

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

OFFICIAL COMMISSION MEETING

MINUTES

DATE: November 1, 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 7:00 p.m.

2. ROLL CALL

MEMBERS PRESENT

*Hilda Barg, Immediate Past Chairman	Prince William County
*Maureen Caddigan	Prince William County
*Marvin Dixon, Treasurer	City of Fredericksburg
*Bob Gibbons, Chairman	Stafford County
*Corey Hill	DRPT
*Frank Jones, Vice Chairman	City of Manassas Park
*John Jenkins	Prince William County
*Michele McQuigg	Virginia House of Delegates
*Martin Nohe	Prince William County
*Douglas Waldron, Secretary	City of Manassas

ALTERNATES PRESENT

Jean Benson	City of Fredricksburg
Bill Wren	City of Manassas Park

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Richard Benham	Citizen
Shelly Benham	Citizen
Doris Chism	PRTC Dir., Customer Service & Dispatch
Althea Evans	PRTC Dir., Marketing & Communications

Anthony Foster
Holly Frisch
Shanta Garth
Al Harf
Angela Horan
Robb Howell
Todd Johnson
Bill Leisen
Mary Marshall
Eric Marx
Betsy Massie
Carey Roessel
Joe Schwartz
Jennifer Straub
Dale Zehner

PRTC Transportation Project Manager
Citizen
FIRST TRANSIT Asst. Gen. Mgr.-Admin.
PRTC Executive Director
PRTC Legal Counsel
FIRST TRANSIT Asst. Gen. Mgr.-Ops.
FIRST TRANSIT Maintenance Manager
PRTC Mgr., Contract Operations
PRTC Accounting & Budget Manager
PRTC Dir., Planning & Operations
PRTC Dir., Grants & Project Management
FIRST TRANSIT General Manager
PRTC Senior Transit Planner
VRE Deputy Chief Executive Officer
VRE Chief Executive Officer

MEMBERS ABSENT

Wally Covington
Scott Lingamfelter
Paul Milde
Toddy Puller
Corey Stewart

Prince William County
Virginia House of Delegates
Stafford County
Virginia Senate
Prince William County

ALTERNATES ABSENT

Charles Badger
Mark Dudenhefer
Larry Hughes
Matthew Kelly
Peter LaMarca
Lorraine Lasch
Hal Parrish
Sorine Preli
Phillip Rodenberg
George Schwartz
John Stirrup
Matthew Tucker

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

*Voting Member

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

6. RECOGNITION

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

Mr. Roessel noted that 16 bus operators received compliments during the month of October. He also noted that the October/November Operator-of-the-Month will be recognized at the December Board meeting.

Mr. Roessel reported that the fall bus schedule change occurred on October 15th with few complications.

Mr. Roessel noted that the fleet maintenance audit (conducted three times per year) was conducted in October. He also noted that a safety meeting is held each month with the bus operators and supervisors to discuss safety issues.

7. APPROVAL OF MINUTES

- RES 07-11-01 Minutes of October 4, 2007. Commissioner Dixon
[PRTC\Minutes] moved, with a second by Commissioner Barg, to approve the Minutes as presented. There was no discussion on the motion. (DIXON\BARG, WITH MAJORITY VOTE, WALDRON ABSTAINED)

8. AGENDA APPROVAL

- RES 07-11-02 Agenda of November 1, 2007. Commissioner Dixon
[PRTC\Agenda] moved, with a second by Commissioner Jenkins, to approve the Agenda as amended (Items 11-B and 12-B.5 added). There was no discussion on the motion. (DIXON\JENKINS, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

- RES 07-11-03 Consent Agenda of November 1, 2007.
[PRTC\Consent Commissioner Jenkins moved, with a second by
Agenda] Commissioner Barg, to approve the Consent Agenda as presented. (JENKINS\BARG, UNANIMOUS)

- RES 07-11-04 A. Approved the Treasurer's Report of August 31, 2007,
[PRTC\Finance] as presented. (JENKINS\BARG, UNANIMOUS)

- RES 07-11-05 B. Authorized RFP for Westerly Bus Maintenance
[PRTC\Westerly Bus Facility Environmental and Design Services, as
Maintenance Facility] presented. (JENKINS\BARG, UNANIMOUS)

- RES 07-11-06
[PRTC\Commuter Lot] C. Authorized RFP for Dominion Valley Park-Ride Environmental and Design Services. (JENKINS\BARG, UNANIMOUS)
- RES 07-11-07
[PRTC\Res No. 04-09-05] D. Authorized to Release and Supersede PRTC Resolution No. 04-09-05, as presented. (JENKINS\BARG, UNANIMOUS)
- RES 07-11-08
[Stafford County] E. Authorized the Budget and Appropriation of \$181,548 of Stafford County's 2% Motor Fuels Tax Funds for Transportation Expenditures through the Fourth Quarter of FY 2007, as presented. (JENKINS\BARG, UNANIMOUS)
- RES 07-11-09
[PRTC\Fareboxes] F. Authorized to Award a Sole-Source Contract to Cubic Corporation for the Purchase Five of Fareboxes, as presented. (JENKINS\BARG, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

- [VRE\Info] A. Operations Board Meeting Agenda and Minutes of October 19, 2007. There were no comments.
- [VRE\Info] B. Chief Executive Officer's Report (Oct 07).

Mr. Zehner reported that ridership for October 2007 is 5% higher than last year for the same period and on-time performance for the month of October is 90% on both the Fredericksburg and Manassas lines.

Chairman Gibbons noted that the partnership with VDRPT to construct the Quantico Creek Bridge has resulted in significant improvements in on-time performance on the Fredericksburg line.

Mr. Zehner noted that VRE will meet next week (a two-day event) with Amtrak and CSXT to confer on how best to improve train operations, etc.

Mr. Zehner reported that a Groundbreaking Ceremony for the Manassas VRE Parking Garage occurred on Thursday, October 18th and the anticipated completion of the parking garage is some time next summer.

Mr. Zehner noted that Governor Kaine recently attended an event held at the VRE Broad Run Station and went on to say that the construction start time of the interchange at I-66/Rt. 29 has been moved to 2010 (the extension is critical to the Gainesville/Haymarket area). He also noted that former Governor Mark Warner

attended an event in Haymarket today to speak about the importance of extending VRE to the area.

Chairman Gibbons noted that the Amtrak bill contains language about the “participation of the states” and asked Commissioner Hill to comment. Commissioner Hill noted that DRPT is still in the process of formulating a position. He went on to say that DRPT understands the issues and is currently in discussions with Amtrak about service in numerous areas. DRPT is also in a waiting mode to see what comes out of the bill to determine its approach going forward.

RES 07-11-10
[VRE\Budd Cars] C. Sell of Four Budd Cars. Commissioner Caddigan moved, with a second by Commissioner Jones, to authorize the VRE Chief Executive Officer to sell four Budd cars (numbers 501, 502, 503, and 504) to the Collis P. Huntington Railroad Historical Society, Inc. for \$1.00 each. There was no discussion on the motion. (CADDIGAN\JONES, UNANIMOUS)

RES 07-11-11
[VRE\Office
Condominium] D. Authorized to Accept Additional Five Year Term from SunTrust Bank for Loan for VRE Office Condominium. Commissioner Dixon moved, with a second by Commissioner Jones, to authorize VRE Chief Executive Officer to execute financial documentation necessary to accept an additional five-year term, with a fixed rate of 4.31% for VRE’s loan with SunTrust Bank for the VRE office condominium at 1500 King Street, Alexandria, Virginia. There was no discussion on the motion. (DIXON\JONES, UNANIMOUS)

11. CHAIRMAN'S TIME

[PRTC\Info] A. Chairman Gibbons announced that the PRTC Executive Committee is scheduled to meet on Friday, November 16, 8:30 a.m., at the PRTC offices about the PRTC audit, develop a proposed slate of officers, consider the VRE Operations Board appointments, and evaluate the Executive Director’s performance.

B. DRPT Presentation on the Status of the I-395/I-95 HOT Lanes Transit Plan Presented. Commissioner Corey Hill, Department of Rail and Public Transportation (DRPT), introduced Mr. Jay Evans of Cambridge Systematics, Inc. (CSI), who provided a briefing about the “I-95/I-395 Transit/TDM Study”.

A hard copy of the briefing/presentation was also furnished and a question/answer session followed.

Chairman Gibbons asked Commissioner Hill to provide a “synopsis” of the details and what was derived from the “model” to the Commission at its December meeting.

12. EXECUTIVE DIRECTOR'S TIME

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

On the Federal side, Mr. Harf reported that another continuing resolution (CR) will probably occur, because the current CR expires on November 16th. More than likely a FY 2008 appropriation for transportation will not occur until sometime in December and perhaps not until January.

Reiterating Mr. Roessel's comments, Mr. Harf noted that the fall bus schedule change occurred as planned on October 15th and commended First Transit for another nearly flawless execution.

With regard to the “revenue room” remedial action plan, Mr. Harf noted that First Transit's new Assistant General Manager of Finance and Administration Shanta Garth began work on Monday, October 22nd, and implementation of the plan is progressing.

Mr. Harf reported that the fall “Customer Satisfaction Survey” was completed in October (conducted once every four months). He explained that the survey drives the “incentive earnings” and PRTC's customers at-large continue to give high marks in terms of satisfaction with the quality of the service. He noted that weaknesses showed in the areas of cleanliness and the condition of the buses. He went on to say that First Transit installed a new maintenance team in September, the team is making great improvements, and it is reasonable to expect that the next customer satisfaction survey and fleet maintenance audit will show tangible improvements in these two areas. Mr. Harf noted that in terms of overall customer satisfaction, the incidence of excellent ratings by PRTC's customers about the services are such that the incentive earnings that PRTC and First Transit stand to earn amounts to just over half of what the maximum potential earnings would be.

With regard to the ongoing discussions with the Department of Taxation regarding enforcement efforts and dispute resolution, Chairman Gibbons noted that he and the PRTC Executive Director are scheduled to meet with Speaker Howell on Thursday, November 15th to confer about the issues and elicit his advice about next steps. He asked the Executive Director to provide the Commissioners a “synopsis” of the meeting.

[PRTC\Action
Items]

B. Action Items:

RES 07-11-12
[PRTC\2007/8
Legislative Agenda]

1. Approve State Legislative Agenda for PRTC – 2007/8 General Assembly Session. Commissioner Nohe moved, with a second by Commissioner Jones, to endorse the 2007/8 state legislative agenda and its transmittal by the Commission's Chairman to appropriate members of the General Assembly. There was no discussion on the motion. (NOHE\JONES, UNANIMOUS)
2. Convene into Closed Meeting. There was nothing to discuss in the Closed Meeting.
3. Certification of Closed Meeting. N/A.
4. Action Items Reported out of Closed Meeting. N/A.

RES 07-11-13
[PRTC\Bylaws]

5. Proposed PRTC Bylaws Changes Necessitated by the Amendments to the VRE Master Agreement – First Reading.

Mr. Harf explained that the proposed changes will make the PRTC Bylaws conform to the amended VRE Master Agreement, which alters the VRE Operations Board and appointment process. The proposed changes would also alter the date of PRTC's Annual Meeting from December to January, because the VRE Operations Board appointments are governed by the number of riders in each jurisdiction which is not known until late November/early December.

Mr. Harf went on to say that when an amendment is made to the Bylaws, two readings must occur and noted that the action before the Commission this evening authorizes the proposed PRTC Bylaws changes to be brought to the Commission for adoption at the December meeting.

Commissioner Dixon moved, with a second by Commissioner McQuigg, to direct the Executive Director to schedule the proposed changes to the adopted PRTC Bylaws for action by the Commission at next month's Commission meeting. There was no discussion on the motion. (DIXON\McQUIGG, UNANIMOUS)

[PRTC\Info]

C. Information Items:

1. Fall 2007 PRTC Bus Customer Satisfaction Survey. There were no comments.
2. Fall 2007 Fleet Audit Results. There were no comments.
3. Newsletter—Issue No. 2—Fort Belvoir (Fall 2007). There were no comments.
4. PRTC Service Performance Reports. There were no comments.
5. PRTC Budget-to-Actual Comparison – Three Months Ended September 30, 2007. There were no comments.
6. 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 Waldron inquired about the status of the “property acquisition”. Mr. Harf noted that PRTC now owns the property on a quick-take condemnation basis.

Chairman Gibbons announced that a PRTC Board photo will be taken prior to the December 6th Commission meeting. The photo will take place at 6:15 p.m. and Commissioners should arrive by 6:00 p.m.

Chairman Gibbons asked that a letter be sent to Secretary of Transportation Pierce Homer and DRPT Director Matthew Tucker commending Corey Hill for his fine representation of the Commonwealth as a Member of the Commission.

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, December 6, 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