



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
September 20, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
*Elizabeth Bennet-Parker (NVTC)
*Sharon Bulova (NVTC)
*John Cook (NVTC)
*Katie Cristol (NVTC)
*Mark Dudenhefer (PRTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Jennifer Mitchell (DRPT)
*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
Commonwealth of Virginia
Prince William County
City of Manassas
Spotsylvania County

Members Absent

Maureen Caddigan (PRTC)
Wendy Maurer (PRTC)

Prince William County
Stafford County

Alternates Present

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

Prince William County
Commonwealth of Virginia
Stafford County

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)

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

Khadra Abdulle – VRE
Doug Allen – VRE
Monica Backmon – NVTA
Paolo Belito – Prince William County
Alexander Buchanan – VRE
Rick Canizales – Prince William County
Rich Dalton – VRE
Greg Deibler - VRE
John Duque – VRE
Karen Finucan Clarkson - VRE
Arnold Gilbo – Keolis
Randy Goruk – Leaders Edge 360
Xavier Harmony - DRPT
Chris Henry – VRE
Christine Hoeffner – VRE
Pierre Holloman – Arlington County
Todd Johnson – First Transit
Annalee Judd – VRE
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
Elizabeth McCurdy – City of Alexandria
Monica McKenzie – VRE
Ryan McManus – Prince William County
Becky Merriner – PRTC
Kristin Nutter – VRE
Aimee Perron-Seibert – Hillbridge Group
Mark Schofield – VRE
Ross Snare – PWC Chamber of Commerce
Sonali Soneji – VRE
Joe Swartz – VRE
Norine Walker – VHB
Ann Warner – Warner Group

Chair Cristol called the meeting to order at 9:15 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

Ms. Sebesky 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 Angry, Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Mitchell, Nohe, Sebesky, Shelton and Skinner.

Approval of the Minutes of the July 19, 2019 VRE Operations Board Meeting – 4

Ms. Bulova moved, with a second by Mr. Kelly, to approve the minutes from July 19, 2019. The vote in favor was cast by Angry, Banks, Bulova, Cook, Cristol, Dudenhefer, Kelly, Mitchell, Nohe, Sebesky and Shelton. Members Bennett-Parker and Skinner abstained.

Vice Chair's Comments – 5

Chair Cristol made the following announcements:

- The Legislative Committee meet immediately after the Operations Board meeting adjourned. She noted the members of the committee, but stated the meeting was open to anyone who wanted to attend.
- The Finance Committee is scheduled to meet in October to review budget issues.
- The Locomotive Naming Ceremony for the late Bill Greenup has been rescheduled for November 9th at the Crossroads Facility in Spotsylvania County.
- Staff has implemented an online Public Comments feature on the VRE website.

[Ms. Lawson arrived at 9:20 A.M.]

Chief Executive Officer's Report – 6

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

Discussed Host Railroad refinement of the PTC system software

Ridership has been strong over the summer:

- 19K ADR for July
- 18.6K ADR for August

Mr. Dalton briefed the Operations Board on PTC Implementation progress. He detailed issues such as heat-orders, rail congestion and other factors impacting On-Time Performance over the summer.

[Mr. Nohe left the room at 9:38 and returned at 9:44 A.M.]

Annalee Judd, VRE's new Customer Communications Specialist and Monica McKenzie, new Mechanical Operations Specialist were introduced.

The Final Environmental Impact Statement (EIS) for DC2RVA is complete and included two segments in VRE's operating area that DRPT has funding to move forward on:

- Fourth Track through Alexandria and Arlington
- Third Track from Alexandria south to just North of the Occoquan

The Long Bridge Draft EIS is complete and now available for public review

- Public Comments on the DEIS will be accepted until October 28th
- A public hearing is scheduled on October 22nd at the DCRA Building, Room E200, at 1100 4th St. SW, in Washington, DC

Slaters Lane Crossover is complete and freight traffic has begun using it.

VRE successfully completed negotiations with WMATA on parking fees for non-Metro riders who used their garage at Franconia-Springfield. Mr. Allen thanked VRE CFO and other staff for their diligent work to reach an agreement with WMATA allowing VRE riders with multi-ride tickets to park in the Metro parking for the same \$4.95 per day that Metro riders pay.

[Ms. Lawson left the room during Mr. Allen's report]

Public Comment Time – 7

Chair Cristol opened the floor for public comment time. There were no speakers; but Chair Cristol directed Members to a comment sent by rider Kevin Brown of Fredericksburg, concerning on-board ticket checks (attached.)

Consent Items – 8

Mr. Kelly moved, with a second by Ms. Mitchell, to approve the consent agenda as presented:

Authorization to Issue an Invitation for Bids for Locomotive Prime Mover Turbochargers – 8A

Authorization to Issue a Request for Proposals for Renewal of Locomotive Head End Power

Engine Systems – 8B

Authorization to Issue a Request for Proposals for Safety and Security Consulting Services – 8C

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

[Ms. Lawson returned at 10:00 A.M.]

Action Items – 9

Referral of the Preliminary FY 2021 VRE Operating and Capital Budget to the Commissions and Authorization to Initiate Diesel Fuel Price Hedging – 9A

Following a presentation by VRE CFO, Mark Schofield, and some discussion, Ms. Bulova moved, with a second by Mr. Skinner, to authorize the CEO to refer the preliminary FY 2021 VRE Operating and Capital budget to the Commissions for their consideration, so the Commissions, in turn, can refer their preliminary budget recommendations to the jurisdictions for review and comment.

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

Ms. Bulova moved, with a second by Mr. Banks, to authorize the CEO to develop policies, procedures and an oversight process for VRE to hedge its diesel fuel price risk through investment in financial instruments as authorized by Virginia Code §2.2-4329.1.

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

Authorization to Make Changes to VRE Fare Types and Amend the VRE Passenger Tariff – 9B

Mr. Skinner moved, with a second by Ms. Bulova, to authorize the CEO to amend the VRE Passenger Tariff to replace the current 5-Day Pass with a 7-Day Pass and to replace the Monthly Pass in VRE Mobile with a 31-Day Pass.

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

Authorization to Execute a Contract for Preliminary Engineering and Environmental Services for the VRE Crystal City Station Improvements Project – 9C

Ms. Bulova moved, with a second from Mr. Skinner, to authorize the CEO to execute a contract with Vanesse Hangen Brustlin for the base task of preliminary engineering and environmental services for the VRE Crystal City Station Improvements Project in the amount of \$1,140,597, plus a 20% contingency of \$228,119, for a total not to exceed \$1,368,716; and, to authorize the use of the VRE capital reserve to fund any expenditures under this contract which exceed the approved grant funding currently available for this phase of the project.

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

Recommend Approval and Authorize Submission of VRE Projects to NVTA for FY 2024-2025 Six-Year Program Update Funding Consideration – 9D

Mr. Banks moved, with a second from Mr. Angry to recommend the Commissions authorize submission of Crystal City Station Improvements construction and Woodbridge Station and Track Improvements final design projects to the Northern Virginia Transportation Authority for evaluation and funding considerations in its Fiscal Year 2024-2025 Six-Year Program update; and authorize the CEO to submit

the approved projects for funding, make any necessary corrections to project amounts or descriptions in the applications, and execute all project funding agreements that may result.

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

Authorization to Execute a Force Account Agreement with Norfolk Southern Railway for Broad Run Expansion Engineering Services – 9E

Ms. Lawson moved, with a second by Ms. Sebesky, to authorize the CEO to execute a force account agreement with Norfolk Southern Railway, for engineering services for the Broad Run Expansion project, in the amount of \$768,600, plus a 10% contingency of \$76,860, for a total amount not to exceed \$845,460.

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

Information Items – 10

VRE's Transit Asset Management Plan Update for 2018-2019 – 10A

VRE's Transit Asset Management (TAM) Plan, completed in September 2018, allows VRE to better monitor and manage assets such as rolling stock and facilities. VRE completed several federal requirements over the last year and has updated the TAM to reflect these.

Commonwealth Support for VRE – 10B

Jennifer Mitchell, Director of the Virginia Department of Rail and Public Transportation, presented a general overview of the way the Commonwealth, through DRPT, provides support to VRE.

Statewide Rail Programs

- Rail Enhancement Fund (REF)
- Intercity Passenger Rail Operation and Capital Fund (IPROC)

Statewide Transit Programs

- Mass Transit Capital Funds
- Mass Transit Operating Funds

SMARTSCALE

Toll Concessionaire Payments

Discretionary Federal Funds Distributed by DRPT

- Congestion Mitigation/Air Quality (CMAQ)
- Surface Transportation Program (STP)

Customer Services Survey Results – 10C

Chris Henry, Director of Rail Operations, briefed the Operations Board on the results of May's annual Customer Service Survey.

Spending Authority Report – 10B

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

On July 12, 2019, VRE issued a Task Order in the amount of \$50,069 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail Contract for maintenance and repair

services at the Crossroads and Broad Run Maintenance and Storage Facilities to address the HVAC, exhaust fans, overhead cranes and other related systems.

On July 12, 2019, VRE issued a Task Order in the amount of \$98,739 to STV Incorporated dba STV Group Incorporated under the Mechanical Engineering Consulting Services Contract for lifecycle maintenance team support to include alternate material investigations, root cause analysis and review of service reports.

On July 15, 2019, VRE issued a Task Order in the amount of \$58,496 to Vanasse Hangen Brustlin, Inc. under the General Planning Consulting Services Contract to conduct a Phase II Environmental Site Assessment to support real estate acquisition associated with the Broad Run Station Expansion Project.

On July 16, 2019, VRE issued a Sole Source Purchase Order in the amount of \$55,878 to Alban CAT to obtain fuel, oil and air filters for the C27 Caterpillar engines utilized by VRE's locomotives to provide Head End Power.

On August 9, 2019, VRE issued a Sole Source Purchase Order in the amount of \$55,200 to Paragon Products, LLC to acquire new fuel pumps for VRE's fleet of MP36 locomotives.

On August 20, 2019, VRE issued a Task Order in the amount of \$98,312 to STV Incorporated dba STV Group Incorporated under the Mechanical Engineering Consulting Services Contract for general engineering support to include review and evaluation of mechanical service requests and associated costs.

On August 23, 2019, VRE issued a Task Order in the amount of \$98,360 to NVE, Inc. under the Maintenance Services for VRE Facilities Contract for installation of conduit, conductors and other electrical components for the Variable Message Signs proof of concept project at the Alexandria and Fredericksburg stations.

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

Chair Cristol adjourned the meeting, without objection, at 11:31 A.M.

Approved this 18th day of October 2019

<Signature on File>

Katie Cristol
Chair

<Signature on File>

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the September 20, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

A handwritten signature in black ink, appearing to read "Leslie M. Lamb". The signature is fluid and cursive, with the first name "Leslie" being the most prominent part.

Leslie M. Lamb

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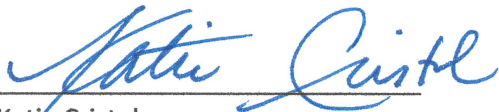
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Lezlie M. Lamb