

# VRE OPERATIONS BOARD MEETING

December 17, 2021

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

Meeting materials are available at  
[vre.org/about/board/board-agenda-minutes/2021/December](https://vre.org/about/board/board-agenda-minutes/2021/December)



# Pledge of Allegiance



# Roll Call



Walter Alcorn  
Fairfax County



Preston Banks  
Manassas Park



Elizabeth Bennett-Parker  
Alexandria



Meg Bohmke  
Stafford County



Katie Cristol  
Arlington County



Margaret Franklin  
Prince William County



Matt Kelly  
Fredericksburg



Cindy Lamb  
Stafford County



Jeanine Lawson  
Prince William County



Jennifer Mitchell  
Virginia DRPT



Gary Skinner  
Spotsylvania  
County



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 Moment
4. Approval of the Agenda
5. Approval of Minutes from the November 19, 2021 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 FY 2021 Audited Financial Statements and Auditor's Report and Authorization to Forward to the Commissions
  - B. Approval of the 2022 VRE Operations Board Officers
  - C. Referral of the Amended FY 2022 and the Recommended FY 2023 VRE Operating and Capital Budgets to the Commissions and Jurisdictions
  - D. Authorization to Execute a Sole Source Contract for Gallery IV Interior Emergency LED Lighting
  - E. Authorization to Amend the Contracts for the Delivery of Diesel Fuel for VRE Locomotives
10. Information Items
  - A. VRE Transit Asset Management Plan 2021 Update
  - B. Spending Authority Report
11. Closed Session
12. Operations Board Members' Time



# Approval of Minutes

## November 19, 2021

Meeting with YouTube Livestream

### Members Present

Walter Alcorn (NVTC)  
Andrea Bailey (PRTC)  
Preston Banks (PRTC)  
Elizabeth Bennett-Parker (NVTC)  
Meg Bohmke (PRTC)  
Katie Cristol (NVTC)  
Margaret Franklin (PRTC)  
Matt Kelly (PRTC)  
Jeanine Lawson (PRTC)  
Cindy Lamb (PRTC)  
Jennifer Mitchell (DRPT)  
Gary Skinner (PRTC)  
Ralph Smith (PRTC)  
Dan Storck (NVTC)  
James Walkinshaw (NVTC)

### Members Absent

Matt Kelly (PRTC)

### Jurisdiction

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

City of Fredericksburg



**Elizabeth Bennett-Parker**  
VRE Operations Board Chair  
City of Alexandria



# Chair's Comments

- Welcome to the December VRE Operations Board meeting.
- This will be the last meeting for me and two other board members, who will be recognized during agenda item 12. At that time, I will offer some comments about my tenure as chair.
- I'd like to offer my congratulations to former VRE Operations Board Member Pam Sebesky – the Vice Mayor of Manassas – who was elected Wednesday to serve as the chair of the National Capital Region Transportation Planning Board for 2022.



**Elizabeth Bennett-Parker**  
VRE Operations Board Chair  
City of Alexandria



# CEO REPORT

- **New Staff Member**
- **Safety**
- **Ridership**
- **Performance**
- **Project Spotlight**
- **Staff Appreciation**



**Rich Dalton**  
VRE CEO





# CEO Report – New Staff Member



## Welcome Chet Dunston

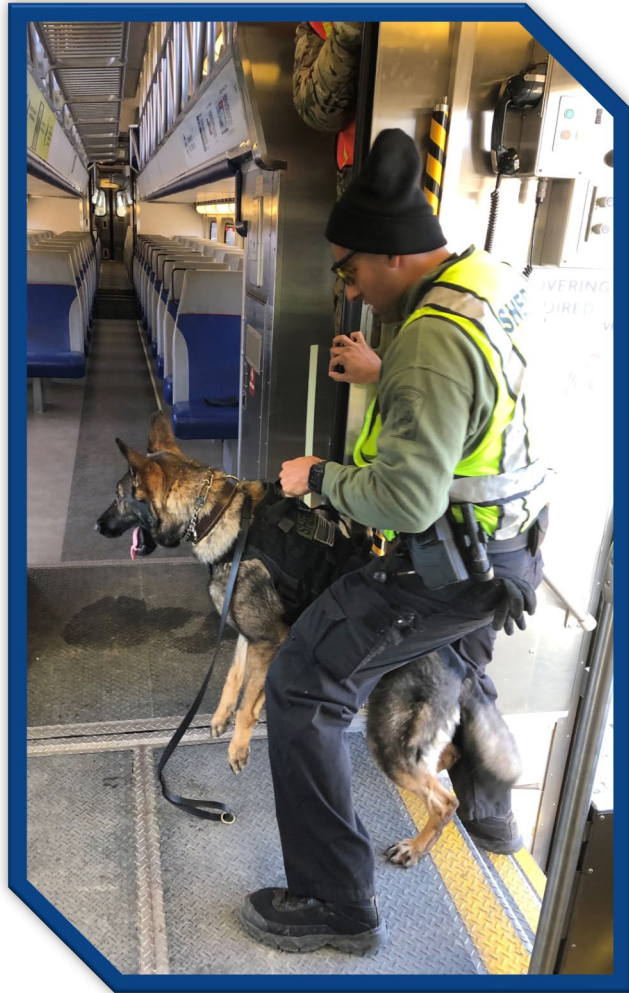
Marketing Communications & Engagement Manager

Self-described consumer-focused content strategist and digital marketer

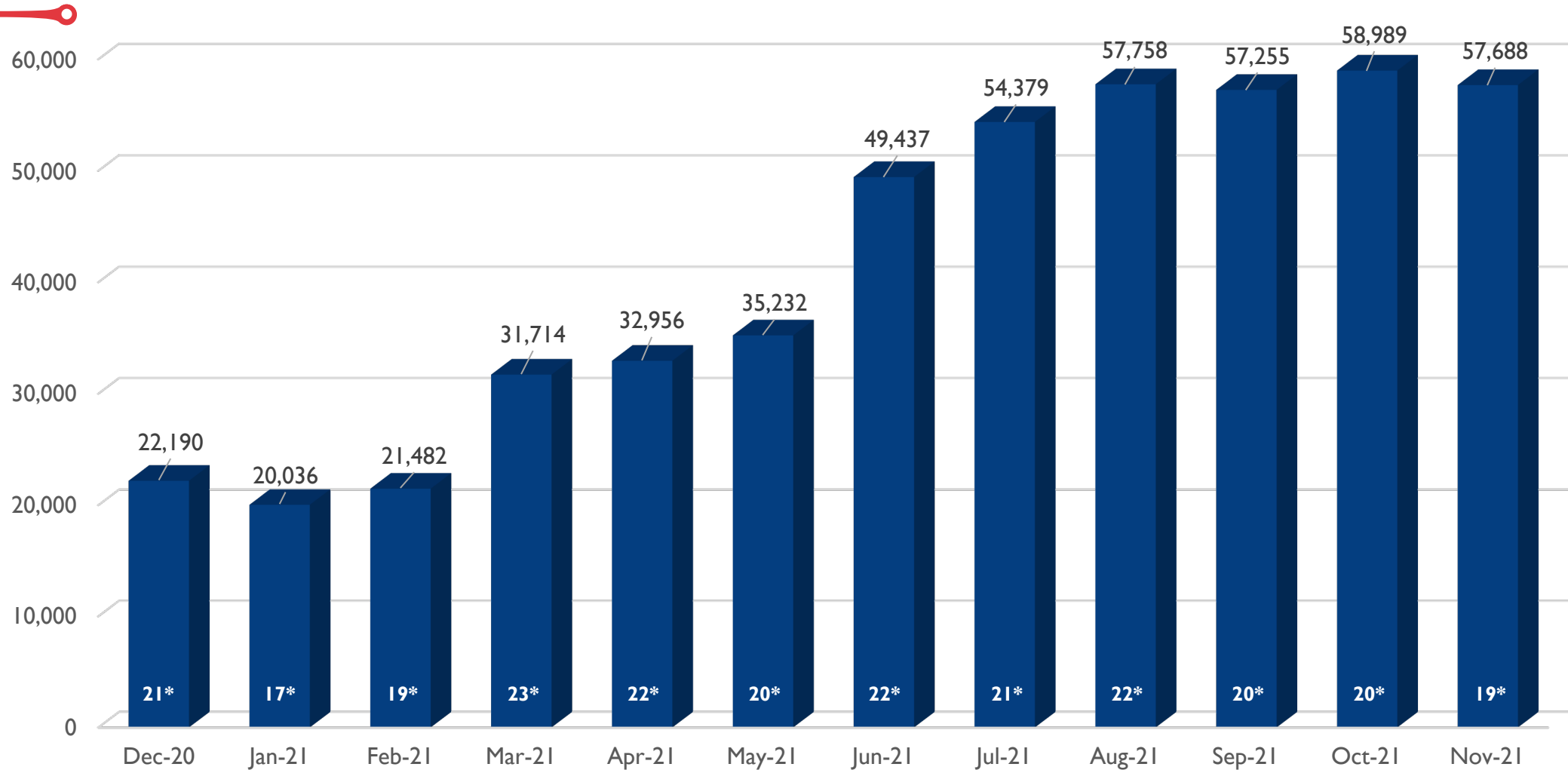
Experience includes:

- National Association of Letter Carriers  
*Digital Communications Specialist*
- Amtrak  
*Lead Social Media Specialist*
- Livebooks  
*Social Media Coordinator*

# CEO Report – Safety Update



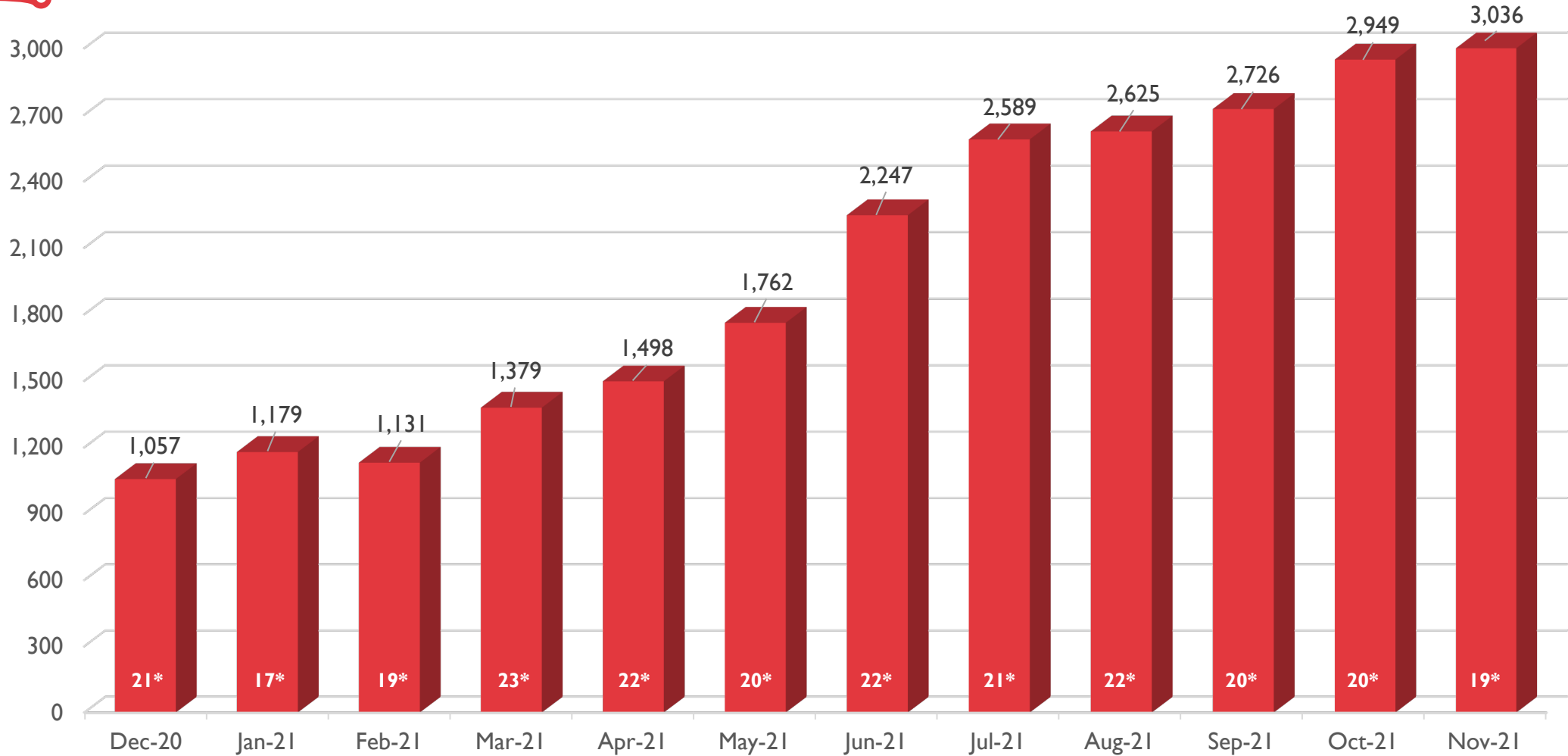
# CEO Report – Monthly Ridership



\*service days per month



# CEO Report – Average Daily Ridership

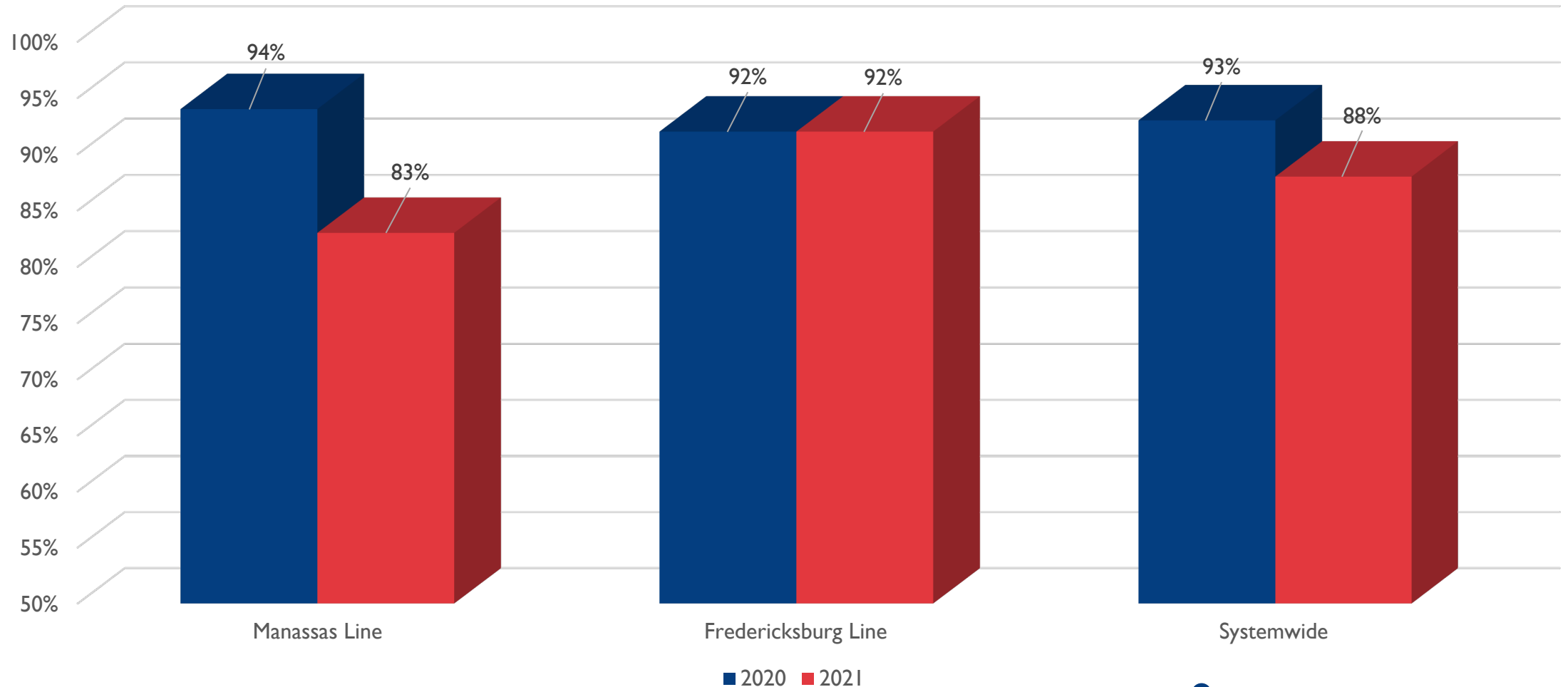


\*service days per month

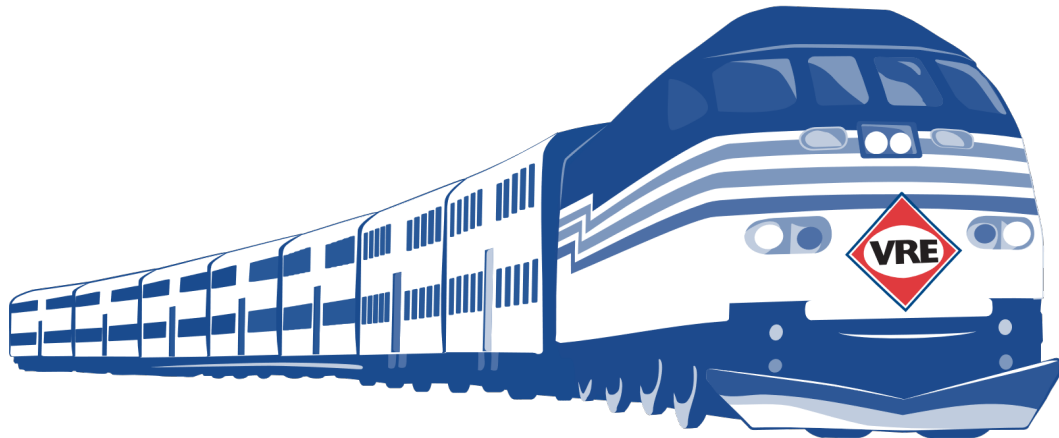


# CEO Report – On Time Performance

November Comparisons



# CEO Report – On Time Performance

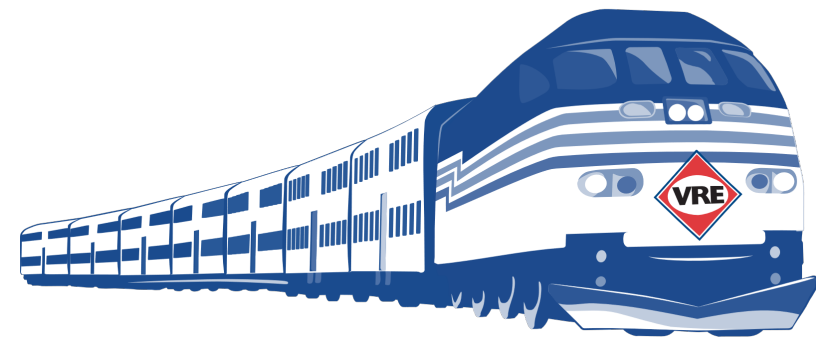


	OCT 2021	NOV 2021	DEC 2021
	20 Days	19 Days	10 Days
<i>LATE TRAINS</i>			
Manassas	53	52	11
Fredericksburg	36	24	8
Systemwide	89	76	19
<i>AVERAGE MINUTES DELAYED</i>			
	25	12	15
<i># TRAINS 30+ MINUTES LATE</i>			
	21	3	3
<i>OTP</i>			
Manassas	83%	83%	93%
Fredericksburg	89%	92%	95%
Systemwide	86%	88%	94%



# CEO Report – On Time Performance

	OCT 2021	NOV 2021	DEC 2021	TOTAL #	TOTAL %
	20 Days	19 Days	10 Days	49 Days	
CAUSE	# OF TRAINS DELAYED				
Congestion	60	48	12	120	65.2%
Signal Issue	6	10	-	16	8.7%
Police Activity	5	8	2	15	8.2%
PTC	4	4	1	9	4.9%
Mechanical	5	-	3	8	4.3%
CSX Outage	6	-	-	6	3.3%
Wheel Slip	-	5	-	5	2.7%
Weather	2	-	-	2	1.1%
Trespassers	1	1	-	2	1.1%
MOW			1	1	0.5%
<b>Total Delays</b>	<b>89</b>	<b>76</b>	<b>19</b>	<b>184</b>	<b>100.0%</b>



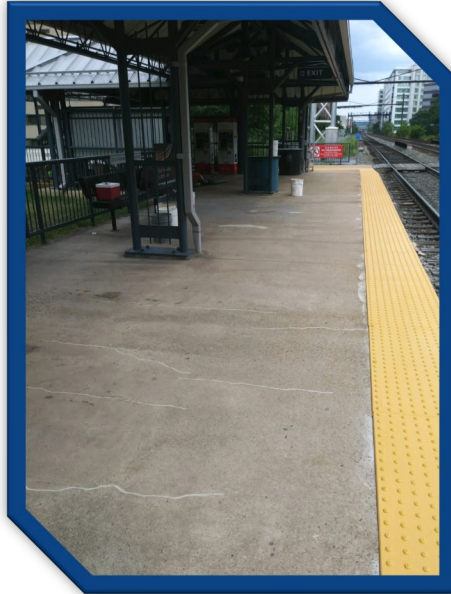
# CEO Report – Project Spotlight – Facilities Asset Management



Leeland Road Station Pavement Repairs (Before)



Leeland Road Station Pavement Repairs (After)



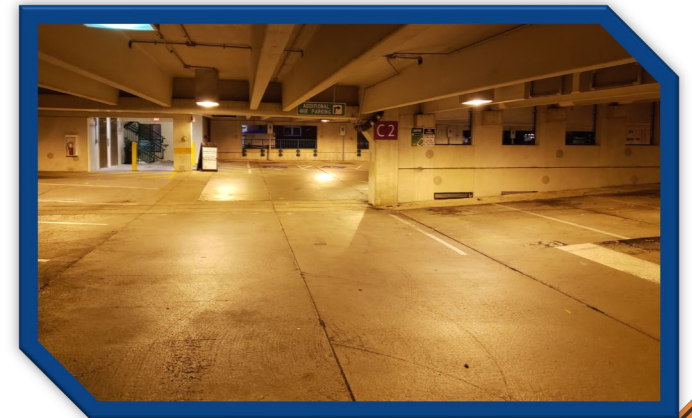
Tactile Warning Strip Replacement



Elevator Modernization



Emergency Generator Overhaul



Manassas Garage Joint Sealant Replacement





# Many Thanks for a Job Well Done



**Question & Answer Session**  
**VRE Program & Projects (10 minutes)**  
VRE Staff

- If you have questions at this time, please type them into the Question panel!
- We may not have time for all questions, but we will follow up with you after the event

RAIL INDUSTRY DAY PRESENTED BY THE DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION & VIRGINIA RAILWAY EXPRESS



# CEO REPORT – QUESTIONS?



# VRE Riders' & Public Comment



**Elizabeth Bennett-Parker**  
VRE Operations Board Chair  
City of Alexandria



# Acceptance of the FY 2021 Audited Financial Statements and Auditor's Report and Authorization to Forward to the Commissions

## Recommendation:

The VRE Operations Board is asked to accept the FY 2021 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 2021 financial statements has been completed and the auditors have issued an unmodified opinion. Their 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.



**Elizabeth Bennett-Parker**  
VRE Operations Board Chair  
City of Alexandria



**Katie Cristol**  
Audit Committee Chair  
Arlington County



# Approval of the 2022 VRE Operations Board Officers

## Recommendation:

The VRE Operations Board is asked to approve the nominees for the 2022 VRE Operations Board officers as recommended by the Nominating Committee.

Chair:	(PRTC)	Secretary:	(PRTC)
Vice Chair:	(NVTC)	Treasurer:	(NVTC)

Installation of the 2022 VRE Operations Board officers shall take place at the January 2022 VRE Operations Board Meeting.

## Summary:

According to the VRE bylaws, each parent commission 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 chair shall be rotated each year between the two commissions.



**Elizabeth Bennett-Parker**  
VRE Operations Board Chair  
City of Alexandria



**Water Alcorn**  
Nominating Committee Co-Chair  
Fairfax County



**Meg Bohmke**  
Nominating Committee Co-Chair  
Stafford County



# Referral of the Amended FY 2022 and the Recommended FY 2023 VRE Operating and Capital Budgets to the Commissions and Jurisdictions

## Recommendation:

The VRE Operations Board is asked to adopt the amended FY 2022 VRE Operating and Capital Budget and the recommended FY 2023 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 2023 budget in September and the budget updates in October and November, staff is presenting the recommended FY 2023 operating and capital budget for adoption and referral. Despite the challenges presented by the ongoing COVID-19 pandemic, the recommended budget is balanced, with no funding gap, and with all projected uses of funding in FY 2023 supported by reasonably expected sources of funding. The FY 2023 budget includes no changes to passenger fares as compared to FY 2022 and a total jurisdictional subsidy contribution of \$18.3 million.



**Elizabeth Bennett-Parker**  
VRE Operations Board Chair  
City of Alexandria



**Rich Dalton**  
VRE CEO



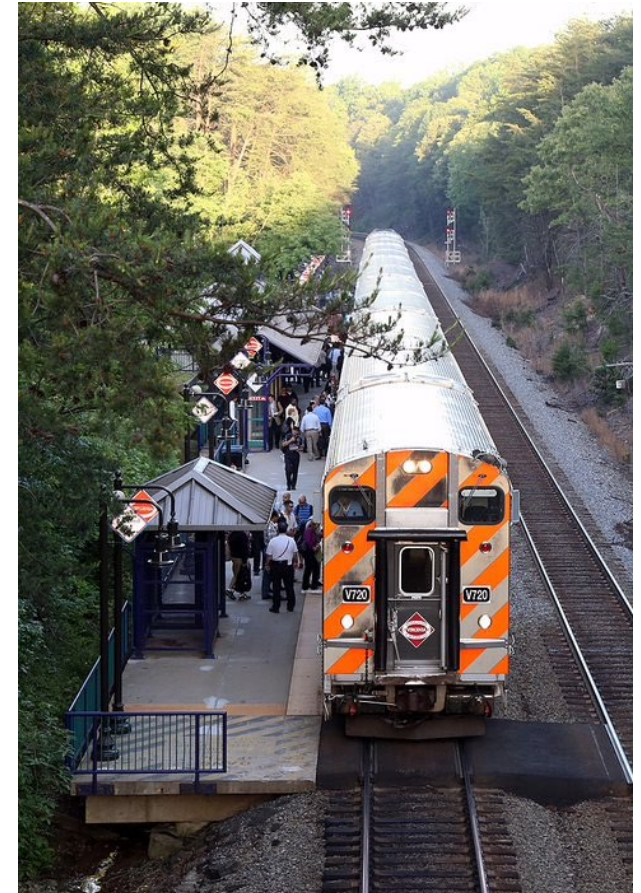
## FY 2023 BUDGET HIGHLIGHTS

- Budget is balanced – all expenses supported by reasonably expected revenues
- 32 daily trains, no changes to passenger fares
- Recommended jurisdictional subsidy of \$18.3 million
- Total operating expenses of \$97.8 million, including \$6.2 million of debt service. Expense growth primarily due to:
  - Diesel fuel
  - Host railroad access fees
  - Train operations and maintenance contracts
  - Contingency (2%)
  - Liability insurance



# PANDEMIC IMPACT ON FY 2023 BUDGET

1. Rider survey not conducted in October 2021 – Board direction to continue using FY 2021 subsidy allocation percentages
2. Budget does not achieve 50 percent recovery from passenger fares – federal pandemic relief funds used to maintain continuity of operations and service quality
3. Does not include six-year forecast of expenses and revenues – continue to wait for more clarity on commuter behavior and employer policies





## RIDERSHIP & REVENUE

- Virus variants have slowed ‘return to work’ more than once; continued difficulty in projecting timing and level of ridership
- FY 2022 fare revenue reduced in amended budget to \$11 million, assumes average daily ridership (ADR) of ~4,000 by late spring
- FY 2023 budget assumes 8,000 ADR, ramping up over the course of the fiscal year – results in \$25 million fare revenue
- Requires backfill of \$24 million of pandemic relief funds in FY 2023
- Uncertainty over frequency of trips per week, average trip length, other factors that impact fare revenue

# FY 2023 – 2028 CAPITAL IMPROVEMENT PROGRAM (CIP)

*(amounts in millions of \$)*

Project Type	Project Cost	Funded	Unfunded
Asset Management	77.8	77.8	
Expansion	894.9	521.9	373.0
Replacement and Rehabilitation	135.0	135.0	
Other	1.7	1.7	
<b>Total</b>	<b>1,109.4</b>	<b>736.4</b>	<b>373.0</b>



# Authorization to Execute a Sole Source Contract for Gallery IV Interior Emergency LED Lighting

## Recommendation:

The VRE Operations Board is asked to authorize the CEO to execute a sole source contract with Teknoware Inc. of Conway, South Carolina for emergency LED light tubes in the amount of \$229,137, plus a 10 percent contingency of \$22,914, for a total amount not to exceed \$252,051.

## Summary:

This authorization will allow VRE to purchase a total of approximately 2,200 32-Volt LED tubes for the emergency lighting systems in VRE's fleet of Gallery IV passenger railcars. This change from fluorescent to LED will allow for improved lighting, longer tube life, and a reduction in total energy consumption and carbon emissions.



**Elizabeth Bennett-Parker**  
VRE Operations Board Chair  
City of Alexandria



**Rich Dalton**  
VRE CEO



# Authorization to Amend the Contracts for Delivery of Diesel Fuel for VRE Locomotives

## Recommendation:

The VRE Operations Board is asked to authorize the CEO to amend the two contracts for the delivery of diesel fuel for VRE locomotives to exercise the third option year on each contract. Each option year will begin July 1, 2022, and end June 30, 2023. The contract option with James River Solutions of Ashland, Virginia, for the delivery of diesel fuel to the Crossroads Maintenance and Storage Facility is recommended in the amount of \$2,754,000, plus a 10 percent contingency of \$275,400, for a total amount not to exceed \$3,029,400. The contract option with Griffith Energy Services, Inc. of Columbia, Maryland, for the delivery of diesel fuel to the Broad Run Maintenance and Storage Facility is recommended in the amount of \$1,836,000, plus a 10 percent contingency of \$183,600, for a total amount not to exceed \$2,019,600.

## Summary:

Both diesel fuel supply contracts afford VRE the option to reduce fuel cost volatility by locking in future fixed prices for fuel directly with the suppliers (James River Solutions and Griffith Energy Services). Fixed prices cannot be locked in for a period beyond the current term of the contract. By exercising the third option year of both contracts now, VRE will have the ability, if desired, to execute fixed-price agreements for fuel through the end of FY 2023.



**Elizabeth Bennett-Parker**  
VRE Operations Board Chair  
City of Alexandria



**Rich Dalton**  
VRE CEO



# Transit Asset Management Plan 2021 Update

## TRANSIT ASSET MANAGEMENT



### 2021 ACHIEVEMENTS

#### Facility Condition Assessments

- > Conducted condition assessments of all VRE stations, passenger parking, administrative, and maintenance facilities for which VRE has direct capital responsibility
- > Incorporated the updated condition rating metrics into the VRE Transit Asset Management System (VTAMS) dashboard reporting tool
- > Developed a Facilities maintenance work order process consisting of maintenance need identification and corrective action follow-up forms
- > Documented all findings and recommendations in the 300+ page 2021 VRE Facility Condition Assessment Report

#### Data Support Systems

- > Completed updates to improve VTAMS functionality in preparation for the Facility Condition Assessments
- > Utilized the ArcGIS Online (AGOL) platform and its Survey123 application to build a custom forms-based maintenance work order process for the VRE Facilities group that is accessible from both mobile and desktop devices

#### Triennial Review Support

- > Participated in the PRTC and VRE FY 2020 Triennial Review (rescheduled to March 2021 due to the COVID-19 pandemic) and provided support in Transit Asset Management
- > Documented all FTA findings into an After-Action Report with specific recommendations for mitigating perceived deficiencies

#### Reporting

- > Updated DRPT's asset inventory database and submitted a TransAM After-Action Report following each of two reporting deadlines (January and July)
- > Prepared FY 2021 NTD Annual Report Asset Inventory Module forms, including the Narrative Report and corresponding performance targets for FY 2022 (October)



### YEARLY MILESTONES

#### 2017

- > Share initial targets with planning partners (July)
- > Report optional FY17 Asset Inventory Module (AIM) data and FY18 performance targets to NTD (October)
- > Perform first round of facility condition assessments per FTA guidance (Summer/Fall)

#### 2018

- > Complete first required compliant TAM Plan and share with planning partners (October)
- > Submit first required FY18 AIM data and FY19 performance targets to NTD (October)

#### 2019

- > Submit asset inventory data to DRPT via TransAM (January)
- > Submit FY19 AIM data, FY20 performance targets, and first required narrative report to NTD (October)
- > Complete Rolling Stock Lifecycle Management (LCM) Plan in alignment with TAM Plan

#### 2020

- > Submit asset inventory data to DRPT via TransAM (January)
- > Submit FY20 AIM data, FY21 performance targets, and narrative report to NTD (October)
- > Complete Facilities LCM Plan in alignment with TAM Plan

#### 2021

- > Submit asset inventory data to DRPT via TransAM (January and July)
- > Submit FY21 AIM data, FY22 performance targets, and narrative report to NTD (October)
- > Perform second round of facility condition assessments per FTA guidance (Summer/Fall)

#### 2022

- > Submit asset inventory data to DRPT via TransAM (January and July)
- > Submit FY22 AIM data, FY23 performance targets, and narrative report to NTD (October)
- > Complete first updated TAM Plan and share with planning partners
- > Complete quadrennial updates thereafter

#### 2023

- > Submit asset inventory data to DRPT via TransAM (January and July)
- > Submit FY23 AIM data, FY24 performance targets, and narrative report to NTD (October)
- > Complete first updated LCM Plans
- > Complete quadrennial updates thereafter



**Rich Dalton**  
VRE CEO



# Spending Authority Report

The VRE Operations Board in September 2020 approved an increase in 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 23, 2021, VRE issued a task order in the amount of \$61,375 to Keolis Rail Services Virginia, LLC under the maintenance services for commuter rail operations contract to replace one of the air compressors in the service and inspection building at the Crossroads Maintenance and Storage Facility.
- On November 23, 2021, VRE issued a task order in the amount of \$62,920 to Keolis Rail Services Virginia, LLC under the maintenance services for commuter rail operations contract to replace the air heating unit in the service and inspection building at the Crossroads Maintenance and Storage Facility.
- On November 23, 2021, VRE issued a task order in the amount of \$56,642 to NVE, Inc. under the maintenance services for VRE facilities contract to perform pedestrian bridge and abutment repairs to address spalled and cracked concrete at the Rippon and Brooke stations.



**Rich Dalton**  
VRE CEO



# OPERATIONS BOARD CLOSED SESSION

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711.A(3), (6) and (8) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing (1) one matter involving the acquisition of real property for public purposes including rail operations and rail equipment storage where discussion in public would adversely affect the bargaining position and negotiating strategy of the commissions; (2) the investment of public funds related to the provision of commuter rail service where competition or bargaining is involved, and where, if made public initially, the financial interest of the commissions would be adversely affected; and (3) consultation with legal counsel concerning the terms and conditions of an agreement for the investment of such public funds.



**Jeanine Lawson**

Vice Chair  
Prince William 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.**



**Jeanine Lawson**

Vice Chair  
Prince William County



# VRE Operations Board Member Time

## A Fond Farewell to Three Board Members



**Elizabeth Bennett-Parker**

VRE Operations Board Chair  
City of Alexandria



**Cindy Lamb**

VRE Operations Board Member  
Stafford County



**Gary Skinner**

VRE Operations Board  
Immediate Past Chair  
Spotsylvania County

# VRE Operations Board Member Time



Walter Alcorn  
Fairfax County



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Manassas



Dan Storck  
Fairfax County



James Walkinshaw  
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**THE DECEMBER 17, 2021 MEETING  
OF THE VRE OPERATIONS BOARD  
IS ADJOURNED**



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