

IN MEMORIAM



Norine M. Walker

1959-2023

VRE Project Manager

2014-2019

Accomplishments Include:

- Lifetime Excellence in Service Award, 2018, and Fellow, 2016, American Society of Civil Engineers (ASCE)
- Co-author of an award-winning book, *Engineering the Nation's Capital*, commemorating the 100th anniversary of the ASCE DC Section, 2016
- Trailblazer Award, Conference of Minority Transportation Officials, 2006
- *Changing Our World: True Stories of Women Engineers* (2006 book featured four University of Maryland engineering alumnae, including Norine)
- Transportation Research Board (TRB) Assignments:
 - Chair, National Cooperative Highway Research Program (NCHRP) Project Panel on Transportation Project Management-Best Practices, 2005-2010
 - Member, NCHRP Project Panel on Quantification of Benefits and Cost Effectiveness of Context Sensitive Design and Solutions in Transportation Facilities, 2005-2009
 - Member, TRB Standing Committee on Statewide Multimodal Planning, 1996-2002
- University of Maryland B.A. '81 urban studies and B.S. '83 civil engineering



VRE OPERATIONS BOARD MEETING

February 17, 2023

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

Meeting materials are available at

vre.org/about/board/board-agenda-minutes/2023/February



PLEDGE OF ALLEGIANCE



ROLL CALL



Walter Alcorn
Fairfax County



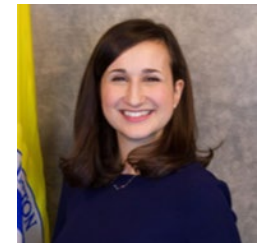
Sarah Bagley
Alexandria



Andrea Bailey
Prince William County



Meg Bohmke
Stafford County



Katie Cristol
Arlington



Margaret Franklin
Prince William County



Monica Gary
Stafford 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 January 20, 2023 VRE Operations Board Meeting
6. Chair's Comments
7. Chief Executive Officer's Report
8. VRE Riders' and Public Comment
9. Consent Agenda
 - A. Authorization to Provide a Letter of Support for Amtrak's Application for FY22 Federal-State Partnership for Intercity Passenger Rail Program Funding for the Crystal City High Level Platform Project
 - B. Authorization to Provide a Letter of Support for the City of Manassas Park 2023 RAISE Grant Application for the Park Central Complete Streets Project
10. Action Items
 - A. Authorization to Issue an MEC VII Task Order for National Transit Database and Asset Reporting Phase IX
 - B. Authorization to Execute a Contract for Program Management Consulting Services
 - C. Authorization to Execute a Contract for Forklift Trucks
 - D. Authorization to Execute a Sole Source Contract for the Purchase of Locomotive Radiators
 - E. Authorization to Extend the Lease Agreement for Parking at the Rippon VRE Station
 - F. Endorsement of the Preferred Concept for the Broad Run Expansion Project Near-Term Improvements
 - G. Recommend Adoption of VRE Pay Plan
11. Information Items
 - A. Spending Authority Report
12. Closed Session
13. Operations Board Members' Time

APPROVAL OF MINUTES

January 20, 2023

Meeting with YouTube Livestream

Members Present

- Walter Alcorn (NVTC) *
- Sarah Bagley (NVTC)
- Andrea Bailey (PRTC) *
- Meg Bohmke (PRTC) *
- Katie Cristol (NVTC)
- Margaret Franklin (PRTC)
- Monica Gary (PRTC)
- Matt Kelly (PRTC)
- Jeanine Lawson (PRTC) *
- Michael McLaughlin (VPRA)
- Alanna Mensing (PRTC)
- Ralph Smith (PRTC)
- Dan Storck (NVTC)
- James Walkinshaw (NVTC)

Members Absent

- Lori Hayes (PRTC)

*Participated virtually

Jurisdiction

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

Jurisdiction

- Spotsylvania County



James Walkinshaw
VRE Operations Board Chair
Fairfax County



CHAIR'S COMMENTS

- Welcome to the VRE Operations Board February meeting.
- A reminder the meeting is being livestreamed.
- VRE committee appointments for 2023 are as follows...



James Walkinshaw
VRE Operations Board Chair
Fairfax County



CHAIR'S COMMENTS - COMMITTEES

2023 Members

Executive & Audit



Sarah Bagley



Meg Bohmke



Margaret Franklin



Ralph Smith



James Walkinshaw

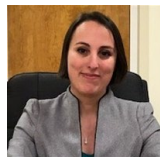
CEO/CLO Evaluation



Katie Cristol



Jeanine Lawson



Alanna Mensing

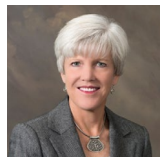


Dan Storck

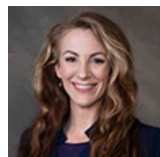
Finance



Sarah Bagley



Meg Bohmke



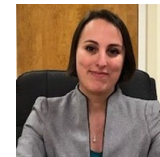
Monica Gary



Dan Storck

Legislative

Nominating



Alanna Mensing



CEO REPORT

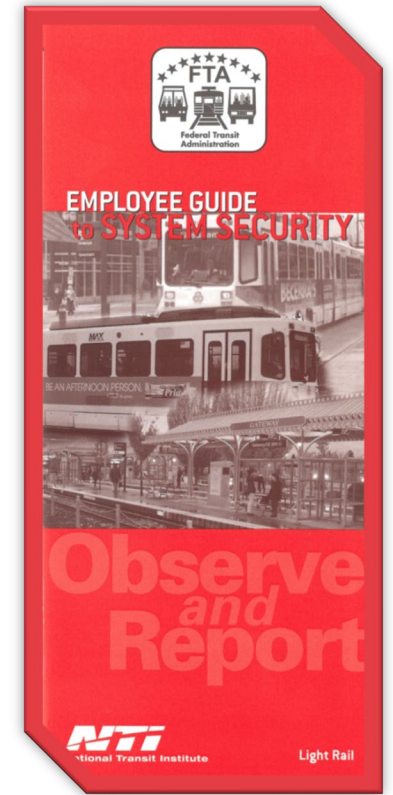
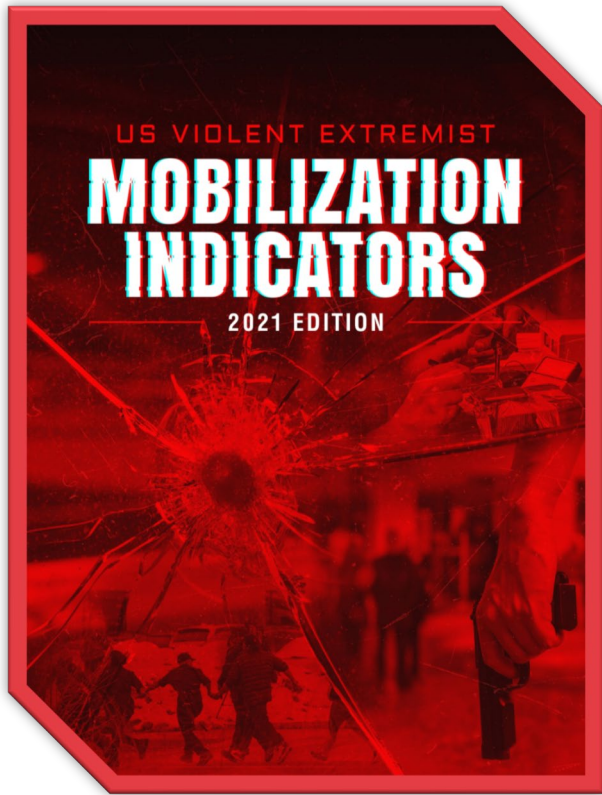
- **Safety**
- **Performance**
- **Ridership**
- **Legislative Update**



Rich Dalton
VRE CEO

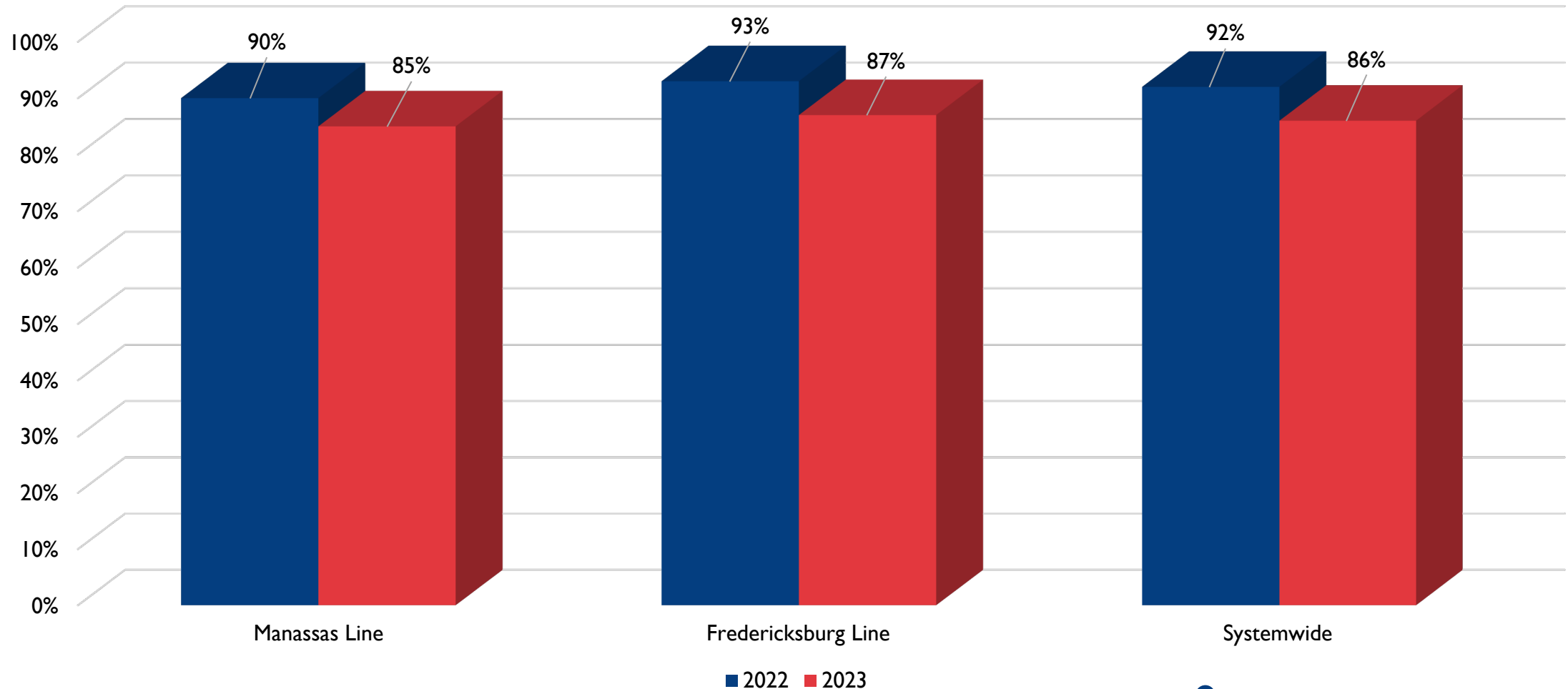


CEO REPORT – SAFETY – STAFF LUNCH & LEARN ON SECURITY PRINCIPLES

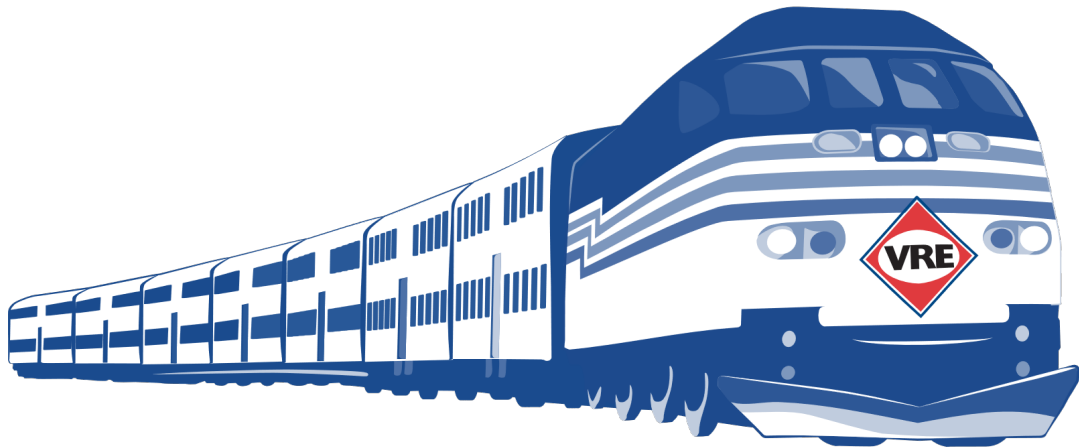


CEO REPORT – ON-TIME PERFORMANCE

January Comparisons



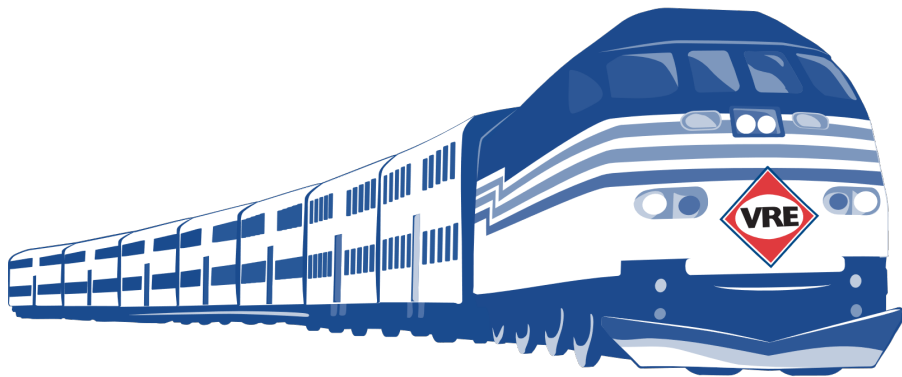
CEO REPORT – ON-TIME PERFORMANCE



| | NOV. 2022 | DEC. 2022 | JAN. 2023 |
|----------------------------------|-----------|-----------|-----------|
| | 19 Days | 21 Days | 20 Days |
| <i>LATE TRAINS</i> | | | |
| Manassas | 62 | 44 | 48 |
| Fredericksburg | 41 | 33 | 42 |
| Systemwide | 103 | 77 | 90 |
| <i>AVERAGE MINUTES DELAYED</i> | | | |
| | 14 | 15 | 17 |
| <i># TRAINS 30+ MINUTES LATE</i> | | | |
| | 19 | 4 | 12 |
| <i>OTP</i> | | | |
| Manassas | 80% | 85% | 85% |
| Fredericksburg | 87% | 89% | 87% |
| Systemwide | 83% | 87% | 86% |



CEO REPORT – ON-TIME PERFORMANCE

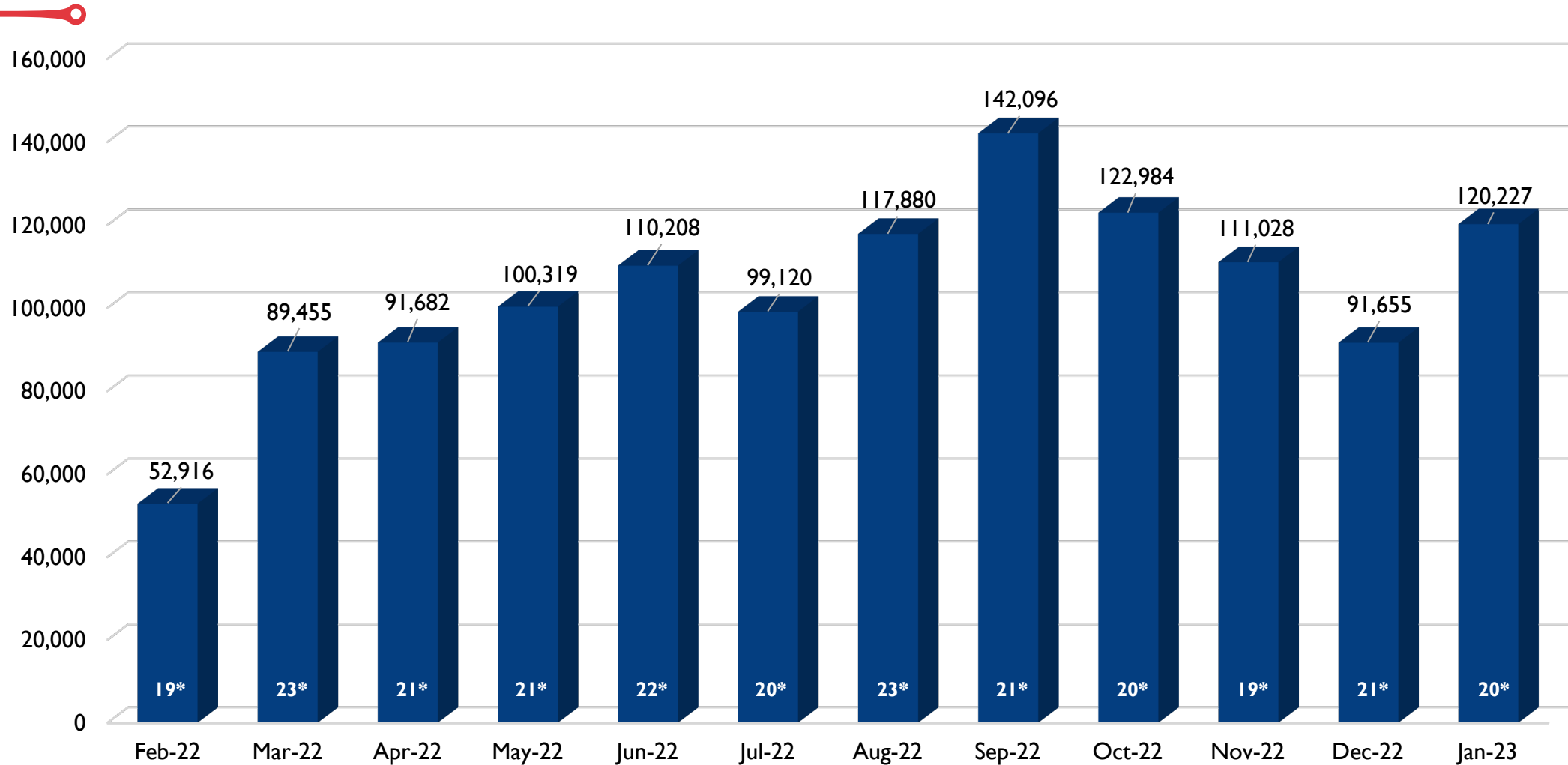


| | | NOV. | DEC. | JAN. | TOTAL # | TOTAL % |
|------------------------|-----------|---------------------|-----------|-----------|------------|---------------|
| | | 19 Days | 21 Days | 20 Days | 60 Days | |
| CAUSE | | # OF TRAINS DELAYED | | | | |
| Congestion | | 76 | 62 | 51 | 189 | 69.7% |
| Switch/Signal Issue | | 3 | 4 | 16 | 23 | 8.5% |
| Positive Train Control | Primary | 1 | 1 | 4 | 6 | 5.2% |
| | Cascading | 3 | - | 5 | 8 | |
| Police Activity | | 3* | 3** | 7*** | 13 | 4.8% |
| Mechanical | Primary | 3 | 2 | 1 | 6 | 4.4% |
| | Cascading | 4 | - | 2 | 6 | |
| Dispatcher | | 5 | | 5 | 10 | 3.7% |
| Weather | | - | 4 | - | 4 | 1.5% |
| Leaf Oil (Wheel Slip) | | 2 | - | - | 2 | 0.7% |
| Trespasser(s) | | 1 | 1 | - | 2 | 0.7% |
| Debris Strike | | 1 | - | - | 1 | 0.4% |
| Maintenance of Way | | 1 | - | - | 1 | 0.4% |
| Total Delays | | 103 | 77 | 91 | 271 | 100.0% |

*Issue on Amtrak 93 (11/22) & VIP Movement (11/22) **Report of Vehicle on Tracks (12/14) & Medical Emergency (12/15) ***Car stuck on tracks (1/18), Amtrak passenger issue (1/23), Medical emergency (1/13) & Trespasser (1/26)

CEO REPORT – MONTHLY RIDERSHIP

Exclusive of Boardings at Alexandria and Crystal City

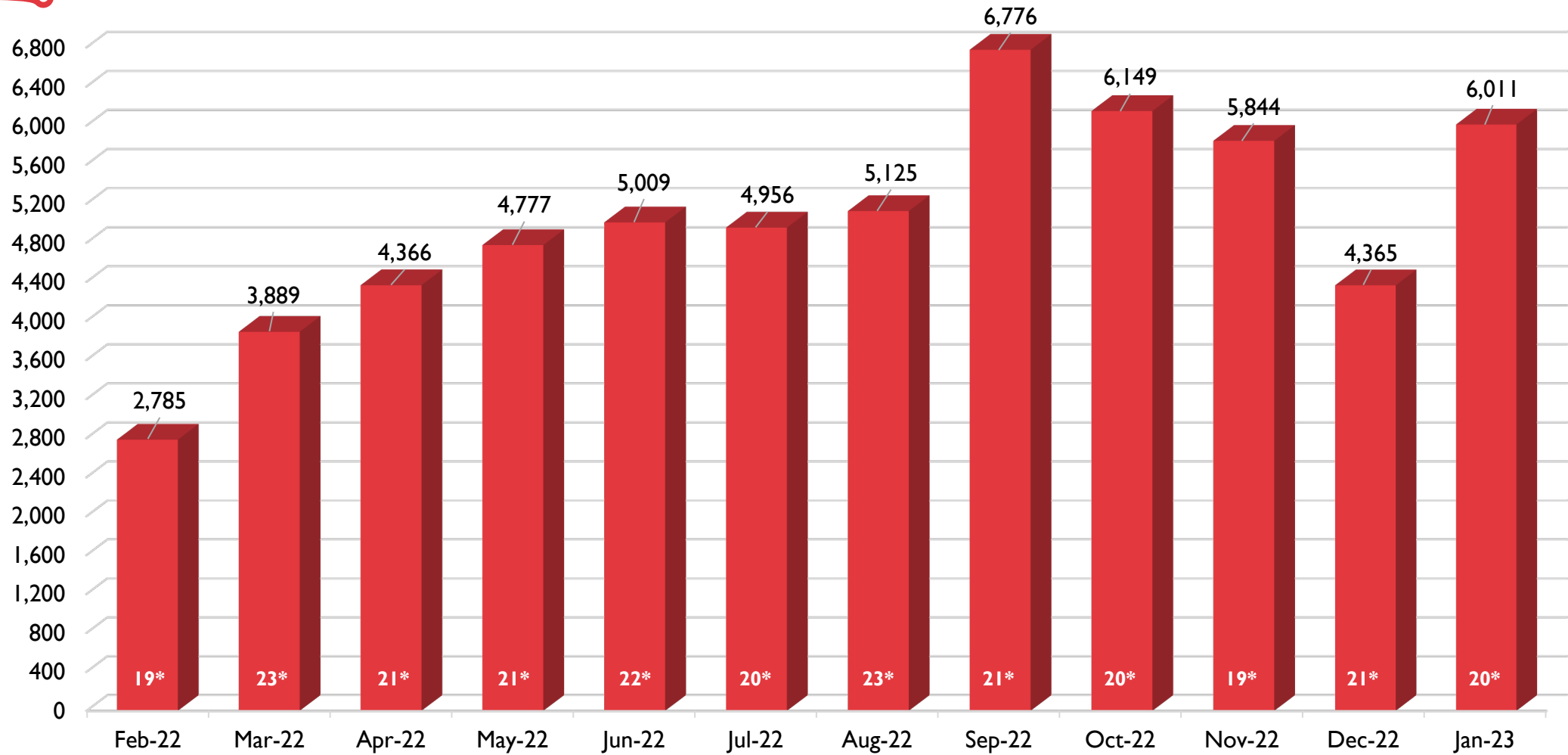


*service days per month



CEO REPORT – AVERAGE DAILY RIDERSHIP

Exclusive of Boardings at Alexandria and Crystal City



*service days per month



CEO REPORT – LEGISLATIVE UPDATE



Rich Dalton
VRE CEO



Joe Swartz
VRE Director of
Government and
Community Affairs



CEO REPORT – COMMENTS



VRE RIDERS' & PUBLIC COMMENT



James Walkinshaw
VRE Operations Board Chair
Fairfax County



CONSENT AGENDA

- A. Authorization to provide a letter of support for Amtrak’s Application for FY22 Federal-State Partnership for Intercity Passenger Rail Program Funding for the Crystal City High Level Platform Project

Amtrak has requested VRE provide a letter of support for its application to the Federal-State Partnership for Intercity Passenger Rail Program. If awarded, the funds will be used for the Crystal City High Level Platform Project.

- B. Authorization to provide a letter of support for the City of Manassas Park 2023 RAISE grant application for the Park Central Complete Streets Project

The City of Manassas Park is applying to the USDOT RAISE discretionary infrastructure grant program to fund construction of transportation and streetscape improvements and has asked VRE to provide a letter of support for the application. The Park Central Complete Streets project will enhance the transit-oriented development and ensure safe and adequate access to the Manassas Park VRE station.



James Walkinshaw
VRE Operations Board Chair
Fairfax County



Rich Dalton
VRE CEO



AUTHORIZATION TO ISSUE AN MEC VII TASK ORDER FOR NATIONAL TRANSIT DATABASE AND ASSET REPORTING PHASE IX

Recommendation:

The VRE Operations Board is asked to authorize the CEO to issue a mechanical engineering consulting services (MEC VII) task order to STV Incorporated for National Transit Database and Asset Management Reporting Phase IX in the amount of \$469,315, plus a 10 percent contingency of \$46,932, for a total not to exceed \$516,247.

Summary:

Under the terms of this contract, STV will maintain and enhance three distinct data support systems:

- VRE Transit Asset Management System – An internet-based assessment management tool for VRE that features an executive dashboard and modules that include inventory data and the ability to conduct condition assessments for facility, equipment, rolling stock, and infrastructure assets.
- ArcGIS Online Software – Applications used in collecting inventory and condition data in the field.
- Capital Project Ranking Tool – In response to Federal Transit Administration comments provided in VRE's last triennial review, STV developed a capital project ranking tool to supplement the decision support process documented in VRE's 2022 Transit Asset Management Plan. The tool offers a quantitative approach to evaluating potential projects using a numeric ranking methodology with scores that are derived by applying VRE's decision-making questions and prioritization hierarchy.



James Walkinshaw
VRE Operations Board Chair
Fairfax County



Rich Dalton
VRE CEO



AUTHORIZATION TO EXECUTE A CONTRACT FOR PROGRAM MANAGEMENT CONSULTING SERVICES

Recommendation:

The VRE Operations Board is asked to authorize the CEO to execute a contract with Hill International, Inc. of Philadelphia, PA for program management consulting (PMC) services for a base year and three option years in an amount not to exceed \$1.5 million per year for a total not to exceed \$6 million for the four-year term of the contract. The option years may be exercised at the CEO's discretion.

Summary:

Given the growth in the number and complexity of projects projected in VRE's Capital Improvement Program for the next six years, VRE needs to expand its program management capacity for successful project delivery. This includes additional project management and procurement resources, as well as personnel with special expertise to augment VRE's present staff, in order to deliver a high volume of capital projects on time.

On March 18, 2016, the VRE Operations Board authorized the CEO to issue a request for proposals for program management consulting services. The PMC contract will employ task order agreements. VRE Operations Board approval is required prior to award of each task order in excess of the CEO's delegated spending authority.



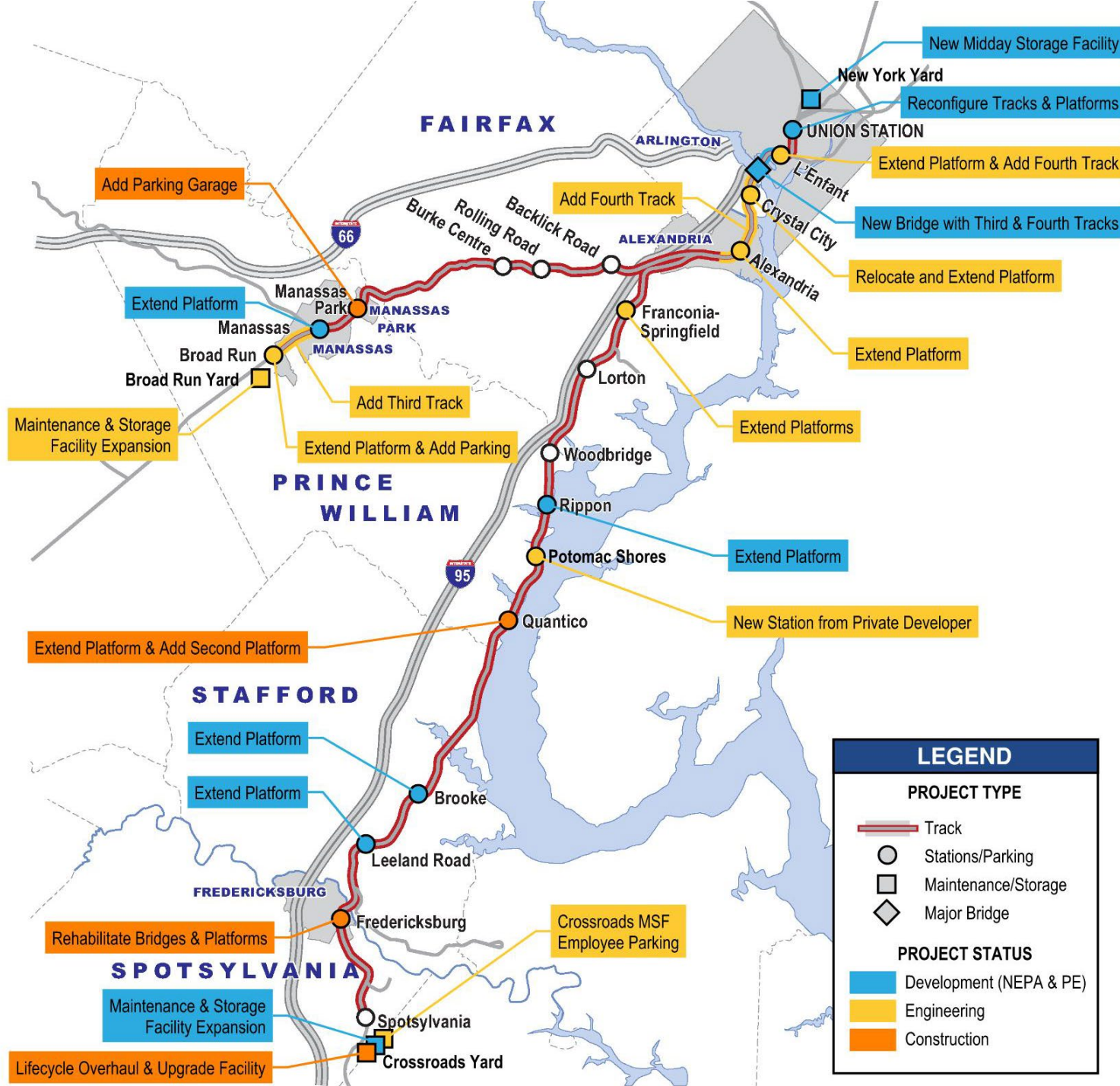
James Walkinshaw
VRE Operations Board Chair
Fairfax County



Rich Dalton
VRE CEO



Agenda Item 10B



AUTHORIZATION TO EXECUTE A CONTRACT FOR FORKLIFT TRUCKS

Recommendation:

The VRE Operations Board is asked to authorize the CEO to execute a contract with Wiese USA, an authorized dealer of Mitsubishi Caterpillar Forklift America Inc., of Baltimore, Maryland for forklift trucks in the amount of \$383,384, plus a 10 percent contingency of \$38,338, for a total amount not to exceed \$421,722.

Summary:

VRE relies on forklifts to move materials throughout the maintenance and storage facilities. With time and use, the five forklift trucks purchased between 1998 and 2007 have worn out, requiring excessive repairs and downtime. The contract with Wiese USA will require delivery of the five new forklifts within 52 weeks unless otherwise extended.



James Walkinshaw
VRE Operations Board Chair
Fairfax County



Rich Dalton
VRE CEO



AUTHORIZATION TO EXECUTE A SOLE SOURCE CONTRACT FOR THE PURCHASE OF LOCOMOTIVE RADIATORS

Recommendation:

The VRE Operations Board is asked to authorize the CEO to execute a sole source contract with Wabtec Global Services of Pittsburgh, PA for locomotive radiators in the amount of \$1,139,468, plus a 10 percent contingency of \$113,947, for a total amount not to exceed \$1,253,415.

Summary:

Forty-four new locomotive radiators are needed to replace existing radiators that have reached the end of their useful life. Wabtec Global Services is the only known supplier of service-proven radiators designed to optimize cooling water flow for VRE's MP36PH-3C locomotives. The radiators will be installed by VRE's maintenance contractor.



James Walkinshaw
VRE Operations Board Chair
Fairfax County



Rich Dalton
VRE CEO



AUTHORIZATION TO EXTEND THE LEASE AGREEMENT FOR PARKING AT THE RIPPON VRE STATION

Recommendation:

The VRE Operations Board is asked to authorize the CEO to extend a lease agreement with RCKF Riverside PLP LLC, formerly KP Big Crest Lane, LLC, for parking at the Rippon station in the amount of \$193,176 for one year.

Summary:

The lease agreement, for 320 parking spaces, will serve riders boarding at the Rippon station. An agreement for these parking spaces has been in place since 2004, and the current extension of the agreement runs through the end of February 2023. A proffer statement / development plan executed between Prince William County and KP Big Crest Lane, LLC, now RCKF Riverside PLP LLC, in 2011 stipulates an annual 2 percent increase in the lease amount. Factoring in this increase, the annual cost is \$193,176 for 2023-2024.



James Walkinshaw
VRE Operations Board Chair
Fairfax County



Rich Dalton
VRE CEO



ENDORSEMENT OF THE PREFERRED CONCEPT FOR THE BROAD RUN EXPANSION PROJECT NEAR-TERM IMPROVEMENTS

Recommendation:

The VRE Operations Board is asked to endorse a preferred concept for the Broad Run Expansion Project near-term improvements. The new concept employs a site located south of the Broad Run station and Norfolk Southern Railway (NS) tracks as the preferred location for the expanded yard, station and parking.

Summary:

VRE has continued to refine design of the near-term improvements for the Broad Run Expansion Project. The purpose of this item is to endorse a preferred location and concept for expanded station parking, yard improvements and station relocation.

The proposed improvements include:

- Expansion of the existing Broad Run Maintenance and Storage Facility to accommodate additional railcars
- Additional parking spaces at the Broad Run station
- A third mainline track between Manassas Junction and Broad Run station within the existing NS right-of-way, subject to NS review and approval
- Adjustment and minor relocation of the Broad Run platform to accommodate the above changes



James Walkinshaw
VRE Operations Board Chair
Fairfax County



Rich Dalton
VRE CEO



Agenda Item 10F



RECOMMEND ADOPTION OF VRE PAY PLAN

Recommendation:

The VRE Operations Board is asked to recommend the Potomac and Rappahannock Transportation Commission (PRTC) adopt the proposed pay plan for VRE employees as recommended by Baker Tilly US, LLP (Baker Tilly).

Summary:

Adoption and implementation of a pay plan specific to VRE as part of the overall PRTC employee compensation policy will demonstrate VRE's due diligence toward ensuring its approach to employee compensation is market competitive, internally equitable, and considerate of the roles and responsibilities of VRE- and rail-specific positions.



James Walkinshaw
VRE Operations Board Chair
Fairfax County



Rich Dalton
VRE CEO



Background

- In March 2020, PRTC engaged Baker Tilly US, LLC (Baker Tilly) to conduct and analyze a Classification and Compensation study on all PRTC OmniRide and VRE positions
- In July 2021, PRTC adopted a Pay Plan recommended by Baker Tilly for *OmniRide employees only*
- VRE was authorized to proceed with continued examination of VRE positions to ensure consideration was given to *unique roles & duties for VRE rail-specific positions*
- VRE engaged with the same consultant for this purpose and a VRE proposed Pay Plan was developed that reflects the desire for pay to be internally equitable and market competitive


Pay Plan

- ✓ A framework for providing fair and transparent compensation for all employees
- ✓ Consists of grades with minimum and maximum pay rates for each
- ✓ Positions are then assigned to grades based on internal equity and market pricing



Proposed Pay Plan

- 40 pay grades
- Minimum and maximum pay rates for each grade

|  | Pay Plan | | |
|--|---------------|---------------|---------------|
| | Salary Range | | |
| | Pay Grade | Minimum | Midpoint |
| 1 | \$ 30,165.38 | \$ 39,215.00 | \$ 48,264.62 |
| 2 | \$ 31,673.65 | \$ 41,175.75 | \$ 50,677.85 |
| 3 | \$ 33,257.34 | \$ 43,234.54 | \$ 53,211.74 |
| 4 | \$ 34,920.20 | \$ 45,396.26 | \$ 55,872.33 |
| 5 | \$ 36,666.21 | \$ 47,666.08 | \$ 58,665.94 |
| 6 | \$ 38,499.52 | \$ 50,049.38 | \$ 61,599.24 |
| 7 | \$ 40,424.50 | \$ 52,551.85 | \$ 64,679.20 |
| 8 | \$ 42,445.73 | \$ 55,179.44 | \$ 67,913.16 |
| 9 | \$ 44,568.01 | \$ 57,938.42 | \$ 71,308.82 |
| 10 | \$ 46,796.41 | \$ 60,835.34 | \$ 74,874.26 |
| 11 | \$ 49,136.23 | \$ 63,877.10 | \$ 78,617.97 |
| 12 | \$ 51,593.04 | \$ 67,070.96 | \$ 82,548.87 |
| 13 | \$ 54,172.70 | \$ 70,424.51 | \$ 86,676.31 |
| 14 | \$ 56,881.33 | \$ 73,945.73 | \$ 91,010.13 |
| 15 | \$ 59,725.40 | \$ 77,643.02 | \$ 95,560.64 |
| 16 | \$ 62,711.67 | \$ 81,525.17 | \$ 100,338.67 |
| 17 | \$ 65,847.25 | \$ 85,601.43 | \$ 105,355.60 |
| 18 | \$ 69,139.61 | \$ 89,881.50 | \$ 110,623.38 |
| 19 | \$ 72,596.59 | \$ 94,375.57 | \$ 116,154.55 |
| 20 | \$ 76,226.42 | \$ 99,094.35 | \$ 121,962.28 |
| 21 | \$ 80,037.75 | \$ 104,049.07 | \$ 128,060.39 |
| 22 | \$ 84,039.63 | \$ 109,251.52 | \$ 134,463.41 |
| 23 | \$ 88,241.61 | \$ 114,714.10 | \$ 141,186.58 |
| 24 | \$ 92,653.70 | \$ 120,449.80 | \$ 148,245.91 |
| 25 | \$ 97,286.38 | \$ 126,472.29 | \$ 155,658.21 |
| 26 | \$ 98,367.34 | \$ 132,795.91 | \$ 167,224.48 |
| 27 | \$ 103,285.71 | \$ 139,435.70 | \$ 175,585.70 |
| 28 | \$ 108,449.99 | \$ 146,407.49 | \$ 184,364.99 |
| 29 | \$ 113,872.49 | \$ 153,727.86 | \$ 193,583.24 |
| 30 | \$ 119,566.12 | \$ 161,414.26 | \$ 203,262.40 |
| 31 | \$ 125,544.42 | \$ 169,484.97 | \$ 213,425.52 |
| 32 | \$ 131,821.64 | \$ 177,959.22 | \$ 224,096.79 |
| 33 | \$ 138,412.73 | \$ 186,857.18 | \$ 235,301.63 |
| 34 | \$ 145,333.36 | \$ 196,200.04 | \$ 247,066.72 |
| 35 | \$ 152,600.03 | \$ 206,010.04 | \$ 259,420.05 |
| 36 | \$ 160,230.03 | \$ 216,310.54 | \$ 272,391.05 |
| 37 | \$ 168,241.53 | \$ 227,126.07 | \$ 286,010.61 |
| 38 | \$ 176,653.61 | \$ 238,482.37 | \$ 300,311.14 |
| 39 | \$ 185,486.29 | \$ 250,406.49 | \$ 315,326.69 |
| 40 | \$ 194,760.60 | \$ 262,926.82 | \$ 331,093.03 |



Methodology

- Position reviews and market data established in the first study were used in the supplemental study for positions other than the ones chosen for continued examination:
 - Director of Mechanical Operations
 - Director of Rail Operations
 - Director of Planning & Environmental Policy
 - Manager of Facilities Management
 - Planning Program Manager
 - Project Manager - Design & Construction
 - Warehouse & Inventory Control Specialist
 - Director of Government & Community Affairs
 - Budget Manager
 - *Included because job description & title were updated since first study*

The Process:

- ✓ Job description updates
- ✓ Position reviews (internal equity)
- ✓ Market assessment (external equity)
- ✓ Pay Plan development
- ✓ Position assignments within the proposed Pay Plan

- All results were merged and used for developing a proposed VRE Pay Plan



An Impactful Study

- 7 of the 9 of the positions re-evaluated were scored higher in Baker Tilly's job evaluation process than in the original study
- 27 of the 41 position titles examined (internally and externally) were assigned to pay grades that varied from the original study (some higher, some lower)
 - This is indicative of the fact that this supplemental review was necessary to identify a competitive and equitable Pay Plan for VRE
- VRE will maintain the classification and compensation system by utilizing Baker Tilly's Systematic Analysis Factor Evaluation (SAFE) methodology



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 January 5, 2023, VRE issued a task order in an amount not to exceed \$90,710 to STV Incorporated under the general planning consulting services contract for general planning support on an as-needed basis. The purpose of this task order is to obtain consultant support as necessary over a term of 24 months for multiple VRE projects, including assistance with the completion of National Transit Database annual reporting and analyses of VRE and regional data in response to requests for information. The first assignment anticipated under this task order is to assist in developing a grant application to the NVTC Commuter Choice Program.



Rich Dalton
VRE CEO



OPERATIONS BOARD MEMBERS' TIME



Walter Alcorn
Fairfax County



Sarah Bagley
Alexandria



Andrea Bailey
Prince William County



Meg Bohmke
Stafford County



Katie Cristol
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Margaret Franklin
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Monica Gary
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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



**THE FEBRUARY 17, 2023 MEETING
OF THE VRE OPERATIONS BOARD
IS ADJOURNED**



[VRE.ORG](https://vre.org)

