



**Virginia Railway
Express**

Martin E. Nohe
Chairman

Katie Cristol
Vice-Chairman

Maureen Caddigan
Secretary

John C. Cook
Treasurer

Sharon Bulova
Mark Dudenhefer
John D. Jenkins
Matt Kelly
Wendy Maurer
Jennifer Mitchell
Suhas Naddoni
Pamela Sebesky
Gary Skinner
Paul C. Smedberg

Alternates

Ruth Anderson
Pete Candland
Jack Cavalier
Hector Cendejas
Libby Garvey
Jeanine Lawson
Tim Lovain
Jeff McKay
Michael McLaughlin
Cindy Shelton
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 February 16, 2018

Members Present	Jurisdiction
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
Mark Dudenhefer (PRTC)	Stafford County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Wendy Maurer (PRTC)	Stafford County
Martin E. Nohe (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park

Alternates Present	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Hector Cendejas (PRTC)	City of Manassas Park
Michael McLaughlin	DRPT
Cindy Shelton (PRTC)	Stafford County

Alternates Absent	Jurisdiction
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Libby Garvey (NVTC)	Arlington County
Jeanine Lawson (PRTC)	Prince William County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Paul Trampe (PRTC)	Spotsylvania County
Billy Withers (PRTC)	City of Fredericksburg
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Doug Allen – VRE	John Kerins – Keolis
Paolo Belita – Prince William County	Cindy King – VRE
Nydia Blake – Prince William County	Uriah Kiser – Potomac News
Alex Buchanan – VRE	Mike Lake – Fairfax County DOT
Rich Dalton – VRE	Lezlie Lamb – VRE
Andrew D’huyvetter – NVTC	Bob Leibbrandt – Prince William County
John Duque – VRE	Steve MacIsaac – VRE Legal Counsel
Julie Elliott – Stafford County	Betsy Massie – PRTC
Alan Fye – City of Alexandria	Kate Mattice – NVTC
Lucy Gaddis – VRE	Kristen Nutter – VRE
Rhonda Gilchrest – NVTC	Bob Schneider – PRTC
Chris Henry – VRE	Mark Schofield – VRE
Tom Hickey – VRE	Joe Swartz – VRE
Sarah Higgins – VRE	Neil Villarin – NVE, Inc.
Christine Hoeffner – VRE	Ryan Warren – VRE
Pierre Holloman – Arlington County	Ciara Williams – DRPT
Todd Johnson – First Transit	

Chairman Smedberg called the meeting to order at 9:05 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Maurer, to approve the Agenda. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Approval of the Minutes of the December 15, 2017 Operations Board Meeting – 4

Ms. Cristol moved, with a second by Ms. Caddigan, to approve the Minutes. The vote in favor was cast by Board Caddigan, Cendejas, Cook, Cristol, Jenkins, Kelly, McLaughlin, Nohe, Sebesky, Skinner and Smedberg. Board Members Dudenhefer and Maurer abstained.

Installation of New Officers – 5

Chairman Smedberg stated the new officers for 2018 were elected at the December meeting:

Chairman: Marty Nohe
Vice-Chairman: Katie Cristol
Secretary: Maureen Caddigan
Treasurer: John Cook

Chairman Smedberg passed the gavel to Mr. Nohe.

On behalf of the entire Board, Chairman Nohe thanked Mr. Smedberg for his dedication as Chairman during 2017. Chairman Nohe presented a framed photograph of historic Alexandria Union Station to Mr. Smedberg.

Mr. Smedberg stated it was a privilege to serve as Chairman. 2017 was a big year for VRE, with its 25th anniversary celebration in Fredericksburg, which reflected a lot about where VRE started and where it is today. He observed the last year and a half has laid the groundwork for VRE to move forward, from the work of the Capital Committee to VRE working with its partners to seek legislation for dedicated transit funding. VRE is off to a good start in 2018. He also thanked staff for their professionalism.

Chairman Nohe stated 2017 was an important and productive year under Mr. Smedberg's leadership. VRE completed the Gainesville/Haymarket Study, which concluded the best alternative was to proceed with the Broad Run Expansion. VRE received full funding through the I-66 Outside the Beltway concession payment for the Broad Run Expansion, Manassas Park Garage, and Manassas Platform Extension. VRE completed the Lorton Platform Extension and various projects for Positive Train Control (PTC) implementation.

Chairman's Comments –5

Chairman Nohe thanked the Operations Board for the opportunity to serve as Chairman. He then announced the committee assignments for 2018:

CEO Review Committee – Marty Nohe, Maureen Caddigan, John Cook, Matt Kelly and Paul Smedberg

Capital Committee – Katie Cristol (Chair), John Cook, John Jenkins and Gary Skinner

Audit Committee – Marty Nohe, Maureen Caddigan, Katie Cristol, John Cook and Paul Smedberg

Legislative Committee – Katie Cristol, John Cook and Matt Kelly

Chairman Nohe stated one more PRTC members is needed to serve on the Audit Committee. Mr. Dudenhefer then volunteered to serve on the committee. Mr. Allen reminded Board Members that all members can attend and participate in any committee meeting.

Chief Executive Officer's Report –6

On behalf of the VRE staff, Mr. Allen thanked Mr. Smedberg for his leadership during the last year. Mr. Allen introduced two new employees. Lucy Gaddis is VRE's new Public Relations Administrator and Ryan Warren is VRE's new Warehouse Specialist.

Mr. Allen reported on recent safety and security activities, including partnering with Homeland Security on its VIPR program to train Keolis crew members, as well as conducting a three-day classroom emergency preparedness training session for first responders from the City of Manassas.

Mr. Allen reported on-time performance for January was 91 percent system wide and average daily ridership was 19,000. In January VRE conducted a full system tour for Chairman Nohe. On January 31st, Mr. Allen and Mr. Dalton met with Federal Railroad Administration (FRA) staff to brief them on VRE's progress on PTC implementation. VRE is on schedule to meet the December 31, 2018 PTC deadline. There are two action items pertaining to PTC implementation included in today's agenda that will complete the procurement phase of implementation. Mr. Allen also attended a meeting yesterday of the House Transportation Infrastructure Subcommittee, in which PTC was discussed.

Mr. Allen reported VRE's Office of Development held a VRE Industry Day on February 8th with approximately 75 prospective contractors and vendors attending to hear an overview of VRE's six capital and five design projects for the next year. He also reported VRE's Rail Rehabilitation and Improvement Financing (RRIF) loan refinance is progressing. Seven of the nine jurisdictions have approved the loan refinance.

Mr. Allen stated WMATA is now charging non-Metro riders a surcharge to park at Metro stations. This impacts about 70 VRE riders who park at the Franconia-Springfield station.

Mr. Allen announced the Lorton Platform Extension Ribbon Cutting Ceremony will be held on March 8th at 10:00 A.M. Everyone is invited to attend. This is the first platform expansion of many to come.

Mr. Allen asked Mr. Swartz to give the Operations Board a brief update on pending legislation in the General Assembly. Mr. Swartz reported both chambers passed transit-related legislation prior to the February 13th crossover deadline, including legislation addressing the

gas tax floor. Senator Wagner's bill (SB896) would establish a regional gas tax floor back to the 2013 level and Delegate Jones (HB768) would set a gas tax floor every time gas prices go up, but it would not be retroactive from previous years. Senator Stuart's bill (SB683) would create a dedicated funding program for VRE by creating a Commuter Rail Operating and Capital (CROC) fund, although no funding was identified. Unfortunately, neither house passed legislation to address the fiscal cliff. Regarding dedicated funding for transit, Delegate Hugo's bill (HB1539) does not include funding for VRE. Senator Saslaw's bill (SB856) does include funding for VRE and language creating a CROC and a gas tax floor.

Mr. Skinner asked about how the gas tax floor would work. Mr. Swartz explained it would be capped at the 2013 level. Mr. Kelly stated it is his understanding that if there is any additional funding resulting from the gas tax floor it would be dedicated to VRE or PRTC. This is problematic for the cities and he asked how this would affect jurisdictional funding participation with VRE. Chairman Nohe stated it is not clear how it will affect formulas and VRE will need to wait to see what final legislation is passed. He acknowledged it is plausible to assert that with a gas tax floor, the jurisdictions that don't have significant bus service, such as Stafford County, the City of Fredericksburg, Spotsylvania County and City of Manassas Park, will accrue gas tax revenues at a higher level than their VRE obligation. He also noted the region will have to wait to see if legislation passes and any new formulation provides an opportunity to make VRE system wide improvements using NVTa funds.

Mr. Cook observed VRE asked for a new funding source but pending legislation includes no actual new state money since the Commonwealth is looking to do the same thing with VRE that it is doing with Metro by diverting funds from NVTa already going to the jurisdictions and then claim it is state money and then leave the bill to the localities. Mr. Kelly stated he supports VRE but is also concerned for his jurisdiction and the ability to fund maintenance projects. He stated the Operations Board needs to be prepared to discuss this as it relates to the Master Agreement. Chairman Nohe stated SB856 is the best VRE can hope for, even though it is not what it asked for and the fear right now is if nothing passes or the legislature passes something that is supposed to help but actually makes things worse, it could impact hundreds of millions of dollars of revenues. Mr. Kelly stated it is important to not look at in a VRE "bubble" but at the overall impact to all the jurisdictions.

Mr. Swartz announced the Legislative Committee will meet immediately after the Operations Board meeting.

Mr. Smedberg stated that at the beginning of the meeting he neglected to introduce two new Operations Board members. He introduced Wendy Maurer and Mark Dudenhefer from the Stafford County Board of Supervisors. Ms. Maurer also introduced their Stafford County Board colleague, Cindy Shelton, who serves as a VRE Alternate. Mr. Dudenhefer stated he served on the House of Delegate for four years and he shared some of his experience as a member of the House Transportation Committee.

VRE Riders' and Public Comment – 8

There were no rider comments.

Authorization to Issue an Invitation for Bids for the Purchase and Delivery of Automated Electric Motor Parking Brake Systems – 9A

Mr. Allen stated the Operations Board is being asked to authorize him to issue an Invitation for Bids (IFB) for the purchase and delivery of automated electric motor parking brake system for a period of 90 calendar days. This work is part of VRE's life cycle maintenance. Resolution #9A-02-2018 would accomplish this.

Mr. Kelly moved, with a second by Mr. Skinner, to approve Resolution #9A-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Sole Source Maintenance and Service Agreement for Positive Train Control – 9B

Mr. Allen stated the Operations Board is being asked to authorize him to execute a sole source Maintenance and Service Agreement with Wabtec Railway Electronics (Wabtec) for Positive Train Control (PTC) for a period of five years in an amount of \$1,635,000 with a 10 percent contingency of \$163,500, for a total amount not to exceed \$1,798,500. Resolution #9B-02-2018 would accomplish this.

In response to questions from Mr. Dudenhefer and Ms. Maurer about the sole source contract, Mr. Allen explained the two host railroads (CSX and Norfolk Sothern) use the same PTC equipment and VRE, as a tenant, needs to acquire the same system to be consistent with the host railroads. Through a previous sole source contract, VRE purchased the I-ETMS® PTC onboard equipment designed and manufactured exclusively by Wabtec. To ensure the system is monitored, managed and maintained properly, VRE needs a Maintenance and Service Agreement with Wabtec, the Original Equipment Manufacturer (OEM). VRE followed all proper procurement protocols and processes for this sole source contract, as well as for the next action item.

In response to a question from Mr. Smedberg, Mr. Allen stated that PRTC was not required in the sections of Amtrak territory in which VRE operates due to the slower speeds in this section. Mr. McLaughlin stated there is a heightened interest from the Commonwealth Transportation Board on the PTC issue. There was some discussion about recent train accidents. Positive Train Control would not have prevented the Crozet, Virginia or Hoboken, New Jersey accidents, but might have prevented the recent Seattle, Washington crash where speed was a factor.

Mr. Skinner moved, with a second by Mr. Kelly, to approve Resolution #9B-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Sole Source Contract for Positive Train Control Simulator Training Services – 9C

Mr. Allen stated the Operations Board is being asked to authorize him to execute a sole source contract with PS Technology for Simulator Training Services for PTC for a period of five years in an amount of \$295,000, with a 10 percent contingency of \$29,500, for a total amount not to exceed \$324,500. VRE must implement a comprehensive PTC training program to meet the requirements on the Rail Safety Improvement Act (RSIA) of 2008. The

locomotive simulator solution provided by PS Technology will serve as an integral part of VRE's crew training program. Resolution #9C-02-2018 would accomplish this.

Ms. Cristol asked how much flexibility VRE will have in the contract if there are technology changes over the next five years. Mr. Dalton stated the contract provides flexibility and will include software updates and automatic rule changes. There is also a termination clause.

In response to a question from Mr. Smedberg, Mr. Dalton gave an update on the host railroads' PTC implementation. All wayside equipment and technology have been installed. CSX has started their communication testing and Norfolk Southern is not far behind. Once that testing is completed, VRE and its host railroads can start the collective inoperability and integration testing. Norfolk Southern and CSX have implemented PTC in other regions.

Mr. Jenkins moved, with a second by Mr. Smedberg, to approve Resolution #9C-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Issue a Supplemental Task Order to Electrical Repair Services – 9D

Mr. Allen stated the Operations Board is asked to authorize a Supplemental Task Order 1F under the Facilities Maintenance Services Contract to NV Enterprises for electrical repair services in the amount of \$60,000, plus a five percent contingency of \$3,000, for a total of \$63,000. This brings the total not to exceed amount for Task Order 1 (plus Supplemental Task Orders, 1A, 1B, 1C, 1D, 1E and 1F) to \$588,000. Resolution #9D-02-2018 would accomplish this.

Ms. Caddigan moved, with a second by Ms. Cristol, to approve Resolution #9D-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Acceptance of Title VI Services Standards and Policies Monitoring Results – 9E

Mr. Allen stated the Operations Board is being asked to accept the results of the Title VI Service Standards and Policies monitoring and forward them to PRTC for inclusion in PRTC's Title VI submittal. Resolution #9E-02-2018 would accomplish this.

Mr. Swartz explained to safeguard against service design and operations that discriminate on the basis of race, color, or national origin, the Federal Transit Administration (FTA) requires transit systems to monitor and analyze the performance of their systems relative to their system wide service standards not less than every three years. The results of VRE's Service Standards and Policies monitoring must be submitted as part of PRTC's Title VI submission due in April 2018.

Mr. Kelly moved, with a second by Ms. Maurer, to approve Resolution #9E-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Adoption of Changes to the 2018 VRE Operations Board Meeting Schedule – 9F

Mr. Allen stated the Operations Board is being asked to adopt the 2018 VRE Operations Board Meeting Schedule establishing a regular meeting to be held on July 20, 2018 and deleting the regular meeting that was to be held on August 17, 2018, and changing the December meeting date from December 21st to December 14, 2018. Resolution #9F-02-2018 would accomplish this.

Chairman Nohe suggested the Operations Board have a discussion during this next year to look at changing the Bylaws to permanently change the August meeting to July.

Ms. Cristol moved, with a second by Mr. Jenkins, to approve Resolution #9F-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Spending Authority Report –10A

There were no expenditures to report.

Operations Board Member Time – 12

Ms. Cristol sadly announced the passing of Dave Salmon on January 15, 2018. Mr. Salmon served as a member of the Crystal City Civic Association, and a passionate advocate for Crystal City, and attended several VRE Operations Board meeting.

Ms. Caddigan thanked Mr. Smedberg for his leadership during 2017.

Adjournment

Without objection, Chairman Nohe adjourned the meeting at 10:06 A.M.

Approved this 16th day of March 2018.

<Signature on File>

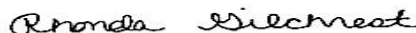
Martin Nohe
Chairman

<Signature on File>

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the February 16, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Rhonda Gilchrest