



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION III
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Pennsylvania, Virginia,
West Virginia

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Mr. Alfred Harf
Executive Director
Potomac and Rappahannock Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA. 22192

Re: FY 2008 Triennial Review Final Report


Dear Mr. Harf:

Enclosed is a copy of the final report of the Triennial Review, which was conducted for the Potomac and Rappahannock Transportation Commission, (PRTC) in Woodbridge, VA. Reid Consulting, LLC conducted the review and prepared the report for the Federal Transit Administration. The final report is based on the findings that were made at the time of the site visit, August 4-6, 2008, and your e-mail response to the draft report issued August 6, 2008.

The Triennial Review examines 23 areas. There were no deficiencies found related to the FTA requirements in 21 areas. There were deficiencies found in two areas, maintenance and planning/program of projects. Please send the response to the findings within the timeframe outlined in the enclosed final report.

Thank you for the hospitality and cooperation shown to us in conjunction with the Triennial Review. If you have any questions, please contact Sheila Byrne. She can be reached at (215) 656-7256 or sheila.byrne@dot.gov. We thank you for your cooperation during the review.

Sincerely,



Letitia A. Thompson
Regional Administrator

Enclosure

cc: Corey Hill, VDRPT

FINAL REPORT

FY2008 TRIENNIAL REVIEW

of the

**Potomac and Rappahannock Transportation Commission
Woodbridge, Virginia
Recipient ID 5348**

**Desk Review: April 29, 2008
Site Visit: August 4-6, 2008**

August 2008

**Prepared for the
Federal Transit Administration
Region III
Philadelphia, Pennsylvania**

by

Reid Consulting, LLC

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I. TRIENNIAL REVIEW BACKGROUND

The United States Code, chapter 53 of title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i).

- (2) At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient's program, specifically referring to compliance with statutory and administrative requirements and the extent to which actual program activities are consistent with the activities proposed under subsection (d) of this section and the planning process required under sections 5303-5306 of this title.
- (3) The Secretary may take appropriate action consistent with the review, audit and evaluation under this subsection, including making an appropriate adjustment in the amount of a grant or withdrawing the grant.

The Triennial Review includes a review of the grantee's compliance in 23 areas. The basic requirements for each of these areas are summarized below.

This report presents the findings from the Triennial Review of the Potomac Rappahannock Transportation Commission (PRTC) in Woodbridge, Virginia. This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993) and included preliminary reviews of documents on file at the Region III Office in Philadelphia and on-site discussions and review of the procedures, practices, and records of PRTC as deemed necessary. The review concentrated primarily on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. During the visit, administrative and statutory requirements were discussed, documents were reviewed, and facilities were toured. Specific documents examined during the Triennial Review are available in FTA's and PRTC's files.

II. REVIEW PROCESS

The desk review was conducted in the Region III Office on April 29, 2008. Following the desk review, an agenda package was sent to PRTC advising it of the site visit and indicating additional information that would be needed and issues that would be discussed.

The site visit to PRTC occurred August 4-6, 2008. The individuals participating in the review are listed in Section VII of this report.

At the entrance conference, the purpose of the Triennial Review and the review process were discussed. During the site visit, urbanized area formula grant program administrative and

statutory requirements were discussed and documents were reviewed. PRTC's transit facilities were toured to provide an overview of activities related to FTA-funded projects. Maintenance records of a sample of FTA-funded vehicles and facilities were inspected during the site visit.

On completion of the review, an exit conference was held with PRTC staff to discuss findings, corrective actions, and schedules. This information is summarized in the table in Section V of this report. A draft copy of this report was provided to PRTC at the exit conference.

III. DESCRIPTION OF THE GRANTEE

PRTC, a regional transit district created under Virginia enabling legislation (i.e., the Transportation District Act; Virginia Code Section 15.2-4500 et. seq.) in 1986, provides commuter bus, local route deviation, rideshare matching services and, in partnership with the Northern Virginia Transportation Commission (NVTC), commuter rail service in the District of Columbia, Fairfax, Arlington, Prince William, and Stafford counties, and the cities of Alexandria, Manassas, Manassas Park, and Fredericksburg. PRTC's 15-member board of commissioners includes two members from the Virginia General Assembly, one from the Virginia Senate, eleven from the member jurisdictions, and one representative from the Virginia Department of Rail and Public Transportation (VDRPT). All but the representative from VDRPT are elected officials.

PRTC provides three commuter bus services: OmniRide, Metro Direct, and the Cross County Connector. OmniRide comprises seven routes to Northern Virginia and Washington, DC. Metro Direct provides service to the West Falls Church (two routes) and Franconia-Springfield (one route) Metro stations. The Cross County Connector provides hourly service between Manassas/Manassas Park and eastern Prince William County. Buses operate weekdays as early as 4:20 a.m. and as late as 11:00 p.m., depending on the route.

Route deviation service, called OmniLink, comprises six routes. OmniLink buses will deviate three quarters of a mile. Buses operate weekdays from 5:00 a.m. to 11:00 p.m. weekdays and (for selected routes) 7:00 a.m. to 10:45 p.m. Saturdays.

All bus service is operated by a contractor, First Transit.

PRTC administers OmniMatch, a rideshare matching service, and VanStart and VanSave, which provide financial assistance to start-up vanpools.

The cash fare for OmniRide is \$5.50, with a reduced fare of \$4.00 when using SmartTrip, the regional smart card fare payment system. The cash fare for Metro Direct is \$2.50, with a reduced fare of \$2.10 when using SmartTrip. Half fares are available for senior and disabled passengers and Medicare cardholders boarding during the off-peak hours of 9:30 a.m. to 3:00 p.m. and after 7:00 p.m.

The cash fare for OmniLink and the Cross County Connector is \$1.00. During all hours, PRTC offers a reduced fare of \$0.50 to passengers 60 years and over, persons with disabilities,

and Medicare cardholders. For a full fare passenger, there is an additional \$1.00 charge for OmniLink route deviations. For a passenger who qualifies for half fare, there is no deviation surcharge. Pre-payment fare options include SmartTrip, day passes, 10- and 50-pack tickets (full fare only), and 25-pack tickets, (half fare only).

PRTC operates a fleet of 119 buses. The fleet consists of 30- and 40-foot transit coaches and 45-foot over-the-road coaches. At the time of the site visit, the peak requirement was 101 buses, resulting in a spare ratio of 18 percent. In addition to the active fleet, PRTC has a contingency fleet which is pressed into use for new service until new buses can be ordered.

PRTC operates from a single management and operations headquarters in Woodbridge, Virginia. PRTC's staff consists of executive, administrative, operations and planning, marketing, customer service, and dispatch employees. All other transportation and maintenance personnel are the employees of the contractor, First Transit. An on-site First Transit general manager directs the transportation and maintenance operations.

Virginia Rail Express (VRE) is the commuter rail service from Fredericksburg and Manassas, Virginia to employment centers in Northern Virginia and Washington, DC. VRE was formed in 1989 through an agreement between PRTC, its member jurisdictions, NVTC, and certain of its member jurisdictions (i.e., Arlington and Fairfax counties, and the City of Alexandria). PRTC and NVTC are the joint owners of VRE. VRE is governed by an Operations Board consisting of 13 members, 12 of whom are recommended for appointment by the member jurisdictions with the concurrence of the pertinent commission. The 13th member is an appointee of VDRPT. VRE is not a legal entity under Virginia law and, therefore, is not an FTA grantee. PRTC is the grantee for FTA funds on behalf of VRE and VRE staff are PRTC employees.

VRE operates 30 trains daily on two rail lines, Fredericksburg and Manassas. Both lines terminate at Union Station in Washington. The first train leaves Broad Run at 5:05 a.m. and the last train arrives at Fredericksburg at 8:04 p.m. The Fredericksburg Line has 12 stations and the Manassas Line has ten. Four stations are serviced by both lines. VRE has a variety of occupancy arrangements on the station properties, including outright ownership of some assets, joint ownership, and leases. Most of the stations were built by the local jurisdictions.

VRE contracts Amtrak for rail operations and maintenance. Amtrak, which maintains the locomotives at its facility in Ivy City, subcontracts car maintenance which is performed at VRE's Broad Run facility in Prince William County. VRE stores trains at its Crossroads facility in Spotsylvania County and its Broad Run facility in Prince William County, both of which are or will soon be undergoing expansion. VRE's management office is in Alexandria, Virginia. VRE has a fleet of 18 locomotives, 21 bi-level cab cars, and 63 trailer cars. VRE contracts a facilities management firm for daily inspection and maintenance of its station stops and commuter parking lots.

PRTC's and VRE's National Transit Database reports for FY2007 provided the following financial and operating statistics:

	Bus Service	Commuter Rail
Unlinked Passengers	2,683,473	3,386,974
Revenue Hours	148,446	9,595
Operating Expenses	\$20,359,272	\$46,192,429

During the review period, PRTC purchased buses, installed shelters, and installed SmarTrip fareboxes on its fleet. VRE completed construction of a second railroad bridge at Quantico Creek; extended the station platform at the Manassas Park Station; replaced VRE's aging communication system with large, color variable message signs; designed and constructed a 532 space parking facility in the City of Manassas; and purchased 61 railcars, all but 15 of which have been delivered. The Quantico Bridge project is VRE's largest construction project to date.

Current VRE projects include construction of a second platform, a kiss and ride lot, and an overhead pedestrian bridge at the Woodbridge Station; construction of additional storage tracks and locomotive and train wash facilities at VRE's Crossroads yard; minor rehabilitation work at the Fredericksburg station; delivery of the remaining 15 rail cars; and procurement of two locomotives.

Over the next three-to-five years, PRTC plans to install additional bus shelters, purchase replacement and expansion buses, and design and construct a maintenance facility in the western portion of its service area. VRE plans to purchase additional locomotives; study the feasibility of extending the Manassas Line 11 miles west to Gainesville-Haymarket; and design and construct additional storage tracks and locomotive and train wash facilities at the Broad Run.

IV. RESULTS OF THE REVIEW

This Triennial Review focused on PRTC's compliance in 23 areas. This section provides a discussion of the basic requirements and findings in each area. No deficiencies were found with the FTA requirements in 21 areas. Deficiencies were found in two areas, maintenance and planning/program of projects.

1. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take all necessary action and responsibility on behalf of the grantee must be properly delegated and executed.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for legal.

2. Financial

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, to cover cost overruns, to cover operating deficits through long-term stable and reliable sources of revenue, to maintain and operate federally funded facilities and equipment, and to conduct an annual independent organization-wide audit in accordance with the provisions of OMB C A-133.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for financial.

3. Technical

Basic Requirement: The grantee must be able to implement the Urbanized Area Formula Grant Program of Projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for technical.

4. Satisfactory Continuing Control

Basic Requirement: The grantee must maintain control over real property, facilities and equipment and ensure that they are used in transit service.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for satisfactory continuing control.

5. Maintenance

Basic Requirement: The grantee must keep federally funded equipment and facilities in good operating order.

Findings: During this Triennial Review of PRTC, a deficiency was found with the FTA requirements for maintenance.

Three mission-critical facility systems were selected to review adequate preventive maintenance in accordance with the standards contained in the PRTC procedures manuals: portable lifts, bus washer, and fueling system. The records review substantiated that the portable lifts and bus washer were inspected at the planned intervals but substantiation related to the fueling system was not present. PRTC's procedures require an inspection of this system

biannually. Documentation was provided from a third party contractor (Tanknology) documenting that annual inspections were performed over the last three years. There was no documentation that any other inspections of the fueling system had occurred.

Corrective Action and Schedule: By December 6, 2008, either change the preventive maintenance inspection intervals for the fueling system or implement procedures to ensure that the system is inspected in a timely fashion, substantiated by necessary record-keeping. Submit the new plan or the procedures to the FTA Region III office.

6. Procurement

Basic Requirement: FTA grantees will use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and that the procedures conform to applicable federal law including 49 CFR Part 18, specifically Section 18.36 and FTA C 4220.1E, "Third Party Contracting Requirements." Grantees will maintain a contract administration system that ensures that contractors perform in accordance with terms, conditions, and specifications of their contracts or purchase orders.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for procurement.

7. Disadvantaged Business Enterprise (DBE)

Basic Requirement: The grantee must comply with the policy of USDOT that DBEs, as defined in 49 CFR Part 26, are ensured nondiscrimination in the award and administration of USDOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts; ensure that only firms that fully meet eligibility standards are permitted to participate as DBEs; help remove barriers to the participation of DBEs; and assist the development of firms that can compete successfully in the marketplace outside the DBE program.

Findings: During this Triennial Review of PRTC, no deficiencies were found with USDOT requirements for DBE.

8. Buy America

Basic Requirement: Per Buy America law, federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless FTA has granted a waiver, or the product is subject to a general waiver. Rolling stock must have a 60 percent domestic content and final assembly must take place in the United States.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for Buy America.

9. Suspension/Debarment

Basic Requirement: To protect the public interest and prevent fraud, waste, and abuse in federal transactions, persons or entities, which by defined events or behavior, potentially threaten the integrity of federally administered programs, are excluded from participating in FTA assisted programs. Federal agencies use the government-wide nonprocurement debarment and suspension system to exclude from Federal programs persons who are not presently responsible. Grantees are required to ensure to the best of their knowledge and belief that none of the grantee's "principals" (as defined in the governing regulation 49 CFR Part 29), subrecipients, and third-party contractors and subcontractors is debarred, suspended, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements. Grantees are required to review the Excluded Parties Listing System (<http://epls.arnet.gov/>) before entering into any third party contracts.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for suspension/debarment.

10. Lobbying

Basic Requirement: Recipients of federal grants and contracts exceeding \$100,000 must certify compliance with Restrictions on Lobbying before they can receive funds. In addition, grantees are required to impose the lobbying restriction provisions on their contractors.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for lobbying.

11. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA requirements, SAFETEA-LU, and the Metropolitan and Statewide Planning Regulations.

Each recipient of a grant shall have complied with the public participation requirements of Section 5307(c)(1) through (7). Each recipient is required to develop, publish, afford an opportunity for a public hearing on, and submit for approval a Program of Projects (POP).

Findings: During this Triennial Review of PRTC, a deficiency was found with the FTA requirements for planning/POP.

PRTC relies on the public involvement process for the transportation improvement program (TIP) to meet Section 5307 public involvement requirements. When doing so, the public notice for the TIP must state that the TIP public involvement process serves as the Section 5307 public involvement process. The most recent TIP did not include the notification. The notices are published by the Transportation Planning Board (TPB), the MPO.

Corrective Action and Schedule: By December 6, 2008, develop and implement procedures to ensure that TPB includes a statement in future TIP public notices that the TIP public involvement process serves as the Section 5307 public involvement process or to carry out a separate public involvement process for annual Section 5307 program of projects, including publication of legal notices for the draft and final programs of projects. Submit a copy of the procedures and the next public notice to the FTA Region III office.

12. Title VI

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participating in, or denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. The grantee must ensure that federally supported transit service and related benefits are distributed in an equitable manner.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for Title VI.

13. Public Comment Process for Fare Increases and Service Reductions

Basic Requirement: The grantee must have a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation services.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for public comment process for fare increases and service reductions.

14. Half Fare

Basic Requirement: Grantees must ensure that elderly persons and persons with disabilities, or an individual presenting a Medicare card, will be charged during non-peak hours for transportation using or involving a facility or equipment of a project financed under Section 5307 not more than 50 percent of the peak hour fare.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for half fare.

15. ADA

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of complementary paratransit service.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for ADA.

16. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service except on an incidental basis and when one or more of applicable exceptions for urban areas set forth in the charter service regulation at 49 CFR 604.9 (b) applies.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for charter bus.

17. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the grantee qualifies under specified exceptions. In no case can federally funded equipment or facilities be used.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for school bus.

18. National Transit Database (NTD)

Basic Requirement: The grantee must collect, record, and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and updated with the *National Transit Database (NTD) Reporting Manual* as required by 49 USC 5335(a).

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for National Transit Database.

19. Safety and Security

Basic Requirement: Any recipient of Urbanized Area Formula Grant Program funds must annually certify that it is spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Under the safety authority provisions of the Federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard of death or injury, especially to patrons of the transit service. However, FTA has no specific requirements for transit safety. States are required to oversee the safety of rail fixed guideway systems through a designated oversight agency.

Under security, a list of 17 Security and Emergency Management Action Items has been developed by FTA and the Department of Homeland Security's Transportation Security Administration (TSA). This list of 17 items, an update to the original FTA Top 20 security action items list, was developed in consultation with the public transportation industry through the Mass Transit Sector Coordinating Council, for which the American Public Transportation Association (APTA) serves as Executive Chair. Security and Emergency Management Action Items for Transit Agencies aim to elevate security readiness throughout the public transportation industry by establishing baseline measures that transit agencies should employ.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for safety and security.

20. Drug-Free Workplace

Basic Requirement: Grantees are required to maintain a drug-free workplace for all employees and to have an ongoing drug-free awareness program.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for drug-free workplace.

21. Drug and Alcohol Program

Basic Requirement: Grantees receiving FTA funds under Capital Grant, Urbanized Area Formula Grant, or Non-Urbanized Area Formula Grant Programs must have a drug and alcohol testing program in place for all safety-sensitive employees.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for drug and alcohol program.

22. Equal Employment Opportunity (EEO)

Basic Requirement: The grantee must ensure that no person in the United States shall, on the ground of race, color, creed, national origin, sex, age, or disability be excluded from participating in, denied the benefits of, or be subject to discrimination in employment under any project, program or activity receiving federal financial assistance from the federal transit laws.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the requirements for EEO.

23. ITS Architecture

Basic Requirement: Intelligent Transportation Systems (ITS) projects funded by the Highway Trust Fund and the Mass Transit Account must conform to the National ITS Architecture, as well as to U. S. Department of Transportation (USDOT) adopted ITS standards.

Findings: During this Triennial Review of PRTC, no deficiencies were found with the FTA requirements for ITS architecture.

V. SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS

Review Area	Finding	Deficiency	Corrective Action	Response Days/Date	Date Closed
1. Legal	ND				
2. Financial	ND				
3. Technical	ND				
4. Satisfactory Continuing Control	ND				
5. Maintenance	D	07 – Late facility/equipment preventive maintenance	Either change the preventive maintenance inspection intervals for the fueling system or implement procedures to ensure that the system is inspected in a timely fashion substantiated by necessary record-keeping. Submit the new plan or the procedures to the regional office.	12/6/08	
6. Procurement	ND				
7. Disadvantaged Business Enterprise	ND				
8. Buy America	ND				
9. Suspension/Debarment	ND				
10. Lobbying	ND				
11. Planning/POP	D	04 – Public notice deficiencies	Develop and implement procedures to ensure that TPB includes a statement in future TIP public notices that the TIP public involvement process serves as the Section 5307 public involvement process or to carry out a separate public involvement process for annual Section 5307 program of projects, including publication of legal notices for the draft and final programs of projects. Submit a copy of the procedures and the next public notice to the FTA Region III office.	12/6/08	
12. Title VI	ND				
13. Public Comment for Fare and Service Changes	ND				
14. Half Fare	ND				
15. ADA	ND				
16. Charter Bus	ND				

Review Area	Finding	Deficiency	Corrective Action	Response Days/Date	Date Closed
17. School Bus	ND				
18. National Transit Database	ND				
19. Safety and Security	ND				
20. Drug-Free Workplace	ND				
21. Drug and Alcohol Program	ND				
22. Equal Employment Opportunity	ND				
23. ITS Architecture	ND				

Findings: ND = No Deficiencies; D = Deficient; AC = Advisory Comment; NA = Not Applicable; NR = Not Reviewed

VI. TRANSIT SECURITY EXPENDITURES

Does the grantee expend one percent or more of its Section 5307 Urbanized Area Formula Grant funds for transit security? Yes X No

If no, why does the grantee consider such expenditure unnecessary (check all that apply):

- No deficiency found from a threat and vulnerability assessment
 TSA/FTA Security and Emergency Management Action Items met or exceeded
 Other (please describe):

Security Funding	FTA Section 5307 Funds (in Dollars)		
	FY 2005	FY 2006	FY 2007
Total amount of 5307 Funds expended	\$7,726,725	\$9,689,875	\$9,436,158
Amount of 5307 Funds expended on security	\$41,824	\$104,946	\$113,132
Percent of 5307 Funds expended on security	.5%	1.1%	1.2%
Infrastructure/Capital Improvement Security Projects:			
Lighting, Fencing & Perimeter Control			
CCTV and Surveillance Technology			
Communications Systems	\$1,200	\$27,793	
Security Planning*		\$19,635	\$27,884
Drills & Tabletop Exercises*	\$8,748	\$3,569	\$23,648
Employee Security Training*			
Other Security-Related Infrastructure & Capital Improvements (please list): Hot Site Security video Bomb-resistant trash cans	\$31,876	\$22,323 \$11,051	\$58,565
Operating/Personnel Expenditures (can only be used by agencies in areas with populations UNDER 200,000):			
Contracted Security Force			
In-house Security Force			
Other Security-Related Operating Expenditures (please list): _____			

* SAFETEA-LU amended the definition of a capital project to include:
- projects to refine and develop security and emergency response plans;
- the conduct of emergency response drills with public transportation agencies and local first response agencies; and
- security training for public transportation employees.

VII. ATTENDEES

Name	Title/Organization	Phone Number	e-mail address
PRTC			
Denny St.Denis	Facility & Grounds Administrator	703-580-6152	dstdenis@omniride.com
Joyce Embrey	Director of Finance & Administration	703-580-6123	jembrey@omniride.com
Althea Evans	Director of Marketing	703-580-6131	aevans@omniride.com
Anthony Foster	Transportation Project Manager	703-580-6147	afoster@omniride.com
Alfred Harf	Executive Director	703-580-6121	aharf@omniride.com
Eric Marx	Director of Operations	703-580-6117	emarx@omniride.com
Betsy Massie	Director, Grants & Projects	703-580-6113	bmassie@omniride.com
Mary Marshall	Manager of Budget & Accounting	703-580-6115	mmarshall@omniride.com
Al Newton	Grant Accountant	703-580-6124	anewton@omniride.com
Marsha Reid	Manager, Personnel Administration	703-580-6118	mreid@omniride.com
VRE			
Detrius Bolton	Procurement Administrator	703-838-5426	dbolton@vre.org
Nahom Debessay	Equipment Specialist	703-838-5432	ndebessay@vre.org
Gerri Hill	Manager, Contracts Administration	703-838-5427	ghill@vre.org
Dennis Larson	Director of Rail Equipment & Services	703-838-5439	dlarson@vre.org
Jennifer Straub	Deputy CEO	703-838-5414	jstraub@vre.org
Contractors			
Jeffery Apple	Manager, Broad Run, RPI	703-498-4030	japple262@aol.com
Melvin Baskfield	Facility Manager, First Transit	571-436-2124	m.baskfield@firstgroup.com
John Hagan	Clerk, Broad Run, Amtrak	202-437-6297	hagans@amtrak.com
Mike Jefferson	Senior Foreman, Amtrak	202-906-3429	jefferm@amtrak.com
Todd Johnson	Director of Maintenance, First Transit	703-580-6105	todd.johnson@firstgroup.com
Ed Kindt	Assistant Superintendent, Amtrak	202-906-3107	kindte@amtrak.com
Myra Simms	Foreman II, Amtrak	202-906-2922	simmsm@amtrak.com
FTA			
Sheila Byrne	Transportation Program Specialist	215-656-7256	sheila.byrne@dot.gov
VADRPT			
Tanya Husick	DRPT	703-934-4636	tanya.husick@drpt.virginia.gov
Reviewers			
Sharon Ahmad	Reid Consulting, LLC	703-351-5056	ahmad@reidconsult.com

Name	Title/Organization	Phone Number	e-mail address
John Clare	Reid Consulting, LLC	315-729-9073	clare@reidconsult.com
Dan Wagner	Reid Consulting, LLC	703-532-7629	wagner@reidconsult.com