

# VRE OPERATIONS BOARD MEETING

January 21, 2022

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

Meeting materials are available at

[vre.org/about/board/board-agenda-minutes/2022/January](https://vre.org/about/board/board-agenda-minutes/2022/January)



# Pledge of Allegiance



# Roll Call



Walter Alcorn  
Fairfax County



Sarah Bagley  
Alexandria



Andrea Bailey  
Prince William County



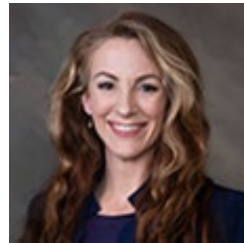
Preston Banks  
Manassas Park



Margaret Franklin  
Prince William County



Libby Garvey  
Arlington County



Monica Gary  
Stafford County



Lori Hayes  
Spotsylvania County



Matt Kelly  
Fredericksburg



Jeanine Lawson  
Prince William County



Mike McLaughlin  
Commonwealth of Virginia



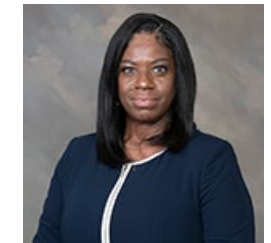
Ralph Smith  
Manassas



Dan Storck  
Fairfax County



James Walkinshaw  
Fairfax County



Pamela Yeung  
Stafford 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 December 17, 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. Authorization to Issue a GEC VIII Task Order for Construction Management Services for Fredericksburg Station Rehabilitation
  - B. Authorization to Issue a GEC VIII Task Order for Design of Audio Video Infrastructure for the Variable Messaging Screen System
  - C. Resolution of Support for the Manassas Park Application to the I-66 Commuter Choice Program for the Manassas Park VRE Parking Expansion Project
  - D. Adoption of the 2022 VRE Operations Board Meeting Schedule
10. Information Items
  - A. Spending Authority Report
11. Closed Session
12. Operations Board Members' Time





# Approval of Minutes

**December 17, 2021**

Meeting with YouTube Livestream

**Members Present**

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

**Members Absent**

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

**Jurisdiction**

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



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



# Chair's Comments

Welcome to the January VRE Operations Board meeting.

- Introduction of board members
- Introduction of VRE staff
- Appointment of interim VRE Operations Board secretary
- VRE committees – statement of interest
- Electronic Participation Policy review



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

# Chair's Comments – Existing Committees

## Audit



Vacant\*



Vacant



Preston Banks



Jeanine Lawson

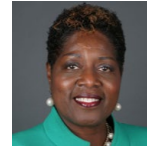


Vacant



James Walkinshaw

## CEO Evaluation



Andrea Bailey\*



Preston Banks



Vacant



Vacant



Jeanine Lawson



Dan Storck

## Finance



Meg Bohmke\*



Vacant



Preston Banks



Matt Kelly



Dan Storck

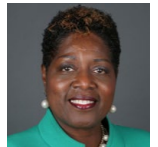
## Legislative



Margaret Franklin\*



Walter Alcorn



Andrea Bailey



Vacant



Ralph Smith



James Walkinshaw

\*Committee Chair





# Chair's Comments – Electronic Participation Policy

VRE Operations Board members may participate in meetings electronically provided the reason for doing so is among those included in the policy adopted by the board in June 2021.

Notification of the request to participate electronically shall be provided by the member seeking to participate remotely to the applicable chair (Operations Board or committee), with notification copied to the VRE Chief Executive Officer and the Secretary, at the earliest practicable time, but not later than two hours before the meeting start time. The request can be made verbally but should be followed up in writing as soon as possible.

The member requesting to participate electronically shall provide sufficient specificity as to the nature of the matter as is necessary for the chair and the Operations Board, which must approve the request at the start of the meeting, to determine whether the circumstances warrant remote participation.

Electronic participation for personal reasons is limited the three times per calendar year.



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

# CEO REPORT

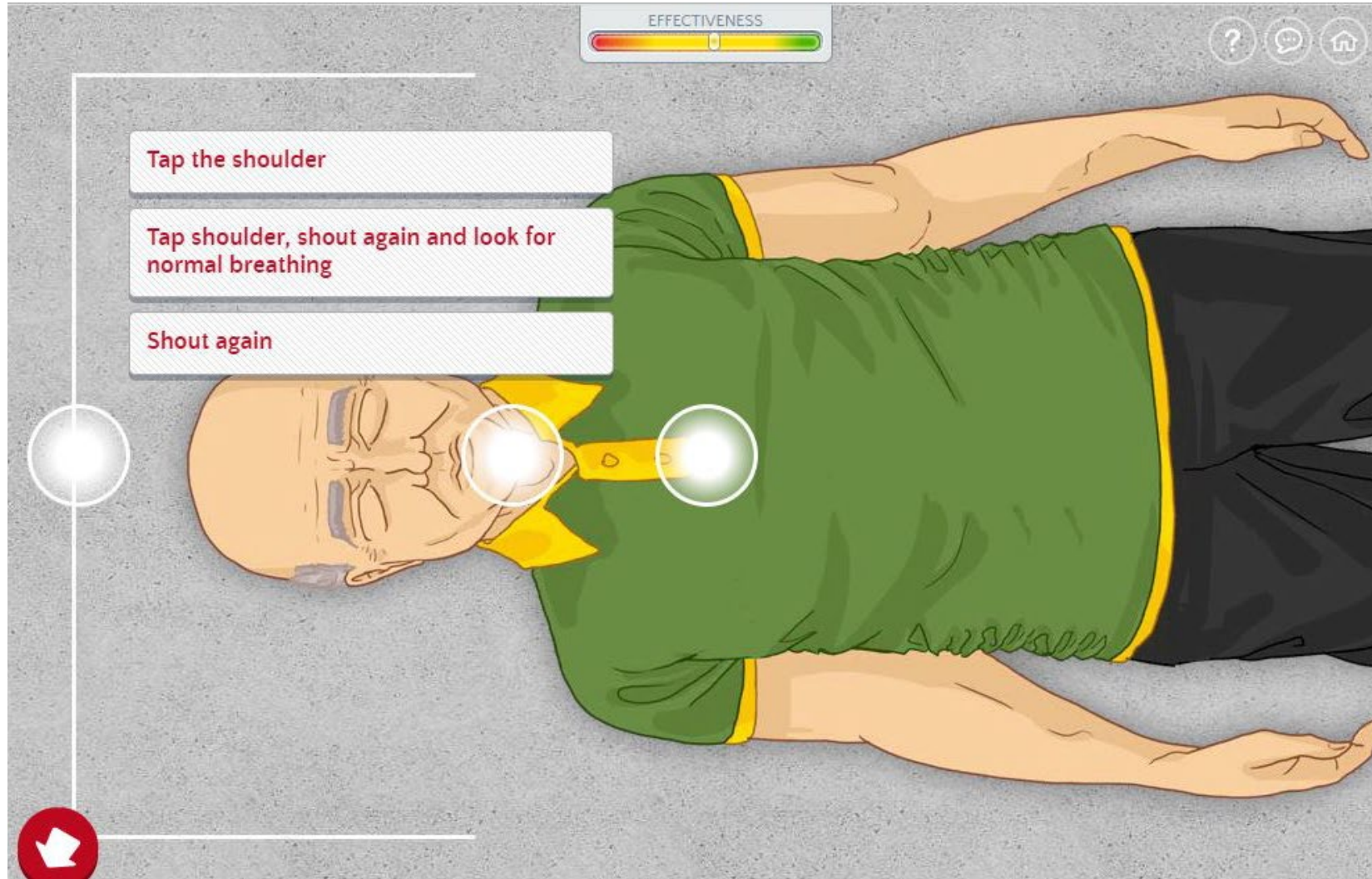
- **Safety**
- **Ridership**
- **Performance**
- **State Legislative Update**



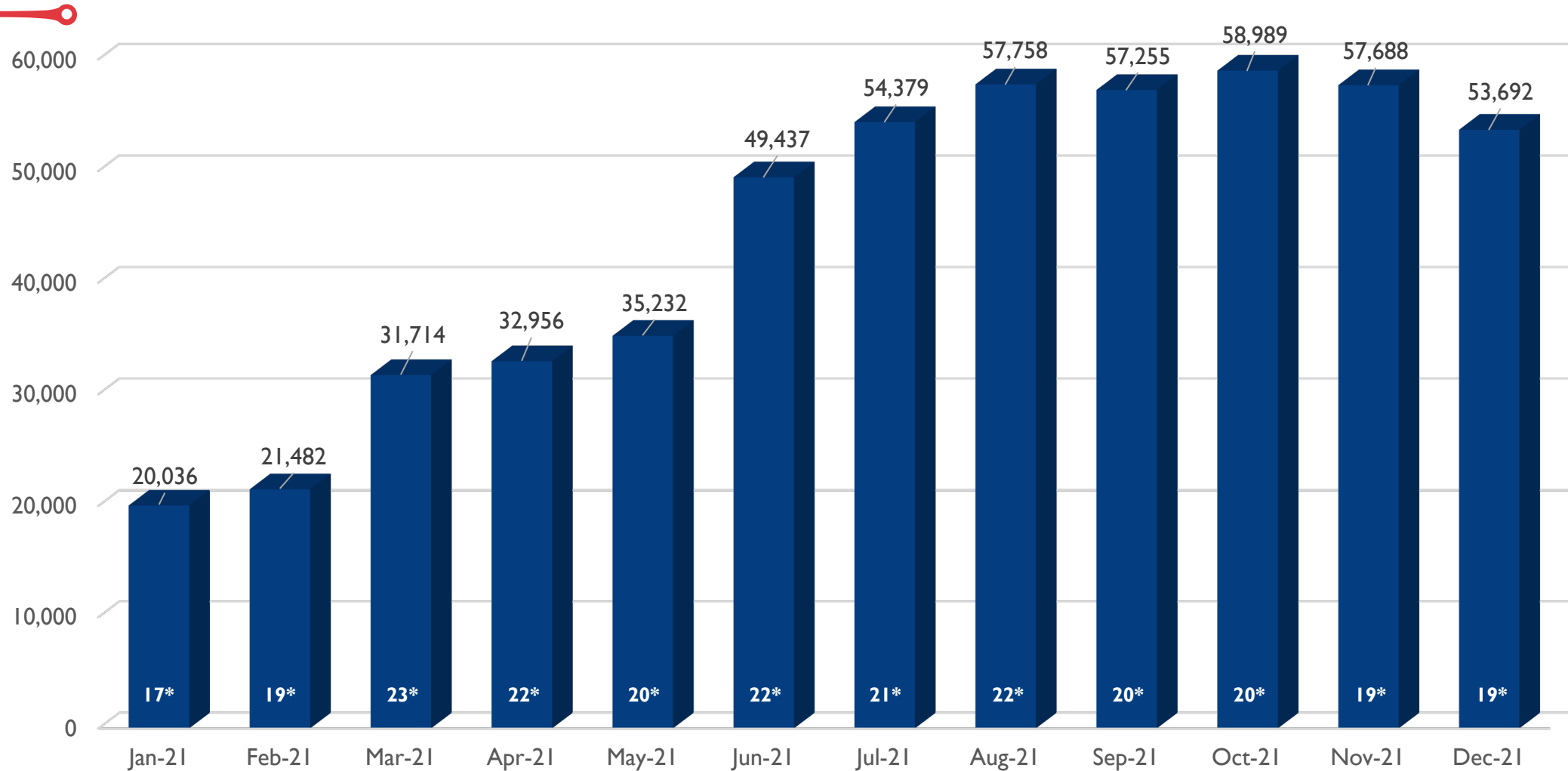
**Rich Dalton**  
VRE CEO



# CEO Report – Safety Update



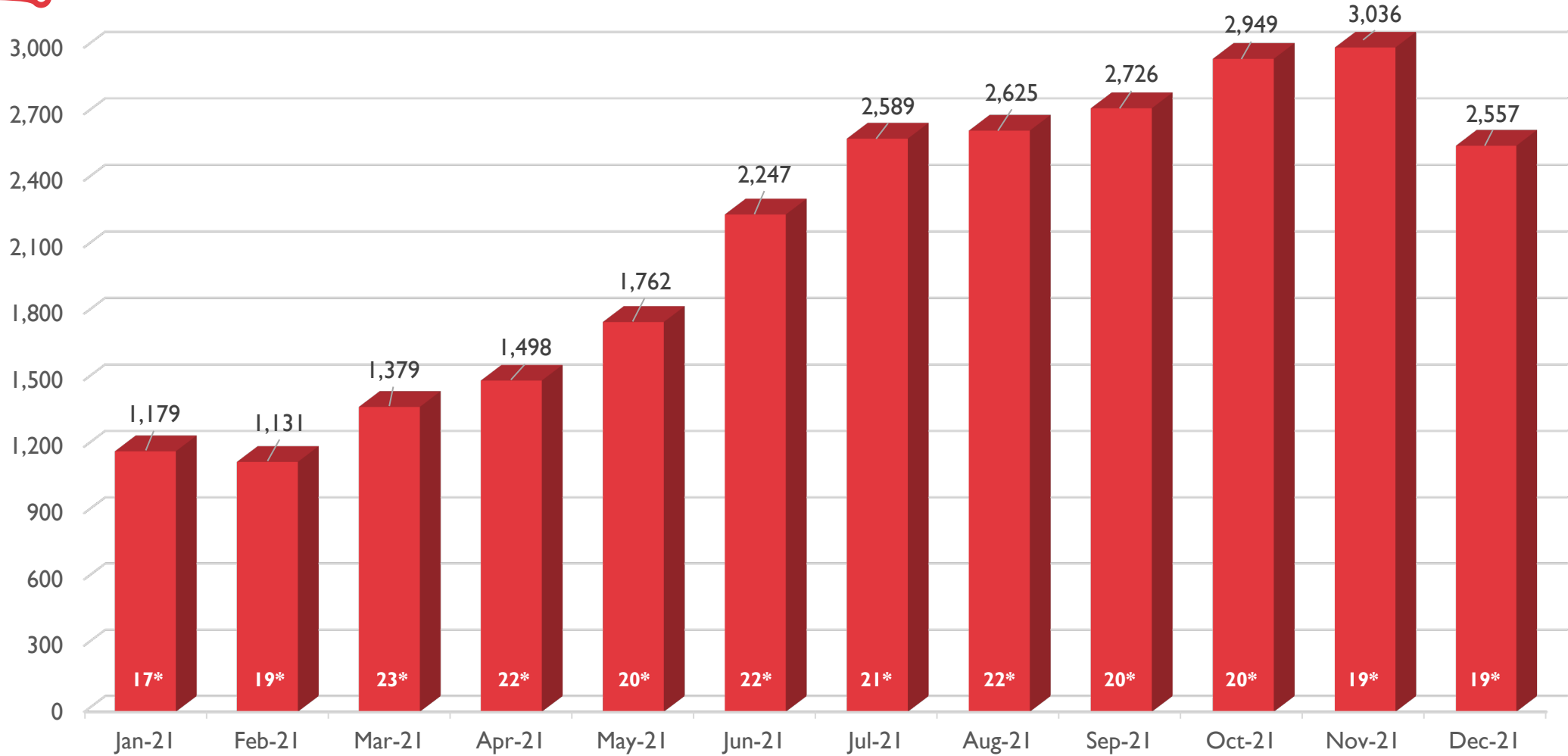
# CEO Report – Monthly Ridership



\*service days per month



# CEO Report – Average Daily Ridership



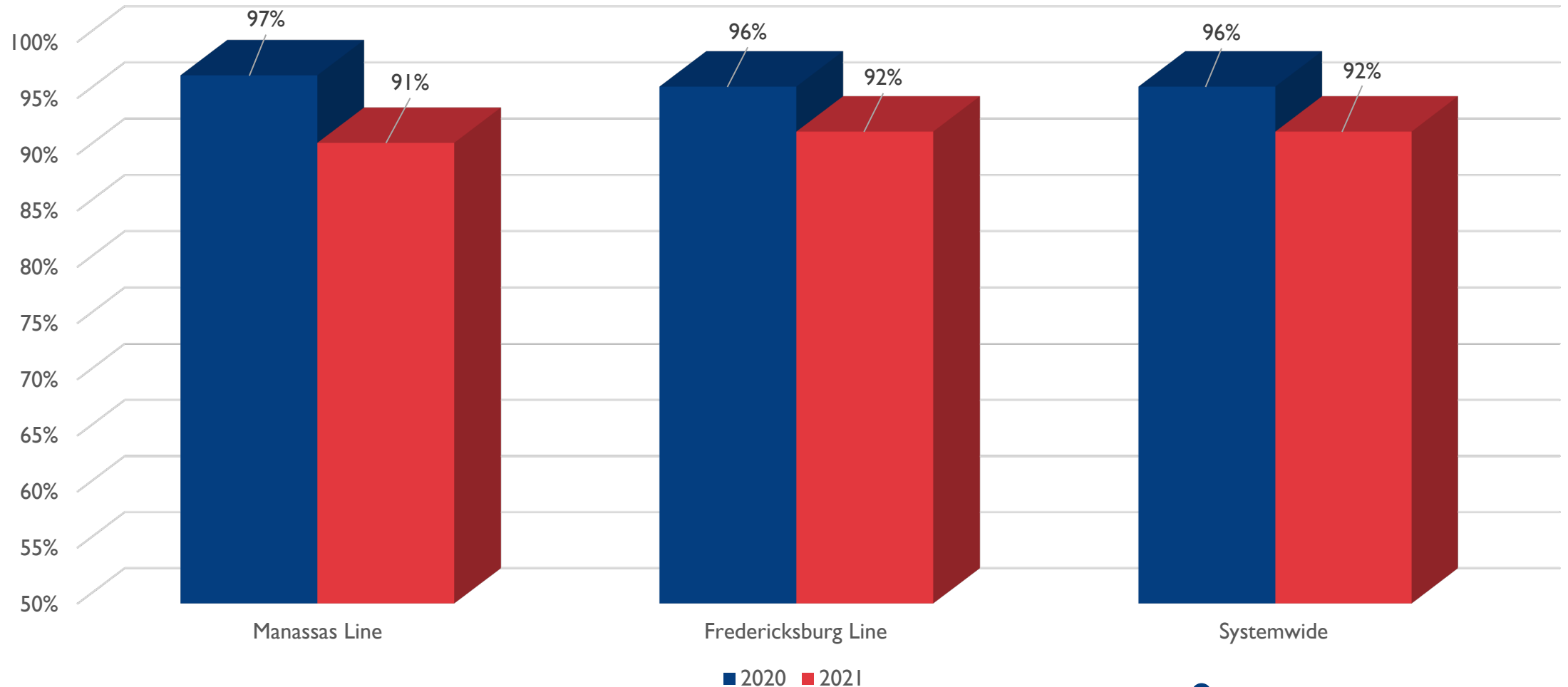
\*service days per month





# CEO Report – On Time Performance

## December Comparisons



# CEO Report – State Legislative Update

- Freedom of Information Act
- Virginia Passenger Rail Authority
- Public Procurement Act
- Motor Fuels Tax
- Transportation



# CEO Report – 2021 Annual Report



## 2021 ANNUAL REPORT

Virginia Railway Express  
1500 King Street, Alexandria, VA 22314

[www.vre.org](http://www.vre.org)  
@VARailXpress  
@RideVRE

VRE is a transportation partnership of the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission.

### JOINT MESSAGE FROM THE CEO AND CHAIR

While COVID-19 had not been completely derailed by year's end, VRE had returned to some semblance of "normal" in our service and operations. Trains were again running on a regular schedule, our Operations Board was back to in-person meetings, and staff in several departments began returning to the office.

Our service looked a little different in 2021 than the year prior. Gone were the social distancing decals on platforms and railcars, though masks remained a requirement onboard. A new schedule, which took effect in October, was designed to reduce track congestion – the major cause of VRE train delays – and allow for the future addition of a round-trip train on both the Fredericksburg and Manassas lines.

Many of the adjustments we made in 2020 continued to serve us well and a few even came with a silver lining. While monthly board meetings were no longer virtual, we continued to stream them to VRE's YouTube channel, providing greater access and transparency to those we serve. The creativity demanded of staff to effectively respond to the pandemic led to several industry awards. And the reduction in staff working at headquarters allowed us to expedite renovations.

2021 saw VRE break ground on several capital projects – at the Quantico and Rolling Road stations and our Crossroads yard – to enhance passenger convenience, comfort and safety. We reached planning milestones on our Crystal City and L'Enfant station improvement projects, as well as Long Bridge, a critical state rail project that VRE will help fund. Twenty-one new, state-of-the-art railcars will eventually join our fleet following approval of the purchase by VRE's board and parent commissions. Despite all the progress, a few challenges remained. Ridership was rebounding, but slowly; and our budget was balanced, in part due to federal assistance.

That said, there is light at the end of the pandemic tunnel and VRE is well situated to regain its status as the travel mode of choice for some 18,000+ daily commuters in Central and Northern Virginia. A long history of strong financial management and stewardship by the Operations Board and partnerships with a range of stakeholders have laid the foundation for future success. We have navigated 2021 with aplomb and look forward to greater accomplishments moving forward.



Rich Dalton  
VRE CEO



Elizabeth Bennett-Parker  
VRE Operations Board Chair

### VRE OPERATIONS BOARD

A new executive committee, with a fresh agenda, took the helm of the VRE Operations Board in January. The board, chaired by Alexandria Vice Mayor Elizabeth Bennett-Parker, navigated a return to in-person meetings and advanced numerous projects and initiatives, detailed in the pages that follow, to ensure VRE's sustainability and growth.



Walter Alcorn  
Fairfax County



Andrea Bailey  
Prince William 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





# CEO REPORT – QUESTIONS?





# VRE Riders' & Public Comment



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





# Authorization to Issue a GEC VIII Task Order for Construction Management Services for Fredericksburg Station Rehabilitation

## Recommendation:

The VRE Operations Board is asked to authorize the CEO to issue a general engineering consulting services (GEC VIII) task order to STV, Incorporated of Fairfax, Virginia for construction management services for the Fredericksburg Station Rehabilitation Project in the amount of \$596,158, plus a 10 percent contingency of \$59,616, for a total not to exceed \$655,774.

## Summary:

The design for the Fredericksburg Station Rehabilitation Project is complete and construction is anticipated to start within the next few months. Construction management services are being procured to assist VRE staff in the management of the construction contractor, to be selected through a competitive invitation-for-bids solicitation.



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



**Rich Dalton**  
VRE CEO



# Authorization to Issue a GEC VIII Task Order for Design of Audio Video Infrastructure for the Variable Messaging Screen System

## Recommendation:

The VRE Operations Board is asked to authorize the CEO to issue a general engineering consulting services (GEC VIII) task order to HDR Engineering, Incorporated of Vienna, Virginia for design of audio video infrastructure for the variable messaging screen (VMS) system in the amount of \$700,973, plus a 10 percent contingency of \$70,097, for a total not to exceed \$771,070.

## Summary:

This task order will allow for the structural, power, data, and Americans with Disabilities Act review and design for the replacement of the VMS originally installed in 2008 at VRE's stations. The new VMS will be based on the design and lessons learned from the VMS proof-of-concept project installed at the multimodal facilities in Fredericksburg and Alexandria. Once this phase is complete, VRE staff will use the deliverables for the procurement of the VMS replacement approved by the Operations Board in June 2018.



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



**Rich Dalton**  
VRE CEO



# Resolution of Support for the Manassas Park Application to the I-66 Commuter Choice Program for the Manassas Park VRE Parking Expansion Project

## Recommendation:

The VRE Operations Board is asked to support the application by the City of Manassas Park to the Northern Virginia Transportation Commission Fiscal Year 2022, I-66 Commuter Choice program for the Manassas Park VRE Parking Expansion Project.

## Summary:

The City of Manassas Park will apply to the I-66 Commuter Choice Program for \$2.5 million for the Manassas Park VRE Parking Expansion Project. This funding will help cover additional costs to the project, as it was redesigned to better integrate with the overall City Center Redevelopment District project. Funding already allocated to the project comes from the Northern Virginia Transportation Authority, the I-66 Outside the Beltway Concessionaire Payment program, and the City of Manassas Park.



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



**Rich Dalton**  
VRE CEO



# Adoption of the 2022 VRE Operations Board Meeting Schedule

## 2022 VRE OPERATIONS BOARD CALENDAR

MEETING LOCATION: PRTC Boardroom  
14700 Potomac Mills Road  
Woodbridge, VA 22192

\*\* Executive Committee @ TBD  
∞ Finance Committee follows Board meeting adjournment  
† CEO Evaluation Committee @ TBD  
†† Audit Committee @ 8:45 am  
◆ Legislative Committee follows Board meeting adjournment

VRE OPS BOARD MEETING	DATE	TIME	VRE OPS BOARD MEETING	DATE	TIME
JANUARY	Jan. 21, 2022	9:00 am	JULY ◆	Jul. 15, 2022	9:00 am
FEBRUARY	Feb. 18, 2022	9:00 am	AUGUST	No Meeting	N/A
MARCH ∞	Mar. 18, 2022	9:00 am	SEPTEMBER ◆	Sep. 16, 2022	9:00 am
APRIL	Apr. 15, 2022	9:00 am	OCTOBER ∞	Oct. 21, 2022	9:00 am
MAY	May 20, 2022	9:00 am	NOVEMBER ††	Nov. 18, 2022	9:00 am
JUNE ∞ ††	Jun. 17, 2022	9:00 am	DECEMBER	Dec. 16, 2022	9:00 am

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
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**Margaret Franklin**  
VRE Operations Board Chair  
Prince William County



**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 December 7, 2021, VRE issued a blanket purchase order in an amount not to exceed \$200,000.00 to CDW-Government to purchase new workstations, Microsoft surface devices and peripherals, for VRE staff and interns. This purchase order is based upon cooperative contract pricing secured by Fairfax County for IT hardware and software.
- On December 13, 2021, VRE issued a purchase order in the amount of \$60,659.80 to JMA Rail Products to acquire a total of 20 locomotive prime mover exhaust kits.
- On December 20, 2021, VRE amended an existing task order with Fresh Air Duct Cleaning, LLC under the Custodial and Seasonal Services for VRE Facilities contract for specialized cleaning services in response to the COVID-19 pandemic at VRE's Alexandria headquarters office, Fredericksburg office, and Crossroads warehouse. The amendment extended the term of this task order and increased the total commitment to an amount not to exceed \$161,727.20.



**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 December 27, 2021, VRE issued a task order in the amount of \$60,540.22 to NVE, Inc. under the maintenance services for VRE facilities contract to replace the existing fluorescent ceiling light fixtures in Suites 201 and 202 at VRE's Alexandria headquarters office with new LED fixtures.
- On December 29, 2021, VRE issued a task order in the amount of \$176,823.36 to NVE, Inc. under the maintenance services for VRE facilities contract to replace the yard lighting at Broad Run and Crossroads with new LED fixtures. A total of 87 fixtures will be replaced under this task order.



**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.



**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





# VRE Operations Board Members' Time



Jennifer Mitchell  
Director  
Virginia DRPT

Two major infrastructure projects – included in the Transforming Rail in Virginia initiative spearheaded by Jennifer Mitchell – will separate freight and passenger rail, relieving track congestion and improving reliability.



(Above) Planned Franconia Bypass



(Left) Planned second rail crossing over the Potomac River





# VRE Operations Board Member Time



Walter Alcorn  
Fairfax County



Sarah Bagley  
Alexandria



Andrea Bailey  
Prince William County



Preston Banks  
Manassas Park



Margaret Franklin  
Prince William County



Libby Garvey  
Arlington County



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Stafford County



**THE JANUARY 21, 2022 MEETING  
OF THE VRE OPERATIONS BOARD  
IS ADJOURNED**



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

