



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**  
**April 12, 2019**

14700 Potomac Mills Road, Woodbridge, VA 22192

**Members Present**

\*Preston Banks (PRTC)  
\*Elizabeth Bennett-Parker (NVTC)  
\*Maureen Caddigan (PRTC)  
\*John Cook (NVTC)  
\*Katie Cristol (NVTC)  
\*Mark Dudenhefer (PRTC)  
\*Matt Kelly (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Wendy Maurer (PRTC)  
\*Martin Nohe (PRTC)  
\*Pamela Sebesky (PRTC)  
\*Gary Skinner (PRTC)

**Jurisdiction**

City of Manassas Park  
City of Alexandria  
Prince William County  
Fairfax County  
Arlington County  
Stafford County  
City of Fredericksburg  
Prince William County  
Stafford County  
Prince William County  
City of Manassas  
Spotsylvania County

**Members Absent**

Sharon Bulova  
Jennifer Mitchell (DRPT)

Fairfax County  
Commonwealth of Virginia

**Alternates Present**

\*Michael McLaughlin (DRPT)  
Todd Horsley (DRPT)

Commonwealth of Virginia  
Commonwealth of Virginia

**Alternates Absent**

Canek Aguirre (NVTC)  
Ruth Anderson (PRTC)  
Pete Candland (PRTC)  
Jack Cavalier (PRTC)  
Hector Cendejas (PRTC)  
Libby Garvey (NVTC)  
Jason Graham (PRTC)  
Jeff McKay (NVTC)  
Cindy Shelton (PRTC)  
Paul Trampe (PRTC)  
Mark Wolfe (PRTC)

City of Alexandria  
Prince William County  
Prince William County  
Stafford County  
City of Manassas Park  
Arlington County  
City of Fredericksburg  
Fairfax County  
Stafford County  
Spotsylvania County  
City of Manassas

\*Voting Member

\*\*Delineates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

### **Staff and General Public**

Doug Allen – VRE  
Monica Backmon – NVTA  
Paolo Belito – Prince William County  
Matt Cheng – NVTC  
Rich Dalton – VRE  
Karen Finucan Clarkson - VRE  
Chris Henry – VRE  
Pierre Holloman – Arlington County  
John Kerins – Keolis  
Mike Lake – Fairfax County  
Lezlie Lamb – VRE

Bob Leibbrandt – Prince William County  
Steve MacIsaac – VRE Legal Counsel  
Betsy Massie – PRTC  
Kate Mattice – NVTC  
Ryan McManus – Prince William County  
Becky Merriner – PRTC  
Kristin Nutter – VRE  
Aimee Perron Siebert – Hillbridge Group  
Mark Schofield – VRE  
Steve Sindiong – City of Alexandria

Chair Cristol called the meeting to order at 9:17 A. M. The Pledge of Allegiance and the Roll Call followed.

### **Approval of the Agenda – 3**

Ms. Maurer moved, with a second by Ms. Sebesky, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

### **Approval of the Minutes of the March 15, 2019 VRE Operations Board Meeting – 4**

Ms. Caddigan moved, with a second by Mr. Kelly, to approve the minutes from March 15, 2019. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Kelly, Lawson, McLaughlin, Nohe, Sebesky, and Skinner. Mr. Dudenhefer and Ms. Maurer abstained.

### **Vice Chair's Comments - 5**

- Chair Cristol announced there will be a new process for the CEO's evaluation this year.
- Director of Human Resources, Becky Merriner has developed a "180 Review".
- The CEO Evaluation committee meeting has been changed from May to June.
- Chair Cristol reminded the members of the Finance Committee (formerly the "Capital Committee") they will meet next month after the Board Meeting.

### **Chief Executive Officer's Report – 6**

Mr. Allen briefed the Operations Board on the following items of interest:

- VRE held Annual Roadway Worker Protection certification and recertification classes for staff, contractors and other personnel who work on or around platforms and yards.
- Mr. Allen asked Mr. Dalton to brief the Board on the status of PTC Implementation.
  - As of April 11<sup>th</sup>, all VRE trains are operating under PTC.
  - Chair Cristol recognized the immensity and complexity of PTC Implementation, and congratulated Mr. Dalton and his team on achieving this milestone.
- Preliminary figures for Average Daily Ridership for March was 18,559.
- On-time Performance was 82% for the month of March.
- Mr. Allen introduced VRE's new Public Affairs Administrator, Karen Finucan Clarkson.

- VRE's Automatic Parking Counter system has been installed at all locations where VRE provides parking.
  - Parking data is linked and accessible on the website and VRE Mobile.
- Ms. Aimee Perron Seibert briefed the Board on the conclusion of the 2019 session of the Virginia General Assembly and issues related to or impacting VRE; specifically, a new source of funding the state can use for transportation projects.

#### **Public Comment Time – 7**

Chair Cristol opened the floor for public comment time. There were no speakers.

#### **Approval of the Consent Agenda – 8**

Ms. Maurer moved, with a second by Ms. Bennett-Parker, to approve the Consent Agenda. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

- Authorization to Issue an Invitation for Bids for Construction of the Lifecycle Overhaul and Upgrade Facility– 8A
- Authorization to Issue a Request for Proposals for New Passenger Railcars Through a Joint Procurement with Chicago Metra – 8B

#### **Action Items – 9**

##### **Authorization to Execute a Contract for Enterprise Resource Planning Implementation Management and Development Services – 9A**

Ms. Maurer moved, with a second by Ms. Sebesky, to authorize the CEO to execute a contract with Computer Aid, Inc. for Enterprise Resource Planning implementation planning and development services.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

##### **Authorization to Execute a Contract for Repair and Overhaul of Passenger Car HVAC Assemblies – 9B**

Mr. Nohe moved, with a second by Ms. Sebesky, to authorize the CEO to execute a contract with TTA Systems, LLC for repair and overhaul of passenger railcar HVAC assemblies, renewing the components and modifying the assemblies to use R-407C refrigerant.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

##### **Authorization to Execute a Contract for Mail Order Ticketing Services – 9C**

Mr. Nohe, moved, with a second by Mr. Dudenhefer, to authorize the CEO to execute a contract with The Convention Store, to provide the service of sale and delivery of VRE Fare Media to passengers by mail.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

#### Authorization to Execute a Sole Source Contract for the Sale of VRE Fare Media – 9D

Mr. Skinner moved, with a second by Ms. Maurer, to authorize the CEO to execute a sole source contract with The Convention Store, for the sale of VRE fare media at it's Connector and Commuter Store locations.

The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

#### **Information Items – 10**

##### Fare Collection System Update– 10A

- The Scheidt & Bachmann ticket machines are undergoing an upgrade to ensure EuroPay Mastercard Visa compliance for chip-enabled credit cards.
- The new hardware is on site and ready for installation.
- Recently, the system servers were migrated to a cloud environment hosted by Scheidt & Bachmann and shifts some of the data security compliance requirements to S&B.
- Staff bringing an action to the Operations Board in May to execute a new contract with Scheidt & Bachmann to incorporate the current preventative and remedial maintenance support, system hosting, and a required upgrade to the back-end system; allowing VRE to update the outdated Terms and Conditions and transition from the old design/build agreement to a new maintenance and support agreement.

##### Spending Authority Report – 10B

In March, the following purchases greater than \$50,000 but less than \$100,000 were made:

- A Task Order in the amount of \$70,731 to Vanesse Hangen Brustlin, under the General Planning Consulting Services Contract, to provide site and real estate research services as well as stakeholder coordination in order to develop a L'Enfant station and track basemap.
- A Task Order in the amount of \$51,476 to RPI Group under the Installation and Integration of Security Camera and Access Control System Contract to provide general program management, installation and network support.

Chair Cristol asked if there was any other business. There was none.

Chair Cristol adjourned the meeting, without objection, at 10:02 A.M.

Approved this 17<sup>th</sup> day of May 2019

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Katie Cristol  
Chair

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John Cook  
Secretary

## CERTIFICATION

This certification hereby acknowledges the minutes for the April 12, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

A handwritten signature in black ink, appearing to read "Leslie M. Lamb". The signature is fluid and cursive, with the first name "Leslie" being more prominent.

Leslie M. Lamb