

**ITEM 7**

**(13 PAGES)**

**POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION**

**RESOLUTION**

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

**RESOLUTION NO. 08-06-\_\_\_\_  
OFFICIAL COMMISSION MEETING  
JUNE 5, 2008**

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

**RE: APPROVAL OF MINUTES FOR THE POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION MEETING OF MAY 1, 2008**

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

**WHEREAS**, the minutes of the May 1, 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 May 1, 2008 Commission meeting as presented/amended.

**“PENDING BOARD APPROVAL”**

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

**OFFICIAL COMMISSION MEETING**

**AGENDA**

DATE: May 1, 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

Acting Chairman Marvin Dixon welcomed everyone and called the meeting to order at 7:00 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Maureen Caddigan	Prince William County (departed at 7:28p.m.)
*Wally Covington	Prince William County
*Marvin Dixon, Secretary	City of Fredericksburg
*Corey Hill	DRPT
*John Jenkins	Prince William County
*Michael May, Treasurer	Prince William County
*Paul Milde, Immediate Past Chmn	Stafford County
*Martin Nohe	Prince William County
*George Schwartz	Stafford County

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
*Lorraine Lasch	Prince William County (voting member at 7:28 p.m.)
*Brian Potvin	Prince William County
*Bill Wren	City of Manassas Park

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Jeanette Bermudez	FIRST TRANSIT Bus Operator
Doris Chism	PRTC Dir., Customer Service & Dispatch
Joyce Embrey	PRTC Dir., Finance & Administration
Althea Evans	PRTC Dir., Marketing & Communications
Anthony Foster	PRTC Transportation Project Manager
Holly Frisch	Citizen
Al Harf	PRTC Executive Director
Angela Horan	PRTC Legal Counsel
Robb Howell	FIRST TRANSIT Interim General Manager
Todd Johnson	FIRST TRANSIT Maintenance Manager
Eric Marx	PRTC Dir., Planning & Operations
Mary Marshall	PRTC Accounting & Budget Manager
Betsy Massie	PRTC Dir., Grant & Project Management
Carl Palmer	FIRST TRANSIT AGM-Operations
Mark Roeber	VRE Mgr., Public Relations & Govn't Affairs
Jennifer Straub	VRE Deputy Chief Executive Officer
Joe Swartz	PRTC Senior Transit Planner

MEMBERS ABSENT

Frank Jones, Chairman	City of Manassas Park
Scott Lingamfelter	Virginia House of Delegates
Jackson Miller	Virginia House of Delegates
Frank Principi	Prince William County
Toddy Puller	Virginia Senate
Douglas Waldron, Vice Chairman	City of Manassas

ALTERNATES ABSENT

Charles Badger	DRPT
Mark Dudenhefer	Stafford County
Larry Hughes	City of Manassas
Matthew Kelly	City of Fredericksburg
Peter LaMarca	City of Fredericksburg
Hal Parrish	City of Manassas
Bryan Polk	City of Manassas Park
Sorine Preli	Prince William County
Phillip Rodenberg	City of Fredericksburg
Corey Stewart	Prince William County
John Stirrup	Prince William County
Matthew Tucker	DRPT

\*Voting Member

- 3. INVOCATION Led by Commissioner Jenkins.
- 4. PLEDGE OF ALLEGIANCE Led by Acting Chairman Dixon.
- 5. CITIZENS' TIME No citizens came forward.

6. PRESENTATIONS

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

Mr. Howell recognized the April 2008 Operator-of-the-Month Ms. Jeanette Bermudez.

Mr. Howell reported that twenty-two commendations (comprised of fifteen bus operators) were received during the month of April. He noted that a "safety" appreciation lunch for the bus operators was held on April 18<sup>th</sup>.

Mr. Howell noted that five accidents occurred during the month of April (one preventable) and the current trend is about a 50/50 split between preventable and non-preventable accidents (1.32 per 100,000 miles). First Transit's goal for fiscal year 2008 is to reduce the total number of accidents by another 20 percent compared to this time last year.

Mr. Howell noted the presence of a negative statistic in the "April System Performance and Ridership Report" regarding strategic bus use for non-mechanical reasons, observing that First Transit is being very attentive to this. He attributed it to the fact that an inordinately high number of bus operators were absent on long-term medical leave during the month of April. Absenteeism counts are conducted weekly and the "extra board" is adjusted to cover expected absenteeism.

Mr. Howell reported that the spring service change went into effect on Monday, April 28, 2008, and was practically flawless.

7. APPROVAL OF MINUTES

- RES 08-05-01 Minutes of April 3, 2008. Commissioner Covington moved, with a second by Commissioner May, to approve the Minutes as presented. There was no discussion on the motion. (COVINGTONMAY, WITH MAJORITY VOTE, MILDE ABSTAINED)
- [PRTC\Minutes]

8. AGENDA APPROVAL

RES 08-05-02  
[PRTC\Agenda]                      Agenda of May 1, 2008. Commissioner Milde moved, with a second by Commissioner Jenkins, to approve the Agenda as amended. There was no discussion on the motion. (MILDE\JENKINS, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 08-05-03  
[PRTC\Consent Agenda]              Consent Agenda of May 1, 2008. Commissioner Milde moved, with a second by Commissioner Caddigan, to approve the Consent Agenda as presented. (MILDE\CADDIGAN, UNANIMOUS)

RES 08-05-04                      A.      Approved the Treasurer's Report of February 29, 2008, as presented. (MILDE\CADDIGAN, UNANIMOUS)

RES 08-05-05                      B.      Approved the Budget and Appropriation of \$501,531 of Stafford County's 2% Motor Fuels Tax Funds for Transportation Expenditures for the Third Quarter of Fiscal Year 2008, as presented. (MILDE\CADDIGAN, UNANIMOUS)

RES 08-05-06                      C.      Approved Reimbursement to Prince William County for Legal Services Provided in FY2008 and Continuation of Legal Representation by Prince William County in FY2009, as presented. (MILDE\CADDIGAN, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info]                      A.      Operations Board Meeting Agenda and Minutes of April 18, 2008. There were no comments.

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

In Mr. Zehner's absence, VRE Deputy Chief Executive Officer Jennifer Straub reported that ridership continues to increase (over 15,000 trips per day during the month of April – 1500 trips more than VRE carried in April 2007).

Ms. Straub noted that system wide on-time performance worsened to 80% in April (83% and 75% on the Manassas and Fredericksburg lines, respectively). She reported that delays of about 10 minutes occurred on the Fredericksburg line as a

result of slow orders throughout the month and train interference at Washington Union Station caused delays on the Manassas line.

Ms. Straub reported that 25 of the 50 new railcars are currently in service, assigned equally to the Fredericksburg and Manassas lines. The next shipment of five railcars will occur on May 18<sup>th</sup> and will be placed into service on the Manassas line.

Regarding the acquisition of new locomotives, Ms. Straub reported that the first of the three locomotives will be placed into service next week, followed by the second locomotive in a few weeks, and the third locomotive will be delivered around the end of May.

Ms. Straub noted that two "Ribbon Cutting Ceremonies" are scheduled for June 26<sup>th</sup> and June 28<sup>th</sup> in Manassas and Burke, respectively (invitations will go out within the next few weeks), to celebrate the completion of parking deck projects.

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|---|----|---|
| [VRE\Info]  | C. | FY2008 Year-End Financial Projection. There were no comments.   |
| RES 08-05-07<br>[VRE\Fares]                           | D. | Modify VRE's Fares. Commissioner Caddigan moved, with a second by Commissioner Jenkins, to authorize the VRE Chief Executive Officer to amend VRE's tariff to increase fares by 3% beginning on June 30, 2008, without any change to the current ticket discount structure and to revise the official tariff to include past amendments and initiate the fare indexing policy as part of the FY 2010 budget process. There was no discussion on the motion. (CADDIGAN\JENKINS, UNANIMOUS)                             |
| RES 08-05-08<br>[VRE\Insurance<br>Brokerage Services] | E. | Award Contract for Insurance Brokerage Services. Commissioner Jenkins moved, with a second by Commissioner Milde, to authorize the VRE Chief Executive Officer to enter into a three year contract, with two additional one-year options, with Aon Risk Services, or the next responsive and responsible proposer, for the provision of insurance brokerage services. The total contract value will not exceed \$908,600 over the five-year period. There was no discussion on the motion. (JENKINS\MILDE, UNANIMOUS) |
| RES 08-05-09<br>[VRE\Broad<br>Run Yard]               | F. | Increase Contract Amount and Exercise Final Option Year for Locomotive Fuel Supply at the Broad Run Yard. Commissioner Covington moved, with a second by Commissioner May, to authorize the VRE   |

Chief Executive Officer to amend the existing contract, ending July 5, 2008, with Mifco Heating Oil of Manassas, Virginia, for the delivery of diesel fuel to the Broad Run Yard by \$250,000, for an annual authorization not to exceed \$1,850,000 and to exercise the final option year of the contract, ending July 5, 2009, in an amount not to exceed \$2,300,000. There was no discussion on the motion. (COVINGTON\MAY, UNANIMOUS)

RES 08-05-10  
[VRE\Crossroads  
Yard]

G. Increase Contract Amount and Exercise Final Option Year for Locomotive Fuel Supply at the Crossroads Yard. Commissioner Milde moved, with a second by Commissioner Jenkins, to authorize the VRE Chief Executive Officer to amend the existing contract, ending October 4, 2008, with Quarles Petroleum Company of Fredericksburg, Virginia, for the delivery of diesel fuel to the Crossroads Yard by \$850,000, for an annual authorization not to exceed \$3,000,000 and to exercise the final option year of the contract, ending October 4, 2009, in an amount not to exceed \$3,000,000. There was no discussion on the motion. (MILDE\JENKINS, UNANIMOUS)

RES 08-05-11  
[VRE\2<sup>ND</sup> Platform  
Woodbridge Station]

H. Award a Contract for the Construction of a Second Platform at the Woodbridge Station. Commissioner Caddigan moved, with a second by Commissioner Jenkins, to authorize the VRE Chief Executive Officer to enter into a contract with Costello Construction of Columbia, Maryland, for the construction of a second platform at the Woodbridge Station in the amount of \$3,517,000, plus a 10% contingency of \$351,700, for a total amount not to exceed \$3,868,700 and to execute any related documents necessary to implement the project. There was no discussion on the motion. (CADDIGAN\JENKINS, UNANIMOUS)

11. CHAIRMAN'S TIME

[PRTC\Board  
Meeting Location]

A. Recommendation by Commissioner Preli to hold PRTC Board Meetings in Multiple Locations. In the absence of Commissioner Preli, Acting Chairman Dixon deferred this item to the June meeting.

RES 08-05-12  
[PRTC\Waldron]

- B. Expression of Appreciation for Douglas Waldron's Service and Contributions as a PRTC Commissioner. Commissioner Wren moved, with a second by Commissioner Covington, to express appreciation to Mr. Waldron for his service and contributions to the Commission and wishes Mr. Waldron success in his future endeavors. There was no discussion on the motion. (WREN\COVINGTON, UNANIMOUS)

Mr. Harf noted that a more tangible expression of the Commission's appreciation will be readied and available for presentation to Commissioner Waldron at the June meeting.

## 12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info]

- A. Executive Director's Report.

On the federal legislative front, Mr. Harf noted that Senators McCain and Clinton have recommended a "tax holiday" during the summer and explained that while this has been well received by a substantial portion of the electorate, it would exacerbate the highway trust fund insolvency problem looming in FY 2009 and requiring Congressional attention.

On the state legislative front, Mr. Harf reported that the special session on transportation is expected to occur in June. With regard to the Six-Year Plan, a set of public hearings are scheduled around the State including a hearing in Annandale, Virginia, on May 14<sup>th</sup>. He observed that if the special session is fruitful, then the conditions will be better than what the Six-Year Plan portrays (e.g., the plan as proposed reduces primary highway funding by about 44% relative to projections last year and transit funding is reduced by 10% relative to those same projections). He noted that the "testimony" prepared by PRTC management for delivery to the Commonwealth Transportation Board at the upcoming public hearing in Northern Virginia on May 14<sup>th</sup> has been provided for the Commission's review and approval.

Mr. Harf noted that the final replies to Mr. Richard Benham's ADA complaint from FTA and DRPT are now in-hand and have been provided for the Commission's information. Although PRTC attempted to satisfy Mr. Benham's complaint in a responsible manner, he was not entirely satisfied with the outcome, so he sought assistance from both the federal and state government both of whom have affirmed the reasonableness of the Commission's response.

Regarding the SmarTrip implementation, Mr. Harf noted that PRTC is still allowing tokens to be converted to SmarTrip value and throngs of people have visited the Transit Center to do so. The forecast predicted for the month of March is now

materializing. Ridership continues to trend upward – better than budget in the case of OmniRide – while passenger revenues are much lower than budget because of the revenue accounting change. During the month of March, passenger revenues were more than \$200,000 below budget because of this change. This trend will continue for several months, but eventually ridership and revenue are expected to resume paralleling one another. The oddity of revenues being below budget and ridership above budget will continue for the time being.

Commissioner Nohe asked if PRTC accrues revenue at the time of the ride or at the time SmarTrip transfers the money to PRTC. Mr. Harf explained that the lag time between when the ride is taken and when PRTC is credited the revenue via the SmarTrip revenue reconciliation process is a matter of only a few days.

Mr. Harf went on to say that the month of April will be worse than March. Riders can use tokens until May 2<sup>nd</sup> and convert tokens to SmarTrip value until the end of May. He noted that while PRTC anticipated the anomaly of ridership and revenue statistics diverging from one another, the magnitude of the diversion is greater than what was anticipated and it is possible that PRTC will finish this fiscal year with ridership better than budget and passenger revenue worse than budget. As a result, staff is contemplating the possibility of asking the Commission to consider an alternative measurement for the “passenger revenue” incentive for this “transition year” so the PRTC and First Transit are not victimized by the revenue accounting change. Mr. Harf went on to say that a change of this sort seems reasonable since other vital signs such as ridership, on-time performance, and customer satisfaction are trending in the right direction.

Acting Chairman Dixon noted that Commissioners can observe the PRTC “bonus incentive program chart” located in the lobby outside of the board room.

Mr. Harf noted that the Ridership Report reflects OmniRide ridership as better than budget, with this ridership recently breaking the “8,000 average daily ridership” barrier. OmniLink ridership is worse than budget although higher than it was a year ago.

Commissioner Jenkins asked how the westerly bus service is doing in relation to the eastern side. Mr. Harf explained that a disparity between the ridership levels on the easterly and westerly services will always be present because of differences in development patterns and area demographics. This trend is captured on a monthly basis in the Ridership Report on the OmniLink service, but there is no differentiation in the Report for easterly vs. westerly OmniRide or Metro-Direct services.

Mr. Harf reported that both the City of Manassas and Prince William County have concluded their FY 2009 budget deliberations. He observed that in the case of Prince William County, the approved budget is the budget that the County Executive ultimately recommended for PRTC and VRE. He explained that the budget envisions no service expansion (no new service initiatives) other than continuing to

add service on existing routes where overcrowding conditions warrant. Thus, the proposed Haymarket route and the construction of a new western maintenance facility have been temporarily deferred, though a favorable outcome in the special session and other changed conditions would permit this to be revisited.

With regard to the City of Manassas, the budget was adopted as PRTC proposed, but the vote on the City's continued subsidization of the OmniLink services passed by the narrowest of margins. Mr. Harf went on to say that serious dialogue among the three sponsoring jurisdictions is needed about these OmniLink services (e.g., who is being served, the value of the service, the implications of ending it, etc.).

Commissioner Covington inquired about the subsidy per OmniRide rider and the total OmniLink subsidy for the three sponsoring jurisdictions. Mr. Harf replied, "about \$2.00 for the OmniRide" and "about \$4.00 for VRE", pledging to furnish more specific numbers after the meeting. He went on to say that the OmniLink subsidy on the western side (the only service that is a shared expense) for the City of Manassas and for the City of Manassas Park is approximately \$250,000 and \$180,000, respectively.

Commissioner Nohe asked how the City of Manassas Park and Prince William County would be affected if the City of Manassas discontinues subsidizing the westerly OmniLink service. Mr. Harf observed that this depends on how the other two sponsors respond – would Prince William County and the City of Manassas Park absorb the expense or require curtailment or discontinuation of the service? Commissioner Jenkins hazarded a guess that about 2/3 of the ridership are County residents, observing that these are needs that can't be dismissed. Commissioner Nohe observed that the outcome will also affect connecting services like the cross-county connector.

Mr. Harf noted that the FY 2009 health insurance renewal premiums have been received for PRTC/VRE. He explained that Aetna premiums are poised to increase by 27% for a slightly lesser plan than the one PRTC currently has, because the State Department of Insurance has authorized the elimination of the existing plan (the Aetna plan introduces higher co-pays and co-pays where there are currently none). An action item will be brought before the Commission for its consideration at the June meeting. Commissioner Schwartz asked if staff has any knowledge of how the state justified the cancellation. Mr. Harf replied "no."

Mr. Harf reported that a DRPT initiative "Proposed Transit Capital and Operating Fund Sustainability and Investment Policy" was distributed to the Board Members this week for their review. DRPT has allowed a month for review and comments to be submitted by the end of May. However, since the June Commission meeting post-dates the deadline, a blue-sheeted item has been provided for the Commission's consideration this evening.

Commissioner Caddigan departed at 7: 28 p.m. and was absent on the vote for Items 12-B.1 – Proposed Six-Year Plan – PRTC Comments and 12-B.2 – Comments on DRPT’s Proposed Transit Capital and Operating Fund Sustainability and Investment Policy at which time Alternate Commissioner Lorraine Lasch became a voting member.

[PRTC\Action  
Items]                    B.        Action Items:

- |   |    |  |
|---|----|--|
| RES 08-05-13<br>[PRTC\Six-Year<br>Plan] | 1. | Proposed Six-Year Plan – PRTC Comments. Commissioner Nohe moved, with a second by Commissioner Jenkins, to accept the draft testimony and authorized the Executive Director to deliver it at the public hearing scheduled on May 14, 2008 in Northern Virginia. There was no discussion on the motion. (NOHE\JENKINS, UNANIMOUS) |
| RES 08-05-14<br>[PRTC\DRPT]             | 2. | Comments on DRPT’s Proposed Transit Capital and Operating Fund Sustainability and Investment Policy.   |

Mr. Harf explained that the policy is intended to govern future DRPT grant awards and improve public accountability for the grants that are being made for transit purposes (to include performance outcomes in the overall grant management process).

Commissioner Hill interjected that “transparency” is another aim (how DRPT goes about making investment decisions).

Mr. Harf went on to say that the policy aims are laudable but PRTC believes there are facets of the policy that warrant revision which he then summarized by paraphrasing the blue-sheeted item.

Commissioner Hill added that some of the points made by Mr. Harf will ultimately be addressed in programming guidance which DRPT will be issuing later on. He also observed that while DRPT may not be the principal investor, it still needs to be accountable for the investments it makes.

Finally, Commissioner Hill noted that PRTC benefits from this accountability, observing that PRTC is receiving more money in FY 2009 than anticipated because DRPT applied strict principles to its review of applications this year and excluded applications from elsewhere that didn’t measure up.

Acting Chairman Dixon commended DRPT’s attempt for transparency/program guidance and expressed the Commission’s appreciation to Commissioner Hill.

Mr. Harf noted that in light of Commissioner Hill's comments, PRTC's reactions to the policy can be amended so the nuances that Commissioner Hill brought to the Commission's attention can be accounted for. The revised comments will be distributed to Commissioners for review/comments prior to submission to DRPT.

Commissioner Nohe moved, with a second by Commissioner Jenkins, to approve the refined comments on the proposed policy to account for Commissioner Hill's clarifying observations and to transmit them to DRPT provided that no objections are raised thereto. There was no further discussion on the motion. (NOHEJENKINS, UNANIMOUS)

[PRTC\Info]

C. Information Items:

1. The Shape of the Future (4-7-08). There were no comments.
2. Amtrak's Future Outlook & Budgetary Needs. There were no comments.
3. Effects of Gasoline Prices on Driving Behavior and Vehicle Markets (1/08). There were no comments.
4. Connection (4/08). There were no comments.
5. PRTC Service Performance Reports. There were no comments.
6. PRTC Budget-to-Actual Comparison. There were no comments.
7. ACT – An Open Letter to the Members of the 110<sup>th</sup> Congress. There were no comments.
8. DRPT – Universal Access Program. There were no comments.
9. DRPT – Statewide Rail Update. There were no comments.
10. 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 commended staff's efforts on the installation of a new bus shelter in conjunction with sidewalk work along Dale Boulevard. Mr. Harf recognized PRTC's Director of Grants & Project Management Betsy Massie and Transportation Project Manager Anthony Foster for their excellent work in this effort.

14. ADJOURNMENT

There being no further business to come before the Commission, Acting Chairman Dixon adjourned the meeting at 8:00 p.m.

NEXT MEETING: Thursday, June 5, 2008, 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