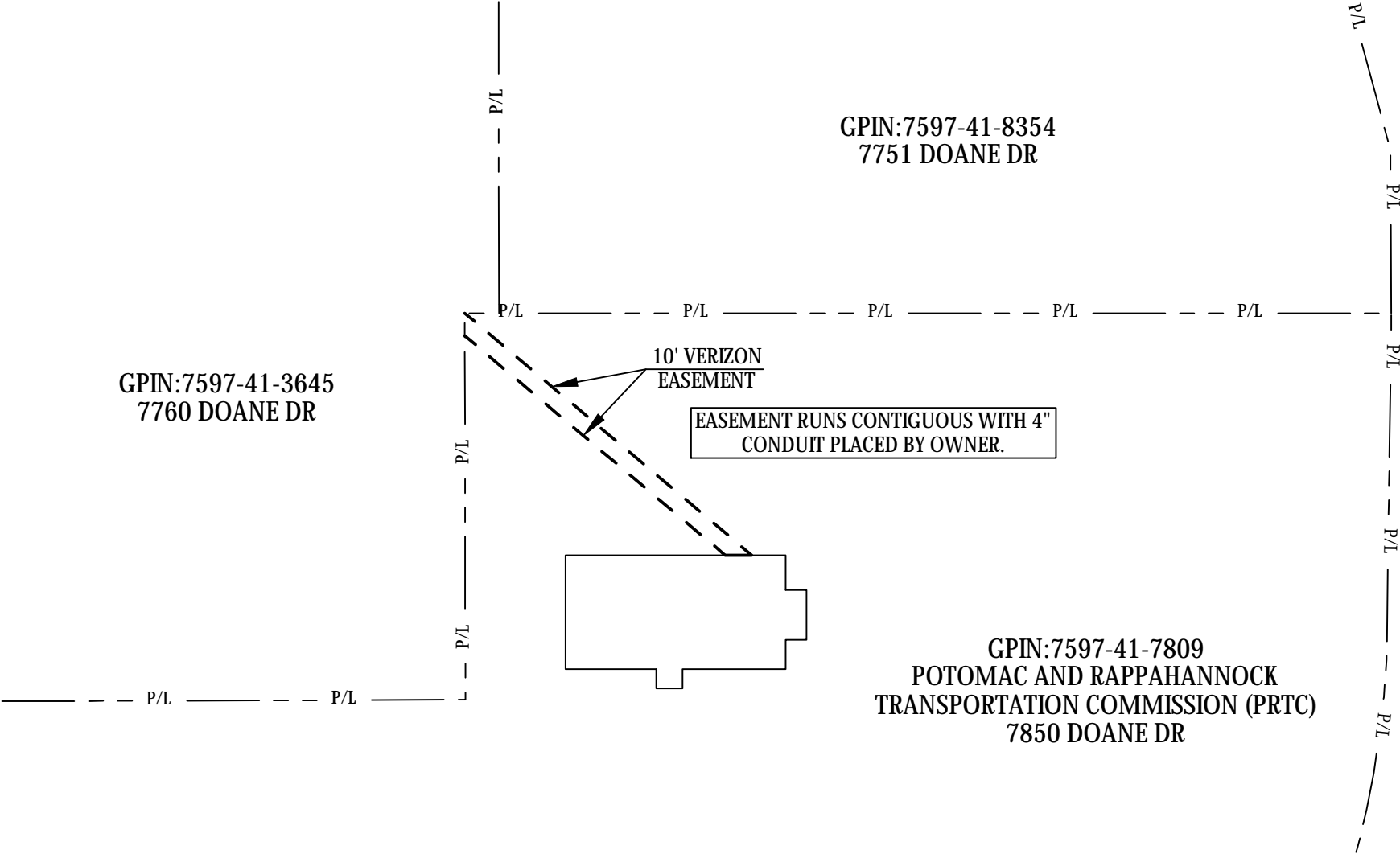
Notary Public Name:_____

My Commission expires:_____


Notary Public Signature:_____

Notary Registration No.:_____

EXHIBIT "A"



VERIZON RIGHT-OF-WAY EXHIBIT "A"	
DENOTES P/L AND/OR PROW	
---	P/L
----- VZ 10' EASEMENT = VERIZON 10' EASEMENT	

VERIZON SOUTH INC.					
PLAT NUMBER: 133-05-C3-7850					
PROPERTY OF: POTOMAC AND RAPPAHANNOCK (PRTC)					
LOCATION: 7850 DOANE DR					
TAX DISTRICT: GAINESVILLE					
DATE: 01/29/2020		REV. DATE:		SCALE: NTS	
FILE: 8754-7PFBB5A	DRWN		ENG	APRVD	PRINT
	RJE		RJE		3 OF 3

MOTION:

SECOND:

RE: AUTHORIZATION TO SUBMIT FY21 STATE GRANT APPLICATIONS

ACTION:

WHEREAS, applications for FY21 state assistance were due by February 3, 2020; and

WHEREAS, applications were submitted on-time and provisionally, with the understanding that: (1) the Commission's authorization was being sought soon thereafter; and (2) the submission is subject to the Commission's authorization; and

WHEREAS, the Commission has reviewed and supports management's proposals for FY21 state assistance as described in the accompanying memorandum: and

WHEREAS, local matching funds have been included in the proposed FY21 PRTC budget.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to file applications with the Virginia Department of Rail and Public Transportation (DRPT), to furnish such documents and other information as may be required for processing the grant requests, and execute any related documents for grants of financial assistance in substantially the same form as outlined in management's memorandum accompanying this resolution, to defray eligible costs for public transportation purposes, and to accept from DRPT grants in such amount as may be awarded.

BE IT FURTHER RESOLVED that the Commission certifies that funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, that the Commission shall provide matching funds as required, that records of receipts for expenditures of funds granted to the Commission may be subject to audit by the DRPT and by the State Auditor of Public Accounts, and that the funds shall be used for such purposes as authorized in the Code of Virginia.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:


Alternate Present Not Voting:


Absent from Meeting:



February 13, 2020

TO: Madame Chair Franklin and PRTC Commissioners

FROM: Betsy Massie 
Director of Grants and Project Management

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorization to Submit FY21 State Grant Applications

Recommendation:

Authorize submission of FY21 state grant applications.

Background:

Each year the Potomac and Rappahannock Transportation Commission (PRTC) applies for state assistance authorized by the Commission. The application deadline this year was February 3rd; applications were submitted on-time and provisionally, with the understanding that: (1) the Commission's authorization would be sought soon thereafter; and (2) the submission is subject to the Commission's authorization.

Applications submitted for PRTC's FY21 proposed budget are as follows:

- (1) Operating assistance. This is a recurring state grant covering operating expenses, funded by the Commonwealth's Transportation Trust Fund (TTF). The Transit Reform Bill (HB1539/SB856) of the 2018 General Assembly session directed DRPT by 2020 to allocate 100% of statewide operating assistance based on service delivery factors developed by the Transit Service Delivery Advisory Committee (TSDAC). The proposed service delivery factors were adopted by the Commonwealth Transportation Board (CTB) to be used as the performance basis for allocating the operating funding. FY2020 was a transition year and PRTC received an additional \$153,000 to offset the negative impact of the changes.

For FY2021 the "sizing metrics" formula was tweaked. Instead of using a 60/20/10/10 percentage of operating costs, ridership, revenue vehicle hours, and revenue vehicle miles, respectively, DRPT will use at this first level of evaluation 50/30/10/10 percentages. DRPT

envisions there will be variations from FY2020, but there is no additional transition funding available.

- (2) Capital assistance. Continued from last year, projects being submitted for FY21 will be evaluated using a prioritization method that places projects in one of three categories; State of Good Repair, Minor Enhancement, or Major Expansion, each with their own performance measures for scoring. DRPT has affectionately named this the “MERIT Program” (Making Efficient and Responsible Investment in Transit). Most of PRTC’s projects fall into the State of Good Repair or Minor Enhancement categories, which DRPT will fund at 68%.
- (3) Specific capital requests for FY21 are as follows (all costs are total, including state and local shares):
 - a. Rehabilitate/Rebuild Buses (\$3.421 million) – State of Good Repair. Funding is being requested for the rehabilitation of ten model year 2011, 2012 and 2014 MCI buses.
 - b. Bus Replacements (\$1.988 million) – State of Good Repair. Management is requesting \$1.988 million to acquire a total of four replacement buses for retirement-age buses in the active the fleet: two MCI 45-foot commuter buses (model year 2005); one Gillig 40-foot bus (model year 2005); and, one Gillig 30-foot bus (model year 2010).
 - c. Rehabilitate/Rebuild Buses (\$0.175 million) – State of Good Repair. Funding for powertrain replacements (i.e., engines and transmissions for those buses that have reached at least 300,000 miles), extended warranties (engines only), replacement fareboxes, and replacement (upgraded) modems and antennas for real-time passenger information.
 - d. Purchase of a Service Vehicle (\$0.034 million) – State of Good Repair. Funding to replace the 2009 Ford Escape that has over 65,000 miles.
 - e. Transit Center-related Repairs/Construction (\$0.192 million) – State of Good Repair. Funding to replace three split-system air conditioning units and replace the wiring from fuel tank probes to monitoring console at the fuel island.
 - f. City of Manassas and Manassas Park Debt Service (\$1.006 million) – State of Good Repair. This is a recurring line item in the PRTC state capital assistance applications and provides funding towards the debt service on the Manassas VRE Parking Garage and the City of Manassas Park’s VRE Station. DRPT has requested that we submit a multi-year grant application, so this amount is for five years worth of debt service.
 - g. Paratransit Vehicle (\$0.082 million) – Minor Enhancement. This funding will provide for one paratransit vehicle with needed communications equipment to be used for the increase in demand for paratransit services.

- (4) TDM/Mobility Programs (\$0.188 million). This is a continuation program to sustain PRTC's ridesharing and commuter assistance activities. The funding provided by the state amounts to 80 percent of the eligible project costs.
- (5) Intern Program (\$0.038 million). Funds will be used to pay for up to 80 percent of a transit intern's salary and other eligible expenses.
- (6) I-95 Express Toll Lanes Operating Assistance – (\$0.868 million). Management is seeking operating grant assistance for services DRPT is paying PRTC to operate, including Tyson's Corner, Mark Center, and trips added during I-95 HOT lanes construction to relieve overcrowding.
- (7) I-95 Express Toll Lanes Capital Assistance – (\$ 1.273 million). Funds will be used to pay for two MCI commuter buses. The funding provided by the state amounts to 100 percent of the eligible project costs.
- (8) Technical Assistance Requests – PRTC Fast Ferry Business Plan (\$0.500 million) and Facility Assessment (0.267 million). This funding will be used for two projects; 1) to develop a business plan for ferry service from Prince William County to DC destinations, and, 2) for a Facility Assessment and updated Transit Asset Management (TAM) plan as required by FTA, as well as engineering support for quantifying what facility infrastructure improvements would be needed at the Woodbridge facility to remain in a state of good repair for the next 20 years. The funding provided by the state amounts to 50 percent of the eligible project costs.
- (9) Demonstration Project Request – Mobile Ticketing (\$0.100). This funding will be used to develop a mobile ticketing app. The funding provided by the state amounts to 80 percent of the eligible project costs.

Fiscal Impact:

The fiscal impact statement will be provided during the procurement process or at the time of grant award as the final dollar amounts are not yet known.

PRTC Executive Director's Time

- 9.1 Follow-Up From Prior Meeting(s)
- 9.2 Executive Director's Report (verbal)
- 9.3 Strategic Plan Update
- 9.4 Industry Article: *Big Changes Proposed to Help I-95 Traffic*
By Perrin Palistrant, Director of Operations and Operations Planning



Strategic Plan Update PRTC Commission Meeting February 13th, 2020

Strategic Planning Timeline

January 2014 – proposed FY2015 budget projects regional motor fuels tax deficit after FY2016

May 2014 – PWC Transit Task Force formed to discuss funding and service impacts

September 2014 – Transit Task Force completes work

January 2015 – proposed FY2016 budget again projects regional motor fuels tax deficit after FY2016



Strategic Planning Timeline



July 2015 – external Operational Analysis begins

November 2015 – external Operational Analysis is completed

November 2015 – Commission Strategic Planning retreat

January 2016 – FY2017 proposed budget contains \$1.4M in service reductions

Strategic Planning Timeline



May 2016 – Phase I, Potential Funding Alternatives, begins (completed in November)

August 2016 – Strategic Plan Steering Committee formed

December 2016 - Strategic Visioning Retreat

December 2017 - Phase II, Strategic Recommendations, completed

Potential Funding Alternatives



Phase I Recommendations



- Strategies for the mid and long-term
 - No short-term relief
- Employer partnerships
- Expanded advertising
- Expanded use of federal and state grants (project focused)
- Additional local tax source
- Fare increases for Express riders

Strategic Recommendations



Positioning Statement



“For the greater Prince William area’s growing and diverse residents, organizations, and businesses, PRTC is the organization that delivers a multimodal transportation system, connecting the area’s network of convenient, livable activity centers to one another and to the larger region in a way that makes the greater Prince William area the community of choice.”

A Common Vision



- PWC Strategic Plan 2017-2020 “Prince William County is a community of choice with a strong, diverse economic base, where individuals and families choose to live and businesses choose to locate”
- PWC Strategic Plan 2017-2020, Mobility Section “The community will have an accessible, comprehensive, multi-modal network of transportation infrastructure that supports local and regional mobility.”

A Common Vision



- City of Manassas Draft Strategic Plan Transformative Mobility Vision “We will be a city that equitably balances all modes of transportation, providing appropriate infrastructure and leveraging technologies to sustain a safe, environmentally responsible, integrated, and well-functioning transportation system that meets the expectations of our diverse community.”

A Common Vision

- Manassas Park Comprehensive Plan Goal T1 – “The city will maintain a high quality, efficient, safe and accessible transportation system that is coordinated with the city’s current and future land use plans. Traffic will move freely throughout the city while avoiding excessive speeds and traffic noise. Access to and from the city by a wide variety of transportation alternatives will be encouraged.”

Key Themes

- Fill the void in transportation and land use decision making by becoming a multimodal leader that brings together public and private interests.
- Recapture market share through improvements to service quality, public-private partnerships, and a performance-driven approach.
- Build an army of ambassadors through public and private partnerships to promote travel options.
- Pursue transformational projects that will accelerate the quality of life for Prince William area residents and businesses.

TDMP and TSP



Considerations



- Meet DRPT requirements
- Align with Strategic Recommendations
- Align with jurisdictional goals
- Align with state and regional plans and efforts
- Fiscally constrained
- Responsive to known trends and conditions
- Reasonable and achievable



Thank you!

Chuck Steigerwald
csteigerwald@omiride.com
703-580-6144

OmniRide.com

Big Changes Proposed to Help I-95 Traffic

Summary of Article by Max Smith, WTOP news

By Perrin Palistrant, Director of Operations and Operations Planning

A series of recommendations are being proposed as part of a wholesale look at the I-95 corridor between the Virginia/North Carolina border and Washington, DC. This study, conducted by the Virginia Department of Transportation (VDOT), is part of a \$1.7 billion proposal for several improvements to upgrade roadways and transit services along the corridor.

Roadway proposals include potentially adding bi-directional lanes along the shoulders on the existing I-95 express lanes, which helps with adding roadway capacity by utilizing existing infrastructure. Longer-term studies identified extending the Beltway toll lanes and even exploring the potential for creating other bi-directional lanes along the I-95 express lanes. Most of these proposals will not move forward until a separate study on the I-64 corridor is completed later this year.

The plan also identifies \$375 million for 26 bus, rail, and park and ride projects. The idea is to propose a series of multi-modal improvements, as many are much cheaper than building additional lanes for capacity, representing a significant cost savings in terms of potential performance benefits. The state projects more than 7,700 more people could cross the Occoquan with transit improvements, which also includes increased slugging, transit, and carpooling opportunities. Without the addition of transit improvements, additional roadway miles would only temporarily solve the problem and would eventually return to the current state of traffic congestion. VDOT also plans to improve coordination with Fort Belvoir on potential shuttles or bus routes to move a larger proportion of the traffic that travels over the Occoquan to the base.

Rail improvements include longer trains for Virginia Railway Express (VRE) and expanded parking lots, which are expected to dramatically improve VRE and Amtrak service over the next decade.

Other proposals include studying how to improve traffic along detour routes such as Route 1 and Route 301 that motorists often use to bypass I-95 when traffic is at its heaviest. This includes improved signage and lane markings and improve variable messaging showing travel times using one route versus the other.

So What? How Do These Proposals Impact OMNIRIDE and How Will OMNIRIDE Benefit From These Improvements?

OmniRide has a significant amount of commuter service operating along the I-95 corridor. More than 60 percent of total commuter services operate on a daily basis between Stafford County and eastern Prince William County to the Pentagon, Washington, DC and parts of Arlington, VA. The challenge is that while using the express lanes provides a significant time benefit, the deadhead, or non-revenue trip, is completed by using the general purpose lanes of I-95. This often is much slower due to heavier traffic and the lack of transit priority.

The afternoon rush hour is the most problematic operationally due to sharing roadway capacity not only with local traffic, but the entire eastern seaboard as well. Often times, in the spring and summer, it is not unheard of for the non-revenue trip from Woodbridge to Washington, DC to be more than double the time that it takes to travel back to eastern Prince William County in the express lanes. This leads to the complexity, and sometimes reliability issues, that challenge commuter operations when operating in a heavily congested environment.

Thanks to additional state funding, OmniRide has been able to focus on projects that increase the frequency of services and provide transit alternatives to assist in reducing congestion. These include two (2) new commuter routes from Stafford County to the Pentagon and Washington, DC, which started in November 2019, additional peak frequency on both the Prince William Metro Express and Route 1 Local routes, and additional trips on commuter services from Dale City to the Rosslyn-Ballston corridor in Arlington, VA. Past initiatives have provided funding to expand commuter services to Mark Center and Tyson's Corner from eastern Prince William County.

A recent tour of commuter lots along the I-95 corridor revealed there are some low cost changes that could be made to potentially improve operations by streamlining the way OmniRide operates services through the Horner Road commuter lot such as consolidating stops to minimize dwell times while loading passengers in the morning and possibly reconfiguring parking spaces to increase the parking capacity. At the Telegraph Road commuter lot, working with VDOT to identify ways to improve the flow of traffic could also yield time-saving benefits.

The soon-to-be-built Neabsco District parking garage, near Stonebridge, will also provide much needed capacity and allow OmniRide to restructure its commuter and local operations to provide more direct services making commuting even more attractive and available.

OmniRide looks forward to working with VDOT and its other state and local partners to solve the commuting issues along the corridor. As other funding opportunities become available, OmniRide will be aggressive in seeking these funds to provide more enhanced or expanded operations to further the growth of the system in a smart, efficient manner.

Presentations and Information Items

10.1 FY2021 Proposed Budget - Review of Revenues (handout at the meeting)

PRTC Action Items

- 11.1 Authorization to Apply For and Accept Funding For FY2021 – FY2022 I-66 Commuter Choice Projects**
- 11.2 Authorization to Commence the Procurement Process for Consultant Assistance in Support for the I-66 Slug Line Promotion Project**
- 11.3 Authorization to Purchase 21 Driver Control Unit Kits to Extend the Life of the Current Fareboxes**

MOTION:

SECOND:

**RE: AUTHORIZATION TO APPLY FOR AND ACCEPT FUNDING FOR FY2021 – FY2022 I-66
 COMMUTER CHOICE PROJECTS**

ACTION:

WHEREAS, the Northern Virginia Transportation Commission (NVTC) has issued a call for projects for the FY2021 - FY2022 I-66 Commuter Choice program; and

WHEREAS, management has identified and prioritized five (5) suitable projects; and

WHEREAS, management will advise the Commission on the selection of any proposed projects; and

WHEREAS, Commission authorization is required of all applications; and

WHEREAS, Commission endorsement of project prioritization is required of all applications; and

WHEREAS, execution of a funding agreement is necessary to receive any project funding.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to apply for and accept funding from the FY2021 - FY2022 I-66 Commuter Choice programs.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby endorse management's prioritization of proposed projects.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:


Alternate Present Not Voting:


Absent from Meeting:



February 13, 2020

TO: Madame Chair Franklin and PRTC Commissioners

FROM: Charles Steigerwald 
Chief Development Officer

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorization to Apply For and Accept Funding For FY2021 – FY2022 I-66
Commuter Choice Projects

Recommendation:

Authorize the Executive Director to apply for and accept funding for FY2021 - FY2022 I-66 Commuter Choice projects and endorse management's prioritization of projects.

Background:

In November of 2019 the Northern Virginia Transportation Commission (NVTC) issued a call for projects to be funded under next year's I-66 Commuter Choice program. NVTC has developed an evaluation and selection process for proposed projects. This process includes the formation of an evaluation working group, which PRTC staff has been a participant in. Funding for selected projects would be available July 1, 2020.

OmniRide's proposed projects are intended to provide additional commuter options in the I-66 corridor. It should be noted that current I-66 Commuter Choice policy is that applications for transit operating assistance are for two years at a time and after the first five years of 100 percent funding, the funding percentage decreases with projects eligible for up to eight years of transit operations funding.

Applicants have been asked to prioritize their proposed projects so that agency or jurisdictional priorities can be considered in the evaluation process.

The following are the proposed projects listed in order of management's priority:

1. Continuation of the Gainesville to Pentagon express bus service. Funded by Commuter Choice since 2018. The total funding request \$461,100.

2. Continuation of the Haymarket to Rosslyn express bus service. Funded by Commuter Choice beginning in FY20. The total funding request \$137,100.
3. Continuation of 4 trips on the Gainesville to Washington service. Funded by Commuter Choice beginning this year. The total funding request \$12,000.
4. Vanpool Parking Benefit. This project would provide an additional payment of \$200 per month for new vanpools that serve the I-66 corridor inside the Beltway and are enrolled in the Vanpool Alliance program. This project was suggested for investigation by the members of the OmniRide/Vanpool Alliance Vanpool Council and based on the successful new vanpool incentive administered by Vanpool Alliance with funding from the Vanpool!VA program. Total funding request is \$85,000.
5. Commuter bus service between the University Boulevard Commuter Lot and the North Massachusetts area of Washington, DC. The route would provide additional capacity to Washington, DC for western Prince William County commuters and offer express bus service from the west to the Capitol Hill and Union Station areas for the first time. The service would operate as four AM and four PM trips beginning service in FY22. Four additional commuter buses would be purchased for the service. The total funding request is \$3,886,200.

Management will provide updates to the Commission as the project selection process progresses. If one or more of the projects is selected for funding, it will be necessary to execute funding agreements for Commuter Choice projects. The related resolution will authorize the Executive Director to execute a funding agreement without returning to the Commission for further authorization under a subsequent resolution.

Fiscal Impact:

The Commuter Choice Program will provide 100 percent of the funding for selected projects.

MOTION:

SECOND:

RE: AUTHORIZATION TO COMMENCE THE PROCUREMENT PROCESS FOR CONSULTANT ASSISTANCE IN SUPPORT OF THE I-66 SLUG LINE PROMOTION PROJECT

WHEREAS, a slug line promotion project was selected for funding through the I-66 Commuter Choice program; and

WHEREAS, consultant assistance is necessary for implementation and completion of the project; and

WHEREAS, a scope of work has been developed; and

WHEREAS, management will return to the Commission for authorization to enter into a contractual agreement based on the procurement results.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the commencement of the procurement process for consultant assistance in support of the I-66 Slug Line Promotion Project.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:


Absent from Meeting:



February 13, 2020

TO: Madame Chair Franklin and PRTC Commissioners

FROM: Charles Steigerwald ^{CS}
Chief Development Officer

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorization to Commence the Procurement Process for Consultant Assistance
In Support of the I-66 Slug Line Promotion Project

Recommendation:

Authorize the commencement of the procurement process for consultant assistance in support of the I-66 Slug Line Promotion Project.

Background:

In June of 2019 the Commonwealth Transportation Board (CTB) approved the FY2020 I-66 Commuter Choice program of projects. Included in this program of projects was funding for OmniRide's I-66 Slug Lines Promotion Project. This project is intended to assist with the development of slug lines in the I-66 corridor in anticipation of the opening of the I-66 Outside the Beltway Express Lanes.

Management has developed a Scope of Work (attached) and is prepared to seek consultant assistance with the project. The Scope of Work includes assistance with the formation of a Slug Line Council, measurement of slug line activity in the I-66 corridor, development of promotional material, and relationship building with jurisdictional partners.

Management will return to the Commission for authorization to enter into a contractual agreement at the end of the procurement process.

Fiscal Impact:

Commuter Choice would provide 100 percent funding for this project.

Attachment: As stated

Scope of Work for I-66 Slug Lines Promotion

Introduction

Slugging (sometimes referred to as casual carpooling) has long been a significant and critical commute mode in Northern Virginia – particularly in the I-95/395 corridor where population densities, a large network of park-and-ride lots, and effective Express/HOV-3 lanes have supported the activity. Ridesharing activity, including slugging, has not been near as robust in the I-66 corridor in part because that corridor has lacked the park-and-ride network and an effective Express/HOV system. This will change over the next few years with the construction of Express Lanes on I-66 outside the Capitol Beltway and a number of new park-and-ride lots to support ridesharing activity and transit operations. The Potomac and Rappahannock Transportation Commission (PRTC) is uniquely positioned to support the growth of slugging and other ridesharing activity in the I-66 corridor as the operator of OmniRide transit and Transportation Demand Management services in Prince William County and the Cities of Manassas and Manassas Park. Prince William County is the home of the region's largest commuter lot (Horner Road commuter lot), which serves as the most popular origin point for slugging activity in the I-95 corridor. PRTC has long promoted slugging through the OmniRide Rideshare program and our transit operations serve as an important alternative option for slugging riders.

To support a growing ridesharing culture in general, and slugging specifically, in the I-66 corridor, PRTC seeks to identify and overcome barriers to the development of the activity. Most importantly, this project intends to provide support to the slugging community while respecting the community's long-established independence and position as the original crowd-sourced commute mode. PRTC feels that these have been, and will continue to be, key elements in the success of slugging. PRTC's work as the administrative home of the Vanpool Alliance program can serve as a template for supporting a long-established commute mode without encroaching on the mode's market-driven approach and independent nature.

Purpose

PRTC is seeking consultant assistance with the marketing and promotion of slug lines in the I-66 corridor. While slugging has been present and robust in the I-95 corridor in Northern Virginia for several decades, the activity is not as well developed in the I-66 corridor. The lack of reliable High Occupancy Vehicle (HOV) lanes, a relatively broad dispersal of origin/destination pairs, and a lack of commuter parking have acted to suppress ridesharing in general and slugging in particular.

The construction of Express Lanes as part of the Transform66 project will alter these conditions to be more favorable to ridesharing activity. The Transform66 project includes express toll/HOV lanes between the Gainesville area in Prince William County and the Potomac River, conversion of the existing HOV-2 usage rule to HOV-3, and the construction of several large commuter lots in the corridor. As the infrastructure to support slugging activity is built it will be important to build the proper culture to do the same.

PRTC is interested in working with the slugging community to promote the activity as an effective ridesharing and travel strategy, build and improve relations between the slugging community and local governments, and assist with the implementation of improvements to ensure operational efficiencies.

The intention is to work cooperatively with the slugging community in such a way that PRTC is able to leverage our relationships and other resources to promote and enhance the activity in the I-66 corridor.

Scope of Work

PRTC intends to procure these services on a task order basis and the actual tasks over the term of the contract will vary. At a minimum, the consultant should assume that the following services would be provided:

- Quarterly observation and recording of slug line activity in the I-66 corridor including counts of participation riders and drivers.
 - Deliverable – Quarterly census report tracking number of riders, number of drivers and hours of activity at each known major activity location. Report will track activity by quarter and fiscal year.
- Assisting with the implementation of a slugging council to provide a forum for the exchange of information and ideas including presence at quarterly council meetings and communication of council activities.
 - Deliverable – Meeting announcements and agenda. Meeting summaries communicated out to the slugging community through existing outlets including social media.
- Identification of and developing relationships with key staff at impacted jurisdictions and agencies in order to effectively advocate for the interests of the slugging community.
 - Deliverable – continuously updated jurisdictional/agency contact list.
 - Issues/action matrix listing major community concerns, appropriate jurisdictional/agency contacts for action, and actions taken.
 - Relationship building with jurisdictional and agency staff should focus on cooperation and developing partnerships.
- Assisting with the development and implementation of promotional campaigns and materials.
 - Campaigns and materials shall be developed in cooperation with the slugging community through the slugging council. Materials should be appropriate for distribution at active slugging locations and through existing outlets including social media.
 - Deliverable – draft narrative describing the extent, development, and impact of slugging in the I-66 corridor.
- Provide operational support for existing and emerging slug lines.
 - Develop recommendations for traffic flows, origin/destination pairs, signage and other potential infrastructure improvements at slug line locations. Work cooperatively with the slugging community and jurisdictional/agency contacts to implement any changes.
- Project Management.
 - Includes monthly invoicing for work performed, development and maintenance of task and project schedule(s), monthly (at a minimum) progress meetings with PRTC, and other tasks related to project management best practices.

Additional tasks may be identified during the term of the contract through the consultants work with the slugging council and discussions with jurisdictional, and agency partners. Tasks, including those listed above, may change based upon available resources.

MOTION:

SECOND:

**RE: AUTHORIZATION TO PURCHASE 21 DRIVER CONTROL UNIT KITS TO EXTEND THE
 LIFE OF THE CURRENT FAREBOXES**

WHEREAS, the Potomac and Rappahannock Transportation Commission (“PRTC” or “Commission”) is a regional partner in the SmarTrip fare payment system; and

WHEREAS, the current farebox enables customers to transfer to and from other transit systems easily; and

WHEREAS, the farebox hardware and software has become outdated and, in some instances, is no longer being manufactured; and

WHEREAS, to extend the life of the farebox, a solution consisting of replacing the driver control unit and installing both hardware and software (referred to as the driver control unit kit) has been identified; and

WHEREAS, the cost to purchase 21 driver control unit kits amounts to \$137,403 (\$6,543 per kit); and

WHEREAS, funds from remaining FY18 and FY19 state grants would be used to cover 68 percent (\$93,434) of the total costs of the driver control unit kits; and

WHEREAS, a local funding match of 32 percent (\$43,969), which is included in the FY2020 approved budget, is required.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to purchase 21 driver control unit kits to extend the life of the current fareboxes.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:


Alternate Present Not Voting:


Absent from Meeting:



February 13, 2020

TO: Madame Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: Authorization to Purchase 21 Driver Control Unit Kits to Extend the Life of the Current Fareboxes

Recommendation:

Authorize the purchase of 21 driver control unit kits to extend the life of the current fareboxes.

Background:

OmniRide participates in the regional SmarTrip fare collection system. Customers are able to load cash and their SmartBenefits onto their SmarTrip card and use it to pay fares across the DMV region. This continuity allows customers to transfer to and from other transit systems easily. Preserving this ease of use is important to the customer and to the SmarTrip regional partners.

The hardware on the current fareboxes has become outdated and, in some instances, is no longer manufactured. To extend the life of the fareboxes, the Washington Metropolitan Area Transit Authority (WMATA), along with the regional partners, started to investigate a solution that would allow agencies to continue to use the existing fareboxes and underlying infrastructure. A solution involving hardware and software upgrades was identified and agreed upon by the regional partners. The solution consists of replacing the driver control unit, installing farebox components, and installing software; and is offered as a driver control unit kit from Cubic.

Once the kits arrive, OmniRide will install them as current fareboxes fail. This will allow OmniRide to stockpile other working parts as the kits are installed, furthering the life of the existing farebox system.

Fiscal Impact:

If approved, the purchase would be a sole source procurement with Cubic, which is the provider of the underlying infrastructure. The project would be funded through a combination of remaining FY18 and FY19 state grants (covering 68 percent of the total cost) and a local match of 32 percent, which is included in the approved FY20 budget. The proposed cost per kit is \$6,543 for a total cost of \$137,403.

Federal:	\$0
State:	\$93,434 (FY18 and FY19 DRPT Grants)
Local:	\$43,969
	Fredericksburg: \$0
	Manassas: \$0
	Manassas Park: \$0
	Prince William: \$43,969 (included in FY20 approved budget)
	Spotsylvania: \$0
	Stafford: \$0
Total:	<u>\$137,403</u>

PRTC Chair's Time

- 12.1 Concurrence with Stafford County's Appointment to the Virginia Railway Express Operations Board**
- 12.2 Engagement Opportunities**

MOTION:

SECOND:

**RE: CONCURRENCE WITH STAFFORD COUNTY’S APPOINTMENT TO THE VIRGINIA
RAILWAY EXPRESS OPERATIONS BOARD**

WHEREAS, the Potomac and Rappahannock Transportation Commission (“PRTC” or “Commission”) Bylaws require PRTC to concur with member jurisdictions’ appointments to the Virginia Railway Express (VRE) Operations Board; and

WHEREAS, membership by jurisdiction on the VRE Operations Board, in accordance with the provisions of the VRE Master Agreement, will consist of three (3) elected officials representing Prince William County, two (2) representing Stafford County, one (1) representing Spotsylvania County, one (1) each representing the cities of Fredericksburg, Manassas, and Manassas Park and a comparable number of Alternates, who must also be elected officials; and

WHEREAS, Stafford County has appointed Commissioner Cindy Shelton to the VRE Operations Board as a member, provided the Commission concurs; and

WHEREAS, PRTC Board of Commissioners representatives to the VRE Operations Board now include:

Members

Alternates

Prince William County

Jeanine Lawson

Margaret Franklin

Andrea Bailey

Ann Wheeler

Pete Candland

Victor Angry

Stafford County

Meg Bohmke

Cindy Shelton

Pending Appointment

Pending Appointment

City of Fredericksburg

Matt Kelly

Jason Graham

City of Manassas

Ralph Smith

Pamela Sebesky

City of Manassas Park

Preston Banks

Hector Cendejas

Spotsylvania County

Gary Skinner

Deborah Frazier

Members

Alternates

Ex Officio Representative of the Chair of the Commonwealth Transportation Board

Jennifer Mitchell (DRPT)

Michael McLaughlin (DRPT)

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby concur with Stafford County's appointment to the VRE Operations Board.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

Engagement Opportunities



MARCH

- **Annual NVTVA Northern Virginia Transportation Roundtable**
Wednesday, March 11, 2020
NVTVA offices, 3040 Williams Drive, Suite 200, Fairfax, Virginia
Hosted by the Northern Virginia Transportation Authority in partnership with the Intelligent Transportation Society of Virginia.
- **VDOT Location and Design Public Hearing for the I-495 Express Lanes Northern Extension Study**
Thursday, March 12, 2020, 6:30 PM – 8:30 PM
Langley High School, 6520 Georgetown Pike, McLean, Virginia
Learn about VDOT's environmental study regarding plans to extend the 495 Express Lanes by approximately three miles from the Dulles Toll Road interchange to the George Washington Memorial Parkway.
- **American Public Transportation Association Legislative Conference**
Sunday, March 15 – Tuesday, March 17, 2020
Grand Hyatt Washington, 1000 H Street, NW, Washington D.C.
This APTA conference educates members on important federal legislation and policy initiatives; provides members with the opportunity to shape the industry's policies and federal advocacy agenda; and offers sessions with key members of Congress, administration officials, Congressional staff, and Washington opinion makers. Register at [APTA.com](https://www.apta.com)

MAY

- **Intelligent Transportation Society of Virginia Annual Meeting**
Wednesday, May 7 – Thursday, May 8, 2020
500 East Broad Street, Richmond, Virginia
Bringing public and private organizations together to advance intelligent transportation technology in the Commonwealth.

AUGUST

- **Transit Board Members & Board Administrators Seminar, American Public Transportation Association**
August 1 – August 4, 2020
Salt Lake City, Utah
Details available soon.

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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12	13	14	15	16	17	18
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FEBRUARY

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MARCH

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APRIL

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MAY

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31						

JUNE

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JULY

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AUGUST

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30	31					

SEPTEMBER

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20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


Information Items


- December System Performance Report
- Revised Spending Authority Report
- Monthly Safety Dashboard
- Commissioners' Motor Fuels Tax Report
- Quarterly Fuel Dashboard



February 13, 2020

TO: Madame Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant 
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD 
Executive Director

SUBJECT: December 2019 System Performance and Ridership Report

OMNIRIDE Express and Metro Express Service

- December average daily ridership decreased 2.5 percent from November
- Evaluating increased service to western county routes at the beginning of December as well as new Stafford routes that started in November
- Staff analyzing impacts to December service change and investigating any overcrowding or timing issues that remain

OMNIRIDE Local Bus Service

- December average daily ridership decreased 5.6 percent from November
- New western route restructure took place December 9th; staff evaluating ridership trends and overall performance of routes compared to previous routes
- Outreach for new services implemented in December will begin in early 2020 promoting changes to western county residents

Vanpool Alliance Program

- Enrollment remained steady at 674 vans
- Ridership in December was 118,579, which is a new high for the month of December

OmniMatch Program

Staff participated in:

December 2 – Quantico Welcome Aboard Brief

December 3 – National Capital Landing Transportation Leaders Meeting

December 3 – Employer Outreach Training at Council of Governments

December 9 - NVTC-PRTC Legislative Briefing

December 10 - Staffordboro Commuter Lot Service Change Outreach

December 11 - Cushing Road Commuter Lot Service Change Outreach

December 11 – Prince William County employer working group meeting

December 17 – Commuter Connections Ridematching/Marketing Committee meetings

December 18 - GMU SciTech Campus - Forecasting the Future of the Region Breakfast

December 19 - Leadership Prince William Session Day - Arts and Culture Day

Customer Service Statistics

- The call center received 8,669 calls in December
- Responded to 76 general information emails in December
- OMNIRIDE local trip denials in December were 1.19 percent, compared to 1.37 percent in November

Passenger Complaints

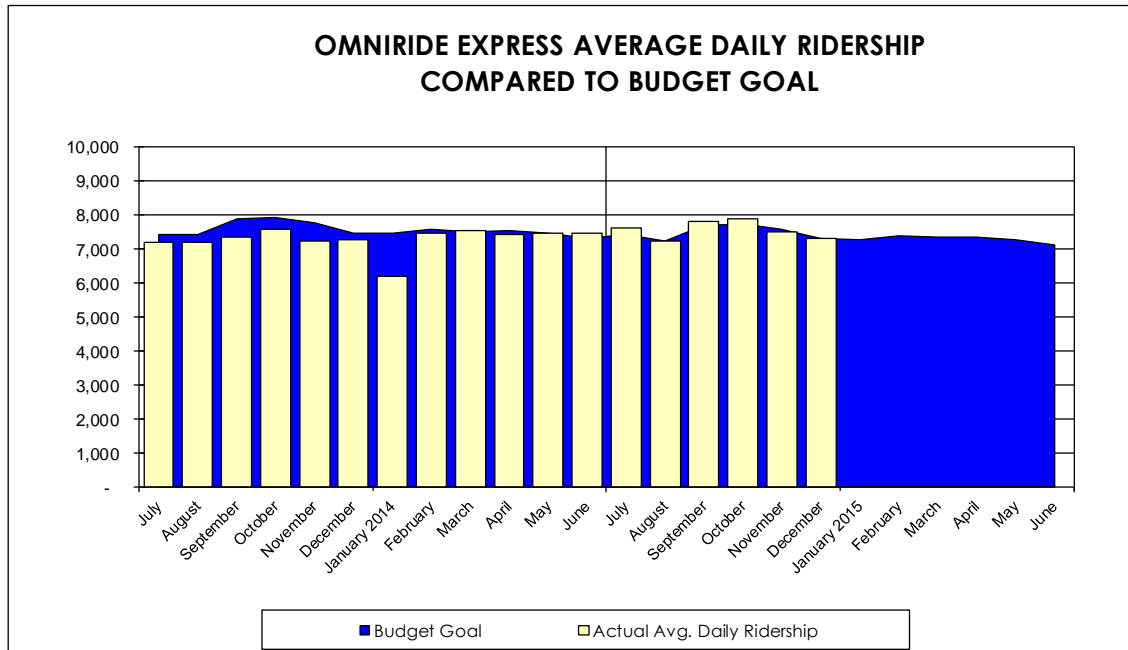
Complaint rate for OmniRide in December:

- OMNIRIDE Express and Metro Express year-to-date complaint rate decreased 1 percent compared to December 2018
- OMNIRIDE local service year-to-date complaint rate increased 11 percent compared to December 2018

Note: No OMNIRIDE Express service on Wednesday, December 25, 2019 due to the Christmas holiday. We implemented the western route restructure on December 9, 2019.

OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership		Average Daily Ridership			FY20 Budget Goal	Change from Goal
	FY19	FY20	FY19	FY20	% Change		
July	147,825	163,138	7,211	7,627	5.8%	7,451	176
August	163,900	140,151	7,194	7,256	0.9%	7,250	6
September	141,696	148,295	7,380	7,808	5.8%	7,722	86
October	166,311	176,101	7,579	7,886	4.1%	7,739	147
November	134,470	136,522	7,229	7,501	3.8%	7,589	(88)
December	115,711	128,925	7,276	7,315	0.5%	7,306	9
January							
February							
March							
April							
May							
June							
Year to Date	869,913	893,132	7,312	7,566	3.5%	7,509	56



At year's end figures are revised, if needed, to account for any lingering data latency.

7/18- Avg. Daily Ridership excludes week of Fourth of July holiday (2-6)

8/18- Avg. Daily Ridership excludes Friday before Labor Day (31)

10/18- Avg. Daily Ridership excludes Friday before Columbus Day (5) and Columbus Day (8)

11/18- Avg. Daily Ridership excludes Veterans Day (11), Snow impacts (15), Thanksgiving (21-23), ESP Tree Lighting (28)

12/18- Avg. Daily Ridership excludes State Funeral for George H.W. Bush (5), Weather closures (10), Christmas/New Year's Holiday (21-31)

1/19- Avg. Daily Ridership excludes Weather related school closures/delays (15, 29-31) and MLK Holiday (18,21)

2/19- Avg. Daily Ridership excludes Weather related school closures/delays (11, 20,21) and President's Day Holiday (18)

3/19- Avg. Daily Ridership excludes Weather related school closures/delays (1)

4/19- Avg. Daily Ridership excludes interstate closure ESP (4), PWC Spring Break (15-19)

5/19- Avg. Daily Ridership excludes Friday before Memorial Day (24)

7/19-Avg. Daily Ridership excludes 7/3, 4, 5 (Independence Day Holiday)

8/19-Avg. Daily Ridership excludes 8/1, 2, 5 (Work Stoppage), 30 (Friday before Labor Day)

9/19-Avg. Daily Ridership excludes 9/20 (car free day), 9/23 (ESP due to demonstrations in DC)

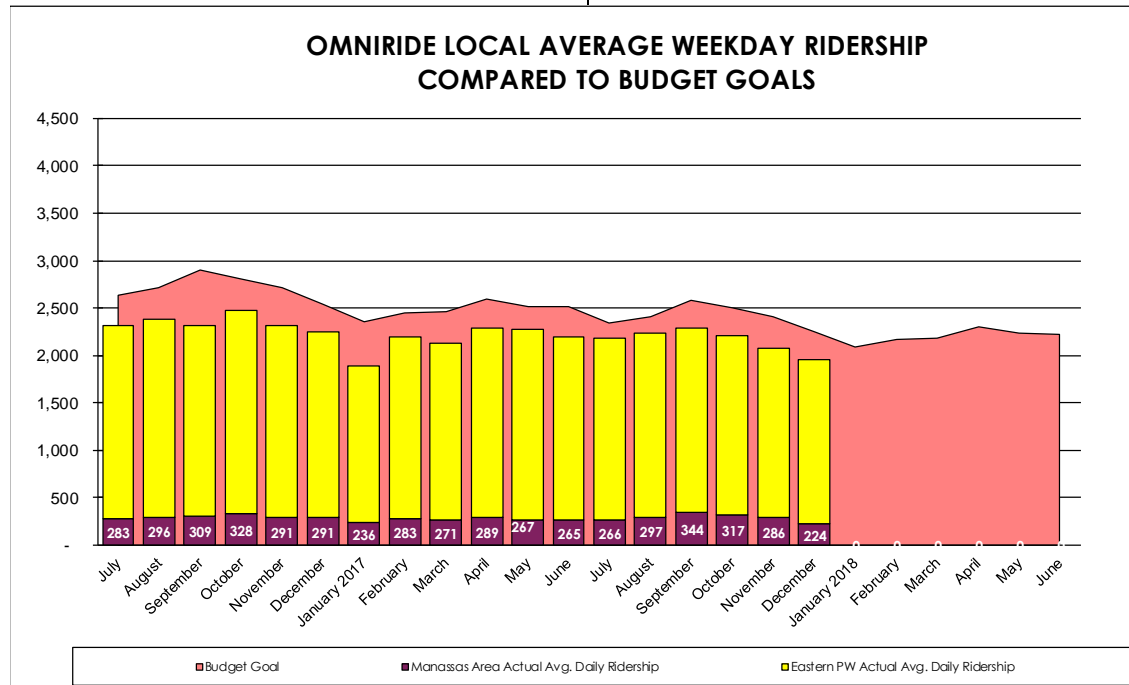
10/19-Avg. Daily Ridership excludes (14) (Columbus Day)

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)

OMNIRIDE LOCAL SERVICE

WEEKDAY							
Month	Monthly Ridership		Average Daily Ridership			FY20 Budget Goal	Change from Goal
	FY19	FY20	FY19	FY20	% Change		
July	48,194	47,848	2,309	2,182	-5.5%	2,338	(156)
August	54,757	45,499	2,380	2,238	-6.0%	2,405	(167)
September	44,045	44,528	2,319	2,285	-1.5%	2,576	(291)
October	56,087	50,270	2,470	2,205	-10.7%	2,496	(291)
November	45,587	39,798	2,314	2,074	-10.4%	2,406	(332)
December	40,452	38,853	2,246	1,957	-12.9%	2,251	(294)
January							
February							
March							
April							
May							
June							
Year to Date	289,122	266,796	2,340	2,157	-7.8%	2,412	(255)



At year's end figures are revised, if needed, to account for any lingering data latency.

10/18- Avg. Daily Ridership excludes Columbus Day (8)

11/18- Avg. Daily Ridership excludes Veterans Day (11), Snow (15), Thanksgiving (21-23)

12/18- Avg. Daily Ridership excludes Weather closures (10), Christmas/New Year's Holiday (21-31)

1/19- Avg. Daily Ridership excludes weather related closures/delays (15,29-31), MLK Holiday (21)

2/19- Avg. Daily Ridership excludes weather related closures/delays (11, 20, 21), President's Day Holiday (18)

3/19- Avg. Daily Ridership excludes weather related closures/delays (1)

4/19- Avg. Daily Ridership excludes PWC Spring Break (15-19)

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)

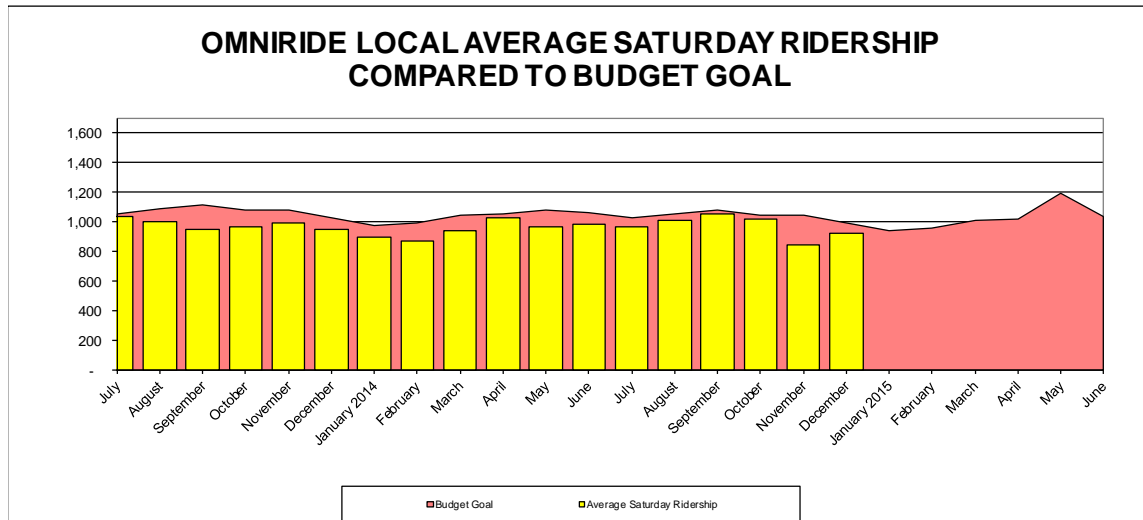
10/19- Avg. Daily Ridership excludes (14) Columbus Day

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)

OMNIRIDE LOCAL SERVICE

SATURDAY							
Month	Monthly Ridership		Average Saturday Ridership			Average Saturday FY20 Budget Goal	Change from Goal
	FY19	FY20	FY19	FY20	% Change		
July	3,788	3,864	1,040	966	-7.1%	1,025	(59)
August	4,001	5,032	1,000	1,006	0.6%	1,055	(49)
September	5,864	4,219	951	1,055	10.9%	1,078	(23)
October	3,857	4,063	964	1,016	5.4%	1,045	(29)
November	3,662	4,224	990	845	-14.6%	1,041	(196)
December	4,475	3,673	947	918	-3.1%	996	(78)
January							
February							
March							
April							
May							
June							
Year to Date	25,647	25,075	982	968	-1.5%	1,040	(72)



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)

OMNIMATCH / VANPOOL ALLIANCE

	OmniMatch				Vanpool Alliance			
	FY19	FY20	FY19	FY20	FY19	FY20	FY19	FY20
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips
July	53	52	6	10	669	674	125,864	139,650
August	42	41	27	6	669	674	136,402	132,224
September	35	56	11	13	670	674	118,472	131,999
October	44	52	11	2	670	674	130,798	143,962
November	56	41	8	3	671	674	116,453	121,098
December	37	25	8	6	672	674	101,939	118,579
January								
February								
March								
April								
May								
June								
Average	45	45	12	7	670	674	121,655	131,252

1) "New PRTC Applications Received" include all new customers inquiring about rideshare options in Prince William, Manassas, and Manassas Park.

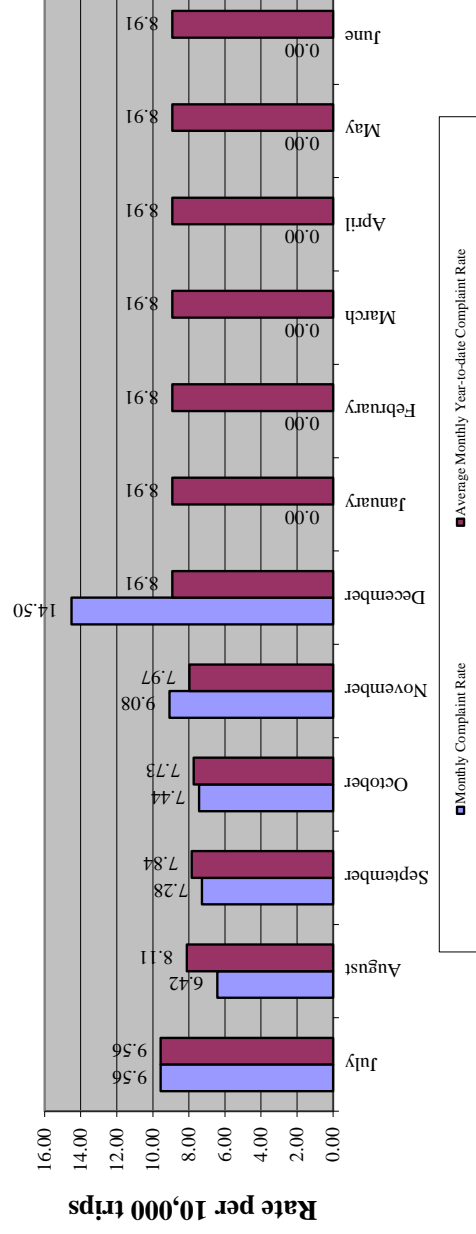
2) "Other Applications Received" include reapplicants, deletions and commuters contacted as a follow-up interested in remaining in the program.

3) "Vanpools Enrolled" includes all vanpools approved as of last day of the month.

FY 2019 Year-to-date OmniRide Express Complaints			
	Ridership	Complaints	Per 10k Trips
July	147,825	144	9.74
August	163,900	158	9.64
September	141,696	154	10.87
October	166,311	136	8.18
November	134,470	91	6.77
December	115,711	97	8.38
January			
February			
March			
April			
May			
June			
Year-to-date totals	869,913	780	8.97

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	148,295	108	7.28
October	176,101	131	7.44
November	136,522	124	9.08
December	128,925	187	14.50
January			
February			
March			
April			
May			
June			
Year-to-date totals	893,132	796	8.91

**FY 2020 OmniRide Express Complaint Rate per 10,000 Trips
Compared to Monthly Average**

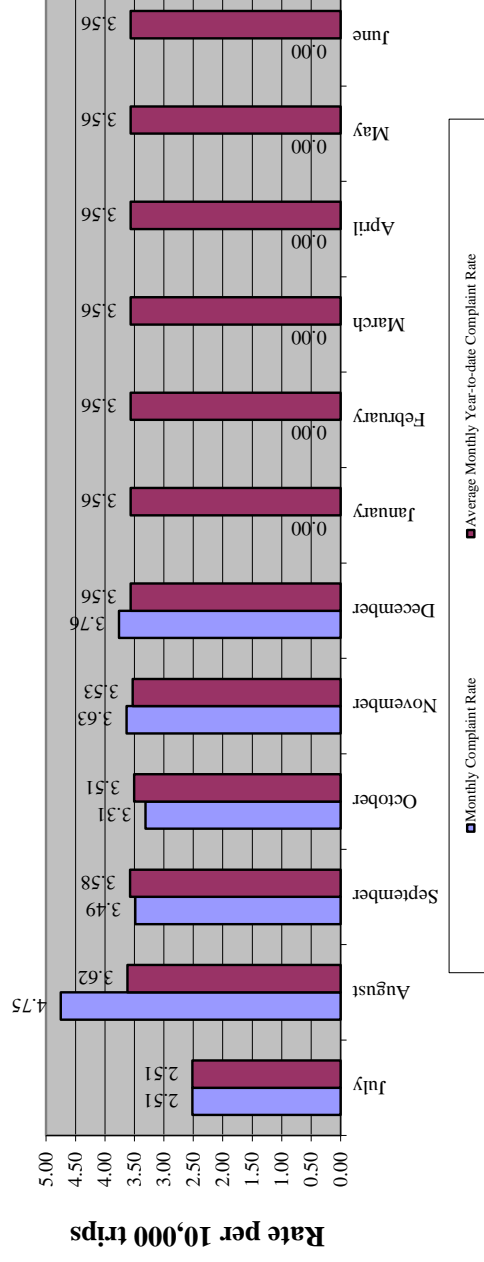


Complaint rates for OmniRide Express service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the bus services contract.

FY 2019 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	51,982	28	5.39
August	58,758	20	3.40
September	49,909	12	2.40
October	59,944	23	3.84
November	49,249	7	1.42
December	44,927	11	2.45
January			
February			
March			
April			
May			
June			
Year-to-date totals	314,769	101	3.21

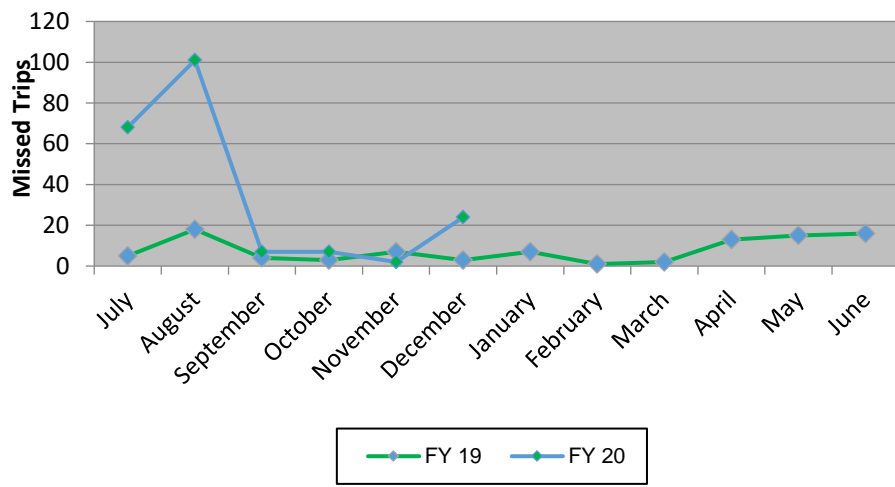
FY 2020 Year-to-date OmniRide Local Complaints			
	Ridership	Complaints	Per 10k Trips
July	51,712	13	2.51
August	50,531	24	4.75
September	48,747	17	3.49
October	54,333	18	3.31
November	44,022	16	3.63
December	42,526	16	3.76
January			
February			
March			
April			
May			
June			
Year-to-date totals	291,871	104	3.56

FY 2020 OmniRide Local complaint rate per 10,000 Trips compared to monthly average

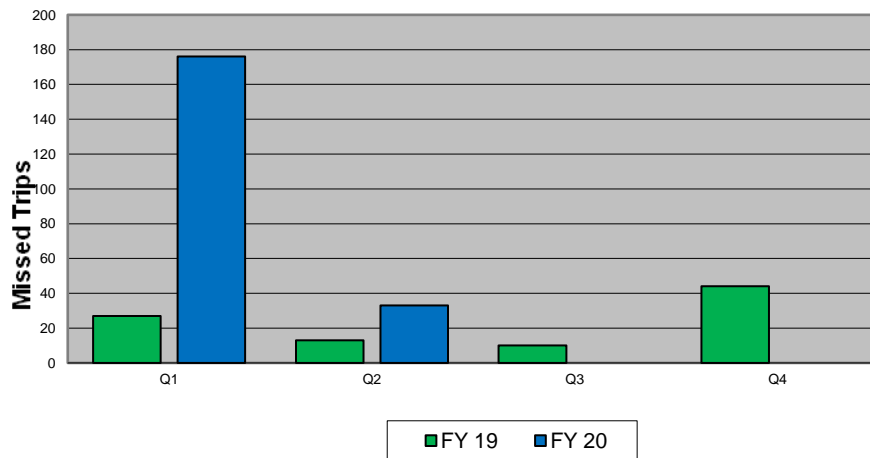


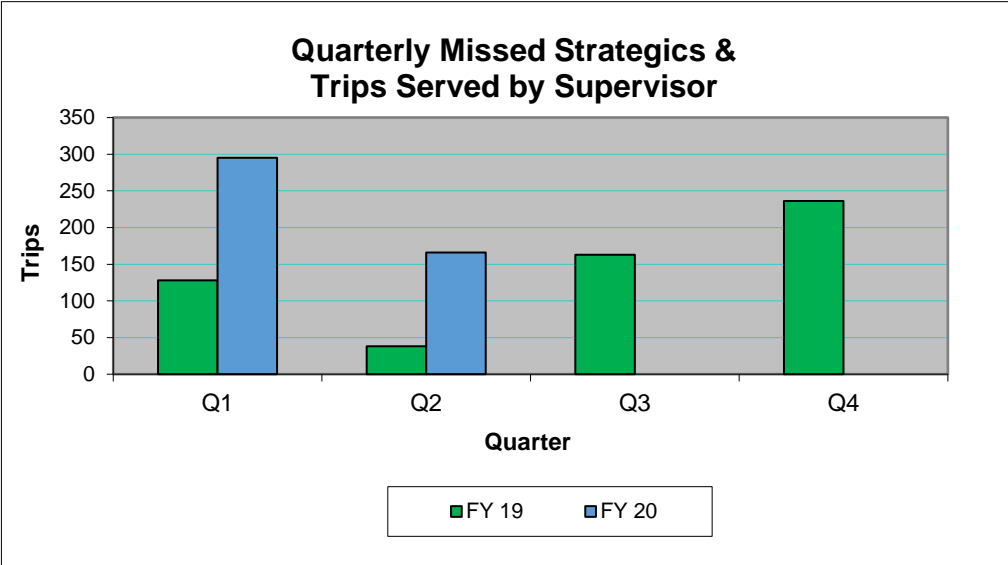
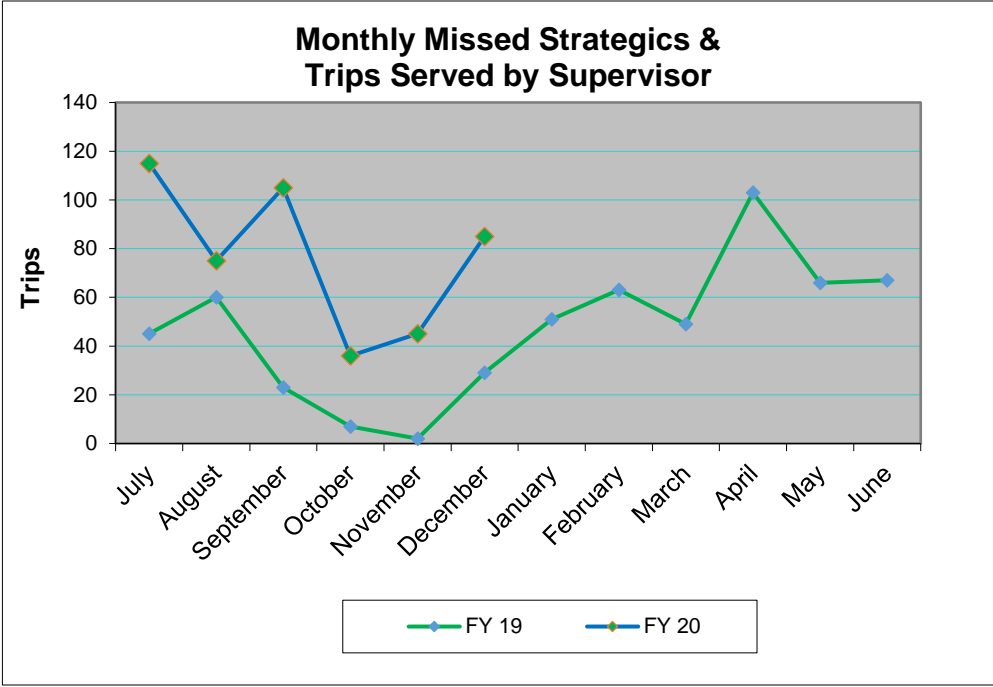
Complaint rates for OmniRide Local service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the new bus services contract.

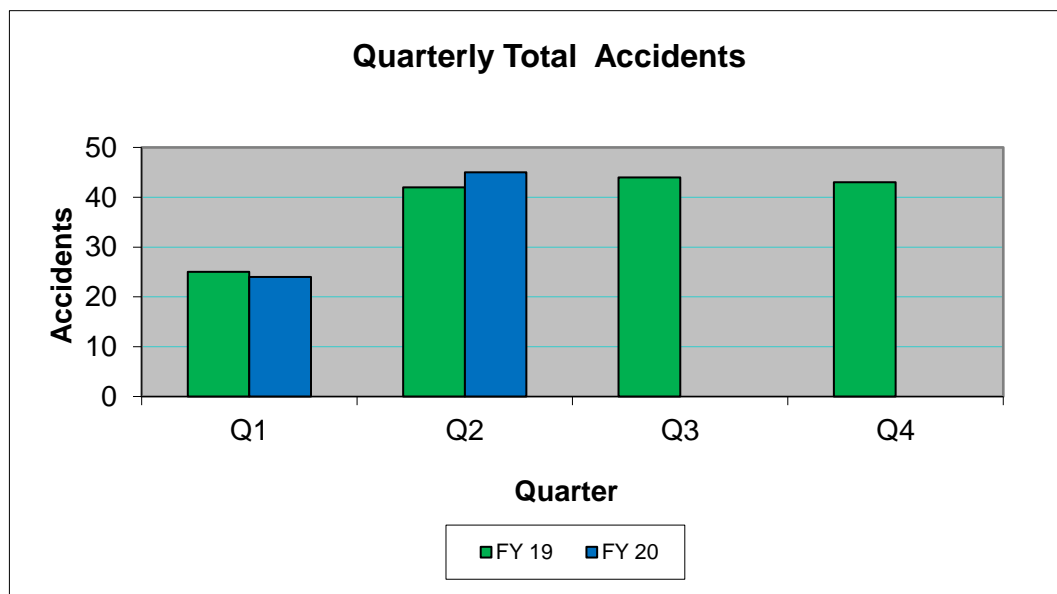
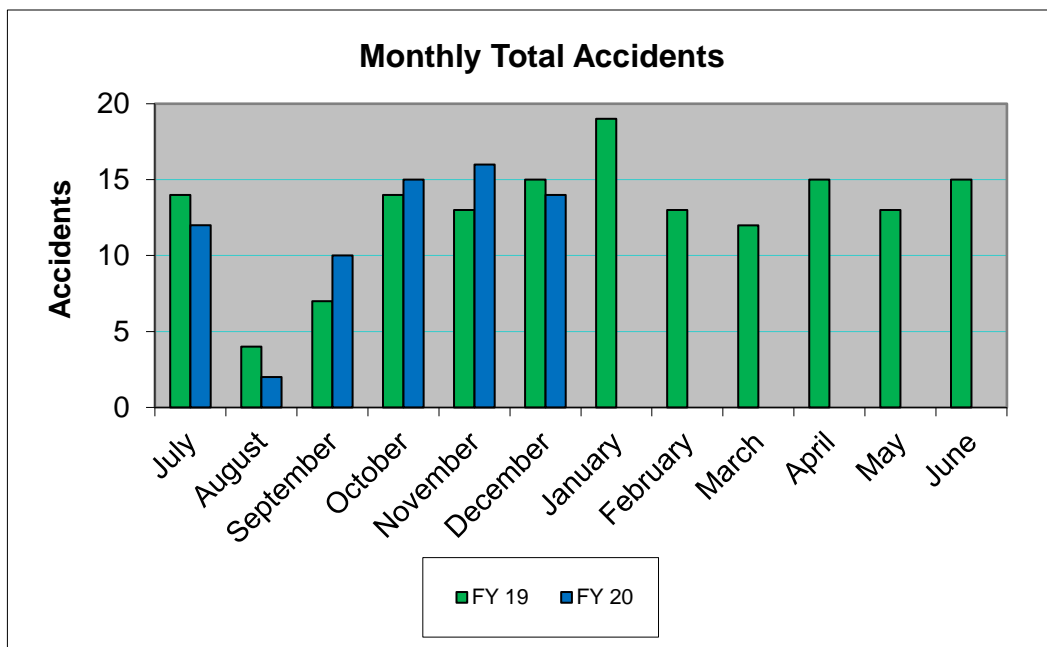
Monthly Missed Trips



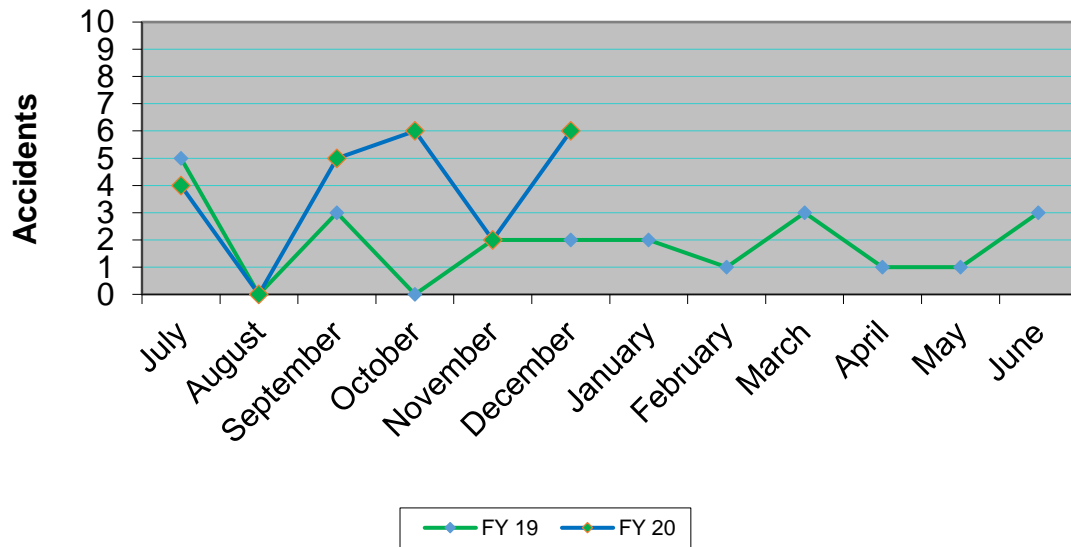
Quarterly Total Missed Trips



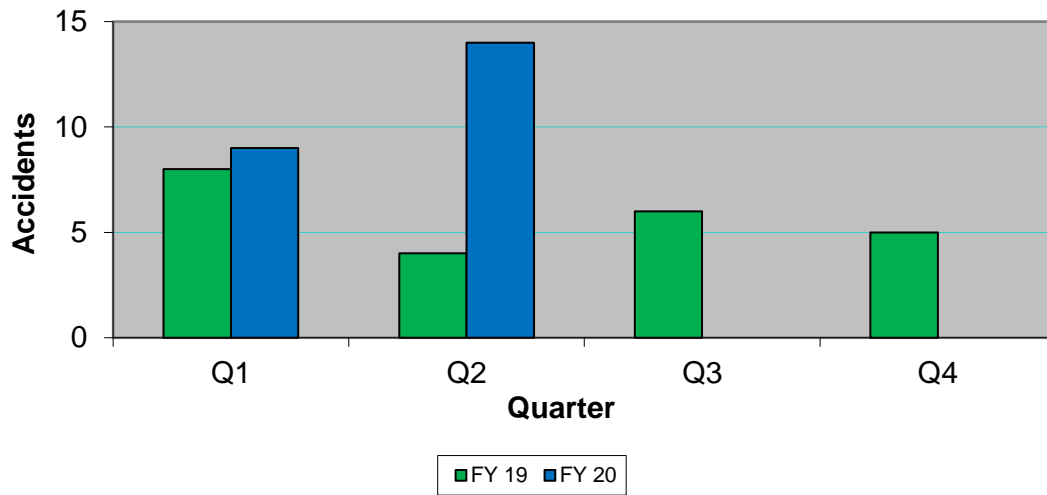




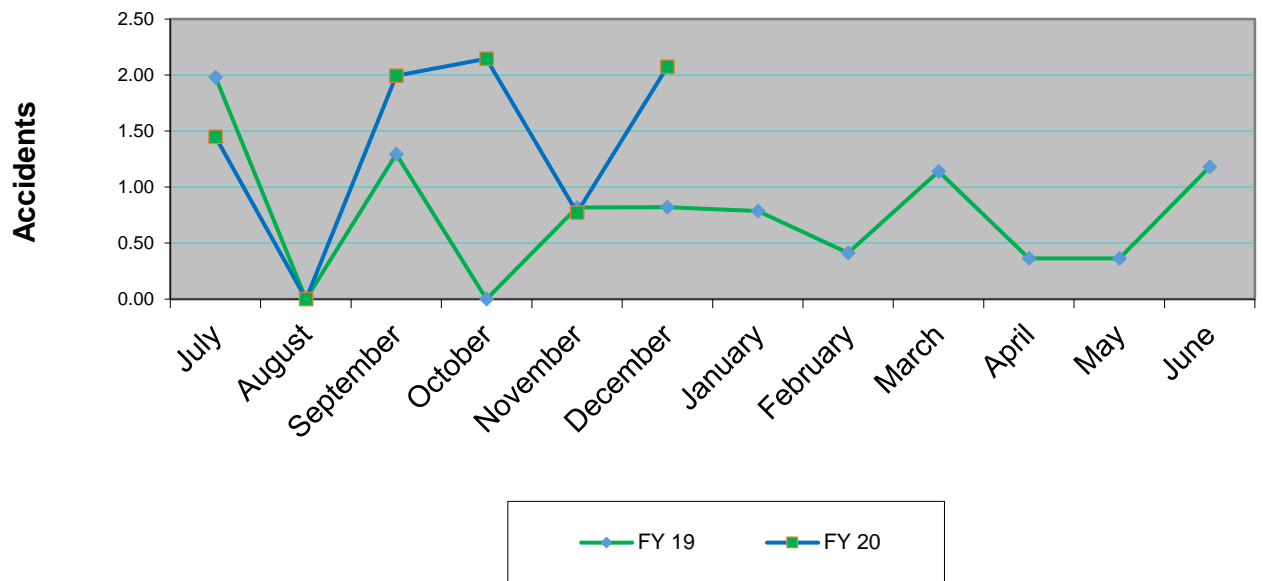
Monthly Preventable Accidents



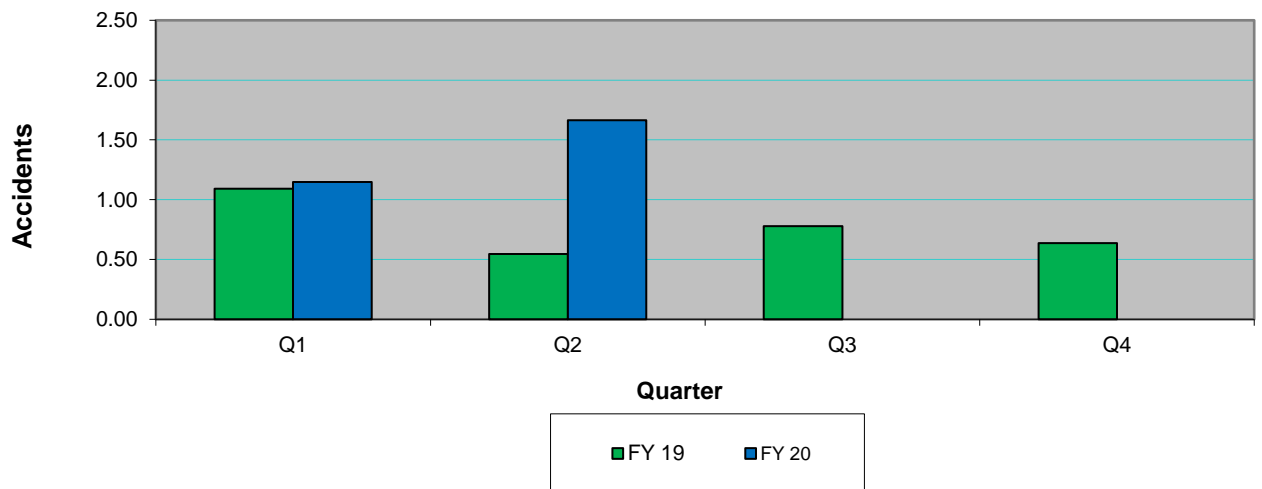
Quarterly Preventable Accidents



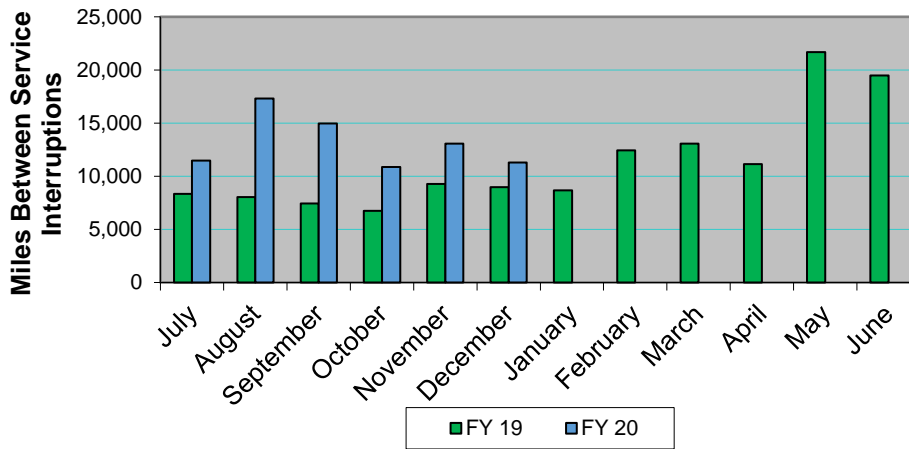
Monthly Preventable Accidents per 100,000 Miles



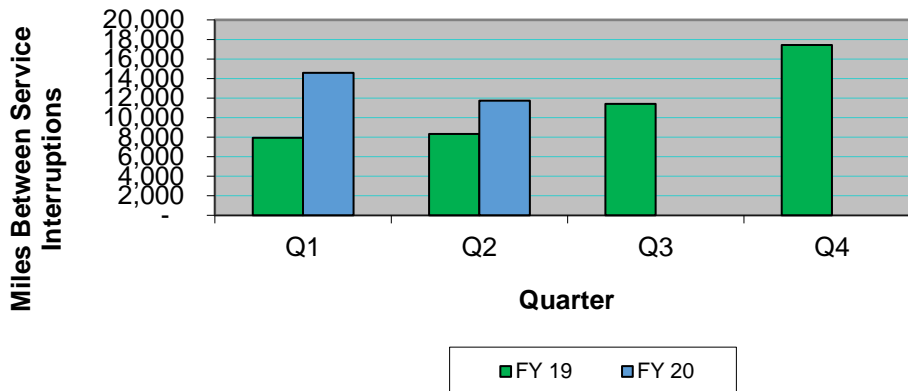
Quarterly Average Preventable Accidents per 100,000 Miles



Monthly Miles Between Service Interruptions




Average Quarterly Miles Between Service Interruptions





February 13, 2020

TO: Madame 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.

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



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BOB SCHNEIDER, EXECUTIVE DIRECTOR

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BYREN LLOYD, SAFETY & SECURITY MANAGER

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NOVEMBER 2019 |
SAFETY DASHBOARD |





OMNIRIDE | NOVEMBER 2019



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: 29%
Express: 71%



MONDAY: 3

TUESDAY: 2

WEDNESDAY: 0

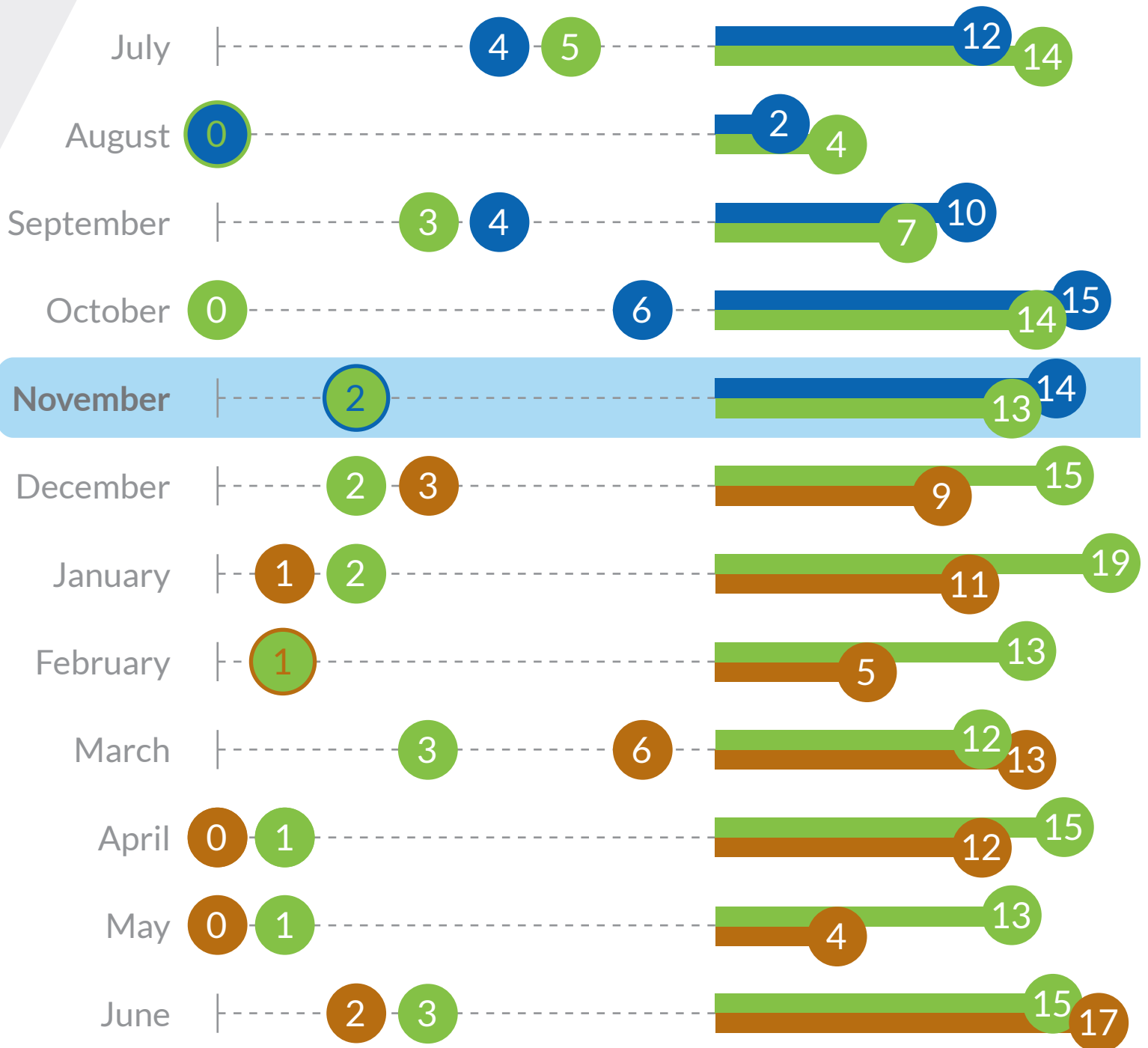
THURSDAY: 3

FRIDAY: 5

SATURDAY: 1

PREVENTABLE ACCIDENTS/INCIDENTS

ALL ACCIDENTS/ INCIDENTS



Fiscal Year:

2018

2019

2020

Current Period



OMNIRIDE // KEY FOCUS AREAS

ACCIDENTS IN REVENUE SERVICE VS. NON-REVENUE SERVICE



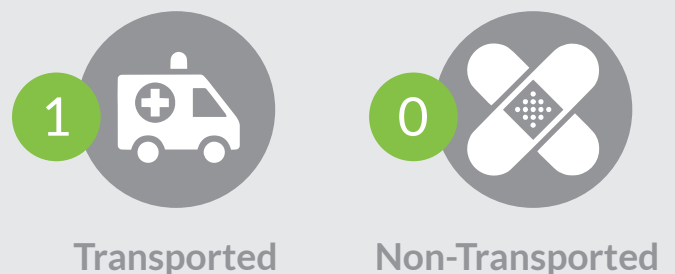
ACCIDENTS IN WASHINGTON D.C. VS. VIRGINIA



TOTAL ACCIDENTS & INCIDENTS WITH VEHICLES



REPORTED INJURIES



90-DAY ACCIDENT/INCIDENT SPOTLIGHT

39
Total*

44%**

*Total between months of September, October, November

**Comparison versus the prior months of June, July, August



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

	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	1,476,731.09	1,226,566.67	250,164.42	1,476,731.09	1,226,566.67	250,164.42
August	1,911,679.18	1,226,566.67	685,112.51	3,388,410.27	2,453,133.34	935,276.93
September	1,050,112.83	1,226,566.67	(176,453.84)	4,438,523.10	3,679,700.01	758,823.09
October	1,337,833.15	1,226,566.67	111,266.48	5,776,356.25	4,906,266.68	870,089.57
November	1,204,794.19	1,226,566.67	(21,772.48)	6,981,150.44	6,132,833.35	848,317.09
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	<u>6,981,150.44</u>	<u>6,132,833.35</u>	<u>848,317.09</u>			

FY20 Year to Date Interest from Investment **82,219.04**
 (actual interest earned from collections)

FY20 PRTC Operating Carryforward (refund) **2,984,000.00**

Expenses

Less:
 Resolution 19-06-14 FY20 PRTC Subsidies (2,984,000.00)
 Total Expenses **(2,984,000.00)**

FY20 Fund Balance (as of 11/30/19) **16,180,129.73**

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 13,884,300.00
 Total Encumbrances **14,057,300.00**

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 11/30/19 **2,122,829.73**

(*) 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	393,425.00	57,257.24	450,682.24	393,425.00	57,257.24
August	499,915.27	393,425.00	106,490.27	950,597.51	786,850.00	163,747.51
September	321,428.22	393,425.00	(71,996.78)	1,272,025.73	1,180,275.00	91,750.73
October	452,361.63	393,425.00	58,936.63	1,724,387.36	1,573,700.00	150,687.36
November	380,655.88	393,425.00	(12,769.12)	2,105,043.24	1,967,125.00	137,918.24
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	2,105,043.24	1,967,125.00	137,918.24			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

40,189.27

FY20 PRTC Operating Carryforward (refund)

63,300.00

Expenses

Less:

Resolution 19-06-11	FY20 VRE Subsidies	(1,176,410.00)
Resolution 19-06-14	FY20 PRTC Subsidies	(63,300.00)
Total Expenses		(1,239,710.00)

FY20 Fund Balance (as of 11/30/19)

6,622,627.42

Outstanding Adopted Resolutions (Encumbrances)

Resolution 19-06-11	FY20 VRE Subsidies	1,176,410.00
Resolution 19-06-14	FY20 PRTC Subsidies	40,900.00
Total Encumbrances		1,217,310.00

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 11/30/19

5,405,317.42

(*) 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

FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)

	Monthly Actual	Monthly Budget	Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
July 2019	86,846.19	89,733.33	(2,887.14)	86,846.19	89,733.33	(2,887.14)
August	79,902.76	89,733.33	(9,830.57)	166,748.95	179,466.66	(12,717.71)
September	81,080.78	89,733.33	(8,652.55)	247,829.73	269,199.99	(21,370.26)
October	89,210.83	89,733.33	(522.50)	337,040.56	358,933.32	(21,892.76)
November	77,925.62	89,733.33	(11,807.71)	414,966.18	448,666.65	(33,700.47)
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	414,966.18	448,666.65	(33,700.47)			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

4,188.92

FY20 PRTC Operating Carryforward (refund)

50,600.00

Reimbursement from DRPT Grant and Transfer from Manassas

-

Expenses

Less:

Resolution 19-06-11 FY20 VRE Subsidies (347,371.00)
Resolution 19-06-14 FY20 PRTC Subsidies (50,600.00)

Total Expenses

(397,971.00)

FY20 Fund Balance (as of 11/30/19)

919,343.01

Outstanding Adopted Resolutions (Encumbrances)

Resolution 18-06-08 FY19 Parking Garage Debt Service 212,000.00
Resolution 19-06-11 FY20 VRE Subsidies 347,371.00
Resolution 19-06-14 FY20 PRTC Subsidies 420,700.00
Total Encumbrances 980,071.00

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 11/30/19

(60,727.99)

(*) 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	67,775.00	4,940.48	72,715.48	67,775.00	4,940.48
August	91,708.34	67,775.00	23,933.34	164,423.82	135,550.00	28,873.82
September	40,281.33	67,775.00	(27,493.67)	204,705.15	203,325.00	1,380.15
October	71,725.55	67,775.00	3,950.55	276,430.70	271,100.00	5,330.70
November	60,218.11	67,775.00	(7,556.89)	336,648.81	338,875.00	(2,226.19)
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	336,648.81	338,875.00	(2,226.19)			

 FY20 Year to Date Interest from Investment
 (actual interest earned from collections)

23,878.96

FY20 PRTC Operating Carryforward (refund)

27,100.00
Expenses

Less:		
Resolution 19-06-11	FY20 VRE Subsidies	(202,742.50)
Resolution 19-06-14	FY20 PRTC Subsidies	(27,100.00)
Total Expenses		(229,842.50)

FY20 Fund Balance (as of 11/30/19)
3,012,761.48

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 202,742.50
Resolution 19-06-14	FY20 PRTC Subsidies 222,600.00
Resolution 19-11-08	Sign installations 15,000.00
Resolution 19-11-09	Mathis Avenue signal battery backup 10,000.00
Total Encumbrances	1,671,146.19

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 11/30/19

1,341,615.29

(*) 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	Year to Date Variance
FY20 Motor Fuels Tax Revenue (Beginning 7/1/19)						
July 2019	145,551.01	144,291.67	1,259.34	145,551.01	144,291.67	1,259.34
August	165,640.39	144,291.67	21,348.72	311,191.40	288,583.34	22,608.06
September	98,996.96	144,291.67	(45,294.71)	410,188.36	432,875.01	(22,686.65)
October	136,860.11	144,291.67	(7,431.56)	547,048.47	577,166.68	(30,118.21)
November	119,112.09	144,291.67	(25,179.58)	666,160.56	721,458.35	(55,297.79)
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	666,160.56	721,458.35	(55,297.79)			

FY20 Year to Date Interest from Investment **12,350.14**
(actual interest earned from collections)

FY20 PRTC Operating Carryforward (refund) **28,100.00**

Expenses

Less:	
Resolution 19-06-11 FY20 VRE Subsidies	(160,514.00)
Resolution 19-06-14 FY20 PRTC Subsidies	<u>(28,100.00)</u>
Total Expenses	(188,614.00)

FY20 Fund Balance (as of 11/30/19) **2,048,472.44**

Outstanding Adopted Resolutions (Encumbrances)	
Resolution 19-06-10 Various Projects	432,642.00
Resolution 19-06-11 FY20 VRE Subsidies	160,514.00
Resolution 19-06-14 FY20 PRTC Subsidies	<u>12,200.00</u>
Total Encumbrances	605,356.00

FY20 Fund Balance Less Outstanding Adopted Resolutions as of 11/30/19 **1,443,116.44**

(*) 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

	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	537,045.10	439,708.33	97,336.77	537,045.10	439,708.33	97,336.77
August	560,794.99	439,708.33	121,086.66	1,097,840.09	879,416.66	218,423.43
September	363,179.29	439,708.33	(76,529.04)	1,461,019.38	1,319,124.99	141,894.39
October	558,517.45	439,708.33	118,809.12	2,019,536.83	1,758,833.32	260,703.51
November	468,647.15	439,708.33	28,938.82	2,488,183.98	2,198,541.65	289,642.33
December	-	-	-	-	-	-
January 2020	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
	2,488,183.98	2,198,541.65	289,642.33			

FY20 Year to Date Interest from Investment
(actual interest earned from collections)

22,619.11

FY20 PRTC Operating Carryforward (refund)

71,900.00

Expenses

Less:	
Resolution 19-06-11 FY20 VRE Subsidies	(642,835.00)
Resolution 19-06-14 FY20 PRTC Subsidies	(71,900.00)
Total Expenses	(714,735.00)

FY20 Fund Balance (as of 11/30/19)

3,808,769.90

Outstanding Adopted Resolutions (Encumbrances)	
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	642,835.00
Resolution 19-06-14 FY20 PRTC Subsidies	42,300.00
Resolution 20-01-06 Various Projects	1,200,000.00
Total Encumbrances	2,603,170.62

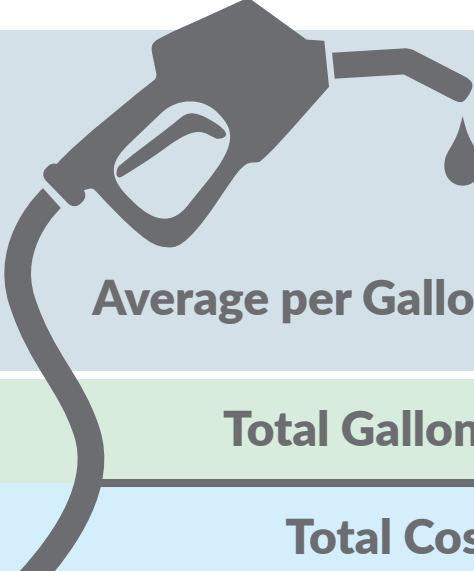
FY20 Fund Balance Less Outstanding Adopted Resolutions as of 11/30/19

1,205,599.28

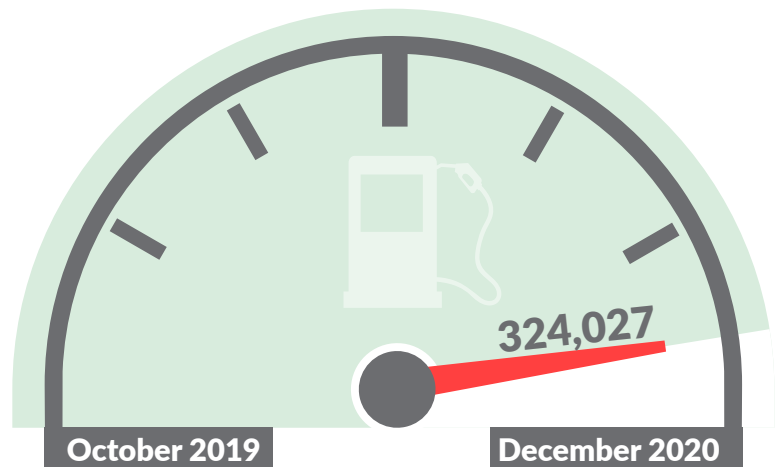
(*) Resolutions which have been encumbered will not be expended until funds become available



OMNIRIDE // FUEL GAUGE DASHBOARD

	FY2020 Q2 TOTAL FUEL DELIVERED		FY2019 Q2 TOTAL FUEL DELIVERED	
	Average per Gallon			
	\$2.05		\$2.22	
Total Gallons	324,027		287,815	
Total Cost	\$664,612		\$642,794	

Delivered Fuel
vs Budgeted Fuel
Delivery (FY20 Q2)



Fuel Expenditures
vs Budgeted Fuel
Expenditures (FY20 Q2)

