

ITEM 7

(9 PAGES)

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

**RESOLUTION NO. 09-04-_____
OFFICIAL COMMISSION MEETING
APRIL 2, 2009**

SECOND: _____

**RE: APPROVAL OF MINUTES FOR THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION MEETING OF MARCH 5, 2009**

WHEREAS, the Potomac and Rappahannock Transportation Commission (PRTC) reviews and approves the minutes of each meeting; and

WHEREAS, the minutes of the March 5, 2009 PRTC meeting have been presented for review.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby approve the minutes of the March 5, 2009 Commission meeting as presented/amended.

“PENDING BOARD APPROVAL”

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC)

MINUTES

DATE: March 5, 2009
TIME: 7:00 p.m.
LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811

1. CALL TO ORDER

Chairman May called the meeting to order at 7:00 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Maureen Caddigan	Prince William County
*Wally Covington	Prince William County
*Corey Hill	Dept. of Rail & Public Transportation
*John Jenkins	Prince William County
*Matthew Kelly, Secretary	City of Fredericksburg
*Michael May, Chairman	Prince William County
*Jonathan Way, Vice Chairman	City of Manassas

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
*Harry Crisp	Stafford County
*Lorraine Lasch	Prince William County

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Angelica Betts	Assistant, Supervisor Michael May
Doris Chism	PRTC Dir., Customer Service & Dispatch
Joyce Embrey	PRTC Dir., Finance & Administration
Althea Evans	PRTC Dir., Marketing & Communications
Sandy Ferris	Citizen
Anthony Foster	PRTC Transportation Project Manager

Holly Frisch	Citizen
Shanta Garth	FIRST TRANSIT AGM-Accounting & Admin.
Al Harf	PRTC Executive Director
Angela Horan	PRTC Legal Counsel
Robb Howell	FIRST TRANSIT General Manager
Ryan Jones	PRTC Transportation Apprentice
Todd Johnson	FIRST TRANSIT Maintenance Manager
Steve MacIsaac	VRE Legal Counsel
Mary Marshall	PRTC Account & Budget Manager
Eric Marx	PRTC Dir., Planning & Operations
Betsy Massie	PRTC Dir., Grants & Project Management
Paul Meredith	FIRST TRANSIT East Region Safety Manager
Ginger Murphy	PRTC Transit Planner
Paul Pitchke	FIRST TRANSIT AGM-Operations
Dale Zehner	VRE Chief Executive Officer

MEMBERS ABSENT

Frank Jones, Immediate Past Chmn	City of Manassas Park
Scott Lingamfelter	Virginia House of Delegates
Paul Milde, Treasurer	Stafford County
Jackson Miller	Virginia House of Delegates
Martin Nohe	Prince William County
Frank Principi	Prince William County
Toddy Puller	Virginia Senate
George Schwartz	Stafford County

ALTERNATES ABSENT

Charles Badger	Dept. of Rail & Public Transportation
Mark Dudenhefer	Stafford County
Brad Ellis	City of Fredericksburg
Peter LaMarca	City of Fredericksburg
Suhas Naddoni	City of Manassas Park
Hal Parrish	City of Manassas
Brian Potvin	Prince William County
Sorine Preli	Prince William County
Phillip Rodenberg	City of Fredericksburg
Corey Stewart	Prince William County
John Stirrup	Prince William County
William Wren	City of Manassas Park

*Voting Member

- | | | |
|----|----------------------|---------------------------|
| 3. | INVOCATION | Led by Secretary Kelly. |
| 4. | PLEDGE OF ALLEGIANCE | Led by Vice Chairman Way. |

5. CITIZENS' TIME No citizens came forward.

6. PRESENTATIONS

[First Transit/Info] A. First Transit General Manager Robb Howell –
Employee Recognition and Operations Report.

Mr. Howell recognized the February 2009 Operator-of-the-Month Delphine Scott. Ms. Scott has been a bus operator since November 2005 and currently operates bus service on the Woodbridge OmniLink route.

Mr. Howell reported that 17 commendations (directed to 14 different bus operators) were received during the month of February. He went on to report that the accident frequency rate during the month of February was 0.77 per 100,000 miles (the end result of one preventable, one non-preventable, and one "notice only" accident meaning contact was made but no damage occurred).

Mr. Howell reported that a Customer Satisfaction Survey recently occurred and the survey results will be presented to the Commission at its April meeting. Also, a Maintenance Audit recently occurred and the results are favorable.

Mr. Howell noted that there are no incidents to report with regard to the inclement weather that occurred on Monday. Seven customer comments were received.

7. APPROVAL OF MINUTES

RES 02-03-01 Minutes of February 11, 2009.
[PRTC\Minutes]

Commissioner Kelly moved, with a second by Commissioner Caddigan, to approve the Minutes as presented. There was no discussion on the motion. (KELLY\CADDIGAN, UNANIMOUS)

8. AGENDA APPROVAL

RES 09-03-02 Agenda of March 5, 2009.
[PRTC\Agenda]

Commissioner Caddigan moved, with a second by Commissioner Kelly, to approve the Agenda as amended. There was no discussion on the motion. (CADDIGAN\KELLY, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 09-03-03 Consent Agenda of March 5, 2009.
[PRTC\Consent Agenda]

Commissioner Jenkins moved, with a second by Commissioner Caddigan, to approve the Consent Agenda as presented. There was no discussion on the motion. (JENKINS\CADDIGAN, UNANIMOUS)

RES 09-03-04 A. Treasurer's Report.
[PRTC\Finance]

Accepted the Treasurer's Report of December 31, 2008, as presented. (JENKINS\CADDIGAN, UNANIMOUS)

RES 09-03-05 B. Budget and Appropriate \$307,490 of Stafford County's 2%
[Stafford County] Motor Fuels Tax Funds for Transportation Expenditures for
the Second Quarter of FY 2009.

Authorized the use of \$307,490 for the second quarter of FY 2009 of 2% motor fuels tax funding in Stafford County's account for transportation expenditures. (JENKINS\CADDIGAN, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info] A. Operations Board Meeting Agenda and Minutes of
February 20, 2009. There were no comments.

[VRE\Info] B. Chief Executive Officer's Report (Feb 09).

Mr. Zehner reported that system wide on-time performance was 93% in February (92% and 94% on the Fredericksburg and Manassas lines, respectively). He noted that ridership remains steady, but the growth rate is slowing.

Mr. Zehner noted that VRE potentially stands to receive \$9.8 million as part of the economic stimulus package. The funds will be used for locomotive acquisition, nearly enough for another three locomotives on top of the five locomotives VRE has already ordered.

RES 09-03-06 C. Amend the Washington-Richmond Corridor Improvement
[VRE\MOU] Project MOU between VRE, DRPT, and CSXT.

Mr. Zehner reviewed the background of the original MOU, explaining that in exchange for nine principally state-funded capital investments to increase train-carrying capacity, VRE is given the right to operate additional trains ("slots"). Seven of the nine have been completed

(the last two are funded and under construction). He explained that DRPT would like to use a pair of the earned "slots" to operate a round trip inter-city train between Lynchburg, Virginia and Washington Union Stations (WAS) and a round trip inter-city train between Richmond, Virginia and WAS. The slots would be borrowed, and the proposed first amendment to the MOU details the terms and conditions of this borrowing arrangement and plans for the reimbursement of the "slots".

Commissioner Hill noted that in a letter delivered to NVTC and PRTC today, DRPT Acting Director Charles Badger addresses the two concerns that were discussed at the VRE Operations Board Meeting related to the MOU amendment.

Commissioner Covington moved, with a second by Commissioner Caddigan, to execute the first amendment to the January 31, 2002 MOU providing for the use of two unused "train operating slots" belonging to VRE in order for DRPT to institute two Amtrak operated intercity trains. There was no further discussion on the motion. (COVINGTON/CADDIGAN, UNANIMOUS)

11. CHAIRMAN'S TIME

[PRTC\Info] A. I-66 Transit TDM/Study Briefing.

Briefing postponed to the April 2nd PRTC Board Meeting.

Chairman May had nothing to report at this time.

12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info] A. Executive Director's Report.

Mr. Harf reported that federal stimulus legislation increases the transit benefit to \$230 per month from the current \$120, meaning that 60% of both VRE riders and PRTC OmniRide riders will virtually have no out-of-pocket expenses. The increase is temporary, ending on January 1, 2011, though the Congress could at a later date make this increase permanent.

Commissioner Caddigan asked if PRTC still plans to move forward with the elimination of the North Route 1 OmniRide route and other planned service trimming. Mr. Harf explained that as a result of the current budget constraints and the looming shortage of funds in FY2011 and beyond, PRTC needs to stay the course in order to lessen the need for service cuts in the future. The consequence of the increased transit benefit will be fuller trains and buses, increasing productivity. VRE and PRTC are unable to add service to accommodate ridership growth beyond the seats that are now empty. He went on to note that a public hearing is scheduled for 6:30 p.m. on Wednesday, March 25th, at the PRTC Transit Center to solicit public comment on the elimination of the North Route 1 OmniRide route. The public review process is currently underway so interested members of the public are afforded ample opportunity to comment on the service change before any final action is taken by the Commission.

Mr. Harf reported that the Federal Transit Administration (FTA) will conduct a routine “drug and alcohol audit” scheduled for March 12th – 13th. PRTC management does not anticipate any problems.

Mr. Harf noted that PRTC is currently pilot testing an enhancement to its “trip planner”. He explained that the enhancement adds sophistication to the existing trip planner, increasing the rigor of the trip planner’s ability to identify trip specifications that minimize expense, travel time, and/or transfers as a customer chooses and is more user friendly.

[PRTC\Action Items] B. Action Items:

RES 09-03-07 1. Transmit FY2010 Budget to the Member
[PRTC\FY2010 Budget] Jurisdictions.

Commissioner Covington moved, with a second by Commissioner Caddigan, to refer the proposed FY2010 budget to the jurisdictions for approval and to hold a public hearing on the FY2010 budget and FY2010 federal grant applications.

Commissioner Way asked why management’s planned service trims do not include any for OmniLink. Mr. Harf explained that the current OmniLink trims are as “lean” as management feels comfortable with though the alternative budgets management conceived during the FY2010 budget process as possible contingency plans featured more draconian service cuts including cuts to OmniLink. The budget that the Board is being asked to approve for transmittal is the version that curtails service the least (5% cut in service hours).

Elaborating further, Mr. Harf explained that the OmniLink operation features buses being operated continuously on the routes, such that the number of buses assigned to the route and the length of the route govern the frequency of the service. Service frequency is “bare bones” – on the westerly routes, it is hourly and on the easterly routes it is generally every 45 minutes except during the weekday peak periods when the service frequency on the easterly routes is increased to every 30 minutes.

Since the routes do not lend themselves to physical shortening, Mr. Harf explained the only way service can be curtailed is by removing a bus or by confining the service hours. Service hours were trimmed on the westerly routes several years ago, but usage patterns on the easterly routes do not evidence a significant ridership drop-off during certain hours that would make “service hour” curtailment on the easterly routes a prudent course of action.

Wrapping up the discussion, Mr. Harf contrasted the OminLink situation with OmniRide, observing that there are more degrees of freedom to trim OmniRide because service is generally far more frequent, and because route adjustments are more plausible. Finally, Mr. Harf noted that while management believes the service curtailments as proposed is the “least worst” set of curtailments assuming the service reduction can be confined to 5% of total

4. Communications:

- a. Related to Funding. There were no comments.
- b. Related to Jurisdiction. There were no comments.
- c. General Interest. There were no comments.

13. OTHER BUSINESS/COMMISSIONERS' TIME

Chairman May recognized PRTC Alternate Harry Crisp representing Stafford County. Mr. Harf also noted that Vice Chairman Way's wife is present this evening.

Commissioner Jenkins asked about the status of the acquisition of property located across from the PRTC Transit Center. Mr. Harf explained that the property has been acquired and the condemnation process on a "quick take" basis is running its course. A date has not been set for the valuation, but should occur in the spring. The PRTC Board has authorized staff to advertise for an Invitation for Bids (IFB) and management hopes to return to the Commission at its May or June meeting with a recommendation to award a contract for the construction. Completion of the construction is expected in December 2009.

Chairman May asked about the disposition of Senate Bill 1532 (Saslaw). Mr. Harf noted that the legislation was passed, altering the tax responsibility (from the retailer to the distributor) and the tax rate (from 2% to 2.1%).

14. ADJOURNMENT

There being no further business to come before the Commission, Chairman May adjourned the meeting at 7:30 p.m.

NEXT MEETING: Thursday, April 2, 2009, 7:00 p.m.

LOCATION: PRTC Transit Center
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Woodbridge, VA 22192-6811
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