

**ITEM 7**

**(12 PAGES)**

**POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION**

**RESOLUTION**

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

**RESOLUTION NO. 09-01-\_\_\_\_  
OFFICIAL COMMISSION MEETING  
JANUARY 8, 2009**

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

**RE: APPROVAL OF MINUTES FOR THE POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION MEETING OF DECEMBER 4, 2008**

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

**WHEREAS**, the minutes of the December 4, 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 December 4, 2008 Commission meeting as presented/amended.

**“PENDING BOARD APPROVAL”**

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

**OFFICIAL COMMISSION MEETING**

**MINUTES**

DATE: December 4, 2008  
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 Jones called the meeting to order at 7:00 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Maureen Caddigan	Prince William County
*Corey Hill	DRPT
*John Jenkins	Prince William County
*Frank Jones, Chairman	City of Manassas
*Matthew Kelly, Secretary	City of Fredericksburg
*Michael May, Treasurer	Prince William County
*Jackson Miller	Virginia House of Delegates (arrived at 7:45 p.m.)
*Paul Milde, Immediate Past Chmn	Stafford County
*George Schwartz	Stafford County
*Jonathan Way, Vice Chairman	City of Manassas

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
*Lorraine Lasch	Prince William County
*Sorine Preli	Prince William County

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Young Ho Chang	VDOT
Doris Chism	PRTC Dir., Customer Service & Dispatch
Mensel Dean	PBGH, LLP
Joyce Embrey	PRTC Dir., Finance & Administration
Althea Evans	PRTC Dir., Marketing & Communications
Anthony Foster	PRTC Transportation Project Manager
Shanta Garth	FIRST TRANSIT AGM-Accounting & Admin.
Al Harf	PRTC Executive Director
Michael Hatchell	Fluor/Transurban
Angela Horan	PRTC Legal Counsel
Robb Howell	FIRST TRANSIT General Manager
Todd Johnson	FIRST TRANSIT Maintenance Manager
Bill Leisen	PRTC Mgr., Contract Operations
Mary Marshall	PRTC Account & Budget Manager
Eric Marx	PRTC Dir., Planning & Operations
Betsy Massie	PRTC Dir., Grants & Project Management
Paul Pitchke	FIRST TRANSIT AGM-Operations
Jennifer Straub	VRE Deputy Chief Executive Officer
Marie Travesky	Fluor/Transurban
Tim Young	Fluor/Transurban
Dale Zehner	VRE Chief Executive Officer

MEMBERS ABSENT

Wally Covington	Prince William County
Scott Lingamfelter	Virginia House of Delegates
Martin Nohe	Prince William County
Frank Principi	Prince William County
Toddy Puller	Virginia Senate

ALTERNATES ABSENT

Chip Badger	DRPT
Harry Crisp	Stafford County
Mark Dudenhefer	Stafford County
Brad Ellis	City of Fredericksburg
Peter LaMarca	City of Fredericksburg
William Wren	City of Manassas Park
Hal Parrish	City of Manassas
Phillip Rodenberg	City of Fredericksburg
Matthew Tucker	DRPT
Corey Stewart	Prince William County
John Stirrup	Prince William County

\*Voting Member

3. INVOCATION Led by Commissioner Kelly.
4. PLEDGE OF ALLEGIANCE Led by Vice Chairman Way.
5. CITIZENS' TIME No citizens came forward.
6. PRESENTATIONS

[PRTC\FY 2008 Audit] A. Remarks by PRTC's Auditors (PBGH, LLP) re FY 2008 Audit – Question/Answer Session to Follow and FY 2008 PRTC Audit to be Adopted during Executive Director's Time.

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

[PRTC\HOT Lanes] B. HOT Lanes Project Update – Presented by VDOT-Fluor/Transurban.

Mr. Young Ho Chang of VDOT provided a briefing about the “I-95/I-395 HOV/Bus/HOT Lanes” project. A hard copy of the presentation was furnished and, a question/answer session followed:

Chairman Jones: In light of the current economic situation, how will the project be funded?

Mr. Chang: No public funds are anticipated. The project will be a revenue-positive project based on generated toll revenue.

Chairman Jones: Does the debt burden lie with Fluor/Transurban and its investors?

Mr. Chang: A combination of private activity bonds in conjunction with a TIFIA federal government loan (an agreement between the private sector and the federal government) is the envisioned financing approach. Neither the state nor the localities will be required to expend any funds on the project.

Chairman Jones: Is Fluor/Transurban currently working with people in the bond market and is the funding assured?

Mr. Young: Yes, Fluor/Transurban is working on financing but it is not secured as yet.

Commissioner Schwartz: Will VDOT expend any funds on the project?

Mr. Chang: No, with the exception of the preliminary engineering and environmental analysis, where costs are being shared.

Commissioner Caddigan: Have the toll rates been determined?

Mr. Chang: Ongoing traffic/revenue studies will be used to establish what the toll rates need to be to ensure free flow and then, once the facility is built, toll rates will vary depending on the magnitude of traffic to maintain free flow.

Commissioner Caddigan: Is VDOT currently working with Prince William County staff with regard to “park and ride lots”? Will parking be free?

Mr. Chang: Yes, and parking will be free.

Commissioner Kelly: Is the \$195 million concession payment to fund transit improvements (i.e., park and ride lots) “set in stone”?

Mr. Chang: I view the \$195 million sum as a minimum, and it is subject to change based on the findings of ongoing analysis. There are a number of variables to be looked at such as the amount of revenue produced and the cost of the project in terms of capital and operating maintenance costs, all of which will have to be considered in the course of negotiating an agreement between VDOT and Fluor/Transurban.

Commissioner Milde: What average driving speed will govern toll pricing?

Mr. Chang: VDOT and Fluor/Transurban will need to negotiate that, mindful of the fact that federal law requires an average speed no lower than 45 mph.

Commissioner Milde: Will the project as now proposed provide adequate capacity for the life of the term of the agreement?

Mr. Chang: Modeling work indicates that capacity will be adequate as far out as has been modeled – 2030. Bear in mind that congestion pricing will regulate the extent of traffic.

Chairman Jones: Are all of the necessary repairs to maintain a state of good repair (SOGR) for the life of the project part of the prospective agreement?

Mr. Chang: Yes.

Chairman Jones: Questioned the “safety” and “performance” aspects, noting the narrowness of the lanes and shoulder restrictions in relation to 102-inch wide buses, particularly to the north of Prince William County.

Mr. Chang: Agreed that it is not the ideal scenario. He explained that there are a number of things VDOT hopes to do to mitigate concerns. A 12-foot standard lane will be in place for 31 miles of the 34 mile section as well as nineteen pull-off bays in addition to the shoulders. The incident management plan and emergency access points should further mitigate these concerns. Also, 24/7 video coverage will be available and emergency responders can

respond quickly because of the additional access points and emergency bays. People will be warned if a vehicle is broken down.

Delegate Jackson Miller arrived at 7:45 p.m. during the VDOT presentation and was present on all of the votes.

[FT\Info] C. First Transit General Manager Robb Howell – Employee Recognition and Operations Report.

Mr. Howell noted that the November 2008 Operator-of-the-Month Odise Adams is not present this evening and will be introduced/recognized at the January meeting.

Mr. Howell reported that the accident frequency rate during the month of November is .78 per 100,000 miles and the year-to-date rate is 1.46, a 26% reduction in year-to-date for the same period last year. He went on to report that the complaint rate on the OmniRide service in November is 5.73 per 10,000 trips vs. a rate of 5.98 in the prior month. The complaint rate decreased from 4.9 to 4.8 per 10,000 trips on the OmniLink service.

With regard to the “vehicle maintenance audit”, Mr. Howell noted that a detailed report will be provided to the Commission at its January meeting. He went on to say that the “defects” per bus is 3.6 vs. 3.9 in the prior audit, the fourth consecutive audit where the numbers have declined, and the best audit for total defects since June 2005. First Transit Region Vice President Tom Cain will be present at the Transit Center on December 23<sup>rd</sup> to attend a luncheon that is scheduled to recognize the entire maintenance staff.

Mr. Howell noted that the new “run pick” goes into effect on December 15<sup>th</sup> and operator training will be completed by the end of next week. He also noted 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.

7. APPROVAL OF MINUTES

RES 08-12-01 Minutes of November 6, 2008.  
[PRTC\Minutes]

Commissioner Kelly moved, with a second by Commissioner Caddigan, to approve the Minutes as presented. There was no discussion on the motion. (KELLYCADDIGAN, WITH MAJORITY VOTE, JONES ABSTAINED)

8. AGENDA APPROVAL

RES 08-12-02 Agenda of December 4, 2008.  
[PRTC\Agenda]

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

9. CONSENT AGENDA APPROVAL

RES 08-12-03                      Consent Agenda of December 4, 2008.  
[PRTC\Consent Agenda]

Commissioner Caddigan moved, with a second by Commissioner Jenkins, to approve the Consent Agenda, as presented. (CADDIGAN\JENKINS, UNANIMOUS)

RES 08-12-04                      A.     Treasurer's Report.  
[PRTC\Finance]

Approved the Treasurer's Report of September 30, 2008, as presented. (CADDIGAN\JENKINS, UNANIMOUS)

RES 08-12-05                      B.     Procure Two Non-Revenue Vehicles and Award to the  
[PRTC\Staff Vehicles]              Lowest Responsive Bidder.

Authorized to commence a competitive procurement for the purchase of two staff cars in accordance with the Commission's adopted procurement policy and award a contract for this procurement to the lowest responsive and responsible bidder. (CADDIGAN\JENKINS, UNANIMOUS)

RES 08-12-06                      C.     Change the July 2, 2009 Commission Meeting to July 9,  
[PRTC\2009 Meetings              2009 and 2009 Meetings Schedule.  
Schedule

Accepted the July 2, 2009 Meeting change to July 9, 2009 and adopted the 2009 Meeting Schedule. (CADDIGAN\JENKINS, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info]                      A.     Operations Board Meeting Agenda and Minutes of  
November 21, 2008. There were no comments.

[VRE\Info]                      B.     Chief Executive Officer's Report (Nov 08).

Mr. Zehner reported that the year-to-date ridership level is up by 11.8% and ridership in October was up 8.8% over this time last year. Systemwide on-time performance was 85% in October (82% and 87% on the Fredericksburg and Manassas lines, respectively).

Mr. Zehner announced that the 12<sup>th</sup> Annual Operation Lifesaver Santa Trains will operate on Saturday, December 13<sup>th</sup> and tickets are sold out. "Toys for Tots" will be collected on the 13<sup>th</sup> at the stations where the trains will stop and passengers have been asked to bring a "toy or check" on board the trains on December 10<sup>th</sup> for Toys for Tots (about 4,000 toys and \$10,000 was collected last year).



- [PRTC\Info] D. Group Commissioner Picture on January 8, 2009 – Commissioners Should Assemble in the Open Area Located Outside of the Executive Director’s Office at 6:30 p.m.

Chairman Jones reminded the Commissioners to be assembled for the group picture at 6:30 p.m. on January 8<sup>th</sup>.

12. EXECUTIVE DIRECTOR'S TIME

- [PRTC\Info] A. Executive Director’s Report.

Mr. Harf commended First Transit on a stellar fleet maintenance audit. The health of the organization is stronger than at any time in memory, a tribute to First Transit management’s proficiency. A fuller account of the fleet maintenance audit will be provided to the Commission at its January meeting.

Mr. Harf reported that a first-time facility assessment of the Transit Center, assisted by the Board-approved facility assessment consultant StudioJaed, was recently completed. The facility assessment prompted PRTC to reexamine certain aspects of how responsibilities are divided between PRTC and First Transit, which is the subject of a recommended “Change Order No. 10” action item.

Mr. Harf went on to report that PRTC is working closely with the Marine Corps Quantico and its consultant Marstel-Day on a Traffic Demand Management (TDM) Study. The Marine Corps Quantico recognizes that TDM strategies are necessary because of roadway funding limitations and on-base parking shortages. FAMPO, FRED, and PRTC are partnering with Marstel-Day to assist in readying the traffic management plan, which will include a Marine Corps Quantico-sponsored shuttle service linking the Quantico VRE rail station with various “high traffic generator” locations on the base and immediately off of it. The Commission will receive updates as the TDM study progresses.

Mr. Harf commended the PRTC Marketing Department for another outstanding effort to ensure a smoothly executed bus schedule change.

On the advice of PRTC’s fuel consultant Mr. Jeff LeMunyon, Mr. Harf noted that PRTC is contemplating further lock-ins of ultra-low sulfur diesel fuel for the entire fiscal year 2010 at a price in the vicinity of \$2.17/gallon. Commissioner Jenkins urged caution, observing that he has heard reports that prices may drop even further.

Vice Chairman Way asked if PRTC has researched “options” and how is PRTC doing on the options that have been executed in the past. Mr. Harf explained that legally PRTC can only utilize “wet contracts” where fuel is purchased through the supplier via the futures contract. He went on to explain that some months are better than what PRTC purchased through the futures contract and other months are not, but PRTC is “ahead of the game”

overall and managing the risks. Currently, the “futures contract” costs are higher than if PRTC were purchasing fuel at the rack price.

[PRTC\Action Item] B. Action Items:

- RES 08-12-09  
[PRTC\Chairman  
Recognition]
1. Recognition of Frank Jones for Outstanding Services as Chairman of the PRTC during Calendar Year 2008.

Commissioner Kelly moved, with a second by Commissioner Caddigan, to recognize Frank Jones for his outstanding service as Chairman during calendar year 2008. There was no discussion on the motion. (KELLY\CADDIGAN, WITH MAJORITY VOTE, JONES ABSTAINED)

- RES 08-12-10  
[PRTC\Audit]
2. FY 2008 PRTC Audit.

Vice Chairman Way moved, with a second by Commissioner Kelly, to accept the FY 2008 audited financial statements and required communication to the Commissioners as presented by the accounting firm of PBGH, LLP. There was no discussion on the motion. (WAYKELLY, UNANIMOUS)

- RES 08-12-11  
[PRTC\First Transit]
3. Change Order No. 10 Facility Maintenance.

Commissioner Caddigan moved, with a second by Commissioner Kelly, to authorize the execution of Change Order No. 10 amending the division of responsibility of the PRTC Transit Center facility maintenance and capital repairs and to provide greater clarity about the responsibilities borne by First Transit as provided for in the PRTC-First Transit contract. There was no discussion on the motion. (CADDIGAN\KELLY, UNANIMOUS)

- RES 08-12-12  
[PRTC\Performance  
Objectives]
4. Performance Objectives for PRTC Organization At-Large and for Executive Director – December 2008 through November 2009.

Commissioner May moved, with a second by Commissioner Kelly, to adopt the objectives for the December 2008 through November 2009 period.

Vice Chairman Way noted that the Executive Committee entertained the possibility of trying to define the objectives in a way that excludes externalities, but in the end concluded that this is impractical.

There was no further discussion on the motion. (MAYKELLY, UNANIMOUS)

- RES 08-12-13  
[PRTC\Bus Shelters]
5. Bus Shelters/Stops Lighting Plan and Authorization to Procure Lighting Products.

Commissioner Caddigan moved, with a second by Commissioner Jenkins, to adopt the bus shelter lighting plan and authorized the procurement of commercially available solar powered lighting products for shelters situated in areas with low lighting conditions. There was no discussion on the motion. (CADDIGAN\JENKINS, UNANIMOUS)

Chairman Jones asked if PRTC is seeking federal energy supported grant funds for the solar lighting systems. Mr. Harf explained that PRTC envisions this as a conventional capital funded project, but pledged that management would explore the Chairman's idea to see if it might be more advantageous.

RES 08-12-14                      6.      Amended Authorization for Lease-Purchase of Four  
[PRTC\Bus Lease Purchase]      Buses.

Commissioner Jenkins moved, with a second by Commissioner Caddigan, to acquire four buses directly from Motor Coach Industries, Inc. (MCI), predicated on the consummation of the lease-purchase transaction with Wells Fargo Equipment Finance. There was no discussion on the motion. (JENKINS\CADDIGAN, UNANIMOUS)

RES 08-12-15                      7.      Convene into Closed Meeting.  
[PRTC\Convene Closed Meeting]

Commissioner May moved, with a second by Vice Chairman Way, to convene into Closed Meeting at 8:25 p.m. for discussion pertaining to the Executive Director's performance evaluation. There was no discussion on the motion. (MAY\WAY, UNANIMOUS)

RES 08-12-16                      8.      Certification of Closed Meeting.  
[PRTC\Certify Closed Meeting]

Commissioner Kelly moved, with a second by Commissioner Jenkins, to certify Closed Meeting at 8:40 p.m. There was no discussion on the motion. (KELLY\JENKINS, UNANIMOUS)

[PRTC]                                      9.      Action Items Reported Out of Closed Meeting.

RES 08-12-17                                      Annual Evaluation of the PRTC Executive Director  
[PRTC\Executive Director                      and Associated Compensation Package Adjustments.  
Performance Evaluation]

Commissioner Kelly moved, with a second by Commissioner Caddigan, to approve the Executive Committee's recommendations. There was no discussion on the motion. (KELLY\CADDIGAN, UNANIMOUS)

[PRTC\Info]

C. Information Items:

1. PRTC Service Performance Reports. Despite the decline in fuel prices, Mr. Harf noted that ridership remains higher than budgeted, though it is beginning to plateau. He reminded the Commission that a ridership decline is anticipated as a result of the looming fare increase, which will begin to be seen in January.
2. PRTC Budget-to-Actual Comparison. There were no comments.
3. Communications:
  - a. Related to Funding. There were no comments.
  - b. Related to Jurisdiction. There were no comments.
  - c. General Interest. There were no comments.
4. Matthew Tucker Resignation Letter Dated 11/20/08. There were no comments.

13. OTHER BUSINESS/COMMISSIONERS' TIME

On behalf of the Commission, Chairman Jones wished everyone a Happy Holiday.

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, January 8, 2009, 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