

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION

OFFICIAL COMMISSION MEETING

MINUTES

DATE: September 6, 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

*Charles Badger	DRPT
*Hilda Barg, Immediate Past Chairman	Prince William County
*Maureen Caddigan	Prince William County
*Wally Covington	Prince William County
*Marvin Dixon, Treasurer	City of Fredericksburg
*Bob Gibbons, Chairman	Stafford County
*John Jenkins	Prince William County
*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
Corey Hill	DRPT
*Lorraine Lasch	Prince William County
*Bill Wren	City of Manassas Park

STAFF AND GENERAL PUBLIC

Gina Altis	PRTC Executive Assistant
Richard Benham	Citizen
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 Assistant General Mgr.
Todd Johnson	FIRST TRANSIT Maintenance Manager
Bill Leisen	PRTC Mgr., Contract Operations
Steve MacIsaac	VRE Legal Counsel
Mary Marshall	PRTC Accounting & Budget Manager
Eric Marx	PRTC Dir., Planning & Operations
Betsy Massie	PRTC Dir., Grants & Project Management
Quentin Richter	FIRST TRANSIT Bus Operator
Carey Roessel	FIRST TRANSIT General Manager
Jennifer Straub	VRE Deputy Chief Executive Officer
Jerry Vincent	FIRST TRANSIT Quality Assurance Mgr.
Dale Zehner	VRE Chief Executive Officer

MEMBERS ABSENT

Frank Jones, Vice Chairman	City of Manassas Park
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
Matthew Kelly	City of Fredericksburg
Peter LaMarca	City of Fredericksburg
Hal Parrish	City of Manassas
Sorine Preli	Prince William County
Phillip Rodenberg	City of Fredericksburg
Sharmila Samarasinghe	DRPT
George Schwartz	Stafford County
John Stirrup	Prince William County

*Voting Member

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

5. CITIZENS' TIME

Mr. Richard Benham, 2906 Weatherburn Court, Woodbridge, Virginia 22191 voiced his concern regarding the following issues: 1) PRTC's handling of a "route deviation" request that he made, 2) the configuration of PRTC's OmniRide buses, and 3) PRTC's policy about the reduced fares for seniors and people with disabilities. Mr. Benham made a FOIA request on the third of these three issues. Chairman Gibbons asked staff to research and respond to Mr. Benham.

6. PRESENTATIONS

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

Mr. Roessel recognized the July and August Operator-of-the-Month Glenn Wade and Quentin Richter; respectively.

Mr. Roessel introduced Todd Johnson and Jerry Vincent, First Transit's new Maintenance Manager and Quality Assurance Manager, respectively.

Mr. Roessel reported that the PRTC-First Transit Annual Bus Rodeo was held on Saturday, August 4, 2007. Operator Gordon Thomas was crowned the winner and will move on to compete in the state competition in Blacksburg, Virginia.

Mr. Roessel noted that the number of accidents decreased in the months of May through August.

Commissioner Jenkins again urged First Transit to make use of the County's public television station (Channel 23) for "operator and service technician" recruitment advertising.

[DRPT\HOT B. Department of Rail and Public Transportation
Lanes] (DRPT) Presentation on HOT Lanes Transit Planning
Study Status.

Mr. 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.

7. APPROVAL OF MINUTES

RES 07-09-01 Minutes of July 5, 2007. Commissioner Barg moved
[PRTC\Minutes] with a second by Commissioner Covington, to
approve the Minutes as presented. There was no

discussion on the motion. (BARG\COVINGTON;
WITH MAJORITY VOTE; NOHE/WREN
ABSTAINED)

8. AGENDA APPROVAL

RES 07-09-02
[PRTC\Agenda]

Agenda of September 6, 2007. Commissioner Barg moved with a second by Commissioner Covington, to approve the Agenda as amended. There was no discussion on the motion. (BARG\COVINGTON, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 07-09-03
[PRTC\Agenda]

Consent Agenda of September 6, 2007. Commissioner Caddigan moved with a second by Commissioner Dixon, to approve the Consent Agenda, as presented. (CADDIGAN\DIXON, UNANIMOUS)

RES 07-09-04
[PRTC\Finance]

A. Treasurer's Report of May 31 and June 30, 2007, as presented. (CADDIGAN\DIXON, UNANIMOUS)

RES 07-09-05
[PRTC\Special
Recognition]

B. Approved Special Recognition Awards for Finance Staff, as presented. (CADDIGAN\DIXON, UNANIMOUS)

RES 07-09-06
[PRTC\Bus Shelter
Siting Plan]

C. Adopted the Bus Shelter Siting Plan, as presented. (CADDIGAN\DIXON, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info]

A. Operations Board Meeting Agenda and Minutes of August 17, 2007. There were no comments.

[VRE\Info]

B. Chief Executive Officer's Report (Aug 07).

Mr. Zehner reported that on-time performance system-wide for the month of July was 91 percent (88 and 94 percent on the Manassas and Fredericksburg lines, respectively) and during the months of April through June ridership increased 3.5 percent system wide. Ridership for July and August are expected to be less as is customary during "summer vacation time".

Mr. Zehner noted that a new marketing campaign (both radio and print media) will commence on Monday, September 10, 2007.

Regarding locomotive upgrades, Mr. Zehner reported that an RFP has been issued with proposals due in October and a contract award to follow by January 2008.

Mr. Zehner reported that CSXT dispatching has improved, the signal/switch problems are now non-existent, and the completion of the Quantico Bridge project has had a major positive, impact on on-time performance.

Mr. Zehner noted that five new gallery cars will be delivered per month starting in December 2007 and ending in October 2008. By November 2008, all 61 gallery cars will be in service on all peak period trains.

RES 07-09-07
[VRE\Manassas] C. Award a Contract for the Construction of a Parking Garage at the VRE Manassas Station. Commissioner Waldron moved, with a second by Commissioner Barg, to authorize the VRE CEO to enter into a contract with Costello Construction of Maryland, Inc. for the construction of a parking garage at the Manassas VRE Station in the amount of \$8,354,000 plus a contingency of \$835,000 for a total amount not to exceed \$9,189,000 and authorized the execution of any related documents necessary to implement the project. There was no discussion on the motion. (WALDRON\BARG, UNANIMOUS)

RES 07-09-08
[VRE\Manassas] D. Renew the Manassas Warehouse Lease. Commissioner Waldron moved, with a second by Commissioner Jenkins, to authorize the VRE CEO to renew a contract with KAO Manassas Airpark, LLC, for warehouse space in an amount not to exceed \$199,216 over a three-year term. There was no discussion on the motion. (WALDRON\JENKINS, UNANIMOUS)

RES 07-09-09
[VRE\Water BMP Agreement] E. Ratify Storm Water Best Management Practices (BMP) Agreement. Commissioner Milde moved, with a second by Commissioner Caddigan, to ratify the PRTC and NVTC Chairmen execution of a Storm Water Best Management Practices Agreement with Spotsylvania County for the Crossroads Yard maintenance Facilities project. There was no discussion on the motion. (MILDE\CADDIGAN, UNANIMOUS)

RES 07-09-10 [VRE\FY09 Budget] F. Referral of Preliminary FY 2009 VRE Operating and Capital Budget to the Commissions. Commissioner Barg moved, with a second by Commissioner Dixon, to forward the preliminary FY 2009 VRE Operating and Capital Budget to the jurisdictions for formal review and comment, directs staff to consider and address comments by the jurisdictions, and forward a final recommended budget to the VRE Operations Board at the December 2007 meeting for consideration and referral to the Commissions for adoption in January 2008. There was no discussion on the motion. (BARG\DIXON, UNANIMOUS)

RES 07-09-11 [VRE\Liability Insurance] G. Confirmation of CSXT's Status as Insured Under VRE's Liability Insurance Plan. Commissioner Caddigan moved, with a second by Commissioner Barg, to confirm the understanding that CSXT has been a named insured under both the self insured and commercial insurance portions of the Plan since 1992 when it acquired the interests of RF&P and expresses its intent that successors and assigns of named insureds in the Commissions' Insurance Plan automatically be included in the Insurance Plan and approved amendments to the Insurance Plan clarifying the foregoing, in particular that CSXT has been named insured in the Insurance Plan since 1992, and that successors and assigns of named insureds are automatically included in the Insurance Plan and authorizes the Chairman and VRE CEO to execute all documents as may be necessary to give effect to the foregoing amendments, including amendments to railroad operating access agreements that incorporate the Insurance Plan as amended. There was no discussion on the motion. (CADDIGAN\BARG, 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 reported that “bus customer satisfaction” and “cell phone” surveys have been conducted. He briefly summarized the “satisfaction” survey results and indicated that the cell phone survey results would be presented to the Board in October with a recommended course of action. The cell phone survey was done in response to a small but steady stream of customer complaints.

Mr. Harf noted that a Public Hearing is scheduled on Monday, September 10, 2007, 7:00 p.m., at the PRTC offices regarding PRTC’s Long-Range Bus Service Plan. A recommendation for adoption will be presented to the Board at the October meeting.

Mr. Harf reported that the dispute with Martz Bus Company has been resolved and commended PRTC Legal Counsel Angela Horan and Bernadette Peele for their diligent efforts on this issue.

Mr. Harf noted that PRTC is a first-place APTA AdWheel Award winner (Group Two – Public Relations/Awareness) for its “20th Anniversary Celebration” campaign and will receive the award at the APTA 2007 Annual Meeting in October. He commended Director of Marketing Althea Evans and her staff for a job well done.

[PRTC\Action Items] B. Action Items:

RES 07-09-12
[PRTC\Bus Yard Expansion]

1. Award a Construction Contract for the Bus Yard Expansion. Commissioner Barg moved, with a second by Commissioner Nohe, to authorize the Executive Director to award a contract to Finley Asphalt & Sealing for the construction of the bus yard expansion in the amount of \$1,090,476, authorized the execution of Change Order Number One for implementation of the enhanced lighting plan in an amount not to exceed \$150,000 plus a 15% contingency allowance. There was no discussion on the motion. (BARG\NOHE, UNANIMOUS)

RES 07-09-13
[PRTC\FY09 Budget]

2. PRTC’s FY2009 Budget Guidelines. Commissioner Covington moved, with a second by Commissioner Barg, to adopt the FY 2009 budget guidelines. There was no discussion on the motion. (COVINGTON\BARG, UNANIMOUS)

RES 07-09-14
[PRTC\OmniRide
Bus Purchase]

3. Purchase Eleven OmniRide Buses. Commissioner Caddigan moved, with a second by Commissioner Barg, to authorize the Executive Director to award a contract to MCI for \$5,007,255 for the acquisition of eleven 57-passenger, 45-foot long, over-the-road-coaches as soon as the last of the federal grants required to fund this purchase is received and authorized to contract with either MCI or WMATA for the purchase of five electronic fareboxes not to exceed \$18,000 per farebox (\$90,000 all told) in compliance with the Commission's adopted purchasing policy plus a 5% contingency allowance. There was no discussion on the motion. (CADDIGAN\BARG, UNANIMOUS)

RES 07-09-15
[PRTC\Vehicle
Maint. Audit]

4. Award Vehicle Maintenance Audit Consultant Services to Transit Resource Center. Commissioner Caddigan moved, with a second by Commissioner Dixon, to authorize the Executive Director to execute a contract with Transit Resource Center and execute future contract renewals. There was no discussion on the motion. (CADDIGAN\DIXON, UNANIMOUS)

RES 07-09-16
[PRTC\Facility
Condition Assessment]

5. Award a Contract for Facility Condition Assessment and Facility Asset Management Program Services. Commissioner Dixon moved, with a second by Commissioner Barg, to authorize the Executive Director to award a contract to StudioJAED to conduct a facility condition assessment and provide a facility asset management program in the amount of \$77,440 plus a 10% contingency allowance. There was no discussion on the motion. (DIXON\BARG, UNANIMOUS)

RES 09-09-17
[PRTC\Security
Services]

6. Award a Contract for Security Services. Commissioner Dixon moved, with a second by Commissioner Caddigan, to authorize the Executive Director to award ERIS, Inc. a contract for a period of one year amounting to

\$66,192 and to exercise each of the four year options without any further Commission action if deemed to be in the Commission's best interest plus a 10% contingency allowance. There was no discussion on the motion. (DIXON\CADDIGAN, UNANIMOUS)

RES 07-09-18
[PRTC\LED
Destination Signs]

7. Award a Contract to TwinVision, na, Inc. for the Purchase and Installation of LED Destination Signs for Thirteen Model Year 2000 Orion Buses. Commissioner Barg moved, with a second by Commissioner Dixon, to authorize the Executive Director to execute a contract with TwinVision, na Inc. to supply and install LED destination in PRTC's 13-year 2000 Orion buses at a cost of \$84,955 and to transfer to TwinVision, na, Inc. ownership of the existing flip-dot signs that the LED destination signs will be replacing. There was no discussion on the motion. (BARG\DIXON, UNANIMOUS)

[PRTC\Convene
Closed Meeting]

8. Convene into Closed Meeting. There were no items to discuss in Closed Meeting.

[PRTC\Certify
Closed Meeting]

9. Certification of Closed Meeting. Not applicable.

[PRTC\Closed
Meeting Action Items]

10. Action Items Reported out of Closed Meeting. Not applicable.

[PRTC\Info]

C. Information Items:

1. Fleet Maintenance Remedial Action Plan. Mr. Harf provided a status report.
2. Revenue Room Remedial Action Plan. Mr. Harf provided a status report.
3. First Transit Fourth Year Evaluation. Mr. Harf provided a report on the completed evaluation.

4. Motor Fuels Tax Collections Progress Report. Mr. Harf provided a status report of ongoing joint efforts by PRTC and the Department of Taxation to improve collection and enforcement practices. Management was directed as a product of the discussion to ready possible legislative language that would compel consultation in enforcement/dispute resolution situations, in time for discussion at the October meeting.
5. Virginia Vanpool Insurance Program. Mr. Harf provided a status report.
6. Why Mobility Matters to Personal Life (7/07). There were no comments.
7. PRTC Service Performance Reports. There were no comments.
8. PRTC Budget-to-Actual Comparison – Twelve Months ended June 30, 2007 and One Month Ended July 31, 2007. There were no comments.
9. 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 asked for clarification of PRTC's FOIA obligations. Ms. Horan noted that by law the Commission must provide existing documents unless they qualify for withholding, but does not have to create documents that don't already exist.

Commissioner Nohe inquired about the status of the "bike racks". Mr. Harf noted that installation of the bike racks will be completed around the end of October.

14. ADJOURNMENT

There being no further business to come before the Board, Chairman Gibbons adjourned that meeting at 8:25 p.m.

NEXT MEETING: Thursday, October 4, 2007, 7:00 p.m.

LOCATION: PRTC Transit Center
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Woodbridge, VA 22192-6811
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