



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
February 15, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
*Elizabeth Bennett-Parker (NVTC)
*Sharon Bulova (NVTC)
*John Cook (NVTC) **
*Katie Cristol (NVTC)
*Mark Dudenhefer (PRTC)
*Jeanine Lawson (PRTC)
*Wendy Maurer (PRTC)
*Martin Nohe (PRTC) **
*Pamela Sebesky (PRTC)
*Gary Skinner (PRTC)

Jurisdiction

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

Members Absent

Matt Kelly (PRTC)
Jennifer Mitchell

City of Fredericksburg
Department of Rail and Public Transportation

Alternates Present

*Maureen Caddigan
*Michael McLaughlin

Prince William County
Department of Rail and Public Transportation

Alternates Absent

Canek Aguirre (NVTC)
Ruth Anderson (PRTC)
Pete Candland (PRTC)
Jack Cavalier (PRTC)
Hector Cendejas (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
Todd Horsley
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
Department of Rail and Public Transportation
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 – PWC
Rich Dalton – VRE
Greg Deibler – VRE
John Duque – VRE
Arnold Gilbo - Keolis
Xavier Harmony – DRPT
Chris Henry – VRE
Christine Hoeffner – VRE
Pierre Holloman – Arlington County
Robert Hostetka - VRE
Todd Johnson – First Transit
Cindy King - VRE

Mike Lake – Fairfax County
Lezlie Lamb – VRE
Bob Leibbrandt – PWC
Steve MacIsaac – VRE Legal Counsel
Jim Maslanka – City of Alexandria
Betsy Massie – PRTC
Kate Mattice – NVTC
Becky Merriner – PRTC
Kristin Nutter – VRE
Mark Schofield – VRE
Dr. Bob Schneider - PRTC
Sonali Soneji - VRE
Joe Swartz – VRE
Detrius Williams - VRE

Chair Cristol called the meeting to order at 9: 01 A. M. The Pledge of Allegiance and Roll Call followed.

Approval of the Agenda – 3

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

Approval of the Minutes of the December 14, 2018 VRE Operations Board Meeting – 4

Ms. Maurer moved, with a second by Mr. Skinner, to approve the minutes from January 18, 2018. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cristol, Dudenhefer, Lawson, Maurer, McLaughlin, Sebesky and Skinner.

Chair's Comments – 5

Chair Cristol opened her comments with the announcement of Supervisor John D. Jenkins' passing. She noted that Mr. Jenkins had served on the VRE Operations Board since 2001 and had served as Chairman in 2004 and again in 2008. Chair Cristol stated Mr. Jenkins was a retired Army officer who served two tours in Vietnam and had been the longest serving Prince William County Supervisor; serving in that role for 36 years. Chair Cristol also noted Mr. Jenkins was always warm and kind and worked collegially with everyone on the VRE Operations Board. The Board recognized his contribution to VRE in 2015 by naming a locomotive after him. Chair Cristol then asked members to share reflections and recollections of Mr. Jenkins:

- Ms. Caddigan remarked on Mr. Jenkins spirit of bipartisanship and noted that she also counted Mr. Jenkins among her personal friends.
- Ms. Lawson recalled a touching moment at Mr. Jenkins' memorial service.
- Mr. Skinner remarked that Mr. Jenkins impact on the community was evident by the large numbers of people at the memorial and that Senator Warner and Congressman Connolly attended and gave tributes to Mr. Jenkins.

- Ms. Sebesky shared that she believed Mr. Jenkins was the best example of a public servant. She recalled a number of positive personal interactions her family had had with him.

[Mr. Cook arrived at 9:09 am]

- Ms. Bulova shared Mr. Jenkins served on many regional Boards like COG (Council of Governments) and she observed that Mr. Jenkins was always a positive force wherever he served.
- Mr. Dudenhefer stated that Mr. Jenkins made him always feel that he could approach him with any issues. John Jenkins epitomized the word “statesman”.

Chair Cristol stated that there was no business for the Legislative Committee but reminded the Board there would be a Capital/Finance Committee meeting following the Board meeting.

Chair Cristol announced that, based on the responses to a survey staff performed to determine potential quorum status, she is proposing the April meeting date be changed from April 19th to April 12th. Chair Cristol stated, if there were no objections, the Operations Board would take action at the March Operations Board meeting to make the date change official.

Chief Executive Officer’s Report – 6

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

- Safety and Security
 - Staff met with security leaders from Amtrak, CSX and Norfolk Southern, as well as other railroads, to work on an ongoing industry-wide, rail security plan.
 - VRE’s security planning is built atop this master plan.
 - Staff attended a stakeholders meeting hosted by APTA for TSA to coordinate with rail and mass transit security leaders as it develops guidance on vulnerability assessments and security plans and guidelines.
- Mr. Dalton reported that VRE is transitioning from the PTC implementation phase to the roll-out phase. The first VRE revenue train to operate under full PTC enforcement ran on February 14th. VRE plans to transition one train to full PTC enforcement approximately every two days beginning February 25th. Under this plan, VRE service will be under full PTC enforcement on or before March 27th.
- Performance – ADR 14.7K in January and OTP was 88%
- Government Shutdown impacted ridership with a drop of about 25% and impacted Fare Revenue in January to a lesser extent.
- On February 11th, the crew of train 310 was alerted to a passenger having a medical issue. The crew found the passenger unresponsive and without a pulse. They called 911, performed CPR and used the automated external defibrillator (AED). First responders met the train at the Lorton Station and also administered the AED before transporting the passenger to the hospital.
- CEO Doug Allen and VRE Chief of Staff, Joe Swartz met with members of the Virginia Congressional delegation from the VRE service area. They were able to meet with Representatives Wexton, Wittman and Beyer as well as staff for Senators Kaine and Warner and Representatives Spanberger and Connolly to update them on VRE’s PTC Implementation and discuss Long Bridge.

- Mr. Allen and Mr. Swartz also attended the Virginia Transit Association's "Transit Day" events in Richmond where they were able to thank State legislators for supporting the C-ROC legislation last year and update them on the VRE projects being funded with C-ROC revenue.
- Staff hosted Member Banks at the VRE HQ office for an orientation and then took him on a tour of system.

Public Comment Time – 7

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

Approval of the Consent Agenda – 8

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

- Authorization to Issue an Invitation for Bids for Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G – 8A
- Authorization to Issue an Invitation for Bids for Franconia-Springfield Station Painting Services – 8B
- Authorization to Issue a Task Order for Access Control Installation and Integration – 8C
- Authorization to Issue a GPC Task Order for FY 2019 National Transit Database Data Collection

Action Items – 9

[Mr. Nohe arrived at 9:26]

Authorization to Extend the Lease Agreement for Parking at the Rippon Station – 9A

Ms. Caddigan moved, with a second from Ms. Maurer, to authorize the CEO to extend the lease agreement for parking at the Rippon Station.

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

Authorization to Execute a Sole Source Contract for the Purchase of Railcar Door Control Switches – 9B

Mss. Bulova moved, with a second from Mr. Skinner, to authorize the CEO to execute a sole source contract for the purchase of railcar door control switches.

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

[Mr. Nohe left the room during the vote]

Adoption of VRE's FY 2020-2025 Transit Development Plan – 9C

Mr. Nohe moved, with a second from Ms. Bulova to adopt VRE's FY 2020-2025 Transit Development Plan.

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

Information Items – 10

Spending Authority Report – 10A

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

- A purchase order in the amount of \$66,664 was issued to Granicus for use of mass electronic communications platform for broadcast communications.

Chair Cristol asked to hold Members time ahead of the closed session. There were no objections.

Members Time

- Ms. Bennett-Parker noted the upcoming Metro Shutdown of all stations south of Reagan National Airport scheduled for this summer and described how Alexandria DASH system is working with other jurisdictions to acquire additional buses to help alleviate impact of the shutdown. She asked whether VRE work on a similar plan of action.
 - In response, Mr. Allen explained that VRE has constraints regarding compatible equipment and access on the host railroads that limit its ability to respond to the shutdown. Staff is planning to brief the Operations Board in March on the issue.
 - Mr. McLaughlin reported the State is developing a plan to work with Amtrak to aid with transit during the Metro shutdown.

Closed Session – 11

Chair Cristol moved, and Mr. Skinner seconded the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711.A(3) and (19) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing one matter involving the acquisition of real property for rail equipment storage and maintenance purposes where discussion in public could adversely affect the VRE's negotiating position; and for the purpose of discussing plans to protect public safety related to cybersecurity and plans related to the security of VRE facilities and the persons using them.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner. The Board entered into closed session at 9:39 A.M.

[Ms. Caddigan left the meeting at 9:38 A.M.]

Chair Cristol moved, and Ms. Bulova seconded 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 the Freedom of Information Act 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 to affirm the certification was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

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

Chair Cristol adjourned the meeting without objection at 10:04 A.M.

Approved this 15th day of March 2019

<Gary Skinner Signature on File>

for Katie Cristol

Chair

<Signature on File>

John Cook

Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the February 15, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

A handwritten signature in cursive script, reading "Leslie M. Lamb".

Leslie M. Lamb