

ITEM 7

(12 PAGES)

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

**RESOLUTION NO. 08-07-____
OFFICIAL COMMISSION MEETING
JULY 17, 2008**

SECOND: _____

**RE: APPROVAL OF MINUTES FOR THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION MEETING OF JUNE 5, 2008**

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

WHEREAS, the minutes of the June 5, 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 June 5, 2008 Commission meeting as presented/amended.

“PENDING BOARD APPROVAL”

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

OFFICIAL COMMISSION MEETING

MINUTES

DATE: June 5, 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 7:20 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Maureen Caddigan	Prince William County
*Marvin Dixon, Secretary	City of Fredericksburg
*Corey Hill	DRPT
*Frank Jones, Chairman	City of Manassas Park
*Michael May, Treasurer	Prince William County
*Paul Milde, Immediate Past Chmn	Stafford County
*Martin Nohe	Prince William County
*Frank Principi	Prince William County

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
Bill Wren	City of Manassas Park

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
F.D.R. Fox	Citizen

Holly Frisch	Citizen
Shanta Garth	FT AGM-Accounting & Administration
Al Harf	PRTC Executive Director
Angela Horan	PRTC Legal Counsel
Robb Howell	FIRST TRANSIT General Manager
Todd Johnson	FIRST TRANSIT Maintenance Manager
Bill Leisen	PRTC Mgr. Contract Operations
Eric Marx	PRTC Dir., Planning & Operations
Mary Marshall	PRTC Accounting & Budget Manager
Betsy Massie	PRTC Dir., Grant & Project Management
Carl Palmer	FIRST TRANSIT Interim AGM-Operations
Paul Pitchke	FIRST TRANSIT AGM-Operations
Jeannine Subotka	Citizen
Jennifer Straub	VRE Deputy Chief Executive Officer
Joe Swartz	PRTC Senior Transit Planner
Dale Zehner	VRE Chief Executive Officer

MEMBERS ABSENT

Wally Covington	Prince William County
John Jenkins	Prince William County
Scott Lingamfelter	Virginia House of Delegates
Jackson Miller	Virginia House of Delegates
Toddy Puller	Virginia Senate
George Schwartz	Stafford County
Douglas Waldron, Vice Chairman	City of Manassas

ALTERNATES ABSENT

Chip Badger	DRPT
Larry Hughes	City of Manassas
Peter LaMarca	City of Fredericksburg
Lorraine Lasch	Prince William County
Matthew Kelly	City of Fredericksburg
Hal Parrish	City of Manassas
Bryan Polk	City of Manassas Park
Brian Potvin	Prince William County
Sorine Preli	Prince William County
Phillip Rodenberg	City of Fredericksburg
Corey Stewart	Prince William County
John Strirrup	Prince William County
Matthew Tucker	DRPT

*Voting Member

- | | | |
|----|----------------------|-------------------------------|
| 3. | INVOCATION | Led by Commissioner Wren. |
| 4. | PLEDGE OF ALLEGIANCE | Led by Commissioner Principi. |

5. CITIZENS' TIME

Ms. Jeannine Subotka, a long time Prince William County resident, recommended that the Commission consider a budget increase that would allow commuters to catch the OmniRide buses closer to neighborhoods and coordinate with the OmniLink bus service to do so. She explained that as a result of her disability, she commutes via later-scheduled OmniRide buses and has observed during the last six months that commuters from Fredericksburg and Stafford County are utilizing Prince William County commuter parking lots making it impossible for Prince William County residents to find a parking space when utilizing the later buses. She recommended that the Commission review the need to increase bus services and examine the commuter parking lot situation.

No other citizens came forward.

6. PRESENTATIONS

[First Transit\Info] A. First Transit Interim General Manager Robb Howell-
Employee Recognition and Operations Report.

On behalf of the Commission, Chairman Jones recognized and congratulated First Transit's new General Manager Robb Howell.

Mr. Howell introduced First Transit's new Assistant General Manager of Operations Mr. Paul Pitchke. He noted that Mr. Pitchke comes to First Transit with 18 years experience in the transportation region, eight years of which he served in operations management. On behalf of the Commission, Chairman Jones welcomed Mr. Pitchke.

Mr. Howell recognized the May 2008 Operator-of-the Month Ms. Pamela Jordan (bus operator since April 2007).

Mr. Howell reported that twelve commendations (directed to ten bus operators) were received during the month of May. He went on to say that the accident frequency rate decreased to 1.11 per 100,000 miles with a total of four preventable accidents.

Mr. Howell observed that the May System Performance and Ridership Report shows a "spike" in customer complaint rates for both the OmniRide and OmniLink bus service and noted that staff is handling this as a top priority to reverse the spike.

Mr. Harf recognized Mr. Carl Palmer for his invaluable interim work as the Acting Assistant General Manager of Operations.

7. APPROVAL OF MINUTES

RES 08-06-01
[PRTC\Minutes]

Minutes of May 1, 2008. Commissioner Caddigan moved, with a second by Commissioner Dixon, to approve the Minutes as presented. There was no discussion on the motion. (CADDIGAN\DIXON, UNANIMOUS)

8. AGENDA APPROVAL

RES 08-06-02
[PRTC\Agenda]

Agenda of June 5, 2008. Chairman Jones moved Item 12-B–Action Items to follow Item 10–Virginia Railway Express. Commissioner Nohe moved with a second by Commissioner May, to approve the Agenda as amended. There was no discussion on the motion. (NOHE\MAY, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 08-06-03
[PRTC\Consent
Agenda]

Consent Agenda of June 6, 2008. Commissioner Caddigan moved, with a second by Commissioner Milde, to approve the Consent Agenda as presented. (CADDIGAN\MILDE, UNANMOUS)

RES 08-06-04
[PRTC\Finance]

A. Approved the Treasurer’s Report of March 31, 2008, as presented. (CADDIGAN\MILDE, UNANMOUS)

RES 08-06-05
[PRTC\DRPT-
Google]

B. Approved the Agreement with Google to Provide for PRTC’s Participation in a Statewide “Transit Itinerary Builder” Initiative, as presented. (CADDIGAN\MILDE, UNANMOUS)

RES 08-06-06
[PRTC\DBE]

C. Authorized the Publication of Proposed Disadvantaged Business Enterprise (DBE) Overall Annual Goals for Federal Fiscal Year 2009, as presented. (CADDIGAN\MILDE, UNANMOUS)

RES 08-06-07
[VRE\Operating &
Capital Budget]

D. Authorized to Draw Down from the 2% Motor Fuels Tax Funds to Subsidize the VRE Operating and Capital Budget for FY2009 and to Budget and Appropriate \$173,000 of Prince William County’s 2% Motor Fuels Tax Funds for VRE Local Capital Match for Gainesville/Haymarket, as presented. (CADDIGAN\MILDE, UNANMOUS)

- RES 08-06-08
[PRTC\Prince
William County]
- E. Authorized the Appropriation and Expenditure of \$874,235 of Prince William County's 2% Motor Fuels Tax Funds in Order to Make FY2009 Debt Service Payments on the 1997 \$7,445,000 PRTC Transportation Facilities Lease Revenue Refunding Bonds, as presented. (CADDIGAN\MILDE, UNANMOUS)
- RES 08-06-09
[Prince William
County]
- F. Authorized the Appropriation and Expenditure of \$646,421 of Prince William County's 2% Motor Fuels Tax Funds in Order to Make FY2009 Debt Service Payments Due on the County of Prince William 2005 Refunded Industrial Development Authority Commuter Parking Facilities Bonds and to Release and Supersede PRTC Resolution 06-06-15, as presented. (CADDIGAN\MILDE, UNANMOUS)
- RES 08-06-10
[Manassas]
- G. Approved the City of Manassas Request for \$50,049 in 2% Motor Fuels Tax Funds to be Budgeted and Appropriated for the Lease of Parking Lots for FY2009, as presented. (CADDIGAN\MILDE, UNANMOUS)
- RES 08-06-11
[Manassas]
- H. Approved the City of Manassas Request for \$223,784 in 2% Motor Fuels Tax Funds to be Budgeted and Appropriated for VRE Parking Garage Debt Service for FY2009, as presented. (CADDIGAN\MILDE, UNANMOUS)
- RES 08-06-12
[Manassas]
- I. Approved the City of Manassas Request for \$600,000 in 2% Motor Fuels Tax Funds to be Budgeted and Appropriated for Road Improvements in the City in FY2009, as presented. (CADDIGAN\MILDE, UNANMOUS)
- RES 08-06-13
[Manassas Park]
- J. Authorized the Budget and Appropriation of \$375,000 of the City of Manassas Park's 2% Motor Fuels Tax Funds for Street Improvements and Resealing and \$75,000 for Sidewalk Repair and Improvements for FY2009, as presented. (CADDIGAN\MILDE, UNANMOUS)

RES 08-06-14 K. Authorized to Release and Supersede Potomac and
[Manassas Park] Rappahannock Transportation Commission
Resolution No. 05-03-05, as presented.
(CADDIGANMILDE, UNANMOUS)

RES 08-06-15 L. Approved PRTC's Title VI Policy as presented.
[PRTC\Title VI] (CADDIGANMILDE, UNANMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info] A. Operations Board Meeting Agenda and Minutes of
May 16, 2008. There were no comments.

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

Mr. Zehner reported that ridership in May 2008 was 5.5% higher than in May 2007 and went on to observe that ridership levels over the past few months are some 10% higher than for the same period last year.

Mr. Zehner noted that the planned service disruption on May 30, 2008 to allow the CSX to tie-in a new portion of third main track went extremely well. He credited this in part to WMATA and Alexandria DASH for their assistance in allowing VRE passengers to transfer to the Metro using their VRE ticket at the Van Dorn Street Metrorail station and being bused to the Metrorail Station.

Mr. Zehner reported that as a result of the severe weather yesterday, 14 trees were down on 20 miles of railroad track between Manassas and Alexandria. The first and second trains were delayed an hour and half to two hours waiting for Norfolk Southern (NS) to clear the tracks. He went on to say that passengers were made aware via "Train Talk" that trains will not operate in extreme weather and noted that two trains (no passengers aboard) deadheading to Washington, D.C. ran into debris (trees) on the tracks causing substantial damage. Both CSX and NS did a good job clearing the tracks.

Mr. Zehner noted that two "Ribbon Cutting Ceremonies" are scheduled for June 26th (Manassas) and June 28th (Burke Centre) to celebrate the completion of parking garage projects. The Manassas parking garage is scheduled to open in July. The Burke Centre garage opened on June 2nd, but the two parking lots adjacent to the parking garage are still under construction.

Mr. Zehner reported that 30 of the 50 new railcars have been delivered. The next five railcars will be delivered around June 16th, inspected, and placed into service the following week.

Commissioner Milde inquired about on-time performance. Mr. Zehner noted that system wide on-time performance is just under 80%, with an on-time performance of 76% and 80% on the Fredericksburg and Manassas Lines, respectively.

Chairman Jones commended VRE and PRTC's bus service for a job well done considering the severe weather that the area experienced.

[VRE\Info] C. Delegation of Authority Plan. There were no comments.

RES 08-06-16
[VRE\Gallery
Cars] D. Authorized the Sale of Five Gallery Cars. Commissioner Caddigan moved, with a second by Commissioner Milde, to authorize the VRE Chief Executive Officer to sell five Gallery cars to Chicago Metra for \$5,500 each, contingent upon disposition approval from the Federal Transit Administration (the sale will not occur until such approval is received). There was no discussion on the motion. (CADDIGANMILDE, UNANIMOUS)

[PRTC\Action
Items] Action Items:

RES 08-06-17
[PRTC\FY2009
Budget] 1. Approved PRTC's FY 2009 Budget, Authorized to Draw Down from 2% Motor Fuels Tax Funds to Subsidize the PRTC Administrative, OmniRide, OmniLink, Marketing and Capital Improvement Budgets for FY2009, and Apply for Federal Grant Funding Envisioned by the PRTC FY2009 Budget. Commissioner Caddigan moved, with a second by Commissioner Nohe, to adopt the budget and applications for federal funds as envisioned by the budget.

Mr. Harf noted that a Public Hearing regarding the FY 2009 PRTC Budget was held on Wednesday, May 28, 2008. Several citizens appeared at the public hearing and others submitted comments by email and in writing, all of which are summarized in the Board materials accompanied by the blue-sheeted public hearing record. One of the citizens who appeared at the hearing, Mr. Fox, is also present this evening, Mr. Harf noted, and Mr. Harf went on to note that he

was honoring a pledge he made to Mr. Fox by highlighting Mr. Fox's expressed desire that the "discounted fare privilege" for senior citizens and people with disabilities extend to OmniRide and Metro Direct so that it applies to all of PRTC's bus services at all times. He observed that the Board previously discussed this issue when other citizens expressed the same desire and noted that this issue is one that deserves periodic reconsideration by the Board.

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

In light of the impacts that higher fuel prices are causing on PRTC as will be discussed later this evening, Chairman Jones recommended the Board revisit PRTC's fare discount policy at a future time. There were no objections.

RES 08-06-18
[PRTC\Dispatch]

2. Dispatch Office Expansion Construction Contract Award. Commissioner Nohe moved, with a second by Commissioner May, to authorize the Executive Director to award Total Construction Management, LLC a contract for the successful completion of the dispatch office expansion amounting to \$133,400.00 including a 10% percent contingency allowance. There was no discussion on the motion. (NOHE\MAY, UNANIMOUS)

RES 08-06-19
[PRTC\Health Insurance]

3. Authorized the Executive Director to Renew Contracts with AETNA, Kaiser Permanente, and the Delta Dental Plan of Virginia to Provide Group Medical and Dental Insurance to PRTC/VRE Employees. Commissioner Dixon moved, with a second by Commissioner Caddigan, to authorize the Executive Director to renew contracts with Aetna, Kaiser Permanente, and the Delta Dental Plan of Virginia for group medical and dental insurance for PRTC/VRE employees

with coverage effective July 1, 2008. There was no discussion on the motion. (DIXON\CADDIGAN, UNANIMOUS)

Commissioner Corey Hill departed at 7:40 p.m. following Item 12-B.3.

11. CHAIRMAN'S TIME

- [PRTC\July Board Meeting] A. Discussion about Whether to Change the July 3, 2008 Meeting Date. There were no objections to rescheduling the July 3rd meeting to Thursday, July 17, 2008, at 7:00 p.m.
- [PRTC\August Recess] B. August Recess. There were no objections to take a recess during the month of August.
- [PRTC\Board Meeting Location] C. Recommendation by Commissioner Preli to hold PRTC Board Meetings in Multiple Locations. Chairman Jones deferred this item to the next meeting when Commissioner Preli is present.

12. EXECUTIVE DIRECTOR'S TIME

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

At this time, Mr. Harf gave a presentation summarizing the effects of rising fuel prices and the implications to PRTC.

With fuel prices significantly exceeding the amount budgeted for fuel and the surge of riders seeking relief from these higher prices and associated strains they are placing on available resources, Mr. Harf said that changes to the budget are unavoidable, and he outlined in general terms the elements of a plan that PRTC management is developing for presentation to the Board in July to counteract these effects. Those elements include:

- a fare increase in FY2009 (even though no such increase is envisioned by the FY2009 budget just adopted);
- a fare policy to govern fare increases in ensuing years;
- an upward adjustment to the fuel budget to account for price realities;
- an increased "service hours" accommodation in the budget to permit more service to be added in order to avert overcrowding;
- other conservation-minded changes in the budget to free up resources that can blunt the impact of the cost increases;
- expedited purchase of additional buses as the budget allows; and
- possibly a supplemental appropriation tapping higher-than-anticipated fuel tax yields.

Chairman Jones recommended that a significant portion of time at the July meeting be devoted to this issue so the Board can carefully consider what is proposed, and he directed management to see to it that the proposed plan and related revised projections of fuel tax revenue yields are provided to jurisdictional staff for prior review. He noted that Commissioners should be prepared to speak for the jurisdiction they represent and urged that all the jurisdictions be present in light of the importance of the issue.

Mr. Harf reported that the HOT Lanes construction project recently started on the beltway. He explained that there is a Transportation Demand Management (TDM) plan that VDOT has authored to help travelers cope with the construction as it occurs, one element of which is a new bus route from eastern Prince William County to Tyson's Corner. He noted that the new route will be inaugurated within a matter of months and paid for (both the buses and subsidy) by the State for the duration of the construction. He also noted that if the I-95 HOT Lanes project materializes despite the objections of some jurisdictions, this new Tyson's route would seque from being a TDM-funded bus route to an I-395/I-95 HOT Lanes-funded bus route, without an interruption of the service.

With regard to parking shortages, Mr. Harf noted that commuter parking spaces at Potomac Mills will be reduced effective June 16, 2008, displacing 300 plus commuters.

Commissioner Caddigan reported that she attended a "Ribbon Cutting Ceremony" today at the new Wegman's store, which opens on Saturday, June 7th. At the ceremony, she reported that she spoke with Prince William County's Potomac Communities Planner Pat Thomas who told her that the possibility of a commuter parking facility near Wegman's is in the early stages of exploration as a possible VDOT-Fluor/Transurban sponsored project.

[PRTC\Info]

C. Information Items:

1. Reappointment Letters for Delegate Scott Lingamfelter and Senator Toddy Puller. There were no comments.
2. PRTC Service Performance Reports. There were no comments.
3. PRTC Budget-to-Actual Comparison. There were no comments.
4. Fort Belvoir Newsletter -- Issue No. 6 (May 2008). 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

Commissioner Nohe expressed his appreciation to Mr. Harf for joining/hosting a bus tour on Monday, June 2nd, with the Northern Virginia Legislators.

14. ADJOURNMENT

There being no further business to come before the Commission, Chairman Jones adjourned the meeting at 8:30 p.m.

NEXT MEETING: Thursday, July 17, 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