



MINUTES

VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING

November 17, 2023

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Sarah Bagley (NVTC)
*Andrea Bailey (PRTC)**
*Meg Bohmke (PRTC)
*Margaret Franklin (PRTC) **
*Monica Gary (PRTC)
*Lori Hayes (PRTC) **
*Takis Karantonis (NVTC) **
*Matt Kelly (PRTC)
*Michael McLaughlin (VPRA)
*Alanna Mensing (PRTC) ‡
*Ralph Smith (PRTC)
*Daniel G. Storck (NVTC)
*James Walkinshaw (NVTC)

Jurisdiction

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

Members Absent

Jeanine Lawson (PRTC)

Prince William 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

Sara Allred – Fairfax County
Niomi Barton – VRE
Alexander Buchanan – VRE
Dwight Buracker - PBMAres
Holly Cockrell – VRE
Rich Dalton – VRE
Mark DeGrush - VRE
John Duque – VRE
Anaya Farah – VRE
Karen Finucan-Clarkson - VRE
Christine Hoeffner – VRE
Robert Hostelka – VRE

John Kerins - Keolis
Lezlie Lamb – VRE
Steve MacIsaac – VRE Chief Counsel
Kenesha Maratta – VRE
Charlotte Nourse - VRE
Kristin Nutter – VRE
Dallas Richards - VRE
Bob Schneider - PRTC
Mark Schofield – VRE
Alex Sugatan – VRE
Joe Swartz – VRE

Chair Walkinshaw called the meeting to order at 9:01 a.m.; the roll call followed.

Chair Walkinshaw informed the Board that Member Mensing requested to participate remotely from Manassas Park for a medical reason. Ms. Gary moved, with a second by Mr. Kelly, to approve Ms. Mensing's remote participation. The vote in favor was cast by Members Bagley, Bohmke, Gary, Kelly, McLaughlin, Smith, Storck, 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.

[Ms. Hayes arrived at 9:03 a.m.]

Approval of the Agenda - 4

Mr. Kelly moved, with a second by Ms. Bohmke, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Bagley, Bohmke, Gary, Hayes, Kelly, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

{Mr. Karantonis arrived at 9:04 a.m.]

Approval of the Minutes of the October 20, 2023 VRE Operations Board Meeting – 5

Mr. Kelly moved, with a second by Ms. Gary to approve the Minutes from October 20, 2023. The vote in favor was cast by Members Bagley, Bohmke, Gary, Karantonis, Kelly, McLaughlin, Mensing, Smith, Storck, and Walkinshaw. Ms. Hayes abstained.

Chair's Comments – 6

Chair Walkinshaw welcomed everyone to the meeting. Before moving on to the CEO Report, the Chair encouraged Board members to attend the Annual Legislative Forum sponsored by NVTC, PRTC and VRE. The event will take place on December 1, 2023 at GMU's Arlington Campus and starts at 8:30 a.m. A host of elected officials and staff from federal, state, and local levels will be in attendance; and speakers include Kathy Hollinger, CEO of the Greater Washington Partnership and Jen DeBruhl, Director of the Department of Rail and Public Transportation. There will be a transit panel moderated by former VRE

Operations Board Chair Katie Cristol and will include NVTC Executive Director Kate Mattice, PRTC Executive Director Dr. Bob Schneider, VRE Chief Executive Officer Rich Dalton, and WMATA General Manager and Chief Executive Officer Randy Clarke.

Chief Executive Officer's Report – 7

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

- Safety
- Performance
- Ridership
- VRE's annual Toys for Tots drive
- VRE's annual Santa Trains

Public Comment Time – 8

The Chair opened the floor for public comments. Mr. Jay Corvallis of JGB Smith spoke supporting VRE weekend service and fare changes. No written comments were submitted.

[Ms. Bailey and Ms. Franklin arrived at 9:13 a.m.]

Operations Board Group Photo

The Chair asked the Board Member to step out into the atrium for a group photo 9:15 a.m. The Board Members re-entered, and the meeting resumed at 9:25 a.m.

Action Items – 9

Acceptance of the Fiscal Year 2023 Audited Financial Statements and Auditor's Report and Authorization to Forward to the Commissions – 9A

Mr. Dwight Buracker of PBMares addressed the Board about the FY 2023 audit findings. Mr. Buracker stated PBMares issued an unmodified report on VRE's FY 2023 audited financial statements.

Mr. Karantonis moved, with a second by Ms. Bagley, to accept the FY 2023 audited financial statements and auditor's report, and to authorize the CEO to forward them to the Commissions.

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

Authorization to Issue an Invitation for Bids for Delivery of Diesel Fuel for VRE Locomotives – 9B

Vice-Chair Bohmke moved, with a second by Ms. Bailey, to authorize the CEO to issue an Invitation for Bids for delivery of diesel fuel for VRE locomotives.

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

Charge to the 2024 Operations Board Officers Nominating Committee Regarding Subordinate Officers – 9C

Ms. Bailey moved, with a second by Ms. Gary, to approve a charge to the Nominating Committee Regarding Subordinate Officers.

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

Authorization to Execute a Contract for Facility Security Services – 9D

Ms. Bailey moved, with a second by Mr. Karantonis, to authorize the CEO to execute a contract with Allied Universal Security Services for Facility Security Services.

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

Authorization to Execute a Sole Source Service Level Agreement for Automatic Passenger Counting System Software and Maintenance – 9E

Ms. Bailey moved, with a second by Ms. Gary, to authorize the CEO to execute a sole source service level agreement with Infodev Electronic Designers International Inc. for Automatic Passenger Counting system software and maintenance.

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

Recommend the Commissions Approve the 2024 VRE Legislative Agenda – 9F

Mr. Karantonis moved, with a second by Ms. Gary, to recommend the Commissions approve the 2024 Legislative Agenda.

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

Recommend Authorization to Submit a VRE Application to the NVTC I-66 Commuter Choice FY 2025-2026 Program – 9G

Ms. Bailey moved, with a second by Ms. Gary, to recommend the Commissions authorize the CEO to submit, on behalf of the Commissions, a VRE application(s) to the I-66 Commuter Choice FY 2025-2026 Program, to make any necessary corrections to the project amount or description in the application(s) and to execute all project funding agreements they may result.

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

Policy for 360-Degree Assessment of the Chief Executive Officer – 9H

Ms. Bailey moved, with a second by Mr. Kelly, to amend and approve the resolution to establish a policy for the conduct of a 360-degree assessment for the VRE Chief Executive Officer **at least**¹ every three years as part of the annual evaluation process.

The vote in favor of the resolution as amended was cast by Members Bagley, Bailey, Bohmke, Franklin, Gary, Hayes, Karantonis, Kelly, McLaughlin, Mensing, Smith, Storck, and Walkinshaw.

¹ Amendment

Information Items – 10

FY 2025 Budget Update – 10A

VRE staff briefed the Operations Board on the status of ongoing refinements to the FY 2025 VRE Operating and Capital Budget. A final proposed budget will be presented in December for referral to the Commissions and jurisdictions.

The Board had a robust discussion about subsidies, proposed service levels and capital project priorities.

Spending Authority Report – 10B

The November Spending Authority Report outlined purchases greater than \$50,000 but less than \$200,000 made in October 2023.

Closed Session – 11

Vice-Chair Bohmke moved, with a second by Ms. Bailey, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A(1) of the Code of Virginia), that the VRE Operations Board convene a closed meeting for the purpose of discussing two personnel matters relating to the performance of the Chief Executive Officer and the General Counsel and Chief Legal Officer.

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

The closed session convened at 10:39 a.m. Member Mensing reported technical difficulties with her computer audio and called into the meeting for continued participation.

At 12:02 p.m. Vice Chair Bohmke moved, with a second by Ms. Gary, 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.

Members Time – 12

Mr. Kelly announced this meeting was his last VRE Operations Board meeting; and, he encouraged colleagues on the Board to continue toward fulfilling the System Plan and rebuilding ridership.

Members wished all a happy Thanksgiving and thanked Mr. Kelly for his long tenured service on the VRE Operations Board.

Chair Walkinshaw thanked Mr. Kelly for his mentorship and his service to VRE.

The meeting adjourned without objection at 12:08 p.m.

Approved this 15th day of December 2023

James Walkinshaw
Chair

Ralph Smith
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the November 17, 2023 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb