



**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
Todd Horsley
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

MINUTES

VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia June 15, 2018

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
Mark Dudenhefer (PRTC)	Stafford County
John D. Jenkins (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
Matt Kelly (PRTC)	City of Fredericksburg
Wendy Maurer (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park
Martin E. Nohe (PRTC)	Prince William County

Alternates Present	Jurisdiction
Jeanine Lawson (PRTC)	Prince William County
Michael McLaughlin	DRPT
Cindy Shelton (PRTC)	Stafford County
Billy Withers (PRTC)	City of Fredericksburg

Alternates Absent	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Hector Cendejas (PRTC)	City of Manassas Park
Todd Horsley	DRPT
Libby Garvey (NVTC)	Arlington County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Paul Trampe (PRTC)	Spotsylvania County
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Khadra Abdul – VRE	John Kerins – Keolis
Doug Allen – VRE	Cindy King – VRE
Monica Backmon – NVTA	Mike Lake – Fairfax County DOT
Nydia Blake – Prince William County	Lezlie Lamb – VRE
Alexander Buchanan – VRE	Bob Leibbrandt – Prince William County
Rich Dalton – VRE	Steve MacIsaac – VRE Legal Counsel
Andrew D’huyvetter – NVTC	Betsy Massie – PRTC
Kip Foster – VRE	Kate Mattice – NVTC
Lucy Gaddis – VRE	Kristen Nutter – VRE
Rhonda Gilchrest – NVTC	Dallas Richards – VRE
Chris Henry – VRE	Bob Schneider – PRTC
Tom Hickey – VRE	Mark Schofield – VRE
Christine Hoeffner – VRE	Alex Sugatan – VRE
Pierre Holloman – Arlington County	Joe Swartz – VRE
Robert Hostelka – VRE	Ciara Williams – DRPT
Todd Johnson – First Transit	

Vice-Chairman Cristol called the meeting to order at 9:02 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

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

Approval of the Minutes of the May 18, 2018 Operations Board Meeting – 4

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

Vice-Chairman's Comments –5

Vice-Chairman Cristol stated she was asked to chair the meeting since Chairman Nohe was unable to attend. She reported prior to this meeting the Audit Committee met with PB Mares, VRE's audit firm. As part of the initiation on the FY 2018 Financial Audit, PB Mares discussed the audit process, including the just concluded preliminary field work at VRE and final field work scheduled for August. The Audit Committee had the opportunity to give specific direction to the auditors. Vice-Chairman Cristol also announced the Capital Committee is scheduled to meet immediately following this meeting and she encouraged all Board Members to attend.

Vice-Chairman Cristol announced last night the Northern Virginia Transportation Authority (NVTA) approved its Six-Year Plan, which includes \$4 million for final design of the Crystal City Station Improvement Project.

Vice-Chairman Cristol announced Mr. Jenkins and his wife, Ernestine, will receive the Leadership Prince William's (LPW) highest award, the Vision Award, for innovative, strategic or bold leadership having a positive impact on the community. The award will be presented on June 22nd at LPW's Evening of Excellence Awards Ceremony. The Board congratulated Mr. Jenkins and his wife on this well-deserved recognition.

Chief Executive Officer's Report –6

Mr. Allen reviewed recent VRE security and safety initiatives, including partnering with Amtrak to conduct a full-scale emergency simulation in the First Street Tunnel on June 1st. He gave a detailed update on Positive Train Control (PTC) implementation and reviewed the four major milestones. VRE and the host railroads are on schedule to have PTC in operation by December 31, 2018. Mechanical operations training has been completed and train operations training should be completed by the end of the June. Back office system integration testing and implementation is on target. Precise tasks and schedules for system integration and interoperability are being nailed down with the host railroads and should be completed by the end of the year.

Mr. Allen stated he plans to attend a Federal Railroad Administration symposium on PTC later today. PTC was also discussed at the APTA Rail Conference earlier this week.

Mr. Allen reported average daily ridership for the month of May was 19,150 with on-time performance (OTP) of 84 percent for the Manassas Line and 80 percent for the Fredericksburg Line. VRE experienced service delays due to weather-related incidents, including heavy rains, high wind and heat restrictions.

Mr. Allen gave an update on several VRE-related events. VRE participated in the annual Manassas Rail Festival on June 2nd by providing train rides to Clifton. He thanked the City of Manassas and the Manassas Police Department for their support in providing an extra layer of safety for the public. VRE concluded its last Meet the Management event at the Franconia-Springfield station on June 6th. VRE held a public meeting on June 6th in Crystal City to share the preliminary concept design for the new Crystal City station and hear public comments. He thanked Ms. Cristol for attending. He explained this is an important project to advance in order to coordinate with the Commonwealth's fourth track project.

[Ms. Bulova arrived at 9:13 A.M.]

Mr. Allen reported VRE staff continues to look for ways to increase capacity to respond to WMATA's anticipated shutdown of Metrorail service during summer 2019.

In response to a question from Mr. Skinner, Mr. Allen gave more details about the importance of Positive Train Control. He stated if a railroad meets all the statutory requirements and requests an extension, FRA will grant an extension. So, there should be no challenges for VRE to receive an extension if it is needed. However, VRE and the host railroads are on track to meet the December 31st deadline.

[Ms. Lawson arrived at 9:15 A.M.]

VRE Riders' and Public Comment – 7

There were no rider comments.

Consent Agenda – 8

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

- Resolution #8A-06-2018: Authorization to Issue an Invitation for Bids for Platform Lighting Installation Services
- Resolution #8B-06-2018: Authorization to Issue an Invitation for Bids for Construction of L'Enfant South Storage Track Wayside Power
- Resolution #8C-06-2018: Authorization to Issue a Request for Proposals for Variable Messaging System Replacement

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Lawson, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

Authorization to Execute a Contract Amendment for Station Platform LED Lighting Upgrades – 9A

Mr. Allen stated the Operations Board is being asked to authorize him to amend the current contract with Capital Tristate Lighting an Supply of Upper Marlboro, Maryland for an additional order for 108 lamps and associated supplies for LED lighting, increasing the contract value in the amount of \$247,457, for a total not to exceed \$604,603. Resolution #9A-06-2018 would accomplish this.

Mr. Allen explained this amendment is for additional lighting supplies necessary to replace and modernize platform and canopy lighting at the Manassas Park and Burke Centre stations.

Mr. Smedberg suggested future written reports include a breakdown of grant and VRE funding under the fiscal impact section.

Ms. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #9A-06-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Lawson, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

Authorization to Extend the Lease for Office Space at 127 South Peyton Street – 9B

Mr. Allen stated the Operations Board is being asked to authorize him to execute an extension of the lease for office space at 127 S. Peyton Street, Suite 210, through December 31, 2018. The six-month extension will cost \$52,486.44 or \$8,747.74 per month. Resolution #9B-06-2018 would accomplish this.

Mr. Allen explained the landlord for the King Street space experienced delays in relocating to their new office space, resulting in VRE not taking possession of the space until May 2018. To accomplish the refurbishment and relocation of staff, it is necessary to extend the lease for the Peyton Street space.

In response to a question from Vice-Chairman Cristol, Mr. Henry stated VRE has realized cost savings associated with the landlord's delay in vacating the space. Also, the lease agreement states VRE does not start paying rent until three months after taking possession of the space.

Mr. Smedberg moved, with a second by Ms. Bulova, to approve Resolution #9B-06-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Lawson, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

Spending Authority Report –10C

The written report includes the following:

- Blanket Purchase Order, issued to Redmon Group, Inc., increased from \$50,000 to an amount not to exceed \$100,000, for website maintenance and integration of new styling and functionalities.
- Task Order for \$59,125 to STV Incorporated under the GEC VII contract to provide surveying and design services for Benchmark Road slope stabilization.

There were no questions or comments.

Closed Session – 11

There was no need for a Closed Session.

Operations Board Member Time – 12

Mr. Cook commended Vice-Chairman Cristol in beating his record of chairing the shortest meeting, but noted his meeting included passing a budget.

Vice-Chairman Cristol reminded Board Members about the Capital Committee Meeting immediately following this meeting.

Adjournment

Without objection, Vice-Chairman Cristol adjourned the meeting at 9:24 A.M.

Approved this 20th day of July 2018.

<Signature on File>

Martin Nohe
Chairman

<Signature on File>

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the June 15, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest