

ITEM 4
March 1, 2018
PRTC Regular Meeting
Res. No. 18-03-___

MOTION:

SECOND:

RE: APPROVE – AGENDA – MARCH 1, 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 March 1, 2018, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

ITEM 5
March 1, 2018
PRTC Regular Meeting
Res. No. 18-03-__

MOTION:

SECOND:

RE: APPROVE – MINUTES – FEBRUARY 1, 2018

ACTION:

WHEREAS, on March 1, 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 March 1, 2018.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of February 1, 2018.

Votes:

Ayes:

Nays:

Abstain:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION

14700 POTOMAC MILLS ROAD • WOODBRIDGE, VA • 22192 •

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MINUTES

PRTC Commission Meeting – February 1, 2018

Members Present

*Ruth Anderson, Chair
*Maureen Caddigan
*Mark Dudenhefer
*John Jenkins
*Matt Kelly
*Jeanine Lawson
*Wendy Maurer, Treasurer
*Frank Principi, Immediate Past Chairman
*Pamela Sebesky, Secretary
*Gary Skinner, At-Large Member

Members Absent

George Barker
Jennifer Mitchell
Marty Nohe
Jeanette Rishell, Vice Chair
Paul Trampe

Alternates Present

*Pete Candland
*Hilda Barg
Norm Catterton
Jack Cavalier
Margaret Franklin
*Cindy Shelton
*Donald Shuemaker

Alternates Absent

Hector Cendejas
Todd Horsley
Tim McLaughlin
Suhas Naddoni
Steve Pittard
David Ross
Billy Withers
Mark Wolfe

Jurisdiction

Prince William County
Prince William County (departed @ 8:40 p.m.)
Stafford County (departed @ 7:20 p.m.)
Prince William County
City of Fredericksburg
Prince William County
Stafford County
Prince William County
City of Manassas
Spotsylvania County

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

Prince William County
Prince William County (voting member @ 8:40 p.m.)
Prince William County
Stafford County
Prince William County
Stafford County (voting member @ table 7:20 p.m.)
City of Manassas Park

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

*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

Gina Altis – PRTC
Doug Allen – VRE
Tonisha Belton – PRTC
Nydia Blake – Prince William County
Nelson Cross – First Transit
Tracy Dean – PRTC
Rob Dickerson – PRTC Legal Counsel
Joyce Embrey – PRTC
Althea Evans – PRTC
Todd Johnson – First Transit
Cynthia Porter-Johnson – PRTC
Ken Jones – PRTC
Doris Lookabill – PRTC
Jacque Lucas – PRTC Legal Counsel

Ebony Lofton – Citizen
Amber Maiden – Citizen
Jerry McIntosh – PRTC
Paul Milde – Former PRTC Commissioner
Karen Mills – First Transit
Jacob Mosser – Prince William County
Perrin Palistrant – PRTC
Rowena Reyes – PRTC
Christine Rodrigo – PRTC
Bob Schneider – PRTC
Markesha Smith – PRTC
Chuck Steigerwald – PRTC
Nia Tuix – Citizen
Bea Wooden – PRTC

Madam Chair Anderson called the meeting to order at 7:00 p.m. The Pledge of Allegiance and Invocation followed.

Madam Chair Anderson welcomed everyone to the January 4th Commission meeting and announced that a call is expected at 7:05 p.m. from Commissioner (Senator) Barker from the Virginia General Assembly to update the Commission on its legislative priorities. The Roll Call followed.

At 7:05 p.m., Madam Chair Anderson welcomed Senator Barker and noted that PRTC's main legislative priority is the motor fuels tax floor and asked Senator Barker to provide an update. At this time, Senator Barker provided an update on the motor fuels tax floor and other legislative priorities.

Commissioner Kelly asked Senator Barker to clarify that if a gas tax floor is established that the additional funding will be dedicated to transit. Senator Barker noted that this is what's currently anticipated and funding is also being looked at for both the OmniRide buses in the Prince William County, Manassas, and Manassas Park area as well as funding for VRE along with other options that are on the table.

Madam Chair Anderson asked Senator Barker to let the Commission know if there are any meetings or issues that PRTC Commissioners might engage in to help with the process.

At this time, Madam Chair Anderson welcomed PRTC's new Commission Members and Alternates representing Stafford County: Members – Mark Dudenhefer and Wendy Maurer and Alternates – Jack Cavalier and Cindy Shelton.

[Commissioner Caddigan departed at 720 p.m. following Item 3-A and Alternate Commissioner Shelton sat at the table as a voting member]

Expression of Appreciation for Services Rendered by Paul Milde – [RES 18-02-01]

Commissioner Caddigan moved, with a second by Commissioner Skinner, to express the Commission's sincere gratitude to Paul Milde for his distinguished service as a PRTC Commissioner and continued success in all of his future endeavors. There was no discussion on the motion. (CADDIGAN/SKINNER, UNANIMOUS)

Madam Chair Anderson also recognized and welcomed PRTC Commission Alternates Donald Shuemaker (City of Manassas Park) and Pete Candland (Prince William County).

Approval of the Agenda –4 [RES 18-02-02]

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

Approval of the Minutes of the December 7, 2017 PRTC Board Meeting – 5 [RES 18-02-03]

Commissioner Caddigan moved, with a second by Commissioner Lawson, to approve the minutes of December 7, 2017, as presented. There was no discussion on the motion. (CADDIGAN/LAWSON; WITH MAJORITY VOTE CANDLAND/MAURER/SHELTON ABSTAINED)

Approval of Minutes of the January 4, 2018 PRTC Board Meeting – 5 [RES 18-02-04]

Commissioner Skinner moved, with a second by Commissioner Maurer, to approve the minutes of January 4, 2018, as presented. There was no discussion on the motion. (SKINNER/MAURER, UNANIMOUS)

Citizens' Time - 6

Madam Chair Anderson noted that anyone wishing to address the Commission this evening will have three minutes to speak and for those who do speak to introduce themselves and to state if they are representing an organization or themselves. A number of individuals addressed the Commission (Transcript attached).

Approval of the Consent Agenda –7 [RES 18-02-05]

Commissioner Kelly moved, with a second by Commissioner Sebesky, to approve the Consent Agenda, as presented. There was no discussion on the motion. [KELLY/SEBESKY, UNANIMOUS]

- Accepted the Potomac and Rappahannock Transportation Monthly Jurisdictional Financial Report for the Period Ended October 31, 2017, as presented. [RES 18-02-06]
- Authorized the Budget and Appropriation of Spotsylvania County's Motor Fuels Tax Funds for Various FY18 Transportation Projects, as presented. [RES 18-02-07]

PRTC Executive Director's Time – 8

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

- Recognized PRTC Vanpool Program Manager (Joe Stainsby) for his five years of service.
- A communication was sent to Commissioners today answering questions from the last meeting regarding Fast Ferry along with some of the past research items. For informational purposes, a "blue-sheeted memo "Staff Recommendations for Fast Ferry Project Advancement" as well as a presentation "Fast Ferry The Path Forward" is before the Commission this evening.
- To answer Commissioner Skinner's question from the last meeting regarding PRTC's balanced budget, a "slide" to answer the question is included in the budget presentation that will be given to the Commission this evening.

- PRTC is engaged in a “brand refresh” process as a result of the confusion of the many names PRTC currently has i.e. OmniRide, OmniLink, OmniMatch, etc. The brand refresh is designed to dovetail opportunities for PRTC as it launches new services in the western part of Prince William County, advance PRTC’s Strategic Plan, etc. PRTC will become known as “OmniRide.”
- An article “The Choice vs. Captive Transit Rider Dichotomy Is All Wrong” along with a summary is provided for the Commission’s perusal.
- The first, official quarterly OmniRide Fuel Gauge is provided for information purposes.

Virginia Railway Express Chief Executive Officer’s Time – 9

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

- VRE partners with a number of different Federal agencies including the Department of Homeland Security Viper Program, which provides training to VRE crew members in the event of any security issues that may occur on VRE trains. VRE staff worked with the Department of Homeland Security over the past few months taking advantage of lesser VRE trains operating on its “S” schedule during the holidays to work with maintenance crews on security methods that the Viper Program helps to train on.
- VRE conducted a safety and security three-day classroom blitz on passenger train emergency with the City of Manassas Fire and Rescue so that the local jurisdictions are trained on how to interact with VRE’s railroad equipment.
- Ridership in the month of December is 16,700 and system wide On-Time Performance (OTP) is 91 percent.
- The VRE Operations Board didn’t meet in January, so VRE staff took the opportunity to give VRE Chairman Marty Nohe a thorough tour of the VRE train system and all PRTC Commissioners are invited to schedule a tour. Madam Chair Anderson encouraged all Commissioners to take the tour that VRE offers since the Commission votes on action items related to VRE.
- On January 31st, Mr. Allen and Mr. Rich Dalton (VRE Deputy CEO/COO) attended a meeting at the Federal Railroad Administration (FRA). The FRA is meeting with all of the commuter railroads to check on their status and get a full update on their implementation on Positive Train Control (PTC). PTC is a complex system of computer and communications designed to make VRE’s operation safer. All of the commuter railroads and Amtrak are required to have PTC in place by the end of 2018. VRE’s schedule is to begin training in mid-2018 and to have the system up and running by the end of 2018. Two additional action items are required with regard to PTC that will be before the VRE Operations Board for consideration at its February meeting.
- With regard to legislation, VRE is active in communicating its needs in concert with VRE’s Legislative Agenda that the VRE Operations Board adopted.
- A bill introduced by Delegate Roem from the Manassas/Manassas Park area is advancing a study, which is intended to look at all rail modes that the Commonwealth has i.e. light rail, heavy rail, and commuter rail to see how the costs compare with other services in Japan, Switzerland, and others in North America; a kind of best practices along with what VRE can learn from this.

- As details come out from any Federal infrastructure bill, VRE will be an active reviewer regarding what opportunities might be presented for VRE to take advantage of.
- For new PRTC Commissioners, a VRE CEO Report is provided in PRTC's monthly board kits, which provides information regarding the VRE operation and capital projects for the entire service area. The January CEO report speaks to the platform extension at the Lorton VRE Station on the Fredericksburg Line.

Presentations – 10

A. Fast Ferry Service Critical Issues Review

Madam Chair Anderson noted that the Commission received a presentation on the Fast Ferry project at last month's meeting regarding the status, idea, options, and possible opportunities and decisions that will need to be made e.g. will PRTC take the lead on the Fast Ferry project or not.

At this time, Dr. Schneider gave the "Fast Ferry The Path Forward" presentation. A question/answer session followed.

Commissioner Kelly asked that the Commission be provided the big picture as to how Fast Ferry will impact both PRTC's and VRE's 40 year old goals and noted that he'd like to see the Fast Ferry project put in some context of how it's going to be looked at competing with both PRTC's and VRE's long-term goals as well as focus on what PRTC is doing well, focus on what PRTC's and VRE's long-term plans are, and ask the question is the benefits worth the shifting of resources. A bigger conservation needs to take place before the Commission makes a decision.

Commissioner Sebesky noted that for the City of Manassas, the gas tax continues to drop unlike the rest of the region and in the City's current budget there may not be money to put forward for PRTC and VRE, which is a huge challenge for the City of Manassas much less the fiscal cliff and all of the other challenges that are coming. Getting people off the roads in any way to make utilization for transit easier for the region is important and exploring projects i.e. Fast Ferry isn't a bad idea, but the timing may not be right when the future of funding is questionable even from what Senator Barker reported on this evening. Commissioner Sebesky also noted that she appreciates the efforts made to date with regard to the Fast Ferry project, but the Commission has to be realistic with the fiscal challenges that have to be dealt with.

Commissioner Candland expressed concern that the Fast Ferry project cannot be looked at in a vacuum and that the Commission needs to look at all of the other funding responsibilities that PRTC has. Commissioner Candland noted that in reviewing the NVRC's Executive Summary, it strongly suggests that the longer-distance corridors, wait to see if there's going to be shorter-distance corridors, ends up proof of concept to see if it works. The concern always comes down to money, because even with the most optimistic private-public partnerships there's the public part of it, which is not free and there ends up being more public than originally thought. Commissioner Candland went on to note that although all options on the table need to be looked at, the point made by both Commissioners Kelly and Sebesky is that PRTC is struggling trying to figure out how to fund the core responsibility, and the Commission is hearing about folks being let go because of monetary constraints. To add a new service on top of that is only going to further constrain or add pressure onto all the other things that the Commission wrestles with.

Commissioner Caddigan noted that even with the Fast Ferry coming to Woodbridge and Occoquan, there will still be traffic problems on both Route 1 and I-95. The PRTC and the VRE should be

expanded, because the traffic will continue to come from Stafford County and Spotsylvania County even with people getting on the ferry in Woodbridge, the traffic situation will not be solved.

Commissioner Skinner asked that staff ready answers with regard to the concerns expressed this evening about PRTC's role in the Fast Ferry project and to provide the answers to the PRTC Executive Board for review at its March 1st meeting, so that PRTC staff time is not wasted and a decision can be made soon as to whether or not PRTC will participate in the project.

Dr. Schneider noted that the key timeline as to whether or not PRTC will absorb the responsibility of the FTA/VDOT grant is September 30, 2019. PRTC will need to know by September 30th, but should know much sooner if there's an interest. Continuing, Dr. Schneider noted that the questions to be answered is what are the legal requirements and obligations for PRTC and in assuming VDOT's current role, and the FTA grant relationships. Also, what is the defined match amount for the shore-side infrastructure grant and where will the money come from. It has been alluded to that VDOT may be a participant and the question is can we get some clarity on these items. And, if shore-side infrastructure is built, what obligations would exist, which is a legal grants and construction question. And, what is the operational plan for service, which PRTC will not know near-term, because the gap analysis that will occur in the May/June timeframe will be the final lynchpin to answer the question. The near-term question for PRTC is does PRTC want to assume the grant.

Commissioner Principi noted that a lot of good comes from the questions asked this evening and it's safe to say that the concerns are not all valid e.g. the \$4.3 million grant from FTA is already awarded to VDOT that requires a 20 percent match. FTA has been asked if the \$10 million spent by Entertainment Cruises, who just purchased four boats would serve as a match so a PRTC match wouldn't be required. Also, the Joint Air Force Base (JAFB) Bolling has announced that the base will approve one of their docks to serve as a passenger terminal and their investment in the dock will serve as a match, so not necessarily talking about a PRTC match. Commissioner Principi went on to note that the short-term grant is due next month, which is a NVRC request, not a PRTC request. Continuing, Commissioner Principi noted that there's approximately 30 organizations around the table and PRTC recently joined the table and ultimately if this is going to happen from Prince William County or PRTC, some organization needs to be at the table; it's not all dollars and sense decisions that need to be made. The PRTC Executive Board is a way to address some of the short-term questions and noted that some answers and decisions will be made in 2018.

Commissioner Caddigan expressed concern that Fast Ferry will not be a viable service for the districts in Prince William County as it will only serve a small portion of Woodbridge and Occoquan. Prince William County will eventually have to come up with the money and noted that the Commission's concentration should be acquiring funding for PRTC and VRE.

Commissioner Kelly noted that it has yet to be explained how Fast Ferry fits into PRTC's overall goals for moving people from south to north and back and whether spending the money for the infrastructure might be money better spent on more buses or more train service rather than on boats. Also, will Fast Ferry meet PRTC's long-term transportation goals, does it have enough of an impact, will the infrastructure be such that whether or not it's going to save us we can move more people and not have to have more buses and trains.

To Commissioner Principi's point, Commissioner Kelly noted that Fast Ferry is a great private venture, but why is PRTC becoming too heavily involved in the project and reiterated that overall the Commission should see the project in its context of everything else.

Commissioner Principi noted that an attempt was made to define the context in the course of the last 18 months with regard to the PRTC Strategic Plan at which time a lot of the questions were asked and answered in that 18 month period about the Fast Ferry service and other services that will come to PRTC in 2018 for these kinds of decisions. Commissioner Principi also noted that FTA bus money cannot be spent on ferries and FTA ferry money cannot be spent on buses, so there's two different pots of money. Entertainment Cruises, which is the private sector operator on the Potomac and Anacostia rivers are heavily involved in the project, who also want to take a look at a public-private partnership, but this doesn't mean that they're expecting any sort of a public subsidy or public infrastructure for the localities. Commissioner Principi noted it seems premature to cancel out the option as there's some good to discussing the issue among the full Commission, Executive Board or a subcommittee to begin to get the facts.

Commissioner Kelly agreed that discussion does need to take place and reiterated that the Commission needs to have all of the information since there are different pots of money involved and as tight as transportation money is, in general, and as bad as things are for transit and roads asked why isn't the money being shifted over to other things that have a bigger, better impact on transportation. Commissioner Kelly also noted that if that much money is going to be spent on ferry service, a serious conversation is needed and when transit systems are struggling for funding for bus service and train service, there's a serious problem in this country when it comes to transportation funding.

Commissioner Candland asked if there will be any money that is going to be spent in this decision making process by PRTC. Dr. Schneider answered only for staff time.

Madam Chair Anderson noted she would like to move the Fast Ferry project to the Executive Board for the time being and then at some point bring it back to the full Commission to see if PRTC will go forward with any part of the project and whether or not PRTC will be engaged in the project. There were no objections.

B. Presentation on PRTC FY 19 Budget – Review of Revenues

PRTC Director of Finance and Administration (Joyce Embrey) gave a presentation on the "OmniRide FY19 Proposed Budget – Review of Revenues." A question and answer session followed. There were no questions.

[Commissioner Caddigan departed at 8:40 p.m. following Item 11-B and Alternate Commissioner Barg sat at the table as a voting member]

PRTC Action Items – 11

Concurrence with PRTC Board Representative Appointments to the VRE Operations Board –
[RES 18-02-08]

Commissioner Kelly moved, with a second by Commissioner Lawson, to concur with the PRTC Board representative appointments to the VRE Operations Board, as presented:

<u>Members</u>	<u>Alternates</u>
<u>Prince William County</u>	
Maureen Caddigan (Secretary)	Ruth Anderson
John Jenkins	Pete Candland

Marty Nohe (Chairman)

Jeanine Lawson

Stafford County

Mark Dudenhefer

Wendy Maurer

Jack Cavalier

Cindy Shelton

City of Fredericksburg

Matt Kelly

Billy Withers

City of Manassas

Pamela Sebesky

Mark Wolfe

City of Manassas Park

Suhas Naddoni

Hector Cendejas

Spotsylvania County

Gary Skinner

Paul Trampe

Department of Rail and Public Transportation

Jennifer Mitchell

Michael McLaughlin

Jeremy Latimer

There was no discussion on the motion. (KELLY/LAWSON, UNANIMOUS)

Election of Vacant PRTC Treasurer Position – [RES 18-02-09]

Commissioner Lawson moved, with a second by Commissioner Kelly, to elect Wendy Maurer to serve in the position of PRTC Treasurer for calendar year 2018. There was no discussion on the motion. (LAWSON/KELLY, UNANIMOUS)

PRTC Chairman's Time – 12

Madam Chair Anderson recognized Commissioner Frank Principi, who served as the PRTC Chair for two consecutive years (2016 – 2017) and expressed appreciation on behalf of the Commission for his service, presenting Commissioner Principi with a token of appreciation.

At this time, Madam Chair Anderson noted that in her tenure as Chair, she would like the Executive Board and the Commission to revisit both the PRTC Bylaws (amended in 2011) and new Commissioner orientation, so that new Commissioners feel like they really know what's going on during the first couple of months of their service on the PRTC Board, which may include some type of event for new Commissioners as well as a more hands on orientation. Also, at its March 1st meeting, the Executive Board will review the Bylaws, and the current new Commissioner Orientation Handbook returning to the full Commission for approval and noted that if any Commissioner would like to submit ideas, to please contact her.

Madam Chair Anderson noted that her goal for the next 30 to 60 days is to revisit several documents that the Commission reviews every month i.e. the financial report regarding the motor fuels tax and how it's used. Madam Chair Anderson asked PRTC Treasurer Wendy Maurer to assist to which Commissioner Maurer accepted. And, on a monthly basis, Madam Chair Anderson noted that she would like to have a written list of tangible items available to the Commissioners of things that they

can engage in within the next 30 days whether its Strategic Plan work, to advocate for PRTC in Richmond, etc.

Other Business/Commissioners' Time – 13

Commissioner Lawson recommended that a discussion take place about the Wheels-to-Wellness Program at the Commission's next meeting.

Commissioner Candland noted that he's looking forward to supporting the Commission.

Commissioner Barg expressed appreciation to the Commission for taking a look at the Wheels-to-Wellness Program, because the information item provided in the February board kit only summarizes through calendar year 2016.

At this time, Madam Chair Anderson also recognized former Immediate Past Chairman John Jenkins for his service on the Commission and PRTC Executive Board

Commissioner Shuemaker noted that traffic congestion on Route 28 is only one accident away as well as on major road networks i.e. Route 28, Route 1, and I-66 from resulting in people experiencing a three-hour commute. Commissioner Shuemaker pointed out that there's one way in and one way out especially in Manassas Park and Route 28 is gridlock for the City as it's the only access point north. The City is looking at different projects via the VTA and what the City's part will be, as a bus cannot operate on Route 28 as a result of the traffic congestion.

Commissioner Sebesky congratulated Madam Chair Anderson on a great job chairing the Commission this evening and noted that she's glad to be a part of the Commission. Commissioner Sebesky also expressed appreciation to Commissioner Principi for his service and noted that last year was her first year to serve on the Commission and applauds the great job Commissioner Principi did in helping her understand how to be a Commissioner. Commissioner Sebesky noted that she also enjoyed serving on the Executive Board with Commissioner Jenkins and expressed appreciation to Commissioner Jenkins for his many years of service to the Commission and Prince William County. Commissioner Sebesky noted that she agrees with what's been said this evening and thinks that all around the table have the common goal of congestion to be dealt with and for her it's always been about dealing with ways to help with getting single drivers off the road. The Commission is a great place for a conversation to start and to hopefully get more people taking buses and mass transit.

Commissioner Maurer thanked everyone for the vote of confidence in electing her as the new PRTC Treasurer and looks forward to being more engaged with the Commission.

Commissioner Shelton thanked everyone for welcoming her as a new Commissioner and noted that she has attended a few meetings to observe and shares the Commission's concerns regarding congestion.

Mr. Allen commented that VRE staff appreciates the service that the Commissioners do in their own communities as well as serving on the PRTC Board and VRE Operations Board by giving attention and diligence to what's presented to the Commission.

Madam Chair Anderson announced that the PRTC Executive Board will meet at 6:00 p.m. on Thursday, March 1, 2018, at the PRTC offices and asked that the Executive Board plan to meet prior to the regular monthly Commission meetings for the next three to four months.

Adjournment – 14

There being no further business to come before the Commission, Madam Chair Anderson adjourned the meeting at 8:45 p.m.

Information Items

There were no comments.

NEXT MEETING: March 1, 2018, 7:00 p.m.

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

ATTACHMENT

Item 6

February 1, 2018

PRTC Regular Meeting

Citizens' Time (Transcript)

Bea Wooden, PRTC

Good afternoon, my name is Beatrice Wooden, a Dispatcher for 13 years at PRTC. This is Markesha Smithen, she's been here for 10 years. We want to talk about Mr. Schneider's plan on his new plan and in the new plan you mention redundancy between the PRTC Dispatchers and First Transit Dispatchers, um, we feel the redundancy may be in the communications public relations specialist positions. We have a Public Relations Specialist, Christine, she does a wonderful job, marvelous job she was on duty tonight, always ready. We have a relationship, she has Little Ricky projects and other little projects that she contacts Markesha or I because we work in the morning for Link buses and so forth and we work that out perfectly. Um, I looked up on Study.com communications or public relations specialists may handle public relations, information output, press release, media request, social media. Communications or public relations specialists create and maintain positive relationships between their clients and the public often using media outlets. They produce press release and manage public events. They also organize events in which their clients can meet with the public to increase product awareness or knowledge of their service or recent developments and my question is are these two positions the same, is this redundancy. Christine puts out a fine newsletter gives us all sorts of information um even sends emails for the press this is her email, this is an email from the Communications Specialists talks about the flu different things that really I mean its non-relevant to us, but anyway the other thing is website you talk about uh having a website developer, a website has already been established and know it changes throughout the years, but is that something that can be contracted out. What's more important a web designer or dispatchers to assist the Operators in helping the passengers our customers from point A to point B and those are some of the questions we have for you. Thank you.

Toni Belton, PRTC

Good evening, I'm Toni Belton a Dispatcher for six years and I wanted to address something from last month's meeting that Mr. Schneider talked about. So at the last meeting you explained Mr. Schneider that you would open an investigation into the two runaway bus incidents as they are eventually named. Leading this investigation would be the former First Transit GM Mr. Tim Collins. I had the pleasure of meeting with him, he's a wonderful man comes highly regarded and highly respected and he was able to see our systems observe our system at its finest with all its inefficiencies and he asked me how much time do you waste wasting time addressing these false alerts. I told Mr. Collins I've learned to manage them and they all have to be given the same attention to address to make sure that none of them are false and then there may be the one

percent that's accurate. He then headed to investigate the two incidents that you want to compare them but they really have no similarities other than the bus being out of service. The first incident which was with Ms. Kassa had anyone of your management staff taken heed to the concerns expressed to them by several staff members then we may have had a fighting chance to prevent this. Not only were verbal concerns made, but the data entry system where we record all incidents on a daily basis that are scrutinized to the letter by Doris Lookabill should have revealed a pattern of concern with this particular operator, but somehow that was missed. In defense of the dispatch team, the situation was resolved in a most efficient manner as possible, the route was recovered within five minutes the supervisor was in pursuit of the bus as soon as it was off route authorities were notified by jurisdiction as she crossed lines when we noticed we couldn't resolve the issue. The other incident, the one ending in flames, the equipment that's been so heavily promoted gave no forewarning that dispatch should have been notified, I'm sorry hold on, gave no forewarning to notify dispatch of any unusual activity as it's configured to do so. We speak of inefficiencies these are the inefficiencies that should be pointed out since they come highly recommended by your executive management and I'm speaking of the systems that are promoted Transtrack and, I'm sorry, TransitMaster and the Ops system. Our jobs are being assaulted by lies and when pointing fingers a few come back at you.

Ken Jones, PRTC

How you doing, my name is Kenneth Jones I'm the Manager of the Dispatch Department. I've worked here at PRTC for 13 years and I've managed dispatch for a little over 10 years. I just want to speak again to how professional these dispatchers have been even in spite of the difficult circumstances that they find themselves in. They come to work day in and day out they do a professional job committed, dedicated to making sure that our passengers have a service that's not diminished. Even though the dispatchers, quality assurance monitors are classified as essential critical positions for a reason that's because their actions and job performance have a direct impact on the quality of service that our passengers receive. For example, when Prince William County schools closed recently early for three hours, our passengers left work early, um, there was two extra buses sent, it wasn't enough you know you had a mass exodus, but the dispatchers who are "inefficient, low performing" and the quality assurance monitors with assistance from the bus operators were able to move the pieces around to make sure that the passengers were serviced in a timely fashion and by the way while this was going on the contractor's supervisor personnel was missing in action they weren't told to come in early in anticipation of this incident occurring. Again, when VRE has needs and they need a bus bridge, once again it's the dispatchers with the bus operators being flexible who come to the rescue and make sure that the passengers are taken home safely and in an efficient manner. By the Executive Director's own omission at the September meeting, he said that quality of service will be diminished if the dispatch department is contracted out, which is why he wants to change his incentive plan in anticipation of an increase in complaints. By approving the Executive Director's resolution to eliminate these critical positions, you as the Board will find yourself having to answer a question to your constituents and that is are you willing to tell your constituents and our passengers that they must accept the fact that they'll continue to have to pay the same fare that they've been paying, but the performance and the service will be subpar. The Executive Director says you know well if dispatchers aren't there, there are supervisors that can step in well

due to chronic operator shortages in the past 90 days, supervisors have driven and operated routes 111 times just in the past 90 days this is telling and disturbing. At this time, Madam Chair Anderson asked Mr. Jones to wrap up his comments. Mr. Jones responded sure, I think before you give a contractor more responsibility, they should be able to demonstrate that they can provide the service that they are currently obligated to provide.

Jerry McIntosh, PRTC

Jerry McIntosh, Quality Assurance Monitor. I'd like to start by saying I would like to commend we have some very good men and women bus drivers. Working in this building is very toxic ya'll have no idea how bad it is working in this building in this environment where everything is swirling around in this County. Ya'll know, we know. Coming up here putting on a face you have to be a true professional. We have some very good bus drivers they get little support, little help, they are the lowest paid in the region. When this is all this ugliness is sewed up whatever ya'll decide to do the bus driver is going to have to be dealt with too and that's an ugly situation too. It's been some abuse with them and it's going to come out, so prepare yourself pack your lunch it's coming out. Okay, now all I'm saying is they are very good men and women. My job is to ride up and down, Pentagon, State Department make sure they're doing what they're doing. When they see that I'm only trying to get schisms out the system, they trust me. I wouldn't be saying this if they didn't, because they would boo me. When I say I will stand for right, I don't care on what side either our side or their side I stand for right. I'll leave it at that.

Nia Tuix, Citizen

Good evening, my name is Nia Tuix, President of the DC Chapter of the National Action Network, which was founded in 1991 by our esteemed leader Reverend Dr. Al Sharpton. Many people know his reputation. We stand for civil rights, human rights, and we fight for justice. We're in a fight. The reason we're in a fight is our investigation, as you all are looking at your investigation, respectively, our investigation has led us to the truthful conclusion that the reason the RIF letters have been proposed from our findings is on racism and let me say racism is a reprehensible conduct. It's a disease of the mind and of the heart. It is not based on human conduct. It is based on an analyses superiority that really doesn't exist. However, the machine, the operation of it is real. Now The National Action Network does not have a reputation to come out and bully, to threaten, we're not here to do that. We would rather reach peace. We understand that you have a goal as well to reach maybe financially, I don't know, but if it is let us ask humbly, respectfully to reconsider your decision to RIF 9 to 13 blacks or 99 percent blacks in this operation, PRTC, reconsider reaching your goals in another manner. We've done very little but a little research to the people that ride your buses, they pay your salaries and they don't like racism no more than we do. We know we're dealing with racism and lies, we're not asking, our investigation shows it. You have employees that are honorable, that are compassionate, that have shown exemplary conduct. They put out fires that you may not even be aware of, not literal fires, but fires that create the reputation that you already have today, you have a great reputation, the local community, the national, the international they would all be involved in the embarrassment of what some of our research has showed. We don't want to go that route, we want to from The National Action Network request respectfully to please reconsider employees that have zero reprimands, that have given their life blood, that have families, they're voters,

they have children that they want to go to college and solve problems that really need to be solved not only in America, but in the world. We can't even get a clean glass of water. Listen, uh, excuse me, uh, Chairman, I want to thank you for allowing me to speak and I hope that all would take what we're saying in consideration because we have a job to do and the first thing to do is to bring the olive branch of peace, consideration, and understand a humane situation. Thank you Madam Chairman.

Amber Maiden, Citizen

Amber Maiden, Alchemy Enterprises, I sent all of you an extensive documentation on exactly who I am and how I feel about this issue, so I'm an attorney and I'm advising this group and as I said before, you have some problems. I come from the Metropolitan Washington Airport Authority background affirmative diversity EEO and I recognize this game, I know this game, I know this game, this is the executive reindeer game of first let's get rid of all the blacks that's the game that we're playing. Well, tell you what, I'm listening to all these facts, I want you guys to email me all these facts cause I will have a field day with these facts, I'm a beast when it comes to putting together a brief, so let's do this.

Ebony Lofton, Citizen

Good evening everyone, my name is Ebony Lofton. I'm a former PRTC employee, I was here last month and forgive me if I repeat anything that I said then tonight, um, I started as a bus operator in June of 2008 with First Transit and was later hired on as a Customer Service Agent in October of 2009. After sometime, I was promoted to be a Customer Advocate in about May of 2011 and then ultimately worked as the Vanpool Program Associate in about August of 2013 until I left PRTC in December of 2015. I share this information with you, because I want you to know that I have an intimate knowledge of the inter-workings of PRTC at least during my tenure. Um, I have since the last meeting had an opportunity to read the open letter to some of you and I can say in my experience that a lot of the information there is accurate. You all are um tasked with a huge responsibility not only ensuring that this agency is run optimally and efficiently, but you're also tasked with the responsibility of ensuring that all employees here most of which haven't experienced the pleasure of a merit raise in probably nine years. I didn't in six years, which is one of the reasons that I left had one child in college studying at VCU and another entering and so I decided to spread my wings and do what's best. Um, I'll close by saying that um in addition to the positions I mentioned, um because I'm a person who believes that you are you should use your God given talents to uh do anything and everything believe you can. I also applied for an accounting position, I applied for a planner position, and in fact I had applied for the dispatcher position on three different occasions and so had I gotten that position I'd be here with them fighting for my job as well. Um, I'll share that I'm also an avid home mechanic, I love working on cars, and I'll ask you to consider this that uh if you had a vehicle that had a bad transmission and didn't work just because you sold it to a new owner doesn't mean that that vehicle is gonna run if you don't fix what's wrong with the car no matter who's driving it's still not going to work, so I encourage you not only I know there's a lot of folks who have who are passionate and who are emotional but there are a lot of things to consider here. The culture here is not all bad, but I think it's synonymous with a lot of organizations who lack the real diversity training that's needed to understand the policies that they put in place and how they affect all and how it affects the

community and how things are perceived by little things that are done not just overt things, so I thank you so much for your time, I appreciate everyone listening and I really hope that you all make a real fully informed decision as you affect everyone in the community. Thank you so much.

ITEM 7
March 1, 2018
PRTC Regular Meeting
Res. No. 18-03-____

MOTION:

SECOND:

RE: APPROVE – CONSENT AGENDA – MARCH 1, 2018

ACTION:

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

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

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the consent agenda of March 1, 2018, as presented/amended.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

ITEM 7-B
March 1, 2018
Regular Meeting
Res. No. 18-03-__

MOTION:

SECOND:

**RE: AUTHORIZATION TO BUDGET AND APPROPRIATE CITY OF
FREDERICKSBURG MOTOR FUELS TAX FUNDS FOR VARIOUS
TRANSPORTATION PROJECTS**

ACTION:

WHEREAS, the City of Fredericksburg, by Resolution 18-10, requests approval to budget and appropriate \$1,208,930 of motor fuels tax funds for various transportation projects, as follows:

Traffic Signal Maintenance	\$85,430
Industrial Park Rail Spur Maintenance	15,000
Stafford Regional Airport Maintenance	21,000
City Street Maintenance – Paving Program	175,000
FRED Transit Operations	480,000
Sophia Street Parking Garage Debt Service	247,500
Downtown Streetscape Renovations	60,000
Fall Hill Avenue/Noble Way Traffic Signal	<u>125,000</u>
Total	\$1,208,930

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the budgeting and appropriation of \$1,208,930 of the City of Fredericksburg's motor fuels tax funds for various transportation projects.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:

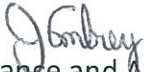



Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

March 1, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Joyce Embrey 
Director of Finance and Administration

THROUGH: Robert A. Schneider, PhD 
Executive Director

RE: Authorization to Budget and Appropriate City of Fredericksburg Motor
Fuels Tax Funds for Various Transportation Projects

Recommendation:

Authorize the budgeting and appropriation of the City of Fredericksburg's motor fuels tax funds for various transportation projects.

Background:

The City of Fredericksburg, by Resolution 18-10 (attached), requests the Potomac and Rappahannock Transportation Commission (PRTC) to use \$1,208,930 from the City's portion of fuel tax revenues for various transportation expenditures.

Fiscal Impact:

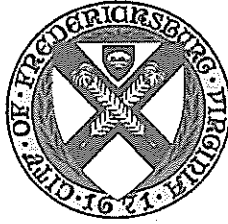
The various transportation expenditures are \$1,208,930, as follows:

Traffic Signal Maintenance	\$85,430
Industrial Park Rail Spur Maintenance	15,000
Stafford Regional Airport Maintenance	21,000
City Street Maintenance – Paving Program	175,000
FRED Transit Operations	480,000
Sophia Street Parking Garage Debt Service	247,500
Downtown Streetscape Renovations	60,000
Fall Hill Avenue/Noble Way Traffic Signal	<u>125,000</u>
Total	\$1,208,930

Attachment: As stated

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



MOTION: KELLY

SECOND: DEVINE

**January 23, 2018
Regular Meeting
Resolution 18-10**

RE: Authorizing Use of \$1,208,930 of Motor Fuels Tax Funds for Various Transportation Projects

ACTION: APPROVED: Ayes: 7; Nays: 0

The City of Fredericksburg ("the City") is a member of the Potomac and Rappahannock Transportation District ("the District"), a transportation district created pursuant to the Transportation District Act of 1964 (Code of Virginia §33.2-1900 et seq.).

The Potomac and Rappahannock Transportation Commission ("PRTC") is the governing body of the District.

The Commonwealth of Virginia levies a tax of 2.1 percent of the sales price charged to a distributor for fuels sold to a retail dealer for retail sale in the District, which participates in the operation of a rail commuter mass transportation system (Code of Virginia §58.1-2295).

All taxes paid to the State Tax Commissioner, after subtraction of the direct costs of administration by the Tax Department, are deposited in a special fund held by the District (Code of Virginia §58.1-2299).

In Fiscal Year 2018, the City is obligated to provide funds from its motor fuels tax account in the amounts of \$417,278 for the Virginia Railway Express and \$43,500 for administrative and capital expenses of the PRTC.

As of September 30, 2017, the Total Unencumbered Fund Balance in the City's motor fuels tax account is projected to be approximately \$2.1 million.

The City estimates that during Fiscal Year 2018, the City will collect additional motor fuels tax revenue of approximately \$1.3 million.

At the request of the member jurisdiction, surplus revenue from the motor fuels tax may be expended for any transportation purpose (Code of Virginia §58.1-2299).

The City will engage in various transportation-related activities including but not limited to traffic signal maintenance, rail spur maintenance, airport maintenance, City street maintenance, FRED transit operations, debt service for the Sophia Street Parking Garage, downtown streetscape renovations, and the Fall Hill Avenue/Nobel Way traffic signal.

The City desires to use a portion of the surplus revenue from its motor fuels tax account for these purposes.

Therefore, the City Council of the City of Fredericksburg, Virginia, hereby resolves to request that the PRTC budget and appropriate the following amounts for this project:

Traffic Signal Maintenance	\$ 85,430
Industrial Park Rail Spur Maintenance	15,000
Stafford Regional Airport Maintenance	21,000
City Street Maintenance – Paving Program	175,000
FRED Transit Operations	480,000
Sophia Street Parking Garage Debt Service	247,500
Downtown Streetscape Renovations	60,000
Fall Hill Avenue/Noble Way Traffic Signal	<u>125,000</u>
Total	<u>\$ 1,208,930</u>

Therefore, the City Manager is hereby authorized and directed to submit to PRTC requests for reimbursement of expenses incurred by the City in connection with these projects.

Votes:

Ayes: Greenlaw, Withers, Devine, Duffy, Ellis, Frye, Kelly

Nays: None

Absent from Vote: None

Absent from Meeting: None

Clerk's Certificate

I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 18-10 adopted at a meeting of the City Council held January 23, 2018, at which a quorum was present and voted.



Tonya B. Lacey, CMC
Clerk of Council

ITEM 7-C
March 1, 2018
Regular Meeting
Res. No. 18-03-____

MOTION:

SECOND:

**RE: AUTHORIZATION TO DEOBLIGATE \$71,596 OF CITY OF FREDERICKSBURG
MOTOR FUELS TAX FUNDS FOR VARIOUS CAPITAL PROJECTS**

ACTION:

WHEREAS, the City of Fredericksburg, by Resolution 18-09, authorizes the Potomac and Rappahannock Transportation Commission to deobligate the remaining balance of the following projects that were funded in whole or in part with City motor fuels tax funds:

Fredericksburg Resolution	PRTC Resolution	Description	Original Amount	Remaining Amount After Reimbursement Processed
16-13	16-03-07	Various Transportation Projects	\$1,244,725	\$69,695
17-32	17-06-05	Various Transportation Projects	\$871,744	\$1,901
Total			\$2,116,469	\$71,596

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the deobligation of \$71,596 of the City of Fredericksburg's motor fuels tax account.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:





Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

March 1, 2018

TO: Madame Chair Anderson and PRTC Commissioners

FROM: Joyce Embrey 
Director of Finance and Administration

THROUGH: Robert A. Schneider, PhD 
Executive Director

RE: Authorization to Deobligate \$71,596 of City of Fredericksburg Motor
Fuels Tax Funds for Various Capital Projects

Recommendation:

Authorize the deobligation of City of Fredericksburg motor fuels tax funds for various capital projects.

Background:

The City of Fredericksburg, by Resolution 18-09, authorizes the Potomac and Rappahannock Transportation Commission to deobligate the remaining balances of the following projects that were funded in whole or in part with City motor fuels tax funds:

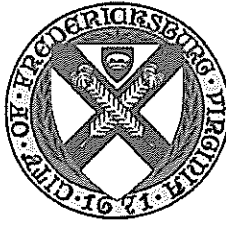
Fredericksburg Resolution	PRTC Resolution	Description	Original Amount	Remaining Amount After Reimbursement Processed
16-13	16-03-07	Various Transportation Projects	\$1,244,725	\$69,695
17-32	17-06-05	Various Transportation Projects	\$871,744	\$1,901
Total			\$2,116,469	\$71,596

Madame Chair Anderson and PRTC Commissioners
March 1, 2018
Page 2

Fiscal Impact:

The Potomac and Rappahannock Transportation Commission will deobligate the remaining balances, as requested.

Attachment: As stated



MOTION: KELLY

SECOND: DEVINE

**January 23, 2018
Regular Meeting
Resolution 18-09**

RE: Releasing Prior Allocations of Motor Fuels Tax Funds for Various Projects

ACTION: APPROVED: Ayes: 7; Nays: 0

The City of Fredericksburg ("the City") is a member of the Potomac and Rappahannock Transportation District (the "District"), a transportation district created pursuant to the Transportation District Act of 1964 (Code of Virginia §15.2-4500 et seq.).

The Potomac and Rappahannock Transportation Commission ("PRTC") is the governing body of the District.

The Commonwealth of Virginia levies a tax of 2.1 percent of the sales price charged to a distributor for fuels sold to a retail dealer for retail sale in the District, which participates in the operation of a rail commuter mass transportation system (Code of Virginia §58.1-1720).

All taxes paid to the State Tax Commissioner, after subtraction of the direct costs of administration by the Tax Department, are deposited in a special fund held by the District (Code of Virginia §58.1-1724).

The City Council previously adopted Resolutions 16-13 and 17-32, which set aside motor fuels taxes for various transportation purposes including Industrial Park Rail Spur Maintenance, Train Station Maintenance and Sophia Street Parking Garage Debt Service.

The City wishes to release the remaining allocations for Resolutions 16-13 and 17-32.

Therefore, the City Council of the City of Fredericksburg, Virginia hereby resolves to request that the PRTC release the unallocated balance of the funds that had been previously allocated to the transportation purposes listed under the prior resolutions.

Votes:

Ayes: Greenlaw, Withers, Devine, Duffy, Ellis, Frye, Kelly

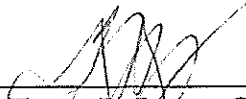
Nays: None

Absent from Vote: None

Absent from Meeting: None

Clerk's Certificate

I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 18-09 adopted at a meeting of the City Council held January 23, 2018, at which a quorum was present and voted.



Tonya B. Lacey, CMC
Clerk of Council

March 3, 2016
Regular Meeting
Res. No. 16-03-07

MOTION: MILDE

SECOND: KELLY

**RE: AUTHORIZATION TO BUDGET AND APPROPRIATE CITY OF
FREDERICKSBURG MOTOR FUELS TAX FUNDS FOR VARIOUS
TRANSPORTATION PROJECTS**

ACTION: APPROVED

WHEREAS, the City of Fredericksburg, by Resolution 16-13, requests approval to budget and appropriate \$1,244,725 of motor fuels tax funds for various transportation projects, as follows:

Traffic Signal Maintenance	\$90,430
Industrial Park Rail Spur Maintenance	15,000
Stafford Regional Airport Maintenance	16,000
Train Station Maintenance	50,000
City Street Maintenance – Paving Program	250,000
Train Station Elevator Repair	105,000
FRED Transit Operations	480,000
Sophia Street Parking Garage Debt Service	<u>238,295</u>
Total	\$1,244,725

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the budgeting and appropriation of \$1,244,725 of the City of Fredericksburg's motor fuels tax funds for various transportation projects.

March 3, 2016
Regular Meeting
Res. No. 16-03-07
Page Two

Votes:

Ayes: Anderson (Ruth), Caddigan, Jenkins, Kelly, Lawson, Milde, Mitchell, Nohe, Principi, Sellers, Skinner, Way, Wren

Abstain: None


Nays: None

Absent from Vote: None

Alternate Present Not Voting: Durany

Absent from Meeting: Anderson (Richard), Aveni, Barg, Horsley, Jones, Lasch, Lovejoy, Maurer, McLaughlin, Miller, Naddoni, Pittard, Ross, Thomas, Trampe, Withers

ATTEST:



Eric Marx, Interim Executive Director



MOTION: KELLY

SECOND: DEVINE

January 26, 2016
Regular Meeting
Resolution No. 16-13

**RE: AUTHORIZING USE OF \$1,244,725 OF MOTOR FUELS TAX FUNDS
FOR VARIOUS TRANSPORTATION PROJECTS**

ACTION: APPROVED: Ayes: 7; Nays: 0

WHEREAS, the City of Fredericksburg ("the City") is a member of the Potomac and Rappahannock Transportation District ("the District"), a transportation district created pursuant to the Transportation District Act of 1964 (Code of Virginia §33.2-1900 et seq.); and

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC") is the governing body of the District; and

WHEREAS, the Commonwealth of Virginia levies a tax of 2.1 percent of the sales price charged to a distributor for fuels sold to a retail dealer for retail sale in the District, which participates in the operation of a rail commuter mass transportation system (Code of Virginia §58.1-2295); and

WHEREAS, all taxes paid to the State Tax Commissioner, after subtraction of the direct costs of administration by the Tax Department, are deposited in a special fund held by the District (Code of Virginia §58.1-2299); and

WHEREAS, in Fiscal Year 2016, the City is obligated to provide funds from its motor fuels tax account in the amounts of \$439,366 for the Virginia Railway Express, and \$31,600 for administrative expenses of the PRTC; and

WHEREAS, as of October 31, 2015, the Total Unencumbered Fund Balance in the City's motor fuels tax account is projected to be approximately \$2.4 million; and

WHEREAS, the City estimates that during Fiscal Year 2016, the City will collect additional motor fuels tax revenue of approximately \$1.5 million; and

WHEREAS, at the request of the member jurisdiction, surplus revenue from the motor fuels tax may be expended for any transportation purpose (Code of Virginia §58.1-2299); and

WHEREAS, the City will engage in various transportation-related activities including but not limited to traffic signal maintenance, rail spur maintenance, airport maintenance, City street maintenance, train station maintenance and elevator repair, FRED transit operations, and debt service for the Sophia Street Parking Garage; and

WHEREAS, the City desires to use a portion of the surplus revenue from its motor fuels tax account for these purposes.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Fredericksburg, Virginia, does hereby request PRTC to budget and appropriate the following amounts for this project:

Traffic Signal Maintenance	\$ 90,430
Industrial Park Rail Spur Maintenance	15,000
Stafford Regional Airport Maintenance	16,000
Train Station Maintenance	50,000
City Street Maintenance – Paving Program	250,000
Train Station Elevator Repair	105,000
FRED Transit Operations	480,000
Sophia Street Parking Garage Debt Service	<u>238,295</u>
Total	<u>\$ 1,244,725</u>

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Fredericksburg, Virginia does hereby request the PRTC to release to the unallocated balance the funds that had been previously allocated to the transportation purposes listed under the prior resolutions.

Votes:

Ayes: Greenlaw, Withers, Devine, Duffy, Ellis, Frye, Kelly

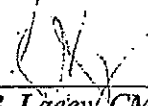
Nays: None

Absent from Vote: None

Absent from Meeting: None

Clerk's Certificate

I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 16-13 duly adopted at a meeting of the City Council meeting held January 26, 2016 at which a quorum was present and voted.



Tonya B. Lacey/CMC
Clerk of Council

June 1, 2017
Regular Meeting
Res. No. 17-06-05

MOTION: KELLY

SECOND: SEBESKY

RE: AUTHORIZATION TO BUDGET AND APPROPRIATE CITY OF
FREDERICKSBURG'S MOTOR FUELS TAX FUNDS FOR VARIOUS
TRANSPORTATION PROJECTS

ACTION: APPROVED

WHEREAS, the City of Fredericksburg, by Resolution 17-32, requests approval to budget and appropriate \$871,744 of motor fuels tax funds for various transportation projects, as follows:

Traffic Signal Maintenance	\$90,430
Industrial Park Rail Spur Maintenance	15,000
Stafford Regional Airport Maintenance	16,000
City Street Maintenance – Paving Program	50,000
FRED Transit Operations	470,314
Sophia Street Parking Garage Debt Service	<u>230,000</u>
Total	\$871,744

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission hereby authorizes the budgeting and appropriation of \$871,744 of the City of Fredericksburg's motor fuels tax funds for various transportation projects.

Votes:

Ayes: Anderson (Richard), Anderson (Ruth), Barker, Catterton, Jenkins, Kelly, Lawson,
Maurer, Nohe, Pittard, Principi, Rishell, Sebesky, Skinner

Abstain: None

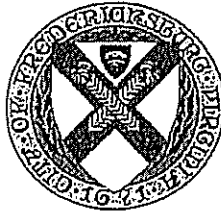
Nays: None

Absent from Vote: Miller

Alternate Present Note Voting: Franklin

Absent from Meeting: Barg, Burrus, Caddigan, Candland, Cendejas, Horsley, Lasch, Milde,
McLaughlin, Mitchell, Naddoni, Ross, Sellers, Shuemaker, Thomas,
Trampe, Withers, Wolfe

ATTEST: 
Robert A. Schneider, Executive Director



MOTION: KELLY

SECOND: WITHERS

April 25, 2017
Regular Meeting
Resolution 17-32

RE: Authorizing Use of \$871,744 of Motor Fuels Tax Funds for Various Transportation Projects

ACTION: APPROVED: Ayes: 7; Nays: 0

The City of Fredericksburg ("the City") is a member of the Potomac and Rappahannock Transportation District ("the District"), a transportation district created pursuant to the Transportation District Act of 1964 (Code of Virginia §33.2-1900 et seq.).

The Potomac and Rappahannock Transportation Commission ("PRTC") is the governing body of the District.

The Commonwealth of Virginia levies a tax of 2.1 percent of the sales price charged to a distributor for fuels sold to a retail dealer for retail sale in the District, which participates in the operation of a rail commuter mass transportation system (Code of Virginia §58.1-2295).

All taxes paid to the State Tax Commissioner, after subtraction of the direct costs of administration by the Tax Department, are deposited in a special fund held by the District (Code of Virginia §58.1-2299).

In Fiscal Year 2017, the City is obligated to provide funds from its motor fuels tax account in the amounts of \$483,524 for the Virginia Railway Express, and \$36,000 for administrative expenses of the PRTC.

As of October 31, 2016, the Total Unencumbered Fund Balance in the City's motor fuels tax account is projected to be approximately \$1.1 million.

The City estimates that during Fiscal Year 2017, the City will collect additional motor fuels tax revenue of approximately \$1.3 million.

At the request of the member jurisdiction, surplus revenue from the motor fuels tax may be expended for any transportation purpose (Code of Virginia §58.1-2299).

The City will engage in various transportation-related activities including but not limited to traffic signal maintenance, rail spur maintenance, airport maintenance, City street maintenance, FRED transit operations, and debt service for the Sophia Street Parking Garage.

The City desires to use a portion of the surplus revenue from its motor fuels tax account for these purposes.

Therefore, the City Council of the City of Fredericksburg, Virginia, hereby resolves to request that the PRTC budget and appropriate the following amounts for this project:

Traffic Signal Maintenance	\$ 90,430
Industrial Park Rail Spur Maintenance	15,000
Stafford Regional Airport Maintenance	16,000
City Street Maintenance – Paving Program	50,000
FRED Transit Operations	470,314
Sophia Street Parking Garage Debt Service	<u>230,000</u>
Total	<u>\$ 871,744</u>

Therefore, the City Manager is hereby authorized and directed to submit to PRTC requests for reimbursement of expenses incurred by the City in connection with these projects.

Votes:

Ayes: Greenlaw, Withers, Devine, Duffy, Ellis, Frye, Kelly

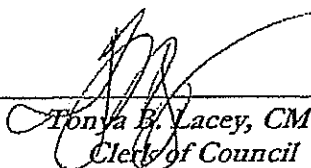
Nays: None

Absent from Vote: None

Absent from Meeting: None

Clerk's Certificate

I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 17-32 adopted at a meeting of the City Council held April 25, 2017, at which a quorum was present and voted.



Tonya B. Lacey, CMC
Clerk of Council

MOTION:

SECOND:

RE: AUTHORIZATION TO AWARD A CONTRACT FOR SECURITY SERVICES

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") authorized the Executive Director to advertise for a competitive procurement for security guard services; and

WHEREAS, five (5) proposals were received for a one (1) year contract with nine one-year options that are PRTC's to exercise at its sole discretion; and

WHEREAS, based on an evaluation of the proposals received, employing the evaluation criteria in the Request for Proposals (RFP), the evaluation committee has concluded that SecurCorp, Inc. of Woodbridge, Virginia is the highest scored proposer and recommended that the Commission authorize its selection for contract award; and

WHEREAS, the Executive Director concurs; and

WHEREAS, funds for the first year of this contract are available in the FY 2018 and proposed FY 2019 PRTC budgets and funds for the out-years of the contract will be sought on an annual basis; and

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to award SecurCorp, Inc. a contract for a period of one year amounting to \$101,088, and further authorizes the Executive Director to exercise each of the nine one-year options without any further Commission action if this is deemed to be in the Commission's best interest.

BE IT FURTHER RESOLVED that the Potomac and Rappahannock Transportation Commission also authorizes a ten (10) percent contingency allowance that the Executive Director may use to defray additional unforeseen security services costs if they prove necessary.

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Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:





Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

March 1, 2018

TO: Madam Chair Anderson and PRTC Commissioners

THROUGH: Perrin Palistrant 
Director of Operations and Operations Planning

FROM: Robert A. Schneider, PhD 
Executive Director

RE: Authorize the Executive Director to Contract for Security Services

Recommendation:

Authorize the Executive Director to enter into a contract with SecurCorp Inc. for on-site security guard services for a base period of one year in the one-year amount of \$101,088, and to exercise options for these same services provided for in the Request for Proposals (RFP) without any further Commission action. Finally, authorize a ten (10) percent contingency allowance that the Executive Director can tap for additional security services that might arise which have not been foreseen.

Background:

In 2002, PRTC began contracting for on-site security services. The current contract, awarded to ERIS Security, Inc. in April 2012 expires March 31, 2018. To sustain on-site security guard services, the Commission authorized management to commence a competitive procurement at the December 2017 Commission meeting.

Management received five (5) proposals on January 19. The SecurCorp proposal was the highest scored proposal among the five according to the PRTC evaluation committee (employing the evaluation criteria specified in the RFP), and thus the committee is recommending (with the Executive Director's concurrence) that the Commission authorize the award of the contract to SecurCorp, Inc. for an initial one (1) year base period with the option of nine (9) 1-year extensions that the Executive Director can exercise without further Commission approval if he deems this to be in PRTC's best interest. The amount for the one year base period of the contract is \$101,088.

Madam Chair Anderson and PRTC Commissioners

March 1, 2018

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Management also seeks the Commission's approval of a ten (10) percent contingency allowance of \$10,108 that can be tapped in the event a need for additional, unforeseen security services arises.

Fiscal Impact:

Funding for the first year of this procurement, plus contingency is included in the FY 2018 and the proposed FY2019 PRTC budgets. Funding for the nine (9) option years, would be sought as part of the annual budget process.

MOTION:

SECOND:

**RE: APPROVAL OF PRTC/VRE TITLE VI PROGRAM UPDATE FOR 2018-2021 AND
SUBMITTAL TO THE FEDERAL TRANSIT ADMINISTRATION**

ACTION:

WHEREAS, Title VI of the Civil Rights Act of 1964 provides that no person on the grounds of race, color or national origin, be excluded from participating in, being denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance; and

WHEREAS, the Potomac and Rappahannock Transportation Commission receives federal financial assistance from the FTA to improve regional mobility; and

WHEREAS, in the Title VI guidance (Circular 4702.1B, effective October 1, 2012), the FTA requires recipients like PRTC to prepare and submit a Title VI program every three years that demonstrates compliance with its Title VI obligations; and

WHEREAS, the 2018-2021 Title VI Program Update has no major programmatic changes; however, it does include updates to several program components, including demographic and travel patterns of passengers; the Language Assistance Plan; Title VI complaints received and investigated; monitoring of service standards; and

WHEREAS, Title VI compliance includes monitoring transit system performance relative to service standards and service policies, not less than every three years; and

WHEREAS, PRTC monitored services in compliance with requirements set forth in Circular 4702.1B, which confirm that PRTC's services are provided equitably and that there is no disparate impact; and

WHEREAS, Circular 4702.1B requires documentation demonstrating the review and approval of the Title VI Program Update and monitoring results by the Commission before submitting to FTA; and

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WHEREAS, the existing Title VI Program will expire on May 31, 2018 and an update must be submitted to the FTA at the beginning of April 2018.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the 2018 -2021 PRTC/VRE Title VI Program Update, including the Title VI System-Wide Service Standards Monitoring Results document is available via: <http://www.prtctransit.org/docs/commission/Mar2018/2018-2021-PRTC-VRE-Title-VI-Program-with-Board-Attachments.pdf>



Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

March 1, 2018

TO: Madam Chair Anderson and PRTC Commissioners

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

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

RE: Approval of PRTC/VRE Title VI Program Update 2018-2021 and Submittal to FTA

Recommendation:

Approval of PRTC/VRE Title VI Program Update 2018-2021 and submittal to the Federal Transit Administration (FTA) in compliance with applicable federal requirements (Title VI of the Civil Rights Act of 1964, 49 CFR Section 21, Executive Order 12898, and Federal Transit Administration Circular 4702.1B).

Background:

The FTA requires that recipients of federal financial assistance document their compliance with DOT's Title VI regulations by submitting a Title VI Program update once every three years. The Title VI Program must meet the requirements outlined in FTA Circular 4702.1B, effective October 1, 2012. PRTC's current Title VI Program expires May 31, 2018 and must be approved by the Commission prior to submission to the FTA by April 1, 2018.

Per FTA's guidance, PRTC/VRE's Title VI Program should include the following:

- A signed Title VI assurance and governing body approval of the overall Title VI Program
- A copy of the Title VI Notice to the Public and where the notice was posted
- Instructions on how to file a Title VI complaint and Complaint Form
- List of any transit related Title VI complaints, investigations and lawsuits
- Public Participation Plan, including information about outreach efforts to engage minorities and limited-English proficient populations

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Madam Chair Anderson and PRTC Commissioners

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- Language Assistance Plan for providing language assistance
- Systemwide service standards and policies, including monitoring of such standards and policies and governing body approval of the results
- Demographic and service profiles maps and charts
- Demographic ridership and travel patterns
- A description of the public engagement process for “major service change policy,” “disparate impact policy,” and “disproportionate burden policy.”
- Results of service and/or fare equity analyses conducted since last Title VI Program submission

The 2018 Title VI Program Update reports on PRTC and VRE’s activities since the last Title VI Program submittal in April 2015. The Commission has already reviewed and approved several Title VI components, including the Major Service Change and Fare Equity Policy, PRTC’s Public Participation Policy, System-Wide Service Standards and Policies and service and fare equity analyses completed during 2015-2017. These components have been incorporated into the 2018 Title VI Program Update and will be provided to FTA.

While the 2018 Title VI Program Update has no programmatic changes, it includes updates to several program components, including demographic and travel patterns of passengers; the Language Assistance Plan; Title VI complaints received and investigated; and monitoring of service standards, these items are attached.

In addition, in order to ensure compliance with DOT’s Title VI regulations, FTA requires transit providers, such as PRTC, to monitor the performance of their transit system relative to their system-wide service standards and service policies (i.e., vehicle load, on-time performance, vehicle assignment) not less than every three years.

PRTC has completed monitoring in compliance with the methodology prescribed in Title VI Circular 4702.1B. Attachment XV to the Title VI Program Update documents the monitoring effort and the results confirm that services are provided equitably and without disparate impact. FTA requires the Commission’s consideration, awareness and approval of the monitoring results as part of the Title VI Program.

Management recommends Commission approval of the Title VI Program Update including the System-Wide Service Standards Monitoring Results for submittal to FTA.

Madam Chair Anderson and PRTC Commissioners

March 1, 2018

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The attached "Title VI Program Update" document references multiple attachments is available via <http://www.prtctransit.org/docs/commission/Mar2018/2018-2021-PRTC-VRE-Title-VI-Program-with-Board-Attachments.pdf>, those that have not come before the Commission in the past are provided in this board item. The entire "Title VI Program Update" will be posted on the PRTC web-page rather than appending all the attachments in their unabridged form. That's being done because the attachments are voluminous, such that furnishing them in the manner described is the most sensible means of transmittal.

Fiscal Impact:

Not applicable.

Attachments: As stated

Document can viewed/downloaded via:

<http://www.prtctransit.org/docs/commission/Mar2018/2018-2021-PRTC-VRE-Title-VI-Program-with-Board-Attachments.pdf>



Potomac and Rappahannock
Transportation Commission



PRTC/VRE TITLE VI PROGRAM 2018-2021



2018-2021 Title VI Program Update

Potomac and Rappahannock Transportation Commission and Virginia Railway Express

MOTION:

SECOND:

**RE: RECOMMEND APPROVAL OF THE REVISED FY18 PRTC AND FIRST TRANSIT
EMPLOYEE INCENTIVE PROGRAMS**

ACTION:

WHEREAS, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") has long-standing "pay-for-performance" objectives for the PRTC organization-at-large, designed to closely resemble the "incentive" provisions in the PRTC – First Transit contract; and

WHEREAS, the Commission authorized the Executive Director to implement the Vision 2020: Post 100-Day Plan ("Plan") at its October 5, 2017 meeting, which included a strategy for refreshing the PRTC service brand; and

WHEREAS, the cost for refreshing the PRTC service brand will be covered by suspending the customer satisfaction surveys in FY18; and

WHEREAS, the PRTC and First Transit employee incentive programs contain provisions tied to the customer satisfaction survey; and

WHEREAS, the PRTC and First Transit employees would be negatively impacted if the earnings potential for the affected provisions were removed from the employee incentive programs; and

WHEREAS, establishing a payout based on an average of the payouts over the last three (3) years for each provision is a fair assessment of how satisfied the customers are with the service and a fair outcome for the employees; and

WHEREAS, the maximum potential earnings for the remaining eight (8) provisions for both incentive programs will remain unchanged; and

WHEREAS, the customer satisfaction surveys will resume in FY19.

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NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the revised FY18 PRTC and First Transit employee incentive programs.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:




Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

March 1, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD 
Executive Director

RE: Recommend Approval of the Revised FY18 PRTC and First Transit Employee Incentive Programs

Recommendation:

Recommend approval of the revised FY18 PRTC and First Transit employee incentive programs.

Background:

PRTC has long-standing “pay-for-performance” objectives for the PRTC organization-at-large. The objectives are designed to closely resemble “incentive” provisions in the PRTC – First Transit contract in recognition of the fact that some outcomes require collaboration between management and PRTC’s contractor.

At the October 5, 2017 Board meeting, the Commission adopted the Vision 2020 Plan (“Plan”), which included a strategy to refresh PRTC’s service brand. The cost associated with refreshing the brand will be covered by suspending the tri-annual customer satisfaction surveys for FY18.

Three (3) of the eleven (11) PRTC and First Transit employee incentive program provisions¹ are tied to the customer satisfaction surveys. Removing the provisions from the incentive programs would negatively impact PRTC and First Transit employees.

I am recommending the affected incentive provisions receive a payout that is equal to the average payout of the last three (3) years; it is a fair assessment of how satisfied the customers are with the service and a fair outcome for the employees.

¹ Service quality and on-time performance for PRTC employees and service quality for First Transit employees.
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Madam Chair Anderson and PRTC Commissioners
March 1, 2018
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If approved, the PRTC employee incentive program would receive **\$42,010²**. The First Transit employee incentive program would receive **\$52,928** for the service quality provision. The maximum earning potential for the remaining eight (8) incentive provisions would remain unchanged. The customer satisfaction surveys will resume in FY19.

Fiscal impact:

Funds are included in the FY18 budget.

Attachment: PRTC and First Transit Employee Incentive Programs

² \$26,645 for the service quality provision and \$15,365 for the on-time performance provision.

ATTACHMENT

PRTC Employee Incentive Program Provisions

Incentive Element	Measure	Amount/Range
Customer Satisfaction	Service performance measured by complaint rate.	<ul style="list-style-type: none"> • <i>OmniRide</i> – Earnings between \$3,292 and \$16,455 for complaint rates ranging between 9.75 and 8.0 (or less) complaints per 10,000 passenger trips. • <i>OmniLink</i> – Earnings between \$3,292 and \$16,455 for complaint rates ranging between 7.0 and 5.25 (or less) complaints per 10,000 passenger trips.
Service Quality*	Service quality as measured by the incidence of “excellent” responses to the “overall service quality” survey question for each service type, as an average for the satisfaction surveys conducted over the course of the fiscal year.	<ul style="list-style-type: none"> • <i>OmniRide</i> – Earnings between \$3,292 and \$16,455 for between 70 and 80 percent of customers rating service “excellent”. • <i>OmniLink</i> – Earnings between \$3,292 and \$16,455 for between 64 and 74 percent of customers rating service “excellent”.
On-Time Performance*	Service quality measured by the incidence of “excellent” responses to the “on-time performance satisfaction” survey question for each service type, as an average for the satisfaction surveys conducted over the course of the fiscal year.	<ul style="list-style-type: none"> • <i>OmniRide</i> – Earnings between \$2,632 and \$13,164 for between 62 and 72 percent of customers rating service “excellent”. • <i>OmniLink</i> – Earnings between \$2,632 and \$13,164 for between 35 and 45 percent of customers rating service “excellent”.
Average Annual Passenger Trips per Revenue Hour	Measured separately for OmniRide and OmniLink.	<ul style="list-style-type: none"> • <i>OmniRide</i> – Earnings between \$2,632 and \$13,163 for between 23.25 passenger trips and 24.75 passenger trips per revenue hour. • <i>OmniLink</i> – Earnings between \$2,632 and \$13,163 for between 15.5 passenger trips and 16.75 passenger trips per revenue hour.
Annual Gross Operating Cost per Annual Passenger Trip	Measured separately for OmniRide and OmniLink.	<ul style="list-style-type: none"> • <i>OmniRide</i> – Earnings between \$2,632 and \$13,163 for an annual gross operating cost per trip ranging from \$6.80 and \$6.39. • <i>OmniLink</i> – Earnings between \$2,632 and \$13,163 for an annual gross operating cost per trip ranging from \$8.45 and \$8.03.
Total Maximum Earning Potential		\$144,800

* - Incentive elements affected by suspending the customer satisfaction surveys in FY18.

Summary of Contract Operator Incentive Provisions

Incentive Element	Measure	Amount/Range	Earned by	Motivation
Operator Turnover	Maintaining low annual turnover rate	Earnings between \$23,725 to \$94,899 for between 10 and 15 percent annual turnover of operators who choose to leave.	Parent company	Satisfied, motivated workforce "team"
Service Quality¹	Service quality as measured by "excellent" responses to overall service quality question for each service type	<i>OmniRide</i> - Earnings between \$4,745 and \$27,284 for between 70 and 80 percent (or more) of customers rating service "excellent." <i>OmniLink</i> - Earnings between \$4,745 and \$27,284 for between 64 and 74 percent (or more) of customers rating service "excellent."	Contract employees assigned to work at PRTC	Satisfied customers
Miles Between Service Interruptions (MBSI)	Service dependability as measured by level of service interruptions	<i>Combined OmniRide and OmniLink</i> -Earnings between \$9,490 and \$54,567 for rates between 5,000 and 7,500 Miles (or greater) Between Service Interruptions.	Contract employees assigned to work at PRTC	Dependable service through well-maintained vehicles, adequately trained operators, smooth pullouts
Complaints	Service performance as measured by complaint rate	<i>OmniRide</i> - Earnings between \$4,745 and \$27,284 for complaint rates ranging between 7.75 and 6.0 (or less) complaints per 10,000 passenger trips. <i>OmniLink</i> - Earnings between \$4,745 and \$27,284 for complaint rates ranging between 5.75 and 4.0 (or less) complaints per 10,000 passenger trips.	Contract employees assigned to work at PRTC	Satisfied customers
Accidents	Safe vehicle operations as measured by number of preventable accidents	<i>Combined OmniRide and OmniLink</i> - Earnings between \$9,490 and \$54,567 for preventable accidents ranging between 1.9 and 1.5 (or lower) per 100,000 miles.	Contract employees assigned to work at PRTC	Safe service
New Operator Training	Quality service provision as measured by how well trained new operators are when introduced to revenue service	<i>Combined OmniRide and OmniLink</i> Earnings of up to \$54,567 (employees) and \$94,899 (corporate); each deduction assessed ² on operators in revenue service during his/her first 30 days will result in a reduction of \$200 (employees) and \$400 (parent company)	Parent company and Contract employees assigned to work at PRTC	Operators and the customers they serve who feel comfortable with their performance from day one

¹ Affected incentive provision

² Excludes deductions waived for cause.

Smooth Service Picks	Service quality as measured by how proficient operators are when they begin a new or modified work assignment	<i>OmniRide</i> - Earnings between \$4,745 and \$27,284 (employees) and between \$11,862 and \$47,450 (parent company) for increased complaint rates following pick between 40 percent and 20 percent (or lower). <i>OmniLink</i> - Earnings between \$4,745 and \$27,284 (employees) and between \$11,862 and \$47,450 (parent company) for increased complaint rates following pick between 30 percent and 10 percent (or lower) Earnings for each pick will be based on percentage increase in complaint rates following a pick compared to average complaint rates preceding the pick. Annual earnings will be determined by averaging the average change of all picks.	Parent company and Contract employees assigned to work at PRTC	Customers whose service is impacted minimally, if at all, following a pick
Improved Performance³	Improvement as measured by comparing the current quarter dollar value of assessed Deductions against prior quarter dollar value, reimbursing the difference if current quarter is lower than prior. AND Proactive, good-faith efforts throughout the year resulting in year-end reimbursement of up to 50% of remaining withheld Deductions based on PRTC evaluation.	Varies	Parent company	Improvement
TOTAL POSSIBLE INCENTIVE PAYMENTS	Parent company	\$284,698 per year	Contract employees assigned to work at PRTC	\$327,405 per year

³ Except for the categories of strategic vehicles and operators, use of supervisory personnel to cover trips, and missed trip – failure to meet operator pullout which are not eligible for quarterly reimbursement.

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March 1, 2018
PRTC Regular Meeting
Res. No. 18-03-__

MOTION:

SECOND:

**RE: AUTHORIZATION TO ISSUE AN INVITATION FOR BIDS (IFB) FOR INSTALLATION
 OF LED LIGHTING – PHASE II**

ACTION:

WHEREAS, a life-cycle analysis and pilot test for LED lighting has been completed and indicates costs would be recouped within three years; and

WHEREAS, a FY 2018 state grant application was submitted to defray a portion of the cost for Phase II and was received with a matching ratio of 34 percent; and

WHEREAS, local matching funds are programmed in the FY 2018 budget.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to issue an Invitation for Bids (IFB) for Installation of LED Lighting – Phase II.

BE IT FURTHER RESOLVED that a recommendation of contract award will be brought back to the Potomac and Rappahannock Transportation Commission for separate authorization.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

March 2, 2018

TO: Madam Chair Anderson and PRTC Commissioners

THROUGH: Betsy Massie *Betsy Massie*
Director, Grants and Project Management

FROM: Robert A. Schneider, PhD *Robert A. Schneider*
Executive Director

RE: Authorization to Issue an Invitation for Bids for Installation of LED Lighting –
Phase II

Recommendation:

Authorize issuance of an Invitation for Bids (IFB) for installation of LED lighting - Phase II.

Background:

In FY 2014, PRTC staff began a life-cycle analysis of replacing the current light fixtures with LED fixtures which culminated in a pilot test at the end of that fiscal year, installing LED fixtures in a couple of offices and the lobby and first floor hallways of the PRTC Transit Center. The outcome of the analysis and pilot test was that any investment would be recouped within three years by the lifetime benefit of reduced energy and maintenance costs.

A state grant application for FY 2016 was submitted in February 2015 to defray a portion of the costs of replacing the fixtures in Phase I of the project, lighting in the Administration/Maintenance Building. Phase I has been completed.

Phase II of the project, to replace the high-mast lighting in the bus yard, employee lot, bus circle and commuter lot, originally slated for FY 2017, was postponed to FY 2018, as the anticipated state matching funds for FY 2017 were only expected to be 5 percent. A FY 2018 state grant was applied for and received with a matching rate of 34 percent for this facility related projects.

Staff will return to the Commission for authorization of a contract award at the completion of the procurement.

Madam Chair Anderson and PRTC Commissioners
March 1, 2018
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Fiscal Impact:

Local funds to provide match to the state grant are currently programmed in PRTC's FY 2018 Budget.