



# MINUTES

## VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING

July 17, 2020

WebEx Electronic Meeting with YouTube Live-Stream

### **Members Present**

\*Andrea Bailey (PRTC)  
\*Elizabeth Bennet-Parker (NVTC)  
\*Meg Bohmke (PRTC)  
\*Katie Cristol (NVTC)  
\*Margaret Franklin (PRTC)  
\*Matt Kelly (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Jennifer Mitchell (DRPT)  
\*Cindy Shelton (PRTC) \*\*  
\*Gary Skinner (PRTC)  
\*Ralph Smith (PRTC)  
\*Dan Storck (NVTC)  
\*James Walkinshaw (NVTC)

### **Jurisdiction**

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

### **Members Absent**

Walter Alcorn (NVTC)  
Preston Banks (PRTC)

Fairfax County  
City of Manassas Park

### **Alternates Present**

Hector Cendejas (PRTC)

City of Manassas Park

### **Alternates Absent**

Canek Aguirre (NVTC)  
Victor Angry (PRTC)  
Pete Candland (PRTC)  
Deborah Frazier (PRTC)  
Libby Garvey (NVTC)  
Jason Graham (PRTC)  
Jeff McKay (NVTC)  
Michael McLaughlin (DRPT)  
Pam Sebesky (PRTC)  
Gary Snellings (PRTC)  
Ann Wheeler (PRTC)

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

\*Voting Member

\*\*Delineates arrival/departure following the commencement of the Operations Board Meeting.

### **Staff and General Public**

Karen Finucan Clarkson - VRE  
Rich Dalton – VRE  
John Duque – VRE  
Chris Henry - VRE  
Robert Hostelka - VRE  
Lezlie Lamb – VRE

Steve MacIsaac – VRE Legal Counsel  
Kate Mattice – NVTC  
Kristin Nutter – VRE  
Mark Schofield – VRE  
Alex Sugatan - VRE  
Joe Swartz – VRE

### **Call to Order – 1**

Chairman Skinner called the meeting to order at 9:00 A.M.

### **Roll Call – 2**

### **Resolution Finding Need to Conduct July 17, 2020 Meeting Electronically – 3**

Mr. Dalton briefed the Operations Board on Agenda Item 3, a Resolution Finding Need to Conduct July 17, 2020 Meeting Electronically.

Ms. Bailey moved, with a second by Mr. Smith to approve Resolution #03-07-2020, Finding Need to Conduct July 17, 2020 Meeting Electronically.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

### **Approval of the Agenda –4**

Ms. Cristol moved, with a second by Ms. Bailey to approve the agenda as presented.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

### **Approval of the Minutes of the June 19, 2020 VRE Operations Board Meeting – 5**

Ms. Bailey moved, with a second by Mr. Smith, to approve the Minutes from June 19, 2020.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw. Mr. Cendejas abstained.

### **Chairman's Comments – 6**

Chairman Skinner welcomed everyone participating in and viewing the meeting and reported he had recently sent a letter to Representatives Beyer and Wittman on behalf of VRE, thanking them for introducing the Long Bridge Act of 2020. Chairman Skinner also announced the Finance Committee would meet after the VRE Operations Board meeting adjourned and reminded Members there is no meeting in August.

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

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

- Safety/ COVID-19 update
- Ridership
  - Plans for adding trains to accommodate social distancing as ridership returns

- Performance
- Temporary changes to the Amtrak Step-Up program
- Funding updates
- Welcoming Back Riders

### **Public Comment Time – 8**

The Chairman announced that public comments were being accepted electronically through the Public Comments Form. A link to the form can be found at [vre.org](http://vre.org) and the link would remain active through the end of the meeting. The Clerk will read the comments into the record prior to adjournment.

### **Action items - 9**

#### **Authorization to Execute a Contract Mobile Ticketing Services – 9A**

Ms. Bailey moved, with a second by Mr. Smith to authorize the Acting CEO to execute a contract with Svanaco, Inc. (DBA AmericanEagle.com) for mobile ticketing services in the amount of \$988,630, plus a ten percent contingency of \$98,863, for a total not to exceed \$1,087,493, for a base year and five option years.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### **Authorization to Execute a Contract for Federal Government Relations Services – 9B**

Mr. Smith moved, with a second by Ms. Bohmke, to authorize the Acting CEO to execute a contract for with Cardinal Infrastructure, LLC for federal government relations services in the amount of \$480,000, plus a five percent contingency of \$24,000, for a total amount not to exceed \$504,000, for a three year base period and two one-year option periods.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Storck, and Walkinshaw. Ms. Shelton was not heard to respond.

#### **Authorization to Execute a Sole Source Contract for Fare Media Validators – 9C**

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to execute a sole source contract with Scheidt & Bachmann for fare media validators in the amount of \$391,000, plus a twenty percent contingency of \$78,000, for a total not to exceed \$469,200.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### **Authorization to Issue a GEC VII Task Order for Survey Services for the L'Enfant Station and Fourth Track Project – 9D**

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to issue a task order under the General Engineering Consulting Services (GEC) contract with NXL Construction Services, Inc. for survey services for the L'Enfant Station and Fourth Track project in the amount of \$178,421, plus a twenty percent contingency of \$35,684, for a total not to exceed \$214,105.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Authorization to Amend the Contract for Financial Advisory Services – 9E

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to amend the contract with PFM Financial Advisors, LLC for financial advisory services on a task order basis in the amount of \$400,000, increasing the authorization from \$300,000 to a total amount not to exceed \$700,000.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Authorization to Amend the GEC VII Task Order for Design Services for the Quantico Station Improvements – 9F

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to amend the task order for design services for the Quantico Station Improvements, issued to STV, Inc. under the GEC VII contract in the amount of \$217,072, plus a ten percent contingency of \$21,707, for a total of \$238,779, increasing the authorization for this task order from \$830,833 to a total amount not to exceed \$1,069,612.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Authorization to Withdraw from Standard Project Agreements with the Northern Virginia Transportation Authority for Lorton and Rippon Stations – 9G

Ms. Cristol moved, with a second by Mr. Cendejas, to authorize the Acting CEO to formally withdraw VRE from the existing standard project agreements with the Northern Virginia Transportation Authority for the Lorton and Rippon Station projects.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

#### Information Items – 10

##### FY 2022 Key Budget Issues

VRE Chief Financial Officer, Mark Schofield, briefed the Operations Board on the following key issues in the development of the Preliminary FY 2022 Operating and Capital Budget.

1. Revenue shortfalls and CARES Act support
2. Policy of Alternating 3 percent fare and subsidy increases
3. Expense Reductions in FY 2021 and FY 2022
4. Transforming Rail in Virginia Program
5. Insurance
6. Baseline Capital Charge contributions for Northeast Corridor

## Spending Authority Report – 10B

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

- On June 5, 2020, VRE issued a Task Order in the amount of \$97,722 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide engineering services in support of Life Cycle Maintenance projects.
- On June 10, 2020, VRE issued a Task Order in the amount of \$76,951 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing floor decals on VRE's passenger railcars.
- On June 10, 2020, VRE issued a Task Order in the amount of \$79,675 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install social distancing seat decals on VRE's passenger railcars.
- On June 10, 2020, VRE issued a Task Order in the amount of \$60,021 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail contract to purchase and install hand sanitizer dispensers on VRE's passenger railcars.
- On June 18, 2020, VRE issued a Purchase Order in the amount of \$78,475 to Technology International, Inc. for the purchase of five utility carts to be utilized at the Broad Run and Crossroads Maintenance and Storage Facilities.
- On June 22, 2020, VRE issued a Task Order in the amount of \$99,376 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide general engineering services for the 1<sup>st</sup> year of the contract.
- On June 25, 2020, VRE issued a Task Order in the amount of \$85,257 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide National Transit Database (NTD) and asset management reporting.
- On June 25, 2020, VRE issued a Task Order in the amount of \$92,111 to STV Inc. under the Mechanical Engineering Consulting Services VII contract to provide oversight for the ongoing overhaul of VRE's railcar trucks.

***Chairman Skinner asked the Clerk to read public comments. The Clerk read one Public Comment received during the defined Public Comment period from Erik Olson of Washington, DC. This Public Comment is attached.***

## Closed Session – 11

At 10:12 a.m. Ms. Cristol moved, and Ms. Bailey seconded, the following:

Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A(1) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing one personnel matter concerning an appointee of the Commissions.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Shelton, Skinner, Storck, and Walkinshaw.

[Ms. Shelton left the meeting during the Closed Session]

At 12:00 p.m. Ms. Cristol moved, and Ms. Bennett-Parker seconded, the following:

The VRE Operations Board certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and,
2. 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 Bailey, Bennett-Parker, Bohmke, Cendejas, Cristol, Franklin, Kelly, Lawson, Mitchell, Storck, and Walkinshaw.

#### **Operations Board Members Time – 12**

Chairman Skinner and Members Storck and Walkinshaw thanked Ms. Cristol for her leadership of the VRE CEO Selection Committee.

Ms. Mitchell moved, with a second by Ms. Bailey, to adjourn the meeting.

The vote in favor was cast by Members Bailey, Bennett-Parker, Bohmke, Cendejas, Franklin, Kelly, Lawson, Mitchell, Skinner, Storck, and Walkinshaw. Ms. Cristol did not vote.

The meeting adjourned at 12:13 p.m.

Approved this 18<sup>th</sup> day of September 2020

<E-Signature on File>

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Elizabeth Bennett-Parker  
Vice Chair

<E-Signature on File>

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Jeanine Lawson  
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the July 17, 2020 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 written in a cursive, flowing style.

Leslie M. Lamb