



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**  
**October 16, 2020**  
***Virtual Meeting via WebEx***

**Members Present**

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

**Members Absent**

Andrea Bailey (PRTC)  
Matt Kelly (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)  
Jeff McKay (NVTC)  
Michael McLaughlin (DRPT)  
Pam Sebesky (PRTC)  
Ann Wheeler (PRTC)

**Jurisdiction**

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

Prince William County  
City of Fredericksburg

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

\*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  
Robert Hostelka - VRE  
Lezlie Lamb – VRE  
Steve MacIsaac – VRE Legal Counsel  
Kate Mattice - NVTC

Kristin Nutter – VRE  
Aimee Perron-Siebert – Commonwealth  
Strategies  
Mark Schofield – 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 October 16, 2020 Meeting Electronically – 3**

Mr. Dalton briefed the Operations Board on Agenda Item 3, a Resolution Finding Need to Conduct October 16, 2020 Meeting Electronically.

Ms. Cristol moved, with a second by Ms. Bennett-Parker, to approve Resolution #03-10-2020, Finding Need to Conduct October 16, 2020 Meeting Electronically. The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Smith, and Storck.

### **Approval of the Agenda – 4**

Ms. Bennett-Parker moved, with a second by Ms. Bohmke, to approve the agenda as presented. The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Smith, and Storck.

### **Approval of the Minutes of the September 18, 2020 VRE Operations Board Meeting – 5**

Mr. Smith moved, with a second by Mr. Alcorn, to approve the Minutes from September 18th. The vote in favor was cast by Members Alcorn, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Mitchell, Shelton, Smith, and Storck. Mr. Skinner abstained.

### **Chairman's Comments – 6**

- Chairman Skinner announced the creation of a Nominating Committee for 2021 VRE Operations Board Officers and he asked Ms. Lawson to Chair that committee. The Chairman asked for volunteers to serve on the committee with Ms. Lawson. Chairman Skinner stated the Nominating Committee is particularly in need of an Officer from the Potomac and Rappahannock Transportation Commission.
- Chairman Skinner congratulated Rich Dalton, Mark Schofield and the entire Finance Department staff on their 13<sup>th</sup> consecutive "Certificate of Achievement for Excellent in Finance Reporting" for VRE's 2019 Comprehensive Annual Financial Report (CAFR.) The Chair noted the certificate is awarded by the Government Finance Officers Association and is its highest form of recognition in governmental accounting and finance reporting. The award described VRE's 2019 CAFR as meeting the association's highest standards to include demonstrating a constructive spirit of transparency and full disclosure.

[Mr. Walkinshaw joined the meeting at 9:15 a.m.]

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

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

- Safety/ COVID-19 update
- Financial Reporting
- Ridership
- Performance
- Project Spotlight: Alexandria Station Improvement Project
- Train Utilization
- Welcome Back Marketing efforts

## **Public Comment Time – 8**

Chairman Skinner announced that public comments were accepted electronically through the Public Comments Form. The Public Comment period began on Friday, October 9<sup>th</sup> and closed at 8:00 am the morning of the meeting. The Chairman asked the Clerk if Public Comments had been received.

## **Action Items – 9**

### **Authorization to Execute a Contract for Construction of Rolling Road Station Improvements – 9A**

Mr. Walkinshaw moved, with a second by Ms. Cristol, to authorize the Chief Executive Officer to execute a contract with Sumter Contracting Corporation for construction of Rolling Road Station Improvements.

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

### **Authorization to Amend the GEC VII Task Order for Final Design Services for Franconia-Springfield Station Improvements – 9B**

Mr. Alcorn moved, with a second by Mr. Storck, to authorize the Chief Executive Officer to amend a Task Order with STV Incorporated, under the General Engineering Consulting Services contract, for final design services for Franconia-Springfield Station Improvements.

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

### **Recommend Authorization to Execute an Agreement for Design, Construction, Operation, and Maintenance of a Parking Garage at the VRE Manassas Park Station – 9C**

Mr. Banks moved, with a second by Ms. Lawson, to recommend the Commissions authorize the Chief Executive Officer to execute an agreement with the City of Manassas Park for design, construction, operation, and maintenance of a parking garage at the VRE Manassas Park Station and to authorize the Chief Executive Officer to execute all deeds and other documents required to accept the conveyance of real property by the City to the Commissions.

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

## **Information Items – 10**

### **VRE-VPRA Agreements – 10A**

Mr. Dalton briefed the Board on two agreements with the Virginia Passenger Rail Authority (VPR.A.) VRE staff has been working with staff from the Virginia Department of Rail and Public Transportation – working on behalf of the VPRA – to develop a Funding Agreement and a Passenger Operations and Access Agreement.

#### Draft 2021 Legislative Agenda – 10B

VRE Chief of Staff, Joe Swartz, presented VRE's draft 2021 Legislative Agenda, developed by the VRE Operations Board Legislative Committee, for discussion. A final 2021 Legislative Agenda will be brought to the VRE Operations Board in November for the purpose of recommending it to the Commissions for their approval.

#### FY 2022 Budget Update – 10C

CFO Mark Schofield briefed the VRE Operations Board on the status of the FY 2022 Operating and Capital budgets. Staff continues to evaluate departmental budgets for deferrals and other cost reductions in order to extend the availability of federal CARES Act funding into FY 2022 and beyond.

VRE staff also continues to coordinate with staff from the Virginia Department of Rail and Public Transportation (DRPT) on the impacts of the *Transforming Rail in Virginia* program to VRE's Capital Improvement Program

#### Spending Authority Report – 10D

On September 18, 2020, the VRE Operations Board approved increasing the Chief Executive Officer's delegated spending authority from \$100,000 to \$200,000. There were no purchases or contract awards in the month of September in the range of \$100,000 to \$200,000. The following reflects an expenditure under the previous authorization.

On September 1, 2020, VRE issued a Task Order in the amount of \$60,000 to PFM Financial Advisors LLC under the Financial Advisory Services contract for a one-year subscription to allow for continued use of the Synario Financial Modeling Platform to support long-term financial planning efforts.

#### Closed Session – 11

A Closed Session was not necessary.

Chairman Skinner asked if there was any other business. There was none.

Ms. Bohmke moved, with a second by Ms. Lawson, to adjourn the meeting.

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

Approved this 20<sup>th</sup> day of November 2020

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Gary Skinner  
Chair

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Jeanine Lawson  
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the October 16, 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 "Lezlie M. Lamb". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lezlie M. Lamb