



# VRE OPERATIONS BOARD MEETING

December 16, 2022

*The meeting will  
begin at 9 a.m.*

Meeting materials are available at  
[vre.org/about/board/board-agenda-minutes/2022/December](https://vre.org/about/board/board-agenda-minutes/2022/December)

# PLEDGE OF ALLEGIANCE



# ROLL CALL



Walter Alcorn  
Fairfax County



Sarah Bagley  
Alexandria



Andrea Bailey  
Prince William County



Meg Bohmke  
Stafford County



Margaret Franklin  
Prince William County



Monica Gary  
Stafford County



Libby Garvey  
Arlington County



Lori Hayes  
Spotsylvania County



Matt Kelly  
Fredericksburg



Jeanine Lawson  
Prince William County



Mike McLaughlin  
Commonwealth of Virginia



Alanna Mensing  
Manassas Park



Ralph Smith  
Manassas



Dan Storck  
Fairfax County



James Walkinshaw  
Fairfax County



# SAFETY MOMENT



# APPROVAL OF AGENDA

1. Pledge of Allegiance
2. Roll Call
3. Safety Briefing
4. Approval of the Agenda
5. Approval of Minutes from the November 18, 2022 VRE Operations Board Meeting
6. Chair's Comments
7. Chief Executive Officer's Report
8. VRE Riders' and Public Comment
9. Action Items
  - A. Referral of the Amended FY 2023 and the Recommended FY 2024 VRE Operating and Capital Budgets to the Commissions and Jurisdictions
  - B. Approval of the 2023 VRE Operations Board Officers
  - C. Authorization to Provide a Letter of Support for Amtrak's CRISI Grant Application for Crystal City VRE Station Improvements
  - D. Authorization to Provide a Letter of Support for Prince William County's USDOT Reconnecting Communities Grant Application for the North Woodbridge Pedestrian Bridge
  - E. Recommend Authorization to Submit a VRE Application to the I-395/95 Commuter Choice FY 2024-2025 Program
9. Action Items (continued)
  - C. Authorization to Provide a Letter of Support for Amtrak's CRISI Grant Application for Crystal City VRE Station Improvements
  - D. Authorization to Provide a Letter of Support for Prince William County's USDOT Reconnecting Communities Grant Application for the North Woodbridge Pedestrian Bridge
  - E. Recommend Authorization to Submit a VRE Application to the I-395/95 Commuter Choice FY 2024-2025 Program
10. Information Items
  - A. Spending Authority Report
11. Operations Board Members' Time



# APPROVAL OF MINUTES

## **Members Present**

Walter Alcorn (NVTC)  
Sarah Bagley (NVTC)  
Andrea Bailey (PRTC)  
Meg Bohmke (PRTC)  
Margaret Franklin (PRTC)  
Libby Garvey (NVTC)  
Monica Gary (PRTC)  
Lori Hayes (PRTC)  
Matt Kelly (PRTC)  
Jeanine Lawson (PRTC)  
Michael McLaughlin (VPRA)  
Alanna Mensing (PRTC)  
Dan Storck (NVTC)  
James Walkinshaw (NVTC)

## **Members Absent**

Ralph Smith (PRTC)

**November 18, 2022**

Meeting with YouTube Livestream

## **Jurisdiction**

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

## **Jurisdiction**

City of Manassas



**Margaret Franklin**  
VRE Operations Board Chair  
Prince William County

# CHAIR'S COMMENTS

- Welcome to the VRE Operations Board December meeting.
- This is the last meeting of the year. In January I'll take a few minutes to talk about all that we've accomplished in 2022 and welcome the incoming chair and other officers. But I want to say thank you for the hard work we have put in this year.
- We have some important items to consider today, so let's jump right in.
- Now I'll turn it over to Rich Dalton for his CEO report.



**Margaret Franklin**  
VRE Operations Board Chair  
Prince William County

# CEO REPORT

- **Safety**
- **Performance**
- **Ridership**
- **Santa Trains**
- **Toys for Tots**
- **New Staff**



**Rich Dalton**  
VRE CEO





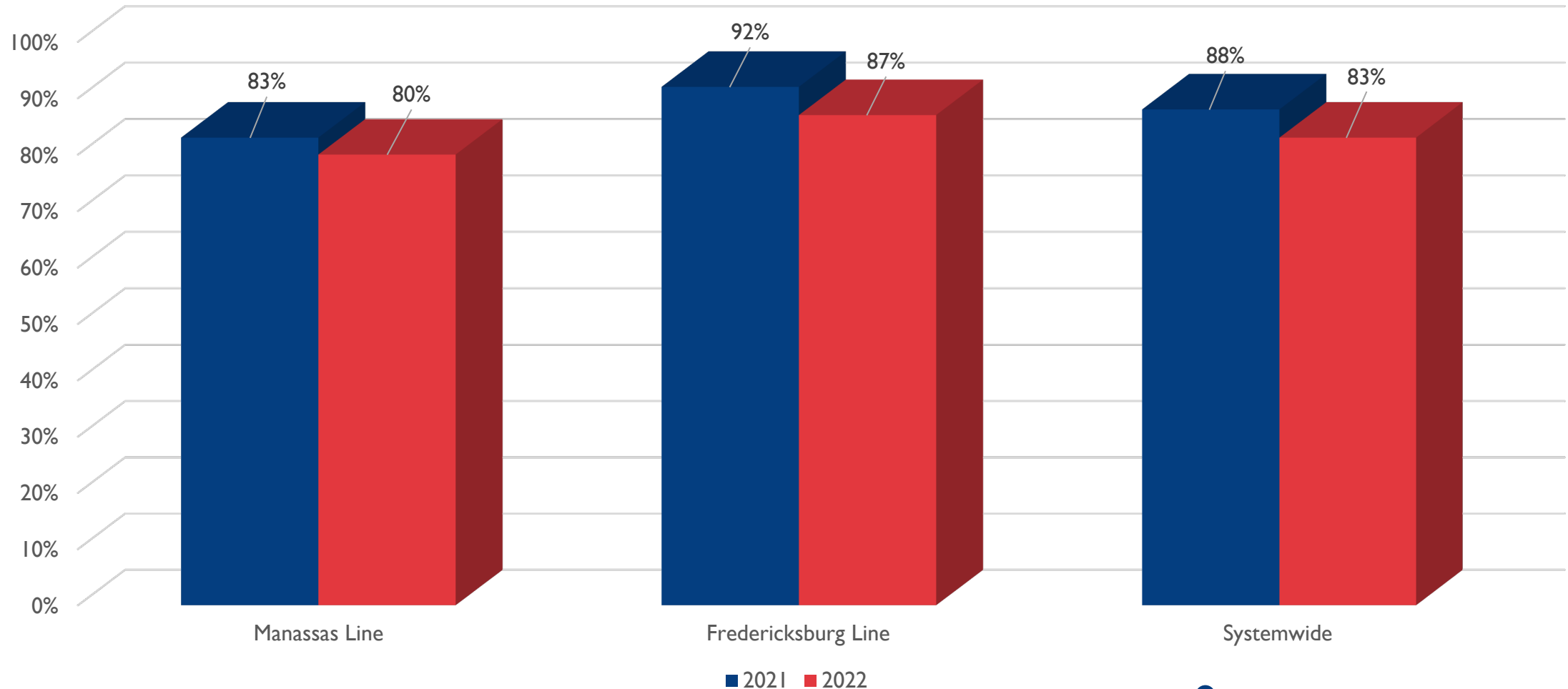
# CEO REPORT – SAFETY

**Always Our Top Priority**  
**Stay Tuned**

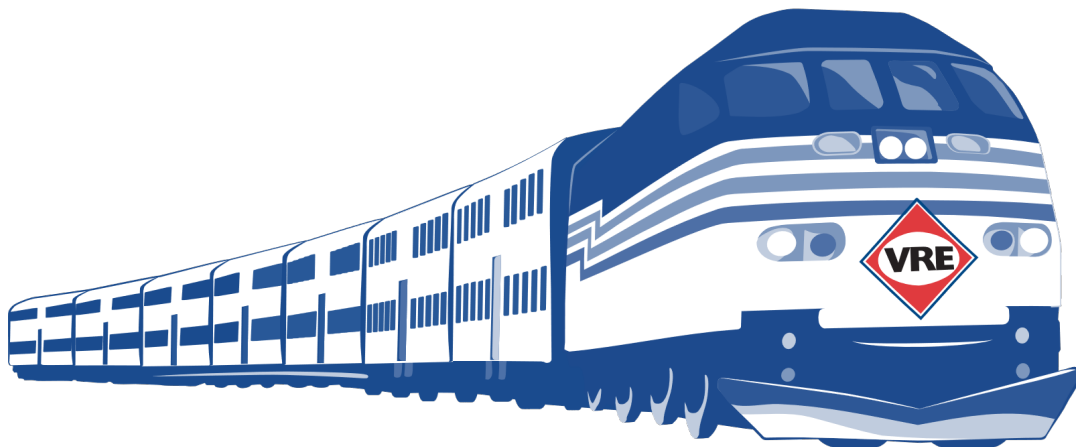


# CEO REPORT – ON-TIME PERFORMANCE

November Comparisons



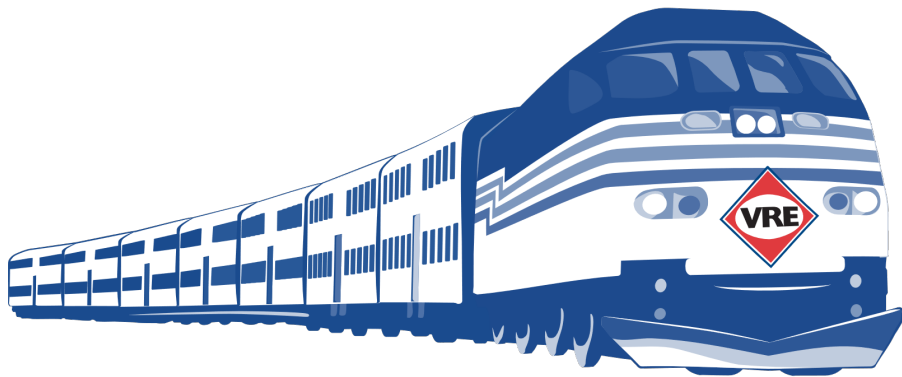
# CEO REPORT – ON-TIME PERFORMANCE



	SEPT. 2022	OCT. 2022	NOV. 2022
	21 Days	20 Days	19 Days
<i>LATE TRAINS</i>			
Manassas	73	80	62
Fredericksburg	49	64	41
Systemwide	122	144	103
<i>AVERAGE MINUTES DELAYED</i>			
	23	14	14
<i># TRAINS 30+ MINUTES LATE</i>			
	25	8	19
<i>OTP</i>			
Manassas	78%	75%	80%
Fredericksburg	85%	80%	87%
Systemwide	82%	77%	83%



# CEO REPORT – ON-TIME PERFORMANCE



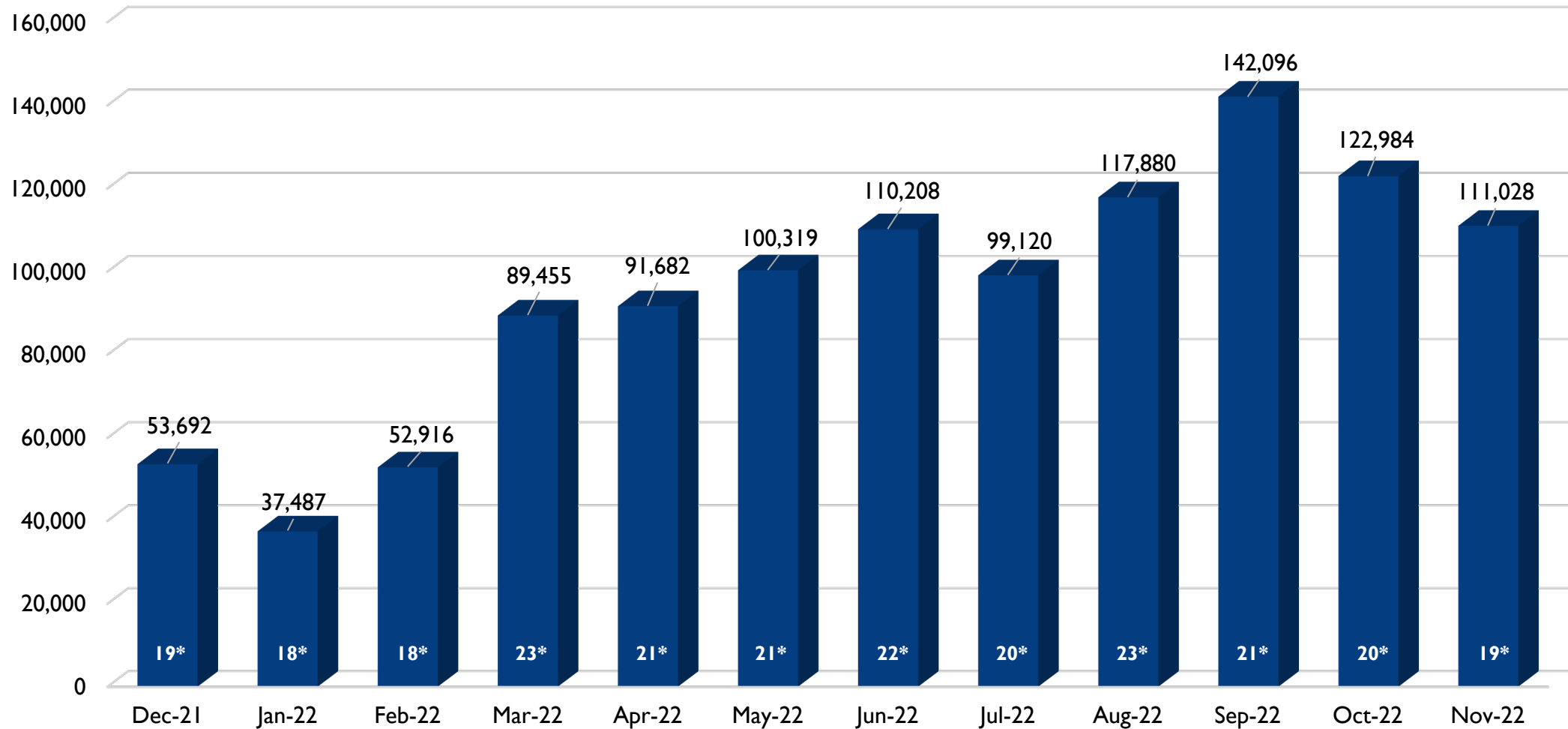
CAUSE		SEPT.	OCT.	NOV.	TOTAL #	TOTAL %
		21 Days	20 Days	19 Days	60 Days	
		# OF TRAINS DELAYED				
Congestion		81	98	76	255	69.1%
Switch/Signal Issue		16	8	3	27	7.3%
Positive Train Control	Primary	4	6	1	11	5.7%
	Cascading	4	3	3	10	
Mechanical	Primary	-	6	3	9	5.4%
	Cascading	-	7	4	11	
Dispatcher		4	6	5	15	4.1%
Police Activity		6	2*	3**	11	3.0%
Weather		7	-	-	7	1.9%
Speed Restrictions		-	4	-	4	1.1%
Leaf Oil (Wheel Slip)		-	1	2	3	0.8%
Maintenance of Way		-	1	1	2	0.5%
Passenger Assistance		-	2	-	2	0.5%
Debris Strike		-	-	1	1	0.3%
Trespasser(s)		-	-	1	1	0.3%
<b>Total Delays</b>		<b>122</b>	<b>144</b>	<b>103</b>	<b>369</b>	<b>100.0%</b>

\*Unruly Passenger (10/06) and Medical Emergency (10/06)

\*\*Issue on Amtrak 93 (11/22) and VIP Movement (11/22)

# CEO REPORT – MONTHLY RIDERSHIP

Exclusive of Boardings at Alexandria and Crystal City

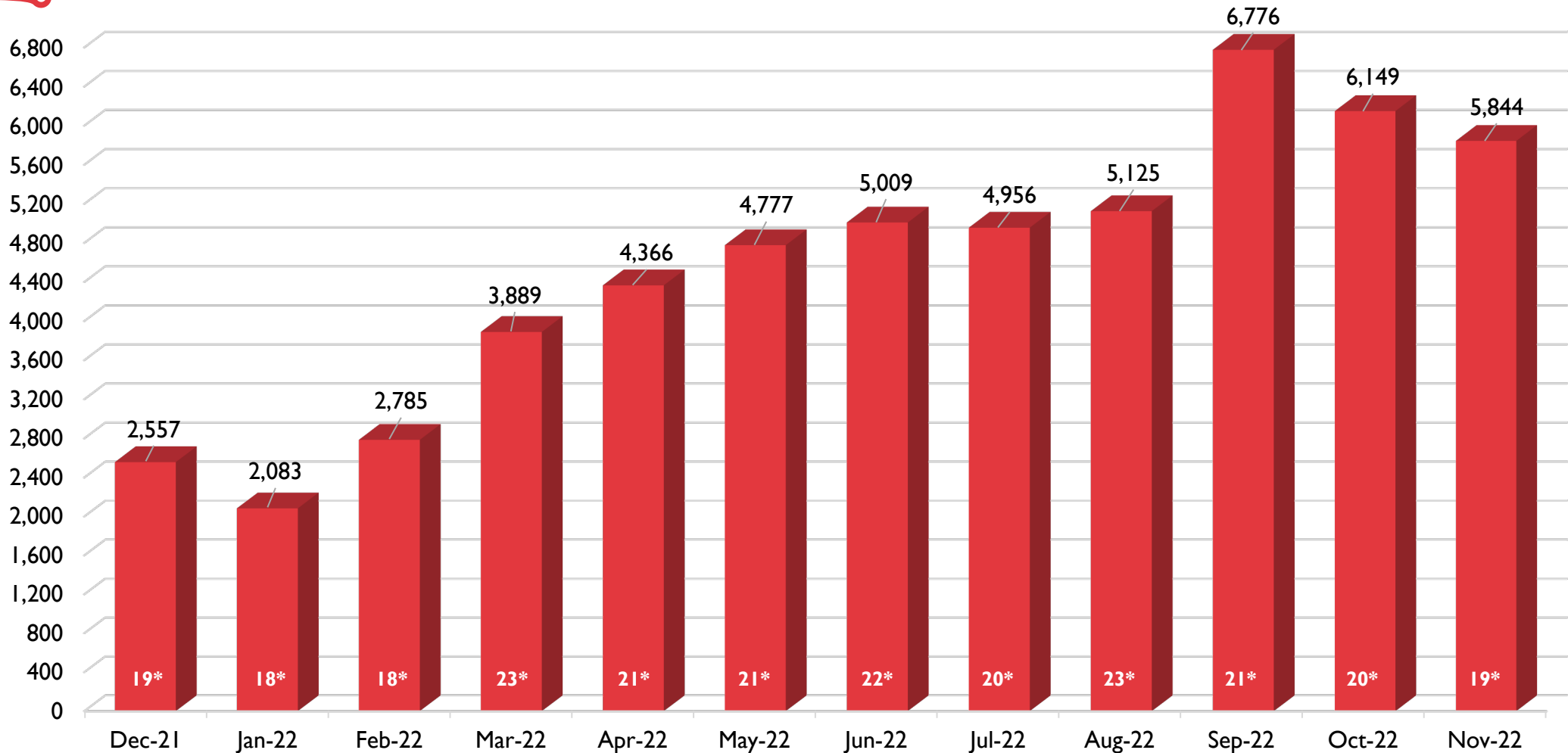


\*service days per month



# CEO REPORT – AVERAGE DAILY RIDERSHIP

Exclusive of Boardings at Alexandria and Crystal City



\*service days per month



# CEO REPORT – SANTA TRAINS



# CEO REPORT – SAFETY





# CEO REPORT – TOYS FOR TOTS



# CEO REPORT – NEW STAFF



Dagmawie Shikuryeh  
Project Manager

# CEO REPORT – COMMENTS



# VRE RIDERS' & PUBLIC COMMENT



**Margaret Franklin**  
VRE Operations Board Chair  
Prince William County



# REFERRAL OF THE AMENDED FY 2023 AND THE RECOMMENDED FY 2024 VRE OPERATING AND CAPITAL BUDGETS TO THE COMMISSIONS AND JURISDICTIONS

## Recommendation:

The VRE Operations Board is asked to adopt the amended FY 2023 VRE Operating and Capital Budget and the recommended FY 2024 VRE Operating and Capital Budget and refer them to the commissions for their consideration and subsequent referral to the jurisdictions for their formal review and adoption; and to recommend the commissions authorize the executive directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding.

## Summary:

Following the presentation of the preliminary FY 2024 budget in September and the budget updates in October and November, staff is presenting the recommended FY 2024 operating and capital budget for adoption and referral. Despite the slower than expected return of ridership following the COVID-19 pandemic, the recommended budget is balanced, with no funding gap, and with all projected uses of funding in FY 2024 supported by reasonably expected sources of funding. The FY 2024 budget includes no changes to passenger fares as compared to FY 2023 and a total jurisdictional subsidy contribution of \$18.3 million.



**Margaret Franklin**  
VRE Operations Board Chair  
Prince William County



**Rich Dalton**  
VRE CEO



## FY 2024 OPERATING BUDGET SUMMARY

- Budgeted operating expenses: \$108.9 million
- Increase of \$11.2 million over FY 2023 approved budget
  - \$7.5 million additional C-ROC debt service
  - \$3.7 million increase in direct operating expenses (4% over FY 2023)
  - Keolis and host railroad access growth of 5-8% offset by only 1% increase in direct departmental costs
- Debt service supported by C-ROC and federal/state funds
- Direct expenses balanced with combination of passenger revenues, jurisdictional contribution, state operating assistance, access fee reimbursement, pandemic relief funds, and smaller sources

## RIDERSHIP & FARE REVENUE

- Steady growth in ridership over past 12 months
- Variation in employee working arrangements – at the office vs. hybrid vs. fully remote – continues to evolve
- Amended projection for FY 2023 is 7,000 daily riders (vs. 8,000)
- From that baseline, expect 10,000 average per day in FY 2024
- Projected fare revenue of \$28.6 million in FY 2024
  - Changes in ticket buying behavior (e.g., monthly vs. 10-trip)
  - Changes in average trip length

# SUBSIDY ALLOCATION (FY 2021 – FY 2024)

Jurisdiction	FY 2021		FY 2022		FY 2023		FY 2024 Recommended		Change FY21 to FY24	Change FY23 to FY24
	Subsidy	Percent	Subsidy	Percent	Subsidy	Percent	Subsidy	Percent		
Fairfax County	\$ 6,379,017	34.9%	\$ 1,658,006	34.9%	\$ 4,721,011	34.9%	\$ 5,596,589	30.6%	\$ (782,428)	\$ 875,578
Prince William County	5,930,777	32.4%	1,541,501	32.4%	4,389,276	32.4%	5,606,638	30.6%	(324,139)	\$ 1,217,362
Stafford County	2,477,175	13.5%	643,856	13.5%	1,833,319	13.5%	2,681,588	14.7%	204,413	\$ 848,269
Spotsylvania County	1,503,754	8.2%	390,849	8.2%	1,112,905	8.2%	2,163,467	11.8%	659,713	\$ 1,050,562
Manassas	807,234	4.4%	209,813	4.4%	597,421	4.4%	754,232	4.1%	(53,002)	\$ 156,811
Manassas Park	468,364	2.6%	121,735	2.6%	346,629	2.6%	515,236	2.8%	46,872	\$ 168,607
Fredericksburg	367,089	2.0%	95,412	2.0%	271,677	2.0%	615,660	3.4%	248,571	\$ 343,983
Arlington	218,219	1.2%	56,719	1.2%	161,500	1.2%	218,219	1.2%	-	\$ 56,719
Alexandria	149,151	0.8%	38,767	0.8%	110,384	0.8%	149,151	0.8%	-	\$ 38,767
	\$ 18,300,780	100%	\$ 4,756,658	100%	\$ 13,544,122	100%	\$ 18,300,780	100%	\$ -	\$ 4,756,658

Jurisdiction	October 2019		October 2020		October 2021		November 2022	
	Riders	Percent	Riders	Percent	Riders	Percent	Riders	Percent
Fairfax County	2,449	26%	NO SURVEY PERFORMED		NO SURVEY PERFORMED		846	23%
Prince William County	2,752	29%					977	27%
Stafford County	1,520	16%					537	15%
Spotsylvania County	1,079	11%					501	14%
Manassas	399	4%					136	4%
Manassas Park	229	2%					93	3%
Fredericksburg	287	3%					139	4%
Other	734	8%					385	11%
	9,449	100%					3,614	100%





## PANDEMIC RELIEF FUNDING

- CARES Act (\$86.1 million): Fully expended
  - CRRSA Act (\$70.1 million): Grant awarded, not yet used
  - ARP Act (\$118.7 million): Currently being drawn in FY 2023
- 
- FY 2024 budget projects use of \$29.5 million of ARP funds
  - If other revenues go up/down, pandemic relief use moves opposite:
    - If state operating assistance is higher than projected, ARP use goes down
    - If jurisdictional contribution is lower, ARP use goes up

## SIX-YEAR FORECAST

- Intended to demonstrate potential sustainability of VRE budget beyond initial budget year
- Return of ridership and ‘runway’ of pandemic relief are critical
- Other lessons also not surprising:
  - Must return to regular fare increases
  - Need consistent support from both the commonwealth and jurisdictions
  - Moderation of inflation also key



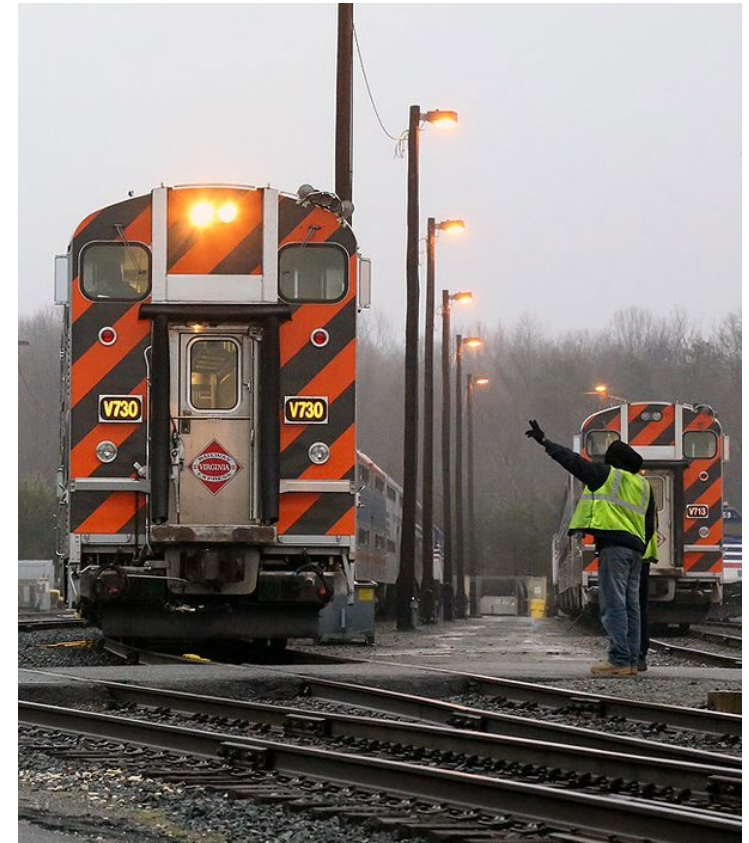
# CAPITAL IMPROVEMENT PROGRAM (CIP)

**FY 2024 - 2029 CIP by Program Area (in millions)**

Program Name	Project Cost	Funded	Unfunded
Asset Management/State of Good Repair	\$94.9	\$94.9	\$0.0
Information Technology	3.8	3.8	0.0
Misc. (Multiple Categories)	0.3	0.3	0.0
Passenger Station Facilities	419.3	346.1	73.2
Rolling Stock Equipment	359.0	84.6	274.3
Station Parking	43.8	32.2	11.6
Train Maintenance and Storage Facilities	368.0	298.7	69.3
<b>TOTAL</b>	<b>\$1,289.0</b>	<b>\$860.6</b>	<b>\$428.4</b>

# COMMUTER RAIL OPERATING AND CAPITAL (C-ROC) FUND

- For FY 2024 – 2029, C-ROC funds are committed to:
  - \$7.5 million for debt service
  - \$7.5 million to support VPRAs major capital projects in VRE service area
- Budget includes recommended reprogramming of prior year C-ROC funds (FY 2019) currently on L'Enfant project
- \$4 million needed for Track 22 project at Washington Union Station



## FY 2023 AMENDED BUDGET

- Revenues
  - \$13.5 million increase in state operating assistance
  - Net reduction of \$6.1 million in passenger fare revenue
  - Interest income up \$1.4 million
- Expenses
  - Diesel fuel increase of \$1.9 million
  - Many smaller increases for System Plan, cybersecurity, advertising, staff recruitment, and other needs
  - No costs associated with Amtrak Step-Up program
- Taken together – net reduction in ARP funds used of \$5.3 million

# SUBSIDY OPTION A: \$10.1 MILLION

- No jurisdiction sees an increase over FY 2023 (Fredericksburg even, all others down)

Jurisdiction	FY 2024 Recommended Subsidy		FY 2024 Option A	
	Amount	Share	Amount	Share
City of Fredericksburg	\$615,660	3.4%	\$271,677	2.7%
City of Manassas	\$754,232	4.1%	\$418,663	4.1%
City of Manassas Park	\$515,236	2.8%	\$285,584	2.8%
Fairfax County	\$5,596,589	30.6%	\$3,502,254	34.5%
Prince William County	\$5,606,638	30.6%	\$3,190,099	31.4%
Spotsylvania County	\$2,163,467	11.8%	\$923,150	9.1%
Stafford County	\$2,681,588	14.7%	\$1,352,924	13.3%
City of Alexandria	\$149,151	0.8%	\$82,707	0.8%
Arlington County	\$218,219	1.2%	\$121,006	1.2%
<b>Total</b>	<b>\$18,300,780</b>		<b>\$10,148,064</b>	



# SUBSIDY OPTION B: \$13.5 MILLION

- No change to total subsidy amount from FY 2023

Jurisdiction	FY 2024 Recommended Subsidy		FY 2024 Option B	
	Amount	Share	Amount	Share
City of Fredericksburg	\$615,660	3.4%	\$414,965	3.1%
City of Manassas	\$754,232	4.1%	\$558,446	4.1%
City of Manassas Park	\$515,236	2.8%	\$381,247	2.8%
Fairfax County	\$5,596,589	30.6%	\$4,374,661	32.3%
Prince William County	\$5,606,638	30.6%	\$4,196,722	31.0%
Spotsylvania County	\$2,163,467	11.8%	\$1,439,810	10.6%
Stafford County	\$2,681,588	14.7%	\$1,906,386	14.1%
City of Alexandria	\$149,151	0.8%	\$110,384	0.8%
Arlington County	\$218,219	1.2%	\$161,501	1.2%
<b>Total</b>	<b>\$18,300,780</b>		<b>\$13,544,122</b>	



# SUBSIDY OPTION C: \$16.9 MILLION

- Daily ridership budgeted to increase by 25% – increase total subsidy by same percentage

Jurisdiction	FY 2024 Recommended Subsidy		FY 2024 Option C	
	Amount	Share	Amount	Share
City of Fredericksburg	\$615,660	3.4%	\$557,830	3.3%
City of Manassas	\$754,232	4.1%	\$697,816	4.1%
City of Manassas Park	\$515,236	2.8%	\$476,627	2.8%
Fairfax County	\$5,596,589	30.6%	\$5,244,491	31.0%
Prince William County	\$5,606,638	30.6%	\$5,200,372	30.7%
Spotsylvania County	\$2,163,467	11.8%	\$1,954,945	11.5%
Stafford County	\$2,681,588	14.7%	\$2,458,214	14.5%
City of Alexandria	\$149,151	0.8%	\$137,980	0.8%
Arlington County	\$218,219	1.2%	\$201,876	1.2%
<b>Total</b>	<b>\$18,300,780</b>		<b>\$16,930,151</b>	





# APPROVAL OF THE 2023 VRE OPERATIONS BOARD OFFICERS

## Recommendation:

The VRE Operations Board is asked to approve the nominees for the 2023 VRE officers as recommended by the Nominating Committee.

*Chair:* James Walkinshaw (NVTC)

*Vice Chair:* Meg Bohmke (PRTC)

*Treasurer:* Sarah Bagley (NVTC)

*Secretary:* Ralph Smith (PRTC)

*Subordinate Officers:* None

Installation of the 2023 VRE officers shall take place at the January 2023 VRE Operations Board meeting.

## Summary:

VRE Bylaws stipulate that both commissions shall provide two officers from among its Operations Board members. The offices of chair and vice chair shall not be held at the same time by members representing the same jurisdiction or the same appointing commission; and the office of chairman shall be rotated each year between the two commissions.



**Margaret Franklin**  
VRE Operations Board Chair  
Prince William County



**Rich Dalton**  
VRE CEO



# AUTHORIZATION TO PROVIDE A LETTER OF SUPPORT FOR AMTRAK'S CRISI GRANT APPLICATION FOR CRYSTAL CITY VRE STATION IMPROVEMENTS

## Recommendation:

The VRE Operations Board is asked to authorize the CEO to provide a letter of support for Amtrak's application to the Fiscal Year 2022 Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program for the Crystal City High Level Platform Project at the VRE Crystal City station.

## Summary:

Amtrak, in partnership with the Virginia Passenger Rail Authority (VPRA) and VRE, is embarking on a project to bring intercity rail service to Crystal City.

The project involves construction of an 850-foot high-level platform, which will comply with the Americans with Disabilities Act (ADA) and complement VRE's ADA-accessible low-level platform. The two platforms will have connecting ramps and shared access points, to be constructed by VRE. In support of VPRA's larger endeavor to increase passenger rail service, alleviate train congestion, and provide increased operational flexibility and reliability for passenger- and freight-rail operations, the station will have a center island platform, located between the realigned Track 3 (west track) and Track 2 (east track). Amtrak will own the high-level platform.



**Margaret Franklin**  
VRE Operations Board Chair  
Prince William County



**Rich Dalton**  
VRE CEO



# AUTHORIZATION TO PROVIDE A LETTER OF SUPPORT FOR PRINCE WILLIAM COUNTY'S USDOT RECONNECTING COMMUNITIES GRANT APPLICATION FOR THE NORTH WOODBRIDGE PEDESTRIAN BRIDGE

## Recommendation:

The VRE Operations Board is asked to authorize the CEO to provide a letter of support for the Prince William County application to the United States Department of Transportation's Reconnecting Communities Pilot (RCP) discretionary grant program for the North Woodbridge Town Center-Transit Connections Pedestrian Bridge.

## Summary:

Prince William County has requested VRE provide a letter of support for its application to the Federal RCP program. If awarded, the RCP funds will be used to construct a pedestrian bridge over Route 1 connecting existing and future residential communities, commercial activity, and civic uses to the VRE Woodbridge station.

The project will connect the planned Riverside Station development to rail and OmniRide bus transit at the VRE station to support transit-oriented mixed-use development around the Woodbridge station. The proposed pedestrian connection to the Woodbridge station is anticipated to increase ridership and provide a critical first/last mile non-motorized connection to transit.



**Margaret Franklin**  
VRE Operations Board Chair  
Prince William County



**Rich Dalton**  
VRE CEO





\*FINAL PEDESTRIAN BRIDGE LOCATION WILL BE DETERMINED DURING PE PHASE AND PENDING VDOT APPROVAL

# RECOMMEND AUTHORIZATION TO SUBMIT A VRE APPLICATION TO THE I-395/95 COMMUTER CHOICE FY 2024-2025 PROGRAM

## Recommendation:

The VRE Operations Board is asked to recommend the commissions authorize the VRE CEO to submit, on behalf of the commissions, a VRE application(s) to the I-395/95 Commuter Choice FY24-25 Program, to make any necessary corrections to the project amount or descriptions in the application(s) and execute all project funding agreements that may result from consideration of the VRE application(s).

## Summary:

VRE has identified capital and operating improvements to support and implement planned service enhancements. Consistent with VRE procedures for grant applications, the Operations Board must recommend the submission of grant applications to the commissions for their authorization. Commission authorization does not confer endorsement of any VRE application(s) in relation to the adopted I-395/95 Commuter Choice project selection process. Projects are proposed as separate Commuter Choice applications. VRE must rank its priorities or preferences for funding.

- 1) Step-up service restart and fare buy-down \$5,574,000
- 2) VRE service expansion \$9,200,000
- 3) Franconia-Springfield station improvements \$6,449,948
- 4) Crystal City station improvements \$18,786,281
- 5) Alexandria station improvements \$5,710,322



**Margaret Franklin**  
VRE Operations Board Chair  
Prince William County



**Rich Dalton**  
VRE CEO



# SPENDING AUTHORITY REPORT

On September 18, 2020, the VRE Operations Board approved increasing the CEO's delegated spending authority from \$100,000 to \$200,000. It was resolved as part of that increased delegation that any purchase or contract award in the range of \$50,000 to \$200,000 would be communicated to the Board as an information item.

- On November 1, 2022, VRE issued a sole source 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 November 9, 2022, VRE issued a blanket purchase order in an amount not to exceed \$134,500 to Powersolv, Inc., utilizing an existing cooperative staff augmentation contract, to obtain support from a systems architect on an as-needed basis for the administration and maintenance of VRE's SharePoint platform.
- On November 17, 2022, VRE issued a task order in the amount of \$194,235 to STV Incorporated under the mechanical engineering consulting services contract to provide 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.



**Rich Dalton**  
VRE CEO



# OPERATIONS BOARD MEMBERS' TIME



Walter Alcorn  
Fairfax County



Sarah Bagley  
Alexandria



Andrea Bailey  
Prince William County



Meg Bohmke  
Stafford County



Margaret Franklin  
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Lori Hayes  
Spotsylvania County



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Jeanine Lawson  
Prince William County



Mike McLaughlin  
Commonwealth of Virginia



Alanna Mensing  
Manassas Park



Ralph Smith  
Manassas



Dan Storck  
Fairfax County



James Walkinshaw  
Fairfax County



**THE DECEMBER 16, 2022 MEETING  
OF THE VRE OPERATIONS BOARD  
IS ADJOURNED**



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