



MINUTES

VIRGINIA RAILWAY EXPRESS

April 21, 2023

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Walter Alcorn (NVTC)
*Sarah Bagley (NVTC)
*Andrea Bailey (PRTC)
*Meg Bohmke (PRTC)
*Katie Cristol (NVTC)
*Margaret Franklin (PRTC)
*Lori Hayes (PRTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC) **
*Michael McLaughlin (VPRA) ‡
*Alanna Mensing (PRTC)
*Ralph Smith (PRTC)
*Daniel G. Storck (NVTC) **
*James Walkinshaw (NVTC)

Jurisdiction

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

Members Absent

Monica Gary (PRTC)

Stafford County

Alternates Present

Alternates Absent

Canek Aguirre (NVTC)
Victor Angry (PRTC)
Deborah Frazier (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
Jeffrey C. McKay (NVTC)
Darryl Moore (PRTC)
Pam Sebesky (PRTC)
Emily Stock (DRPT)
Ann Wheeler (PRTC)
Pamela Yeung (PRTC)

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

*Voting Member

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

‡ Participated remotely via Webex in accordance with the Electronic Participation Policy

Staff and General Public

Karen Finucan Clarkson – VRE
Rich Dalton – VRE
John Duque – VRE
Sarah Higgins – VRE
Eric Johnson - VRE
John Kerins – Keolis
Lezlie Lamb – VRE

Steve MacIsaac – VRE Chief Counsel
Kate Mattice - NVTC
Kristin Nutter - VRE
Dallas Richards – VRE
Mark Schofield – VRE
Joe Stainsby - PRTC
Joe Swartz – VRE

Chair Walkinshaw called the meeting to order at 9:03 a.m.; the roll call followed.

Chair Walkinshaw stated the Member Michael McLaughlin requested approval to participate remotely due to being out of town. Mr. Alcorn moved, with a second by Ms. Bailey, to approve Mr. McLaughlin's participation by electronic means. The vote in favor was cast Alcorn, Bagley, Bailey, Bohmke, Cristol, Franklin, Hayes, Kelly, Lawson, Mensing, Smith and Walkinshaw.

Safety Moment – 3

CEO, 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

Chair Walkinshaw requested amending the agenda to hold the closed session prior to taking up the action items. Ms. Lawson moved, with a second by Ms. Bohmke, to amend and approve the agenda. There was no discussion on the motion. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Cristol, Franklin, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, and Walkinshaw.

Approval of the Minutes of the March 17, 2023 VRE Operations Board Meeting – 5

Ms. Bailey moved, with a second by Ms. Cristol, to approve the Minutes from March 17, 2023. The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Franklin, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, and Walkinshaw.

Chair's Comments – 6

Chair Walkinshaw welcomed everyone to the April VRE Operations Board meeting and asked the members to save the date of June 18, 2023 from 11:00 a.m. to 1:00 p.m. for a reception to be held at the Lifecycle Overhaul and Upgrade Facility. The Chair asked members to watch for an email invitation to take a survey in preparation for the Board's retreat in June.

[Mr. Stork arrived at 9:09 a.m.]

Chief Executive Officer's Report – 7

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

- Safety
 - VRE’s Risk-based Hazard Management Program
- - Performance
 - Ridership

[Ms. Franklin left the room at 9:20]

Public Comment Time – 8

The Chair opened the floor for public comments. There were no speakers and no written comments had been submitted.

Closed Session – Amended 9

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711.A(7) and (8) of the Code of Virginia), Vice Chair Bohmke moved, with a second by Mr. Smith that the VRE Operations Board convene a closed meeting for the purpose of consultation with legal counsel concerning probable litigation where discussion in public could adversely affect the negotiating and litigating posture of the Board, and for consultation with legal counsel concerning a specific legal matter requiring the provision of legal advice.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

The VRE Operations Board convened its closed session at 9:23 a.m.

[Ms. Franklin returned to the room during the closed session.]

At 9:46 a.m. concluded closed session. Vice Chair Bohmke 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, Bagley, Bailey, Bohmke, Franklin, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

Action Items – 10

[Ms. Franklin left the room at 9: 49 a.m.]

Authorization to Execute a Contract and Task Order for Maintenance Services for VRE Facilities – 10A

Ms. Cristol moved, with a second by Mr. Kelly, to authorize the Chief Executive Officer to execute a contract with U.S. Facilities, Inc. of Chesapeake, Virginia for Maintenance Services for VRE Facilities; and to authorize the Chief Executive Officer to issue an initial task order under the Maintenance Services for VRE Facilities contract to U.S. Facilities, Inc. of Chesapeake, Virginia for comprehensive on-call services, including miscellaneous repair, installation and inspection services, electrical, generator and plumbing service and repairs, HVAC service and repairs, and elevator service and repairs.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Cristol, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

[Ms. Franklin returned to the room at 9:53 a.m.]

Authorization to Execute a Contract and Task Order for Custodial and Seasonal Services for VRE Facilities – 10B

Ms. Bailey moved, with a second by Ms. Cristol, to authorize the Chief Executive Officer to execute a contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for Custodial and Seasonal Services for VRE Facilities; and to authorize the Chief Executive Officer to issue an initial task order under the Custodial and Seasonal Services for VRE Facilities contract to Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for comprehensive on-call services, including miscellaneous repair and installation services, custodial, landscaping, additional facility cleaning, trash removal and painting services.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Cristol, Franklin, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

Authorization to Execute a Contract Amendment for Mobile Ticketing Services – 10C

[Ms. Cristol left the room at 9:57 a.m.]

Vice Chair Bohmke moved, with a second by Ms. Mensing, to authorize the Chief Executive Officer to execute an amendment to the contract with SVANACO, Inc., DBA Americaneagle.com, of Des Plaines, Illinois for Mobile Ticketing Services.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Franklin, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

Authorization to Execute a Contract Amendment for Website Management Services – 10D

Ms. Bagley moved, with a second by Ms. Bailey, to authorize the Chief Executive Officer to execute an amendment to the contract with SVANACO, Inc., DBA Americaneagle.com, of Des Plaines, Illinois for Website Management Services.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Franklin, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

[Ms. Cristol returned to the room at 9:59 a.m.]

Authorization to Amend Contracts for the Delivery of Diesel Fuel for VRE Locomotives – 10E

Vice Chair Bohmke moved, with a second by Ms. Bailey, to authorize the Chief Executive Officer to execute amendments to the contracts with James River Solutions of Ashland, Virginia and Griffith Energy Services, Inc. of Columbia, Maryland, for the Delivery of Diesel Fuel for VRE Locomotives by increasing the total authorized amount for fuel deliveries for the current contract year (FY 2023), which ends June 30, 2023.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Cristol, Franklin, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

Authorization to Execute a Contract Amendment for Construction of the Lifecycle Overhaul and Upgrade Facility -10F

[Vice Chair Bohmke left the room at 10:02 a.m. and returned at 10:04 a.m.]

Ms. Bailey moved, with a second by Ms. Mensing, to authorize the Chief Executive Officer to execute an amendment to the contract with Clark Construction Group, LLC of Bethesda, Maryland for Construction of the Lifecycle Overhaul and Upgrade (LOU) Facility.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Cristol, Franklin, Hayes, Kelly, Lawson, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

Authorization to Execute a Contract Amendment for Construction Management Services for the Lifecycle Overhaul and Upgrade Facility Project – 10G

[Ms. Lawson left the meeting at 10:09 a.m.]

Ms. Bagley moved, with a second by Ms. Bailey, to authorize the Chief Executive Officer to execute an amendment to the contract with Gannett Fleming, Inc. of Fairfax, Virginia, for Construction Management Services for the Lifecycle Overhaul and Upgrade (LOU) Facility Project.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Cristol, Franklin, Hayes, Kelly, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

Authorization to Offer a Promotional Reduced Fare Between Zones 1, 2, and 3 – 10H

Ms. Bagley moved, with a second by Mr. Alcorn, to authorize the Chief Executive Officer to offer a promotional reduced fare for Zones 1, 2, and 3 from May 8, 2023, until November 8, 2023.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Cristol, Franklin, Hayes, Kelly, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

Authorization to Provide a Letter of Support for VPRA's Application for Federal-State Partnership for Intercity Passenger Rail Program Funding for the Transforming Rail in Virginia Phase 2 Project – 10I

Ms. Bailey moved, with a second by Ms. Bagley to authorize the Chief Executive Officer to provide a letter of support to the Virginia Passenger Rail Authority's application to the Federal-State Partnership for Intercity Passenger Rail Program for its Transforming Rail in Virginia (TRV) Phase 2 Project.

The vote in favor was cast by Members Alcorn, Bagley, Bailey, Bohmke, Cristol, Franklin, Hayes, Kelly, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

Information Items – 11

Spending Authority Report – 11A

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

On March 3, 2023, VRE issued a Task Order in the amount of \$106,538 to STV Incorporated under the Mechanical Engineering Consulting Services contract to provide oversight for the ongoing overhaul of the railcar trucks being performed by VRE's contractor, UTCRAS, which includes the teardown of the truck assemblies, inspection, repair, and replacement of components and other material as well as reassembly and painting.

On March 21, 2023, VRE issued a Task Order in the amount of \$53,080 to Keolis Rail Services Virginia under the Maintenance Services for Commuter Rail Operations contract to repair the fiberglass nose cone on locomotive V60. The nose cone was damaged as the result of a tree strike. In addition to repair costs, the Task Order also includes the labor effort associated with installing the spare nose cone on V60.

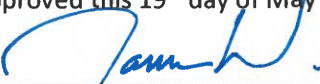
On March 29, 2023, VRE executed a Roof Lease Agreement in an amount not to exceed \$129,090 for a term of up to fifteen years with King I Associates, LLC to maintain the two satellite dish antennae and related equipment used to support VRE's two-way radio communication system on the roof of the building at 1800 Diagonal Road in Alexandria. The initial term of the agreement is five years, with two additional five-year renewal provisions.

Members Time – 12

Mr. McLaughlin covered news from the Virginia Passenger Rail Authority.

Without objection Chair Walkinshaw adjourned the meeting at 10:20 a.m.

Approved this 19th day of May 2023



James Walkinshaw

Chair



Ralph Smith

Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the April 21, 2023 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb