



MINUTES

VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING

September 18, 2020

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

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

Jurisdiction

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

Members Absent

Jennifer Mitchell (DPRT)
Gary Skinner (PRTC)

Commonwealth of Virginia
Spotsylvania County

Alternates Present

Michael McLaughlin (DRPT)

Commonwealth of Virginia

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)
Gary Snellings (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
Stafford 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
Christine Hoeffner – VRE
Lezlie Lamb – VRE
Steve MacIsaac – VRE Legal Counsel
Kate Mattice - NVTC

Kristin Nutter – VRE
Dallas Richards - VRE
Mark Schofield – VRE
Joe Swartz – VRE

Call to Order – 1

Vice-Chair Bennett-Parker called the meeting to order at 9:12 A. M.

Roll Call – 2

Resolution Finding Need to Conduct September 18, 2020 Meeting Electronically – 3

Mr. Dalton briefed the Operations Board on Agenda Item 3, a Resolution Finding Need to Conduct September 18, 2020 Meeting Electronically.

Ms. Cristol moved, with a second by Ms. Bailey, approve Resolution #03-09-2020, Finding Need to Conduct September 18, 2020 Meeting Electronically. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Shelton, Smith, Storck, and Walkinshaw. Mr. McLaughlin did not respond to roll call vote.

Approval of the Agenda – 4

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

Approval of the Minutes of the July 17, 2020 VRE Operations Board Meeting – 5

Ms. Cristol moved, with a second by Ms. Bailey, to approve the Minutes from July 17. The vote in favor was cast by Members Bailey, Bennett-Parker, Cristol, Franklin, Kelly, Lawson, Shelton, Smith, Storck, and Walkinshaw. Members Alcorn, Banks, Bohmke, and McLaughlin abstained.

Vice -Chair's Comments – 6

- Vice-Chair Bennett-Parker congratulated Rich Dalton on being named the VRE Chief Executive Officer. He thanked the members of the New CEO Search Committee and its Chair, Katie Cristol for the thorough search and evaluation of candidates.
- Vice-Chair reminded Members of the Legislative Committee that they would hold a meeting following the adjournment of the VRE 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
- Train Utilization

- “Welcome Back” efforts
- Project Spotlight
 - Potomac Shores
 - Long Bridge

Public Comment Time – 8

Vice-Chair Bennett-Parker 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 – 9

Referral of the Preliminary FY 2022 Operating and Capital Budget to the Commissions – 9A

Ms. Bailey moved, with a second by Mr. Alcorn, to refer the Preliminary FY 2022 Operating and Capital Budget to the Commissions.

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

Approval of Increases to Chief Executive Officer Procurement Authorization and Contract Award Authorities – 9B

Ms. Bailey moved, with a second by Ms. Shelton, to approve increases to two delegations of authority to the Chief Executive Officer: contract award authority to \$200,000, and procurement authorization authority to \$1,000,000. Mr. Kelly asked the CEO to advise the Operations Board of significant procurements prior to their issue.

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

Authorization to Execute a Contract for Construction of the Lifecycle Overhaul and Upgrade Facility – 9C

Ms. Cristol moved, with a second by Ms. Cristol, to authorize the Chief Executive Officer to execute a contract with Clark Construction Group, for the construction of the VRE Lifecycle Overhaul and Upgrade facility.

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

Authorization to Execute a Contract for Safety and Security Consulting Services – 9D

Ms. Shelton moved, with a second by Ms. Bailey, to authorize the Chief Executive Officer to execute a contract with ADS System Safety Consulting, LLC for safety and security consulting services for one base year, and four option years.

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

Authorization to Execute a Contract for Construction of Quantico Station Improvements – 9E

Ms. Bailey moved, with a second by Ms. Bohmke, to authorize the Chief Executive Officer to execute a contract with Archer Western Construction, LLC for the construction of Quantico Station improvements.

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

Authorization to Execute a Contract for Construction Management Services for the Quantico Station Improvements – 9F

Ms. Bailey moved, with a second by Ms. Cristol, to authorize the Chief Executive Officer to execute a contract with Dewberry Engineers, Inc. for construction management services for the Quantico Station improvements.

The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, and Walkinshaw. Members Smith and Storck did not respond to the roll call vote.

Authorization to Execute General Engineering Consulting Services Contracts for Project Design and Construction Management – 9G

Ms. Bailey moved, with a second by Mr. Banks, to authorize the Chief Executive Officer to execute contract with HDR Engineering, Inc. for project design services; and STV Incorporated for construction management services for a base year and four option years.

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

Authorization to Issue a General Planning Consulting Services Task Order for Surveying Services to Support Real Estate Acquisition Activities for the Broad Run Expansion Project – 9H

Ms. Lawson moved, with a second by Ms. Bailey, to authorize the Chief Executive Officer to issue a GPC Task Order to Vanasse Hangen Burstlin, Inc. for surveying services to support real estate acquisition activities for the Broad Run Expansion Project.

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

Authorization to Amend the GEC VII Task Order for Final Design Services for the Fredericksburg Station Rehabilitation Project – 9I

Mr. Kelly moved, with a second by Ms. Bohmke, to authorize the Chief Executive Officer to amend the current Task Order for Final Design Services for the Fredericksburg Station Rehabilitation Project, executed with STV Incorporated under the GEC VII contract.

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

Authorization to Amend the GEC VII Task Order for Design Services for VRE Suite 202 Phase 2 Renovations – 9J

Ms. Bailey moved, with a second by Mr. Alcorn, to authorize the Chief Executive Officer to amend the current Task Order for Design Services for VRE Suite 202 Phase 2 Renovations executed with STV Incorporated under the GEC VII contract.

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

Information Items – 10

Spending Authority Report – 10A

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

- On July 8, 2020, VRE issued a Blanket Purchase Order in an amount not to exceed \$60,000 to Fairmont Supply Company to acquire crimper hoses and fittings on an as needed basis for VRE's fleet of locomotives.
- On July 17, 2020, VRE issued a Task Order in the amount of \$99,295 to STV Incorporated under the Mechanical Engineering Consulting Services VII contract to provide monitoring and support for Positive Train Control.
- On July 22, 2020, VRE issued a Task Order in the amount of \$96,525 to STV Incorporated under the Mechanical Engineering Consulting Services VII contract to provide procurement support for the acquisition of new railcars.
- On August 12, 2020, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed \$70,000 to Carter Machinery (Alban CAT) to acquire Head End Power (HEP) filters and thermostat components on an as needed basis for the Caterpillar engines utilized by VRE's fleet of locomotives.
- On August 29, 2020, VRE issued a Task Order in the amount of \$64,605 to STV Incorporated under the General Engineering Consulting Services VII contract to design the communications and power infrastructure for the security camera system at Broad Run and Crossroads.
- On August 29, 2020, VRE issued a Blanket Purchase Order in an amount not to exceed \$100,000 to CDWG to acquire IT hardware and maintenance services on an as needed basis.

Equipment Storage Update – 10B

Manager of Project Development, Christine Hoeffner and VRE Chief Engineer, Dallas Richards briefed the Operations Board on several storage facility projects at various stages of development.

Closed Session – 11

A Closed Session was not necessary.

Vice-Chair Bennett-Parker asked if there was any other business. Ms. Bohmke relayed a message that Ms. Shelton had lost connection and had left the virtual space.

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

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

Approved this 16th day of October 2020

Gary Skinner
Chair

Jeanine Lawson
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the September 18, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

DRAFT