



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**

**July 16, 2021**

**14700 Potomac Mills Road, Woodbridge, VA 22192**

**Members Present**

\*Walter Alcorn (NVTC)  
\*Andrea Bailey (PRTC)  
\*Preston Banks (PRTC)  
\*Elizabeth Bennett-Parker (NVTC)  
\*Katie Cristol (NVTC)  
\*Margaret Franklin (PRTC)  
\*Matt Kelly (PRTC)  
\*Cindy Lamb (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Jennifer Mitchell (DRPT)  
\*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  
Stafford County  
Prince William County  
Commonwealth of Virginia  
City of Manassas  
Fairfax County  
Fairfax County

**Members Absent**

Meg Bohmke (PRTC)  
Gary Skinner (PRTC)

Stafford County  
Spotsylvania County

**Alternates Present**

\*Dr. Deborah Frazier (PRTC)

Spotsylvania County

**Alternates Absent**

Canek Aguirre (NVTC)  
Victor Angry (PRTC)  
Pete Candland (PRTC)  
Hector Cendejas (PRTC)  
Libby Garvey (NVTC)  
Jason Graham (PRTC)  
Jeff McKay (NVTC)  
Michael McLaughlin (VPRA)  
Alanna Mensing (PRTC)  
Pam Sebesky (PRTC)

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

\*Voting Member

\*\*Indicates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

‡ Indicates Member participated remotely

### **Staff and General Public**

Cindy Bullock – VRE  
Rich Dalton – VRE  
John Duque – VRE  
Anna Gotthardt - VRE  
Robert Hostelka – VRE  
Lezlie Lamb – VRE

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

Chair Bennett-Parker called the meeting to order at 9:00 A. M. The Pledge of Allegiance and Roll Call followed.

Chair Bennett-Parker announced that Member Dan Storck requested remote participation due to a personal matter; specifically, needing to be out of town; and that, in accordance with the newly adopted Electronic Participation Policy, a physical quorum must be present and a motion and a second was required to allow Mr. Storck to do so.

Ms. Lawson moved, with a second by Ms. Lamb, to approve the remote participation by Mr. Storck. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, and Walkinshaw.

### **Safety Moment – 3**

VRE Chief Executive Officer opened the meeting with a Safety Briefing.

### **Approval of the Agenda – 4**

Ms. Bailey moved, with a second by Ms. Mitchell, to approve the Agenda. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

### **Approval of the Minutes of the June 25, 2021 VRE Operations Board Meeting – 5**

Ms. Lamb moved, with a second by Ms. Bailey, to approve the Minutes from June 25, 2021 VRE Operations Board meeting. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

### **Chair's Comments – 6**

Chair Bennett-Parker welcomed everyone to the first in-person VRE Operations Board meeting in 17 months.

The Chair introduced and welcomed Spotsylvania Supervisor, Dr. Deborah Frazier to the VRE Operations Board meeting. Dr. Frazier is the Alternate for Spotsylvania.

VRE Staff recently submitted a FY21 RAISE grant application to the US DOT for planning and design of the L'Enfant Station and Fourth Track Project. Chair Bennett-Parker thanked Senators Warner and Kaine,

along with Representatives Beyer, Connelly, Wexton and Wittman; and Delegate Holmes Norton for sending letters of support for the application.

Chair Bennett-Parker reminded the Operations Board Members that the Legislative Committee was meeting following the Operations Board meeting. Ms. Franklin Chairs that committee and the other Members are Mr. Alcorn, Ms. Bailey, Ms. Lamb, Mr. Smith, and Mr. Walkinshaw. All are welcome to attend. The Chair also reminded the Board Members that there is no Operations Board meeting in August.

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

VRE CEO, Rich Dalton, briefed the Operations Board on the following topics:

- Safety Update
- Ridership
- Performance
- Project Spotlight

Mr. Dalton introduced Cindy Bullock, VRE's new Chief Administrative Officer. Ms. Bullock comes to VRE from the Virginia Department of Transportation, where she served as Director of Human Resources.

#### **Public Comment Time –8**

Chair Bennett-Parker stated the public was encouraged to use the electronic means of submitting Public Comments and stated that any written Comments would be provided to the Board and attached to the Minutes of this meeting. She then inquired if there were any members of the public present who wanted to make Public Comments. There were no in-person Public Comments. One written comment was submitted online and is attached.

#### **Action Items - 9**

##### **Authorization to Execute a Contract for Rehabilitation of Wheelsets and Traction Motor Assemblies -9A**

Ms. Bailey moved, with a second by Mr. Smith, to authorize the CEO to execute a contract for Rehabilitation of Wheelsets and Traction Motor Assemblies. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

##### **Authorization to Execute a Contract for Final Design for the Broad Run Expansion Project – 9B**

Ms. Lawson moved, with a second by Mr. Smith, to authorize the CEO to execute a contract for Final Design for the Broad Run Expansion Project. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

##### **Authorization to Execute a Contract for Website Management Services – 9C**

Ms. Bailey moved, with a second by Mr. Alcorn, to authorize the CEO to execute a contract for Website Management Services. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

#### Adoption of VRE Rules for Administering Real Estate Relocation Services Program – 9D

Ms. Franklin moved, with a second by Ms. Lawson, to adopt VRE rules for administering Real Estate Relocation Program. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

#### Authorization for the CEO to Provide a Letter of Support to Spotsylvania County for a US DOT RAISE Grant Program Application for the I-95 Exit 126/U.S. Route 1 Revitalization Project – 9E

Dr. Frazier moved, with a second by Ms. Bailey, to authorize the CEO to provide a Letter of Support to Spotsylvania County for their application to the US DOT RAISE grant program for the I-95 Exit 126/U.S. Route 1 Revitalization Project. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

#### Recommend Authorization to Amend the Norfolk Southern Operating Access and the Amtrak Access and Storage Agreements – 9F

Ms. Lamb moved, with a second by Ms. Bailey, to recommend the Commissions authorize the CEO to amend the Norfolk Southern Operating Access Agreement and the Amtrak Access and Storage Agreement. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

#### Recommend Authorization to Amend Agreements with the Virginia Passenger Rail Authority and with CSXT to Include the Potomac Shores Station – 9G

Ms. Bailey moved, with a second by Ms. Cristol, to recommend the Commissions authorize the CEO to amend agreements with VPRA and CSXT to include the Potomac Shores Station. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Smith, Storck and Walkinshaw. Ms. Mitchell abstained.

#### Recommend Authorization to Execute Purchase Agreement and Memorandum of Understanding with the Department of the Navy – 9H

Ms. Bailey moved, with a second by Ms. Lamb, to recommend the Commissions authorize the CEO to execute a Purchase Agreement and a Memorandum of Understanding (MOU) with the Department of the Navy for property in the vicinity of the VRE Quantico Station. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

#### Referral of the Amended Financial and Debt Management Principles – 9I

Ms. Lawson moved, with a second by Ms. Bailey, to refer the Amended Financial and Debt Management Principles to the Commissions for approval. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

### **Information Items - 10**

#### Spending Authority Report – 10A

In June the following purchases greater than \$50,000 but less than \$200,000 were made:

- On June 1, 2021, VRE issued a Task Order in the amount of \$168,000 to PFM Financial Advisors, LLC under the Financial Advisory Services contract to provide Financial Advisory Services for CROC-

Backed Debt Issuance. The purpose of this Task Order is to secure advisory services needed for VRE to meet its commitments in the funding agreement with the Commonwealth of Virginia to issue CROC-backed debt and contribute the proceeds to the Transforming Rail in Virginia program.

- On June 3, 2021, VRE issued a Task Order in the amount of \$65,182 to HDR Engineering, Inc. under the General Engineering Consulting Services contract to update VRE's Facilities Design Guidelines. The guidelines will be modified and expanded upon due to the scope of the Design & Construction Program to be implemented in the next few years.
- On June 3, 2021, VRE issued a Task Order in the amount of \$57,723 to HDR Engineering, Inc. under the General Engineering Consulting Services contract for Engineering Design and Support for Woodbridge Parking Garage Structural Repairs. This Task Order will specifically address the design of required beam seat repairs.
- On June 10, 2021, VRE issued a Task Order in the amount of \$100,889 to STV Incorporated under the Mechanical Engineering Consulting Services (MEC) contract for  
  
Life Cycle Maintenance (LCM) Team Support. This Task Order includes the development of specifications for LCM projects, oversight of the implementation of such projects, review of failure analysis reports provided by suppliers, and research to identify alternate suppliers of goods and services in support of LCM projects.
- On June 10, 2021, VRE issued a Task Order in the amount of \$94,992 to STV Incorporated under the Mechanical Engineering Consulting Services (MEC) contract for General Engineering Services to include analysis of component and system failures and associated corrective action plans.
- On June 30, 2021, VRE amended an existing Lease Agreement with the Society of General Internal Medicine for office space at VRE Headquarters, specifically Suite 302. The amendment extends the term of the Lease Agreement by one-year through July 31, 2022 at an annual cost of \$20,369, increasing the total commitment to \$118,115 over the full six-year term of the agreement.
- On June 30, 2021, VRE issued a Task Order in an amount not to exceed \$149,940 to Keolis Rail Services Virginia under the Maintenance Services for Commuter Rail contract to provide track repairs on an as needed basis at the Crossroads and Broad Run Maintenance and Storage Facilities during the upcoming contract year, effective July 1, 2021 to June 30, 2022.
- On June 30, 2021, VRE issued a Sole Source Purchase Order in the amount of \$54,098 to Progress Rail Locomotive to acquire a quantity of twenty (20) new slip rings and brush assemblies for the generators utilized by VRE's fleet of locomotives.

#### FY 2023 Key Budget Issues – 10B

As part of VRE financial planning process the following FY 2023 key budget issues were presented for consideration:

1. Federal Pandemic Relief Funding
2. Return of Ridership
3. Fares and Jurisdictions
4. Transforming Rail in Virginia (TRV)
5. Changes to the Capital Improvement Program (CIP)

The next steps are as follows:

- The Preliminary FY 2023 budget and CIP will be presented to the Operations Board in September

- There will be an in-depth review of the preliminary budget the Operations Board, Finance Committee and jurisdictional staff through October and November
- The final FY 2023 budget and CIP will be presented in December for Operations Board approval and referral to the Commissions

### **Closed Session – 11**

Vice-Chair Lawson moved, with a second by Ms. Bailey, that Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711.A(1), (3), (6) and (8) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing (1) one personnel matter relating to the performance of the Chief Executive Officer; (2) one matter involving the acquisition of real property for public purposes including rail operations and rail equipment storage where discussion in public would adversely affect the bargaining position and negotiating strategy of the Commissions; (3) the investment of public funds related to the provision of commuter rail service where competition or bargaining is involved, where, if made public initially, the financial interest of the Commissions would be adversely affected; and (4) consultation with legal counsel concerning the terms and conditions of an agreement for the investment of such public funds. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

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

### **Board Members' Time – 12**

Chair Bennett-Parker asked if Members had any additional business.

Ms. Lawson 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, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Approved this 18<sup>th</sup> day of September 2021

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Elizabeth Bennett-Parker  
Chair

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James Walkinshaw  
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the July 16, 2021 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

DRAFT

**From:** [vre.no.reply@gmail.com](mailto:vre.no.reply@gmail.com)  
**To:** [Lezlie Lamb](#)  
**Subject:** Public Comments  
**Date:** Wednesday, July 14, 2021 9:29:08 AM

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## **A response was submitted for the form "Public Comments"**

(REQUIRED) First and Last Name: Mark Scheufler

City or County of residence: Prince William County

Comments: Please consider requesting NVRTA funding for second platforms along the Manassas Line at Backlick Rd, Rolling Road, Burke Centre and Manassas Park. Also, consider requesting NVRTA funding for a new regional rail station in the Eisenhower West area to support VRE and future MARC service. This could be a catalyst for the development outlined in the City of Alexandria's Eisenhower West Small Area Plan.

Acknowledgement Yes