August 27, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

SUBJECT: September 3, 2020 Commission Meeting Agenda Packet

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On September 3, 2020, the PRTC Executive Committee will meet in person at the OmniRide Transit Center at 6:00 p.m. Social distancing guidelines will be in place. The Executive Committee consists of all officers of the Commission: Margaret Franklin, Chair; Pam Sebesky, Vice Chair; Cindy Shelton, Secretary; Deborah Frazier, Treasurer; Andrea Bailey, At-Large; and Jeanette Rishell, At-Large.

The September 3, 2020 regular monthly meeting of the full Commission will be held at the Transit Center beginning at 7:00 p.m. Due to the COVID-19 pandemic, Commissioners will have the option to participate in the regular monthly meeting virtually by using Zoom or by attending in person at the Transit Center. In order to adhere to social distancing guidelines, available seating at the Transit Center is limited. Please let us know as soon as possible if you plan to participate in person. Electronic meetings in which a quorum is not physically assembled in one location are permissible when the Governor has declared a state of emergency and it is unsafe to assemble a quorum in a single location.

The Zoom meeting will be livestreamed over PRTC's YouTube channel, providing the public an opportunity to watch the meeting in real time. In lieu of holding public comment time during the meeting, the public will be able to submit any comments they have in writing. We will advertise the changes to the meeting in accordance with our Bylaws.

The September 3rd meeting agenda and supporting documents should be reviewed prior to the meeting. The materials are posted at omniride.com/about/events/september-2020. Print copies will not be mailed this month to help reduce the number of staff working from the Transit Center.

If you have any questions regarding the agenda or any other item in the online board meeting packet, please contact me at (703) 580-6117 or via email at bschneider@omniride.com.

# AGENDA

## Potomac and Rappahannock Transportation Commission

Thursday, September 3, 2020 - 7:00 PM

**Officers**
Hon. Margaret Franklin, Chair
Prince William County
Hon. Pamela Sebesky, Vice-Chair
City of Manassas
Hon. Cindy Shelton, Secretary
Stafford County
Hon. Deborah Frazier, Treasurer
Spotsylvania County
Hon. Andrea Bailey, At-Large
Prince William County
Hon. Jeanette Rishell, At-Large
City of Manassas Park

Electronic Meeting Live Streaming on YouTube.com/PRTCTransit
Due to COVID-19 Pandemic and Pursuant to Commission Res. No. 20-05-01, May 7, 2020

**1. CALL TO ORDER**

**2. INVOCATION AND PLEDGE OF ALLEGIANCE**

**3. ATTENDANCE ROLL CALL**

**4. APPROVAL OF AGENDA**

4.1. APPROVE AGENDA - SEPTEMBER 3, 2020
*Resolution to Approve September 3 2020 Agenda*

**5. APPROVAL OF MINUTES**

5.1. APPROVAL OF PRTC COMMISSION MEETING MINUTES - JULY 9, 2020
*Resolution to Approve July 9, 2020 Board of Commissioner Meeting Minutes*

**6. VIRGINIA RAILWAY EXPRESS ACTING CHIEF EXECUTIVE OFFICER'S TIME**

6.1. *6.1 - VRE Acting CEO Report - Aug 2020*

6.2. AUTHORIZE CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
*Resolution to Authorize Closed Meeting of the PRTC*

6.3. CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION
*Resolution to Certify Closed Meeting of the PRTC*

6.4. VRE Information Items:
*VRE Monthly Update*
*July 17th Operations Board Meeting Agenda - Minutes - Resolutions*
*Key FY2022 Budget Issues*
*Spending Authority Report - July 2020*

## 7. PUBLIC COMMENT TIME

Public comments will not be received during the meeting; however, those wanting to comment should send written comments, limited to one (1) page, to CRodrigo@OmniRide.com by September 2, 2020 at 5:00 p.m.

## 8. CONSENT AGENDA

8.1. APPROVE CONSENT AGENDA - SEPTEMBER 3, 2020
*Resolution to Approve Consent Agenda*

8.2. ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2020
*Resolution to Accept the PRTC Monthly Jurisdictional Financial Report - May 31, 2020*

## 9. EXECUTIVE DIRECTOR'S TIME

9.1. Executive Director's Report

- COVID-19 Response Update
- Western Facility
- Passenger Rail Authority Update

9.2. Employee Above and Beyond Recognition

## 10. PRESENTATIONS AND INFORMATION

10.1. Diversity, Equity, and Inclusion Assessment (presentation)
*Diversity, Equity, and Inclusion Assessment*

## 11. ACTION ITEMS

11.1. RESOLUTION TO RATIFY ACTION OF THE EXECUTIVE DIRECTOR TO CONDUCT AN EMERGENCY PROCUREMENT WITH MANSFIELD OIL COMPANY FOR ULTRA-LOW SULFUR DIESEL FUEL
*Resolution to Ratify Action of the Executive Director to Conduct an Emergency Procurement*

11.2. AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH JAMES RIVER SOLUTIONS TO PURCHASE ULTRA-LOW SULFUR DIESEL FUEL
*Resolution to Authorize a Contract with James River Solutions*

11.3. AUTHORIZE THE EXECUTIVE DIRECTOR TO EXTEND THE PILOT PERIOD FOR THE PARATRANSIT SERVICE IN THE WESTERN SERVICE AREA
*Resolution to Extend the Pilot Period for the Paratransit Service*

11.4. AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A TASK ORDER CONTRACT TO SIDDALL COMMUNICATIONS, LLC FOR VANPOOL ALLIANCE PROGRAM MARKETING SERVICES
*Resolution to Authorize the Executive Director to Award a Contract to Siddall Communications, LLC*

## 12. CHAIR'S TIME

## 13. OTHER BUSINESS/COMMISSIONERS' TIME

*PRTC Commission Meeting Schedule for 2020*

## 14. ADJOURNMENT

## INFORMATION ITEMS

*System Performance Report*
*Revised Spending Authority Report*
*Monthly Safety Dashboard*
*Commissioners Fuel Tax Report*

**ITEM 1**

**Call to Order**

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**ITEM 2**

**Invocation and Pledge of Allegiance**

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**ITEM 3**

**Attendance Roll Call**

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**ITEM 4.1**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 20-09-___**

**MOTION:**

**SECOND:**

**RE: APPROVAL OF AGENDA – SEPTEMBER 3, 2020**

**ACTION:**

**WHEREAS,** the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") meets on a monthly basis and an agenda is presented to the Commission for review and approval.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the agenda of September 3, 2020, as presented/amended.

**Votes:**
**Ayes:**
**Abstain:**
**Nays:**
**Absent from Vote:**
**Alternate Present Not Voting:**
**Absent from Meeting:**

# AGENDA

## Potomac and Rappahannock Transportation Commission

Thursday, September 3, 2020 - 7:00 PM

**Officers**
Hon. Margaret Franklin, Chair
Prince William County
Hon. Pamela Sebesky, Vice-Chair
City of Manassas
Hon. Cindy Shelton, Secretary
Stafford County
Hon. Deborah Frazier, Treasurer
Spotsylvania County
Hon. Andrea Bailey, At-Large
Prince William County
Hon. Jeanette Rishell, At-Large
City of Manassas Park

Electronic Meeting Live Streaming on YouTube.com/PRTCTransit
Due to COVID-19 Pandemic and Pursuant to Commission Res. No. 20-05-01, May 7, 2020

**1. CALL TO ORDER**

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**3. ATTENDANCE ROLL CALL**

**4. APPROVAL OF AGENDA**

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*Resolution to Approve September 3 2020 Agenda*

**5. APPROVAL OF MINUTES**

5.1. APPROVAL OF PRTC COMMISSION MEETING MINUTES - JULY 9, 2020
*Resolution to Approve July 9, 2020 Board of Commissioner Meeting Minutes*

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6.1. *6.1 - VRE Acting CEO Report - Aug 2020*

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*VRE Monthly Update*
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*Key FY2022 Budget Issues*
*Spending Authority Report - July 2020*

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*PRTC Commission Meeting Schedule for 2020*

## 14. ADJOURNMENT

## INFORMATION ITEMS

*System Performance Report*
*Revised Spending Authority Report*
*Monthly Safety Dashboard*
*Commissioners Fuel Tax Report*

**ITEM 5.1**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 20-09-___**

**MOTION:**

**SECOND:**

**RE: APPROVAL OF PRTC COMMISSION MEETING MINUTES FOR JULY 9, 2020**

**ACTION:**

**WHEREAS,** the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") has had the opportunity to review the draft meeting minutes for July 9, 2020.

**NOW, THEREFORE BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of July 9, 2020 as presented/amended.

**Votes:**
**Ayes:**
**Nays:**
**Abstain:**
**Absent from Vote:**
**Alternate Present Not Voting:**
**Absent from Meeting:**

# MINUTES

## BOARD OF COMMISSIONERS MEETING

**July 9, 2020**
**ZOOM Virtual Meeting**
**Livestreamed at YouTube.com/PRTCtransit**

| **Members Present** | Jurisdiction |
|---|---|
| *Victor Angry | Prince William County |
| *Andrea Bailey, At-Large | Prince William County |
| *Kenny Boddye (arrived 7:45 p.m.) | Prince William County |
| *Margaret Franklin, Chair | Prince William County |
| *Jeanine Lawson | Prince William County |
| *Tinesha Allen (arrived 7:05 p.m.) | Stafford County |
| *Pamela Sebesky, Vice Chair | City of Manassas |
| *Matthew Kelly | City of Fredericksburg |
| *Deborah Frazier, Treasurer (arrived 7:05 p.m.) | Spotsylvania County |
| *Gary Skinner | Spotsylvania County |
| *Lee Carter | Virginia House of Delegates |
| *Elizabeth Guzman (arrived 7:05 p.m.) | Virginia House of Delegates |
| *George Barker | Virginia Senate |

| **Members Absent** | |
|---|---|
| Yesli Vega | Prince William County |
| Cindy Shelton, Secretary | Stafford County |
| Jeanette Rishell, At-Large | City of Manassas Park |
| Jennifer Mitchell | Department of Rail and Public Transportation |

| **Alternates Present** | |
|---|---|
| *Bennie Smith | Prince William County |
| *Meg Bohmke | Stafford County |
| Ralph Smith | City of Manassas |
| *Donald Shuemaker | City of Manassas Park |
| *Todd Horsley | Department of Rail and Public Transportation |

| **Alternates Absent** | |
|---|---|
| Ann Wheeler | Prince William County |
| Pete Candland | Prince William County |
| Maggie Hansford | Prince William County |
| Gary Snellings | Stafford County |
| Preston Banks | City of Manassas Park |
| Hector Cendejas | City of Manassas Park |
| Jason Graham | City of Fredericksburg |
| Tim McLaughlin | Spotsylvania County |
| David Ross | Spotsylvania County |
| Jennifer DeBruhl | Department of Rail and Public Transportation |
| Steve Pittard | Department of Rail and Public Transportation |

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

DRAFT

**Staff and Public on ZOOM**

Dr. Robert A. Schneider, PhD – PRTC
Doris Lookabill – PRTC
Charles Steigerwald – PRTC
Perrin Palistrant – PRTC
Carl Roeser - PRTC
Christine Rodrigo – PRTC
Becky Merriner – PRTC
Aline Frantzen - Keolis
Mike Ake - Keolis
Bryan Jungwirth - Keolis
Rich Dalton – VRE
Ben Owen – NVTC
Sharon Pandak – Greehan, Taves & Pandak

Chair Franklin called the meeting to order at 7:01 p.m. and said that due to the COVID-19 pandemic and pursuant to PRTC Commission Resolution No. 20-05-01, this meeting of the PRTC Board of Commissioners is being conducted remotely. Public access for this meeting is being provided via livestreaming on PRTC's YouTube channel. The public was given notice on PRTC's website, Facebook, at the Transit Center, and in InsideNova and the Free Lance-Star. The Chair then read an announcement detailing procedures for the electronic meeting.

Chair Franklin announced that Delegate Lee Carter and Delegate Elizabeth Guzman have been officially appointed to the PRTC Board, and that Senator George Barker has been reappointed to the Board. Invocation, Pledge of Allegiance, and Roll Call followed.

Commissioner Allen, Commissioner Frazier, and Commissioner Guzman arrived at 7:05 p.m.

**Approval of Agenda – 4 [RES 20-07-01]**

Commissioner Bailey moved with a second by Commissioner Angry. There was no discussion on the motion. (BAILEY/ANGRY, UNANIMOUS)

**Approval of Minutes of June 4, 2020– 5 [RES 20-07-02]**

Commissioner Barker moved with a second by Commissioner Sebesky. There was no discussion on the motion. (BARKER/SEBESKY; BOHMKE ABSTAINED; UNANIMOUS)

**Virginia Railway Express Acting Chief Executive Officer's Time – 6**

- VRE continues to operate at a reduced service level. Ridership increased from about 620 per day in early June to about 1000 per day at the end of June. Trains will be lengthened and added as ridership increases to help maintain social distancing.
- June on-time-performance was at 93% system wide, the same rate as in May.
- Efforts continued in June to welcome returning riders, place signage for social distancing, enhance cleaning, and place hand sanitizer dispensers at stations and on trains.
- There's nearly 100% compliance with the requirement for passengers to wear face coverings, and staff has face coverings available for riders who may not have one.
- There is daily messaging including social media and direct communications to provide information to riders.
- Staff continues to work remotely with all business functions fully operational.
- In coming weeks, members can expect to see preliminary information about FY20 year-end financial results. Staff continues its FY21 scenario planning and is refining projections for ridership, revenues and expenses, which will be shared at a later date.

**Public Comment Time – 7**

The Chair explained no public comments would be received during the virtual meeting; however, the public was advised to submit written comments to the Board Clerk by July 8 at 5 p.m. No comments were received.

**Consent Agenda – 8 [RES 20-07-03]**

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

- **Acceptance of the PRTC Monthly Jurisdictional Financial Report for the Period Ended April 30, 2020 [RES 20-07-04]**

- **Authorization to Budget and Appropriate the City of Fredericksburg's Motor Fuels Tax Funds for Various Transportation Projects [RES 20-07-05]**

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

Dr. Schneider updated the Board on the following items:

**COVID-19 Response and Update**

- Express service has returned to a Friday service level on each weekday, which is about 85% of pre-COVID weekday service. There have been minor ridership increases each week since June, recovering 8-10% of lost ridership, and is hopeful that the continued re-opening of Virginia in Phase 3 with no additional waves results in more passengers returning.
- Ridership and revenues will continue to present challenges until traffic volume and/or parking capacity become issues.
- Local services continue to operate fare-free to reduce dwell time and decrease risk of exposure to COVID-19. Commuter services are cashless and are likely to remain that way for the foreseeable future.
- The next benchmark for ridership recovery will be the post-Labor Day ridership rates as schools, employers, and workforces respond to the virus and telework models become more entrenched. We will also have more concrete data on fuel tax revenues and will begin preparing for longer-term responsiveness to trends and demands.

**Employee/Passenger Safety**

- We remain focused on cleaning.
- Staff was at several of the larger park and ride lots this week to thank passengers and answer their questions. Feedback from riders was good; they appreciate the operators who have been on the road each day.
- The OmniRide lobby reopened only for customer questions and the passenger vestibule reopened for riders who are waiting for a bus. Floor decals and Plexiglas protective panels have been added in the lobby.
- Virginia Workplace Safety Mandates
    - We're focused on signage and reminders for distancing, and have placed wipes and sanitizer throughout the facility.
    - We are evaluating employee responsibilities and re-evaluating positions that can be longer-term telework, in-office and hybrid systems. We have provided employees with back-to-work training and materials, including instructions for daily self-assessments for COVID-19 symptoms and protocols.

**Passenger Rail Authority Update**

- Nine names and resumes from PRTC jurisdiction members were forwarded to DRPT for the Virginia Passenger Rail Authority. At this time, no action has been taken. All resumes will be forwarded to the Commissioners. Please note that individuals could independently submit names outside of this process.

**Federal Legislative Update**

- There has been no significant news in federal policy for COVID-19; however, the most recent federal legislation for transit is the INVEST act, a five-year surface transportation legislation that includes $105 billion for transit, $29 billion for Amtrak, and is expected to be considered by the full House in early July. The major impact would be on the level of funding for capital assets and would impact both

VRE and OmniRide funding. This is exclusive of any COVID-19 funding we have received and also—at this stage—exclusive of any future COVID-19 assistance.

**Chuck Steigerwald's Final Meeting**

- Chuck Steigerwald is retiring in August after 20 years at PRTC in many roles. He joins two other 2020 retirees, Sun Amacker from the Finance Department and Leon Jordan of the Quality Assurance department. Leon retired just two weeks ago after 25 years at the organization and 20 years as a PRTC employee. We're fortunate to have had their leadership, their friendship, and wish them the best.

Chair Franklin thanked Mr. Steigerwald for his service, wished him luck and asked if there were questions about Dr. Schneider's report.

Commissioner Horsley noted he has no update on the Passenger Rail Authority Appointments, but there may be an update at the VRE Operations Board meeting on July 17.

Commissioner Shuemaker asked how long the local buses would be fare-free. Dr. Schneider replied the next evaluation will take place around Labor Day. Fare boxes are located next to the bus operator, so offering free fares is a safety measure to reduce interactions between the operator and passengers. It also helps to ensure that COVID-19 doesn't enter the building via cash, Dr. Schneider said, adding that staff will look at things like mobile ticketing in a more expedited manner. Commissioner Shuemaker said free fares encourage ridership and enable riders to become familiar with where the bus goes.

**<u>Presentations and Information – 10</u>**

**I-395/95 Commuter Choice Program**

Ben Owen, Commuter Choice Senior Program Manager at the Northern Virginia Transportation Commission, presented an overview of the I-395/95 Commuter Choice Program.

The first round of projects was implemented last fall along with the opening of the I-395 Express Lanes. Toll revenues come from Transurban, the Express Lanes concessionaire. NVTC expects full funding of about $30 - $35 million for the upcoming program because the payment is a term of Transurban's master agreement with the Commonwealth to operate the Express Lanes. The upcoming call for projects covers fiscal years 2022 and 2023. Member jurisdictions and transit providers along that corridor are eligible to apply for funds.

Both PRTC and NVTC are being asked to appoint three Commissioners each to the Joint Commission Working Group, which serves as an intermediary between the full Commissions and program participants.

Commissioner Lawson asked how the pandemic will impact the concessionaire payment. Mr. Owen replied that a full payment is anticipated despite lower toll revenues.

In response to a question from Commissioner Bailey, Mr. Owen said the current plan is to offer an introductory briefing to members of the Joint Commission Working Group in mid-to-late August.

Commissioner Skinner said he was a member of the Working Group last year and wondered if briefings could be held before mid-to-late August. Mr. Owen replied that there was some flexibility.

Chair Franklin said she is looking for three Commissioners to volunteer for the Joint Working Group. Mr. Owen said he'd like for the members to be identified within the next week or two. Chair Franklin asked those interested to email herself or Dr. Schneider by July 17. Commissioner Skinner said if no one else from Stafford or Fredericksburg wants to represent the southern portion, he would be willing to serve.

Commissioner Boddye arrived at 7:45 p.m.

**Transit Strategic Plan and Transportation Demand Management Plan**
Chuck Steigerwald, OmniRide's Chief Development Officer, presented an overview of PRTC's Transit Strategic Plan and Transportation Demand Management Plan.

The Public Participation Process for these two plans is the last piece of the Strategic Plan process which began in May 2016. Staff would like to have feedback from the Public Participation Process in time to return to the Commission in September for adoption of the plans. OmniRide's focus then would shift to implementing the plans and performing annual plan updates, Mr. Steigerwald said.

Commissioner Horsley noted these plans are required by DRPT and also were mandated by the General Assembly in 2018. DRPT has always required agencies to do a Transit Development Plan (TDP), but in 2018 the decision was made to ask the larger transit agencies for more planning due to new legislation and guidelines. Although PRTC was in the early phases of its TDP update, it volunteered to transition to a Transit Strategic Plan once the guidelines were created. DRPT appreciates all the work that PRTC put into the plan, Commission Horsley said. He also congratulated Mr. Steigerwald on his retirement and said the DRPT staff will miss him.

Commissioner Bailey thanked Mr. Steigerwald for the update and wished him well.

Commissioner Boddye apologized for being late to the PRTC meeting due to a Town Hall meeting and said our transit system is important to constituents and he's looking forward to seeing these plans implemented.

Commissioner Lawson thanked Mr. Steigerwald for his service to the community. She pointed out that growth is anticipated in the Manassas area due to plans to expand George Mason University's campus at Innovation and asked why the TSP doesn't anticipate new bus services in that area until 2027. Mr. Steigerwald replied that's due to projected revenue sources and the fact that development is anticipated but not assured. Annual updates to the plans will allow staff to make changes as conditions change.

Commissioner Sebesky said she appreciates Mr. Steigerwald's work on the Strategic Plan and his service to the organization and community.

Commissioner Shuemaker asked if there's been thought of realigning western OmniRide Express routes in light of the planned Route 28 expansion. Using a Manassas Park VRE parking garage as a commuter hub would provide options for residents in the Route 28 corridor, Commissioner Shuemaker said. Mr. Steigerwald said any I-66 corridor expansion plans have been identified based on the Transform66 project as that will be the main funding source. Previous thoughts about operating routes to areas in the Route 28 corridor were removed from plans in order to concentrate on existing services and take advantage of the new Express Lanes and associated infrastructure such as new park and ride lots along I-66. In order to operate new service in the Route 28 corridor, PRTC would need to identify a funding source and be assured about the reliability of travel times on the roadway, Mr. Steigerwald said.

Commissioner Shuemaker said many commuters are traveling between suburbs and they have no transit options. He then clarified that when discussing bus services on Route 28, staff may not have to find new funding but could take some funding from routes that operate along Sudley Road and shift it to the Route 28 corridor. Mr. Steigerwald said that's a possibility but added that OmniRide's Gainesville buses couldn't be re-routed because they are close to capacity and they'd lose the time advantage by operating along Route 28. The trip-making pattern is more varied in the I-66 corridor than in the I-95 corridor, he added.

Chair Franklin said some comments have been submitted regarding I-66, Route 28, the Transit Strategic Plan, and Transportation Demand Management Plan.

Commissioner Kelly said traditionally the focus has always been on the bus system and VRE, but very little is said regarding vanpools and slugging. He asked Mr. Steigerwald to share his thoughts about the importance of vanpools and slugging from a performance measure standpoint. Mr. Steigerwald said no one knows how many people slug, but prior census attempts put the figure at 10,000 individuals in the I-95 corridor. It's a major activity and he believes there are more passenger trips via slugging than people who ride on OmniRide buses or VRE trains in the I-95 corridor. On the I-66 corridor, slugging is virtually non-existent. Formally measuring slugging's impact would be valuable, but would take a significant effort.

Turning to vanpooling, Mr. Steigerwald said Vanpool Alliance has created a database of any measurable data points one would want. The impact of vanpools for traffic mitigation is similar to slugging but vanpools fill a different niche. Vanpools are particularly suited for long-distance commutes and for serving locations that transit can't because they're isolated or secure. Commissioner Kelly thanked Mr. Steigerwald for his service and noted that the Board tends to focus on buses and trains but should remember there are other options that have a significant impact on moving people.

Chair Franklin said she'd like the plans to be available in additional languages other than English and Spanish because Prince William County is incredibly diverse. She then asked Mr. Steigerwald to address how PRTC will encourage slugging in the I-66 corridor since the Board recently rejected a proposal to use grant funding for that purpose. Mr. Steigerwald said staff will help assist with the promotion of I-66 slugging.

**Operations and Maintenance Contract Structure and Development**

Dr. Schneider presented an overview of the Operations and Maintenance Contract structure and development. The staff recommendation is to award the contract to Keolis Transit America, which also is the provider for VRE's Maintenance and Operations. This is a five-year base contract, with five option years that can be exercised in any combination. Keolis will begin on November 1, 2020. Near universal hiring of First Transit employees is expected, if they are interested in remaining under the OmniRide service brand.

Chair Franklin welcomed Aline Frantzen, CEO of Keolis Transit America, along with Mr. Bryan Jungwirth and Mr. Mike Ake of Keolis Transit America, all of whom participated in the virtual meeting. Chair Franklin said she was happy to hear that current First Transit employees will have the opportunity to stay at OmniRide if they choose. Chair Franklin said she expects to see a new culture with this new contract.

Commissioner Guzman said she's excited for a brighter future for bus services in Prince William County and asked for more information about paratransit including the use of taxis. Dr. Schneider replied that OmniRide has been using taxi vouchers for the Wheels-to-Wellness program. The use of transit networking companies such as Uber wasn't a transit option in 2013 when PRTC last revised its contract with First Transit. OmniRide's vision is to better serve the community and be more flexible. In eastern Prince William County the three focal points are Lake Ridge, the Route 1 corridor, and Dale Boulevard. Although the majority of services are provided in these three areas, there are pockets outside these three that also are important. OmniRide wants to partner with experienced firms that can help us deliver flexible services, but that won't eliminate the need for fixed bus routes, Dr. Schneider said.

Commissioner Guzman said that as a resident of eastern Prince William, she hasn't seen services increased in the area, and she doesn't want bus service to be replaced with Uber or Lyft.

Chair Franklin said Commissioner Guzman's question complements the previous presentation on the Transit Strategic Plan and Transportation Demand Management Plan noting that OmniRide is looking to increase services in the Route 234 corridor.

Commissioner Boddye welcomed Keolis and echoed Chair Franklin's comments about tweaking the tone of the bus contractor's management and leadership. He asked if Keolis has engaged yet with the AFSCME union

and if that's in the plans. Mr. Bryan Jungwirth of Keolis said Keolis has copies of the current Collective Bargaining Agreement and intends to honor all the provisions. Keolis will reach out to the union once the PRTC contract is executed.

Commissioner Angry said he is focused on the bus drivers because they're the ones who make the operation work and is pleased to hear that the contractual agreements worked out with the union will be honored.

Regarding Commissioner Guzman's question, Commissioner Angry noted that Uber can be helpful with serving the first- and last-mile and asked if that's being discussed. Dr. Schneider said the single biggest challenge is funding, but OmniRide is committed to protecting local services, whereas in the past that was the first victim of budget cuts. The pandemic has been unique because local services have outperformed commuter services nationwide, he said.

Commissioner Angry told Dr. Schneider there may be a pilot program for a dedicated bus lane along Dale Boulevard.

Commissioner Lawson recalled that OmniRide has had "rogue" buses in the past and said she's excited about the advancements in technology to address emergencies like that in this contract.

Commissioner Bailey said she's encouraged that existing employees will have the opportunity to remain at OmniRide, and she encouraged incentive programs to build employee morale.

Commissioner Sebesky echoed comments about looking forward to Keolis examining the need for changes and improving morale.

Commissioner Kelly said he's dealt with Keolis over the years through the VRE Operations Board and looks forward to having a good relationship.

Commissioner Skinner said PRTC is lucky to get Keolis on board and he looks forward to now working with them on the bus side.

**PRTC Action Items – 11**

**Authorization to Execute a Contract with Keolis Transit America to Provide Fixed Route Bus and Paratrasit Operations and Maintenance Services [RES 20-07-06]**

Commissioner Bailey moved, with a second by Commissioner Boddye. Commissioner Shuemaker asked what contract protections are in place to protect OmniRide given the poor past performance of VRE that resulted in the former VRE Executive Director leaving. Dr. Schneider said there are protections in place and that VRE's problems were directly related to Positive Train Control. OmniRide's top issue is tied to traffic congestion, accidents and construction, not fleet performance. There are contract deductions for issues that affect service such as not meeting vehicle inspections, unclean vehicles, missed trips, etc., Dr. Schneider said. OmniRide's Quality Assurance department does regular audits and inspections. There also are rewards for good performance. (BAILEY/BODDYE; AYES - 16; NAYS – 1 (CARTER); APPROVED)

**Authorization to Commence the Public Participation Process for the Transit Strategic Plan and the Transportation Demand Management Plan [RES 20-07-07]**

Commissioner Barker moved, with a second by Commissioner Bailey. There was no discussion. (BARKER/ BAILEY, UNANIMOUS)

**Concurrence with the City of Fredericksburg's VRE Operations Board Appointments [RES 20-07-08]**

Commissioner Angry moved, with a second by Commissioner Skinner. There was no discussion. (ANGRY/SKINNER, UNANIMOUS)

**Chair's Time - 12**
Chair Franklin congratulated Keolis and said she's looking forward to a new culture and transparency in how business is conducted with safety of passengers being the top concern. She also thanked Mr. Steigerwald for his passion for transportation and years of service at OmniRide. Finally she thanked the Commissioners and participants for their patience and dedication at meetings.

**Commissioners' Time - 13**
Many Commissioners welcomed Keolis and thanked Chuck for his years of service.

Commissioner Shuemaker said bus service is important for riders especially seniors and people who don't have access to vehicles. He also pointed out two typos in the Keolis contract. Ms. Sharon Pandak of Greehan, Taves & Pandak and said the typos would be fixed.

Commissioner Kelly said Keolis overcame significant challenges when they started operating VRE, and many of VRE's then-delays were self-inflicted. Since then, delays have not been due to Keolis, but to the track owners, heat restrictions, track congestion and Positive Train Control.

Commissioner Skinner reiterated Commissioner Kelly's statement and said the VRE problems were not due to Keolis. Keolis and VRE are working together and Keolis has a great working relationship with CSX.

Commissioner Guzman said that as a new appointee to PRTC, she looks forward to working with everyone over the coming years.

**Adjournment – 14**
There being no further business to come before the Commission, Chair Franklin entertained a motion to adjourn. Commissioner Angry moved, with a second by Commissioner Boddye. There was no discussion. (ANGRY/BODDYE, UNANIMOUS)

Chair Franklin said the next PRTC meeting will be in September and in person.

The meeting was adjourned at 9:11 p.m.

**Information Items**
None

DRAFT

**ITEM 6**
**September 3, 2020**
**PRTC Regular Meeting**

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

**6.1 Acting Chief Executive Officer's Report – August 2020**
**6.2 Authorize Closed Meeting of the Potomac and Rappahannock Transportation Commission**
**6.3 Certify Closed Meeting of the Potomac and Rappahannock Transportation Commission**

**6.4 VRE Information Items:**
**VRE Monthly Update**
**July 17, 2020 Operations Board Meeting Agenda – Minutes - Resolutions**
**Key FY2022 Budget Issues**
**Spending Authority Report**

ITEM 6.1
September 3, 2020
PRTC Regular Meeting

# CEO REPORT

## AUGUST 2020

# OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.

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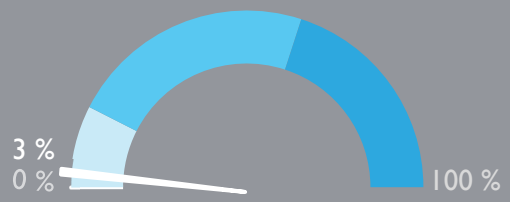
# SUCCESS AT A GLANCE

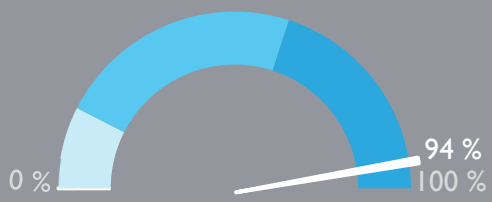



## PARKING UTILIZATION

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

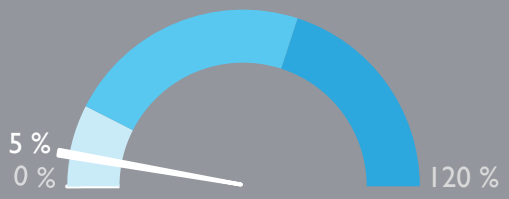
## AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, "S" schedule, service.
Same month, previous year: 19,001



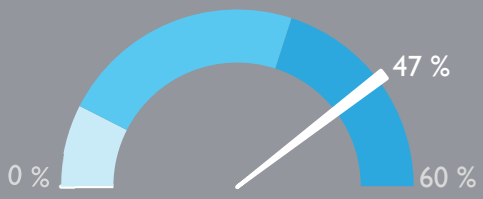

## ON-TIME PERFORMANCE

Percent of trains arriving at their destination within five minutes of the schedule.
Same month, previous year: 61%




## SYSTEM CAPACITY

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




## OPERATING RATIO

*Through June 2020*

Operating revenues, such as fares and advertising, divided by departmental expenses reflect the percentage of operating costs covered by such revenues.
Budgeted operating ratio: 52%

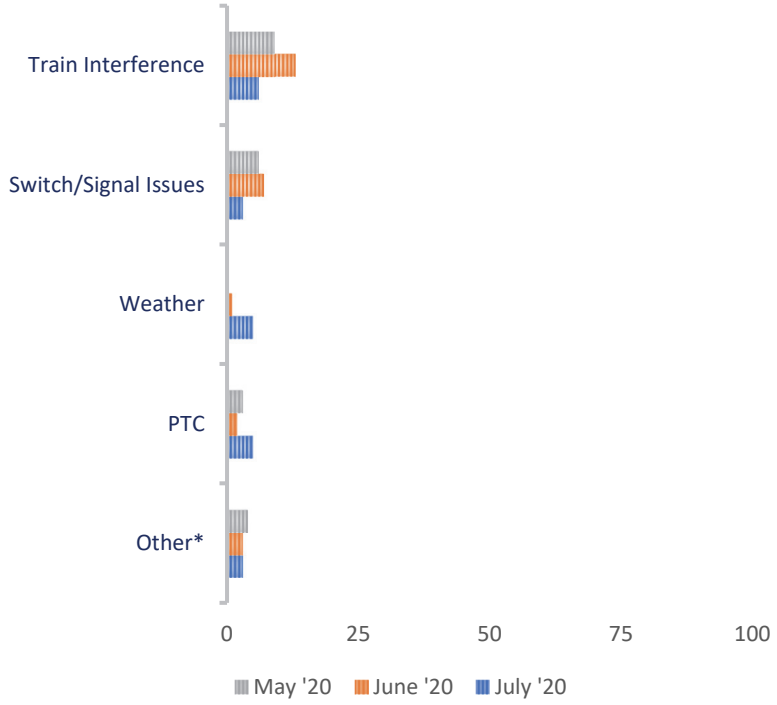
**July 2020**

# ON-TIME PERFORMANCE

## OUR RECORD

| | July 2020 | June 2020 | July 2019 |
|---|---|---|---|
| Manassas Line | 95% | 89% | 70% |
| Fredericksburg Line | 93% | 97% | 53% |
| Systemwide | 94% | 93% | 61% |

## PRIMARY REASON FOR DELAY




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

VRE operated 346 trains in July. Our on-time rate for July was 94 percent.

Twenty-two trains arrived more than 5 minutes late to their final destinations. Of those late trains, nine were on the Manassas Line (41 percent), and 13 were on the Fredericksburg Line (59 percent).

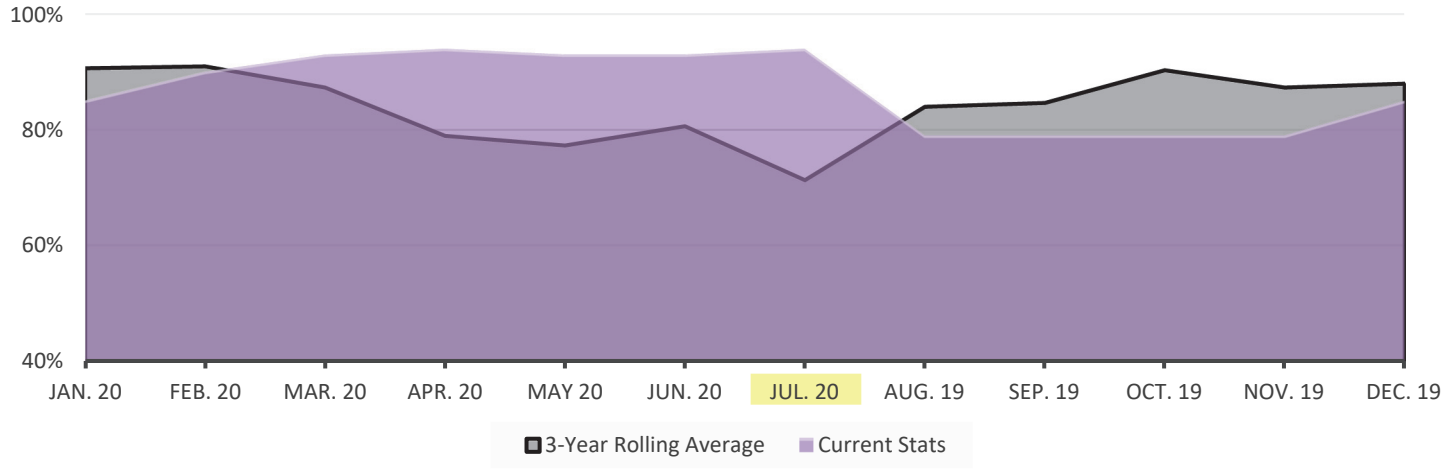
On-time performance continues to be strong, with both lines coming in over 90 percent in July. Despite the reduction in freight and passenger traffic, train interference continues to be the largest contributor to VRE delays.

## LATE TRAINS

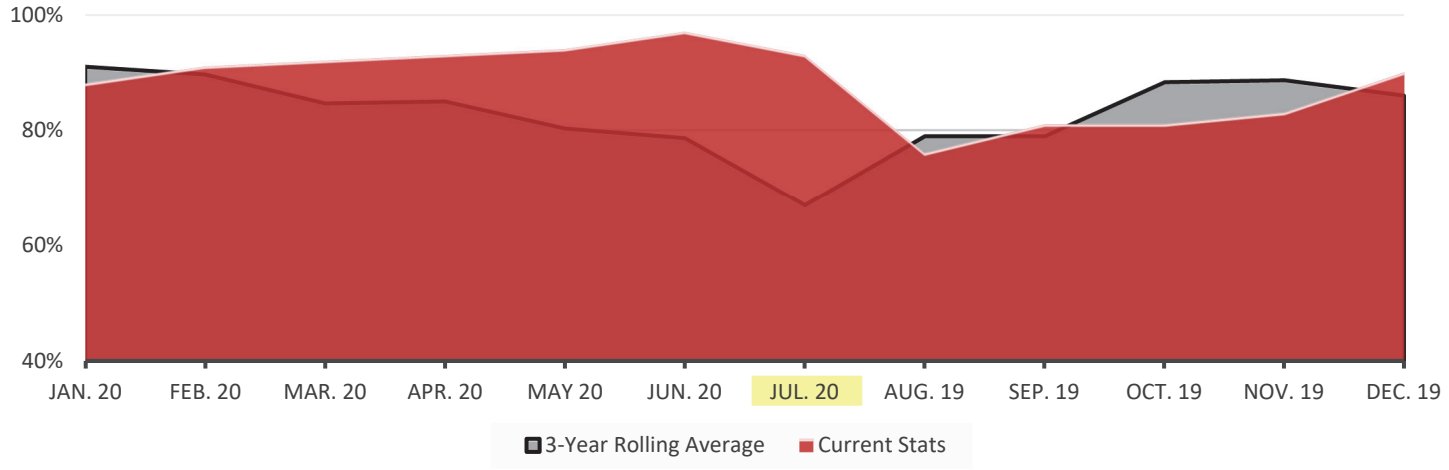
| | System Wide | | | Fredericksburg Line | | | Manassas Line | | |
|---|---|---|---|---|---|---|---|---|---|
| | May | June | July | May | June | July | May | June | July |
| Total late trains | 22 | 25 | 22 | 10 | 6 | 13 | 12 | 19 | 9 |
| Average minutes late | 41 | 14 | 16 | 58 | 21 | 18 | 28 | 11 | 12 |
| Number over 30 minutes | 8 | 2 | 3 | 5 | 2 | 2 | 3 | 0 | 1 |
| Heat restrictions | 1 | 15 | 20 | 1 | 15 | 20 | 0 | 0 | 0 |

## ON-TIME PERFORMANCE

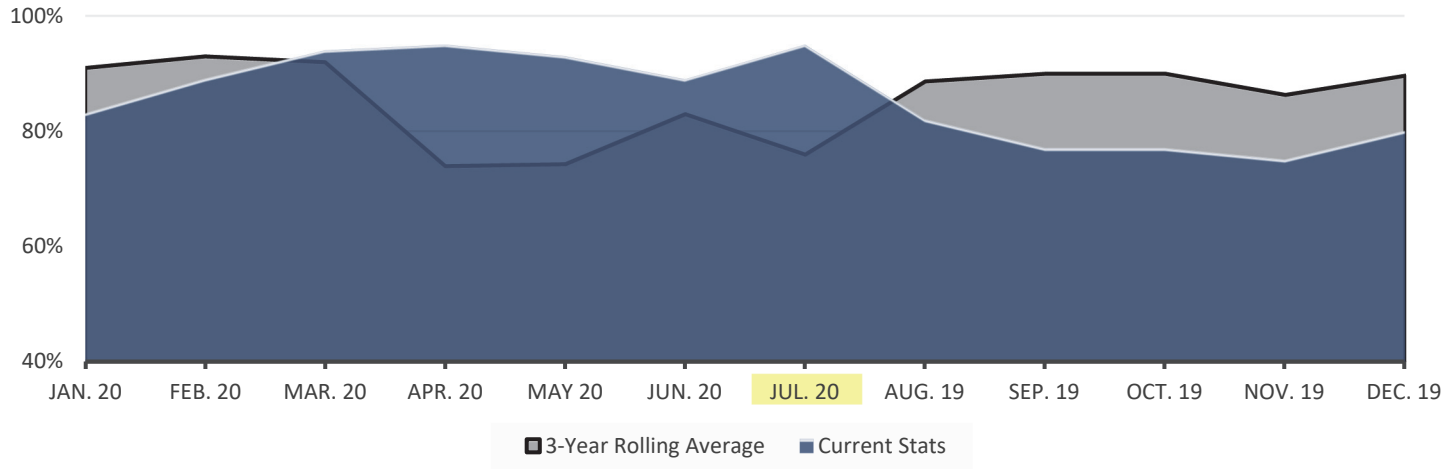
### VRE SYSTEM




### FREDERICKSBURG LINE

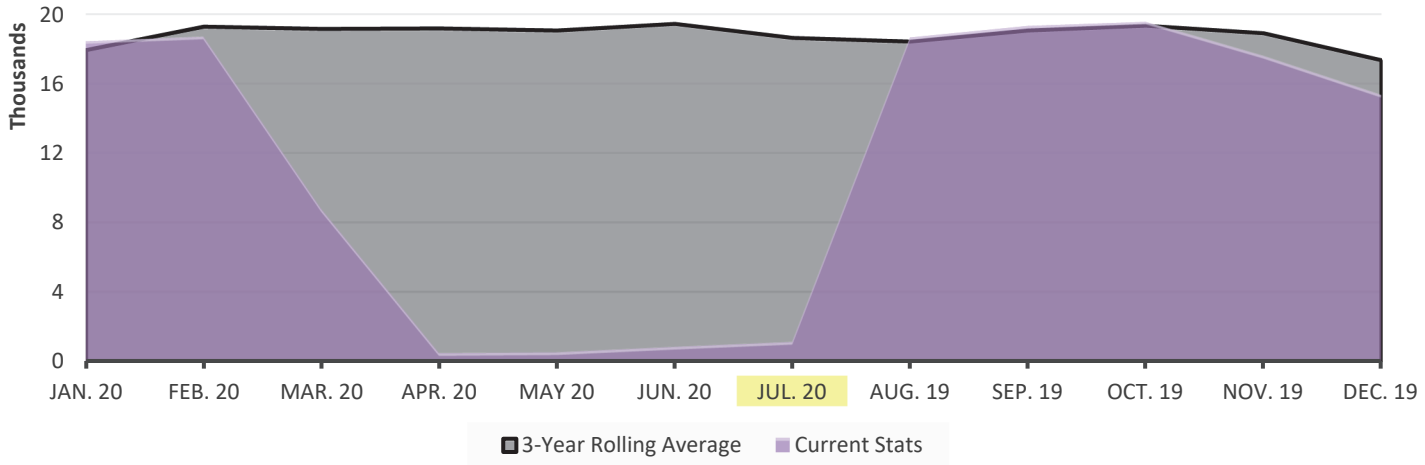



### MANASSAS LINE

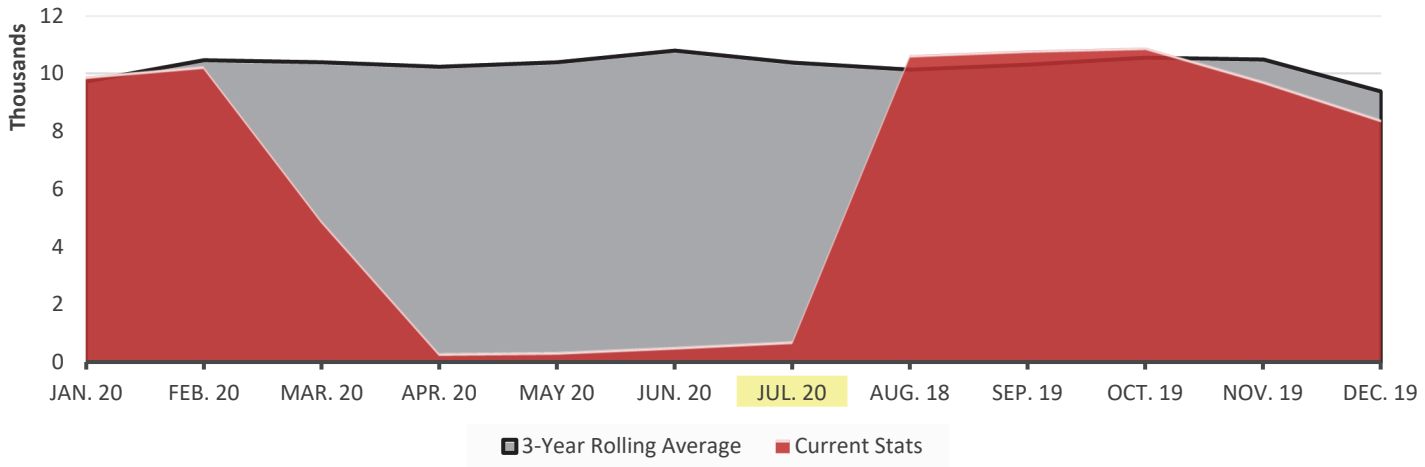


# AVERAGE DAILY RIDERSHIP

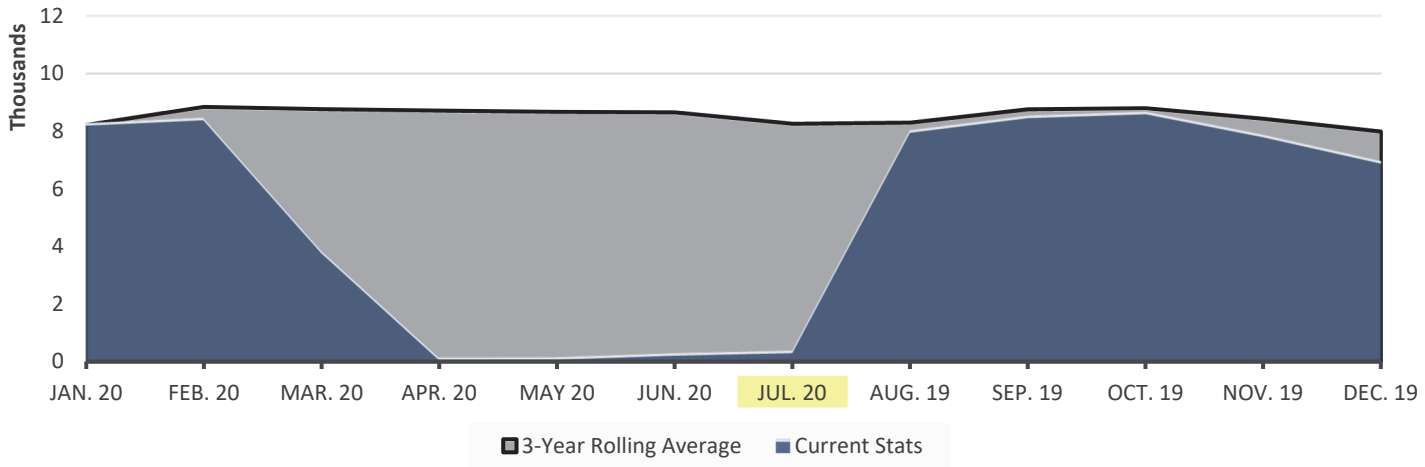
## VRE SYSTEM




## FREDERICKSBURG LINE




## MANASSAS LINE



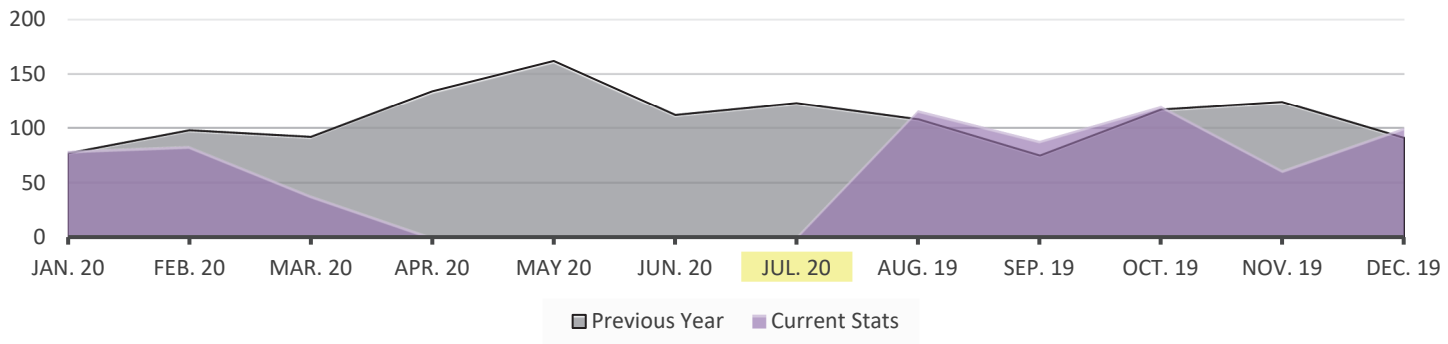
## RIDERSHIP UPDATES

Average daily ridership (ADR) in July was approximately 1,100. ADR for the month was up from June (825) as we now run on the "S" Schedule Plus (which adds trains 300 and 307 to service) necessitated by the COVID-19 pandemic.

| | July 2020 | June 2020 | July 2019 |
|---|---|---|---|
| Monthly Ridership | 23,287 | 18,093 | 418,029 |
| Average Daily Ridership | 1,109 | 822 | 19,001 |
| Full Service Days | 0 | 0 | 22 |
| "S" Service Days | 21 | 22 | 0 |

# SUMMONSES ISSUED

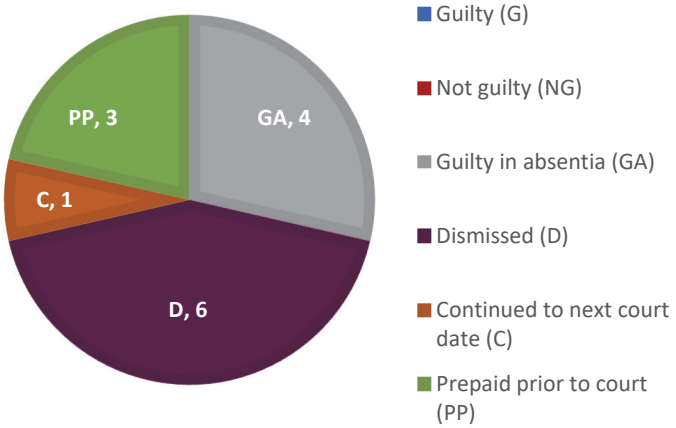
## VRE SYSTEM




## SUMMONSES WAIVED OUTSIDE OF COURT

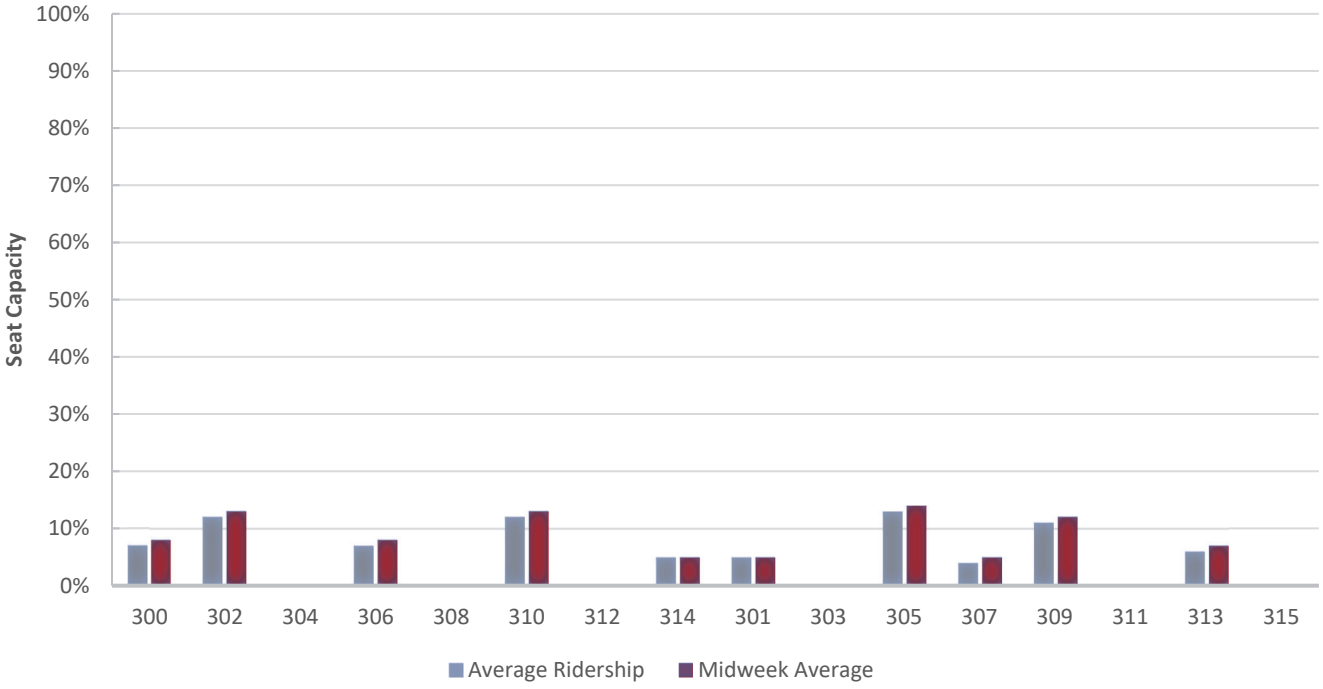
| Reason for Dismissal | Occurrences |
|---|---|
| Passenger showed proof of a monthly ticket | 0 |
| One-time courtesy | 0 |
| Per the request of the conductor | 0 |
| Defective ticket | 0 |
| Per ops manager | 0 |
| Unique circumstances | 0 |
| Insufficient information | 0 |
| Lost and found ticket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

## MONTHLY SUMMONSES COURT ACTION

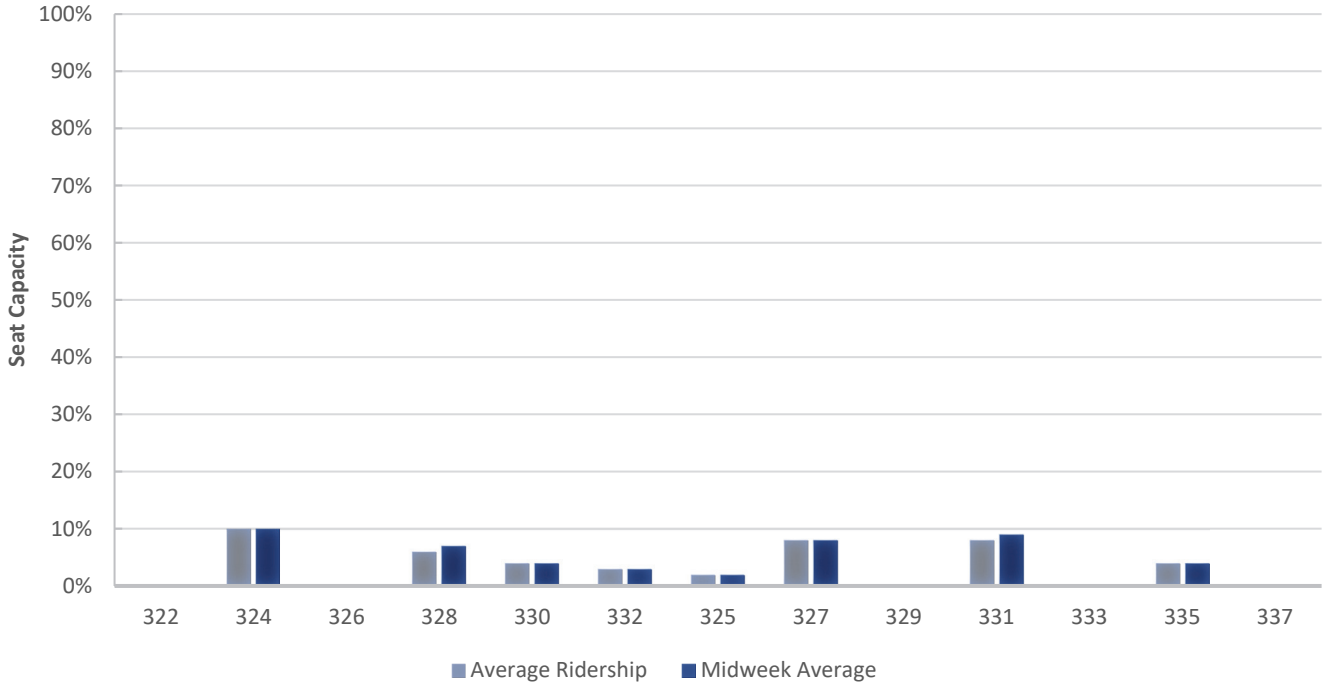


# TRAIN UTILIZATION

## FREDERICKSBURG LINE

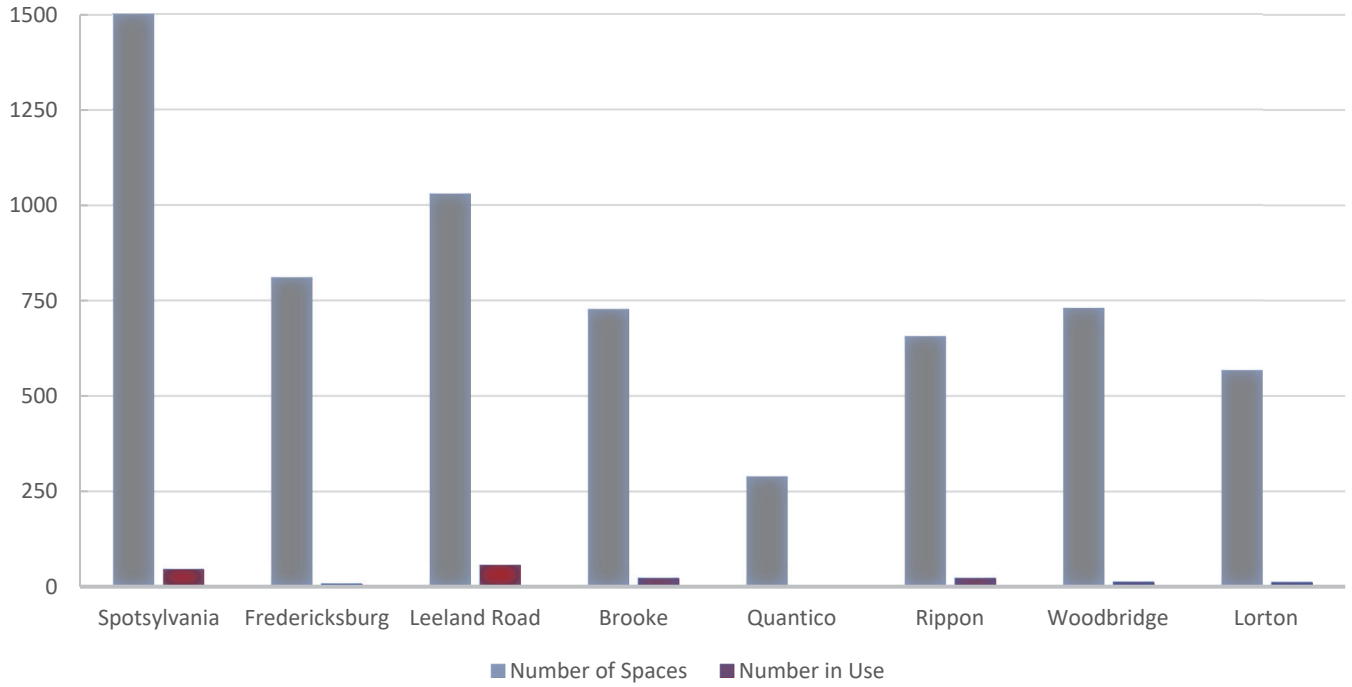



## MANASSAS LINE

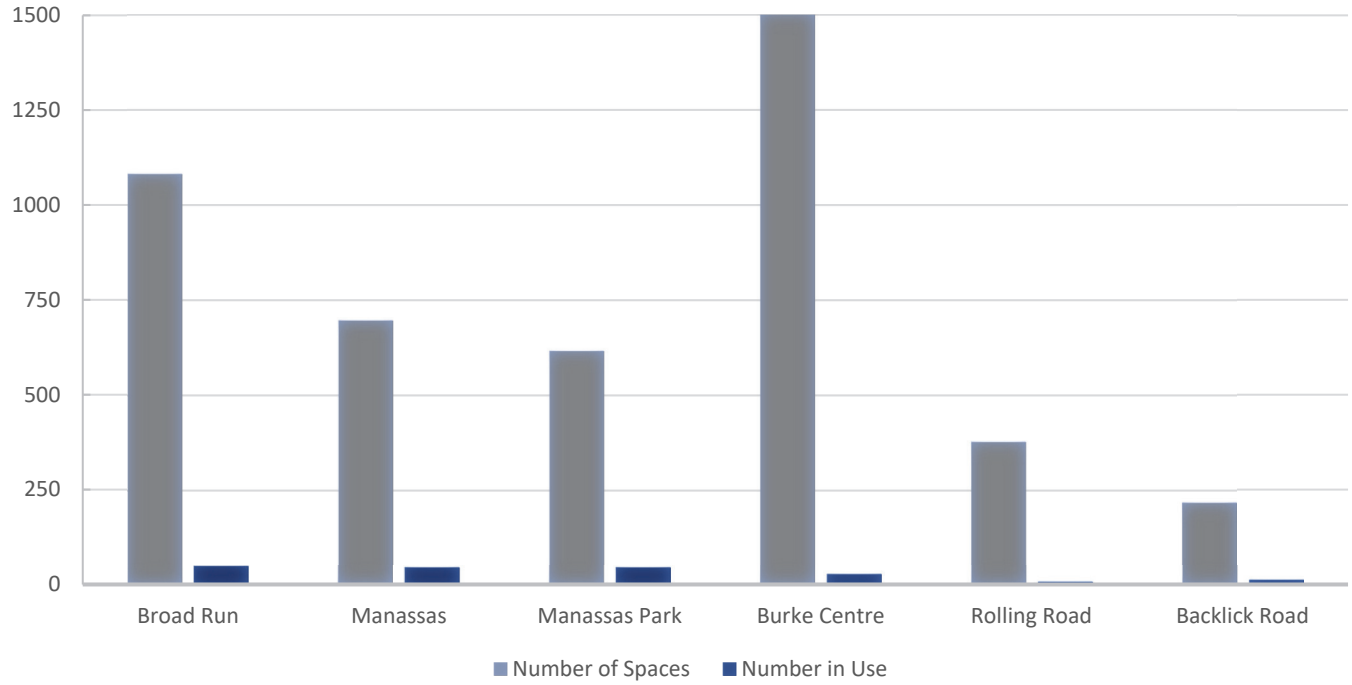


# PARKING UTILIZATION

## FREDERICKSBURG LINE




## MANASSAS LINE



# FINANCIAL REPORT FOR JUNE 2020

Due to the end of the fiscal-year finance audit, the financial report does not appear this month. The reports for July and fiscal year 2020 will appear in the September CEO Report.

# FACILITIES UPDATE

The following is a status update of VRE facilities projects.

## Completed projects:

1. Replacement of existing lighting with LED fixtures at Crossroads MASF service & inspection and train wash buildings

2. Installation of hand sanitizer dispensers and associated decal signage at all stations except Union Station

3. Installation of additional hand sanitizer dispensers at Alexandria headquarters

4. Installation of public notice signage for Alexandria pedestrian tunnel project in coordination with VRE Office of Development

*Public signage notice for Alexandria pedestrian tunnel*

*Public signage notice for Alexandria pedestrian tunnel*

## Projects scheduled to be completed this quarter:

1. Replacement of timber pedestrian crossing at Quantico Station

2. Submission of IFB package for canopy roof replacement at Backlick Road Station

3. Submission of IFB package for replacement of tactile warning strips at various stations

4. Submission of IFB package for overhaul of emergency generators at Woodbridge and Manassas stations, Alexandria headquarters and Fredericksburg office

## Projects scheduled to be initiated this quarter:

1. Issuance of GEC task orders for design of minor structural repairs at Franconia-Springfield, Woodbridge, Rippon, Brooke and Manassas Stations

2. Repair of minor cracks in west platform at Woodbridge Station

3. Repair of platform sealer delamination at Spotsylvania Station

4. Cleaning of storm drainage systems in Woodbridge and Manassas parking garages

## Ongoing projects:

1. Design of waiting area at L'Enfant Station

2. Replacement of signage at Franconia-Springfield, Woodbridge and Leeland Road stations

3. Replacement of waste and recycling receptacles at various stations

4. Design of renovations to Alexandria headquarters

# UPCOMING PROCUREMENTS

- Program management services
- Canopy roof replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station east elevator
- Passenger car wheelchair lift assemblies
- Purchase of LED light fixtures
- Construction of L'Enfant south storage track wayside power
- Variable Messaging System replacement
- Tactile strip replacements
- Pavement repairs and striping at the Rippon and Leeland Road stations and Fredericksburg Lot G
- Franconia-Springfield Station painting services
- Purchase of forklift trucks
- Final design services for VRE Broad Run expansion
- Renewal of locomotive head end power engine systems
- Overhaul of emergency generators
- Headquarters renovations

# CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

## Completed projects or major project milestones:

1. Long Bridge Project (*study by others*) – DRPT issued a RFP for architectural/engineering consulting services, with proposals due August 4. DDOT and FRA expect to publish the final environmental impact statement this summer.
2. New Washington Union Station Improvements (*study by others*) – FRA released the Draft Environmental Impact Statement (DEIS) and Draft Section 4(f) Evaluation for comment from agencies and the public on June 4. Two telephonic public hearings took place on July 14.

## Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements draft 90% complete plans
4. Lorton Station Second Platform design close-out is underway
5. Rippon Station Improvements revised preliminary design plans
6. Brooke Station Improvements revised preliminary design plans
7. Leeland Road Station Improvements revised preliminary design plans
8. Broad Run Expansion (BRX) Section 106 Consultation
9. Construction of Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)

## Projects or project phases scheduled to be initiated this quarter:

10. IFB for construction of Quantico Station Improvements
11. IFB for construction of Lifecycle Overhaul & Upgrade Facility (LOU)
12. IFB for construction of Rolling Road Station Improvements
13. Request for proposals (RFP) advertised for LOU Construction Management

## Ongoing projects:

14. Broad Run Expansion (BRX)
15. Manassas Park Parking Improvements
16. Rolling Road Station Improvements
17. Crossroads Maintenance and Storage Facility (MSF) – land acquisition completed
18. Lifecycle Overhaul & Upgrade Facility (LOU)
19. Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
20. Leeland Road Station Improvements
21. Brooke Station Improvements
22. Quantico Station Improvements
23. Rippon Station Improvements
24. Franconia-Springfield Station Improvements
25. Alexandria Station Improvements
26. Alexandria Station Track 1 Access (Slaters Lane)
27. Crystal City Station Improvements
28. L'Enfant Train Storage Track - South
29. L'Enfant Station Improvements
30. New York Avenue Midday Storage Facility
31. Potomac Shores VRE Station – *design by others*
32. Washington Union Station Improvements Environmental Impact Statement – *study by others*
33. DC2RVA Environmental Impact Statement – *study by others*
34. Long Bridge Project – *study by others*
35. Washington Union Station Improvements Environmental Impact Statement – *study by others*

*Projects Progress Report Follows*

# PASSENGER

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

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

STATUS: u Completed l Underway n On Hold À part of the "Penta-Platform" program

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

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

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

| ESTIMATED COSTS ($) | | | | | | | STATUS | |
|---|---|---|---|---|---|---|---|---|
| Total[1] | Funded | Unfunded | Authorized | Expended[2] | Percent Complete[1] | Project Completion Date | | |
| 31,875,014 | 31,875,014 | - | 2,382,759 | 2,193,257 | 90% | 4th QTR 2020 | | Design underway. CSX and City of Alexandria review progressing. |
| 7,000,000 | 7,000,000 | - | 467,500 | 270,487 | 60% | 2nd QTR 2019 | | Materials continue to be delivered. Assembly of cross-over has begun. |
| 2,400,000 | 400,000 | 2,000,000 | - | - | 5% | 4th QTR 2020 | | Design work on east platform only; west platform improvements unfunded. |
| 13,000,000 | 13,000,000 | - | * | 612,756 | 35% | 4th QTR 2022 | | FD underway with anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects. |
| 16,150,000 | 16,150,000 | - | * | 805,605 | 30% | 4th QTR 2022 | | FD underway with anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects. |
| 16,634,793 | 16,634,793 | - | * | 397,897 | 20% | 4th QTR 2023 | | PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects. |
| *No costs for VRE. Private developer providing station.* | | | | | 10% | TBD | | Potomac Shores VRE Station design underway to include parking structure. 60% Re-Design Submittal received and under review by CSX and VRE. |
| 18,372,949 | 18,372,949 | 0 | 830,833 | 683,892 | 60% | TBD | | SMART SCALE grant agreement pending. FD completion and Construction Procurement anticipated 2nd Quarter 2020. |
| 23,391,019 | 23,391,019 | - | * | 392,814 | 20% | 4th QTR 2023 | | DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects. |
| 15,527,090 | 15,527,090 | - | * | 365,142 | 20% | 4th QTR 2023 | | DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects. |
| 25,983,000 | 25,983,000 | 0 | 2,238,144 | 670,225 | 30% | 4th QTR 2022 | | Evaluating City of Manassas Park relocation request. |
| 5,000,000 | 2,000,000 | 3,000,000 | 640,503 | 418,887 | 70% | 3rd QTR 2021 | | Invitation for Bids (IFB) issued on 8/14/2020. |
| 49,940,000 | 19,098,463 | 30,841,537 | 1,584,619 | 397,848 | 30% | 2nd QTR 2024 | | PE & EC initiated in Oct 2019 and anticipated completion 3rd QTR 2020. |
| 70,650,000 | 62,465,721 | 8,184,279 | 130,501 | 65,150 | 50% | 2nd QTR 2023 | | DRPT LONP received. Real estate research in progress under LONP. |

## TRACK AND INFRASTRUCTURE

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

## MAINTENANCE AND STORAGE FACILITIES

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| L'Enfant Train Storage Track - South | Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work | ◆ | ◆ | ◆ | N/A | ● | ● |
| Lifecycle Overhaul & Upgrade Facility | New LOU facility to be added to the Crossroads MSF. | ◆ | ◆ | ◆ | N/A | ◆ | ■ |
| Crossroads Maintenance and Storage Facility - Land Acquisition | Acquisition of 19.5 acres of land, construction of two storage tracks and related site improvements. | ◆ | N/A | N/A | ● | N/A | N/A |
| New York Avenue Midday Storage Replacement Facility | Midday storage facility replacement for Ivy City storage facility. | ◆ | ● | ● | ● | | |

## ROLLING STOCK

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Passenger Railcar Procurement | Acquisition of 29 new railcars. | ◆ | N/A | N/A | N/A | ◆ | ◆ |
| Positive Train Control | Implement Positive Train Control for all VRE locomotives and control cars. | ◆ | N/A | N/A | N/A | ◆ | ● |

## PLANNING, COMMUNICATIONS AND IT

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Broad Run Expansion (was Gainesville-Haymarket Extension) | NEPA and PE for expanding commuter rail service capacity in Western Prince William County | ◆ | ● | ● | - | - | - |
| Mobile Ticketing | Implementation of a new mobile ticketing system. | ◆ | N/A | N/A | N/A | ◆ | ● |

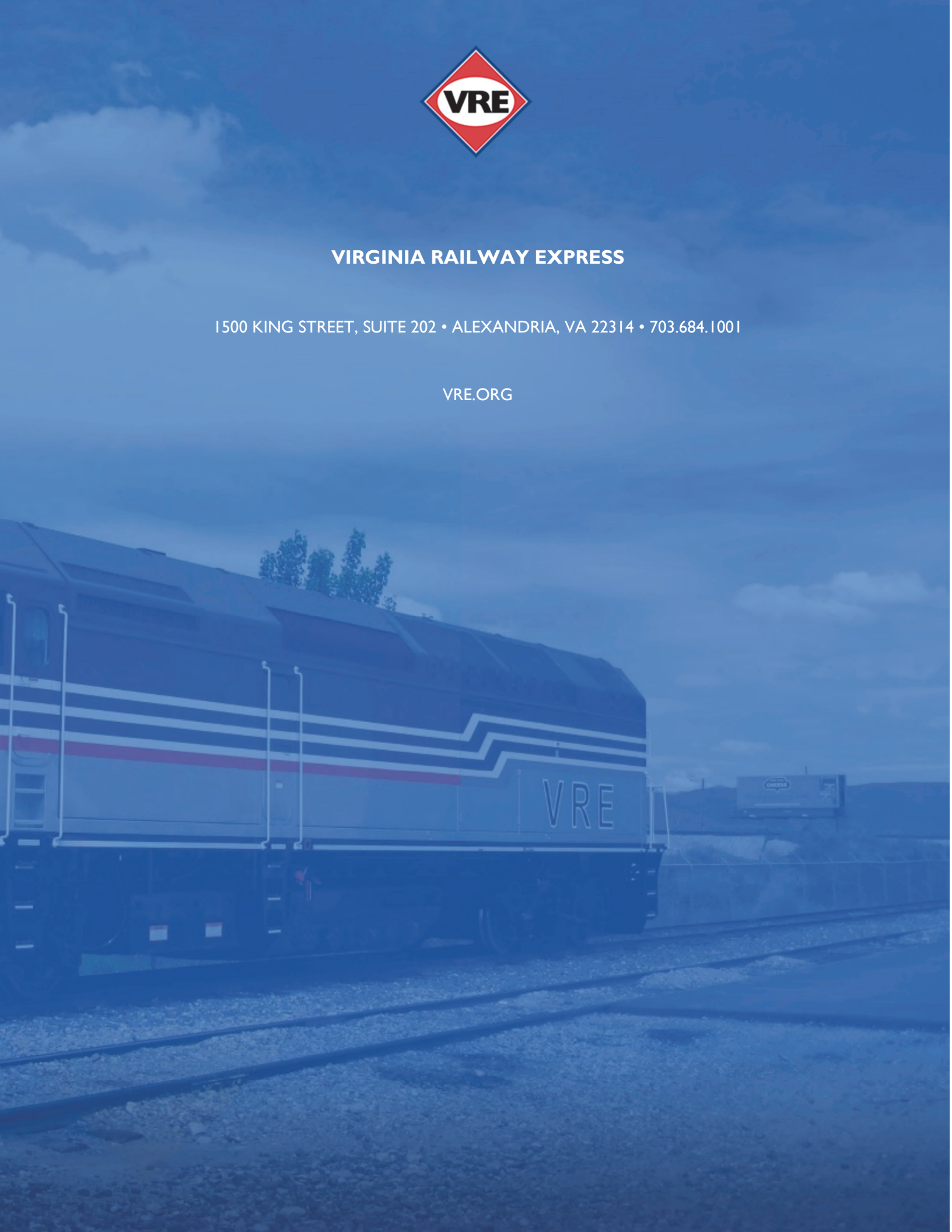
PHASE: CD - Conceptual Design PE - Preliminary Engineering EC - Environment Cleaarance
RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

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

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

| ESTIMATED COSTS ($) | | | | | | | STATUS |
|---|---|---|---|---|---|---|---|
| Total[1] | Funded | Unfunded | Authorized | Expended[2] | Percent Complete[1] | Project Completion Date | |
| 32,500,000 | 32,500,000 | - | 33,285,519 | 30,578,003 | 99% | 3rd QTR 2018 | Close-out pending repair of storm damage to embankment. |
| | | | | | | | |
| 3,965,000 | 3,965,000 | - | 2,937,323 | 1,699,610 | 60% | 4th QTR 2019 | CSXT Construction Agreement received. CM underway. |
| 38,183,632 | 38,183,632 | - | 3,176,039 | 2,143,583 | 70% | TBD | FD completion pending Final Electrical Design Coordination with REC. IFB anticipated 2nd Quarter 2020, upon |
| 2,950,000 | 2,950,000 | - | 2,950,000 | 163,565 | 100% | 1st QTR 2020 | Land acquistion has been completed. |
| 89,666,508 | 89,666,508 | - | 3,588,305 | 2,257,455 | 90% | 4th QTR 2021 | Preliminary design has been completed and continuing to collaborate with Amtrak on agreements. |
| | | | | | | | |
| 75,264,693 | 75,264,693 | - | 69,457,809 | 47,915,644 | 99% | 4th QTR 2020 | All cars received. Completion date reflects end of warranty period. |
| 14,191,833 | 14,191,833 | - | 10,294,079 | 7,984,451 | 95% | 4th QTR 2018 | Implementation Completed. Final stabilization and familiarization phase in process. |
| | | | | | | | |
| 110,700,000 | 82,526,398 | 28,173,602 | 5,855,650 | 4,539,446 | 80% | 4th QTR 2024 | PE design and EC underway. Property acquisition due diligency underway. |
| 3,510,307 | 3,510,307 | - | 3,510,627 | 2,282,853 | 70% | 3rd QTR 2019 | American Eagle working on redesign with uplift to new platform projected for late summer 2020. |




**VIRGINIA RAILWAY EXPRESS**

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

VRE.ORG

**ITEM 6.2**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 2020-09-___**

**MOTION:**

**SECOND:**

**RE:** **AUTHORIZE CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION**

**ACTION:**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission desires to convene into Closed Meeting for discussion of two (2) personnel matters as follows:

- a personnel matter concerning the appointment of the Virginia Railway Express Chief Executive Officer; and
- a personnel matter concerning the Commission's Executive Director's performance evaluation; and

**WHEREAS,** pursuant to VA Code § 2.2-3711.A.1 such discussions may occur in Closed Meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize discussion of the aforestated matters in Closed Meeting.

Adjourned into Closed Meeting at _____.

**Votes:**
**Ayes:**
**Nays:**
**Abstain:**
**Absent from Vote:**
**Alternate Present Not Voting:**
**Absent from Meeting:**

**ITEM 6.3**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 2020-09-___**

**MOTION:**

**SECOND:**

**RE:** **CERTIFY CLOSED MEETING OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION**

**ACTION:**

**WHEREAS,** the Potomac and Rappahannock Transportation Commission has this day adjourned into Closed Meeting in accordance with a formal vote of the Commission, and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS,** VA Code § 2.2-3712 requires certification that such Closed Meeting was concluded in conformity with the law.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby certify that to the best of each members' knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which the said Closed Meeting was convened were heard, discussed or considered by the Commission. No member dissents from the aforesaid certification.

Concluded Closed Meeting at _____.

**Votes:**
**Ayes:**
**Nays:**
**Abstain:**
**Absent from Vote:**
**Alternate Present Not Voting:**
**Absent from Meeting:**

VIRGINIA RAILWAY EXPRESS

TO: Potomac and Rappahannock Transportation Commission Chair Franklin and Commissioners

FROM: Rich Dalton, Acting Chief Executive Officer

DATE: August 25, 2020

SUBJECT: VRE Monthly Update

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Ridership continues to slowly grow. Since my last update in late June, average daily ridership has gone from just under 1,000 to nearly 1,200. The number of weekly passenger trips has increased by more than 1,000 to 5,957. Here's what ridership looks like over the past four weeks compared to the same weeks in 2019.

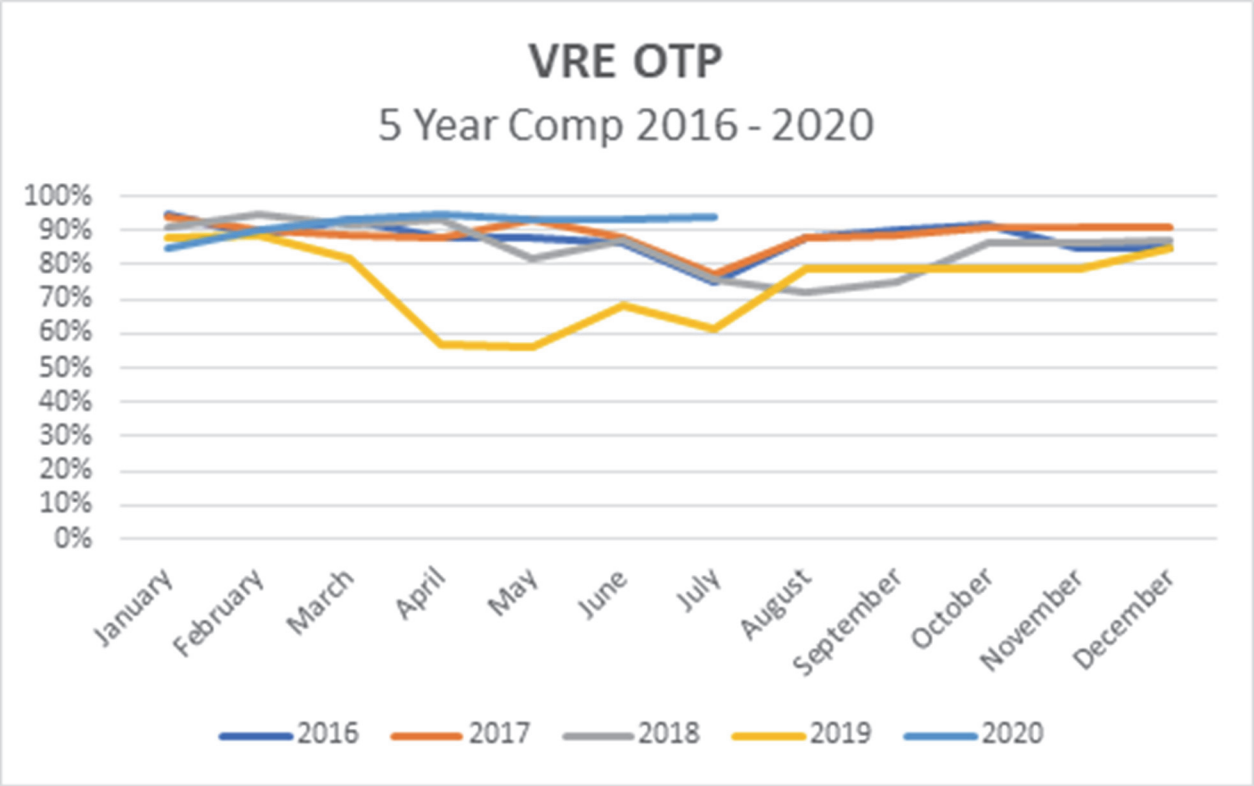
| Week Ending | 2020 Ridership | Average Daily Ridership 2020 | 2019 Ridership | Numeric Difference | Percentage Difference |
|---|---|---|---|---|---|
| July 31 | 5,754 | 1,151 | 95,784 | -90,030 | -93.9% |
| August 7 | 5,237 | 1,047 | 94,084 | -88,847 | -94.4% |
| August 14 | 5,872 | 1,174 | 91,333 | -85,461 | -93.6% |
| August 21 | 5,957 | 1,191 | 94,009 | -88,052 | -93.7% |

At the end of July, we added a round trip – trains 300 and 307 – on the Fredericksburg Line to support social distancing in our railcars. Under our current distancing plan, roughly a third of our seats – 45 of 130 – are available to passengers. We continue to monitor ridership and will add or lengthen trains as the numbers grow. Our train utilization trends web page, which is updated weekly, serves as a decision-making tool for passengers who want the greatest amount of distancing.

Our ridership recovery campaign continues to evolve. We have prepared a series of videos that highlights the precautions we have taken to ensure the safe and healthy return of passengers. These videos emphasize our cleaning and sanitizing procedures, and social distancing protocols.

On-time performance (OTP) in June and July was 93 and 94 percent, respectively. While lower ridership helps improve OTP, as it takes passengers less time to board and detrain, our new seasonal schedule has played a major role in mitigating the effects of heat-related speed restrictions. OTP generally dips during the summer due to these restrictions, but the slight

adjustments to the Fredericksburg Line southbound schedule has eliminated those delays. In July, with nearly 100 percent of our operating days under heat orders, we had no trains delayed with heat orders as the cause.




Our procurement staff has been busy issuing and evaluating three requests for proposals and two invitation for bids (IFB), many of which will come before you over the next few months. Only one solicitation, an IFB for improvements to our Rolling Road station, is currently open.

VRE's Continuity of Operations team meets virtually each day and is in constant contact. Our supply chain, staffing, business processes, and other functional areas of the organization remain in good shape.

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

# VRE Operations Board Meeting

## July 17, 2020

## Audit Committee Meeting – 8:30 A.M.

**VIA WebEx/VRE YouTube Channel**

## Operations Board Meeting - 9:00 A.M.

**VIA WebEx/VRE YouTube Channel**

## Finance Committee Meeting – follows Board meeting adjournment.

**VIA WebEx/VRE YouTube Channel**

1. Call to Order
2. Roll Call
3. Resolution Finding Need to Conduct July 17, 2020 Meeting Electronically
4. Approval of Agenda
5. Approval of Minutes from the June 19, 2020 VRE Operations Board Meeting
6. Chairman's Comments
7. Chief Executive Officer's Report
8. Virginia Railway Express Riders' and Public Comment
9. Action Items:
   A. Authorization to Execute a Contract for Mobile Ticketing Services

B. Authorization to Execute a Contract for Federal Government Relations Services

C. Authorization to Execute a Sole Source Contract with Scheidt & Bachmann for Fare Media Validators

***D. Authorization to Issue a GEC VII Task Order for Survey Services for the L'Enfant Station and Fourth Track Project***

E. Authorization to Amend the Contract for Financial Advisory Services

F. Authorization to Amend the GEC VII Task Order for Design Services for Quantico Station Improvements

G. Authorization to Withdraw from Standard Project Agreements with the Northern Virginia Transportation Authority for Lorton and Rippon Stations

10. Information Items:

A. FY 2022 Key Budget Issues

B. Spending Authority Report

11. Closed Session

12. Operations Board Member's Time

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**The Next VRE Operations Board Meeting**
**September 18, 2020 - 9:00 am (location TBD)**

# MINUTES

## VIRGINIA RAILWAY EXPRESS
## OPERATIONS BOARD MEETING

**July 17, 2020**

WebEx Electronic Meeting with YouTube Live-Stream

| **Members Present** | Jurisdiction |
|---|---|
| *Andrea Bailey (PRTC) | Prince William County |
| *Elizabeth Bennet-Parker (NVTC) | City of Alexandria |
| *Meg Bohmke (PRTC) | Stafford County |
| *Katie Cristol (NVTC) | Arlington County |
| *Margaret Franklin (PRTC) | Prince William County |
| *Matt Kelly (PRTC) | City of Fredericksburg |
| *Jeanine Lawson (PRTC) | Prince William County |
| *Jennifer Mitchell (DRPT) | Commonwealth of Virginia |
| *Cindy Shelton (PRTC) ** | Stafford County |
| *Gary Skinner (PRTC) | Spotsylvania County |
| *Ralph Smith (PRTC) | City of Manassas |
| *Dan Storck (NVTC) | Fairfax County |
| *James Walkinshaw (NVTC) | Fairfax County |

| **Members Absent** | |
|---|---|
| Walter Alcorn (NVTC | Fairfax County |
| Preston Banks (PRTC) | City of Manassas Park |

| **Alternates Present** | |
|---|---|
| Hector Cendejas (PRTC) | City of Manassas Park |

| **Alternates Absent** | |
|---|---|
| Canek Aguirre (NVTC) | City of Alexandria |
| Victor Angry (PRTC) | Prince William County |
| Pete Candland (PRTC) | Prince William County |
| Deborah Frazier (PRTC) | Spotsylvania County |
| Libby Garvey (NVTC) | Arlington County |
| Jason Graham (PRTC) | City of Fredericksburg |
| Jeff McKay (NVTC) | Fairfax County |
| Michael McLaughlin (DRPT) | Commonwealth of Virginia |
| Pam Sebesky (PRTC) | City of Manassas |
| Gary Snellings (PRTC) | Stafford County |
| Ann Wheeler (PRTC) | Prince William County |

*Voting Member

**Delineates arrival/departure following the commencement of the Operations Board Meeting.

DRAFT

**Staff and General Public**

Karen Finucan Clarkson - VRE
Rich Dalton – VRE
John Duque – VRE
Chris Henry - VRE
Robert Hostelka - VRE
Lezlie Lamb – VRE
Steve MacIsaac – VRE Legal Counsel
Kate Mattice – NVTC
Kristin Nutter – VRE
Mark Schofield – VRE
Alex Sugatan - VRE
Joe Swartz – VRE

**Call to Order – 1**

Chairman Skinner called the meeting to order at 9:00 A.M.

**Roll Call – 2**

**Resolution Finding Need to Conduct July 17, 2020 Meeting Electronically – 3**

Mr. Dalton briefed the Operations Board on Agenda Item 3, a Resolution Finding Need to Conduct July 17, 2020 Meeting Electronically.

Ms. Bailey moved, with a second by Mr. Smith to approve Resolution #03-07-2020, Finding Need to Conduct July 17, 2020 Meeting Electronically.

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

**Approval of the Agenda –4**

Ms. Cristol moved, with a second by Ms. Bailey to approve the agenda as presented.

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

**Approval of the Minutes of the June 19, 2020 VRE Operations Board Meeting – 5**

Ms. Bailey moved, with a second by Mr. Smith, to approve the Minutes from June 19, 2020.

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

**Chairman's Comments – 6**

Chairman Skinner welcomed everyone participating in and viewing the meeting and reported he had recently sent a letter to Representatives Beyer and Wittman on behalf of VRE, thanking them for introducing the Long Bridge Act of 2020. Chairman Skinner also announced the Finance Committee would meet after the VRE Operations Board meeting adjourned and reminded Members there is no meeting in August.

**Acting Chief Executive Officer's Report – 7**

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

- Safety/ COVID-19 update
- Ridership
    - Plans for adding trains to accommodate social distancing as ridership returns

DRAFT

- Performance
- Temporary changes to the Amtrak Step-Up program
- Funding updates
- Welcoming Back Riders

**Public Comment Time – 8**

The Chairman announced that public comments were being accepted electronically through the Public Comments Form. A link to the form can be found at vre.org and the link would remain active through the end of the meeting. The Clerk will read the comments into the record prior to adjournment.

**Action items - 9**

Authorization to Execute a Contract Mobile Ticketing Services – 9A

Ms. Bailey moved, with a second by Mr. Smith to authorize the Acting CEO to execute a contract with Svanaco, Inc. (DBA AmericanEagle.com) for mobile ticketing services in the amount of $988,630, plus a ten percent contingency of $98,863, for a total not to exceed $1,087,493, for a base year and five option years.

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

Authorization to Execute a Contract for Federal Government Relations Services – 9B

Mr. Smith moved, with a second by Ms. Bohmke, to authorize the Acting CEO to execute a contract for with Cardinal Infrastructure, LLC for federal government relations services in the amount of $480,000, plus a five percent contingency of $24,000, for a total amount not to exceed $504,000, for a three year base period and two one-year option periods.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Storck, and Walkinshaw. Ms. Shelton was not heard to respond.

Authorization to Execute a Sole Source Contract for Fare Media Validators – 9C

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to execute a sole source contract with Scheidt & Bachmann for fare media validators in the amount of $391,000, plus a twenty percent contingency of $78,000, for a total not to exceed $469,200.

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

Authorization to Issue a GEC VII Task Order for Survey Services for the L'Enfant Station and Fourth Track Project – 9D

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to issue a task order under the General Engineering Consulting Services (GEC) contract with NXL Construction Services, Inc. for survey services for the L'Enfant Station and Fourth Track project in the amount of $178,421, plus a twenty percent contingency of $35,684, for a total not to exceed $214,105.

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

DRAFT

Authorization to Amend the Contract for Financial Advisory Services – 9E

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to amend the contract with PFM Financial Advisors, LLC for financial advisory services on a task order basis in the amount of $400,000, increasing the authorization from $300,000 to a total amount not to exceed $700,000.

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

Authorization to Amend the GEC VII Task Order for Design Services for the Quantico Station Improvements – 9F

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to amend the task order for design services for the Quantico Station Improvements, issued to STV, Inc. under the GEC VII contract in the amount of $217,072, plus a ten percent contingency of $21,707, for a total of $238,779, increasing the authorization for this task order from $830,833 to a total amount not to exceed $1,069,612.

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

Authorization to Withdraw from Standard Project Agreements with the Northern Virginia Transportation Authority for Lorton and Rippon Stations – 9G

Ms. Cristol moved, with a second by Mr. Cendejas, to authorize the Acting CEO to formally withdraw VRE from the existing standard project agreements with the Northern Virginia Transportation Authority for the Lorton and Rippon Station projects.

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

**Information Items – 10**

FY 2022 Key Budget Issues

VRE Chief Financial Officer, Mark Schofield, briefed the Operations Board on the following key issues in the development of the Preliminary FY 2022 Operating and Capital Budget.

1. Revenue shortfalls and CARES Act support
2. Policy of Alternating 3 percent fare and subsidy increases
3. Expense Reductions in FY 2021 and FY 2022
4. Transforming Rail in Virginia Program
5. Insurance
6. Baseline Capital Charge contributions for Northeast Corridor

Spending Authority Report – 10B

DRAFT

In, the following purchases greater than $50,000 but less than $100,000 were made in June.

- On June 5, 2020, VRE issued a Task Order in the amount of $97,722 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide engineering services in support of Life Cycle Maintenance projects.

- On June 10, 2020, VRE issued a Task Order in the amount of $76,951 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing floor decals on VRE's passenger railcars.

- On June 10, 2020, VRE issued a Task Order in the amount of $79,675 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing seat decals on VRE's passenger railcars.

- On June 10, 2020, VRE issued a Task Order in the amount of $60,021 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install hand sanitizer dispensers on VRE's passenger railcars.

- On June 18, 2020, VRE issued a Purchase Order in the amount of $78,475 to Technology International, Inc. for the purchase of five utility carts to be utilized at the Broad Run and Crossroads Maintenance and Storage Facilities.

- On June 22, 2020, VRE issued a Task Order in the amount of $99,376 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide general engineering services for the 1st year of the contract.

- On June 25, 2020, VRE issued a Task Order in the amount of $85,257 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide National Transit Database (NTD) and asset management reporting.

- On June 25, 2020, VRE issued a Task Order in the amount of $92,111 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide oversight for the ongoing overhaul of VRE's railcar trucks.

***Chairman Skinner asked the Clerk to read public comments. The Clerk read one Public Comment received during the defined Public Comment period from Erik Olson of Washington, DC. This Public Comment is attached.***

**<u>Closed Session – 11</u>**

At 10:12 a.m. Ms. Cristol moved, and Ms. Bailey seconded, the following:

> Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A(1) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing one personnel matter concerning an appointee of the Commissions.

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

[Ms. Shelton left the meeting during the Closed Session]

DRAFT

At 12:00 p.m. Ms. Cristol moved, and Ms. Bennett-Parker seconded, the following:

> The VRE Operations Board certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:
>
> 1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and,
>
> 2. Only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

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

**Operations Board Members Time – 12**

Chairman Skinner and Members Storck and Walkinshaw thanked Ms. Cristol for her leadership of the VRE CEO Selection Committee.

Ms. Mitchell moved, with a second by Ms. Bailey, to adjourn the meeting.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Franklin, Kelly, Lawson, Mitchell, Skinner, Storck, and Walkinshaw. Ms. Cristol did not vote.

The meeting adjourned at 12:13 p.m.

Approved this 18th day of September 2020

_____

Gary Skinner
Chair

_____

Jeanine Lawson
Secretary

DRAFT

CERTIFICATION

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

Lezlie M. Lamb

**From:** vre.no.reply@gmail.com
**To:** Lezlie Lamb
**Subject:** Public Comments
**Date:** Monday, July 13, 2020 1:22:21 PM

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## A response was submitted for the form "Public Comments"

| | |
|---|---|
| (REQUIRED) First and Last Name: | Erik Olson |
| City or County of residence: | Washington, D.C. |
| Comments: | The Metra tracks in Illinois connect to VRE and run into Washington, DC, making its upcoming procurement decisions for rolling stock relevant for VRE. Metra received nearly $500 million in CARES Act emergency domestic relief funding and is actively in discussions with procurement bidders for capital improvement projects, including rolling stock. Does VRE consider it appropriate to use taxpayer dollars allocated to invest in the U.S. and keep Americans at work with Chinese government-owned enterprises like CRRC that source most of their steel and components in China? Shouldn't these emergency funds from DC be kept in IL and the U.S.? For additional context, language was included in the 2019 National Defense Authorization Act that immediately banned CRRC from contracting with WMATA. Congress and the Administration recognized the risk of allowing a Chinese SOE to operate in the nation's capital. Is VRE considering this language and its relevance to the upcoming Metra decision and how that impacts VRE? |
| Acknowledgement | Yes |

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

**Agenda Item 9-A**
**Action Item**

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

**From:** **Rich Dalton**

**Date:** **July 17, 2020**

**Re:** **Authorization to Execute a Contract for Mobile Ticketing Services**

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**Recommendation**:

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to execute a contract with Svanaco, Inc. (DBA Americaneagle.com) of Des Plaines, Illinois for Mobile Ticketing Services in the amount of $988,630, plus a 10 percent contingency of $98,863, for a total amount not to exceed $1,087,493, for a base year and five option years, with the Chief Executive Officer exercising the option years at his discretion.

**Summary**:

This contract will replace the current mobile ticketing provider, moovel, for the ticketing component of VRE Mobile. The total authorization sought includes design/development, licensing and hosting of the solution, as well as a commission rate of 0.5% of VRE Mobile sales.

**Background**:

VRE launched VRE Mobile on May 15, 2015 as a mobile ticketing solution provided by GlobeSherpa of Portland, Oregon, now known as moovel. VRE Mobile has proven to be a popular alternative to paper tickets, accounting for more than 30% of fare revenue. On January 28, 2020, VRE was notified of moovel's intention to leave the North American fare payment market in 12-18 months.

VRE made the decision to procure a new provider for the mobile ticketing component of VRE Mobile and in the process position VRE Mobile for additional technology-based

enhancements like trip planning and other system integrations to improve the passenger experience. In addition, a key consideration was the ability to expand the solution to a regional platform. VRE staff worked with other regional transit providers to ensure the scope of work would incorporate the needs of the other individual providers. VRE also invited a representative from DASH to participate on the Technical Evaluation Team (TET) and a representative from OmniRide participated in the interviews conducted by the TET.

VRE issued a Request for Proposals (RFP) for a VRE Mobile Ticketing System. An RFP is the preferred method of procurement for this solicitation because there are different approaches to the desired service and an evaluation of technical merit is required. Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked firms deemed to be fully qualified and best suited among those submitting proposals, based on the factors specified in the evaluation criteria. Price will be considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

A mailing list of nine prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On April 6, 2020, an RFP was issued, and proposals were due on May 20, 2020. Nine responses were received.

Evaluation of the proposals received was performed by the TET, which consisted of four VRE staff members and one DASH staff member.

The TET met to discuss and evaluate the proposals using the following criteria:

Understanding of the scope of work and technical requirements
Ability to launch Phase 1 functionality within two months of receiving Notice-To-Proceed
Visual/electronic verification capabilities and ability to deploy fare product customizations
Cost
Capability and expertise of the Offeror
Knowledge, qualifications and relevant experience of the proposed Project Manager and Key Personnel

Interviews were conducted with the three top-ranked firms. It was determined the proposal from Svanaco, Inc. was technically compliant and was selected to be best value for the project.

Below is the final ranking of firms who submitted a proposal for Mobile Ticketing Services:

| OFFERORS |
|---|
| 1. Svanaco, Inc. (DBA Americaneagle.com) |
| 2. Masabi LLC |
| 3. moovel North America |
| 4. Unwire Payments & Mobility Apps |
| 5. Bytemark, Inc. |
| 6. Conduent Transport Solutions, Inc. |
| 7. Token Transit |
| 8. Kontron Transportation North America, Inc. |
| 9. Paragon ID |

The Offerors' proposed pricing was in the range of $988,630 to $7,074,085. Complete pricing information for all offerors may not be publicly disclosed until after execution of a contract. VRE staff has certified the highest ranked Offeror's price, provided below, is fair and reasonable based on the cost estimate for this project.

The contract will be for a base year and five option years, with the CEO exercising the option years at his discretion. This authorization allows work to begin.

**Fiscal Impact**:

The FY 2021 operating budget for 'Rail Operations - Repairs and Maintenance - Fare Collection' includes sufficient funding for the first year of this activity, including design and development. Funding for future years will be included in each proposed annual budget.

# Virginia Railway Express
# Operations Board

## Resolution
## 9A-07-2020

## Authorization to Execute a Contract for Mobile Ticketing Services

**WHEREAS,** VRE launched VRE Mobile on May 15, 2015 as a mobile ticketing solution provided by GlobeSherpa of Portland, Oregon, now known as moovel; and,

**WHEREAS,** VRE Mobile has proven to be a popular alternative to paper tickets, accounting for more than 30% of fare revenue; and,

**WHEREAS**, in January 2020, VRE was notified of moovel's intention to leave the North American fare payment market in 12-18 months; and,

**WHEREAS**, a Request for Proposals was issued to find a replacement for the mobile ticketing component of VRE Mobile; and,

**WHEREAS**, nine proposals were received in response to the RFP and evaluated by the Technical Evaluation Team; and,

**WHEREAS**, Svanaco, Inc. was determined to be the highest ranked offeror, and their proposed commission rate of 0.5% of VRE Mobile sales is determined to be fair and reasonable; and,

**WHEREAS,** the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

**NOW, THEREFORE, BE IT RESOLVED THAT,** the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that

meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract with Svanaco, Inc. DBA Americaneagle.com of Des Plaines, Illinois for Mobile Ticketing Services in the amount of $988,630, plus a 10 percent contingency of $98,863, for a total amount not to exceed $1,087,493. The contract will be for a base year and five option years, with the Chief Executive Officer exercising the option years at his discretion.

Approved this 17th day of July 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

**Agenda Item 9-B**
**Action Item**

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

**From:** **Rich Dalton**

**Date:** **July 17, 2020**

**Re:** **Authorization to Execute a Contract for Federal Government Relations Services**

---

**Recommendation**:

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to execute a contract with Cardinal Infrastructure, LLC of Washington, D.C. for federal government relations services in the amount of $480,000, plus a five percent contingency of $24,000, for a total amount not to exceed $504,000, for a base period of three years and two one-year option periods, with the Chief Executive Officer exercising the option years at his discretion.

**Summary**:

This action authorizes the Acting Chief Executive Officer to execute a contract with Cardinal Infrastructure, LLC for federal government relations services required to assist VRE in its efforts to achieve federal government relations objectives as identified by the VRE Operations Board and incorporated in the annual Legislative Agenda approved by its parent Commissions; and to address federal legislative, regulatory and other issues as they arise.

**Background**:

VRE has found it more expedient and effective to contract for government relations services at both the state and federal levels than to employ staff to attempt to monitor the myriad of government and legislative activities in Richmond and Washington, D.C. Professional government relations firms are also able to make and maintain the numerous contacts with appointed and elected officials and their staffs needed to effectively keep abreast of, analyze and engage on issues related to VRE, public transportation, and rail.

VRE has chosen to contract separately for government relations services specific to federal executive branch and legislative issues as distinct from state issues. This procurement is for federal government relations services only. The current contract for these services was executed in August 2016 and will expire in August 2020.

On February 21, 2020, the VRE Operations Board authorized the Acting Chief Executive Officer to issue a Request for Proposals (RFP) for federal government relations services. As determined in accordance with VRE public procurement policies and procedures, an Invitation for Bids is neither practicable nor fiscally advantageous to VRE, and an RFP is the preferred method of procurement for this solicitation since there are different approaches to the desired service and an evaluation of technical merit is required.

The scope of work for the RFP includes, but is not limited to, the following:

- Establish and maintain good working relationships with the Virginia Congressional delegation and other members of Congress – especially chairs of relevant committees and subcommittees, their staffs, and committee staffers.
- Establish and maintain good working relationships with the U.S. Department of Transportation, the Federal Transit Administration, the Federal Railroad Administration, the Surface Transportation Board, the National Transportation Safety Board, and other relevant Executive Branch and Independent Federal agencies.
- Monitor, track and inform VRE of rail or transit issues and rulemaking from the Administration, federal agencies and Congress that may directly or indirectly impact VRE, its parent commissions or member jurisdictions, under the direction of the Chief of Staff.
- Provide support, strategy and guidance on securing Capital Investment Grants and other federal discretionary grants.

A mailing list of six prospective offerors was established for the solicitation to ensure access to adequate sources of services. On April 2, 2020, an RFP was issued, and proposals were due on May 4, 2020. Eight responses were received.

Evaluation of the proposals received was performed by the Technical Evaluation Team (TET), which consisted of two VRE staff members and one Northern Virginia Transportation Commission staff member.

The TET met to discuss and evaluate the proposals using the following criteria:

- Capability and expertise of the Offeror
- Understanding of the Scope of Work and approach to satisfying VRE's goals and requirements
- Retainer fee
- Experience of proposed key personnel
- Staffing and management plan

Upon completion of evaluation of proposals, negotiations were conducted with the highest ranked firms deemed to be fully qualified and best suited among those submitting proposals, based on the factors specified in the evaluation criteria. Price was considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis was performed to compare the proposed cost with the independent cost estimate to determine the proposed cost is fair and reasonable.

It was determined the proposal from Cardinal Infrastructure, LLC was technically compliant and was selected to be the best value for the work. Cardinal Infrastructure, LLC is a sub-consultant under the current federal legislative services contract.

Below is the final ranking of firms who submitted a proposal for federal government relations services.

| **Offerors** |
|---|
| Cardinal Infrastructure, LLC |
| Holland & Knight LLP |
| Ann Warner LLC |
| Tai Ginsberg & Associates, LLC |
| Becker & Poliakoff, P.A. |
| Alcalde & Fay, LTD. |
| Clark Hill PLC |
| Clyburn Consulting, LLC |

The Offerors' proposed pricing was in the range of $7,000 to $15,000 per month. Complete pricing information may not be publicly disclosed until after execution of a contract. VRE staff has certified the highest ranked Offeror's price is fair and reasonable based on the cost estimate for this project.

The contract will be for a base period of three years and two one-year option periods, with the Chief Executive Officer exercising the option years at his discretion. This authorization allows notice-to-proceed to be given to Cardinal Infrastructure, LLC at the conclusion of the current federal legislative services contract in August.

**Fiscal Impact**:

Funding for these activities is provided for in the FY 2021 budget under *Chief of Staff - Other Professional Services*. Funding for future years will be included in each proposed annual budget.

# Virginia Railway Express
# Operations Board

## Resolution
## 9B-07-2020

## Authorization to Execute a Contract for Federal Government Relations Services

**WHEREAS,** VRE has found it more expedient and effective to contract for Government Relations Services at both the State and Federal levels than to employ staff to attempt to monitor the myriad of government and legislative activities in Richmond and Washington, D.C.; and,

**WHEREAS,** VRE has chosen to contract separately for Government Relations Services specific to Federal issues as distinct from State issues; and,

**WHEREAS**, the first one-year option period of the current contract for Federal Legislative Services expires in August 2020; and,

**WHEREAS,** a determination was made by the VRE Contract Administrator in accordance with VRE Public Procurement Policies and Procedures that competitive bidding is not practicable, nor fiscally advantageous to VRE, and that competitive negotiation is the appropriate method to procure these services; and,

**WHEREAS,** the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

**NOW, THEREFORE, BE IT RESOLVED THAT,** the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020, to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT,** the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract with Cardinal Infrastructure, LLC of Washington, DC for Federal Government Relations Services in the amount of $480,000, plus a five percent contingency of $24,000, for a total amount not to exceed $504,000, for a base period of three years and two one-year option periods, with the Chief Executive Officer exercising the option years at his discretion.

Approved this 17th day of July 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

**Agenda Item 9-C**
**Action Item**

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

**From:** **Rich Dalton**

**Date:** **July 17, 2020**

**Re:** **Authorization to Execute a Sole Source Contract with Scheidt & Bachmann for Fare Media Validators**

---

**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to execute a Sole Source Contract with Scheidt & Bachmann for Fare Media Validators in the amount of $391,000, plus a 20 percent contingency of $78,200, for a total amount not to exceed $469,200.

**Summary:**

VRE currently owns 69 Ticket Vending Machines (TVMs) manufactured by Scheidt & Bachmann as part of our Automated Fare Collection System. The TVMs are deployed at all 19 stations and are used to validate tickets as well as to sell fare media. The addition of stand-alone Fare Media Validators will accommodate planned platform extensions and second platform projects by providing passengers the ability to validate tickets at each platform entrance without adding additional TVMs. The Fare Media Validators are proprietary technology built for use specifically with the Scheidt & Bachmann fare collection system.

**Background:**

The Scheidt & Bachmann Automated Fare Collection System was first implemented by VRE in 2002 following a competitive solicitation process. Since the initial launch, the system has been upgraded several times to utilize current technology and to comply with increasing requirements related to data protection.

Paper ticket sales have declined since the addition of VRE Mobile to our Fare Collection System in 2015 but still account for a majority of the fare media sold. The addition of Fare Media Validators to accommodate the expansion of station platforms is an effective way of maintaining the existing paper ticket capabilities without the expense of adding full functioning TVMs.

Scheidt & Bachmann's proposal for the validators is consistent with the pricing negotiated for prior system upgrades, such as the Europay, MasterCard and Visa (EMV) Upgrade.

The software and technology utilized by the validators, which are compatible with VRE's Automated Fare Collection System, are proprietary to the original equipment manufacturer, Scheidt & Bachmann. As such, Scheidt & Bachmann is uniquely qualified to refurbish, test and install the validators.

This non-competitive procurement is in accordance with the following section of the VRE Public Procurement Policy and Procedures Manual:

> 6.8.2.1 The item is available only from one responsible source because: (a) It involves a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and has not in the past been available to the recipient from another source.

**Fiscal Impact:**

Funding is provided through VRE's Capital Reserve.

# Virginia Railway Express
# Operations Board

## Resolution
## 9C-07-2020

## Authorization to Execute a Sole Source Contract with Scheidt & Bachmann for Fare Media Validators

**WHEREAS,** VRE currently owns 69 Ticket Vending Machines manufactured by Scheidt & Bachmann as part of our Automated Fare Collection System; and,

**WHEREAS,** the Ticket Vending Machines are deployed at all 19 stations; and,

**WHEREAS**, the addition of Fare Media Validators will accommodate planned platform extensions and second platform projects by providing passengers the ability to validate tickets at each platform entrance; and,

**WHEREAS,** in accordance with state and federal requirements, and VRE Procurement Policies, a determination has been made, and public notice thereof will be provided, that because Scheidt & Bachmann is the only supplier able to provide the proprietary Fare Media Validators, this qualifies as a sole source procurement;

**NOW, THEREFORE, BE IT RESOLVED THAT,** the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT,** the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a Sole Source Contract with Scheidt & Bachmann for Fare Media Validators, in the amount of $391,000, plus a 20 percent contingency of $78,200, for a total amount not to exceed $469,200.

Approved this 17th day of July 2020

Gary F. Skinner
Gary Skinner
Chairman

Jeanine Lawson
Secretary

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

**Agenda Item 9-D**
**Action Item**

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

**From:** **Rich Dalton**

**Date:** **July 17, 2020**

**Re:** **Authorization to Issue a GEC VII Task Order for Survey Services for the L'Enfant Station and Fourth Track Project**

---

**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to issue a General Engineering Consulting Services (GEC) VII Task Order to NXL Construction Services, Inc. for survey services for the L'Enfant Station and Fourth Track Project in the amount of ***$178,421, plus a 20 percent contingency of $35,684, for a total amount not to exceed $214,105.***

**Summary:**

The purpose of the Task Order is to conduct a property boundary and topographical survey design, and land acquisition activities for the VRE L'Enfant Station and Fourth Track Project. The information gathered for this Task Order may also be used for adjacent VRE and Virginia Department of Rail and Public Transportation projects.

**Background:**

The existing VRE L'Enfant Station comprises a single side platform that serves about five cars while the majority of VRE trains are six to eight cars in length. The VRE L'Enfant Station and Fourth Track Project includes lengthening the existing platform and expanding the existing L'Enfant Station to serve future needs. It will also provide a new mainline fourth track between the L'Enfant and Virginia interlockings. The project will need to be coordinated with the Long Bridge project located to the south of L'Enfant interlocking.

The Scope of Services for this Task Order involves conducting a property boundary survey, including property owner notification, review of parcel maps and ownership information, field reconnaissance and mapping of existing right-of-way and property monumentation, as well as creating a best fit mosaic. The scope also includes conducting a topographical survey and a top of rail survey to produce a Digital Terrain Model and to generate 1-foot interval contours. The survey limits comprise approximately 5,000 feet of length along the railroad corridor between Maine Avenue SW and E Street SE (approximately MP CFP 111.4 to CFP 112.4) in Washington, DC.

NXL Construction Services, Inc. is the prime consultant for Task Area G – Land and Survey Services under GEC VII contract. A Request for a Task Order Proposal for survey services for the L'Enfant Station and Fourth Track Project was requested from NXL on June 30, 2020. ***On July 13, 2020, NXL returned a task order proposal to perform the requested services in the amount of $178,421.***

Following review of the task order proposal, staff recommends award to NXL.

**Fiscal Impact**:

Funding for survey services is provided through the Commuter Rail Operating and Capital Fund (C-ROC) allocated to the L'Enfant Station and Fourth Track Project.

# Virginia Railway Express
# Operations Board

## Resolution
## 9D-07-2020

## Authorization to Issue a GEC VII Task Order for Survey Services for the L'Enfant Station and Fourth Track Project

**WHEREAS,** the VRE L'Enfant Station and Fourth Track Project includes lengthening the existing platform to serve current VRE trains; and,

**WHEREAS,** the project will also expand the existing L'Enfant Station to serve future needs and provide a new mainline fourth track between the L'Enfant and Virginia interlockings; and,

**WHEREAS,** VRE requires a property boundary and topographical survey to support alternatives analysis, design, and land acquisition activities for the project; and,

**WHEREAS**, the requested authorization under the GEC VII Contract will allow NXL Construction Services, Inc to provide the required survey services; and,

**NOW, THEREFORE, BE IT RESOLVED THAT,** the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT,** the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to issue a GEC VII Task Order to NXL Construction Services, Inc for survey services for the L'Enfant Station and Fourth Track Project in the amount of ***$178,421, plus a 20 percent contingency of $35,684, for a total amount not to exceed $214,105.***

Approved this 17th day of July 2020

Gary F. Skinner
Gary Skinner
Chairman

Jeanine Lawson
Secretary

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

**Agenda Item 9-E**
**Action Item**

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

**From:** **Rich Dalton**

**Date:** **July 17, 2020**

**Re:** **Authorization to Amend the Contract for Financial Advisory Services**

---

**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to execute a contract amendment with PFM Financial Advisors LLC (PFM) of Philadelphia, Pennsylvania, for Financial Advisory Services on a task order basis in an amount not to exceed $400,000. This will increase the total authorization for this contract from $300,000 to a total amount not to exceed $700,000.

**Summary:**

VRE is in need of a range of additional support and analysis from PFM, including treasury consulting services, financial planning and modeling software, and financial advisory services in conjunction with VRE's planned contribution to the Commonwealth's Transforming Rail in Virginia program. Additional funding authorization is needed for this task order contract to undertake these important activities.

**Background:**

In May 2017, the VRE Operations Board authorized the Chief Executive Officer to execute a task order contract with PFM for Financial Advisory Services. PFM was selected through a competitive procurement process in cooperation with Prince William County, the Potomac and Rappahannock Transportation Commission (PRTC), and the Northern Virginia Transportation Authority (NVTA). The Request for Proposals (RFP) specified VRE and PRTC together could select the same or a different financial advisor than the County, and a similar provision applied to the selection of a financial advisor by NVTA. The issuance of the solicitation and the selection process were carried out by

Prince William County in accordance with their procedures and in compliance with the Virginia Public Procurement Act.

The financial advisor is responsible for assisting in the development of financing alternatives; for implementing the chosen alternative; for assisting in managing existing debt; for the development and review of financial policies; and for other consulting services such as the development of financial plans and forecasts.
The task order contract with PFM is for one base year and nine option years, with the CEO exercising the option years at his discretion. VRE is currently in the third option year of the contract and to date has expended $290,000 of the original $300,000 of contract authority.

Three initiatives have already been identified that would be supported by the additional contract authority:

At least two years of software license fees ($60,000 per year) for Synario (formerly Whitebirch), PFM's proprietary long-range financial planning and analysis software, which VRE has been using to support analysis of Commuter Rail Operating and Capital fund (C-ROC) leveraging, farebox recovery, and other key financial metrics. Synario will support future financial analyses as VRE's System Plan evolves in response to the Commonwealth's planned purchase of CSXT right of way, the construction of the new Long Bridge, and other major initiatives.

A task order for Treasury Management Consulting Services (amount to be determined) to support VRE's forthcoming RFP for Banking Services. PFM has supported many local governments and districts in Virginia with their solicitations for banking services and can assist in assessment of VRE's current banking use, RFP development, evaluation of proposals, and final negotiations. Banking technologies and fee structures are changing, and VRE needs expert advice on best practices as well as integration with the ongoing ERP implementation.

A task order for Financial Advisory Services (amount to be determined) to support VRE's planned contribution to the Long Bridge project and the Transforming Rail in Virginia program. As described in the approved FY 2021 budget, VRE is contemplating both a pay-as-you-go (cash) contribution and the issuance of debt backed by C-ROC dedicated funds. A financial advisor is necessary to guide VRE through this process and to ensure VRE's financial and debt management principles are strictly adhered to.

Both the treasury management and financial advisory services related to a potential C-ROC backed debt issuance were not contemplated at the time of the initial contract award. Additional advisory services beyond the initiatives described above may also be needed in the future. VRE Operations Board approval is required prior to award of each task order in excess of the Chief Executive Officer's spending authority.

**Fiscal Impact**:

Funding is provided for in the FY 2021 budget through the Consulting line item within Finance & Accounting. Funding for future years will be included in each proposed annual budget.

# Virginia Railway Express
# Operations Board

## Resolution
## 9E-07-2020

## Authorization to Amend the Contract for Financial Advisory Services

**WHEREAS,** in May 2017, the VRE Operations Board authorized the Chief Executive Officer to execute a task order contract with PFM Financial Advisors LLC for Financial Advisory Services with a base period of one year and nine option years, in an amount not to exceed $300,000; and,

**WHEREAS,** VRE is currently in the third option year of the contract and has expended $290,000 of the original $300,000 of contract authority; and,

**WHEREAS,** VRE is in need of a range of additional support and analysis from PFM Financial Advisors, including treasury consulting services, financial planning and modeling software, and financial advisory services in conjunction with VRE's planned contribution to the Commonwealth's Transforming Rail in Virginia program; and,

**WHEREAS,** additional funding authorization is needed on the task order contract to undertake these important activities and to support other financial advisory needs that may arise in the future;

**NOW, THEREFORE, BE IT RESOLVED THAT,** the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT,** the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract amendment with PFM Financial Advisors LLC of Philadelphia, Pennsylvania, for Financial Advisory Services on a task order basis in an amount not to exceed $400,000, which will increase the total authorization for this contract from $300,000 to a total amount not to exceed $700,000.

Approved this 17th day of July 2020

Gary F. Skinner
Gary Skinner
Chairman

Jeanine Lawson
Secretary

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

**Agenda Item 9-F**
**Action Item**

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

**From:** **Rich Dalton**

**Date:** **July 17, 2020**

**Re:** **Authorization to Amend the GEC VII Task Order for Design Services for Quantico Station Improvements**

---

**Recommendation**:

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to amend the current Task Order for Design Services for Quantico Station Improvements executed with STV, Inc. under the General Engineering Consulting Services (GEC) VII contract in the amount of $217,072, plus a 10 percent contingency of $21,707, for a total of $238,779. This will increase the total authorization for this Task Order from $830,833, to a total amount not to exceed $1,069,612.

**Summary**:

During Final Design, several elements requiring additional work have been identified for the Quantico Station Improvements project. The additional work includes final stakeholder coordination, review and comments, as well as associated responses, revisions, permit coordination, and updates to cost estimates and the bid package.

VRE requested STV submit a proposal to accomplish the additional required work, and this action will authorize the Acting Chief Executive Officer to amend the Task Order to address the increased costs.

**Background**:

CSX Transportation (CSXT), the Virginia Department of Rail and Public Transportation (DRPT) and Virginia Railway Express (VRE) are collaborating on the Arkendale Third Track Project. DRPT, which is funding the project, has delegated management of the Quantico Station Improvements sub-project to VRE.

At DRPT's request, some elements of the third track (site, civil, track roadbed, ballast, and a retaining wall) have been added to the scope of the station improvements at this location for both design and construction in order to reduce the scope of the overall Arkendale Third Track Project and to expedite its completion. DRPT has increased the funding for the Quantico Station Improvements to provide for the requested additional scope items. The added scope elements will enhance safety and increase operational flexibility for CSXT, Amtrak and VRE trains while accommodating both the federal project (third track) and the passenger project at Quantico (track redesign and platform).

In January 2017, the VRE Operations Board authorized the Chief Executive Officer to issue a Task Order under the GEC VII contract to STV, Inc. for design services for the Quantico Station Improvements. The authorization was in the amount of $755,348, plus a 10 percent contingency of $75,535, for a total amount not to exceed $830,833.

VRE requested STV submit a proposal to accomplish the additional work described herein. STV's proposed cost was compared to the level of effort anticipated and determined by VRE staff to be fair and reasonable.

**Fiscal Impact**:

Funding is provided through the Commonwealth's Intercity Passenger Rail Operating and Capital (IPROC) fund.

# Virginia Railway Express
# Operations Board

## Resolution
## 9F-07-2020

## Authorization to Amend the GEC VII Task Order for Design Services for Quantico Station Improvements

**WHEREAS,** CSX Transportation, the Virginia Department of Rail and Public Transportation and Virginia Railway Express are collaborating to construct the Arkendale Third Track Project; and,

**WHEREAS**, the Virginia Department of Rail and Public Transportation, which is funding the Arkendale Third Track Project, has requested VRE manage the sub-project of Quantico Station Improvements; and,

**WHEREAS,** Final Design efforts have identified several elements requiring additional design work and additional stakeholder coordination; and,

**WHEREAS,** STV, Inc. has presented an acceptable proposal to perform the additional required work;

**WHEREAS, NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby find that, in accordance with amendments adopted on April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT,** the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to amend the current Task Order for Design Services for Quantico Station Improvements executed with STV, Inc. under the General Engineering Consulting Services contract in the amount of $217,072, plus a 10 percent contingency of $21,707, for a total of $238,779. This will increase the total authorization for this Task Order from $830,833, to a total amount not to exceed $1,069,612.

Approved this 17th day of July 2020

Gary F. Skinner
Gary Skinner
Chairman

Jeanine Lawson
Secretary

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

**Agenda Item 9-G**
**Action Item**

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

**From:** **Rich Dalton**

**Date:** **July 17, 2020**

**Re:** **Authorization to Withdraw from Standard Project Agreements with the Northern Virginia Transportation Authority for Lorton and Rippon Stations**

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**Recommendation:**

The VRE Operations Board is asked to authorize the Acting Chief Executive Officer to formally withdraw from the existing Standard Project Agreements (SPAs) with the Northern Virginia Transportation Authority (NVTA) for the Lorton and Rippon station projects.

**Summary:**

As a result of the Commonwealth's Transforming Rail in Virginia program, VRE's planned station expansions at Lorton and Rippon have changed substantially, and the NVTA funding originally committed to these two projects is no longer needed. In order to unencumber the remaining funding and make those funds available to other important congestion-reducing projects in the region, VRE and NVTA have jointly agreed that VRE should voluntarily withdraw from the existing project agreements.

**Background:**

The planned station expansions at Lorton and Rippon were among the earliest projects funded by the NVTA, with $7.9 million for construction of the Lorton second platform approved in 2013 and $10.0 million for construction of the Rippon station expansion and second platform approved in 2015. Engineering and design work has been proceeding on these projects since their approval.

In late 2019, the Commonwealth announced its plan to purchase railroad right of way from CSX Transportation (CSXT) in the RF&P corridor (where VRE's Fredericksburg Line operates), to fund the construction of a second Potomac River crossing at the Long Bridge, and to make other capacity investments that will transform passenger rail in the corridor and throughout the state. A new operating plan is also part of this program, and the plan will largely separate passenger and freight traffic onto different sides of the corridor.

This separation will have significant positive impacts on capacity and reliability, but it also eliminates the need for planned second platforms at a number of VRE stations in the corridor. After reviewing the future capital investments and new operating plan with representatives of DRPT and CSXT, it was determined that no additional platform investments will be needed at the Lorton Station until after 2030, and that only a limited set of investments – to rehabilitate and extend the existing platform and rehabilitate the existing overhead pedestrian bridge – will be needed at Rippon Station by 2030.

With these changes confirmed, the remaining NVTA funding on both projects is no longer needed. (The limited investments at Rippon can be completed with existing federal CMAQ and 5337/State of Good Repair funds.) NVTA's FY 2020-2025 update to the Six Year Program is already heavily oversubscribed, and VRE's withdrawal from the funding agreements would release the remaining funds to be available to other important congestion-reducing projects in the region. Approximately $7.0 million of the original $7.9 million of funding for Lorton and $9.9 million of the original $10.0 million funding for Rippon will be unencumbered by withdrawal.

With the concurrence of VRE, the NVTA has already acted at its July 9, 2020, meeting to cancel the project agreements for Lorton and Rippon in order to make the unencumbered funding available for allocation in a timely fashion. However, with the Operations Board's approval of this item, NVTA will instead record the action as a voluntary withdrawal.

**Fiscal Impact**:

The planned Lorton Station second platform will be formally removed from VRE's Capital Improvement Program (CIP) as part of the FY 2022 budget adoption process. The Rippon Station project will be modified to reflect the more limited expansion and rehabilitation investments described above, and existing federal CMAQ and 5337/State of Good Repair funds are expected to be sufficient to complete those investments.

**Virginia Railway Express**
**Operations Board**

**Resolution**
**9G-07-2020**

## Authorization to Withdraw from Standard Project Agreements with the Northern Virginia Transportation Authority for Lorton and Rippon Stations

**WHEREAS,** VRE has entered into Standard Project Agreements with the Northern Virginia Transportation Authority for funding to construct second platforms at the Lorton and Rippon VRE stations; and,

**WHEREAS,** in December 2019, the Virginia Department of Rail and Public Transportation announced its Transforming Rail in Virginia program, which in addition to major capital investments in track and bridge capacity also includes a new operating plan in the RF&P corridor where VRE's Fredericksburg Line trains operate that will largely separate passenger and freight rail traffic; and,

**WHEREAS,** this new operating plan eliminates the need for second platforms at Lorton and Rippon stations, and the remaining Northern Virginia Transportation Authority funding on these projects is no longer needed; and,

**WHEREAS,** the withdrawal of the two project agreements will unencumber approximately $16.9 million of remaining funding and make those funds available for allocation to other important congestion-reducing projects in the region;

**NOW, THEREFORE, BE IT RESOLVED THAT,** the VRE Operations Board does hereby find that, in accordance with amendments adopted April 22, 2020 to budget bills HB 29 and 30, meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on July 17, 2020, and that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and further find that meeting by electronic means is authorized because the items on the July 17, 2020 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to formally withdraw from the existing Standard Project Agreements with the Northern Virginia Transportation Authority for the Lorton and Rippon station projects.

Approved this 17th day of July 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

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

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

**From:** **Rich Dalton**

**Date:** **July 17, 2020**

**Re:** **FY 2022 Key Budget Issues**

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**Introduction:**

VRE staff will present a preliminary FY 2022 budget in September 2020 for the Operations Board's consideration, with final budget approval and referral to the Commissions scheduled for December 2020. VRE's financial planning process provides for initial consideration and discussion of key budget issues well before the preliminary budget presentation, which ensures challenges can be identified, publicly vetted, and fully addressed before final approval.

**Background:**

VRE has adopted a financial planning process that provides for early consideration of key budget issues and assumptions. During the budget cycle, VRE staff will meet regularly with staff members from the jurisdictions to develop the proposed budget. The Finance Committee will also review major budget issues for referral to the Operations Board as required. In accordance with the Master Agreement, a consolidated financial projection over a six-year time frame is provided each year as a component of the annual budget.

The budget adoption process for FY 2022 will be unlike any in recent years as a result of the COVID-19 pandemic and its significant impacts on the economy and VRE's ridership. Staff continues to address certain key issues raised in last year's budget (e.g., diesel fuel hedging, the new DRPT methodology for capital grants), but broader economic and policy issues will be paramount. Accurately forecasting ridership and revenue in this environment will be difficult, and staff will likely select an approved projection for ridership/revenue relatively late in the process in order to have as much current information as possible. Amending the current year's (FY 2021) budget will also be a more substantive part of this

year's process, as whatever is projected for FY 2022 must also incorporate projections for the rest of FY 2021.

**Issue 1: Revenue Shortfalls and CARES Act Support**

Fare revenue in June 2020 remained down approximately 80% compared to a normal month, though it has dropped less than ridership, which is still down approximately 95% (though slowly and steadily rising). There is great uncertainty about how and when ridership may return – it is likely to depend on the overall economy, riders' perception of safety on trains (and VRE's ability to provide "distanced" capacity), and whether workers are required and able to return to their workplaces, which includes increases in telework, the need to care for other family members, and many other challenges. Given the uncertainty over the pace of growth and the final "equilibrium" level of daily ridership, as well as events that might change the current recovery trajectory (e.g., a successful vaccine, a major "second wave" in the fall), staff will examine a range of possible scenarios.

VRE must also prepare for a possible reduction in state support as a result of tax revenue shortfalls. The Commonwealth has been working to reprogram existing funds to support critical current operations, and operating assistance for the first quarter of FY 2021 has remained at the same level as FY 2020, but future funding levels are uncertain.

The CARES Act has provided VRE with funding equal to approximately two years' worth of fare revenue to backstop lost revenues and support additional COVID-related expenses. Thanks to this funding, VRE will remain committed to providing safe and reliable commuter rail service to customers in FY 2021 and 2022 while also ensuring local jurisdictions do not bear the burden of a fare revenue shortfall.

**Issue 2: Policy of Alternating 3% Fare and Subsidy Increases**

The approved FY 2021 budget included a 3% increase in total jurisdictional subsidy and kept passenger fares unchanged. Subsidy payments for the first half of FY 2021 were received on time and in full from all nine jurisdictions despite the financial challenges posed by the pandemic.

Under the Board's existing policy direction to consider fare and subsidy increases in alternating years, the starting point for a "normal" FY 2022 would be zero change to the total subsidy and consideration of a 3% fare increase. However, given the challenges faced by both riders and jurisdictions, other alternatives will be considered.

At the outset of the pandemic, VRE committed that no request would be made for additional jurisdictional subsidy in FY 2021. In that same spirit, VRE will not ask for any jurisdictional subsidy increase in FY 2022. However, decisions must be made about subsidy allocation. A master agreement survey in October 2020 (which would generate the required data on the residence of riders) is unlikely to produce reliable results for the allocation of subsidy. VRE could instead use prior year data, which is similar to the

approach being taken by the Federal Transit Administration for federal funding allocations, but other approaches could be used.

There are three alternatives to consider with respect to passenger fares in FY 2022: 1) an increase of 3% or less; 2) no change; 3) a reduction in fares, either temporary or permanent. Staff will present these scenarios to the Operations Board and solicit feedback as the budget process continues.

**Issue 3: Expense Reductions in FY 2021 and FY 2022**

Staff will be looking closely at all discretionary expenses in the operating budget, particularly consulting, professional services, any new non-critical initiatives, and the replacement or upgrade of existing items (furniture, equipment, etc.), and will be deferring or eliminating these expenditures where practical. In addition to COLA and merit increases, the previously approved hiring of five new employees in FY 2021 has also been deferred.

**Issue 4: Transforming Rail in Virginia Program**

As discussed previously with the Operations Board, the Commonwealth's rail transformation program will have a substantial impact on VRE's six-year Capital Improvement Program (CIP), and changes to project scopes, timelines, and funding sources will be fully fleshed out during the upcoming budget process. In addition, a track access agreement with the new Virginia Passenger Rail Authority is being negotiated and is expected to come into effect during FY 2021.

As part of the FY 2021 budget approval, the Operations Board also authorized staff to continue discussions with DRPT about a contribution to the rail transformation program from VRE's Commuter Rail Operating and Capital (C-ROC) funds. These discussions – which contemplate a combination of debt issuance proceeds and pay-as-you-go cash – will occur separately from, but in parallel with, the budget adoption process. We do not expect to recommend any further C-ROC commitments to specific VRE capital projects (currently $15 million is committed to the Crystal City Station and $30 million to the L'Enfant Station and Fourth Track, covering FY2019-2021 C-ROC funds) until these negotiations are resolved.

**Issue 5: Insurance**

VRE is required to have at least $295 million of liability insurance coverage in order to operate. In recent years, VRE has been able to get the necessary coverage through international underwriters without much change year-to-year in premiums.

However, VRE faced significant challenges this year (FY 2021) in securing the required coverage, as did other commuter and freight rail properties. These challenges are unrelated to our operations or safety record, but instead are the result of major capacity constraints in the insurance markets related to West Coast wildfires and other claims. Ultimately, all the required coverage was secured, but the premiums increased substantially, and significant uncertainty remains about future years.

VRE and other operators cannot wait and hope these issues resolve themselves. VRE staff will be working with representatives of the Commuter Rail Coalition, the Federal Railroad Administration, and Virginia's Department of Risk Management to identify and implement alternative approaches to securing liability insurance that provide the necessary coverage at a sustainable cost.

**Issue 6: Baseline Capital Charge Contributions for Northeast Corridor**

Capital renewal is the ongoing repair/replacement of the existing railroad infrastructure in the Northeast Corridor (NEC) that is required to ensure reliable and safe train operations. VRE is included in NEC through our use of Union Station. A key component of capital renewal is the Baseline Capital Charge (BCC) Program, which is funded by ongoing capital contributions of Amtrak and the commuter railroads, including VRE. VRE makes this BCC contribution as part of its access agreement with Amtrak.

The BCC amount is determined by the "NEC Commuter and Intercity Rail Cost Allocation Policy," and the NEC Commission has recently changed that cost allocation policy. The preliminary result of the changes is that VRE's required annual contribution could increase from approximately $600,000 to over $3 million. Discussions are ongoing with Amtrak and the NEC Commission on the allocation methods and the timing of any costs that may be incurred.

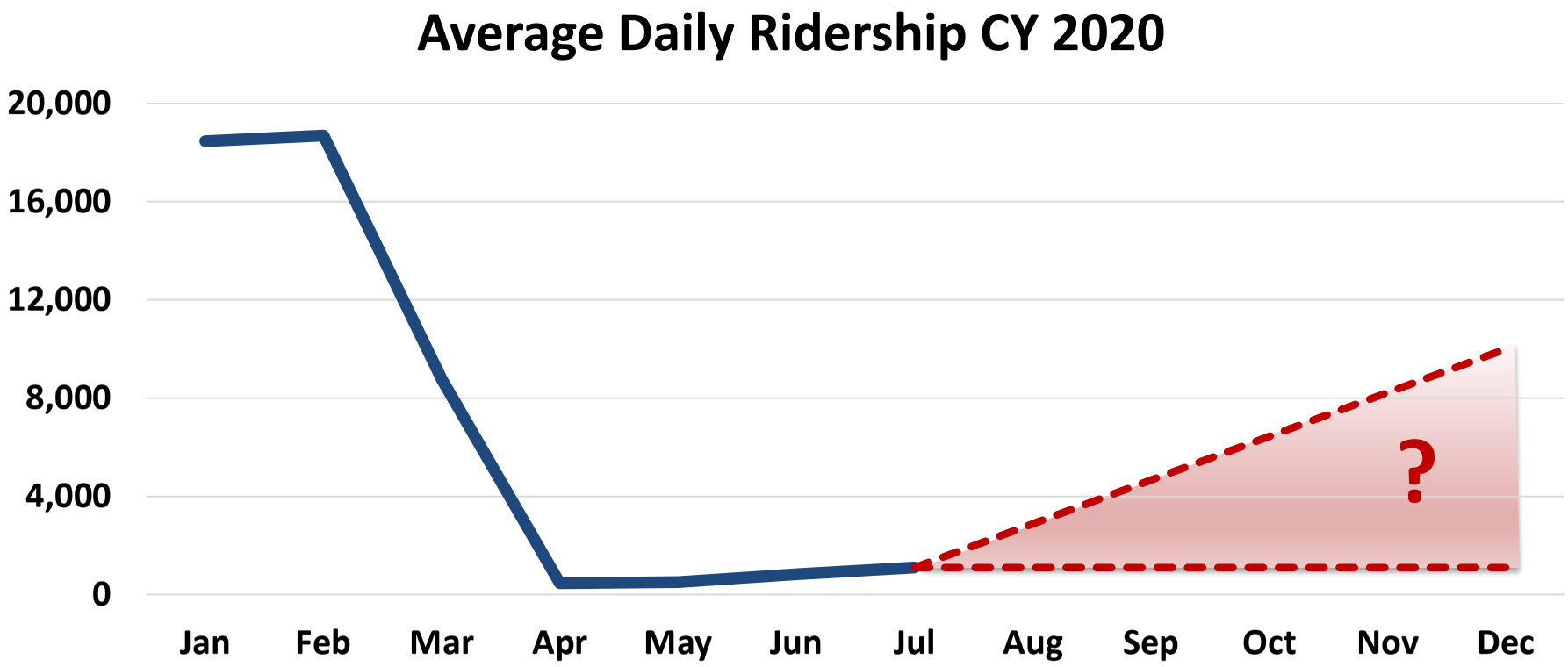
**Next Steps:**

**September 2020**: Present preliminary FY 2022 budget and CIP to the Operations Board
**October/November 2020**: In-depth review of preliminary budget with Operations Board, Finance Committee, and jurisdictional staff
**December 2020**: Present final FY 2022 budget and CIP for Operations Board approval and referral to the Commissions

# FY 2022 Key Budget Issues

- Broader economic and policy issues will be paramount
- Accurately forecasting ridership and revenue will be challenging, and we will select an approved projection near the end of the process
- Amending the current year budget (FY 2021) will be an important part of the process

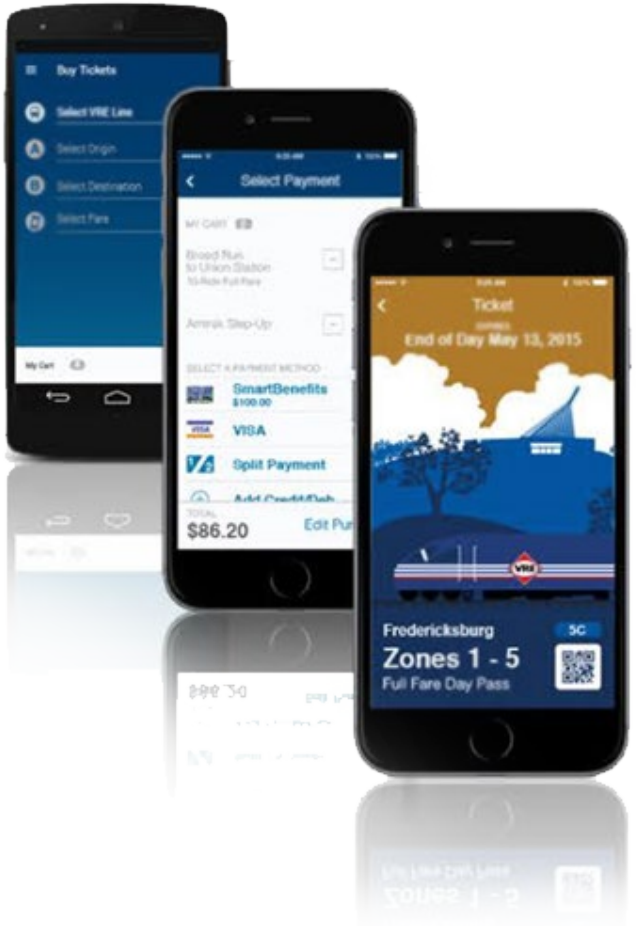
# Issue 1: Revenue Shortfalls and CARES Act Support




VIRGINIA RAILWAY EXPRESS

# Issue 2: Alternating Fare and Subsidy Increases

- No subsidy increase for FY 2022, but decision will be required on allocation
- Normally would be a year to propose fare increase but will more explicitly consider three options:
  1) Increase of 3% or less
  2) No change
  3) Reduction




VIRGINIA RAILWAY EXPRESS

# Issue 3: Expense Reductions in FY2021 and FY 2022

- Deferring/eliminating consulting, professional services, non-critical initiatives, and replacement of existing items (IT, furniture, etc.)

# Issue 4 : Transforming Rail in Virginia Program

- Changes to project scopes, timelines and funding
- New track access agreements
- Commitment of C-ROC funds (cash and debt)

# Issue 5: Insurance

- Secured required insurance for FY 2021 but with significant premium increase
- Will work with DRM, federal stakeholders and other commuter railroads to find sustainable solution

# Issue 6: Capital Renewal Charges for Northeast Corridor (NEC)

- Change in methodology for required capital renewal charges paid through Amtrak access contract
- Discussions ongoing with Amtrak and NEC Commission

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

**Agenda Item 10-B**
**Information Item**

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

**From:** **Rich Dalton**

**Date:** **July 17, 2020**

**Re:** **Spending Authority Report**

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On May 15, 2015, the VRE Operations Board approved increasing the Chief Executive Officer's spending authority from $50,000 to $100,000. It was resolved any purchase of greater than $50,000 would be communicated to the Board as an information item.

- On June 5, 2020, VRE issued a Task Order in the amount of $97,722 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide engineering services in support of Life Cycle Maintenance projects.
- On June 10, 2020, VRE issued a Task Order in the amount of $76,951 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing floor decals on VRE's passenger railcars.
- On June 10, 2020, VRE issued a Task Order in the amount of $79,675 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing seat decals on VRE's passenger railcars.
- On June 10, 2020, VRE issued a Task Order in the amount of $60,021 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install hand sanitizer dispensers on VRE's passenger railcars.

- On June 18, 2020, VRE issued a Purchase Order in the amount of $78,475 to Technology International, Inc. for the purchase of five utility carts to be utilized at the Broad Run and Crossroads Maintenance and Storage Facilities.
- On June 22, 2020, VRE issued a Task Order in the amount of $99,376 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide general engineering services for the 1st year of the contract.
- On June 25, 2020, VRE issued a Task Order in the amount of $85,257 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide National Transit Database (NTD) and asset management reporting.
- On June 25, 2020, VRE issued a Task Order in the amount of $92,111 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide oversight for the ongoing overhaul of VRE's railcar trucks.

**Public Comment Time**

Public comments will not be received during the meeting; however, those wanting to comment should send written comments, limited to one (1) page, to CRodrigo@OmniRide.com by September 2, 2020 at 5:00 p.m.

**PRTC Consent Agenda Action Items**

**8.1 Approve Consent Agenda**

**8.2 Acceptance of the Potomac and Rappahannock Transportation Commission Monthly Jurisdictional Financial Report for the Period Ended May 31, 2020**

**ITEM 8.1**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 20-09-___**

**MOTION:**

**SECOND:**

**RE: APPROVE CONSENT AGENDA – SEPTEMBER 3, 2020**

**ACTION:**

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby approve the consent agenda of September 3, 2020 as presented/amended.

**Votes:**
**Ayes:**
**Abstain:**
**Nays:**
**Absent from Vote:**
**Alternate Present Not Voting:**
**Absent from Meeting:**

**ITEM 8.2**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 20-09-___**

**MOTION:**

**SECOND:**

**RE:** **ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2020**

**ACTION:**

**WHEREAS,** a financial report for each jurisdiction is prepared each month for presentation to the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission"); and

**WHEREAS,** this report supplies information on the current month and year-to-date motor fuel tax collections; earned interest, other revenues, state administration cost, expenditures, transfers and encumbrances; and

**WHEREAS,** this information covers the PRTC as a whole, as well as each separate jurisdiction.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby accept the Jurisdictional Financial Report for the period ended May 31, 2020.

**Votes:**
**Ayes:**
**Nays:**
**Abstentions:**
**Absent from Vote:**
**Alternate Present Not Voting:**
**Absent from Meeting:**

**Fuel Tax Revenues**
**Budget to Actual**
**Eleven Months Ended May 2020**

| | FY20 YTD Budget | FY20 YTD Actual | Variance % | Variance $ |
|---|---|---|---|---|
| Prince William County | 12,143,908 | 12,815,648 | 6% | 671,740 |
| Stafford | 3,895,192 | 3,995,399 | 3% | 100,207 |
| Manassas | 888,433 | 793,749 | -11% | (94,684) |
| Manassas Park | 671,000 | 632,136 | -6% | (38,864) |
| Fredericksburg | 1,428,533 | 1,247,676 | -13% | (180,857) |
| Spotsylvania | 4,353,433 | 5,038,217 | 16% | 684,784 |
| Total | 23,380,499 | 24,522,825 | 5% | 1,142,326 |

Year to date budget reflects updated FY2020 motor fuels tax revenue projections done in April 2020 as part of the FY2021 revised budget process.

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

PRTC COMMISSION MEETING
DATE SEPTEMBER 3, 2020

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS
FOR THE ELEVEN MONTHS ENDING MAY 31, 2020

| | | | | |
|---|---|---|---|---|
| FY20 Beginning Fund Balance | | | $ 21,944,377.83 | (1) |

| | Current Month | Year To Date |
|---|---|---|
| Revenue from DMV Audit (Pre-CROC) | $ - | $ - |
| Gross Tax Revenue | $ 1,900,279.06 | $ 33,216,246.82 |
| Less: Commuter Rail Operating and Capital Fund (CROC) | $ (789,201.00) | $ (8,639,141.00) |
| Less: State Admin Cost | $ (54,281.32) | $ (54,281.32) |
| Net Tax Revenue | $ 1,056,796.74 | $ 24,522,824.50 |
| Interest from Investment | $ 12,527.04 | $ 332,002.14 |
| Total Tax & Investment Revenue | $ 1,069,323.78 | $ 24,854,826.64 |
| Expenditures/Transfers | $ (1,765,429.99) | $ (24,758,174.99) |
| Reimbursement from State Grant/Transfer from Other Governments | $ - | $ 137,185.00 |
| PRTC Operating Fund Balance | $ - | $ 3,225,000.00 |
| FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES c | | $ 25,403,214.48 |
| FY20 Projected Motor Fuel Revenue (for remainder of fiscal year) | | $ 1,272,192.41 |
| FY20 Projected State Grant (remainder) | | $ - |
| LESS: Unexpended Adopted Resolutions | | $ (9,122,666.32) (*) |
| Other Financing Sources/(Uses) | | |
| Claims and Judgments | - | - |
| Jurisdictional Reimbursement | $0.00 | $0.00 |
| Total Projected Unencumbered Balance | | $ 17,552,740.57 (2) |

| ADOPTED RESOLUTIONS | AMOUNT | | EXPENDITURES | BALANCE |
|---|---|---|---|---|
| 08-06-07 | $ 173,000.00 | (1) | $ - | $ 173,000.00 |
| 09-11-07 | $ 93,139.69 | (1) | $ - | $ 93,139.69 |
| 10-11-05 | $ 234,500.00 | (1) | $ - | $ 234,500.00 |
| 13-06-08 | $ 200,000.00 | (1) | $ - | $ 200,000.00 |
| 15-05-07 | $ 371,164.00 | (1) | $ - | $ 371,164.00 |
| 17-07-06 | $ 116,000.00 | (1) | $ - | $ 116,000.00 |
| 17-07-07 | $ 206,000.00 | (1) | $ - | $ 206,000.00 |
| 18-06-08 | $ - | (1) | $ - | $ - |
| 18-11-07 | $ 9,467.87 | (1) | $ 9,356.60 | $ 111.27 |
| 19-04-05 | $ 708,567.75 | (1) | $ 708,567.75 | $ - |
| 19-06-10 | $ 432,642.00 | (1) | $ - | $ 432,642.00 |
| 19-06-11 | $ 5,059,745.00 | (1a) | $ 5,059,745.00 | $ - |
| 19-06-14 | $ 17,848,000.00 | (1a) | $ 17,848,000.00 | $ - |
| 19-11-08 | $ 15,000.00 | | $ - | $ 15,000.00 |
| 19-11-09 | $ 10,000.00 | | $ - | $ 10,000.00 |
| 20-01-06 | $ 1,200,000.00 | | $ 1,047,505.64 | $ 152,494.36 |
| 20-03-05 | $ 85,000.00 | | $ 85,000.00 | $ - |
| 20-06-06 | $ 4,518,615.00 | | $ - | $ 4,518,615.00 |
| 20-06-07 | $ 2,600,000.00 | | $ - | $ 2,600,000.00 |
| Total | $ 33,880,841.31 | | $ 24,758,174.99 | $ 9,122,666.32 (*) |

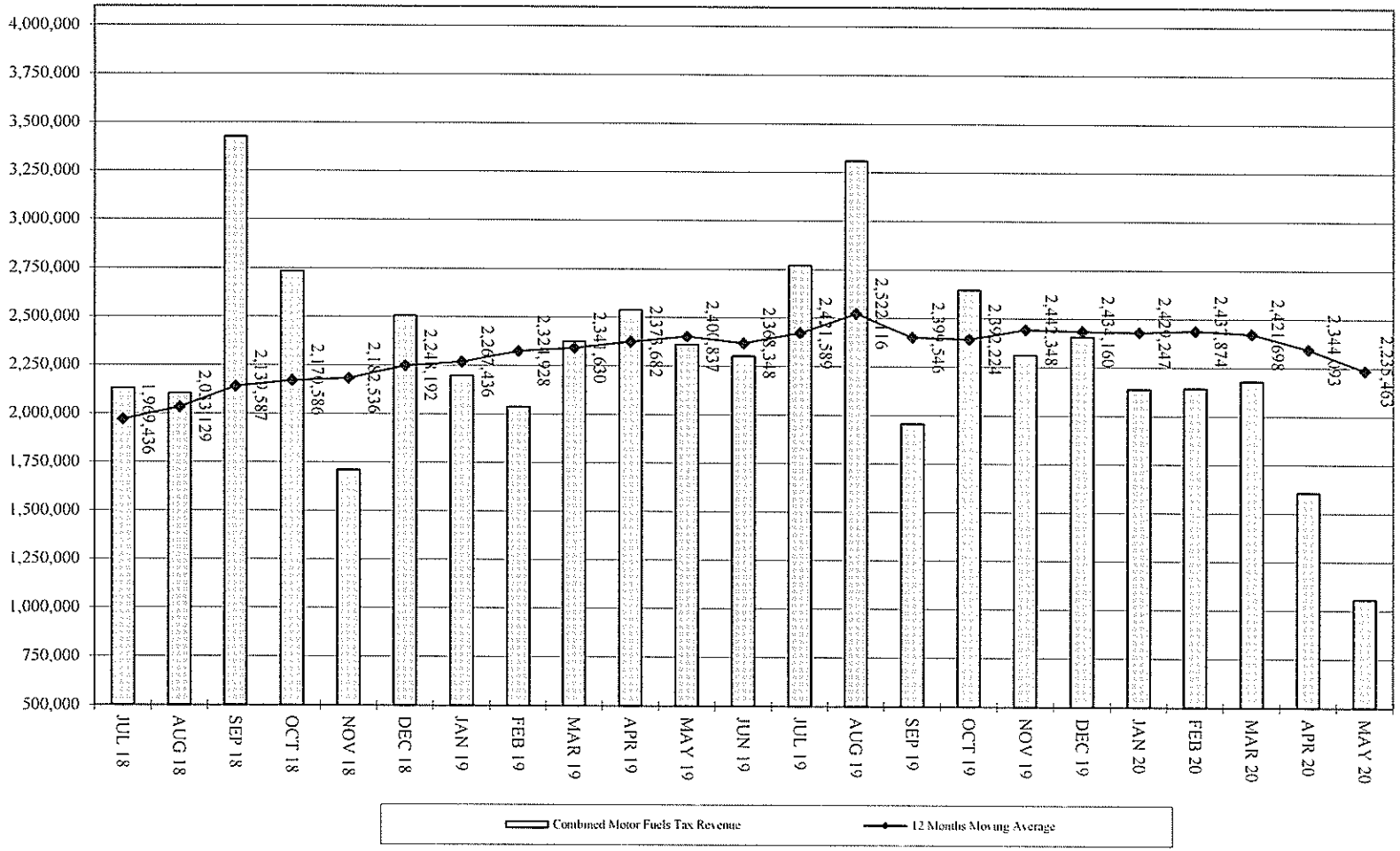
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

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

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

# PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

PRTC COMMISSION MEETING
DATE SEPTEMBER 3, 2020

# MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY
## FOR THE ELEVEN MONTHS ENDING MAY 31, 2020

| | | | | | |
|---|---|---|---|---|---|
| FY20 Beginning Fund Balance | | | $ | 9,116,760.25 | (1) |

| | Current Month | | Year To Date | |
|---|---|---|---|---|
| Revenue from DMV Audit (Pre-CROC) | $ | - | $ | - |
| Gross Tax Revenue | $ | 974,429.12 | $ | 17,317,480.06 |
| Less: Commuter Rail Operating and Capital Fund (CROC) | $ | (404,688.16) | $ | (4,473,997.57) |
| Less: State Admin Cost | $ | (27,834.49) | $ | (27,834.49) |
| Net Tax Revenue | $ | 541,906.47 | $ | 12,815,648.00 |
| Interest from Investment | $ | 3,392.38 | $ | 133,111.97 |
| Total Tax & Investment Revenue | $ | 545,298.85 | $ | 12,948,759.97 |
| Expenditures/Transfers | $ | - | $ | (16,868,300.00) |
| PRTC Operating Fund Balance | $ | - | $ | 2,984,000.00 |
| FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES | | | $ | 8,181,220.22 |
| FY20 Projected Motor Fuel Revenue (for remainder of fiscal year) | | | | 432,252.00 |
| LESS: Unexpended Adopted Resolutions | | | $ | (173,000.00) (*) |
| Other Financing Sources/(Uses) | | | | |
| Claims and Judgments | | 0.00 | | - |
| Jurisdictional Reimbursement | | $0.00 | | $0.00 |
| Total Projected Unencumbered Balance | | | $ | 8,440,472.22 (2) |

| ADOPTED RESOLUTIONS | AMOUNT | | EXPENDITURES | BALANCE | |
|---|---|---|---|---|---|
| 08-06-07 | $ 173,000.00 | (1) | $ - | $ 173,000.00 | |
| 19-06-14 | $ 16,868,300.00 | (1a) | $ 16,868,300.00 | $ - | |
| Total | $ 17,041,300.00 | | $ 16,868,300.00 | $ 173,000.00 | (*) |

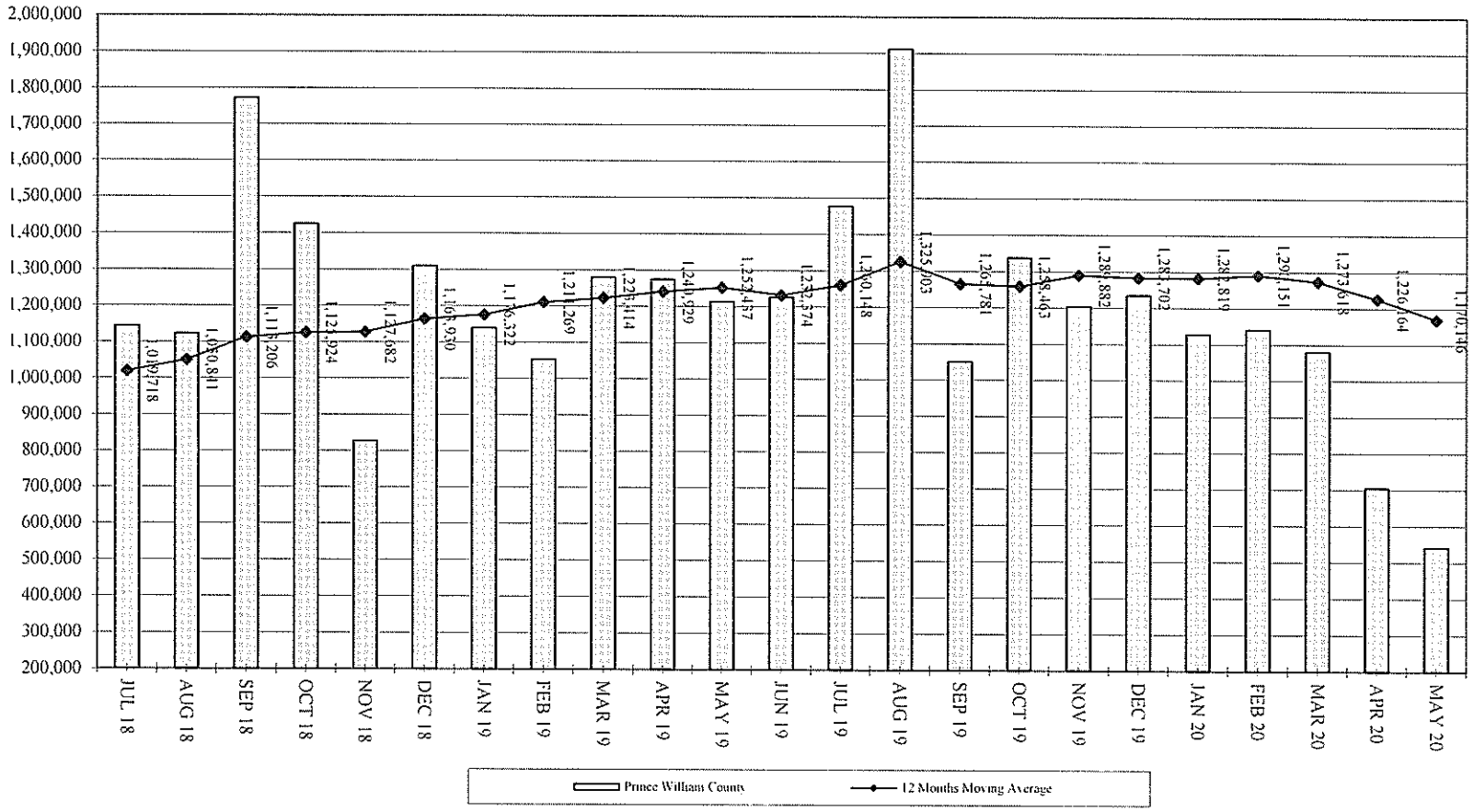
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

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

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

# PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



# MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY
## FOR THE ELEVEN MONTHS ENDING MAY 31, 2020

| | | | | | |
|---|---|---|---|---|---|
| FY20 Beginning Fund Balance | | | | $ 5,653,804.91 | (1) |

| | Current Month | Year To Date |
|---|---|---|
| Revenue from DMV Audit (Pre-CROC) | $ - | $ - |
| Gross Tax Revenue | $ 261,571.25 | $ 5,408,068.26 |
| Less: Commuter Rail Operating and Capital Fund (CROC) | $ (108,632.62) | $ (1,405,197.61) |
| Less: State Admin Cost | $ (7,471.76) | $ (7,471.76) |
| Net Tax Revenue | $ 145,466.87 | $ 3,995,398.89 |
| Interest from Investment | $ 3,747.44 | $ 79,182.82 |
| Total Tax & Investment Revenue | $ 149,214.31 | $ 4,074,581.71 |
| Expenditures/Transfers | $ - | $ (2,457,020.00) |
| PRTC Operating Fund Balance | $ - | $ 63,300.00 |
| FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES | | $ 7,334,666.62 |
| FY20 Projected Motor Fuel Revenue (for remainder of fiscal year) | | 253,901.11 |
| LESS: Unexpended Adopted Resolutions | | $ (4,518,615.00) (*) |
| Other Financing Sources/(Uses) | | |
| Claims and Judgments | $0.00 | $0.00 |
| Jurisdictional Reimbursement | $0.00 | $0.00 |
| Total Projected Unencumbered Balance | | $ 3,069,952.73 (2) |

| ADOPTED RESOLUTIONS | AMOUNT | | EXPENDITURES | BALANCE |
|---|---|---|---|---|
| 19-06-11 | $ 2,352,820.00 | (1a) | $ 2,352,820.00 | $ - |
| 19-06-14 | $ 104,200.00 | (1a) | $ 104,200.00 | $ - |
| 20-06-06 | $ 4,518,615.00 | | $ - | $ 4,518,615.00 |
| Total | $ 6,975,635.00 | | $ 2,457,020.00 | $ 4,518,615.00 (*) |

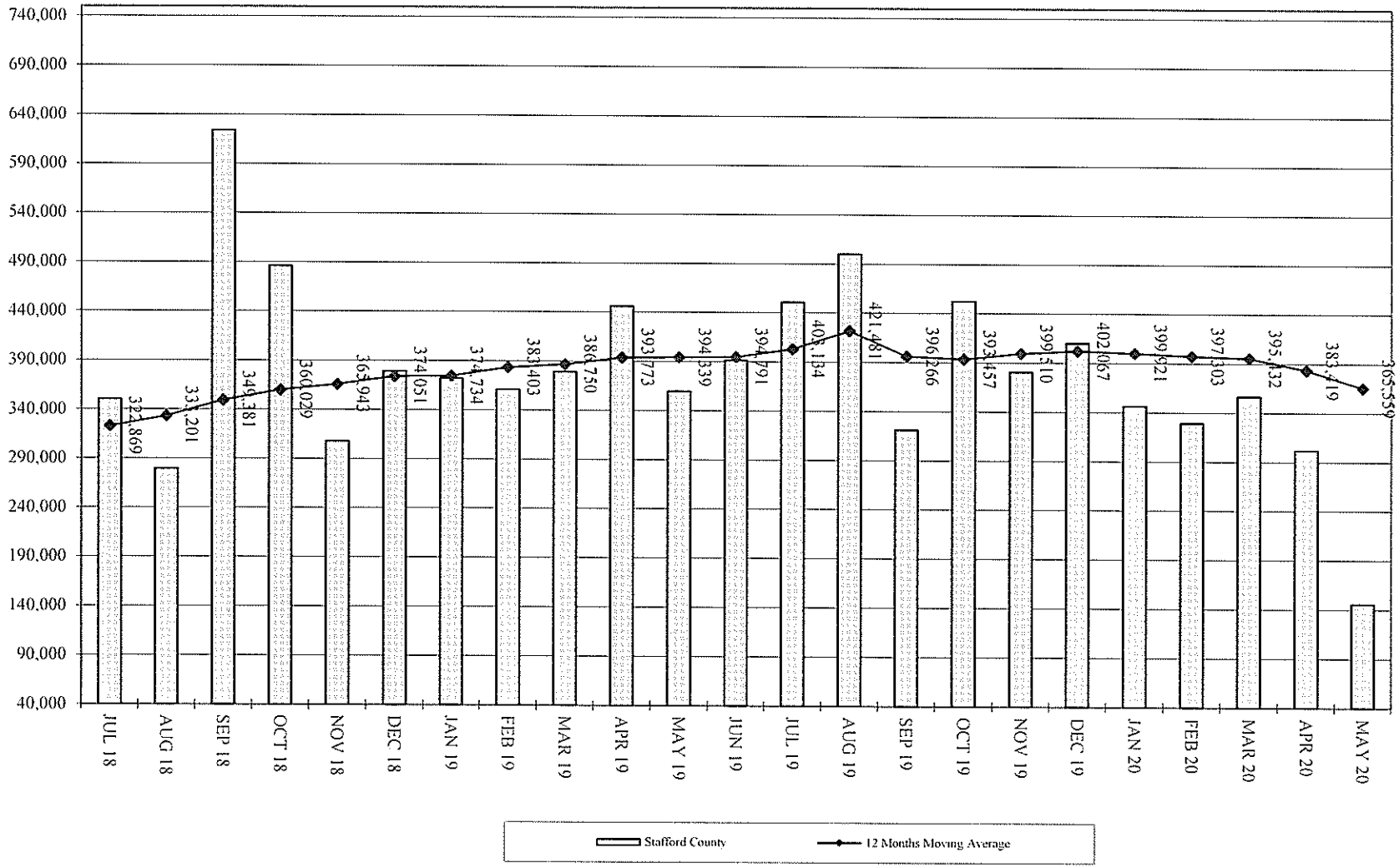
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

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

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

# PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



# MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS
## FOR THE ELEVEN MONTHS ENDING MAY 31, 2020

| | | | | | |
|---|---|---|---|---|---|
| FY20 Beginning Fund Balance | | | | $ 847,558.91 | (1) |
| | Current Month | | Year To Date | | |
| Revenue from DMV Audit (Pre-CROC) | $ - | | $ - | | |
| Gross Tax Revenue | $ 78,011.84 | | $ 1,082,395.79 | | |
| Less: Commuter Rail Operating and Capital Fund (CROC) | $ (32,398.94) | | $ (286,417.97) | | |
| Less: State Admin Cost | $ (2,228.40) | | $ (2,228.40) | | |
| Net Tax Revenue | $ 43,384.50 | | $ 793,749.42 | | |
| Interest from Investment | $ 294.67 | | $ 7,056.17 | | |
| Total Tax & Investment Revenue | $ 43,679.17 | | $ 800,805.59 | | |
| Expenditures/Transfers | $ - | | $ (1,166,042.00) | | |
| Reimbursement From State Grant and Transfer from City of Manassas | $ - | | $ 137,185.00 | | |
| PRTC Operating Fund Balance | $ - | | $ 50,600.00 | | |
| FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES | | | $ 670,107.50 | | |
| FY20 Projected Motor Fuel Revenue (for remainder of fiscal year) | | | 175,450.58 | | |
| FY20 Projected State Grant (remainder) | | | - | | |
| LESS: Unexpended Adopted Resolutions | | | $ - | | (*) |
| Other Financing Sources/(Uses) | | | | | |
| Claims and Judgments | $0.00 | | $0.00 | | |
| Jurisdictional Reimbursement | $0.00 | | $0.00 | | |
| Total Projected Unencumbered Balance | | | $ 845,558.08 | | (2) |

| ADOPTED RESOLUTIONS | AMOUNT | | EXPENDITURES | BALANCE | |
|---|---|---|---|---|---|
| 18-06-08 | $ - | (1) | $ - | $ - | |
| 19-06-11 | $ 694,742.00 | (1a) | $ 694,742.00 | $ - | |
| 19-06-14 | $ 471,300.00 | (1a) | $ 471,300.00 | $ - | |
| Total | $ 1,166,042.00 | | $ 1,166,042.00 | $ - | (*) |

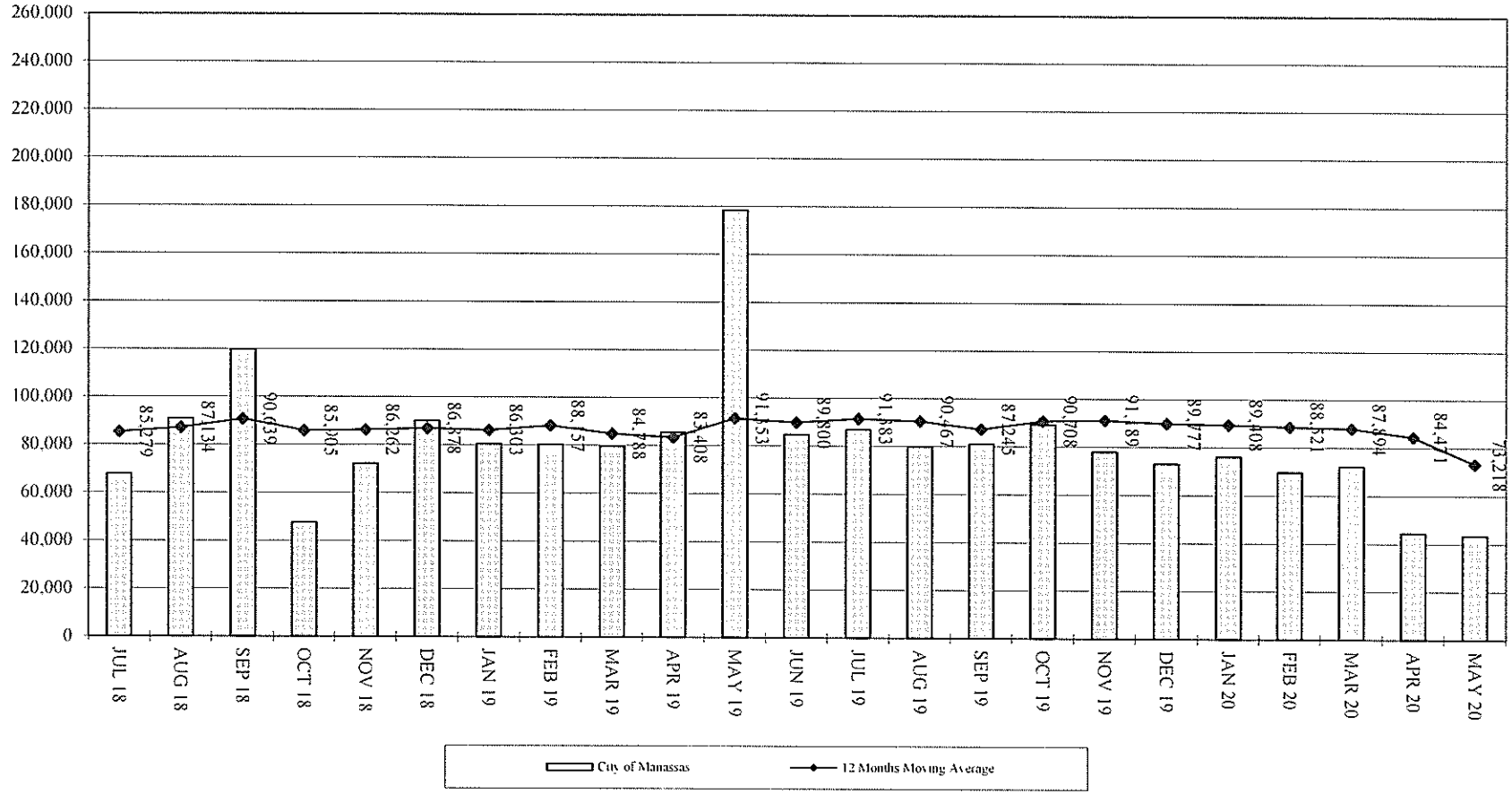
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

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

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

# PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



# MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS PARK
## FOR THE ELEVEN MONTHS ENDING MAY 31, 2020

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

| | Current Month | Year To Date |
|---|---|---|
| Revenue from DMV Audit (Pre-CROC) | $ - | $ - |
| Gross Tax Revenue | $ 56,663.30 | $ 855,225.13 |
| Less: Commuter Rail Operating and Capital Fund (CROC) | $ (23,532.72) | $ (221,470.79) |
| Less: State Admin Cost | $ (1,618.59) | $ (1,618.59) |
| Net Tax Revenue | $ 31,511.99 | $ 632,135.75 |
| Interest from Investment | $ 1,540.32 | $ 42,359.28 |
| Total Tax & Investment Revenue | $ 33,052.31 | $ 674,495.03 |
| Expenditures/Transfers | $ - | $ (740,185.00) |
| PRTC Operating Fund Balance | $ - | $ 27,100.00 |
| FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES | | $ 2,816,386.24 |
| FY20 Projected Motor Fuel Revenue (for remainder of fiscal year) | | 99,864.25 |
| LESS: Unexpended Adopted Resolutions | | $ (1,245,803.69) (*) |
| Other Financing Sources/(Uses) | | |
| Claims and Judgments | $0.00 | $0.00 |
| Jurisdictional Reimbursement | $0.00 | $0.00 |
| Total Projected Unencumbered Balance | | $ 1,670,446.80 (2) |

| ADOPTED RESOLUTIONS | AMOUNT | | EXPENDITURES | BALANCE | |
|---|---|---|---|---|---|
| 09-11-07 | $ 93,139.69 | (1) | $ - | $ 93,139.69 | |
| 10-11-05 | $ 234,500.00 | (1) | $ - | $ 234,500.00 | |
| 13-06-08 | $ 200,000.00 | (1) | $ - | $ 200,000.00 | |
| 15-05-07 | $ 371,164.00 | (1) | $ - | $ 371,164.00 | |
| 17-07-06 | $ 116,000.00 | (1) | $ - | $ 116,000.00 | |
| 17-07-07 | $ 206,000.00 | (1) | $ - | $ 206,000.00 | |
| 19-06-11 | $ 405,485.00 | (1a) | $ 405,485.00 | $ - | |
| 19-06-14 | $ 249,700.00 | (1a) | $ 249,700.00 | $ - | |
| 19-11-08 | $ 15,000.00 | | $ - | $ 15,000.00 | |
| 19-11-09 | $ 10,000.00 | | $ - | $ 10,000.00 | |
| 20-03-05 | $ 85,000.00 | | $ 85,000.00 | $ - | |
| Total | $ 1,985,988.69 | | $ 740,185.00 | $ 1,245,803.69 | (*) |

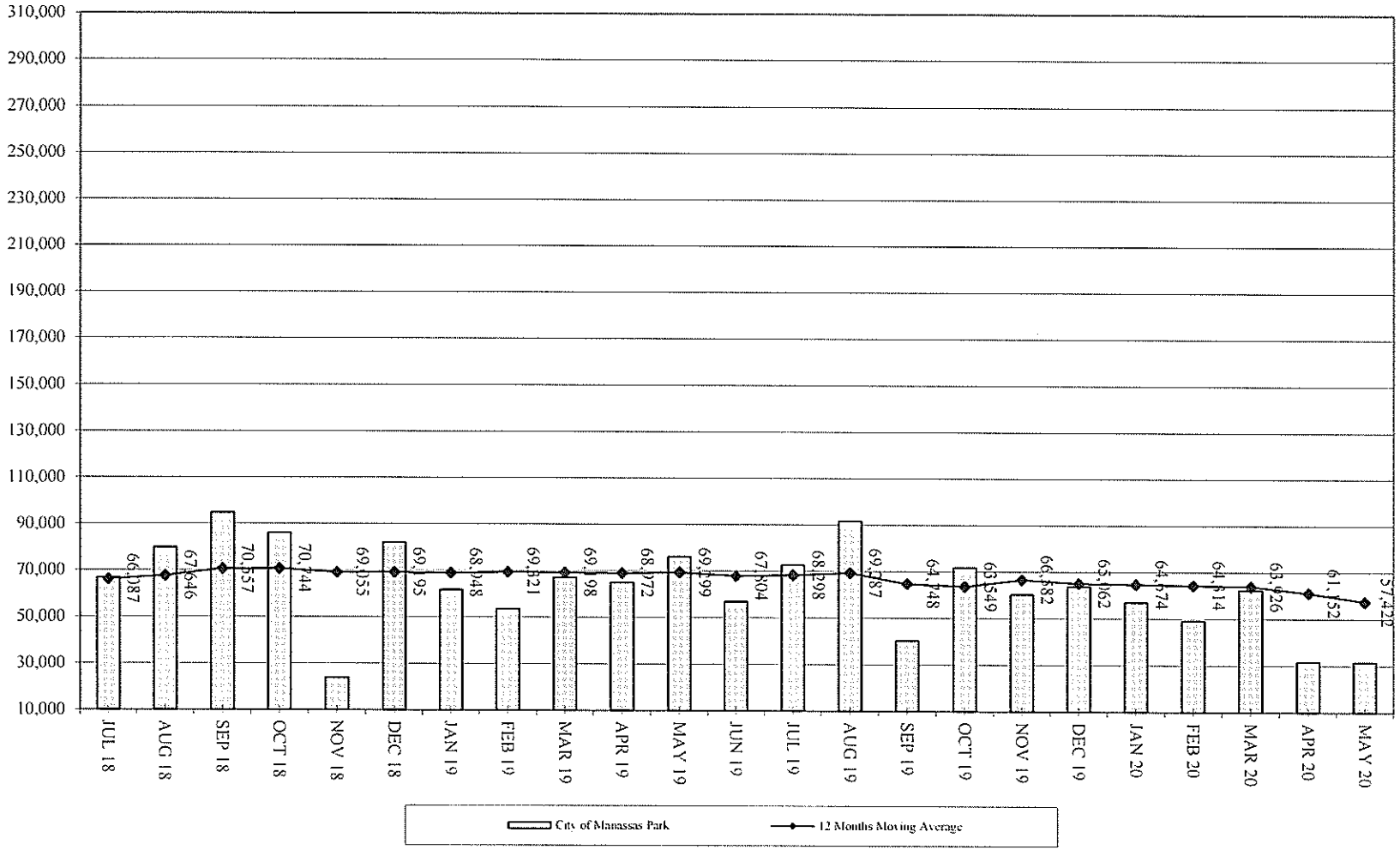
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

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

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

# PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



# MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG
## FOR THE ELEVEN MONTHS ENDING MAY 31, 2020

| | | |
|---|---|---|
| FY20 Beginning Fund Balance | $ 1,530,475.74 | (1) |

| | Current Month | Year To Date |
|---|---|---|
| Revenue from DMV Audit (Pre-CROC) | $ - | $ - |
| Gross Tax Revenue | $ 42,698.24 | $ 1,681,219.19 |
| Less: Commuter Rail Operating and Capital Fund (CROC) | $ (17,732.92) | $ (432,323.99) |
| Less: State Admin Cost | $ (1,219.67) | $ (1,219.67) |
| Net Tax Revenue | $ 23,745.65 | $ 1,247,675.53 |
| Interest from Investment | $ 1,271.93 | $ 25,484.63 |
| Total Tax & Investment Revenue | $ 25,017.58 | $ 1,273,160.16 |
| Expenditures/Transfers | $ - | $ (361,328.00) |
| PRTC Operating Fund Balance | $ - | $ 28,100.00 |
| FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES | | $ 2,470,407.90 |
| FY20 Projected Motor Fuel Revenue (for remainder of fiscal year) | | 310,724.47 |
| LESS: Unexpended Adopted Resolutions | | $ (432,642.00) (*) |
| Other Financing Sources/(Uses) | | |
| Claims and Judgments | $0.00 | $0.00 |
| Jurisdictional Reimbursement | $0.00 | $0.00 |
| Total Projected Unencumbered Balance | | $ 2,348,490.37 (2) |

| ADOPTED RESOLUTIONS | AMOUNT | | EXPENDITURES | BALANCE | |
|---|---|---|---|---|---|
| 19-06-10 | $ 432,642.00 | (1) | $ - | $ 432,642.00 | |
| 19-06-11 | $ 321,028.00 | (1a) | $ 321,028.00 | $ - | |
| 19-06-14 | $ 40,300.00 | (1a) | $ 40,300.00 | $ - | |
| Total | $ 793,970.00 | | $ 361,328.00 | $ 432,642.00 | (*) |

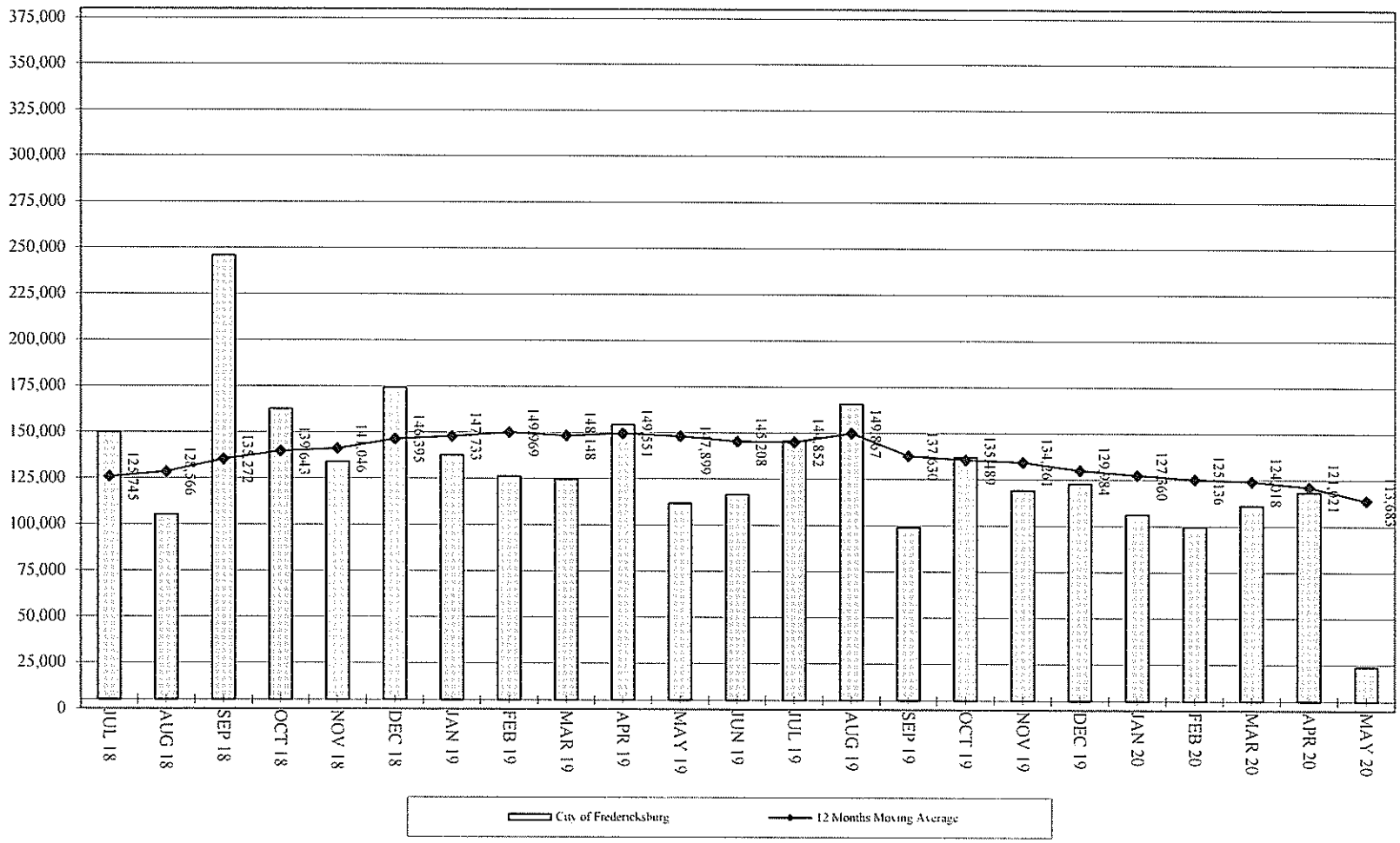
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

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

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

# PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



# MONTHLY FINANCIAL REPORT FOR SPOTSYLVANIA COUNTY
## FOR THE ELEVEN MONTHS ENDING MAY 31, 2020

| | | | | | |
|---|---|---|---|---|---|
| FY20 Beginning Fund Balance | | | | $ 1,940,801.81 | (1) |

| | Current Month | Year To Date |
|---|---|---|
| Revenue from DMV Audit (Pre-CROC) | $ - | $ - |
| Gross Tax Revenue | $ 486,905.31 | $ 6,871,858.39 |
| Less: Commuter Rail Operating and Capital Fund (CROC) | $ (202,215.64) | $ (1,819,733.07) |
| Less: State Admin Cost | $ (13,908.41) | $ (13,908.41) |
| Net Tax Revenue | $ 270,781.26 | $ 5,038,216.91 |
| Interest from Investment | $ 2,280.30 | $ 44,807.27 |
| Total Tax & Investment Revenue | $ 273,061.56 | $ 5,083,024.18 |
| Expenditures/Transfers | $ (1,765,429.99) | $ (3,165,299.99) |
| PRTC Operating Fund Balance | $ - | $ 71,900.00 |
| FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS) PLUS YEAR TO DATE REVENUE LESS EXPENDITURES | | $ 3,930,426.00 |
| FY20 Projected Motor Fuel Revenue (for remainder of fiscal year) | | - |
| LESS: Unexpended Adopted Resolutions | | $ (2,752,605.63) (*) |
| Other Financing Sources/(Uses) | | |
| Claims and Judgments | $0.00 | $0.00 |
| Jurisdictional Reimbursement | $0.00 | $0.00 |
| Total Projected Unencumbered Balance | | $ 1,177,820.37 (2) |

| ADOPTED RESOLUTIONS | AMOUNT | | EXPENDITURES | BALANCE | |
|---|---|---|---|---|---|
| 18-11-07 | $ 9,467.87 | (1) | $ 9,356.60 | $ 111.27 | |
| 19-04-05 | $ 708,567.75 | (1) | $ 708,567.75 | $ - | |
| 19-06-11 | $ 1,285,670.00 | (1a) | $ 1,285,670.00 | $ - | |
| 19-06-14 | $ 114,200.00 | (1a) | $ 114,200.00 | $ - | |
| 20-01-06 | $ 1,200,000.00 | | $ 1,047,505.64 | $ 152,494.36 | |
| 20-06-07 | $ 2,600,000.00 | | $ - | $ 2,600,000.00 | |
| Total | $ 5,917,905.62 | | $ 3,165,299.99 | $ 2,752,605.63 | (*) |

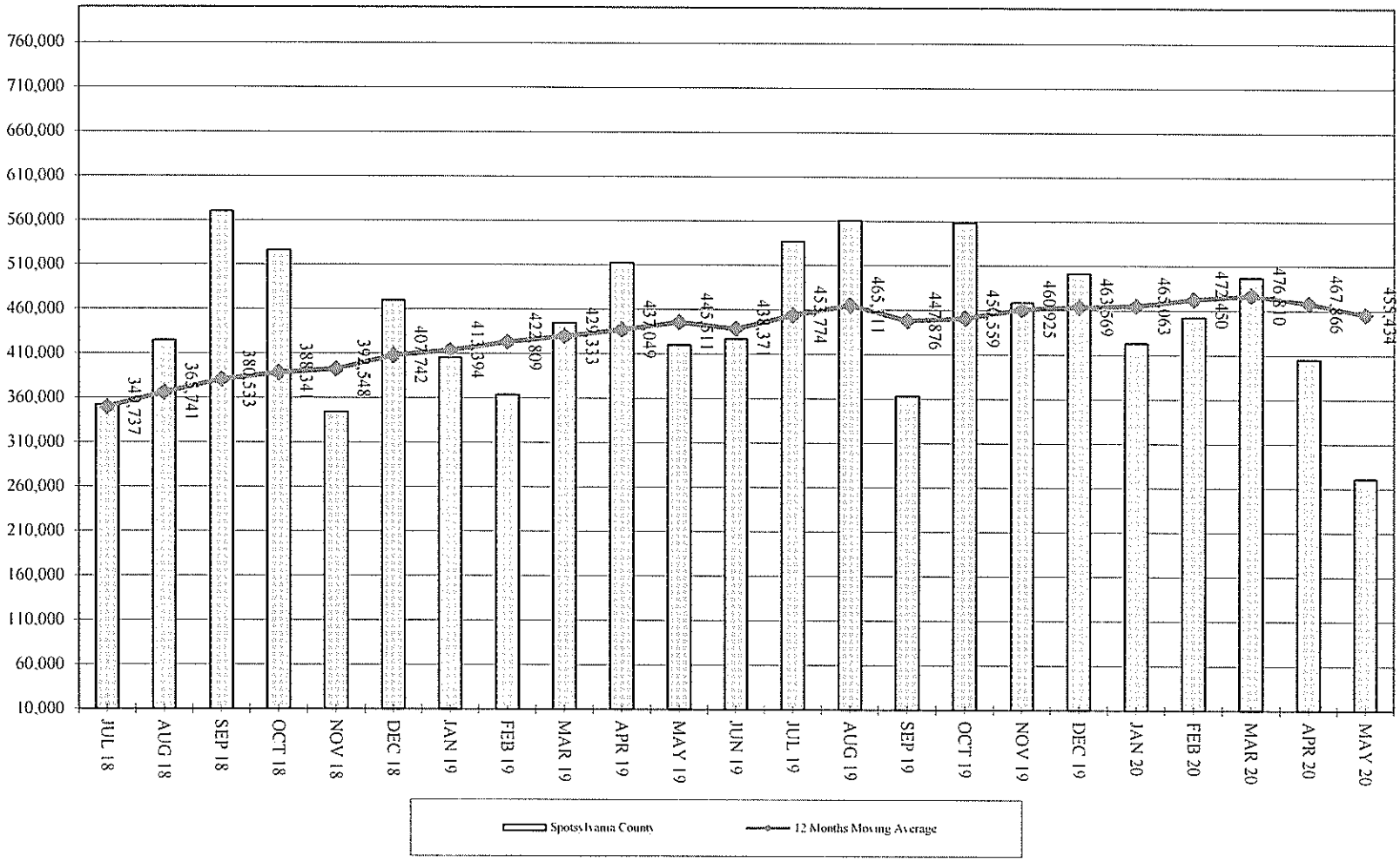
(1) Remaining balance @ 6/30/19 (1a) June 2019 resolution for FY20 expenditures

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

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

# PRTC NET FUEL TAX COLLECTIONS

FY19 and FY20



**PRTC Executive Director's Time**

**9.1 Executive Director's Report (verbal)**

- **COVID-19 Response and Update**
- **Western Facility Update**
- **Passenger Rail Authority Update**

**9.2 Employee Above and Beyond Recognition**

**Presentations and Information Items**

**10.1 Diversity, Equity, and Inclusion Assessment (presentation)**

EXSTARE
Federal Services Group

Presentation to PRTC Commissioners

Diversity, Equity, and Inclusion Assessment

**Purpose, Objectives, Findings, Recommendations, and Execution**

## Purpose of the Assessment

- Address recommendations of the Prince William County Office of Equality, Affirmative Employment and Diversity

## Objectives of the Assessment

Help OmniRide develop a cultural change program to:

- Promote an inclusive work environment that ensures equal employment opportunities for all, values diversity and empowers employees so that they may contribute and participate to their fullest potential in support of OmniRide's mission.
- Promote mutual trust, understanding and respect among the employees of OmniRide.
- Identify problems that demotivate people, diminish performance, or compromise employee commitment to OmniRide goals.
- Improve development of the OmniRide workforce through training and education.
- Communicate the organization's overall strategic goals and objectives in a manner that will help build a positive work culture, and minimize unfavorable employee perceptions and/or concerns.
- Understand and prioritize key areas that need to be enhanced and included in the organization's short- and long-term strategic planning and budgeting.

# Execution of the Assessment

### Employee awareness
- Why the assessment was being undertaken
- Why employee opinions were critical
- How employee opinions would help identify key issues and shape recommendations

### Employee engagement
- OmniRide Employee Advisory Group
- Employee interviews
- Employee survey (OmniRide and First Transit)

### Examination of Policies and Practices
- OmniRide policies/guidelines and practices
- Other agencies diversity equity, and inclusions policies and practices

### Reports and Presentations
- Monthly updates to Employee Advisory Group

### Findings and Recommendations
- Analysis of the state of the organization
- Determine areas of greatest need and opportunity for cultural change
- Inform the Diversity, Equity and Inclusion Strategic Plan



# Employee Interviews and Survey

### Focus of Interviews
- Understanding of diversity, equity and inclusion
- Workplace culture and experiences
- Communication
- Training needs
- Areas of greatest need and opportunity for cultural change

### Interviewees
- Broad cross-section of employees
- Recommended by Employee Advisory Group based on a diversity of factors (e.g., tenure, position, department)
- 20 OmniRide employees

### Survey
- 280 employees (OmniRide and First Transit full- and part-time combined)
- 122 respondents

## Examination of Policies and Practices

Assessment included review of numerous documents and information, for example:

- Equal Employment Opportunity Policy statement
- PRTC/VRE Affirmative Action Plan for Minorities and Women
- 2017 EEO complaint documents
- Human resource management policies/guidelines
- PRTC Commission meeting minutes
- Other agencies diversity, equity and inclusion policies and practices



## Key Findings

1. Leadership and awareness on matters of equity, diversity, and inclusion needs to be enhanced.
2. Employees do not feel that the PRTC Board values them, or appreciates and recognizes their efforts and dedication.
3. Staff awareness and implementation of EEO Policies and the Affirmative Action Plan (AAP) needs to be enhanced.
4. Employees need cultural competence training, and diversity and inclusion training.
5. There should be specific responsibilities and accountability for diversity, equity and inclusion implementation.
6. Intentional, honest and frank conversations must be conducted to promote trust, understanding and respect among employees.
7. More management focus on communications and relationships with and between employees is necessary.

## Recommendations

1. Define diversity, equity and inclusion
2. Adopt a diversity statement
3. Communicate what OmniRide is doing to change its workplace culture
4. Meetings and discussions with employees concerning the PRTC Affirmative Action Plan for Minorities and Women
5. Find ways for the Board to recognize employees for their contributions
6. Identify and implement ongoing training programs
7. Establish an internal diversity, equity and inclusion team
8. Consider hiring an employee responsible for diversity and inclusion implementation and evaluation
9. Seek employee feedback
10. Evaluate supervisory employees on their performance
11. Engage in an honest and open process to address matters regarding trust, understanding and respect among employees
12. Hold in person meetings with all employees
13. Seek input from employees in decision making



## Execution

- Employee Briefings
- Diversity Statement
- Creation of DEI Working Group
- Development of Strategic Plan Metrics
- Bi-monthly All Employee Meetings with Directors
- Quarterly Communication Meetings with CEO
- Board Engagement
- Quarterly Progress Reports
- Employee Suggestion Box
- Project Connect
- Mentoring Program
- Training and Conflict Resolution Programs
- Above and Beyond Program
- Super Star Program
- Service Awards

## Next Steps

I Welcome Your Questions and Comments

Thank you!

Nancy K. West, Managing Member
Exstare Federal Services Group, LLC
Nancy@exstarefederalservices.com
(703) 765-4050

EXSTARE
Federal Services Group

9

**ITEM 11**
**September 3, 2020**
**PRTC Regular Meeting**

**PRTC Action Items**

**11.1 Resolution to Ratify Action of the Executive Director to Conduct an Emergency Procurement with Mansfield Oil Company for Ultra-Low Sulfur Diesel Fuel**

**11.2 Authorize the Executive Director to Execute a Contract with James River Solutions to Purchase Ultra-Low Sulfur Diesel Fuel**

**11.3 Authorize the Executive Director to Extend the Pilot Period for the Paratransit Service in the Western Service Area**

**11.4 Authorize the Executive Director to Award a Task Order Contract to Siddall Communications, LLC for Vanpool Alliance Program Marketing Services**

**ITEM 11.1**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 20-09-___**

**MOTION:**

**SECOND:**

**RE:** **RESOLUTION TO RATIFY ACTION OF THE EXECUTIVE DIRECTOR TO CONDUCT AN EMERGENCY PROCUREMENT WITH MANSFIELD OIL COMPANY FOR ULTRA-LOW SULFUR DIESEL FUEL**

**ACTION:**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission ("PRTC" or "Commission") is part of a cooperative contract for the Mid-Atlantic Purchasing Group through the Metropolitan Washington Council of Governments (MWCOG); and

**WHEREAS**, the Washington Metropolitan Area Transit Authority (WMATA) is the lead agency and handles all procurements for the provision of diesel fuel for Washington, DC regional transit providers that are interested in being part of this pact; and

**WHEREAS**, the current contract for diesel fuel between PRTC and Mansfield Oil Company, #17-07, expired on April 27, 2020; and

**WHEREAS**, PRTC was in the middle of negotiating an extension of the fuel contract when an award was made by WMATA to James River Solutions; and

**WHEREAS**, an emergency procurement, utilizing the approved PRTC emergency purchases policy originally approved on October 7, 2004, to purchase fuel was arranged with Mansfield Oil Company on July 28, 2020; and

**WHEREAS**, in accordance with PRTC's emergency purchase policy, the PRTC Chair concurred with the emergency procurement prior to the purchase; and

**WHEREAS**, the emergency purchase is estimated to be $600,000 and is included in the overall budgeted fuel cost in the approved FY21 budget; and

**WHEREAS**, this procurement will bridge the gap until the new contract with James River Solutions takes effect on October 1, 2020.

**NOW, THEREFORE, BE IT RESOLV**ED that the Potomac and Rappahannock Transportation Commission does ratify the action taken by the Executive Director to conduct an emergency procurement with Mansfield Oil Company for the provision of ultra-low sulfur diesel fuel.

**<u>Votes</u>:**
**Ayes:**
**Nays:**
**Abstentions:**
**Absent from Vote:**
**Alternate(s) Present Not Voting:**
**Absent from Meeting:**

August 27, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD
Executive Director

SUBJECT: Ratify Action of the Executive Director to Conduct an Emergency Procurement with Mansfield Oil Company for Ultra-Low Sulfur Diesel Fuel

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Recommendation:

Ratify action of the Executive Director to conduct an emergency procurement with Mansfield Oil Company for Ultra-Low Sulfur Diesel Fuel.

Background:

The Potomac and Rappahannock Transportation Commission ("PRTC" or "Commission") is part of a cooperative contract for the Mid-Atlantic Purchasing Group through the Metropolitan Washington Council of Governments (MWCOG). The Washington Metropolitan Area Transit Authority (WMATA) is the lead agency and handles all procurements for the provision of diesel fuel for Washington, DC regional transit providers that are interested in being part of this pact.

The current contract for diesel fuel between the Potomac and Rappahannock Transportation Commission and Mansfield Oil Company, #17-07, expired on April 27, 2020. PRTC was in the middle of negotiating an extension of the fuel contract with Mansfield Oil Company when an award was made by WMATA to James River Solutions.

Due to a delay in adding PRTC to the WMATA contract, an agreement with James River Solutions was not possible in time to have the Commission approve this contract at its July Commission meeting. Therefore, an emergency procurement, utilizing the approved PRTC emergency purchases policy originally approved on October 7, 2004, to purchase fuel was arranged with Mansfield Oil Company on July 28, 2020. The emergency purchases policy provides allowances for the Executive Director to expedite contracting as necessary in emergency situations.

This procurement bridged the gap until the new contract with James River Solutions takes effect on October 1, 2020.

Fiscal impact:

The funding for this emergency procurement, approximately $600,000, is included in the overall budgeted fuel costs in the approved FY21 budget shown below.

| | | | |
|---|---|---|---|
| Federal: | $0 | | |
| State: | $740,900 (Grant) | | |
| Local: | $2,400,000 | | |
| | | Fredericksburg: | $0 |
| | | Manassas: | $16,700 |
| | | Manassas Park: | $8,600 |
| | | Prince William: | $2,374,700 |
| | | Spotsylvania: | $0 |
| | | Stafford: | $0 |
| Total: | $3,140,900 | | |

**ITEM 11.2**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 20-09-___**

**MOTION:**

**SECOND:**

**RE:** **AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH JAMES RIVER SOLUTIONS TO PURCHASE ULTRA-LOW SULFUR DIESEL FUEL**

**ACTION:**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission ("PRTC" or "Commission") is part of a cooperative contract for the Mid-Atlantic Purchasing Group through the Metropolitan Washington Council of Governments (MWCOG); and

**WHEREAS**, the Washington Metropolitan Area Transit Authority (WMATA) is the lead agency and handles all procurements for the provision of diesel fuel for Washington, DC regional transit providers that are interested in being part of this pact; and

**WHEREAS**, the current contract for diesel fuel between PRTC and Mansfield Oil Company, #17-07, expired on April 27, 2020, but was extended by WMATA to July 27, 2020 to complete the procurement of a new contract; and

**WHEREAS**, a Notice to Proceed by WMATA for Contract C20129 was provided to James River Solutions for ultra-low sulfur diesel fuel, which allows the regional agencies to begin negotiations for the contract terms based off the negotiated flat rate per gallon consumed, and also include futures for subsequent purchases and to allow for proper budgeting; and

**WHEREAS**, the contract period of performance is from July 1, 2020 through June 30, 2021, with up to four (4) one (1)-year options.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does authorize the Executive Director to execute a contract with James River Solutions, in a form approved by legal counsel, to purchase ultra-low sulfur diesel fuel.

**BE IT FURTHER RESOLVED** that the Potomac and Rappahannock Transportation Commission also authorizes the Executive Director to exercise the contract options without the need for further Commission action if this is deemed to be in PRTC's best interest.

**Votes:**
**Ayes:**
**Nays:**
**Abstentions:**
**Absent from Vote:**
**Alternate(s) Present Not Voting:**
**Absent from Meeting:**

August 27, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD
Executive Director

SUBJECT: Authorize the Executive Director to Execute a Contract with James River Solutions to Purchase Ultra-Low Sulfur Diesel Fuel

---

Recommendation:

Authorize the Executive Director to execute a contract with James River Solutions to purchase ultra-low sulfur diesel fuel.

Background:

The Potomac and Rappahannock Transportation Commission (PRTC) is part of a cooperative contract for the Mid-Atlantic Purchasing Group through the Metropolitan Washington Council of Governments (MWCOG). The Washington Metropolitan Area Transit Authority (WMATA) is the lead agency and handles all procurements for the provision of diesel fuel for Washington, DC regional transit providers that are interested in being part of this pact. Once the agreement is reached, each prospective agency then negotiates with the fuel provider based on the usage anticipated.

The current contract for diesel fuel between PRTC and Mansfield Oil Company, #17-07, expired on April 27, 2020, but was extended to July 27, 2020 by WMATA in order to complete a new procurement. Due to a delay in adding PRTC to the WMATA contract, an emergency procurement for fuel was arranged with Mansfield Oil Company on July 27, 2020 to bridge the gap until the new contract with James River Solutions can be finalized.

The contract period of performance is from July 1, 2020 through June 30, 2021, with up to four (4) one (1)-year options. A Notice to Proceed by WMATA for Contract C20129 was provided to James River Solutions for ultra-low sulfur diesel fuel, which allows the regional agencies to begin negotiations for the contract terms based off the negotiated flat rate per gallon consumed, and also include futures for subsequent purchases and to allow for proper

budgeting. PRTC is currently in negotiations with James River Solutions regarding the draft contract and is consulting with legal counsel as necessary.

Fiscal Impact:

The cost of fuel is included in the approved FY21 budget.

| | | | |
|---|---|---|---|
| Federal: | $0 | | |
| State: | $740,900 (Grant) | | |
| Local: | $2,400,000 | | |
| | | Fredericksburg: | $0 |
| | | Manassas: | $16,700 |
| | | Manassas Park: | $8,600 |
| | | Prince William: | $2,374,700 |
| | | Spotsylvania: | $0 |
| | | Stafford: | $0 |
| Total: | $3,140,900 | | |

**ITEM 11.3**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 20-09-___**

**MOTION:**

**SECOND:**

**RE:** **AUTHORIZE THE EXECUTIVE DIRECTOR TO EXTEND THE PILOT PERIOD FOR THE PARATRANSIT SERVICE IN THE WESTERN SERVICE AREA**

**ACTION:**

**WHEREAS**, at its June 6, 2019 meeting the Commission authorized a nine (9)-month pilot period for the paratransit service as part of the Western Local Service restructuring; and

**WHEREAS**, the nine (9)-month pilot period for paratransit service was intended to allow for the evaluation of the impacts on the efficiency and reliability of the local fixed-route bus service; and

**WHEREAS**, the paratransit service was implemented in December 2019 as part of the Western Local Service restructuring; and

**WHEREAS**, on March 12, 2020 the Governor of Virginia declared a State of Emergency in response to the spread of coronavirus which, along with subsequent executive orders, restricted social gatherings, commercial activity, and travel in general; and

**WHEREAS**, the impacts of the coronavirus response on travel have continued and are expected to continue for an indefinite period; and

**WHEREAS**, the impacts of the coronavirus response on travel have been such that effective evaluation and performance analysis of the paratransit service has not been possible; and

**WHEREAS**, management seeks to extend the pilot so that fair evaluation and comparisons to previous service performance can occur.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to extend the nine (9)-month paratransit pilot for a period 120 days after western local ridership returns to 75% of the daily average ridership for November 2019.

**BE IT FURTHER RESOLVED** that the Executive Director will present the evaluation results and a recommendation for the paratransit service in the western service area to the Commission after the 120 day pilot extension.

**Votes:**
**Ayes:**
**Nays:**
**Abstentions:**
**Absent from Vote:**
**Alternate(s) Present Not Voting:**
**Absent from Meeting:**

August 27, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Joe Stainsby
Chief Development Officer

THROUGH: Robert A. Schneider, PhD
Executive Director

SUBJECT: Authorize the Executive Director to Extend the Pilot Period for the Paratransit Service in the Western Service Area

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Recommendation:

Authorize the Executive Director to extend the pilot period for the paratransit service in the western service area.

Background:

At its June 6, 2019 meeting the Commission authorized the Executive Director to implement the western local bus restructuring plan and to begin a nine (9)-month trial parartransit service pilot. The purpose of the operational pilot was to evaluate the impacts of the paratransit service on the reliability and efficiency of the local fixed route service. The paratransit service pilot, along with the western local service restructuring, was implemented December 9, 2019 and the nine (9)-month pilot period was anticipated to end in September 2020.

In March 2020 the Governor of Virginia declared a State Emergency to help control the spread of the coronavirus which, along with subsequent executive actions, restricted social gatherings, commercial activity and travel in general. These measures quickly began to impact travel and traffic patterns. The disruptions to normal activity have continued to date and have been significant enough that management has determined that a fair evaluation of the paratransit service at this time is not possible.

Because a return to pre-COVID-19 levels of activity remains largely an unknown, management proposes that instead of setting a date for the end of the pilot period a triggering condition and length of time be set for the completion of the service evaluation. Management believes that a reasonable trigger for evaluation to begin again would be average daily ridership on western local routes reaching 75% of the pre-COVID-19 level. Management also proposes that once this

level of ridership is reached a further evaluation period of 120 days take place. Management believes that this strikes a balance between the need for sufficient relative data for evaluation and a speedy completion of the pilot period. Management would advise the Commission once the evaluation period begins again and would come back to the Board with the results of the pilot evaluation and management's recommendation for the paratransit service in the western service area.

Fiscal Impact:
NA

**ITEM 11.4**
**September 3, 2020**
**PRTC Regular Meeting**
**Res. No. 20-09-___**

**MOTION:**

**SECOND:**

**RE:** **AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A TASK ORDER CONTRACT TO SIDDALL COMMUNICATIONS, LLC FOR VANPOOL ALLIANCE PROGRAM MARKETING SERVICES**

**ACTION:**

**WHEREAS**, the OmniRide Transportation Demand Management (TDM) programs and Vanpool Alliance Program would benefit from a concentrated, long-term marketing and promotional effort; and

**WHEREAS**, the Vanpool Alliance Program is able to provide funding through its program earnings; and

**WHEREAS**, funding for such efforts are included in the Potomac and Rappahannock Transportation Commission's FY21 budget; and

**WHEREAS**, management has identified one of the Virginia Department of Rail and Public Transportation's on-call consultants, Siddall Communications, LLC, as being qualified to perform the necessary tasks; and

**WHEREAS**, management has received both a proposed Scope of Work and a cost quote from the consultant; and

**WHEREAS**, management considers both Scope of Work and cost quote acceptable.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to enter into a task order contract with Siddall Communications, LLC for marketing services for Vanpool Alliance and the OmniRide Transportation Demand Management programs.

**Votes:**
**Ayes:**
**Nays:**
**Abstentions:**
**Absent from Vote:**
**Alternate(s) Present Not Voting:**
**Absent from Meeting:**

August 27, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Joe Stainsby
Chief Development Officer

THROUGH: Robert A. Schneider, PhD
Executive Director

SUBJECT: Authorize the Executive Director to Award a Task Order Contract to Siddall Communications, LLC for Vanpool Alliance Program Marketing Services

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Recommendation:

Authorize the Executive Director to award a task order contract to Siddall Communications, LLC for Vanpool Alliance Program marketing services.

Background:

As management devised work plans for the Vanpool Alliance program for fiscal year 2021, we relied on the recommendations within the Strategic Plan. Based on those recommendations to expand efforts to promote and register vanpools, increase ease of access to commuter information, and invest in additional resources to responsible and safe vanpooling, management defined a number of focused goals and determined that consultant assistance would be beneficial. Management also determined a concentrated, long-term marketing and promotional effort would benefit both the OmniRide Transportation Demand Management (TDM) programs and the Vanpool Alliance Program.

Management has identified one of the Virginia Department of Rail and Public Transportation's on-call consultants, Siddall Communications, LLC, as being qualified to perform the necessary tasks.

Goals for the promotional efforts are:

- Increase awareness and understanding of the Vanpool Alliance Program
- Recruit riders to existing vanpools and promote the creation of new vanpools
- Promote vanpool safety best practices including COVID-19 specific measures
- Facilitate easier monthly reporting for program participants

To achieve these goals Siddall Communications, LLC has proposed the following tasks:

- Update the Vanpool Alliance program website
- Paid advertising for all programs including on-line banner ads
- Testimonial videos showing the benefits of vanpooling and the Vanpool Alliance program
- Video ads for on-line promotion
- Video user guide to allow easier monthly reporting for end users
- Updating and creating new collateral materials for all programs (e.g., brochures, etc.)

Design, development, and implementation of the promotional efforts will take place over fiscal year 2021. Some material, such as the video ads, reporting tutorials, and testimonials are expected

Fiscal Impact:

The total cost of the effort is estimated at $200,000. Funding for the promotional efforts will be provide through the Vanpool Alliance program earnings and is included in the FY2021 budget.

| | | | |
|---|---|---|---|
| Federal: | $0 | | |
| State: | $0 | | |
| Local: | $0 | | |
| Vanpool Alliance: | $200,000 | | |
| | | Fredericksburg: | $0 |
| | | Manassas: | $0 |
| | | Manassas Park: | $0 |
| | | Prince William: | $0 |
| | | Spotsylvania: | $0 |
| | | Stafford: | $0 |
| Total: | $200,000 | | |

SIDDALL
COMMUNICATIONS, LLC

**Vanpool Alliance FY21 Proposal**

July 2020-June 2021

$200,000 total budget

**Scope of Work and Costs**

Task 1 – Paid Advertising

- 6 months of online advertising: Facebook, Google search, banner ads, YouTube

| Agency Fee | | Rate | Hours | Total |
|---|---|---|---|---|
| Media Planner/Buyer | Amy Dunkley | $84.73 | 10 | $847.30 |
| Controller | Bettina Roda | $142.56 | 4 | $570.24 |
| Project Manager | Amy Dunkley | $86.40 | 4 | $345.60 |
| | | Agency Fee Total: | | $1,763.14 |

Paid Media: $58,108

**Grand Total Task 1: $59,871.14**

Task 2 – Update advertising creative

- Revise creative using same concepts but with new copy adjusted for the current COVID-19 climate
    - Facebook, search and banner ads
    - One shorter video (new voiceover, but no changes to existing animation or sound design)

| Agency Fee | | Rate | Hours | Total |
|---|---|---|---|---|
| Account Supervisor | John Siddall | $149.53 | 6 | $897.18 |
| Art Director | Shari Hindman | $199.39 | 60 | $11,963.40 |
| Production Director | Roberta McDonn | $150.93 | 30 | $4,527.90 |
| Controller | Bettina Roda | $142.56 | 4 | $570.24 |
| Writer | Steve Covert | $162.00 | 35 | $5,670.00 |
| Project Manager | Amy Dunkley | $86.40 | 40 | $3,456.00 |
| Traffic Director | Mary Ando | $86.40 | 10 | $864.00 |
| Research and Strategic Plan | Emily Sengenberg | $162.00 | 8 | $1,296.00 |
| | | Agency Fee Total: | | $29,244.72 |

Out of Pocket production costs: $10,000

**Grand Total Task 2: $39,244.72**

Task 3 – Video Production

- Concept and produce two videos
  - Tutorial video for when reporting changes, approx. 5-6 minutes long
  - Testimonial video with program participants – client to recommend people to feature, approx. 2 minutes long

| Agency Fee | | Rate | Hours | Total |
|---|---|---|---|---|
| Account Supervisor | John Siddall | $149.53 | 4 | $598.12 |
| Creative Director/Art Director | Shari Hindman | $199.39 | 160 | $31,902.40 |
| Production Director | Roberta McDonnell | $150.93 | 50 | $7,546.50 |
| Controller | Bettina Roda | $142.56 | 2 | $285.12 |
| Writer | Maryann Neary-Gill | $162.00 | 70 | $11,340.00 |
| Project Manager | Amy Dunkley | $86.40 | 35 | $3,024.00 |
| Traffic Director | Mary Ando | $86.40 | 10 | $864.00 |
| Research and Strategic Planner | Andrew Aquino | $162.00 | 2 | $324.00 |
| | | | Agency Fee Total: | $55,884.14 |

Out of Pocket Production - two videos: $45,000.00

**GRAND TOTAL TASK 3: $100,884.14**

**GRAND TOTAL FY21: $200,000**

**PRTC Chair's Time**

**ITEM 13**

**Other Business/Commissioners' Time**

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**ITEM 14**

**Adjournment**

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**Upcoming Meetings: PRTC 2020 Meeting Schedule**

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# COMMISSION MEETING SCHEDULE 2020

**PRTC Commission Meetings are held on the first Thursday of the month at 7:00pm in the second floor conference room of the OmniRide Transit Center, unless otherwise noted.**

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

POTOMAC & RAPPAHANNOCK TRANSPORTATION COMMISSION

**JANUARY 16**

**FEBRUARY 13**

**MARCH 5**

**APRIL 2**

**MAY 7**

**JUNE 4**

**JULY 9**

**AUGUST**
BOARD RECESS - NO MEETING

**SEPTEMBER 3**

**OCTOBER 1**

**NOVEMBER 5**

**DECEMBER 3**

*Executive Committee and Operations Committee meet on an "as needed" basis at 6:00pm prior to the regularly scheduled PRTC Board Meeting-advance notice is provided.*

*All VRE Operations Board meetings are scheduled for the third Friday of each month at 9:00am at the OmniRide Transit Center (except for the August recess).*

**JANUARY**

| S | M | T | W | T | F | S |
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| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**FEBRUARY**

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

**MARCH**

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

**APRIL**

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

**MAY**

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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

**JUNE**

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

**JULY**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**AUGUST**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

**SEPTEMBER**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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| 27 | 28 | 29 | 30 | | | |

**OCTOBER**

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**NOVEMBER**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

**DECEMBER**

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

**<u>Information Items</u>**

- **June and July System Performance Report**
- **Revised Spending Authority Report**
- **Monthly Safety Dashboard**
- **Commissioners' Motor Fuels Tax Report**

August 27, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Perrin Palistrant
Director of Operations and Operations Planning

THROUGH: Robert A. Schneider, PhD
Executive Director

SUBJECT: June and July 2020 System Performance and Ridership Report

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*OMNIRIDE Express and Metro Express Service*

- June average daily ridership increased 64 percent from May, but was down 91 percent compared to June 2019
- Ridership continues to increase with more service operating, but still significantly lower than pre-COVID-19
- Overall annual ridership decreased 24 percent compared to FY19
- July average daily ridership increased 67.6 percent from June
- Continued upward trend in commuters utilizing services
- Collaborating with region on back to work operations and constant messaging to reinforce cleaning and safe operations of our vehicles to bring passengers back

*OMNIRIDE Local Bus Service*

- June average daily ridership increased 23 percent from May, but was down 57 percent compared to June 2019
- Ridership continues to rebound as more businesses and services open and workers use the service to commute to and from work
- Overall annual ridership decreased 23 percent compared to FY19
- July average daily ridership increased 10 percent from June
- Ridership shows consistent increases across all routes on both sides of the County
- Saturday ridership has not declined as significantly as weekday, but is still down 41 percent compared to July 2019

*Vanpool Alliance Program*

- Enrollment increased by three (3) to 648 vans in June and then stayed flat for July
- Ridership in June was 29,542 trips a 20 percent increase from the prior month, but still down almost 80 percent year-over-year due to COVID-19 and all of the telework that is happening as a result
- Ridership in July was 34,246 trips. This is up 18 percent from the prior month, but still down 70 percent from pre-COVID-19 levels.

*OmniMatch Program*

**Staff participated in: all meetings were virtual**

**June:**

- 06/02/2020 – Prince William Chamber of Commerce Education/Innovation Committee Meeting
- 06/05/2020 – Mentorship Class Virtual Touching Base Event
- 06/16/2020 - Commuter Connections Ridesharing and Marketing Committee Meetings (virtual)
- 06/17/2020 – Virtual meeting with Manassas Airport and Transform I-66 team to discuss Virtual Commuter Event for the mid to late July timeframe for the tenants on the Airport property (e.g., Leidos, Aurora Flight, etc.)
- 06/22/2020 – Commuter Connections Employer Outreach Training
- 06/23/2020 – Commuter Connections Virtual Employer Outreach Awards
- 06/23/2020 – Leadership Prince William Virtual Training - "Emergenetics: It's Not Just for You"
- 06/29/2020 - Prince William Chamber of Commerce Virtual Education and Innovation Summit – OmniRide Employer Outreach Program was one of the event sponsors – two (2) minute OmniRide video played during the event – Bob Schneider (presenter)

**July**

- 07/07/2020 – Prince William Chamber of Commerce Education and Innovation Committee Meeting - OmniRide Employer Outreach Program is the Annual Meeting Sponsor for FY21
- 07/08/2020 - Commuter Connections Car Free Day Steering Committee Meeting
- 07/14/2020 – Prince William Chamber of Commerce Policy Committee Meeting - OmniRide Employer Outreach Program is the Annual Meeting Sponsor for FY21
- 07/15/2020 - WMATA Platform Shutdown TDM Work Group Meeting
- 07/15/2020 – Vanpool Forum – educational event for existing vanpool owner/operators
- 07/16/2020 - I-495 American Legion Bridge Transit/Transportation Demand Management Study Stakeholder Group Meeting
- 07/21/2020 – Prince William Chamber of Commerce Economic Development Committee Meeting - OmniRide Employer Outreach Program is the Annual Meeting Sponsor for FY21
- 07/21/2020 - Commuter Connections Employer Outreach Committee and Sub Committee Meetings
- 07/22/2020 - Recorded presentation for the Association for Commuter Transportation (ACT) Virtual International Conference (August 3-5). Presentation title: **Technology in TDM**: **Vanpool Tools on a Shoestring Budget**
- 07/24/2020 - Transform 66/Local Agencies Coordination Meeting

- 07/28/2020 - DRPT Rideshare Grant Quarter four (4)Review

*Customer Service Statistics*

- The call center received 3,864 calls in June 2020 and 3,562 in July 2020
- Responded to 25 general information emails in June 2020 and 32 in July 2020
- OmniRide local trip denials in June were .35 percent and .37 percent in July 2020

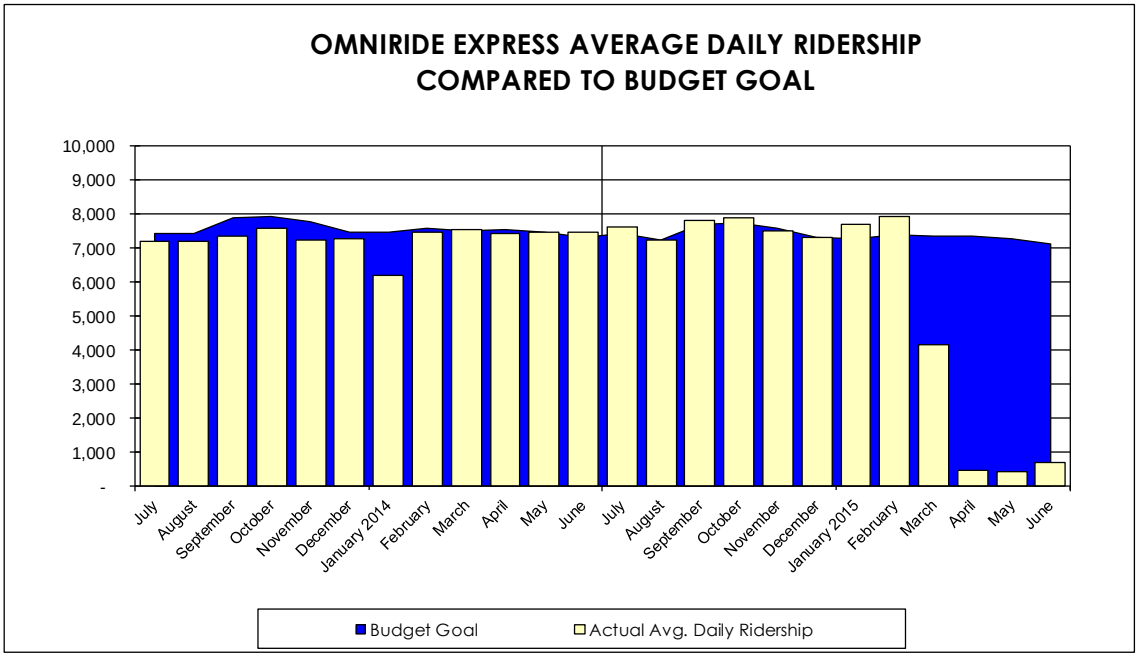
*Passenger Complaints*

Complaint rate for OmniRide in June and July:

- OmniRide Express and Metro Express complaint rate for June 2020 increased five (5) percent compared to June 2019 and July 2020 increased 10 percent compared to July 2019
- OmniRide Local service complaint rate for June 2020 increased 183 percent compared to June 2020; July 2020 increased 212 percent compared to July 2019

# OMNIRIDE EXPRESS SERVICE

| Month | Monthly Ridership FY19 | Monthly Ridership FY20 | Average Daily Ridership FY19 | Average Daily Ridership FY20 | % Change | FY20 Budget Goal | Change from Goal |
|---|---|---|---|---|---|---|---|
| July | 147,825 | 163,138 | 7,211 | 7,627 | 5.8% | 7,451 | 176 |
| August | 163,900 | 140,151 | 7,194 | 7,256 | 0.9% | 7,250 | 6 |
| September | 141,696 | 148,295 | 7,380 | 7,808 | 5.8% | 7,722 | 86 |
| October | 166,311 | 176,101 | 7,579 | 7,886 | 4.1% | 7,739 | 147 |
| November | 134,470 | 136,522 | 7,229 | 7,501 | 3.8% | 7,589 | (88) |
| December | 115,711 | 128,940 | 7,276 | 7,315 | 0.5% | 7,306 | 9 |
| January | 122,004 | 156,174 | 6,200 | 7,719 | 24.5% | 7,300 | 419 |
| February | 133,331 | 150,778 | 7,484 | 7,938 | 6.1% | 7,412 | 526 |
| March | 157,449 | 91,923 | 7,569 | 4,160 | -45.0% | 7,356 | (3,196) |
| April | 159,794 | 11,012 | 7,454 | 490 | -93.4% | 7,367 | (6,877) |
| May | 162,241 | 9,203 | 7,482 | 435 | -94.2% | 7,277 | (6,842) |
| June | 150,927 | 16,068 | 7,488 | 712 | -90.5% | 7,141 | (6,429) |
| | | | | | | | |
| **Year to Date** | **1,755,659** | **1,328,305** | **7,296** | **5,571** | **-23.6%** | **7,409** | **(1,838)** |

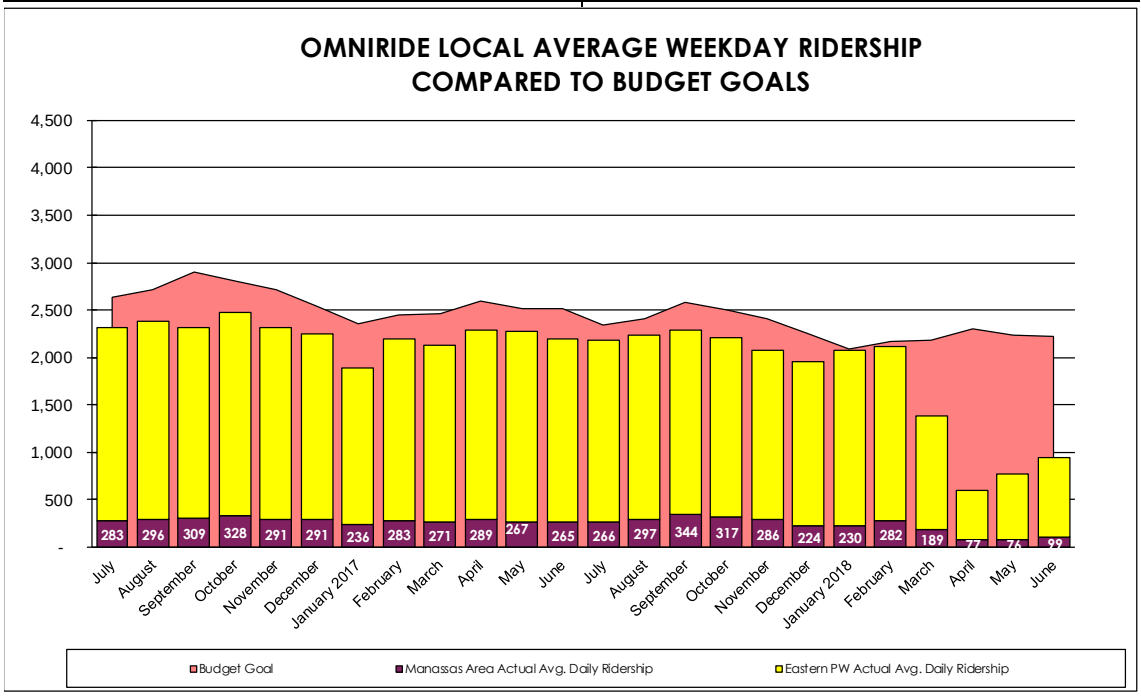



***At year's end figures are revised, if needed, to account for any lingering data latency.***

7/18- Avg. Daily Ridership excludes week of Fourth of July holiday (2-6)
8/18- Avg. Daily Ridership excludes Friday before Labor Day (31)
10/18- Avg. Daily Ridership excludes Friday before Columbus Day (5) and Columbus Day (8)
11/18- Avg. Daily Ridership excludes Veterans Day (11), Snow impacts (15), Thanksigiving (21-23), ESP Tree Lighting (28)
12/18- Avg. Daily Ridership excludes State Funeral for George H.W. Bush (5), Weather closures (10), Christmas/New Year's Holiday (21-31)
1/19- Avg. Daily Ridership excludes Weather related school closures/delays (15, 29-31) and MLK Holiday (18,21)
2/19- Avg. Daily Ridership excludes Weather related school closures/delays (11, 20,21) and President's Day Holiday (18)
3/19- Avg. Daily Ridership excludes Weather related school closures/delays (1)
4/19- Avg. Daily Ridership excludes interstate closure ESP (4), PWC Spring Break (15-19)
5/19- Avg. Daily Ridership excludes Friday before Memorial Day (24)
7/19-Avg. Daily Ridership excludes 7/3, 4, 5 (Independence Day Holiday)
8/19-Avg. Daily Ridership excludes 8/1, 2, 5 (Work Stoppage), 30 (Friday before Labor Day)
9/19-Avg. Daily Ridership excludes 9/20 (car free day), 9/23 (ESP due to demonstrations in DC)
10/19-Avg. Daily Ridership excludes (14) (Columbus Day)
11/19-Avg. Daily Ridership excludes (11) (Veterans Day), 27-29 (Thanksgiving)
12/19-Avg. Daily Ridership excludes (16) (PWC schools closed due to snow/ice),23-31 (Winter break)
1/20-Avg. Daily Ridership excludes 2-3(Winter break),7 (OPM early release), 20 (MLK Day)
2/20-Avg. Daily Ridership excludes 17 (President's Day)

# OMNIRIDE LOCAL SERVICE

| WEEKDAY | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Monthly Ridership | | Average Daily Ridership | | | FY20 | Change from |
| Month | FY19 | FY20 | FY19 | FY20 | % Change | Budget Goal | Goal |
| July | 48,194 | 47,848 | 2,309 | 2,182 | -5.5% | 2,338 | (156) |
| August | 54,757 | 45,499 | 2,380 | 2,238 | -6.0% | 2,405 | (167) |
| September | 44,045 | 44,528 | 2,319 | 2,285 | -1.5% | 2,576 | (291) |
| October | 56,087 | 50,270 | 2,470 | 2,205 | -10.7% | 2,496 | (291) |
| November | 45,587 | 39,798 | 2,314 | 2,074 | -10.4% | 2,406 | (332) |
| December | 40,452 | 38,853 | 2,246 | 1,957 | -12.9% | 2,251 | (294) |
| January | 37,679 | 43,893 | 1,893 | 2,073 | 9.5% | 2,094 | (21) |
| February | 40,524 | 41,722 | 2,189 | 2,115 | -3.4% | 2,173 | (58) |
| March | 44,239 | 30,518 | 2,126 | 1,387 | -34.8% | 2,181 | (794) |
| April | 49,867 | 13,186 | 2,292 | 599 | -73.9% | 2,302 | (1,703) |
| May | 49,999 | 15,322 | 2,272 | 766 | -66.3% | 2,233 | (1,467) |
| June | 43,968 | 20,773 | 2,199 | 944 | -57.1% | 2,228 | (1,284) |
| | | | | | | | |
| **Year to Date** | **555,398** | **432,210** | **2,251** | **1,735** | **-22.9%** | **2,307** | **(572)** |



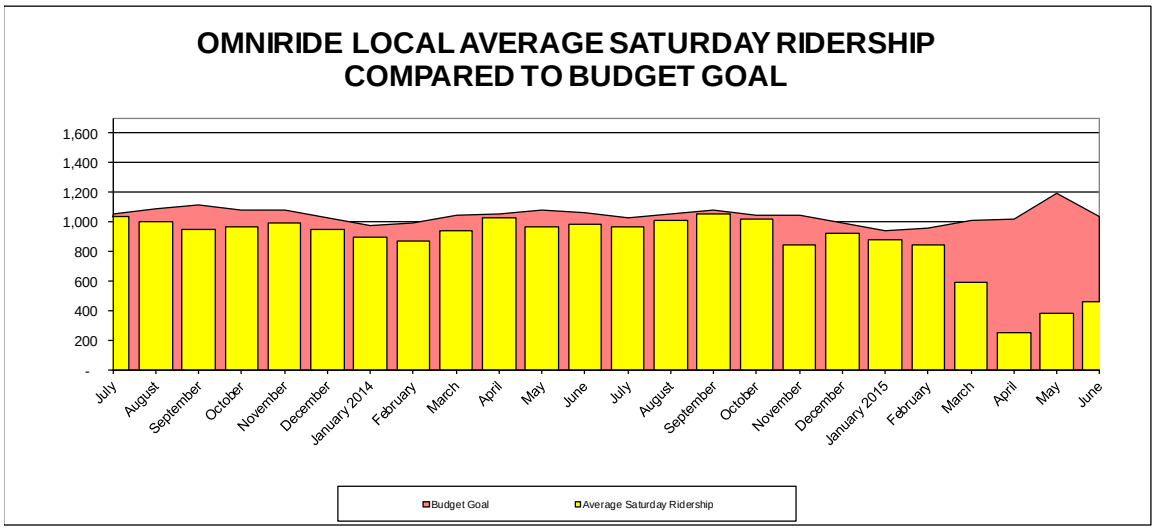

***At year's end figures are revised, if needed, to account for any lingering data latency.***

10/18- Avg. Daily Ridership excludes Columbus Day (8)
11/18- Avg. Daily Ridership excludes Veterans Day (11), Snow (15), Thanksgiving (21-23)
12/18- Avg. Daily Ridership excludes Weather closures (10), Christmas/New Year's Holiday (21-31)
1/19- Avg. Daily Ridership excludes weather related closures/delays (15,29-31), MLK Holiday (21)
2/19- Avg. Daily Ridership excludes weather related closures/delays (11, 20, 21), President's Day Holiday (18)

3/19- Avg. Daily Ridership excludes weather related closures/delays (1)
4/19- Avg. Daily Ridership excludes PWC Spring Break (15-19)
7/19- Avg. Daily Ridership excludes 7/4 (Independence Day), 7/5 Day after Independence Day
8/19- Avg. Daily Ridership excludes 8/1, 2, 5 (work stoppage)
9/19- Avg. Daily Ridership excludes 9/20 (car free day)
10/19- Avg. Daily Ridership excludes (14) Columbus Day
11/19- Avg. Daily Ridership excludes (11) Veterans Day, 27-29 Thanksgiving
12/19- Avg. Daily Ridership excludes (16) PWC schools closed due to snow/ice; 23-31 (Winter break)
1/20- Avg. Daily Ridership excludes 2-3 (winter break), 20 (MLK Day)
2/20 Avg. Daily Ridership excludes 17 (President's Day)

# OMNIRIDE LOCAL SERVICE

| SATURDAY | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Monthly Ridership | | Average *Saturday* Ridership | | | *Average Saturday* FY20 | Change from |
| Month | FY19 | FY20 | FY19 | FY20 | % Change | Budget Goal | Goal |
| July | 3,788 | 3,864 | 1,040 | 966 | -7.1% | 1,025 | (59) |
| August | 4,001 | 5,032 | 1,000 | 1,006 | 0.6% | 1,055 | (49) |
| September | 5,864 | 4,219 | 951 | 1,055 | 10.9% | 1,078 | (23) |
| October | 3,857 | 4,063 | 964 | 1,016 | 5.4% | 1,045 | (29) |
| November | 3,662 | 4,224 | 990 | 845 | -14.6% | 1,041 | (196) |
| December | 4,475 | 3,673 | 947 | 918 | -3.1% | 996 | (78) |
| January | 3,244 | 3,228 | 895 | 875 | -2.2% | 944 | (69) |
| February | 3,480 | 4,213 | 870 | 843 | -3.1% | 958 | (115) |
| March | 4,720 | 2,363 | 944 | 591 | -37.4% | 1,007 | (416) |
| April | 4,121 | 998 | 1,030 | 250 | -75.7% | 1,021 | (771) |
| May | 3,867 | 1,919 | 967 | 384 | -60.3% | 1,191 | (807) |
| June | 4,920 | 1,905 | 984 | 463 | -52.9% | 1,032 | (569) |
| | | | | | | | |
| **Year to Date** | **49,999** | **39,701** | **965** | **768** | **-20.5%** | **1,033** | **(265)** |




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

7/18- Excludes significant rain/storms and traffic (21)

11/18- Excludes Thanksgiving weekend (24)

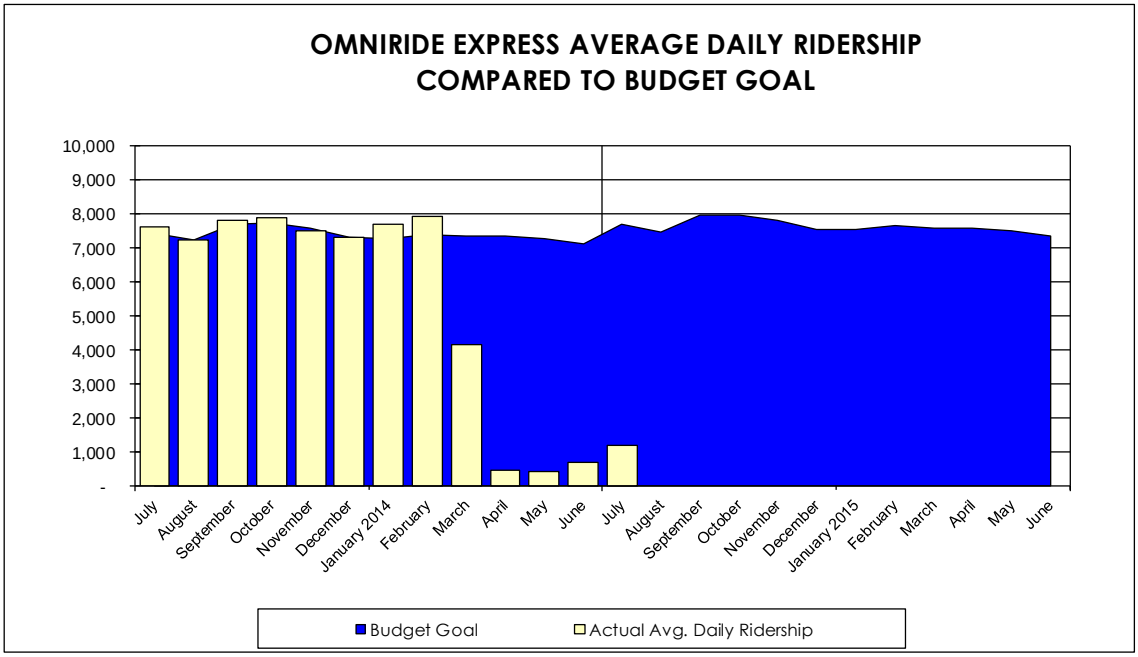
12/18- Excludes Cold/Snow (15)

1/19- Excludes snow/weather (11)

1/20- Excludes snow/weather (18)

# OMNIRIDE EXPRESS SERVICE

| Month | Monthly Ridership FY20 | Monthly Ridership FY21 | Average Daily Ridership FY20 | Average Daily Ridership FY21 | % Change | FY21 Budget Goal | Change from Goal |
|---|---|---|---|---|---|---|---|
| July | 163,138 | 26,566 | 7,627 | 1,194 | -84.3% | 7,693 | (6,499) |
| August | | | | | | | |
| September | | | | | | | |
| October | | | | | | | |
| November | | | | | | | |
| December | | | | | | | |
| January | | | | | | | |
| February | | | | | | | |
| March | | | | | | | |
| April | | | | | | | |
| May | | | | | | | |
| June | | | | | | | |
| | | | | | | | |
| **Year to Date** | **163,138** | **26,566** | **7,627** | **1,194** | **-84.3%** | **7,693** | **(6,499)** |

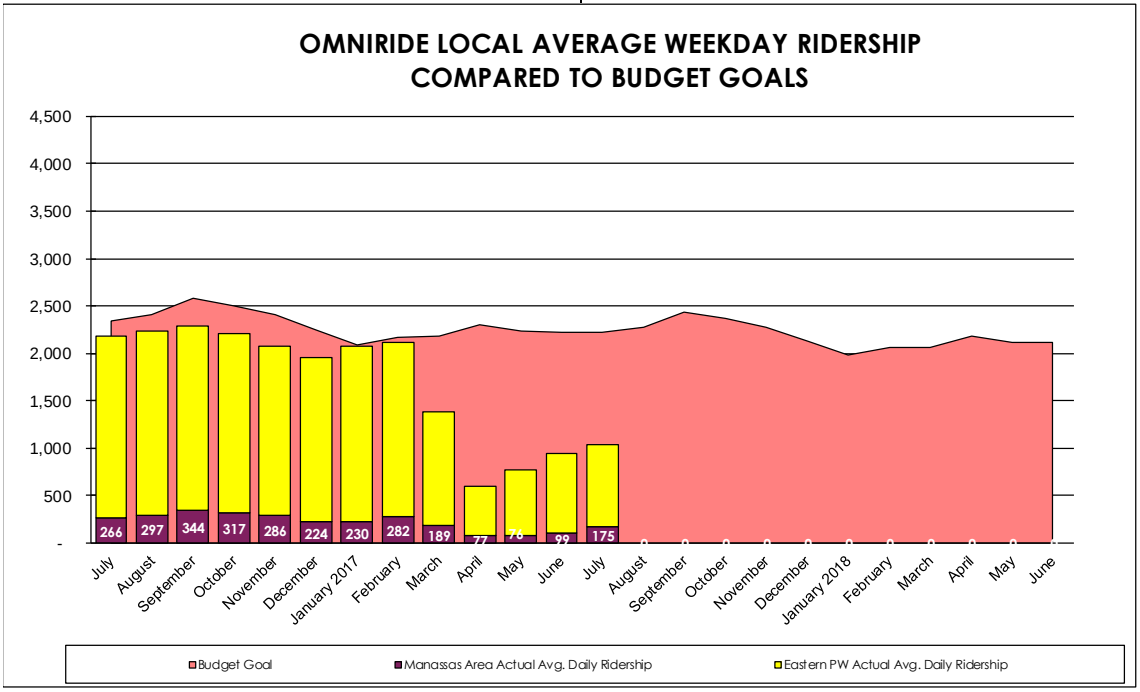



***At year's end figures are revised, if needed, to account for any lingering data latency.***

7/19-Avg. Daily Ridership excludes 7/3, 4, 5 (Independence Day Holiday)
8/19-Avg. Daily Ridership excludes 8/1, 2, 5 (Work Stoppage), 30 (Friday before Labor Day)
9/19-Avg. Daily Ridership excludes 9/20 (car free day), 9/23 (ESP due to demonstrations in DC)
10/19-Avg. Daily Ridership excludes (14) (Columbus Day)
11/19-Avg. Daily Ridership excludes (11) (Veterans Day), 27-29 (Thanksgiving)
12/19-Avg. Daily Ridership excludes (16) (PWC schools closed due to snow/ice),23-31 (Winter break)
1/20-Avg. Daily Ridership excludes 2-3(Winter break),7 (OPM early release), 20 (MLK Day)
2/20-Avg. Daily Ridership excludes 17 (President's Day)
7/20-Avg. Daily Ridership exclides 7/3 (Independence Day Holiday-Observed), 7/4 (Independence Day-No Service)

# OMNIRIDE LOCAL SERVICE

| WEEKDAY | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Monthly Ridership | | Average Daily Ridership | | | FY21 | Change from |
| Month | FY20 | FY21 | FY20 | FY21 | % Change | Budget Goal | Goal |
| July | 47,848 | 23,814 | 2,182 | 1,042 | -52.2% | 2,216 | (1,174) |
| August | | | | | | | |
| September | | | | | | | |
| October | | | | | | | |
| November | | | | | | | |
| December | | | | | | | |
| January | | | | | | | |
| February | | | | | | | |
| March | | | | | | | |
| April | | | | | | | |
| May | | | | | | | |
| June | | | | | | | |
| | | | | | | | |
| **Year to Date** | **47,848** | **23,814** | **2,182** | **1,042** | **-52.2%** | **2,216** | **(1,174)** |

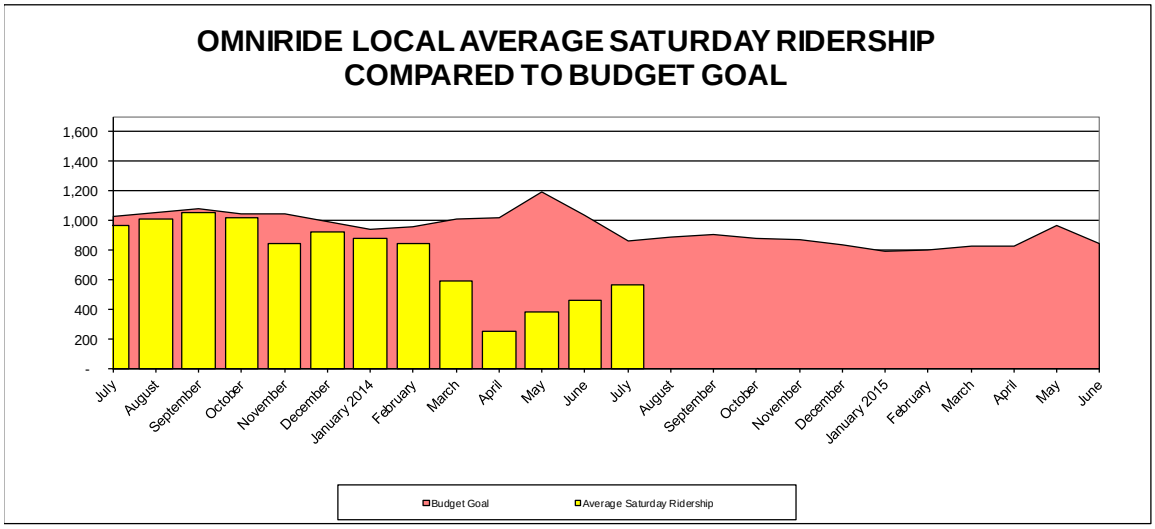



***At year's end figures are revised, if needed, to account for any lingering data latency.***

7/19- Avg. Daily Ridership excludes 7/4 (Independence Day), 7/5 Day after Independence Day
8/19- Avg. Daily Ridership excludes 8/1, 2, 5 (work stoppage)
9/19- Avg. Daily Ridership excludes 9/20 (car free day)
10/19- Avg. Daily Ridership excludes (14) Columbus Day
11/19- Avg. Daily Ridership excludes (11) Veterans Day, 27-29 Thanksgiving

12/19- Avg. Daily Ridership excludes (16) PWC schools closed due to snow/ice; 23-31 (Winter break)
1/20- Avg. Daily Ridership excludes 2-3 (winter break), 20 (MLK Day)
2/20 Avg. Daily Ridership excludes 17 (President's Day)
7/20-Avg. Daily Ridership excludes 7/3 (Independence Day Holiday Observed), 7/4 (Independence Day-No Sevice)

| SATURDAY | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Monthly Ridership | | Average *Saturday* Ridership | | | *Average Saturday* FY21 | Change from |
| Month | FY20 | FY21 | FY20 | FY21 | % Change | Budget Goal | Goal |
| July | 3,864 | 1,706 | 966 | 569 | -41.1% | 1,025 | (456) |
| August | | | | | | | |
| September | | | | | | | |
| October | | | | | | | |
| November | | | | | | | |
| December | | | | | | | |
| January | | | | | | | |
| February | | | | | | | |
| March | | | | | | | |
| April | | | | | | | |
| May | | | | | | | |
| June | | | | | | | |
| | | | | | | | |
| **Year to Date** | **3,864** | **1,706** | **966** | **569** | **-41.1%** | **1,025** | **(456)** |




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

7/18- Excludes significant rain/storms and traffic (21)

11/18- Excludes Thanksgiving weekend (24)

12/18- Excludes Cold/Snow (15)

1/19- Excludes snow/weather (11)

1/20- Excludes snow/weather (18)

# OMNIMATCH / VANPOOL ALLIANCE

| | *OmniMatch* | | | | *Vanpool Alliance* | | | |
|---|---|---|---|---|---|---|---|---|
| | **FY19** | **FY20** | **FY19** | **FY20** | **FY19** | **FY20** | **FY19** | **FY20** |
| | **New Applications Received** | **New Applications Received** | **Other Applications Received** | **Other Applications Received** | **Vanpools Enrolled** | **Vanpools Enrolled** | **Monthly Passenger Trips** | **Monthly Passenger Trips** |
| **July** | 53 | 52 | 6 | 10 | 669 | 674 | 125,864 | 139,650 |
| **August** | 42 | 41 | 27 | 6 | 669 | 674 | 136,402 | 132,224 |
| **September** | 35 | 56 | 11 | 13 | 670 | 674 | 118,472 | 131,999 |
| **October** | 44 | 52 | 11 | 2 | 670 | 674 | 130,798 | 143,962 |
| **November** | 56 | 41 | 8 | 3 | 671 | 674 | 116,453 | 121,098 |
| **December** | 37 | 25 | 8 | 6 | 672 | 674 | 101,939 | 118,579 |
| **January** | 48 | 27 | 4 | 5 | 672 | 674 | 117,672 | 137,015 |
| **February** | 26 | 34 | 11 | 1 | 673 | 674 | 111,944 | 122,007 |
| **March** | 33 | 35 | 6 | 6 | 673 | 674 | 121,914 | 87,523 |
| **April** | 51 | 8 | 8 | 0 | 673 | 645 | 131,777 | 25,435 |
| **May** | 52 | 3 | 12 | 1 | 674 | 645 | 140,365 | 24,711 |
| **June** | 32 | 6 | 4 | 0 | 674 | 648 | 124,556 | 29,542 |
| | | | | | | | | |
| **Average** | **42** | **32** | **10** | **4** | **672** | **667** | **123,180** | **101,145** |

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.

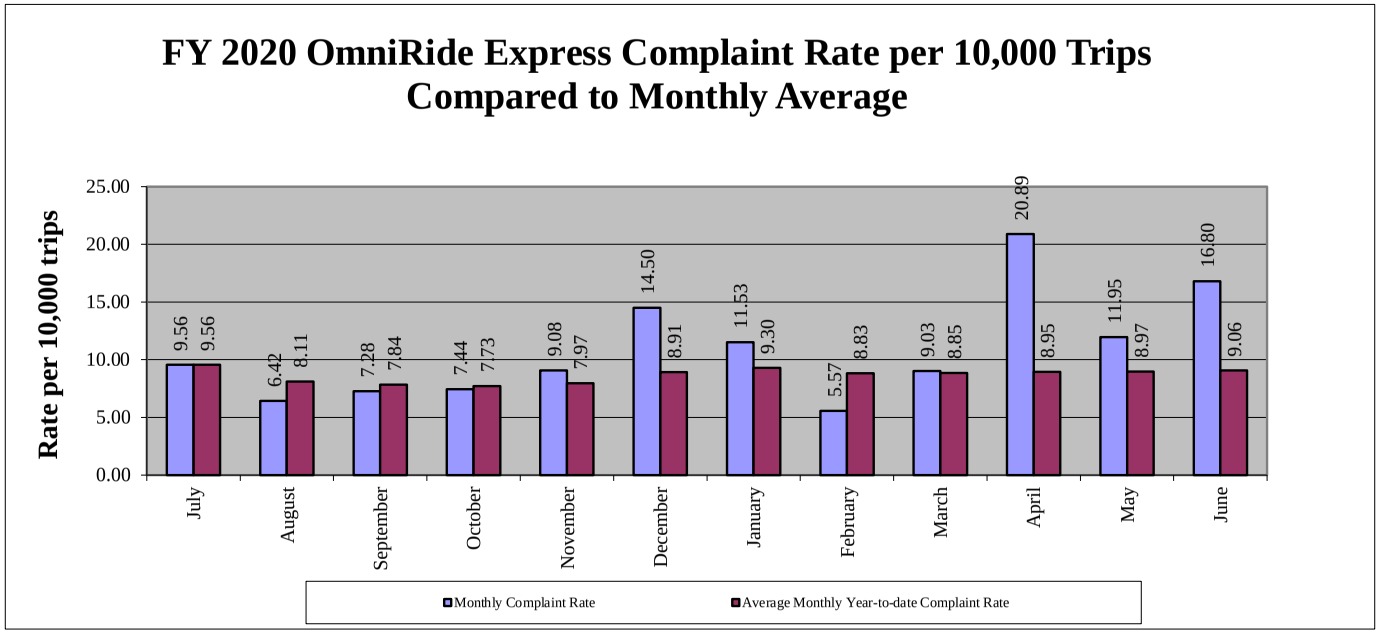
# OMNIMATCH / VANPOOL ALLIANCE

| | *OmniMatch* | | | | *Vanpool Alliance* | | | |
|---|---|---|---|---|---|---|---|---|
| | **FY20** | **FY21** | **FY20** | **FY21** | **FY20** | **FY21** | **FY20** | **FY21** |
| | **New Applications Received** | **New Applications Received** | **Other Applications Received** | **Other Applications Received** | **Vanpools Enrolled** | **Vanpools Enrolled** | **Monthly Passenger Trips** | **Monthly Passenger Trips** |
| **July** | 52 | 3 | 10 | 2 | 674 | 648 | 139,650 | 34,246 |
| **August** | | | | | | | | |
| **September** | | | | | | | | |
| **October** | | | | | | | | |
| **November** | | | | | | | | |
| **December** | | | | | | | | |
| **January** | | | | | | | | |
| **February** | | | | | | | | |
| **March** | | | | | | | | |
| **April** | | | | | | | | |
| **May** | | | | | | | | |
| **June** | | | | | | | | |
| | | | | | | | | |
| **Average** | **52** | **3** | **10** | **2** | **674** | **648** | **139,650** | **34,246** |

1) "New PRTC Applications Received" include all new customers inquiring about rideshare options in Prince William, Manassas, and Manassas Park.
2) "Other Applications Received" include reapplicants, deletions and commuters contacted as a follow-up interested in remaining in the program.
3) "Vanpools Enrolled" includes all vanpools approved as of last day of the month.

| FY 2019 Year-to-date OmniRide Express Complaints | | | |
|---|---|---|---|
| | Ridership | Complaints | Per 10k Trips |
| July | 147,825 | 144 | 9.74 |
| August | 163,900 | 158 | 9.64 |
| September | 141,696 | 154 | 10.87 |
| October | 166,311 | 136 | 8.18 |
| November | 134,470 | 91 | 6.77 |
| December | 115,711 | 97 | 8.38 |
| January | 122,004 | 115 | 9.43 |
| February | 133,331 | 98 | 7.35 |
| March | 157,449 | 95 | 6.03 |
| April | 159,794 | 157 | 9.83 |
| May | 162,241 | 212 | 13.07 |
| June | 150,927 | 179 | 11.86 |
| **Year-to-date totals** | **1,755,659** | **1,636** | **9.32** |

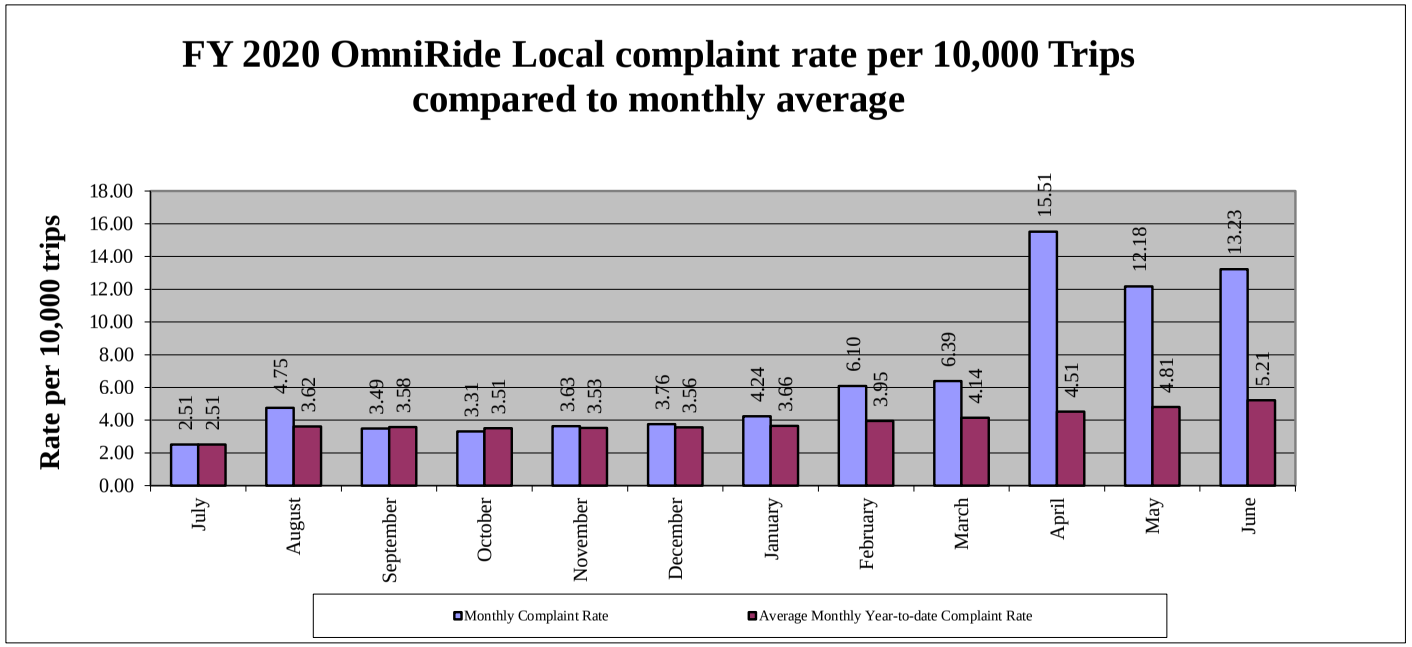
| FY 2020 Year-to-date OmniRide Express Complaints | | | |
|---|---|---|---|
| | Ridership | Complaints | Per 10k Trips |
| July | 163,138 | 156 | 9.56 |
| August | 140,151 | 90 | 6.42 |
| September | 148,295 | 108 | 7.28 |
| October | 176,101 | 131 | 7.44 |
| November | 136,522 | 124 | 9.08 |
| December | 128,940 | 187 | 14.50 |
| January | 156,174 | 180 | 11.53 |
| February | 150,778 | 84 | 5.57 |
| March | 91,923 | 83 | 9.03 |
| April | 11,012 | 23 | 20.89 |
| May | 9,203 | 11 | 11.95 |
| June | 16,068 | 27 | 16.80 |
| **Year-to-date totals** | **1,328,305** | **1,204** | **9.06** |




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

| FY 2019 Year-to-date OmniRide Local Complaints | | | |
|---|---|---|---|
| | Ridership | Complaints | Per 10k Trips |
| July | 51,982 | 28 | 5.39 |
| August | 58,758 | 20 | 3.40 |
| September | 49,909 | 12 | 2.40 |
| October | 59,944 | 23 | 3.84 |
| November | 49,249 | 7 | 1.42 |
| December | 44,927 | 11 | 2.45 |
| January | 40,923 | 12 | 2.93 |
| February | 44,004 | 11 | 2.50 |
| March | 48,959 | 17 | 3.47 |
| April | 53,988 | 22 | 4.07 |
| May | 53,866 | 21 | 3.90 |
| June | 48,888 | 16 | 3.27 |
| **Year-to-date totals** | **605,397** | **200** | **3.30** |

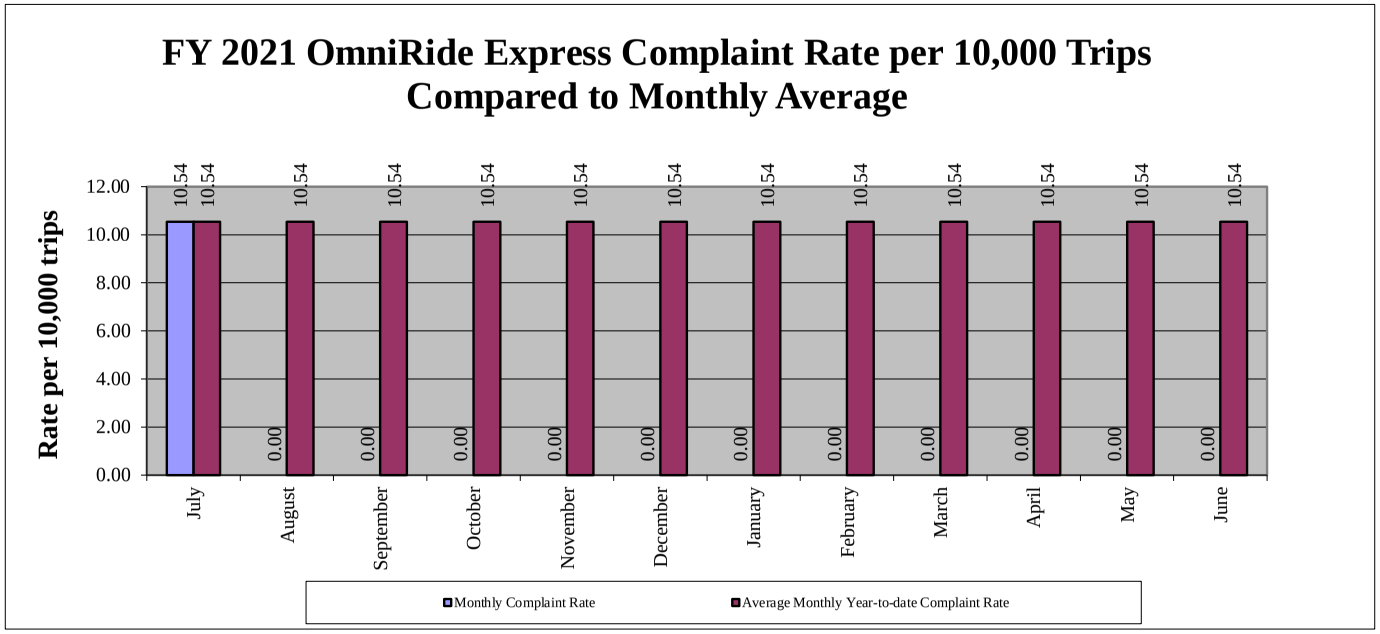
| FY 2020 Year-to-date OmniRideLocal Complaints | | | |
|---|---|---|---|
| | Ridership | Complaints | Per 10k Trips |
| July | 51,712 | 13 | 2.51 |
| August | 50,531 | 24 | 4.75 |
| September | 48,747 | 17 | 3.49 |
| October | 54,333 | 18 | 3.31 |
| November | 44,022 | 16 | 3.63 |
| December | 42,526 | 16 | 3.76 |
| January | 47,121 | 20 | 4.24 |
| February | 45,935 | 28 | 6.10 |
| March | 32,881 | 21 | 6.39 |
| April | 14,184 | 22 | 15.51 |
| May | 17,241 | 21 | 12.18 |
| June | 22,678 | 30 | 13.23 |
| **Year-to-date totals** | **471,911** | **246** | **5.21** |




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

| FY 2020 Year-to-date OmniRide Express Complaints | | | |
|---|---|---|---|
| | Ridership | Complaints | Per 10k Trips |
| July | 163,138 | 156 | 9.56 |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| **Year-to-date totals** | **163,138** | **156** | **9.56** |

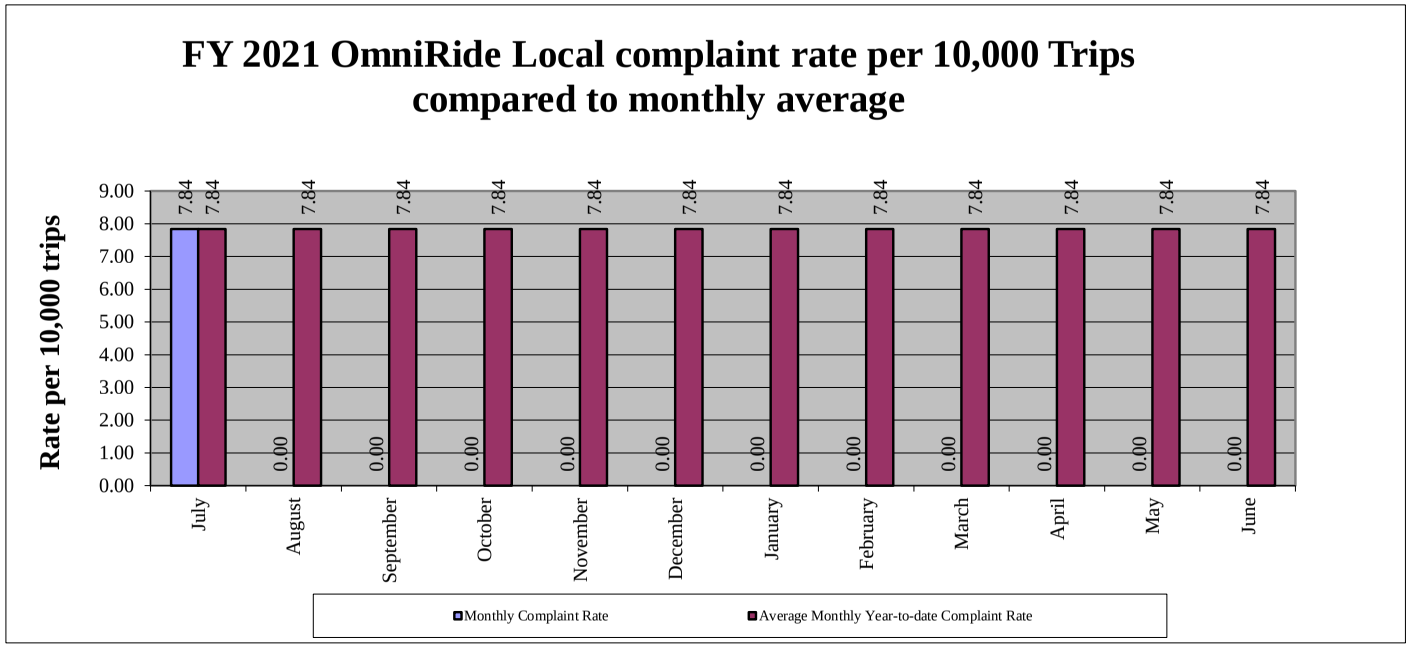
| FY 2021 Year-to-date OmniRide Express Complaints | | | |
|---|---|---|---|
| | Ridership | Complaints | Per 10k Trips |
| July | 26,566 | 28 | 10.54 |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| **Year-to-date totals** | **26,566** | **28** | **10.54** |



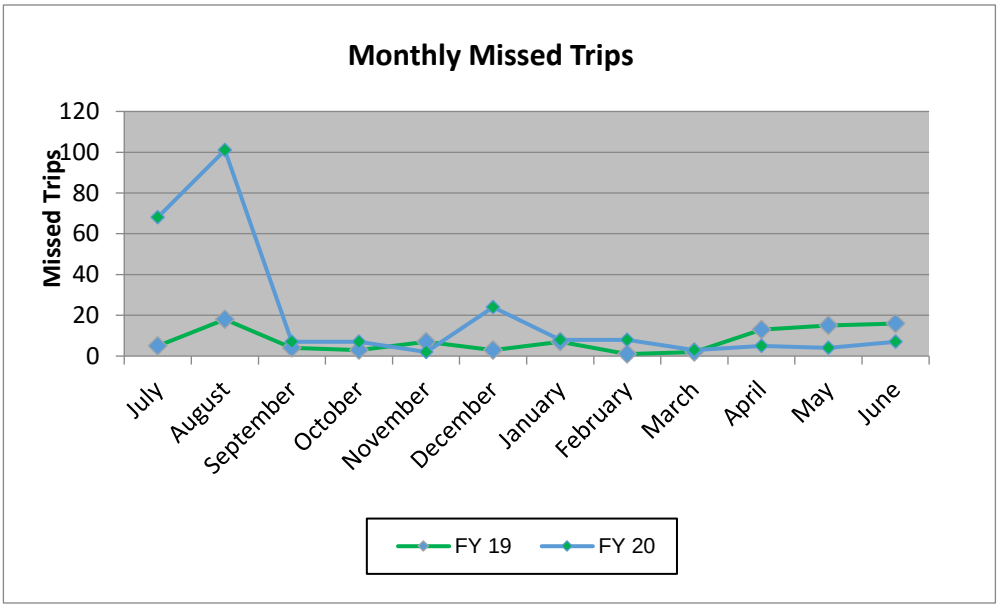

Complaint rates for OmniRide Express service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the bus services contract.

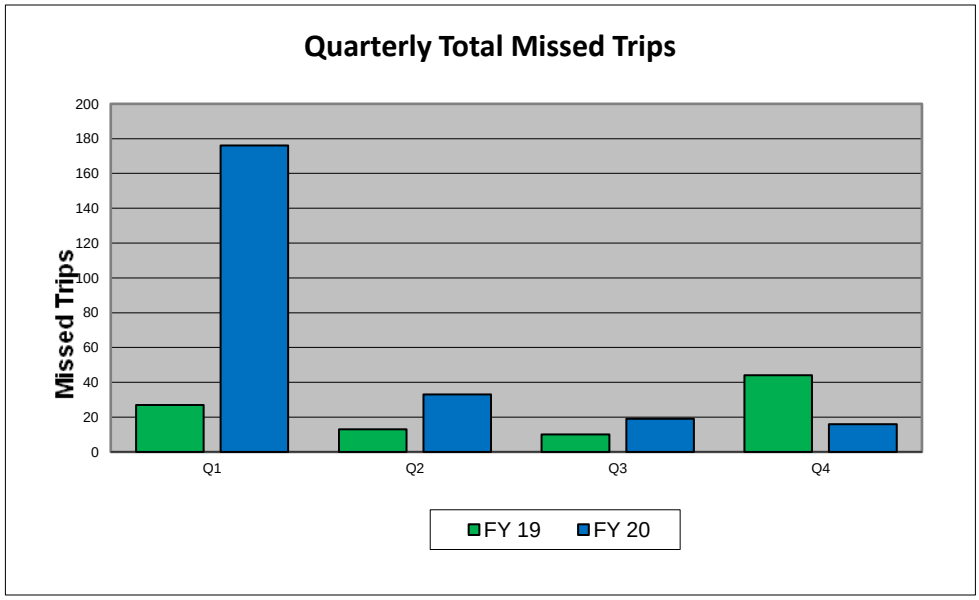
| FY 2020 Year-to-date OmniRide Local Complaints | | | |
|---|---|---|---|
| | Ridership | Complaints | Per 10k Trips |
| July | 51,712 | 13 | 2.51 |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| **Year-to-date totals** | **51,712** | **13** | **2.51** |

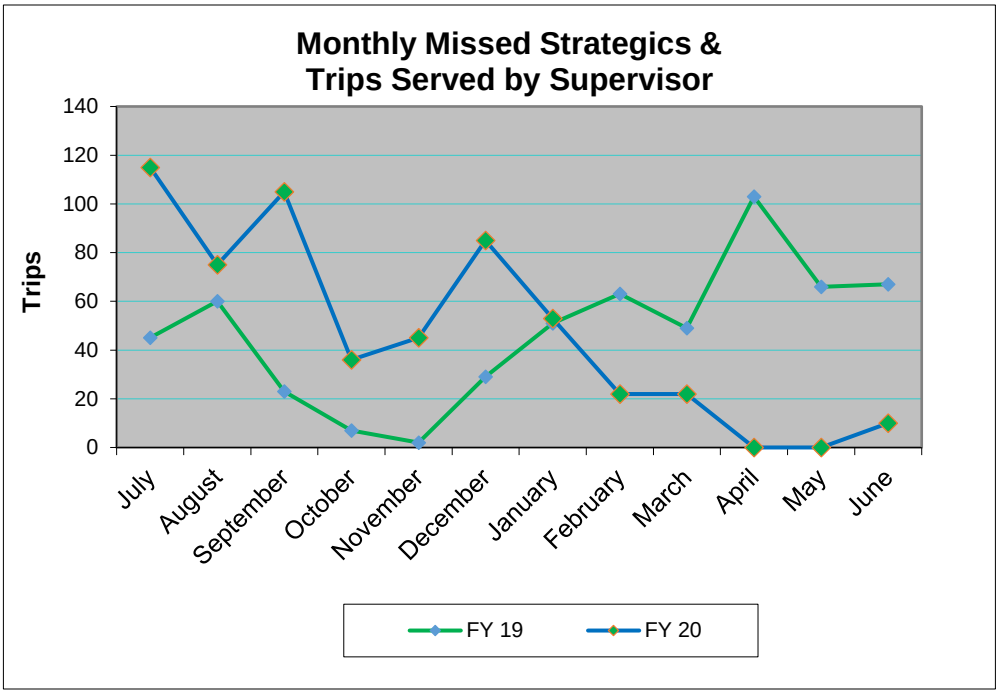
| FY 2021 Year-to-date OmniRideLocal Complaints | | | |
|---|---|---|---|
| | Ridership | Complaints | Per 10k Trips |
| July | 25,520 | 20 | 7.84 |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| **Year-to-date totals** | **25,520** | **20** | **7.84** |

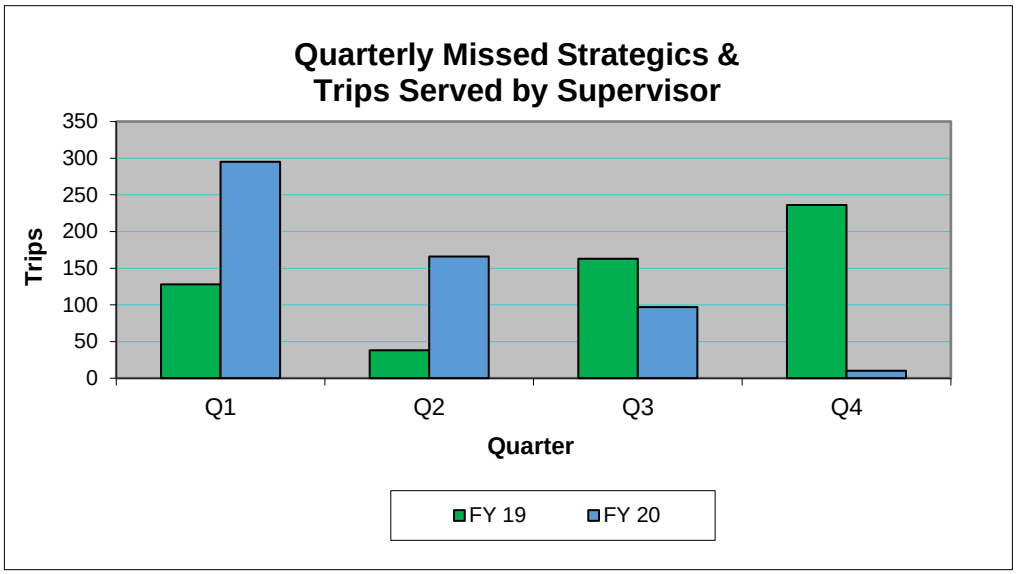


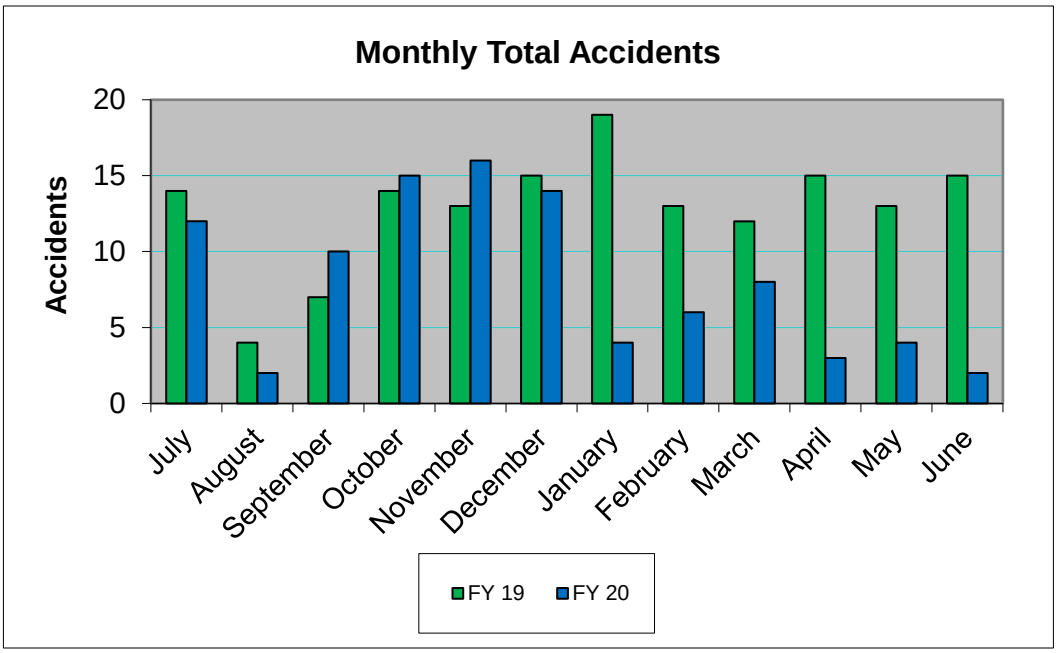

Complaint rates for OmniRide Local service for the current month and for the year-to-date in contrast to fiscal year 2019 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2020 in the new bus services contract.

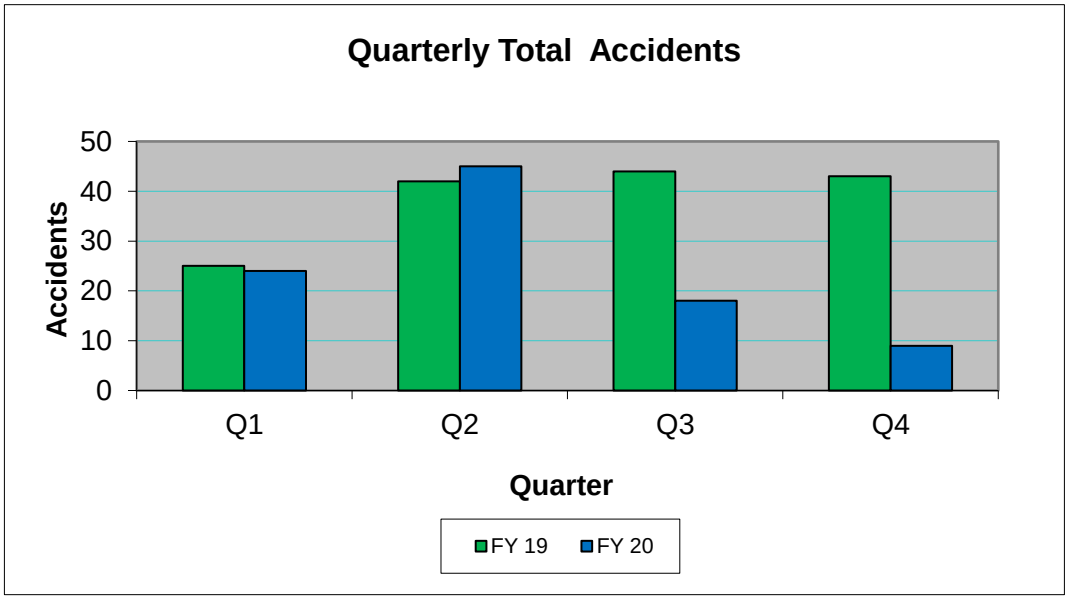

Monthly Missed Trips
Missed Trips
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 19
FY 20

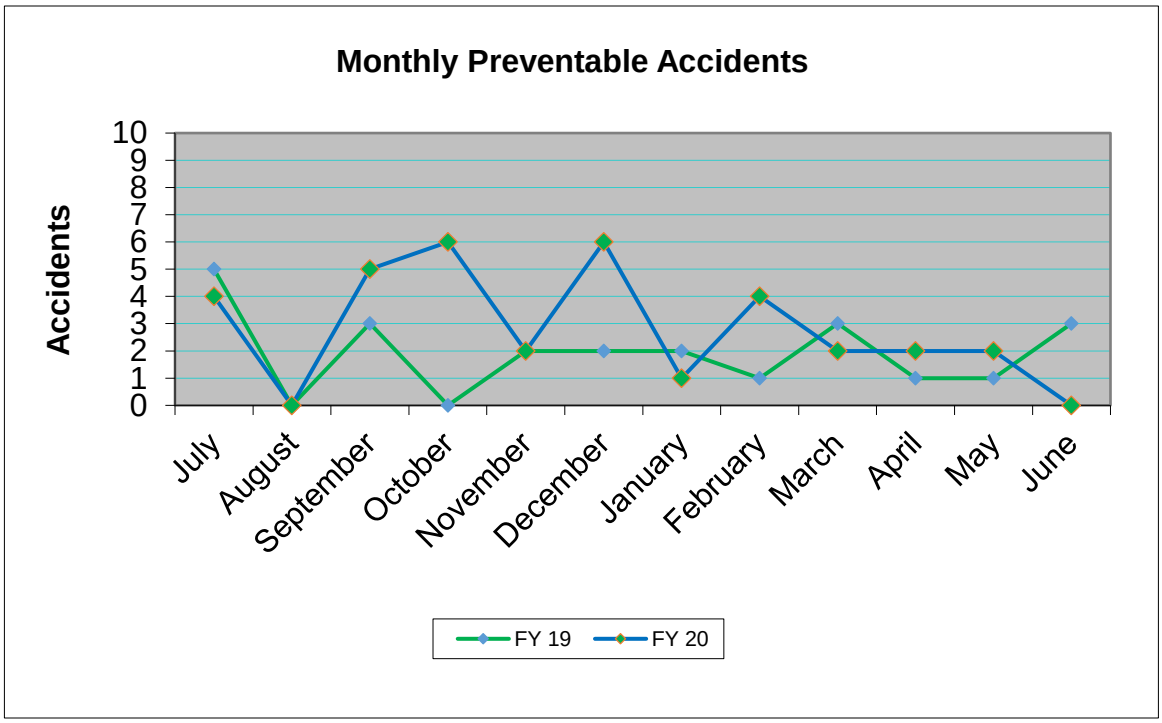

Quarterly Total Missed Trips
Missed Trips
200
180
160
140
120
100
80
60
40
20
0
Q1
Q2
Q3
Q4
FY 19
FY 20

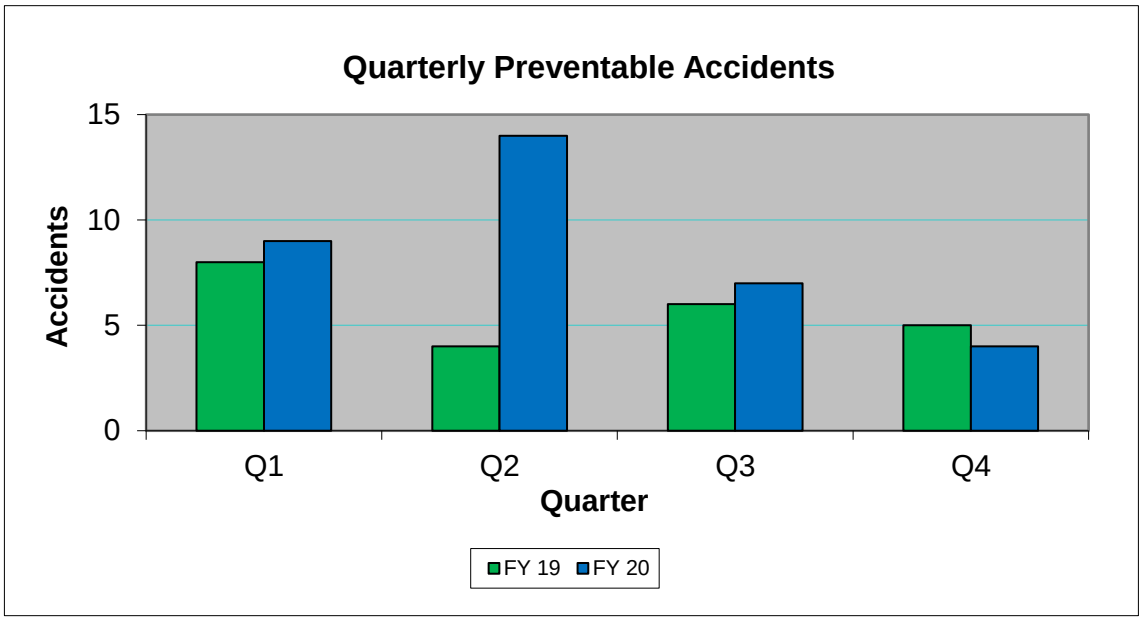

Monthly Missed Strategics &
Trips Served by Supervisor
Trips
140
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 19
FY 20

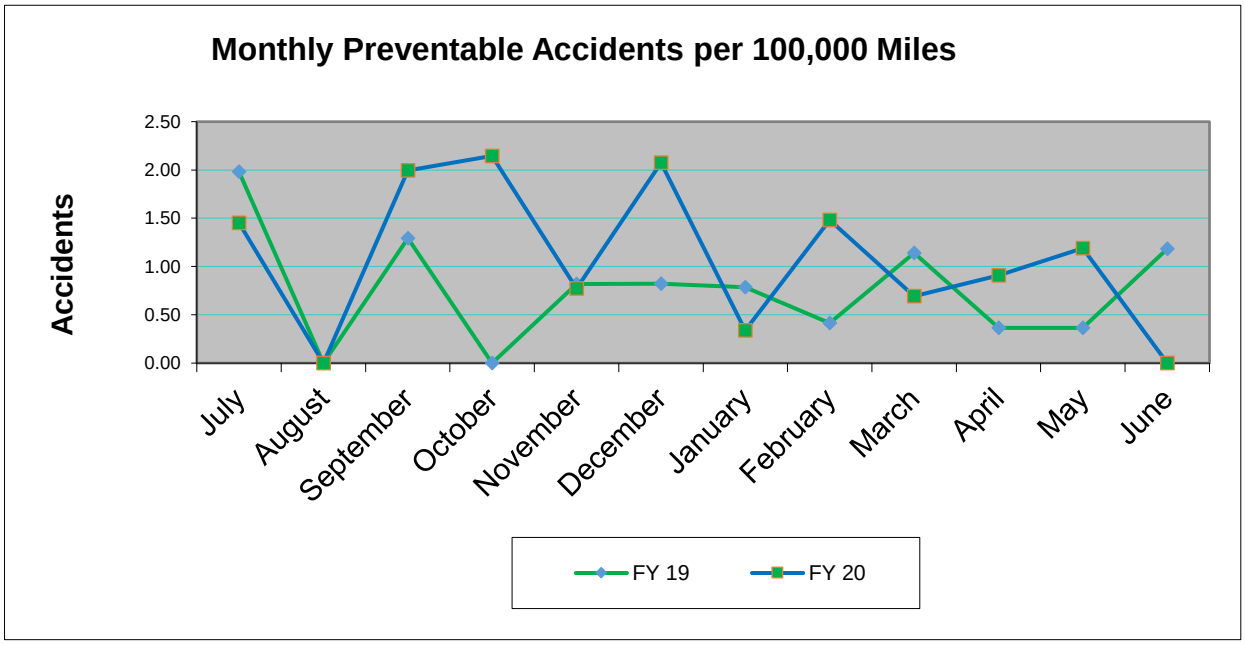

Quarterly Missed Strategics &
Trips Served by Supervisor
Trips
350
300
250
200
150
100
50
0
Q1
Q2
Q3
Q4
Quarter
FY 19
FY 20

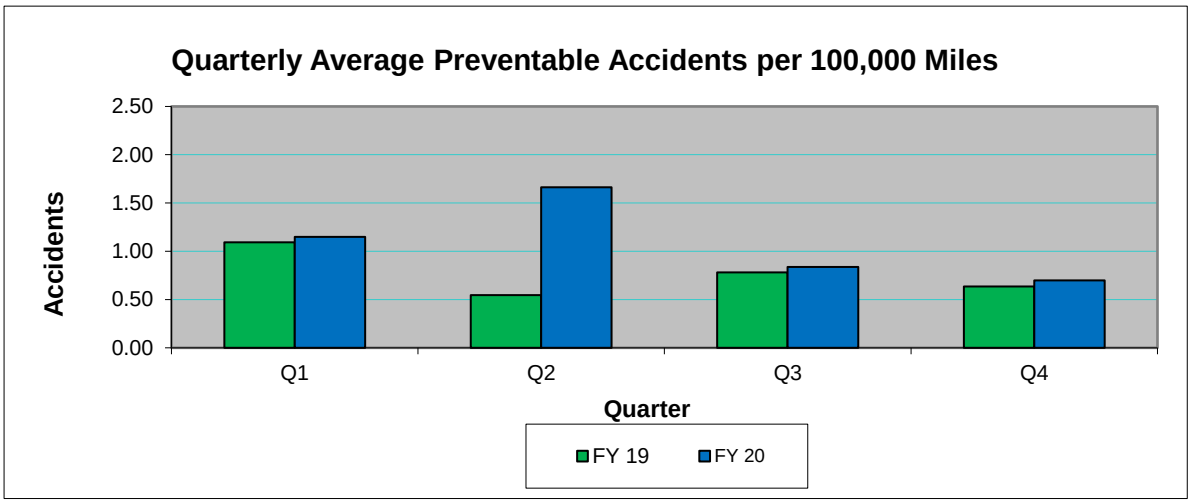

Monthly Total Accidents
Accidents
20
15
10
5
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 19
FY 20

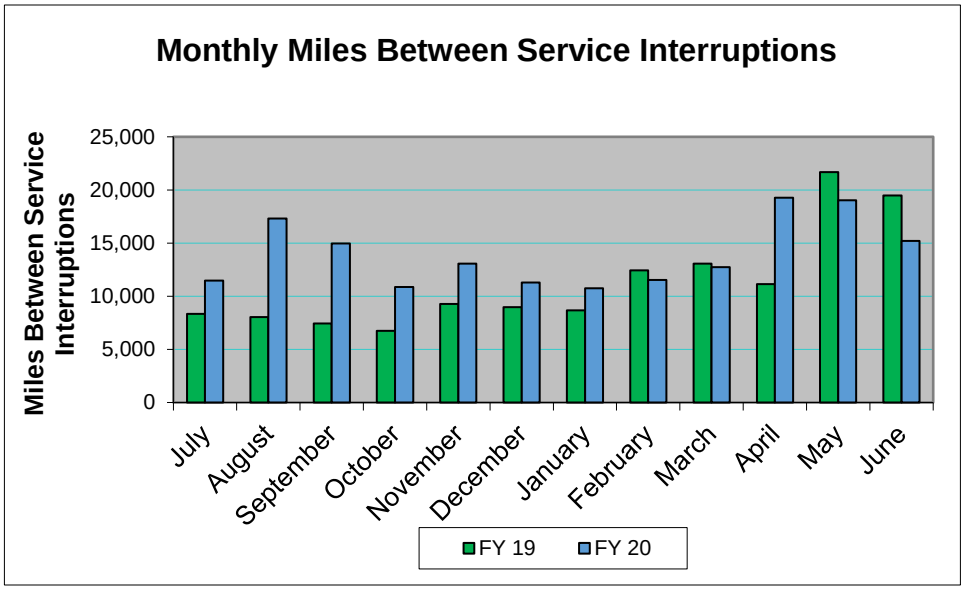

Quarterly Total Accidents
Accidents
50
40
30
20
10
0
Q1
Q2
Q3
Q4
Quarter
FY 19
FY 20

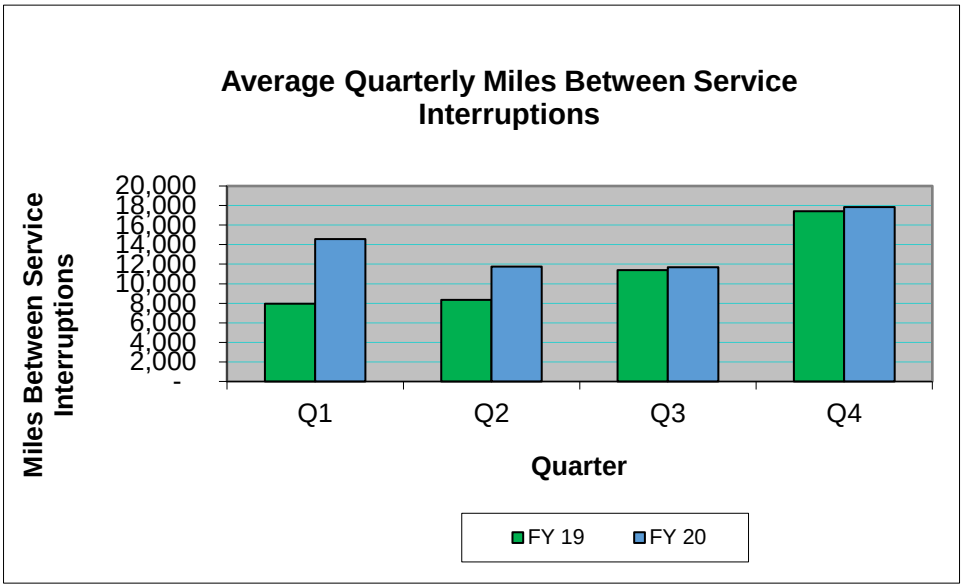

Monthly Preventable Accidents
Accidents
10
9
8
7
6
5
4
3
2
1
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 19
FY 20

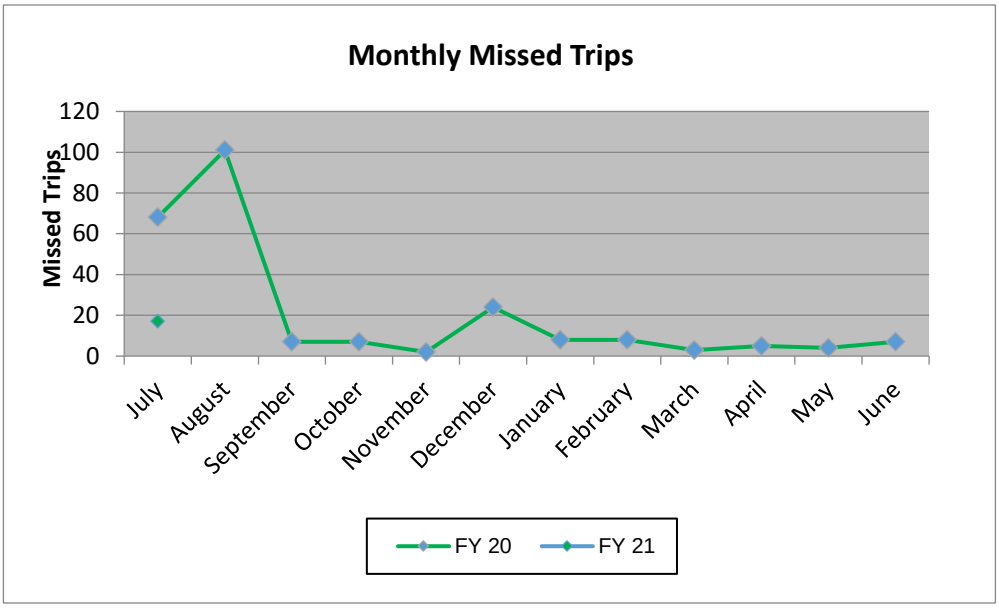

Quarterly Preventable Accidents
Accidents
15
10
5
0
Q1
Q2
Q3
Q4
Quarter
FY 19
FY 20

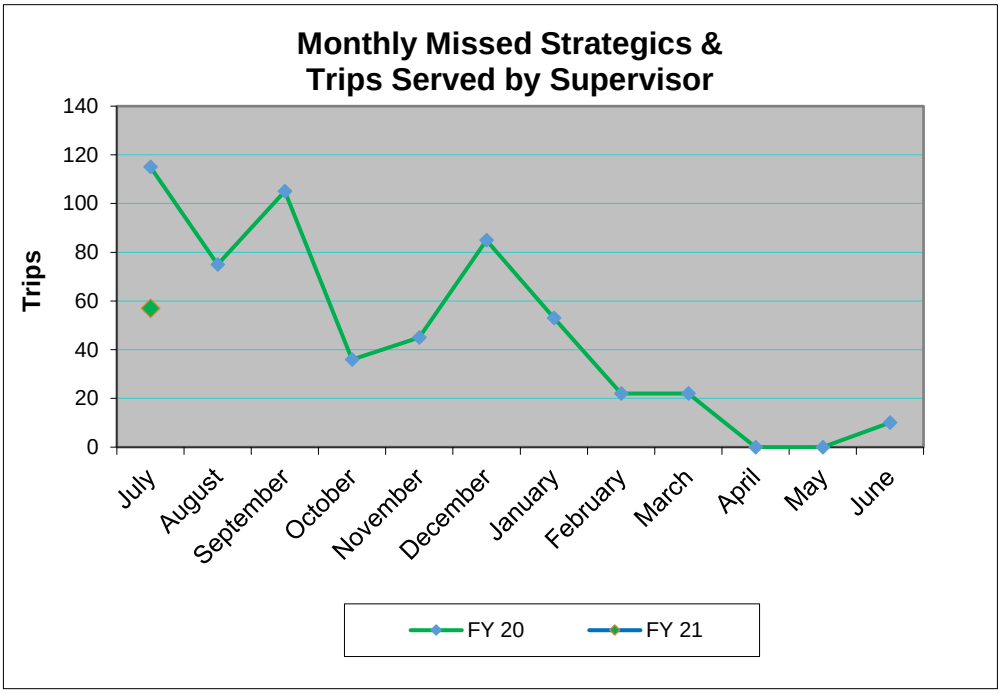

Monthly Preventable Accidents per 100,000 Miles
Accidents
2.50
2.00
1.50
1.00
0.50
0.00
July
August
September
October
November
December
January
February
March
April
May
June
FY 19
FY 20

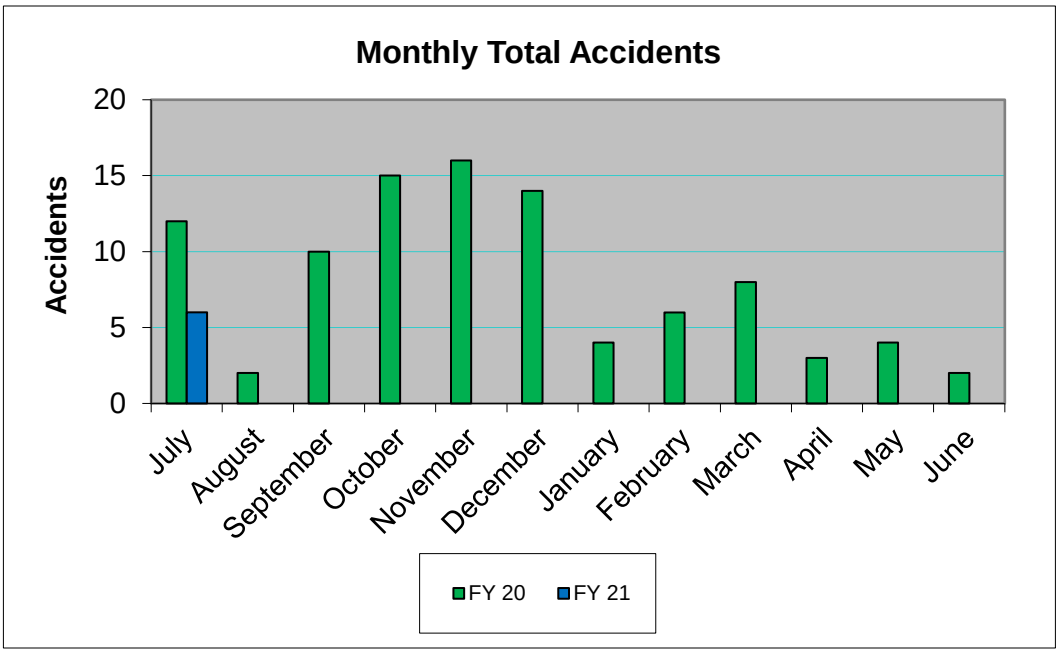

Quarterly Average Preventable Accidents per 100,000 Miles
Accidents
2.50
2.00
1.50
1.00
0.50
0.00
Q1
Q2
Q3
Q4
Quarter
FY 19
FY 20

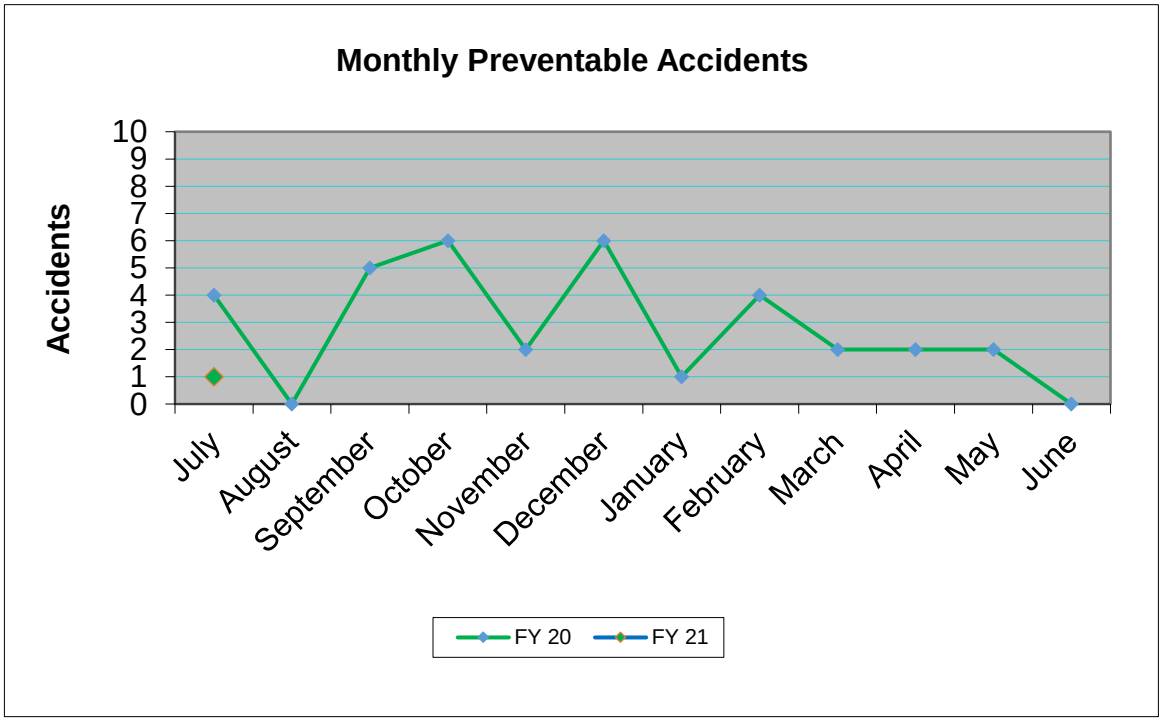

Monthly Miles Between Service Interruptions
Miles Between Service Interruptions
25,000
20,000
15,000
10,000
5,000
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 19
FY 20

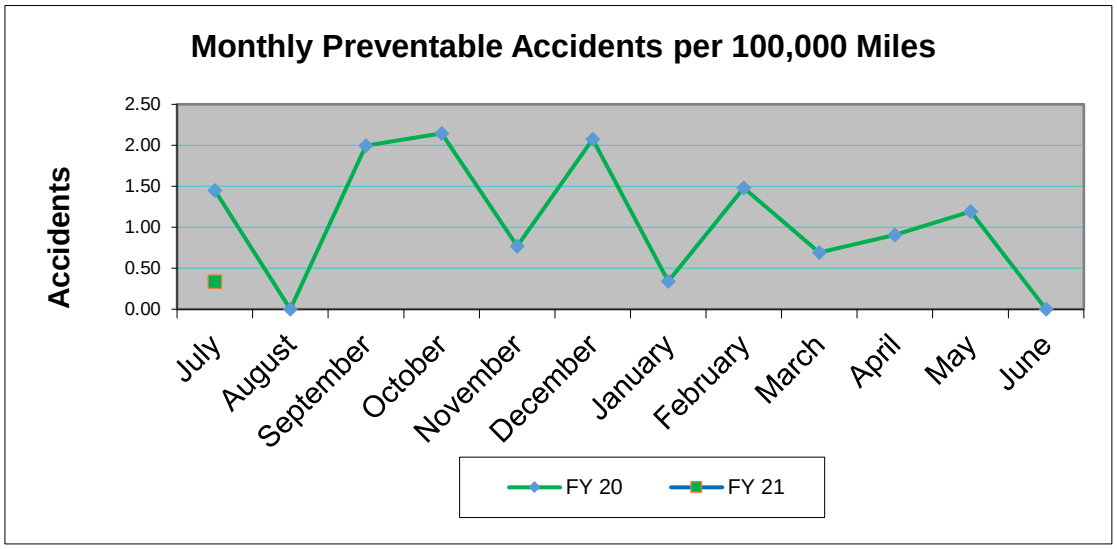

Average Quarterly Miles Between Service Interruptions
Miles Between Service Interruptions
20,000
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
Q1
Q2
Q3
Q4
Quarter
FY 19
FY 20

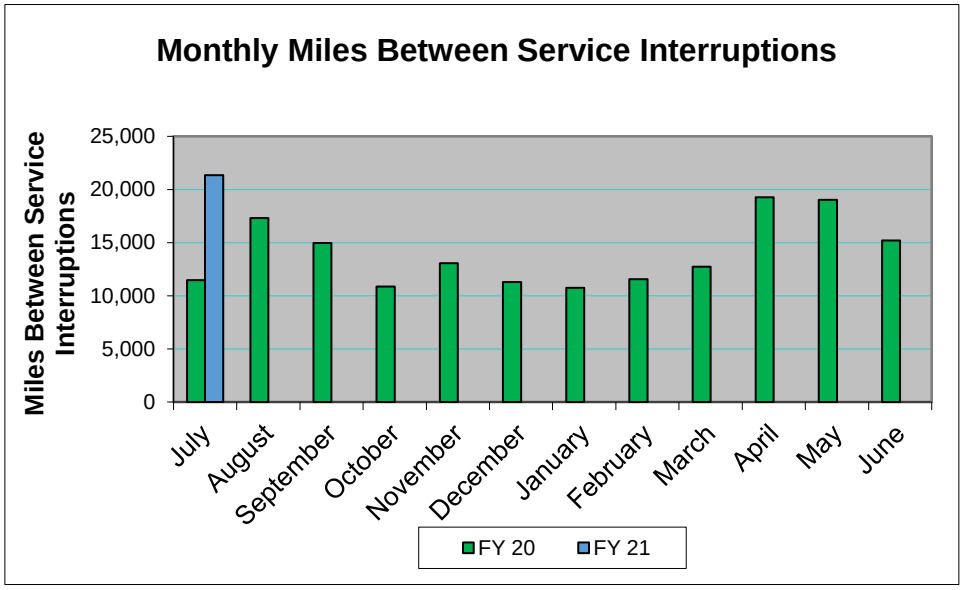

Monthly Missed Trips
Missed Trips
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 20
FY 21


Monthly Missed Strategics &
Trips Served by Supervisor
Trips
140
120
100
80
60
40
20
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 20
FY 21


Monthly Total Accidents
Accidents
20
15
10
5
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 20
FY 21


Monthly Preventable Accidents
Accidents
10
9
8
7
6
5
4
3
2
1
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 20
FY 21


Monthly Preventable Accidents per 100,000 Miles
Accidents
2.50
2.00
1.50
1.00
0.50
0.00
July
August
September
October
November
December
January
February
March
April
May
June
FY 20
FY 21


Monthly Miles Between Service Interruptions
Miles Between Service Interruptions
25,000
20,000
15,000
10,000
5,000
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 20
FY 21

August 27, 2020

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

SUBJECT: Revised Purchasing Authority Report

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

- On June 4, 2020 OmniRide issued a purchase order to American Amplifier and Television Corporation in the amount of $54,019 for the audio-visual upgrade equipment in the large conference room.

- On June 18, 2020 OmniRide issued a purchase 0rder to 14 West, LLC of Waukesha, Wisconsin in the amount of $65,100 to provide face masks for vanpool participants.

- On July 16, 2020 OmniRide issued a purchase order to GFI Genfare, of Oak Grove Village, Illinois in the amount of $59,219 to provide the fare vault for the western facility. This was a sole source procurement and funded from the western facility construction funds.

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BOB SCHNEIDER, EXECUTIVE DIRECTOR
bschneider@omniride.com

BYREN LLOYD, SAFETY & SECURITY MANAGER
blloyd@omniride.com

FY21

# JULY 2020
# SAFETY DASHBOARD

OMNIRIDE | JULY 2020

# MONTHLY SAFETY DASHBOARD

## ACCIDENT/INCIDENT RATE FREQUENCY

1.25*

*Per 100K miles

## ACCIDENTS/INCIDENTS BY DAY & SERVICE TYPE

**Accidents:**

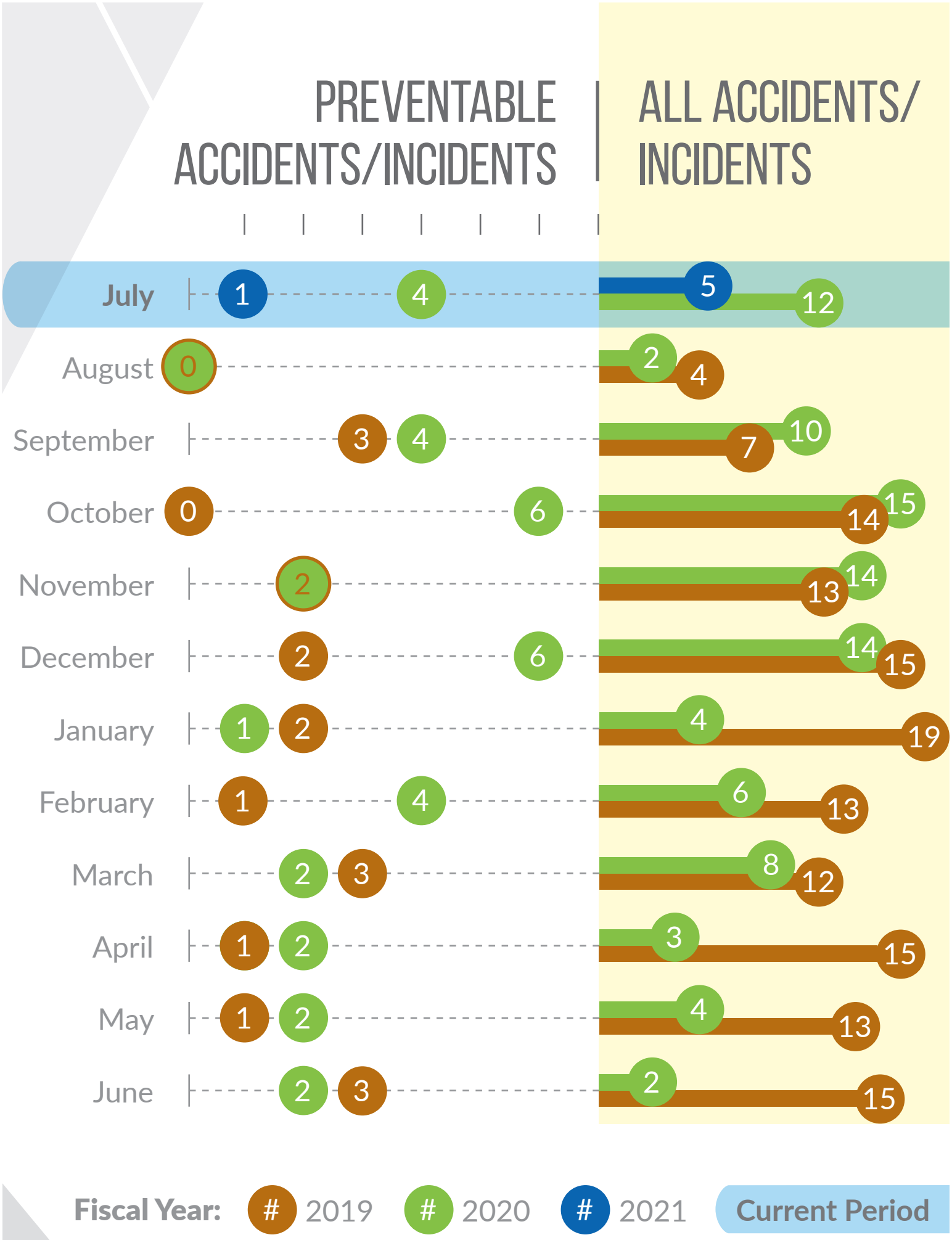
- Personal Injury
- Property Damage

**Incidents:**

- Suspicious Package
- Disruptive Behavior
- Public Safety Occurrence

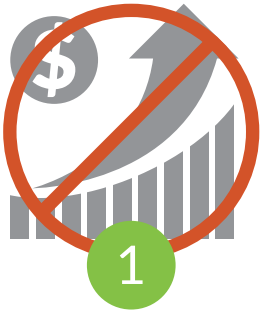
Local: 0%
Express: 100%

| | |
|---|---|
| MONDAY: | 0 |
| TUESDAY: | 2 |
| WEDNESDAY: | 1 |
| THURSDAY: | 0 |
| FRIDAY: | 2 |
| SATURDAY: | 0 |


PREVENTABLE ACCIDENTS/INCIDENTS
ALL ACCIDENTS/ INCIDENTS
July 1 4 5 12
August 0 2 4
September 3 4 10 7
October 0 6 15 14
November 2 14 13
December 2 6 14 15
January 1 2 4 19
February 1 4 6 13
March 2 3 8 12
April 1 2 3 15
May 1 2 4 13
June 2 3 2 15
Fiscal Year: # 2019 # 2020 # 2021 Current Period

# OMNIRIDE // KEY FOCUS AREAS

## ACCIDENTS IN REVENUE SERVICE VS. NON-REVENUE SERVICE




## ACCIDENTS IN WASHINGTON D.C. VS. VIRGINIA

4

1

## TOTAL ACCIDENTS & INCIDENTS WITH VEHICLES

## REPORTED INJURIES

Transported

Non-Transported

## 90-DAY ACCIDENT/INCIDENT SPOTLIGHT

**11**
**Total***

**22%****

*Total accidents/incidents between months of May, June, July

**Difference in percentage versus the rolling quarter of April, May, June

POTOMAC & RAPPAHANNOCK TRANSPORTATION COMMISSION

**FUEL TAX REPORT - FY20**

*PRINCE WILLIAM COUNTY*

| | | |
|---|---|---|
| FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance* or Surplus/Deficit Collections (carryforward) | | **9,116,760.25** |

**Income**

| FY20 Motor Fuels Tax Revenue (Beginning 7/1/19) | Monthly Actual | Monthly Budget | Variance | Year to Date Actual | Year to Date Budget | Variance |
|---|---|---|---|---|---|---|
| July 2019 | 1,476,731.09 | 1,103,991.67 | 372,739.42 | 1,476,731.09 | 1,103,991.67 | 372,739.42 |
| August | 1,911,679.18 | 1,103,991.67 | 807,687.51 | 3,388,410.27 | 2,207,983.34 | 1,180,426.93 |
| September | 1,050,112.83 | 1,103,991.67 | (53,878.84) | 4,438,523.10 | 3,311,975.01 | 1,126,548.09 |
| October | 1,337,833.15 | 1,103,991.67 | 233,841.48 | 5,776,356.25 | 4,415,966.68 | 1,360,389.57 |
| November | 1,204,794.19 | 1,103,991.67 | 100,802.52 | 6,981,150.44 | 5,519,958.35 | 1,461,192.09 |
| December | 1,236,017.80 | 1,103,991.67 | 132,026.13 | 8,217,168.24 | 6,623,950.02 | 1,593,218.22 |
| January 2020 | 1,128,670.67 | 1,103,991.67 | 24,679.00 | 9,345,838.91 | 7,727,941.69 | 1,617,897.22 |
| February | 1,141,650.44 | 1,103,991.67 | 37,658.77 | 10,487,489.35 | 8,831,933.36 | 1,655,555.99 |
| March | 1,081,109.56 | 1,103,991.66 | (22,882.10) | 11,568,598.91 | 9,935,925.02 | 1,632,673.89 |
| April | 705,142.62 | 1,103,991.66 | (398,849.04) | 12,273,741.53 | 11,039,916.68 | 1,233,824.85 |
| May | 541,906.47 | 1,103,991.66 | (562,085.19) | 12,815,648.00 | 12,143,908.34 | 671,739.66 |
| June | - | - | - | - | - | - |
| | **12,815,648.00** | 12,143,908.34 | 671,739.66 | | | |

| | | |
|---|---|---|
| FY20 Year to Date Interest from Investment (actual interest earned from collections) | **133,111.97** | |
| FY20 PRTC Operating Carryforward (refund) | **2,984,000.00** | |

**Expenses**

| | | |
|---|---|---|
| Less: | | |
| Resolution 19-06-14 FY20 PRTC Subsidies | (16,868,300.00) | |
| Total Expenses | **(16,868,300.00)** | |
| **FY20 Fund Balance (as of 5/31/20)** | | **8,181,220.22** |
| Outstanding Adopted Resolutions (Encumbrances) | | |
| Resolution 08-06-07 VRE Local Capital Match for Gainesville- Haymarket | 173,000.00 | |
| Resolution 19-06-14 FY20 PRTC Subsidies | - | |
| Total Encumbrances | **173,000.00** | |
| FY20 Fund Balance Less Outstanding Adopted Resolutions as of 5/31/20 | | **8,008,220.22** |

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

POTOMAC & RAPPAHANNOCK TRANSPORTATION COMMISSION

**FUEL TAX REPORT - FY20**

*STAFFORD COUNTY*

| | |
|---|---|
| FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance* or Surplus/Deficit Collections (carryforward) | **5,653,804.91** |

**Income**

| FY20 Motor Fuels Tax Revenue (Beginning 7/1/19) | Monthly Actual | Monthly Budget | Variance | Year to Date Actual | Year to Date Budget | Variance |
|---|---|---|---|---|---|---|
| July 2019 | 450,682.24 | 354,108.33 | 96,573.91 | 450,682.24 | 354,108.33 | 96,573.91 |
| August | 499,915.27 | 354,108.33 | 145,806.94 | 950,597.51 | 708,216.66 | 242,380.85 |
| September | 321,428.22 | 354,108.33 | (32,680.11) | 1,272,025.73 | 1,062,324.99 | 209,700.74 |
| October | 452,361.63 | 354,108.33 | 98,253.30 | 1,724,387.36 | 1,416,433.32 | 307,954.04 |
| November | 380,655.88 | 354,108.33 | 26,547.55 | 2,105,043.24 | 1,770,541.65 | 334,501.59 |
| December | 410,113.28 | 354,108.33 | 56,004.95 | 2,515,156.52 | 2,124,649.98 | 390,506.54 |
| January 2020 | 346,569.36 | 354,108.33 | (7,538.97) | 2,861,725.88 | 2,478,758.31 | 382,967.57 |
| February | 329,568.90 | 354,108.33 | (24,539.43) | 3,191,294.78 | 2,832,866.64 | 358,428.14 |
| March | 356,659.32 | 354,108.34 | 2,550.98 | 3,547,954.10 | 3,186,974.98 | 360,979.12 |
| April | 301,977.92 | 354,108.34 | (52,130.42) | 3,849,932.02 | 3,541,083.32 | 308,848.70 |
| May | 145,466.87 | 354,108.34 | (208,641.47) | 3,995,398.89 | 3,895,191.66 | 100,207.23 |
| June | - | - | - | - | - | - |
| | **3,995,398.89** | 3,895,191.66 | 100,207.23 | | | |

| | |
|---|---|
| FY20 Year to Date Interest from Investment (actual interest earned from collections) | **79,182.82** |
| FY20 PRTC Operating Carryforward (refund) | **63,300.00** |

**Expenses**

| | | |
|---|---|---|
| Less: | | |
| Resolution 19-06-11 | FY20 VRE Subsidies | (2,352,820.00) |
| Resolution 19-06-14 | FY20 PRTC Subsidies | (104,200.00) |
| Total Expenses | | **(2,457,020.00)** |

| | | |
|---|---|---|
| **FY20 Fund Balance (as of 5/31/20)** | | **7,334,666.62** |
| Outstanding Adopted Resolutions (Encumbrances) | | |
| Resolution 19-06-11 | FY20 VRE Subsidies | - |
| Resolution 19-06-14 | FY20 PRTC Subsidies | - |
| Resolution 20-06-06 | FY17-FY20 Transportation Projects | 4,518,615.00 |
| Total Encumbrances | | 4,518,615.00 |
| FY20 Fund Balance Less Outstanding Adopted Resolutions as of 5/31/20 | | **2,816,051.62** |

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

POTOMAC & RAPPAHANNOCK TRANSPORTATION COMMISSION

**FUEL TAX REPORT - FY20**

*CITY OF MANASSAS*

| | |
|---|---|
| FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance* or Surplus/Deficit Collections (carryforward) | **847,558.91** |

**Income**

| FY20 Motor Fuels Tax Revenue (Beginning 7/1/19) | Monthly Actual | Monthly Budget | Variance | Year to Date Actual | Year to Date Budget | Variance |
|---|---|---|---|---|---|---|
| July 2019 | 86,846.19 | 80,766.67 | 6,079.52 | 86,846.19 | 80,766.67 | 6,079.52 |
| August | 79,902.76 | 80,766.67 | (863.91) | 166,748.95 | 161,533.34 | 5,215.61 |
| September | 81,080.78 | 80,766.67 | 314.11 | 247,829.73 | 242,300.01 | 5,529.72 |
| October | 89,210.83 | 80,766.67 | 8,444.16 | 337,040.56 | 323,066.68 | 13,973.88 |
| November | 77,925.62 | 80,766.67 | (2,841.05) | 414,966.18 | 403,833.35 | 11,132.83 |
| December | 73,123.98 | 80,766.67 | (7,642.69) | 488,090.16 | 484,600.02 | 3,490.14 |
| January 2020 | 76,009.13 | 80,766.67 | (4,757.54) | 564,099.29 | 565,366.69 | (1,267.40) |
| February | 69,635.63 | 80,766.67 | (11,131.04) | 633,734.92 | 646,133.36 | (12,398.44) |
| March | 72,116.73 | 80,766.66 | (8,649.93) | 705,851.65 | 726,900.02 | (21,048.37) |
| April | 44,513.27 | 80,766.66 | (36,253.39) | 750,364.92 | 807,666.68 | (57,301.76) |
| May | 43,384.50 | 80,766.66 | (37,382.16) | 793,749.42 | 888,433.34 | (94,683.92) |
| June | - | - | - | - | - | - |
| | **793,749.42** | 888,433.34 | (94,683.92) | | | |

| | |
|---|---|
| FY20 Year to Date Interest from Investment (actual interest earned from collections) | **7,056.17** |
| FY20 PRTC Operating Carryforward (refund) | **50,600.00** |
| Reimbursement from DRPT Grant and Transfer from Manassas | **137,185.00** |

**Expenses**

| | | |
|---|---|---|
| Less: | | |
| Resolution 19-06-11 | FY20 VRE Subsidies | (694,742.00) |
| Resolution 19-06-14 | FY20 PRTC Subsidies | (471,300.00) |
| Total Expenses | | **(1,166,042.00)** |

| | |
|---|---|
| **FY20 Fund Balance (as of 5/31/20)** | **670,107.50** |

| | | |
|---|---|---|
| Outstanding Adopted Resolutions (Encumbrances) | | |
| Resolution 19-06-11 | FY20 VRE Subsidies | - |
| Resolution 19-06-14 | FY20 PRTC Subsidies | - |
| Total Encumbrances | | - |

| | |
|---|---|
| FY20 Fund Balance Less Outstanding Adopted Resolutions as of 5/31/20 | **670,107.50** |

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

POTOMAC & RAPPAHANNOCK TRANSPORTATION COMMISSION

**FUEL TAX REPORT - FY20**

*CITY OF MANASSAS PARK*

| | |
|---|---|
| FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance* or Surplus/Deficit Collections (carryforward) | **2,854,976.21** |

**Income**

| FY20 Motor Fuels Tax Revenue (Beginning 7/1/19) | Monthly Actual | Monthly Budget | Variance | Year to Date Actual | Year to Date Budget | Variance |
|---|---|---|---|---|---|---|
| July 2019 | 72,715.48 | 61,000.00 | 11,715.48 | 72,715.48 | 61,000.00 | 11,715.48 |
| August | 91,708.34 | 61,000.00 | 30,708.34 | 164,423.82 | 122,000.00 | 42,423.82 |
| September | 40,281.33 | 61,000.00 | (20,718.67) | 204,705.15 | 183,000.00 | 21,705.15 |
| October | 71,725.55 | 61,000.00 | 10,725.55 | 276,430.70 | 244,000.00 | 32,430.70 |
| November | 60,218.11 | 61,000.00 | (781.89) | 336,648.81 | 305,000.00 | 31,648.81 |
| December | 63,700.22 | 61,000.00 | 2,700.22 | 400,349.03 | 366,000.00 | 34,349.03 |
| January 2020 | 57,086.81 | 61,000.00 | (3,913.19) | 457,435.84 | 427,000.00 | 30,435.84 |
| February | 49,153.95 | 61,000.00 | (11,846.05) | 506,589.79 | 488,000.00 | 18,589.79 |
| March | 62,370.72 | 61,000.00 | 1,370.72 | 568,960.51 | 549,000.00 | 19,960.51 |
| April | 31,663.25 | 61,000.00 | (29,336.75) | 600,623.76 | 610,000.00 | (9,376.24) |
| May | 31,511.99 | 61,000.00 | (29,488.01) | 632,135.75 | 671,000.00 | (38,864.25) |
| June | - | - | - | - | - | - |
| | **632,135.75** | 671,000.00 | (38,864.25) | | | |

| | |
|---|---|
| FY20 Year to Date Interest from Investment (actual interest earned from collections) | **42,359.28** |
| FY20 PRTC Operating Carryforward (refund) | **27,100.00** |

**Expenses**

| | | |
|---|---|---|
| Less: | | |
| Resolution 19-06-11 | FY20 VRE Subsidies | (405,485.00) |
| Resolution 19-06-14 | FY20 PRTC Subsidies | (249,700.00) |
| Resolution 20-03-05 | Manassas Drive roadway improvements | (85,000.00) |
| Total Expenses | | **(740,185.00)** |

| | |
|---|---|
| **FY20 Fund Balance (as of 5/31/20)** | **2,816,386.24** |

| | | |
|---|---|---|
| Outstanding Adopted Resolutions (Encumbrances) | | |
| Resolution 09-11-07 | Road improvements | 93,139.69 |
| Resolution 10-11-05 | Road improvements | 234,500.00 |
| Resolution 13-06-08 | Safe routes to school project | 200,000.00 |
| Resolution 15-05-07 | Road improvements | 371,164.00 |
| Resolution 17-07-06 | Road improvements | 116,000.00 |
| Resolution 17-07-07 | Road improvements | 206,000.00 |
| Resolution 19-06-11 | FY20 VRE Subsidies | - |
| Resolution 19-06-14 | FY20 PRTC Subsidies | - |
| Resolution 19-11-08 | Sign installations | 15,000.00 |
| Resolution 19-11-09 | Mathis Avenue signal battery backup | 10,000.00 |
| Resolution 20-03-05 | Manassas Drive roadway improvements | - |
| Total Encumbrances | | **1,245,803.69** |

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|---|---|
| FY20 Fund Balance Less Outstanding Adopted Resolutions as of 5/31/20 | **1,570,582.55** |

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

POTOMAC & RAPPAHANNOCK TRANSPORTATION COMMISSION

**FUEL TAX REPORT - FY20**

*CITY OF FREDERICKSBURG*

| | |
|---|---|
| FY2019 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance* or Surplus/Deficit Collections (carryforward) | **1,530,475.74** |

**Income**

| FY20 Motor Fuels Tax Revenue (Beginning 7/1/19) | Monthly Actual | Monthly Budget | Variance | Year to Date Actual | Year to Date Budget | Variance |
|---|---|---|---|---|---|---|
| July 2019 | 145,551.01 | 129,866.67 | 15,684.34 | 145,551.01 | 129,866.67 | 15,684.34 |
| August | 165,640.39 | 129,866.67 | 35,773.72 | 311,191.40 | 259,733.34 | 51,458.06 |
| September | 98,996.96 | 129,866.67 | (30,869.71) | 410,188.36 | 389,600.01 | 20,588.35 |
| October | 136,860.11 | 129,866.67 | 6,993.44 | 547,048.47 | 519,466.68 | 27,581.79 |
| November | 119,112.09 | 129,866.67 | (10,754.58) | 666,160.56 | 649,333.35 | 16,827.21 |
| December | 122,756.68 | 129,866.67 | (7,109.99) | 788,917.24 | 779,200.02 | 9,717.22 |
| January 2020 | 106,157.24 | 129,866.67 | (23,709.43) | 895,074.48 | 909,066.69 | (13,992.21) |
| February | 99,518.57 | 129,866.67 | (30,348.10) | 994,593.05 | 1,038,933.36 | (44,340.31) |
| March | 111,110.69 | 129,866.66 | (18,755.97) | 1,105,703.74 | 1,168,800.02 | (63,096.28) |
| April | 118,226.14 | 129,866.66 | (11,640.52) | 1,223,929.88 | 1,298,666.68 | (74,736.80) |
| May | 23,745.65 | 129,866.66 | (106,121.01) | 1,247,675.53 | 1,428,533.34 | (180,857.81) |
| June | - | - | - | - | - | - |
| | **1,247,675.53** | 1,428,533.34 | (180,857.81) | | | |

| | |
|---|---|
| FY20 Year to Date Interest from Investment (actual interest earned from collections) | **25,484.63** |
| FY20 PRTC Operating Carryforward (refund) | **28,100.00** |

**Expenses**

| | | |
|---|---|---|
| Less: | | |
| Resolution 19-06-11 | FY20 VRE Subsidies | (321,028.00) |
| Resolution 19-06-14 | FY20 PRTC Subsidies | (40,300.00) |
| Total Expenses | | **(361,328.00)** |

| | | |
|---|---|---|
| **FY20 Fund Balance (as of 5/31/20)** | | **2,470,407.90** |
| Outstanding Adopted Resolutions (Encumbrances) | | |
| Resolution 19-06-10 | Various Projects | 432,642.00 |
| Resolution 19-06-11 | FY20 VRE Subsidies | - |
| Resolution 19-06-14 | FY20 PRTC Subsidies | - |
| Total Encumbrances | | **432,642.00** |
| FY20 Fund Balance Less Outstanding Adopted Resolutions as of 5/31/20 | | **2,037,765.90** |

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

POTOMAC & RAPPAHANNOCK TRANSPORTATION COMMISSION

**FUEL TAX REPORT - FY20**

*SPOTSYLVANIA COUNTY*

| | |
|---|---|
| FY19 Ending Fund Balance (as of 6/30/19) from Unreimbursed Encumbrance* or Surplus/Deficit Collections (carryforward) | **1,940,801.81** |

**Income**

| FY20 Motor Fuels Tax Revenue (Beginning 7/1/19) | Monthly Actual | Monthly Budget | Variance | Year to Date Actual | Year to Date Budget | Variance |
|---|---|---|---|---|---|---|
| July 2019 | 537,045.10 | 395,766.67 | 141,278.43 | 537,045.10 | 395,766.67 | 141,278.43 |
| August | 560,794.99 | 395,766.67 | 165,028.32 | 1,097,840.09 | 791,533.34 | 306,306.75 |
| September | 363,179.29 | 395,766.67 | (32,587.38) | 1,461,019.38 | 1,187,300.01 | 273,719.37 |
| October | 558,517.45 | 395,766.67 | 162,750.78 | 2,019,536.83 | 1,583,066.68 | 436,470.15 |
| November | 468,647.15 | 395,766.67 | 72,880.48 | 2,488,183.98 | 1,978,833.35 | 509,350.63 |
| December | 501,498.12 | 395,766.67 | 105,731.45 | 2,989,682.10 | 2,374,600.02 | 615,082.08 |
| January 2020 | 423,070.18 | 395,766.67 | 27,303.51 | 3,412,752.28 | 2,770,366.69 | 642,385.59 |
| February | 452,458.93 | 395,766.67 | 56,692.26 | 3,865,211.21 | 3,166,133.36 | 699,077.85 |
| March | 497,011.40 | 395,766.66 | 101,244.74 | 4,362,222.61 | 3,561,900.02 | 800,322.59 |
| April | 405,213.04 | 395,766.66 | 9,446.38 | 4,767,435.65 | 3,957,666.68 | 809,768.97 |
| May | 270,781.26 | 395,766.66 | (124,985.40) | 5,038,216.91 | 4,353,433.34 | 684,783.57 |
| June | - | - | - | - | - | - |
| | **5,038,216.91** | 4,353,433.34 | 684,783.57 | | | |

| | |
|---|---|
| FY20 Year to Date Interest from Investment (actual interest earned from collections) | **44,807.27** |
| FY20 PRTC Operating Carryforward (refund) | **71,900.00** |

**Expenses**

| | | |
|---|---|---|
| Less: | | |
| Resolution 18-11-07 | Various Projects | (9,356.60) |
| Resolution 19-04-05 | Various Projects | (708,567.75) |
| Resolution 19-06-11 | FY20 VRE Subsidies | (1,285,670.00) |
| Resolution 19-06-14 | FY20 PRTC Subsidies | (114,200.00) |
| Resolution 20-01-06 | Various Projects | (1,047,505.64) |
| Total Expenses | | **(3,165,299.99)** |

| | |
|---|---|
| **FY20 Fund Balance (as of 5/31/20)** | **3,930,426.00** |

| | | |
|---|---|---|
| Outstanding Adopted Resolutions (Encumbrances) | | |
| Resolution 18-11-07 | Various Projects | 111.27 |
| Resolution 19-04-05 | Various Projects | - |
| Resolution 19-06-11 | FY20 VRE Subsidies | - |
| Resolution 19-06-14 | FY20 PRTC Subsidies | - |
| Resolution 20-01-06 | Various Projects | 152,494.36 |
| Resolution 20-06-07 | FY20 Projects | 2,600,000.00 |
| Total Encumbrances | | **2,752,605.63** |

| | |
|---|---|
| FY20 Fund Balance Less Outstanding Adopted Resolutions as of 5/31/20 | **1,177,820.37** |

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