

ITEM 7

(11 PAGES)

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

RESOLUTION NO. 08-05-__

OFFICIAL COMMISSION MEETING

SECOND: _____

MAY 1, 2008

**RE: APPROVAL OF MINUTES FOR THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION MEETING OF APRIL 3, 2008**

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

WHEREAS, the minutes of the April 3, 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 April 3, 2008 Commission meeting as presented/amended.

“PENDING BOARD ACTION”

POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

MINUTES

DATE: April 3, 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 7:03 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Maureen Caddigan	Prince William County (arrived at 7:15 p.m.)
*Wally Covington	Prince William County
*Marvin Dixon, Secretary	City of Fredericksburg
*Corey Hill	DRPT
*John Jenkins	Prince William County
*Frank Jones, Chairman	City of Manassas
*Scott Lingamfelter	VA House of Delegates (arrived at 7:25 p.m.)
*Michael May, Treasurer	Prince William County (arrived at 7:27 p.m.)
*Martin Nohe	Prince William County
*Frank Principi	Prince William County
*George Schwartz	Stafford County
*Douglas Waldron, Vice Chairman	City of Manassas

ALTERNATES PRESENT

Jean Benson	City of Fredericksburg
Bill Wren	City of Manassas Park

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Tom Cain	FIRST TRANSIT Regional VP

Rick Canizales
Doris Chism
Joyce Embrey
Althea Evans
Anthony Foster
Holly Frisch
Al Harf
Angela Horan
Robb Howell
Bill Leisen
Eric Marx
Mary Marshall
Betsy Massie
Carl Palmer
Jennifer Straub
Joe Swartz
Dale Zehner
Jerry Vincent

PWC Dept. of Public Works
PRTC Dir., Customer Service & Dispatch
PRTC Dir., Finance & Administration
PRTC Dir., Marketing & Communications
PRTC Transportation Project Manager
Citizen
PRTC Executive Director
PRTC Legal Counsel
FIRST TRANSIT Interim General Manager
PRTC, Mgr., Contract Operations
PRTC Dir., Planning & Operations
PRTC Accounting & Budget Manager
PRTC Dir., Grant & Project Management
FIRST TRANSIT AGM-Operations
VRE Deputy Chief Executive Officer
PRTC Senior Transit Planner
VRE Chief Executive Officer
FIRST TRANSIT Quality Assurance Mgr.

MEMBERS ABSENT

Paul Milde
Jackson Miller
Toddy Puller

Stafford County
Virginia House of Delegates
Virginia Senate

ALTERNATES ABSENT

Chip Badger
Mark Dudenhefer
Larry Hughes
Matthew Kelly
Peter LaMarca
Lorraine Lasch
Hal Parrish
Bryan Polk
Brian Potvin
Sorine Preli
Phillip Rodenberg
Corey Stewart
John Stirrup
Matthew Tucker

DRPT
Stafford County
City of Manassas
City of Fredericksburg
City of Fredericksburg
Prince William County
City of Manassas
City of Manassas Park
Prince William County
Prince William County
City of Fredericksburg
Prince William County
Prince William County
DRPT

*Voting Member

3. INVOCATION Led by Commissioner Jenkins.
4. PLEDGE OF ALLEGIANCE Led by Commissioner Principi.

5. CITIZENS' TIME No citizens came forward.

6. PRESENTATIONS

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

Mr. Howell reported that he is currently serving as the Interim General Manager and noted that recruiting efforts are currently underway for both the General Manager/Assistant General Manager positions. He introduced Mr. Carl Palmer, who is assisting in the recruiting efforts.

Mr. Howell reported that the “run picks” have been conducted and a smooth transition to the new service change that will occur on April 28th is anticipated. He noted that current staffing levels are “even” and training efforts continue with a new class to commence on April 8th.

Mr. Howell reported that eight accidents occurred during the month of March (four preventable and four non-preventable). Regarding safety, 2.77 collisions occurred per 100,000 miles in FY06, decreased to 2.68 in FY07, and closed at 1.63 in FY08. He noted that the bus operators are to be commended and continued improvements are expected. He noted that the OmniRide service has recently experienced a significant decrease in complaint rates.

Mr. Howell reported that twelve bus operators received commendations during the month of March and noted that an “employee recognition luncheon” will be held during the week of April 14th.

Mr. Howell recognized the March Operator-of-the-Month and Technician of the Quarter Mr. Jeffrey King and Mr. Mark Moore, respectively.

Mr. Harf introduced First Transit Regional Vice President Tom Cain, who has played an important role in assisting with the recent personnel changes.

7. APPROVAL OF MINUTES

RES 08-04-01
[PRTC\Minutes] Minutes of March 6, 2008. Commissioner Dixon moved, with a second by Commissioner Nohe, to approve the Minutes as presented. There was no discussion on the motion (DIXON\NOHE, WITH MAJORITY VOTE, WALDRON ABSTAINED)

8. AGENDA APPROVAL

RES 08-04-02
[PRTC\Agenda] Agenda of April 3, 2008. Commissioner Dixon moved, with a second by Commissioner Jenkins, to approve the Agenda as amended. There was no discussion on the motion. (DIXON\JENKINS, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 08-04-03
[PRTC\Consent
Agenda] Consent Agenda April 3, 2008. Commissioner Jenkins moved, with a second by Commissioner Dixon, to approve the Consent Agenda as presented. There was no discussion on the motion. (JENKINS\DIXON, UNANIMOUS)

RES 08-04-04 A. Approved the Treasurer's Report of January 31, 2008, as presented. (JENKINS\DIXON, UNANIMOUS)

RES 08-04-05 B. Approved to Advertise for Procurement of Orion Bus Overhaul, as presented. (JENKINS\DIXON, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info] A. Operations Board Meeting Agenda and Minutes of March 21, 2008. There were no comments.

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

Mr. Zehner reported that ridership has increased 4.4% compared to last year and that on-time performance on the Fredericksburg line was 88.6% (striving for 90%) during the month of March. He noted that system-wide performance is in the 85% range and the primary cause of delays is train interference (average delays are approximately 16 minutes and morning delays are almost non-existent).

Regarding the 50-car Gallery option, Mr. Zehner noted that 20 cars have been delivered and all are in service. The next set of five cars will be delivered on April 17th and will be placed into service on the Manassas line.

Mr. Zehner reported that "Meet the Management" visits commenced on April 2nd at Union Station to be followed by L'Enfant Plaza and Crystal City on April 9th and April 16th, respectively. A Norfolk Southern representative will be present at L'Enfant to address railroad issues and representatives from CSX will be at the Crystal City station.

RES 08-04-06
[VRE\Cherry Hill
Third Track]

- C. Authorized Award of a Contract for Engineering and Environmental Services for the Cherry Hill Third Track Project. Commissioner Jenkins moved, with a second by Commissioner Caddigan, to authorize the VRE Chief Executive Officer to award a contract to STV/RWA for engineering and environmental services to the Cherry Hill Third Track project in the amount of \$1,833,373, plus a 7% contingency of \$128,336 for a total amount not to exceed \$1,961,709 and to execute any related documents necessary to implement the project. There was no discussion on the motion. (JENKINS\CADDIGAN, UNANIMOUS)

11. CHAIRMAN'S TIME

[PRTC\Board
Meetings]

- A. Recommendation by Commissioner Preli to hold PRTC Board Meetings in Multiple Locations. Chairman Jones deferred this item until the next meeting Commissioner Preli attends.

12. EXECUTIVE DIRECTOR'S TIME

[PRTC\Info]

- A. Executive Director's Report.

Mr. Harf reported that the Senate and House passed their respective FY 2009 Budget Resolutions calling for FY 2009 appropriations at the SAFETEA-LU authorized level (\$10.3 billion for transit). He observed that the budget resolutions represent about \$200 million more than the Bush Administration proposed for transit.

On the state legislative side, Mr. Harf noted that discussions are taking place between the Senate and the House of Delegates leadership that will hopefully yield a promising indication that a transportation funding fix is within reach. However, to date this has not occurred nor has the "special session" been scheduled. He noted that the elimination of the "abusive driver" fees has been signed into law by the Governor, which means that an estimated annual yield of \$65 million will disappear and adds to the transportation funding shortfall.

Returning to Federal legislative developments, Mr. Harf reported that "climate change legislation" will probably occur in the next session (following the presidential election). He noted that legislation on the Senate side introduced in the current session (S.2191) may be a precursor of what's to come, observing that it is a "cap and trade" proposal in which utilities and major industries who are pollutant emitters have "emissions allowances" compelling them to reduce their pollutant levels. He noted that S.2191 support is bipartisan and bodes well for public transportation.

Mr. Harf reported that SmarTrip card activation commenced on March 3rd and currently there is about 60% OmniRide passenger participation and 3% on OmniLink. He noted that start up issues will continue with regard to paper Metrocheks and explained that the only way passengers can convert paper Metrocheks to value on a SmarTrip card is by using a ticket vending machine at selected Metro stations or by having the transaction performed by PRTC staff at the Transit Center. As a result, increased customer traffic at the Transit Center has necessitated the use of temporary staffing so waits are not unduly long.

Chairman Jones noted that work is underway on the new federal smartcard by the Transit Authority to permit the transit subsidy to be placed on the government issued card. He went on to say that paper Metrocheks should totally cease over the next year and the process to permit subsidy dollars to be directly downloaded to desktops is progressing well. Mr. Harf observed that migration will occur to the electronic benefit rather than the paper benefit as Chairman Jones noted, but cautioned that it is staff's understanding that even with the migration, people will still be required to visit a machine in order to upload value on to the card. Automatic transfer without a machine interface (other than the farebox) is not expected to occur until May 2010 at the earliest.

With regard to the SmarTrip card, Mr. Harf noted that the passenger revenue and ridership, unlike PRTC's history, do not track closely. The ridership report reflects some divergence occurring in February, though the February divergence is attributable to the drop-off in token purchases. Beginning in March, further divergence is expected owing to the fact that revenue will be counted for the first time when people ride rather than when they purchase, and the fact that purchases will be throughout the region rather than solely from PRTC.

Commissioner Nohe observed that under the old system where tokens could have been left in a person's pocket and never used the "breakage" remained with PRTC. However, if value is left unused on a SmarTrip card the "breakage" could be lost to PRTC. Mr. Harf explained that the "breakage" protocols are being discussed by the regional SmarTrip consortium financial working group and are not yet resolved.

Mr. Harf noted responses have been received to the letters PRTC sent to both Governor Kaine and U.S. Secretary Peters about the I-95/I-395 HOT Lanes project. Regarding the letter PRTC sent to the Governor, Transportation Secretary Pierce Homer's response observes that the environmental approval is only the first step in a succession of steps and therefore everything does not have to be resolved at the time the environmental sign-off occurs. Regarding PRTC's safety and enforcement concerns, Secretary Homer's reply notes the efforts underway to address them, explaining that an outside independent safety consultant (Halcrow Group) has been retained for this work. Mr. Harf noted that PRTC met this month with the Halcrow Group to discuss the risks and exposures. He went on to say that metrics have been assembled for transmittal to Halcrow and VDOT for use in the risk assessment. He noted that the analysis is expected to be completed in the April/May time frame.

Delegate Lingamfelter asked if discussion has occurred with the Halcrow Group about the “business model” not working as people thought. Mr. Harf noted that the business model is not a part of the Halcrow scope but is a primary focus of analysis by Fluor-Transurban and VDOT. Halcrow has been retained to only review the safety and enforcement aspects of the project.

For the Board’s action, Mr. Harf noted that a “blue-sheeted” FY 2009 budget item has been provided. He observed that the amended budget proposal accounts for higher than anticipated grant reimbursables for planned mid-life bus overhauls which lower Prince William County’s share of the overall cost by about three million dollars. The amended budget proposal also makes an upward adjustment in fuel cost assumption/budget, accounts for Homeland Security’s announcement of a 25% match requirement for grants it expects to award during FY 2009, and reflects the higher CPI factor that drives PRTC’s contract costs for transit.

Mr. Harf noted that the new “Teen Summer OmniLink Pass” program planning has been wrapped up. He explained that for twenty dollars, teenagers residing in Prince William, Manassas, and Manassas Park will be able to have unlimited riding privileges on OmniLink over a two month period (June 9th through August 9th). PRTC is able to offer the program as the result of a TEIF grant awarded last year from the state.

Commissioner Jenkins inquired about the impact of the bus operations with regard to the new Washington Nationals Stadium. Mr. Harf noted that PRTC does not currently operate bus service that will deliver people directly to the stadium, but does operate service linked to Metrorail. To date, PRTC has not received a lot of requests for service and is taking a “wait and see” approach. Commissioner Nohe recommended that people be informed that a departure from the stadium no later than 9:30 p.m. can connect them to MetroDirect service via the Metrorail.

Referring back to the TEIF grant, Commissioner Covington asked if the grant contains any funds for VRE. Mr. Harf answered that the TEIF grant was for production of materials, advertising, etc. only for bus service.

Commissioner Principi inquired about PRTC’s marketing efforts to advertise the Teen Summer OmniLink Pass. PRTC Director of Marketing & Communications Althea Evans explained that staff is working directly with Prince William, Manassas, and Manassas Park schools by delivering materials to the schools and a brochure currently in development will be delivered to the students via the schools. PRTC will also set up a table in the cafeteria of the various schools to sell information packets and promote the program (packets will also be sold at the Transit Center).

[PRTC\Info]

B. Information Items:

1. New Bus Sign Design. Mr. Harf provided a presentation and a question/answer period followed.

Delegate Lingamfelter suggested PRTC encourage service clubs in the region to partner with PRTC to assist in this venture.

Mr. Harf noted that PRTC “tested the waters” about three to four years ago on the viability of a volunteer effort for bus shelter/bus stop “adoptions”, with little response. Because the bus signage program has time-sensitive information on the signs, a “volunteer” program would not be well-suited to this even if there were an ample pool of volunteers. Consequently, sign installations require outside contracting with performance dictates to ensure timely installation.

2. 3/5/08 Delegate Lingamfelter Letter. There were no comments.
3. Transit Procurement – A Guide for Board Members. There were no comments.
4. PRTC Service Performance Reports. There were no comments.
5. PRTC Budget-to-Actual Comparison. There were no comments.
6. 3/21/08 Secretary of Transportation Homer Letter. There were no comments.
7. Communications:
 - a. Related to Funding. There were no comments.
 - b. Related to Jurisdiction. There were no comments.
 - c. General Interest. There were no comments.

[PRTC\Action Items] C.

Action Items:

RES 08-04-07
[PRTC\Amended
FY2009 Budget]

1. Approved the Amended Proposed FY 2009 PRTC Budget. Commissioner Waldron moved, with a second by Commissioner Caddigan, to authorize the Executive Director to re-submit the proposed FY 2009 PRTC budget to the Commission’s member jurisdictions with the adjustments as stated. There was no discussion on the motion. (WALDRON\CADDIGAN, UNANIMOUS)

13. OTHER BUSINESS/COMMISSIONERS' TIME

Commissioner Nohe reported that he recently participated in a conference call with the Governor and a number of other local elected officials/jurisdictional staff regarding the prospective special session on transportation. He went on to say that the Governor was cautiously optimistic about a fruitful special session and hopes to call for one in the spring (May). The Governor observed that statewide changes will be necessary to appropriately fund and allocate funds for highway maintenance. Commissioner Nohe noted that the local governments reiterated that if there is a statewide fix, Northern Virginia must get a fairer share as the old formula does not solve Northern Virginia's problem. Also, the \$75 million maintenance deficit in the Northern Virginia region requires "raiding" the construction budget, and by putting \$300 million into "one pot" and taking \$75 million out of a different "pot" for maintenance, Northern Virginia's self-help taxes do not have as much potency as they would otherwise have.

Commissioner Nohe noted that a topic for discussion at the NVTVA meeting scheduled for next Thursday is to establish a set of principles to help shape the General Assembly's deliberations about funding fixes and NVTVA's evaluation of the same. He also noted that there will be a series of conference calls to local governments every other week, up to the special session. The Governor noted that there seems to be agreement among both parties and houses that something really needs to be done and the differences are not "the what, but the how".

Commissioner Hill announced that the General Assembly requires that the state update its statewide transportation plan every five years and that time is toward the end of 2009. He noted that this applies to both DRPT and VDOT and a Northern Virginia technical advisory committee will be established within the next few weeks to help shape the effort. PRTC staff will receive an invitation to participate and the Commission will be briefed on a regular basis.

Commissioner Hill reported that the Six-Year Improvement Plan is being finalized and will be presented to the CTB at its April 16th meeting in Lynchburg, Virginia, at which time the plan will be made available for public review and comment. He went on to say that public hearings will follow with the first to occur in Lynchburg and noted that the Northern Virginia public hearing is scheduled for May 14th. Commissioner Hill will work with PRTC staff about the times/locations of the hearings and noted that comments on the plan and feedback on the components of the statewide transportation program (rail/transit plan) would be welcome.

Chairman Jones noted that PRTC Secretary Marvin Dixon will "chair" the May Board meeting since both he and Vice Chairman Waldron will not be able to attend.

14. ADJOURNMENT

There being no further business to come before the Commission, Chairman Jones adjourned the meeting at 7:55 p.m.

NEXT MEETING: Thursday, May 1, 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