



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

October 18, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

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

Members Absent

Mark Dudenhefer (PRTC)

Alternates Present

*Cindy Shelton – (PRTC)

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)
Michael McLaughlin (DRPT)
Paul Trampe (PRTC)
Mark Wolfe (PRTC)

*Voting Member

Jurisdiction

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

Stafford County

Stafford County

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
Commonwealth of Virginia
Spotsylvania County
City of Manassas

Staff and General Public

Khadra Abdulle – VRE
Doug Allen – VRE
Monica Backmon – NVTA
Paolo Belito – Prince William County
Rick Canizales – Prince William County
Matt Cheng – NVTC
Rich Dalton – VRE
Greg Deibler - VRE
John Duque – VRE
Karen Finucan-Clarkson – VRE
Xavier Harmony - DRPT
Chris Henry – VRE
Christine Hoeffner – VRE
Pierre Holloman – Arlington County
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
Becky Merriner – PRTC
Kristin Nutter – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Sonali Soneji – VRE
Joe Swartz – VRE
Alex Thorp – CSX
Ann Warner – Ann Warner LLC
Katherine Youngbluth – Arlington County

Chair Cristol called the meeting to order at 9:11 A. M. The Pledge of Allegiance and the 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, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, and Skinner.

Approval of the Minutes of the September 20, 2019 VRE Operations Board Meeting – 4

Mr. Nohe moved, with a second by Ms. Bulova, to approve the minutes from September 20, 2019. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Kelly, Lawson, Mitchell, Nohe, Sebesky, and Skinner. Members Caddigan and Maurer abstained.

Vice Chair's Comments – 5

- VRE Alternate from Stafford County, Cindy Shelton, was invited to sit in for Member Dudenhefer
- The Finance Committee will meet after the Operations Board meeting today. The committee Members are Wendy Maurer, Chair; Elizabeth Bennett-Parker; John Cook; Pamela Sebesky; and Gary Skinner
- The Audit Committee will meet prior to the November meeting. The Committee will meet with representatives of PBMAres, VRE's financial auditor, who will review VRE's financial statements and their opinion letter.
- VRE will honor former Fredericksburg Mayor and early VRE Board Member, the late Bill Greenup, by naming a locomotive after him. A ceremony is scheduled for November 9th at 10:00 am, at the Crossroads yard.

Chief Executive Officer's Report – 6

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

- VRE held its annual emergency response drill at the Broad Run Station on September 28th.

- VRE partnered with the City of Manassas Fire and Rescue.
- Operation Lifesaver worked in coordination with VRE to film a railroad safety to educate the public on the dangers of walking on railroad tracks.
- VRE conducted its annual Master Agreement Survey on October 2, the results of which are used in determining jurisdictional subsidies.
 - PRTC helps coordinate the on-board collection of surveys
 - NVTC assists with the data collection and analysis
- Per an Operations Board request, VRE will conduct a follow-up Customer Survey on October 30th focused on whether riders have seen improvements in communications since the May Customer Service Survey.
- Repairs have been made to a VRE locomotive damaged in July when it struck a tree that had fallen on the tracks.
- A temporary platform was installed at the Quantico station. This is the first step in the station improvements project and the temporary platform meets FRA requirements for lighting and ADA access.
- The first upgraded ticket vending machine was installed at Union Station. All the major interior components have been replaced. All TVM upgrades should be completed by year's end.
- Director of Rail Operations, Chris Henry, briefed the Board on ticket checking and fare evasion processes.
- VRE ran special service at the Clifton Day festival on Sunday, October 13th.
- VRE hosted North Carolina Railroad Company Board Members and Staff for a briefing and system tour on October 4th. The group is exploring the feasibility of commuter rail service in North Carolina.

Public Comment Time – 7

Chair Cristol opened the floor for public comment time. There were no speakers. No electronic comments were received this month.

Action Items – 8

Authorization to Execute a Contract for Benchmark Road Slope Stabilization – 8A

Mr. Skinner moved, with a second by Ms. Maurer, to authorize the CEO to execute a contract for Benchmark Road Slope Stabilization.

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

Authorization to Extend the Lease Agreement for Parking at the Broad Run Station– 8B

Mr. Nohe moved, with a second by Ms. Bennett-Parker, to authorize the CEO to extend the lease agreement with the City of Manassas for a parcel of land adjacent to the VRE Broad Run Station Platform in the amount of \$21,119 for a period of twelve months, increasing the total authorization to an amount not to exceed \$116,128.

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

Resolution of Support for Prince William County's North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension Application for FY 2024-2025 NVTA Six-Year Program Update -8C

Ms. Caddigan moved, with a second by Ms. Lawson, to support and endorse the application by Prince William County to the Northern Virginia Transportation Authority FY 2024-2025 Six-Year Program Update for North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension project.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Sebesky, Shelton and Skinner. Member Nohe abstained.

Information Items – 9

Draft 2020 Legislative Agenda – 9A

- The draft 2020 VRE Legislative Agenda developed by the Legislative Committee was shared with the full Operations Board. The Board will be asked in November to recommend the Commissions approve the agenda.

Spending Authority Report – 9B

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

- A Purchase Order in the amount of \$71,439 to B&H Foto and Electronics Corporation for 14 new display screens for variable messaging system proof of concept project at the Alexandria and Fredericksburg stations.

Closed Session – 11

Ms. Cristol moved, with a second by Ms. Maurer, 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 contract employee.

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

Ms. Sebesky 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, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, Shelton and Skinner.

Chair Cristol announced the Board would take a short recess at 11:00 A.M.

The Chair reconvened the meeting at 11:07 A.M.

Mr. Cook moved, with a second by Ms. Bulova, to recommend the Commissions end the employment agreement with Doug Allen without cause, in accordance with that agreement; and, place Doug Allen on Administrative leave with pay pending action by the Commissions; and, to delegate to the VRE Deputy Chief Executive Officer all duties and responsibilities of the VRE Chief Executive Officer until further actions by the Commissions.

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

Members of the Board were given an opportunity to speak to Mr. Allen's service and leadership during a period of growth and expansion. Members thanked Mr. Allen for his years of service, hard work, and professionalism.

Chair Cristol announced the Finance Committee has deferred its meeting until November and asked if there was any other business. There was none.

Chair Cristol adjourned the meeting, without objection, at 11:19 A.M.

Approved this 15th day of November 2019

Signature on File

Katie Cristol
Chair

Signature on File

John Cook
Secretary

CERTIFICATION

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



Lezlie M. Lamb