



**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 Candland
Hector Cendejas
Libby Garvey
Todd Horsley
Jeremy Latimer
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

MINUTES

**VRE Operations Board Meeting
PRTC Headquarters – Prince William County, Virginia
September 15, 2017**

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
Katie Cristol (NVTC)	Arlington County
John D. Jenkins (PRTC)	Prince William County
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
John C. Cook (NVTC)	Fairfax County
Matt Kelly (PRTC)	City of Fredericksburg
Jennifer Mitchell	DRPT

Alternates Present	Jurisdiction
Todd Horsley	DRPT
Billy Withers (PRTC)	City of Fredericksburg

Alternates Absent	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Pete Candland (PRTC)	Prince William County
Hector Cendejas (PRTC)	City of Manassas Park
Libby Garvey (NVTC)	Arlington County
Jeremy Latimer	DRPT
Jeanine Lawson (PRTC)	Prince William County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Wendy Maurer (PRTC)	Stafford County
Paul Trampe (PRTC)	Spotsylvania County
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Khadra Abdulle – VRE	Cindy King – VRE
Doug Allen – VRE	Mike Lake – Fairfax County DOT
Nydia Blake – Prince William County	Lezlie Lamb – VRE
Alex Buchanan – VRE	Bob Leibbrandt – Prince William County
Cody Christensen – STV Incorporated	Steve MacIsaac – VRE Legal Counsel
Rich Dalton – VRE	Rob Mandle – Crystal City BID
John Duque – VRE	Betsy Massie – PRTC
Julie Elliott – Stafford County	Kate Mattice – NVTC
Rhonda Gilchrest – NVTC	Kristen Nutter – VRE
Chris Henry – VRE	Mark Schofield – VRE
Tom Hickey – VRE	Sonali Soneji – VRE
Christine Hoeffner – VRE	Theresa Stevenson – VRE
Pierre Holloman – City of Alexandria	Joe Swartz – VRE
Todd Johnson – First Transit	Ciara Williams – DRPT
John Kerins – Keolis	Detrius Williams – VRE

* 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 9:23 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

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

Approval of the Minutes of the July 21, 2017 Operations Board Meeting – 4

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

Chairman's Comments –5

Chairman Smedberg reported he attended the APTA Transit Board Members Seminar in Chicago in July with Ms. Lamb who attended the Transit Board Support track of the seminar. The board member sessions covered topics like safety culture, key federal programs, emerging technologies, building a solid transit board, inclusion and equality, and trends in transportation finance. The board support sessions covered areas such as professional development, public records management, and parliamentary procedure.

Chairman Smedberg announced the Capital Committee will meet November 16th. Mr. Cook, Mr. Jenkins, Mr. Milde and Mr. Skinner serve on the Capital Committee.

Chief Executive Officer's Report –6

Mr. Allen reported VRE hosted a team of consultants and analysts to update VRE's Threat and Vulnerability Assessment. Every structure, amenity and facility in the VRE system was assessed for safety and security vulnerabilities, areas to improve, and best practices. The report helps drive VRE's strategic planning and shape design standards for future construction. He reported VRE also hosted a National Transit Institute training seminar, as well as a system tour for several congressional staff members. VRE staff also met with Monica Backmon and Mike Longhi of NVRTA to review the status of VRE's NVRTA grants.

Mr. Allen announced Rail Safety Week is September 24-30th and VRE will be participating in a number of associated events and activities. On September 25th, VRE will hold a crossing safety blitz at Featherstone Road in Woodbridge. On September 28th, VRE will also participate in an event organized by Mr. Cook at the Burke Centre Station to highlight safety around railroad tracks.

Mr. Allen reported ridership was approximately 18,400 in July and 18,700 in August, which is typical in summer months. July's overall on-time performance (OTP) was 77 percent, but bounced back to 88 percent in August. OTP was impacted by multiple days of heat restrictions.

Mr. Allen noted the *NVTC Report on the Economic Value of Metrorail and VRE to the Commonwealth of Virginia* highlights the important of these two systems to the economic vitality of the Commonwealth. The households and jobs supported by Metrorail and VRE generate over \$600 million in state general fund revenues. Given Virginia's annual transit operating and capital contribution to WMATA and VRE (about \$170 million budgeted in FY 2018), the return on investment to the Commonwealth exceeds 250 percent.

VRE Riders' and Public Comment – 7

There were no comments.

Consent Agenda – 8A

On a motion by Mr. Skinner and a second by Ms. Bulova, the Board unanimously approved the following Consent Agenda Item:

- Resolution #8A-09-2017: Authorization to Issue a Task Order for Pavement Repairs and Striping at Brooke Station
- Resolution #8B-09-2017: Authorization to Issue a Task Order for System Wide HVAC Replacements
- Resolution #8C-09-2017: Authorization to Issue a Task Order for Fence Replacement at Broad Run Maintenance and Storage Facility
- Resolution #8D-09-2017: Authorization to Issue a Task Order for a Safety/Security Analysis for the Broad Run Expansion Project

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

Referral of Preliminary FY 2019 VRE Operating and Capital Budget to the Commissions – 9A

Chairman Smedberg stated the Operations Board is asked to refer the Preliminary FY 2019 VRE Operating and Capital Budget to the Commissions for their consideration, so in turn, can refer their preliminary budget recommendations to the jurisdictions for review and comment. Resolution #9A-09-2017 would accomplish this.

Mr. Allen asked Mr. Schofield to review the preliminary budget. Mr. Schofield stated the FY 2019 preliminary budget totals \$146.3 million, with a current unfunded gap of \$1.6 million. The budget includes a three percent jurisdictional increase, with no fare increase. The budget includes one additional full-time employee for grants administration since scope and complexity of grant funding has increased substantially. As in prior years, VRE will submit a balanced budget to the jurisdictions in the beginning of December for evaluation prior to submission to the Operations Board at its December meeting.

Mr. Schofield stated based on DRPT guidance, the budget projects a continuation of current levels of state capital matching funds and a small decline by 1.3 percent in state operating assistance. This is a different prediction from previous discussions with DRPT, but there will be a significant decline after FY 2019, unless the General Assembly acts to fix the fiscal cliff. Federal formula funding is assumed to remain flat at the FY 2018 level.

Mr. Schofield reviewed the capital budget, which totals \$57.4 million. This is an increase of \$9 million due to Smart Scale funding. He also reviewed the projects supported by federal 5337 (State of Good Repair) and 5307 (Urbanized Areas) grant funds.

Mr. Skinner asked if WMATA is contributing any funds to the Alexandria Street Tunnel. Mr. Allen replied there is no participation from WMATA. The tunnel will connect to Metro but the primary purpose of the project is to eliminate the at-grade crossing used to access the island platform at the station.

Mr. Schofield stated Smart Scale and I-66 Outside the Beltway funding have filled critical funding gaps and will help VRE increase capacity, but this does not change the long-term trajectory for VRE. VRE still needs additional funding. Operating expenses are projected to grow faster than fare revenues and subsidy. Major replacement of rolling stock beginning around 2030 is unfunded. There are major corridor projects, including the Long Bridge project, that are unfunded.

Ms. Cristol observed DRPT's budget projections are good news. Mr. Horsley stated DRPT was able to move around some funds, recover some funding from older grants, and demand was less, which resulted in more favorable projections. FY 2020 will bring significant decreases in capital funding if the fiscal cliff is not addressed.

Mr. Skinner asked if life cycle maintenance is considered in the projected timing of the replacement of rolling stock in 2030. Mr. Dalton stated the 2030 date is just when the replacement starts ramping up. Within the next 2-3 years after going through several more maintenance cycles, VRE will have a clearer understanding of the useful life of the railcars. In response to another question from Mr. Skinner, Mr. Allen stated VRE does not anticipate any impact to the budget with the change in CSXT management.

In response to a question from Mr. Naddoni about fuel prices, Mr. Schofield stated near term futures for fuel are up slightly but long-term futures have not changed. Chairman Smedberg asked about the timeline for the Washington Union Terminal (WUT) improvements. Mr. Dalton replied VRE should start to see details in October or November.

Mr. Schofield stated VRE will continue to work with the CAO Budget Task Force and the Capital Committee to close the budget gap. Staff will also refine the FY 2018 budget and make recommendations for any amendments at the December meeting when the FY 2019 budget is presented for action.

Ms. Bulova moved, with a second by Ms. Cristol, to approve Resolution #9A-09-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg, Thomas and Withers.

Authorization to Execute a Contract for Installation and Integration of Security Camera and Access Control Systems – 9B

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to execute a contract with RPI Group Incorporated of Fredericksburg, Virginia for installation and integration of security cameras and access control systems in an amount of \$950,000, plus a five percent contingency of \$50,000, for a total amount not to exceed \$1,000,000 for a

base year and five option years, with the CEO exercising the option years at his discretion. Resolution #9B-09-2017 would accomplish this.

Mr. Allen explained this contract work is part of VRE's ongoing program of continuous improvements and system upgrades. In response to a question from Mr. Skinner, Mr. Dalton stated cameras will be installed first at stations that don't currently have them and then VRE will begin to replace older cameras throughout the system.

Mr. Skinner moved, with a second by Ms. Bulova, to approve Resolution #9B-09-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg, Thomas and Withers.

Authorization to Execute a Contract for an Automated Parking Count System – 9C

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to execute a contract with Parking Logix of Lasalle, Quebec, Canada for an automated parking count system (PCS) in the amount of \$157,900, plus a 10 percent contingency of \$15,790, for a total not to exceed \$173,690. Resolution #9C-09-2017 would accomplish this.

Mr. Allen explained this contract will provide real-time, accurate parking lot activity and status to be used for planning purposes, customer service initiatives, and the day-to-day management of the parking lots. The data gathered by the system will interface with VRE Mobile and VRE.org for customer facing alerts and information.

Mr. Skinner moved, with a second by Ms. Bulova, to approve Resolution #9C-09-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg, Thomas and Withers.

Authorization to Execute a Contract for the Repair and Overhaul of Locomotive Air Compressors – 9D

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to execute a contract with Wabtec Global Services of Columbia, South Carolina, for the repair and overhaul of locomotive air compressors in the amount of \$108,000, plus a 10 percent contingency of \$10,800, for a total amount not to exceed \$118,800. Resolution #9D-09-2017 would accomplish this.

Mr. Allen explained the Original Equipment Manufacturer (OEM) of the VRE locomotive recommends reconditioning the air compressors every six years. This contract will provide this maintenance for VRE's fleet of 20 locomotives, which is part of VRE's life cycle maintenance to keep the locomotives in state of good repair.

Ms. Bulova moved, with a second by Mr. Skinner, to approve Resolution #9D-09-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg, Thomas and Withers.

Authorization to Issue an MEC VI Task Order for National Transit Database and Asset Management Reporting, Phase III – 9E

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to issue a Task Order under the Management Engineering Consulting Services Contract (MEC VI), to STV, Incorporated for National Transit Database (NTD) and Transit Asset Management Plan (TAM), Phase III, in the amount of \$370,341, plus a 10 percent contingency of \$37,034, for a total not to exceed \$407,375. Resolution #9E-09-2017 would accomplish this.

[Mr. Skinner stepped out of the room at 10:08 A.M.]

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #9E-09-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Smedberg, Thomas and Withers.

Authorization to Execute a Contract Amendment for Construction of the Lorton Station Platform Extension Project – 9F

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to execute a contract amendment with Hammerhead Construction of Virginia, Inc. of Leesburg, Virginia, for construction of the Lorton Station Platform Extension project in an amount of \$185,822, plus a 10 percent contingency of \$18,582, for a total amount of \$204,404, increasing the existing Board authorization from \$1,189,980, to a total amount not to exceed \$1,394,384. Resolution #9F-09-2017 would accomplish this.

Mr. Allen stated the contract amendment is necessary to account for extra work for design changes and a six-month delay in the project to accommodate fiber optic relocation work; construction access redesign related to Fairfax County's expansion of the Lorton Station parking facility; protection of Plantation Pipeline and other existing utilities; and CSX flagging availability.

Ms. Bulova moved, with a second by Mr. Nohe, to approve Resolution #9F-09-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Smedberg, Thomas and Withers.

Authorization to Issue a Supplemental Task Order for Construction Management for the Lorton Station Platform Extension Project – 9G

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to issue a Supplemental Task Order to STV Incorporated for construction management services for the Lorton Station Platform Extension Project in the amount of \$78,784, plus a 10 percent contingency of \$7,878, for a total amount of \$86,662, increasing the overall Board authorization for this contract from \$180,201 to a total amount not to exceed \$266,863. Resolution #9G-09-2017 would accomplish this.

Mr. Allen explained this Supplemental Task Order is needed for the same reasons as stated in the previous agenda item.

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #9G-09-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Smedberg, Thomas and Withers.

Authorization to Issue a Supplemental Task Order for the Crystal City Station Improvement Project – 9H

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to issue a Supplemental Task Order to Vanasse Hangen Brustlin, Inc. (VHB) of Watertown, Massachusetts, for the General Planning Consultant (GPC) Task Order for planning, conceptual design, environmental documentation, and preliminary design services for the Crystal City Station Improvement Project in the amount of \$88,653, plus a 10 percent contingency of \$8,865, for a total amount of \$97,518, increasing the existing Board authorization from \$278,767 to a total amount not to exceed \$370,285. Resolution #9H-09-2017 would accomplish this.

[Mr. Skinner returned to the meeting at 10:13 A.M.]

Mr. Allen stated steps were taken for a planning study to gather and address input received from residents, riders, business community, and the public. More in-depth analysis (i.e., noise, vibration, and visual impacts), which would have been performed in a later phase of the project, were advanced to the current phase to address these concerns. In addition, the project schedule was extended and additional consultant support was needed to address community feedback.

Ms. Cristol expressed her appreciation for VRE's public engagement process with the citizens and residential and business community in Crystal City.

Ms. Cristol moved, with a second by Ms. Caddigan, to approve Resolution #9H-09-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg, Thomas and Withers.

Authorization to Execute a Force Account Agreement with CSX Transportation for Construction of the Slaters Lane Crossover – 9I

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to execute a force account agreement with CSX Transportation for construction of the Slaters Lane Crossover in an estimated amount of \$2,107,942, plus a 10 percent contingency of \$210,794, for a total not to exceed \$2,318,736. Resolution #9I-09-2017 would accomplish this.

Mr. Allen stated this project provides capacity improvements associated with the Potomac Shores Station agreement with CSXT. The new crossover will add operational flexibility and reliability for passenger and freight traffic. Work will be done by CSXT on the weekends.

Ms. Caddigan moved, with a second by Ms. Bulova, to approve Resolution #9I-09-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg, Thomas and Withers.

Legislative Agenda Update –10A

Ms. Cristol reported the newly created Legislative Committee (Ms. Cristol, Mr. Cook, and Mr. Kelly) met with VRE, NVTC and PRTC staff last Friday to discuss priorities, roles and strategy. The committee is working through the Legislative Agenda and will bring it back for action at the November Operations Board meeting. The Legislative Agenda includes three priorities: fixing the gas tax floor, addressing the fiscal cliff, and seeking additional funding for VRE. She stated it is important to bring forward solutions, and not just identify problems. VRE staff is exploring a potential proposal to create a commuter rail fund.

Crystal City Station Improvement Project Update – 10B

Mr. Allen stated the Crystal City Station is the second or third busiest station in the VRE system depending on the month. He stated identifying a station location is important to keep ahead of the state funded fourth track project. He asked Sonali Soneji, project manager, to give an update on the project.

Ms. Soneji reviewed the design objectives of the project, including designing of a new island platform twice as long as the current length to accommodate 8-10 car trains; enhancing local and regional connectivity; supporting Crystal City's vision for growth; and building a sustaining relationship with the community. The first phase of the project is funded by NVTA and the second phase will be funded by the Commonwealth. She reviewed the project schedule and two-step evaluation process of the three options.

Ms. Soneji stated VRE staff recommends Option 2 as the preferred platform location for further analysis and design. This location, compared to the other options, provides the highest level of connectivity with local jobs and regional transportation, a comparable level of community and environmental impacts, and moderate construction costs. Ms. Soneji stated VRE held multiple public meetings and community outreach throughout the process. Board Members were provided with a packet of correspondence received by VRE concerning this project.

Ms. Soneji stated staff will come back in October for Board approval. She reviewed the next phase of the project, including preliminary engineering and environmental documentation to occur in 2018. VRE plans to continue community outreach and to seek the public's participation in the process of the final design. Through design mitigation, VRE plans to address their concerns.

Ms. Bulova asked about the community opposition to Option 2 and support for Option 3. Ms. Soneji explained the main reason Option 3 is favored is that it is the farthest station location away from the residential areas. In response to a question from Mr. Skinner, Ms. Cristol stated there is an intensity in the opposition to Option 2 among two condo associations and a civic association, while an owner of a rental residential building supports Option 2. The Arlington County Board will weigh in on an option at its September 19th meeting and she anticipates it will be a lively discussion.

Spending Authority Report –10C

Mr. Allen reported the following expenditures for the month of August:

- Task Order under the Maintenance Services for Commuter Rail Operations Contract to Keolis Rail Services Virginia, for \$99,095 to replace work or damaged passenger railcar signage.
- Task Order under the Maintenance Services for VRE Facilities with NV Enterprises for \$97,384 for third track slope drainage corrections along Benchmark Road.

There were no questions from Board Members.

Closed Session – 11

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

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (1) of the Code of Virginia), the VRE Operations Board authorizes a Closed Session for the purpose of discussion of one personnel matter.

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

The Board entered into Closed Session at 10:38 A.M. and returned to Open Session at 10:59 A.M.

Ms. Sebesky moved, with a second by Ms. Caddigan, 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, Cristol, Horsley, Jenkins, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg, Thomas and Withers.

Operations Board Member Time – 12

Ms. Bulova complimented Mr. Allen on the outstanding job he has done at VRE. Ms. Caddigan agreed.

Adjournment

Ms. Caddigan moved, with a second by Ms. Sebesky, to adjourn. Without objection, Chairman Smedberg adjourned the meeting at 11:00 A.M.

Approved this 20th day of October 2017.

Signature on File _____
Paul C. Smedberg
Chairman

Signature on File _____
Katie Cristol
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the September 15, 2017 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Rhonda Gilchrest