

ITEM 7

(11 PAGES)

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

**RESOLUTION NO. 08-02-_____
OFFICIAL COMMISSION MEETING
FEBRUARY 14, 2008**

SECOND: _____

**RE: APPROVAL OF MINUTES FOR THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION MEETING OF JANUARY 3, 2008**

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

WHEREAS, the minutes of the January 3, 2008 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 January 3, 2008 Commission meeting as presented/amended.

“PENDING BOARD APPROVAL”

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION (PRTC)**

OFFICIAL COMMISSION MEETING

MINUTES

DATE: January 3, 2008
TIME: 7:00 p.m.
LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811

1. CALL TO ORDER

Chairman Jones 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 (departed at 7:30pm)
*Corey Hill	DRPT
*John Jenkins	Prince William County
*Frank Jones, Chairman	City of Manassas Park
*Michael May, Treasurer	Prince William County
*Paul Milde, Immediate Past Chmn	Stafford County
*Frank Principi	Prince William County
*George Schwartz	Stafford County

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
*Matthew Kelly	City of Fredericksburg
*Lorraine Lasch	Prince William County
Bill Wren	City of Manassas Park (departed at 8:30pm)

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Doris Chism	PRTC Dir., Customer Service & Dispatch
Larry Cloyd	VDOT
Denzel Dallas	FIRST TRANSIT Bus Operator

Joyce Embrey	PRTC Dir., Finance & Administration
Althea Evans	PRTC Dir., Marketing & Communications
Jay Evans	Cambridge Systematics, Inc.
Anthony Foster	PRTC Transportation Project Manager
Shanta Garth	FIRST TRANSIT Asst. Gen. Mgr.-Admin.
Holly Frisch	Citizen
Al Harf	PRTC Executive Director
Steve Hastalis	Citizen
Angela Horan	PRTC Legal Counsel
Robb Howell	FIRST TRANSIT Ass. Gen. Mgr.-Ops
Todd Johnson	FIRST TRANSIT Maintenance Manager
Girija Kuppasgoudar	PRTC Transportation Apprentice
Steve MacIsaac	VRE Legal Counsel
Eric Marx	PRTC Dir., Planning & Operations
Mary Marshall	PRTC Accounting & Budget Manager
Betsy Massie	PRTC Dir., Grant & Project Management
Lloyd Robinson	George Washington Regional Commission
Carey Roessel	FIRST TRANSIT General Manager
Chuck Steigerwald	PRTC Rideshare Specialist/Transit Planner
Jennifer Straub	VRE Deputy Chief Executive Officer
Joe Swartz	PRTC Senior Transit Planner
Glenn Wade	FIRST TRANSIT Bus Operator
Tim Young	Fluor/Transurban
Dale Zehner	VRE Chief Executive Officer

MEMBERS ABSENT

Marvin Dixon, Secretary	City of Fredericksburg
Scott Lingamfelter	Virginia House of Delegates
Jackson Miller	Virginia House of Delegates
Martin Nohe	Prince William County
Toddy Puller	Virginia Senate
Douglas Waldron, Vice Chairman	City of Manassas

ALTERNATES ABSENT

Charles Badger	DRPT
Mark Dudenhefer	Stafford County
Larry Hughes	City of Manassas
Peter LaMarca	City of Fredericksburg
Hal Parrish	City of Manassas
Phillip Rodenberg	City of Fredericksburg
Sorine Preli	Prince William County
Corey Stewart	Prince William County
John Stirrup	Prince William County
Matthew Tucker	DRPT

*Voting Member

3. INVOCATION Led by Commissioner Jenkins.
4. PLEDGE OF ALLEGIANCE Led by Commissioner Caddigan.
5. CITIZENS' TIME

Mr. Ed Wright noted that he worked with the Social Security Administration in 2002 regarding potential bus service to the Innovation area and five years later he is working with another Social Services group exploring various options to relocate next to the new police station at the new Freedom Center and inquired about potential bus service to this area.

Mr. Harf explained that PRTC's adopted long-range plan lays out bus service expansion that PRTC will be asking its member governments to sponsor over the next twenty years, and bus service to Innovation is included. He cautioned that the presence of the service in the plan does not guarantee that the service will happen because sponsorship is at the member governments' discretion. He went on to say that because of the combined effects of property tax declines that are squeezing member governments' ability to fund new initiatives and long-standing commitments to higher priority transit service improvements, the earliest service expansion envisioned by the adopted plan is 2010/2011.

Mr. Steve Hastalis inquired about the possibility of 1) relocating the bus stop on Longview and 2) what procedure to follow to ensure that the bus operator is made aware that a sight-impaired person is waiting in the vicinity of the bus stop.

Mr. Harf noted that stop relocations require VDOT approval and that PRTC is continuing to explore this possibility. Regarding Mr. Hastalis' concern that there are no landmarks near the subject stop that would allow a sight-impaired person to know the stop is nearby, Mr. Harf said that a customer could arrange for a bus operator to be on the look-out for a customer in the general vicinity of the stop as Mr. Hastalis' suggested, suggesting that the way to do this would be to phone Customer Service early enough on the morning of the trip to permit Customer Service to notify dispatch and then the operator. He asked PRTC Director of Customer Service and Dispatch Doris Chism to meet with Mr. Hastalis to discuss the logistics.

6. PRESENTATIONS

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

Mr. Roessel recognized the December 2007 Operator-of-the-Month, Operator-of-the-Year, and Technician-of-the-Quarter Denzel Dallas, Glenn Wade, and Samson Amoah, respectively.

Mr. Roessel reported that 16 bus operators received commendations during the month of December (bus operator Clifton Tate received a letter of commendation from First Transit President Mike Murray). He noted that a First Transit Supervisor, who was stationed at the Pentagon during the operation of the Emergency Service Plan (ESP) the evening of the Christmas Tree Lighting Ceremony in Washington, D.C. also received a commendation.

Mr. Roessel reported that four accidents (one preventable) occurred during the month of December.

7. APPROVAL OF MINUTES

RES 08-01-01
[PRTC\Minutes] Minutes of December 6, 2007. Commissioner Jenkins, moved, with a second by Commissioner Kelly, to approve the Minutes as presented. There was no discussion on the motion. (JENKINS\MILDE, WITH MAJORITY VOTE, COVINGTON/PRINCIPI/SCHWARTZ ABSTAINED)

8. AGENDA APPROVAL

RES 08-01-02
[PRTC\Agenda] Agenda of January 3, 2008. Commissioner Caddigan moved, with a second by Commissioner May, to approve the Agenda as presented. There was no discussion on the motion. (CADDIGAN\MAY, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 08-01-03
[PRTC\Consent Agenda] Consent Agenda of January 3, 2008. Commissioner Jenkins moved, with a second by Commissioner Milde, to approve the Consent Agenda as presented. There was no discussion on the motion. (JENKINS\MILDE, UNANIMOUS)

RES 08-01-04 A.
[PRTC\Finance] Approved the Treasurer's Report of October 31, 2007, as presented. (JENKINS\MILDE, UNANIMOUS)

RES 08-01-05 B.
[PRTC\Smartmaps] Approved to Award Task Orders to Smartmaps, Inc. for Schedule and Bus Stop Collateral Materials, as presented. (JENKINS\MILDE, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info] A. Operations Board Meeting Agenda and Minutes of December 21, 2007. There were no comments.

[VRE\Info] B. Chief Executive Officer's Report (Dec 07)

Mr. Zehner reported that ridership has increased 4% year-to-date from the previous year and on-time performance continues to remain steady (86% system-wide for the month of December – 87% and 85% on the Manassas and Fredericksburg lines, respectively).

Mr. Zehner noted that the first five railcars of the 50-car option were delivered on December 12, 2007, and were placed into service on December 19th. Hereafter, five cars will be shipped each month and all 50 cars are expected to be in service by October 2008.

Mr. Zehner reported that the 2007 Santa Trains operated successfully on Saturday, December 8th. As part of the event, VRE passengers donated over 3,300 toys and \$9,500 in monetary donations and gift cards for Toys for Tots.

Mr. Zehner noted that the locomotive procurement is progressing well and an award of contract will be recommended to the Commission at its February meeting.

RES 08-01-06 C. Proposed FY 2009 VRE Operating and Capital
[VRE\Budget] Budget and Revisions to the FY 2008 VRE Operating and Capital Budget. Commissioner Caddigan moved, with second by Commissioner Milde, to authorize the transmittal of the two alternative FY 2009 budgets recommended by the VRE Operations Board, with an expressed preference for the option featuring HB3202 funding, to the PRTC member jurisdictions for inclusion in their budgets and appropriations in accordance with the VRE Master Agreement; approve the amended FY 2008 VRE budget as recommended by the VRE Operations Board, authorize the PRTC and NVTC executive directors to submit (to the Transportation Planning Board of the National Capital Region and the Federal Transit Administration or other federal agencies as may be required) the appropriate transportation improvement program and grant applications for FY 2008 and FY 2009; and authorize the NVTC Executive Director to submit to the Commonwealth the approved budget as part of the FY 2009 state aid grant applications.

Mr. Zehner noted that two budget options are being recommended for transmittal to the jurisdictions for adoption. Elaborating, he explained that one features NVTA funding as authorized by HB3202 while the other one does not. The one with the NVTA funding is preferred, and the other option – referred to as the “base budget” – is the fall-back if NVTA funding is not forthcoming.

Commissioner Jenkins asked about the status of the federal fiscal year 2008 earmarks envisioned for VRE. Mr. Zehner noted that there are two prospective earmarks: 1) approximately \$3.9 million for locomotives; and 2) about half a million dollars for the Gainesville-Haymarket extension. He went on to say that he believes the appropriation has not occurred yet, and that neither of VRE’s proposed budget options include this funding because it is uncertain. In the event the earmarks are forthcoming, VRE would adjust the budgets as necessary (providing still more funding for locomotives) without any additional local funding required.

Mr. Harf added that the President has signed the federal fiscal year 2008 Appropriations Bill as part of an Omnibus bill encompassing multiple departments of the Federal government. The referenced VRE earmarks are now assured.

Commissioner Kelly noted that the accord related to the VRE Master Agreement amendments provided for the City of Fredericksburg to include projects for improvement at the Fredericksburg VRE Station, reminding Mr. Zehner that VRE’s obligation is to seek funding for this purpose, as a supplement to VRE’s CIP. He sought Mr. Zehner’s assurance that this has not been forgotten, and Mr. Zehner replied that it has not.

Commissioner Covington stated that he voted against this proposed action at the December 21st VRE Operations Board meeting and will do so again this evening.

There was no further discussion on the motion.
(CADDIGAN\MILDE, WITH MAJORITY VOTE,
COVINGTON NAY)

RES 08-01-07
[VRE\CSXT]

- D. Extend Amended Operating/Access Agreement with CSXT. Commissioner Caddigan moved, with a second by Commissioner Jenkins, to execute an extension of the existing Amended Operating/Access Agreement with CSXT to July 31, 2008.

Commissioner Kelly inquired about the purpose of continuing the agreement since no changes have occurred since the last extension.

Mr. Zehner noted that the agreement has to be in place in order for the VRE to operate. He went on to say that the Liability Insurance coverage (currently set at \$250 million) is the main issue and explained that the railroads continue to press for more liability coverage, which VRE is resisting. He noted that efforts continue to seek federal and state statutory changes as necessary to prompt the freight railroads to relax this insurance demand. In lieu of such statutory changes, the CSXT (and NS) will not grant VRE a long-term contract without increased liability insurance to the level demanded (i.e., \$500 million).

Commissioner Kelly noted that the agreement speaks to "incentivizing" better performance by the CSXT and asked what will happen if this does not materialize. Mr. Zehner noted that CSXT has tentatively agreed to positive incentives (i.e., rewards), not negative incentives (i.e., damages). He went on to say that CSXT has improved on-time performance significantly. Commissioner Kelly agreed that on-time performance has improved and noted his concern about spending taxpayer money to fix CSXT's bridge.

There was no further discussion on the motion.
(CADDIGAN\JENKINS, UNANIMOUS)

RES 08-01-08
[VR\Norfolk
Southern]

- E. Extend Amended Operating/Access Agreement with Norfolk Southern. Commissioner Covington moved with a second by Commissioner May, to execute an extension of the existing Amended Operating/Access

Agreement with Norfolk Southern to July 31, 2008. There was no discussion on the motion. (COVINGTON\MAY, UNANIMOUS)

RES 08-01-09
[VRE\Gainesville-Haymarket]

F. Award a Contract for Engineering and Environmental Services for the Gainesville-Haymarket Extension Project. Commissioner Covington moved, with a second by Commissioner Caddigan, to award a contract to Vanasse Hangen Brutlin, Inc. (VHB) for engineering and environmental services for the Gainesville-Haymarket extension project in the amount of \$1,397,338, plus a contingency of \$140,000, for a total amount not to exceed \$1,537,338. There was no discussion on the motion. (COVINGTON\CADDIGAN, UNANIMOUS)

RES 08-01-10
[VRE\General Engineering]

G. Award General Engineering Consulting Services Contracts. Commissioner Caddigan moved, with a second by Commissioner Covington, to award general engineering consulting service contracts to HDR Engineering, Inc., DMJM Harris, STV/Ralph Whitehead Associates. The terms of the contract call for shared authorization between all three firms for a period no longer than five years and an amount not to exceed \$5,000,000. There as no discussion on the motion. (CADDIGAN\COVINGTON, UNANIMOUS)

RES 08-01-11
[VRE\Fare Collection Equipment]

H. Authorization to Amend the Contract with Scheidt & Bachmann for Fare Collection Equipment Maintenance. Commissioner May moved, with a second by Commissioner Covington, to amend the Scheidt & Bachmann contract for fare collection system maintenance to add one year of maintenance services, and the option of two one-year renewals, in an amount not to exceed \$1,782,840, plus a contingency of \$20,000, for a total contract not to exceed \$6,193,773. There was no discussion on the motion. (MAY\COVINGTON, UNANIMOUS)

RES 08-01-12
[VRE\Liability Insurance Plan]

I. Amend the Liability Insurance Plan Management Agreement with the Division of Risk Management. Commissioner Jenkins moved, with a second by Commissioner Caddigan, to approve the Amended and Restated Management Agreement for administration of the Liability Insurance Plan for

Commuter Rail Services and authorizes the Commission Chairmen to execute the agreement on behalf of the Commission. There was no discussion on the motion. (JENKINS\CADDIGAN, UNANIMOUS)

11. CHAIRMAN'S TIME

Chairman Jones welcomed newly appointed Commissioners Michael May and Frank Principi.

Commissioner Covington departed at 7:30 p.m. prior to the start of the DRPT and Fluor/Transurban presentations.

- A. DRPT Presentation on the Draft/Final Report of the I-395/I-95 HOT Lanes Transit Plan by Corey Hill and Fluor/Transurban Presentation on the Status of the HOT Lanes Project by Tim Young et.al.

Commissioner Corey Hill, Department of Rail and Public Transportation (DRPT), introduced Mr. Jay Evans of Cambridge Systematics, Inc. (CSI), who provided an update briefing about the "I-95/I-395 Transit/TDM Study". Also, Mr. Tim Young of Fluor/Transurban provided a briefing about the "HOT Lanes Project". A hard copy of both presentations was also furnished and, during the ensuing question/answer session several PRTC Board Members expressed concerns about the HOT Lanes project as proposed. Chairman Jones questioned "safety" and "performance" aspects, noting the narrowness of the lanes and shoulder restrictions in relation to 102-inch wide buses. Commissioner Principi questioned safety further, asking for evidence of accident experience elsewhere, encompassing projects undertaken by Fluor/Transurban and others. Mr. Young pledged to furnish it. Commissioner Milde questioned financial aspects of the project, and Commissioner May asked whether HOV-3+ travelers would be able to use the lanes for free 24/7. Mr. Young replied affirmatively.

Commissioner Wren departed at 8:30 p.m. during the DRPT and Fluor/Transurban presentations.

12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info]

- A. Executive Director's Report

Mr. Harf noted that a conference call is scheduled for Monday, January 14th with Secretary of Finance Jody Wagner to discuss the motor fuels tax issue.

[PRTC\Info]

B. Information Items:

1. PRTC Accommodations for Persons with Limited English Proficiency (LEP). There were no comments.
2. Oregon's Mileage Fee Concept and Road User Fee Pilot Program – Final Report. There were no comments.
3. PRTC Service Performance Reports. There were no comments.
4. PRTC Budget-to-Actual Comparison – Five Months Ended November 30, 2007. There were no comments.
5. 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

There was no other business to come before the Commission.

14. ADJOURNMENT

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

NEXT MEETING: Thursday, February 14, 2008, 7:00 p.m.

LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811
Main # (703) 583-7782
Fax #: (703) 583-1377