



VRE OPERATIONS BOARD MEETING

November 17, 2023

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

Meeting materials are available at
vre.org/about/board/board-agenda-minutes/2023/November

OPERATIONS BOARD MEETING

The livestream will recommence shortly



PLEDGE OF ALLEGIANCE



ROLL CALL



Sarah Bagley
Alexandria



Andrea Bailey
Prince William County



Meg Bohmke
Stafford County



Margaret Franklin
Prince William County



Monica Gary
Stafford County



Lori Hayes
Spotsylvania County



Takis Karantonis
Arlington 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 Moment
4. Approval of the Agenda
5. Approval of Minutes from October 20, 2023 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 2023 Audited Financial Statements and Auditor's Report and Authorization to Forward to the Commissions
 - B. Authorization to Issue an Invitation for Bids for Delivery of Diesel Fuel for VRE Locomotives
 - C. Charge to the 2024 Operations Board Officers Nominating Committee Regarding Subordinate Officer
 - D. Authorization to Execute a Contract for Facility Security Services
 - E. Authorization to Execute a Sole Source Service Level Agreement for Automatic Passenger Counter System Software and Maintenance
 - F. Recommend the Commissions Approve the 2024 VRE Legislative Agenda
 - G. Recommend Authorization to Submit a VRE Application to the NVTC I-66 Commuter Choice FY2025-2026 Program
 - H. Policy for 360-Degree Assessment of the Chief Executive Officer
10. Information Items
 - A. Budget Update
 - B. Spending Authority Report
11. Closed Session
12. Operations Board Members' Time

APPROVAL OF MINUTES

October 20, 2023

Meeting with YouTube Livestream

Members Present

- Sarah Bagley (NVTC)
- Meg Bohmke (PRTC)
- Monica Gary (PRTC)
- Takis Karantonis (NVTC)
- Matt Kelly (PRTC)
- Jeanine Lawson (PRTC)
- Michael McLaughlin (VPRA)
- Alanna Mensing (PRTC)
- Ralph Smith (PRTC)
- Dan Storck (NVTC)
- James Walkinshaw (NVTC)

Members Absent

- Andrea Bailey (PRTC)
- Margaret Franklin (PRTC)
- Lori Hayes (PRTC)

Jurisdiction

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

Jurisdiction

- Prince William County
- Prince William County
- Spotsylvania County



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



CHAIR'S COMMENTS

- Welcome to the VRE Operations Board November meeting.

NVTC, PRTC AND VRE PRESENT:

ANNUAL LEGISLATIVE FORUM

—Welcome—
8:30 - 11 a.m.
Friday, December 1, 2023

New Location!
George Mason University
Schar School/Van Metre Hall
Multipurpose Room 125/126
3351 Fairfax Drive
Arlington, VA 22201

Join transit leaders and special guests for an in-person overview of federal and state issues affecting transit in Northern Virginia.

Featuring Our Transit Leader Panel:
Katie Cristol, CEO, Tysons Community Alliance, Randy Clarke, GM/CEO, Metro, Rich Dalton, CEO, Virginia Railway Express, Kate Mattice, Executive Director, Northern Virginia Transportation Commission, Bob Schneider, Executive Director, OmniRide

Keynote Speaker:
Kathy Hollinger
CEO, Great Work from Home

Special Guest:
Jen DeBruhl
Director, Department of Rail and Public Transportation

Moderated by:
Katie Cristol

Randy Clarke, Rich Dalton, Kate Mattice, Bob Schneider

Logos: NVTC, PRTC, VRE



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



CEO REPORT

- **Safety**
- **Performance**
- **Ridership**
- **Events**



Rich Dalton
VRE CEO

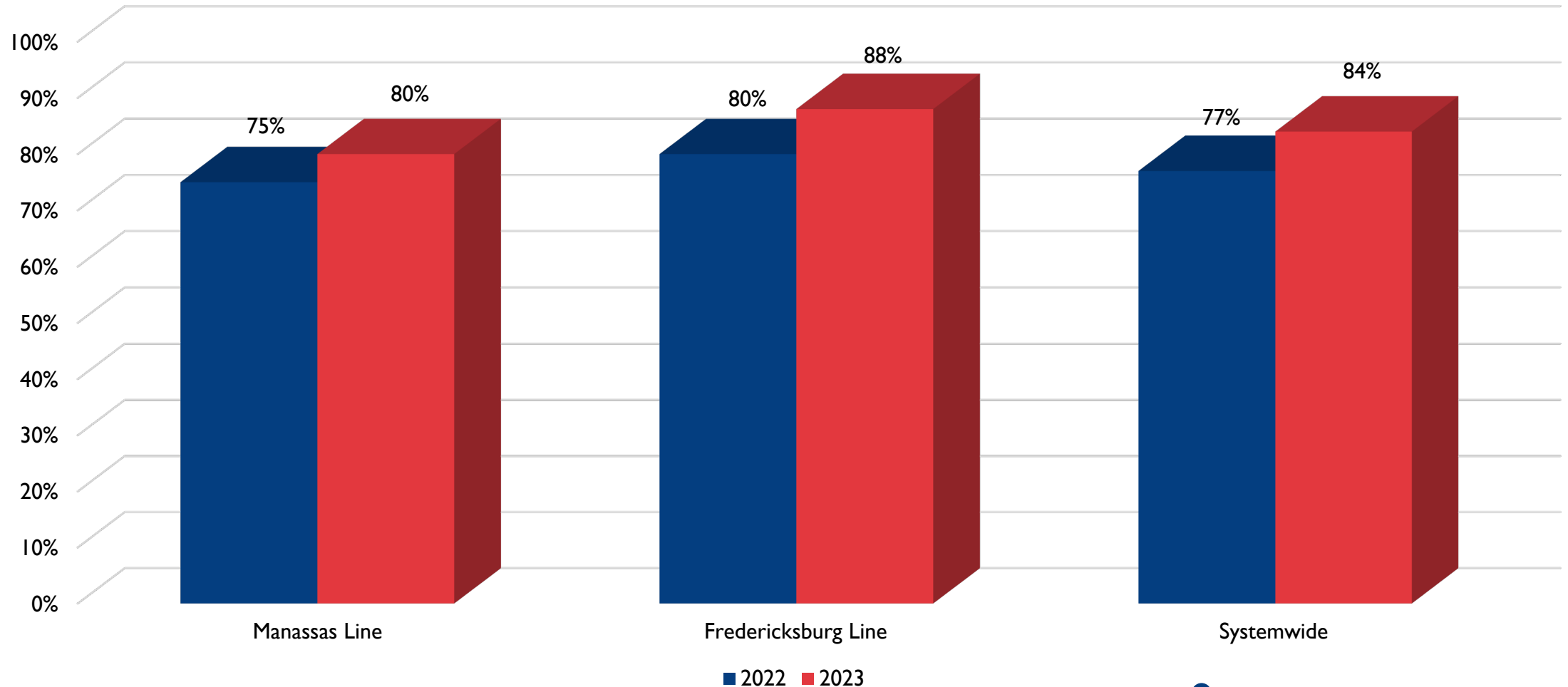


CEO REPORT – SAFETY

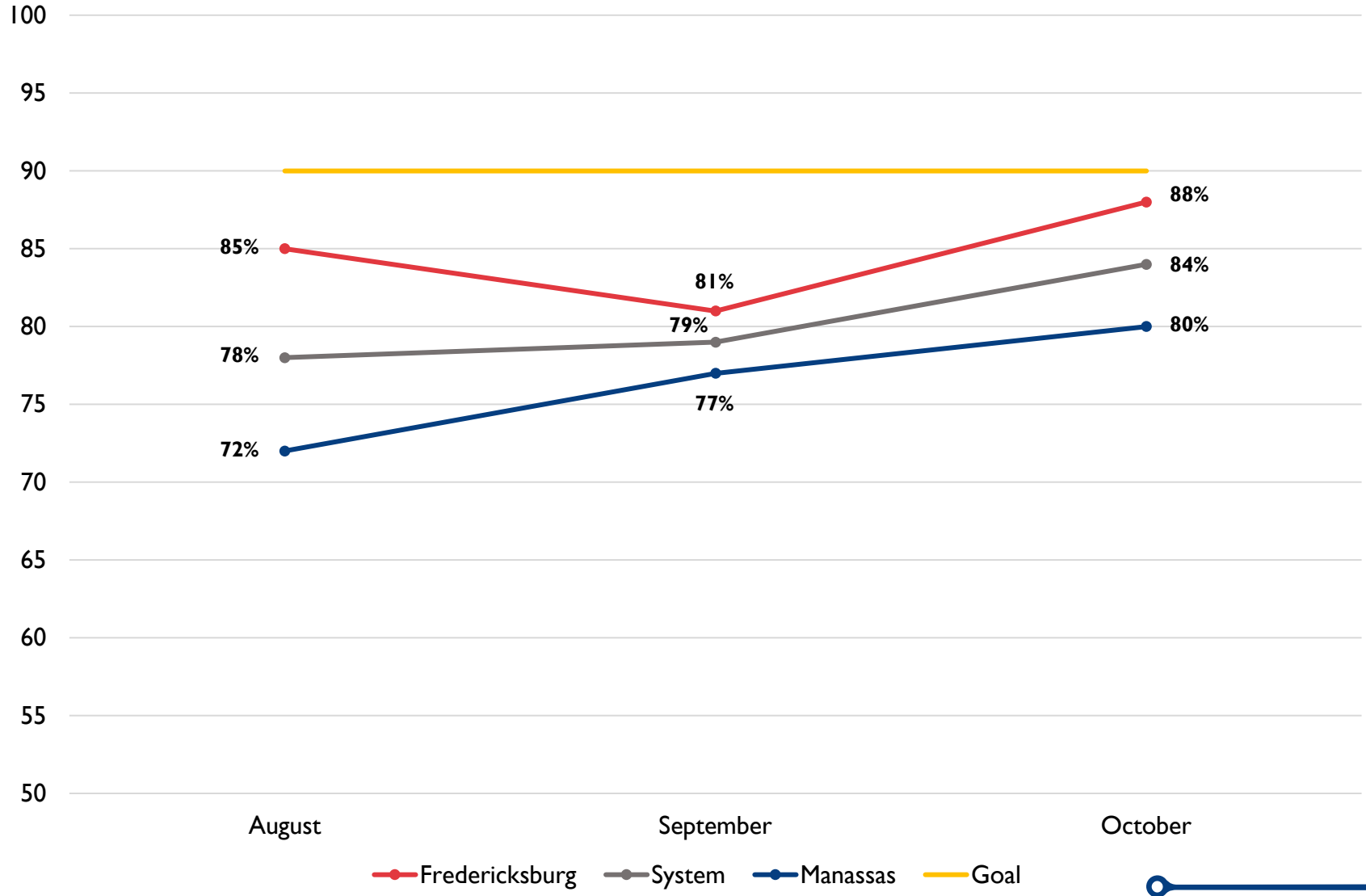


CEO REPORT – ON-TIME PERFORMANCE

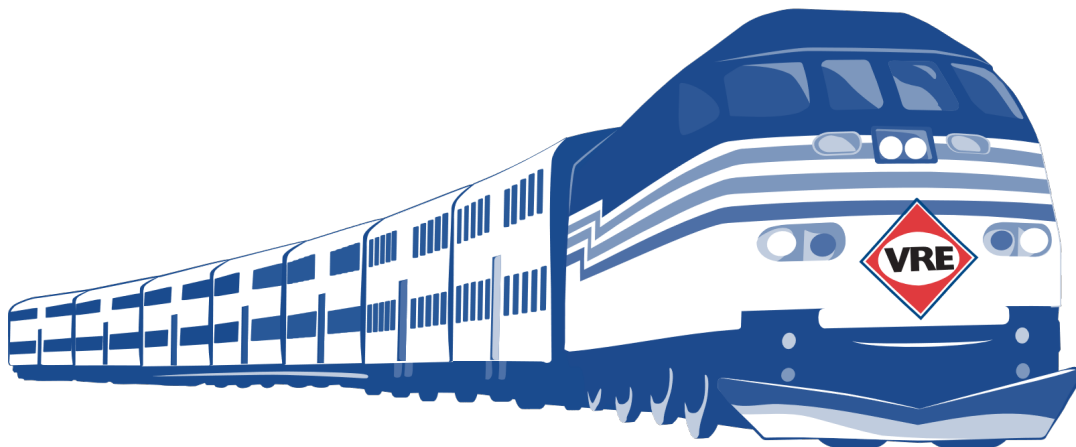
October Comparisons



CEO REPORT – ON-TIME PERFORMANCE



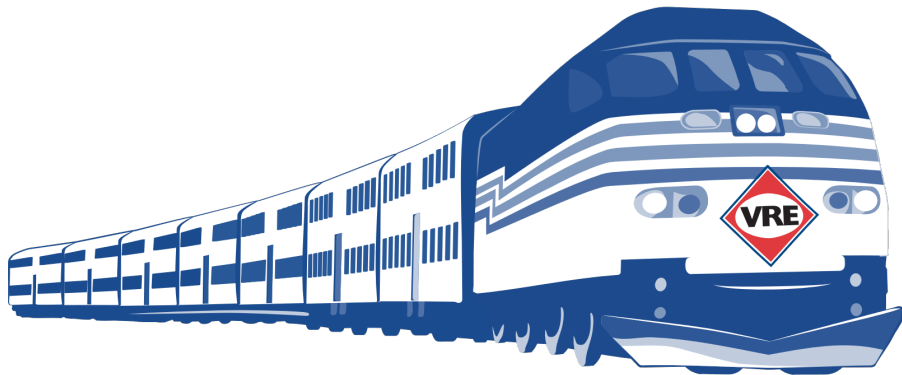
CEO REPORT – ON-TIME PERFORMANCE



	AUG 2023	SEPT 2023	OCT 2023
	23 Days	20 Days	21 Days
<i>LATE TRAINS</i>			
Manassas	99	72	65
Fredericksburg	57	60	41
Systemwide	156	132	106
<i>AVERAGE MINUTES DELAYED</i>			
	24	16	21
<i># TRAINS 30+ MINUTES LATE</i>			
	33	14	19
<i>OTP</i>			
Manassas	72%	77%	80%
Fredericksburg	85%	81%	88%
Systemwide	78%	79%	84%



CEO REPORT – ON-TIME PERFORMANCE

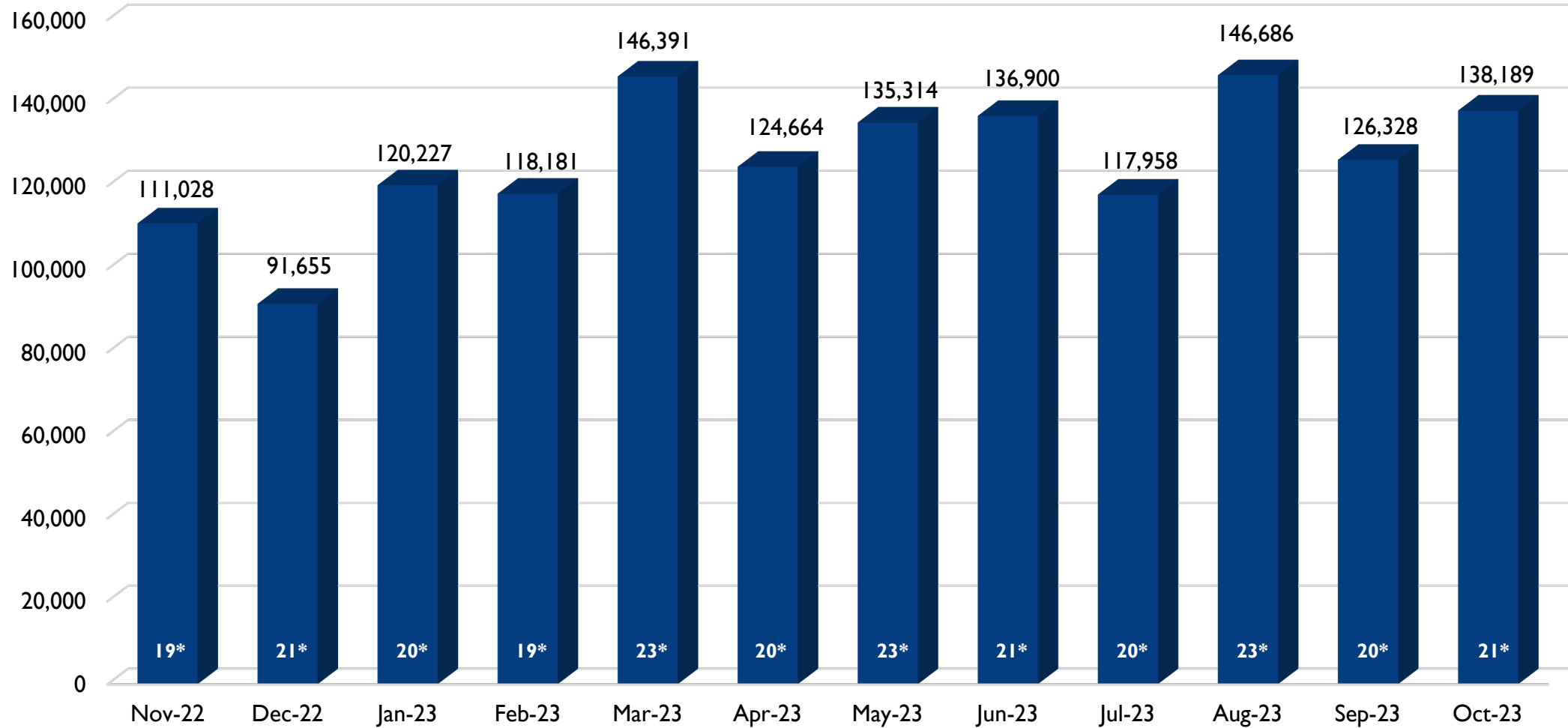


CAUSE		AUG	SEPT	OCT	TOTAL #	TOTAL %
		23 Days	20 Days	21 Days	64 Days	
		<i># OF TRAINS DELAYED</i>				
Congestion		70	76	69	215	54.6%
Switch/Signal Issue		45	25	11	81	20.6%
Weather/Tree		28	-	-	28	7.1%
Speed Restrictions		1	13	-	14	3.6%
Positive Train Control	Primary	2	2	7	11	3.3%
	Cascading	-	2	-		
Amtrak Fire Alarm Test		-	9	-	9	2.3%
Paperwork Issue		-	-	9	9	2.3%
Mechanical	Primary	3	1	1	5	2.0%
	Cascading	-	2	1		
Leaf Oil (Wheel Slip)		-	1	5	6	1.5%
Police Activity		5*	-	-	5	1.3%
Dispatcher		-	1	2	3	0.7%
Maintenance of Way		2	-	-	2	0.5%
Passenger Issue		-	-	1	1	0.2%
Total Delays		156	132	106	394	100.0%

*Unruly passenger at Alexandria station; Suspicious package at Manassas station

CEO REPORT – MONTHLY RIDERSHIP

Exclusive of Boardings at Alexandria and Crystal City

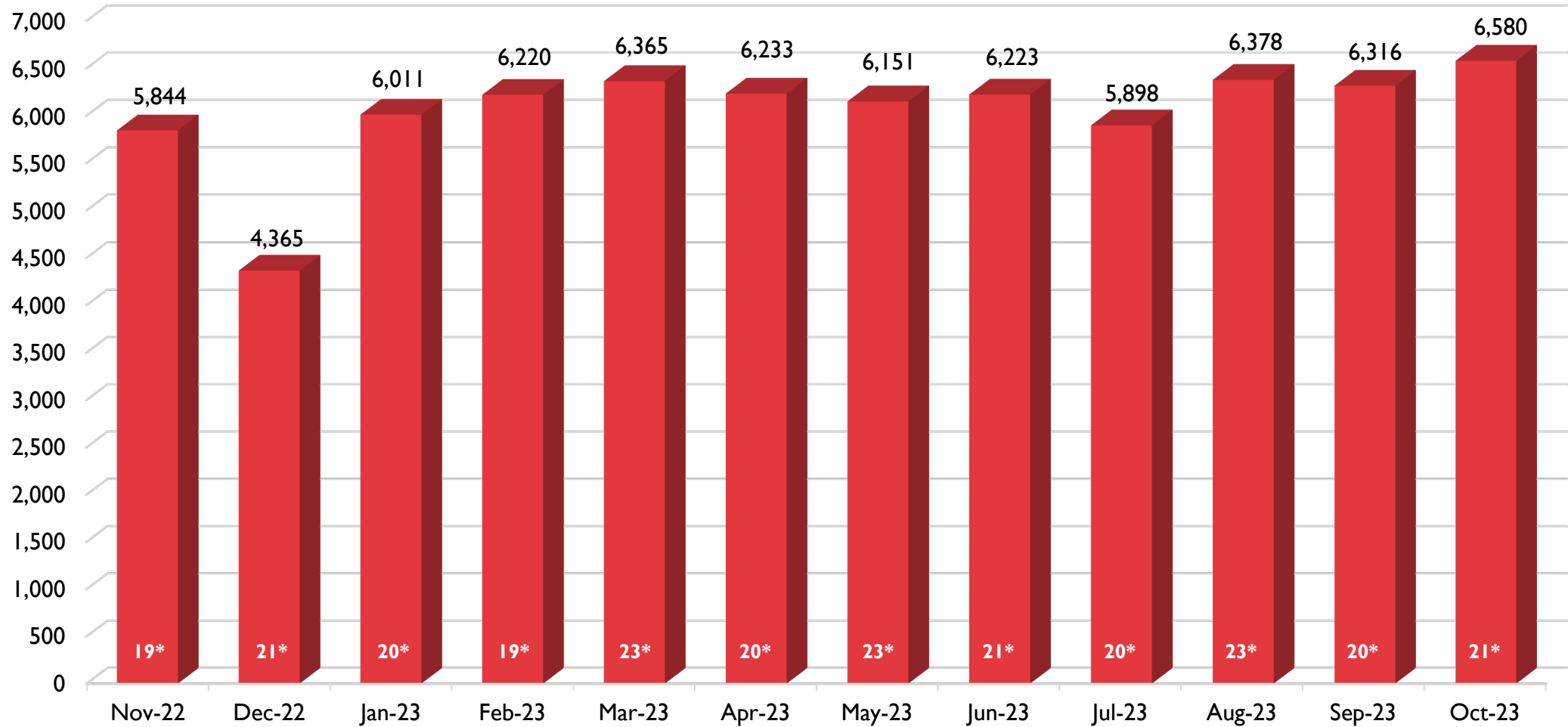


*service days per month



CEO REPORT – AVERAGE DAILY RIDERSHIP

Exclusive of Boardings at Alexandria and Crystal City



*service days per month



CEO REPORT – A SALUTE TO VRE’S MILITARY VETERANS



Alicia Lewis



Dallas Richards



Joe Swartz



Justin Ward



Lezlie Lamb



Mark DeGrush



Paul Brown



Rich Dalton



Robert Hostelka



Rob McClung



CEO REPORT – FREDERICKSBURG CHRISTMAS PARADE



CEO REPORT – SANTA TRAINS



CEO REPORT – TOYS FOR TOTS



Operations Board members needing tickets should contact Lezlie Lamb



CEO REPORT – SAFE & HAPPY FRIED TURKEY DAY



ACCEPTANCE OF THE FY 2023 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) 2023 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 2023 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.



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



Rich Dalton
VRE CEO



AUTHORIZATION TO ISSUE AN INVITATION FOR BIDS FOR DELIVERY OF DIESEL FUEL FOR VRE LOCOMOTIVES

Recommendation:

The VRE Operations Board is asked to authorize the CEO to issue an invitation for bids for the delivery of diesel fuel to the Broad Run and Crossroads Maintenance and Storage facilities for VRE's fleet of locomotives.

Summary:

The final option year of the current diesel fuel contracts will expire on June 30, 2024. Therefore, VRE seeks to solicit bids for this service to establish new contracts for the purchase and delivery of ultra-low sulfur diesel fuel to commence July 1, 2024.

The contracts will be for a base period of one year with the option to extend for four additional one-year periods, not to exceed five years. Both contracts will be structured to allow VRE to lock in future fixed prices for some of its fuel. VRE continues to work with a consultant to assist in this process to reduce cost volatility.



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



Rich Dalton
VRE CEO



CHARGE TO THE 2024 OPERATIONS BOARD OFFICERS NOMINATING COMMITTEE REGARDING SUBORDINATE OFFICER

Recommendation:

The VRE Operations Board is asked to approve a Charge to the Nominating Committee Regarding Subordinate Officers.

Summary:

Last year, the By-Laws Committee met several times to discuss if changes to the VRE Operations Board By-Laws 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 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 By-Laws were not warranted, but rather the 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.



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



Rich Dalton
VRE CEO



AUTHORIZATION TO EXECUTE A CONTRACT FOR FACILITY SECURITY SERVICES

Recommendation:

The VRE Operations Board is asked to authorize the CEO to execute a contract with Allied Universal Security Services of Reston, VA for facility security services in the amount of \$4,348,210 with a 10 percent contingency of \$434,821 for a total of \$4,783,031 for a base year and four option years, with the CEO exercising the option years at his discretion.

Summary:

This contract will provide private security officers to continuously patrol VRE's maintenance and storage facilities as well as support other sites, including the L'Enfant storage track, and projects where security officers are needed such as construction sites. This proposed new contract will commence immediately upon the expiration of the existing contract for facility security services which ends in December 2023.



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



Rich Dalton
VRE CEO



AUTHORIZATION TO EXECUTE A SOLE SOURCE SERVICE LEVEL AGREEMENT FOR AUTOMATIC PASSENGER COUNTING SYSTEM SOFTWARE AND MAINTENANCE

Recommendation:

The VRE Operations Board is asked to authorize the CEO to execute a sole source contract with Infodev Electronic Designers International Inc. establishing a service level agreement for automatic passenger counting system software and maintenance in the amount of \$288,412, plus a 10 percent contingency of \$28,841, for a total amount not to exceed \$317,253.

Summary:

This action provides continued support for the automated passenger counting system through hardware maintenance, technical support, and software licenses for a term of three years. As the original equipment manufacturer and system supplier, Infodev is the only viable option to provide the combination of maintenance, technical support, and software licensing for the automated passenger counting system installed on VRE's fleet of railcars.



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



Rich Dalton
VRE CEO



RECOMMEND THE COMMISSIONS APPROVE THE 2024 VRE LEGISLATIVE AGENDA

Recommendation:

The VRE Operations Board is asked to recommend the commissions approve the 2024 VRE Legislative Agenda and authorize the CEO to actively pursue the elements set forth in the document.

Summary:

Annually, VRE prepares a Legislative Agenda to communicate its legislative priorities in coordination with the commissions and member jurisdictions. The Legislative Agenda addresses both state and federal issues.



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



Rich Dalton
VRE CEO



RECOMMEND AUTHORIZATION TO SUBMIT A VRE APPLICATION TO THE NVTC I-66 COMMUTER CHOICE FY2025-2026 PROGRAM

Recommendation:

The VRE Operations Board is asked to recommend the commissions authorize the VRE CEO to submit, on behalf of the commissions, a VRE application(s) to the I-66 Commuter Choice FY 2025-2026 Program, to make any necessary corrections to the project amount or descriptions in the application(s) and execute all project funding agreements that may result from consideration of the VRE application(s).

Summary:

VRE has identified three capital and operating improvements to support planned service enhancements identified in the Transforming Rail in Virginia initiative that benefit toll payers, maximize person throughput, and provide enhanced multimodal choices in the I-66 travel corridor. They are:

- Service Enhancements on the Manassas Line (Priority 1)
- Step-Up Service Restart on the Manassas Line and Fare Buy-Down (Priority 2)
- Capital Funding for VRE Alexandria Station Improvements (Priority 3)



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



Rich Dalton
VRE CEO



POLICY FOR 360-DEGREE ASSESSMENT OF THE CHIEF EXECUTIVE OFFICER

Recommendation:

By resolution, the VRE Operations Board may establish a policy for the conduct of a 360-degree assessment for the CEO every three years as part of the annual evaluation process.

Summary:

To provide the Operations Board direct feedback from internal VRE staff concerning the CEO's performance, the Operations Board wishes to establish a predictable, consistent format and timeline for staff to provide direct feedback to the Operations Board. The 360-degree assessment will be conducted for the Operations Board as part of the annual evaluation process at a frequency no greater than three years. VRE staff will work with the CEO Evaluation Committee to process the 360-degree assessment every three years as part of the annual evaluation process beginning with the 2023 annual evaluation.



James Walkinshaw
VRE Operations Board Chair
& Fairfax County Supervisor



Rich Dalton
VRE CEO



FY 2025 BUDGET UPDATE

1. Public Participation Results
2. Rider Survey and Jurisdictional Subsidy
3. Expense Reductions and Other Budget Changes
4. Capital Project Update



Rich Dalton
VRE CEO



Mark Schofield
VRE CFO



PUBLIC COMMENT SUMMARY

Fare Increase		
Opposed	In Favor	No Opinion
3	20	10

Free Rides for Ages 0-18		
Opposed	In Favor	No Opinion
0	19	14

Saturday Service		
Opposed	In Favor	No Opinion
0	31	2

\$5 Fares in Zones 1-3		
Opposed	In Favor	No Opinion
0	17	16

Bi-Directional Service		
Opposed	In Favor	No Opinion
0	22	11

Simplifying Fare Media		
Opposed	In Favor	No Opinion
0	17	16



PUBLIC COMMENT EXAMPLES

Yes to adding a train on Saturday. No to a fare increase.

Weekend service is so important. Many of us want to visit DC but not be in traffic for hours since I-95 is so clogged on weekends. My family would use Saturday service so much! Please do it!

While it is never satisfying to hear of a fare increase, Saturday service and free fares for the younger riders would make it worth it. Please implement these changes if at all possible with the operational budget and pursue agreements with the rail partners.



OCT. 2023 MASTER AGREEMENT SURVEY RESULTS

<u>Jurisdiction of Residence</u>	<u>Riders</u>	<u>Share</u>
City of Fredericksburg	164	4.1%
City of Manassas	151	3.8%
City of Manassas Park	106	2.7%
Fairfax County	944	23.8%
Prince William County	1,056	26.7%
Spotsylvania County	541	13.7%
Stafford County	603	15.2%
Subtotal - Participating Jurisdictions	3,565	90.0%
All Other Jurisdictions*	397	10.0%
System Ridership	3,962	100.0%

* includes Arlington County and City of Alexandria



PRELIMINARY FY 2025 SUBSIDY ALLOCATION

<u>Jurisdiction</u>	FY 2025 Preliminary		FY 2024 Approved	
	<u>Amount</u>	<u>Share</u>	<u>Amount</u>	<u>Share</u>
City of Fredericksburg	\$698,263	3.8%	\$518,584	3.2%
City of Manassas	\$760,700	4.2%	\$659,532	4.1%
City of Manassas Park	\$531,102	2.9%	\$450,426	2.8%
Fairfax County	\$5,473,928	29.9%	\$5,005,547	31.3%
Prince William County	\$5,468,148	29.9%	\$4,924,666	30.8%
Spotsylvania County	\$2,218,752	12.1%	\$1,813,436	11.3%
Stafford County	\$2,782,517	15.2%	\$2,306,625	14.4%
City of Alexandria	\$149,151	0.8%	\$130,400	0.8%
Arlington County	<u>\$218,219</u>	<u>1.2%</u>	<u>\$190,784</u>	<u>1.2%</u>
Total	\$18,300,780	100.0%	\$16,000,000	100.0%



EXTERNAL COST DRIVERS

Preliminary assumption of 4.0% growth in host railroad access and contract operations and maintenance

- Norfolk Southern:
 - Association of American Railroads (AAR) Cost Index up **28%**
- Keolis:
 - September 2023 Consumer Price Index up **3.2%**
- CSX (March 2024 CPI) and Amtrak (PRIIA model release in May 2024) still **TBD**

OPERATING BUDGET UPDATES

- Baseline departmental net reduction of \$1.7 million
 - Primarily consulting, fare collections, temporary staff, non-routine maintenance, and other areas
- \$800K additional reduction for contract services: \$600K in staffing and incentives, \$200K escalation
- Addition of \$1.0 million for locomotives and custodial services to support proposed Saturday service (*still under analysis*)
- Added \$150K net after reimbursement for NS access

Net expense reduction of \$1.4 million versus September



CAPITAL PROJECT UPDATE

- **Projects Actively in Design:**
 - Station Improvements: Alexandria, Franconia-Springfield, Crystal City
 - L'Enfant Station and Fourth Track
 - Broad Run Expansion
 - Crossroads Yard
 - Midday Storage (New York Avenue)



Alexandria Station

CAPITAL PROJECT UPDATE

- **Coming Soon:**

- Manassas Station
- Brooke and Leeland Stations
- Leeland Road Parking

- **Future:**

- Rippon Station
- Woodbridge Station

- **And don't forget...**

- Potomac Shores Station
- Equipment Asset Management
- Facilities Asset Management
- Fare Collections
- IT Systems
- Washington Union Terminal
- Rolling Stock Expansion

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 10, 2023, VRE issued a blanket purchase order in an amount not to exceed \$99,000 to Eleventh Creative LLC to provide graphic design services on an as-needed basis. Designs may include brochures, flyers, pocket schedules, posters, tickets, surveys, report documents, booklets, and web and social graphics in compliance with VRE's style guidelines.
- On October 13, 2023, VRE issued a task order in the amount of \$52,080 to ADS System Safety Consulting, LLC under the safety and security consulting services contract to develop a VRE Workplace Safety Program Plan.
- On October 13, 2023, VRE issued a task order in the amount of \$66,742 to ADS System Safety Consulting, LLC under the safety and security consulting services contract to conduct internal safety audits.



Rich Dalton
VRE CEO



SPENDING AUTHORITY REPORT

- October 20, 2023, VRE issued a blanket purchase order in an amount not to exceed \$100,000 to Washington Overhead Door, Inc., utilizing an existing cooperative contract awarded by Loudoun County, to provide overhead door and security gate repair and maintenance services at VRE's maintenance and storage facilities on an as-needed basis.
- On October 25, 2023, VRE issued a sole source blanket purchase order in an amount not to exceed \$67,000 to RailPros Field Services, Inc. to provide FRA-mandated Roadway Worker Protection training on an as-needed basis to VRE staff and contractors working on or near active railroad tracks.
- On October 31, 2023, VRE issued a task order in the amount of \$52,800 to HDR Engineering, Inc. under the general engineering consulting services contract to develop specifications for modernization of the east elevator at Woodbridge Station.



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 two personnel matters relating to the performance of the Chief Executive Officer and the General Counsel and Chief Legal Officer.



Meg Bohmke
Vice Chair &
Stafford County Supervisor



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.**



Meg Bohmke
Vice Chair &
Stafford County Supervisor



OPERATIONS BOARD MEMBERS' TIME



Sarah Bagley
Alexandria



Andrea Bailey
Prince William County



Meg Bohmke
Stafford County



Margaret Franklin
Prince William County



Monica Gary
Stafford County



Lori Hayes
Spotsylvania County



Takis Karantonis
Arlington 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



**THE NOVEMBER 17, 2023 MEETING OF THE
VRE OPERATIONS BOARD HAS
CONCLUDED**



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

