



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

# VRE Operations Board Meeting

March 15, 2019

**Executive Committee Meeting – 8:30 am**

**Operations Board Meeting - 9:00 am**

**Legislative Committee Meeting to follow Operations Board  
Meeting (if needed)**

**PRTC Headquarters  
14700 Potomac Mills Road  
Woodbridge, VA 22192**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from the February 15, 2019 VRE Operations Board Meeting
5. Chairman's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Consent Items:



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd. #620  
Arlington, VA 22201  
703.524.3322



Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314  
703.684.1001  
VRE.org



Potomac and Rappahannock  
Transportation Commission  
14700 Potomac Mills Road  
Woodbridge, VA 22192  
703.580.6121

- A. Authorization to Issue a Request for Proposals for State Government Relations Services
  - B. Authorization to Issue a Request for Proposals for Engineering and Environmental Services for VRE Crystal City Station Improvements
- 9. Action Items:
  - A. Adopt 2019 VRE Operations Board Meeting Schedule Change
  - B. Authorization to Execute a Contract for Quantico Station Temporary Platform Construction
- 10. Information Items:
  - A. VRE's Metro Shutdown Plan Update
  - B. Spending Authority Report
- 11. Closed Session
- 12. Operations Board Member's Time

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**The Next VRE Operations Board Meeting**  
**April 12, 2019 - 9:00 am at PRTC**  
**[Pending Adoption of Resolution 9A-03-2019]**



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**  
**March 15, 2019**

14700 Potomac Mills Road, Woodbridge, VA 22192

**Members Present**

\*Preston Banks (PRTC)  
\*Elizabeth Bennett-Parker (NVTC)  
\*Sharon Bulova (NVTC) \*\*  
\*Maureen Caddigan (PRTC) \*\*  
\*John Cook (NVTC)  
\*Matt Kelly (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Martin Nohe (PRTC)  
\*Pamela Sebesky (PRTC)  
\*Gary Skinner (PRTC)

**Jurisdiction**

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

**Members Absent**

Katie Cristol (NVTC)  
Mark Dudenhefer (PRTC)  
Wendy Maurer (PRTC)  
Jennifer Mitchell (DRPT)

Arlington County  
Stafford County  
Stafford County  
Commonwealth of Virginia

**Alternates Present**

\*Michael McLaughlin (DRPT)  
\*Cindy Shelton (PRTC)

Commonwealth of Virginia  
Stafford County

**Alternates Absent**

Ruth Anderson (PRTC)  
Pete Candland (PRTC)  
Jack Cavalier (PRTC)  
Hector Cendejas (PRTC)  
Libby Garvey (NVTC)  
Jason Graham (PRTC)  
Todd Horsley (DRPT)  
Tim Lovain (NVTC)  
Jeff McKay (NVTC)  
Cindy Shelton (PRTC)  
Paul Trampe (PRTC)  
Mark Wolfe (PRTC)

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

\*Voting Member

\*\*Delineates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

### **Staff and General Public**

Khadra Abdulle – VRE  
Doug Allen – VRE  
Monica Backmon – NVTA  
Tracy Baynard – McGuire Woods Consulting  
Paolo Belito – Prince William County  
Matt Cheng – NVTC  
Rich Dalton – VRE  
Xavier Harmony - DRPT  
Chris Henry – VRE  
Christine Hoeffner – VRE  
Pierre Holloman – Arlington County  
Todd Johnson – First Transit  
John Kerins – Keolis

Mike Lake – Fairfax County  
Lezlie Lamb – VRE  
Bob Leibbrandt – Prince William County  
Steve MacIsaac – VRE Legal Counsel  
Betsy Massie – PRTC  
Kate Mattice - NVTC  
Becky Merriner – PRTC  
Kristin Nutter – VRE  
Dr. Bob Schneider – PRTC  
Mark Schofield – VRE  
Steve Sindiong – City of Alexandria  
Sonali Soneji – VRE  
Joe Swartz – VRE

Vice Chair Skinner called the meeting to order at 9:04 A. M. The Pledge of Allegiance and the Roll Call followed.

### **Approval of the Agenda – 3**

Mr. Kelly moved, with a second by Ms. Sebesky, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Cook, Kelly, Lawson, McLaughlin, Nohe, Sebesky, Shelton and Skinner.

[Bulova arrived at 9:07 A.M.]

### **Approval of the Minutes of the February 15, 2019 VRE Operations Board Meeting – 4**

Mr. Banks moved, with a second by Ms. Lawson, to approve the minutes from November 16, 2018. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Kelly, Lawson, McLaughlin, Nohe, Sebesky and Skinner. Ms. Shelton abstained.

### **Vice Chair's Comments - 5**

- Chair Cristol is on maternity leave and is unable to attend
- PRTC has appointed Supervisor Maureen Caddigan to the VRE Operations Board
- A Closed Session will be required at today's meeting

### **Chief Executive Officer's Report – 6**

Mr. Allen briefed the Operations Board on the following items of interest:

- VRE's Chief Safety Officer, Greg Deibler, met with TSA Surface Inspectors to review VRE compliance on security regulations and discuss future partnership opportunities
- VRE Deputy CEO/COO, Rich Dalton, updated the Operations Board on PTC implementation
- Average Daily Ridership for February, without Amtrak Step-Up passenger counts, was 18,509
- On-Time Performance for February was 89%
- Mr. Allen and several other key staff members attended a quarterly coordination meeting with DRPT and CSX on March 13<sup>th</sup>



- Mr. Allen was invited to brief the Northern Virginia Regional Commission on VRE's mission, operations, funding and governance on Thursday, March 14<sup>th</sup>. He also outlined various projects.
- Doug met with Northern Virginia Transportation Authority Executive Director, Monica Backmon to review VRE's NVTA funded projects
- Mr. Allen and VRE Manager of Project Development, Christine Hoeffner, joined DRPT Director Jennifer Mitchell and DRPT Chief of Rail Transportation, for a meeting with FTA's Office of Planning to discuss core capacity funding for Long Bridge.

#### **Public Comment Time – 7**

Vice Chair Skinner opened the floor for public comment time. There were no speakers.

#### **Approval of the Consent Agenda – 8**

Mr. Kelly moved, with a second by Ms. Shelton, to approve the Consent Agenda. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Kelly, Lawson, McLaughlin, Naddoni, Nohe, Sebesky, Shelton and Skinner.

- Authorization to Issue a Request for Proposals for State Government Relations Services – 8A
- Authorization to Issue a Request for Proposals for Engineering and Environmental Services for VRE Crystal City Station Improvements – 8B

#### **Action Items – 9**

##### **Adopt 2019 VRE Operations Board Meeting Schedule Change – 9A**

Mr. Kelly moved, with a second by Ms. Sebesky, to adopt the proposed change of the April VRE Operations Board Meeting from April 19, 2019 to April 12, 2019.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Kelly, Lawson, McLaughlin, Naddoni, Nohe, Sebesky, Shelton and Skinner.

[Caddigan arrived at 9:16 A.M.]

##### **Authorization to Execute a Contract for Quantico Station Temporary Platform Construction – 9B**

Ms. Caddigan moved, with a second by Ms. Lawson, to authorize the CEO to execute a contract with MCA Construction, Inc. for Quantico Temporary Platform construction in the amount of \$110,900, plus a 20% contingency, for an amount not to exceed \$133,080.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Kelly, Lawson, McLaughlin, Nohe, Sebesky, Shelton and Skinner.

#### **Information Items – 10**

##### **VRE's Metro Shutdown Plan Update – 10A**

VRE's Director of Rail Operations, Chris Henry, outlined the steps VRE is taking to prepare for the shutdown of Metro's Blue and Yellow Lines south of Reagan National Airport this summer. Those steps include:

- Promoting VRE service as alternative transportation
- Work with OmniRide on feeder routes to Rippon and Woodbridge

- Work with DRPT on changes related to Amtrak Step-Up trans
- Stage VRE Staff at Franconia-Springfield and Alexandria Stations to assist displaced Metro riders.

#### Spending Authority Report – 10B

In December, the following purchases greater than \$50,000 but less than \$100,000 were made:

- A Blanket Purchase Order for an amount not to exceed \$100,000 to Siemens Mobility, Inc. for services to repair automatic train control system enclosures on an as-needed basis.
- A Task Order in the amount of \$97,032 to STV, Inc. for Life Cycle Maintenance Team Support including research to identify alternate sources of supply for materials and services, review of service reports and documentation of maintenance requirements.

#### Closed Session – 11

Mr. Cook moved, with a second by Ms. Bulova, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (3) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one matter involving the acquisition of real property for rail equipment storage and maintenance purposes where discussion in public could adversely affect the VRE's negotiating position.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Kelly, Lawson, McLaughlin, Nohe, Sebesky, Shelton and Skinner.

The VRE Operations Board went into Closed Session at

Mr. Cook moved, with a second by Ms. Sebesky, to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Kelly, Lawson, McLaughlin, Nohe, Sebesky, Shelton and Skinner.

Mr. Cook moved, with a second by Ms. Lawson, to recommend the Commissions approve the purchase of approximately 19.514 acres adjacent to the current Crossroads Maintenance and Storage Facility for an amount not to exceed \$2,350,000 and authorize the CEO to execute an Agreement of Sale with Crossroads Associates, LLC on behalf of the Commissions, in a form approved by legal counsel.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Kelly, Lawson, McLaughlin, Nohe, Sebesky, Shelton and Skinner.

Vice Chair Skinner asked if there was any other business. There was none.

Vice Chair Skinner adjourned the meeting, without objection, at 10:04 A.M.

Approved this 12<sup>th</sup> day of April 2019

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Katie Cristol  
Chair

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John Cook  
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the March 15, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

DRAFT

**Virginia Railway Express  
Operations Board**

**Resolution  
8A-03-2019**

**Authorization to Issue a Request for Proposals for  
State Government Relations Services**

**WHEREAS**, VRE contracts separately for Government Relations Services at the State and Federal level to provide government relations and legislative services required to assist VRE in its efforts to achieve specific policy objectives; and,

**WHEREAS**, the current contract for State Legislative Services expires December 2019; and,

**WHEREAS**, a procurement for State Government Relations Services will be conducted as a joint solicitation with the Northern Virginia Transportation Commission allowing VRE and NVTC to execute separate contracts with different proposers; and,

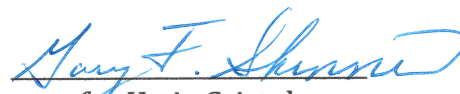
**WHEREAS**, the Potomac and Rappahannock Transportation Commission has also been invited to be part of this procurement and is assessing if their participation would be advantageous to them;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby acknowledge the determination made by the VRE Contract Administrator in accordance with the VRE Public Procurement Policies and Procedures that competitive bidding is not practicable, nor fiscally advantageous to VRE, and that competitive negotiation is the appropriate method to procure these services; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for State Government Relations Services.

Approved this 15<sup>th</sup> day of March 2019

  
John Cook  
Secretary

  
for Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
8B-03-2019**

**Authorization to Issue a Request for Proposals for Engineering and  
Environmental Services for VRE Crystal City Station Improvements**

**WHEREAS**, the VRE Crystal City Station is one of the busiest in the system and has one of the shortest platforms; and,

**WHEREAS**, a longer island platform with grade-separated access would remove an operational bottleneck, expand train capacity, and improve convenience, safety, and reliability for VRE riders; and,

**WHEREAS**, a concept design was developed for an expanded station at a new location south of the existing station; and,

**WHEREAS**, the VRE Operations Board approved this location as the preferred station location to conduct more detailed design and evaluation;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby acknowledge that competitive negotiation is required in accordance with the Virginia Public Procurement Act; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for Engineering and Environmental Services for VRE Crystal City Station Improvements.

Approved this 15<sup>th</sup> day of March 2019

  
John Cook  
Secretary

  
For Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-03-2019**

**Adopt 2019 VRE Operations Board Meeting Schedule Change**

**WHEREAS**, per the Bylaws of the VRE Operations Board, meetings are regularly held the third Friday of each month except July; and,

**WHEREAS**, the third Friday in April 2019 coincides with the observation of religious holidays; and,

**WHEREAS**, the third week of April 2019 coincides with Spring Break in all but one member jurisdictions; and,

**WHEREAS**, staff surveyed the Operations Board Members to determine potential attendance for dates in April; and,

**WHEREAS**, results of the survey reflect the best attendance of Members and Officers on April 12, 2019;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby change the April VRE Operations Board meeting from April 19, 2019 to April 12, 2019 at 9:00 am.

Approved this 15<sup>th</sup> day of March 2019

  
John Cook  
Secretary

  
for Katie Cristol  
Chair



**Virginia Railway Express  
Operations Board**

**Resolution  
9B-03-2019**

**Authorization to Execute a Contract for  
Quantico Station Temporary Platform Construction**

**WHEREAS**, CSXT and the Virginia Department of Rail and Public Transportation (DRPT) are presently constructing a new mainline track through Quantico Station as part of the Arkendale-Powells Creek Third Track Project; and,

**WHEREAS**, DRPT and VRE are also collaborating on the Quantico Station Improvement Project in conjunction with the Arkendale-Powells Creek Third Track Project; and,

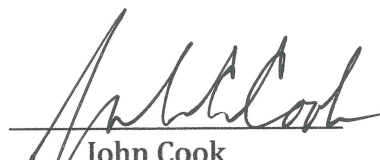
**WHEREAS**, the temporary Track 3 platform at Quantico Station has been designed and needs to be constructed and installed to comply with FRA requirements for lighting and ADA access until the new platform, as part of the Quantico Station Improvements Project, is completed; and,

**WHEREAS**, on January 24, 2019, an Invitation for Bids was issued, and bids were received on February 22, 2019; and,

**WHEREAS**, it was determined MCA Construction, Inc. was the lowest responsive-responsible bidder and staff has certified the price is fair and reasonable;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with MCA Construction, Inc. of Alexandria, Virginia for Quantico Temporary Platform Construction in the amount of \$110,900, plus a 20% contingency of \$22,180, for a total amount not to exceed \$133,080.

Approved this 15<sup>th</sup> day of March 2019

  
John Cook  
Secretary

  
for Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
9C-03-2019**

**Recommend Authorization to Execute an Agreement of Sale with  
Crossroads Associates, LLC**

**WHEREAS**, VRE has a need to expand the Crossroads Maintenance and Storage Facility to accommodate the addition of the Life Cycle Overhaul and Upgrade (LOU) facility, lengthening existing tracks to accommodate longer trains and expanding employee parking and welfare facilities; and,

**WHEREAS**, VRE staff has identified property adjacent to the existing Crossroads Maintenance and Storage Facility suitable to accommodate the expanded and additional facilities; and,

**WHEREAS**, VRE staff has completed necessary due diligence on the property and been engaged in ongoing discussions with the adjacent property landowner, Crossroads Associates, LLC to purchase approximately 19.5 acres adjacent to the Crossroads Maintenance and Storage facility; and,

**WHEREAS**, based on information presented by staff, the Operations Board concludes that there is a need to acquire the property and complete the expanded and additional facilities at the earliest practicable time; and,

**WHEREAS**, necessary funding has been incorporated into the Capital Reserve budget to allow VRE to purchase this property without detriment to planned and foreseeable capital projects.


**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board recommends that the Commissions approve the purchase of approximately 19.514 acres adjacent to the current Crossroads Maintenance and Storage Facility for an amount not to exceed \$2,350,000, and authorize the Chief Executive Officer to execute an Agreement of Sale with Crossroads Associates, LLC on behalf of the Commissions, in a form approved by legal counsel.



Approved this 15<sup>th</sup> day of March 2019



John Cooke  
Secretary



Katie Cristol  
Chair