



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**

**January 18, 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)  
\*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  
Fairfax 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**

John Jenkins (PRTC)  
Jennifer Mitchell

Prince William County  
Department of Rail and Public Transportation

**Alternates Present**

\*Michael McLaughlin

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**

Khadra Abdulle – VRE  
Doug Allen – VRE  
Monica Backmon – NVTA  
Paolo Belito – PWC  
Alexander Buchanan – VRE  
Matt Cheng – NVTC  
Rich Dalton – VRE  
Greg Deibler – VRE  
John Duque – VRE  
Xavier Harmony – DRPT  
Chris Henry – VRE  
Christine Hoeffner – VRE  
Pierre Holloman – Arlington County  
Robert Hostelka – VRE

Todd Johnson – First Transit  
John Kerins - Keolis  
Cindy King – VRE  
Mike Lake – Fairfax County  
Lezlie Lamb – VRE  
Bob Leibbrandt – PWC  
Steve MacIsaac – VRE Legal Counsel  
Betsy Massie – PRTC  
Kate Mattice - NVTC  
Becky Merriner - PRTC  
Kristin Nutter – VRE  
Dallas Richards - VRE  
Mark Schofield – VRE  
Joe Swartz – VRE  
Detrius Williams - VRE

Chairman Nohe called the meeting to order at 9: 06 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, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, 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 November 16, 2018. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

**Installation of New Officers – 5**

Chairman Nohe introduced and welcomed three new Members to the Operations Board.

- Prince William County Supervisor Jeanine Lawson
- City of Alexandria Vice-Mayor Elizabeth Bennett-Parker
- City of Manassas Park Vice-Mayor Preston Banks

Chairman Nohe expressed his gratitude for having had the Board's support during his tenure as Chairman. He related some of the region's successes in transit development and described the collaborative effort on those issues. He announced the VRE Operations Board Officers for 2019 as follows:

- Treasurer – Jeanine Lawson
- Secretary – John Cook
- Vice Chair – Gary Skinner
- Chair – Katie Cristol

Chairman Nohe asked for the new officers to please take their new seats at the Board and passed the gavel to Chair Cristol.

### **New Chair's Comments – 6**

Chair Cristol thanked Mr. Nohe for his guidance over the past year and noted important accomplishments under his leadership:

- Creation of the Commuter Rail Operating and Capital (C-ROC) fund, the first dedicated funding source for commuter rail in the Commonwealth, and \$15M annual allocation;
- The Operations Board's endorsement of the Preferred Concept for Broad Run Expansion.

Mr. Nohe was presented a plaque commemorating his tenure as VRE Operations Board Chairman. Mr. Nohe related an encounter with a Keolis conductor and praised the crews for their excellent dedication and professionalism.

Chair Cristol announced committee assignments for 2019 as follows:

1. Executive Committee
  - Katie Cristol – Chair
  - Gary Skinner – Vice Chair
  - John Cook – Secretary
  - Jeanine Lawson – Treasurer
  - Marty Nohe – Immediate Past Chair
2. CEO Evaluation Committee
  - Marty Nohe – Chair
  - Katie Cristol
  - John Cook
  - Matt Kelly
  - Jeanine Lawson
3. Capital Committee
  - Wendy Maurer – Chair
  - John Cook
  - Gary Skinner
  - Pam Sebesky
  - Elizabeth Bennett-Parker
4. Audit Committee
  - Jeanine Lawson – Chair
  - Marty Nohe
  - Katie Cristol
  - John Cook
  - Gary Skinner
  - Sharon Bulova

- 5. Legislative Committee
  - John Cook – Chair
  - Matt Kelly
  - Elizabeth Bennett-Parker

### **Chief Executive Officer's Report – 7**

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

- Keolis, VRE's contractor for train operations and mechanical services, continues to perform exceptionally well with regards to safety.
- During December, while VRE was operating an "S" schedule between Christmas and New Year's, Keolis management conducted safety training with crews on a rotating basis.
- Mr. Dalton gave a brief on PTC implementation.
  - VRE has met all statutory requirements for an alternative schedule for implementation.
  - VRE is in a testing phase with host railroads.
- Average Daily Ridership (ADR) for December was 14.5K and On-Time Performance was at 87%
- On-Time Performance continues to improve with the completion of the reconstruction of the third track and bridge in the Alexandria area.
- The federal government shutdown appears to have impacted VRE ridership in the first half of January. It has not had a significant impact in Fare Revenue for January because commuter subsidies for January were not impacted. If the shutdown continues, VRE staff predicts a drop in Fare Revenue from February ticket sales.
- VRE staff participated in meeting for the CC2DCA Pedestrian Bridge project with several stakeholders. The proposed pedestrian connection would likely tie in with VRE's new Crystal City Station.
- NVTC Executive Director, Kate Mattice, was the recipient of the 2018 Ronald F. Kirby Award for Collaborative Leadership.

### **Public Comment Time – 8**

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

### **Approval of the Consent Agenda – 9**

Mr. Kelly 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, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

- Authorization to Issue a Task Order for Digital Advertising Campaign Management - 9A

### **Action Items – 10**

#### **Authorization to Issue a GEC VII Task Order for Design Services for Alexandria Station Improvements - 10A**

Ms. Bennett-Parker moved, with a second from Mr. Skinner, to authorize the CEO to issue a GEC VII Task Order to HDR Engineering, Inc. for design services for the Alexandria station improvements.

Mr. Richards gave a short presentation on the updated plans for the station improvements. This presentation is posted with the January 2019 Board materials on vre.org.

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

#### Authorization to Execute a Microsoft Volume Licensing Agreement – 10B

Ms. Bulova moved, with a second from Ms. Maurer, to authorize the CEO to execute an agreement with Microsoft Corporation for Microsoft volume licensing.

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

#### Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the I-66 Mobility Education Campaign and Transportation Demand Management Project – 10C

Ms. Lawson moved, with a second from Ms. Maurer to support and endorse the application by Prince William County to the Northern Virginia Transportation Commission FY 2020 I-66 Commuter Choice program for the I-66 Mobility Education Campaign and Transportation Demand Management project.

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

#### Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the Residency Road Shared Use Path Project – 10D

Ms. Lawson moved, with a second from Mr. Dudenhefer, to support and endorse the application by Prince William County to the Northern Virginia Transportation Commission FY 2020 I-66 Commuter Choice program for the Residency Road Share Use Path project.

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

#### Adoption of Changes to the 2019 VRE Operations Board Meeting Schedule – 10E

Ms. Maurer moved, with a second from Ms. Bulova, to adopt changes to the 2019 VRE Operations Board meeting schedule establishing a regular meeting to be held on July 19, 2019 and deleting the regular meeting that was to be held on August 16, 2019.

Ms. Sebesky pointed out the April meeting conflicts with Good Friday and Spring Break for regional school districts and asked for future consideration of a change of the April meeting date.

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

#### **Information Items – 11**

##### Spending Authority Report – 11A

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

- A task order in the amount of \$79,565 was issued to Vanesse Hangen Brustlin, Inc. under the General Planning Consulting Services Contract for planning, reporting and project development services on an as-needed basis.
- VRE executed a Horn Patent Licensing Agreement with Siemens Mobility, Inc. in the amount of \$99,425, for the right to utilize the horn sequencing software features required for PTC integration with host railroads.
- A blanket purchase order was issued in the amount of \$70,935 to JMA Rail Products, for brake shoes for VRE locomotives and railcars on an as-needed basis.

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

Ms. Maurer moved, with a second from Ms. Lawson to adjourn the meeting. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner. The meeting adjourned at 9:55 A.M.

Approved this 15<sup>th</sup> day of February 2019

<Signature on File at VRE>

Katie Cristol

Chair

<Signature on File at VRE>

John Cook

Secretary

#### CERTIFICATION

This certification hereby acknowledges the minutes for the January 18, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb