



VRE OPERATIONS BOARD MEETING

November 18, 2022

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

Meeting materials are available at
vre.org/about/board/board-agenda-minutes/2022/November

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 October 21, 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. Acceptance of the Fiscal Year 2022 Audited Financial Statements and Auditor's Report and Authorization to Forward to the Commissions
 - B. Authorization to Issue a Request for Proposals for Insurance Brokerage Services
 - C. Approval of the Amended VRE Operations Board Bylaws
 - D. Charge to the 2023 Operations Board Officers Nominating Committee Regarding Subordinate Officers
 - E. Authorization to Provide a Letter of Support for VPRA's CRISI Grant Application
 - F. Approve Subrecipient Agreement with Manassas Park for Use of NVTC Grant Funds for Parking Garage at Manassas Park VRE Station
 - G. Recommend Approval of a Boundary Line Adjustment Deed and Plat for Conveyance of Manassas Park Property to Commissions
 - H. Recommend the Commissions Approve the 2023 VRE Legislative Agenda
10. Information Items
 - A. Crossroads Yard Master Plan Overview
 - B. FY 2024 Budget Update
 - C. Spending Authority Report
11. Closed Session
12. Operations Board Members' Time

APPROVAL OF MINUTES

October 21, 2022

Meeting with YouTube Livestream

Members Present

- Walter Alcorn (NVTC)
- Sarah Bagley (NVTC)
- Meg Bohmke (PRTC)
- Margaret Franklin (PRTC)
- Libby Garvey (NVTC)
- Lori Hayes (PRTC)
- Matt Kelly (PRTC)
- Michael McLaughlin (VPRA)
- Alanna Mensing (PRTC)
- Dan Storck (NVTC)
- James Walkinshaw (NVTC)

Members Participating Virtually

- Andrea Bailey (PRTC)
- Jeanine Lawson (PRTC)

Members Absent

- Monica Gary (PRTC)
- Ralph Smith (PRTC)

Jurisdiction

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

- Prince William County
- Prince William County

Jurisdiction

- Stafford County
- City of Manassas



Margaret Franklin
VRE Operations Board Chair
Prince William County

CHAIR'S COMMENTS

- Welcome to the VRE Operations Board November meeting.
- I will be appointing a Nominating Committee, which will present a slate of candidates for the Executive Committee at our December meeting.
- We will be going into closed session toward the end of the meeting for the General Counsel's evaluation.
- I want to remind everyone we will take a group photo of the Operations Board right after we adjourn today – we'll meet up outside the double doors.
- After we finish with the group photo there is a Finance Committee meeting here in this room.
- Now I'll turn it over to Rich for the CEO report.



Margaret Franklin
VRE Operations Board Chair
Prince William County

CEO REPORT

- **Safety**
- **Performance**
- **Ridership**
- **Freight Rail Strike Update**
- **New Staff**
- **Santa Trains and Toys for Tots**



Rich Dalton
VRE CEO



CEO REPORT – SAFETY

Full-Scale Emergency Response Drill



CEO REPORT – SAFETY

Seven Injury-Free Years at Broad Run



Broad Run - Mechanical	2596	Crossroads - Mechanical	51
As of Monday 14 Nov 2022		As of Monday 14 Nov 2022	
Broad Run - Transportation	2434	Crossroads - Transportation	142
As of Monday 14 Nov 2022		As of Monday 14 Nov 2022	
Days worked without an injury		Days worked without an injury	



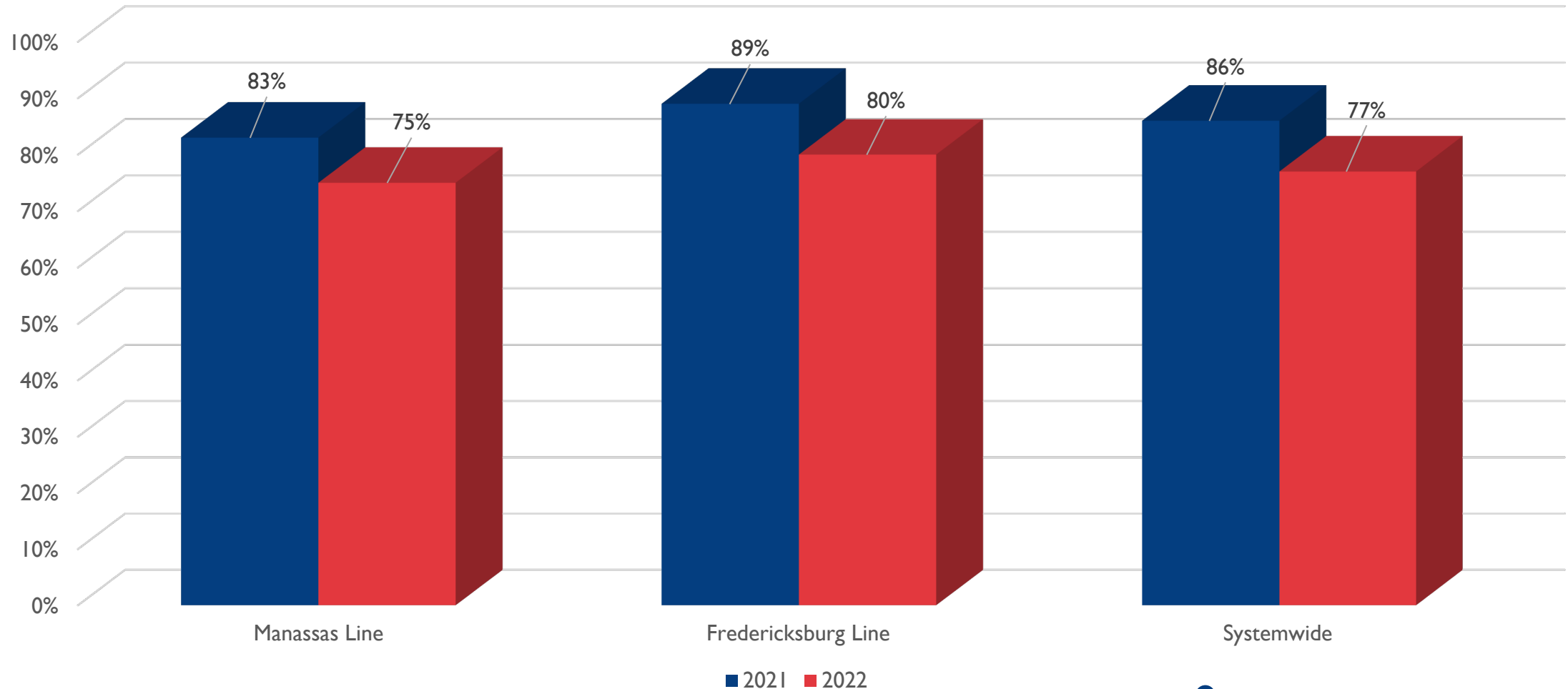
CEO REPORT – SAFETY

988 Suicide Prevention & Crisis Lifeline

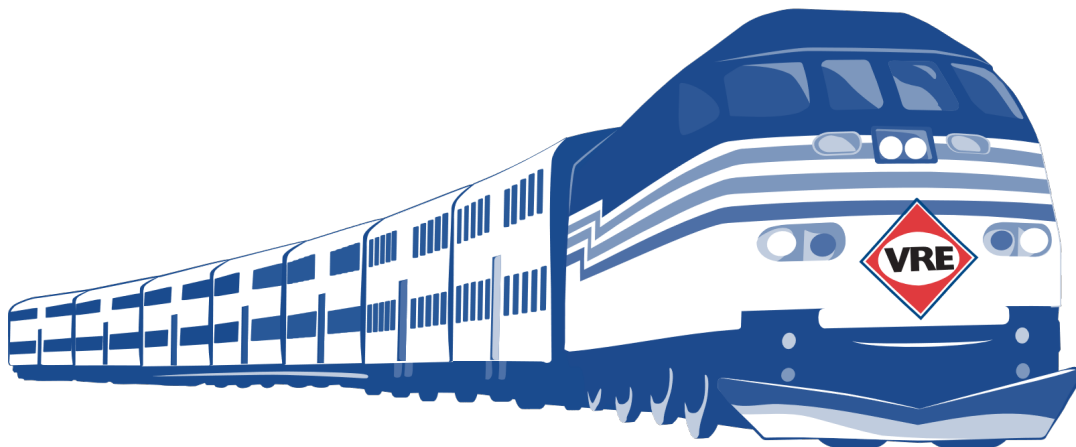


CEO REPORT – ON-TIME PERFORMANCE

October Comparisons



CEO REPORT – ON-TIME PERFORMANCE



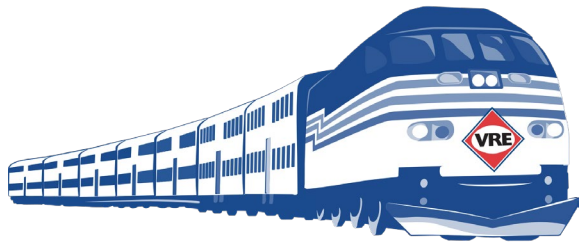
	AUG. 2022	SEPT. 2022	OCT. 2022
	23 Days	21 Days	20 Days
<i>LATE TRAINS</i>			
Manassas	71	73	80
Fredericksburg	31	49	64
Systemwide	102	122	144
<i>AVERAGE MINUTES DELAYED</i>			
	31	23	14
<i># TRAINS 30+ MINUTES LATE</i>			
	20	25	8
<i>OTP</i>			
Manassas	81%	78%	75%
Fredericksburg	91%	85%	80%
Systemwide	86%	82%	77%



CEO REPORT – ON-TIME PERFORMANCE

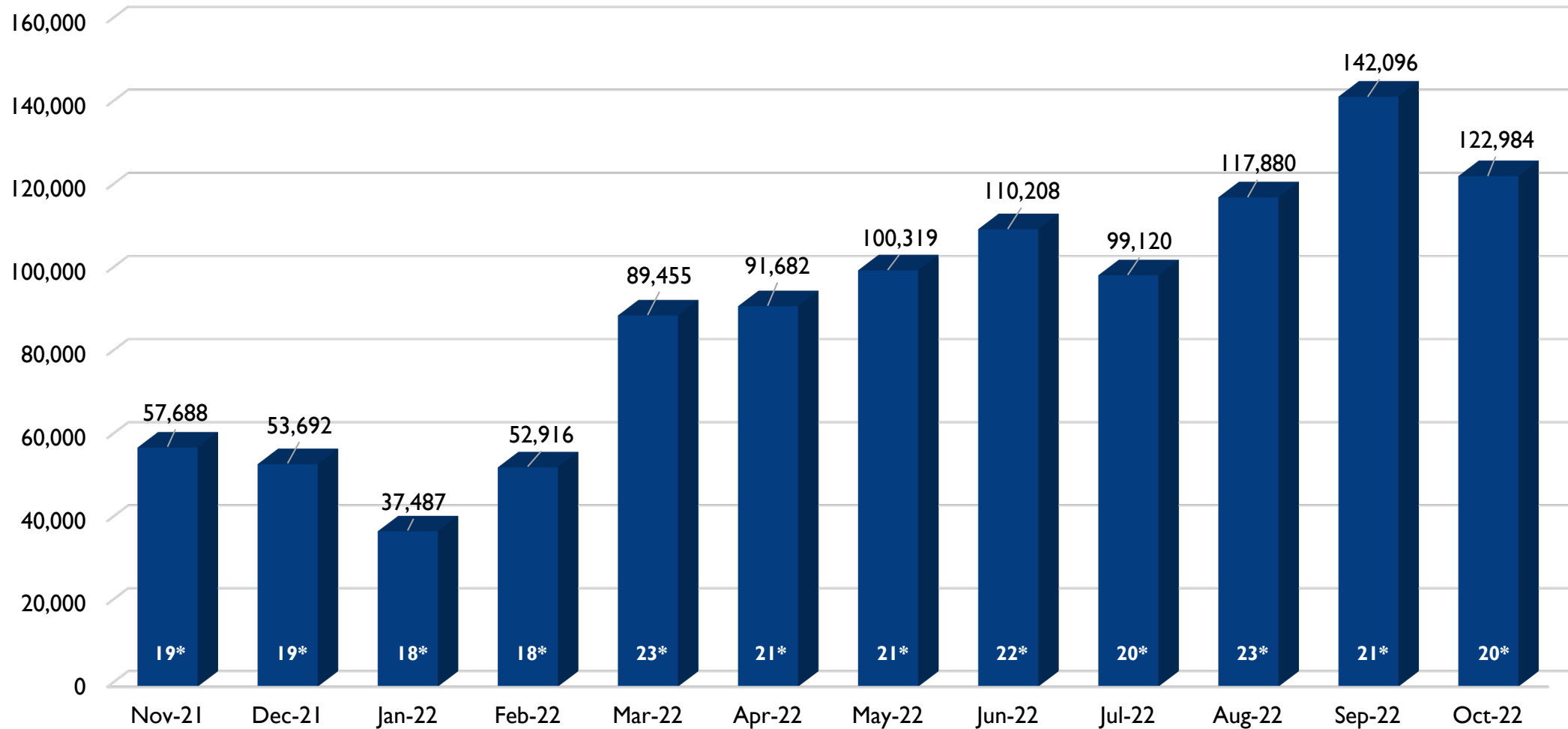
		AUG.	SEPT.	OCT.	TOTAL #	TOTAL %
		23 Days	21 Days	20 Days	64 Days	
CAUSE		# OF TRAINS DELAYED				
Congestion		51	81	98	230	62.2%
Switch/Signal Issue		13	16	8	37	10.0%
Positive Train Control	Primary	3	4	6	13	7.0%
	Cascading	6	4	3	13	
Weather		12	7	-	19	5.1%
Mechanical	Primary	-	-	6	6	3.5%
	Cascading	-	-	7	7	
Dispatcher		2	4	6	12	3.2%
Police Activity		4	6	2*	12	3.2%
Crew Hours of Service		7	-	-	7	1.9%
Maintenance of Way		6	-	1	7	1.9%
Speed Restrictions		-	-	4	4	1.1%
Passenger Assistance		-	-	2	2	0.6%
Leaf Oil (Wheel Slip)		-	-	1	1	0.3%
Total Delays		104	122	144	370	100.0%

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



CEO REPORT – MONTHLY RIDERSHIP

Exclusive of Boardings at Alexandria and Crystal City

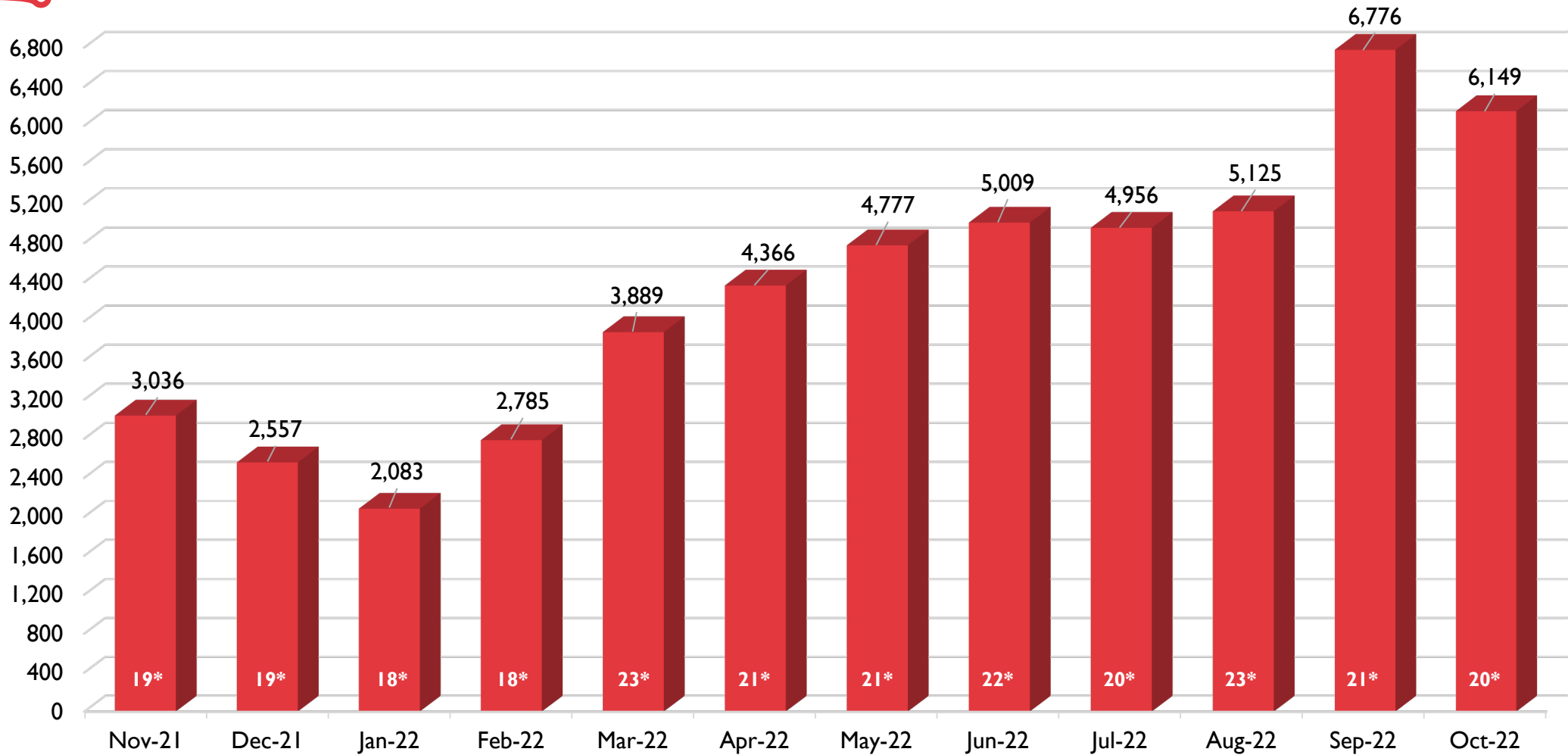


*service days per month



CEO REPORT – AVERAGE DAILY RIDERSHIP

Exclusive of Boardings at Alexandria and Crystal City



*service days per month



CEO REPORT – AVERAGE DAILY RIDERSHIP

By Day – Monday through Friday

FY 2020	Thru Feb. 28	Mon	Tues	Wed	Thurs	Fri
Ridership %		20%	22%	22%	21%	15%
	Manassas	8,333	8,964	8,834	8,652	6,255
	Fredericksburg	10,020	10,924	11,006	10,576	7,901

FY 2023	Thru Oct. 28	Mon	Tues	Wed	Thurs	Fri
Ridership %		18%	24%	24%	21%	13%
	Manassas	1,944	2,592	2,588	2,216	1,321
	Fredericksburg	3,362	4,255	4,379	3,773	2,330



CEO REPORT – RIDERSHIP

Percentage By Day and by Line

% of Riders	Mon	Tues	Wed	Thurs	Fri
FY 2020*	20%	22%	22%	21%	15%
FY 2023**	18%	24%	24%	21%	13%

% of Ridership by Line	Fredericksburg	Manassas
FY 2020*	55%	45%
FY 2023**	63%	37%

*Through February 28, 2020
 **Through October 28, 2022



CEO REPORT – RAIL STRIKE UPDATE

CNN BUSINESS Markets Tech Media Success Perspectives Videos

A third railroad union rejects proposed contract, further raising the odds of a strike

By Chris Isidore and Vanessa Yurkevich, CNN Business
Updated 4:25 PM EST, Mon November 14, 2022



CEO REPORT – NEW STAFF



Mark DeGrush
Comptroller

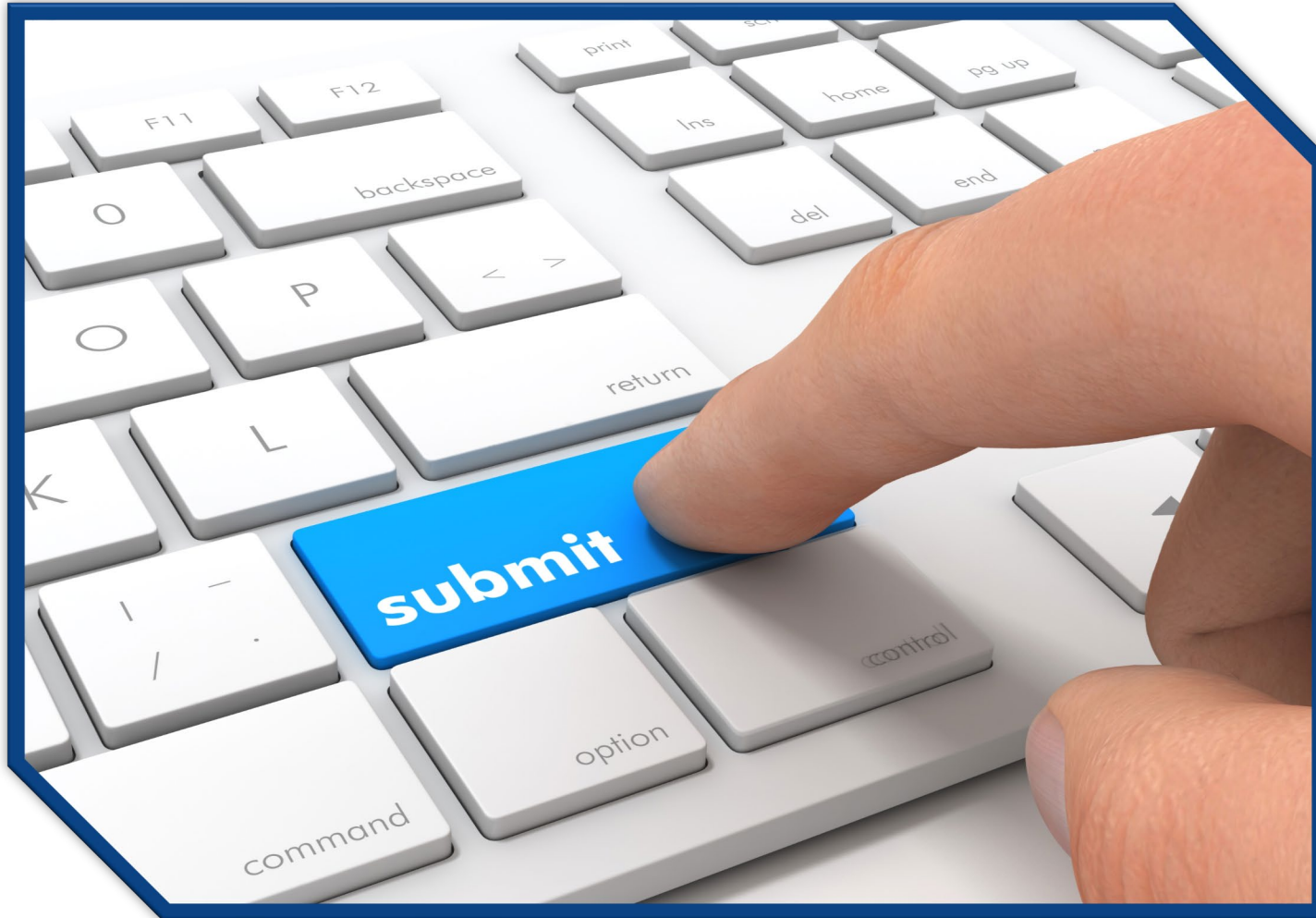
CEO REPORT – SANTA TRAINS & TOYS FOR TOTS



CEO REPORT – COMMENTS



VRE RIDERS' & PUBLIC COMMENT



Margaret Franklin
VRE Operations Board Chair
Prince William County

ACCEPTANCE OF THE FISCAL YEAR 2022 AUDITED FINANCIAL STATEMENTS AND AUDITOR'S REPORT AND AUTHORIZATION TO FORWARD TO THE COMMISSIONS

Recommendation:

The VRE Operations Board is asked to accept the Fiscal Year (FY) 2022 Annual Comprehensive Financial Report and associated information from the auditors and to authorize the CEO to forward this information to the commissions for their consideration.

Summary:

The audit of VRE's FY 2022 financial statements has been completed and the auditors have issued an unmodified opinion. The opinion letter states the VRE statements, in all material respects, fairly and accurately present the financial position of the organization. This opinion is the best outcome of a financial audit.



Margaret Franklin
VRE Operations Board Chair
Prince William County



Rich Dalton
VRE CEO



AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR INSURANCE BROKERAGE SERVICES

Recommendation:

The VRE Operations Board is asked to authorize the CEO to issue a request for proposals (RFP) for insurance brokerage services for a base period of three years and two one-year option periods.

Summary:

The RFP will solicit proposals from qualified insurance brokerage firms capable of brokering coverage, such as property, terrorism, cybersecurity, pollution, employed lawyers and liability insurance, and providing consulting support to VRE staff on matters relating to VRE's risk profile and the worldwide insurance market, and providing other associated assistance.



Margaret Franklin
VRE Operations Board Chair
Prince William County



Rich Dalton
VRE CEO



APPROVAL OF AMENDED VRE OPERATIONS BOARD BYLAWS

Recommendation:

The VRE Operations Board is asked to approve changes to the VRE Operations Board Bylaws.

Summary:

At its July 2022 meeting, a redline version of the VRE Operations Board Bylaws was provided that reflected recent changes to the Electronic Participation Policy. The Operations Board is now asked to approve the updated Bylaws.

Proposed changes to the Bylaws include that in accordance with the Virginia Freedom of Information Act, the OPERATIONS BOARD may conduct all-virtual public meetings through electronic communication means, and individual OPERATIONS BOARD members may participate in in-person public meetings remotely through electronic communication means in accordance with the OPERATIONS BOARD's duly approved Electronic Participation Policy.



Margaret Franklin
VRE Operations Board Chair
Prince William County



Rich Dalton
VRE CEO



CHARGE TO THE 2023 OPERATIONS BOARD OFFICERS NOMINATING COMMITTEE REGARDING SUBORDINATE OFFICERS

Recommendation:

The VRE Operations Board is asked to approve a charge to the 2023 Operations Board Officers Nominating Committee regarding subordinate officers.

Summary:

The chair and the Bylaws Committee met several times during the year to discuss whether changes to the VRE Operations Board Bylaws were needed to adjust the membership of the Executive Committee to better ensure a balance is maintained of the interests of the two commissions, that the interests of the citizens patronizing the VRE are better represented, and/or to better ensure a balance is maintained of the interests of all VRE jurisdictions and their citizens.

Ultimately, the committee found changes to the Bylaws were not warranted, but rather the Operations Board Officers Nominating Committee should take those issues into consideration each year when presenting a slate of nominations for VRE Operations Board officers and consider if additional subordinate officers would help balance the Executive Committee.



Margaret Franklin
VRE Operations Board Chair
Prince William County



Rich Dalton
VRE CEO



AUTHORIZATION TO PROVIDE A LETTER OF SUPPORT FOR VPRA'S CRISI GRANT APPLICATION

Recommendation:

The VRE Operations Board is asked to authorize the CEO to provide a letter of support for the Virginia Passenger Rail Authority's (VPRA) application to the Federal Railroad Administration's (FRA) Fiscal Year (FY) 2022 Consolidated Rail Infrastructure and Safety Improvements (CRISI) discretionary infrastructure grant program for the Franconia-Springfield Bypass Project.

Summary:

VPRA is applying to the FRA FY 2022 CRISI grant program for funding for the Franconia-Springfield Bypass project and requests a letter of support from VRE.

The Franconia-Springfield Bypass project will design and construct an approximately 0.9-mile-long, dedicated passenger rail bridge located just south of the Franconia-Springfield station. Per the VPRA's Transforming Rail in Virginia agreement with CSX Transportation, the completion of the Franconia-Springfield Bypass Project will allow for increased commuter rail and intercity passenger rail service in Virginia.



Margaret Franklin
VRE Operations Board Chair
Prince William County



Rich Dalton
VRE CEO



APPROVE SUBRECIPIENT AGREEMENT WITH MANASSAS PARK FOR USE OF NVTC GRANT FUNDS FOR PARKING GARAGE AT MANASSAS PARK VRE STATION

Recommendation:

The VRE Operations Board is asked to approve a subrecipient agreement with the City of Manassas Park for a Transform 66: Inside the Beltway grant for the Manassas Park garage project and authorize the CEO to execute the subrecipient agreement on behalf of the commissions.

Summary:

The City of Manassas Park has been approved to receive a Transform 66: Inside the Beltway grant from NVTC in the amount of \$2.5 million for the parking garage project at the Manassas Park VRE station. A subrecipient agreement between the city and the commissions is required to permit the grant funds to be transferred to VRE while ensuring all applicable grant requirements pertaining to use of the funds are satisfied.



Margaret Franklin
VRE Operations Board Chair
Prince William County



Rich Dalton
VRE CEO



RECOMMEND APPROVAL OF A BOUNDARY LINE ADJUSTMENT DEED AND PLAT FOR CONVEYANCE OF MANASSAS PARK PROPERTY TO COMMISSIONS

Recommendation:

The VRE Operations Board is asked to recommend the commissions approve a boundary line adjustment deed and plat for the conveyance of Manassas Park property to the commissions and authorize the CEO to execute the boundary line adjustment deed and plat on behalf of the commissions.

Summary:

The Manassas Park VRE station currently has two contiguous 300-space surface parking lots, one owned by the city and one owned by VRE. The city and VRE's joint parking garage project will require permanent fixtures within the city-owned lot immediately adjacent to the station platform. Instead of the city conveying easements to VRE, it was agreed the city should convey to VRE an 8,075 square foot strip of land adjacent to the platform so the fixtures would be on VRE property and not that of the city.

Conveyance of the strip of land would be achieved through an adjustment of the boundary line between the city property and the VRE property. Commission approval is required for a boundary line adjustment deed and plat, which are attached to the report.



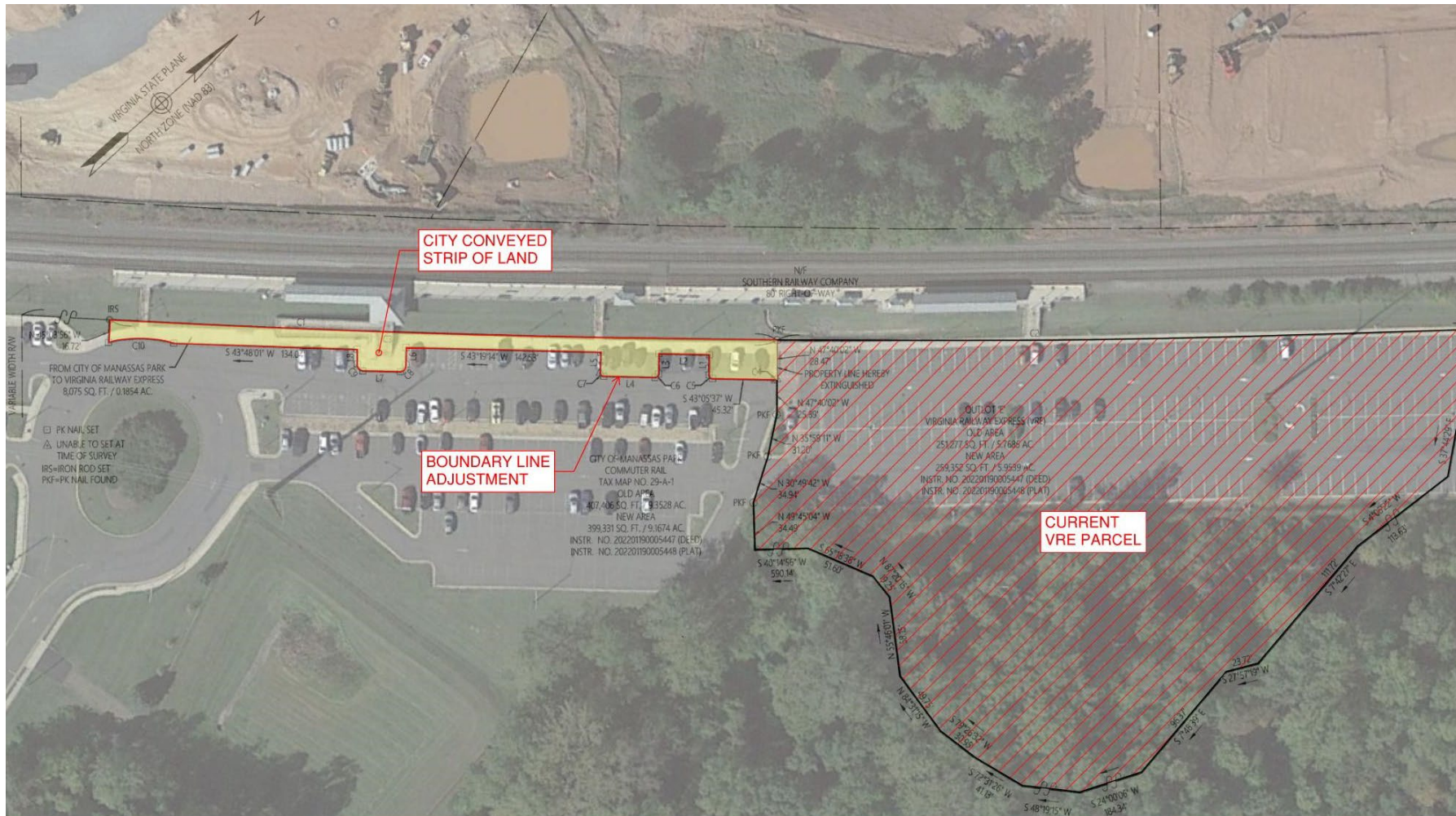
Margaret Franklin
VRE Operations Board Chair
Prince William County



Rich Dalton
VRE CEO



RECOMMEND APPROVAL OF A BOUNDARY LINE ADJUSTMENT DEED AND PLAT FOR CONVEYANCE OF MANASSAS PARK PROPERTY TO COMMISSIONS



Margaret Franklin
VRE Operations Board Chair
Prince William County



Rich Dalton
VRE CEO



RECOMMEND THE COMMISSIONS APPROVE THE 2023 VRE LEGISLATIVE AGENDA

Recommendation:

The VRE Operations Board is asked to recommend the commissions approve the 2023 VRE Legislative Agenda and authorize the CEO to actively pursue its elements.

Summary:

VRE prepares an annual Legislative Agenda to communicate its legislative priorities in coordination with the commissions and member jurisdictions.



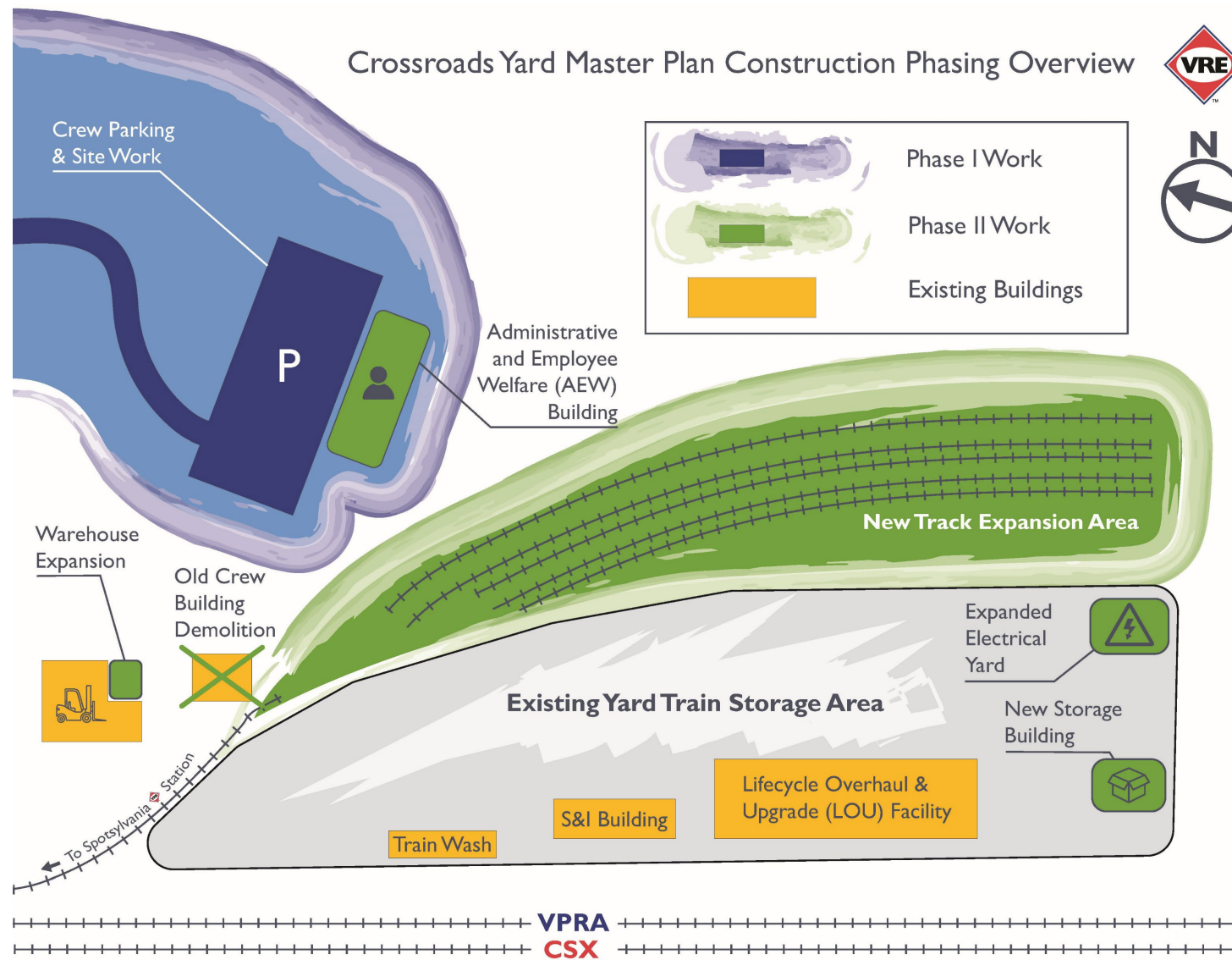
Margaret Franklin
VRE Operations Board Chair
Prince William County



Rich Dalton
VRE CEO



CROSSROADS YARD MASTER PLAN OVERVIEW



Rich Dalton
VRE CEO



FY 2024 VRE OPERATING AND CAPITAL BUDGET UPDATE

Topics will include:

- preliminary results from the November 9th Master Agreement survey;
- an overview of the FY 2024-2029 Capital Improvement Program (CIP);
- an overview of the current six-year financial forecast.

Additional information on the FY 2024 budget process will be provided at the Finance Committee meeting following the Operations Board meeting.



Rich Dalton
VRE CEO



Mark Schofield
VRE CFO



November 2022 Survey Data – Changes in Ridership

Preliminary data – not fully verified – subject to change

<u>Residence</u>	<u>2019 Survey</u>		<u>2022 Survey</u>		<u>Change in Ridership Share</u>
	<u>Ridership Share</u>	<u>Subsidy Share</u>	<u>Ridership Share</u>	<u>Subsidy Share</u>	
Fairfax County	28.1%	34.9%	25.5%	↑ ↑ ↑ TBD ↓ ↓ ↓	-2.7%
Fredericksburg	3.3%	2.0%	6.0%		2.7%
Manassas	4.6%	4.4%	5.0%		0.4%
Manassas Park	2.6%	2.6%	2.9%		0.2%
Prince William County	31.6%	32.4%	29.6%		-2.0%
Spotsylvania County	12.4%	8.2%	15.2%		2.8%
Stafford County	17.4%	13.5%	15.9%		-1.6%
Alexandria	n/a	0.8%	n/a	0.8%	
Arlington County	n/a	1.2%	n/a	1.2%	



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 October 7, 2022, VRE issued a sole source purchase order in the amount of \$50,740 to Wabtec Global Services to purchase a new 26-LU-L locomotive bracket assembly. VRE's fleet of MP36PH-3C locomotives utilize an air brake system which incorporates the 26-LU-L bracket assembly. In July 2022, this part failed on one of VRE's locomotives and was shipped to Wabtec, the original equipment manufacturer, for repair. After inspection, it was determined the assembly could not be repaired thus requiring replacement.
- On October 14, 2022, VRE issued a task order in the amount of \$145,694 to NVE, Inc. under the maintenance services for VRE facilities contract to complete pavement repairs at the Woodbridge and Rippon stations.



Rich Dalton
VRE CEO



SPENDING AUTHORITY REPORT

- On October 24, 2022, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed \$77,000 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 board VRE's passenger railcars.
- On October 28, 2022, VRE issued a task order in the amount of \$61,928 to STV Incorporated under the mechanical engineering consulting services contract to conduct a ground power study encompassing both the Crossroads and Broad Run Maintenance and Storage Facilities (MSF). Beyond the initial study/analysis of the current systems and VRE's wayside power needs, STV will be responsible for the design of a new system for both MSF, including the preparation of plans and specifications to be used for procurement purposes



Rich Dalton
VRE CEO



OPERATIONS BOARD CLOSED SESSION

Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A(1) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing a personnel matter regarding the performance of the VRE General Counsel.



James Walkinshaw

Vice Chair
Fairfax County



OPERATIONS BOARD CLOSED SESSION

**The livestream will recommence
following this portion of the meeting**



OPERATIONS BOARD CLOSED SESSION

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.**



James Walkinshaw

Vice Chair
Fairfax County



OPERATIONS BOARD MEMBERS' TIME



Walter Alcorn
Fairfax County



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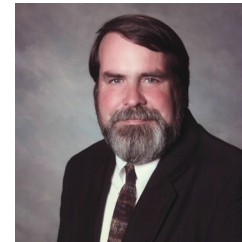
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Ralph Smith
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Fairfax County



James Walkinshaw
Fairfax County



**THE NOVEMBER 18, 2022 MEETING
OF THE VRE OPERATIONS BOARD
IS ADJOURNED**



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



FINANCE COMMITTEE MEETING

**The Finance Committee meeting
will take place shortly**



NOVEMBER 18, 2022
FINANCE COMMITTEE MEETING



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

