VRE OPERATIONS BOARD MEETING

December 18, 2020

The meeting will begin momentarily

Meeting materials are available at vre.org/about/board/board-agenda-minutes/2020/December
Call to Order
by VRE
Operations Board Chairman

Gary Skinner
Spotsylvania County
Agenda Item 2

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

Todd Horsley
Virginia DRPT

Matt Kelly
Fredericksburg

Jeanine Lawson
Prince William County

Cindy Shelton
Stafford County

Gary Skinner
Spotsylvania County

Ralph Smith
Manassas

Dan Storck
Fairfax County

James Walkinshaw
Fairfax County
Resolution Finding the Need to Conduct the December 18, 2020 Operations Board Meeting Electronically

The declared emergency makes it both impracticable and unsafe for the VRE Operations Board to assemble in a single location on December 18, 2020 to discuss and transact the business of the VRE Operations Board.

Meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on December 18, 2020 to discuss and transact the business of the Operations Board listed on the December 18, 2020 Operations Board meeting agenda.

Meeting by electronic means is authorized because the items on the December 18, 2020 Operations Board meeting agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board’s lawful purposes, duties and responsibilities.

Items on the December 18, 2020 Operations Board meeting agenda are encompassed within the continuity of operations ordinances adopted by several member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.
Approval of Agenda

1. Call to Order
2. Roll Call
3. Finding Need to Conduct December 18, 2020 VRE Operations Board Meeting Electronically
4. Approval of Agenda
5. Approval of Minutes from the November 20, 2020 VRE Operations Board Meeting
6. Chairman’s Comments
7. Chief Executive Officer’s Report
8. Virginia Railway Express Riders’ and Public Comment
9. Action Items:
   A. Approval of the 2021 VRE Operations Board Officers
   B. Authorization to Execute a Contract for Electronic Fuel Injector Assemblies

   C. Authorization to Issue an MEC VII Task Order for National Transit Database and Asset Management Reporting, Phase VII
   D. Referral of the Amended Fiscal Year 2021 and the Recommended Fiscal Year 2022 VRE Operating and Capital Budgets to the Commissions and Localities

10. Information Items:
   A. VRE’s Annual Transit Asset Management Update
   B. Spending Authority Report
11. Closed Session
12. Operations Board Members’ Time
Approval of Minutes

November 20, 2020
WebEx Electronic Meeting with YouTube Live-Stream

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

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

Members Absent
Matt Kelly (PRTC)
Cindy Shelton (PRTC)

City of Fredericksburg
Stafford County

Gary Skinner
VRE Operations Board Chairman
Spotsylvania County
Chairman’s Comments

• Welcome to the December VRE Operations Board Meeting.
• This is our last meeting of 2020. We’ve made it through significant challenges but I’m sure I’m not alone in hoping 2021 is a better year for our passengers, staff and ourselves.
• Today is the last day of Hanukkah and next week is Christmas, so I want to take this opportunity to wish you all happy holidays.
CEO Report

• Safety/COVID-19 Update
• Ridership
• Performance
• Project Spotlight
• Welcome Back
• Toys for Tots
RAIL SAFETY / COVID-19 UPDATE

WHAT DOES AN AWARD-WINNING SAFETY PROGRAM LOOK LIKE?

Safety Culture  The Right Equipment  Exceptional Training  Community Outreach
MONTHLY RIDERSHIP

March - November 2020

- March: 192,815
- April: 10,117
- May: 10,154
- June: 18,093
- July: 23,287
- August: 24,716
- September: 27,987
- October: 29,383
- November: 23,242

*service days per month
MONTHLY AVERAGE DAILY RIDERSHIP

March - November 2020

*service days per month
ON-TIME PERFORMANCE

November Comparisons

Manassas Line: 2019 - 74%, 2020 - 94%
Fredericksburg Line: 2019 - 83%, 2020 - 92%
Systemwide: 2019 - 79%, 2020 - 93%
PROJECT SPOTLIGHT
VRE MOBILE

**CHOSE YOUR TICKET TYPE**

- **FULL FARE**
  - Single Ride $6.35
  - Day Pass $12.70
  - 7-Day $50.80
  - Ten-Trip $58.40
  - 31-Day $176.00

**AMTRAK STEP-UP**

**BUY 1 TICKET FOR $6.35**

**SHOW THIS SCREEN TO THE CONDUCTOR FOR VISUAL INSPECTION**

**ZONE 1 - ZONE 1**

**VALID ON AUG 18, 2020**

**SINGLE RIDE** Union Station - L'Enfant

**TICKET #12345678**

- Purchased 08/18/20, 2:13 PM
- Time left to use: 8:52:08
- Cost: $1.35

**Joe Smith**

Expires 10/28/2020

**STUDENT**

ID Number: **12345678**

8089
WELCOME BACK

HEALTH & SAFETY COMMITMENTS PROGRAM

Protecting Each Other
Informed Choices
Official Guidance
Health First

VRE is a participating system
TOYS FOR TOTS
Public Comment

Gary Skinner
VRE Operations Board Chairman
Spotsylvania County
Approval of the 2021 VRE Operations Board Officers

Recommendation:
The VRE Operations Board is asked to approve the nominees for the 2021 VRE officers as recommended by the Nominating Committee.

Summary:
VRE’s bylaws stipulate each of the commissions (NVTC and PRTC) shall provide two officers from among its Operations Board members. The offices of chairman and vice chairman shall not be held at the same time by members representing the same jurisdiction or the same appointing commission and the office of chairman shall be rotated each year between the two commissions.

Installation of the 2021 officers shall take place at the January 15 VRE Operations Board meeting.
Authorization to Execute a Contract for Electronic Fuel Injector Assemblies

Recommendation:
The VRE Operations Board is asked to authorize the CEO to execute a contract with Progress Rail Locomotive Inc. of LaGrange, Illinois for Electronic Fuel Injector Assemblies in the amount of $594,935, plus a 10 percent contingency of $59,494, for a total amount not to exceed $654,429.

Summary:
The manufacturer of VRE’s locomotives recommends replacement of the electronic fuel injector assemblies after every 3 years of service. The locomotives are now 9 years old and it is time to remove and replace the electronic fuel injector assemblies for the third cycle. This contract will provide the necessary parts for this recommended maintenance for VRE’s fleet of 20 locomotives.
Authorization to Issue an MEC VII Task Order for National Transit Database and Asset Management Reporting, Phase VII

Recommendation:
The VRE Operations Board is asked to authorize the CEO to issue a task order under the Mechanical Engineering Consulting Services Contract (MEC VII) to STV Incorporated for National Transit Database (NTD) and Asset Reporting Phase VII in the amount of $427,799, plus a 10 percent contingency of $42,780, for a total not to exceed $470,579.

Summary:
The Federal Transit Administration requires VRE to develop methodologies and processes to perform ongoing assessments of VRE rolling stock and facilities, manage and perform state of good repair projects, and report transit asset management information.

This task order will continue VRE’s ongoing transit asset management initiatives per federal requirements. Specifically, STV will conduct facility condition assessments, which must be resubmitted to the NTD in report year 2022 and are necessary to further develop VRE’s asset management program.
Referral of Amended FY 2021 and Recommended FY 2022 Operating and Capital Budgets to Commissions and Localities

**Recommendation:**
The VRE Operations Board is asked to adopt the amended fiscal year 2021 VRE Operating and Capital Budget and the recommended fiscal year 2022 VRE Operating and Capital Budget and refer them to the commissions for their consideration and subsequent referral to the jurisdictions for 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:**
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 fiscal year 2022 supported by reasonably expected sources of funding. The fiscal year 2022 budget includes no change in total jurisdictional contribution and no changes to passenger fares as compared to fiscal year 2021.
FY 2022 BUDGET HIGHLIGHTS

- Budget is balanced – all expenses supported by reasonably expected revenues
- No changes to passenger fares or total jurisdictional subsidy from FY 2021
- Total operating expenses of $89.7 million:
  - Down 1.9% from FY 2021 due to fuel prices, sales commissions, discretionary expenses
  - Fully budgeted for return to 32 daily trains
  - CSX/VPRA track access still evolving
- CARES Act critical to continuity of service
1. **Rider survey** not conducted in October 2020 – Board direction to use FY 2021 subsidy allocation percentages

2. **Budget does not achieve 50 percent recovery** from passenger fares – using CARES Act to maintain continuity of operations and service quality

3. **Does not include six-year forecast of expenses and revenues** – will wait until more clarity on commuter behavior post-pandemic
# JURISDICTIONAL SUBSIDY

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>Change FY21 to FY22</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Subsidy</td>
<td>Percent</td>
<td>Subsidy</td>
</tr>
<tr>
<td>Fairfax County</td>
<td>$ 6,379,017</td>
<td>34.9%</td>
<td>$ 6,379,017</td>
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<tr>
<td>Prince William County</td>
<td>5,930,777</td>
<td>32.4%</td>
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<tr>
<td>Stafford County</td>
<td>2,477,175</td>
<td>13.5%</td>
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<td>Spotsylvania County</td>
<td>1,503,754</td>
<td>8.2%</td>
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<tr>
<td>Manassas</td>
<td>807,234</td>
<td>4.4%</td>
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<td>Manassas Park</td>
<td>468,364</td>
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<td>Fredericksburg</td>
<td>367,089</td>
<td>2.0%</td>
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<tr>
<td>Arlington</td>
<td>218,219</td>
<td>1.2%</td>
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<tr>
<td>Alexandria</td>
<td>149,151</td>
<td>0.8%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$ 18,300,780</strong></td>
<td><strong>100%</strong></td>
<td><strong>$ 18,300,780</strong></td>
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RIDERSHIP/REVENUE OUTLOOK

- Expect to maintain current ridership levels through FY 2021-Q3
- Ridership to grow as vaccines distributed, employees return
- Projected fare revenue:
  - FY 2021: $10 million
  - FY 2022: $18 million
- Many uncertainties over timing, rider behavior, average fare
## CARES ACT FUNDS

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<tr>
<th>Fiscal Year</th>
<th>Projected Use of CARES Act Funds</th>
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<tr>
<td>FY 2020 (Q4 only)</td>
<td>$2.7 million</td>
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<tr>
<td>FY 2021</td>
<td>$32.0 million</td>
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<tr>
<td>FY 2022</td>
<td>$24.9 million</td>
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<tr>
<td>Beyond FY 2022</td>
<td>$25.6 million</td>
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<tr>
<td>Required 1% Set-Aside for Safety/Security</td>
<td>$0.9 million</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$86.1 million</strong></td>
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## FY 2022 – 2027 CAPITAL IMPROVEMENT PROGRAM (CIP)

<table>
<thead>
<tr>
<th>PROJECT TYPE</th>
<th>PROJECT COST</th>
<th>FUNDED</th>
<th>UNFUNDED</th>
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<tbody>
<tr>
<td>Asset Management</td>
<td>$77.6</td>
<td>$77.6</td>
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<tr>
<td>Expansion</td>
<td>$606.6</td>
<td>$492.9</td>
<td>($113.7)</td>
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<tr>
<td>Replacement and Rehabilitation</td>
<td>$134.1</td>
<td>$134.1</td>
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<tr>
<td>Other</td>
<td>$0.3</td>
<td>$0.3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$818.6</strong></td>
<td><strong>$704.9</strong></td>
<td><strong>($113.7)</strong></td>
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</table>

figures in millions
VRE’s Transit Management Plan Update for 2020

VRE’s Transit Asset Management (TAM) Plan, completed in September 2018, allows the rail service to better monitor and manage its assets, particularly rolling stock and facilities. Additional benefits of the plan, which is required by the Federal Transit Administration, include improved safety, increased reliability and performance, and more efficient operations.

The intent of VRE’s TAM Plan and associated Lifecycle Maintenance (LCM) Plan is to minimize the total cost of ownership of an asset while maximizing its performance. TAM integrates activities across VRE departments to optimize resource allocation and support decision-making.

This TAM update provides background on VRE’s LCM Plan and details the additional steps taken to improve the management of assets since VRE’s September 2019 report.
Spending Authority Report

On September 18, 2020, the VRE Operations Board increased 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 2, 2020, VRE issued a sole source blanket purchase order in an amount not to exceed $50,000 to TransTech to acquire toilet cleaning supplies on an as-needed basis, including chlorinating slugs and sanitizer, to maintain the toilet systems on board VRE’s passenger railcars.

- On November 5, 2020, VRE issued a purchase order in the amount of $65,913 to Columbia Vehicle Group, Inc. for the purchase of five utility carts to be utilized at the Broad Run and Crossroads Maintenance and Storage facilities.

- On November 6, 2020, VRE issued a task order to STV Incorporated in the amount of $84,493 under the Mechanical Engineering Consulting Services (MEC) VII contract to conduct research and provide support for the future procurement of an enhanced back-office system for positive train control.

Rich Dalton
VRE CEO
Spending Authority Report (continued)

• On November 7, 2020, VRE amended an existing independent contractor agreement with Steven Grant to provide support on an as-needed basis for the VRE Mobile app, specifically the transition to a new service provider. This amendment increased the total commitment to an amount not to exceed $81,900.

• On November 7, 2020, VRE issued a sole source blanket purchase order in an amount not to exceed $96,000 to Knorr-Bremse Powertech Corp. to perform repairs on an as-needed basis to the low voltage power supply units that provide electrical power for the LED message signs, wheelchair lifts, outlets, etc. on VRE’s passenger rail cars.

• On November 13, 2020, VRE issued a purchase order to Computers America, Inc. in the amount of $66,075 for the purchase of new uninterruptible power supply devices and power distribution units for installation in the station communication cabinets.
VRE OPERATIONS BOARD
CLOSED SESSION

December 18, 2020

The livestream will recommence following this portion of the meeting.
Board Member Comment

Walter Alcorn  
Fairfax County

Andrea Bailey  
Prince William County

Preston Banks  
Manassas Park

Elizabeth Bennett-Parker  
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Stafford County

Gary Skinner  
Spotsylvania County

Ralph Smith  
Manassas

Dan Storck  
Fairfax County

James Walkinshaw  
Fairfax County
The meeting has adjourned.
VRE LEGAL SERVICES COMMITTEE
CLOSED SESSION

December 18, 2020