

**NOTE: The PRTC Operations Committee will not meet on December 4<sup>th</sup>.**

POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION (PRTC)

OFFICIAL COMMISSION MEETING

AGENDA

DATE: December 4, 2008  
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
2. ROLL CALL
3. INVOCATION
4. PLEDGE OF ALLEGIANCE
- [Jones] 5. CITIZENS' TIME
- [Jones] 6. PRESENTATIONS
  - A. Remarks by PRTC's Auditors (PBGH, LLP) re FY2008 Audit – Question/Answer Session to Follow and FY08 PRTC Audit to be Adopted during Executive Director's Time – [Verbal – No Attachment]
  - B. HOT Lanes Project Update – Presented by VDOT-Fluor/Transurban – [Verbal – Attachment]
  - C. First Transit General Manager Robb Howell – Employee Recognition and Operations Report – [Verbal –No Attachment]

- [Jones] 7. APPROVAL OF MINUTES – November 6, 2008  
[Attached Resolution Recommended]
- [Jones] 8. AGENDA APPROVAL – December 4, 2008  
[Attached Resolution Recommended]
- [Jones] 9. CONSENT AGENDA APPROVAL – December 4, 2008  
[Attached Resolution Recommended]
- A. Treasurer’s Report – [Attached Resolution Recommended]
- B. Authorization to Procure Two Non-Revenue Vehicles and Award to the Lowest Responsive Bidder – [Attached Resolution Recommended]
- C. Approve to Change the July 2, 2009 Commission Meeting to July 9, 2009, and 2009 Meetings Schedule – [Attached Resolution Recommended]
- [Zehner] 10. VIRGINIA RAILWAY EXPRESS (VRE)
- A. Operations Board Meeting Agenda and Minutes (hand out at the meeting) of November 21, 2008 – [Information – Attachment]
- B. Chief Executive Officer’s Report (Nov 08) – [Information – Attachment]
- C. Authorization to Forward the FY 2008 Audited Financial Statements and Management Letter – [Attached Resolution Recommended]
- [Jones] 11. CHAIRMAN’S TIME
- A. Reminder – the first Thursday of January 2009 falls on a holiday (January 1<sup>st</sup>) so the January meeting has been scheduled to occur on Thursday, January 8, 2009, at 7:00 p.m. – [Verbal – No Attachment]
- ~~B. Proposed Slate of PRTC Officers and VRE Operations Board Appointments for 2009 – [Verbal – Attachment]~~
- B. Expression of Appreciation for Matthew Tucker – [Attached Resolution Recommended]**

**C. Executive Committee to Meet on January 8, 2009, at 6:00 p.m. to Discuss a Proposed Slate of Officers – [Verbal – No Attachment]**

**D. Group Commissioner Picture on January 8, 2009 – Commissioners Should Assemble in the Open Area Located Outside of the Executive Director’s Office at 6:30 p.m. – [Verbal – No Attachment]**

[Harf]

12. EXECUTIVE DIRECTOR'S TIME

A. Executive Director’s Report – [Attachment – Information]

B. Action Items:

1. Recognition of Frank Jones for Outstanding Services as Chairman of the PRTC during Calendar Year 2008 – [Attached Resolution Recommended]

2. FY 2008 PRTC Audit – [Attached Resolution Recommended]

3. Change Order #10 Facility Maintenance – [Attached Resolution Recommended]

4. Performance Objectives for PRTC Organization At-Large and for Executive Director – December 2008 through November 2009 – [Attached Resolution Recommended]

5. Bus Shelters/Stops Lighting Plan and Authorization to Procure Lighting Products – [Attached Resolution Recommended]

**6. Amended Authorization for Lease-Purchase of Four Buses – [Attached Resolution Recommended]**

**7.** Convene into Closed Meeting – [Attached Resolution Recommended]

**8.** Certification of Closed Meeting – [Attached Resolution Recommended]

**9.** Action Items Reported Out of Closed Meeting

C. Information Items:

1. PRTC Service Performance Reports – [Hand out at the meeting]
2. PRTC Budget-to-Actual Comparison – [Attachment]
3. Communications:
  - a. Related to Funding – [N/A]
  - b. Related to Jurisdiction – [N/A]
  - c. General Interest – [Attachment]
4. Matthew Tucker Resignation Letter Dated 11/20/08 – [Attachment]

[Jones] 13. OTHER BUSINESS/COMMISSIONERS' TIME

[Jones] 14. ADJOURNMENT

NEXT MEETING: Thursday, January 8, 2009, 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  
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