



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

September 17, 2021

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Walter Alcorn (NVTC)
*Andrea Bailey (PRTC)
*Preston Banks (PRTC)
*Elizabeth Bennett-Parker (NVTC)
*Meg Bohmke (PRTC)
*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
Stafford County
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

Gary Skinner (PRTC)

Spotsylvania County

Alternates Present

Alternates Absent

Canek Aguirre (NVTC)
Victor Angry (PRTC)
Pete Candland (PRTC)
Hector Cendejas (PRTC)
Dr. Deborah Frazier (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
Spotsylvania County
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
Christine Hoeffner - VRE
Robert Hostelka – VRE
Lezlie Lamb – VRE

Steve MacIsaac – VRE
Kate Mattice – NVTC
Ian Ollis – FAMPO
Nick Ruiz – VRE
Bob Schneider – PRTC
Mark Schofield – 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.

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

Approval of the Minutes of the July 16, 2021 VRE Operations Board Meeting – 5

Mr. Alcorn moved, with a second by Ms. Cristol, to approve the Minutes from the July 16, 2021 VRE Operations Board meeting. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Chair's Comments – 6

Chair Bennett-Parker welcomed everyone and reminded Board Members that the meeting is being live-streamed and asked that Member keep side conversations to a minimum and, conversely, to speak up when recognized.

[Ms. Franklin arrived at 9:08 a.m.]

Chief Executive Officer's Report – 7

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

- Safety Update – Rail Safety Week
- Ridership
- Performance
- Project Spotlight – Crystal City Station

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 Issue a General Engineering Consulting Services Task Order for Construction Administration Services for the Fredericksburg Station Rehabilitation Project -9A

Mr. Kelly moved, with a second by Ms. Lamb, to authorize the CEO to issue a GEC VIII task order for construction administration services for the Fredericksburg Station Rehabilitation project. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Authorization to Execute a Contract Amendment for Design Services for the Lifecycle Overhaul and Upgrade Facility – 9B

Ms. Bailey moved, with a second by Ms. Lawson, to authorize the CEO to execute a contract amendment for design services for the Lifecycle Overhaul and Upgrade facility. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Recommend Authorization to Amend a Site License Agreement for Real Property at Leeland Road Station – 9D

Ms. Lawson moved, with a second by Ms. Bailey, to recommend the Commissions authorize the CEO amend a site license agreement for real property at Leeland Road station. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Referral of the Preliminary FY 2023 VRE Operating and Capital Budget to the Commissions – 9E

Ms. Cristol moved, with a second by Ms. Franklin, to refer the Preliminary FY 2023 VRE Operating and Capital Budget to the Commissions, with direction to staff to discuss opportunities to use available train slots for service expansion. Mr. Alcorn offered a friendly amendment to direct staff to develop options for the use of pandemic relief funds to offset jurisdictional subsidies. Ms. Cristol moved, with a second by Ms. Franklin, to accept Mr. Alcorn's amendment. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

Motion to Amend the Agenda

Ms. Lawson moved, with a second by Mr. Alcorn, to Amend the Agenda to move Agenda Item 11 up and enter into Closed Session.

Closed Session – 11

Vice-Chair Lawson moved, with a second by Ms. Franklin, 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, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Mitchell, Smith, Storck and Walkinshaw.

[Mr. Storck left the meeting at 11:00 a.m.]

[Ms. Mitchell left the meeting at 11:15 a.m.]

Ms. Lawson moved, with a second by Mr. Walkinshaw, 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, Bohmke, Cristol, Franklin, Kelly, Lamb, Lawson, Smith, and Walkinshaw.

Information Items - 10

Spending Authority Report – 10A

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

- On July 19, 2021, VRE issued a Task Order in the amount of \$72,912 to NVE, Inc. under the Maintenance Services for VRE Facilities contract to complete pavement repairs in Parking Lot G on Prince Edward Street at the Fredericksburg Station. On July 19, 2021, VRE issued a Task Order in the amount of \$165,719 to NVE, Inc. under the Maintenance Services for VRE Facilities contract to complete pavement repairs at the Leeland Road Station.
- On July 19, 2021, VRE issued a Purchase Order in the amount of \$50,000 to RJD ED Solutions LLC (DBA Davis & Associates) to provide Diversity, Equity, and Inclusion consulting services. Davis & Associates will be responsible for conducting an analysis and developing a baseline assessment

report of VRE's current organizational policies, practices, training opportunities and level of diversity, equity, and inclusion awareness and competency.

- On August 3, 2021, VRE issued a Task Order in the amount of \$197,895.76 to Keolis Rail Services Virginia, LLC, under the Maintenance Services for Commuter Rail Operations contract, to replace worn, torn and damaged signs on VRE passenger railcars. On August 3, 2021, VRE issued a Purchase Order to Powersolv, Inc. in the amount of \$100,000. The services to be provided shall be continued support of the entire e-Builder system, ensuring that the software is properly configured, the data is accurate and inclusive of current projects and training is provided to new and existing users.
- On August 25, 2021, VRE issued a Task Order in the amount of \$78,401 to STV, Inc. under the General Engineering Consultant contract to provide Construction Administration Services for the VRE Headquarters Renovations Project. On August 26, 2021, VRE issued a Purchase Order to Staples Advantage, in the amount of \$95,676.97 for the purchase of office furniture for VRE's Headquarters Office.
- On August 28, 2021, VRE issued a Purchase Order Computer Aid, Inc. in the amount of \$103,660.80 to provide ERP Administration support for VRE's Munis-Tyler ERP Software, which is scheduled to "go- live" September 1, 2021.

VRE System Plan 2040 Update – 10B

This information will be presented at the October 15, 2021 VRE Operations Board meeting.

Board Members' Time – 12

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

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

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

Approved this 15th day of October 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the September 17, 2021 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

A handwritten signature in black ink, appearing to read "Leslie M. Lamb". The signature is fluid and cursive, with the first name "Leslie" being the most prominent part.

Leslie M. Lamb