

POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

AGENDA

DATE: September 8, 2011  
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

Chairman Jenkins called the meeting to order at 7:15 p.m., with a quorum present.

2. ROLL CALL

MEMBERS PRESENT

*Richard Anderson	Virginia House of Delegates
*Maureen Caddigan	Prince William County
*Wally Covington	Prince William County
*John Jenkins, Chairman	Prince William County
*Jerry Logan, Secretary	Spotsylvania County
*Jackson Miller	Virginia House of Delegates
*Gary Skinner	Spotsylvania County
*Susan Stimpson	Stafford County
*Bob Wilson	Department of Rail and Public Transportation

MEMBERS ABSENT

Fred Howe	City of Fredericksburg
Frank Jones	City of Manassas Park
Michael May, Immediate Past Chairman	Prince William County
Paul Milde, Treasurer	Stafford County
Marty Nohe	Prince William County
Frank Principi	Prince William County
Toddy Puller	Virginia Senate
Jonathan Way, Vice Chairman	City of Manassas

ALTERNATES PRESENT

*Hilda Barg	Prince William County
*Lorraine Lasch	Prince William County
*Matthew Kelly	City of Fredericksburg

ALTERNATES ABSENT

Ateeb Ahmad	Prince William County
David Awbrey	Department of Rail and Public Transportation
Hap Connors	Spotsylvania County
Harry Crisp	Stafford County
Mark Dudenhefer	Stafford County
Brad Ellis	City of Fredericksburg
Suhas Naddoni	City of Manassas Park
Hal Parrish	City of Manassas
Benjamin Pitts	Spotsylvania County
Sorine Preli	Prince William County
Corey Stewart	Prince William County
John Stirrup	Prince William County
William Wren	City of Manassas Park

STAFF AND GENERAL PUBLIC

Nick Alexandrow	PRTC Transit Project Manager
Gina Altis	PRTC Executive Assistant
Monica Backmon	PWC Regional Transportation Planner
Doris Chism	PRTC Dir., Customer Service and Dispatch
Rob Dickerson	PRTC Legal Counsel
Joyce Embrey	PRTC Dir., Finance and Administration
Althea Evans	PRTC Dir., Marketing and Communications
Shanta Garth	FIRST TRANSIT AGM-Accounting & Admin.
Al Harf	PRTC Executive Director
Robb Howell	FIRST TRANSIT General Manager
Ryan Jones	PRTC Special Projects Coordinator
Eric Lee	FIRST TRANSIT Safety and Training Manager
Bob Leibbrandt	PWC Budget & Analysis
Eric Marx	PRTC Dir., Planning and Operations
Betsy Massie	PRTC Dir., of Grants and Project Management
Tim McCann	FIRST TRANSIT Region Vice President
Paul Pitchke	FIRST TRANSIT AGM-Operations
Cynthia Porter-Johnson	PRTC Transportation Project Manager
Jeff Saxe	Kimley-Horn and Associates, Inc.
Chuck Steigerwald	PRTC Manager Planning and Quality Assurance

3. INVOCATION Led by Secretary Logan.
4. PLEDGE OF ALLEGIANCE Led by Commissioner Covington.

5. CITIZENS' TIME No citizens came forward.

6. PRESENTATIONS

A. First Transit General Manager Robb Howell – Employee Recognition and Operations Report.

Mr. Howell recognized the July 2011 Operator-of-the-Month William Gilbert. Mr. Gilbert is unable to attend the meeting this evening.

Mr. Howell reported 13 commendations were received during the month of July (directed to 10 different operators and one supervisor) and 31 commendations were received during the month of August (for different operators). He went on to report that seven collisions occurred in August (3 preventable/4 non-preventable). The accident frequency rate for the month of August is 1.7 per 100,000 miles and the year-to-date is 1.4. Mr. Howell explained that most of the collisions occurred as a result of “mirror clips.” First Transit management is researching new technology/prototypes to help assist in alleviating the issue.

Mr. Howell also reported that the complaint rate on the OmniRide service for the month of July is 7.78 per 10,000 trips, and the August rate is 7.73 per 10,000 trips. The complaint rate on the OmniLink service for the month of July is 6.13 per 10,000 trips, and the August rate is 4.72 per 10,000 trips.

Moving to another subject, Mr. Howell reported that the “Fleet Maintenance Audit” is complete. The results will be presented to the Commission at a subsequent meeting.

Concluding, Mr. Howell reported that the “Customer Satisfaction Survey” is complete and the final results are presented elsewhere in the board kit. The next customer satisfaction survey will commence in October.

7. APPROVAL OF MINUTES

RES 11-09-01 Minutes of July 7, 2011.  
[PRTC]

Commissioner Wilson moved with a second by Commissioner Stimpson, to approve the Minutes, as presented. There was no discussion on the motion. (WILSON\STIMPSON; WITH MAJORITY VOTE, BARG\COVINGTON\CADDIGAN ABSTAINED)

8. AGENDA APPROVAL

RES 11-09-02 Agenda of September 8, 2011.  
[PRTC]

Commissioner Caddigan moved with a second by Commissioner Barg, to approve the Agenda, as amended. There was no discussion on the motion. (CADDIGAN\BARG, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 11-09-03                      Consent Agenda of September 8, 2011.  
[PRTC]

Commissioner Kelly moved, with a second by Commissioner Skinner, to approve the Consent Agenda, as presented. (KELLY\SKINNER, UNANIMOUS)

RES 11-09-04              A.      Jurisdictional Financial Report.  
[PRTC]

Accepted the Jurisdictional Financial Report for the period ended May 31, 2011 and June 30, 2011, as presented. (KELLY\SKINNER, UNANIMOUS)

RES 11-09-05              B.      City of Manassas Request for \$5,850 in Motor Fuels Tax  
[PRTC]                      Funds to be Budgeted and Appropriated for Radar Signs on  
   Plantation Lane.

Authorized the budget and appropriation of \$5,580 of 2% motor fuels tax funds in the City of Manassas's account to install radar signs on Plantation Lane, as presented. (KELLY\SKINNER, UNANIMOUS)

RES 11-09-06              C.      City of Manassas Request \$120,000 in Motor Fuels Tax  
[Manassas]                      Funds to be Budgeted and Appropriated for the Replacement  
   of Regulatory Signage to Meet Federal Mandates

Authorized the budget and appropriation of \$120,000 of 2% motor fuels tax funds in the City of Manassas's account for the replacement of regulatory signage to meet federal mandates, as presented. (KELLY\SKINNER, UNANIMOUS)

RES 11-09-07              D.      Budget and Appropriate \$1,029,034 of the City of  
[Fredericksburg]                      Fredericksburg's Motor Fuels Tax Funds for Various  
   Transportation Projects.

Authorized the budget and appropriation of \$1,029,034 of 2% motor fuels tax funds in the City of Fredericksburg's account for various transportation-related activities through FY 2011, as presented. (KELLY\SKINNER, UNANIMOUS)

RES 11-09-08              E.      City of Manassas Request for \$56,710 in Motor Fuels Tax  
[Manassas]                      Funds to be Budgeted and Appropriated for a Parking System  
   at the Parking Deck.

Authorized the budget and appropriation of \$56,710 of 2% motor fuels tax funds in the City of Manassas's account for a parking system at the parking deck, as presented. (KELLY\SKINNER, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

- A. Operations Board Meeting Agenda and Minutes of August 19, 2011. There were no comments.
- B. Chief Executive Officer's Report (07/11 and 08/11).

Chairman Jenkins noted that as a result of today's torrential rain, Mr. Zehner is at the Franconia-Springfield VRE Station assisting people and asked Mr. Harf to present the VRE report.

Mr. Harf reported that as a result of the heavy rains, a wash-out has occurred on the Fredericksburg line south of Franconia-Springfield, impeding three VRE trains (carrying over 1500 people) from travelling south. Buses from PRTC and elsewhere have been deployed to meet the three trains at the Franconia-Springfield VRE Station to transport people south to their originating VRE stations.

- RES 11-09-09 [VRE] C. Referral of Preliminary FY 2013 VRE Operating and Capital Budget to the Commissions.

Mr. Harf noted that the Commission is being asked to transmit the VRE FY 2013 preliminary operating and capital budget to the member jurisdictions so that the appropriations process for FY 2013 can commence.

Commissioner Covington moved, with a second by Commissioner Caddigan, to authorize the transmittal of the preliminary budget to the PRTC member jurisdictions for review, formally launching the Master Agreement-prescribed review process that will culminate in a recommended budget for the VRE Operations Board's consideration in December 2011 and referral to the Commissions for adoption in January 2012. There was no discussion on the motion. (COVINGTON\CADDIGAN, UNANIMOUS)

- RES 11-09-10 [PRTC] D. Convene into Closed Meeting.

Commissioner Stimpson moved, with a second by Commissioner Covington, to convene into Closed Meeting at 7:28 p.m. for discussion pertaining to consultation with legal counsel and staff regarding legal advice associated with the acquisition of real property for a public purpose and legal issues relating thereto and legal advice relating to proposed amendments to the Virginia Department of Rail and Public Transportation (VDRPT) Master Grant Agreement pursuant to Section 2.2-3711(A) (3) and (7) VA Code Ann. There was no discussion on the motion. (STIMPSON\COVINGTON, UNANIMOUS)

RES 11-09-11            E.      Certification of Closed Meeting.  
[PRTC]

Commissioner Kelly moved, with a second by Commissioner Caddigan, to certify Closed Meeting at 8:30 p.m. There was no discussion on the motion. (KELLY\CADDIGAN, UNANIMOUS)

[PRTC]                    F.      Action Items Reported Out of Closed Meeting

Chairman Jenkins noted there are two items to report out of Closed Meeting:

RES 11-09-12                    Westerly Maintenance Facility Site Approval and  
[PRTC]                            Authorization to Acquire.

Commissioner Caddigan moved, with a second by Commissioner Covington to authorize the Executive Director to execute a contingent contract to purchase the preferred site. There was no discussion on the motion. (CADDIGAN\COVINGTON, UNANIMOUS)

RES 11-09-13                    FY 2012 Virginia Department of Rail and Public  
[DRPT]                            Transportation (VDRPT) Grant and Amended Master  
   Agreement.

Commissioner Caddigan moved, with a second by Commissioner Covington to authorize the PRTC Executive Director to execute the Master Agreement as amended and request that VDRPT alter the amendment language when the Master Agreement is next amended in FY 2013 to explicitly state that it applies to only those grantees where VDRPT does not already have voting representation on the governing body and as permitted by law.

Commissioner Kelly stated his opposition to the amendment because the reasons for the amendment have not been adequately explained. Commissioner Kelly went on to say VDRPT should have consulted with its grantees' governing bodies before issuing an amended agreement. There was no further discussion on the motion. (CADDIGAN\COVINGTON; WITH MAJORITY VOTE, KELLY NAY)

## 11. CHAIRMAN'S TIME

A.      Expression of Appreciation – Althea Evans, Director of Marketing and Communications (Fifteen Years of Service).

Chairman Jenkins recognized PRTC's Director of Marketing and Communications Althea Evans for fifteen years of service with PRTC and presented Mrs. Evans (bio attached) with a certificate and token of appreciation.

Chairman Jenkins went on to announce that PRTC was awarded a first place award in the American Public Transportation Association (APTA) Annual AdWheel Awards competition. Each year APTA honors members' marketing and communications efforts with the AdWheel Awards. Awards are presented in five main media categories: print, electronic, campaigns, and special events. Congratulations are in order to Mrs. Evans and the Marketing and Communications staff for revamping PRTC's "New Rider Kit" and entering it in the competition.

## 12. EXECUTIVE DIRECTOR'S TIME

### A. Executive Director's Report.

On the Federal side, Mr. Harf reported that from all appearances, there will be a six-month extension to SAFETEA-LU, which the House and Senate presumably believe is enough time to plan and resolve the issue of a multi-year authorization. The House envisions a bill where the total funds are limited by what the Highway Trust Fund motor fuels tax revenue can support, which translates into a 38% cut in transit funding. The Senate bill will sustain funding levels at the same levels as in the last year of SAFETEA-LU, which requires funding supplemental to the Trust Fund revenue.

Mr. Harf went on to say that the House budget principles called for no supplemental funding from general fund appropriations for transportation, so House T&I Committee Chairman Mica "froze" the action to what the fuel tax can support. As a result of the café standards and the emergence of alternative fuel vehicles, erosion is occurring in what the gas tax can support over time. As a result of the Senate bill depends on supplemental funds beyond what the motor fuels tax can support (source not yet specified) and it is unclear at this time how the House and Senate will reconcile.

Elsewhere on the federal front, Mr. Harf reminded the Commission that the Obama Administration issued several Federal Register notices in June, inviting transit providers nationally to apply for bus and bus facilities program discretionary funds. At its July meeting, the Board authorized PRTC to vie for some of these discretionary funds. PRTC is currently awaiting word on the fate of the application it submitted.

On the state side, Mr. Harf reported that the VDRPT is conducting an analysis of the transit programs in the Commonwealth and more particularly the formulas used in the programs. The analysis is mandated by a joint legislative resolution (SJR297) passed in the last General Assembly session. VDRPT, in the interest of dialoguing with its "grantees," established an Advisory Committee to work with the agency and its consultants on this work effort. VDRPT's aim is to conclude the effort before the next General Assembly session commences, so that recommendations that require a statutory change are timely. Mr. Harf explained that the current allocation methods are almost entirely "formulaic," driven by system costs, and that VDRPT is intent on exploring the incorporation of performance measures into the allocation process. The Committee has expressed the view that if additional funds are not in the offing, then the formula should not be altered, because that would lead to winners and losers and a likelihood of contentions.

Commissioner Wilson expressed VDRPT's appreciation for the Advisory Committee's contributions to this endeavor. He explained that the Committee's primary purpose is to inform VDRPT's decision making process as to what recommendations to submit to the General Assembly, which is a great benefit to VDRPT. VDRPT would like to see the funding "pot" grow for all the transit operators in the Commonwealth, but at the same time he cautioned that there's no guarantee funding will increase.

Moving to another subject, Mr. Harf reported that PRTC implemented the "overcrowding relief plan" that the Commission authorized at its July meeting. The plan included incrementally adding service during the month of August (10 total trips). By adding the additional ten trips, PRTC anticipated alleviating all of the overcrowding on OmniRide in the mornings and about 40% of the overcrowding in the afternoons. Preliminary indications post-implementation reveal that the plan is achieving this expected result.

With regard to the Customer Satisfaction Survey that Mr. Howell alluded to earlier, Mr. Harf reported that management's supposition is that the lower OmniRide satisfaction ratings are a result of unhappiness about the chronic overcrowding PRTC is experiencing, since the survey was conducted before additional service for "overcrowding relief" commenced in August. He opined that the next survey results should be more positive, and indicated that those results will be presented to the Commission at either its November or December meeting.

Mr. Harf reported that PRTC is concluding work on a "Vanpool Design Study" in cooperation with NVTC and the Fredericksburg MPO (FAMPO). The premise is to take advantage of the vanpools that already exist to earn the Washington region additional federal formula funds and promote increased vanpooling. The finished product is expected to be presented to both the PRTC and NVTC Boards and to FAMPO sometime in the next two to three months.

With regard to fuel purchases, Mr. Harf noted that PRTC locked-in four additional futures contracts. PRTC has now purchased about two-thirds of all of the fuel it will need in FY 2012. He explained that with prices as high as they are, PRTC's fuel expense will run slightly higher than budgeted in FY 2012 but, by virtue of the futures contracts, PRTC is minimizing the negative exposure. PRTC is averaging \$2.83/gallon for the two-thirds of the fuel that it's already purchased and the budgeted FY 2012 fuel price is \$2.75/gallon. PRTC will lock in the remaining fuel purchase when the next opportunity arises.

Commissioner Skinner asked what the magnitude of the projected fuel deficit is likely to be. Mr. Harf noted that PRTC consumes about 1.2 million gallons of fuel per year, so if PRTC ends up "eight cents" a gallon to the negative, it will amount to about a one hundred thousand dollar deficit.

Mr. Harf went on to report that First Transit's eighth year performance evaluation is located elsewhere in the Board Kit. The evaluation once again applauds the work that is being done on the "maintenance" side keeping the fleet in a state of good repair, but there were facets



Commissioner Barg asked if The Word Group, Inc. is a Prince William County-based company. Mr. Marx noted that they are located in Broad Run, Virginia. There was no further discussion on the motion. (BARG/LASCH, UNANIMOUS)

C. Information Items:

1. Customer Satisfaction Survey Results. There were no comments.
2. New Hope United Methodist Church Acknowledgment of Gift in Memory of Alvin Y. Bandy. There were no comments.
3. Accelerating Highway and Transit Project Delivery: Issues and Options for Congress. There were no comments.
4. PRTC Service Performance Reports. There were no comments.
5. PRTC Budget-to-Actual Comparison. 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

At this time, Ms. Althea Evans briefed the Commission on PRTC's 25<sup>th</sup> anniversary plans, characterizing the plans as having three thrusts: "activities/contests" geared toward the public, riders, and staff/the Board. She then touched on the reception planned for "stakeholders" and "honorees" on Friday, September 30, 2011, 6:00 p.m., at Osprey's Landing in Woodbridge -- Virginia Secretary of Transportation Sean Connaughton will be the keynote speaker.

14. ADJOURNMENT

There being no further business to come before the Commission, Chairman Jenkins adjourned the meeting at 8:40 p.m.

NEXT MEETING: Thursday, October 6, 2011, 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  
[www.PRTCtransit.org](http://www.PRTCtransit.org)