

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

OFFICIAL COMMISSION MEETING

MINUTES

DATE: June 7, 2007
TIME: 7:00 p.m.
LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811

1. CALL TO ORDER

Chairman Gibbons called the meeting to order at 7:15 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Charles Badger	DRPT
*Hilda Barg, Immediate Past Chmn	Prince William County
*Wally Covington	Prince William County
*Bob Gibbons, Chairman	Stafford County
*Frank Jones, Vice Chairman	City of Manassas Park
*Matthew Kelly, Treasurer	City of Fredericksburg
*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
Marvin Dixon	City of Fredericksburg
Corey Hill	DRPT
Sorine Preli	Prince William County (departed at 7:25 p.m.)
Phillip Rodenberg	City of Fredericksburg
Bill Wren	City of Manassas Park

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Rick Canizales	PWC Dept. of Public Works
Joyce Embrey	PRTC Dir., Finance & Administration
Althea Evans	PRTC Dir., Marketing & Communications
Anthony Foster	PRTC Transportation Project Manager
Laurel Hammig	PRTC Transportation Apprentice
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
Steve MacIsaac	VRE Legal Counsel
Mary Marshall	PRTC Accounting & Budget Manager
Eric Marx	PRTC Dir., Planning & Operations
Betsy Massie	PRTC Dir., Grants & Project Management
Lloyd Robinson	GWRC Director of Transportation Planning
Carey Roessel	FIRST TRANSIT General Manager
Joe Schwartz	PRTC Senior Transit Planner
Jennifer Straub	VRE Deputy Chief Executive Officer
Tim Wirick	FIRST TRANSIT Bus Operator
Dale Zehner	VRE Chief Executive Officer

MEMBERS ABSENT

Maureen Caddigan	Prince William County
John Jenkins	Prince William County
Scott Lingamfelter	Virginia House of Delegates
Toddy Puller	Virginia Senate
Corey Stewart	Prince William County

ALTERNATES ABSENT

Mark Dudenhefer	Stafford County
Larry Hughes	City of Manassas
Peter LaMarca	City of Fredericksburg
Lorraine Lasch	Prince William County
Hal Parrish	City of Manassas
Sharmila Samarasinghe	DRPT
George Schwartz	Stafford County
John Stirrup	Prince William County

*Voting Member

3. INVOCATION Led by Commissioner Wren.
4. PLEDGE OF ALLEGIANCE Led by Commissioner Waldron.

5. CITIZENS' TIME No citizens came forward.

6. RECOGNITION/PRESENTATION

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

Mr. Roessel recognized the April and May Operator-of-the-Month Mr. Marco Ruiz and Mr. Timothy Wirick, respectively. He also recognized First Transit mechanic Mr. Dwight Cannon. Mr. Cannon is featured in the June “Customer Profile” and commutes to the PRTC Transit Center via the OmniLink and OmniRide bus service.

Mr. Roessel reported that bus Operator John Campbell (aka “Soup”) participated in the National Bus Roadeo on Saturday May 5th, in Nashville, Tennessee. Although Mr. Campbell was not the Roadeo winner, he did score second in the “Pre-Trip Inspection Competition”.

Mr. Roessel reported that 18 bus Operators received commendations during the month of May and six of the Operators received more than one commendation.

Mr. Roessel reported that he recently attended a First Transit Manager’s Meeting. He noted that the meeting theme was “Making Safety a Personal Thing” and approximately 200 colleagues from around the Country attended. The meeting sessions included discussions about safety, finance, and reduction of overtime. Also, Mr. Roessel received a trophy for “Rookie-of-the Year”.

Mr. Roessel reported that First Transit supervisor staffing positions were recently reviewed and two supervisor positions will be added to provide adequate coverage for the fulfillment of the contract.

Mr. Roessel reported that a “theme” will be designated each month (e.g., May 2007 was designated as “System Safety Awareness and Security” month).

[HOT Lanes Presentation] B. Status of the HOT Lanes Transit Service Planning Effort.

Mr. Corey Hill, Department of Rail and Public Transportation (DRPT), noted that the DRPT is leading the “I-95/I-395 Transit/TDM Study”. He introduced Mr. Jay Evans of Cambridge Systematics, Inc. (CSI), who provided an overview about the “scope objectives and project schedule”.

Commissioner McQuigg asked about the locations of the “public meetings”. Mr. Hill explained that VDOT and DRPT are currently working to schedule the meetings to occur the last week of July and meetings will be held in the Counties of Prince William and Stafford and the City of Fredericksburg (a meeting schedule is forthcoming).

Commissioner Milde asked about the correlation between where the net revenue will be collected and the use of net toll revenue for public transit and other transportation purposes. Mr. Hill noted that DRPT is currently working with VDOT and Fluor/Transurban to gain an understanding of the magnitude of net toll and observed that the use of such revenue geographically is an explicit element of the study scope, with equity as the aim.

Commissioner Nohe noted that it was decided at last night's NVTA meeting that a series of Town Hall meetings will be held throughout the region. He went on to say that while the "HOT Lanes" issue is not intended to be a topic of these meetings, he suspects that people in attendance will ask nonetheless. He recommended that DRPT staff be present at these meetings to answer such questions. Mr. Hill concurred and noted that staff will make the appropriate arrangements.

Chairman Gibbons expressed the Commission's appreciation to Mr. Hill and Mr. Evans on an excellent overview of the Study.

Commissioner Sorine Preli departed at 7:25 p.m. during the "I-95/I-395 Transit/TDM Study" presentation.

7. APPROVAL OF MINUTES

RES 07-06-01
[PRTC\Minutes] Minutes of May 3, 2007. Commissioner Kelly moved, with a second by Commissioner Barg, to approve the Minutes as presented. There was no discussion on the motion. (KELLY\BARG, WITH MAJORITY CONSENT, McQUIGG ABSTAINED)

8. AGENDA APPROVAL

RES 07-06-02
[PRTC\Agenda] Agenda of June 7, 2007. Commissioner Kelly moved, with a second by Commissioner Covington, to approve the Agenda as presented. There was no discussion on the motion. (KELLY\COVINGTON, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 07-06-03
[PRTC\Consent Agenda] Consent Agenda of June 7, 2007. Commissioner Covington moved, with a second by Commissioner Kelly, to approve the Consent Agenda as presented. (COVINGTON\KELLY, UNANIMOUS)

RES 07-06-04
[PRTC\Finance] A. Approved the Treasurer's Report of March 31, 2007, as presented. (COVINGTON\KELLY, UNANIMOUS)

- RES 07-06-05
[Prince William County]
- B. Approved the Appropriation and Expenditure of \$876,942 of Prince William County's 2% Motor Fuels Tax Funds in Order to Make FY 2008 Debt Service Payments on the 1997 \$7,445,000 PRTC Transportation Facilities Lease Revenue Refunding Bonds, as presented. (COVINGTON\KELLY, UNANIMOUS)
- RES 07-06-06
[Fredericksburg]
- C. Approved the Budget and Appropriation of \$100,000 of the City of Fredericksburg's 2% Motor Fuels Tax Funds for the Purchase of Parking Enforcement Equipment, as presented. (COVINGTON\KELLY, UNANIMOUS)
- RES 07-06-07
[Fredericksburg]
- D. Approved the Budget and Appropriation of \$155,000 of the City of Fredericksburg's 2% Motor Fuels Tax Funds for the Renovation of the Fredericksburg Train Station, as presented. (COVINGTON\KELLY, UNANIMOUS)
- RES 07-06-08
[Manassas]
- E. City of Manassas Request for \$46,222 in 2% Motor Fuels Tax Funds to be Budgeted and Appropriated for the Lease of Parking Lots for FY2008, as presented. (COVINGTON\KELLY, UNANIMOUS)
- RES 07-06-09
[Manassas]
- F. Approved the City of Manassas Request for \$222,658 in 2% Motor Fuels Tax Funds to be Budgeted and Appropriated for VRE Parking Garage Debt Service for FY2008, as presented. (COVINGTON\KELLY, UNANIMOUS)
- RES 07-06-10
[Prince William County]
- G. Approved the Appropriation and Expenditure \$647,552 of Prince William County's 2% Motor Fuels Tax Funds in Order to Make FY 2008 Debt Service Payments Due on the County of Prince William 2005 Refunded Industrial Development Authority Commuter Parking Facilities Bonds, as presented. (COVINGTON\KELLY, UNANIMOUS)
- RES 07-06-11
[PRTC\VRA Loan]
- H. Approved Technical Amendments to the Previously Authorized Virginia Resource Authority (VRA) Loan Authorization for the Planned Bus Yard Expansion and New Commuter Park-Ride Lot, as presented. (COVINGTON\KELLY, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info] A. Operations Board Meeting Agenda and Minutes of May 18, 2007. There were no comments.

[VRE\Info] B. Chief Executive Officer's Report (May 2007).

Mr. Zehner reported that on-time performance continues to improve on the CSX rail line (89% system-wide during the month of May; 91% and 93% on the Fredericksburg and Manassas lines, respectively). He noted that the completion of the Quantico Bridge project has had a major impact on on-time performance and ridership continues to rebound though it still "lags" on a year-to-date basis.

RES 07-06-12 [VRE\CSXT] C. Extend Amended Operating/Access Agreement with CSXT. Commissioner Barg moved, with a second by Commissioner Kelly, to authorize the extension of the existing Amended Operating/Access Agreement with CSXT to January 31, 2008. There was no discussion on the motion. (BARG\KELLY, UNANIMOUS)

RES 07-06-13 [VRE\Norfolk Southern] D. Extend Amended Operating/Access Agreement with Norfolk Southern. Commissioner Kelly moved, with a second by Commissioner Barg, to authorize the extension of the existing Amended Operating/Access Agreement with Norfolk Southern through January 31, 2008. There was no discussion on the motion. (KELLY\BARG, UNANIMOUS)

RES 07-06-14 [VRE\Broad Run] E. Exercise Option for Locomotive Fuel Supply at the Broad Run Yard. Commissioner Kelly moved, with a second by Commissioner Barg, to authorize to exercise the third option year to Mifco Heating Oil of Manassas, Virginia, for the delivery of diesel fuel to the Broad Run Yard for VRE's locomotive fleet in an amount not to exceed \$1,600,000. There was no discussion on the motion. (KELLY\BARG, UNANIMOUS)

RES 07-06-15 [VRE\Crossroads Yard] F. Exercise Option for Locomotive Fuel Supply at the Crossroads Yard. Commissioner Milde moved, with a second by Commissioner Barg, to authorize to exercise the third option year to Quarles Petroleum of Fredericksburg, Virginia, for the delivery of diesel fuel to the Crossroads Yard for

VRE's locomotive fleet in an amount not to exceed \$2,150,000. There was no discussion on the motion. (MILDE\BARG, UNANIMOUS)

RES 07-06-16
[VRE\Operations
Board Nominations]

G. Request Nominations of VRE Operations Board Members. Commissioner Barg moved, with a second by Commissioner Jones, to request member jurisdictions to identify members from their governing body, who are also a member of the Commission, to serve on the Board and based on the 2006 ridership survey, nominations shall be as follows: Prince William County three members and three alternates; Fairfax and Stafford Counties two members and two alternates; and Fredericksburg, Manassas, Manassas Park, Arlington and Alexandria one member and one alternate. There was no discussion on the motion. (BARG\JONES, UNANIMOUS)

RES 07-06-17
[VRE\Insurance
Trust Fund]

H. VRE Insurance Trust Fund Earmark. Commissioner Barg moved, with a second by Commissioner McQuigg, to authorize an earmark of up to \$3 million of VRE's \$5 million operating reserve for immediate use by the Virginia Division of Risk Management (DRM) to restore VRE's Insurance Trust Fund to a level approaching \$10 million, if DRM ultimately determines that course of action to be necessary due to incident(s) occurring after the date of this resolution. There was no discussion on the motion. (BARG\McQUIGG, UNANIMOUS)

11. CHAIRMAN'S TIME

Chairman Gibbons had nothing to report at this time.

12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info]

A. Executive Director's Report.

Mr. Harf noted that the NVTA is scheduled to meet on Thursday, July 12th, to call the question of whether to "levy taxes" following a public hearing on the same subject at the same meeting.

Mr. Harf reported that a budget resolution passed by the Congress for FY 2008 will provide transportation funding for transit and highway programs at the level authorized by SAFETEA-LU (about \$300 million more than the Administration proposed for FY 2008).

Mr. Harf reported that he, along with Chairman Gibbons, Commissioner Covington, and Mr. Zehner met with the Fauquier Board of County Supervisors on Thursday, May 10th, to discuss prospective membership. He noted that a follow-up meeting is scheduled for Thursday, June 21st, to continue discussion about the prospect for rail in the Bealeton corridor even though the Fauquier BOCS understands that the Gainesville/Haymarket extension is a top “extension” priority.

Mr. Harf noted that the new “farebox” installation is scheduled for June 9-10 and efforts are ongoing to ensure that customers are educated on how to use the fareboxes.

Mr. Harf reported that a major DRPT reorganization recently occurred and as a result, the Agency plans to retain both contract employees and on-call consulting services.

Mr. Harf noted that he will accept the VTA Large System Marketing Award (“20th anniversary celebration”) on behalf of the Commission during the VTA Annual Meeting scheduled for June 11-13. He commended the Marketing staff on a stellar job on the anniversary celebration initiative.

B. Action Items:

RES 07-06-18
[PRTC\FY08 Budget]

1. PRTC FY2008 Proposed Budget.
Commissioner Barg moved, with a second by Commissioner Kelly, to adopt the budget and applications for federal funds as envisioned by the budget. There was no discussion on the motion. (BARG/KELLY, UNANIMOUS)

RES 07-06-19
[PRTC\FY08
VRE Budget]

2. Draw Down from the 2% Motor Fuels Tax Funds to Subsidize the VRE Operating and Capital Budget for Fiscal Year 2008. Commissioner Waldron moved, with a second by Commissioner Covington, to authorize draw-downs from each of the PRTC member governments’ 2% motor fuels tax accounts to subsidize the FY 2008 VRE operating and capital budget. There

was no discussion on the motion.
(WALDRON\COVINGTON,
UNANIMOUS)

RES 07-06-20
[PRTC\Health &
Dental Insurance]

3. Executive Director to Award Contracts to Aetna, Kaiser Permanente, and the Delta Dental Plan of Virginia to Provide Group Medical and Dental Insurance to PRTC/VRE Employees. Commissioner Covington moved, with a second by Commissioner Barg, to authorize the Executive Director to award contracts for group medical and dental insurance for PRTC/VRE employees with coverage effective July 1, 2007. There was no discussion on the motion. (COVINGTON\BARG, UNANIMOUS)

RES 07-06-21
[PRTC\RTPI]

4. Real-Time Passenger Information Plan (RTPI) Contract Award. Commissioner Kelly moved with a second by Commissioner Barg, to authorize the Executive Director to award TranSystems a task order contract for a period of up to five years and award the first task order under the contract in the amount of \$75,057 and a 10 percent contingency is available for unforeseen eventualities. There was no discussion on the motion. (KELLY\BARG, UNANIMOUS)

RES 07-06-22
[PRTC\FT Contract
Change Order #8]

5. Executive Director to Prepare and Execute Change Order #8 to First Transit Bus Services Operating Contract. Commissioner Barg moved, with a second by Commissioner Nohe, to authorize the Executive Director to draft and execute Change Order #8 containing the approved changes. There was no discussion on the motion. (BARG\NOHE, UNANIMOUS)

RES 07-06-23
[PRTC\DBE]

6. Publication of Proposed Disadvantage Business Enterprise (DBE) Overall Annual Goal for FY2008 and Provisional Adoption. Commissioner Covington moved, with a second by Commissioner Kelly, to authorize the publication of PRTC's proposed DBE overall annual goal for FY2008 7.5 percent

for FTA-assisted contracts for public inspection for a period of 30 days and for public comments for a period of 45 days and adopts the proposed annual DBE goal provided that no public comments are received that require the reconsideration/possible modification of the proposed goal and to submit the DBE overall annual goal to DOT through the FTA by August 1, 2007, in accordance with the Regulations, in the event that no further action is required by the Commission. There was no discussion on the motion. (COVINGTON\KELLY, UNANIMOUS)

RES 07-06-24
[PRTC\Convene
Closed Meeting]

7. Convene into Closed Meeting. Commissioner Covington moved, with a second by Commissioner Barg, to convene into Closed Meeting at 7:40 p.m. regarding discussions with legal counsel pertaining to 1) the acquisition of 14711 and 14715 Potomac Mills Road by the Prince William Board of County Supervisors, to be transferred to PRTC; and 2) legal issues regarding the use of confidential tax information provided to PRTC by the Commissioner of Taxation. There was no discussion on the motion. (COVINGTON\BARG, UNANIMOUS)

RES 07-06-25
[PRTC\Certify
Closed Meeting]

8. Certification of Closed Meeting. Commissioner Kelly moved, with a second by Commissioner Milde, to certify Closed Meeting at 8:15 p.m. There was no discussion on the motion. (KELLY\MILDE, UNANIMOUS)
9. Action Items Reported out of Closed Meeting. There were no items to report out of Closed Meeting.

[PRTC\Info]

C. Information Items:

1. Motor Fuels Tax-Related Issues – Report on Meeting with Finance/Taxation. There were no comments.

2. National Capital Planning Commission (NCPC) Study on Possible Freight Railroad Bypasses of Downtown Washington. There were no comments.
3. Innovation Briefs (May/Jun 2007). There were no comments.
4. GAO-07-902T Energy Markets – Factors that Influence Gasoline Prices. There were no comments.
5. PRTC Service Performance Reports. There were no comments.
6. PRTC Budget-to-Actual Comparison – Ten Months Ended April 30, 2007. There were no comments.
7. Communications:
 - a. Related to Funding. There were no comments.
 - b. Related to Jurisdiction. N/A.
 - c. General Interest. There were no comments.

13. OTHER BUSINESS/COMMISSIONERS' TIME

Commissioner Kelly announced that he will step down as a Member of the Commission and the VRE Operations Board as a result of his involvement with the Fredericksburg Area Metropolitan Planning Organization (FAMPO) and George Washington Regional Commission (GWRC) to establish a new “transportation authority”. He noted that Commissioner Marvin Dixon will assume “Member” duties for the City of Fredericksburg.

14. ADJOURNMENT

There being no further business to come before the Commission, Chairman Gibbons adjourned the meeting at 8:20 p.m.

NEXT MEETING: Thursday, July 5, 2007, 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