



**Virginia Railway
Express**

Paul Smedberg
Chairman

Maureen Caddigan
Vice-Chairman

Katie Cristol
Secretary

Paul Milde
Treasurer

Sharon Bulova
John C. Cook
John D. Jenkins
Matt Kelly
Jennifer Mitchell
Suhas Naddoni
Martin Nohe
Pamela Sebesky
Gary Skinner
Bob Thomas

Alternates

Ruth Anderson
Pete Burrus
Hector Cendejas
Libby Garvey
Jeanine Lawson
Tim Lovain
Jeff McKay
Wendy Maurer
Paul Trampe
Billy Withers
Mark Wolfe

Doug Allen
Chief Executive Officer

1500 King Street, Suite 202
Alexandria, VA 22314-2730

M I N U T E S

VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia April 21, 2017

| Members Present | Jurisdiction |
|-------------------------|------------------------|
| Maureen Caddigan (PRTC) | Prince William County |
| Katie Cristol (NVTC) | Arlington County |
| John D. Jenkins (PRTC) | Prince William County |
| Matt Kelly (PRTC) | City of Fredericksburg |
| Paul Milde (PRTC) | Stafford County |
| Suhas Naddoni (PRTC) | City of Manassas Park |
| Martin Nohe (PRTC) | Prince William County |
| Pamela Sebesky (PRTC) | City of Manassas |
| Gary Skinner (PRTC) | Spotsylvania County |
| Paul Smedberg (NVTC) | City of Alexandria |
| Bob Thomas (PRTC) | Stafford County |

| Members Absent | Jurisdiction |
|-----------------------|---------------------|
| Sharon Bulova (NVTC) | Fairfax County |
| John C. Cook (NVTC) | Fairfax County |
| Jennifer Mitchell | DRPT |

| Alternates Present | Jurisdiction |
|---------------------------|------------------------|
| Pete Burrus | DRPT |
| Hector Cendejas (PRTC) | City of Manassas Park |
| Libby Garvey (NVTC) | Arlington County |
| Billy Withers (PRTC) | City of Fredericksburg |

| Alternates Absent | Jurisdiction |
|--------------------------|-----------------------|
| Ruth Anderson (PRTC) | Prince William County |
| Jeanine Lawson (PRTC) | Prince William County |
| Jeff McKay (NVTC) | Fairfax County |
| Wendy Maurer (PRTC) | Stafford County |
| Paul Trampe (PRTC) | Spotsylvania County |
| Justin Wilson (NVTC) | City of Alexandria |
| Mark Wolfe (PRTC) | City of Manassas |

| Staff and General Public | |
|--------------------------------------|--|
| Doug Allen – VRE | John Kerins – Keolis |
| Monica Backmon – NVTA | Cindy King – VRE |
| Nydia Blake – Prince William County | Mike Lake – Fairfax County |
| Donna Boxer – VRE | Lezlie Lamb – VRE |
| Rich Dalton – VRE | Bob Leibbrandt – Prince William County |
| James Davenport – Prince William DOT | Steve MacIsaac – VRE legal counsel |
| Paul Dean – VRE | Betsy Massie – PRTC |
| Greg Deibler – VRE | Kate Mattice – NVTC |
| Rhonda Gilchrest – NVTC | Lynn Rivers – Arlington County |
| Chris Henry – VRE | Bob Schneider – PRTC |
| Tom Hickey – VRE | Sonali Soneji – VRE |
| Pierre Holloman – City of Alexandria | Alex Sugatan – VRE |
| Todd Horsley – DRPT | Joe Swartz – VRE |
| Todd Johnson – First Transit | Ciara Williams – DRPT |

* Delineates arrival following the commencement of the Board meeting. Notation of exact arrival time is included in the body of the minutes.

Chairman Smedberg called the meeting to order at 9:07 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Caddigan, to approve the Agenda. The vote in favor was cast by Board Members Burrus, Caddigan, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Approval of the Minutes of the February 17, 2017 Operations Board Meeting – 4

Mr. Thomas moved, with a second by Ms. Cristol, to approve the Minutes. The vote in favor was cast by Board Members Burrus, Caddigan, Cristol, Jenkins, Kelly, Nohe, Sebesky, Smedberg and Thomas. Board Members Milde, Naddoni and Skinner abstained.

Chairman's Comments – 5

Chairman Smedberg welcomed PRTC's new Executive Director, Dr. Robert (Bob) Schneider, who began his duties on April 3, 2017. Dr. Schneider previously served as the executive director of Central Midlands Transit, known as the COMET, in Columbia, South Carolina. Dr. Schneider has a Bachelor's in Political Science from Western Carolina University and a Master's in Public Administration and a Doctorate in Political Science from University of Tennessee, Knoxville.

Chairman Smedberg introduced Hector Cendejas, a new VRE Alternate for the City of Manassas Park. He also acknowledged two other Alternates, Libby Garvey of Arlington County and Billy Withers of the City of Fredericksburg.

Chairman Smedberg announced VRE is celebrating its 25th anniversary this year. Staff will provide more details on the anniversary event in June, but he noted the special anniversary commemorative logo.

Chairman Smedberg announced there will be a train naming ceremony to commemorate Maureen Caddigan, Joe Alexander and David Brickley on Saturday, May 13th at 10:00 A.M. at the Broad Run Station. The event will also include a bench dedication for Dick Peacock. The bench will ultimately be installed at the Manassas Station.

Chairman Smedberg reminded Board Members to fill out the VRE CEO evaluation survey they have been sent.

Chief Executive Officer's Report – 6

Mr. Allen gave an update on recent security and safety initiatives for the month of March. VRE staff met with CSXT's new Assistant Vice President of Passenger Operations, Dave Dech, and other senior staff, which included a discussion of jointly sponsored safety activities, such as grade crossing blitzes and anti-trespassing programs. Mr. Dech is replacing Jay Westbrook, who will be recognized in a later agenda item. Staff also briefed

Keolis mechanical and train operations staff on new Federal Railroad Administration system safety regulations.

Mr. Allen reported on-time performance (OTP) for the month of March was 93 percent on the Manassas Line and 85 percent on the Fredericksburg Line. At the March Operations Board meeting staff gave a detailed briefing on the causes of the train delays on the Fredericksburg Line during the first three weeks of March. There did not seem to be a common reason for the various delays. They seem to be independent issues, although train #312 has experienced the most delays. He also reported Average Daily Ridership remained strong in March at approximately 19,500, which is 10 percent higher than last year.

Mr. Allen reported another five new railcars have been delivered and once in service, it will complete the turn-over of all old railcars so VRE's fleet will be made up of all new railcars. The last of the Legacy railcars are expected to be taken out of service on or about April 28th. He also met with the District Department of Transportation director regarding coordination of mid-day storage. They discussed the current plan, which allows all VRE trains to be accommodated without acquiring right-of-way from the District, which makes it a less complicated process. VRE is also working with Amtrak on mid-day storage. VRE staff is working hard on options for the Crystal City Station improvements. In response to a question from Ms. Cristol, Ms. Soneji explained three options are being evaluated and they will go before the public for comment in June.

Mr. Allen asked Mr. Swartz to give an update on the planning underway to celebrate VRE's 25th anniversary. Mr. Swartz stated the June 16th Operations Board meeting will be held at City Hall in Fredericksburg, which is three blocks away from the VRE station. Following the business meeting, there will be a celebration event at the station. Governor McAuliffe and other dignitaries will be invited to participate. This will be followed by a luncheon at the Bavarian Chef Restaurant next to the station.

Mr. Allen asked Mr. Dean to give a brief update on legislative issues. Mr. Dean reported on federal funding levels. VRE joined many other transit agencies to voice its concerns about President Trump's proposed FY 2018 budget cuts to USDOT federal discretionary grant programs. VRE sent a letter signed by Chairman Smedberg asking Virginia's congressional delegation to oppose cuts to discretionary Capital Investment grant programs. He noted the FY 2017 Continuing Resolution that funds the federal government expires on April 28, 2017. On the state level, VRE is continuing to coordinate letters of support for additional funding. In response to a question from Mr. Skinner, Mr. Dean offered to follow-up with Spotsylvania County staff on the letter.

VRE Riders' and Public Comment – 7

There were no comments.

Consent Agenda – 8

On a motion by Mr. Milde and a second by Ms. Caddigan, the Board unanimously approved the following Consent Agenda Items:

- Resolution #8A-04-2017: Authorization to Issue a Request for Proposals for Installation and Integration of Security Cameras and Access Control Systems
- Resolution #8B-04-2017: Authorization to Issue an Invitation for Bids for Shuttle Service at the Franconia-Springfield Station

The vote in favor was cast by Board Members Burrus, Caddigan, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Mr. Kelly requested updated blue sheeted items be taken off the Consent Agenda in the future. Mr. Allen agreed to do so and explained the change to #8A related to documenting the source of funding.

Recommend Authorization to Execute an Amendment for the Third Year of the First Option Period for Operating Services for Commuter Rail – 9A

Mr. Allen requested the Operations Board recommend the Commissions authorize him to amend the contract with Keolis Rail Services Virginia, LLC for Operating Services for Commuter Rail by approving up to \$15,416,000 for the third year of the first option period for a total contract value not to exceed \$147,406,557, through June 30, 2018. Resolution #9A-04-2017 would accomplish this.

On a motion by Mr. Milde, with a second by Mr. Skinner, the Board unanimously approved Resolution #9A-04-2017. The vote in favor was cast by Board Members Burrus, Caddigan, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Recommend Authorization to Execute an Amendment for the Second Year of the Contract for Maintenance Services for Commuter Rail – 9B

Mr. Allen requested the Operations Board recommend the Commissions authorize him to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC by increasing the total contract authorization by \$7,092,267, for a total amount not to exceed \$14,344,638 through June 30, 2018. Resolution #9B-04-2017 would accomplish this.

Mr. Skinner moved, with a second by Mr. Jenkins, to approve Resolution #9B-04-2017. The vote in favor was cast by Board Members Burrus, Caddigan, Jenkins, Kelly, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas. [Ms. Cristol was not in the room for the vote.]

Authorization to Execute a Contract Amendment for Design Services for the Lifecycle Overhaul and Upgrade Facility – 9C

Mr. Allen requested the Operations Board authorize him to execute a contract amendment for additional design services for the Lifecycle Overhaul and Upgrade (LOU) Facility, with STV Inc. of Fairfax, Virginia, in the amount of \$26,942, plus a 10 percent contingency of \$2,694, for a total contract value not to exceed \$3,176,039. Resolution #9C-04-2017 would accomplish this.

Mr. Allen explained VRE is working to acquire property adjacent to the Crossroads Yard for the LOU Facility but there is a delay due to a piece of the property that is not zoned. Mr. MacIsaac is working with county staff on the zoning issue.

Mr. Skinner moved, with a second by Mr. Thomas, to approve Resolution #9C-04-2017. The vote in favor was cast by Board Members Burrus, Caddigan, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Authorization to Execute the Fourth Option Year for Custodial and Seasonal Services Contract – 9D

Mr. Allen requested the Operations Board authorize him to execute the fourth option year for the Custodial and Seasonal Services Contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland, in the amount of \$1,800,000, for a total contract amount not to exceed \$9,560,000. Resolution #9D-04-2017 would accomplish this.

Ms. Caddigan moved, with a second by Mr. Naddoni, to approve Resolution #9D-04-2017. The vote in favor was cast by Board Members Burrus, Caddigan, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Authorization to Execute the Fourth Option Year for Facilities Maintenance Services Contract – 9E

Mr. Allen requested the Operations Board authorize him to execute the fourth option year for the Facilities Maintenance Services Contract with NV Enterprises of Herndon, Virginia in the amount of \$1,100,000, for a total contract amount not to exceed \$5,500,000. Resolution #9E-04-2017 would accomplish this.

Ms. Cristol moved, with a second by Mr. Skinner, to approve Resolution #9E-04-2017. The vote in favor was cast by Board Members Burrus, Caddigan, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Authorization to Amend VRE's Tariff –9F

Mr. Allen requested the Operations Board authorize him to amend VRE's tariff to increase fares by three percent, with no change to the current ticket discount structure, and to increase the cost of Amtrak Step-Up tickets from \$5 to \$7 beginning July 1, 2017. Amendments are contingent on all jurisdictions adopting their FY 2018 budgets and including funding for the recommended VRE budget. Resolution #9F-04-2017 would accomplish this.

Mr. Henry gave a brief update on the fare increase process, which includes public hearings. Twenty-seven people attended the public hearings and VRE received approximately 100 written comments. The comments were provided to Board Members in their meeting materials. VRE staff will summarize the comments and provide answers to the questions and comments in a RIDE magazine article.

Mr. Henry also gave an overview of the Meet the Management program, which will kick off on May 3rd with the Customer Service survey followed by events at the main destination

stations through May and June. Each Meet the Management event will be themed or have a special emphasis. VRE's 25th anniversary will also be highlighted. There will also be other pop-up events at other stations. Chairman Smedberg encouraged Board Members to attend a Meet the Management event to interact with the riders.

Mr. Jenkins moved, with a second by Mr. Skinner, to approve Resolution #9F-04-2017.

Ms. Cristol commented it would be helpful to communicate with the passengers on the reasons for the fare increase, including what drives the budget. Mr. Henry provided information on how staff will communicate with passengers, including an article in the RIDE magazine. Mr. Allen stated it is important for riders to understand fares cover at least 50 percent of the fare box recovery and are used for operating costs, not capital costs. In response to a question from Ms. Sebesky about the RIDE magazine, Mr. Henry explained the monthly magazine is provided to passengers on-board the trains, as well as on-line. Mr. Allen explained it is produced and published in-house and is paid for with advertising. Mr. Thomas commented on the perception of the cost of the RIDE magazine and suggested VRE include a statement on the inside cover of the magazine informing passengers the magazine costs are paid by advertisers. Mr. Naddoni noted riders expect on-time performance, an increase in the frequency of service, and weekend service. Mr. Allen reminded Board Members that to add more trains requires more capacity.

The Board then voted on the motion and it passed unanimously. The vote in favor was cast by Board Members Burrus, Caddigan, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Recognition and Appreciation of Jay Westbrook Upon His Retirement from CSX Transportation – 9G

Mr. Allen requested the VRE Operations Board approve Resolution #9G-02-2017 recognizing and expressing appreciation for the contributions made by CSXT Assistant Vice President of Passenger Operations, Jay Westbrook, to enhance VRE operations, upon his retirement in March 2017.

Mr. Allen stated Jay Westbrook was VRE's point of contact with CSX Transportation for over 14 years. During this time, Mr. Westbrook played an instrumental role developing capacity enhancements and implementing communications protocols resulting in CSX allowing VRE to operate more trains and improving system on-time performance. Mr. Westbrook championed major initiatives such as the Quantico Creek bridge construction and decentralizing the dispatching of trains on the RF&P subdivision. Other major initiatives whereby Mr. Westbrooks played a key role benefiting passenger and commuter rail in the region include adding Spotsylvania Station, construction of the third track between Hamilton and Crossroads, construction of the third track between Franconia Springfield and Alexandria and enhancements to the AF interlock. Mr. Allen stated a framed resolution will be sent to Mr. Westbrook. Mr. Skinner expressed his appreciation of Mr. Westbrook's role with the Spotsylvania Station and third track work.

Mr. Skinner moved, with a second by Mr. Naddoni, to approve the resolution. The vote in favor was cast by Board Members Burrus, Caddigan, Cristol, Jenkins, Kelly, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Spending Authority Report – 10

Mr. Allen stated the written report includes one reportable expenditure, which is a Task Order in the amount of \$65,000 to HDR Engineering for Lorton Platform Extension Access Redesign, Construction Administration and Special Inspections. There were no comments.

Operations Board Members Time – 12

Mr. Skinner asked about the impact of Metro's SafeTrack program on VRE ridership. Mr. Allen stated VRE did see an increase in ridership and it has remained steady with no decline.

Mr. Naddoni stated the ticket vending machines (TVM) at the Manassas Park Station have had frequent problems and he asked staff to monitor the TVM's at all the stations to make sure they are operating well. Chairman Smedberg asked staff to report back at the next meeting.

Mr. Kelly announced FAMPO is recommending 22 changes to the Smart Scale process and advocating the Commonwealth allow for the creation of new transportation districts.

Mr. Jenkins expressed his appreciation to VRE staff, as well as jurisdictional staff, on their budget process and documents. Mr. Allen stated Donna Boxer and her staff do a good job coordinating with the jurisdictions.

Chairman Smedberg again reminded Board Members to fill out the VRE CEO evaluation form.

Adjournment

On a motion by Ms. Cristol and a second by Mr. Skinner, Chairman Smedberg adjourned the meeting at 10:17 A.M.

Approved this 19th day of May 2017.

Signature on File


Paul C. Smedberg
Chairman

Signature on File

Katie Cristol
Secretary

CERTIFICATION

This certification hereby acknowledges that the minutes for the April 21, 2017 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Rhonda Gilchrest