



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**  
**November 20, 2020**  
Via WebEx

**Members Present**

\*Walter Alcorn (NVTC)  
\*Andrea Bailey (PRTC)  
\*Preston Banks (PRTC)  
\*Elizabeth Bennet-Parker (NVTC)  
\*Meg Bohmke (PRTC)  
\*Katie Cristol (NVTC)  
\*Margaret Franklin (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Jennifer Mitchell (DRPT)\*\*  
\*Gary Skinner (PRTC)  
\*Ralph Smith (PRTC)  
\*Dan Storck (NVTC)  
\*James Walkinshaw (NVTC)

**Members Absent**

Matt Kelly (PRTC)  
Cindy Shelton (PRTC)

**Alternates Present**

**Alternates Absent**

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

**Jurisdiction**

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

City of Fredericksburg  
Stafford County

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

Dwight Buracker - PBMares  
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  
Dr. Bob Schneider – PRTC  
Mark Schofield – VRE  
Joe Swartz – VRE

Chairman Skinner called the meeting to order at 9:01 a.m. The Roll Call followed.

### **Resolution Finding Need to Conduct November 20, 2020 Meeting Electronically – 3**

Mr. Dalton briefed the Operations Board on the Resolution Finding Need to Conduct November 20, 2020 Meeting Electronically.

Ms. Bailey moved, with a second by Ms. Bennett-Parker to approve Resolution #03-11-2020, Finding Need to Conduct November 20, 2020 Meeting Electronically.

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

### **Approval of the Agenda – 4**

Ms. Bohmke moved, with a second by Ms. Bennett-Parker to approve the agenda as presented. There was no discussion on the motion.

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

### **Approval of the Minutes of the October 16, 2020 VRE Operations Board Meeting – 5**

Ms. Lawson moved, with a second by Ms. Bennett-Parker to approve the Minutes from October 16, 2019.

The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Skinner, Smith, Storck, and Walkinshaw. Ms. Bailey abstained.

### **Chairman's Comments – 6**

The Chairman reminded the Board that the Nominating Committee is working to develop a slate of VRE Operations Board Officers for 2021, which the Board will be asked to vote on at the December Operations Board meeting.

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

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

- Safety/ COVID-19 update
- Ridership
- Performance
- Project Spotlight: Enterprise Resource Planning
- "Welcome Back" initiative

- Staff Appreciation

### **Public Comment Time – 8**

The Chairman noted public comments were accepted through the Public Comments form available on the VRE website November Agenda page. The Public Comment period began on Friday, November 13<sup>th</sup> and closed at 8:00 a.m. the morning of the meeting. The Chairman asked the Clerk to read into the record any comments that had been received.

Ms. Lamb read a comment submitted by Karen Williams of Fairfax:

*It appears all the senior leadership at VRE (Directors and above) are white. What will VRE, NVTC and PRTC do to ensure racial diversity in senior management positions at VRE? Shouldn't leadership look like a representation of the people?*

### **Action Items - 9**

#### **Accept the FY 2020 Audited Financial Statements and Auditor's Report and Authorization to Forward to the Commissions – 9A**

Ms. Lawson moved, with a second by Mr. Bailey, to accept the FY 2020 Comprehensive Annual Financial Report and associated information from the auditor's and to authorize the Chief Executive Officer (CEO) to forward this information to the Commissions for their consideration.

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

#### **Recommend Authorization to Execute a Passenger Rail Operations and Access Agreement – 9B**

Ms. Cristol moved, with a second by Ms. Bailey, to recommend the Commissions authorize the CEO to execute an agreement with the Virginia Passenger Rail Authority, or alternatively, the Department of Rail and Public Transportation for later assignment to the Virginia Passenger Rail Authority, for Passenger Rail Operations and Access

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

#### **Recommend Authorization to Execute a Passenger Rail Improvements and Funding Agreement– 9C**

Ms. Bailey moved, with a second by Mr. Storck, to recommend the Commissions authorize the CEO to execute an agreement with the Virginia Passenger Rail Authority, or alternatively, with the Department of Rail and Public Transportation for later assignment to the Virginia Passenger Rail Authority, for Passenger Rail Improvements and Funding.

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

#### **Recommend the Commissions Approve the 2021 VRE Legislative Agenda – 9D**

Ms. Bennett-Parker moved to amend the 2021 Legislative Agenda to "include support for removing the state limit on how often Members may participate electronically when there is a physical quorum present, while retaining VRE's authority to govern such participation with additional guidelines or restrictions"; and to recommend the Commissions approve the 2021 VRE Legislative Agenda as

amended, and authorize the CEO to actively pursue the elements set forth. There was no objection to the amendment, and Ms. Bennett-Parker's motion was seconded by Ms. Franklin.

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

[Jennifer Mitchell joined the meeting at 10:09 a.m.]

**Authorization to Amend the Contract for Engineering and Environmental Services for the Manassas Park Station Parking Expansion Project – 9E**

Mr. Banks moved, with a second by Ms. Bennett-Parker, to authorize the CEO to execute a contract amendment with Vanesse Hangen Brustlin, Inc for Engineering and Environmental Services for the Manassas Park Station Parking Expansion project in the amount of \$525,947, plus a ten percent contingency for a total of \$578,542, for 60 percent relocation design of the parking garage, increasing the total authorization to an amount not to exceed \$2,784,986.

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

**Authorization to Issue a GEC VIII Task Order for Construction Management Services for the Rolling Road Station Improvement Project – 9F**

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the CEO to issue a GEC VIII Task Order to STV, Inc. for Construction Management Services for the Rolling Road Station Improvement project in the amount of \$487,817, plus a ten percent contingency, for a total not to exceed \$536,599.

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

**Authorization to Amend the Contracts for the Delivery of Diesel Fuel for VRE Locomotives – 9G**

Ms. Bohmke moved, with a second by Ms. Lawson, to authorize the CEO to amend the two contracts for the Delivery of Diesel Fuel for VRE locomotives, to exercise the second option year on each contract. The contract option with James River Solution is in the amount of \$1,785,000, with a ten percent contingency, for a total not to exceed \$1,963,500 for a period of one year; and the contract option with Griffith Energy Services, Inc. is in the amount of \$1,190,000, with a ten percent contingency, for a total not to exceed \$1,309,000, for a period of one year, beginning July 1, 2021.

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

**Information Items – 10**

**FY 2022 Budget Update – 10A**

Staff provided an update to the VRE Operations Board on the status of the FY 2022 Operating and Capital Budgets.

**Spending Authority Report – 10B**

The following purchases greater than \$50,000, but less than \$200,000 were made in October:

- VRE amended an existing Task Order with STV Incorporated under the Mechanical Engineering Consulting Services (MEC) VII contract for National Transit Database (NTD) and Asset Management Reporting, Phase VI. To increase the total commitment for this Task Order to \$147,939 and expanded the scope of work to include mobilization for facility condition assessments and Transit Asset Management (TAM) related SOP updates.
- VRE issued a Task Order in the amount of \$95,232 to NVE, Inc. under the Maintenance Services for VRE Facilities contract to renovate the reception area at the VRE Alexandria Headquarters Office.
- VRE amended an existing Task Order with Fresh Air Duct Cleaning, LLC under the Custodial and Seasonal Services for VRE Facilities contract for specialized cleaning services in response to the COVID-19 pandemic at VRE's Alexandria Headquarters Office, Fredericksburg Office, and Crossroads Warehouse. The amendment extended the term of this Task Order by 36 weeks and increased the total commitment to an amount not to exceed \$97,940.

Update: Recommend Authorization to Execute an Agreement for Design, Construction, Operation, and Maintenance of a Parking Garage at the VRE Manassas Park Station – 10C

At the October 16, 2020 VRE Operations Board meeting the Operations Board recommended the Commissions authorize the CEO to execute an agreement for design, construction, operation, and maintenance of a parking garage at the Manassas Park VRE Station. At the time, VRE and City staff were working through final language in preparation for authorization by the Commissions at their November 5, 2020 meetings. The language was not finalized in time and the Recommendation was removed from both Commissions' November 5<sup>th</sup> meeting Agendas; but is expected to go forward to both Commissions for authorization at their December 3, 2020 Commission meetings.

Closed Session – 11

Ms. Bennett-Parker moved, with a second by Ms. Bailey, 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 an appointee of the Board.

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

Ms. Bennett-Parker moved, with a second by Ms. Cristol, 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 Alcorn, Banks, Bennett-Parker, Cristol, Franklin, Lawson, Mitchell, Skinner, Smith, Storck, and Walkinshaw.

Board Members' Time -12

Ms. Bennett-Parker asked staff to explore capability to enable video participation during the Board Meetings.

Ms. Cristol stated it had been a while since Railcars had been discussed and asked for a future update on the procurement VRE is participating on with Metra.

Ms. Franklin assured the public VRE Operations Board Members take the need for diversity at all levels of management very seriously. She stated diversity in Transportation is an ongoing discussion and expressed hope to engage further on the topic.

Ms. Lawson followed up on the efforts of the Nominating Committee.

Mr. Storck supported Ms. Franklin's comments on the importance of diversity at VRE and noted the Board's efforts in the CEO recruiting activities earlier this year produced a diverse slate of candidates.

There were no further remarks.

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

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

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

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Gary Skinner  
Chair

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Jeanine Lawson  
Secretary

#### CERTIFICATION

This certification hereby acknowledges the minutes for the November 20, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb