



MINUTES

VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING

February 18, 2022

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Walter Alcorn (NVTC)
*Sarah Bagley (NVTC)
*Andrea Bailey (PRTC)
*Preston Banks (PRTC)
*Meg Bohmke (PRTC)
*Margaret Franklin (PRTC)
*Libby Garvey (NVTC)
*Jeanine Lawson (PRTC)
*Michael McLaughlin (VPRA)
*Ralph Smith (PRTC)
*Daniel G. Storck (NVTC)
*James Walkinshaw (NVTC)
Pamela Yeung (PRTC) ‡

Jurisdiction

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

Members Absent

Lori Hayes (PRTC)
Matt Kelly (PRTC)

Spotsylvania County
City of Fredericksburg

Alternates Present

Alternates Absent

Canek Aguirre (NVTC)
Victor Angry (PRTC)
Pete Candland (PRTC)
Katie Cristol (NVTC)
Deborah Frazier (PRTC)
Monica Gary (PRTC)
Jason Graham (PRTC)
Jeffrey C. McKay (NVTC)
Alanna Mensing (PRTC)
Pam Sebesky (PRTC)
Emily Stock (DRPT)
Ann Wheeler (PRTC)

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

‡ Indicates Member monitored remotely

Staff and General Public

Cindy Bullock – VRE
Rich Dalton – VRE
John Duque – VRE
Allison Ishihara Fultz – FRA
Jacob Giovia – PWC
Anja Graves – Cardinal Infrastructure
Chris Henry - VRE
Lezlie Lamb – VRE

Steve MacIsaac – VRE Chief Counsel
Kate Mattice – NVTC
Kristin Nutter - VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Alex Sugatan - VRE
Joe Swartz – VRE

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

Chair Franklin announced Member Yeung requested remote participation due to a medical reason. In accordance with the VRE Electronic Participation Policy, a physical quorum was present. Chair Franklin asked for a motion and a second to approve the requests.

Mr. Alcorn moved, with a second by Ms. Bailey, to approve the remote participation by Ms. Yeung. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw.

Due to technical difficulties with the audio in the boardroom, Ms. Yeung's response to Roll Call and her votes on subsequent motions were not heard by the other Members.

Safety Briefing – 3

Rich Dalton briefed attendees on safety procedures and assigned specific tasks to qualified staff members in case of an emergency.

Approval of the Agenda – 4

Ms. Bailey moved, with a second by Mr. Alcorn, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Yeung's response could not be heard in the room.

Approval of the Minutes of the January 21, 2022 VRE Operations Board Meeting – 5

Mr. Walkinshaw moved, with a second by Ms. Bailey, to approve the Minutes from January 21, 2022. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Yeung's response could not be heard in the room.

Chair's Comments – 6

Chair Franklin announced committee assignments for 2022 will be the following:

- Audit Committee: Preston Banks and Jeanine Lawson.
- CEO Evaluation Committee: Jeanine Lawson, Chair; Andrea Bailey; Preston Banks; and Dan Storck.
- Finance Committee: Meg Bohmke, Chair; Sarah Bagley; Preston Banks; Matt Kelly; and Dan Storck.

- Legislative Committee: Margaret Franklin, Chair; Walter Alcorn; Andrea Bailey; and Ralph Smith.

The Chair indicated that the office of Board Secretary is still open and is looking for an NVTC Member to nominate for election.

Chief Executive Officer's Report – 7

Mr. Dalton introduced Allison Ishihara Fultz, Chief Counsel for the Federal Railroad Administration for remarks to the Board. Ms. Fultz briefed the Board on topics to include:

- Grade crossing safety program
- The Bipartisan Infrastructure Law
- Details about the Consolidated Rail Infrastructure and Safety Improvements (CRISI) program funding package
- Transforming Rail in Virginia

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

- Safety
- Ridership
- Performance
- Legislative Update

During the Legislative update, the topic of state transportation funding as related to a bill eliminating a grocery tax was discussed. Mr. Swartz, Director of Government and Community Affairs, indicated NVTC was sending a letter to state lawmakers requesting they address the long-term transportation funding shortfall created by the elimination of the tax. Mr. Swartz sought guidance from the Board as to whether they wanted to send a similar letter. After some discussion, Mr. Alcorn moved, with a second by Ms. Bailey, to send a letter from the VRE Operations Board to state legislators requesting the Commonwealth address the long-term funding short fall in transportation funding that would result. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Lawson voted nay. Ms. Yeung's response could not be heard in the room.

Public Comment Time – 8

The Chair opened the floor for public comment time. There were no speakers. Chair Franklin inquired if any electronic comments had been received. There were none.

Action Items – 9

Authorization to Execute a Microsoft Volume Licensing Agreement – 9A

Mr. Walkinshaw moved, with a second by Mr. Smith, to authorize the CEO to execute an agreement with Microsoft Corporation of Redmon, WA for Microsoft Volume Licensing. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Yeung's response could not be heard in the room.

Authorization to Execute General Planning Consulting Services Contracts – 9B

Ms. Bagley moved, with a second by Ms. Garvey, to authorize the CEO to execute contracts with STV Incorporated of Fairfax, VA for Strategic and Operations Planning Services, and with Vanesse Hangen Brustlin, Inc. of Tysons, VA for Stations and Facilities Planning and Preliminary Design Services. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Yeung's response could not be heard in the room.

Authorization to Issue an MEC VII Task Order for National Transit Database and Asset Management Reporting Phase VIII – 9C

Ms. Bohmke moved, with a second by Ms. Bailey, to authorize the CEO to issue a Mechanical Engineering Consulting Services Contract Task Order to STV Incorporated for National Transit Database and Asset Management Reporting Phase VIII. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Yeung's response could not be heard in the room.

Authorization to Extend the Lease Agreement for Parking at the Rippon Station – 9D

Ms. Bailey moved, with a second by Mr. Smith, to authorize the CEO to extend the lease agreement with RCKF Riverside PLP LLC, formerly, KP Big Crest Lane, LLC, for parking at the Rippon station. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Yeung's response could not be heard in the room.

Authorization to Amend the Contract for Engineering and Environmental Services for the Rolling Road Platform Extension – 9E

Mr. Walkinshaw moved, with a second by Ms. Bailey, to authorize the CEO to execute a contract amendment with Dewberry Engineers Inc., formerly Dewberry Consultants LLC, of Fairfax, VA for engineering and environmental services for the Rolling Road platform extension. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Yeung's response could not be heard in the room.

Authorization to Amend the Contract for Financial Advisory Services – 9F

Ms. Garvey moved, with a second by Mr. Alcorn, to authorize the CEO to execute a contract amendment with PFM Financial Advisors LLC of Philadelphia, PA for financial advisory services. After some discussion, Ms. Bohmke offered an Amendment to the motion, with a second by Mr. Storck, to authorize only \$100,000 of additional funds on this contract amendment until information on the original competitive procurement is reviewed by the Members. Ms. Garvey and Mr. Alcorn accepted the amended motion. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Yeung's response could not be heard in the room.

Information Items – 10

Overview of Procurement Methods – 10A

Due to technical difficulties with audio in the boardroom, Kristin Nutter, VRE's Manager of Purchasing and Contract Administration, could not be heard via remote connection; and was unable to present the briefing.

Spending Authority Report – 10B

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

- On January 5, 2022, VRE issued a Blanket Purchase Order in an amount not to exceed \$64,000 to RailPros Field Services Inc. to provide FRA-mandated Roadway Worker Protection training on an as-needed basis to VRE staff and contractors working on or near active railroad tracks.
- On January 10, 2022, VRE issued a Task Order in the amount of \$57,930 to STV, Inc. under the Mechanical Engineering Consulting Services contract to conduct a Solar Energy Study to investigate and evaluate opportunities to employ more sustainable practices, including the use of solar power at various VRE facilities.
- On January 10, 2022, VRE amended an existing Task Order with STV, Inc. under the General Engineering Consulting Services contract for design of the telecommunications and power infrastructure for the camera system at Broad Run and Crossroads. The amendment increased the total commitment for this Task Order by \$21,758 to \$86,363.
- On January 12, 2022, VRE issued a Task Order in the amount of \$83,322 to NVE, Inc. under the Maintenance Services for VRE Facilities contract to install new window shades in Suites 201 and 202 at VRE's Alexandria Headquarters.
- On January 13, 2022, VRE issued a Purchase Order in an amount not to exceed \$145,600 to Powersolv, Inc. to provide consulting support services for the administration of VRE's Enterprise Resource Planning (ERP) system and implementation support for two additional ERP modules, Enterprise Asset Management and Human Capital Management.
- On January 14, 2022, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed \$60,000 to Knorr-Bremse Powertech Corp. to perform repairs on an as-needed basis to the low voltage power supply units utilized to provide electrical power for the LED message signs, wheelchair lifts, outlets, etc. on VRE's fleet of passenger railcars.
- On January 20, 2022, VRE issued a Purchase Order in an amount not to exceed \$73,000 to Powersolv, Inc. to provide consulting support services for VRE operations and technological systems such as, but not limited to, mobile ticketing and fare collections, variable messaging screens, passenger counters, website content management and engineering projects related to these systems.
- On January 26, 2022, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed \$95,000 to Westinghouse Air Brake Technologies Corp. to perform repairs on an as-needed basis to the HVAC units on VRE's fleet of locomotives.

Closed Session – 11

No Closed Session was held.


Board Member Time – 12

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

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Banks, Bohmke, Franklin, Garvey, Lawson, McLaughlin, Smith, Storck, and Walkinshaw. Ms. Yeung's response could not be heard in the room.

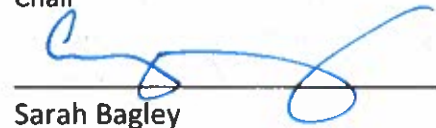
VRE Operations Board February 18 Meeting Minutes continued

Approved this 18th day of March 2022



Margaret Franklin

Chair



Sarah Bagley

Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the February 18, 2022 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb