



Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

July 5, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD  
Executive Director

RE: July 5<sup>th</sup> Commission Meeting

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Enclosed is your board kit for the July 5, 2018 Commission meeting at 7:00 p.m. in PRTC's large conference room (2<sup>nd</sup> floor).

The PRTC Executive Board will meet at 6:00 p.m. (small conference room).

If you have any questions regarding agenda items or any other item in your board kit, please contact me at (703) 580-6117 or [bschneider@omniride.com](mailto:bschneider@omniride.com).

Enclosure: As stated



# POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

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## BOARD OF COMMISSIONERS MONTHLY MEETING

Thursday, July 5, 2018, 7:00 pm: PRTC Transit Center

*Prior to entering the meeting, please turn all electronic devices (cell phones, pagers, etc.) to a silent, vibrate or off position.*

### OFFICERS

Hon. Ruth Anderson, Chair (Prince William County) • Hon. Jeanette Rishell, Vice Chair (City of Manassas Park) • Wendy Maurer, Treasurer (Stafford County) • Hon. Pamela Sebesky, Secretary (City of Manassas)

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1. Call to Order (Anderson)
2. Invocation and Pledge of Allegiance (Anderson)
3. Attendance Roll Call (Anderson/Dean)
4. Adoption of Agenda – July 5, 2018 (Anderson)
5. Approval of Minutes – June 7, 2018 (Anderson/Schneider)
6. Virginia Railway Express Chief Executive Officer's Time (Allen)
  - A. INFO Chief Executive Officer's Report – June 2018
  - B. INFO Agenda, Minutes, and Adopted Resolutions of the June 15, 2018 VRE Operations Board Meeting
  - C. INFO Spending Authority Report
7. Citizen's Time/Public Comment (Anderson)
8. Consent Agenda – July 5, 2018 (Anderson)
  - No items
9. Executive Director's Time (Schneider)
  - A. INFO Follow-Up from Prior Meetings
    - PWC's Office of Equality, Affirmative Employment and Diversity Recommendations
  - B. INFO Executive Director's Report
    - Strategic Plan Update
    - Industry Article – More Routes = More Riders. Why is Transit Ridership Dropping Across North American Cities? Blame Declining Bus Service.

10. Presentations/Information Items
  - No Items
11. PRTC Action Items (Anderson/Schneider)
  - No Items
12. PRTC Chair's Time (Anderson)
13. Other Business/Commissioners' Time (Anderson)
14. Adjournment (Anderson)

Information Items

Strategic Plan Update

Public Comments Regarding the Proposed Disadvantaged Business Enterprise (DBE) Overall

Goal for Federal Fiscal years 2019 - 2021

Performance Service Reports

Revised Purchasing Authority Report

Wheels-to-Wellness Funding Status

**ITEM 1-3  
July 5, 2018  
PRTC Regular Meeting**

**ITEM 1**

**Call to Order**

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**ITEM 2**

**Invocation and Pledge of Allegiance**

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**ITEM 3**

**Attendance Roll Call**

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**ITEM 4**  
**July 5, 2018**  
**PRTC Regular Meeting**  
**Res. No. 18-07-\_\_\_**

**MOTION:**

**SECOND:**

**RE:               APPROVE AGENDA – JULY 5, 2018**

**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 July 5, 2018, as presented/amended.

**Votes:**

**Ayes:**

**Abstain:**

**Nays:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**

**ITEM 5**  
**July 5, 2018**  
**PRTC Regular Meeting**  
**Res. No. 18-07-\_\_\_**

**MOTION:**

**SECOND:**

**RE:               APPROVE MINUTES – JUNE 7, 2018**

**ACTION:**

**WHEREAS**, on July 5, 2018 at 7:00 p.m. the Potomac and Rappahannock Transportation Commission (“PRTC” or the “Commission”) convened its regular meeting at the PRTC Transit Center, located at 14700 Potomac Mills Road, Woodbridge, Virginia; and

**WHEREAS**, PRTC conducted business in accordance with a published agenda dated July 5, 2018.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of June 7, 2018.

**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**



# POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

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## MINUTES

PRTC Commission Meeting – June 7, 2018

### Members Present

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

### Members Absent

Mark Dudenhefer  
Jennifer Mitchell

### Alternates Present

Norm Catterton  
Margaret Franklin  
Kalai Kandasamy  
\*Steve Pittard

### Alternates Absent

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

### Jurisdiction

Prince William County  
Virginia Senate (arrived @ 7:25 p.m.)\*\*  
Prince William County  
Prince William County  
City of Fredericksburg  
Prince William County  
Stafford County  
Prince William County  
Prince William County  
City of Manassas Park  
City of Manassas  
Spotsylvania County  
Spotsylvania County  
  
Stafford County  
Department of Rail and Public Transportation  
  
Prince William County  
Prince William County  
Prince William County  
Department of Rail and Public Transportation  
  
Prince William County  
Prince William County  
Stafford County  
City of Manassas Park  
Department of Rail and Public Transportation  
Prince William County  
Spotsylvania County  
City of Manassas Park  
Spotsylvania County  
Stafford County  
City of Manassas Park  
City of Fredericksburg  
City of Manassas

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\*Voting Member

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

#### Staff and General Public

Doug Allen – VRE  
Stacey Allen – PWC  
Monica Backmon – NVT  
Valerie Blackmon – NVT  
Paolo Belita – PWC  
Nydia Blake – Prince William County  
Joann Bagnierise  
Tomonkia Byrd – PRTC  
Ryan Connelly  
Tracy Dean – PRTC  
Rob Dickerson – PRTC Legal Counsel  
Joyce Embrey – PRTC  
Althea Evans – PRTC  
Lamarr Johnson – PRTC  
Todd Johnson – First Transit  
Ken Jones – PRTC  
Bob Leibbrandt – Prince William County  
Doris Lookabill – PRTC  
Jacque Lucas – PRTC Legal Counsel

Betsy Massie – PRTC  
Jerry McIntosh – PRTC  
Karen Mills – First Transit  
Jacob Mosser – PWC  
Perrin Palistrant – PRTC  
Sharon Pendak – Legal Counsel  
Cynthia Porter-Johnson – PRTC  
Michelle Robl – PWC  
Christine Rodrigo – PRTC  
Rhiannon Roszell – First Transit  
Bob Schneider – PRTC  
Chuck Steigerwald – PRTC  
Joe Swartz – VRE  
Nia Tuix – Citizen  
Mike Williams – PRTC  
Ciara Williams – VDRPT  
Patra Wright – PWC  
Claudia Yates

Madam Chair Anderson called the meeting to order at 7:04 p.m. The Pledge of Allegiance, Invocation, and Roll Call followed.

#### Approval of the Agenda – 4 [RES 18-06-01]

Commissioner Caddigan moved, with a second by Commissioner Maurer to approve the agenda, as presented. There was no discussion on the motion. (CADDIGAN/MAURER, UNANIMOUS)

#### Approval of the Minutes of the May 3, 2018 PRTC Board Meeting – 5 [RES 18-06-02]

Vice Chair Rishell moved, with a second by Commissioner Sebesky, to approve the minutes of May 3, 2018, as presented. There was no discussion on the motion. (RISHELL/SEBESKY, UNANIMOUS)

#### Virginia Railway Express (VRE) – 6

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

- VRE is on schedule with Positive Train Control (PTC), a requirement for Amtrak and commuter rail systems operating in mixed traffic with the freight system. Mr. Allen and Rich Dalton attended an APTA positive train control implementation workshop last month, which included systems from all over the country to talk about the need and challenges of PTC. VRE operators are going through training on the new system and the radios and Wi-Fi system that are necessary to transfer the data to the equipment on the trains have been installed at both yards and is undergoing testing. VRE is making good progress in meeting the implementation deadline of December 31, 2018.

- Average daily ridership is 19,000 for the month of April and On-Time Performance (OTP) is 93 percent.
- VRE held the last of this year's Meet the Management sessions at Franconia-Springfield on June 6. Staff goes out to key destination stations to meet and speak with the passengers from all over the system and get feedback.
- VRE ran trains at the Manassas Rail Festival. It is a very good event and Manassas has really stepped up and done a great job in providing a safe and secure environment for those around the rails in downtown. Trains for the festival ran from Manassas to Clifton.
- Metro has changed how they use what are called swing gates at their stations so the Metro option for VRE passengers is no longer available. Riders are encouraged to get their own SmarTrip Cards, but VRE does not have a way to reimburse them at this time. VRE is communicating that to the riders and they have been understanding.
- Metro has announced they will be shutting down stations from south of Reagan Airport to Franconia-Springfield and Huntington and VRE is going to begin looking into what they can do to provide service if possible.
- All the jurisdictions have authorized the refinancing the RIF loan (a federal program that provided funding for transit equipment). About 10 years ago a loan was taken out for the purchase of new rail cars. Because the rates have gone down it made sense to refinance the loan. The transaction was completed and savings of about \$8 million through the term of the loan were realized.

Authorization to Execute an Extension of the Existing Amended and Restated Operating/Access Agreement with CSX Transportation – 6-C [RES 18-06-03]

Commissioner Skinner moved, with a second by Commissioner Caddigan, to authorize the VRE Chief Executive Officer to execute and extension of the existing Amended and Restated Operating/Access Agreement with CSXT through June 30, 2019.

Madam Chair Anderson asked if VRE was expecting any challenges with TransUrban as it relates to the I-95 Express Lane contract and a compensation event since the ultimate goal would be adding rail capacity. Mr. Allen advised there would be no compensation event for VRE related to adding capacity because the tracks are not in the highway right of way. There was no further discussion on the motion. (SKINNER/CADDIGAN, UNANIMOUS)

Authorization to Submit VRE Projects to USDOT for FY 2018 Build Grant Funding Consideration – 6-D [RES 18-06-04]

Commissioner Jenkins moved, with a second by Commissioner Maurer, to authorize the VRE Chief Executive Officer to submit, on behalf of the Commissions, application(s) for VRE station improvements under the U.S. Department of Transportation Better Utilizing Investments to Leverage Development Transportation Discretionary (BUILD) Grants program, to make any necessary corrections to project amounts or descriptions in the application(s), and to execute all project funding agreements that may be required upon approval or grants for the project. There was no discussion on the motion. (JENKINS/MAURER, UNANIMOUS)

Citizens' Time - 7

Madam Chair Anderson noted that anyone wishing to address the Commission to come forward and for those who do speak to introduce themselves and to state if they are representing an organization or themselves and also where they live. It was noted that each person will have three minutes to speak. Two individuals addressed the Commission (Transcript attached).

#### Approval of the Consent Agenda –8 [RES 18-06-05]

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

- Accepted the Potomac and Rappahannock Transportation Monthly Jurisdictional Financial Report for the Period Ended March 31, 2018, as presented. [RES 18-06-06]
- Accepted the Authorization to Draw Down from Motor Fuels Tax Funds to Subsidize the VRE Operating and Capital Budget for FY19. [RES 18-06-07]
- Accepted the Authorization to Budget and Appropriate the City of Manassas Motor Fuels Tax Account for Debt Service Payments on the VRE Parking Garage for FY19. [RES 18-06-08]
- Accepted the Authorization to Deobligate \$444,610 of City of Manassas Motor Fuels Tax Funds for FY17 and FY18 Debt Service Payments on the VRE Parking Garage. [RES 18-06-09]
- Accepted the Authorization to Budget and Appropriate City of Manassas Motor Fuels Tax Funds for the Lease of Parking Lots in FY19. [RES 18-06-10]

[Commissioner Barker arrived at 7:25 p.m. after Agenda Item 8]

#### PRTC Executive Director's Time – 9

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

- Dr. Schneider made an announcement that Karen Mills will no longer be with the Wheels to Wellness program as of June 15.
- Dr. Schneider recognized and thanked Sidney Elam for his 15 years of service.
- Bus Operator Mohamed Elatrebi represented PRTC at the National Bus Rodeo in Tampa, Florida in May and he placed 38 out of 88 contestants.
- Dr. Schneider announced that the motor fuels and motor vehicle fuels sales tax rate have been set by the Commonwealth for the next period. We will start working on the process of how those dollars are applied to the CROC (Capital Rail and Operating Capital fund). A portion comes from NVTC jurisdictions and a portion comes from PRTC jurisdictions and we take those dollars away and make a projection based on what the law says. We will be double checking with NVTC to make sure that the dollars that we calculate are identical. From there, we will then transmit that to different finance departments. We will also notify all members of the Commissioners and parts of its bodies so that it's not just communicated through the finance departments. By the September meeting, we should have a sense about what new dollars will exist for the organization and at what level.
- Article – Summary: "Key Factors Influencing Riders in North America: The Emerging Urban Mobility Ecosystem" has been provided for the Commission's perusal.

- Updated version of the First Transit Senior Staff contact list was provided for Commissioners for their PRTC Board Member Handbooks.
- Dr. Schneider advised that, like VRE, we also got the information from Metro regarding potential closings. We are having conversations internally about what we can do or might do and what we can do differently. We are talking with DRPT and they have given an informal nod to say they will cover fifty percent of operating costs. We are looking at things like starting an enhanced slugging program at underused interior commuter lots with guaranteed bus service, because we have been told that slugging will work if there's a transit element in place. We will be engaging Metro and VRE to understand the bus plans and other regional transit options.

#### Presentations – 10

There were no presentations.

#### PRTC Action Items – 11

##### Authorization to Commence the Public Participation Process for the Transit Development Plan and Transportation Demand Management Plan – 11-A [RES 18-06-11]

Commissioner Maurer moved, with a second by Vice Chair Rishell, to authorize the Executive Director to commence the Public Participation Process for the Transit Development Plan and Transportation Demand Management Plan. There was no discussion on the motion. (MAURER/RISHELL, UNANIMOUS)

##### Authorization to Execute an Amendment to the SmarTrip Operating and Funding Agreement – 11-B [RES 18-06-12]

Commissioner Caddigan moved, with a second by Commissioner Lawson, to authorize the Executive Director to execute the amendment to the SmarTrip Operations and Funding Agreement pending legal counsel's determination of sufficiency as to legal form. There was no discussion on the motion. (CADDIGAN/LAWSON, UNANIMOUS)

##### Approval and Appropriation of PRTC FY19 Budget; Authorization to Draw Down from Motor Fuels Tax Funds to Subsidize PRTC Administrative, OmniRide, OmniLink, Marketing, Vanpool, and Capital Budgets for FY19; and Authorization to Apply for Federal Grant Funding Envisioned in FY19 – 11-C [RES 18-06-13]

Commissioner Jenkins moved, with a second by Commissioner Barker, to approve the FY19 budget in the amount of \$42,117,600 and applications for federal funds as envisioned for the budget.

Commissioner Skinner asked for an explanation of the chart on page two of the resolution. Dr. Schneider explained it was the jurisdictional draw down for the motor fuels tax payments for each jurisdiction broken down into the allocations for the various categories as drawn out in the master agreement. The non-bus sponsoring jurisdictions pay a portion of Administrative and Capital Costs. Bus sponsoring jurisdictions cover those items plus a portion of OmniRide, OmniLink and Marketing. Commissioner Skinner asked if the breakdown of the allocation was tied to ridership because he noticed Spotsylvania County was paying more than Stafford County for the first time. Ms. Embrey explained that the Admin allocation was tied to the jurisdictions respective share of the total fuel tax revenue portion. For FY18 we looked at FY17 actuals. Mr. Schneider advised Commissioner Skinner that it basically meant Spotsylvania was collecting more fuel tax than Stafford. There was no further discussion on the motion. (JENKINS/BARKER, UNANIMOUS)

Authorization to Renew Medical, Dental, and Vision Insurance Plans for PRTC and VRE Employees – 11-D [RES 18-06-14]

Commissioner Caddigan moved, with a second by Commissioner Sebesky, to authorize the Executive Director to renew one-year contracts with Aetna, Kaiser Permanente, Delta Dental Plan of Virginia, and Advantica for medical, dental and vision insurance for coverage effective July 1, 2018 and approved management's recommendation to retain the existing employer/employee premium arrangements for the medical insurance plans and 100 percent employer paid premiums for dental and vision insurance. There was no discussion on the motion. (CADDIGAN/SEBESKY, UNANIMOUS)

Authorization to Enroll PRTC as a Member of the Virginia Municipal League Insurance Programs (VMLIP) as of July 1, 2018, for Various Liability Insurance Coverages – 11-E [RES 18-06-15]

Commissioner Maurer moved, with a second by Vice Chair Rishell, to authorize the Executive Director to enroll PRTC as a member of the Virginia Municipal League Insurance Programs (VMLIP) effective July 1, 2018, for various liability coverages, as well as continuing the workers' compensation coverage with VMLIP for PRTC and VRE employees. There was no discussion on the motion. (MAURER/RISHELL, UNANIMOUS)

Authorize Closed Meeting – 11-F [RES 18-06-16]

Commissioner Maurer moved, with a second by Commissioner Caddigan, to convene into Closed meeting at 7:52 p.m. for discussion and consultation with legal counsel regarding employment law, actual or probable litigation posed by EEOC/HRC charges filed by various PRTC employees, application of the Virginia Freedom of Information Act, and discussion of personnel matters concerning the performance of the Executive Director and the Director of Program Administration pursuant to Section 2.2-3711.A.1, 2.2-3711.A.7 and 2.2-3711.A.8 of the Virginia Code. There was no discussion on the motion. (CADDIGAN/SEBESKY, UNANIMOUS)

Certify Closed Meeting – 11-G [RES 18-06-17]

Commissioner Caddigan moved, with a second by Commissioner Sebesky, to certify that to the best of each members' knowledge: (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Commission. No member dissents from the aforesaid certification. Closed Meeting session concluded at 9:12 p.m. There was no discussion on the motion. (CADDIGAN/SEBESKY, UNANIMOUS)

Action Items to Report Out of Closed Meeting – 11-H

Madam Chair Anderson began by reading a statement and advised much of what is in the resolution is in the statement. PRTC values diversity in its work force, promotes equal employment opportunities and does not condone or allow any employment discrimination because of race, color, religion, creed, sex, age, disability, national origin, veterans or marital status. The Commission encourages those who are concerned about any potential discriminatory action to bring it to the Commission's attention so that it can be appropriately dealt with. Last fall, the Executive Director developed a proposal that included a recommendation to implement a reduction in force (RIF) policy with respect to certain positions. Before the Commission could implement the policy an anonymous complaint of employment discrimination was received from the PRTC Dispatch Team. The Executive Director was



directed to contact the Prince William County Office of Equality, Affirmative Employment and Diversity (PWC EEO) to conduct the internal employment discrimination investigation. Based on the professional and thorough and expert investigation, it is the conclusion of the investigators that the allegations of the complainants are unfounded.

Recommendations to assist management and minimize unfavorable employee concerns include:

- There should be regular management and staff training on diversity and equal employment issues
- Immediate action should be taken to address any issues that arise which could create a hostile work environment
- Performance evaluations of all staff should be current
- The Executive Director should ensure clarity and consistency of management communications with staff
- All job descriptions should be written objectively to ensure the necessary knowledge, skills and abilities are reflected

The Executive Director is to report back to the Commission at the next regular meeting regarding a proposal to address all five recommendations, and in addition, to address how all supervisors will be provided training regarding supervision and management of employees. The Commission thanked the county EEO for the time and assistance in conducting the investigation and providing the recommendations, and also thanked all the employees who participated in the investigation for bringing these matters to the attention of the Commission.

- Determination of December 2017 Anonymous Discrimination Allegations Regarding Dispatcher Team; and Directive to Executive Director to Report Back to the Commission at the Next Regular Meeting Regarding a Proposal to Address Recommendations [RES 18-06-18]

Commissioner Skinner moved, with a second by Commissioner Caddigan, to accept the recommendation from the Prince William County Office of Equality, Affirmative Employment and Diversity regarding the internal employment discrimination investigation involving allegations made by the "PRTC Dispatch Team"; and based on the investigation the Commission determines the complaint to be unfounded. The Commission further directs the Executive Director to report back at the next regular meeting regarding a proposal to address recommendations. A redacted version of the Fact Finding Summary Report and Recommendations will be made public. There was no discussion on the motion. (SKINNER/CADDIGAN, UNANIMOUS)

Vice Chair Rishell made a motion that the Reduction in Force be set aside and PRTC not proceed with the RIF. The motion was seconded by Commissioner Nohe. Commissioner Kelly stated that the Commission has not had a full presenting of all the information for what the Commission is trying to achieve with regards to getting the organization back on its feet financially and before an action is taken on this motion a full public discussion needs to take place. Commissioner Sebesky also noted that as a jurisdiction that is no longer able to support this organization financially through the tax revenue they receive, it is important that Commissioners wait until they receive a full presentation of the business plan before voting one way or another. Commissioner Maurer stated it would be premature for her to support a motion without hearing all of the facts, as she was only an alternate on the Commission when the plan was initially proposed.

Vice Chair Rishell stated that when the proposal was put forward, demographic information was requested from and provided by PRTC staff. The staffing reduction affects 48% of the African American

employees at PRTC, which she stated has Title VI overtones. There are other opportunities to save money without continuing with the RIF.

Commissioner Lawson stated that the Commission is not prepared to vote on the RIF and the motion is premature so she will not be supporting it. Commissioner Nohe stated it has been so long since the proposal, and his hope and expectation is that now that the investigation is concluded, Dr. Schneider can go back and look at the initial proposal and make adjustments based on lessons learned from the investigation. Vice Chair Rishell clarified that she agrees with Commissioner Nohe and that is why she made the motion, to start with a fresh slate.

A vote was called on the motion made to put aside the Reduction in Force.

Ayes: Rishell, (Franklin - not a voting member at this meeting, but did state aye on the vote)

Nays: Anderson, Caddigan, Jenkins, Kelly, Lawson, Maurer, Nohe, Pittard, Principi, Sebesky, Skinner, Trampe

The motion failed.

#### PRTC Chairman's Time – 12

Madam Chair Anderson advised the updating of the bylaws was put on hold for this meeting and she hopes to have them ready to go for the July meeting.

Madam Chair Anderson took a poll of who would be available for the next meeting scheduled for July 5. After the poll, Dr. Schneider advised we would struggle with a jurisdictional quorum. Discussion was had about an alternate date, but it was determined that most Commissioners could not commit to a date at this time and we would do our best to come up with a date that would have a quorum.

Madam Chair Anderson noted that Dr. Schneider will email the Engagement Opportunities flyer that is normally placed at their seats.

#### Other Business/Commissioners' Time – 13

Commissioner Barker noted that we have a state budget.

There was a question if the Commission voted on the resolution that came out of the closed session. After some discussion it was determined that there was a motion, second and unanimous vote.

#### Adjournment – 14

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

#### Information Items

There were no comments.

NEXT MEETING: July 5, 2018, 7:00 p.m.

LOCATION: PRTC Transit Center  
14700 Potomac Mills Road, 2<sup>nd</sup> Floor  
Woodbridge, VA 22192-6811

Transcript of June 7, 2018 Citizen's Time

Ken Jones (PRTC Dispatch Manager)

Good evening, Ken Jones, Manager of Dispatch here at PRTC. Um, basically what I wanted to address tonight is integrity of leadership and how important that is to the morale of the organization. Um, excuse me. Here's a time when employees put forth their best effort and they give their all and when it's diminished um it hurts. And I'm not only talking about the Executive Director here I'm talking about leadership as a whole because there are leaders underneath the Executive Director who also understands the functions of dispatch and how important the dispatch team is and how well they meld together and the good job that they do. And so I would like to not only be the only person coming up here to speak about that but it would be nice if people who and people in leadership positions who worked with these people for the past 14/15 years and know the job that they do would stand up and also at least acknowledge that you do have to agree one way or the other but at least acknowledge the job that they do and how well that they do the job. I think that just goes to the integrity. I mean you can be a leader or you can call yourself a leader but sometimes it takes courage to stand up and speak out and speak about issues even though it may not make everybody comfortable but if it's the truth and you're speaking facts then you should go with a clear conscience. So I just you know, that was just on my mind and you know I just wanted to put that out there, just integrity of leadership is important. So thank you.

Nia Tuix (General Public)

Good evening, my name is Nia Tuix. I'm from Prince Georges County Maryland. I'm president of the Greater DC Chapter of the National Action Network under the leadership of one of the greatest leaders walking the planet today, Reverend Dr. Al Sharpton and our chapter covers DC, Maryland surrounding areas and Northern Virginia. And I'm here of course on behalf of the PRTC 13, those that have been served a notice to have their uh employment RIF'd/terminated uh and I've been here about six months maybe, maybe seven and the reasons are unfounded and this is why I keep coming because their civil rights have been uh challenged. And because they've been challenged it brings the National Action Network, well known around the world, our great leader Rev. Sharpton has just left Oxford, England. They are uh the world is watching not only from the political standpoint but the civil and human rights of people are very important, public opinion is important. I too have been out in Virginia talking to the people that ride the bus, I know if people stop riding the buses it's gonna, it's gonna manifest the budget and what we want is uh an honest look at this situation to have a remedy where if there is a RIF it should be uh it should be a proper protocol to follow and we hope not to have a RIF at all. We would hope this situation is settled with a better approach rather than people losing their jobs – majority black, one Hispanic, and I believe uh well one fellow is gone but he was not Caucasian so that's why we looked at it as discriminatory. Whoever made this decision didn't think it through, they seem to have based it on an expendable position of people and it's just wrong. And our group addresses issues like this. We hope to

remedy, I've said it a hundred thousand times, we don't come in here trying to threat uh make threats and all of that. We hope to reach a settlement where you go back to the drawing board, look at how you can save money without dumping great employees that have held the company up that has helped the company with the budgets that you have. I think the gentleman said nineteen, he said nineteen thousand or nineteen, I think he said nineteen thousand riders or something to that effect making a report from Manassas. We have to, we have to hold up and do what we need to do but just keep coming down here I've wrote you a letter, I've tried to speak to you and when you ready you know hopefully we can speak as a you know you had this and I had what I had. [Chair Anderson: Ma'am] Ma'am. [Chair Anderson: You're a little past your three minutes.] Oh am I past three already? Ok, I do appreciate the opportunity Madam Anderson and um thank you for this opportunity.

**ITEM 6**  
**July 5, 2018**  
**PRTC Regular Meeting**

**Virginia Railway Express Chief Executive Officer's Time**

- A. INFO Chief Executive Officer's Report – June 2018**
- B. INFO Agenda, Minutes, and Adopted Resolutions of the June 15, 2018 VRE  
Operations Board Meeting**
- C. INFO Spending Authority Report**

Item 6-A  
July 5, 2018  
PRTC Regular Meeting

# CEO REPORT

JUNE 2018



# 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 | JUNE 2018

# TABLE OF CONTENTS

SUCCESS AT A GLANCE ..... 3

ON-TIME PERFORMANCE ..... 4

AVERAGE DAILY RIDERSHIP ..... 6

SUMMONSES ISSUED ..... 7

TRAIN UTILIZATION ..... 8

PARKING UTILIZATION ..... 9

FINANCIAL REPORT ..... 10

FACILITIES UPDATE ..... 11

UPCOMING PROCUREMENTS ..... 13

CAPITAL PROJECTS UPDATES ..... 14

PROJECTS PROGRESS REPORT ..... 18

RIDE MAGAZINE, JUNE 2018 ISSUE ..... 23



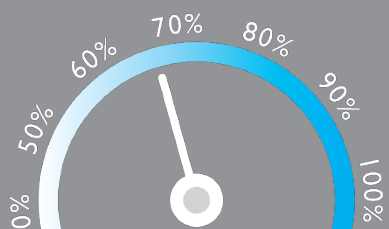
VIRGINIA RAILWAY EXPRESS  
A better way. A better life.





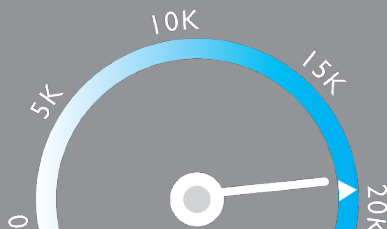
# SUCCESS AT A GLANCE

Data provided reflects April 2018 information.



PARKING  
UTILIZATION

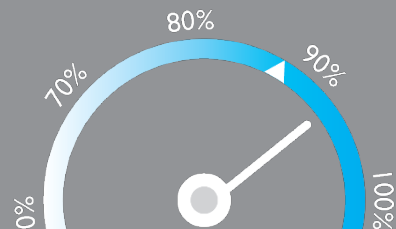
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



AVERAGE DAILY  
RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.

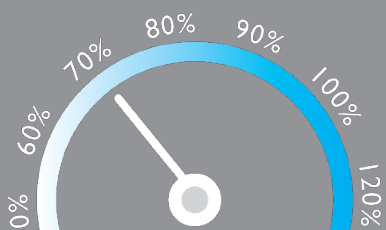
▲ Same month, previous year.



ON-TIME PERFORMANCE

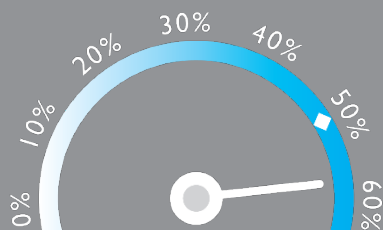
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ Same month, previous year.



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.

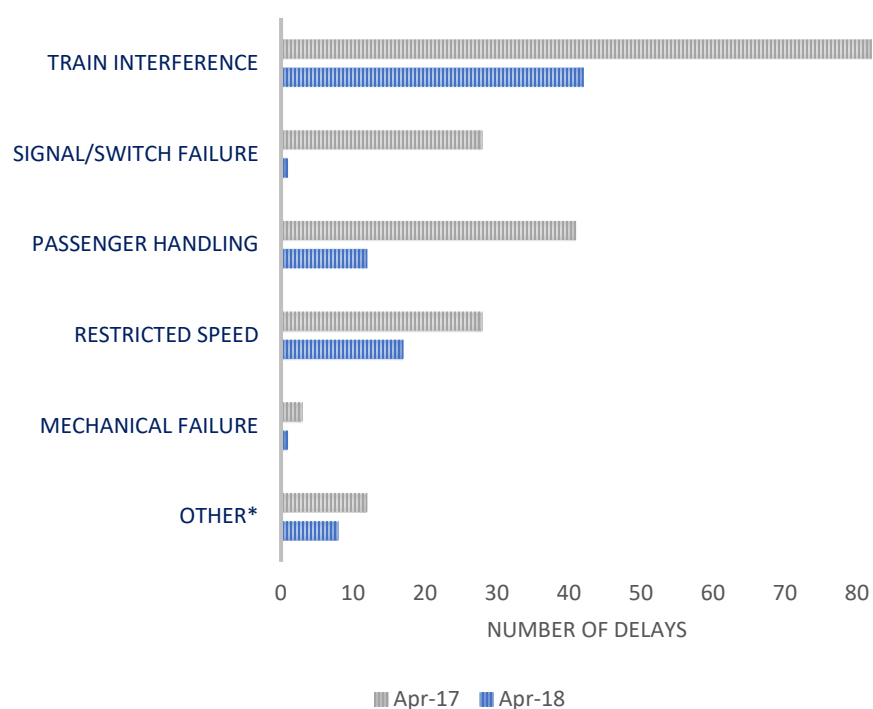
◆ Board-established goal.

# ON-TIME PERFORMANCE

## OUR RECORD

	April 2018	March 2018	April 2017
Manassas Line	92%	96%	91%
Fredericksburg Line	93%	89%	85%
System Wide	92%	92%	88%

## REASONS FOR DELAYS



VRE operated 670 trains in April.

Our on-time rate for April was 92%.

Fifty-one of the trains arrived more than five minutes late to their final destinations. Twenty-six of those late trains were on the Manassas Line and twenty-five of those late trains were on the Fredericksburg Line.

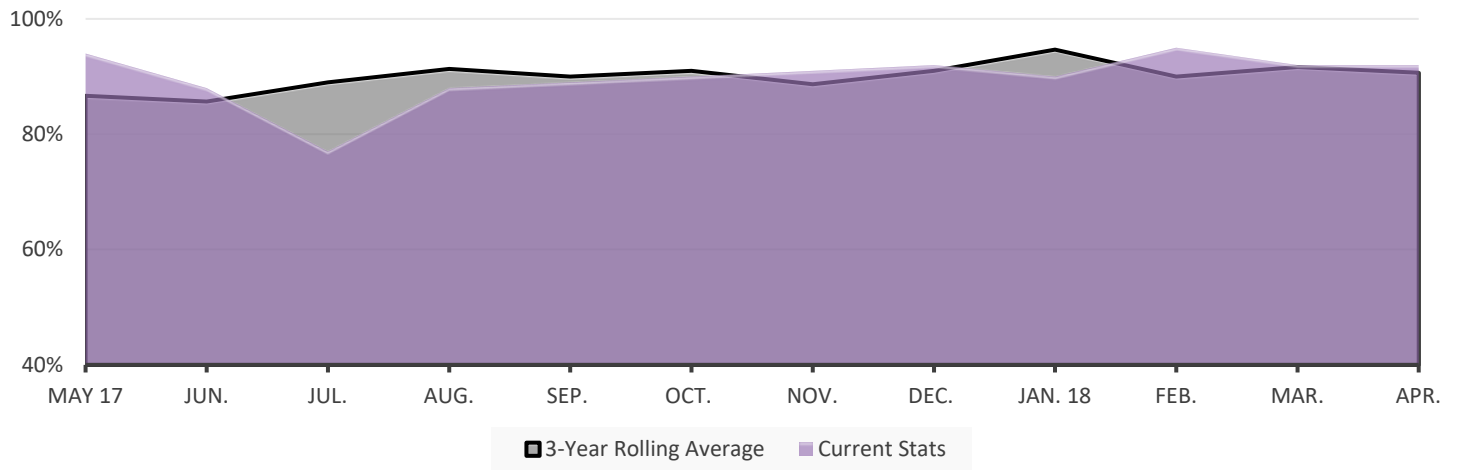
\*Includes those trains that were delayed due to late turns, weather, signal/switch failures and maintenance of way.

## LATE TRAINS

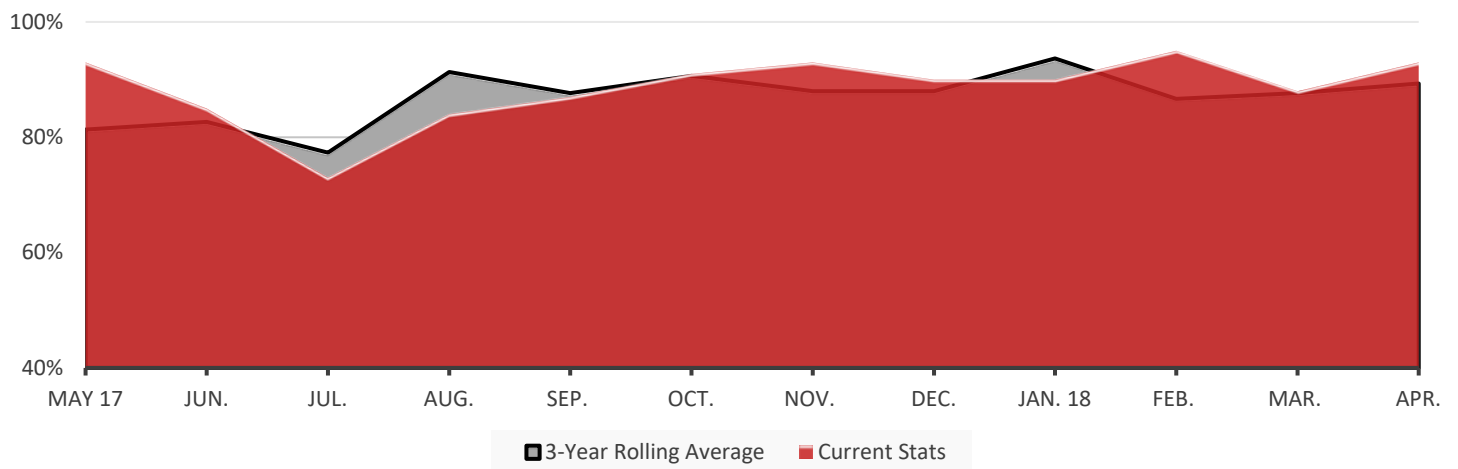
	System Wide			Fredericksburg Line			Manassas Line		
	Feb.	Mar.	Apr.	Feb.	Mar.	Apr.	Feb.	Mar.	Apr.
Total late trains	28	47	51	16	34	25	12	13	26
Average minutes late	13	20	19	16	27	22	9	13	15
Number over 30 minutes	2	6	8	2	5	5	0	1	3
Heat restriction days / total days	0/19	0/20	0/21						

## ON-TIME PERFORMANCE

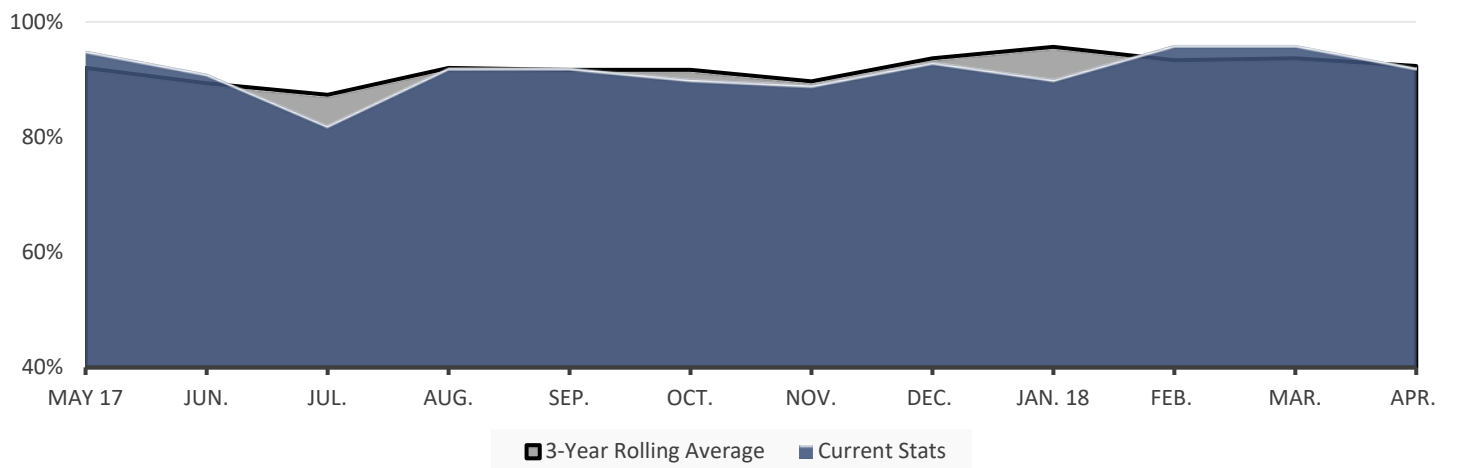
### VRE SYSTEM



### FREDERICKSBURG LINE

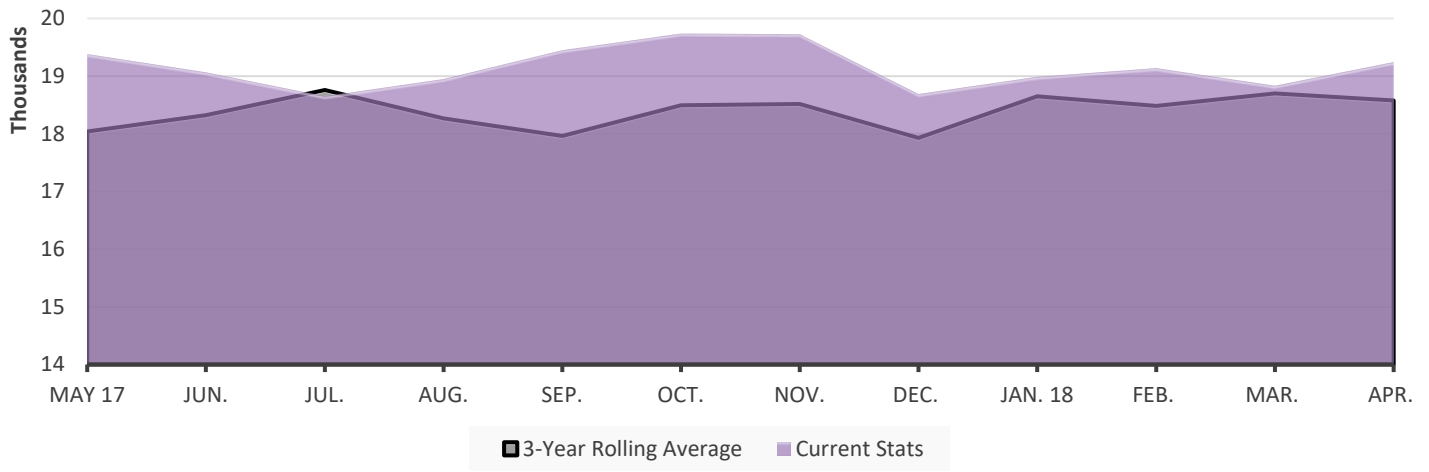


### MANASSAS LINE

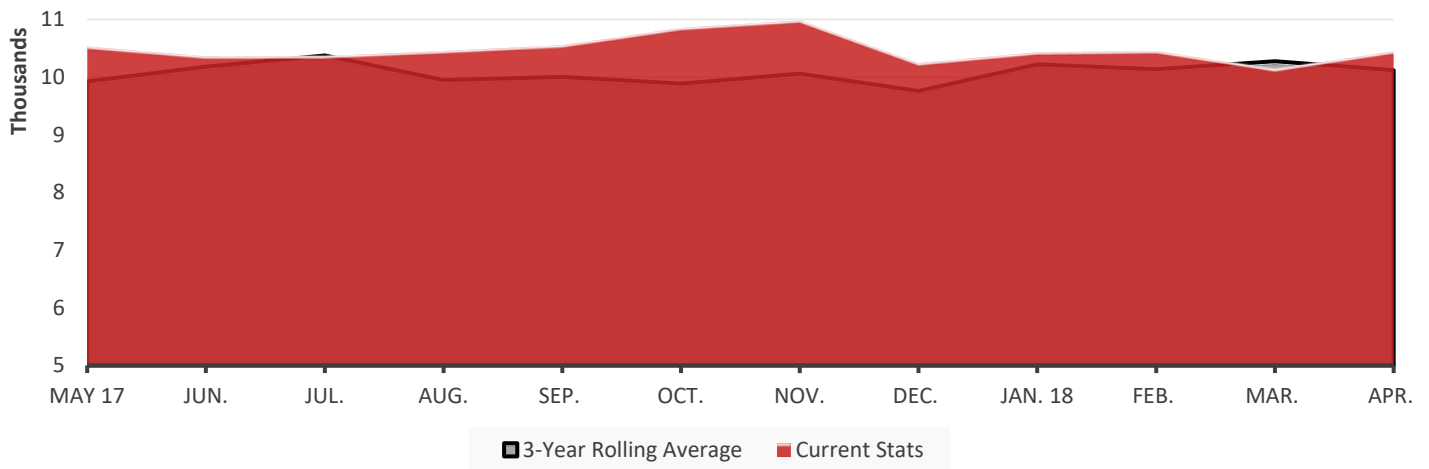


# AVERAGE DAILY RIDERSHIP

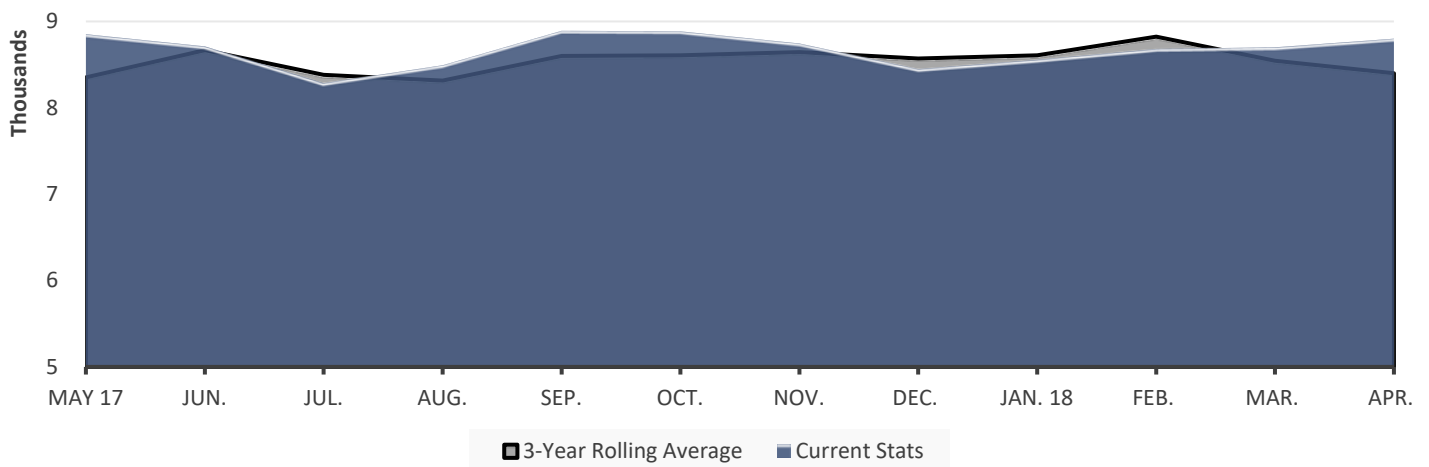
## VRE SYSTEM



## FREDERICKSBURG LINE



## MANASSAS LINE



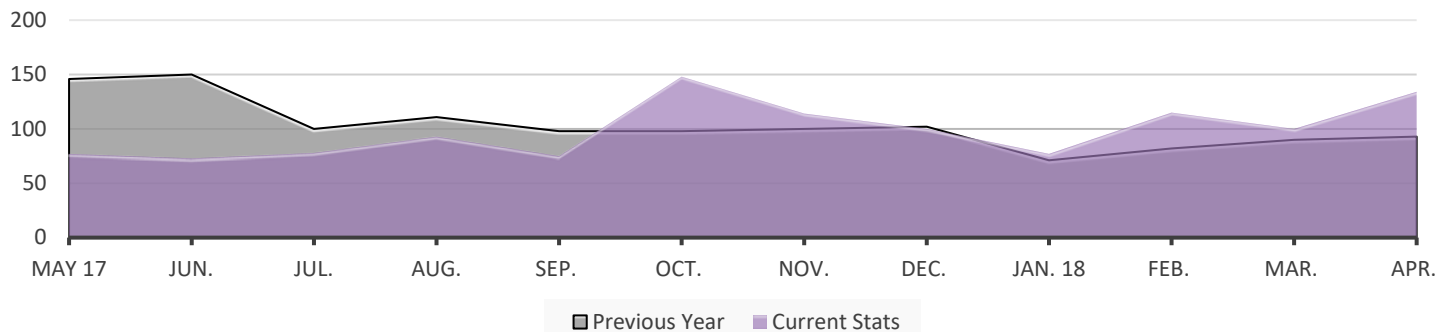
## RIDERSHIP UPDATES

Average daily ridership (ADR) in April was approximately 19,000.

	April 2018	March 2018	April 2017
Monthly Ridership	404,174	382,411	387,144
Average Daily Ridership	19,246	18,835	19,357
Full Service Days	21	20	20
"S" Service Days	0	0	0

## SUMMONSES ISSUED

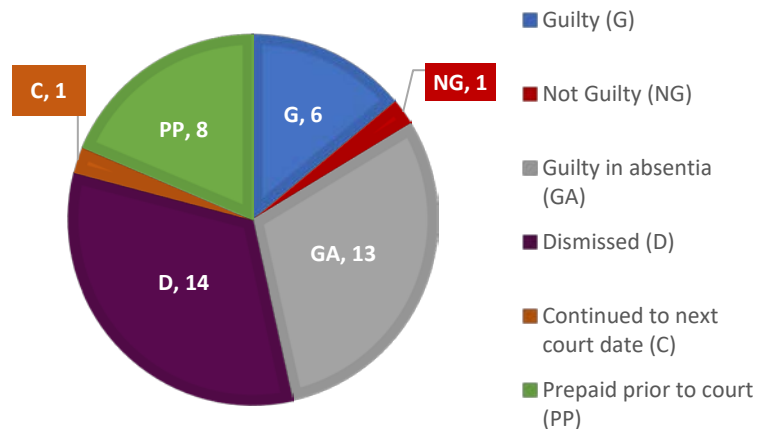
### VRE SYSTEM



### SUMMONSES WAIVED OUTSIDE OF COURT

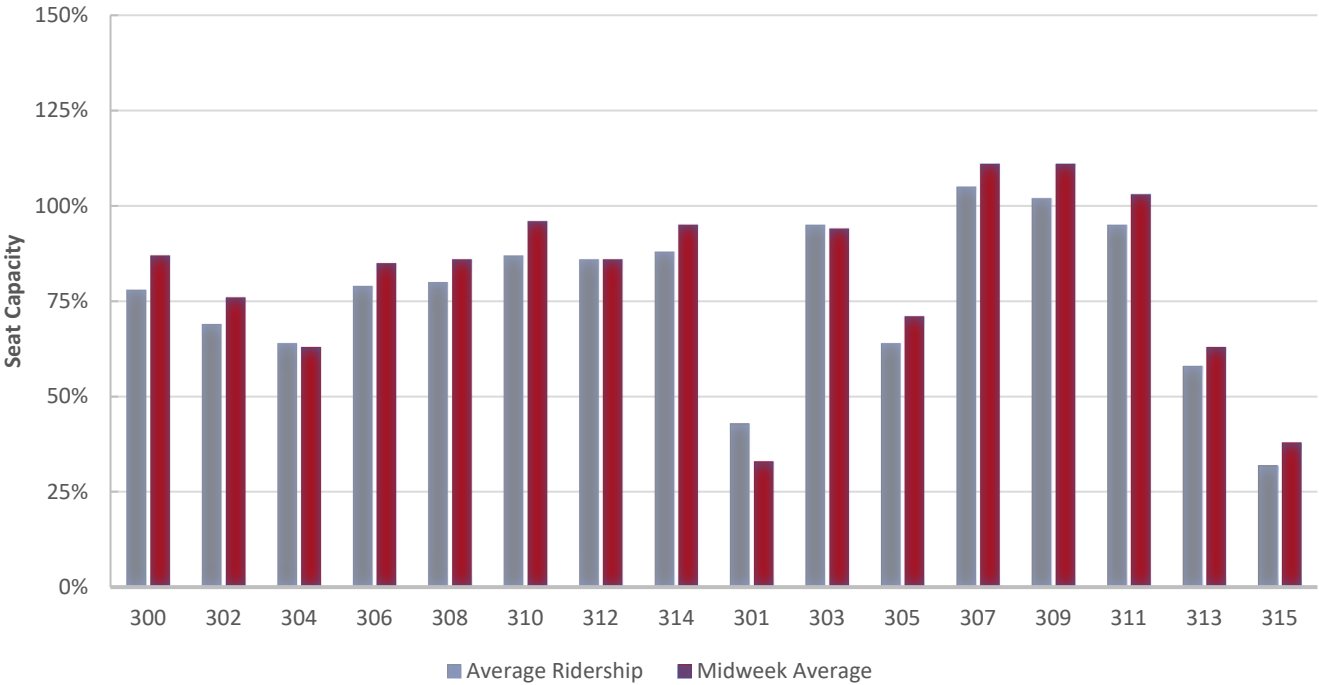
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	27
One-time courtesy	2
Per the request of the conductor	10
Defective ticket	0
Per Ops Manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	6
<b>Total Waived</b>	<b>45</b>

### MONTHLY SUMMONSES COURT ACTION

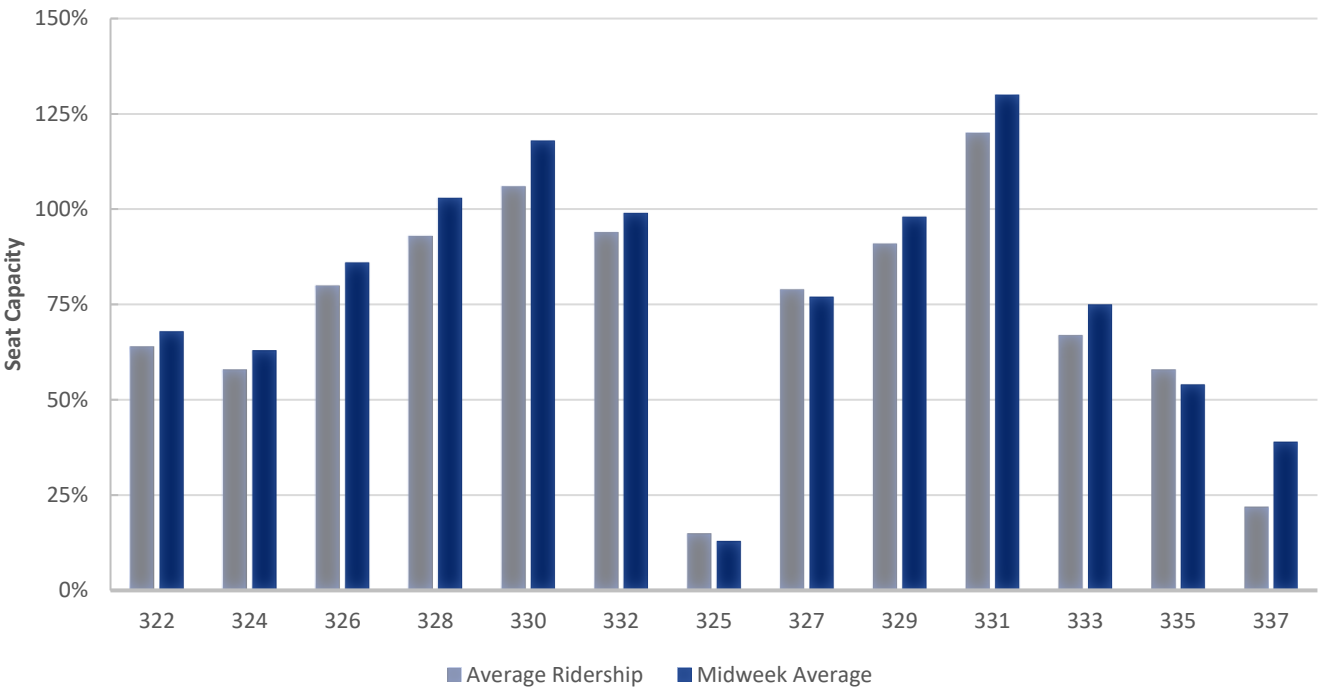


# TRAIN UTILIZATION

## FREDERICKSBURG LINE

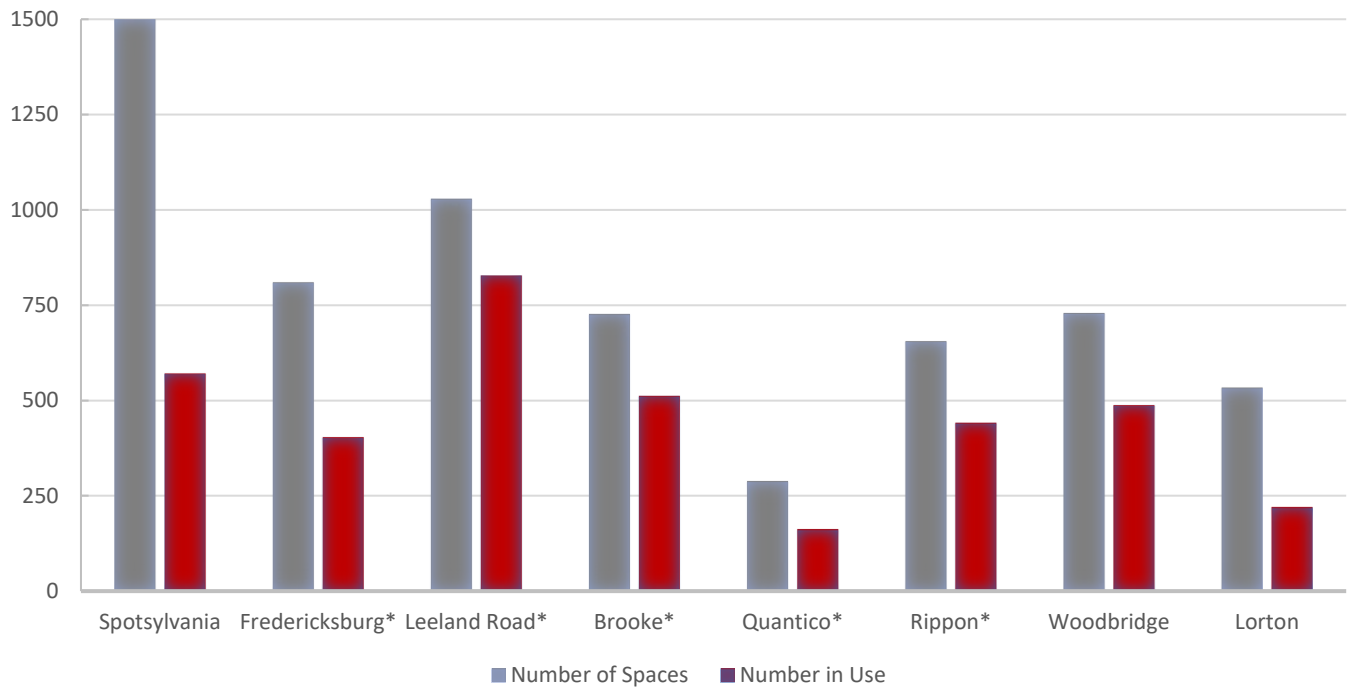


## MANASSAS LINE

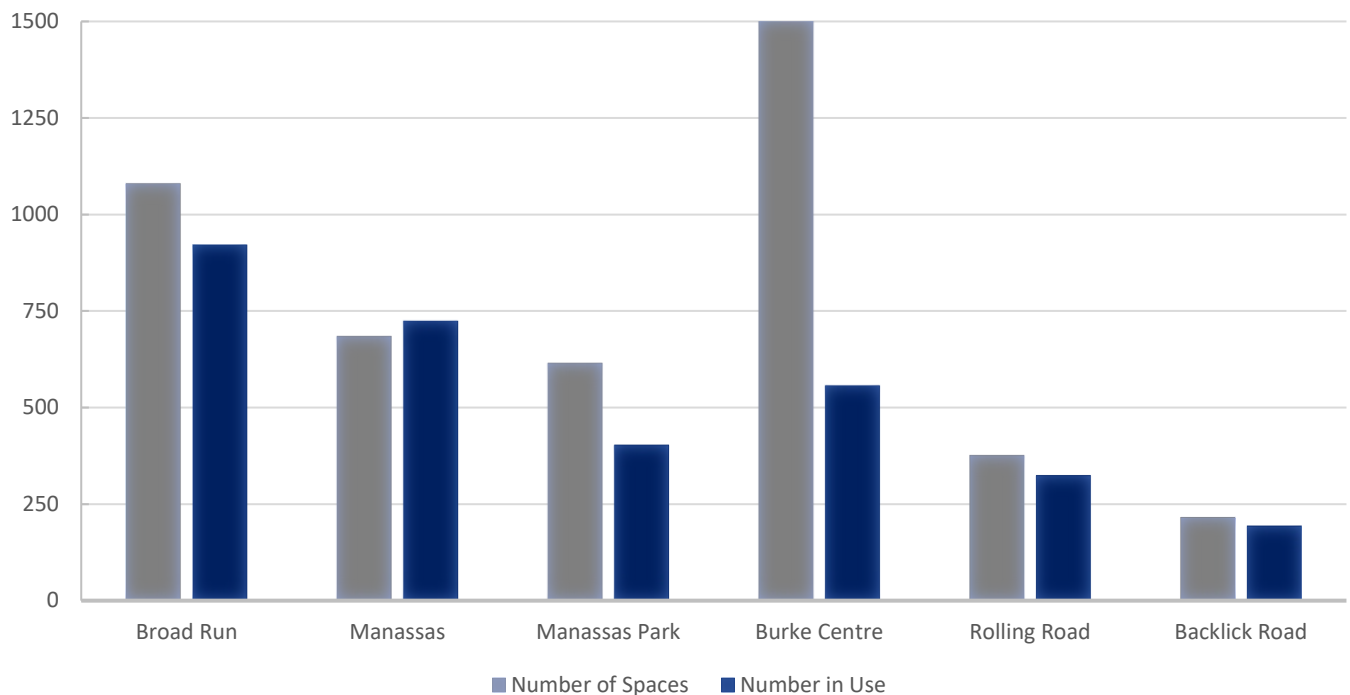


# PARKING UTILIZATION

## FREDERICKSBURG LINE



## MANASSAS LINE



# FINANCIAL REPORT

Fare revenue through the first ten months of FY 2018 is \$1.64 million above budget (a favorable variance of 4.9%) and is up 0.1% compared to the same period in FY 2017.

The operating ratio through April is 58%. VRE's budgeted operating ratio for the full twelve months of FY 2018 is 50%.

A summary of the FY 2018 financial results through April follows, including information on the major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2018 Operating Budget Report Month Ended April 30, 2018							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY18 BUDGET
<b>Operating Revenue</b>							
Passenger Ticket Revenue	3,532,345	3,400,744	35,160,786	33,521,621	1,639,165	4.9%	40,485,050
Other Operating Revenue	63,543	18,900	261,938	186,300	75,638	40.6%	225,000
<b>Subtotal Operating Revenue</b>	<b>3,595,888</b>	<b>3,419,644</b>	<b>35,422,724</b>	<b>33,707,921</b>	<b>1,714,803</b>	<b>5.1%</b>	<b>40,710,050</b>
Jurisdictional Subsidy (1)	-	-	17,250,240	17,250,240	-	0.0%	12,875,140
Federal/State/Other Jurisdictional Subsidy	2,568,814	2,595,820	25,709,290	25,789,628	(80,338)	-0.3%	30,731,253
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	955,000
Interest Income	60,328	6,300	482,549	62,100	420,449	677.1%	75,000
<b>Total Operating Revenue</b>	<b>6,225,030</b>	<b>6,021,764</b>	<b>78,864,803</b>	<b>76,809,889</b>	<b>2,054,914</b>	<b>2.7%</b>	<b>85,346,443</b>
<b>Operating Expenses</b>							
Departmental Operating Expenses	5,711,486	6,076,637	60,887,400	64,526,497	3,639,098	5.6%	78,595,573
Debt Service	559,737	559,573	5,597,673	5,595,725	(1,948)	0.0%	6,714,870
Other Non-Departmental Expenses	-	-	-	-	-	0.0%	36,000
<b>Total Operating Expenses</b>	<b>6,271,224</b>	<b>6,636,210</b>	<b>66,485,073</b>	<b>70,122,222</b>	<b>3,637,149</b>	<b>5.2%</b>	<b>85,346,443</b>
<b>Net income (loss) from Operations</b>	<b>(46,194)</b>	<b>(614,446)</b>	<b>12,379,730</b>	<b>6,687,666</b>	<b>5,692,064</b>	<b>0.0%</b>	<b>-</b>

<b>Operating Ratio</b>	<b>58%</b>	<b>52%</b>	<b>Goal</b>	<b>50%</b>
------------------------	------------	------------	-------------	------------

(1) Total jurisdictional subsidy is \$17,250,240. Portion shown is attributed to Operating Fund only.



## FACILITIES UPDATE

The following is a status update of VRE facilities projects:

### Completed projects:

1. Cleaning of HVAC ductwork at Fredericksburg office and Crossroads and Broad Run storage yard buildings

### Projects scheduled to be completed this quarter:

1. Placement of stone walking surface and installation of bridge railing at L'Enfant storage track

2. Repairs to fascia and soffit at Woodbridge Station east building

3. Replacement of ADA parking signage at Brooke and Leeland Road Stations

4. Maintenance of stormwater management facilities at Brooke and Leeland Road Stations

5. Repairs to concrete and erosion control on ADA ramp and stairs at Leeland Road Station

6. Upgrades to electrical power supply for new communication cabinet at Burke Centre Station

7. Repairs to platform concrete at Manassas Station

8. Replacement of light fixtures at Manassas Station depot

9. Repainting of platform warning messages at Broad Run Station

10. Cleaning of HVAC ductwork at Alexandria Headquarters, Woodbridge Station vendor spaces and Quantico Station

### Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station

2. Replacement of tactile warning strip at L'Enfant Station

3. Painting of Franconia-Springfield Station

4. Continuation of painting of Woodbridge Station

5. Replacement of light poles and fixtures at Fredericksburg Station

6. Repairs to platform lighting and communications conduits at Manassas Park Station

7. Repairs to canopy light fixtures at Broad Run Station



*Automated Parking Count System at Rolling Road Station*



*New LED Light Fixture at Manassas Station Depot*

8. Replacement of signage at additional stations (locations TBD)
9. Repairs to pavement and striping at Crossroads and Broad Run yards
11. Replacement of parking lot entrance signs at majority of stations
12. Replacement of waste and recycling receptacles throughout VRE system

Ongoing projects:

1. Renovations to Alexandria Headquarters (leased Suite 201, adjacent to current VRE offices)
2. Development of specifications for modernization of Woodbridge Station east elevator
3. Development of IFB for Canopy Roof Replacement at the Backlick Road Station and second station (TBD)
4. Repairs to pavement and striping at Franconia-Springfield, Rippon, Quantico and Leeland Road Stations and parking lot G in Fredericksburg
5. Installation of automated parking count system at stations with parking lots

## UPCOMING PROCUREMENTS

- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Construction Management Services for the Lifecycle Overhaul and Upgrade Facility
- Program Management Services
- Graphic Design Services
- Canopy Roof Replacement at the Backlick and Rolling Road Stations
- Modernization of VRE Woodbridge Station East Elevator
- Repair and Overhaul of Passenger Car HVAC Assemblies
- Repair and Overhaul of Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Automated Electric Motor Parking Brake Systems
- Facility Security Services
- Railcar End Body Door Diaphragm Kits
- Construction of Benchmark Road Slope Stabilization
- Construction of Rolling Road Platform Extension

# CAPITAL PROJECTS UPDATES

AS OF MAY 4, 2018

## Broad Run Expansion Study (BRX)

- Began finalizing conceptual design details and preliminary evaluation of parking alternatives and other design elements
- Participated in parking concept discussion on April 2nd
- Participated in meeting/update with Manassas Airport staff on April 3rd
- Participated in Project Management Team (PMT) meeting on April 4th
- Participated in traffic analysis review on April 10<sup>th</sup>

## Broad Run Station and Yard Expansion

- Reviewed meeting notes from bi-weekly PMT meetings on April 4th and April 9th and forwarded to VRE Manager of Project Development
- Participated in Traffic Analysis meeting on April 10th
- Reviewed real estate services Task Order
- Approved VHB invoice #4 for real estate services
- Met with VRE Manager of Project Development to review the project status
- Began to develop action item log
- Reviewed proposed schedule and detailed comments
- Participated in conference call with AECOM regarding status of environmental studies and investigations, and reviewed upcoming field work
- Planned field trip for May 9th with AECOM
- Coordinated cost estimate information after Prince William County's decision to fund and build the parking element of the BRX

## Midday Storage Replacement Facility

- Permit to Enter was approved by Amtrak on April 12th
- Met with VHB on April 12th to review survey work task
- Drafted and transmitted 106 coordination to District of Columbia State Historic Preservation Office (SHPO) on April 9th
- Initial field visit for survey work conducted on May 1st; survey work started on May 2nd

## Rolling Road Platform Extension

- Submitted 90 percent plans for Norfolk Southern (NS) review on April 9th; received confirmation April 19th
- Board approved Construction Management (CM) and Invitation for Bids (IFB) Task Order (TO) on April 20th
- Dewberry to address design change of canopy/platform

## Crossroads Real Estate Acquisition

- VRE Legal spoke with appraiser on April 10th regarding the need for additional work

#### Long Bridge Expansion Study

- Provided comments on February 28th and March 14th PMT meeting summary
- Participated in April 11th PMT
- Coordinated with Department of Rail and Public Transportation (DRPT) on discussion items for next PMT
- Navigational study completed and submitted to United States Coast Guard (USCG)
- Threat and Vulnerability Risk Assessment interviews completed
- Draft Memorandum of Agreement (MOA) with Federal Railroad Administration (FRA) comments received and forwarded for Legal review
- Reviewed and facilitated internal discussions and response to DRPT's Long Bridge Governance paper

#### Washington Union Station Project Environmental Impact Statement (EIS)

- Participated in terminal infrastructure constructability discussion with Amtrak and MARC; discussed potential impacts to lower level operations
- Reviewing terminal infrastructure constructability and operations materials
- Participated in Section 106 coordination meeting on April 24th

#### Quantico Station Improvements

- 90 percent design for station and 90 percent design for site, civil, drainage, track, and retaining wall in the vicinity of the station being reviewed and commented on by stakeholders
- Utility location and potential conflicts coordinated on site through CSXT, Marine Corps Base Quantico (MCBQ), and other existing utilities and one call systems
- DRPT Task Order for STV to complete 60 percent to 90 percent design executed
- FRA and FTA review of temporary platform in progress
- Progress meeting held with DRPT on April 12th
- Progress call with DRPT held on April 26th

#### Franconia-Springfield Station Improvements

- The 30 percent plan revisions are under review internally by VRE and the consultant
- Preliminary opinion of probable costs being prepared by the consultant

#### Lorton Station Improvements (Second Platform)

- The 30 percent plan revisions are under review internally by VRE and the consultant
- Preliminary opinion of probable costs being prepared by the consultant

#### Rippon Station Improvements

- Continued development of 30 percent plans and environmental documents
- The consultant provided updated concepts this month

#### Leeland Road Station Improvements

- Continued development of 30 percent plans and environmental documents
- The consultant provided updated concepts this month

#### Brooke Station Improvements

- Continued development of 30 percent plans and environmental documents
- The consultant provided updated concepts this month

### Alexandria Pedestrian Tunnel Project

- Met internally on April 10th to review plans, report and costs from GF on tunnel alternatives
- Requested original docs and PDFs from Gannett Fleming
- Participated in a discussion with Amtrak personnel on Passenger Information Display Systems (PIDS)
- Provided update to Northern Virginia Transportation Authority (NVTa) on expenditures for project

### Crossroads Lifecycle Overhaul & Upgrade Facility (LOU)

- Received comments from VRE Chief Safety, Security & Compliance Officer on the draft Preliminary Hazard Analysis (PHA) and Draft Criteria Conformance Checklist (DCCC) from K & J consultants
- Conducted status meeting with STV on April 18th to discuss the status of property acquisition, plans, specifications, cost estimate, budget, safety and security evaluation, and next steps; also discussed steps required through issuance of Invitation for Bid for construction
- Updated major items list and provided to VRE Chief Engineer

### L'Enfant (North) Storage Track Wayside Power

- Processed HDR TO change order and delivered to procurement and they issued approval and NTP; notified HDR to submit final TO invoice
- Submitted revised paperwork for processing contract amendment for C3M Power time and insurance
- Processed invoice for insurance and final invoice for retainage for C3M Power services
- Completed close-out activities

### L'Enfant (South) Storage Track Wayside Power

- Scheduled meeting with CSXT on April 19th regarding the wayside power and trees
- Prepared a follow-up memo to Pepco reminding them of the outstanding items from the April 3rd meeting and asking for status
- HDR provided revised plan set on April 18th
- Reviewed plans sent from HDR with VRE Chief Engineer
- Reviewed revised site plan sheets with VRE Chief Engineer and forwarded to Pepco and CSXT for review and comment
- Received cost estimate and specifications reflecting the current plans from HDR on May 4th

### Slaters Lane/Alexandria Track 1 Access

- Provided update to NVTa on expenditures

### Manassas Park Station Parking Expansion

- Received draft Implementation Plan schedule from VHB and provided additional comments
- Contacted City of Manassas Park regarding the City Planning Commission meeting held April 16th; requested additional details from VHB for future meeting with City Governing Body
- Began Independent Cost Estimate (ICE) for Final Design Services
- Forwarded comments from City of Manassas Park's Fire Chief to VHB
- Conducted calls with VHB on April 23rd and April 30th for status updates

JUNE 2018

- Received information from VHB on the properties used for the Traffic Impact Analysis and sent to City staff
- Requested revisions to cost estimate by May 9th; requested VHB format cost estimate by May 9th
- Coordinated with VRE Chief Operating Officer regarding property plats needed for property discussions
- VRE Project Manager reviewed draft scope for Option B design and limited construction services prior to sending to VHB
- Prepared draft outline for final design and limited construction services (Option B) and List of Deliverables
- Met with VRE Office of Development staff to discuss Option B scope of services, list of deliverables; Construction Administration and Construction Management, Special Inspections, third party inspections and over-the-shoulder reviews
- Began preparing ICE for Option B
- Re-submitted scope of work for Value Engineering study to VRE Chief Engineer along with ICE

## Projects Progress Report to Follow



## PASSENGER FACILITIES

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Alexandria Station Improvements	Pedestrian tunnel to METRO and eliminate at-grade track crossing.	◆	◆	◆	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. ◆	◆	●	●	N/A		
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Potomac Shores Station Improvements	New VRE station 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. ◆	◆	●	●	N/A		
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Manassas Park Parking Expansion	Parking garage to increase parking capacity to 1,100 spaces.	◆	●	●	N/A		
Rolling Road Station Improvements	Extend existing platform.	◆	◆	◆	N/A	●	
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A		
L'Enfant Track and Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A		

PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance

RW - Right of Way Acquisition FD - Final Design CN - Construction

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

<sup>1</sup>Total project cost estimate in adopted FY2018 CIP Budget<sup>2</sup> Does not include minor (< \$50,000) operating expenditures

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

Total <sup>1</sup>	ESTIMATED COSTS (\$)				COMPLETION			STATUS
	Funded	Unfunded	Authorized	Expended <sup>2</sup>	Percent	Date		
10,021,865	10,021,865	-	1,814,559	1,534,387	70%	3rd QTR 2020	●	60% design complete. Investigating alternative construction strategies.
7,000,000	7,000,000	-	467,500	90,749	30%	3rd QTR 2018	●	Construction is anticipated to start as part of CSXT work program.
2,400,000	400,000	2,000,000	-	-	5%	3rd QTR 2020	●	Design work on East Platform only. West Platform elevation funded.
13,000,000	13,000,000	-	*	313,129	20%	2nd QTR 2020	●	Preliminary engineering is anticipated to be complete in 2nd QTR 2018.
16,150,000	16,150,000	-	*	336,243	20%	2nd QTR 2020	●	Preliminary engineering is anticipated to be complete in 2nd QTR 2018.
16,632,716	16,632,716	-	*	231,125	20%	4th QTR 2021	●	Preliminary engineering is anticipated to be complete in 3rd QTR 2018.
No costs for VRE. Private developer providing station.					10%	TBD	●	Design resumed after resolution of DRPT/CSXT/FRA track project issues.
9,500,000	9,500,000	574,706	-	-	30%	TBD	●	Completion of FD & construction pending execution of IPROC grant by DRPT.
21,334,506	21,334,506	-	*	220,914	20%	4th QTR 2021	●	Completion of PD & EC pending execution of REF grant by DRPT.
14,336,156	14,336,156	-	*	179,310	20%	4th QTR 2021	●	Completion of PD & EC pending execution of REF grant by DRPT.
19,600,000	2,500,000	17,100,000	665,785	601,176	25%	2nd QTR 2018	●	30% design plans received and under review.
2,000,000	2,000,000	-	442,900	224,030	20%	3rd QTR 2020	●	60% design plans under review by NS.
21,160,000	400,000	20,760,000	370,285	360,747	10%	2nd QTR 2023	●	Completion of PD & EC pending execution of REF grant by DRPT.
68,600,000	2,980,000	65,620,000	-	45,139	10%	2nd QTR 2023	●	Completion of planning, PD & EC pending execution of REF grant by DRPT.

## TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		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 North Storage Track and Wayside Power	Conversion of existing siding into a midday train storage track.	◆	◆	◆	N/A	◆	◆
L'Enfant South Storage Track and Wayside Power	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul and Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	■
Crossroads Maintenance and Storage Facility Land Acquisition	Acquisition of 16.5 acres of land, construction of two storage tracks and stormwater retention and new	◆	N/A	N/A	●	N/A	N/A
Midday Storage	New York Avenue Storage Facility: Planning, environmental and preliminary engineering.	◆	●	●	●		

## 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 PD - Preliminary Design EC - Environment Clearance  
 RW - Right of Way Acquisition FD - Final Design CN - Construction  
 STATUS: ◆ Completed ● Underway ■ On Hold

<sup>1</sup> Total project cost estimate in adopted FY2018 CIP Budget

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

Total <sup>1</sup>	ESTIMATED COSTS (\$)			Expended <sup>2</sup>	COMPLETION			STATUS
	Funded	Unfunded	Authorized		Percent	Date		
32,500,000	32,500,000	-	33,285,519	30,578,003	100%	4th QTR 2015		Close-out pending repair of storm damage to embankment.
4,398,996	4,398,996	-	4,398,996	3,272,713	100%	4th QTR 2017		Wayside power installation complete. Track and signals in service.
3,965,000	3,965,000	-	2,937,323	3,045,774	50%	3rd QTR 2017		Power design under review by CSXT & Pepco. Track and signals in service.
38,146,323	38,146,323	-	3,176,039	3,156,717	30%	TBD		Design 100% complete. On hold pending property acquisition.
2,950,000	2,950,000	-	2,950,000	2,950,000	90%	TBD		Property appraisal underway, followed by review by FTA.
88,800,000	88,800,000	-	3,588,305	993,204	15%	4th QTR 2018		Progress delayed pending Amtrak approval of site access for survey.
75,264,693	75,264,693	-	69,457,809	36,994,353	95%	4th QTR 2020		All cars received. Completion date reflects end of warranty period.
10,553,000	10,553,000	-	10,294,079	7,472,954	80%	4th QTR 2018		Onboard installations ongoing.
617,791,163	5,885,163	611,906,000	5,483,720	2,905,615	15%	3rd QTR 2022		Focus on capacity improvements on existing Broad Run complex.
3,510,307	3,510,307	-	3,510,627	1,950,757	55%	2nd QTR 2018		Integration with S&B system complete. Mobile now accounts for about 12% of monthly revenue and more than 25% of all tickets sold.



## **VIRGINIA RAILWAY EXPRESS**

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

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VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

Item 6-B  
July 5, 2018  
PRTC Regular Meeting

# **VRE OPERATIONS BOARD MEETING**

## **June 15, 2018**

**Audit Committee Meeting – 8:30 am**  
**Executive Committee Meeting – 8:45 am**  
**Operations Board Meeting - 9:00 am**  
**Capital Committee Meeting – follows 5 minutes after**  
**Operations Board meeting adjourns**

**PRTC Headquarters**  
**14700 Potomac Mills Road**  
**Woodbridge, VA 22192**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from the May 18, 2018 VRE Operations Board Meeting
5. Chairman's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Consent Items:



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd. #620  
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

- A. Authorization to Issue an Invitation for Bids for Platform Lighting Installation Services
  - B. Authorization to Issue an Invitation for Bids for Construction of L'Enfant South Storage Track Wayside Power
  - C. Authorization to Issue a Request for Proposals for Variable Messaging System Replacement
9. Action Items:
- A. Authorization to Execute a Contract Amendment for Station Platform LED Lighting Upgrades
  - B. Authorization to Extend the Lease for Office Space at 127 South Peyton Street
10. Information Items:
- A. Spending Authority Report
11. Closed Session
12. Operations Board Member's Time

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**The Next VRE Operations Board Meeting  
July 20, 2018 - 9:00 am at PRTC**





**Virginia Railway  
Express**

Martin E. Nohe  
Chairman

Katie Cristol  
Vice-Chairman

Maureen Caddigan  
Secretary

John C. Cook  
Treasurer

Sharon Bulova  
Mark Dudenhefer  
John D. Jenkins  
Matt Kelly  
Wendy Maurer  
Jennifer Mitchell  
Suhas Naddoni  
Pamela Sebesky  
Gary Skinner  
Paul C. Smedberg

#### Alternates

Ruth Anderson  
Pete Candland  
Jack Cavalier  
Hector Cendejas  
Libby Garvey  
Todd Horsley  
Jeanine Lawson  
Tim Lovain  
Jeff McKay  
Michael McLaughlin  
Cindy Shelton  
Paul Trampe  
Billy Withers  
Mark Wolfe

Doug Allen  
Chief Executive Officer

1500 King Street, Suite 202  
Alexandria, VA 22314-2730

# MINUTES

**VRE Operations Board Meeting  
PRTC Headquarters – Prince William County, Virginia  
June 15, 2018**

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
Mark Dudenhefer (PRTC)	Stafford County
John D. Jenkins (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
Matt Kelly (PRTC)	City of Fredericksburg
Wendy Maurer (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park
Martin E. Nohe (PRTC)	Prince William County

Alternates Present	Jurisdiction
Jeanine Lawson (PRTC)	Prince William County
Michael McLaughlin	DRPT
Cindy Shelton (PRTC)	Stafford County
Billy Withers (PRTC)	City of Fredericksburg

Alternates Absent	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Hector Cendejas (PRTC)	City of Manassas Park
Todd Horsley	DRPT
Libby Garvey (NVTC)	Arlington County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Paul Trampe (PRTC)	Spotsylvania County
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Khadra Abdul – VRE	John Kerins – Keolis
Doug Allen – VRE	Cindy King – VRE
Monica Backmon – NVTA	Mike Lake – Fairfax County DOT
Nydia Blake – Prince William County	Lezlie Lamb – VRE
Alexander Buchanan – VRE	Bob Leibbrandt – Prince William County
Rich Dalton – VRE	Steve MacIsaac – VRE Legal Counsel
Andrew D’huyvetter – NVTC	Betsy Massie – PRTC
Kip Foster – VRE	Kate Mattice – NVTC
Lucy Gaddis – VRE	Kristen Nutter – VRE
Rhonda Gilchrest – NVTC	Dallas Richards – VRE
Chris Henry – VRE	Bob Schneider – PRTC
Tom Hickey – VRE	Mark Schofield – VRE
Christine Hoeffner – VRE	Alex Sugatan – VRE
Pierre Holloman – Arlington County	Joe Swartz – VRE
Robert Hostelka – VRE	Ciara Williams – DRPT
Todd Johnson – First Transit	



Vice-Chairman Cristol called the meeting to order at 9:02 A.M. Following the Pledge of Allegiance, Roll Call was taken.

### Approval of the Agenda – 3

Ms. Caddigan moved, with a second by Mr. Dudenhefer, to approve the Agenda. The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Dudenhefer, Jenkins, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

### Approval of the Minutes of the May 18, 2018 Operations Board Meeting – 4

Mr. Dudenhefer moved, with a second by Ms. Shelton, to approve the Minutes. The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Dudenhefer, Jenkins, McLaughlin, Sebesky, Shelton and Smedberg. Mr. Skinner and Mr. Withers abstained.

### Vice-Chairman's Comments –5

Vice-Chairman Cristol stated she was asked to chair the meeting since Chairman Nohe was unable to attend. She reported prior to this meeting the Audit Committee met with PB Mares, VRE's audit firm. As part of the initiation on the FY 2018 Financial Audit, PB Mares discussed the audit process, including the just concluded preliminary field work at VRE and final field work scheduled for August. The Audit Committee had the opportunity to give specific direction to the auditors. Vice-Chairman Cristol also announced the Capital Committee is scheduled to meet immediately following this meeting and she encouraged all Board Members to attend.

Vice-Chairman Cristol announced last night the Northern Virginia Transportation Authority (NVTA) approved its Six-Year Plan, which includes \$4 million for final design of the Crystal City Station Improvement Project.

Vice-Chairman Cristol announced Mr. Jenkins and his wife, Ernestine, will receive the Leadership Prince William's (LPW) highest award, the Vision Award, for innovative, strategic or bold leadership having a positive impact on the community. The award will be presented on June 22<sup>nd</sup> at LPW's Evening of Excellence Awards Ceremony. The Board congratulated Mr. Jenkins and his wife on this well-deserved recognition.

### Chief Executive Officer's Report –6

Mr. Allen reviewed recent VRE security and safety initiatives, including partnering with Amtrak to conduct a full-scale emergency simulation in the First Street Tunnel on June 1<sup>st</sup>. He gave a detailed update on Positive Train Control (PTC) implementation and reviewed the four major milestones. VRE and the host railroads are on schedule to have PTC in operation by December 31, 2018. Mechanical operations training has been completed and train operations training should be completed by the end of the June. Back office system integration testing and implementation is on target. Precise tasks and schedules for system integration and interoperability are being nailed down with the host railroads and should be completed by the end of the year.

Mr. Allen stated he plans to attend a Federal Railroad Administration symposium on PTC later today. PTC was also discussed at the APTA Rail Conference earlier this week.

Mr. Allen reported average daily ridership for the month of May was 19,150 with on-time performance (OTP) of 84 percent for the Manassas Line and 80 percent for the Fredericksburg Line. VRE experienced service delays due to weather-related incidents, including heavy rains, high wind and heat restrictions.

Mr. Allen gave an update on several VRE-related events. VRE participated in the annual Manassas Rail Festival on June 2<sup>nd</sup> by providing train rides to Clifton. He thanked the City of Manassas and the Manassas Police Department for their support in providing an extra layer of safety for the public. VRE concluded its last Meet the Management event at the Franconia-Springfield station on June 6<sup>th</sup>. VRE held a public meeting on June 6<sup>th</sup> in Crystal City to share the preliminary concept design for the new Crystal City station and hear public comments. He thanked Ms. Cristol for attending. He explained this is an important project to advance in order to coordinate with the Commonwealth's fourth track project.

[Ms. Bulova arrived at 9:13 A.M.]

Mr. Allen reported VRE staff continues to look for ways to increase capacity to respond to WMATA's anticipated shutdown of Metrorail service during summer 2019.

In response to a question from Mr. Skinner, Mr. Allen gave more details about the importance of Positive Train Control. He stated if a railroad meets all the statutory requirements and requests an extension, FRA will grant an extension. So, there should be no challenges for VRE to receive an extension if it is needed. However, VRE and the host railroads are on track to meet the December 31<sup>st</sup> deadline.

[Ms. Lawson arrived at 9:15 A.M.]

#### VRE Riders' and Public Comment – 7

There were no rider comments.

#### Consent Agenda – 8

On a motion by Mr. Smedberg and a second by Ms. Bulova, the Operations Board unanimously approved the following Consent Agenda:

- Resolution #8A-06-2018: Authorization to Issue an Invitation for Bids for Platform Lighting Installation Services
- Resolution #8B-06-2018: Authorization to Issue an Invitation for Bids for Construction of L'Enfant South Storage Track Wayside Power
- Resolution #8C-06-2018: Authorization to Issue a Request for Proposals for Variable Messaging System Replacement

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Lawson, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

#### Authorization to Execute a Contract Amendment for Station Platform LED Lighting Upgrades – 9A

Mr. Allen stated the Operations Board is being asked to authorize him to amend the current contract with Capital Tristate Lighting an Supply of Upper Marlboro, Maryland for an additional order for 108 lamps and associated supplies for LED lighting, increasing the contract value in the amount of \$247,457, for a total not to exceed \$604,603. Resolution #9A-06-2018 would accomplish this.

Mr. Allen explained this amendment is for additional lighting supplies necessary to replace and modernize platform and canopy lighting at the Manassas Park and Burke Centre stations.

Mr. Smedberg suggested future written reports include a breakdown of grant and VRE funding under the fiscal impact section.

Ms. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #9A-06-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Lawson, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

#### Authorization to Extend the Lease for Office Space at 127 South Peyton Street – 9B

Mr. Allen stated the Operations Board is being asked to authorize him to execute an extension of the lease for office space at 127 S. Peyton Street, Suite 210, through December 31, 2018. The six-month extension will cost \$52,486.44 or \$8,747.74 per month. Resolution #9B-06-2018 would accomplish this.

Mr. Allen explained the landlord for the King Street space experienced delays in relocating to their new office space, resulting in VRE not taking possession of the space until May 2018. To accomplish the refurbishment and relocation of staff, it is necessary to extend the lease for the Peyton Street space.

In response to a question from Vice-Chairman Cristol, Mr. Henry stated VRE has realized cost savings associated with the landlord's delay in vacating the space. Also, the lease agreement states VRE does not start paying rent until three months after taking possession of the space.

Mr. Smedberg moved, with a second by Ms. Bulova, to approve Resolution #9B-06-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Lawson, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

#### Spending Authority Report –10C

The written report includes the following:

- Blanket Purchase Order, issued to Redmon Group, Inc., increased from \$50,000 to an amount not to exceed \$100,000, for website maintenance and integration of new styling and functionalities.
- Task Order for \$59,125 to STV Incorporated under the GEC VII contract to provide surveying and design services for Benchmark Road slope stabilization.

There were no questions or comments.

#### Closed Session – 11

There was no need for a Closed Session.

#### Operations Board Member Time – 12

Mr. Cook commended Vice-Chairman Cristol in beating his record of chairing the shortest meeting, but noted his meeting included passing a budget.

Vice-Chairman Cristol reminded Board Members about the Capital Committee Meeting immediately following this meeting.

#### Adjournment

Without objection, Vice-Chairman Cristol adjourned the meeting at 9:24 A.M.

Approved this 20<sup>th</sup> day of July 2018.

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Martin Nohe  
Chairman

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Maureen Caddigan  
Secretary

#### **CERTIFICATION**

This certification hereby acknowledges the minutes for the June 15, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



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Rhonda Gilchrest

**Virginia Railway Express  
Operations Board**

**Resolution  
8A-06-2018**

**Authorization to Issue an Invitation for Bids for  
Platform Lighting Installation Services**

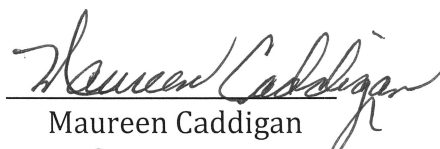
**WHEREAS**, several VRE station platforms and canopies continue to use the original as-built lamp fixtures; and,

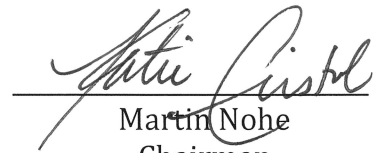
**WHEREAS**, VRE is pursuing a state of good repair program to replace lighting to support passenger safety and security efforts; and,

**WHEREAS**, it has been determined the most effective means of procuring services for this project is a stand-alone contract;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Platform Lighting Installation Services.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

 For  
Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
8B-06-2018**

**Authorization to Issue an Invitation for Bids for  
Construction of L'Enfant South Storage Track Wayside Power**

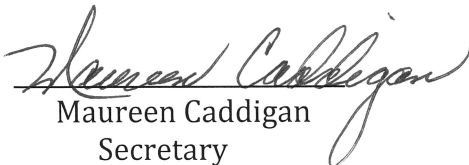
**WHEREAS**, VRE has converted a CSX temporary track into a permanent storage track south of L'Enfant station; and,

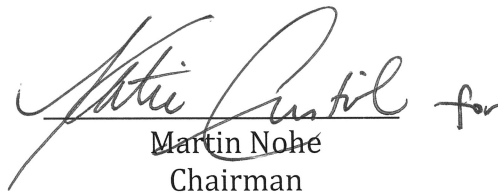
**WHEREAS**, having wayside power available at the storage track will permit VRE to shut down the locomotives during layovers, saving fuel and reducing air quality impacts; and,

**WHEREAS**, design for wayside power appliances was recently completed and VRE is ready to move forward with construction;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for L'Enfant South Wayside Power Construction.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

  
Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
8C-06-2018**

**Authorization to Issue a Request for Proposals for  
Variable Messaging System Replacement**

**WHEREAS**, VRE must replace the current Variable Messaging System, which is over ten years old and has outlived its useful life; and,

**WHEREAS**, VRE passengers need access to enhanced multimodal traveler information; and,

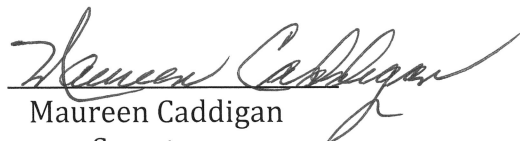
**WHEREAS**, the Americans with Disabilities Act requires the VRE provide equal opportunity and access for persons with visual impairments and other disabilities; and,

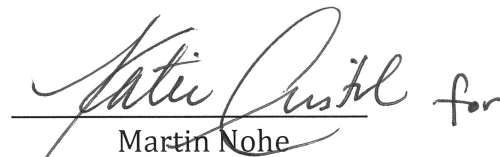
**WHEREAS**, the Variable Messaging System has outlived its useful life and is not capable of providing enhanced multimodal traveler information;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby acknowledge the determination made by the VRE Contract Administrator in accordance with the VRE Public Procurement Policies and Procedures that competitive bidding is not practicable, nor fiscally advantageous to VRE, and that competitive negotiation is the appropriate method to procure these services; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals for a Variable Messaging System replacement.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

 for  
Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-06-2018**

**Authorization to Execute a Contract Amendment for  
Station Platform LED Lighting Upgrades**

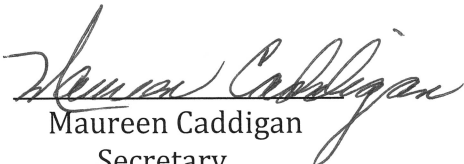
**WHEREAS**, the VRE Operations Board approved the current contract for station platform LED lighting upgrades with Capital Tristate of Upper Marlboro, MD (VRE 016-018) on June 17, 2016; and,


**WHEREAS**, VRE has begun planning for lighting upgrades at the four remaining VRE stations equipped with legacy lighting not meeting VRE's current standards; and,

**WHEREAS**, amending the contract will allow VRE to exercise an option available in the contract to purchase additional platform lighting for two of those four stations;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current contract with Capital Tristate of Upper Marlboro, MD, for an additional order of 108 lamps and associated supplies for LED lighting, increasing the contract value in the amount of \$247,457, for a total not to exceed \$604,603.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

  
Martin Nohe  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
9B-06-2018**

**Authorization to Extend the Lease for  
Office Space at 127 South Peyton Street**

**WHEREAS**, in July 2017, the VRE Operations Board authorized the CEO to execute a lease for office space at 1500 King Street, adjacent to VRE headquarters; and,

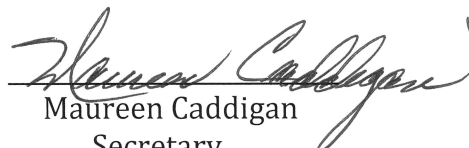
**WHEREAS**, the space was projected to become available in February 2018, allowing time for refurbishment prior to the expiration of the lease at 127 South Peyton Street on June 30, 2018; and,

**WHEREAS**, VRE took possession of the space at 1500 King Street on May 1, 2018; and,

**WHEREAS**, additional time is needed to accomplish the refurbishment of the newly leased space prior to moving staff from their current office;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an extension of the lease for office space at 127 S. Peyton Street, Suite 210 through December 31, 2018. The six-month extension will cost \$52,486.44 or \$8,747.74 per month.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

  
Martin Nohe  
Chairman



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

Item 6-C  
July 5, 2018  
PRTC Regular Meeting

**Agenda Item 10-A**  
**Information Item**

**To: Chairman Nohe and the VRE Operations Board**

**From: Doug Allen**

**Date: June 15, 2018**

**Re: Spending Authority Report**

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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 May 7, 2018, VRE increased a Blanket Purchase Order (BPO), issued to Redmon Group, Inc., from \$50,000 to an amount not to exceed \$100,000, for website maintenance and integration of new styling and functionalities. The original BPO was issued in December 2017 for basic website maintenance. VRE's Operations and Communications Department identified the need for a website "refresh" incorporating new styling and functionalities such as integrating real-time parking information from the Automatic Parking Count System.
- On May 17, 2018, VRE issued a Task Order in the amount of \$59,135 to STV Incorporated under GEC VII to provide surveying and design services for Benchmark Road Slope Stabilization.



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**ITEM 7**  
**July 5, 2018**  
**PRTC Regular Meeting**

**Citizens' Time**  
**(3 minute time limit per person)**

**ITEM 8**  
**July 5, 2018**  
**PRTC Regular Meeting**

**There are no items for the Consent Agenda for the month of July.**

**ITEM 9**  
**July 5, 2018**  
**PRTC Regular Meeting**

**PRTC Executive Director's Time**

- A. INFO Follow-Up from Prior Meetings**
  - **PWC's Office of Equality, Affirmative Employment and Diversity Recommendations**
- B. INFO Executive Director's Report**
  - **Strategic Plan Update**
  - **Industry Article – More Routes = More Riders. Why is Transit Ridership Dropping Across North American Cities? Blame Declining Bus Service.**

### **Summary: “More Routes = More Riders”**

*Original article by Laura Bliss at CityLab. Appeared June 2018.*

Laura states that nationwide transit ridership dropped by 2.5 percent from 2016 to 2017, with a downturn in bus passengers leading the loss. These declines have been in progress virtually across the board in North America since 2014. Why is everyone getting off of the bus? The price of gas has gone down in recent years, which may be leading more Americans to choose to drive. The economy has improved, which could mean more of us can afford to buy and drive cars. There's also the rise of ride-hailing services like Uber and Lyft; some studies have shown they're pulling more-affluent riders off transit at certain times of the day.

Laura advises that the strongest determinant of the fall in ridership may not be the lure of another mode – it is service cuts on bus and train systems. According to a new study by researchers at McGill University's department of urban planning, transit agencies are repelling riders by shrinking routes and schedules on buses. The McGill report finds that the more service a transit authority provides, the more transit trips it will attract.

The researchers of this report gathered data on transit ridership, fares, and operations between 2002 and 2015 for 25 large transit agencies in the United States and Canada. Operations were measured in terms of vehicle revenue miles – which is the distance traveled by vehicles available to the public with an expectation of carrying passengers – for buses, trains, and the two modes combined. The researchers performed an analysis to find the strongest relationships between these and more than a dozen additional factors, including gas prices, GDP per capita, geographic and population sizes, the portion of households without a car, and the presence of Uber and bikesharing.

The analysis shows that gas prices did have some statistical bearing on ridership, but it was fairly weak. Much stronger were the factors that transit agencies and cities themselves control. Transit service drove ridership more than any other factor. A 10 percent increase in revenue hours was associated with a roughly 8 percent increase in ridership.

Buses are the backbone of mass transit for the vast majority of North American cities. But between 2011 and 2015, transit agencies saw a decline in ridership as they slashed bus service by about 14 percent. Fares also mattered: a 10 percent rise in ticket prices was also associated with a 2 percent drop in ridership. Not significant in the ridership drop: the presence of Uber or bikesharing.

The authors of the McGill report warn: Just expanding the number of bus hours, but in the wrong corridor, may not bring many people on board. Still, this study suggests that transit agencies struggling to keep passengers on board needn't look too far for explanations. Cash-strapped transit agencies have been sabotaging themselves.

### **So what? How did the service cuts at OmniRide affect ridership?**

Beginning in FY17, OmniRide cut bus service by 11.5 percent and increased fares around 5 percent. OmniRide ridership was down 8 percent across all services by the end of FY17. The drastic service reduction would presumably cut costs, but it also affected the quality of the service OmniRide provides. The decrease in service quality in addition to the fare increase, caused the value of the service we provide to drop significantly. What seems to determine whether people ride transit is how well it compares to other options in terms of cost, frequency, reliability and connectivity.

OmniRide wants our citizens to see our buses as a piece of social infrastructure that the whole region can take pride in – a sign of prestige, not decay. If we care about how well Prince William County moves, how the local economy is faring, and how the planet's future fares, then you care about the OmniRide bus system. You care about making the buses a better option.

OmniRide and its municipalities can support transit ridership through investments in operations by adding more revenue hours, fare reductions, as well as policies aiming to increase density and reduce car ownership. The McGill study shows that greater revenue hours resulting in higher frequencies with limited fare increases are the key to increasing ridership.

Bikesharing systems can also contribute to higher transit use by providing an option for the first/last mile connection to the OmniRide transit network. Bikesharing systems are commonly designed to be well integrated with public transit service with features such as docking stations at nearby transit stations and the integration of a transit pass with the bicycle-sharing pass. Currently, there are no bikesharing stations in Prince William County.

The report's findings emphasize the need to invest in public transport, especially bus operations, to support higher levels of ridership. To do so, OmniRide and its municipalities need to find additional sources of revenues. The study has shown that increased fares to support investments in operations will not result in large increases in ridership, to which our own decrease in ridership has proven. Gas taxes, although relevant, presents an unstable, likely diminishing source of revenue. Increasing gas prices (through taxes) can positively impact ridership, whilst it can contribute to financing transit agencies. However, given the improvements in fuel efficiency, revenues from gas taxes have been declining in the last ten years.

Benefits from public infrastructure investment like transit can increase adjacent land values. Studies have shown that buyers are willing to pay a premium for property (both commercial and residential) in high-density, mixed-used, walkable and transit-accessible areas. When businesses locate close to transit, the potential pool of employees and customers grows, and overhead costs like the provision of expensive parking go down. Capturing a portion of those land value increases can lead to new ways of funding OmniRide's transit infrastructure, operations and maintenance.

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We're waiting. // Charles Rex Arbogast/AP

## More Routes = More Riders

LAURA BLISS JUN 4, 2018

**Why is transit ridership dropping across North American cities? Blame declining bus service.**



Noticing a smaller huddle at the bus stop recently? You're not crazy. Transit ridership dropped by 2.5 percent from 2016 to 2017, with a downturn in bus passengers leading the hemorrhaging. These declines have been in progress virtually across the board in North America since 2014.

What's less clear is exactly why we're all getting off the bus. The price of gas has gone down in recent years, which may be leading more Americans to choose to drive. The economy has improved, which could mean more of us can afford to buy and drive cars. There's also the rise of ride-hailing services like Uber and Lyft; some studies have shown they're pulling more-affluent riders off transit at certain times of day.



But the strongest determinant of ridership's rise and fall may not be the lure of another mode—it's service cuts on bus and train systems. According to a new study by researchers at McGill University's department of urban planning, transit agencies are repelling riders by shrinking routes and schedules on buses in particular. "The more service a transit authority provides (measured as the number of kilometers driven annually by public transit vehicles—VRK), the more transit trips it will attract," the authors wrote in an article summarizing their research, which was presented at the annual meeting of the Transportation Research Board in Washington, D.C., last January.

The researchers gathered data on transit ridership, fares, and operations, between 2002 to 2015 for 25 large transit agencies in the United States and Canada, from the National Transit Database and the Canadian Urban Transit Association. Operations were measured in terms of vehicle revenue kilometers—which is the distance traveled by vehicles available to the public with an expectation of carrying passengers, according to the American Public Transportation Association—for buses, trains, and the two modes combined. The researchers performed an analysis to find the strongest relationships between these and more than a dozen additional factors related to the 25 service areas, including gasoline prices, GDP per capita, geographic and population sizes, the portion of households without a car, and the presence of Uber and bikesharing.

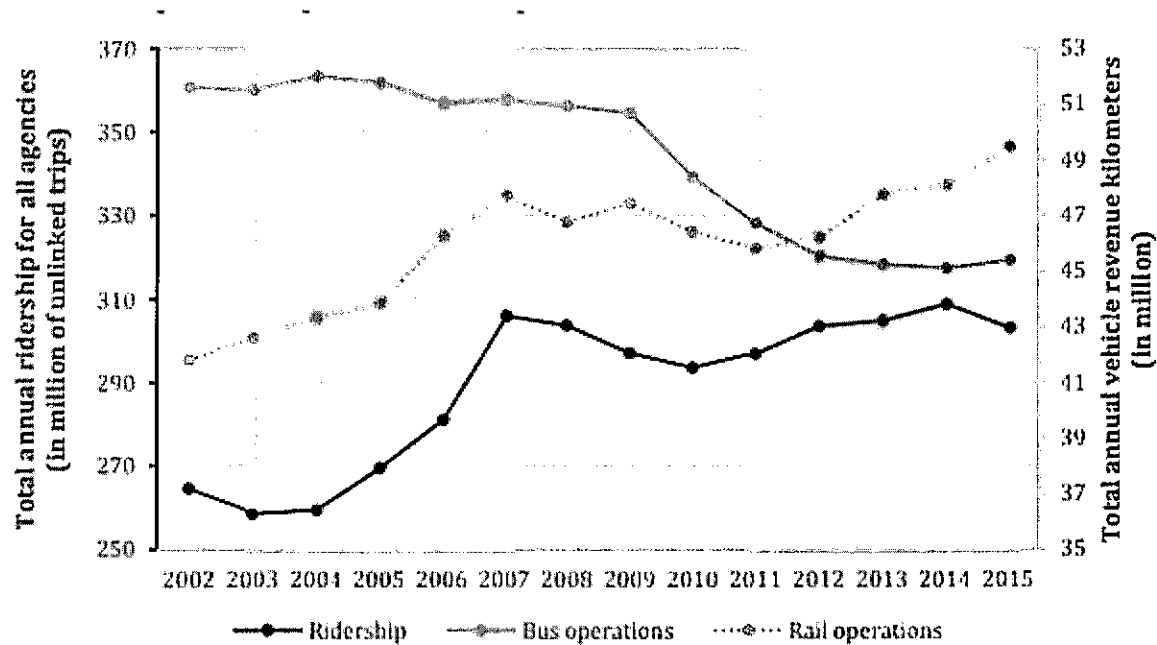
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**Uber is not killing off the bus in every city in North America, at least not by itself. Transit agencies have been sabotaging themselves.**

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Gas prices did have some statistical bearing on ridership, the analysis shows, but it was fairly weak. Much stronger were the factors that transit agencies and cities themselves control. Transit service drove ridership more than any other factor: A 10 percent increase in VRK was associated with a roughly 8 percent increase in ridership, with all other variables constant, they found.

And buses, the backbone of mass transit for the vast majority of North American cities, were the primary driver. New light-rail and streetcar segments have popped up in several North American cities over the past 15 years. The researchers found that a strong uptick in rail service between 2002 and 2007, during which time bus service remained stable, had a positive relationship with overall ridership. But between 2011 and 2015, transit agencies saw a decline in ridership as they slashed bus service by about 14 percent, even as they continued to build out rail as steadily as before.



**FIGURE 1 Ridership and operations per year (total for all US transit agencies)**

Boisjoly, G., Gris , E., Maguire, M., Veillette, M., Deboosere, R., Berrebi, E., & 43 El-Geneidy, A. (2018). "Invest in your riders: A longitudinal analysis of the determinants of public 44 transport ridership in 25 North America cities."

Fares also mattered: a 10 percent rise in ticket prices were associated with a 2 percent drop in ridership. Not significant: the presence of Uber or bikesharing.

Like all studies, this paper has its limitations—namely that the factors the researchers studied were constrained by the data that was available for all 25 agencies. And there may be local factors at play that complicate the one-to-one relationship between ridership and service hours that the study implies. "I think the issue is nuanced," Yonah Freemark, a transit consultant and Ph.D. student in urban planning at MIT, said in an email. "Just expanding the number of bus hours, but in the wrong corridor, may not bring many people on board." And the lack of counterfactuals in these types of analyses is always tricky. Some cities that have increased bus service, such as Baltimore, have still seen declines in ridership.

Still, this study suggests that transit agencies struggling to keep passengers on board needn't look too far for explanations. What seems to determine whether people ride transit is how well it compares to other options, in terms of cost, frequency, reliability, and connectivity. Uber is not killing off the bus in every city in North America, at least not by itself. Cash-strapped transit agencies have been sabotaging themselves.

How to stop? The pithy title of the McGill study might say it all: "Invest in the ride."

**ITEM 10**  
**July 5, 2018**  
**PRTC Regular Meeting**

**Presentations/Information Items**

- There are no presentations for the month of July

**Item 11**  
**July 5, 2018**  
**PRTC Regular Meeting**

**There are no Action Items for the month of July.**

**ITEM 12**

**Chairman's Time**

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**ITEM 13**

**Other Business/Commissioners' Time**

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**ITEM 14**

**Adjournment**

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**Upcoming Meetings: PRTC 2018 Meeting Schedule (attached)**

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Potomac and Rappahannock  
Transportation Commission

## PRTC 2018 MEETING SCHEDULE

PRTC Commission Meetings are held on the first Thursday at 7:00 p.m. in the second Floor Conference Room of the PRTC Transit Center, 14700 Potomac Mills road, Woodbridge, Virginia, unless otherwise noted.

~~January 4~~

~~February 1~~

~~March 1~~

~~April 5~~

~~May 3~~

~~June 7~~

July 5

August – *Board Recess (no meeting)*

September 6

October 4

November 1

December 6 – *Nominating Committee meets at 6:00 p.m. prior to PRTC Board Meeting*

*\*Date changed due to holiday and/or VaCO County Government Day (February 8, 2018)*

*PRTC Executive Board and Operations Committee (bus-sponsoring jurisdictions) meet on an “as needed” basis at 6:00 p.m. prior to the regular scheduled PRTC Board Meeting – advance notification is provided.*

*All VRE Operations Board meetings are scheduled for the third Friday of each month at 9:00 a.m. and takes place at PRTC Headquarters (except for the Board’s August recess).*



**July 5, 2018  
PRTC Regular Meeting**

**Information Items**

**Strategic Plan Update**

**Public Comments Regarding the Proposed Disadvantaged Business Enterprise (DBE) Overall  
Goal for Federal Fiscal Years 2019-2021**

**Performance Service Reports**

**Revised Purchasing Authority Report**

**Wheels-to-Wellness Funding Status**



Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

TO: Ruth Anderson, Chair

FROM: Chuck Steigerwald <sup>CS</sup>  
Director of Strategic Planning

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Strategic Plan Progress Quarterly Update

DATE: July 5, 2018

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The following is a summary of activities in the past quarter supporting PRTC's Strategic Recommendations. Work on Phase III of the Strategic Plan (Transit Development Plan and Transportation Demand Management Plan) has continued and service recommendations are being developed. A stakeholder event reviewing draft recommendations will be held this summer. Legislation passed during the 2018 General Assembly session established a requirement for transit agencies to produce a Strategic Plan in place of the Transit Development Plan (TDP). VDPRT has requested that PRTC continue as scheduled with the TDP while VDRPT develops guidance for the required Strategic Plan. Once guidance is issued – likely December of 2018 – PRTC will lead and complete any additional tasks needed to reach compliance with the guidelines using the completed TDP as a base document. It is anticipated that the needed work would be minimal as the required elements of the new Strategic Plan closely align with the current TDP.

### **Organizational**

- Recommendation: Expand PRTC's role to become go-to advisor and partner for multimodal transportation in the greater Prince William area.
  - Progress: Continued monthly meetings with Prince William County and City of Manassas DOTs.
- Recommendation: Build strategic relationships with the business community to gain support for goals and objectives.
  - Progress: Sponsored and attended multiple events with Prince William Chamber of Commerce.

OmniRide • Metro Direct • OmniLink • Cross County Connector • OmniMatch • VRE

Administrative Office: (703) 583-7782 • Customer Info: (703) 730-6664 • Toll Free: (888) 730-6664 • Fax: (703) 583-1377 • [PRTCtransit.org](http://PRTCtransit.org)

- Recommendation: Seek out opportunities to leverage new funding sources independently and through partnerships.
  - Progress: Three of four proposed projects were included in the FY19 recommended I-66 Commuter Choice Program of Projects (NVTC). Projects are awaiting CTB approval as of this writing.

## **Transit**

- Recommendation: Implement service improvements to a level of quality that will attract more riders.
  - Progress: At its May meeting the Commission authorized the Executive Director to enter into a contract for a real-time passenger information system with Ride Systems. The agreement is currently undergoing legal review and testing is expected to begin in July.
  - Progress: Met with mobile ticketing application developer, Transit Token, to discuss potential for a pilot. Attending briefing on proposed WMATA mobile ticketing effort. Scheduled meeting for late June with NVTC to discuss regional mobile ticketing efforts.
- Recommendation: Increase and maintain services in high-capacity transit corridors by proactively seeking capital and operating funding.
  - Progress: Implemented half-fare program for express and Metro Direct routes in the I-66 corridor as part of the Transform66 Transportation Management Plan.
- Recommendation: Develop and apply standards and performance measures to analyze efficiencies and identify opportunities for growth through a TDP.
  - Progress: Service recommendations under development. Commission approved commencement of public participation process at June meeting. Stakeholder event will be scheduled for July/August. New Commonwealth requirement for a Strategic Plan to replace the TDP will delay finalization until VDPRT issues plan guidance.

## **Transportation Demand Management**

- Recommendation: Expand efforts to promote and register vanpools.
  - Progress: Implemented the Vanpool!VA funded new vanpool incentive. Nine qualifying new vanpools have been registered. Among the nine new vanpools were four new vanpool providers.
- Recommendation: Identify adaptations and resources that support the latest trends and technology through updating the TDM plan.
  - Progress: Service recommendations under development. Commission approved commencement of public participation process at June meeting. Stakeholder event will be scheduled for July/August.

- Recommendation: Proactively engage in the development and improvement of park-and-ride facilities.
  - Progress: Continued to partner with VDOT on development of park-and-ride lots in the I-66 corridor.

### **Future Innovation**

- Recommendation: Expand local transit by leveraging partnerships with Transportation Network Companies (TNCs) and other service models.
  - Progress: Mobility on Demand Feasibility Study is on schedule to be completed in June.



Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

July 5, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Betsy Massie, *Betsy Massie*  
Director of Grants and Project Management

THROUGH: Robert A. Schneider, PhD *RSchneider*  
Executive Director

RE: Public Comments Regarding the Proposed Disadvantaged Business Enterprise (DBE) Overall Goal for Federal Fiscal Years 2019-2021

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Background:

On May 3, 2018, the PRTC Board authorized the publication of the proposed Disadvantaged Business Enterprise (DBE) goal of 11.3 percent for Federal Fiscal Years (FFY) 2019 - 2021 and provisionally adopted the goal for FTA-assisted contracts.

In accordance with the goal-setting and public participation regulatory requirements, PRTC and VRE conducted the following activities to facilitate public comment and participation in the overall DBE goal-setting process:

- A public notice was placed on the PRTC and VRE websites and also in the following publications: The Washington Post, Inside Nova, Free Lance Star and APTA's Passenger Transport's magazine. The Public Notice advised of the 30-day public inspection and the 45-day public comment period with directives of how and where to submit comments regarding PRTC/VRE's proposed overall DBE goal and methodology.
- PRTC and VRE held two (2) Public Consultative Teleconferences on May 16, 2018 and June 7, 2018. PRTC and VRE invited minority, women, general contractor groups, and community organizations to attend the public consultative teleconferences. Comments included recommendations for conferences where PRTC and VRE can reach more small and minority contractors and suggestions for how PRTC and VRE can maximize its race-neutral measures. There were no substantive comments that would have impacted the recommended goal-setting methodology or the resultant DBE goal. PRTC will submit the proposed FFY 2019-2021 DBE overall goal to the Federal Transit Administration by August 1, 2018.

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Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

July 5, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin A. Palistrant   
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: May System Performance and Ridership Report

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OMNIRIDE Express and Metro Direct Service\*

- May average daily ridership increased just under 1 percent compared to April
- Ridership was generally strong, although some days were hampered due to heavy rains during the month
- I-66 based express services now offering reduced fares related to construction. Indications are that ridership is healthy but need more time for true analysis

OMNIRIDE Local Bus Service\*

- May average daily ridership decreased 2.5 percent from April
- Constant, heavy rains during parts of the month disrupted travel patterns
- Year over year decline was the smallest in FY18 despite the rains lowering many of the daily averages

Vanpool Alliance Program

- Enrollment stayed stable at 668 vans
- May Ridership was the highest that the program has ever recorded at 136,051 passenger trips for the month.

OmniMatch Program

- Promoted the program at:
  - 5/15 – Pentagon Transportation Fair
  - 5/18 – Quantico Welcome Aboard Brief for new employees
  - 5/25 – Chamber of Commerce Women's Leadership Luncheon

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Customer Service Statistics

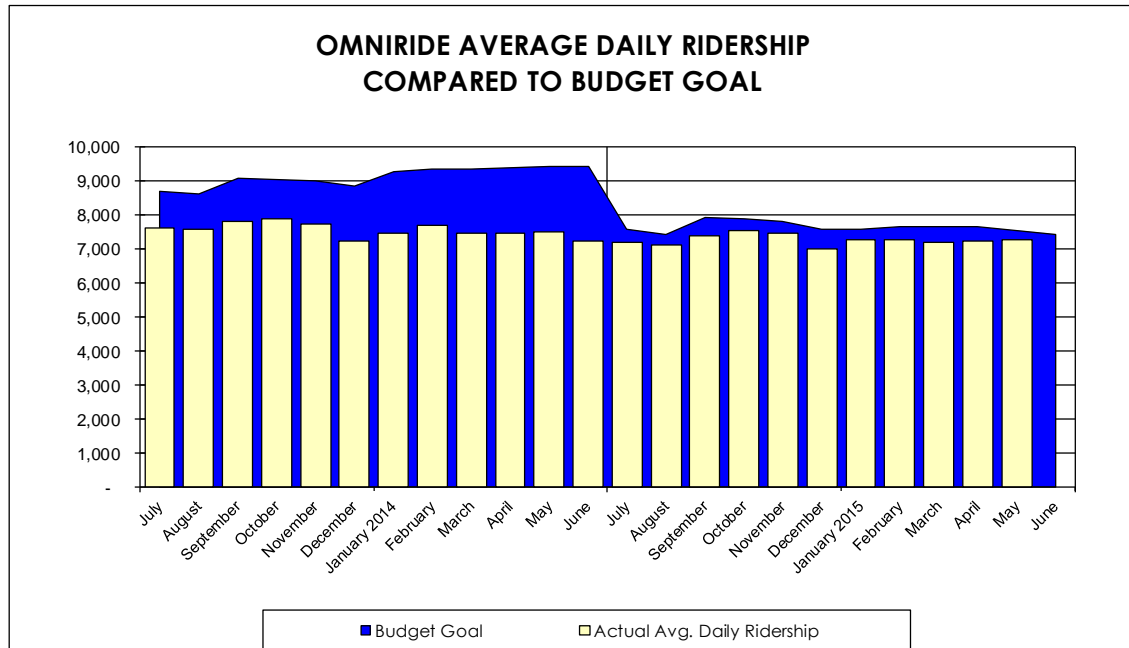
- Received 5127 calls in May
  - Automated system handled 47 percent of calls
- Average wait time for remaining calls was 1:18
- Responded to 28 general information emails
- Percentage of OMNIRIDE local trip denials increased

Passenger Complaints

- Complaint rate for OmniRide and OmniLink increased in May
  - OMNIRIDE express and Metro Direct complaint rate for FY18 year-to-date remains at four percent lower than FY17.
  - OMNIRIDE local complaint rate for FY18 year-to-date is 17 percent higher than FY17.

## OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership		Average Daily Ridership			FY18 Budget Goal	Change from Goal
	FY17	FY18	FY17	FY18	% Change		
July	150,922	140,343	7,621	7,225	-5.2%	7,599	(374)
August	175,881	164,929	7,599	7,114	-6.4%	7,427	(313)
September	162,621	147,004	7,811	7,417	-5.0%	7,943	(526)
October	158,700	158,222	7,919	7,572	-4.4%	7,913	(341)
November	146,086	138,188	7,735	7,458	-3.6%	7,806	(348)
December	133,654	123,853	7,237	7,022	-3.0%	7,602	(580)
January	136,374	145,038	7,485	7,304	-2.4%	7,596	(292)
February	146,303	136,436	7,722	7,290	-5.6%	7,688	(398)
March	166,060	142,166	7,494	7,199	-3.9%	7,655	(456)
April	147,112	152,156	7,459	7,239	-2.9%	7,675	(436)
May	163,531	158,708	7,501	7,292	-2.8%	7,542	(250)
June							
<b>Year to Date</b>	<b>1,687,244</b>	<b>1,607,043</b>	<b>7,599</b>	<b>7,285</b>	<b>-4.1%</b>	<b>7,677</b>	<b>(392)</b>



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

7/16 - Avg. Daily Ridership excludes the Friday before and Tuesday after July 4

9/16 - Avg. Daily Ridership excludes the Friday before Labor Day

10/16 - Avg. Daily Ridership excludes Friday before Columbus Day (7) and Columbus Day (11).

11/16 - Avg. Daily Ridership excludes Election Day (8), Veterans Day (11), and days before and after Thanksgiving (22,23,25 and 30)

12/16 - Avg. Daily Ridership excludes Christmas tree lighting (1), and holiday period (19-30)

1/17 - Avg. Daily Ridership excludes MLK Day (16), Inauguration ESP Service (18-20), AM snow/PWC School in service day (30)

2/17 - Avg. Daily Ridership excludes Friday before President's Day (17) and President's Day (20)

3/17 - Avg. Daily Ridership Excludes Snow/Schools Closed (14,15)

4/17 - Avg. Daily Ridership excludes PWC Spring Break (10-14 and 17)

5/17 - Avg. Daily ridership excludes days before and after Memorial Day holiday (26 and 30)

6/17 - Avg. Daily Ridership excludes Friday before Fourth of July Holiday (30)

7/17 - Avg. Daily ridership excludes days before and after Fourth of July Holiday (3,5,6,7)

9/17 - Avg. Daily Ridership Excludes Friday before Labor Day Holiday (1)

10/17 - Avg. Daily Ridership Excludes Friday before Columbus Day and Columbus Day (5, 8)

11/17 - Avg. Daily Ridership Excludes Day before Veterans Day (10), Week of Thanksgiving and Monday after (20-24 and 27), Christmas Tree Lighting ESP

12/17 - Avg. Daily Ridership excludes holiday period (20-29)

1/18 - Avg. Daily Ridership excludes New Year's holiday and weather related school closures (2-5), MLK Holiday (15), School closures-snow (17), Federal

2/18 - Avg. Daily Ridership excludes weather related school closures and delays (7), Friday before President's Day (16) President's Day Holiday (19)

3/18 - Avg. Daily Ridership excludes weather related school closures and delays (2,21,22), PWC Spring Break/Good Friday (26-30)

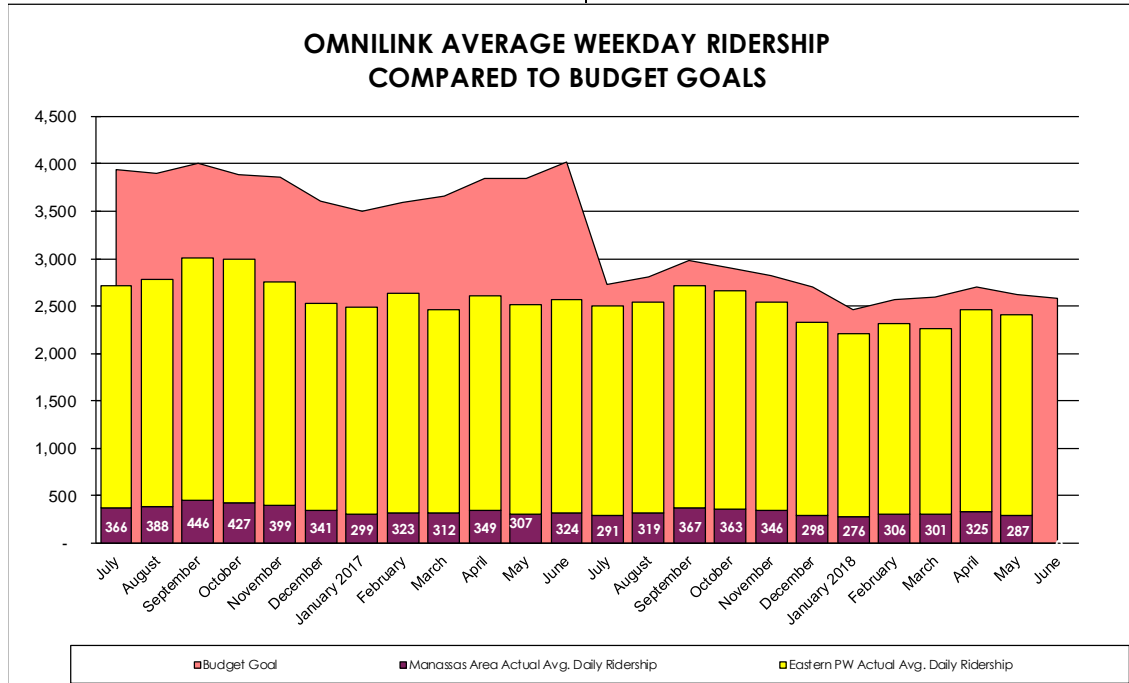
4/18 - Avg. Daily Ridership excludes weather related road delays and service disruptions (16)

5/18 - Avg. Daily Ridership excludes Friday before Memorial Day (25)



## OMNILINK LOCAL SERVICE

WEEKDAY							
Month	Monthly Ridership		Average Daily Ridership			FY18 Budget Goal	Change from Goal
	FY17	FY18	FY17	FY18	% Change		
July	54,174	49,365	2,715	2,507	-7.7%	2,723	(216)
August	63,944	58,330	2,780	2,536	-8.8%	2,807	(271)
September	61,832	54,048	3,003	2,709	-9.8%	2,985	(276)
October	61,742	57,288	2,991	2,659	-11.1%	2,906	(247)
November	54,900	50,905	2,753	2,540	-7.7%	2,824	(284)
December	50,602	43,042	2,531	2,331	-7.9%	2,695	(364)
January	50,650	44,114	2,483	2,208	-11.1%	2,458	(250)
February	51,955	45,089	2,632	2,320	-11.9%	2,563	(243)
March	54,011	46,223	2,456	2,258	-8.1%	2,600	(342)
April	51,647	51,312	2,603	2,464	-5.3%	2,707	(243)
May	55,466	52,868	2,521	2,403	-4.7%	2,620	(217)
June							
Year to Date	610,923	552,584	2,679	2,449	-8.6%	2,717	(268)



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

7/16 - Avg. Daily ridership excludes Tuesday after Fourth of July holiday.

9/16- Avg. Daily Ridership excludes heavy rainfall and storms on the 29th and 30th.

10/16- Avg. Daily Ridership excludes Columbus Day (11).

11/16- Avg. Daily Ridership excludes Election Day (8), Veterans Day (11), and days before and after Thanksgiving (22,23,25 and 30)

12/16- Avg. Daily Ridership excludes holiday period (19-30)

1/17- Avg. Daily Ridership excludes MLK Day (16), Inauguration Day schools closed (20), AM Snow/PWC school in service day (30)

2/17- Avg. Daily Ridership excludes President's Day (20)

3/17- Avg. Daily Ridership excludes Snow/Schools Closed (14,15)

4/17- Avg. Daily Ridership excludes PWC Spring Break (10-14 and 17)

7/17-Avg. Daily Ridership excludes days before and after Fourth of July Holiday (3,5,6,7)

9/17- Avg. Daily Ridership excludes Friday before Labor Day (1)

10/17- Avg. Daily Ridership excludes Columbus Day (8)

11/17- Avg. Daily Ridership excludes Election Day (7), Veterans Day Observed (10), Wednesday before and Friday after Thanksgiving (23 and 25)

12/17- Avg. Daily Ridership excludes holiday period (20-29)

1/18- Avg. Daily Ridership excludes New Year's holiday and weather related school closures (2-5), MLK Holiday (15), School closures-snow (17)

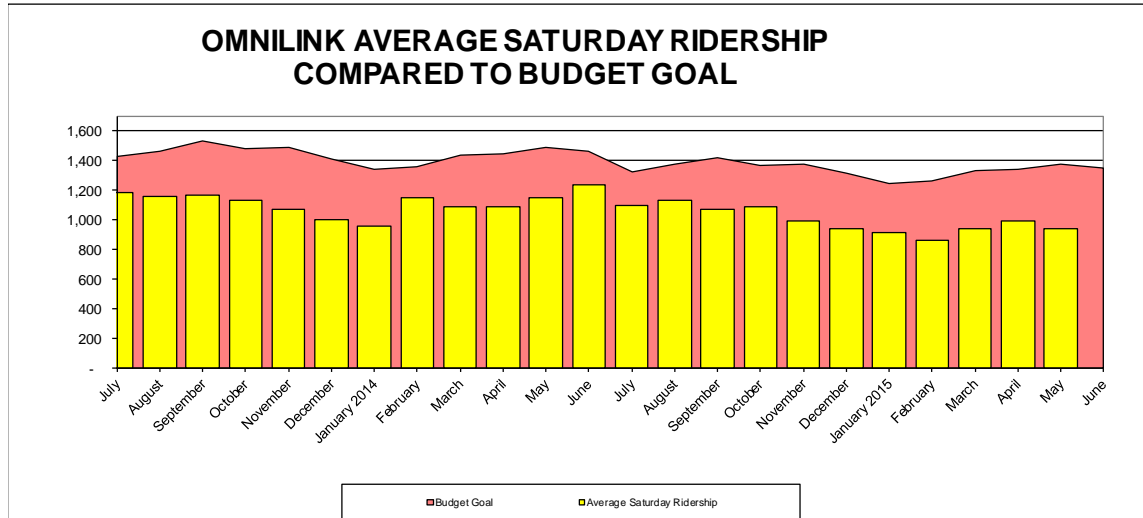
2/18- Avg. Daily Ridership excludes weather related school closures (7), President's Day Holiday (19)

3/18- Avg. Daily Ridership excludes weather related school closures (2,21,22), Good Friday (30)

4/18- Avg. Daily Ridership excludes weather related roadway delays and ridership shifts (16)

## OMNILINK LOCAL SERVICE

SATURDAY							
Month	Monthly Ridership		Average Saturday Ridership			Average Saturday FY18 Budget Goal	Change from Goal
	FY17	FY18	FY17	FY18	% Change		
July	5,931	5,606	1,186	1,099	-7.4%	1,433	(334)
August	4,628	4,528	1,157	1,132	-2.2%	1,482	(350)
September	4,672	5,350	1,168	1,070	-8.4%	1,529	(459)
October	5,661	4,349	1,132	1,087	-4.0%	1,474	(387)
November	4,294	3,966	1,074	992	-7.6%	1,474	(482)
December	4,181	4,119	998	944	-5.4%	1,409	(465)
January	3,511	3,423	961	914	-4.9%	1,334	(420)
February	4,600	3,437	1,150	859	-25.3%	1,364	(505)
March	4,339	4,581	1,085	944	-13.0%	1,428	(484)
April	5,454	3,966	1,091	992	-9.1%	1,438	(446)
May	4,580	3,752	1,145	938	-18.1%	1,482	(544)
June							
Year to Date	51,851	47,077	1,104	997	-9.7%	1,441	(443)



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

12/16 - Excludes weather/delayed start of service (17) and Christmas Eve (24)

1/17 - Excludes snow/ice (7)

12/17 - Excludes weather (9) and New Years Eve weekend/very cold weather (30)

1/18- Excludes snow/very cold weather (6)

3/18- Excludes wind event/early mall closures and severe traffic (3)

# OMNIMATCH / VANPOOL ALLIANCE

OmniMatch										Vanpool Alliance			
FY17	FY18	FY17	FY18	FY17	FY18	FY17	FY18	FY17	FY18	FY17	FY18	FY17	FY18
New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips	Monthly Passenger Trips	Monthly Passenger Trips
July	30	34	16	5	5	577	653	108,930	117,257				
August	16	36	16	20	20	586	658	123,562	133,874				
September	84	22	10	15	15	588	659	117,862	116,527				
October	71	52	25	12	12	606	662	117,283	127,548				
November	40	40	13	17	17	614	663	115,731	120,117				
December	28	25	9	10	10	621	650	109,232	108,423				
January	44	47	1	10	10	624	652	116,304	128,991				
February	27	32	12	5	5	626	664	114,271	117,217				
March	47	47	9	13	13	630	664	133,006	124,857				
April	43	42	24	13	13	635	668	118,117	130,115				
May	50	50	11	11	11	638	668	132,869	136,051				
June													
<b>Average</b>	<b>44</b>	<b>39</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>613</b>	<b>660</b>	<b>118,833</b>	<b>123,725</b>				

- 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.

## FY18 Customer Service Department Monthly Service Totals

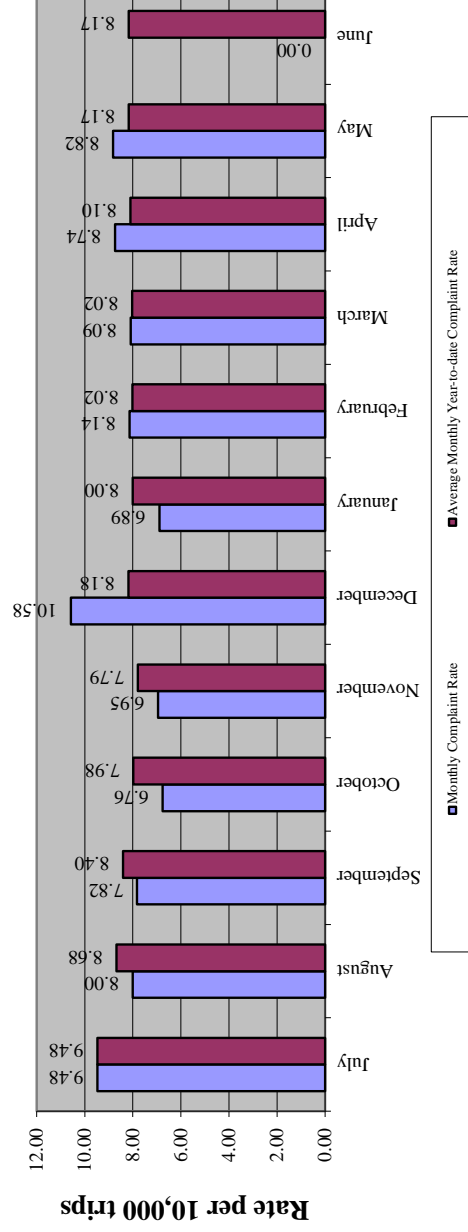
	<u>May</u>	<u>April</u>	<u>Change</u>	<u>% Change</u>
<b>CALL ACTIVITY</b>				
Total Incoming Calls	9,621	9,022	599	7%
Percentage Handled by IVR	47%	46%	0	2%
Percentage Handled by CS	47%	47%	0	0%
Percentage Abandoned	6%	7%	0	-11%
Daily Average	181	170	11	6%
Average Waiting Time	1:18	1:19	0:01	1%
<b>RIDERSHIP</b>				
Off-route trips Scheduled:				
One Time Trips	1,663	1,429	234	16%
Standing Order Trips	784	750	34	5%
Sub Total	2,447	2,179	268	12%
Daily Average	98	87	11	12%
Fixed Route:	54,173	53,099	1,074	2%
Total Ridership*	56,620	55,278	1,342	2%
<b>RIDER ACCOMODATIONS</b>				
Total Trip Turn Downs	68	28	40	143%
% Of Trips Turned Down	2.70%	1.27%	1.43%	113%

\* - Includes Saturday ridership

FY 2017 Year-to-date OmniRide Complaints			
	Ridership	Complaints	Per 10k Trips
July	150,922	154	10.20
August	175,881	127	7.22
September	162,621	141	8.67
October	158,700	126	7.94
November	146,086	99	6.78
December	133,654	165	12.35
January	136,374	84	6.16
February	146,303	88	6.01
March	166,060	132	7.95
April	147,112	168	11.42
May	163,531	158	9.66
June			
Year-to-date totals	1,687,244	1,442	8.55

FY 2018 Year-to-date OmniRide Complaints			
	Ridership	Complaints	Per 10k Trips
July	140,343	133	9.48
August	164,929	132	8.00
September	147,004	115	7.82
October	158,222	107	6.76
November	138,188	96	6.95
December	123,853	131	10.58
January	145,038	100	6.89
February	136,436	111	8.14
March	142,166	115	8.09
April	152,156	133	8.74
May	158,708	140	8.82
June			
Year-to-date totals	1,607,043	1,313	8.17

**FY 2018 OmniRide Complaint Rate per 10,000 Trips Compared to Monthly Average**

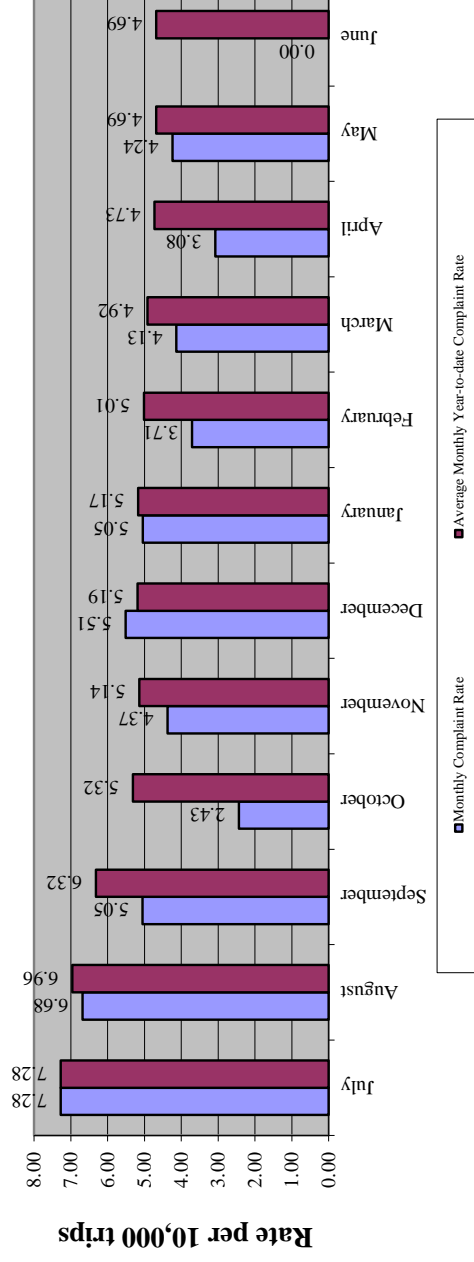


Complaint rates for OmniRide service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the bus services contract.

FY 2017 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	60,105	20	3.33
August	68,572	24	3.50
September	66,504	25	3.76
October	67,403	30	4.45
November	59,194	13	2.20
December	54,783	29	5.29
January	54,161	22	4.06
February	56,555	18	3.18
March	58,350	32	5.48
April	57,101	29	5.08
May	60,046	24	4.00
June			
<b>Year-to-date totals</b>	<b>662,774</b>	<b>266</b>	<b>4.01</b>

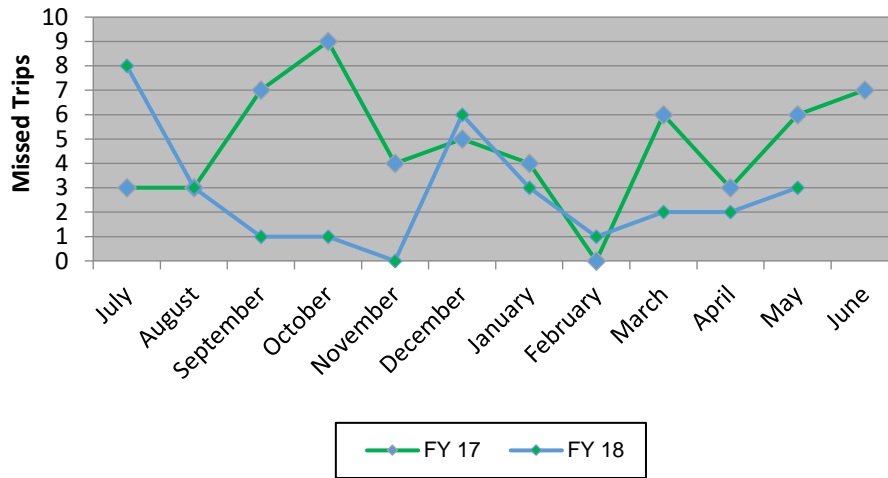
FY 2018 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	54,971	40	7.28
August	62,858	42	6.68
September	59,398	30	5.05
October	61,637	15	2.43
November	54,871	24	4.37
December	47,161	26	5.51
January	47,537	24	5.05
February	48,526	18	3.71
March	50,804	21	4.13
April	55,278	17	3.08
May	56,620	24	4.24
June			
<b>Year-to-date totals</b>	<b>599,661</b>	<b>281</b>	<b>4.69</b>

**FY 2018 OmniLink complaint rate per 10,000 Trips compared to monthly average**

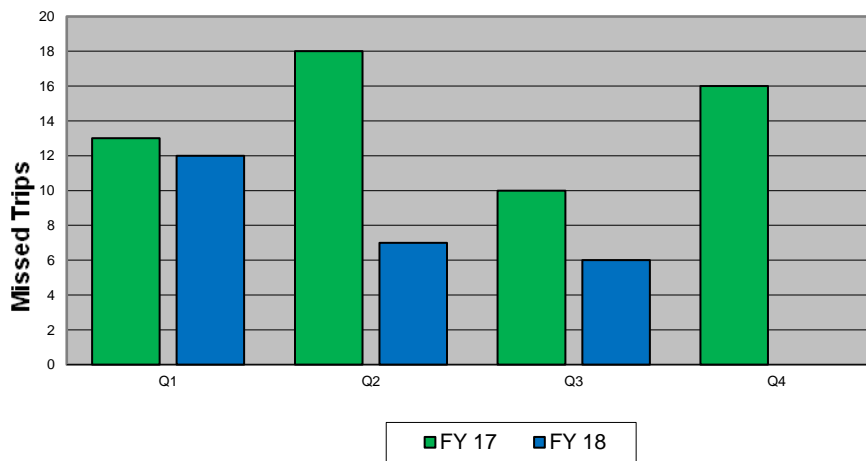


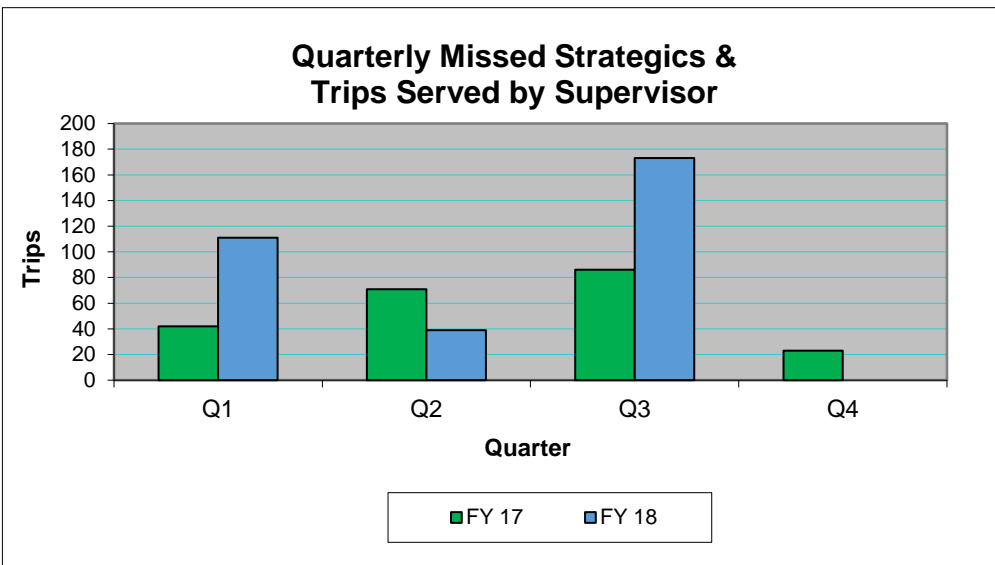
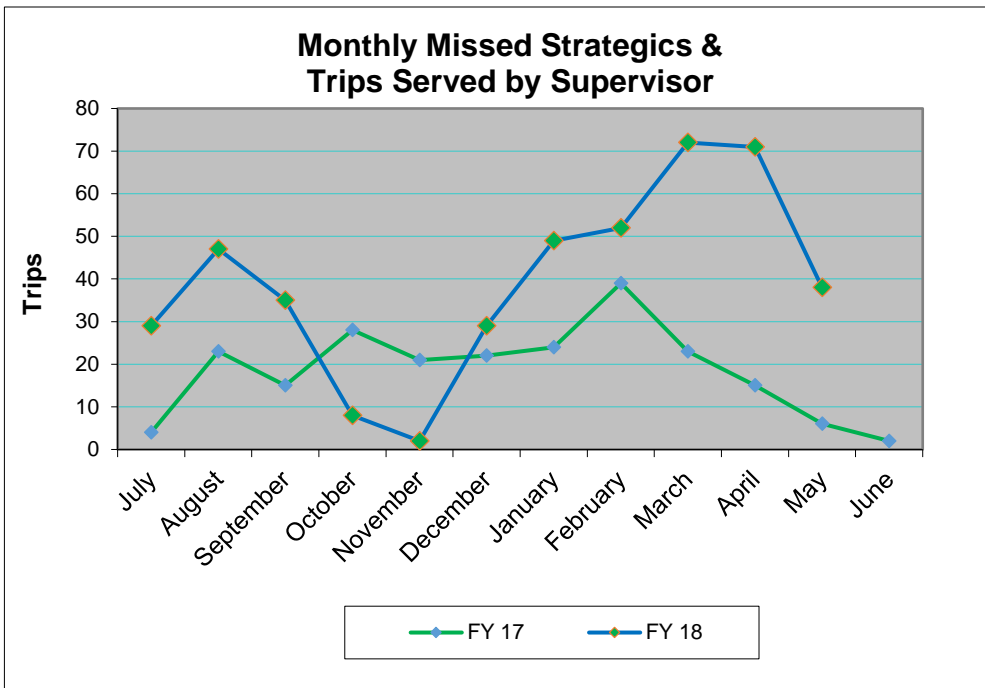
Complaint rates for OmniLink service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the new bus services contract.

Monthly Missed Trips

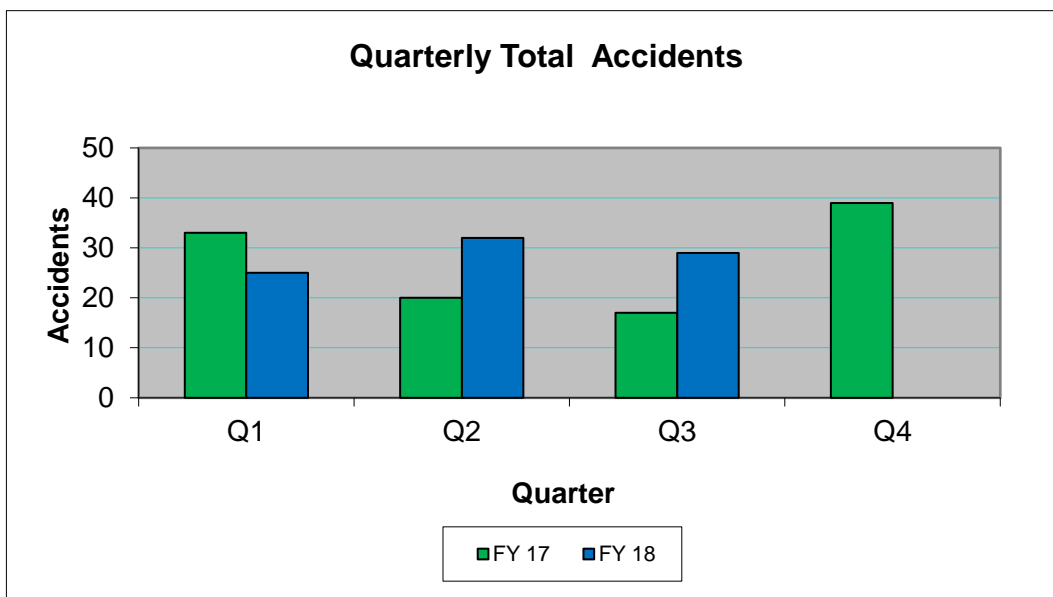
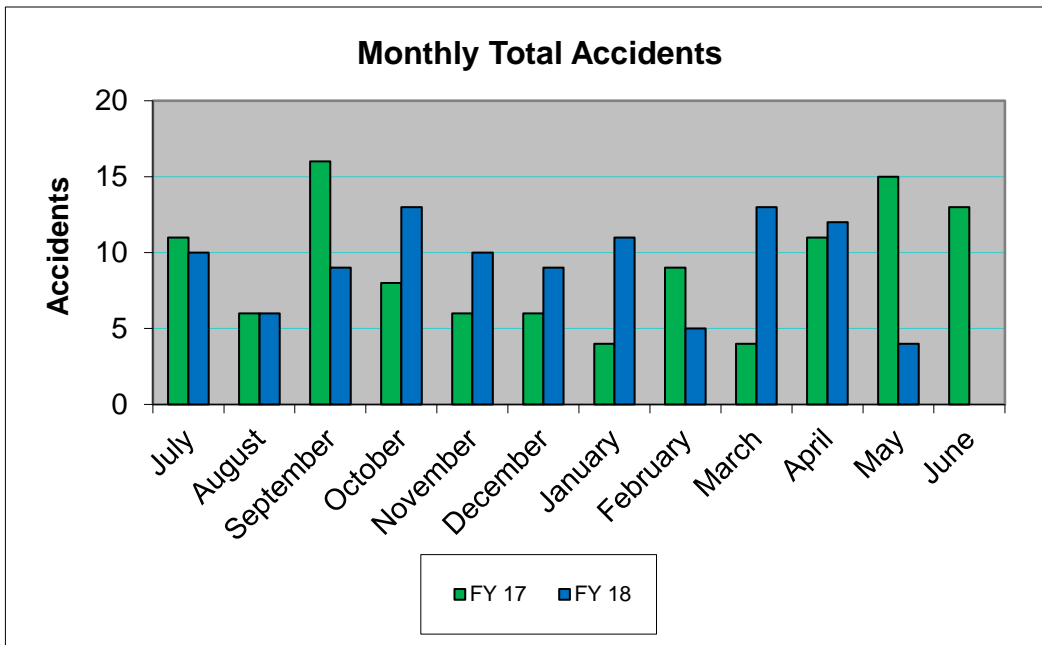


Quarterly Total Missed Trips

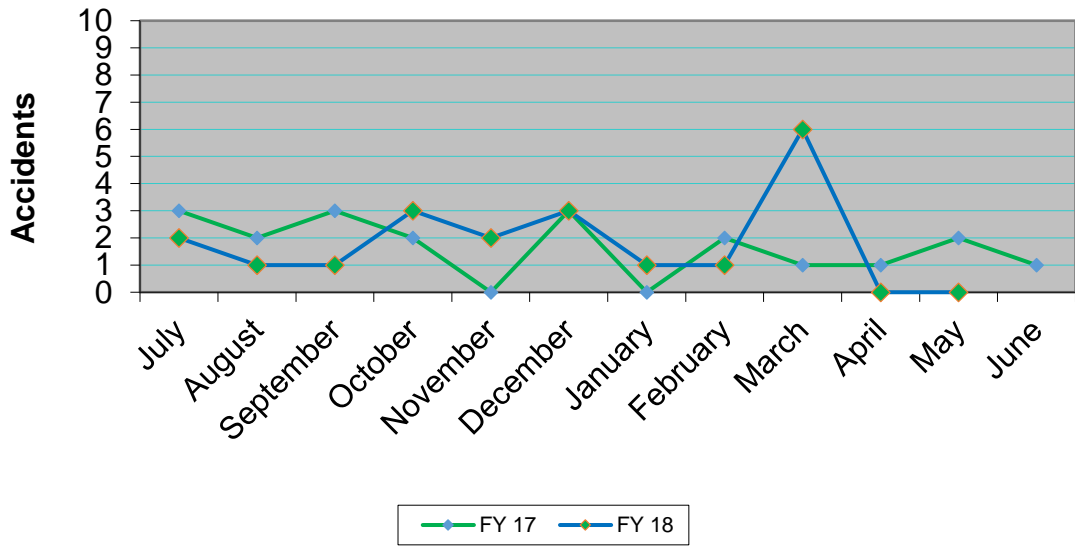




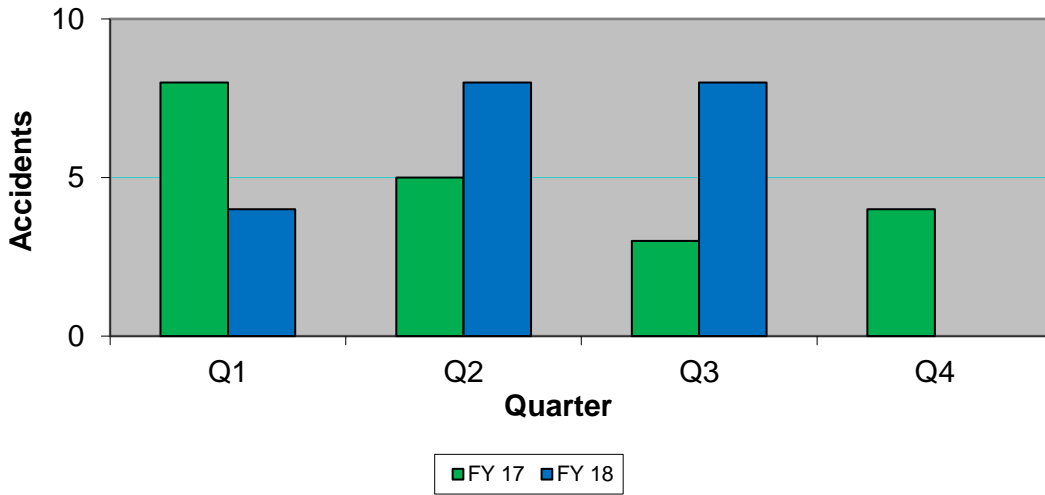




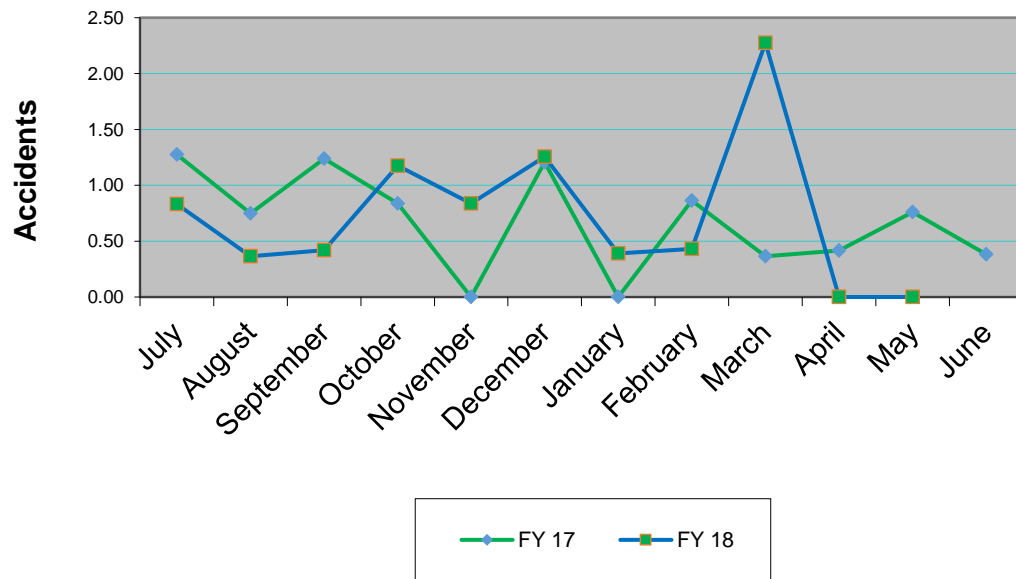
**Monthly Preventable Accidents**



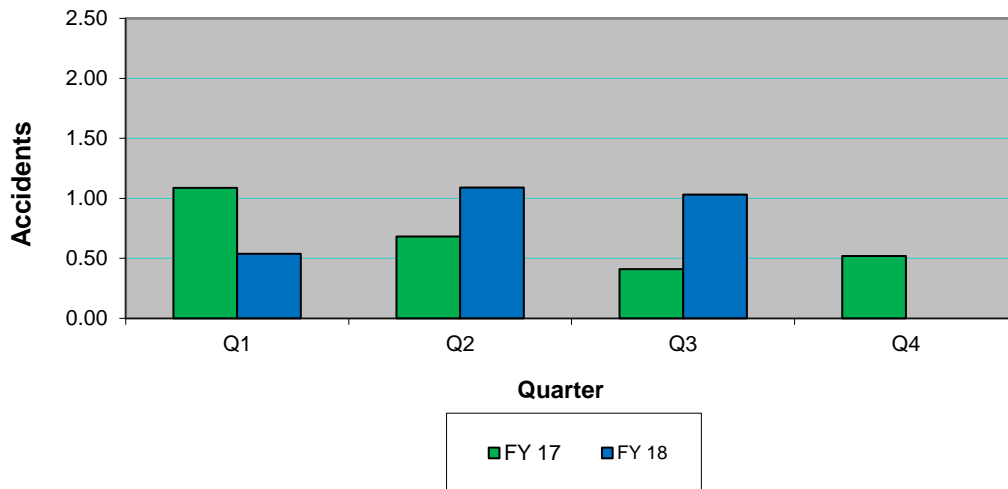
**Quarterly Preventable Accidents**



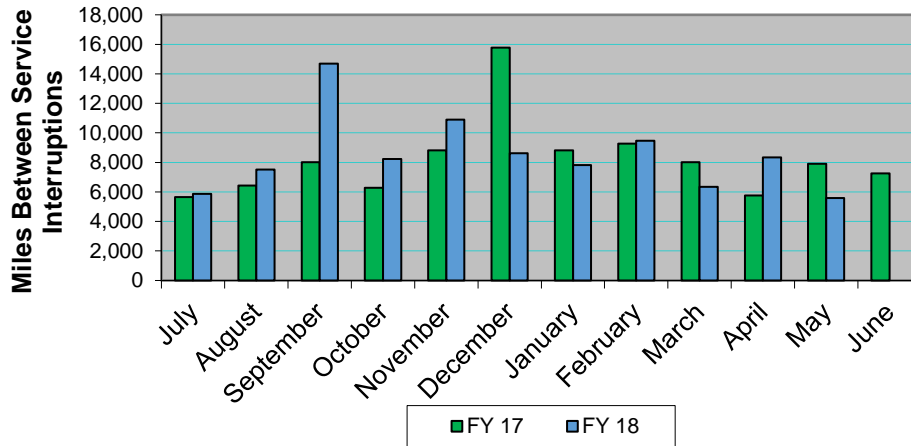
**Monthly Preventable Accidents per 100,000 Miles**



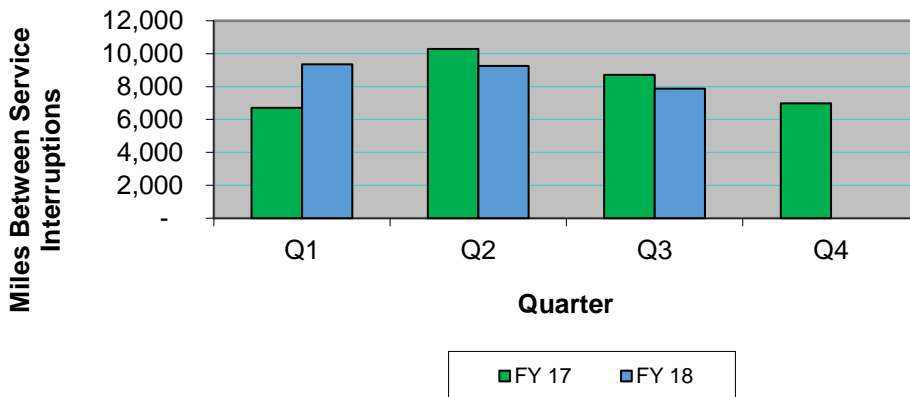
**Quarterly Average Preventable Accidents per 100,000 Miles**



### Monthly Miles Between Service Interruptions



### Average Quarterly Miles Between Service Interruptions





Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

July 5, 2018

TO: Madame Chair Anderson and Commissioners

FROM: Robert A. Schneider  
Executive Director

RE: Revised Purchasing Authority Report

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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 greater than \$50,000 would be communicated to the Board as an information item.

In May 2018 there were no purchase orders issued within the Executive Director's new spending authority.

**Wheels-to-Wellness Funding Status**  
**As of May 31, 2018**

<b>Grant/Contribution</b>	<b>Organization</b>	<b>Amount</b>	<b>Notes</b>	
Enrollment Fees Collected		\$180		
<b>Sub Total</b>		<b>\$180</b>		

Pending

<b>Grant/Contribution</b>	<b>Organization</b>	<b>Amount</b>	<b>Notes</b>	
<b>Sub Total</b>		<b>\$0</b>		

Previously Reported

<b>Grant/Contribution</b>	<b>Organization</b>	<b>Amount</b>	<b>Notes</b>	<b>Date</b>
Enrollment Fees		\$3,105		
Contribution	Lake Jackson Volunteer Fire & Rescue Department - Bingo Account	\$500		02/09/2018
Contribution	Linda Lee - Go Fund Me	\$931		02/16/2018
Contribution	Davita Dialysis Center	\$1,261	Net IEC 3% admin fee per agreement (actual donation	01/18/2018
Grant	MWCOG Enhanced Mobility Grant/Potomac Health Foundation 50% match (disabled and seniors)	\$250,000		06/14/17
Contribution	First United Presbyterian Church of Dale City	\$500		08/31/16
Contribution	St. Francis of Assisi Church	\$2,000		08/25/16
Grant	Kaiser Permanente (low income individuals)	\$72,750	Net IEC 3% admin fee per agreement (actual grant was \$75,000)	8/9/2016
Contribution	Prince William County	\$75,000		July 2016
Contribution	First United Presbyterian Church of Dale City	\$500		06/21/16
Contribution	Zion Baptist Church in Baltimore	\$700		05/10/16
Contribution	First United Presbyterian Church of Dale City	\$500		04/25/16
Contribution	Gregg and Jean Reynolds	\$50		04/19/16
Contribution	NOVEC (corporate)	\$500		04/14/16
Grant	Transurban Express Lane Grant	\$1,500		04/11/16
Contribution	Malloy	\$500		04/11/16
Contribution	NOVEC HELPS	\$485	Net IEC 3% admin fee per agreement (actual contribution was \$500)	04/08/16
Contribution	Findley Asphalt	\$1,000		03/31/16
Contribution	Lustine Toyota	\$2,000		03/29/16
Contribution	Infinity Solutions, Inc	\$250		03/29/16
Contribution	Sacred Heart Catholic Church	\$200		03/21/16
Contribution	Holy Family Catholic Church	\$1,000		03/21/16
Contribution	First Baptist Church of Woodbridge	\$5,000		03/08/16
Contribution	First United Presbyterian Church of Dale City	\$1,000		02/25/16
Contribution	First Mount Zion	\$5,000		02/01/16
Contribution	Prince William County	\$160,000		Aug 2015
<b>Sub Total:</b>		<b>\$586,232</b>		
<b>Grand Total (excluding Pending)</b>		<b>\$586,412</b>		
<b>Remaining (excluding Pending)</b>		<b>\$152,209</b>		