VRE OPERATIONS BOARD MEETING

June 19, 2020

The meeting will begin momentarily

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

Gary Skinner
Spotsylvania County
Roll Call
Resolution Finding the Need to Conduct the June 19, 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 June 19, 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 June 19, 2020, to discuss and transact the business of the Operations Board listed on the June 19, 2020 Operations Board Meeting Agenda.

Meeting by electronic means is authorized because the items on the June 19, 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 June 19, 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

VRE Operations Board Meeting

June 19, 2020

Operations Board Meeting - 9:00 A.M.

VIA WebEx

Notice: The VRE CEO Selection Committee will meet in closed session at an undisclosed location or locations within the next fifteen days for the purpose of conducting interviews of candidates for the VRE CEO position

1. Call to Order
2. Roll Call
3. Resolution Finding Need to Conduct June 19, 2020 Meeting Electronically
4. Approval of Agenda
5. Approval of Minutes from the May 15, 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. Authorization to Execute a Contract for Seat Bottoms for Passenger Railcars
   B. Authorization to Execute a Sole Source Contract for Central Diagnostic Cloud Services for VRE Locomotives
Approval of Minutes

MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
May 15, 2020
WebEx Electronic Meeting with YouTube Live-Stream

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

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
Spotsylvania County
City of Manassas
Fairfax County
Fairfax County

Members Absent
Meg Bohmke (PRTC)
Jennifer Mitchell (DRPT)

Stafford County
Commonwealth of Virginia

Alternates Present
*Michael McLaughlin (DRPT)**
*Gary Snelling (PRTC)

Commonwealth of Virginia
Stafford County

Alternates Absent
Canek Aguirre (NVTC)
Victor Angry (PRTC)
Pete Candeland (PRTC)
Hector Cendejas (PRTC)
Deborah Frazier (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
Jeff McKay (NVTC)
Pam Sebesky (PRTC)

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

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

• Welcome everyone to the June 2020 VRE Operations Board meeting.

• I hope everyone is safe and healthy.

• I want to thank our staff and everyone who keeps VRE moving during these unprecedented times.
CEO Report

COVID-19
  • Response and Update

Financial Position
  • FY 2020 and FY 2021

Welcome Back
  • The safe and healthy way

Rich Dalton
VRE Acting CEO
“S” SCHEDULE WEEKLY RIDERSHIP

For Weeks Ending March 20 – June 12

- Mar 20: 15,553
- Mar 27: 4,434
- Apr 3: 2,982
- Apr 10: 2,117
- Apr 17: 2,187
- Apr 24: 2,211
- May 1: 2,398
- May 8: 2,494
- May 15: 2,500
- May 22: 2,502
- May 29*: 2,247
- June 5: 3,068
- June 12^: 3,741

* Four service days
# Phase One Reopening – Friday, May 29
^ Phase Two Reopening – Friday, June 12
ON-TIME PERFORMANCE

May Comparisons

Manassas Line: 44% (May-19), 93% (May-20)
Fredericksburg Line: 56% (May-19), 68% (May-20)
Systemwide: 56% (May-19), 93% (May-20)
Virginia Railway Express: Fiscal Year 2020 Projections - Impact of COVID-19 Pandemic  
*As of 6/8/2020 - No Emergency State/Federal Assistance Included*

**Key Operating Assumptions**
- "S schedule" operations (half as many trains) continue through June 2020
- Diesel fuel costs approximately half of normal, extra $20K per month cleaning expense
- Necessary services such as security/facilities maintenance/janitorial continued, but many discretionary expenses reduced
- Ridership remains down ~95% from usual levels

**Revenues and Expenses**

<table>
<thead>
<tr>
<th></th>
<th>July-April (actual)</th>
<th>May (estimated)</th>
<th>June (projected)</th>
<th>FY2020 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>$33,461,162</td>
<td>$570,000</td>
<td>$300,000</td>
<td>$34,331,162</td>
</tr>
<tr>
<td>Advertising/Other</td>
<td>267,516</td>
<td></td>
<td></td>
<td>267,516</td>
</tr>
<tr>
<td><strong>Subtotal Directly Generated Revenue</strong></td>
<td>$33,728,678</td>
<td>$570,000</td>
<td>$300,000</td>
<td>$34,598,678</td>
</tr>
<tr>
<td>Jurisdictional Subsidy</td>
<td>$11,032,963</td>
<td>$1,103,296</td>
<td>$1,103,296</td>
<td>$13,239,555</td>
</tr>
<tr>
<td>Fed/State/Other Subsidy</td>
<td>26,835,888</td>
<td>3,321,833</td>
<td>2,395,433</td>
<td>32,553,155</td>
</tr>
<tr>
<td>Interest</td>
<td>1,252,771</td>
<td>70,000</td>
<td>70,000</td>
<td>1,392,771</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>$72,850,300</td>
<td>$5,065,130</td>
<td>$3,868,730</td>
<td>$81,784,159</td>
</tr>
</tbody>
</table>

| **Expenses**         |                     |                |                  |              |
| Access Fees (CSXT, NS, Amtrak) | $1,790,000 | $1,790,000 |                  |              |
| Keolis Operations/Maint. Contracts | 1,950,000 | 1,950,000 |                  |              |
| VRE Personnel Expenses | 610,000          | 900,000        |                  |              |
| Diesel Fuel           | 170,000            | 170,000        |                  |              |
| Additional Cleaning   | 20,000             | 20,000         |                  |              |
| All Other Expenses    | 2,300,000          | 2,500,000      |                  |              |
| **Subtotal Direct Operating Expenses** | $63,071,797 | $6,840,000 | $7,330,000 | $77,241,797 |
| Debt Service          | $5,256,803         | $965,000       | $ -              | $6,221,803   |
| **Total Operating Expenses** | $68,328,600 | $7,805,000 | $7,330,000 | $83,463,600 |
| **Net surplus (deficit) from operations** | $4,521,700 | $(2,739,870) | $(3,461,270) | $(1,679,441) |
WELCOME BACK

THIS SEAT IS READY FOR YOU.

- Cleaned twice daily
- Supports social distancing
- Same relaxing service

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Notice of Public Comment

Gary Skinner
VRE Operations Board Chairman
Spotsylvania County
Authorization to Execute a Contract for Seat Bottoms for Passenger Railcars

Recommendation:
The VRE Operations Board is asked to authorize the acting chief executive officer to execute a contract with FELLFAB Corporation of Atlanta, Georgia for seat bottoms for passenger railcars in the amount of $1,072,675, plus a 10 percent contingency of $107,268, for a total amount not to exceed $1,179,943.

Summary:
The VRE Operations Board adopted a life cycle maintenance strategy for VRE rolling stock in January 2014 to maintain VRE locomotives and passenger railcars at the highest level of reliability throughout the equipment lifecycle. The passenger railcar seat bottoms are reaching the end of their useful life under VRE’s life cycle maintenance program. This authorization will allow VRE to purchase 6,528 seat bottoms to retrofit 71 passenger railcars.
Authorization to Execute a Sole Source Contract for Central Diagnostic Cloud Services for VRE Locomotives

Recommendation:
The VRE Operations Board is asked to authorize the acting chief executive officer to execute a sole source contract with Wabtec Railway Electronics of Germantown, Maryland for central diagnostic cloud services for VRE locomotives for a term of three years in the amount of $406,221, plus a 10 percent contingency of $40,622, for a total amount not to exceed $446,843.

Summary:
The central diagnostic system (CDS) provides real-time information on locomotive health and alerts technicians to potential issues needing attention. Basic CDS features include recording and displaying fault codes and monitoring data from the locomotive control system, head end power system, and cab signal system. CDS also provides preventive maintenance and troubleshooting information to pinpoint and resolve problems. The result is increased locomotive reliability and system on-time performance.
Authorization to Amend the Maintenance Services for VRE Facilities Task Order for On-Call Services

Recommendation:
The VRE Operations Board is asked to authorize the acting chief executive officer to amend the current task order for on-call services executed with NVE, Inc. (NVE) under the maintenance services for VRE facilities contract in the amount of $300,000, plus a 5 percent contingency of $15,000, for a total of $315,000. This will increase the total authorization for this task order from $698,250, to a total amount not to exceed $1,013,250.

Summary:
This will enable continued, comprehensive repair, installation and inspection services of small to medium effort to be performed through the base term of the contract with NVE at VRE rail stations, maintenance and storage facilities, and office locations.
Authorization to Execute a Contract for Enterprise Resource Planning Software Solutions and Technology Services

**Recommendation:**
The VRE Operations Board is asked to authorize the acting chief executive officer to execute a contract with Tyler Technologies, Inc. of Plano, Texas, for the purchase and implementation of an enterprise resource planning (ERP) software solution and technology services in the amount of $1,450,320, plus a 20 percent contingency of $290,064, for a total amount not to exceed $1,740,384.

**Summary:**
An analysis identified gaps in VRE’s current information systems. A consultant helped define specifications for an ERP solution. This type of software license/maintenance agreement falls under an exception to VRE’s purchasing policies and procedures and does not require a competitive solicitation. Staff evaluated vendors and determined the integrated ERP system Munis® and associated technology services from Tyler Technologies, Inc. is compliant with VRE’s requirements and offers the best value.
Authorization to Issue a Task Order for Accounting and Financial Support Services for Enterprise Resource Planning Implementation

Recommendation:
The VRE Operations Board is asked to authorize the acting chief executive officer to issue a task order to RSM US LLP (“RSM”) for accounting and financial support services for enterprise resource planning (ERP) implementation in the amount of $286,500, plus a 10 percent contingency of $28,650, for a total not to exceed $315,150.

Summary:
VRE is implementing an ERP software solution. Specialized consulting support services through this task order are necessary to ensure the new ERP software system meets audit requirements, incorporates modernized policies and procedures for accounting and finance, and provides effective support for the goals and objectives of VRE.
Authorization to Execute Letter of Intent Regarding the Design, Funding and Construction of the Planned VRE Crystal City Station

Recommendation:
The VRE Operations Board is asked to authorize the acting chief executive officer to execute a letter of intent with JBG-SMITH (JBGS) regarding the design, funding and construction of the planned VRE Crystal City station.

Summary:
A new VRE Crystal City station has been proposed on JBGS property. VRE and JBGS will collaborate on the station design to support the broader vision that JBGS is pursuing for National Landing (i.e. Crystal City, Pentagon City and adjacent areas) while ensuring that VRE’s design requirements are met. Ongoing coordination will minimize redesign costs and overall disruption of VRE and JBGS activities.
Spending Authority Report
May 2020

On May 15, 2015, the VRE Operations Board approved increasing the Chief Executive Officer’s spending authority from $50,000 to $100,000. It was resolved any purchase of greater than $50,000 would be communicated to the board as an information item.

• On May 5, 2020, VRE amended an existing task order with Vanasse Hangen Brustlin, Inc. under the general planning consulting services contract, increasing the total commitment to $95,528, to provide real estate services for the Broad Run expansion project.

• On May 15, 2020, VRE issued an emergency purchase order to Spraying Systems Co. (Patho-Sans) in the amount of $53,000 to acquire an electrolyzed water sanitizing system to be utilized for the purpose of enhanced cleaning and disinfecting of VRE’s rolling stock and yard facilities.

Rich Dalton
VRE Acting CEO
VRE Coordination on the Transforming Rail in Virginia Plan

Rich Dalton  
Acting CEO

Mark Schofield  
Chief Financial Officer

Dallas Richards, PE  
Chief Engineer
AGENDA

- Program Overview
- Key Elements
- Major Differences
- Projects by Location
- Program Benefits
- Purchase Agreement between Commonwealth and CSXT

- Multiple projects within the larger program

- Phased delivery

- Close coordination between track and station projects
KEY ELEMENTS

1. Maintains *interoperability on all three (four) tracks*. Operate in a manner that generally places freight trains on one side of the corridor and passenger trains on the other side.

2. Comprehensive *operations modeling analysis* with information from all operations stakeholders, confirmed benefits of separated service with interoperability.

3. Interoperability gives passenger service additional options to *recover during service disruptions*.

4. Incorporates existing plans to construct segments of a *new third track south* of Franconia-Springfield and a *new fourth track* from Alexandria north.

5. Includes construction of an *overhead bypass bridge* between Lorton and Franconia-Springfield stations.

6. The cornerstone of the program of projects is the construction of an *additional two-track span of the Long Bridge*. 
## MAJOR DIFFERENCES

<table>
<thead>
<tr>
<th>System Plan 2040</th>
<th>Transforming Rail in Virginia Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermingled freight and passenger trains</td>
<td>Separated freight and passenger trains with interoperability</td>
</tr>
<tr>
<td>Large scale platform improvement projects to provide one side platform and one center platform at most stations</td>
<td>Near term: current side platforms will be lengthened and serve the predominately passenger service track</td>
</tr>
<tr>
<td></td>
<td>Longer term: side platforms will be improved to center platforms serving two tracks when the future fourth track is built</td>
</tr>
<tr>
<td>Near term service capacity increases achieved by lengthening current trains</td>
<td>Near term service capacity increases achieved by lengthening some trains and adding new trains</td>
</tr>
</tbody>
</table>
DESIGN CONSIDERATIONS

Infrastructure

Enviro.

Funding

Operations
FRANCONIA-SPRINGFIELD – PREVIOUS CONCEPT

- Three tracks, three platform edges
- Two platforms with exist. overhead ped. bridge
- Future lengthening for 10-car consists
- Tunnel or bridge to cross planned third (fourth) track
- Two tracks, two platform edges
- Lengthen both existing platforms for eight-car consists
- Tunnel to cross planned third (fourth) track
FRANCONIA-SPRINGFIELD BYPASS
LORTON – PREVIOUS CONCEPT

- Three tracks, three platform edges
- Two platforms with overhead ped. bridge
- Future lengthening for 10-car consists
LORTON – EXISTING

- Construction completed in 2017
- One track, one platform edge
- Serve eight-car consists until fourth track is built
- Convert to center platform for fourth track
RIPPON – PREVIOUS CONCEPT

- Three tracks, three platform edges
- Two platforms with overhead pedestrian bridge
- Future lengthening for 10-car consists
RIPPON – FUTURE CONCEPT

- One track, one platform edge
- Lengthen for eight-car consists
- Construct second pedestrian bridge
- Convert to center platform with future fourth track
POTOMAC SHORES STATION

- One track, one platform edge
- Accommodate eight-car consists
- Overhead pedestrian bridge
- Convert to center platform for future track
QUANTICO STATION IMPROVEMENTS

- New center platform and pedestrian bridge
- Extend existing platform
- Prep work for future third track
- Construction management RFP open
- IFB advertisement June 2020
BROOKE – PREVIOUS CONCEPT

- Three tracks, three platform edges
- Two platforms with overhead pedestrian bridge
- Future lengthening for 10-car consists
**BROOKE – CURRENT CONCEPT**

- Two tracks, two platform edges
- Lengthen for eight-car consists
- Convert to center platform with future fourth track
LEELAND – PREVIOUS CONCEPT

- Three tracks, three platform edges
- Two platforms with overhead pedestrian bridge
- Future lengthening for 10-car consists
LEELAND – CURRENT CONCEPT

- One track, one platform edge
- Lengthen for eight-car consist
- Convert to center platform (two tracks, two platform edges) with future fourth track
FREDERICKSBURG STATION IMPROVEMENTS

- East and West Platform Repairs/Extensions
- Bridge Repairs
  - Sophia and Charles Streets
- New South Stairway
1. Separated service with interoperability *increases overall capacity and reliability*. 

2. Increased rail system capacity will give VRE and the Commonwealth the ability to *increase commuter and passenger rail service*. 

3. Near-term improvements constructed over the initial 10-year period can be accomplished with little or *no disruption to current operations* and *decrease in VRE capital costs*. 
Public Comment

Gary Skinner
VRE Operations Board Chairman
Spotsylvania County
Board Member Comment

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
Jeanine Lawson
Prince William County
Mike McLaughlin
Virginia DRPT
Cindy Shelton
Stafford County
Gary Skinner
Spotsylvania County
Ralph Smith
Manassas
Dan Storck
Fairfax County
James Walkinshaw
Fairfax County
VRE OPERATIONS BOARD MEETING

June 19, 2020

The meeting has adjourned

Meeting materials are available at vre.org/about/board/board-agenda-minutes/2020/June