



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
July 19, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
*Sharon Bulova (NVTC)
*Maureen Caddigan (PRTC)
*John Cook (NVTC)
*Katie Cristol (NVTC)
*Mark Dudenhefer
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Martin Nohe (PRTC)
*Pamela Sebesky (PRTC)

Members Absent

Elizabeth Bennet-Parker (NVTC)
Wendy Maurer (PRTC)
Jennifer Mitchell (DRPT)
Gary Skinner (PRTC)

Alternates Present

Victor Angry (PRTC)
*Michael McLaughlin (DRPT)
*Cindy Shelton (PRTC)

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)
Paul Trampe (PRTC)
Mark Wolfe (PRTC)

Jurisdiction

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

City of Alexandria
Stafford County
Commonwealth of Virginia
Spotsylvania County

Prince William County
Commonwealth of Virginia
Stafford County

City of Alexandria
Prince William County
Prince William County
Stafford County
City of Manassas Park
Arlington County
City of Fredericksburg
Fairfax 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
 Paolo Belito – Prince William County
 Alexander Buchanan - VRE
 Matt Cheng – NVTC
 Rich Dalton – VRE
 John Duque - VRE
 Karen Finucan Clarkson
 Paul Garnett – Keolis
 Randy Goruk – Leaders Edge 360
 Xavier Harmony - DRPT
 Chris Henry – VRE
 Christine Hoeffner – VRE
 Pierre Holloman – Arlington County
 Todd Johnson – First Transit
 Uriah Kiser – Potomac News

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 Seibert – Hillbridge Group
 Dr. Bob Schneider – PRTC
 Mark Schofield – VRE
 Steve Sindiong – City of Alexandria
 Joe Swartz – VRE
 Ann Warner - Ann Warner, LLC

Chair Cristol called the meeting to order at 9:05 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

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

Approval of the Minutes of the June 21, 2019 VRE Operations Board Meeting – 4

Ms. Cook moved, with a second by Ms. Bulova, to approve the minutes from June 21, 2018. The vote in favor was cast by Members Banks, Bulova, Cook, Cristol, Kelly, Lawson, McLaughlin, Nohe and Sebesky. Members Caddigan, Dudenhefer and Shelton abstained

Chair's Comments – 5

- Chair Cristol noted there is a Closed Session on the Agenda and the topic of discussion would be the CEO's annual evaluation
- The Legislative Committee will meet after the Board meeting in his room. Chair Cristol reminded the Members that the Legislative committee is comprised of Matt Kelly and Elizabeth Bennett-Parker and is Chaired by John Cook.
- There is a tentative date for a Train Naming Ceremony to honor the late Bill Greenup on September 28th at the Crossroads facility.
- Earlier this week the Potomac Shores development reached another milestone as the Prince William County Board of Supervisors approved special use permits for the project.

Chief Executive Officer's Report – 6

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

- The Safety and Security department has wrapped up a project to upgrade its access control system and has begun planning a full-scale disaster drill which will be held at the end of September in coordination with the City of Manassas emergency management team and first responders.
- Average Daily Ridership for June was just over 19,000 and VRE's on-time performance was 68%.

- Mr. Allen stated staff attended a public meeting for the I-95 study VDOT and DRPT are undertaking.
- VRE and CSX met with Councilman Kelly and City of Fredericksburg staff to discuss plans for the future of the Fredericksburg Station
- VRE had strong representation at the annual APTA Rail Conference in June, with several staff members participating on panels in their area of expertise.
- Chief Operating Officer, Rich Dalton presented briefing on VRE's continued struggles in the area of On-Time Performance
 - Heat Orders and severe weather have been the primary reason for delays

Public Comment Time – 7

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

Consent Items – 8

Mr. Kelly moved, with a second by Mr. Cook, to approve the following Consent Agenda Items:

Authorization to Issue a Request for Proposals for Final Design for the Broad Run Expansion Project – 8A

Authorization to Issue a Request for Proposals for an Email and Text Message Communication System – 8B

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

Action Items – 9

Authorization to Amend the Contract for Land Acquisition Services for the VRE Crossroads Yard Expansion – 9A

Mr. Cook moved, with a second by Mr. Kelly, to authorize the CEO to amend the Contract with Johnson, Mirmiran & Thompson, Inc. for land acquisition services for the VRE Crossroads Yard Expansion.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

Authorization to Execute a Contract for a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade Facility – 9B

Ms. Bulova moved, with a second by Ms. Sebesky, to authorize the CEO to execute a Contract with Simmons Machine Tool Corporation to fabricate, manufacture, install and test a wheel truing machine for the Lifecycle Overhaul and Upgrade facility.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

Authorization to Amend the Contract for Planning and Engineering Consultant for the Broad Run Expansion – 9C

Ms. Lawson moved, with a second by Mr. Cook, to authorize the CEO to amend the Contract with AECOM to complete planning, environmental and preliminary engineering services for the Broad Run Expansion Project.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

[Ms. Lawson left the meeting at 9:59 am]

Authorization to Execute a Sole Source Contract with REACH NOW for Maintenance and Hosting Support of the VRE Mobile Ticketing App – 9D

Mr. Nohe moved, with a second by Ms. Shelton, to authorize the CEO to execute a Sole Source Contract with REACH NOW for maintenance and hosting support of the VRE Mobile ticketing app.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, McLaughlin, Nohe, Shelton and Sebesky.

Authorization to Issue a Supplemental Task Order for Renovations to the VRE Headquarters Suite 201 – 9E

Ms. Sebesky moved, with a second by Ms. Bulova, to authorize the CEO to issue a supplemental Task Order under the Maintenance Services for VRE Facilities Contract with NVE, Inc. for construction services to renovate the leased VRE Headquarters, Suite 201.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, McLaughlin, Nohe, Shelton and Sebesky.

[Ms. Lawson returned to the meeting at 10:04]

Authorization to Amend the Purchase Order for Mass Electronic Communication Delivery System Utilization – 9F

Ms. Sebesky moved, with a second by Mr. Cook, to authorize the CEO to amend the Purchase Order with Granicus, LLC for utilization of its mass electronic communications delivery system.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky.

Information Items – 10

FY 2021 Key Budget Issues– 10A

VRE Chief Financial Officer, Mark Schofield outlined for the Board Members, initial considerations for the development of the Fiscal Year 2021 Preliminary Operating and Capital Budgets. Those key issues are:

1. Programming of C-ROC fund and Federal State of Good Repair (5337) funds
2. Planned 3% Jurisdictional Subsidy Increase
3. Ridership, Fare Revenue and 50% Farebox Recovery Requirement
4. Renewal of Operating Access Agreements with Amtrak and CSX
5. Diesel Fuel Price Uncertainty
6. Staffing to Support Growth
7. Allocation of State Funding for Operating and Capital Support

Mr. Schofield stated the next steps would be to continue monthly discussions with the CAO Budget Task Force and with the Operations Board Finance Committee. Staff will bring a Preliminary FY 2021 Operating and Capital Budget item to the Operations Board in September and to the Commissions in October.

Fare Types – 10B

VRE staff presented information about the types of fares currently offered and proposed changes to those types of fares for the Operations Board's consideration.

- Replace the 5-Day pass with a 7-Day Pass
 - This would be a nomenclature change and would not change the way the pass is currently used
- Replace the Monthly pass with a 31-Day pass
 - Would be good for 31 calendar days from the date of validation rather than for a calendar month.

Spending Authority Report – 10C

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

- On June 13, 2019, VRE issued a Blanket Purchase Order for an amount not to exceed \$100,000 to Digilink, Inc. for printing services on an as-needed basis for marketing materials such as RIDE Magazine, brochures, posters, annual surveys, etc.
- On June 13, 2019, VRE issued a Blanket Purchase Order for an amount not to exceed \$65,000 to Fleischhauer Datenträger to provide ticket stock and receipt stock for VRE's fare collection system on an as-needed basis.
- On June 21, 2019, VRE issued a Task Order in the amount of \$53,331 to Vanesse Hangen Brustlin, Inc. under the General Planning Consulting Services Contract to support VRE efforts to maintain compliance with the requirements of the Virginia Pollutant Discharge Elimination System Industrial Stormwater General Permits for the Crossroads and Broad Run Maintenance and Storage Facilities.

Closed Session – 11

Chair Cristol moved, with a second by Ms. Bulova, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one personnel matter involving a contract employee of NVTC and PRTC.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, McLaughlin, Nohe, Shelton and Sebesky

[Ms. Sebesky left the meeting at 11:50 A.M. and did not return.]

[Mr. Kelly left the meeting at 12:04 P.M. and did not return.]

Mr. Cook moved, with a second by Ms. Bulova, to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, 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 in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Lawson, McLaughlin, Nohe, and Shelton.

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

Mr. Cook moved, with a second from Chair Cristol to adjourn the meeting, without objection, at 12:27 P.M.

The vote in favor was cast by Members Banks, Bulova, Caddigan, Cook, Cristol, Dudenhefer, Lawson, McLaughlin, Nohe, and Shelton.

Approved this 20th day of September 2019

<Signature on File> _____

Katie Cristol
Chair

<Signature on File> _____

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the July 19, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb