



**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
Timothy 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

MINUTES

**VRE Operations Board Meeting
PRTC Headquarters – Prince William County, Virginia
March 17, 2017**

| Members Present | Jurisdiction |
|-------------------------|-----------------------|
| Sharon Bulova (NVTC)* | Fairfax County |
| Maureen Caddigan (PRTC) | Prince William County |
| John C. Cook (NVTC) | Fairfax County |
| Katie Cristol (NVTC) | Arlington County |
| John D. Jenkins (PRTC) | Prince William County |
| Jennifer Mitchell | DRPT |
| Martin Nohe (PRTC) | Prince William County |
| Pamela Sebesky (PRTC) | City of Manassas |
| Paul Smedberg (NVTC) | City of Alexandria |
| Bob Thomas (PRTC) | Stafford County |

| Members Absent | Jurisdiction |
|----------------------|------------------------|
| Matt Kelly (PRTC) | City of Fredericksburg |
| Paul Milde (PRTC) | Stafford County |
| Suhas Naddoni (PRTC) | City of Manassas Park |
| Gary Skinner (PRTC) | Spotsylvania County |

| Alternates Present | Jurisdiction |
|--------------------|--------------|
| | |

| Alternates Absent | Jurisdiction |
|------------------------|------------------------|
| Ruth Anderson (PRTC) | Prince William County |
| Pete Burrus | DRPT |
| Hector Cendejas (PRTC) | City of Manassas Park |
| Libby Garvey (NVTC) | Arlington County |
| Jeanine Lawson (PRTC) | Prince William County |
| Timothy Lovain | City of Alexandria |
| Jeff McKay (NVTC) | Fairfax County |
| Wendy Maurer (PRTC) | Stafford County |
| Paul Trampe (PRTC) | Spotsylvania County |
| Billy Withers (PRTC) | City of Fredericksburg |
| Mark Wolfe (PRTC) | City of Manassas |

| Staff and General Public | |
|---------------------------------------|---|
| Khadra Abdulle – VRE | Cindy King – VRE |
| Doug Allen – VRE | Alex Koma – Inside NoVa |
| Monica Backmon – NVTA | Mike Lake – Fairfax County |
| Donna Boxer – VRE | Lezlie Lamb – VRE |
| Alex Buchanan – VRE | Bob Leibbrandt – Prince William County |
| Rich Dalton – VRE | Sherry Little – Cardinal Infrastructure |
| James Davenport – Prince William DOT | Steve MacIsaac – VRE legal counsel |
| Paul Dean – VRE | Eric Marx – PRTC |
| Greg Deibler – VRE | Kate Mattice – NVTC |
| John Duque – VRE | Jill Palermo – PW Times/Fauquier Times |
| Rhonda Gilchrest – NVTC | Aimee Perron Seibert – Hillbridge Group |
| Laurel Hammig – National Park Service | Lynn Rivers – Arlington County |
| Chris Henry – VRE | Joe Swartz – VRE |
| Tom Hickey – VRE | Ann Warner – Ann Warner, LLC |
| Christine Hoeffner – VRE | Ciara Williams – DRPT |
| Todd Johnson – First Transit | Detrius Williams – VRE |
| John Kerins – Keolis | |

* 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 9:09 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Chairman Smedberg stated the Agenda is amended to delete #8D “Authorization to Issue a Request for Proposals for Information Technology Maintenance Services” and #9D “Authorization to Issue a GPC Task Order for the FY 2017 National Transit Database Data Collection” is blue-sheeted.

Ms. Caddigan moved, with a second by Ms. Cristol, to approve the Amended Agenda. The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Jenkins, Mitchell, Nohe, Sebesky, Smedberg and Thomas.

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

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

Chairman’s Comments – 5

Chairman Smedberg stated the Executive Committee reviewed the CEO spending authority process and agreed the CEO authorization amount should remain \$100,000 and he should continue to provide a written report each month on expenditures between \$50,000 - \$100,000. The Committee agrees it is a good practice for transparency and accountability. There were no objections.

Chairman Smedberg also noted the Capital Committee will meet immediately following this meeting to hear a briefing from the Northeast Corridor Commission on their work and how it will impact VRE. All Board Members are invited to attend. He stated Operations Board Members from Fairfax County will not be able to attend the April 21st meeting and he observed it will be important for the rest of the Board to attend to meet quorum requirements.

[Ms. Bulova arrived at 9:12 A.M.]

Chief Executive Officer’s Report – 6

Mr. Allen gave an update on recent security and safety initiatives for the month of February:

- Met with the City of Manassas and Prince William County Police to discuss safety issues at Broad Run and the Manassas Stations;
- Partnered with Amtrak and CSX to perform unannounced operation testing;
- Hosted the Transportation Security Administration (TSA) to assess VRE’s cyber security condition; and
- Attended a TSA hosted cyber security seminar.

Mr. Allen reported on-time performance (OTP) for the month of February was 90 percent (94 percent on the Manassas Line and 86 percent on the Fredericksburg Line). Average Daily Ridership was strong at approximately 20,000, which is 10 percent higher than last year.

Mr. Allen asked Mr. Henry to give a more detailed briefing on OTP issues. Mr. Henry reviewed the causes of several service disruptions on the Fredericksburg Line in the beginning of March, including power related issues, signal issues, fallen trees across the tracks, a brush fire, and a deer strike. In response to a question from Chairman Smedberg, Mr. Dalton explained how the mechanical issues have been addressed, including inspecting the entire fleet. Ms. Cristol asked how VRE reaches out to passengers affected by the delays. Mr. Henry gave an overview of how VRE responds to delays, including the decisions made in the communications room and communication between crews and passengers. Mr. Dalton stated after an after action debrief of each incident, VRE follows up with the passengers through a detailed explanation of the delay in a Train Talk notice.

Mr. Allen reported he, Mr. Dalton and Mr. Deibler met with officials and staff of the City of Manassas, including the City Manager, Police Chief and Executive Director of Historic Manassas, to discuss their concerns about last year's Santa Trains and VRE's decision to run afternoon trains out of the Broad Run Station. Mr. Allen explained VRE's primary concerns are safety and crowd control. VRE will reevaluate once the City of Manassas makes enhancements to its safety procedures.

Mr. Allen stated he and several VRE staff attended the recent American Public Transportation Association (APTA) Legislative Conference in Washington, D.C. where he chaired the Commuter Rail Committee. The Committee discussed Positive Train Control and sleep apnea. He mentioned sleep apnea has been linked to several recent rail accidents.

Mr. Allen asked Mr. Dean to give an update on legislative issues. Mr. Dean reported President Trump's proposed federal FY2018 budget cuts the U.S. Department of Transportation's budget by \$2.4 billion (13 percent). Formula funding, such as State of Good Repair and Section 5307 Urbanized Area grants, are not affected because they are funding out of the Transportation Trust Fund. However discretionary programs such as TIGER and the Capital Investment Program (e.g. New Starts and Core Capacity) have had their funding cut or eliminated in this proposed budget. VRE will continue to monitor the budget as the House and Senate work through the appropriations process.

In regards to state legislation, Mr. Dean reported the gas tax floor legislation did not pass during the last General Assembly Session. VRE staff spent most of their time during the Session educating members on VRE's financial challenges for the future. VRE provided DRPT's Report on VRE's Financial Plan to members of the Northern Virginia Delegation. He thanked Mr. Cook for joining VRE staff at some of these meetings. VRE will seek legislation during the next General Assembly Session. Ms. Mitchell reported with the Federal Transit Administration withholding five percent of 5307 funds until the Metro Safety Commission is certified, the Commonwealth's budget includes up to \$6.2 million for VDOT to provide loans to those affected Virginia transit agencies until the funding is restored.

Mr. Dean explained a letter has been drafted to Governor McAuliffe to ask him to include annual funding for VRE in his next budget to ensure future operations and expanded

service. Mr. Cook suggested the third paragraph of the letter be expanded to include how much funding VRE needs to maintain service as well as how much more additional funding is needed to expand service, which will show there is a large return on a small additional amount. He also suggested adding a comment about the impact of the loss of gas tax revenue. Ms. Mitchell stated VRE competes with other transit projects for existing funding sources, so VRE's request would require a new source of funding. She suggested VRE focus its efforts on reaching out to the chairs of the House Appropriations and Senate Finance Committees.

Mr. Allen explained VRE is proposing the local jurisdictions and the Commissions have their chairs sign a similar letter. Ms. Cristol suggested the letters be bundled together and encouraged the Commissions and jurisdictions to return their letters or copies to VRE to send all together.

On behalf of the Board, Chairman Smedberg thanked DRPT Director Mitchell and her staff for their Report on VRE's Financial Plan and for the presentation given at the last Operations Board meeting by Mr. Burrus. Ms. Bulova also expressed her appreciation to DRPT and noted Mr. Burrus gave a great presentation.

In response to a question from Mr. Jenkins, Mr. Allen stated the draft letter with these changes will be provided to Board Members and local jurisdictions as well as the Commissions for their use in drafting their letters.

VRE Riders' and Public Comment – 7

There were no comments.

Consent Agenda – 8

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

- Resolution #8A-03-2017: Authorization to Issue an Invitation for Bids for the Rehabilitation of Wheelsets and Traction Motor Assemblies
- Resolution #8B-03-2017: Authorization to Issue an Invitation for Bids for Canopy Replacement at Backlick Road and Rolling Road Stations
- Resolution #8C-03-2017: Authorization to Issue an Invitation for Bids for Modernization of the Woodbridge Station East Elevator
- Resolution #8E-03-2017: Authorization to Issue a Supplemental Task Order for General On-Call Services Under the Facilities Maintenance Contract

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Mitchell, Nohe, Sebesky, Smedberg and Thomas.

Approval of a Gainesville-Haymarket Extension Alternative for Preliminary Engineering and National Environmental Policy Act (NEPA) Evaluation and Authorization of Funds from Capital Reserves to Supplement Existing Study Funding – 9A

Mr. Allen thanked VRE staff, especially Ms. Hoeffner, for their hard work getting the Gainesville-Haymarket Extension Study to this point. He also thanked the Operations Board for their thorough discussions and consideration of the recommended options over the last months. He explained there are two options being considered, Broad Run Terminus or a Gainesville extension. He explained the Operations Board is being asked to approve advancing one of the options to enter Phase B of the GHX Study to complete preliminary engineering and prepare the NEPA evaluation. The Operations Board is also being asked to authorize the use of funds from VRE capital reserves in the amount of \$750,000 for one of the alternatives to supplement existing study funding and enable the completion of Phase B.

Ms. Caddigan reported on March 7th the Prince William County Board of Supervisors voted to recommend VRE continue to study expanding the existing Broad Run Station and that County general funds would not be provided for the study. Mr. Nohe explained the Gainesville-Haymarket extension is not completely off the table in the future. Prince William County recognizes the need for additional capacity in the corridor. Although the GHX is simply not feasible now, he does believe the day will come to revisit it. The County will keep the Gainesville-Haymarket Extension in its long-range Comprehensive Plan. He thanked the Operations Board for their patience and specifically thanked Ms. Mitchell for her assistance.

Mr. Nohe moved, with a second by Ms. Caddigan, to approve Resolution #9A.1-03-2017, which approves Alternative 1 Broad Run Terminus for preliminary engineering and NEPA evaluation and authorization of funds from the capital reserves to supplement existing study funding.

Mr. Thomas asked if this action will be forwarded to the Commissions for their approval. Mr. Allen stated Phase B of the study is already in the budget. Chairman Smedberg stated Mr. Allen can brief the Commissions at their April meetings.

Mr. Thomas noted justifying the cost per additional passenger for Alternative II (Gainesville-Haymarket) would have been a tough sell and he thanked Prince William County for choosing Alternative 1 and is pleased to hear the County is keeping the Gainesville-Haymarket Extension in its Comprehensive Plan. Mr. Cook thanked Mr. Nohe for all his hard work and to Prince William County for making what he recognizes as a difficult decision. He stated this is a good recommendation, supported by Prince William County Board and staff. Ms. Bulova also thanked Mr. Nohe and stated she is pleased the County is keeping future expansion on the radar screen. She stated this is a good realistic decision for now to proceed with Alternative 1. Chairman Smedberg also expressed his appreciation to the Operations Board for their thoughtful and robust discussions over the last months.

The Operations Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Mitchell, Nohe, Sebesky, Smedberg and Thomas.

Authorization to Execute a Contract for Security Camera Equipment – 9B

Mr. Allen requested the Operations Board authorize him to execute a contract with Resolute Partners of Southington, Connecticut for security camera equipment in the amount of \$462,123, plus a 10 percent contingency of \$46,212, for a total amount not to exceed \$508,335. Resolution #9B-03-2017 would accomplish this.

Mr. Jenkins moved, with a second by Ms. Bulova, to approve Resolution #9B-03-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Mitchell, Nohe, Sebesky, Smedberg and Thomas.

Authorization to Amend the Contract for Wheelset Rehabilitation – 9C

Mr. Allen requested the Operations Board authorize him to amend the contract with UTCRAS, Inc. of Morton, Pennsylvania, for ongoing maintenance of wheelsets and traction motor/wheel/axle assemblies, increasing the current contract amount of \$862,333 by \$320,000, for a total contract value not to exceed \$1,182,333. Resolution #9C-03-2017 would accomplish this.

Ms. Caddigan moved, with a second by Ms. Bulova, to approve Resolution #9C-03-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Mitchell, Nohe, Sebesky, Smedberg and Thomas.

Authorization to Issue a GPC Task Order for the FY 2017 National Transit Database Data Collection – 9D

Mr. Allen requested the Operations Board authorize him to issue a General Planning Consultant (GPC) Task Order to Vanasse Hangen Brustlin, Inc. (VHB) to conduct National Transit Database (NTD) ridership data collection for FY 2017 in an amount of \$125,912, plus a 10 percent contingency of \$12,590, for a total not to exceed \$138,502. Resolution #9D-03-2017 would accomplish this.

Ms. Cristol moved, with a second by Ms. Bulova, to approve Resolution #9D-03-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Mitchell, Nohe, Sebesky, 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 \$99,320 to NV Enterprises for L'Enfant Station Lighting Replacement. There were no comments.

Closed Session – 11

Ms. Caddigan moved, with a second by Ms. Cristol, the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (7) of the Code of Virginia), the VRE Operations Board authorizes a Closed

Session for the purpose of consultation with legal counsel and appropriate staff concerning the terms and conditions of the CSXT Operating Access Agreement and proposed amendments thereto.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Mitchell, Nohe, Sebesky, Smedberg and Thomas.

The Board entered Closed Session at 10:11 A.M. and returned to Open Session at 10:28 A.M.

Ms. Caddigan moved, with a second by Ms. Bulova, the following certification:

The VRE Operations Board certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

1. Only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia were discussed; and
2. Only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Mitchell, Nohe, Sebesky, Smedberg and Thomas.

Operations Board Members Time – 12

Ms. Caddigan wished everyone a Happy St. Patrick's Day.

Adjournment

On a motion by Ms. Cristol and a second by Ms. Caddigan, Chairman Smedberg adjourned the meeting at 10:56 A.M.

Approved this 21st day of April 2017.

Signature on File

Paul C. Smedberg
Chairman

Signature on File

Katie Cristol
Secretary

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| CERTIFICATION |
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This certification hereby acknowledges that the minutes for the March 17, 2017 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest