

POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

MINUTES

DATE: January 5, 2012  
TIME: 7:00 p.m.  
LOCATION: PRTC Transit Center  
14700 Potomac Mills Road, 2<sup>nd</sup> Floor  
Woodbridge, VA 22192-6811

---

1. CALL TO ORDER

Chairman Jenkins called the meeting to order at 7:00 p.m., with a quorum present.

2. ROLL CALL

MEMBERS PRESENT

*Richard Anderson	Virginia House of Delegates (departed at 8:25 p.m.)**
*Maureen Caddigan	Prince William County
*Thelma Drake	Department of Rail and Public Transportation
*Fred Howe	City of Fredericksburg
*John Jenkins, Chairman	Prince William County
*Frank Jones	City of Manassas Park
*Michael May, Immediate Past Chairman	Prince William County (arrived at 7:20 p.m.)**
*Paul Milde, Treasurer	Stafford County (departed at 8:25 p.m.)**
*Jackson Miller	Virginia House of Delegates (departed at 8:25 p.m.)**
*Marty Nohe	Prince William County (departed at 8:25 p.m.)**
*Frank Principi	Prince William County (departed at 8:25 p.m.)**
*Gary Skinner	Spotsylvania County
*Susan Stimpson	Stafford County
*Jonathan Way, Vice Chairman	City of Manassas

MEMBERS ABSENT

Wally Covington	Prince William County
Toddy Puller	Virginia Senate

ALTERNATES PRESENT

\*Lorraine Lasch Prince William County  
\*Benjamin Pitts Spotsylvania County\

ALTERNATES ABSENT

Ateeb Ahmad Prince William County  
Hilda Barg Prince William County  
Douglas Barnes Spotsylvania County  
Brad Ellis City of Fredericksburg  
Matthew Kelly City of Fredericksburg  
Suhas Naddoni City of Manassas Park  
Hal Parrish City of Manassas  
Steve Pittard Department of Rail and Public Transportation  
Corey Stewart Prince William County  
Bob Thomas Stafford County  
William Wren City of Manassas Park

\*Voting Member

\*\*Delineates arrival/departure following the commencement of the PRTC Board Meeting.  
Notation of the exact arrival time is included in the body of the minutes.

STAFF AND GENERAL PUBLIC

Nick Alexandrow PRTC Transit Project Manager  
Gina Altis PRTC Executive Assistant  
Monica Backmon PWC Regional Transportation Planner  
Doris Chism PRTC Dir., Customer Service & Dispatch  
Rob Dickerson PRTC Legal Counsel  
Patrick Durany Senior Aide, Supervisor John Jenkins  
Joyce Embrey PRTC Dir., Finance & Administration  
Al Harf PRTC Executive Director  
Robb Howell FIRST TRANSIT General Manager  
Todd Johnson FIRST TRANSIT Maintenance Manager  
Eric Lee FIRST TRANSIT Safety & Training Manager  
Bob Leibbrandt PWC Budget & Analysis  
Mary Marshall PRTC Accounting & Budget Manager  
Eric Marx PRTC Dir., Planning & Operations  
Betsy Massie PRTC Dir., of Grants & Project Management  
Tim McCann FIRST TRANSIT Region Vice President  
Paul Pitchke FIRST TRANSIT AGM-Operations  
Cynthia Porter-Johnson PRTC Transportation Project Manager  
Chuck Steigerwald PRTC Manager of Planning & Quality Assurance  
Dale Zehner VRE Chief Executive Officer

3. INVOCATION Led by Commissioner Principi.

4. PLEDGE OF ALLEGIANCE Led by Commissioner Milde.

5. CITIZENS' TIME No citizens came forward.

6. PRESENTATIONS

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

Mr. Howell recognized the November 2011 Operator-of-the-Month Samuel Adu. Mr. Adu has been an “extra board” Operator since August 2010.

Mr. Howell reported 10 commendations were received during the month of December (directed to 6 different operators). He observed that the next service change is scheduled to occur in February, and noted that changes of this sort invariably prompt a rise in complaints as operators get acclimated to their new assignments. Mr. Howell went on to say that First Transit management is endeavoring to contain this as much as possible by refinements to its training.

Moving to another subject, Mr. Howell reported that the complaint rate on the OmniRide service for the month of November is 12.10 per 10,000 trips, and the December rate is 9.25 per 10,000 trips. The complaint rate on the OmniLink service also decreased from 6.17 to 5.53. Year-to-date totals are slightly higher than the prior year for both services.

Continuing, Mr. Howell reported that eight collisions occurred in December (4 preventable/4 non-preventable). The accident frequency rate for the month of December is 2.4 per 100,000 miles and the year-to-date rate is 1.4. Mr. Howell noted that most of the collisions were mere “mirror clips.”

Again moving to another subject, Mr. Howell noted that the new fleet-wide “drive cam” cameras are now fully operational and a review of the initial influx of videos has provided operator retraining opportunities during the monthly bus operator “in-service” meetings. Also, January is “Pedestrian Awareness Month,” which was a topic of discussion at this week’s bus operator in-service meetings. A PowerPoint presentation on “TCRP Report 125 Guidebook for Mitigating Fixed-Route Bus-and-Pedestrian Collisions” furnished by Mr. Harf was also presented at the bus operator in-service meetings, prompting good discussions among the bus operators.

For the Commission’s perusal, Mr. Howell noted that First Transit’s “Eighth Year Incentive Review” report is located elsewhere in the board kit. The review was good overall.

Concluding his remarks, Mr. Howell reported fewer “strategic” bus operators were used in December than in November (44% fewer) to cover for absences, a positive development. He also observed that First Transit and PRTC staff are working together to incorporate changes to the bus operator recruiting and training programs as well as how “extra board” bus operators are strategically used in an effort to curb this further.

7. APPROVAL OF MINUTES

RES 12-01-01 Minutes of December 1, 2011.  
[PRTC]

Vice Chairman Way moved, with a second by Commissioner Caddigan, to approve the Minutes as presented. There was no discussion on the motion. (WAY\CADDIGAN; WITH MAJORITY VOTE, DRAKE\MILDE\NOHE\PITTS ABSTAINED)

8. AGENDA APPROVAL

RES 12-01-02 Agenda of January 5, 2012.  
[PRTC]

Commissioner Caddigan moved, with a second by Commissioner Milde, to approve the Agenda as amended. Mr. Harf noted that Item 12-B.4 “Westerly Maintenance Facility Property” has been removed from the agenda, because PRTC staff received an alternate version of the “Purchase Agreement” from the seller which includes several material changes that staff will need to negotiate with the sellers. Instead of asking the Commission to provisionally endorse the authorization this evening and return at the February meeting with an amended agreement, it was decided to remove the item from the Agenda. There was no discussion on the motion. (CADDIGAN\MILDE, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 12-01-03 Consent Agenda of December 1, 2011  
[PRTC]

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

RES 12-01-04 A. Jurisdictional Financial Report for the Period Ended  
[PRTC] October 31, 2011.

Accepted the Jurisdictional Financial Report for the period ended October 31, 2011, as presented. (CADDIGAN\HOWE, UNANIMOUS)

RES 12-01-05 B. City of Manassas Request for \$294,000 in Motor Fuels Tax  
[Manassas] Funds to be Budgeted and Appropriated for the Maple Street.

Authorized the budget and appropriation of \$294,000 of the City of Manassas’ motor fuels tax funds for the Maple Street Capital Project. (CADDIGAN\HOWE, UNANIMOUS)

RES 12-01-06 C. Budget and Appropriation of \$342,122 of Stafford  
[Stafford] County’s Motor Fuels Tax Funds for Transportation

Expenditures for the First Quarter of FY 2012.

Authorized the use of \$342,122 for the first quarter (FY 2012) of motor fuels tax funding in Stafford County's account for Transportation Expenditures. (CADDIGAN\HOWE, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE] A. Operations Board Meeting Agenda and Minutes of December 16, 2011. There were no comments.

[VRE] B. Chief Executive Officer's Report (12/11).

Mr. Zehner reported that the average daily ridership for December is 18,095. December had three top ten days nearing 21,000 riders during the month. As a result of the holidays, the average daily ridership is lower than November but higher than in December 2010. He went on to report that system wide on-time performance for the month of December is 96.5% (96.5% and 96.6% on the Fredericksburg Line and Manassas Line, respectively). For the third month in a row, on-time performance is above 95% on both the Fredericksburg Line and Manassas Line. Only one mechanical delay occurred in December. Mr. Zehner attributed the record high on-time performance to the many completed initiatives to improve VRE, including new locomotives and track replacement programs implemented by the host railroads.

Moving to another subject, Mr. Zehner reported that tickets for the Santa Trains sold out on the first day. On-line tickets sold out within 12 minutes and tickets available at distribution outlets sold out by 2:00 p.m. During the Santa Trains event as well as on December 7<sup>th</sup>, VRE's "Toys for Tots" campaign was a success with 2,800 toys and \$11,000 in cash donations collected.

Concluding his remarks, Mr. Zehner noted the completion of last year's "Lost and Found Program" report. Over the last year, VRE riders lost 1,846 items 1,569 of which were successfully returned to the owners (an 85% return rate, which is the highest ever). Mr. Zehner commended VRE staff and the Keolis train crews for their outstanding work.

Delegate Anderson asked what happens to lost and found items that are not returned to the owner. Mr. Zehner noted that VRE attempts to sell the items and the money goes to charity.

With regard to the recommended FY 2013 budget, Commissioner Stimpson asked why the CAO Task Force and jurisdictional staff input/presentation wasn't presented to the VRE Operations Board. Mr. Zehner explained that while the CAO Task Force report is not routinely presented to the VRE Operations Board, it is typically summarized and he acknowledged its omission as a lapse. He assured Commissioner Stimpson, going forward, his brief to the VRE Operations Board will include a summary of the CAO Task Force's and jurisdictional staff's budget recommendations.

[Commissioner Michael May arrived at 7:20 p.m. during Mr. Zehner's report and was absent for the vote on Items 7, 8, 9, and 9A-9C]

[VRE] C. VRE Transit Development Plan (TDP).

Mr. Zehner reported that VRE's TDP was presented to the VRE Operations Board at its December meeting and will be before the VRE Operations Board for action at its January meeting.

Vice Chairman Way observed that the TDP does not include what he termed "stretch goals" and asked why VRE is moderating its goals as opposed to stretching them (i.e., the TDP reflects 92% reliability and VRE is currently at 95% reliability and ridership is projected at 17,350, which is currently at 19,000).

Mr. Zehner replied that the report is a product of VDRPT assisted by its consultant. VDRPT does work from VRE's budget figures and six-year plan, and the referenced numbers are no different than the numbers previously reported to the VRE Operations Board.

With regard to "spare capacity", Vice Chairman Way observed that VRE engines have one-third spare/back up ratio and the railcars have one-fifth spare/back up ratio, which are very high spare/backup ratios when viewed from the point-of-view of his maritime experience; Vice Chairman Way went on to say that maritime experience may not be a reasonable basis for comparison.

Mr. Zehner explained that twelve locomotives are needed to operate the VRE service. In addition, "protect" locomotives are placed at several strategic locations to ensure that trains stopped for mechanical reasons can be moved promptly. Mr. Zehner further explained that there are usually two locomotives in maintenance/repair, which brings the total number of locomotives to 17 with three spares. A ratio of that sort is marginally high, but VRE purchased two locomotives for growth instead of purchasing one locomotive at a time. On the railcar side, Mr. Zehner observed that VRE's ratio is low according to industry standards. With regard to the new railcars, there are only one or two railcars out of service at any one time, because VRE attempts to keep the new railcars serviced. The older railcars require more work, which necessitates a higher spare ratio. Mr. Zehner concluded by observing that there's quite a difference between maritime and rail operations -- a ship has a lot of redundancy with multiple engines, generators, etc., but no such redundancy is present on the locomotives. A locomotive either works or it doesn't.

Commissioner Milde commended VRE and Keolis on VRE's on-time performance. Mr. Zehner credited the VDRPT and the Commission's governing boards for their role in making this possible, noting that VDRPT helped to fund the locomotives and railcars and both NVTC and PRTC supported VRE in transitioning from AMTRAK to the Keolis contract. Also, the state partnered with VRE along with the railroads to implement major projects to improve the railroad (i.e., Quantico bridge, new switches/signals, and additional track).

- [VRE] D. VRE Mission Statement. There were no comments.
- RES 12-01-07 [VRE] E. Referral of the Revised FY 2012 and Recommended FY 2013 VRE Operating and Capital Budgets to the Commissions and Localities.

Commissioner Caddigan moved, with a second by Commissioner Skinner, to authorize and approve the proposed actions as described. Commissioner Stimpson asked if the recommended FY 2013 budget is being sent to the member jurisdictions for review purposes only. Chairman Jenkins replied “yes,” and explained that the member jurisdictions are the final arbiters of the budget. The transmittal of the budget to the member jurisdictions inaugurates the appropriations process, and all member jurisdictions must assent before the budget becomes an accomplished fact. There was no further discussion on the motion. (CADDIGAN\SKINNER, UNANIMOUS)

- RES 12-01-08 [VRE] F. Amended Operating/Access Agreement Extension with Norfolk Southern.

Commissioner Milde moved, with a second by Vice Chairman Way, to authorize the VRE Chief Executive Officer to execute an extension of an Amended Operating/Access Agreement with Norfolk Southern to July 31, 2012. There was no discussion on the motion. (MILDE\WAY, UNANIMOUS)

## 11. CHAIRMAN'S TIME

At this time, Chairman Jenkins expressed his appreciation to PRTC management for its proficient handling of the many uncertainties in 2011 and the laudable results. He then highlighted both:

- Fuel price fluctuations amounting to plus/minus 25%
- The continued uncertainty about the fate of:
  - the commuter benefit
  - the FY 2012 appropriation
- Marked ridership gains for the year (comparing the first 11 months of the year to the first 11 months of the prior year) -- OmniRide by 6.2%, OminiLink by 8.3%, and PRTC’s total bus by 6.9%
- Marked customer satisfaction gains (measured three times a year via survey -- the most recent survey occurred in the Fall of 2011) -- 81% of OmniRide riders and 74% of OmniLink riders rated the service on an overall basis as excellent – strong affirmations that actions taken earlier in the year to ease overcrowding on OmniRide and on-time performance challenges on OmniLink were effective.
- Completion of the CAD/AVL procurement.
- Twenty of 61 OmniRide mid-life coaches were overhauled.
- PRTC successfully vied for federal “state-of-good-repair” discretionary funds to help sustain the overhaul campaign and received \$2.6 million.

- Four new buses were delivered and 18 additional buses have been ordered for delivery in 2012.
- New security system and bus yard gate were installed at the PRTC Transit Center.
- Progression of plans for a second operations and maintenance facility.
- Planning efforts completed or nearing completion, namely:
  - Mobility Management Plan
  - TDP/TDM plan
  - Vanpool Program designed in cooperation with GWRC, NVTC, and VDRPT
  - Transportation Voucher Program
  - Travel Training Program
- Marketing and Advertising initiatives
  - PRTC received the “APTA AdWheel Award” for its new resident introductory packet)
  - Middle school initiative to highlight public transportation as a community asset, building on the success of the earlier elementary preschool initiative
  - A multi-faceted 25<sup>th</sup> anniversary commemorative campaign
- Transition to a new MUNIS financial management system

RES 12-01-09                      A.        PRTC Officers and VRE Operations Board Appointments in [PRTC]                                      2012.

Chairman Jenkins noted some of the jurisdictions have not had an opportunity to appoint people who will serve on the two Boards. Nonetheless, he presented the slate of PRTC/Executive Board nominees, namely:

Chairman	Michael May, Prince William County
Vice Chairman	Frank Jones, City Manassas Park
Secretary	Susan Stimpson, Stafford County
Treasurer	Fred Howe, City of Fredericksburg
Immediate Past Chairman	John Jenkins, Prince William County
At-Large	Jonathan Way, City of Manassas
At-Large	Gary Skinner, Spotsylvania County

Chairman Jenkins also announced the nominees to represent PRTC on the VRE Operations Board as follows:

VRE Operations Board Members/Alternates

<u>Jurisdiction</u>	<u>Member(s)</u>	<u>Alternate(s)</u>
Prince William County	Maureen Caddigan Wally Covington John Jenkins	Michael May Marty Nohe TBD
▪ Stafford County	Paul Milde Susan Stimpson	Bob Thomas TBD
▪ Manassas	Jonathan Way	Marc Aveni
▪ Manassas Park	Suhas Nadonni	Frank Jones

- Fredericksburg Fred Howe Brad Ellis
- Spotsylvania Gary Skinner Benjamin Pitts

Chairman Jenkins asked for nominations from the floor. Hearing none, Commissioner Milde moved, with a second by Commissioner Caddigan, to approve the appointments for 2012 as recommended. There was no discussion on the motion. (MILDE\CADDIGAN, UNANIMOUS)

At this time, Immediate Past Chairman John Jenkins congratulated the new PRTC Officers/Executive Board and turned the “gavel” over to newly appointed PRTC Chairman Michael May.

## 12. EXECUTIVE DIRECTOR'S TIME

[PRTC] A. Executive Director’s Report.

With regard to the federal reauthorization progress, Mr. Harf noted it remains uncertain whether Congress will enact a multi-year bill before the current short-term extension expires (March 31, 2012) or wait until after the Presidential election, though both the Senate and the House are expressing a desire for a multi-year bill now. Both chambers are also verbalizing a desire for a bill featuring funding levels comparable to SAFETEA-LU funding levels, a much better prospective outcome than earlier indications from the House which envisioned a cut of as much as 30%. Mr. Harf went on to observe that the dilemma for both the House and the Senate is that the gas tax doesn’t generate enough revenue for a bill that large (the House envisions a five-year bill and the Senate envisions a two-year bill). The shortfall is about \$6 billion per year and the two chambers are deliberating separately about the source of the extra money. The House envisions off-shore oil revenues as a source, which will be a “tough sell” in the Senate.

Mr. Harf reported that during the month of December, there was another Obama Administration announcement about federal discretionary funds (TIGER III). Congratulations are in order to Virginia for having scored \$20 million from the TIGER III Discretionary Program, which is slated for the I-95 HOT Lanes project.

Mr. Harf further reported that the commuter benefit rolled back from \$230/month to \$125/month effective January 2012, because the Congress failed to act. He explained that two-thirds of VRE’s riders and PRTC’s OmniRide riders receive the maximum allowable commuter benefit, so for those riders a \$230/month rollback to \$125/month is tantamount to a fare increase of \$105/month. He went on to note that PRTC has conducted fare market research, thanks in part to a VDRPT FY 2012 grant, to assess the consequence of a commuter benefit rollback. The research indicates that ridership loss of about 3.5% can be expected, and also indicates that a fare increase on top of the reduced benefit would be self-defeating because it would result in a revenue loss in addition to a ridership loss. Consequently, management will propose that the fare increase originally envisioned as part of the FY 2013 budget be deferred when the proposed FY 2013 budget is presented at the Commission’s February meeting. Actual losses resulting from the reduced benefit warrants PRTC’s careful monitoring, Mr. Harf noted.

On the state funding side, Mr. Harf reported that in early December the McDonnell Administration unveiled its transportation funding proposal, which envisions a graduated increase in the dedication of sale tax proceeds for transportation (from 0.5% as it is presently to 0.75% over the course of eight years). He went on to observe that other provisions of the Administration's proposal would designate portions of net revenues at the end of each fiscal year to be used expressly for transportation purposes.

The proposal focuses on halting or least substantially diminishing the diversion of highway capital to highway maintenance, a practice Virginia had to resort to because the highway maintenance funding has not been adequate to cover the full costs of highway maintenance (the diversion is significant -- three to four hundred million dollars per year). Mr. Harf also observed that the Administration's funding proposal also alters allowable uses of the Rail Enhancement Fund (REF), to enable the state to use REF funds as a source for intercity train service operating expenses, an unfunded federal mandate that requires Virginia to bear such costs.

Elaborating further on Mr. Harf's REF observation, Commissioner Drake explained that it's currently not known how much funding is needed, because an understanding that all the affected states are trying to fashion is being held up by Indiana's objections, requiring the Surface Transportation Board (STB) to intervene. Commissioner Drake went on to say the REF fix is a two year stop-gap fix, by which time the longer term needs should be known.

Mr. Harf added that as meritorious as the REF changes and the cessation of the diversion of highway capital are, transit doesn't fare well under the budget proposal. Because of the preoccupation in dealing with the issues described, the transit budget in FY 2013 will be nominally less than the transit budget in FY 2012. The operating program is cut by \$2 million and the capital program shrinks by a little more than half a million dollars.

On the state front, Mr. Harf reported an announcement of a preliminary agreement between Fluor/Transurban and VDOT regarding the I-95 HOT Lanes project. The tentative agreement envisions a succession of steps in 2012 (e.g. financial close, environmental sign-off, and design completion) such that construction of the northern segment could commence before the end of calendar year 2012. The northerly segment extends from Interchange 2A inside the beltway to Garrisonville Road in Stafford County.

Elsewhere on the state front, Mr. Harf reported that legislation calling for the transfer of responsibility for the collection and enforcement of the motor fuels tax from the Department of Taxation ("Taxation") to the Department of Motor Vehicles (DMV) is progressing. A staff report summarizing corrective efforts related to the motor fuels tax collections/postings appears elsewhere in the board kit and a conference call is scheduled with PRTC, Taxation, and DMV tomorrow morning. Mr. Harf explained that the bill shifts the responsibility from Taxation to DMV effective July 2013, but is silent on the statute of limitations. As the Commission will recall, some of the distributors are geographically challenged, such that they have difficulty differentiating between a gas station in the City of Fredericksburg and a gas station in Spotsylvania County, for example, because of misleading zip codes/post office

addresses. Taxation has been systematically conducting audits, but the pace is slow-going. He explained that there are 140 distributors, roughly 90 of which need to be audited, and only 17 are in some stage of audit completion with only a year before the statute of limitations begins to become operative. Taxation and DMV are resistant to suggestions regarding the statute of limitations because it is an unwanted complication and could arouse concerns by the distributors. The two departments are anxious to ensure that the transfer of responsibility happens cleanly, such that statute of limitations issues that need to be dealt with legislatively are left for next year's General Assembly session.

Vice Chairman Way stated that one of the major issues is the distribution of funds amongst the jurisdictions and asked if PRTC has anticipated this in the allocation of revenues now. Mr. Harf explained that for purposes of projecting motor fuels tax revenue by jurisdiction, PRTC relied on FY 2011 actuals, because it was the best indicator available even though it wasn't perfect. While adjustments made as a product of corrective actions prior to the development of projections were accounted for, other adjustments are sure to follow. All of the jurisdictions will be sensitized about knowing what their own history is on revenue receipts, so they don't "count their chickens before they're hatched." PRTC will be tracking in actual terms how the revenues are being adjusted, so the adjustments are accounted for in the monthly reports the Commission receives.

Vice Chairman Way voiced his concern that if PRTC doesn't correct as it goes along, there may come a time when a massive correction may be required. Mr. Harf replied that PRTC is correcting as it goes along and, to date, there have been seven such adjustments totaling a little less than one million dollars -- wherein posted revenues were moved from one jurisdiction to another as a consequence of the audits.

Commissioner Caddigan asked if there is a time frame for completion of construction on the northern segment of the I-95 HOT Lanes project. Mr. Harf noted that the state has said it will be a two year project once construction commences.

With regard to the commuter benefit, Commissioner Skinner asked if the survey PRTC conducted included VRE riders. Mr. Harf replied "no," explaining that PRTC surveyed only OmniRide and Metro-Direct riders, and he went on to note that the research findings have been provided to VRE. Mr. Harf went on to say that PRTC's OmniRide riders and VRE's riders are substantially the same, demographically speaking, so there may well be a similar loss. Mr. Harf concluded by reiterating that the research results clearly indicate that it would be unwise for PRTC to raise fares on the heels of the benefit roll-back.

Commissioner Howe observed that a 3% ridership drop could potentially equate to 3% more people driving. One could assume that with more people driving, more people may ride VRE. Mr. Harf noted that the survey asked people what they will do when they shift modes of transportation and the predominant response was to "slug."

[PRTC]                      B.      Action Items:

RES 12-01-10  
[PRTC]

1. Recognition of John Jenkins for Outstanding Services as PRTC Chairman during Calendar Year 2011.

Commissioner Caddigan, moved with a second by Commissioner Howe, to recognize Mr. Jenkins for his outstanding service as Chairman of the Potomac and Rappahannock Transportation Commission during the calendar year 2011. There was no discussion on the motion. (CADDIGAN\HOWE; WITH MAJORITY VOTE, JENKINS ABSTAINED)

At this time, Chairman May presented Immediate Past Chairman Jenkins with a PRTC “jacket” and expressed the Commission’s appreciation for his valued service and distinguished leadership as Chairman of the PRTC Board in 2011.

RES 12-01-11  
[PRTC]

2. Performance Objectives for PRTC Organization At-Large and for the Executive Director – December 2011 through November 2012.

Commissioner Jenkins commented that it has been a pleasure to serve as Chair of the PRTC Executive Board during the review of the Executive Director’s evaluation and the result was an unanimous report by the Executive Board.

Commissioner Howe moved, with a second by Commissioner Jones, to adopt the objectives for the December 2011 through November 2012 period. There was no discussion on the motion. (HOWE\JONES, UNANIMOUS)

RES 12-01-12  
[PRTC]

3. Proposed Vanpool Program.

Mr. Harf explained that the Vanpool Program is expected to be a profit-making venture. Vans are currently operating without any governmental support and there could be more vans if governmental support were provided. He explained further that if vanpool data can be captured and submitted to the Federal Transit Administration (FTA), the Washington D.C. region stands to earn substantially greater federal formula funds than it earns today. The vanpool program has been conceived to generate more revenue than the program costs - an estimated \$6-7 million per year assuming the favored program design. The dilemma is that the program is premised on federal legislation as it’s now known and the federal money earned lags the actual vanpool statistics submission by about two and a half years, so “bridge” funding is needed. VDRPT supports this, but the Secretary of Transportation’s support is also needed. An application seeking bridge funding is required to be submitted by February 1<sup>st</sup>. In order to do so, the Commission is being asked to endorse the program in principle. The resolution contains provisos and the program will not be launched before there is certainty about the federal legislation and the availability of funding. The Commission’s action this evening is a prerequisite for PRTC to seek the funds that Commissioner Drake signaled VDRPT wants to provide.

Commissioner Nohe asked if the bridge funding is a gift/grant -- will it have to be paid back. Commissioner Drake noted that it would be a grant. She went on to say the bridge funding

would be designed to commence and sustain the program for the two and a half years prior to receipt of federal earnings, and she said questions VDRPT has will be answered via the grant application.

Commissioner Nohe asked what will happen if the program isn't successful. Mr. Harf replied by observing that it won't be started before its known if all the premises the program is built on are valid, and by observing that the estimate of participating vans is deliberately conservative. Mr. Harf went on to say that the magnitude of the difference between expenses and revenues is so large that even if the revenues are overstated, it would simply shrink the amount of net revenue, not result in a deficit.

Commissioner Nohe asked if WMATA will be a signatory to the Agreement. Mr. Harf replied "no," and explained there will be a three-party agreement between the GWRC, PRTC, and NVTC, whereby NVTC is functioning as WMATA's agent. However, when the 5307 funds begin flowing into the Washington region, a "split letter" will be crafted in which WMATA, PRTC, and MTA (in Maryland) sign. FTA will not award grant money to anyone until it is in possession of the split letter. Thus, WMATA will be a signatory to a split letter signifying its agreement, but not the vanpool agreement.

Vice Chairman Way asked if the program is reversible or can be discontinued if it doesn't work and asked for assurance that the program will be self-supporting. Mr. Harf highlighted the key provisions of the program and the resolution as drafted protects PRTC's member jurisdictions from any implication that they will carry a share of the financial burden of the program's initial funding or in the event the program is not financially self-sustaining.

Commissioner Milde asked about the van fee cost and operating expense. Mr. Harf explained the program proposal envisions a flat fee for the vans and a subsidy for the vanpool occupants who don't get the commuter benefit. He also explained that most of the "bridge funding" money would be payable to the vanpool providers and the vanpoolers. The administrative expense is between \$200,000-300,000. The program expense comes off the top and allocation of the net revenues would be based on where the van miles are driven. A preliminary estimate indicates that about 50% of the net revenues will be WMATA's to retain, PRTC will retain 25%, and GWRC will retain 25%. \$300,000 of bridge funding has already been identified (100% CMAQ funding), so the bridge funding request to the state is the amount needed beyond that.

Commissioner Jones asked at what point will it be determined if it will be a loan or a grant. Commissioner Drake replied that VDRPT's intention is to recommend that it be a grant. She went on to say that a match would be necessary because VDRPT does not have 100% funding, unless CMAQ funding can be arranged.

Commissioner Jones also asked if the Commission will be provided all of the details and the allocation of the funds before the Agreement is executed. Mr. Harf replied "yes" and noted that the Commission will be asked to take a separate action before PRTC embarks on the program.

There was no further discussion on the motion. (MILLER\JENKINS; WITH MAJORITY VOTE, DRAKE ABSTAINED)

[PRTC] 4. Westerly Maintenance Facility Property Acquisition. Deferred to the February meeting. Deferred to the February Commission meeting.

[Commissioner Anderson, Milde, Miller, Nohe, and Principi departed at 8:25 p.m. following Item 12-B.4 and was absent for the vote on Items 12-B.5, 12-B.6, and 12-B.7].

RES 12-01-13 5. Convene into Closed Meeting.  
[PRTC]

Commissioner Caddigan moved, with a second by Commissioner Howe, to convene into Closed Meeting at 8:26 p.m. There was no discussion on the motion. (CADDIGAN\HOWE, UNANIMOUS)

RES 12-01-14 6. Certification of Closed Meeting.  
[PRTC]

Commissioner Caddigan moved, with a second by Commissioner Howe to certify Closed Meeting at 8:35 p.m. There was no discussion on the motion. (CADDIGAN\HOWE, UNANIMOUS)

[PRTC] 7. Action Items Reported Out of Closed Meeting

RES 12-01-15 A. Executive Director's Performance Evaluation.  
[PRTC]

Chairman Jenkins made a motion to approve the performance evaluation, a recommended adjustment to Mr. Harf's compensation package (i.e. increasing his base salary to \$225,000, retroactive to December 1, 2011), and authorizing the payment of earned incentives as described in the "performance objectives" resolution. The motion was seconded by Commissioner Howe to approve the Executive Board's recommendations. There was no discussion on the motion. (JENKINS\HOWE, WITH MAJORITY VOTE, DRAKE ABSTAINED)

[PRTC] C. Information Items:

1. Motor Fuels Tax Informational Briefing. Mr. Harf noted the informational item is a complete chronology of everything that has happened on the motor fuels tax from the conversion to the present.
2. First Transit Eighth Year Incentive Review. There were no comments.
3. PRTC Service Performance Reports. There were no comments.

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

Commissioner Jenkins expressed his appreciation to the Commission and PRTC staff for their support during 2011.

Commissioner Caddigan expressed appreciation to Commissioner Jenkins for his service as Chairman during calendar year 2011 and thanked the newly elected Chairman Michael May and the Executive Board Officers.

14. ADJOURNMENT

There being no further business, Chairman May adjourned the meeting at 8:40 p.m.

NEXT MEETING: Thursday, February 2, 2012, 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  
[www.PRTCtransit.org](http://www.PRTCtransit.org)