



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

November 15, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
*Elizabeth Bennet-Parker (NVTC)
*Sharon Bulova (NVTC)
*Maureen Caddigan (PRTC)
*Jeanine Lawson (PRTC)
*Wendy Maurer (PRTC)
*Jennifer Mitchell (DRPT)
*Martin Nohe (PRTC)
*Pamela Sebesky (PRTC)
*Gary Skinner (PRTC)

Members Absent

John Cook (NVTC)
Katie Cristol (NVTC)
Mark Dudenhefer (PRTC)
Matt Kelly (PRTC)

Alternates Present

Michael McLaughlin (DRPT)

Alternates Absent

Canek Aguirre (NVTC)
Ruth Anderson (PRTC)
Victor Angry (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)

Jurisdiction

City of Manassas Park
City of Alexandria
Fairfax County
Prince William County
Prince William County
Stafford County
Commonwealth of Virginia
Prince William County
City of Manassas
Spotsylvania County

Fairfax County
Arlington County
Stafford County
City of Fredericksburg

Commonwealth of Virginia

City of Alexandria
Prince William County
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

Khadra Abdulle – VRE
Monica Backmon – NVT
Paolo Belito – Prince William County
Alexander Buchanan – VRE
Dwight Buracker - PBMares
Matt Cheng – NVTC
Rich Dalton – VRE
John Duque – VRE
Karen Finucan-Clarkson - VRE
Xavier Harmony - DRPT
Chris Henry – VRE
Christine Hoeffner – VRE
Pierre Holloman – Arlington County
Todd Johnson – First Transit
John Kerins – Keolis
Mike Lake – Fairfax County

Lezlie Lamb – VRE
Steve MacIsaac – VRE Legal Counsel
Betsy Massie – PRTC
Kate Mattice – NVTC
Ellie McCurdy – City of Alexandria
Ryan McManus – Prince William County
Kristin Nutter – VRE
Pat Porzillo - HDR
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Aimee Perron Siebert – Commonwealth
Strategy Group
Steve Sindiong – City of Alexandria
Sonali Soneji – VRE
Joe Swartz – VRE
David Westoff – Prince William County
Karen Youngbluth – Arlington County

Vice Chair Skinner called the meeting to order at 9:09 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

Ms. Maurer moved, with a second by Ms. Caddigan to approve the agenda as presented.

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

Approval of the Minutes of the October 18, 2019 VRE Operations Board Meeting – 4

Ms. Bulova moved, with a second by Ms. Maurer, to approve the minutes from November 16, 2018.

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

Vice Chair's Comments – 5

- Vice Chair Skinner announced the Finance Committee meeting that had been rescheduled from November has been cancelled.
- Vice Chair Skinner stated the Audit Committee had met prior to the Executive Committee meeting and the Auditors would be presenting their report to the full Operations Board
- VRE held a Locomotive Naming Ceremony on November 9th in honor of the late Bill Greenup of the City of Fredericksburg and that Mr. Dalton would have more details on that during his report.
- Vice Chair Skinner announced the creation of the 2020 Operations Board Officers Nomination Committee that consists of Chair Bulova and Supervisor Caddigan.

Acting Chief Executive Officer's Report – 6

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

- Attended a celebratory luncheon with Keolis to mark three injury-free years at the Crossroads maintenance and storage facility and four injury-free years at the Broad Run maintenance and storage facility
- Between October 23rd and November 7th, VRE trains encountered several safety issues that disrupted service but did not result in any injuries.
 - A Manassas Line Train struck a truck that parked too close to the tracks
 - There were two unrelated bridge strikes on October 25th, one in the morning and one in the afternoon; both of which disrupted service on the Fredericksburg line.
 - A Manassas line train struck a downed tree just north of Manassas, damaging a train set.
- On-Time Performance was 79%
- Average Daily Ridership was 19.5K.
- VRE honored former VRE Operations Board Chairman, the late Bill Greenup of the City of Fredericksburg with a nameplate on locomotive V54.
- VRE initiated a “Let’s Talk on the Train” program which invites passengers to interact with VRE staff riding trains during their daily commute. Alerts are sent with information on which trains various staff members are riding and where on the train to find them.
- VRE conducted a Communications Survey on October 30th to solicit feedback on VRE communication efforts and provide suggestions for further improvements.
- The Annual Santa Trains are planned for December 14th and tickets will go on sale to the public at 9 A.M. on Monday, November 25th.
- Chief Safety and Security Officer, Greg Deibler, visited Manassas Park Elementary School to speak to students involved in their STEM program.
- Staff attended DRPT’s Rail Programs Workshop in Richmond to review policies and procedures involved in the rail grant application process.

Public Comment Time – 7

Vice Chair Skinner opened the floor for public comment time. There were no speakers. There were no electronically submitted comments.

Consent Agenda – 8

Ms. Caddigan moved, with a second by Ms. Maurer, to authorize the following Consent Agenda Items

Authorization to Issue an Invitation for Bids for Construction of Quantico Station Improvements – 8A

Authorization to Issue a Request for Proposals for Construction Management Services for the Quantico Station Improvements Project – 8B

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

Action Items – 9

Accept the FY 2019 Audited Financial Statements and Auditor's Report and Authorization to Forward to the Commissions – 9A

Ms. Bulova moved, with a second by Ms. Sebesky, to accept the FY 2019 Comprehensive Annual Financial Report and associated information from the auditors and to authorize the Acting CEO to forward this information to the Commissions for their consideration.

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

Authorization to Reimburse CSX Transportation for Shared Costs of Positive Train Control Implementation -9B

Ms. Bulova moved, with a second by Ms. Maurer, to authorize the Acting CEO to reimburse CSX Transportation an amount not to exceed \$1,825,190 for shared costs related to the installation of infrastructure improvements necessary for the implementation of Positive Train Control.

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

Recommend Approval of the 2020 VRE Legislative Agenda – 9C

Ms. Bennett-Parker moved, with a second by Ms. Maurer, to recommend the Commissions approve the 2020 VRE Legislative Agenda and authorize the Acting CEO to actively pursue the elements set forth in it.

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

Authorization to Execute a Contract for State Government Relations Services – 9D

Ms. Lawson moved, with a second by Mr. Nohe, to authorize the Acting CEO to execute a contract with Commonwealth Strategy Group, LLC of Richmond, Virginia for State Government Relations Services for a base period of three years and two option years, in the amount of \$263,000, plus a ten percent contingency, for a total not to exceed \$289,300 over five years; amending the resolution to give the CEO discretion to exercise the option years after consultation* with the Operations Board.

*change from original language made by mover of the motion.

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

Authorization to Issue a Maintenance Services for Commuter Rail Task Order for Automatic Passenger Count System Installation – 9E

Ms. Bulova moved, with a second by Ms. Maurer, to authorize the Acting CEO to issue a Task Order under the Maintenance Services for Commuter Rail Contract, for Automatic Passenger Count System Installation in the amount of \$376,526, plus a ten percent contingency, for a total not to exceed \$414,178.

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

Authorization to Issue an MEC VI Task Order for National Transit Database and Asset Management Reporting, Phase V – 9F

Ms. Lawson moved, with a second by Ms. Maurer, to authorize the Acting CEO to issue an MEC VI Task Order to STV Incorporated for further developing, implementing and executing processes for VRE's Transit Asset Management Plan and National Transit Database reporting compliance in the amount of \$222,071, plus a ten percent contingency, for a total not to exceed \$244,278.

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

Authorization to Execute a Sole Source Contract for Prime Mover Layover Protection Systems – 9G

Ms. Maurer moved, with a second by Ms. Caddigan, to authorize the Acting CEO to execute a Sole Source Contract with Hotstart Sales LLC, for the purchase of twenty Prime Mover Layover Protection Systems in the amount of \$238,500, plus a ten percent contingency, for a total not to exceed \$262,350.

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

Resolution of Support for Arlington County's CC2DCA Intermodal Connector from Crystal City to Ronald Reagan Washington National Airport Application for the FY 2024-2025 NVTA Six Year Program Update – 9H

Ms. Bulova moved, with a second by Ms. Maurer, to support and endorse the application by Arlington County to the Northern Virginia Transportation Authority Fiscal Year 2024-2025 Six Year Program Update for the CC2DCA Intermodal Connector from Crystal City to Ronald Reagan Washington National Airport.

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

Information Items – 10

FY 2021 Budget Update – 10A

- Since September, VRE Finance and Operations Staff have revised key assumptions in the budget based on updated information and projections and reviews of proposed departmental expenditures.
- The budget gap reflected in the preliminary FY 2021 budget has been eliminated and the budget is currently balanced.

Communications Survey – 10B

- Mr. Henry presented the results of the October 30th Communications Survey
- The survey solicited constructive, actionable feedback from passengers on improvements to communications

Spending Authority Report – 10C

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

- On October 22, 2019, VRE issued a Purchase Order in the amount of \$65,755 to Roadway Worker Training, LLC to provide Federal Railroad Administration mandated Roadway Worker Protection Training to VRE staff and contracted personnel working within the CSX and/or Norfolk Southern Right of Way.
- On October 28, 2019, VRE amended an existing Mechanical Engineering Consulting Services Task Order, issued to STV Inc., for up-front support for the procurement of new rail cars to increase the total amount from \$49,608 to \$99,908. This Task Order includes review and clarification of specifications, assistance in providing responses to questions from prospective proposers, and technical reviews as needed.
- On October 28, 2019, VRE issued a Sole Source Purchase Order in the amount of \$61,100 to TransTech to acquire 20 new Gallery IV toilets to replace those toilets in VRE fleet that have reached the end of their useful life.
- On October 30, 2019, VRE amended an existing General Engineering Consulting Services Task Order, issued to HDR Engineering, Inc., for structural inspection services, to increase the total amount from \$77,500 to \$93,200. The scope of work for this Task Order was expanded to include inspection of VRE parking garages in addition to station pedestrian bridges.
- On October 30, 2019, VRE amended an existing Purchase Order with Powersolv, Inc. to provide support services for VRE's project controls software, e-Builder, to increase the total authorization from \$86,350 to \$99,999. Powersolv will continue to assist with data migration, system administration and training of end users.

DRPT Long Bridge Funding Plan Update – 10D

- Director Mitchell briefed the Operations Board on the funding plan for the Long Bridge Project.
- \$2B Long Bridge and a \$1.6B - \$1.9B investment in associated projects to maximize impact of long bridge project.
- The Bridge is expected to be a public asset.
- Funding plan will be roughly: 1/3 regional resources, 1/3 State resources, 1/3 Federal resources
- Asked that VRE consider allocating C-ROC funding as part of the regional resources.
- Amtrak expected to make a significant funding contribution.
- Request has been made to NVTC to change current MOA to allow the Commonwealth to leverage the Inside the Beltway I-66 concessionaire revenue.
- DPRT is reevaluating the Outside the Beltway I-66 revenues commitments for additional transit service that focused on commuter bus. With the added capacity of the Long Bridge and associated projects, commuter rail would significantly increase person through-put.

Closed Session – 11

Mr. Lawson moved, with a second by Ms. Maurer pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A.1, 8 and 29 of the Code of Virginia,) to convene a closed meeting for the purpose of discussion of a personnel matter concerning an appointee of the Commissions supervised by the Operations Board; for consultation with legal counsel concerning the terms and conditions of a contract for executive search services; and for discussion of the award of a contract involving the expenditure of public funds, including the terms and scope of the contract, where discussion in public would adversely affect the bargaining position and negotiating strategy of the Operations Board.

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

Ms. Bulova moved, with a second by Ms. Maurer, 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, Bennett-Parker, Bulova, Caddigan, Lawson, Maurer, Mitchell, Nohe Sebesky, and Skinner.

Vice Chair Skinner asked if there was any other business. There was none.

Ms. Lawson moved, with a second by Ms. Sebesky, to adjourn at 10:59 A.M.

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

Approved this 20th day of December 2019

Signature on file

Katie Cristol
Chair

Signature on file

John Cook
Secretary

CERTIFICATION

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



Leslie M. Lamb