



MINUTES

VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING

May 15, 2020

WebEx Electronic Meeting with YouTube Live-Stream

Members Present

*Walter Alcorn (NVTC)
*Andrea Bailey (PRTC)
*Preston Banks (PRTC)**
*Elizabeth Bennet-Parker (NVTC)
*Katie Cristol (NVTC)
*Margaret Franklin (PRTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Cindy Shelton (PRTC) **
*Gary Skinner (PRTC)
*Ralph Smith (PRTC)
*Dan Storck (NVTC)**
*James Walkinshaw (NVTC)

Jurisdiction

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

Members Absent

Meg Bohmke (PRTC)
Jennifer Mitchell (DRPT)

Stafford County
Commonwealth of Virginia

Alternates Present

*Michael McLaughlin (DRPT) **
*Gary Snelling (PRTC)

Commonwealth of Virginia
Stafford County

Alternates Absent

Canek Aguirre (NVTC)
Victor Angry (PRTC)
Pete Candland (PRTC)
Hector Cendejas (PRTC)
Deborah Frazier (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
Jeff McKay (NVTC)
Pam Sebesky (PRTC)

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

Rich Dalton – VRE
John Duque - VRE
Robert Hostelka - VRE
Lezlie Lamb – VRE
Steve MacIsaac – VRE Legal Counsel
Kate Mattice - NVTC

Kristin Nutter – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Alex Sugatan - VRE
Joe Swartz – VRE

Chairman Skinner called the meeting to order at 9:01 A.M.

Chairman's Opening Remarks and Comments – 1

Chairman Skinner welcomed Stafford County's newly appointed Alternate, Gary Snellings, to the VRE Operations Board; and, announced the CEO Search Committee would meet in a Closed Session following the Operations Board meeting.

Roll Call – 2

Resolution Finding Need to Conduct May 15, 2020 Meeting Electronically – 3

Mr. Dalton briefed the Operations Board on Agenda Item 3, a Resolution Finding Need to Conduct May 15, 2020 Meeting Electronically.

Ms. Cristol moved, with a second by Ms. Bennett-Parker, to approve Resolution #03-05-2020, Finding Need to Conduct May 15, 2020 Meeting Electronically. The vote in favor was cast by Members Alcorn, Bailey, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, Skinner, Smith, Snellings and Walkinshaw.

Approval of the Agenda –4

Ms. Bailey moved, with a second by Ms. Bennett-Parker to approve the agenda as presented. The vote in favor was cast by Members Alcorn, Bailey, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, Skinner, Smith, Snellings and Walkinshaw.

Approval of the Minutes of the February 21, 2020 VRE Operations Board Meeting – 5

Ms. Cristol moved, with a second by Ms. Bailey, to approve the Minutes from February 21, 2020. The vote in favor was cast by Members Alcorn, Bailey, Bennett-Parker, Cristol, Franklin, Kelly, McLaughlin, Shelton, Skinner, Smith, Snellings and Walkinshaw. Ms. Lawson abstained.

Acting Chief Executive Officer's Report – 6

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

- COVID-19 Response
- Ridership
- On-Time Performance
- VRE's Financial Position
- Planning for the return of riders

[Mr. Banks joined the WebEx meeting at 9:17 a.m.]

[Mr. McLaughlin joined the WebEx meeting at 9:18 a.m.]

[Ms. Shelton joined the WebEx meeting at 9:25 a.m.]

Public Comment Time – 7

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 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 - 8

Recommend Authorization to Extend the Amended and Restated Operating/Access Agreement with CSX Transportation – 8A

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to recommend the Commissions authorize the Acting CEO to execute a one-year extension of the existing Amended and Restated Operating/Access Agreement with CSXT through June 30, 2021.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Skinner, Smith, and Walkinshaw. Mr. Snellings and Ms. Shelton did not cast a vote.

[Mr. Storck joined the WebEx meeting at 9:33 a.m.]

Recommend Authorization to Execute an Agreement with Amtrak for Access and Storage at Washington Union Terminal -8B

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to recommend the Commissions authorize the Acting CEO to enter into a five-year agreement, with an option to extend for another five-year term, with Amtrak for access and mid-day storage at Washington Union Terminal.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck and Walkinshaw. Mr. Snellings did not cast a vote.

Recommend Authorization to Execute an Amendment for the Second Option Period and the First year of the Second Option Period of the Contract for Operating Services for Commuter Rail -8C

Ms. Bailey moved, with a second by Ms. Shelton, to recommend the Commissions authorize the Acting CEO to Amend the Contract with Keolis for Operating Services for Commuter Rail by approving the second five-year option period; and by approving up to \$16,591,500 for the first year of the second option period.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Snellings did not cast a vote.

Recommend Authorization to Execute an Amendment for the Fifth Year of the Contract for Maintenance Services for Commuter Rail – 8D

Ms. Cristol moved, with a second by Ms. Lawson, to recommend the Commissions authorize the Acting CEO to amend the Contract with Keolis for Maintenance for Commuter Rail by increasing the total contract authorization by \$9,012,749 for a total amount not to exceed \$39,930,852 through June 30, 2021.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Snellings did not cast a vote.

Recommend Authorization to Amend the Agreement with the City of Manassas for the Operation and Maintenance of the Manassas Parking Facility – 8E

Mr. Smith moved, with a second by Ms. Bailey, to recommend the Commissions authorize the Acting CEO to amend the agreement with the City of Manassas for the Operation and Maintenance of the Manassas Parking Facility.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Snellings did not cast a vote.

Authorization to Execute an Amendment for the Second Two-Year Option to the Contract for Financial Auditing Services – 8F

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the Acting CEO to Amend the Contract with PB Mares, to exercise the second and final two-year option period of the Contract for Financial Auditing Services.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Snellings did not cast a vote.

Authorization to Execute a Contract for Mechanical Engineering Consulting Services – 8G

Ms. Bailey moved, with a second by Ms. Shelton, to authorize the Acting CEO to execute a contract with STV, Inc. for Mechanical Engineering Consulting Services, for a base year and four option years and to authorize the CEO to exercise the option years at their discretion.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Snellings did not cast a vote.

Authorization to Amend the Contract for Engineering and Environmental Services for the Rolling Road Platform Extension – 8H

Ms. Bailey moved, with a second by Mr. Smith, to authorize the Acting CEO to execute a contract amendment with Dewberry Engineers, Inc, for Engineering and Environmental Services for the Rolling Road Platform Extension to complete design services.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Snellings did not cast a vote.

Authorization to Amend the GEC VII Task Order for Design Services for Alexandria Station Improvements – 8I

Ms. Bennett-Parker moved, with a second by Ms. Bailey, to authorize the Acting CEO to amend the current Task Order for Design Services for Alexandria Station Improvements issued under the General Engineering Consulting Services Contract to increase the total authorization for the Task Order.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Snellings did not cast a vote.

Authorization to Execute a Contract for Construction Management Services for the Lifecycle Overhaul and Upgrade Facility – 8J

Ms. Shelton moved, with a second by Ms. Bailey, to authorize the Acting CEO to execute a contract with Gannett Fleming, Inc. for Construction Management Services for the Lifecycle Overhaul and Upgrade Facility.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Snellings did not cast a vote.

Information Items – 9

Spending Authority Report – 9A

In, the following purchases greater than \$50,000 but less than \$100,000 were made between February and April 2020

- A Blanket Purchase Order to Verizon Wireless for wireless voice and data services as well as associated devices and accessories.
- A Task Order under the General Engineering Consulting Services Contract, to provide design services for VRE Headquarters renovations.
- A Purchase Order for the purchase of 32 electronic fuel injector assemblies for VRE's fleet of MP36PH-3C locomotives.
- A Task Order under the General Engineering Consulting Services Contract, to provide construction management services for the Benchmark Road Slope Stabilization Project.
- A Task Order under the General Planning Consulting Services Contract to provide general planning support, to include developing grant applications, as well as review of studies, cost estimates and stakeholder outreach strategies previously developed by others.
- A Blanket Purchase Order to purchase main engine air, fuel and oil filters on an as-needed basis for VRE's fleet of MP36PH-3C locomotives.
- A Purchase Order for 12 diesel oxidation catalyst elements for VRE's fleet of MP36PH-3C locomotives.
- A Task Order under the General Engineering Consulting Services contract, to provide design services for the L'Enfant Station waiting area.
- A Task Order under the Custodial and Seasonal Services for VRE Facilities contract, to replace signage at the Franconia-Springfield, Woodbridge and Leeland Road Stations.
- A Task Order under the General Planning Consulting Services contract, to provide concept design for the proposed relocation of the future Manassas Park Parking Garage.
- A Task Order under the General Planning Consulting Services contract, to provide aviation planning and related services for the Broad Run Expansion Project.

Chairman Skinner asked the Clerk to read public comments. Public Comments received during the defined Public Comment period are attached.

[Ms. Snellings left the meeting at 10:15 a.m.]

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

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.

The meeting adjourned at 10:17 a.m.

<Signature on File>

Gary Skinner
Chair

<Signature on File>

Jeanine Lawson
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the May 15, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb