



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: March 1st Commission Meeting

Enclosed is your board kit for the March 1, 2018 Commission meeting at 7:00 p.m. in PRTC's large conference room (2nd floor).

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.

Enclosure: As stated



POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION
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Board of Commissioners Monthly Meeting

Thursday, March 1, 2018, 7:00pm: 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/Altis)
 4. Adoption of Agenda – March 1, 2018 (Anderson)
 5. Approval of Minutes – February 1, 2018 (Anderson/Schneider)
 6. Citizen's Time/Public Comment (3 minute time limit per speaker) (Anderson)
 7. Approval of Consent Agenda – March 1, 2018 (Anderson)
 - A. RES Acceptance of the Jurisdictional Financial Report for the Period Ended December 31, 2017 – [Hand out at the meeting]
 - B. RES Authorization to Budget and Appropriate City of Fredericksburg Motor Fuels Tax Funds for Various Transportation Projects
 - C. RES Authorization to Deobligate \$71,596 of City of Fredericksburg Motor Fuels Tax Funds for Various Capital Projects
 8. PRTC Executive Director's Time (Schneider)
 - A. INFO Follow-up from Prior Meetings
 - B. INFO Executive Director's Report
 - Article – “What's Up With That: Building Bigger Roads Actually Makes Traffic Worse”
 9. Virginia Railway Express Chief Executive Officer's Time
 - A. INFO CEO Report

- B. INFO Agenda, Minutes, and Adopted Resolutions of the February 16, 2018
VRE Operations Board Meeting – [Hand out at the meeting]
- 10. Presentations/Information Items
 - A. INFO FY19 Budget – Expenses
- 11. PRTC Action Items (Anderson/Schneider)
 - A. RES Authorization to Award a Contract for Security Services
 - B. RES Approval of PRTC/VRE Title VI Program Update for 2018-2021 and
Submittal to the Federal Transit Administration (FTA)
 - C. RES Approve the Revised FY 18 PRTC and First Transit Employee Incentive
Program
 - D. RES Authorization to Issue an Invitation for Bids (IFB) for Installation of LED
Lighting – Phase II
- 12. PRTC Chair’s Time (Anderson)
 - A. Transit Driver Appreciation Day (March 16)
- 13. Other Business/Commissioners’ Time (Anderson)
- 14. Adjournment (Anderson)

Information Items

Performance Service Reports
Revised Purchasing Authority Report
Wheels-to-Wellness Funding Status

ITEM 1-3
March 1, 2018
PRTC Regular Meeting

ITEM 1

Call to Order

ITEM 2

Invocation and Pledge of Allegiance

ITEM 3

Attendance Roll Call

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

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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 6
March 1, 2018
PRTC Regular Meeting

Citizens' Time
(3 minute time limit per person)

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:



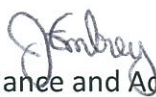
Potomac and Rappahannock
Transportation Commission


14700 Potomac Mills Road
Woodbridge, VA 22192

ITEM 7-A
March 1, 2018
Regular Meeting

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: Monthly Jurisdictional Financial Report for the Period Ended December 31, 2017

Due to the timing of fuel distributor reporting and payments to the Division of Motor Vehicles, the data is not yet available to prepare the monthly jurisdictional financial report for the period ended December 31, 2017.

The report will be emailed to Commissioners prior to the March 1st meeting and will be a blue-sheeted item at the Commission 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:

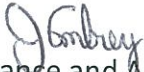



Potomac and Rappahannock
Transportation Commission

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:

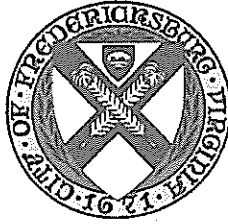
The various transportation expenditures are \$1,208,930, as follows:

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

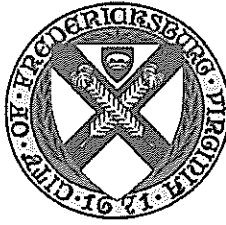
March 1, 2018

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

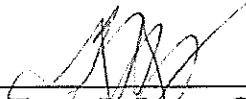
Nays: None

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

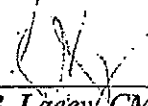
Nays: None

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

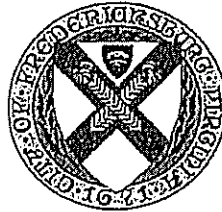
Nays: None

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

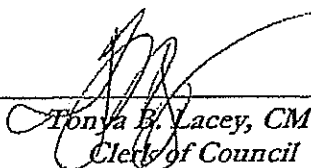
Nays: None

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

ITEM 8
March 1, 2018
PRTC Regular Meeting

PRTC Executive Director's Time

- A. INFO Follow-up from Prior Meetings**
- B. INFO Executive Director's Report**
 - **Article – “What’s Up With That: Building Bigger Roads Actually Makes Traffic Worse”**

Summary: “Building Bigger Roads Actually Makes Traffic Worse”

Original Article by Adam Mann in Wired. Appeared June 2014.

Northern Virginia is no stranger to large road projects. At any given time there are at least a dozen ventures intended to “ease congestion” or “fix” a snarled route. However, time and time again, the same roads need to be expanded. Is this cycle of widening caused by simple population growth and the success of our economy, or is there something else at work?

Adam Mann’s June 2014 article in *Wired* argues that widening roads don’t solve congestion, they simply expand the number of people caught in it, courtesy of a phenomenon called induced demand. Induced demand is a concept from econ 101: the more of a good or service that is provided, the cheaper it is and the more people will consume it. When applied to driving, construction of new roads (or new lanes on an existing road) encourages people to drive more, filling up the new capacity until the road is congested again.

Mann cites a 2009 study by economists Gilles Duranton of the University of Pennsylvania and Matthew Turner of the University of Toronto that found a one-to-one correlation between road expansion and miles driven between 1980 and 2000. He also points to examples of cities removing major roads, including San Francisco, Paris, and Seoul. In every case, traffic in the cities didn’t come to complete gridlock—it stayed the same or even improved because people adjusted to the new, smaller road network and used it more strategically.

Now, correlation doesn’t always mean causation, but the authors of the study (and Mann) hypothesize that the expanded roadways do increase driving for the following reasons:

- Expanded roadways initially reduce travel time from far-out suburbs or rural areas, inspiring more development and therefore causing more traffic from new residents.
- By initially reducing travel times, people have a disincentive to reduce trips, so instead of getting the groceries on the commute home, people may go home and then go back out to run errands, leading to more time on the road.
- The initial reduction in travel times disincentives people from riding transit, causing some to switch from transit to driving, adding traffic onto the road.
- Business that withheld expanding will now do so (a positive!), but in the process will bring more traffic from employee commutes and freight shipments.

As Mann puts it, “as long as driving on the roads remains easy and cheap, people have almost an unlimited desire to use them”. Roads, like any other market, have an equilibrium. But since there is no cost to drive on roads besides car maintenance and gas, the only cost people take into account when choosing whether to drive or take transit is congestion. If that congestion is reduced by a widening project, more people will use the road until the congestion hits the same level or higher (since the widened road opened up land for development) than before. The road may move *more* people now, but it is just as slow and painful as before.

So what? Does transit do anything to reduce congestion from induced demand?

In his June 2014 article, Adam Mann explores induced demand, the idea that widening roads spurs more people to drive more often because it increases the supply of roadway. The economics of induced demand is pretty simple: expanding a road initially reduces the travel time (the cost), luring people to drive instead of take transit, travel off-peak, or trip-chain. It also encourages new development, bringing new residents who weren't driving before. With the new road space enticing so many new trips, congestion quickly reaches or even surpasses its former levels.

Since simply widening roads doesn't always lead to permanent reductions in congestions, can transit? In both Prince William County and the greater Washington area, PRTC's services are a viable and efficient alternative to expensive, slow road projects.

1. Allow for increased capacity

Mann argues that transit itself won't solve congestion, since every car removed from the road allows someone else to drive instead. In this way, transit increases the *total capacity*, or *throughput*, but not necessarily the travel times for drivers. However, that increased capacity allows constrained corridors like I-66 and Route 1 to move more people. In fact, the expansion of PRTC's services in the Transform 66 plan is based on the idea of throughput.

2. Providing an alternative to driving

Transit does give most people an option to skip congestion, however. Having alternatives is most necessary on toll roads like I-66 inside the beltway. The "congestion pricing" tolls on I-66 are based on the idea that if you toll roadways at peak hours, some people will choose not to drive, resulting in free-flowing traffic. Congestion pricing works great to stop gridlock, but it does price out some who need to travel. A reliable and affordable transit system allows congestion pricing to work more equitably by providing an alternative to driving.

3. Moving more people on less land

Roads take up a lot of land. With the average lane of a highway between 11-12 feet, a 6 lane road can stretch nearly 100 feet with shoulders and medians. Since transit (both bus and rail) carry more people in less physical space (for example, 57 people on a PRTC commuter bus), transit systems allow more land to be used for business, housing, or green space. So for each PRTC bus—local and commuter—a bit of land is saved for the use, enjoyment, or homes of residents.

4. Cost of transit vs. widening

In some cases, transit may actually be cheaper in the long run than auto-based systems. While individual transit projects are expensive, they scale better, meaning a well-designed bus or rail system can carry increasing numbers of people with more ease than a road network, which will need repeated and costly widening. In Prince William, PRTC's local service could help delay the need for more costly widening to roads.

ITEM 8-A
March 1, 2018
PRTC Regular Meeting

PRTC Executive Director's Time

A. INFO Follow-Up from Prior Meetings

ITEM 8-B
March 1, 2018
PRTC Regular Meeting

PRTC Executive Director's Time

B. INFO Executive Director's Report

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ITEM 9
March 1, 2018
PRTC Regular Meeting

Virginia Railway Express Chief Executive Officer's Time

- A. INFO CEO Report**
- B. INFO Agenda, Minutes, and Adopted Resolutions of the February 16, 2018
VRE Operations Board Meeting – [Hand out at the meeting]**

CEO REPORT

FEBRUARY 2018

ITEM 9-A
March 1, 2018
Regular Meeting



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 | FEBRUARY 2018

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UPCOMING PROCUREMENTS..... 13

CAPITAL PROJECTS UPDATES 14

PROJECTS PROGRESS REPORT 20



VIRGINIA RAILWAY EXPRESS
A better way. A better life.



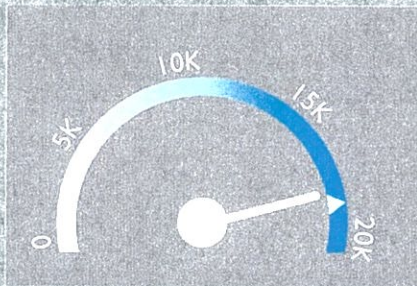
SUCCESS AT A GLANCE

Data provided reflects December 2017 information.



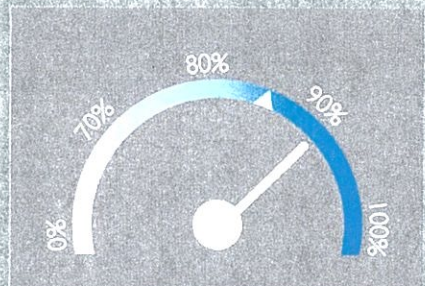
PARKING UTILIZATION

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



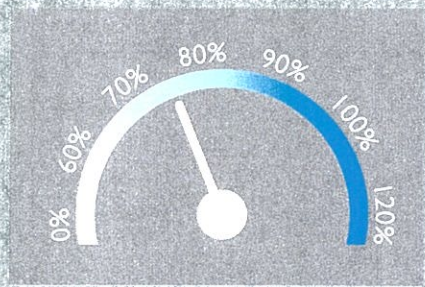
AVERAGE DAILY RIDERSHIP

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



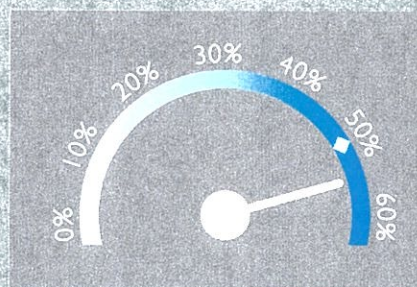
ON-TIME PERFORMANCE

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

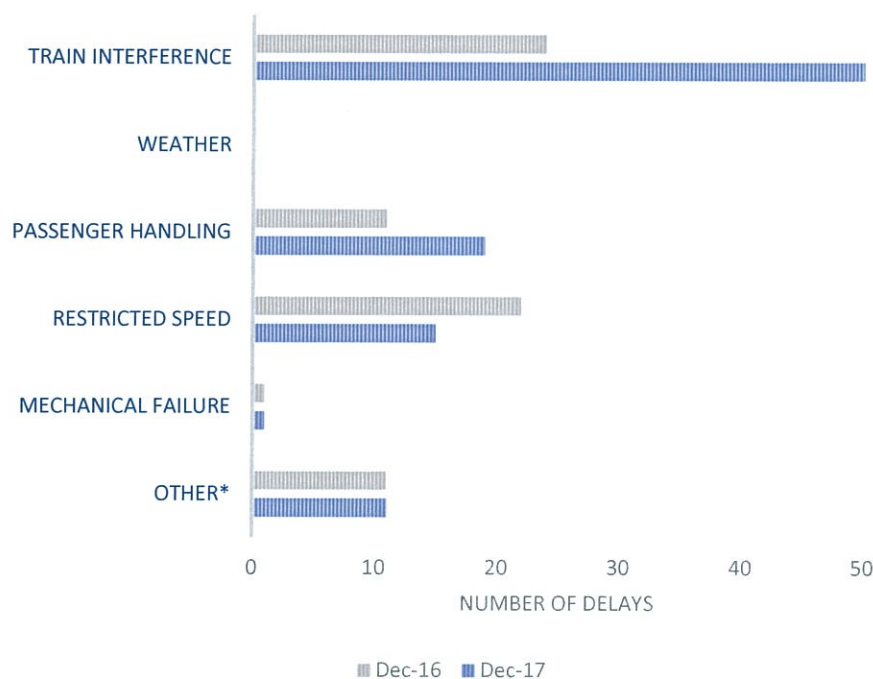
The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by the riders.
◆ Board-established goal

ON-TIME PERFORMANCE

OUR RECORD

	December 2017	November 2017	December 2016
Manassas Line	93%	89%	89%
Fredericksburg Line	90%	93%	82%
System Wide	92%	91%	85%

REASONS FOR DELAYS



VRE operated 576 trains in December.

Our on-time rate for December was 92%.

Forty-nine of the trains arrived more than five minutes late to their final destinations. There were twenty late trains on the Manassas Line and twenty-nine late trains on the Fredericksburg Line.

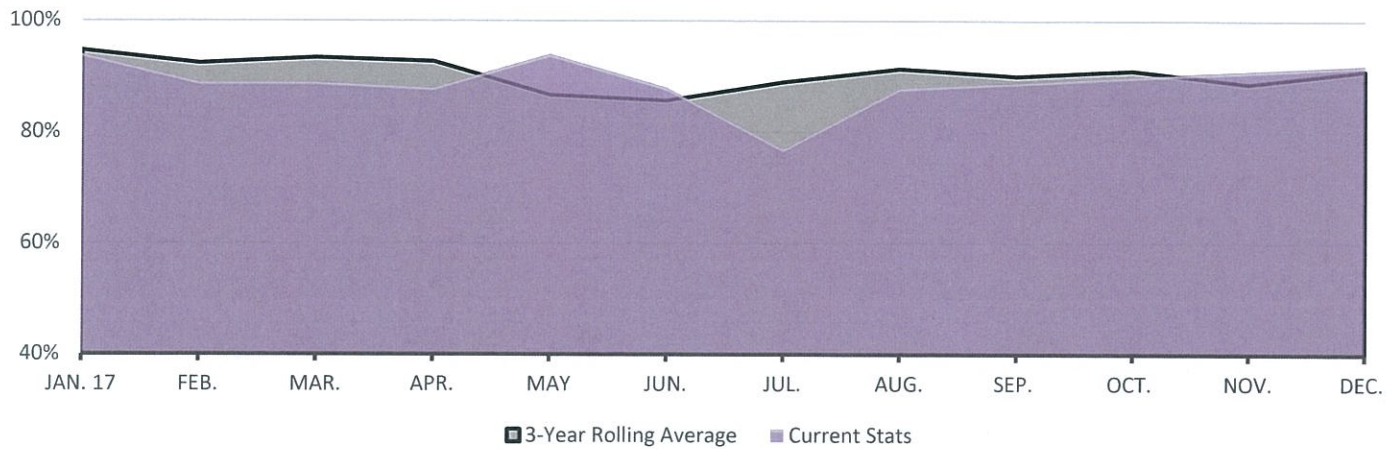
*Includes those trains that were delayed due to late turns, weather, signal/switch failures and maintenance of way.

LATE TRAINS

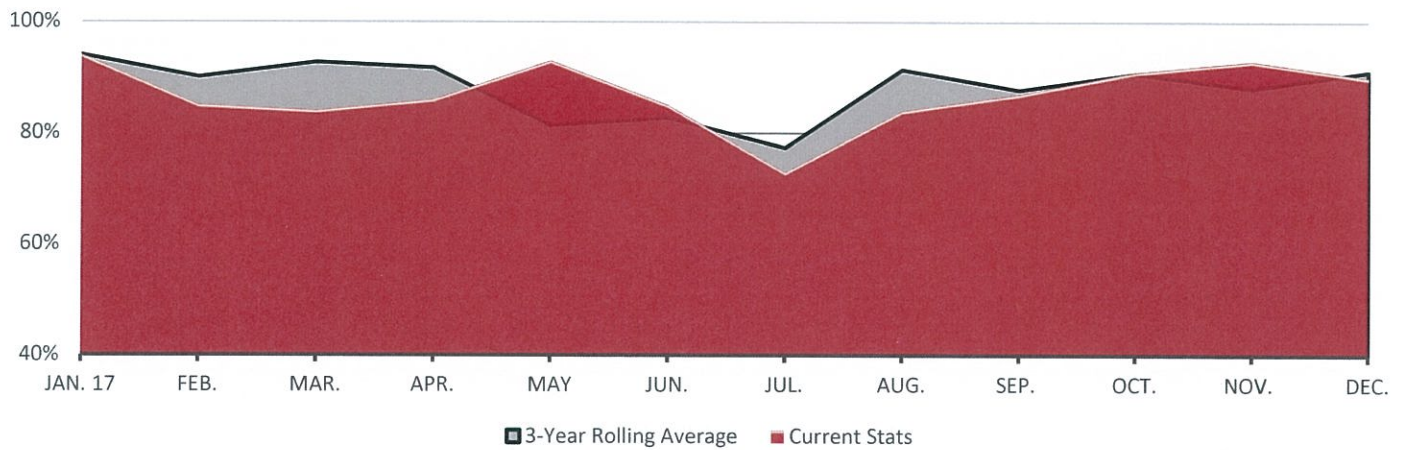
	System Wide			Fredericksburg Line			Manassas Line		
	Oct.	Nov.	Dec.	Oct.	Nov.	Dec.	Oct.	Nov.	Dec.
Total late trains	64	56	49	29	21	29	35	35	20
Average minutes late	33	21	22	36	21	24	30	21	21
Number over 30 minutes	11	12	8	7	5	4	4	7	4
Heat restriction days / total days	0/21	0/20	0/20						

ON-TIME PERFORMANCE

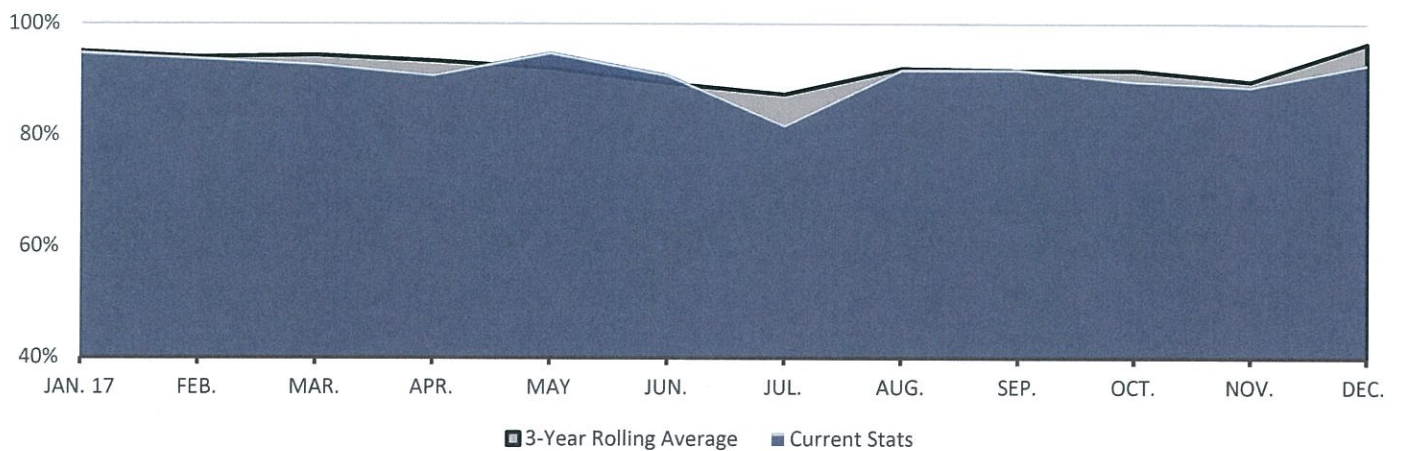
VRE SYSTEM



FREDERICKSBURG LINE

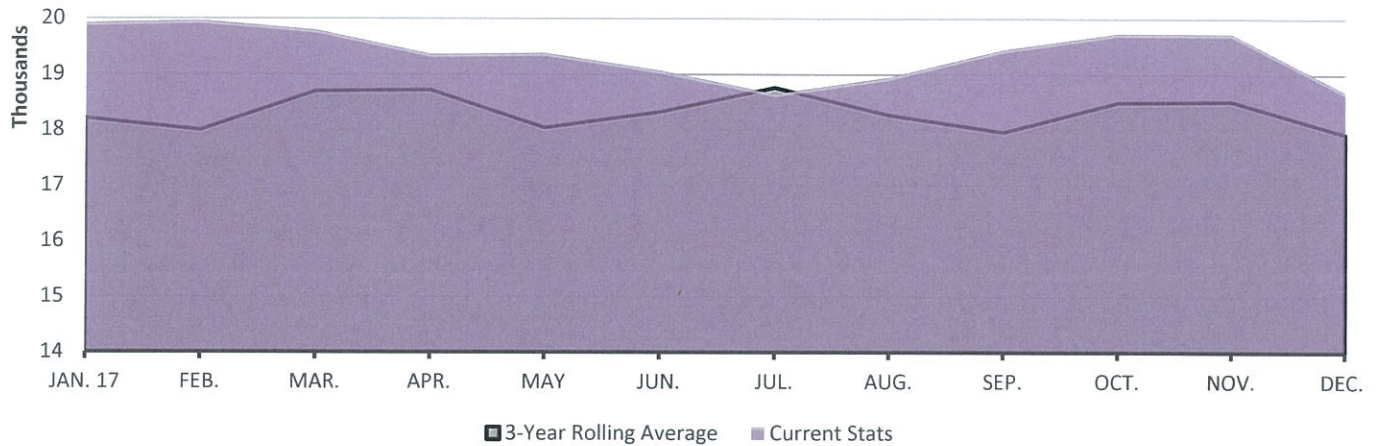


MANASSAS LINE

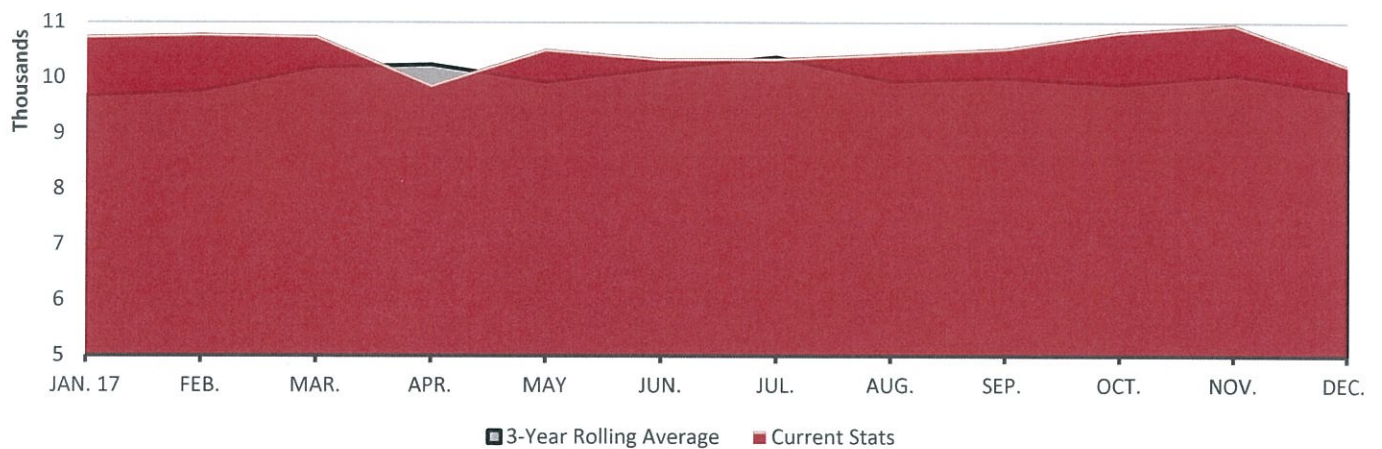


AVERAGE DAILY RIDERSHIP

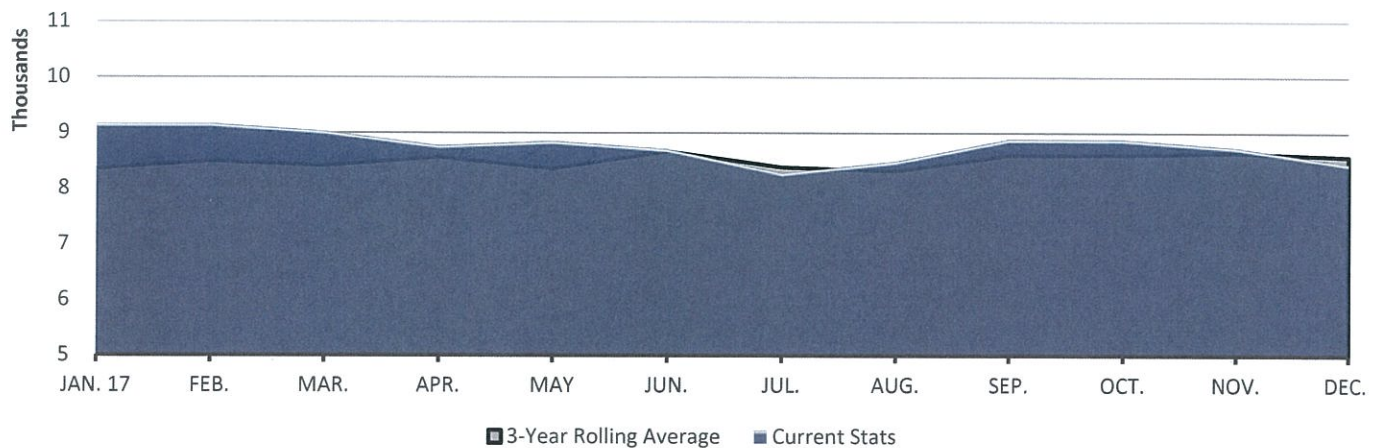
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



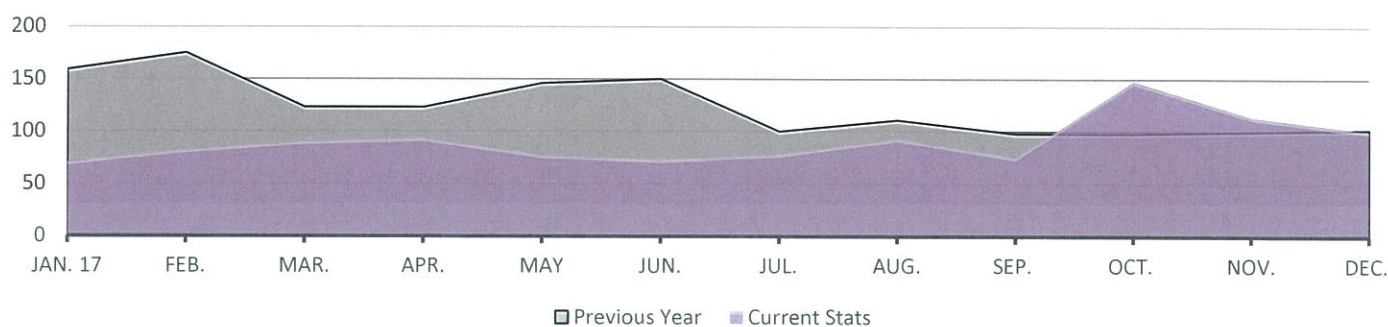
FEBRUARY 2018 RIDERSHIP UPDATES

Average daily ridership (ADR) in December was approximately 18,700.

	December 2017	November 2017	December 2016
Monthly Ridership	333,071	378,048	348,258
Average Daily Ridership	18,689	18,619	18,864
Full Service Days	16	19	16
"S" Service Days	4	1	5

SUMMONSES ISSUED

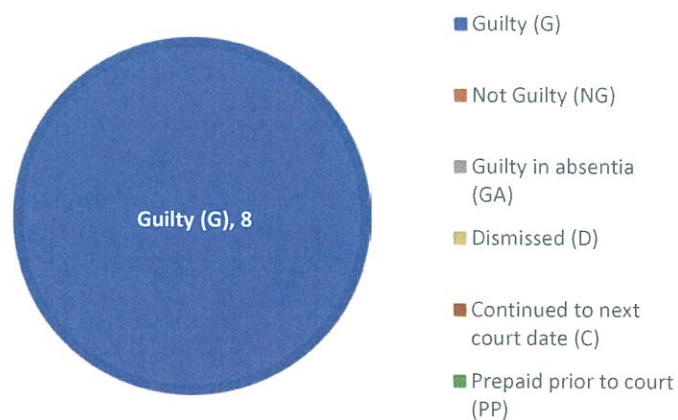
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

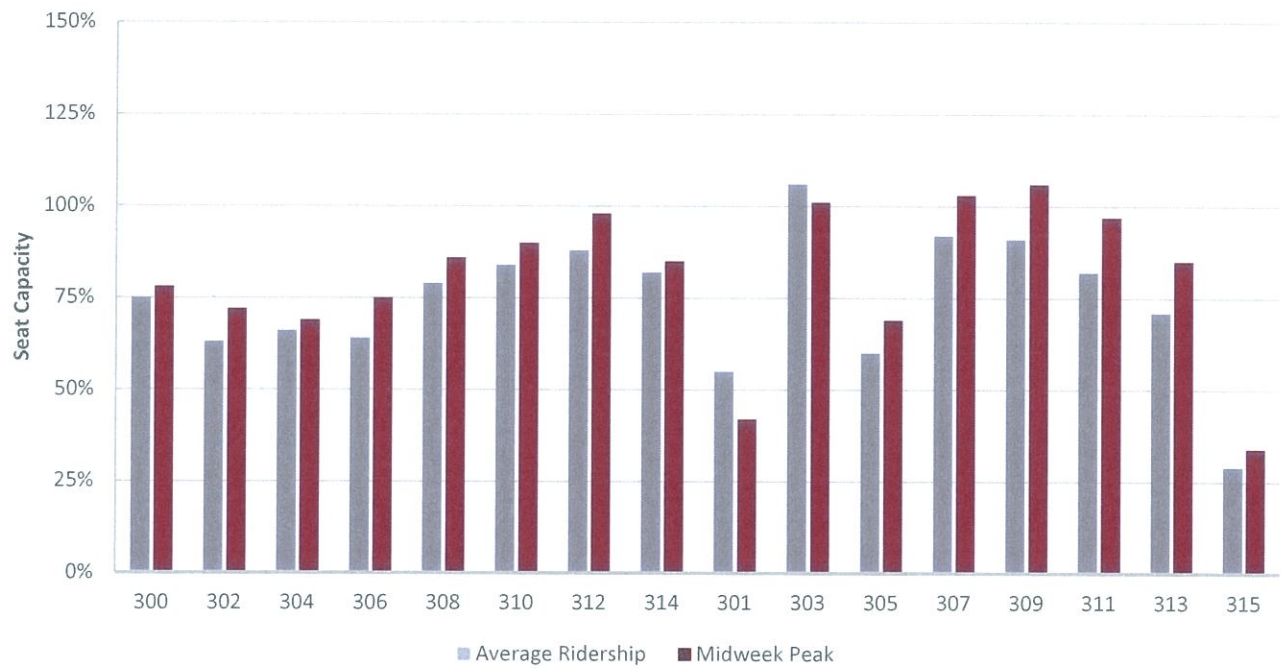
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	4
One-time courtesy	5
Per the request of the conductor	1
Defective ticket	0
Per Ops Manager	0
Unique circumstances	0
Insufficient information	0
Lost and found ticket	0
Other	0
Total Waived	10

MONTHLY SUMMONSES COURT ACTION

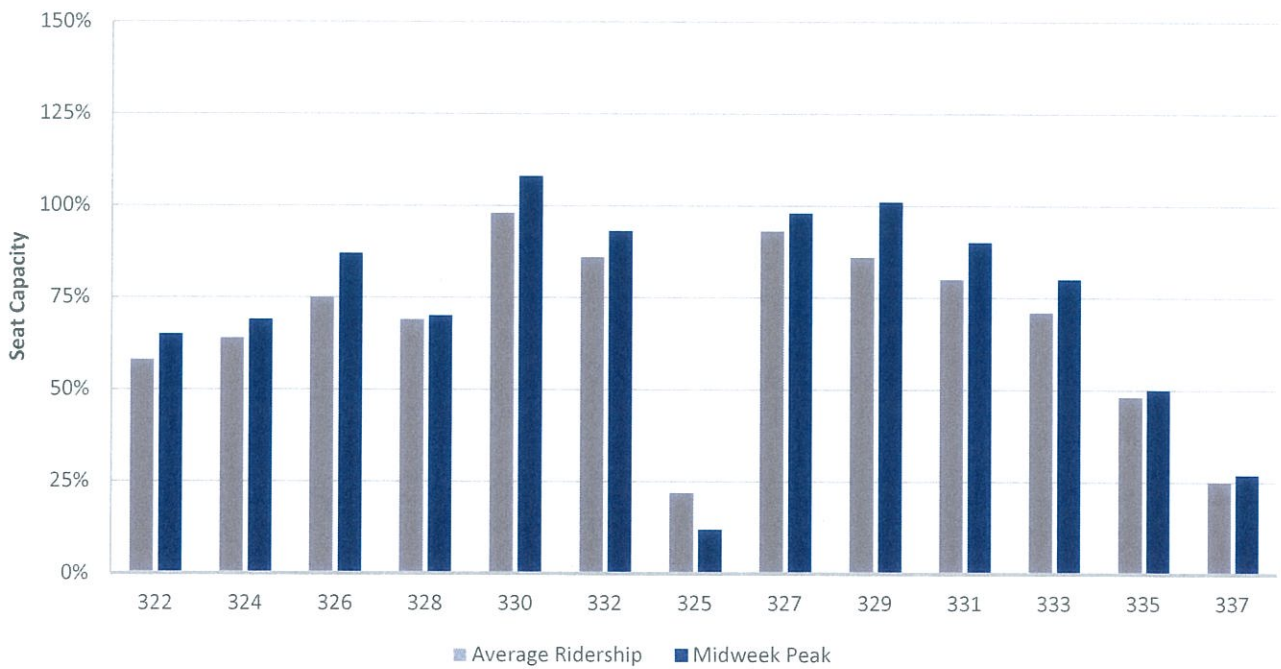


TRAIN UTILIZATION

FREDERICKSBURG LINE

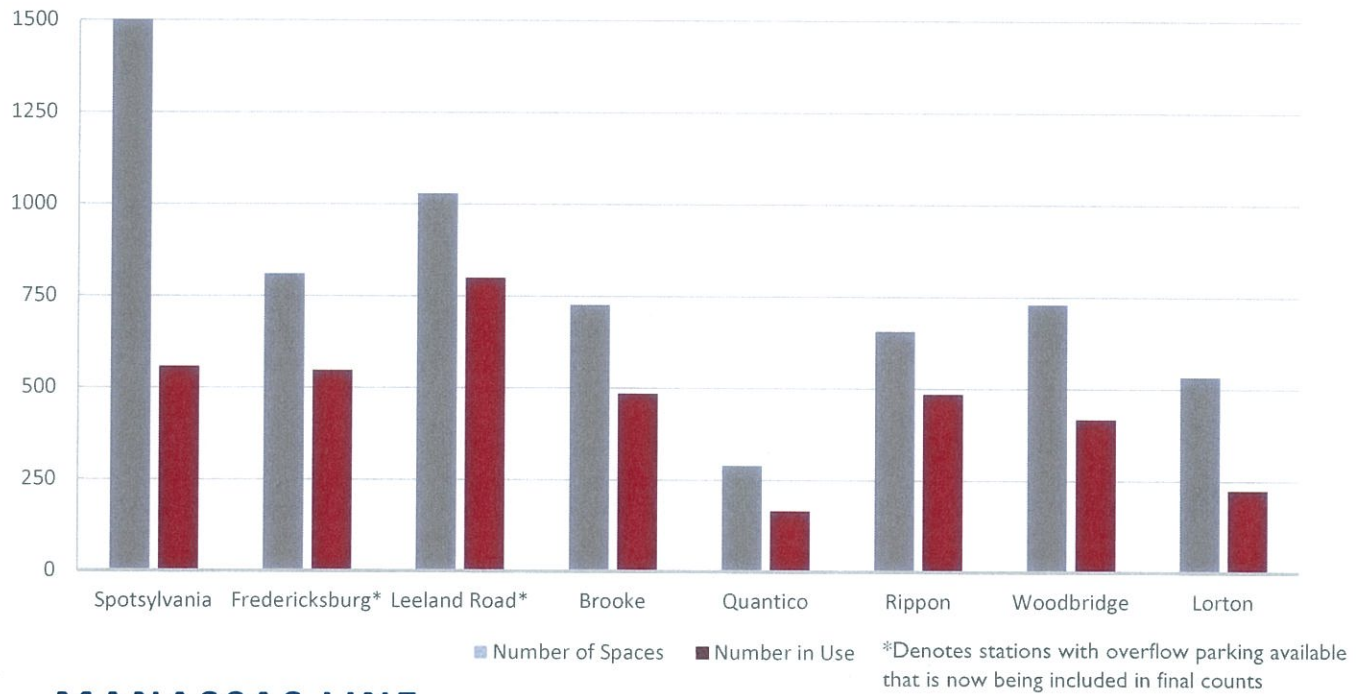


MANASSAS LINE

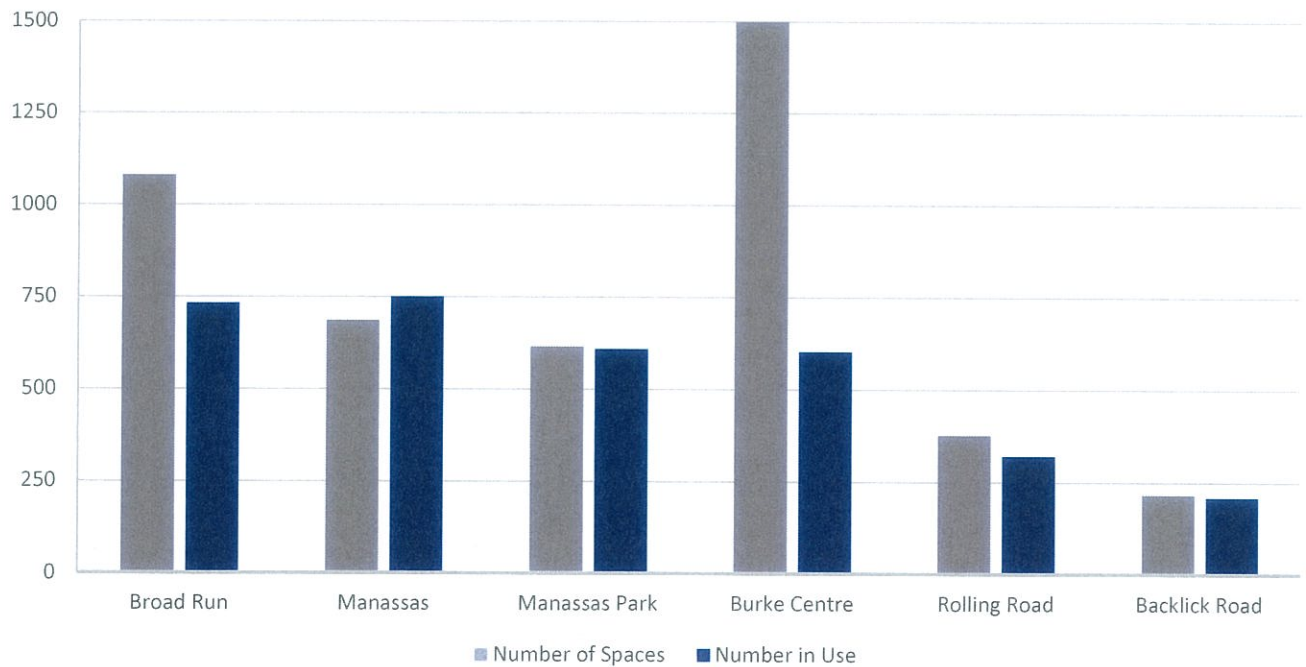


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first six months of FY 2018 is \$1.37 million above budget (a favorable variance of 6.9%) and is up 0.4% compared to the same period in FY 2017.

The operating ratio through December is 56%. VRE's budgeted operating ratio for the full twelve months of FY 2018 is 50%.

A summary of the FY 2018 financial results through December 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 December 31, 2017							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY18 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,349,658	3,187,632	21,133,759	19,763,318	1,370,441	6.9%	39,845,400
Other Operating Revenue	45,123	18,000	122,881	111,600	11,281	10.1%	225,000
Subtotal Operating Revenue	3,394,781	3,205,632	21,256,640	19,874,918	1,381,722	7.0%	40,070,400
Jurisdictional Subsidy (1)	-	-	8,798,260	8,798,261	(0)	0.0%	12,874,980
Federal/State/Other Jurisdictional Subsidy	2,535,091	2,511,367	15,449,579	15,544,661	(95,082)	-0.6%	31,005,851
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	955,000
Interest Income	60,377	6,000	280,666	37,200	243,466	654.5%	75,000
Total Operating Revenue	5,990,249	5,722,999	45,785,145	44,255,040	1,530,105	3.5%	84,981,231
Operating Expenses							
Departmental Operating Expenses	6,013,841	5,669,539	38,181,931	39,433,041	1,251,110	3.2%	78,230,361
Debt Service	560,209	559,573	3,358,833	3,357,435	(1,398)	0.0%	6,714,870
Other Non-Departmental Expenses	-	-	-	-	-	0.0%	36,000
Total Operating Expenses	6,574,050	6,229,112	41,540,764	42,790,476	1,249,712	2.9%	84,981,231
Net income (loss) from Operations	(583,801)	(506,113)	4,244,381	1,464,564	2,779,818	0.0%	-
Operating Ratio							
			56%	50%		Goal	50%

(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. Replacement of signage at L'Enfant and Crystal City Stations
2. Modernization of west elevator at Franconia-Springfield Station
3. Repairs to platform concrete at Lorton Station
4. Minor renovations to VRE Fredericksburg office
5. Replacement of building perimeter caulking at Manassas Station parking garage
6. Repairs to gutters and downspouts at Manassas Station and parking garage

Projects scheduled to be completed this quarter:

1. Repairs to roof at Woodbridge Station east building
2. Replacement of ADA parking signage at Brooke and Leeland Road Stations
3. Upgrades to electrical power supply for new communication cabinet at Rolling Road and Burke Centre Stations
4. Repairs to platform concrete at Manassas Station
5. Installation of monitoring wells on two outfall drainage pipes at Broad Run Yard to allow for accurate discharge sampling for VPDES General Permit compliance
6. Replacement of aging HVAC units throughout VRE system
7. Repairs to pavement and striping at Franconia-Springfield, Rippon, Quantico and Leeland Road Stations, parking lot G in Fredericksburg and Crossroads and Broad Run yards

Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station
2. Replacement of signage at Franconia-Springfield and Fredericksburg Stations
3. Installation of pathfinder signs for Spotsylvania Station
4. Replacement of light poles and fixtures at Manassas Station



VRE Fredericksburg Office Minor Renovations Completed



Franconia-Springfield West Elevator Modernized Control Center

5. Replacement of parking lot signage at Broad Run Station
6. Replacement of tactile warning strips at various stations
7. Replacement of waste and recycling receptacles throughout VRE system

Ongoing projects:

1. Development of specifications for modernization of Woodbridge Station east elevator
2. Development of design of platform concrete rehabilitation and other station improvements at Fredericksburg Station (to be managed by Office of Development)
3. Development of IFB for Canopy Roof Replacement at the Backlick and Rolling Road Stations

UPCOMING PROCUREMENTS

Scope of Work Pending:

- Replacement of Tactile Warning Strips at Station Platforms
- 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
- Passenger Railcar Truck Overhaul Services
- Modernization of VRE Woodbridge Station East Elevator
- Repair and Overhaul of Passenger Car HVAC Assemblies
- Repair and Overhaul of Passenger Car Wheelchair Lift Assemblies
- Disaster Management Services
- Seat Bottoms for Passenger Cars
- Gallery Car Door Control Switches

CAPITAL PROJECTS UPDATES

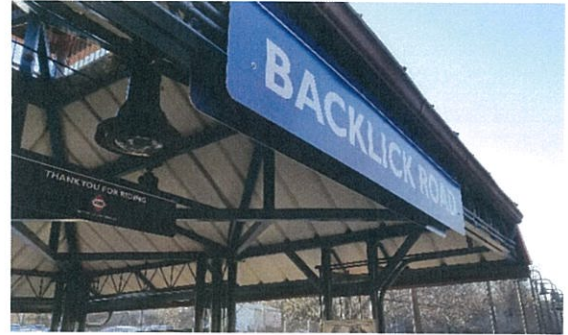
AS OF JANUARY 5, 2018

Broad Run Expansion Study (formerly Gainesville-Haymarket Expansion Study)

- Reviewed Schematic Design Technical Memo
- Participated in Manassas Airport coordination meeting on December 14th
- Participated in Project Management Team (PMT) meetings on January 3rd

Station Signage Replacement and Upgrade Program

- Station platform information and safety signs—most dating back to the 1992 opening of VRE—were replaced and upgraded at four VRE stations (Backlick Road, Lorton, Brooke, and Leeland Road)



New station signage information signage at Backlick Road Station.

Midday Storage Replacement Facility

- Met with District stakeholders on December 12th to provide a status on midday storage and L'Enfant station/track improvements
- Met with project engineering consultant on December 13th to review the draft Statement of Work (SOW) for conducting an appraisal of Conrail's easement for the Union Market track; work anticipated to begin February 1st and expected to be completed by March 15th, 2018
- Received preliminary comments from Federal Transit Administration (FTA) on Categorical Exclusion (CE)
- Survey-only agreement continuing through Amtrak Legal review
- Project agreement review and discussion continuing with Amtrak
- Drafted concurrence memo and sent to Amtrak for legal review
- Final geo-technical report delivered on December 14th
- Project Management Plan (PMP) is being updated to reflect current project status



Reflecting VRE's commitment to safety, the new station sign packages include multiple signs explicitly cautioning passengers to stay safe and off the tracks.

Rolling Road Platform Extension

- Submitted revised plans based on Norfolk Southern (NS) comments; sent follow up email asking for status and comments
- Dewberry submitted plans to FC for review

Crossroads Real Estate Acquisition

- Appraisal received last week of December
- Prepare appraisal for transmittal to FTA via PRTC

Long Bridge Expansion Study

- Participated in interagency meeting December 12th
- Attended public meeting hosted by District Department of Transportation (DDOT)/Federal Railroad Administration (FRA) on December 14th
- Reviewed and provided comments on Design Environmental Impact Statement (DEIS) impact methodologies
- Draft Memorandum of Agreement (MOA) with FRA comments received and forwarded for Legal review
- Reviewed and provided comments on Environmental Impact Statement (EIS)/Section 106 proposed alternatives presentation dated December 14th

Southeast High Speed Rail Corridor (DC2RVA) Coordination

- VRE provided comments to DRPT and FRA regarding draft environmental impact study document
- Participated in bi-weekly project management coordination teleconferences
- Continued to discuss and coordinate alignment, station and service planning issues related to VRE

Washington Union Station Project EIS

- Provided comments on 90 percent design drawings
- Participated in public information display system project update

Lorton Platform Extension

- Platform extension put into service as of Monday, December 11th

Quantico Station Improvements

- 60 percent design for station and 90 percent design for site, civil, drainage, track, and retaining wall in vicinity of station released to stakeholders for review and comment
- DRPT Task Order for STV to be able to complete 60-to-90 percent design was executed
- Utility location and potential conflicts coordinated on site through CSXT
- Project progress meeting as well as meeting at Marine Corps Base Quantico held December 14th

Franconia-Springfield Station Improvements

- The 30 percent plan revisions complete pending final emergency egress and Americans with Disabilities Act (ADA) access decisions by VRE, execution of the CSXT design review agreement, and CSXT review and comments
- Continued compiling work breakdown structure inputs for a Microsoft Project template
- Revised Northern Virginia Transportation Authority (NVTA) Appendix B concerning projected cash flows on December 13th
- Updated the NVTA monthly status update report on December 20th

Lorton Station Improvements (Second Platform)

- The 30 percent plan revisions are complete pending final emergency egress and ADA access decisions by VRE, execution of the CSXT design review agreement, and CSXT review and comments
- Continued compiling work breakdown structure inputs for a Microsoft Project template

- Revised NVTa Appendix B concerning projected cash flows on December 13th
- Updated the NVTa monthly status update report on December 20th

Rippon Station Improvements

- Continued development of 30 percent plans and cost estimate
- Continued compiling work breakdown structure inputs for a Microsoft Project template
- Revised NVTa Appendix B concerning projected cash flows on December 13th
- Updated the NVTa monthly status update report on December 20th

Leeland Road Station Improvements

- Continued development of 30 percent plans and cost estimate
- Continued compiling work breakdown structure inputs for a Microsoft Project template

Brooke Station Improvements

- Continued development of 30 percent plans and cost estimate
- Continued compiling work breakdown structure inputs for a Microsoft Project template
- Continued developing the cost tool estimate for Option 7 based on GEC phasing plan

Alexandria Pedestrian Tunnel Project

- Reviewed, discussed, and revised draft scope of work that Gannett Fleming prepared for study of fourth track, bridges and pedestrian tunnel as a solution to building the pedestrian tunnel
- Returned scope with mark-ups to Gannett Fleming and discussed over the telephone several times
- Provided update to NVTa on project status
- Reviewed cost estimate from Gannett Fleming for study of fourth track, bridges and pedestrian tunnel as a solution to building the pedestrian tunnel
- Authorized Gannett Fleming to begin the study for the fourth track bridges and pedestrian tunnel as a solution to building the pedestrian tunnel
- Contacted the City of Alexandria Transportation and Environmental Services to begin study coordination
- Contacted Virginia Department of Transportation to begin study coordination
- Attended monthly coordination meeting with CSXT held at Crossroads Yard on January 2nd; reviewed study of fourth track, bridges and pedestrian tunnel as a solution to building the pedestrian tunnel
- Held kick-off meeting for study of fourth track, bridges and pedestrian tunnel as a solution to building the pedestrian tunnel at VRE with GF team at VRE

Crossroads Lifecycle Overhaul & Upgrade Facility (LOU)

- Reviewed the MS Project schedule with VRE Manager of Project Implementation to reflect current assumptions on December 13th
- Received VRE Operations Board approval for construction management services to be advertised at December 15th meeting
- Contracts requested extension of the bids of the Wheel Truing Machine and Drop Table through March 2018
- Conducted meeting on December 19th about Hazard Analysis and Threat and Vulnerability Analysis

- Coordinating with Potomac and Rappahannock Transportation Commission (PRTC) and Northern Virginia Transportation Commission (NVTC) for the correct identification of the Commissions for the LOU Best Management Practices Facility Agreement form
- Coordinated with STV on the property on the CSXT right-of-way where we will be grading for construction of the access road and Track 0
- Reviewed cross-sections sent by STV
- Attended monthly coordination meeting with CSXT held at Crossroads Yard on January 2nd; discussed the field findings of the slope on CSXT property and disposition of soils onto CSXT property as well as construction easement agreement needs of FTA
- Received specifications for skylight protection to be incorporated into design

L'Enfant (North) Storage Track Wayside Power

- Forwarded request for clarification from PRTC for CSXT invoice; received response and forwarded to VRE Accounting to be forwarded to PRTC
- Requested that VRE Manager of Facilities Maintenance place locks on fence at the switchgear building and power pedestal
- Received notification that CSXT Signal Construction team completed the vertical lift derail
- All CSXT work is complete, but the signal system will need to be tested with the derail in service
- Coordinated with CSXT on a manhole near the project requiring addition of ballast
- Designer has inspected project in the field and is preparing as-built plans
- Audited contract to confirm last payment request is correct



The completed wayside power appliance for locomotives laying over on the newly commissioned L'Enfant North Storage Track undergoes acceptance testing.

L'Enfant (South) Storage Track Wayside Power

- Approved HDR invoice through November 25th
- Requested CSXT status on plan review on December 18th

Slaters Lane/Alexandria Track 1 Access

- Provided update to NVTa on project status
- Construction agreement signed by CSXT and passed to VRE Chief Executive Officer for execution

Broad Run Station and Yard Expansion

- Requested information from Prince William County about the Bristow Battlefield and Browne's Battery and contacts
- Reviewed December 20th PMT meeting notes and forwarded comments to VRE Manager of Project Development
- Participated in PMT meeting on January 3rd at VRE

Manassas Park Station Parking Expansion

- Participated in meeting to meet VHB's new Project Manager, assigned to complete the preliminary engineering and NEPA phase, on December 13th

- Contacted City of Manassas Park about scheduling a coordination meeting in January 2018 to discuss permits, the Traffic Impact Analysis (TIA) and to follow-up on 30 percent plan comments
- Commented on the Conceptual Subdivision Plan to be submitted to the City of Manassas Park

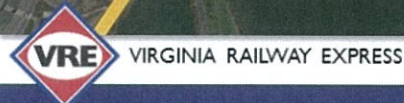
Crystal City Station Improvements

- Completed a review of a draft of the environmental documentation (Categorical Exclusion); the consultant is incorporating comments

L'Enfant Track and Station Improvement

- Continued to collect data and reach out to stakeholders to help develop the project plan for project development

L'ENFANT TRACK & STATION IMPROVEMENTS



19

The L'Enfant Track and Station Improvements Project will expand the width and length of VRE's busiest station while providing for a fourth track between L'Enfant (LE) and Virginia (VA) Interlockings. It is closely coordinated with the adjacent Long Bridge Capacity Improvements Project.

Grant Development

- Submitted nine grant applications to the NVT Six Year Program and three grant applications to NVTC's I-66 Commuter Choice Program

VRE Transit Development Plan Update

- Kick-off for Transit Development Plan (TDP) Update occurred December 11th

PROCESS, MILESTONES AND OUTCOMES



The process, milestones and intended outcomes for the Transit Development Plan Update through November 2018.

Projects Progress Report to Follow

PASSENGER FACILITIES

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Union Station Improvements (Amtrak/VRE Joint Recapitalization Projects)	Station and coach yard improvements of mutual benefit to VRE and Amtrak.	◆	◆	◆	N/A	◆	●
Alexandria Station Improvements	Pedestrian tunnel to METRO and eliminate at-grade track crossing.	◆	◆	◆	N/A	●	
	Modify Slaters Lane Interlocking and East Platform for passenger trains on Track #1.	◆	◆	◆	N/A	●	
	Extend 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	Extend existing platform.	◆	◆	◆	N/A	◆	◆
	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		
Broad Run Station Improvements	Parking garage to increase parking capacity by 900 spaces.	◆	◆	■	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

¹Total project cost estimate in adopted FY2018 CIP Budget

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

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

Total ¹	ESTIMATED COSTS (\$)			Expended ²	COMPLETION		STATUS
	Funded	Unfunded	Authorized		Percent	Date	
3,201,176	3,201,176	-	1,172,309	602,542	84%	4th QTR 2017	● Work resumed in April, 2016, and is anticipated to be completed December 2017.
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%	1st 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	-	*	290,214	20%	2nd QTR 2020	● Preliminary engineering is anticipated to be complete in Winter 2017.
2,500,000	2,500,000	-	1,846,675	1,688,333	95%	4th QTR 2017	◆ Project complete. Platform extension opened December 11, 2017,
16,150,000	16,150,000	-	*	269,118	20%	2nd QTR 2020	● Preliminary engineering is anticipated to be complete in Winter 2017.
16,632,716	16,632,716	-	*	203,864	20%	4th QTR 2021	● Preliminary engineering is anticipated to be completed by August 2018.
No costs for VRE. Private developer providing station.					10%	TBD	■ Design reinitiated following resolution of DRPT/CSXT/FRA track project issues.
9,500,000	9,500,000	574,706	-	-	30%	TBD	■ Final design up to 90% underway under DRPT management and funding
21,334,506	21,334,506	-	*	185,008	20%	4th QTR 2021	● Preliminary engineering is anticipated to be completed by August 2018.
14,336,156	14,336,156	-	*	153,015	20%	4th QTR 2021	● Preliminary engineering is anticipated to be completed by August 2018.
19,600,000	2,500,000	17,100,000	665,785	540,006	25%	2nd QTR 2018	● 30% design plans received and under review.
2,000,000	2,000,000	-	442,900	215,090	20%	3rd QTR 2020	● 60% design plans under review by NS.
21,160,000	400,000	20,760,000	278,767	265,743	10%	2nd QTR 2023	● Developing more detailed concept design for selected location.
24,420,000	3,420,000	21,000,000	2,031,263	393,120	30%	TBD	■ Project to be completed as part of Broad Run Expansion Project

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 and	◆	◆	◆	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

¹ Total project cost estimate in adopted FY2018 CIP Budget

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

Total ¹	ESTIMATED COSTS (\$)				COMPLETION			STATUS
	Funded	Unfunded	Authorized	Expended ²	Percent	Date		
32,500,000	32,500,000	-	33,285,519	31,299,225	100%	4th QTR 2015		Project complete. Close-out pending.
4,283,618	4,283,618	-	4,207,057	3,238,355	95%	2nd QTR 2017		Power construction 90% complete. Track and signals in service.
3,965,000	3,965,000	-	2,937,323	1,524,304	40%	3rd QTR 2017		Power design under review by CSXT & Pepco. Track and signals in service.
35,196,323	35,196,323	-	3,176,039	2,071,698	60%	TBD		Design 100% complete. On hold pending property acquisition.
2,950,000	2,950,000	-	2,950,000	108,139	75%	TBD		Property appraisal underway, followed by review by FTA.
88,800,000	88,800,000	-	3,171,599	921,370	35%	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

VRE.ORG



ITEM 9-B
March 1, 2018
PRTC Regular Meeting

Virginia Railway Express Chief Executive Officer's Time

- B. INFO Agenda, Minutes, and Adopted Resolutions of the February 16, 2018
VRE Operations Board Meeting – [Hand out at the meeting]**

ITEM 10
March 1, 2018
PRTC Regular Meeting

Presentations/Information Items

A. INFO FY19 Budget – Expenses

ITEM 10-A
 March 1, 2018
 PRTC Regular Meeting

OmniRide FY19 Proposed Budget

Review of Expenses

March 1, 2018

PRTC FY19 Proposed Budget

Description	Operating	Capital	Total
Passenger Revenue	\$11,107,500	\$ -	\$11,107,500
State Grants	7,521,700	3,406,400	10,928,100
Federal Grants	4,238,300	13,400	4,251,700
Jurisdictional Subsidies	12,997,400	2,672,500	15,669,900
Other	160,400	-	160,400
Total Revenue	\$36,025,300	\$6,092,300	\$42,117,600
Personnel and Fringe Benefits	5,593,000	-	5,593,000
Contractual Services	24,829,000	-	24,829,000
Other Services	2,418,200	-	2,418,200
Materials, Supplies, Minor Equipment	52,400	-	52,400
Fuel	3,132,700	-	3,132,700
Total Operating	\$36,025,300	\$ -	\$36,025,300
Bus Rehabs	-	4,654,200	4,654,200
Hardware, Software, Equipment	-	852,700	852,700
Facility Improvements	-	298,800	298,800
Debt Service (2012 VRA Loan)	-	286,600	286,600
Total Capital	-	\$6,092,300	\$6,092,300
Total Expenses	\$36,025,300	\$6,092,300	\$42,117,600

Operating Expense Categories

- ▶ Personnel and Fringe Benefits
- ▶ Contractual Services
- ▶ Other Services
- ▶ Materials, Supplies, Minor Equipment
- ▶ Fuel

3

Personnel and Fringe Benefits

- ▶ Personnel \$4.1M
 - 53 FTEs
- ▶ Fringe Benefits \$1.5M
 - Budgeted fringe rate – 37%

Contractual Services

- ▶ **Contractual Services** **\$24.8M**
 - First Transit Contract/Incentives \$22.1M
 - 3.8% annual increase
 - Revenue Hours –
 - OmniRide 112K
 - OmniLink 59K
 - Other Contractual Services **\$2.7M**
 - Facility & Shelter Maint 0.6M
 - Advertising & Printing 0.6M
 - Software Maint 0.5M
 - Security, Auditing, Legal 0.2M
 - Other Professional/Consult 0.8M

Other Services/Materials, Supplies

- ▶ **Other Services** **\$2.4M**
 - VanPool \$1.6M
 - Utilities/Communication 0.4M
 - Other 0.4M
- ▶ **Materials, Supplies, Minor Equip** **\$0.05M**

Fuel

- ▶ Diesel Fuel \$3.1M
 - Estimated gallons 1.3M
 - Estimated price per gallon \$2.25
 - No lock-ins to date for FY19

FY18/FY19 Budget Comparison – Operating Expenses

Categories	FY18	FY19	Difference
Personnel and Fringe Benefits	5,565,500	5,593,000	27,500
Contractual Services	24,661,600	24,829,000	167,400
Other Services	2,264,300	2,418,200	153,900
Materials, Supplies, Minor Equipment	59,500	52,400	(7,100)
Fuel	3,564,600	3,132,700	(431,900)
Total Operating Expenses	36,115,500	36,025,300	(90,200)

Capital

▶ Capital	\$6.1M
◦ OmniRide bus rehabs	\$4.6M
◦ Cameras on MCI buses	0.6M
◦ Hardware, software, equip	0.3M
◦ Facility improvements	0.3M
▪ Resurface employee lot	
▪ Replace alarm systems	
▪ Correct drainage in bus lot	
◦ Debt service (2012 VRA Loan)	0.3M

Questions?

ITEM 11
March 1, 2018
PRTC Regular Meeting

PRTC Action Items

- A. RES Authorization to Award a Contract for Security Services**
- B. RES Approval of PRTC/VRE Title VI Program Update for 2018-2021 and Submittal to the Federal Transit Administration (FTA)**
- C. RES Approve the Revised FY 18 PRTC and First Transit Employee Incentive Program**
- D. RES Authorization to Issue an Invitation for Bids (IFB) for Installation of LED Lighting – Phase II**

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.

ITEM 11-A
March 1, 2018
PRTC Regular Meeting
Res. No. 18-03-____
Page Two

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
Page 2

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

ITEM 11-B
March 1, 2018
Regular Meeting
Res. No. 18-03-__
Page Two

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>

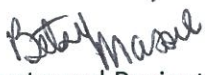



Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

March 1, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Betsy Massie 
Director of Grants and Project Management

THROUGH: Robert A. Schneider, PhD 
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

March 1, 2018

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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

Page 3

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.

ITEM 11-C
March 1, 2018
PRTC Regular Meeting
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Page Two

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

Page 2

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.

ITEM 11-D
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.

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

Fiscal Impact:

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

ITEM 12
March 1, 2018
PRTC Regular Meeting

PRTC Chair's Time

- A. Transit Driver Appreciation Day (March 16)**

ITEM 13 and 14
March 1, 2018
PRTC Regular Meeting

ITEM 13

Other Business/Commissioners' Time

ITEM 14

Adjournment

Upcoming Meetings: PRTC 2018 Meeting Schedule (attached)



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).

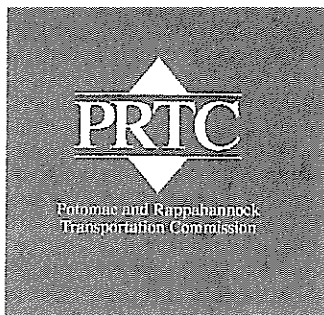
March 1, 2018
PRTC Regular Meeting

Information Items

Performance Service Reports

Revised Purchasing Authority Report


Wheels-to-Wellness Funding Status





14700 Potomac Mills Road
Woodbridge, VA 22192

March 1, 2018

TO: Madam Chair Anderson and PRTC Commissioners

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

Doris Lookabill 
Director of Program Administration

THROUGH: Robert A. Schneider, PhD 
Executive Director

RE: January System Performance and Ridership Report

OmniRide Express and Metro Direct Service*

- January average daily ridership increased 4 percent compared to December
- Holidays, winter weather delays and Government Shutdown hindered further increases
- Added 4 new State funded trips late January to existing Dale City-Rosslyn/Ballston route

OmniLink Local Bus Service*

- January average daily ridership decreased 5.3 percent from December
- Holidays and cold/snow weather, along with school closures hampered ridership
- Staff is focusing on troubleshooting timeliness issues and bus stop/shelter cleanliness

Vanpool Alliance Program

- Enrollment increased slightly to 652 vans
- January ridership increased 19 percent compared to December

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

OmniMatch Program

- January 2018 saw a 23 percent increase in Ridematching applications over last year
- Sent Personal Property Tax Relief Applications to 75+ Prince William County vanpool owner/operators

Customer Service Statistics

- Received 5,154 calls in January
- Automated system handled 45 percent of calls
- Average wait time for remaining calls was 1:07
- Responded to 44 general information emails
- Percentage of OmniLink trip denials increased slightly

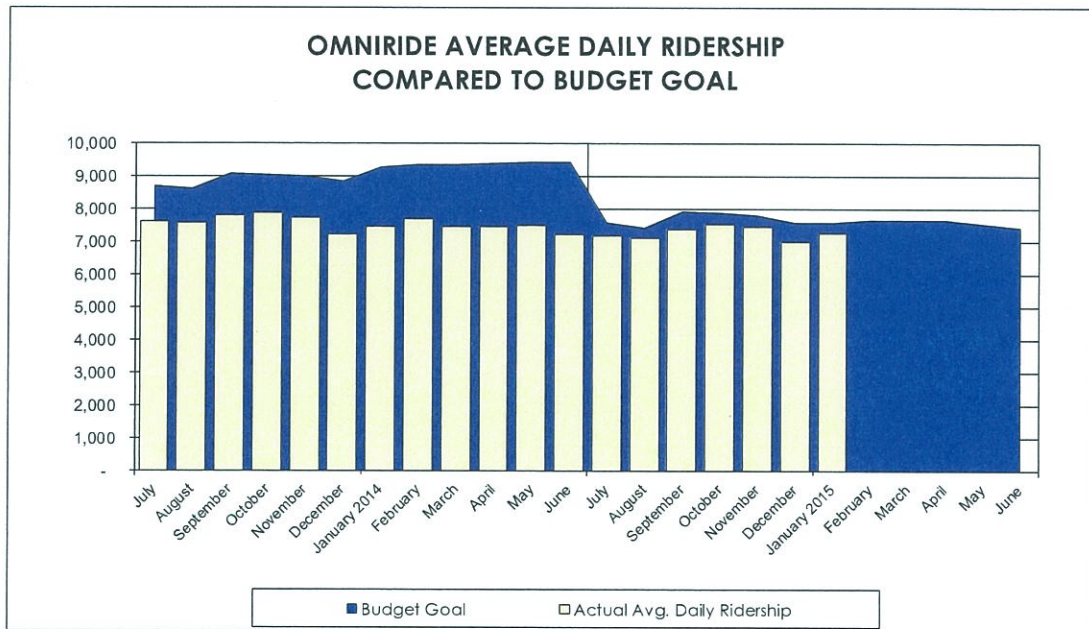
Passenger Complaints

- Complaint rate for both OmniRide and OmniLink decreased in January
 - OmniRide complaint rate for FY18 year-to-date is five percent lower than FY17
 - OmniLink complaint rate for FY18 year-to-date is 37 percent higher than FY17

*Average Daily Ridership for OmniRide and OmniLink do not include days after New Year's due to holiday and snow (2-5), Martin Luther King Jr. Day (15), weather delays (17) and Government Shutdown (OmniRide only) (22)

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	145,036	7,485	7,304	-2.4%	7,596	(292)
February							
March							
April							
May							
June							
Year to Date	1,064,238	1,017,575	7,630	7,302	-4.3%	7,698	(396)



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)

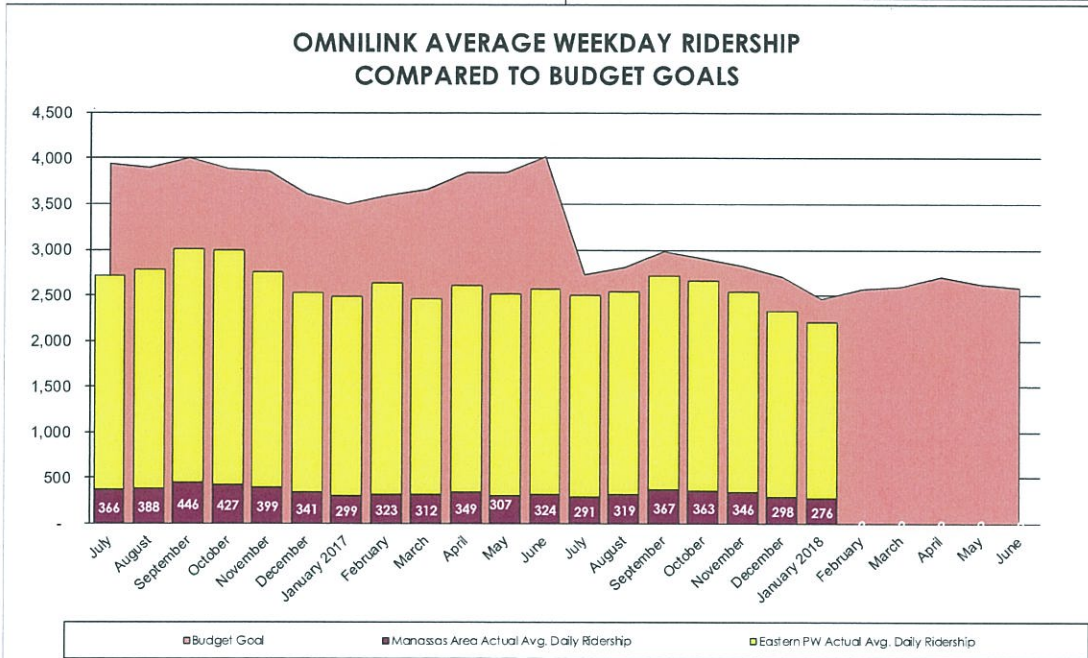
11/17 - Avg. Daily Ridership Excludes Day before Veterans Day (10), Week of Thanksgiving and Monday after (20-24 and 27), Christmas Tree Lighting ESP

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

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							
March							
April							
May							
June							
Year to Date	397,844	357,092	2,751	2,499	-9.2%	2,771	(272)



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)

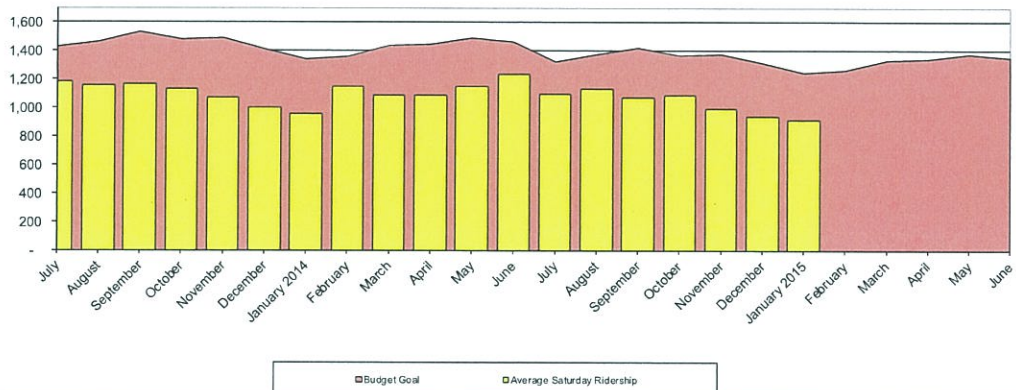
12/17 - Avg. Daily Ridership excludes holiday period (20-29)

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

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							
March							
April							
May							
June							
Year to Date	32,878	31,341	1,097	1,034	-5.7%	1,448	(414)

OMNILINK AVERAGE SATURDAY RIDERSHIP COMPARED TO BUDGET GOAL



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)

OMNIMATCH / VANPOOL ALLIANCE

		OmniMatch				Vanpool Alliance			
	FY17	FY18	FY17	FY18	FY17	FY18	FY17	FY18	
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips	
July	30	34	16	5	577	653	108,930	117,257	
August	16	36	16	20	586	658	123,562	133,874	
September	84	22	10	15	588	659	117,862	116,527	
October	71	52	25	12	606	662	117,283	127,548	
November	40	40	13	17	614	663	115,731	120,117	
December	28	25	9	10	621	650	109,232	108,423	
January	44	47	1	10	624	652	116,304	128,991	
February									
March									
April									
May									
June									
Average	45	37	13	13	602	657	115,558	121,820	

- 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

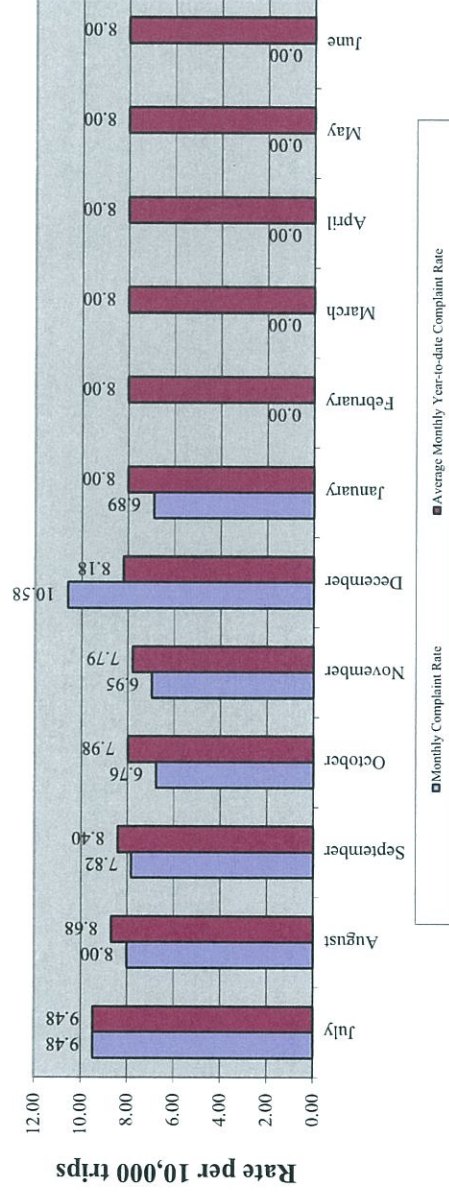
	<u>January</u>	<u>December</u>	<u>Change</u>	<u>% Change</u>
CALL ACTIVITY				
Total Incoming Calls	10,186	8,666	1,520	18%
Percentage Handled by IVR	49%	45%	0	10%
Percentage Handled by CS	45%	50%	0	-11%
Percentage Abandoned	6%	5%	0	21%
Daily Average	189	173	16	9%
Average Waiting Time	1:07	0:54	13:00	24%
RIDERSHIP				
Off-route trips Scheduled:				
One Time Trips	1,613	1,466	147	10%
Standing Order Trips	692	698	-6	-1%
Sub Total	2,305	2,164	141	7%
Daily Average	96	80	16	20%
Fixed Route:	45,232	44,879	353	1%
Total Ridership*	47,537	47,043	494	1%
RIDER ACCOMODATIONS				
Total Trip Turn Downs	34	28	6	21%
% Of Trips Turned Down	1.45%	1.28%	0.18%	14%

* - 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			
March			
April			
May			
June			
Year-to-date totals	1,064,238	896	8.42

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	145,036	100	6.89
February			
March			
April			
May			
June			
Year-to-date totals	1,017,575	814	8.00

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

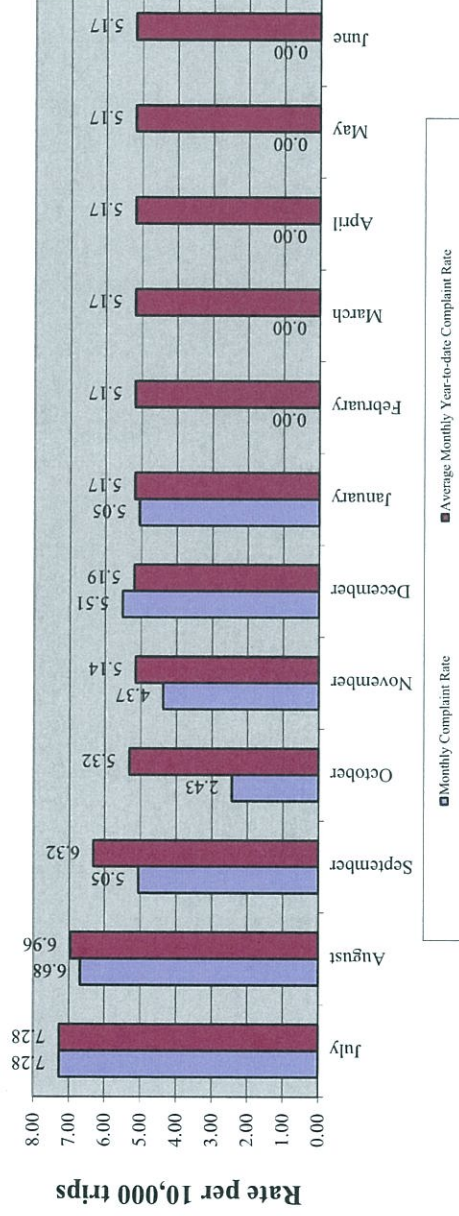


Complaint rates for OmniRide service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the bus services contract.

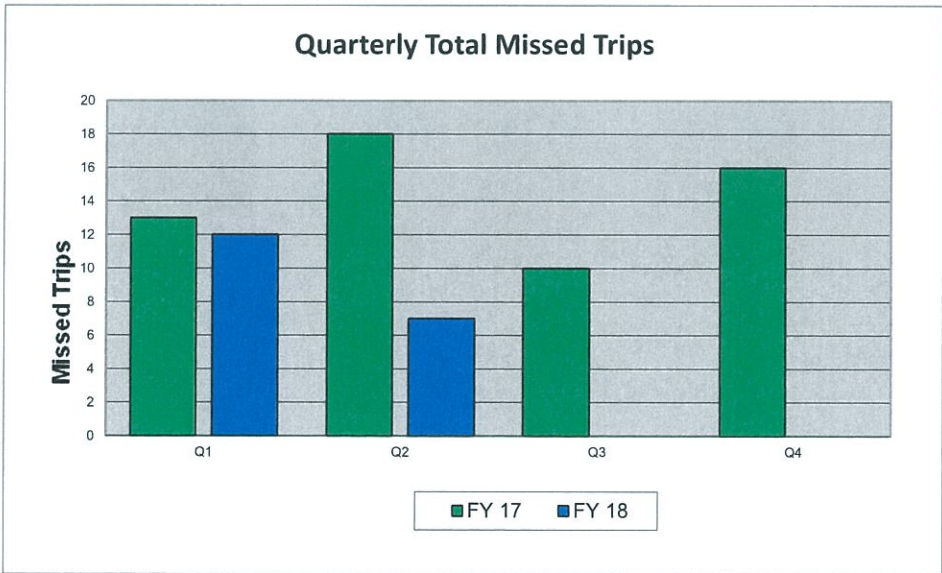
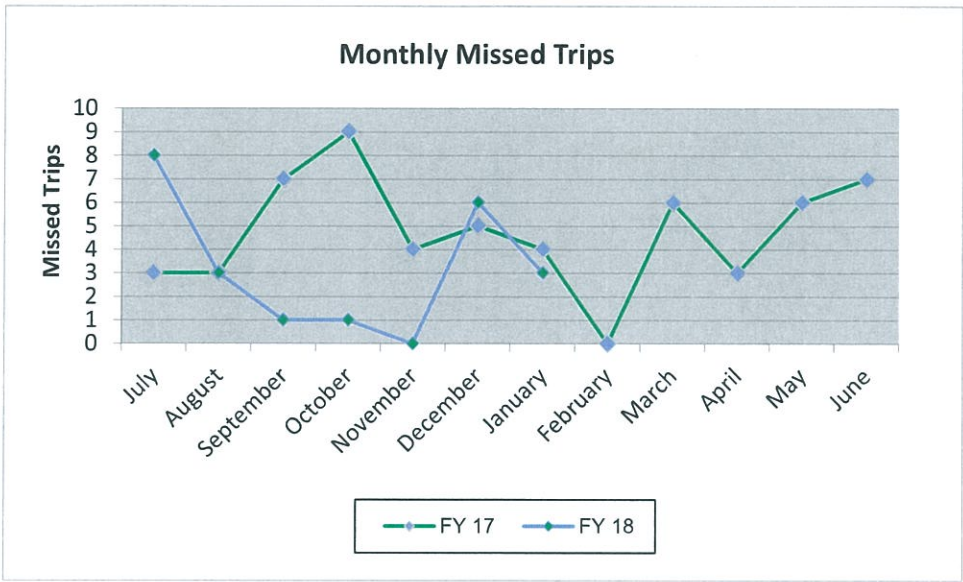
FY 2017 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	60,105	20	3.33
August	68,572	24	3.50
September	66,504	25	3.76
October	67,403	30	4.45
November	59,194	13	2.20
December	54,783	29	5.29
January	54,161	22	4.06
February			
March			
April			
May			
June			
Year-to-date totals	430,722	163	3.78

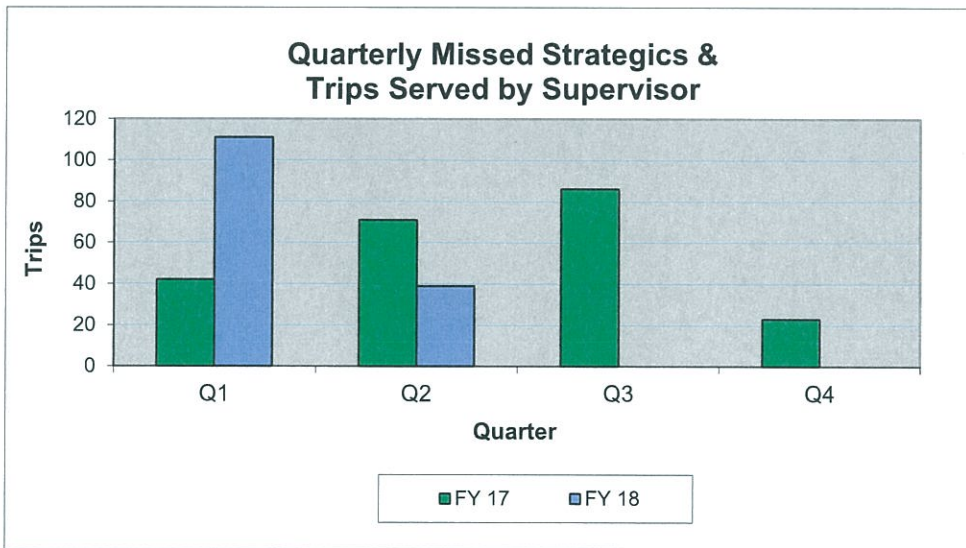
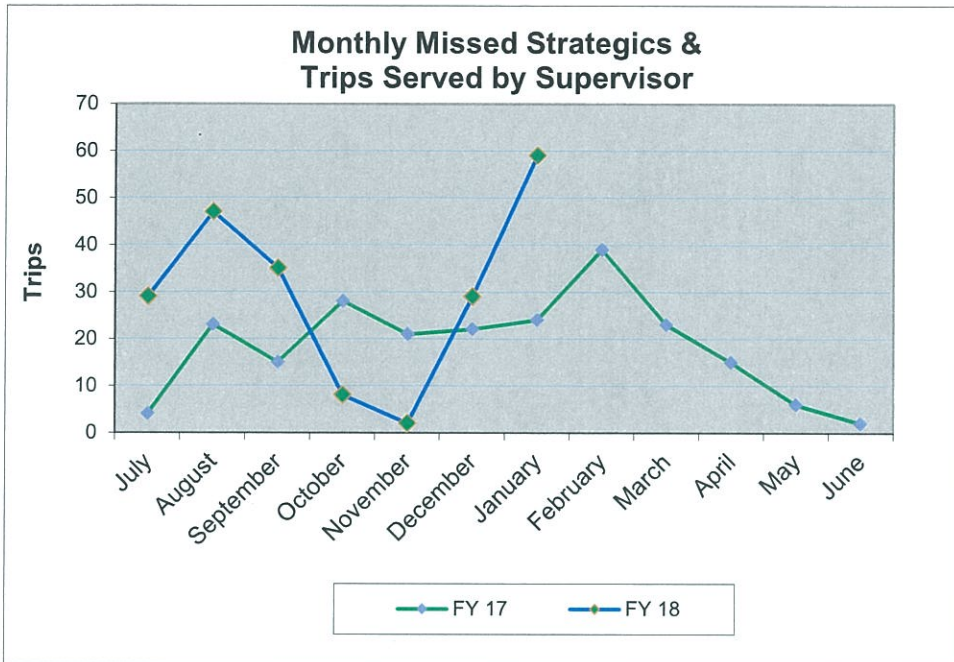
FY 2018 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	54,971	40	7.28
August	62,858	42	6.68
September	59,398	30	5.05
October	61,637	15	2.43
November	54,871	24	4.37
December	47,161	26	5.51
January	47,537	24	5.05
February			
March			
April			
May			
June			
Year-to-date totals	388,433	201	5.17

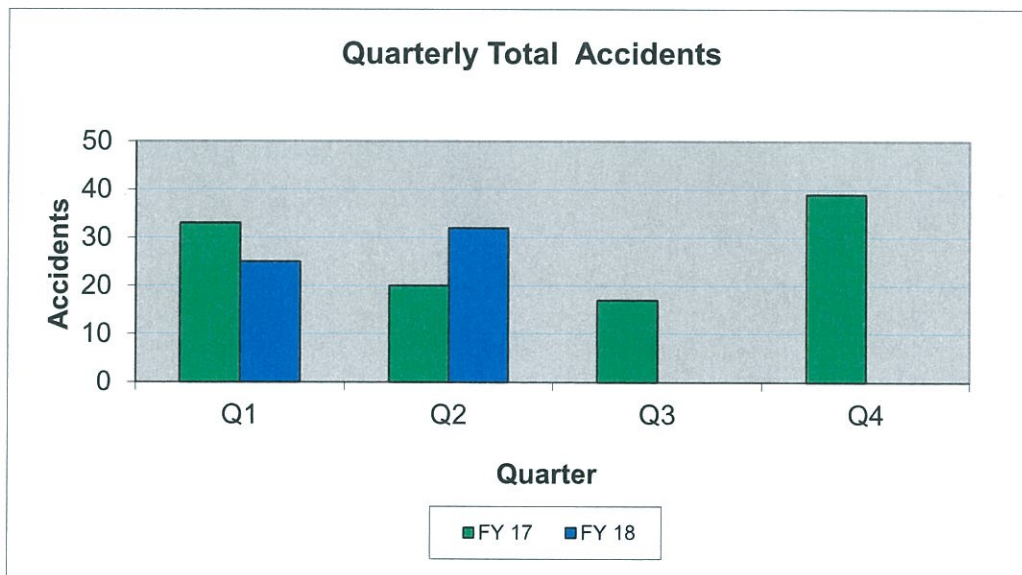
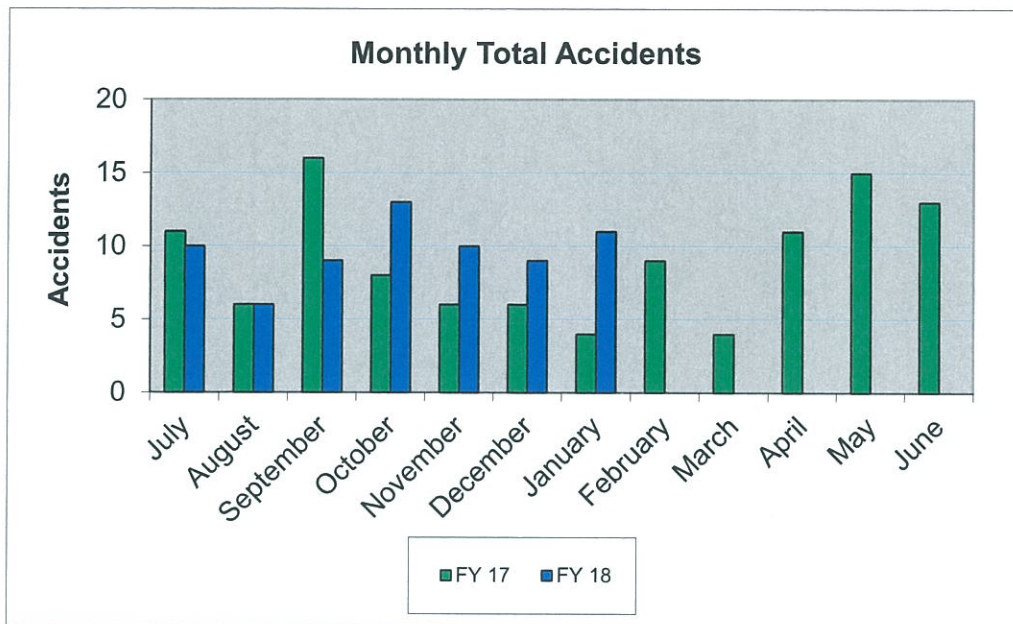
FY 2018 OmniLink complaint rate per 10,000 Trips compared to monthly average

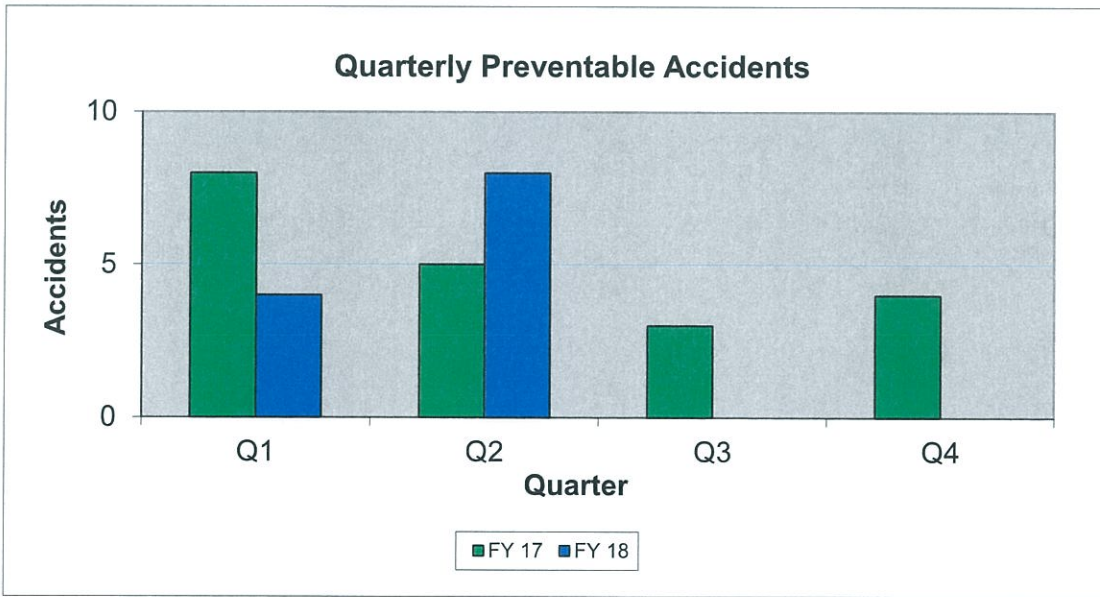
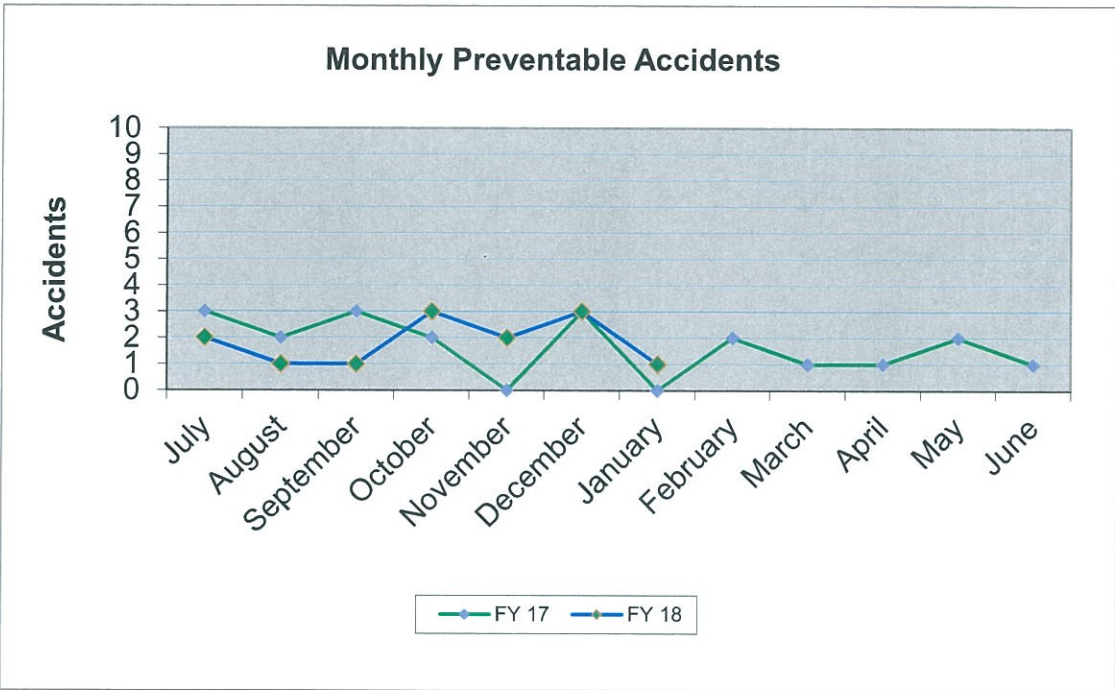


Complaint rates for OmniLink service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the new bus services contract.

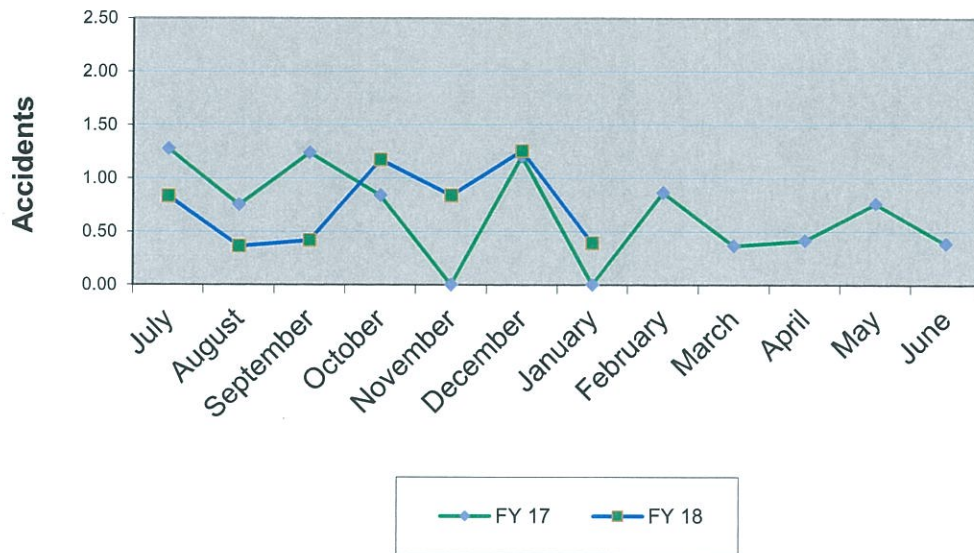




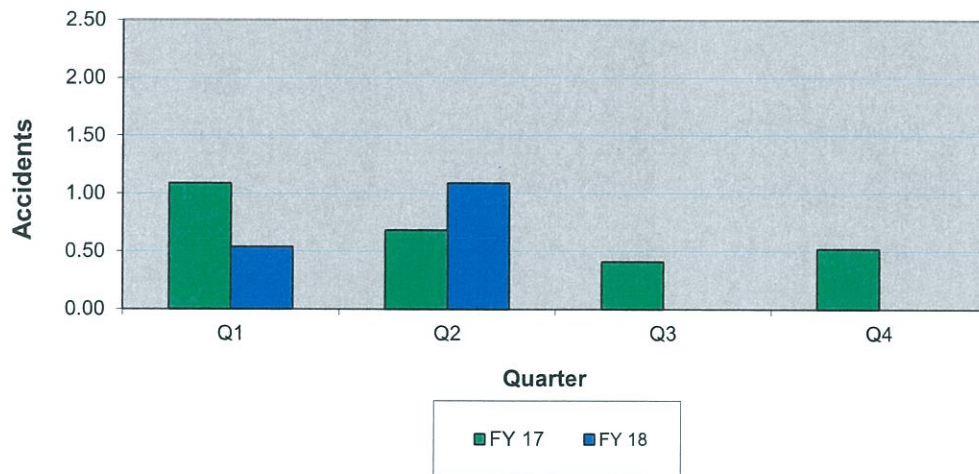




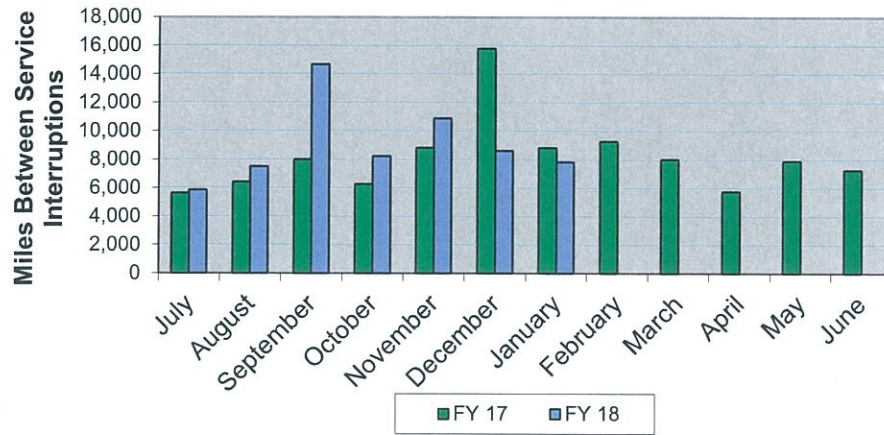
Monthly Preventable Accidents per 100,000 Miles



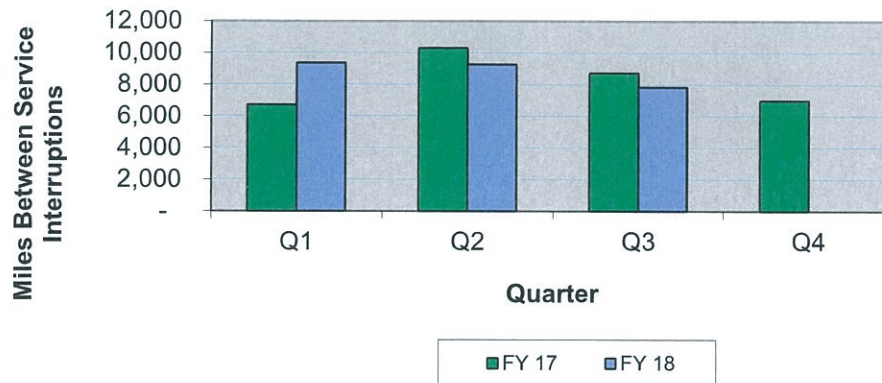
Quarterly Average Preventable Accidents per 100,000 Miles



Monthly Miles Between Service Interruptions



Average Quarterly Miles Between Service Interruptions






Potomac and Rappahannock
Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

March 1, 2018

TO: Chairman Anderson and PRTC Commissioners

FROM: Robert A. Schneider PhD 
Executive Director

RE: Revised Purchasing Authority Report

On June 4, 2015, the Potomac and Rappahannock Transportation Commission (PRTC) approved increasing the Executive Director's delegated purchasing authority from \$50,000 to \$100,000. It was resolved that any purchase of greater than \$50,000 would be communicated to the Board as an information item.

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

Wheels-to-Wellness Funding Status
As of January 31, 2018

Grant/Contribution	Organization	Amount	Notes	
Enrollment Fees Collected		\$75		
Contribution	Davita Dialysis Center	\$1,261	Net IEC 3% admin fee per agreement (actual donation was \$1,300)	01/18/2018
Sub Total		\$1,336		

Pending

Grant/Contribution	Organization	Amount	Notes	
Sub Total		\$0		

Previously Reported

Grant/Contribution	Organization	Amount	Notes	Date
Enrollment Fees		\$2,790		
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
Sub Total:		\$583,225		
Grand Total (excluding Pending)		\$584,561		
Remaining (excluding Pending)		\$201,983		