

VRE OPERATIONS BOARD MEETING

September 17, 2021



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

Meeting materials are available at
vre.org/about/board/board-agenda-minutes/2021/September



Pledge of Allegiance

I pledge allegiance to the flag
of the United States of
America, and to the republic
for which it stands, one
nation under God, indivisible,
with liberty and justice for all.





Roll Call



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



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 July 16, 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 General Engineering Consulting Services Task Order for Construction Administrative Services for the Fredericksburg Station Rehabilitation Project
 - B. Authorization to Execute a Contract Amendment for Design Services for the Lifecycle Overhaul and Upgrade Facility
 - C. ~~VRE Operations Board Resolution of Support for City of Alexandria Application for NVTAFY 2022-2027 Six Year Program~~
 - D. Recommend Authorization to Extend a License Agreement for Real Property at VRE Leeland Road Station
 - E. Referral of Preliminary FY 2023 VRE Operating and Capital Budgets to the Commissions and Localities
10. Information Items
 - A. Spending Authority Report
 - B. System Plan 2040 Update
11. Closed Session
12. Operations Board Members' Time



Approval of Minutes

July 16, 2021

In-Person Meeting with YouTube Livestream

Members Present

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

Members Absent

- Meg Bohmke (PRTC)
- Gary Skinner (PRTC)

Alternates Present

- Deborah Frazier (PRTC)

Jurisdiction

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

- Stafford County
- Spotsylvania

- Stafford County



Elizabeth Bennett-Parker

VRE Operations Board Chair
City of Alexandria



Chair's Comments

- Welcome to the September VRE Operations Board meeting.
- We will have a Legislative Committee meeting at the conclusion of the board meeting. All board members are welcome to attend.
- Just a reminder that the meeting is being livestreamed on YouTube. I would ask you to speak up so the mics can pick up your questions or comments and to avoid side conversations, which, when picked up by the mics, can interfere with the individual who is speaking.
- Our next meeting is October 15th.



Elizabeth Bennett-Parker

VRE Operations Board Chair
City of Alexandria



CEO Report

- Safety
- Ridership
- Performance
- Project Spotlight



Rich Dalton

VRE CEO



CEO Report – Safety Update

VIRGINIA RAILWAY EXPRESS RAIL SAFETY WEEK TOOLKIT



SEPTEMBER 20-26, 2021

RAIL

OLI.ORG

SAFETY

WEEK

SEPTEMBER 20-26, 2021
RAIL SAFETY WEEK
OLI.ORG

The goal of [Operation Lifesaver Inc.'s \(OLI\) Rail Safety Week](#) "is to raise awareness of the need for rail safety education and empower the general public to keep themselves safe near highway-rail grade crossings and railroad rights-of-way."

This year, VRE and OLI are targeting kids and young adults, who sometimes engage in dangerous activities, like walking along, taking photos and selfies on, and hanging out near tracks — all of which are considered trespassing.

The 15-second public service announcement (PSA) — "Near Miss" — will run on streaming services frequented by middle- and high-school students and their parents. A 30-second version is also available for your use. We will share the PSA via social media. We appreciate the support of school systems and elected officials in the nine Virginia jurisdictions through which our trains run in amplifying our message: Only trains belong on tracks!

CONTENTS

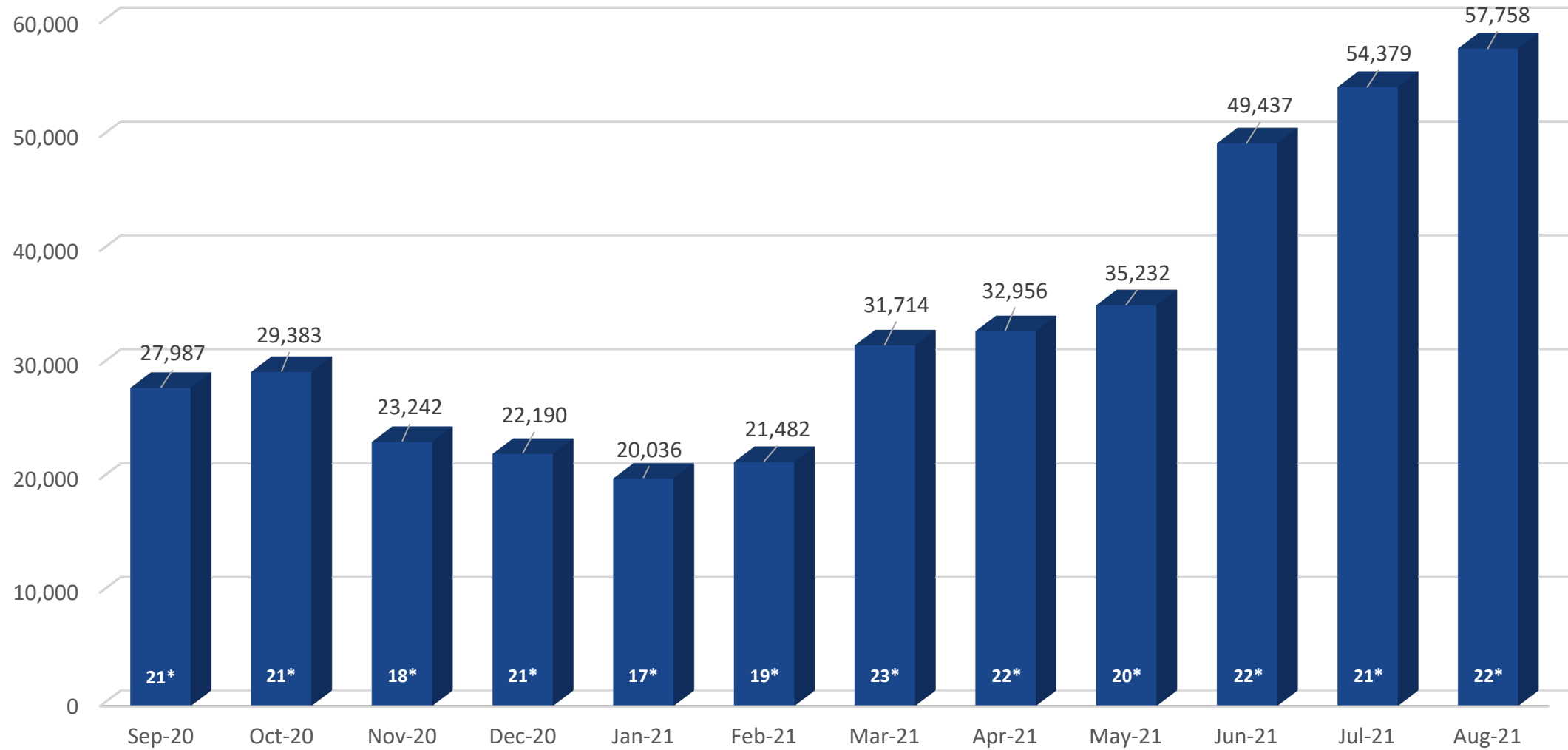
- "Near Miss" Public Service Announcements
- Sample Social Media Content
- Schedule of VRE Social Media Posts
- Sample In-School Announcements
- Sample Newsletter/Email Content
- Logos and Images



The 13th largest commuter rail service in the U.S., VRE's mission is to provide safe, cost effective, accessible, reliable, convenient, and customer responsive commuter-oriented passenger rail service. The 4.5 million pre-pandemic rides the railroad provided annually in Northern Virginia and Washington D.C. removed some 100 million vehicle miles from the region's interstates. Learn more at www.vre.org.



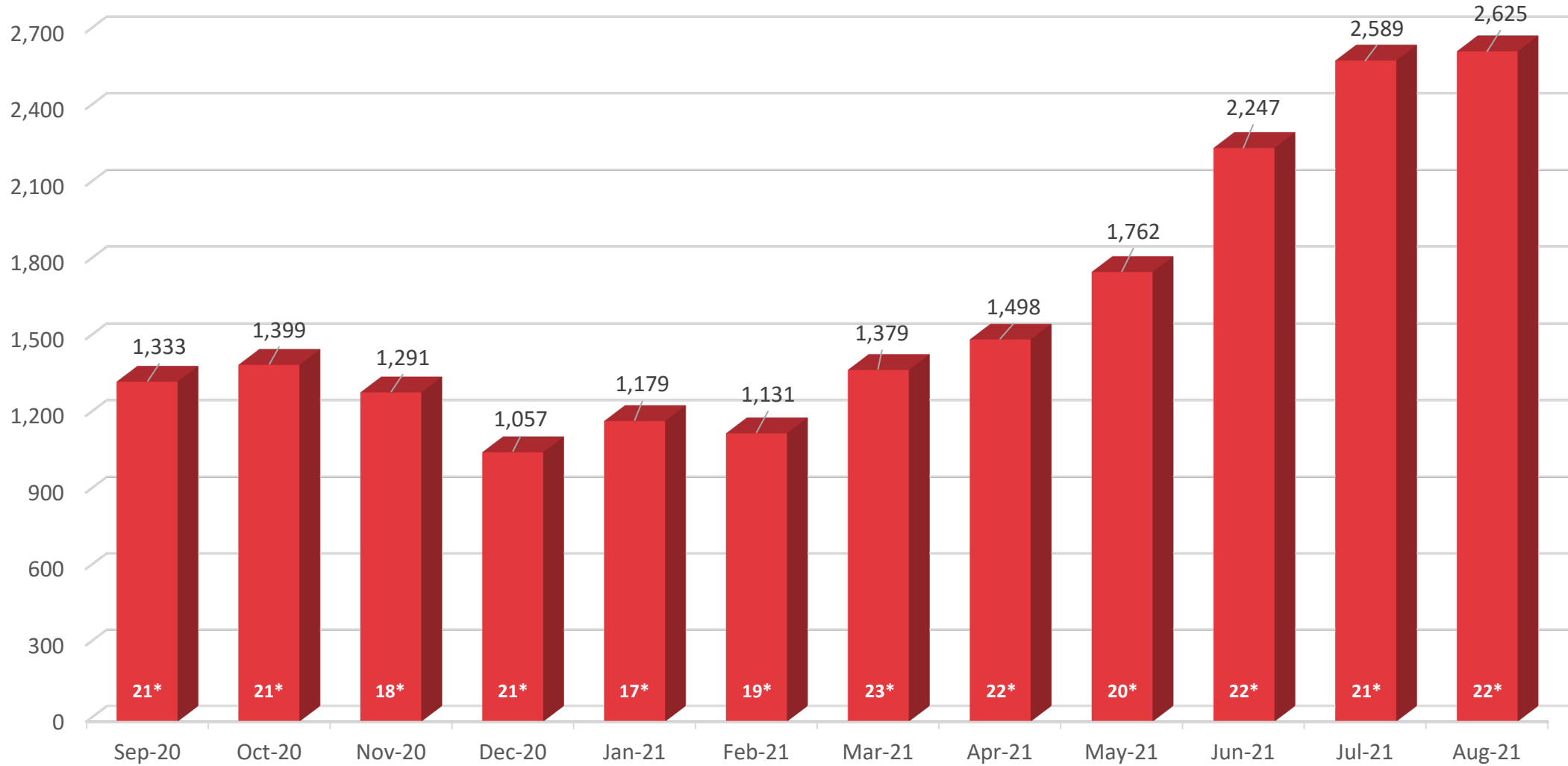
CEO Report – Monthly Ridership



*service days per month



CEO Report – Monthly Average Daily Ridership

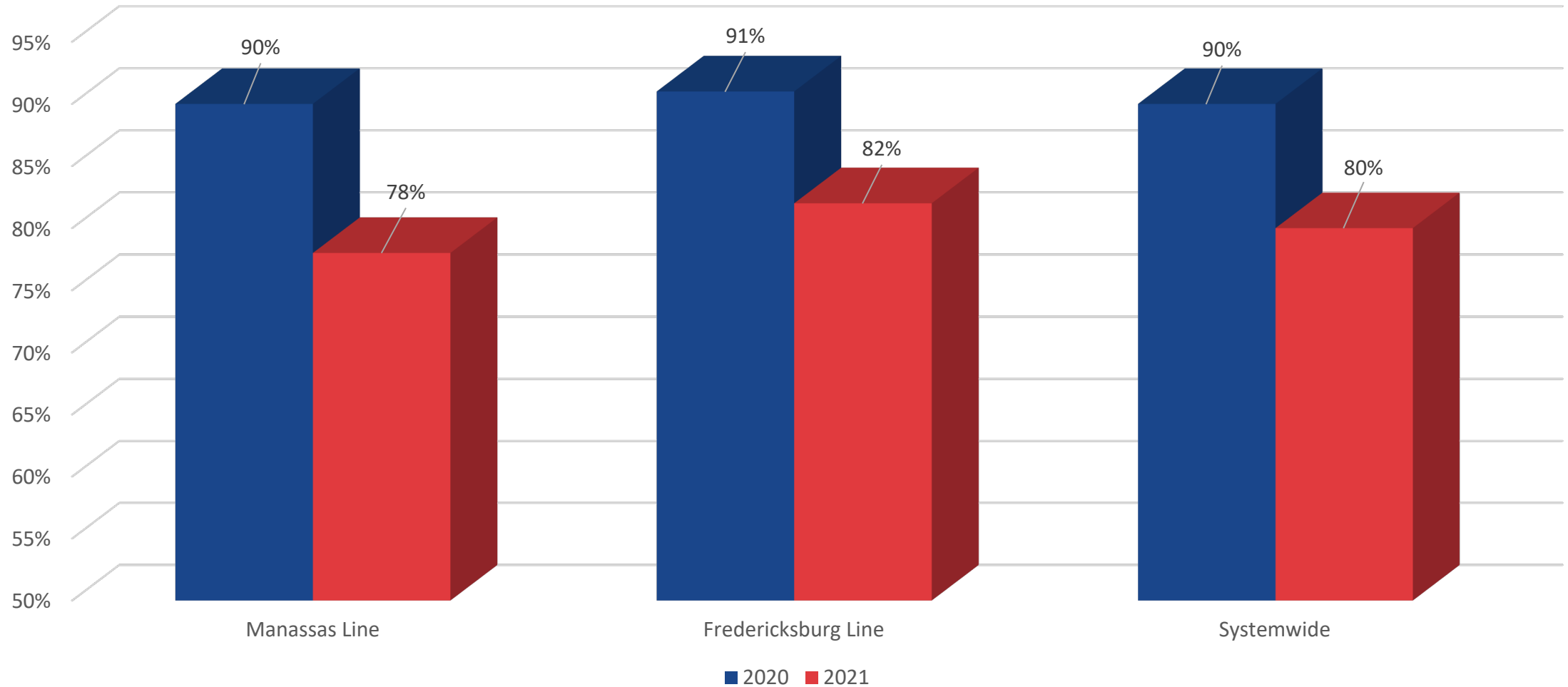


*service days per month



CEO Report – On-time Performance

August Comparisons





CEO Report – On-time Performance

	JUNE 2021	JULY 2021	AUG 2021	SEPT 2021
	1-22	1-21	1-22	1-11
<i>LATE TRAINS</i>				
Manassas	81	68	77	14
Fredericksburg	52	50	62	15
Systemwide	133	118	139	29
<i>AVERAGE MINUTES DELAYED</i>				
	17	17	14	12
<i># TRAINS 30+ MINUTES LATE</i>				
	5	18	10	0
<i>OTP</i>				
Manassas	77%	80%	78%	91%
Fredericksburg	85%	85%	82%	90%
Systemwide	81%	82%	80%	90%



CEO Report – On-time Performance

	JUNE 2021	JULY 2021	AUG 2021	SEPT 2021
	1-22	1-21	1-22	1-11
<i>CAUSE</i>	<i># OF TRAINS DELAYED</i>			
Congestion	74	42	65	10
Signal Issue	25	32	27	16
Weather	2	16	5	3
Police Activity	6	0	12	0
MOW	7	8	2	0
Deer Strike	5	0	10	0
Mechanical	5	5	3	0
PTC	2	2	7	0
False Activation	0	8	0	0
Downed Tree	7	0	0	0
Bridge Strike	0	0	6	0
VIP Movement	0	4	0	0
Passenger Issue	0	0	2	0
Crew	0	1	0	0
Total Delays	133	118	139	29



CEO Report – Project Spotlight – Crystal City Station

- At 30 percent point in project that relocates station to the south
- NEPA under review by FTA
- Preliminary engineering, surveying and geotechnical investigation completed
- Project under consideration for a GM/GC delivery method at 60 percent

Anticipated Project Schedule		
<i>Phase</i>	<i>Start Date</i>	<i>Finish Date</i>
Development	12/01/2016	06/30/2021
Property Acquisition	07/01/2020	06/30/2021
Final Design	11/01/2021	05/15/2023
Construction	08/15/2023	10/01/2025



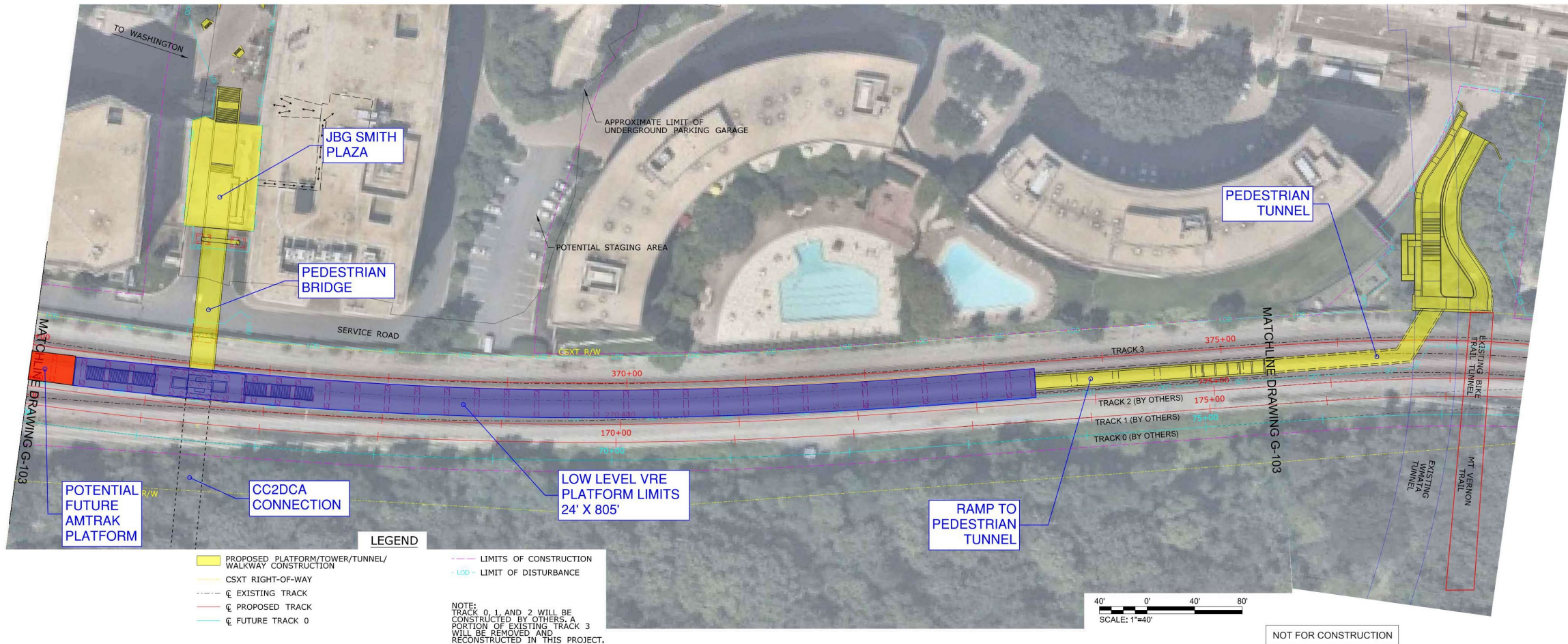
South Entrance



North Entrance



CEO Report – Project Spotlight – Crystal City Station



VRE’s Crystal City Station is a critical component of National Landing’s future multimodal hub.



CEO Report – Project Spotlight – Crystal City Station

Future projects (by others) employ the VRE station as a hub for access to Metro and Ronald Reagan Washington National Airport.





CEO Report – Questions?





Virginia Railway Express Riders' and Public Comment



Elizabeth Bennett-Parker

VRE Operations Board Chair
City of Alexandria



Authorization to Issue a General Engineering Consulting Services Task Order for Construction Administration Services for the Fredericksburg Station Rehabilitation Project

Recommendation:

The VRE Operations Board is asked to authorize the CEO to issue a general engineering consulting contract (GEC VIII) task order to STV, Incorporated of Fairfax, Virginia for construction administration services for the Fredericksburg Station Rehabilitation Project in the amount of \$384,030, plus a 10 percent contingency of \$38,403, for a total not to exceed \$422,433.

Summary:

Project design is complete and construction is anticipated to start in the second quarter of 2022. Construction administration services are being procured via task order, allowing the design consultant to provide design assistance during construction. The design consultant will assist in answering questions during the bid phase, review technical submittals and RFI's, finalize as-builts, and coordinate with the contractor and construction manager.



Elizabeth Bennett-Parker
Chair
City of Alexandria



Rich Dalton
VRE CEO



Authorization to Execute a Contract Amendment for Design Services for the Lifecycle Overhaul and Upgrade Facility

Recommendation:

The VRE Operations Board is asked to authorize the CEO to execute a contract amendment with STV Incorporated of Fairfax, Virginia for additional construction phase services as part of the engineering, environmental and construction services for the Lifecycle Overhaul and Upgrade (LOU) facility contract in the amount of \$703,883, plus a 10 percent contingency of \$70,388, for a total amount not to exceed \$774,271. This will increase the total authorization for this contract from \$3,605,039 to a total amount not to exceed \$4,379,310.

Summary:

The original projected duration of construction of the LOU facility was 17 months based on a targeted occupation date established by VRE. As the project was further developed and expanded, the construction duration was updated to 30 months. VRE is therefore requesting additional construction-phase services within the existing scope of work to cover the lengthened project duration.



Elizabeth Bennett-Parker
Chair
City of Alexandria



Rich Dalton
VRE CEO



Recommend Authorization to Extend a License Agreement for Real Property at VRE Leeland Road Station

Recommendation:

The VRE Operations Board is asked to recommend the commissions authorize the CEO to execute an amendment to a site license agreement (“Lease”) with GTP Towers I, LLC, of Delaware (formerly Mid-Atlantic Tower Holding Company) for property used for a communications tower at VRE’s Leeland Road station to provide the option to extend the Lease for each of six additional five-year renewal terms and make changes to the rent payable to VRE.

Summary:

VRE operates a VHF two-way radio communications system for communication between VRE trains and headquarters. The radio system required a communications tower be built at Leeland Road station. Mid-Atlantic (now GTP-Towers I, LLC) constructed the tower at no expense to VRE. VRE owns the tower and GTP-Towers I pays VRE rent which allows GTP-Towers I to locate its own facilities on the tower and provides VRE space on the tower to support the VHF radio project. GTP-Towers I proposed removing its facilities from the tower and terminating the Lease, which would leave VRE without someone to maintain the tower. As an alternative to termination, GTP-Towers I and VRE negotiated a Lease with revised terms and wish to amend the Lease to provide the option to extend the Lease for each of six additional five-year renewal terms and reduce the annual rent amount to \$25,847 (from the current rent of \$32,254) subject to an annual escalation of 3 percent.



Elizabeth Bennett-Parker
Chair
City of Alexandria



Rich Dalton
VRE CEO



Referral of Preliminary FY 2023 VRE Operating and Capital Budgets to the Commissions and Localities

Recommendation:

The VRE Operations Board is asked to refer the preliminary fiscal year (FY) 2023 VRE Operating and Capital Budget to the commissions for their consideration, so the commissions, in turn, can refer their preliminary budget recommendations to the jurisdictions for review and comment.

Summary:

VRE's preliminary FY 2023 operating budget totals \$96.7 million, which includes operations, maintenance, and existing debt service. This preliminary budget represents an increase of 7.8 percent over the approved FY 2022 operating budget of \$89.7 million, and staff are continuing to closely review departmental budgets to identify potential expense reductions. The preliminary operating deficit for the FY 2023 budget is \$22.5 million, but this figure does not include the use of any available federal pandemic relief funds to replace lost passenger revenue.

VRE's preliminary FY 2023 capital budget includes commitments of \$86.3 million from federal, state, regional, and local funding sources towards the Capital Improvement Program. VRE continues to work closely with the Department of Rail and Public Transportation and Virginia Passenger Rail Authority to advance capital projects that are critical to the Transforming Rail in Virginia program and expanding commuter and intercity rail across the commonwealth.



Elizabeth Bennett-Parker
Chair
City of Alexandria

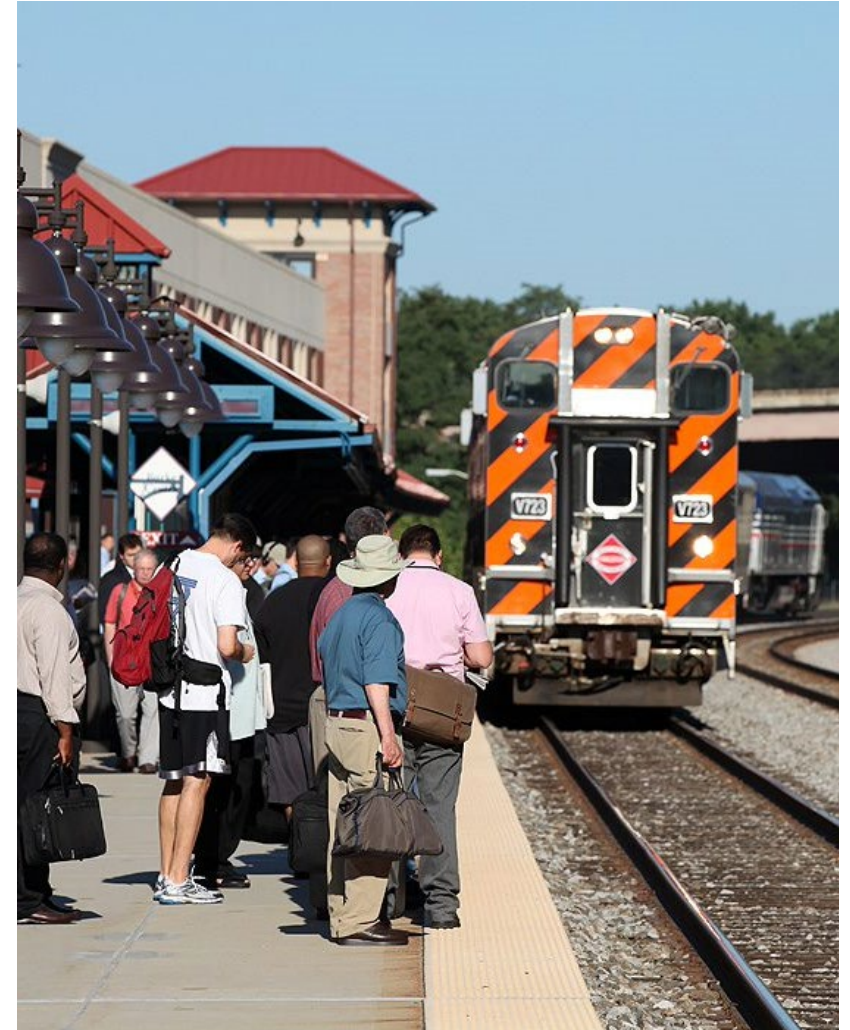


Rich Dalton
VRE CEO



Key FY 2023 Budget Assumptions

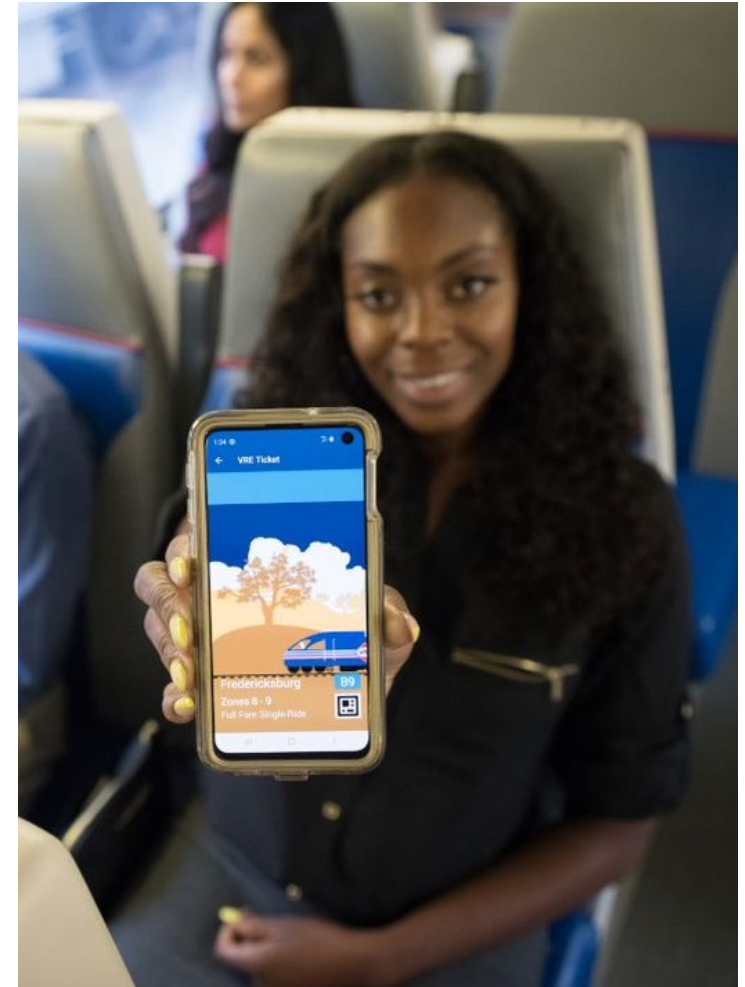
- **Federal Pandemic Relief Funding**
 - \$32 million drawn through FY 2021
 - \$54 million projected to use in FY 2022
 - \$70 million available for FY 2023+
- **Return of Ridership**
 - Ridership currently ~3,000 trips/day
 - Uncertainty about long-term changes in telework policies and commuting patterns
 - FY 2023 budget assumes 8,000 trips/day and \$25 million in fare revenue





Key FY 2023 Budget Assumptions

- **Fares and Jurisdictional Subsidy**
 - Fare revenue critical to VRE fiscal sustainability, preliminary budget keeps fares unchanged
 - Pandemic relief funds will backfill lost revenue
 - Preliminary budget returns jurisdictional subsidy to pre-pandemic level of \$18.3 million
- **Transforming Rail in Virginia (TRV)**
 - Ability to add one additional round-trip train on each line (“Planned Additional Service”)
 - Requires agreement with NS and evaluation of ridership return





Key FY 2023 Budget Assumptions

- **Operating Expenses**
 - Diesel fuel
 - Access fees (particularly Amtrak)
 - Reinstatement of contingency
 - Train operations and maintenance
- **Capital Program Funding**
 - Obligation of previously programmed CMAQ and SMART SCALE funds
 - Commitment of C-ROC funds to TRV





Spending Authority Report

On September 18, 2020, the VRE Operations Board 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 July 19, 2021, VRE issued a task order in the amount of \$72,912 to NVE, Inc. under the maintenance services for VRE facilities contract to complete pavement repairs in parking lot G on Prince Edward Street at the Fredericksburg station.
- On July 19, 2021, VRE issued a task order in the amount of \$165,719 to NVE, Inc. under the maintenance services for VRE facilities contract to complete pavement repairs at the Leeland Road Station.
- On July 19, 2021, VRE issued a purchase order in the amount of \$50,000 to RJD ED Solutions LLC (DBA Davis & Associates) to provide diversity, equity, and inclusion consulting services. Davis & Associates will be responsible for conducting an analysis and developing a baseline assessment report of VRE's current organizational policies, practices, training opportunities, and level of diversity, equity, and inclusion awareness and competency.



Rich Dalton
VRE CEO

(continued)



Spending Authority Report (continued)

- On August 3, 2021, VRE issued a task order in the amount of \$197,895.76 to Keolis Rail Services Virginia, LLC, under the maintenance services for commuter rail operations contract, to replace worn, torn and damaged signs on VRE passenger railcars.
- On August 3, 2021, VRE issued a purchase order to Powersolv, Inc. in the amount of \$100,000. Provided services are continued support of the entire e-Builder system, ensuring that the software is properly configured, the data is accurate and inclusive of current projects, and training is provided to new and existing users.
- On August 25, 2021, VRE issued a task order in the amount of \$78,401 to STV, Inc. under the general engineering consultant contract to provide construction administration services for the VRE headquarters renovations project.
- On August 26, 2021, VRE issued a purchase order to Staples Advantage, in the amount of \$95,676.97 for the purchase of office furniture for VRE's headquarters office.
- On August 28, 2021, VRE issued a purchase order to Computer Aid, Inc. in the amount of \$103,660.80 to provide ERP administration support for VRE's Munis ERP software, which went live on September 1, 2021.



Rich Dalton
VRE CEO



System Plan 2040 Purpose and Goals

System Plan 2040 allows for the logical, incremental expansion of rail infrastructure and service. The goal of the system plan is to:

- Provide passengers with rolling stock, stations and service maintained and operated at the highest level of quality.
- Improve and expand service for current and future VRE passengers.
- Advance VRE's role as part of a multimodal regional mobility network.
- Invest in partnerships to add capacity in multiuse rail corridors.





System Plan 2040 Planning Assumptions

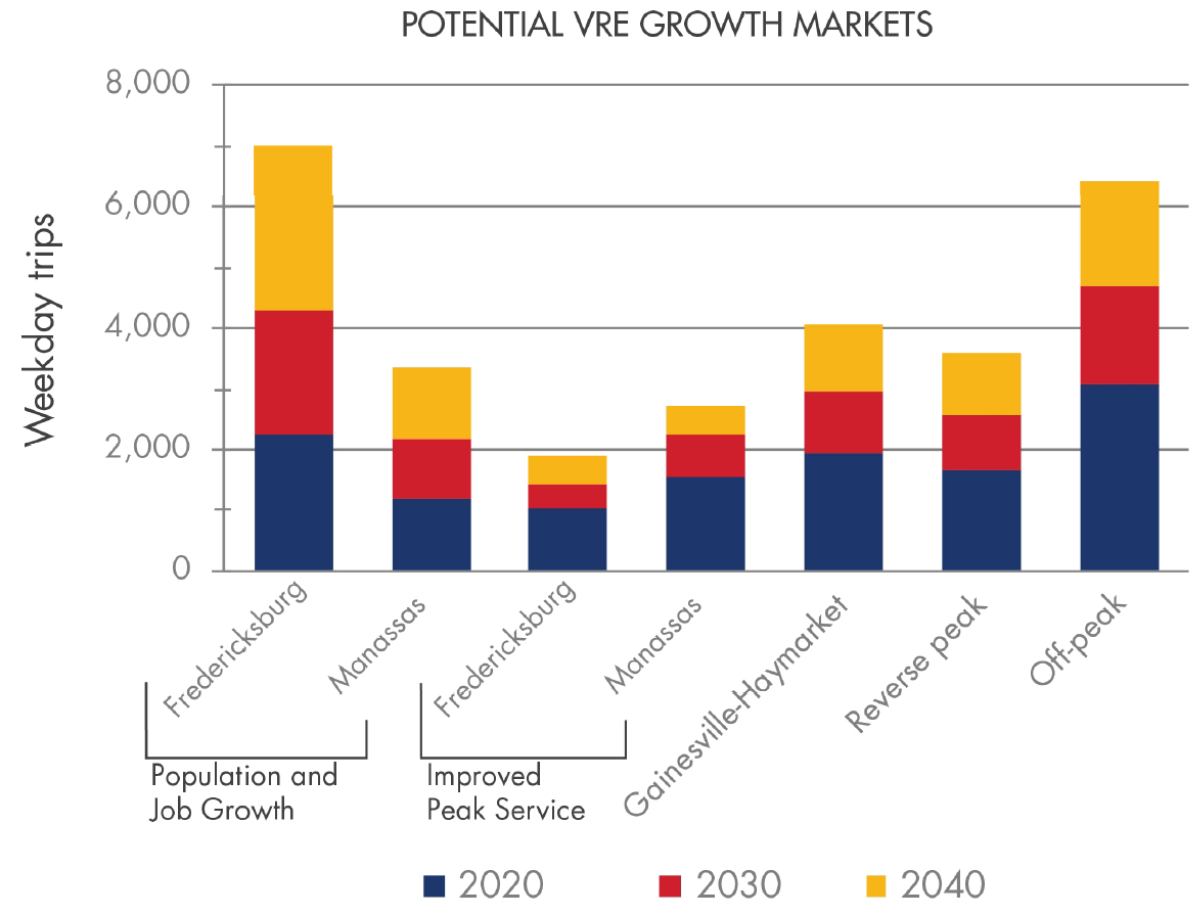
- Regional growth and congestion are inevitable
- VRE system and service expansion is a cost- and time-competitive travel option for the region
- The potential exists for increased capacity in CSXT/Norfolk Southern rail corridors
 - Future shared, interoperable passenger-freight network
 - 4 tracks between Alexandria and Washington, D.C. including Long Bridge
 - 3 tracks south of Alexandria
- Focus VRE service and investment within existing service area





System Plan 2040 Service Improvements

- Tapping potential markets could double VRE ridership by 2040
- Proposed service improvements contingent upon:
 - Planned system investments
 - New agreements with host railroads





System Plan 2040 Ridership Forecasts

Phase 1 (2015-2020)

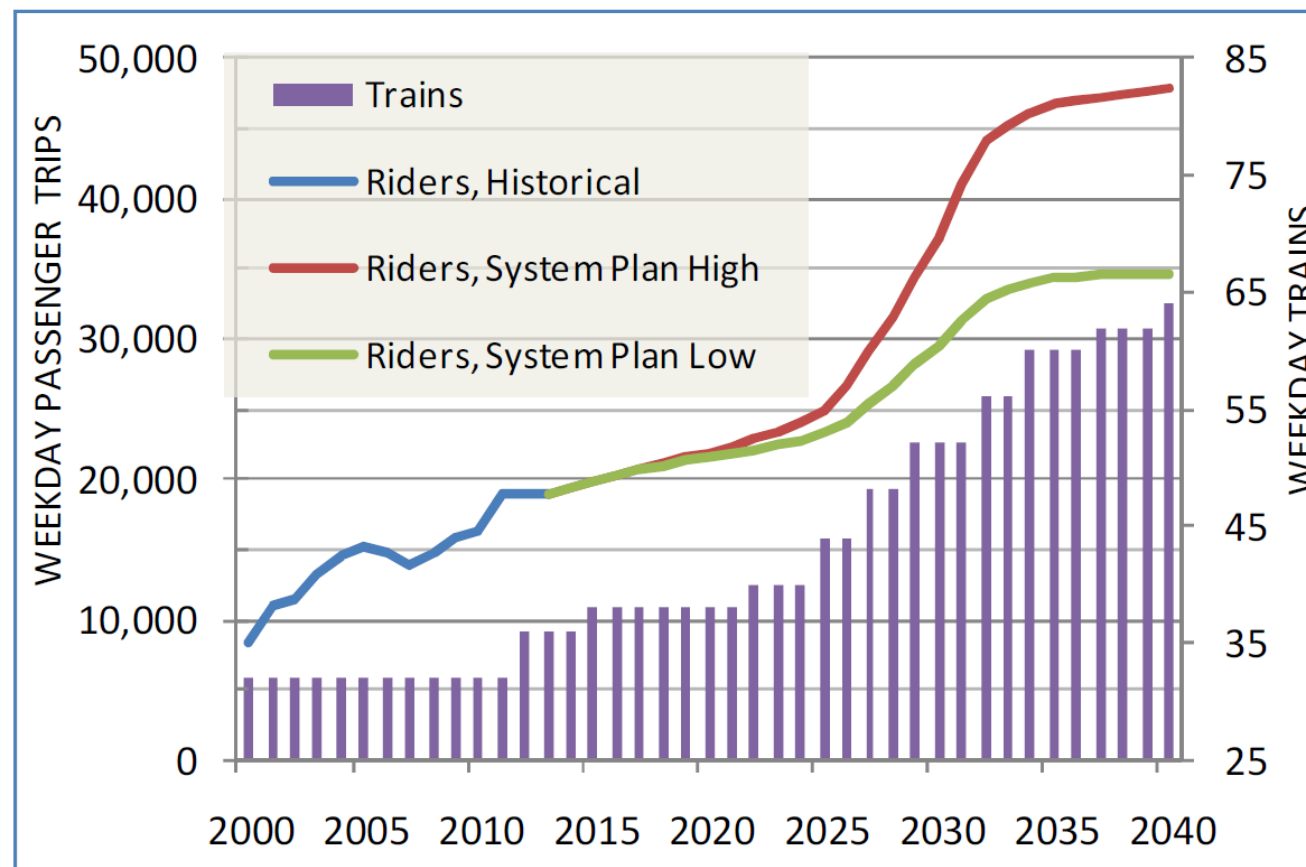
- Maximize VRE service within available train capacity of 34 daily trains
- Up to 25,000 daily trips

Phase 2 (2021-2030)

- Increase peak service frequency
- Introduce service to new markets
- Initiate major capacity expansion
- 30,000 - 40,000 daily trips

Phase 3 (2031-2040)

- Continued service expansion
- 35,000 – 50,000 daily trips





System Plan 2040 Capital Investments

Phase 1 (2015-2020)

- Relatively low-cost investments provide shorter-term capacity relief
- Focus on station improvements, train storage

Phase 2 (2021-2030)

- Long Bridge corridor
- Gainesville-Haymarket extension
- Fleet expansion

Phase 3 (2031-2040)

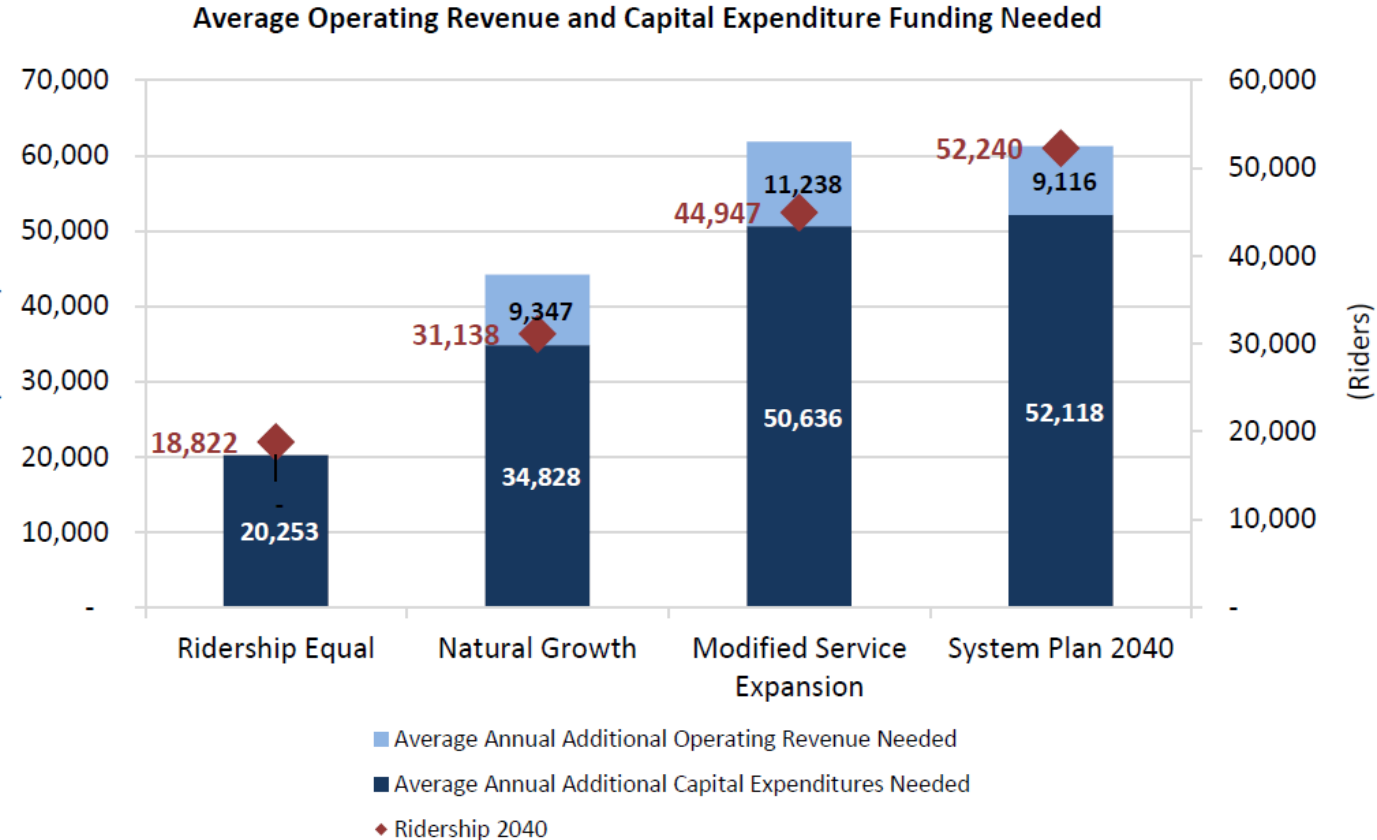
- Complete 3rd track
- Continue fleet expansion

System Investments	Estimated Capital Costs (millions of 2013 dollars)			
	Phase 1 2020	Phase 2 2030	Phase 3 2040	Total System Plan
Additional Coaches and Locomotives	\$35	\$125	\$125	\$285
Expand Platforms at Stations	\$50	\$80	\$35	\$165
Additional Parking at Stations	\$90	\$20	\$30	\$140
Central Core Station Improvements	\$20	\$20	\$0	\$40
Train Storage, DC & VA	\$40	\$10	\$60	\$110
Gainesville – Haymarket Extension	\$0	\$295	\$0	\$295
Long Bridge Corridor Expansion	\$0	\$1,100	\$0	\$1,100
Fredericksburg Line Third Track	\$50	\$100	\$440	\$590
Total Capital Cost	\$285	\$1,750	\$690	\$2,725
Estimated VRE/Local/Regional Share of the Capital Cost		\$700	\$300	\$1,000



System Plan 2040 Financial Plan

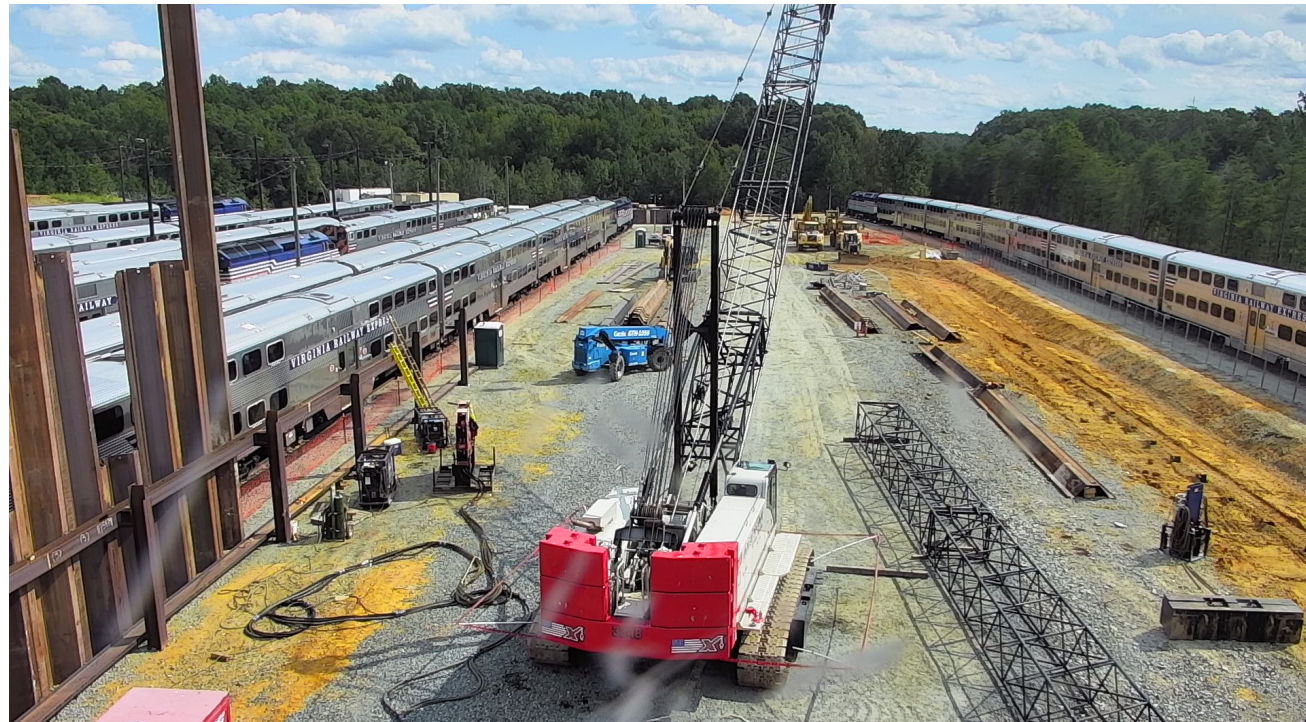
- Significant capital investment required to achieve full plan
- VRE operational expenses driven by VRE operating contractor cost and access fees
- Raising VRE fares to close the gap is not a viable solution on its own
- While increased ridership could defray some costs, additional revenue source(s) needed to even maintain the status quo





System Plan 2040 Implementation 2014-2021

- VRE Capital Improvement Program focused on system expansion
 - Stations (11 locations), equipment maintenance and storage (4 locations), additional rolling stock (21 units)
 - VRE federal formula, SMART SCALE, I-66 OTB, NVTAs, state rail funding
- 2017 shift away from Gainesville-Haymarket Extension
- 2018 Commuter Rail Operating and Capital Fund or C-ROC
 - Dedicated funding for capital and/or operating expenses
 - \$15 million annually

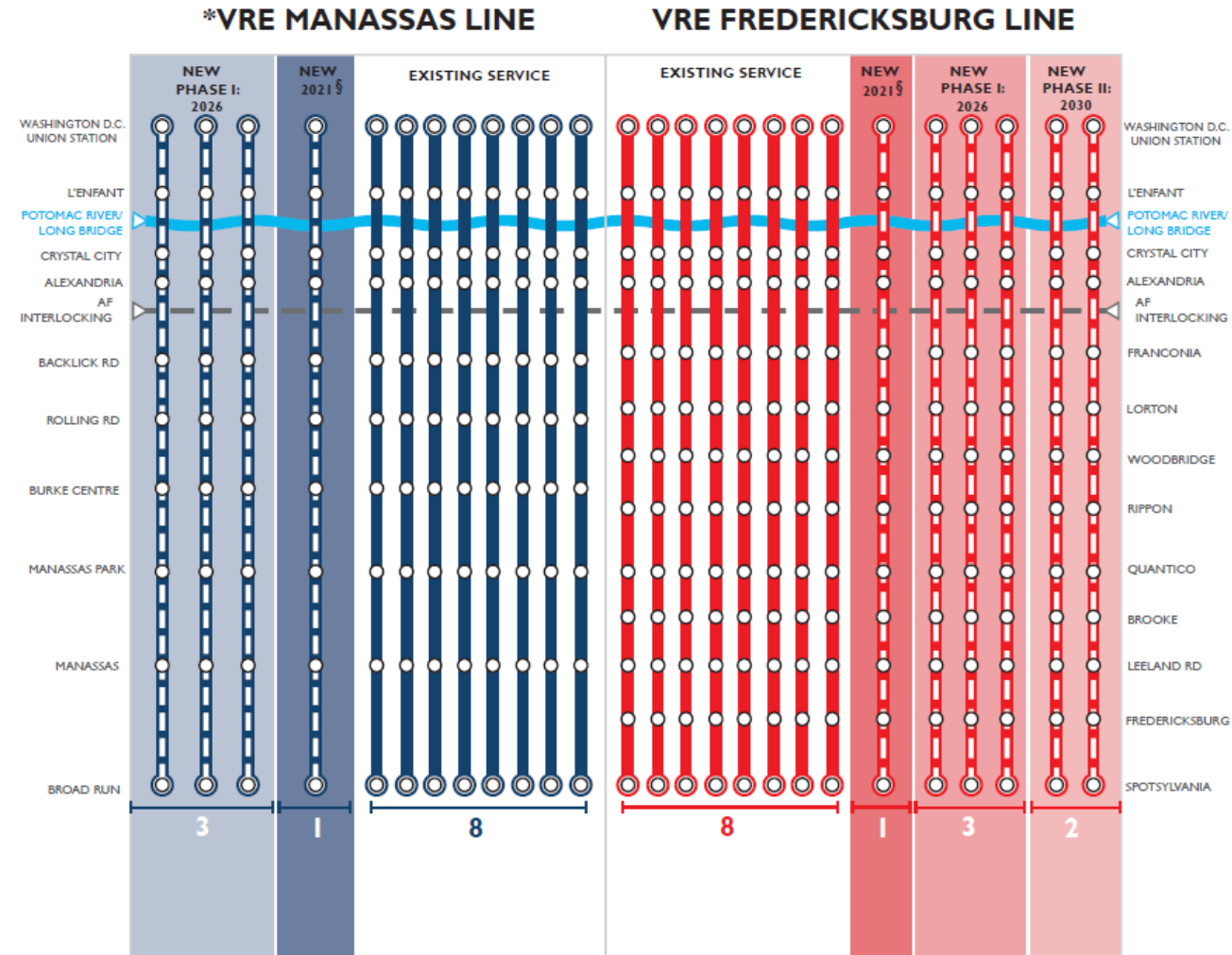


Lifecycle Overhaul and Upgrade Facility construction



Opportunities and Emerging Trends

- Transforming Rail in Virginia
- HOT lanes expansion
- Transit and alternative modes available
- Regional employment and population forecasts
- Travel trends
 - Increased midday travel
 - Weekend travel
 - Telework
- COVID-related influences





System Plan 2040 Update – Potential Next Steps

- Understand current demand for VRE service
- Identify untapped markets
 - Within existing VRE service area
 - Beyond current service area
 - Intermodal connections
- Incorporate system safety considerations and enhancements
- Environmental sustainability, climate change response, equity opportunities





Closed Session

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711.A(1), (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 personnel matter relating to the performance of the Chief Executive Officer; (2) 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; (3) 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 (4) 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

VRE OPERATIONS BOARD CLOSED SESSION

September 17, 2021



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



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



Board Member Comment



Walter Alcorn
Fairfax County



Andrea Bailey
Prince William County



Preston Banks
Manassas Park



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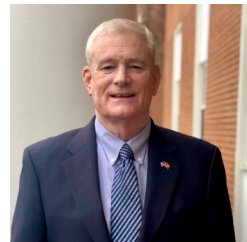
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Gary Skinner
Spotsylvania County



Ralph Smith
Manassas



Dan Storck
Fairfax County



James Walkinshaw
Fairfax County

VRE OPERATIONS BOARD MEETING

September 17, 2021



The meeting is adjourned

Meeting materials are available at
vre.org/about/board/board-agenda-minutes/2021/September

VRE OPERATIONS BOARD LEGISLATIVE COMMITTEE MEETING



September 17, 2021

