

ITEM 7

(13 PAGES)

**POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION**

**RESOLUTION**

**MOTION:** \_\_\_\_\_

**RESOLUTION NO. 08-01-\_\_\_\_\_  
OFFICIAL COMMISSION MEETING  
JANUARY 3, 2008**

**SECOND:** \_\_\_\_\_

**RE: APPROVAL OF MINUTES FOR THE POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION MEETING OF DECEMBER 6, 2007**

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

**WHEREAS**, the minutes of the December 6, 2007 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 December 6, 2007 Commission meeting as presented/amended.

**“PENDING BOARD APPROVAL”**

POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

MINUTES

DATE: December 6, 2007  
TIME: 7:00 p.m.  
LOCATION: PRTC Transit Center  
14700 Potomac Mills Road, 2<sup>nd</sup> Floor  
Woodbridge, VA 22192-6811

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1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT

*Hilda Barg, Immediate Past Chairman	Prince William County
*Maureen Caddigan	Prince William County
*Marvin Dixon, Treasurer	City of Fredericksburg
*Bob Gibbons, Chairman	Stafford County
*Corey Hill	DRPT
*John Jenkins	Prince William County
*Frank Jones, Vice Chairman	City of Manassas Park
*Scott Lingamfelter	Virginia House of Delegates
*Michele McQuigg	Virginia House of Delegates
*Paul Milde	Stafford County
*Martin Nohe	Prince William County
*Douglas Waldron, Secretary	City of Manassas

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
Matthew Kelly	City of Fredericksburg
*Lorraine Lasch	Prince William County
Phillip Rodenberg	City of Fredericksburg
Bill Wren	City of Manassas Park

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Severin Anotchi	FIRST TRANSIT Bus Operator
Joyce Embrey	PRTC Dir., Finance & Administration
Althea Evans	PRTC Dir., Marketing & Communications
Anthony Foster	PRTC Transportation Project Manager
Shanta Garth	FIRST TRANSIT Asst. Gen. Mgr.-Admin.
Holly Frisch	Citizen
Al Harf	PRTC Executive Director
Angela Horan	PRTC Legal Counsel
Robb Howell	FIRST TRANSIT Ass. Gen. Mgr.-Ops
Thomas Gnansounou	FIRST TRANSIT Bus Operator
Todd Johnson	FIRST TRANSIT Maintenance Manager
Doris Lookabill	PRTC Dir., Customer Service & Dispatch
Steve MacIsaac	VRE Legal Counsel
Eric Marx	PRTC Dir., Planning & Operations
Mary Marshall	PRTC Accounting & Budget Manager
Betsy Massie	PRTC Dir., Grant & Project Management
Mike May	PWBOCS Occoquan District Supervisor
Mensel Dean	PBGH, LLP
Carey Roessel	FIRST TRANSIT General Manager
Jennifer Straub	VRE Deputy Chief Executive Officer
Joe Swartz	PRTC Senior Transit Planner
Jerry Vincent	FIRST TRANSIT Quality Assurance Mgr.
Dale Zehner	VRE Chief Executive Officer

MEMBERS ABSENT

Wally Covington	Prince William County
Toddy Puller	Virginia Senate
Corey Stewart	Prince William County

ALTERNATES ABSENT

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

\*Voting Member

3. INVOCATION Led by Commissioner Wren.

4. PLEDGE OF ALLEGIANCE Led by Commissioner Jenkins.

5. CITIZENS' TIME No citizens came forward.

6. PRESENTATIONS

[PRTC\FY07 Audit] A. Remarks by PRTC's Auditors (PBGH) re FY2007 Audit – Question/Answer Session to Follow and FY07 PRTC Audit to be Adopted During Executive Director's Time.

Commissioner Gibbons commended the PRTC Finance Department on an audit that contains no adverse findings. At this time, he introduced Mr. Mensel Dean (PBGH, LLP,) who provided a briefing on the audit.

RES 07-12-01 [PRTC\Audit] Commissioner Caddigan moved, with a second by Commissioner Dixon, to prepare a Proclamation/Acclamation for Ms. Embrey and Ms. Marshall to be placed in their personnel file. There was no discussion on the motion. (CADDIGAN/DIXON, UNANIMOUS)

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

Mr. Roessel reported that the Emergency Service Plan (ESP) is operating this evening as a result of the Christmas Tree Lighting Ceremony taking place in Washington, D.C. and appears to be faring well.

Mr. Roessel congratulated First Transit's Maintenance Manager Todd Johnson and Quality Assurance Manager Jerry Vincent on the Maintenance Department's qualification by ASE as a "blue seal maintenance shop". He noted that less than 1% of the maintenance shops in the country are "blue seal" certified.

Mr. Roessel recognized the October and November 2007 Operators-of-the Month Thomas Gnansounou and Severin Anotchi, respectively.

Mr. Roessel reported that seven accidents (three preventable) occurred during the month of November and steps continue to be taken to improve bus operation safety.

[PRTC\ Commissioner Presentations] C. Expressions of Appreciation for Outgoing Board Members – Presentation by Executive Director to Robert Gibbons, Hilda Barg, and Michele McQuigg.

On behalf of the Commission, Mr. Harf presented expressions of appreciation to long-standing Commission Members Hilda Barg, Bob Gibbons, and Michele McQuigg for their outstanding and dedicated service to PRTC.

7. APPROVAL OF MINUTES

RES 07-12-02  
[PRTC\Minutes] Minutes of November 1, 2007. Commissioner Jenkins moved, with a second by Commissioner Milde, to approve the Minutes as presented. There was no discussion on the motion. (JENKINS\MILDE, WITH MAJORITY VOTE, LINGAMFELTER ABSTAINED)

8. AGENDA APPROVAL

RES 07-12-03  
[PRTC\Agenda] Agenda of December 6, 2007. Commissioner Caddigan, moved, with a second by Commissioner Barg, to approve the Agenda as amended. There was no discussion on the motion. (CADDIGAN\BARG, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 07-12-04  
[PRTC\Consent  
Agenda] Consent Agenda of December 6, 2007. Commissioner Waldron moved, with a second by Commissioner Caddigan, to approve the Consent Agenda as presented. There was no discussion on the motion. (WALDRON\CADDIGAN, UNANIMOUS)

RES 07-12-05  
[PRTC\Finance] A. Approved the Treasurer's Report of September 30, 2007, as presented. (WALDRON\CADDIGAN, UNANIMOUS)

RES 07-12-06  
[PRTC\2008  
Meetings Schedule] B. Approved the PRTC 2008 Meetings Schedule, as presented. (WALDRON\CADDIGAN, UNANIMOUS)

RES 07-12-07  
[PRTC\Bylaws] C. Approved the Proposed PRTC Bylaws Changes Necessitated by the Amendments to the VRE Master Agreement –Second Reading/Action, as presented. (WALDRON\CADDIGAN, UNANIMOUS)

- RES 07-12-08 [PRTC\FTA Certs & Assurances] D. Authorized the Executive Director to Execute the Federal Transit Administration's (FTA) Annual Certifications and Assurances, as presented. (WALDRON\CADDIGAN, UNANIMOUS)
- RES 07-12-09 [PRTC\FY2008 Appropriation] E. Approved the Letter to Congressional Delegation regarding the FY2008 Pending Appropriation, as presented. (WALDRON\CADDIGAN, UNANIMOUS)
- RES 07-12-10 [PRTC\IVR System] F. Authorized the Executive Director to Increase the Contract Amount for the Sole Source Award to the Trapeze Group for an Interactive Voice Response (IVR) System, as presented. (WALDRON\CADDIGAN, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

- [VRE\Info] A. Operations Board Meeting Agenda and Minutes of November 16, 2007. There were no comments.
- [VRE\Info] B. Chief Executive Officer's Report (Nov 07).

Mr. Zehner noted that the "Santa Trains" will operate on Saturday, December 8<sup>th</sup>, departing from the Fredericksburg, Woodbridge, Manassas, and Burke Centre VRE stations.

Commissioner Gibbons commended Commissioner Hilda Barg for her role in instigating the start of the Santa Trains.

Mr. Zehner reported that ridership for November 2007 was up 3% and continues to grow. He attributed the increase to improved on-time performance (89% system-wide for the month of November -- 90% and 88% on the Manassas and Fredericksburg lines, respectively).

Mr. Zehner noted that he will be in Milwaukee on Monday to mark the completion of the first five coaches of the 50-car option; the first five cars are expected to arrive in Washington, D.C. on December 14<sup>th</sup> and will be placed into service the following week. Thereafter, five cars will be shipped each month and all 50 cars will be in service by this time next year.

Mr. Zehner reported that a Memorandum of Understanding (MOU) has been executed with the Cherry Hill developer (Kettler). He noted that the "match" for the rail enhancement funds to commence the environmental and the preliminary engineering for the third track from Cherry Hill to Arkendale and the Cherry Hill

VRE station is in-hand. He commended Ms. Jennifer Straub and Mr. Steve MacIsaac for their diligence in making this happen. He concluded this part of his remarks by noting that Kettler is providing the match for up to \$50 million, yielding as much as \$72 million of investment all told.

Regarding the third track from Cherry Hill, Commissioner Barg asked if the capability to turn the trains around at that point will be available. Mr. Zehner noted that CSX has agreed to this and, in response to a question from Mrs. Barg about the timetable, replied that implementation would require three to four years.

Commissioner Lingamfelter asked when the last VRE "threat profile" was conducted to identify vulnerabilities. Mr. Zehner noted two have been conducted, most recently about two years ago in conjunction with FTA. Commissioner Lingamfelter recommended that both VRE and PRTC determine if their current profiles require updating.

- RES 07-12-11  
[VRE\Insurance]
- C. Authorized to Amend Insurance Fund Agreement and the Liability Insurance Plan. Commissioner Caddigan, moved with a second by Commissioner Jenkins, to approve amendments to the Insurance Fund Agreement for Commuter Rail Operation Liability Insurance Plan and the Liability Insurance Plan, in accordance with the amended documents and to execute each document on behalf of the Commissions. There was no discussion on the motion. (CADDIGAN\JENKINS, UNANIMOUS)
- RES 07-12-12  
[VRE\Delegation Authority Plan]
- D. Authorized to Adopt Amended Delegation of Authority Plan. Commissioner Caddigan moved, with a second by Commissioner Waldron, to adopt the final phase of the Delegation of Authority Plan, as amended, to be implemented July 1, 2008. There as no discussion on the motion. (CADDIGAN\WALDRON, UNANIMOUS)
- RES 07-12-13  
[VRE\FY2007 Legislative Agenda]
- E. Approved the 2007 Legislative Agenda. Commissioner Caddigan, moved with a second by Commissioner Jenkins, to actively pursue elements of the VRE 2007 Legislative Agenda, in coordination with the local jurisdictional and Commission staffs. There was no discussion on the motion. (CADDIGAN\JENKINS, WITH MAJORITY VOTE, LINGAMFELTER ABSTAINED)

RES 07-12-14  
[VRE\FY07 Audit]

- F. Authorized to Forward the FY 2007 Audited Financial Statements and Management Letter. Commissioner Nohe moved, with a second by Commissioner Barg, to approve VRE's financial statements for FY 2007 as audited, as well as the management letter. There was no discussion on the motion. (NOHE\BARG, UNANIMOUS)

11. CHAIRMAN'S TIME

[DRPT\HOT  
Lanes]

DRPT Presentation on the Draft/Final Report of the I-395/I-95 HOT Lanes Transit Plan Presented by Corey Hill. The presentation planned for this meeting was stricken in the amended agenda. Commissioner Hill noted that the next presentation will be at the Commission's January meeting.

Discussion of Motor Fuels Tax Issue and Advisability of Code Change. Commissioner Lingamfelter noted that he is prepared to sponsor the legislative proposal drafted by PRTC's legal counsel to involve PRTC more meaningfully in the resolution of disputes. Commissioner Waldron asked if there is anything that the PRTC Board can do to assist Delegate Lingamfelter. Delegate Lingamfelter recommended that PRTC host a reception ("PRTC Day") in the Richmond General Assembly Building and noted that his office will assist in the coordination/preparation of the event.

Commissioner Gibbons expressed his appreciation to everyone on a successful year.

12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info]

- A. Executive Director's Report.

Mr. Harf noted that the FY 2008 appropriation is still awaited. He went on to say that the current continuing resolution (CR) ends on December 14<sup>th</sup> and it is unclear at this time whether or not the Senate will opt to pass the conferees' version of the bill on a stand-alone basis or roll it into an omnibus bill for all pending appropriations, noting that the "approval" margin in the House was eight votes short of what's necessary to override a veto by the White House.

Mr. Harf reported that the construction of the bus yard will commence in January 2008 and noted that the temporary parking arrangements are in place.

Mr. Harf noted that two self-cleaning bathrooms will be installed within the next few weeks.

Mr. Harf reported that the bike racks were installed in November and a "user guide" has been distributed. He commended the Marketing Department on a job well done.

Mr. Harf noted that the Westerly OmniLink survey (conducted every other year) was completed in November, which is necessary for subsidy allocation purposes.

[PRTC\Action Items]

B. Action Items:

RES 07-12-15  
[PRTC\2007  
Chairman Recognition]

1. Recognition of Robert Gibbons for Outstanding Services as Chairman of the PRTC during Calendar Year 2007. Commissioner Milde moved, with a second by Commissioner Dixon, to recognize Robert Gibbons for his outstanding service as Chairman of the PRTC during calendar year 2007. There was no discussion on the motion. (MILDE\DIXON, UNANIMOUS)

RES 07-12-16  
[PRTC\FY 2007  
Audit]

2. FY 2007 PRTC Audit. Commissioner Jenkins moved, with a second by Commissioner Barg, to accept the FY 2007 audited financial statements, required communication to the Commissioners, and the management letter as presented by the accounting firm of PBGH LLP. There was no discussion on the motion. (JENKINS\BARG, UNANIMOUS)

RES 07-12-17  
[PRTC\Treasurer]

Nomination of PRTC Treasurer. Commissioner Nohe moved, with a second by Commissioner Caddigan, to nominate Michael May to serve a PRTC Treasurer for calendar year 2008. There was no discussion on the motion. (NOHE\CADDIGAN, UNANIMOUS)

RES 07-12-18  
[PRTC\2008  
Officers & VRE Ops  
Board Appointments]

3. PRTC Officers and VRE Operations Board Appointments. Commissioner Waldron moved, with a second by Commissioner Dixon, to approve the appointments as

recommended by the Nominating Committee. There was no discussion the motion. (WALDRON\DIXON, UNANIOUS)

RES 07-12-19  
[PRTC\Performance  
Objectives]

4. Performance Objectives for PRTC Organization At-Large and for Executive Director -- December 2007 through November 2008. Commissioner Dixon moved, with a second by Commissioner Milde, to adopt the objectives for the December 2007 through November 2008 period. There was no discussion on the motion. (DIXON\MILDE, UNANIMOUS)

RES 07-12-20  
[PRTC\SmarTrip]

5. SmarTrip Card Reader Activation. Commissioner Waldron moved, with a second by Commissioner Jones, to approve the activation plan as proposed and to execute all necessary agreements attendant to the Commission's participation in the regional SmarTrip card initiative, in a form approved by the Commission's counsel. There was no discussion on the motion. (WALDRON\JONES, UNANIMOUS)

RES 07-12-21  
[PRTC\Convene  
Closed Meeting]

6. Convene into Closed Meeting. Commissioner Waldron moved, with a second by Commissioner Dixon, to convene into Closed Meeting at 8:00 p.m. regarding discussions pertaining to PRTC Executive Director's annual performance evaluation and a possible contract change to the PRTC-First Transit contract. There was no discussion on the motion. (WALDRON\DIXON, UNANIMOUS)

RES 07-12-22  
[PRTC\Certify  
Closed Meeting]

7. Certification of Closed Meeting. Commissioner Milde moved, with a second by Commissioner Dixon to certify Closed Meeting at 8:50 p.m. There was no discussion on the motion. (MILDE\DIXON, UNANIMOUS)
8. Action Items Reported out of Closed Meeting

RES 07-12-23  
[PRTC\Exec. Dir.  
Performance  
Evaluation]

Annual Evaluation of the PRTC Executive Director and Associated Compensation Package Adjustments. Commissioner Dixon moved, with a second by Commissioner Barg, to approve the Executive Committee's recommendations. There was no discussion on the motion. (DIXON\BARG, UNANIMOUS)

[PRTC\Info]

C. Information Items:

1. PRTC Service Performance Reports. Commissioner McQuigg questioned the decrease in ridership in November. Mr. Harf noted that this may be a reflection of the apprehension within the Hispanic community, because the decrease is most perceptible on the routes that operate in the Hispanic neighborhoods.
2. PRTC Budget-to-Actual Comparison – Four Months Ended October 31, 2007. There were no comments.
3. Americans Prefer to Spend More on Mass Transit and Highway Maintenance, Less on New Roads. There were no comments.
4. FTA Letter Dated 11/20/07 re FY 2008 Triennial Review. There were no comments.
5. Rep. Frank Wolf Memo Dated 11/16/07 re Transportation Update. There were no comments.
6. E-Mail Dated 11/26/07 re Changes to the I-395/I-95 HOV Lane Operations. There were no comments.
7. 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

Commissioners expressed their appreciation to Hilda Barg, Bob Gibbons, and Michele McQuigg for their dedicated service to PRTC and wished everyone a Happy Holiday.

Chairman Gibbons introduced and welcomed Michael May, who was recently appointed by Prince William County to serve as a Member on the PRTC Board commencing January 1, 2008.

Commissioner Nohe noted that the VRE Operations Board voted to send a letter to the NVTA Board laying out its aspirations for the use of the \$25M of NVTA funding designated for VRE purposes. He went on to point out that it is the NVTA Board's prerogative to decide how this funding will be used, though the NVTA Board is intent on working with the VRE Operations Board on these determinations. Mr. Nohe also noted that the \$25M per year is not assured, inasmuch as the statute providing for this funding lays out a prioritization hierarchy for the use of available funds, namely: 1) 40% of all monies collected is returned to the localities in which they are generated for permissible uses defined by each locality; 2) the remaining 60% of the monies collected is further prioritized with debt service having the "first call" followed by up to \$50 million for Metro, up to \$25 million for VRE, and any remainder to be used by NVTA for other projects. Since there is no cap on how much debt can be issued by the NVTA, it follows that there is no cap on how much of the monies generated will end up being used for debt service.

Commissioner Jones noted that he looks forward to serving as PRTC Chairman in 2008 and working with the Board on regional projects. He also noted that the planning and preparation for disaster response is a matter of importance to him as well.

Mr. Harf noted that Ms. Lorraine Lasch will soon be retiring from the government, but will remain on the Board as a PRTC Alternate.

14. ADJOURNMENT

There being no further business to come before the Commission, Chairman Gibbons adjourned the meeting at 8:55 p.m.

NEXT MEETING: Thursday, January 3, 2008, 7:00 p.m.

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