

ITEM 1

(12 PAGES)

**POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION**

RESOLUTION

MOTION: _____

**RESOLUTION NO. 10-06-____
OFFICIAL COMMISSION MEETING
JUNE 3, 2010**

SECOND: _____

**RE: APPROVAL OF MINUTES FOR THE POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION MEETING OF MAY 6, 2010**

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

WHEREAS, the minutes of the May 6, 2010 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 May 6, 2010 Commission meeting as presented/amended.

“PENDING BOARD APPROVAL”

POTOMAC AND RAPPAHANNOCK
TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

MINUTES

DATE: May 6, 2010
TIME: 7:00 p.m.
LOCATION: PRTC Transit Center
14700 Potomac Mills Road, 2nd Floor
Woodbridge, VA 22192-6811

1. CALL TO ORDER

Chairman May called the meeting to order at 7:00 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	Prince William County
*Corey Hill	Department of Rail & Public Transportation
*Matthew Kelly	City of Fredericksburg
*Jerry Logan, Secretary	Spotsylvania County
*Michael May, Chairman	Prince William County
*Paul Milde, Treasurer	Stafford County
*Jackson Miller	Virginia House of Delegates (arrived at 7:10 p.m.)
*Marty Nohe	Prince William County (arrived at 7:10 p.m.)
*Toddy Puller	Virginia Senate
*Gary Skinner	Spotsylvania County
*Susan Stimpson	Stafford County
*Jonathan Way, Vice Chairman	City of Manassas

ALTERNATES PRESENT

*Lorraine Lasch	Prince William County
Benjamin Pitts	Spotsylvania County
*William Wren	City of Manassas Park

STAFF AND GENERAL PUBLIC

Silas Aiken	FIRST TRANSIT Bus Operator
Gina Altis	PRTC Executive Assistant
Monica Backmon	PWC Department of Transportation
Alyssa Brown	Assistant, Supervisor Mike May
Doris Chism	PRTC Dir., Customer Service & Dispatch
Art Clark	FIRST TRANSIT Safety & Training Manager
Rob Dickerson	PRTC Legal Counsel
Joyce Embrey	PRTC Dir., Finance & Administration
Althea Evans	PRTC Dir., Marketing & Communications
Anthony Foster	PRTC Transportation Project Manager
Shanta Garth	FIRST TRANSIT AGM-Accounting & Admin.
Al Harf	PRTC Executive Director
Robb Howell	FIRST TRANSIT General Manager
Ryan Jones	PRTC Special Projects Coordinator
Bob Liebbrandt	PWC Budget & Analysis
Ian Lovejoy	Citizen
Steve MacIsaac	VRE Legal Counsel
Eric Marx	PRTC Dir., Planning & Operations
Betsy Massie	PRTC Dir., Grants & Project Management
Tim McCann	FIRST TRANSIT Region Vice President
Baba Mohammed	FIRST TRANSIT Bus Operator
Jennifer Mouchantaf	VRE Deputy Chief Executive Officer
William Nikins	FIRST TRANSIT Fleet Maintenance Technician
Paul Pitchke	FIRST TRANSIT AGM-Operations
Chuck Steigerwald	PRTC Mgr., Planning & Quality Assurance
Dale Zehner	VRE Chief Executive Officer

MEMBERS ABSENT

Frank Jones, Immediate Past Chmn	City of Manassas Park
Frank Principi	Prince William County

ALTERNATES ABSENT

Ateeb Ahmad	Prince William County
David Awbrey	Department of Rail & Public Transportation
Hilda Barg	Prince William County
Jean Benson	City of Fredericksburg
Hap Connors	Spotsylvania County
Harry Crisp	Stafford County
Mark Dudenhefer	Stafford County
Brad Ellis	City of Fredericksburg
Darrel Feasel	Department of Rail & Public Transportation
Peter LaMarca	City of Fredericksburg
Sushas Naddoni	City of Manassas Park

Hal Parrish
Sorine Preli
Corey Stewart
John Stirrup

City of Manassas
Prince William County
Prince William County
Prince William County

*Voting Member

3. INVOCATION Led by Vice Chairman Way.
4. PLEDGE OF ALLEGIANCE Led by Commissioner Caddigan.
5. CITIZENS' TIME No citizens came forward.
6. PRESENTATIONS

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

Mr. Howell recognized the February 2010 Operator-of-the-Month and the Operator-of-the-Year Baba Mohammed and Silas Aiken, respectively. Both Mr. Mohammed and Mr. Aiken have been bus operators since 2008.

Mr. Howell also recognized the “Technician of the Quarter” William Nikins. Mr. Nikins has been a technician since 2007. He is a retired “Chief” from the U.S. Navy with twenty years of service (serving on four destroyers and seven tours in the Mediterranean).

Mr. Howell reported 14 commendations (for 13 different operators and one supervisor) were received during the month of April. He went on to report the accident frequency rate for the month of April is .73 per 100,000 miles and the year-to-date is .73. He also reported the complaint rate on the OmniRide service for April is 4.7 per 10,000 passengers compared to 6.86 for the prior month, and the year-to-date is 6.57 compared to 6.95 for the same period last year. The complaint rate on the OmniLink service for April is 3.05 compared to 5.74 for the prior month.

Mr. Howell went on to report that the “fleet maintenance audit” is complete, and the overall results are favorable. The average number of per-bus defects decreased to 3.6 from an average of 3.9 for the previous audit. The average “A” defects per bus is 0.12, the lowest of the past six audits. The average safety-critical defects per-bus is 0.05 vs. 0.07 in November 2009 and preventive maintenance inspections (PMIs) continue to be 100 percent compliant. Mr. Harf added that the full report of the audit results will be provided to the Commission at its June meeting.

In conclusion, Mr. Howell reported that staffing levels remain high, a spring service change is scheduled for Monday, May 10th, and the next “Customer Satisfaction Survey” will commence on June 7th.

7. APPROVAL OF MINUTES

RES 10-05-01 Minutes of April 2, 2010.
[PRTC\Minutes]

Commissioner Kelly moved, with a second by Commissioner Caddigan, to approve the Minutes, as presented. There was no discussion on the motion. (KELLY\CADDIGAN, UNANIMOUS)

8. AGENDA APPROVAL

RES 10-05-02 Agenda of May 6, 2010.
[PRTC\Agenda]

Commissioner Milde moved, with a second by Commissioner Jenkins, to approve the Agenda, as presented. There was no discussion on the motion. (MILDE\JENKINS, UNANIMOUS)

9. CONSENT AGENDA APPROVAL

RES 10-05-03 Consent Agenda of May 6, 2003.
[PRTC\Consent Agenda]

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

RES 10-05-04 A. Treasurer's Report.
[PRTC\Finance]

Commissioner Jenkins moved, with a second by Commissioner Kelly, to accept the Treasurer's Report for period ended February 28, 2010, as presented. (JENKINS\KELLY, UNANIMOUS)

RES 10-05-05 B. Budget and Appropriate \$375,002 of Stafford County's
[Stafford] Motor Fuels Tax Funds for Transportation Expenditures
for the Third Quarter of FY 2010.

Authorized the use of \$375,002 of motor fuels tax funding in Stafford County's account for the third quarter of FY 2010 for transportation expenditures. (JENKINS\KELLY, UNANIMOUS)

RES 10-05-06 C. Reimbursement to Prince William County for Legal
[Prince William County] Services Provided in FY 2010 and Continuation of Legal
Representation by Prince William County in FY 2011.

Authorized payment of \$39,000 to Prince William County for legal services rendered during FY 2010 and continuation of legal representation by Prince William County in FY 2011. (JENKINS\KELLY, UNANIMOUS)

RES 10-05-07 D. Invitation for Bids (IFB) to Repair Concrete Pads in the
[PRTC\Concrete Pads] Bus Storage Yard.

Authorized the Executive Director to issue an Invitation for Bids (IFB) to procure a construction contractor to repair concrete pads in the bus storage yard. (JENKINS\KELLY, UNANIMOUS)

RES 10-05-08 E. Solicit Proposals for Market Research Services.
[PRTC\Market Research]

Authorized the Executive Director to commence a competitive procurement for technical services support. (JENKINS\KELLY, UNANIMOUS)

RES 10-05-09 F. Building Security System – Authorization to Commence
[PRTC\Security] Procurement for Technical Services Support.

Authorized the Executive Director to commence a competitive procurement for technical services support. (JENKINS\KELLY, UNANIMOUS)

10. VIRGINIA RAILWAY EXPRESS (VRE)

[VRE\Info] A. Operations Board Meeting Agenda and Minutes of
April 16, 2010. There were no comments.

[VRE\Info] B. Chief Executive Officer's Report (4-10).

Mr. Zehner announced that an "opening ceremony" to dedicate the "second platform" is scheduled for May 12th, 11:00 a.m., at the Woodbridge Station.

Mr. Zehner reported the average daily ridership for April was 17,136 (the fourth consecutive month VRE has carried over 17,000 riders per day). Total ridership is about 5% higher compared to the same period last year. He went on to report that VRE's on-time performance averaged 85% system-wide for the month of April (about the same percentage on both the Fredericksburg and Manassas lines). He explained that train delays occurred as a result of CSX shutting down the railroad on April 2nd due to police activity near the tracks in Alexandria (which delayed or cancelled all afternoon service) and as a result of CSX performing track maintenance (i.e. resurfacing, tie replacement, etc.).

Continuing, Mr. Zehner reported that VRE will partner with Fairfax County and the Washington Area Bicyclists Association to participate in "Bike to Work Day" on May 21st. The Burke Centre VRE Station will be a "pit stop" and VRE staff will be on hand to assist with the event.

Concluding his remarks, Mr. Zehner reported that VRE's annual "Meet the Management" program commenced at Union Station on April 7th. He explained Management visits a different station every week wearing a blue VRE polo shirt and name badge, providing refreshments to passengers. These events are an opportunity to show appreciation to VRE riders, meeting them in person to answer any questions and address any complaints or comments they may have. Board Members are welcome to attend any or all of the events in their jurisdictions.

Commissioner Way asked about the status of the Keolis transfer, particularly the personnel changeover. Mr. Zehner noted this issue will be discussed during Closed Meeting.

Commissioners Jackson Miller and Marty Nohe arrived at 7:10 p.m. during the VRE Chief Executive Officer's report and were absent for the vote on Items 7, 8, 9, and 9A-F.

RES 10-05-10 C. Convene into Closed Meeting.
[PRTC]

Commissioner Caddigan moved, with a second by Vice Chairman Way, to convene into Closed Meeting at 7:15 p.m. for consultation with legal counsel concerning a prospective agreement between the Virginia Railway Express (on behalf of the Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission) and AMTRAK for access and storage at Washington Union Terminal. There was no discussion on the motion. (CADDIGAN\WAY, UNANIMOUS)

RES 10-05-11 D. Certification of Closed Meeting.
[PRTC]

Commissioner Kelly moved, with a second by Commissioner Caddigan, to certify Closed Meeting at 7:35 p.m. There was no discussion on the motion. (KELLY\CADDIGAN, UNANIMOUS)

E. Action Items Reported Out of Closed Meeting

RES 10-05-12 Agreement with Amtrak for Access and Storage at
[VRE\Amtrak] Washington Union Terminal (WUT).

Commissioner Milde moved, with a second by Vice Chairman Way, to authorize the VRE Chief Executive Officer to enter into a five-year agreement for access into and storage at Washington Union Terminal; total payment not to exceed \$8,824,356, plus a \$250,000 contingency for a total amount not to exceed \$9,074,356 during the first year and subject to increase in each successive year according to the Association of American Railroads (AAR) Quarterly Index of Chargeout Prices and Wage Rates. There was no discussion on the motion. (MILDE\WAY, UNANIMOUS)

11. CHAIRMAN'S TIME

[PRTC] A. Expression of Appreciation for Services Rendered by
Commissioner Matthew Kelly and Alternate Jean Benson.

RES 10-05-13 Expression of Appreciation for Services Rendered by
[PRTC] Commissioner Matthew Kelly.

Commissioner Milde moved, with a second by Commissioner Skinner, to express appreciation to Commissioner Matthew Kelly, who will end his service to the Commission after the June 2010 Commission meeting. There was no discussion on the motion. (MILDE\SKINNER, UNANIMOUS)

RES 10-05-14 Expression of Appreciation for Services Rendered by
[PRTC] Alternate Jean Benson.

Commissioner Kelly moved, with a second by Commissioner Caddigan, to express appreciation to Commissioner Jean Benson, who will end her service to the Commission after the June 2010 Commission meeting. There was no discussion on the motion. (KELLY\CADDIGAN, UNANIMOUS)

[PRTC\Info] B. Background Checks/Fingerprinting Utilization.

On behalf of the Commission, Chairman May expressed appreciation to Delegate Miller and Senator Puller for their effort in bringing about the successful enactment of the "background checking/fingerprinting" legislation. As a result, First Transit will utilize fingerprinting as a means for background checks of employees at PRTC.

Mr. Harf noted that First Transit will bear the cost of the fingerprinting checks for its prospective hires (\$46.00/check per the State Police), and went on to note that fingerprinting checks will be confined to individuals who receive an "offer of employment" from First Transit. First Transit will also continue to perform periodic rechecks to ensure that individuals already in First Transit's employ didn't commit a criminal offense they never disclosed.

Commissioner Milde asked how many people First Transit currently employs and how many were released as a result of the expanded zone check. Mr. Howell answered about 226 employees and four employees were terminated as a result of the zone check.

At this time, Chairman May introduced and welcomed newly-appointed Commissioner Delegate Richard Anderson. Delegate Anderson represents the 51st District – eastern portion of Prince William County.

Chairman May announced that the PRTC Executive Committee will meet with PRTC's Auditors PBG&H on Thursday, June 3, 2010, 6:00 p.m., at the PRTC Transit Center, regarding the PRTC FY 2010 Audit.

12. EXECUTIVE DIRECTOR'S TIME

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

On the Federal legislative side, Mr. Harf reported the "climate change and energy bill" is stalled as result of the sparring between the parties about the timing of the "immigration bill" in relation to climate change.

Mr. Harf went on to report that the Obama Administration recently announced a new \$775 million competitive grant program for Bus and Bus Facilities and Other Federal Transit Administration (FTA) funding opportunities containing unearmarked Federal bus discretionary funds. The aim of the program is a "State of Good Repair" initiative. In light of this development, PRTC will ask the Commission at its June meeting for explicit authorization to apply for the discretionary funds to overhaul 29 of PRTC's 61 MCI coaches (note: after the meeting, management determined that the unfunded number of buses is 30, not 29, so 30 is the number that the prospective application would seek funding for).

On the State legislative side, Mr. Harf noted PRTC is awaiting confirmation from the Tax Commissioner about when the issuance of amended motor fuels tax regulations will take effect now that legislation has been enacted that makes transportation and delivery charges taxable along with the fuel.

With regard to TIGER-funded projects, Mr. Harf reported that \$58 million is being awarded to the Washington region and PRTC has been awarded \$10 million of these funds. He went on to report that \$6 million of the \$10 million will be used for bus replacements, and the remainder for the "CAD/AVL" project. Staff is currently working on arrangements for the receipt of the grant and anticipates the grant will materialize by the end of the summer. Staff is also working on the procurement efforts associated with the PRTC projects to be funded by the TIGER funds.

Moving to another subject, Mr. Harf reported that PRTC and its neighboring transit systems in Northern Virginia are in the formative stages of planning a "legislative tour" on June 30th and July 1st to acquaint Members of the General Assembly with Northern Virginia's transportation challenges. The July 1st portion of the tour will include a stopover at the PRTC Transit Center and the Horner Road park-ride lot. PRTC is tentatively scheduled to host a lunch (sponsored by vendors). Commissioners are invited to participate. Mr. Harf also noted that Delegate May has scheduled a Transportation Committee Meeting of the House of Delegates coincident with the tour as a way of eliciting greater participation by the Legislators.

Continuing, Mr. Harf reported on three planning-related efforts currently underway:

1. The Transit Development Plan (TDP) is a state mandated effort and PRTC has been working closely with DRPT and its consultant the Connetics Transportation Group (CTG). Mr. Harf noted the Commission previously received a briefing by CTG on the issue a few months ago and will be briefed again at the June meeting (note: now scheduled for July instead). Also, a "PRTC TDP Work Session" and "PRTC TDP Stakeholders" meeting are scheduled for May 11th and May 12th, respectively. The stakeholder group consists of staff from all the member jurisdictions that sponsor PRTC's bus operations. The plan will have both fiscally unconstrained ("needs") and fiscally constrained elements, building off already-adopted plans to account for changed conditions.
2. PRTC is also collaborating with the Prince William Area Agency on Aging (AAA) on a "mobility management plan," which is examining the mobility needs of specified vulnerable populations (i.e. seniors, people with disabilities, and low income households). Assisted by a stakeholder group (referred to as the "Transportation Options Group"; TOG), AAA and PRTC aim to identify service gaps and how best to fill the gaps. Meetings with the TOG and PRTC's consultant (Vanasse Hangen Brustlin, Inc.; VHB) have occurred. The plan is likely to have several components: (1) a volunteer transportation component, (2) a voucher component that enables taxi cab companies to be a part of the solution, and (3) traditional public transportation expansion. The plan will be prioritized too to account for budget constraints. The completed plan is expected within the next several months and will be presented to the Commission for adoption.
3. Because significant numbers of commuters in the Manassas/Gainesville area are currently driving long distances to access transit service, PRTC is conducting an analysis to examine the origins/destinations of people who utilize the Linton Hall and Manassas area services to assess whether service can be reconfigured without increasing expenses to increase ridership and shorten commute lengths. With the extension of HOV lanes westward that is scheduled to open shortly, a transit service presence on the extended HOV lanes will result in an extra \$100,000 per year of federal formula funds. Findings and recommendations will be presented to the Commission at its July meeting.

Mr. Harf reported that the new 128-space commuter park-ride lot across from the PRTC Transit Center was at capacity the first day it opened. The VDOT-owned (and the American Fire-owned property bordering it) temporary commuter parking facility is now an overflow lot. Discussions are occurring with American Fire and VDOT about making the temporary commuter lot a permanent or semi-permanent overflow lot. VDOT has asked PRTC to provide a plan that addresses storm water runoff.

Mr. Harf went on to report that the Commission is being asked this evening to authorize the issuance of an Invitation for Bids (IFB) to procure a construction contractor for the reconstruction of the last of the concrete pads not reconstructed to date in the bus yard, which have now failed. Commissioner Skinner asked if the concrete pads are at the end of their life cycle. Mr. Harf replied "no," and explained that the concrete pads failed prematurely as a result of faulty design and construction. He went on to explain that even though the concrete pads did not last for their full usable lives, the design and construction deficiencies were not apparent before the Virginia statute of limitations for liability expired.

Commissioner Skinner also asked if any techniques currently exist to test concrete pads for premature failing. Mr. Harf explained the problem was not a consequence of poor or overlooked concrete testing -- it was a consequence of insufficient construction management oversight. PRTC has learned this lesson and now makes it a practice of routinely providing for stepped up construction management oversight.

At the recommendation of the Prince William Police Department, Mr. Harf noted that additional surveillance cameras will be installed at both the PRTC Transit Center and its neighboring properties to provide more complete surveillance coverage. Also, a new "gate" will be installed at the main entrance to the bus yard.

Continuing, Mr. Harf reported that the Prince William Board of County Supervisors has endorsed the creation of an emergency exit at the rear of the bus yard to allow buses to exit the yard onto Dale Boulevard westbound. Staff is currently working with VDOT on the project.

In conclusion, Mr. Harf noted the Commission is being asked this evening to authorize the transmittal of a letter to Transportation Secretary Connaughton informing him of PRTC's reactions to the I-95/I-395 BRT Study final report.

Vice Chairman Way asked how the new Tysons Express bus service is operating. Mr. Harf noted that ridership is between 10-11 riders per trip. This is substantially the same as it was at the outset of the service, and Mr. Harf observed that the static ridership is attributable at least in part to the fact that the state-sponsored/directed marketing campaign is lagging significantly behind the inauguration of the service.

[PRTC\Action] B. Action Items:

RES 10-05-15 1. Reactions to VDOT's I-95/I-395 BRT Study Final
[PRTC\BRT Study] Report.

Commissioner Caddigan moved, with a second by Commissioner Kelly, to authorize the transmittal of a letter to Secretary of Transportation Sean Connaughton informing him of the Commission's reactions to the I-95/I-395 Bus Rapid Transit (BRT) Study Final Report. There was no discussion on the motion. (CADDIGAN\KELLY, UNANIMOUS)

RES 10-05-16
[PRTC\Marketing]

2. LM&O Contract Extension to End of Year and Marketing/Schedule Production Procurement.

Commissioner Kelly moved, with a second by Commissioner Nohe, to authorize the Executive Director to extend its contract with LM&O Advertising, Inc. to December 31, 2010, and to commence a new competitive procurement integrating services so one contract can be recommended for award thereafter. There was no discussion on the motion. (KELLYNOHE, UNANIMOUS)

[PRTC\Info]

C. Information Items:

1. Assessment of Bus Service Enhancements between Gainesville and Washington, D.C. There were no comments.
2. Reappointment of Delegate Jackson Miller and Appointment of Delegate Richard Anderson to the PRTC. There were no comments.
3. PRTC Service Performance Reports. There were no comments.
4. PRTC Budget-to-Actual Comparison. There were no comments.
5. Communications:
 - a. Related to Funding. There were no comments.
 - b. Related to Jurisdiction. Not applicable.
 - c. General Interest. There were no comments.

13. OTHER BUSINESS/COMMISSIONERS' TIME

There was no other business to come before the Commission.

14. ADJOURNMENT

There being no further business to come before the Commission, Chairman May adjourned the meeting at 8:10 p.m.

NEXT MEETING: Thursday, June 3, 2010, 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