



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

January 18, 2019

Executive Committee Meeting – 8:30 am
Operations Board Meeting - 9:00 am

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 December 14, 2018 VRE Operations Board Meeting
5. Installation of New Officers
6. New Chair's Comments
7. Chief Executive Officer's Report
8. Virginia Railway Express Riders' and Public Comment
9. Consent Items:
 - A. Authorization to Issue a Task Order for Digital Advertising Campaign Management



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

10. Action Items:
 - A. Authorization to Issue a GEC VII Task Order for Design Services for Alexandria Station Improvements
 - B. Authorization to Execute a Microsoft Volume Licensing Agreement
 - C. Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the I-66 Mobility Education Campaign and Transportation Demand Management Project
 - D. Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the Residency Road Shared Use Path Project
 - E. Adoption of Changes to the 2019 VRE Operations Board Meeting Schedule
11. Information Items:
 - A. Spending Authority Report
12. Closed Session
13. Operations Board Member's Time

**The Next VRE Operations Board Meeting
February 15, 2019 - 9:00 am at PRTC**



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
January 18, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

- *Preston Banks (PRTC)
- *Elizabeth Bennett-Parker (NVTC)
- *Sharon Bulova (NVTC)
- *John Cook (NVTC)
- *Katie Cristol (NVTC)
- *Mark Dudenhefer (PRTC)
- *Matt Kelly (PRTC)
- *Jeanine Lawson (PRTC)
- *Wendy Maurer (PRTC)
- *Martin Nohe (PRTC)
- *Pamela Sebesky (PRTC)
- *Gary Skinner (PRTC)

Jurisdiction

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

Members Absent

- John Jenkins (PRTC)
- Jennifer Mitchell

- Prince William County
- Department of Rail and Public Transportation

Alternates Present

- *Michael McLaughlin

- Department of Rail and Public Transportation

Alternates Absent

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

- City of Alexandria
- Prince William County
- Prince William County
- Stafford County
- City of Manassas Park
- Arlington County
- City of Fredericksburg
- Department of Rail and Public Transportation
- 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
Paolo Belito – PWC
Alexander Buchanan – VRE
Matt Cheng – NVTC
Rich Dalton – VRE
Greg Deibler – VRE
John Duque – VRE
Xavier Harmony – DRPT
Chris Henry – VRE
Christine Hoeffner – VRE
Pierre Holloman – Arlington County
Robert Hostelka – VRE

Todd Johnson – First Transit
John Kerins - Keolis
Cindy King – VRE
Mike Lake – Fairfax County
Lezlie Lamb – VRE
Bob Leibbrandt – PWC
Steve Maclsaac – VRE Legal Counsel
Betsy Massie – PRTC
Kate Mattice - NVTC
Becky Merriner - PRTC
Kristin Nutter – VRE
Dallas Richards - VRE
Mark Schofield – VRE
Joe Swartz – VRE
Detrius Williams - VRE

Chairman Nohe called the meeting to order at 9: 06 A. M. The Pledge of Allegiance and Roll Call followed.

Approval of the Agenda – 3

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

Approval of the Minutes of the December 14, 2018 VRE Operations Board Meeting – 4

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

Installation of New Officers – 5

Chairman Nohe introduced and welcomed three new Members to the Operations Board.

- Prince William County Supervisor Jeanine Lawson
- City of Alexandria Vice-Mayor Elizabeth Bennett-Parker
- City of Manassas Park Vice-Mayor Preston Banks

Chairman Nohe expressed his gratitude for having had the Board’s support during his tenure as Chairman. He related some of the region’s successes in transit development and described the collaborative effort on those issues. He announced the VRE Operations Board Officers for 2019 as follows:

- Treasurer – Jeanine Lawson
- Secretary – John Cook
- Vice Chair – Gary Skinner
- Chair – Katie Cristol

Chairman Nohe asked for the new officers to please take their new seats at the Board and passed the gavel to Chair Cristol.

New Chair's Comments – 6

Chair Cristol thanked Mr. Nohe for his guidance over the past year and noted important accomplishments under his leadership:

- Creation of the Commuter Rail Operating and Capital (C-ROC) fund, the first dedicated funding source for commuter rail in the Commonwealth, and \$15M annual allocation;
- The Operations Board's endorsement of the Preferred Concept for Broad Run Expansion.

Mr. Nohe was presented a plaque commemorating his tenure as VRE Operations Board Chairman. Mr. Nohe related an encounter with a Keolis conductor and praised the crews for their excellent dedication and professionalism.

Chair Cristol announced committee assignments for 2019 as follows:

1. Executive Committee
 - Katie Cristol – Chair
 - Gary Skinner – Vice Chair
 - John Cook – Secretary
 - Jeanine Lawson – Treasurer
 - Marty Nohe – Immediate Past Chair
2. CEO Evaluation Committee
 - Marty Nohe – Chair
 - Katie Cristol
 - John Cook
 - Matt Kelly
 - Jeanine Lawson
3. Capital Committee
 - Wendy Maurer – Chair
 - John Cook
 - Gary Skinner
 - Pam Sebesky
 - Elizabeth Bennett-Parker
4. Audit Committee
 - Jeanine Lawson – Chair
 - Marty Nohe
 - Katie Cristol
 - John Cook
 - Gary Skinner
 - Sharon Bulova

5. Legislative Committee
 - John Cook – Chair
 - Matt Kelly
 - Elizabeth Bennett-Parker

Chief Executive Officer’s Report – 7

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

- Keolis, VRE’s contractor for train operations and mechanical services, continues to perform exceptionally well with regards to safety.
- During December, while VRE was operating an “S” schedule between Christmas and New Year’s, Keolis management conducted safety training with crews on a rotating basis.
- Mr. Dalton gave a brief on PTC implementation.
 - VRE has met all statutory requirements for an alternative schedule for implementation.
 - VRE is in a testing phase with host railroads.
- Average Daily Ridership (ADR) for December was 14.5K and On-Time Performance was at 87%
- On-Time Performance continues to improve with the completion of the reconstruction of the third track and bridge in the Alexandria area.
- The federal government shutdown appears to have impacted VRE ridership in the first half of January. It has not had a significant impact in Fare Revenue for January because commuter subsidies for January were not impacted. If the shutdown continues, VRE staff predicts a drop in Fare Revenue from February ticket sales.
- VRE staff participated in meeting for the CC2DCA Pedestrian Bridge project with several stakeholders. The proposed pedestrian connection would likely tie in with VRE’s new Crystal City Station.
- NVTC Executive Director, Kate Mattice, was the recipient of the 2018 Ronald F. Kirby Award for Collaborative Leadership.

Public Comment Time – 8

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

Approval of the Consent Agenda – 9

Mr. Kelly moved, with a second by Ms. Bulova, 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, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

- Authorization to Issue a Task Order for Digital Advertising Campaign Management - 9A

Action Items – 10

Authorization to Issue a GEC VII Task Order for Design Services for Alexandria Station Improvements - 10A

Ms. Bennett-Parker moved, with a second from Mr. Skinner, to authorize the CEO to issue a GEC VII Task Order to HDR Engineering, Inc. for design services for the Alexandria station improvements.

Mr. Richards gave a short presentation on the updated plans for the station improvements. This presentation is posted with the January 2019 Board materials on vre.org.

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

Authorization to Execute a Microsoft Volume Licensing Agreement – 10B

Ms. Bulova moved, with a second from Ms. Maurer, to authorize the CEO to execute an agreement with Microsoft Corporation for Microsoft volume licensing.

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

Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the I-66 Mobility Education Campaign and Transportation Demand Management Project – 10C

Ms. Lawson moved, with a second from Ms. Maurer to support and endorse the application by Prince William County to the Northern Virginia Transportation Commission FY 2020 I-66 Commuter Choice program for the I-66 Mobility Education Campaign and Transportation Demand Management project.

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

Resolution of Support for Prince William County's FY 2020 I-66 Commuter Choice Program Application for the Residency Road Shared Use Path Project – 10D

Ms. Lawson moved, with a second from Mr. Dudenhefer, to support and endorse the application by Prince William County to the Northern Virginia Transportation Commission FY 2020 I-66 Commuter Choice program for the Residency Road Share Use Path project.

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

Adoption of Changes to the 2019 VRE Operations Board Meeting Schedule – 10E

Ms. Maurer moved, with a second from Ms. Bulova, to adopt changes to the 2019 VRE Operations Board meeting schedule establishing a regular meeting to be held on July 19, 2019 and deleting the regular meeting that was to be held on August 16, 2019.

Ms. Sebesky pointed out the April meeting conflicts with Good Friday and Spring Break for regional school districts and asked for future consideration of a change of the April meeting date.

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

Information Items – 11

Spending Authority Report – 11A

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

- A task order in the amount of \$79,565 was issued to Vanesse Hangen Brustlin, Inc. under the General Planning Consulting Services Contract for planning, reporting and project development services on an as-needed basis.
- VRE executed a Horn Patent Licensing Agreement with Siemens Mobility, Inc. in the amount of \$99,425, for the right to utilize the horn sequencing software features required for PTC integration with host railroads.
- A blanket purchase order was issued in the amount of \$70,935 to JMA Rail Products, for brake shoes for VRE locomotives and railcars on an as-needed basis.

Chair Cristol asked if there was any other business. There was none.

Ms. Maurer moved, with a second from Ms. Lawson to adjourn the meeting. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner. The meeting adjourned at 9:55 A.M.

Approved this 15th day of February 2019

Katie Cristol
Chair

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the January 18, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
9A-01-2019**

**Authorization to Issue a Task Order for
Digital Advertising Campaign Management**

WHEREAS, VRE has the need to reach current and potential riders with targeted messages encouraging VRE Mobile download and using VRE during the upcoming Metro shutdown and I-66 construction; and,

WHEREAS, Pulsar's Digital Advertising Subject Matter Expert will ensure proper and efficient ad spend on Google, Facebook, LinkedIn, digital audio and Waze; and,

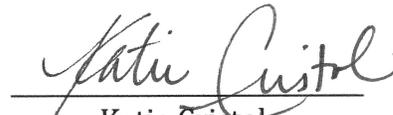
WHEREAS, the FY 2019 and FY 2020 operating budgets for Marketing – Media Advertising and Marketing – Marketing Production Costs includes funding for this activity;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to Pulsar Advertising, Inc. for Digital Advertising Campaign Management in the amount of \$150,000, plus a 10% contingency of \$15,000, for a total not to exceed \$165,000.

Approved this 18th day of January 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
10A-01-2019**

**Authorization to Issue a GEC-VII Task Order for Design
Services for Alexandria Station Improvements**

WHEREAS, an Alexandria Pedestrian Tunnel Project, which included construction of a new tunnel parallel to the existing tunnel, as well as other improvements, had been pursued by VRE and it has been rescoped and renamed; and,

WHEREAS, given the rescoping of the project described above, VRE and Northern Virginia Transportation Authority staff have jointly agreed the Standard Project Agreement that was executed for \$1.3 million in funding specifically for the pedestrian tunnel connection to the King Street Metrorail Station should be terminated; and,

WHEREAS, the Alexandria Station Improvements will be designed and built to eliminate the at-grade crossing between the station platform and the center platform, improve passenger access to Track 1 and provide ADA compliant access on the platforms; and,

WHEREAS, design of the Alexandria Station Improvements will be undertaken to provide two (2) new elevators; and widen the center platform to improve passenger access to trains on Track 1, all while maintaining train operations on all tracks with minimal disruption; and,

WHEREAS, consultant design services are necessary to advance the project towards construction; and,

WHEREAS, the VRE Operations Board authorized execution of the General Engineering Consulting Services contracts (GEC VII) in July 2015 and HDR Engineering, Inc. was subsequently awarded the alternate consultant contract for Program Area C – Design Services: Passenger Facilities; and,

WHEREAS, HDR Engineering, Inc. has presented an acceptable proposal to perform said services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a GEC VII Task Order to HDR Engineering, Inc. for Design Services for the Alexandria Station Improvements in the amount of \$812,000, plus a 10% contingency of \$81,200, for a total not to exceed \$893,200; and,

Resolution 10A-01-2019 continued

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to terminate the Northern Virginia Transportation Authority Standard Project Agreement for \$1.3 million for a pedestrian tunnel connection to the King Street Metrorail Station.

Approved this 18th day of January 2019



John Cook
Secretary



Katie Cristol
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
10B-01-2019**

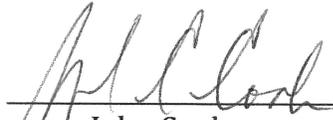
Authorization to Execute a Microsoft Volume Licensing Agreement

WHEREAS, Microsoft software products and a hybrid cloud infrastructure are necessary for increased innovation, resiliency, and disaster preparedness; and,

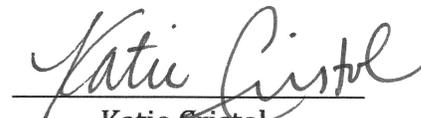
WHEREAS, the Microsoft Volume Licensing Agreement will provide the mechanism that is required to utilize Microsoft software products and Azure cloud-based services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an agreement with the Microsoft Corporation of Redmond, WA, for Microsoft Volume licensing in the amount of \$584,535, plus a 10% contingency of \$58,454, for a total amount not to exceed \$642,989, for a period of three years.

Approved this 18th day of January 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
10C-01-2019**

**Resolution of Support for Prince William County's FY 2020 I-66
Commuter Choice Program Application for the I-66 Mobility Education
Campaign and Transportation Demand Management Project**

WHEREAS, the Northern Virginia Transportation Commission (NVTC) has issued a Call for Projects for consideration for funding with expected Fiscal Year (FY) 2020 I-66 Inside the Beltway toll revenues available through the I-66 Commuter Choice Program; and,

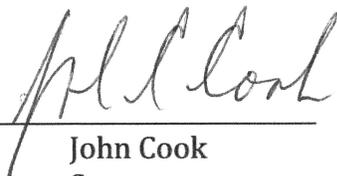
WHEREAS, Prince William County submitted an application for the I-66 Mobility Education Campaign and Transportation Demand Management Project for I-66 Commuter Choice Program funding consideration.; and,

WHEREAS, if selected for funding, Prince William County will create a transportation demand management program (TDM) targeting commuters along the I-66 corridor that will provide awareness of alternative I-66 mobility options to Prince William County residents and other commuters in the region; and,

WHEREAS, I-66 Mobility Education Campaign and TDM Project complements the VRE Broad Run Expansion Project by informing and targeting commuters along the I-66 corridor of alternatives to single occupancy vehicle trips;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby support and endorse Prince William County's FY 2020 I-66 Commuter Choice Program application for the I-66 Mobility Education Campaign and Transportation Demand Management Project.

Approved this 18th day of January 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
10D-01-2019**

**Resolution of Support for Prince William County's
FY 2020 I-66 Commuter Choice Program Application for the
Residency Road Shared Use Path Project**

WHEREAS, the Northern Virginia Transportation Commission (NVTC) issued a Call for Projects for consideration for funding with expected Fiscal Year (FY) 2020 I-66 Inside the Beltway toll revenues available through the I-66 Commuter Choice Program; and,

WHEREAS, Prince William County submitted an application for design and construction of a shared bicycle and pedestrian trail along Residency Road between Route 28/Nokesville Road and the VRE Broad Run Station for I-66 Commuter Choice Program funding consideration; and,

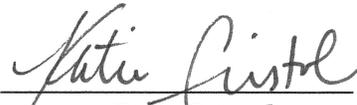
WHEREAS, if selected for funding, the project will enhance multimodal access to the VRE Broad Run Station and bicycle and pedestrian trail facilities along Route 28 via this new off-road connection;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby support and endorse Prince William County's FY 2020 I-66 Commuter Choice Program application for the Residency Road Shared Use Path Project.

Approved this 18th day of January 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
10E-01-2019**

**Adoption of Changes to the 2019
VRE Operations Board Meeting Schedule**

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

WHEREAS, VRE Operations Board Members' jurisdictions do not typically meet in the month of August; and

WHEREAS, achieving a quorum for VRE Operations Board action in the month of August is not always possible; and,

WHEREAS, the potential exists for a detrimental postponement of VRE business throughout the months of July and August; and,

WHEREAS, the Bylaws of the VRE Operations Board state "Such changes to, deletion of, or addition of a regular meeting may be accomplished by adoption of a resolution changing, deleting or establishing a regular meeting date";

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby establish a regular meeting to be held on July 19, 2019 and deletes the regular meeting that was to be held on August 16, 2019.

Approved this 18th day of January 2019



John Cook
Secretary



Katie Cristol
Chair