

POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION

OFFICIAL COMMISSION MEETING

MINUTES

DATE: July 5, 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

*Charles Badger	DRPT
*Hilda Barg, Immediate Past Chmn	Prince William County
*Maureen Caddigan	Prince William County
*Wally Covington	Prince William County (arrived at 7:40 p.m.)
*Bob Gibbons, Chairman	Stafford County
*John Jenkins	Prince William County
*Frank Jones, Vice Chairman	City of Manassas Park
*Michele McQuigg	Virginia House of Delegates
*Paul Milde	Stafford County
*Douglas Waldron, Secretary	City of Manassas

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
*Marvin Dixon	City of Fredericksburg

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Joyce Embrey	PRTC Dir., Finance & Administration
Althea Evans	PRTC Dir., Marketing & Communications
Anthony Foster	PRTC Transportation Project Manager

Jim Hancock	FIRST TRANSIT Maintenance Manager
Al Harf	PRTC Executive Director
Angela Horan	PRTC Legal Counsel
Robb Howell	FIRST TRANSIT Assistant General Mgr.
Bill Leisen	PRTC Mgr., Contract Operations
Bob Liebbrandt	PWC Mgt. & Budget Analyst II
Doris Lookabill	PRTC Dir., Customer Service & Dispatch
Mary Marshall	PRTC Accounting & Budget Manager
Eric Marx	PRTC Dir., Planning & Operations
Betsy Massie	PRTC Dir., Grants & Project Management
Carey Roessel	FIRST TRANSIT General Manager
Joe Schwartz	PRTC Senior Transit Planner
Jennifer Straub	VRE Deputy Chief Executive Officer
Nelson Zaragoza	FIRST TRANSIT Mechanic
Dale Zehner	VRE Chief Executive Officer

MEMBERS ABSENT

Matthew Kelly, Treasurer	City of Fredericksburg
Scott Lingamfelter	Virginia House of Delegates
Martin Nohe	Prince William County
Toddy Puller	Virginia Senate
Corey Stewart	Prince William County

ALTERNATES ABSENT

Mark Dudenhefer	Stafford County
Corey Hill	DRPT
Larry Hughes	City of Manassas
Peter LaMarca	City of Fredericksburg
Lorraine Lasch	Prince William County
Hal Parrish	City of Manassas
Sorine Preli	Prince William County
Phillip Rodenberg	City of Fredericksburg
Sharmila Samarasinghe	DRPT
George Schwartz	Stafford County
John Stirrup	Prince William County
Bill Wren	City of Manassas Park

\*Voting Member

- |    |                      |                               |
|----|----------------------|-------------------------------|
| 3. | INVOCATION           | Led by Commissioner Jenkins.  |
| 4. | PLEDGE OF ALLEGIANCE | Led by Commissioner Caddigan. |
| 5. | CITIZENS' TIME       | No citizen's came forward.    |

6. RECOGNITION

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

Mr. Roessel noted that Ms. Ruby Roberts has been selected as the June 2007 “Operator-of-the-Month”. Ms. Roberts will be in attendance at the September meeting and will receive recognition at that time. He also recognized the “Mechanic-of-the-Quarter” Mr. Nelson Zaragoza.

Mr. Roessel reported that interviews are currently taking place to fill the Assistant General Manager–Administration and “revenue room” positions. Also, recent resignations of bus operators have shrunk the operator work force below optimum, which a training class consisting of eight operators now in progress is expected to resolve.

Commissioner Barg suggested that Channel 23 (Prince William County) could be a good vehicle for operator recruitment.

Mr. Roessel noted that installation of the new fareboxes went extremely well and introduced First Transit Supervisor Bruce Hawkins, who did an outstanding job in training the bus operators. On behalf of the Commission, Mr. Harf commended Mr. Hawkins and PRTC’s Senior Transit Planner Joe Swartz for their instrumental roles.

Regarding safety issues, Mr. Roessel noted that a “TWT” (Tuesday/Wednesday/Thursday) occurred last week meaning no collisions or injuries. He indicated that TWT’s are usually a good indicator of the overall week’s performance.

7. APPROVAL OF MINUTES

RES 07-07-01 Minutes of June 7, 2007. Commissioner Caddigan  
[PRTC\Minutes] moved, with a second by Commissioner Barg, to approve the Minutes as presented. There was no discussion on the motion. (CADDIGAN\BARG, UNANIMOUS)

8. AGENDA APPROVAL

RES 07-07-02 Agenda of July 5, 2007. Commissioner Barg moved,  
[PRTC\Agenda] with a second by Commissioner Jones, to approve the Agenda as amended. There was no discussion on the motion. (BARG\JONES, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

- RES 07-07-03  
[PRTC\Consent  
Agenda] Consent Agenda of July 5, 2007. Commissioner Jenkins moved, with a second by Commissioner Dixon, to approve the Consent Agenda, as presented. (JENKINS\DIXON, UNANIMOUS)
- RES 07-07-04  
[PRTC\Finance] A. Approved the Treasurer's Report of April 30, 2007, as presented. (JENKINS\DIXON, UNANIMOUS)
- RES 07-07-05  
[PRTC\Long-  
Range Plan] B. Authorized a Second Round of the Public Review Process (Including A Public Hearing) to Invite Public Comment on PRTC's Draft Long-Range Plan, as presented. (JENKINS\DIXON, UNANIMOUS)
- RES 07-07-06  
[PRTC\Farebox] C. Approved Farebox Implementation Special Recognition Award, as presented. (JENKINS\DIXON, UNANIMOUS)
- RES 07-07-07  
[PRTC\Dispatch  
Office Expansion] D. Authorized the Executive Director to Issue an Invitation for Bid (IFB) for Construction of the Dispatch Office Expansion, as presented. (JENKINS\DIXON, UNANIMOUS)
- RES 07-07-08  
[VRE\FY08 Operations  
Board Appointments] E. Approved the FY 2008 Appointments to the VRE Operations Board, as presented. (JENKINS\DIXON, UNANIMOUS)
- RES 07-07-09  
[Manassas Park] F. Authorized the Budget and Appropriation \$100,000 of the City of Manassas Park's 2% Motor Fuels Tax Funds for Sidewalk Improvements, \$100,000 for Asphalt Repair and Road Maintenance and \$250,000 for Improvements to Mathis Avenue/Manassas Drive Intersection for FY2008, as presented. (JENKINS\DIXON)
- RES 07-07-10  
[Manassas Park] G. Authorized to Release and Supersede PRTC Resolution No. 05-11-06, as presented. (JENKINS\DIXON, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

- [VRE\Info] A. Operations Board Meeting Agenda and Minutes of June 15, 2007. Commissioner McQuigg asked if the error in the Minutes has been corrected. Ms. Straub replied "yes."

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

Mr. Zehner reported that the average daily ridership (14,200) continues to rebound which he attributed to improved on-time performance (89% system-wide during the month of June; 92% and 86% on the Fredericksburg and Manassas lines, respectively). He noted that 609 trains operated with delays occurring on 65 trains (38 and 27 trains on the Fredericksburg and Manassas lines, respectively). Contributing to the delays was a locomotive failure at Lorton and heat restrictions. Air conditioning problems also occurred on the older equipment.

Mr. Zehner reported that the CSX announced on Monday its plan to decentralize dispatching over the next two years. Currently, the entire dispatching function (eastern U.S. from Canada to Florida) is done in Jacksonville, Florida. One dispatching area will be located in Baltimore where dispatching will occur from Pennsylvania to the Virginia/North Carolina border.

Commissioner Gibbons noted that at Quantico he recently observed the machinery that grinds the rails and brings them into conformity (area serviced Quantico to Fredericksburg into Spotsylvania). Mr. Zehner noted that the rail bed between Washington, D.C. and Fredericksburg has significantly improved speed and reliability thanks to the replacement of new "ties" and other projects.

Commissioner Gibbons asked staff to ensure that the dispatcher is contacted if an incident occurs on the tracks.

Commissioner Milde asked if the member jurisdiction subsidies will be affected as a result of the NVTAs "bond list" proposal. Mr. Harf noted the "bond list" proposal includes a \$3.75 million line item as match for locomotives, with the remaining funding being a state budget earmark. Thus the "bond funds" coupled with the state funds covers the entire anticipated cost of this purchase.

RES 07-07-11 [VRE\Master Agreement] C. Authorized to Amend the VRE Master Agreement. Commissioner Milde moved, with a second by Commissioner Barg, to adopt the amendments to the VRE Master Agreement implementing the approved governance and formula changes and refers the amended Agreement to the jurisdictions for adoption. There was no discussion on the motion. (MILDE\BARG, UNANIMOUS)

RES 07-07-12 [VRE\Banking Services] D. Authorized to Renew Contract for Banking Services and Line of Credit. Commissioner Waldron moved with a second by Commissioner Jones, to authorize renewal of the banking services and line of credit

agreements with SunTrust Bank. There was no discussion on the motion. (WALDRON\JONES, UNANIMOUS)

RES 07-07-13  
[PRTC\Convene  
Closed Meeting]

E. Convene Closed Meeting. Commissioner Caddigan moved, with a second by Commissioner Barg, to convene into Closed Meeting at 7:20 p.m. regarding discussions pertaining to the acquisition of property of a park-ride lot, contract dispute with Martz Bus, negotiations with Fauquier County about prospective PRTC membership, and the status of discussions with the Department of Taxation on collections and enforcement. There was no discussion on the motion. (CADDIGAN\BARG, UNANIMOUS)

RES 07-07-14  
[PRTC\Certify  
Closed Meeting]

F. Certification of Closed Meeting. Commissioner Barg moved, with a second by Commissioner Caddigan, to certify Closed Meeting at 8:10 p.m. There was no discussion on the motion. (BARG\CADDIGAN, UNANIMOUS)

[PRTC\Closed  
Meeting Action  
Items]

G. Action Items Reported Out of Closed Meeting. There were no items to report out of Closed Meeting.

Commissioner Covington arrived at 7:40 p.m. during Closed Meeting discussion and was absent on the vote for Items 7, 8, 9, 9A-G, 10-C, and 10-D.

#### 11. CHAIRMAN'S TIME

RES 07-07-15  
[PRTC\Board  
Recess]

A. August Recess. Commissioner Caddigan moved, with a second by Commissioner Barg, to approve a recess during the month of August. There was no discussion on the motion. (CADDIGAN\BARG, UNANIMOUS)

#### 12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info]

A. Executive Director's Report.

Mr. Harf reported that there will be significant, favorable variances (approximately \$1.6 million) in the FY2008 budget as a result of greater than anticipated federal and state funds, which will be accounted for in the mid-year budget.

On the Federal side, Mr. Harf reported that Congress appears likely to appropriate in FY2008 at the SAFETEA-LU level. Also, the Environmental Protection Agency (EPA) has issued a “notice of proposed” rulemaking on HOV occupancy exemptions, with comments due no later than July 9<sup>th</sup>. He recounted his participation in a VDOT task force review of the proposed rule to ready reactions for Secretary Homer’s consideration. He explained that if the rule is enacted in its present form, some people who don’t have the special license plate entitling them to use the I-395/I-95 HOV lanes on an “exempt basis” would be allowed to do so while some others who do have the plate would have their plates rescinded. He noted that the reactions produced for Secretary Homer’s consideration urge alterations to the rule that would allow Virginia to maintain the status quo.

Commissioner McQuigg asked if community colleges will be included in the Bus Shelter Siting Plan. Mr. Harf noted that community colleges are a “neighboring use”, but all such colleges have shelters which is why the account of the alterations being made to the Siting Plan that appears in the Executive Director’s Report was written as it was.

B. Action Items:

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|--|---|
| [PRTC\HOT Lanes]                                   | 1. Reactions to I-395/I-95 HOT Lanes Project for Transmittal to Transportation Secretary Homer and Delivery at Public Hearing(s). Mr. Harf noted that a letter was received today from Secretary Homer noting VDOT and VDRPT’s commitment to holding additional public information meetings for public comment. In light of the letter, there is no longer a reason to communicate a concern about this issue to the Secretary. The item was deleted.   |
| RES 07-07-16<br>[PRTC\CCTV<br>Surveillance System] | 2. Approved to Award a Contract to Expand the Transit Center Surveillance Cameras Contract. Commissioner Caddigan moved, with a second by Commissioner Dixon, to authorize the Executive Director to award a contract to WFI to expand the Transit Center CCTV surveillance system in the amount of \$127,017.73 and authorized a 10 percent contingency allowance which the Executive Director may use to cover the costs of any unforeseen additional expense arising during the course of the project’s implementation. There was no discussion on the motion. (CADDIGAN\DIXON, UNANIMOUS) |

[PRTC\Info]

C. Information Items:

1. Architectural and Transportation Barriers Compliance Board's Draft Revisions to the ADA Accessibility for Buses and Vans and PRTC Comments. There were no comments.
2. Results of PRTC Bus Maintenance Audit. There were no comments.
3. Surface Transportation Innovations (Issue No. 44 -- June 2007). There were no comments.
4. 6/07 APTA Letter re Comprehensive Membership Needs Assessment Survey. There were no comments.
5. Greater Focus on Results in Telework Programs Needed. There were no comments.
6. PRTC Service Performance Reports. There were no comments.
7. PRTC Budget-to-Actual Comparisons – Eleven Months Ended May 31, 2007. There were no comments.
8. Communications:
  - a. Related to Funding. There were no comments.
  - b. Related to Jurisdiction. There were no comments.
  - c. General Interest. There were no comments.
9. New AM Manassas OmniRide Trip Starting 7/9/07. There were no comments.

13. OTHER BUSINESS/COMMISSIONERS' TIME

Commissioner Barg noted that the bus shelter located at Cherry Hill Road and Route One is in need of garbage pick-up.

Commissioner Jenkins noted that he has received complaints about the need for a bus shelter at the Hospital. Ms. Massie explained that PRTC recently received an “easement” from the Hospital, which is being reviewed. The shelter will be built as part of the widening of Opitz Boulevard (the developer will build the shelter pad and sidewalk). Also awaiting final approval from Prince William County and construction will start within one to two months.

Commissioner Jenkins expressed his concern regarding the Bus Maintenance Audit and requested that a presentation be provided at the September meeting. Mr. Harf noted that discussions have occurred with First Transit and they have pledged that an action plan will be readied for discussion at the next meeting.

14. ADJOURNMENT

There being no further business to come before the Board, Chairman Gibbons adjourned the meeting at 8:16 p.m.

NEXT MEETING: Thursday, September 6, 2007, 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