

January 4, 2018  
PRTC Regular Meeting

**Information Items**

**FTA Triennial Review**

**Performance Service Reports**

**Revised Purchasing Authority Report**

**Wheels-to-Wellness Funding Status**



Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

January 4, 2018

TO: Chairman Principi and PRTC Commissioners

FROM: Robert A. Schneider, PhD  
Executive Director 

RE: Federal Transit Administration Triennial Review

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Every year management certifies (by executing the Certifications and Assurances) that the Commission complies with the requirements related to the receipt and use of Federal funds from the Federal Transit Administration (FTA).

Every three years FTA sends a review team to ascertain, if in fact, grantees are complying with the Federal requirements, this is called the Triennial Review (Triennial). PRTC was notified in October 2016 by FTA that its Triennial would take place in fiscal year 2017 and the site visit was held on May 16 and 17, 2017.

The Triennial encompasses the review of seventeen (17) areas for compliance. Grantees provide answers to questions to the FTA review team in each of the areas before the site visit, as well as, requested documents for each of the areas. The Final Triennial Report was received July 20, 2017 and indicated findings in eight (8) of the review areas and provided a time-table in which corrective actions had to be accomplished. (Attachment I is a spreadsheet with findings, rationale, corrective action, and due date). FTA requested additional information on two findings after the correction action information was submitted extending the due dates to November 27, 2017.

## CORRECTIVE ACTIONS DUE 8 21 17

Attachment I

Area	Rationale	Corrective Action	Due Date
2 Technical Capacity	Inadequate oversight of third-party contractor/relating to its service contractors. Plans lack coverage of ADA, DBE, Title VI and EEO	The grantee must submit procedures and a staffing plan to the FTA regional office to monitor other entities with responsibility for meeting FTA requirements.	8/21/2017
6 Procurement	Improper Use of Options - Pricing for option years were not evaluated in the base procurement	The grantee must submit revised procedures covering options, specifically to ensure that options are evaluated and priced initially. For the next applicable procurement, the grantee must submit to the FTA regional office documentation that the required process was implemented.	8/21/2017
7 DBE	Grantee not ensuring prompt payment - relevant clauses not included in contracts	The grantee must submit to the FTA RCRO documentation of efforts to ensure compliance with prompt payment and return of retainage requirements.	8/21/2017
10 Planning/Program of Projects	No agreement in place with the MPO	The grantee must provide the FTA regional office with a schedule for providing a fully executed agreement that specifies the cooperative procedures for carrying out transportation planning and programming and addresses at least the grantee's responsibilities, the development and sharing of information for financial plans, and the development of the annual listing of obligated projects.	8/21/2017
10 Planning/Program of Projects	POP public notice - specific language not included	Before the next notice is due to be published, the grantee must submit to the FTA regional office proposed public notice language with the required statement. After the notice is published, the grantee must submit a copy of the published notice.	8/21/2017
17 EEO	EEO monitoring/reporting - status report for 2015 not performed	Grantee must develop and submit to the FTA RCRO a detailed monitoring and reporting system.	8/21/2017

## CORRECTIVE ACTIONS DUE 9 19 17

Area	Rationale	Corrective Action	Due Date
1 Management & Capacity	Lacking officially approved and implemented financial procedures	Provide documentation that procedures have been approved and implemented (training conducted with appropriate staff).	9/19/2017
3 Maintenance	Late facility/equipment preventive maintenance - PRTC's new program not implemented	The grantee must submit to the FTA regional office a monthly report signed by the chief executive officer or other senior management designed on its preventive maintenance results until the data demonstrates it has conducted at least 80 percent of its preventive maintenance on time for three consecutive months.	9/19/2017
7 DBE	DBE policy not updated for roles of DBELO, use of financial institutions, use of running tally, overconcentration, evaluation of business development program, implementation of SBE and consultative process	The grantee must upload an update of its DBE program to the TRAMS for approval and notify the FTA RCRO once completed	9/19/2017

## CORRECTIVE ACTIONS DUE 10 20 17

Area	Rationale	Corrective Action	Due Date
5 Title VI	Lacking assessment of provisions for LEP persons	The grantee must submit to the RCRO a revised language assistance plan based on the completed four factor analysis, along with a list of language assistance it has provided or intends to provide, based on the analysis and a timeline for providing this assistance. Additional translations, if needed, must be completed and evidence provided to the Regional RCRO.	10/20/2017





U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION III  
Delaware, District of  
Columbia, Maryland,  
Pennsylvania, Virginia,  
West Virginia

RECEIVED 12/12/17

1760 Market Street  
Suite 500  
Philadelphia, PA 19103-4124  
215-656-7100  
215-656-7260 (fax)

December 5, 2017

Mr. Robert Schneider  
Executive Director  
Potomac and Rappahannock Transportation Commission  
14700 Potomac Mills Road  
Woodbridge, VA 22192

**Re: Potomac and Rappahannock Transportation Commission  
2017 Triennial Review Finding and Review Closeout**

Dear Mr. Schneider:

The Federal Transit Administration (FTA) is in receipt of the Potomac and Rappahannock Transportation Commission's (PRTC) November 27, 2017 correspondence in response to the Corrective Action associated with the following finding from the FY 2017 Triennial Review: D-208 (Inadequate oversight of third-party contractor) in the Technical Capacity Review Area.

The Corrective Action under D-208 (Inadequate oversight of third-party contractor) in the Technical Capacity Review Area states "The grantee must submit procedures and a staffing plan to the FTA regional office to monitor other entities with responsibility for meeting FTA requirements." On August 21, PRTC submitted a plan titled "Contract Operations Monitoring". This plan was for the bus operations only. There was no plan submitted for the oversight of the third-party contractor who oversees the railcar operation. As these railcars are federally funded, oversight of that contractor should be monitored for maintenance including preventive maintenance. That contractor also has to accept PRTC/VRE's Title VI program, including requirements for public notice, implementation of the Language Assistance Program, and training. Please submit a plan that addresses the oversight of the contractor for the railcars.

On November 27, PRTC submitted a "Grants Management Procedures" document that included a section on Contractor Oversight and a Grants Management Calendar. FTA has reviewed the document and determined that it addresses the Corrective Action. *As a result, Finding D-208 (Inadequate oversight of third-party contractor) in the Technical Capacity Review Area of the FY 2017 Triennial Review is now considered closed.*

Mr. Robert Schneider  
December 5, 2017  
Page 2

As a result of this last finding being closed, the FY 2017 Triennial Review is also considered closed.

If you have any questions, please contact Karen Roscher at 215-656-7002 or via email at [karen.roscher@dot.gov](mailto:karen.roscher@dot.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Garcia Crews". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Terry Garcia Crews  
Regional Administrator





Potomac and Rappahannock  
Transportation Commission


14700 Potomac Mills Road  
Woodbridge, VA 22192

January 4, 2018

TO: Chairman Principi and PRTC Commissioners

FROM: Perrin A. Palistrant   
Director of Operations and Operations Planning

Doris Lookabill   
Director of Customer Service and Dispatch

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: November System Performance and Ridership Report

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OmniRide Express and Metro Direct Service\*

- November average daily ridership increased 1.5 percent compared to October
- Year over year decline continues to decrease
- Emergency Service Plan operated on November 30 for National Christmas Tree Lighting
- Additional mid-day service operated before Thanksgiving to assist with heavier crowds

OmniLink Local Bus Service\*

- November average daily ridership decreased 4.5 percent compared to October
- Average Saturday ridership decreased slightly more than expected
- Staff canvassed area last week of November promoting December service change

Vanpool Alliance Program

- Enrollment increased to 663 vans
- November ridership was 5,000 trips higher than the same month from last year

### OmniMatch Program

- Hosted an Employer Focused Vanpool Workshop at PRTC
  - Guest Speakers: John Hawkins – Transportation Manager for Department of Homeland Security and Susan Shaw, Northern Virginia Mega Projects Director for VDOT
- Promoted the program at the following events:
  - Gold Sponsor at the PWC Chamber of Commerce Transit Focused Economic Development Luncheon/Expo – 11/15
  - Quantico Welcome Aboard Brief – 11/20

### Customer Service Statistics

- Received 9,278 calls in November
  - Automated system handled 47 percent of calls
- Average wait time for remaining calls went down to 0:54 seconds
- Responded to 44 general information emails
- Percentage of OmniLink trip denials increased

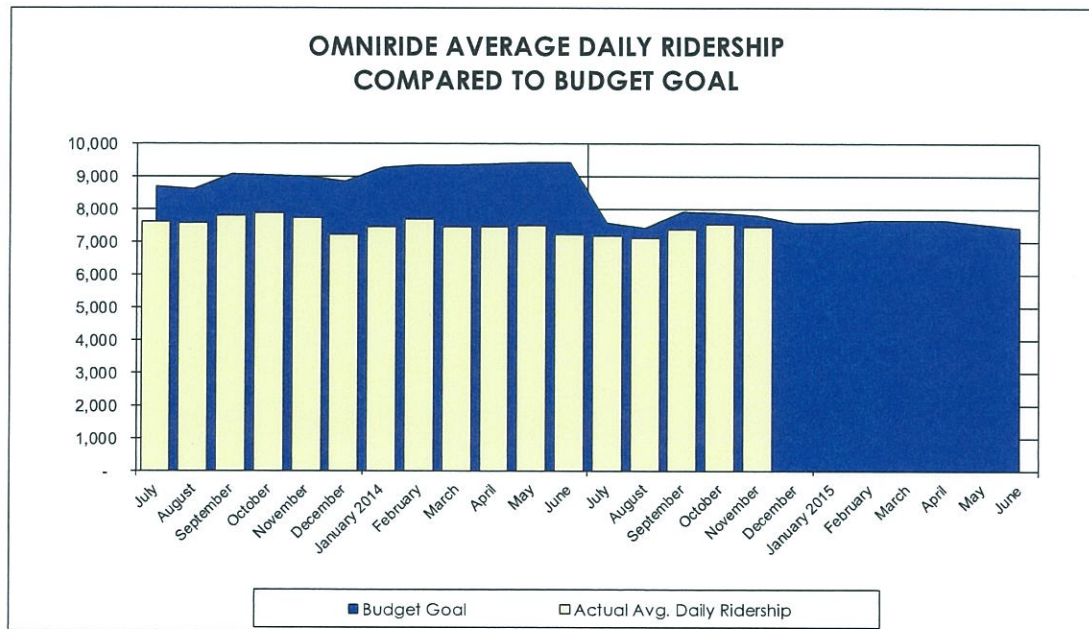
### Passenger Complaints

- Complaint rate for both OmniRide and OmniLink increased in November
  - OmniRide complaint rate for FY18 year-to-date is four percent lower than FY17
  - OmniLink complaint rate for FY18 year-to-date is 48 percent higher than FY17
    - Increase in OmniLink YTD complaint rate is the result of an increase in missed stops and late buses.

\*Average Daily Ridership for OmniRide does not include November 10<sup>th</sup> (Veterans Day Observed), week of Thanksgiving and Monday after Thanksgiving (20-24 and 27) and National Christmas Tree Lighting (30). For OmniLink, does not include Election Day (7), Veterans Day Observed (10), Wednesday before and Friday after Thanksgiving (23 and 25).

## OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership		Average Daily Ridership			FY18 Budget Goal	Change from Goal
	FY17	FY18	FY17	FY18	% Change		
July	150,922	140,343	7,621	7,225	-5.2%	7,599	(374)
August	175,881	164,929	7,599	7,114	-6.4%	7,427	(313)
September	162,621	147,004	7,811	7,417	-5.0%	7,943	(526)
October	158,700	158,222	7,919	7,572	-4.4%	7,913	(341)
November	146,086	138,188	7,735	7,458	-3.6%	7,806	(348)
December							
January							
February							
March							
April							
May							
June							
<b>Year to Date</b>	<b>794,210</b>	<b>748,686</b>	<b>7,737</b>	<b>7,357</b>	<b>-4.9%</b>	<b>7,738</b>	<b>(380)</b>



***At year's end figures are revised, if needed, to account for any lingering data latency.***

7/16 - Avg. Daily Ridership excludes the Friday before and Tuesday after July 4

9/16 - Avg. Daily Ridership excludes the Friday before Labor Day

10/16 - Avg. Daily Ridership excludes Friday before Columbus Day (7) and Columbus Day (11).

11/16 - Avg. Daily Ridership excludes Election Day (8), Veterans Day (11), and days before and after Thanksgiving (22,23,25 and 30)

12/16 - Avg. Daily Ridership excludes Christmas tree lighting (1), and holiday period (19-30)

1/17 - Avg. Daily Ridership excludes MLK Day (16), Inauguration ESP Service (18-20), AM snow/PWC School in service day (30)

2/17 - Avg. Daily Ridership excludes Friday before President's Day (17) and President's Day (20)

3/17 - Avg. Daily Ridership Excludes Snow/Schools Closed (14,15)

4/17 - Avg. Daily Ridership excludes PWC Spring Break (10-14 and 17)

5/17 - Avg. Daily ridership excludes days before and after Memorial Day holiday (26 and 30)

6/17 - Avg. Daily Ridership excludes Friday before Fourth of July Holiday (30)

7/17 - Avg. Daily ridership excludes days before and after Fourth of July Holiday (3,5,6,7)

9/17 - Avg. Daily Ridership Excludes Friday before Labor Day Holiday (1)

10/17 - Avg. Daily Ridership Excludes Friday before Columbus Day and Columbus Day (5, 8)

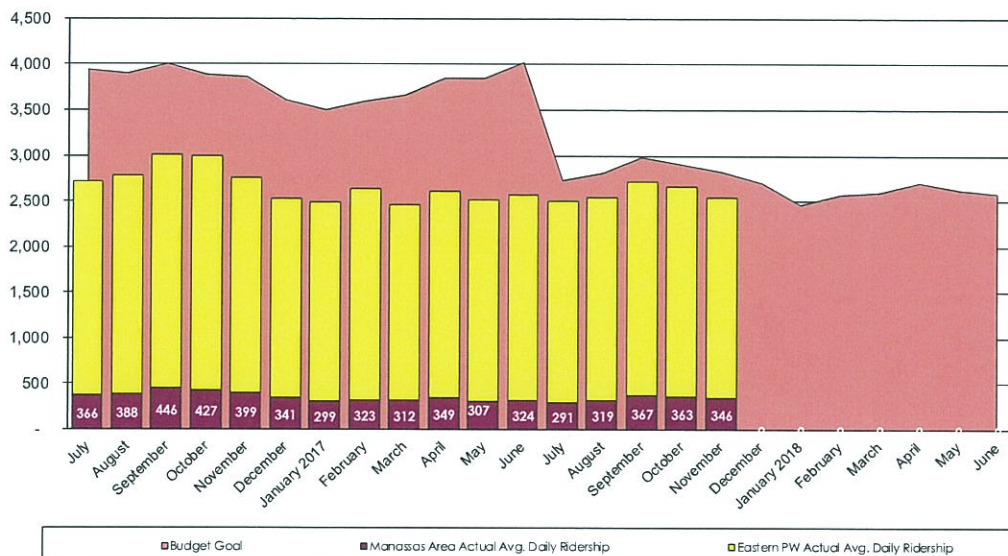
11/17 - Avg. Daily Ridership Excludes Day before Veterans Day (10), Week of Thanksgiving and Monday after (20-24 and 27), Christmas Tree Lighting ESP



## OMNILINK LOCAL SERVICE

WEEKDAY							
Month	Monthly Ridership		Average Daily Ridership			FY18 Budget Goal	Change from Goal
	FY17	FY18	FY17	FY18	% Change		
July	54,174	49,365	2,715	2,507	-7.7%	2,723	(216)
August	63,944	58,330	2,780	2,536	-8.8%	2,807	(271)
September	61,832	54,048	3,003	2,709	-9.8%	2,985	(276)
October	61,742	57,288	2,991	2,659	-11.1%	2,906	(247)
November	54,900	50,905	2,753	2,540	-7.7%	2,824	(284)
December							
January							
February							
March							
April							
May							
June							
<b>Year to Date</b>	<b>296,592</b>	<b>269,936</b>	<b>2,848</b>	<b>2,590</b>	<b>-9.1%</b>	<b>2,849</b>	<b>(259)</b>

### OMNILINK AVERAGE WEEKDAY RIDERSHIP COMPARED TO BUDGET GOALS



**At year's end figures are revised, if needed, to account for any lingering data latency.**

7/16 - Avg. Daily ridership excludes Tuesday after Fourth of July holiday.

9/16 - Avg. Daily Ridership excludes heavy rainfall and storms on the 29th and 30th.

10/16 - Avg. Daily Ridership excludes Columbus Day (11).

11/16 - Avg. Daily Ridership excludes Election Day (8), Veterans Day (11), and days before and after Thanksgiving (22,23,25 and 30)

12/16 - Avg. Daily Ridership excludes holiday period (19-30)

1/17 - Avg. Daily Ridership excludes MLK Day (16), Inauguration Day schools closed (20), AM Snow/PWC school in service day (30)

2/17 - Avg. Daily Ridership excludes President's Day (20)

3/17 - Avg. Daily Ridership excludes Snow/Schools Closed (14,15)

4/17 - Avg. Daily Ridership excludes PWC Spring Break (10-14 and 17)

7/17 - Avg. Daily Ridership excludes days before and after Fourth of July Holiday (3,5,6,7)

9/17 - Avg. Daily Ridership excludes Friday before Labor Day (1)

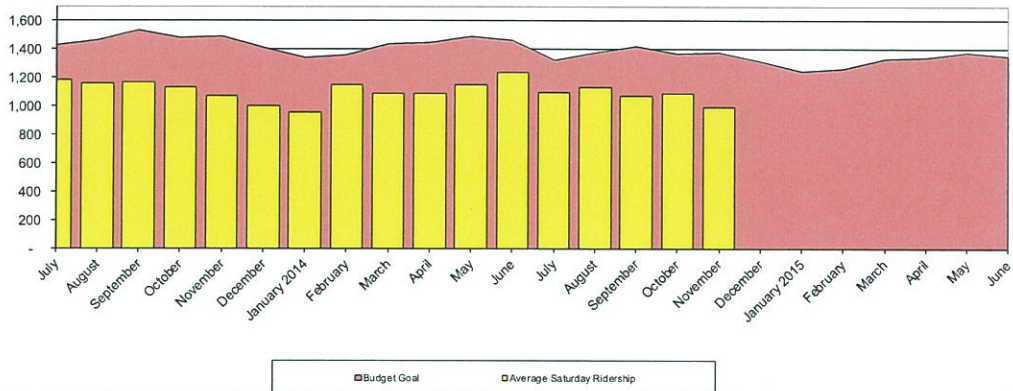
10/17 - Avg. Daily Ridership excludes Columbus Day (8)

11/17 - Avg. Daily Ridership excludes Election Day (7), Veterans Day Observed (10), Wednesday before and Friday after Thanksgiving (23 and 25)

## OMNILINK LOCAL SERVICE

SATURDAY							
Month	Monthly Ridership		Average Saturday Ridership			Average Saturday FY18 Budget Goal	Change from Goal
	FY17	FY18	FY17	FY18	% Change		
July	5,931	5,606	1,186	1,099	-7.4%	1,433	(334)
August	4,628	4,528	1,157	1,132	-2.2%	1,482	(350)
September	4,672	5,350	1,168	1,070	-8.4%	1,529	(459)
October	5,661	4,349	1,132	1,087	-4.0%	1,474	(387)
November	4,294	3,966	1,074	992	-7.6%	1,474	(482)
December							
January							
February							
March							
April							
May							
June							
<b>Year to Date</b>	<b>25,186</b>	<b>23,799</b>	<b>1,143</b>	<b>1,076</b>	<b>-5.9%</b>	<b>1,478</b>	<b>(402)</b>

### OMNILINK AVERAGE SATURDAY RIDERSHIP COMPARED TO BUDGET GOAL



*At year's end figures are revised, if needed, to account for any lingering data latency.*

12/16 - Excludes weather/delayed start of service (17) and Christmas Eve (24)

1/17 - Excludes snow/ice (7)

# OMNIMATCH / VANPOOL ALLIANCE

Omnimatch					Vanpool Alliance			
	FY17	FY18	FY17	FY18	FY17	FY18	FY17	FY18
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips
July	30	34	16	5	577	653	108,930	117,257
August	16	36	16	20	586	658	123,562	133,874
September	84	22	10	15	588	659	117,862	116,527
October	71	52	25	12	606	662	117,283	127,548
November	40	40	13	17	614	663	115,731	120,117
December								
January								
February								
March								
April								
May								
June								
Average	43	37	13	14	616	659	119,336	123,065

1) "New PRTC Applications Received" include all new customers inquiring about rideshare options in Prince William, Manassas, and Manassas Park.

2) "Other Applications Received" include reapplicants, deletions and commuters contacted as a follow-up interested in remaining in the program.

3) "Vanpools Enrolled" includes all vanpools approved as of last day of the month.



## FY18 Customer Service Department Monthly Service Totals

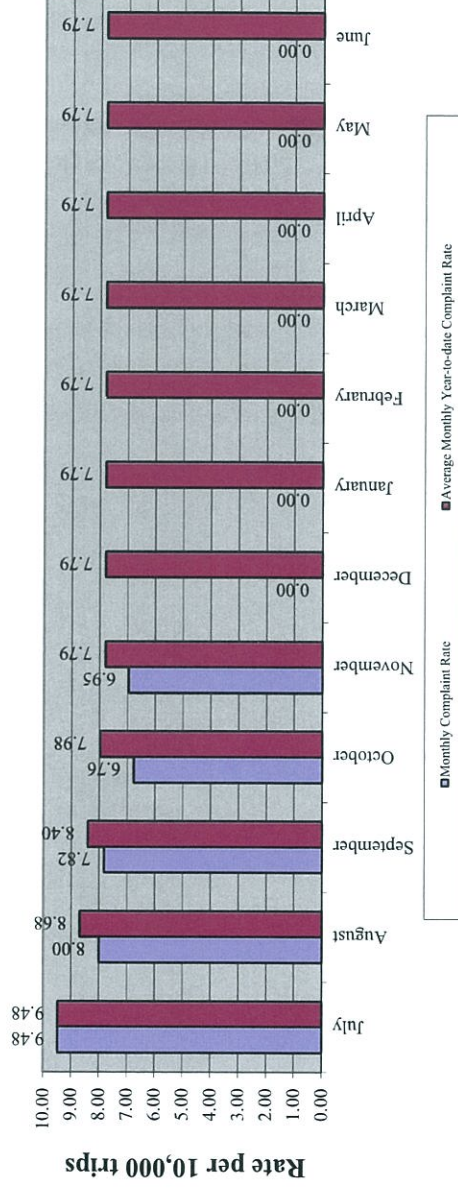
	<u>November</u>	<u>October</u>	<u>Change</u>	<u>% Change</u>
<b>CALL ACTIVITY</b>				
Total Incoming Calls	9,278	8,911	367	4%
Percentage Handled by IVR	47%	47%	0	1%
Percentage Handled by CS	48%	46%	0	5%
Percentage Abandoned	5%	6%	0	-25%
Daily Average	179	165	14	8%
Average Waiting Time	00:54	1:12	00:18	25%
<b>RIDERSHIP</b>				
Off-route trips Scheduled:				
One Time Trips	1,759	1,662	97	6%
Standing Order Trips	777	774	3	0%
Sub Total	2,536	2,436	100	4%
Daily Average	101	90	11	12%
Fixed Route:	52,335	59,201	-6,866	-12%
Total Ridership*	54,871	61,637	-6,766	-11%
<b>RIDER ACCOMODATIONS</b>				
Total Trip Turn Downs	65	46	19	41%
% Of Trips Turned Down	2.50%	1.85%	0.65%	35%

\* - Includes Saturday ridership

FY 2017 Year-to-date OmniRide Complaints			
	Ridership	Complaints	Per 10k Trips
July	150,922	154	10.20
August	175,881	127	7.22
September	162,621	141	8.67
October	158,700	126	7.94
November	146,086	99	6.78
December			
January			
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>794,210</b>	<b>647</b>	<b>8.15</b>

FY 2018 Year-to-date OmniRide Complaints			
	Ridership	Complaints	Per 10k Trips
July	140,343	133	9.48
August	164,929	132	8.00
September	147,004	115	7.82
October	158,222	107	6.76
November	138,188	96	6.95
December			
January			
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>748,686</b>	<b>583</b>	<b>7.79</b>

**FY 2018 OmniRide Complaint Rate per 10,000 Trips Compared to Monthly Average**

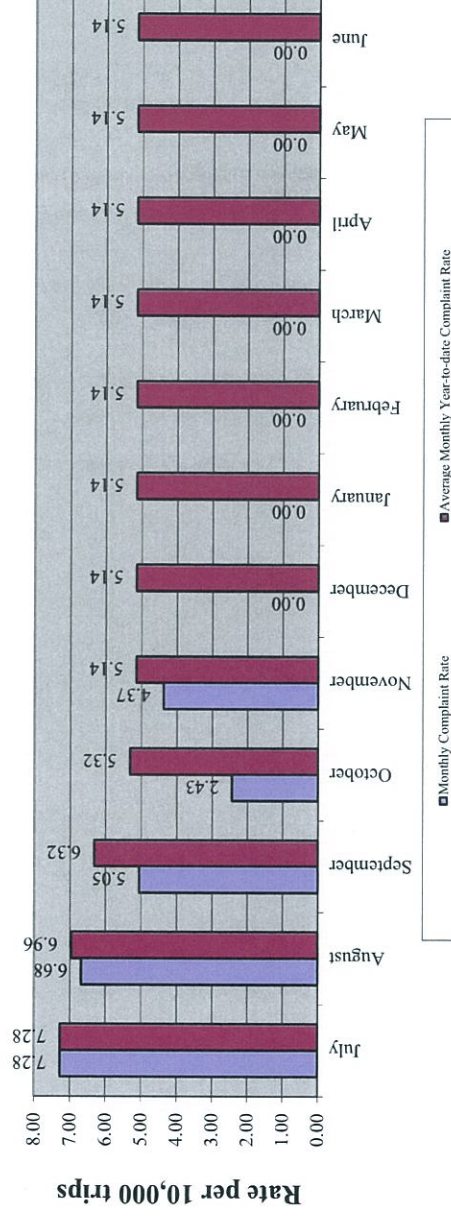


Complaint rates for OmniRide service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the bus services contract.

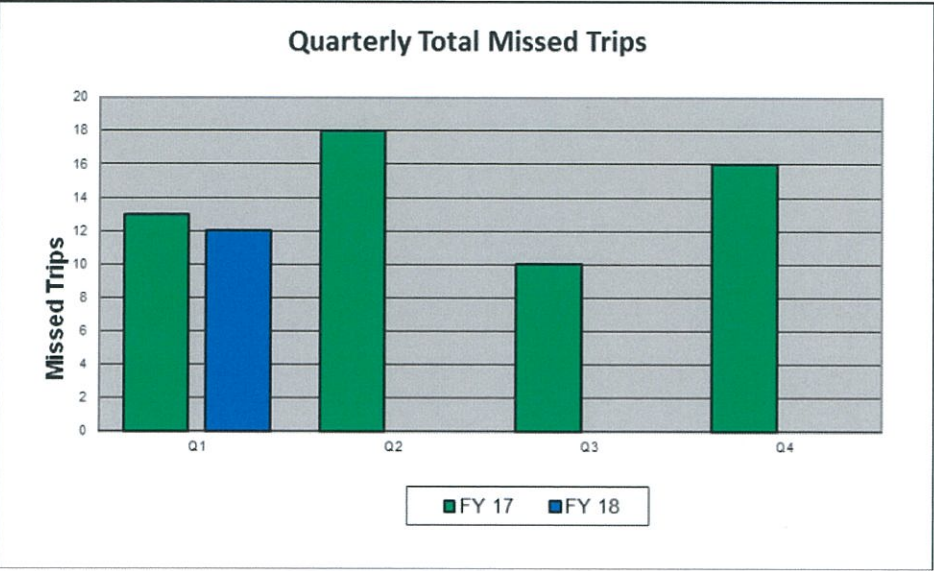
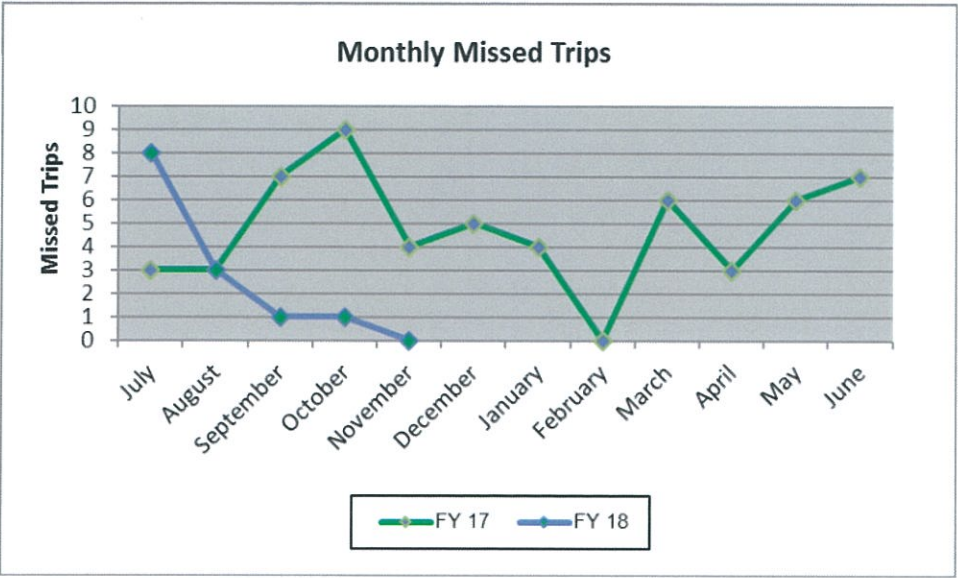
FY 2017 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	60,105	20	3.33
August	68,572	24	3.50
September	66,504	25	3.76
October	67,403	30	4.45
November	59,194	13	2.20
December			
January			
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>321,778</b>	<b>112</b>	<b>3.48</b>

FY 2018 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	54,971	40	7.28
August	62,858	42	6.68
September	59,398	30	5.05
October	61,637	15	2.43
November	54,871	24	4.37
December			
January			
February			
March			
April			
May			
June			
<b>Year-to-date totals</b>	<b>293,735</b>	<b>151</b>	<b>5.14</b>

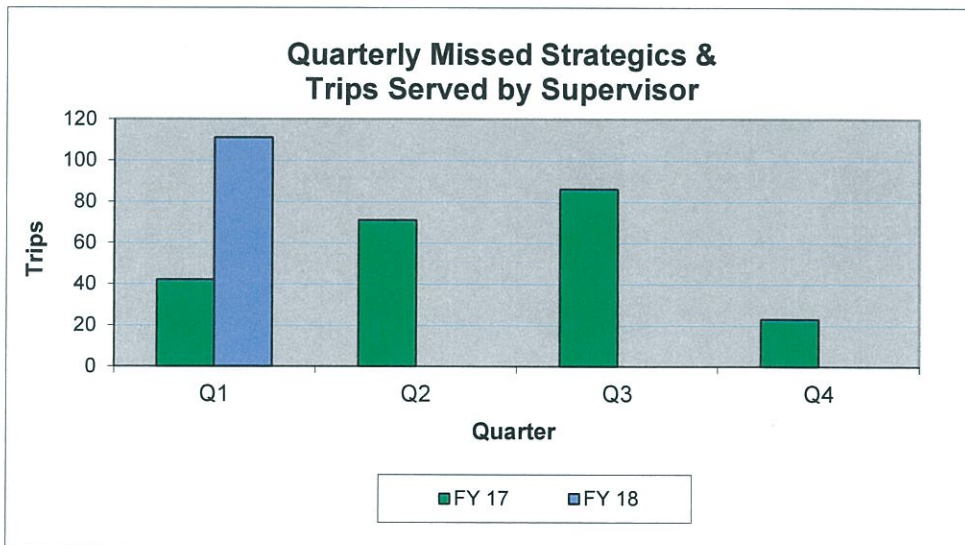
**FY 2018 OmniLink complaint rate per 10,000 Trips compared to monthly average**

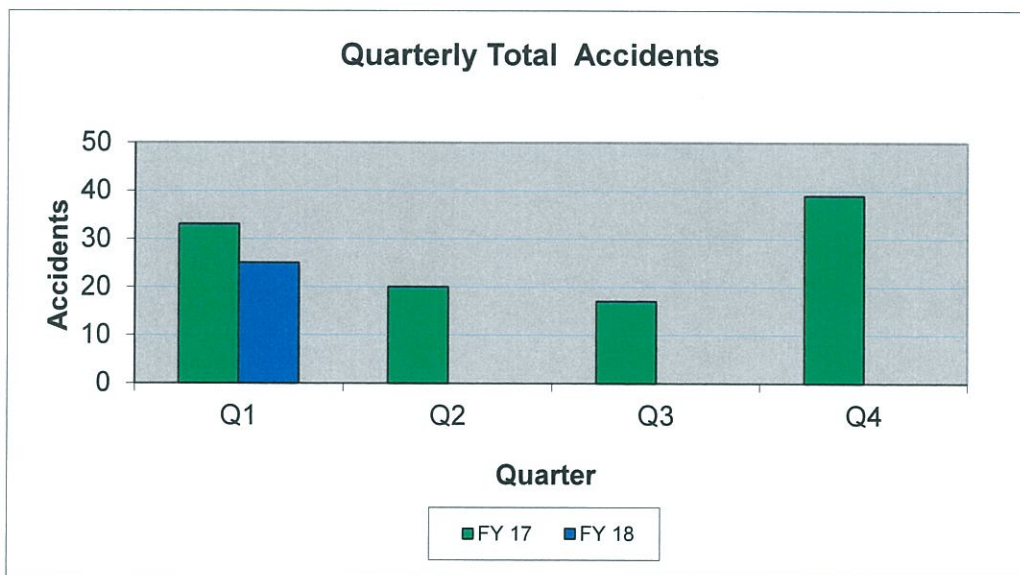
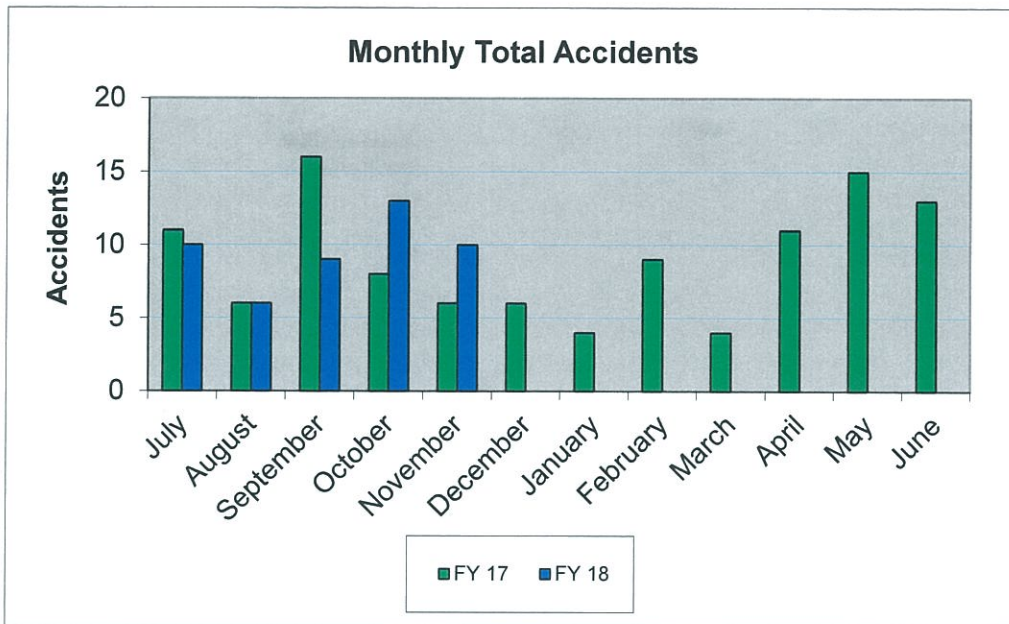


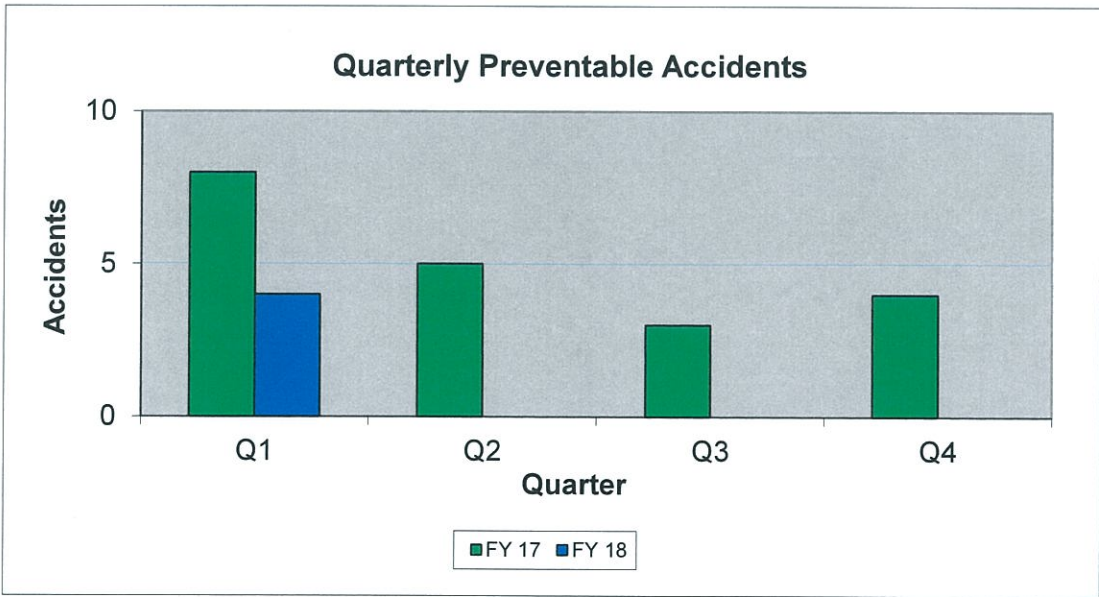
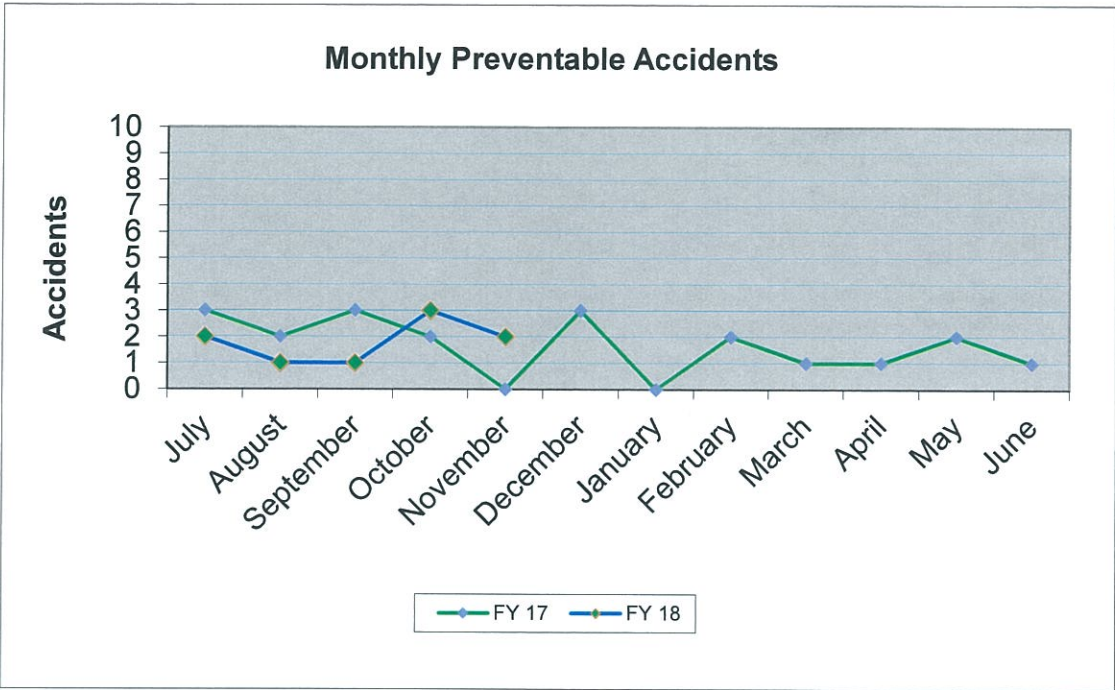
Complaint rates for OmniLink service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the new bus services contract.



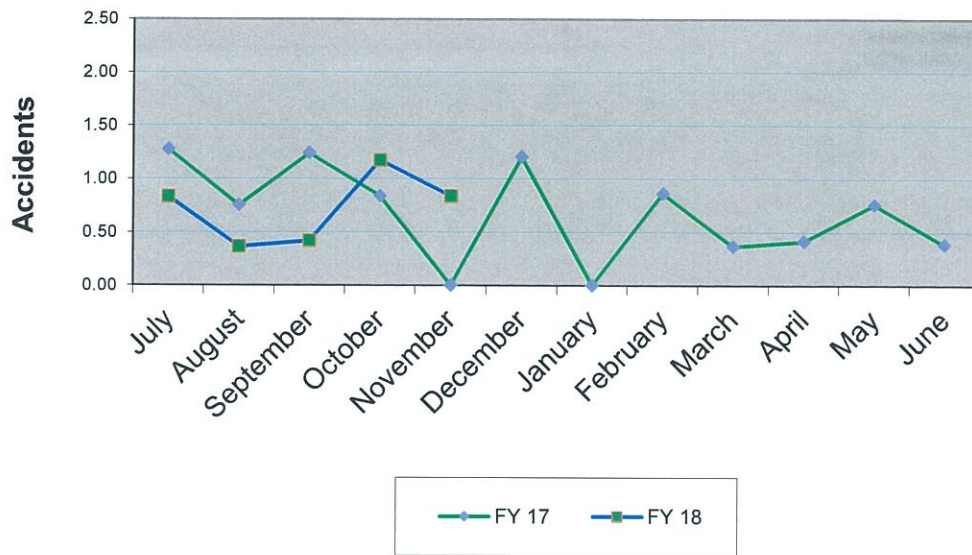




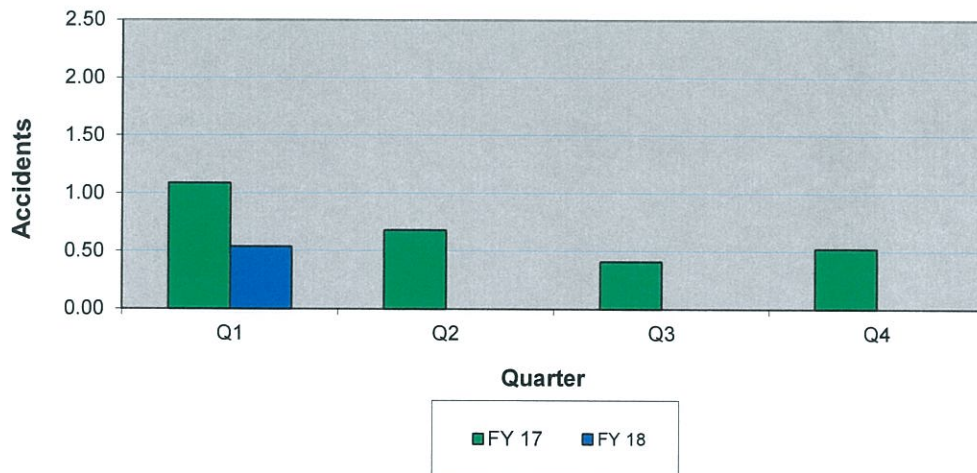




**Monthly Preventable Accidents per 100,000 Miles**

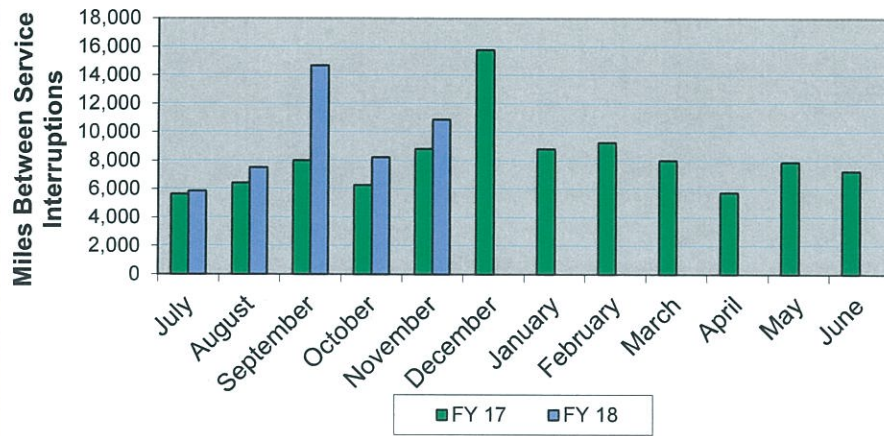


**Quarterly Average Preventable Accidents per 100,000 Miles**

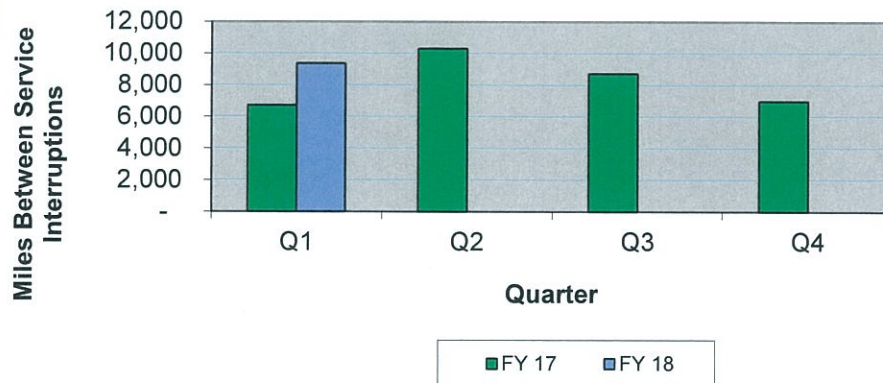




**Monthly Miles Between Service Interruptions**



**Average Quarterly Miles Between Service Interruptions**



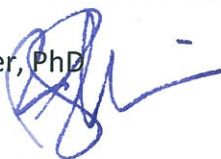


Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

January 4, 2018

TO: Chairman Principi and PRTC Commissioners

FROM: Robert A. Schneider, PhD  
Executive Director 

RE: Revised Purchasing Authority Report

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On June 4, 2015, the Potomac and Rappahannock Transportation Commission (PRTC) approved increasing the Executive Director's delegated purchasing authority from \$50,000 to \$100,000. It was resolved that any purchase of greater than \$50,000 would be communicated to the Board as an information item.

On November 28, 2017 a purchase order was issued to SIR (Southeastern Institute of Research) in the amount of \$79,960 for a Task Order to conduct an on-board survey of transit riders required by FTA under Title VI to take place every four years.

**Wheels-to-Wellness Funding Status**  
As of November 30, 2017

Grant/Contribution	Organization	Amount	Notes	
Enrollment Fees Collected		\$150		
<b>Sub Total</b>		<b>\$150</b>		

Pending

Grant/Contribution	Organization	Amount	Notes	
<b>Sub Total</b>		<b>\$0</b>		

Previously Reported

Grant/Contribution	Organization	Amount	Notes	Date
Enrollment Fees		\$2,490		
Grant	MWCOG Enhanced Mobility Grant/Potomac Health Foundation 50% match (disabled and seniors)	\$250,000		06/14/16
Contribution	First United Presbyterian Church of Dale City	\$500		08/31/16
Contribution	St. Francis of Assisi Church	\$2,000		08/25/16
Grant	Kaiser Permanente (low income individuals)	\$72,750	Net IEC 3% admin fee per agreement (actual grant was \$75,000)	8/9/2016
Contribution	Prince William County	\$75,000		July 2016
Contribution	First United Presbyterian Church of Dale City	\$500		06/21/16
Contribution	Zion Baptist Church in Baltimore	\$700		05/10/16
Contribution	First United Presbyterian Church of Dale City	\$500		04/25/16
Contribution	Gregg and Jean Reynolds	\$50		04/19/16
Contribution	NOVEC (corporate)	\$500		04/14/16
Grant	Transurban Express Lane Grant	\$1,500		04/11/16
Contribution	Malloy	\$500		04/11/16
Contribution	NOVEC HELPS	\$485	Net IEC 3% admin fee per agreement (actual contribution was \$500)	04/08/16
Contribution	Findley Asphalt	\$1,000		03/31/16
Contribution	Lustine Toyota	\$2,000		03/29/16
Contribution	Infinity Solutions, Inc	\$250		03/29/16
Contribution	Sacred Heart Catholic Church	\$200		03/21/16
Contribution	Holy Family Catholic Church	\$1,000		03/21/16
Contribution	First Baptist Church of Woodbridge	\$5,000		03/08/16
Contribution	First United Presbyterian Church of Dale City	\$1,000		02/25/16
Contribution	First Mount Zion	\$5,000		02/01/16
Contribution	Prince William County	\$160,000		Aug 2015
<b>Sub Total:</b>		<b>\$582,925</b>		
<b>Grand Total (excluding Pending)</b>		<b>\$583,075</b>		
<b>Remaining (excluding Pending)</b>		<b>\$238,390</b>		



# CEO REPORT

DECEMBER 2017

ITEM 9-A  
January 4, 2018  
PRTC Regular Meeting





# OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.





CEO REPORT | DECEMBER 2017

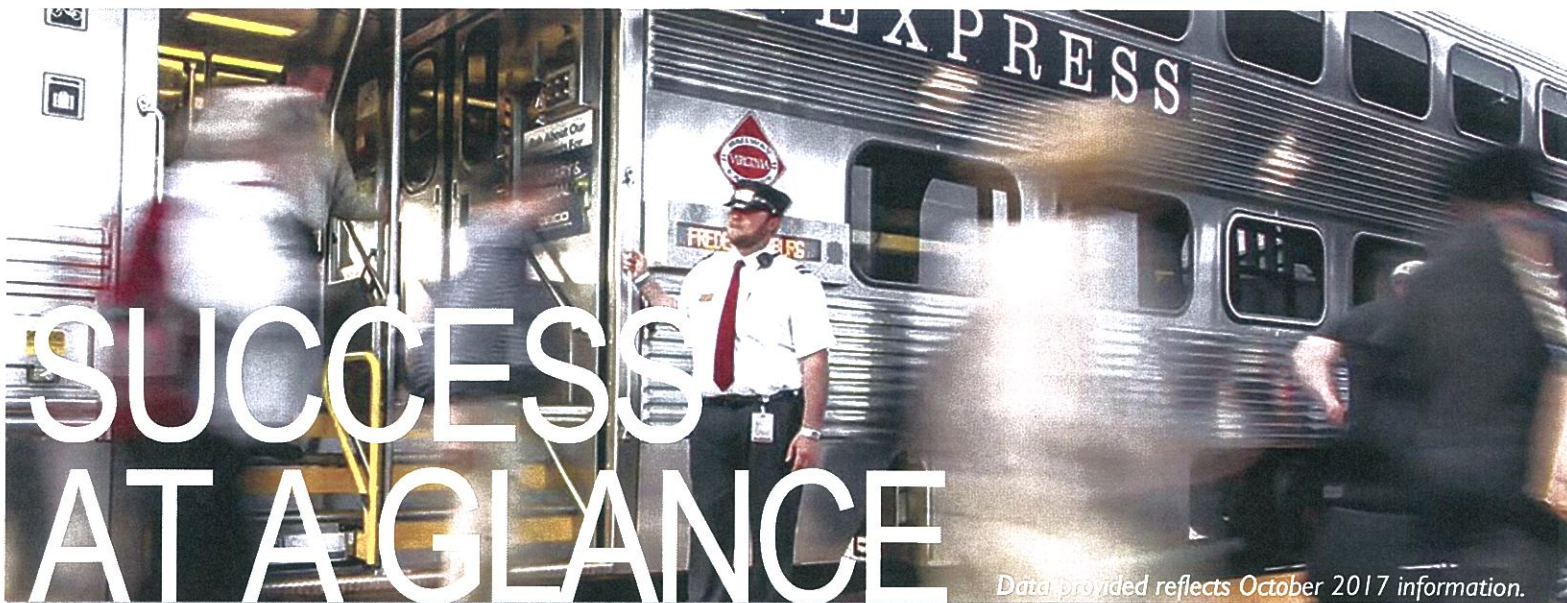
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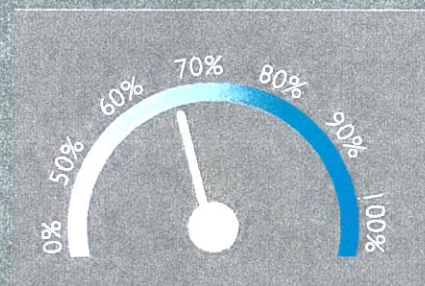
VIRGINIA RAILWAY EXPRESS  
A better way. A better life.





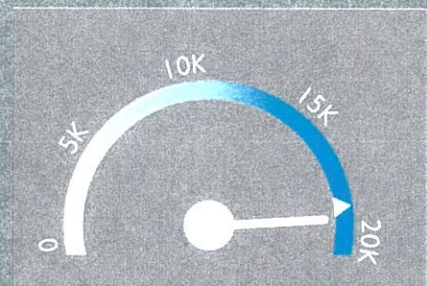
# SUCCESS AT A GLANCE

Data provided reflects October 2017 information.



**PARKING UTILIZATION**

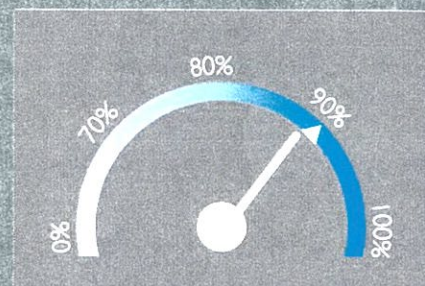
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



**AVERAGE DAILY RIDERSHIP**

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.

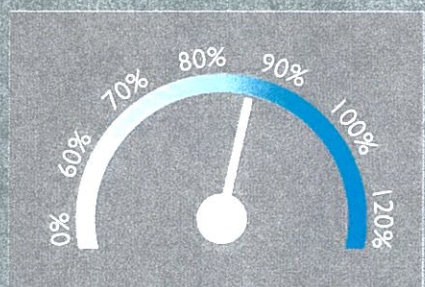
▲ Same month, previous year.



**ON-TIME PERFORMANCE**

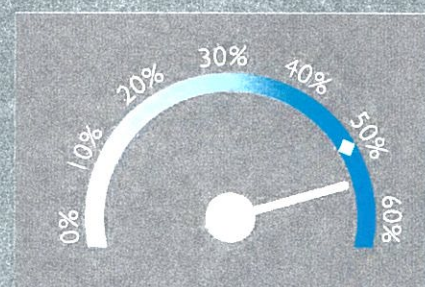
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ Same month, previous year.



**SYSTEM CAPACITY**

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



**OPERATING RATIO**

The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by the riders.

◆ Board-established goal.

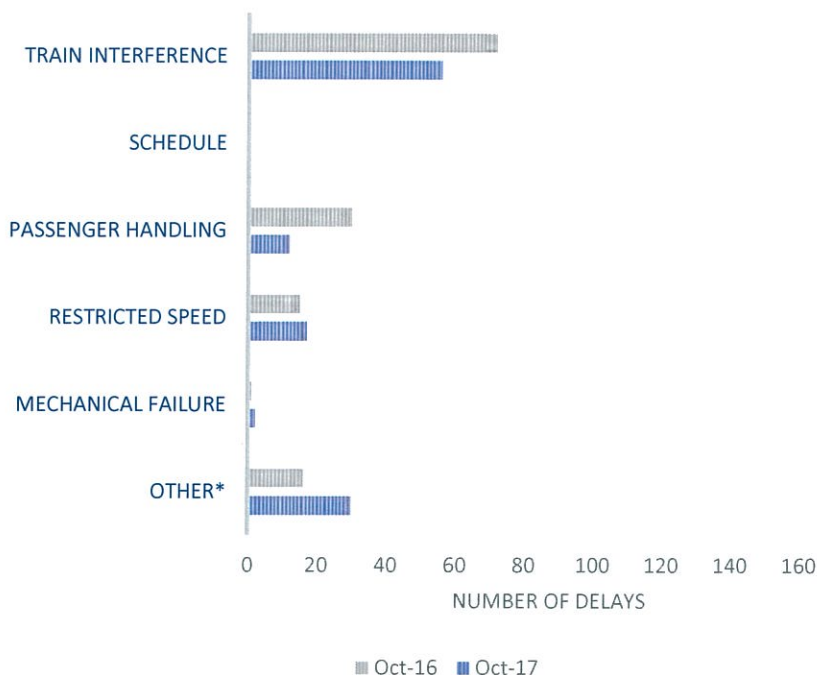


# ON-TIME PERFORMANCE

## OUR RECORD

	October 2017	September 2017	October 2016
Manassas Line	90%	92%	93%
Fredericksburg Line	91%	87%	90%
System Wide	90%	89%	91%

## REASONS FOR DELAYS



VRE operated 672 trains in October. Our on-time rate for October was 90%. Sixty-four of the trains arrived more than five minutes late to their final destinations. There were thirty-five late trains on the Manassas Line and twenty-nine late trains on the Fredericksburg Line.

We achieved our 90% on-time goal for the month for the first time since May 2017, and performed better than our rolling twelve-month on-time performance average. This accomplishment happened despite the major service disruption on October 20 where a track fire near the Long Bridge over the Potomac River caused three to four hour delays on most of our evening trains on both lines. Overall, train interference remains the leading cause of delays as our host railroads continue to improve the infrastructure.

\*Includes those trains that were delayed due to late turns, weather, signal/switch failures and maintenance of way.

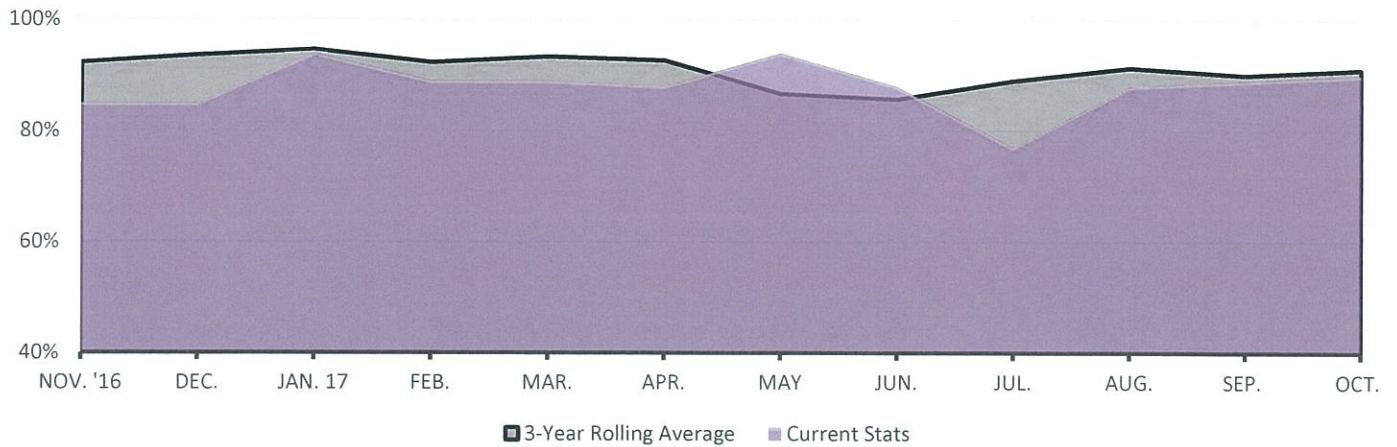
## LATE TRAINS

	System Wide			Fredericksburg Line			Manassas Line		
	Aug.	Sep.	Oct.	Aug.	Sep.	Oct.	Aug.	Sep.	Oct.
Total late trains	86	70	64	58	43	29	28	27	35
Average minutes late	11	15	33	12	16	36	11	14	30
Number over 30 minutes	0	3	11	0	2	7	-	1	4
Heat restriction days / total days	4/23	1/20	0/21						

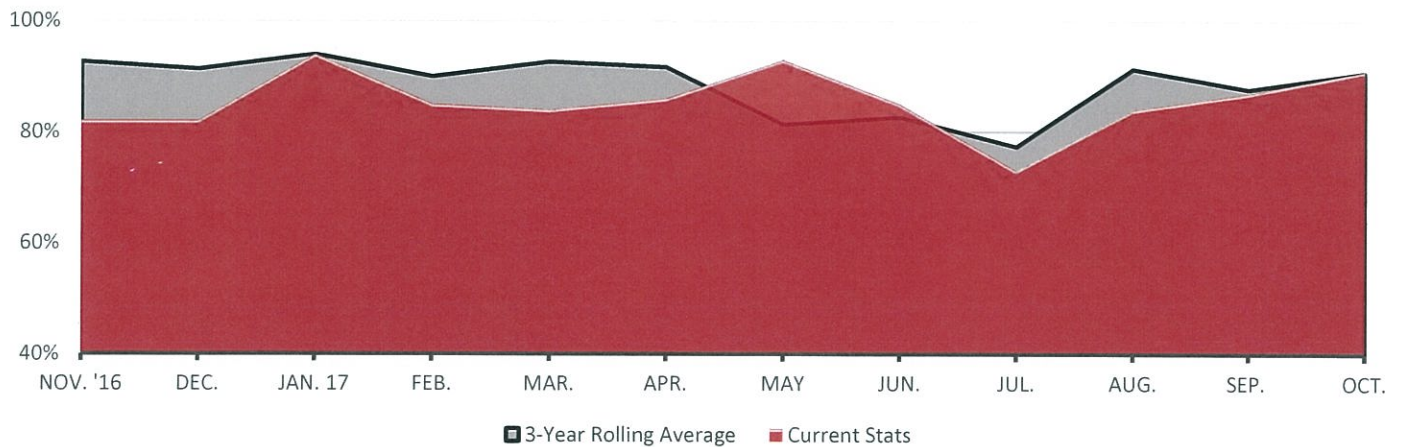


## ON-TIME PERFORMANCE

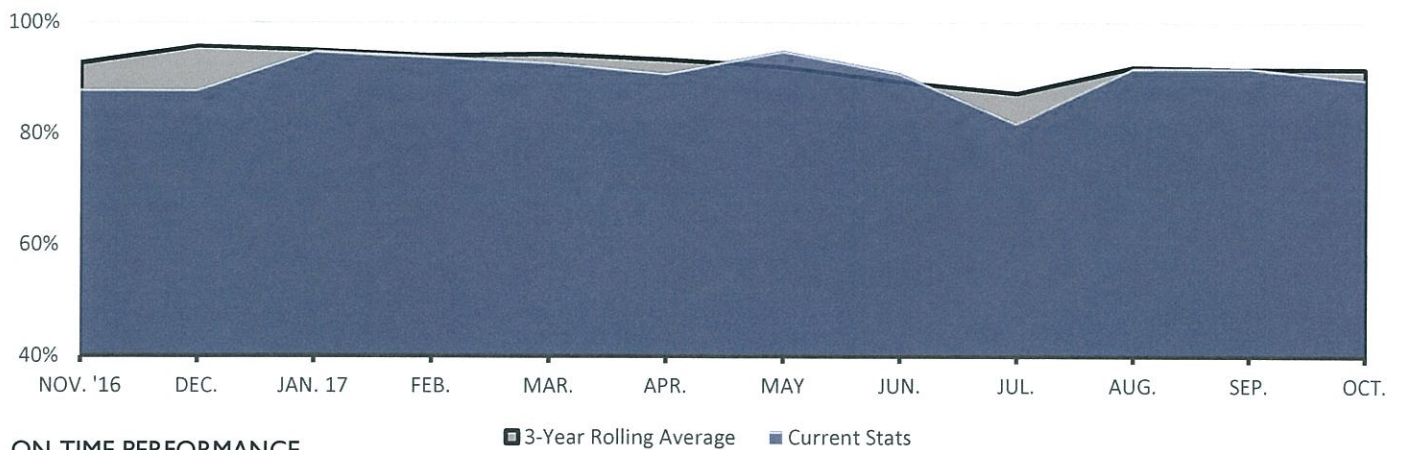
### VRE SYSTEM



### FREDERICKSBURG LINE

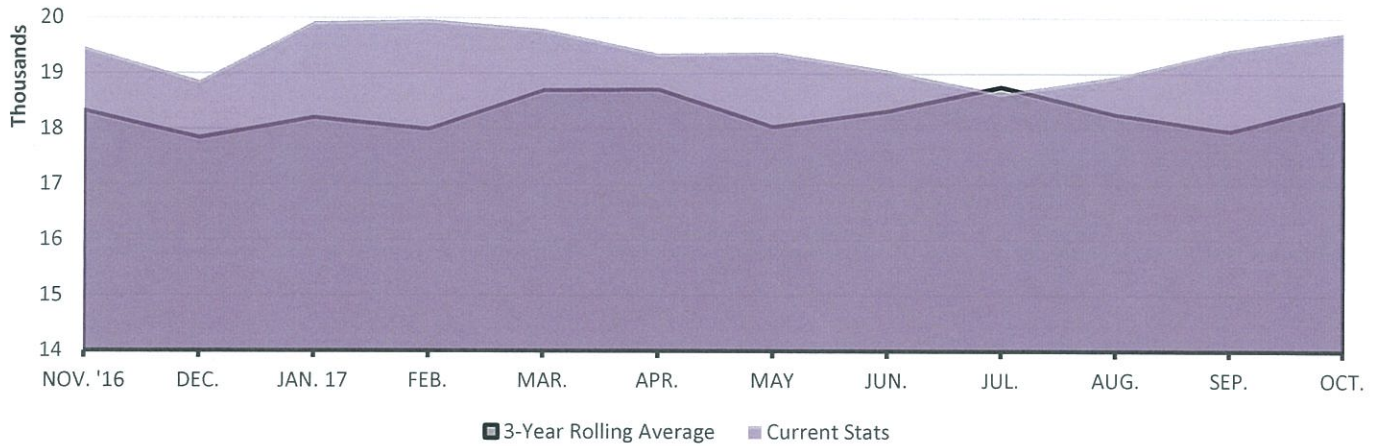


### MANASSAS LINE

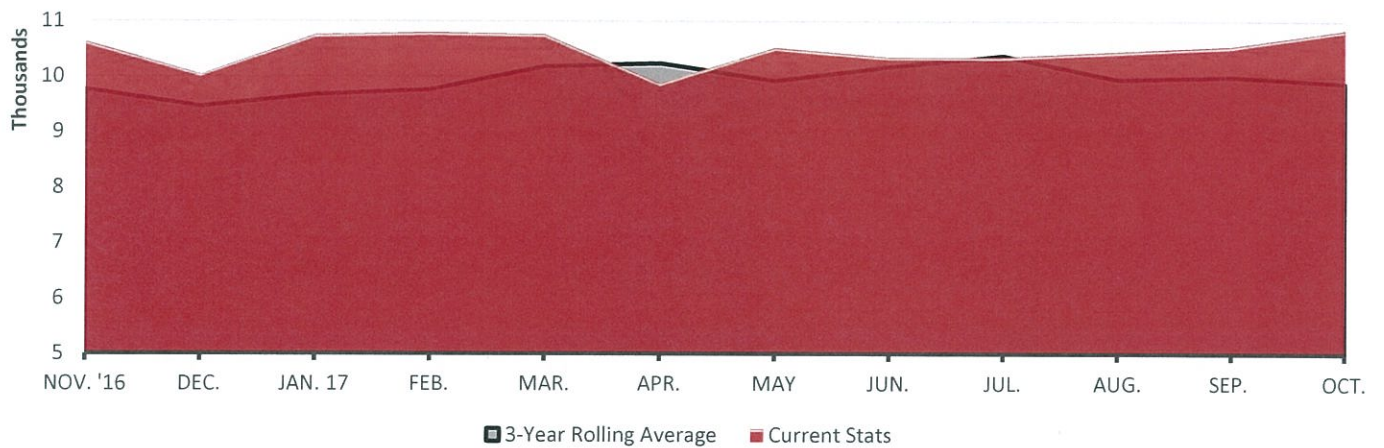


# AVERAGE DAILY RIDERSHIP

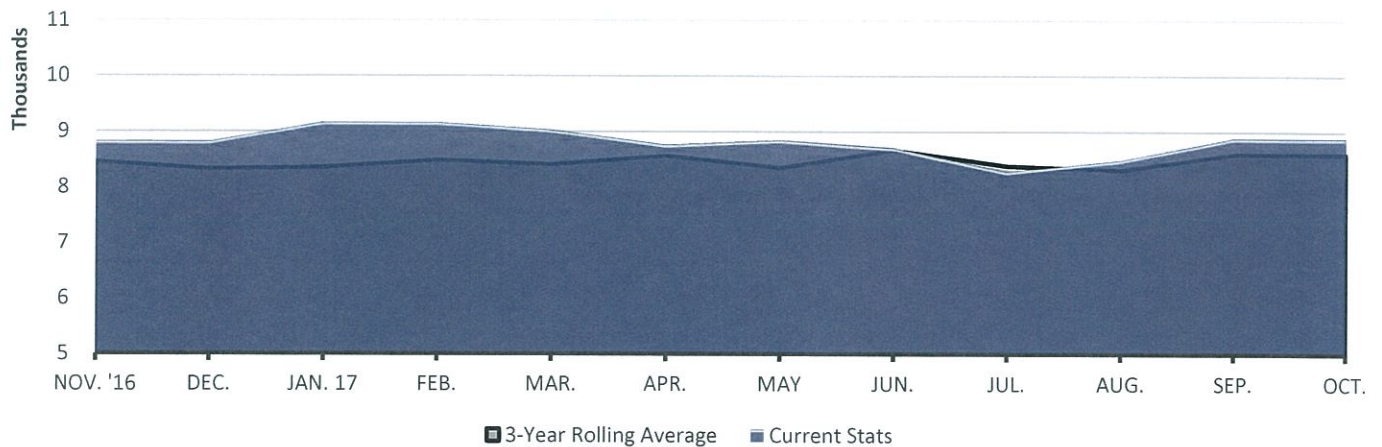
## VRE SYSTEM



## FREDERICKSBURG LINE



## MANASSAS LINE





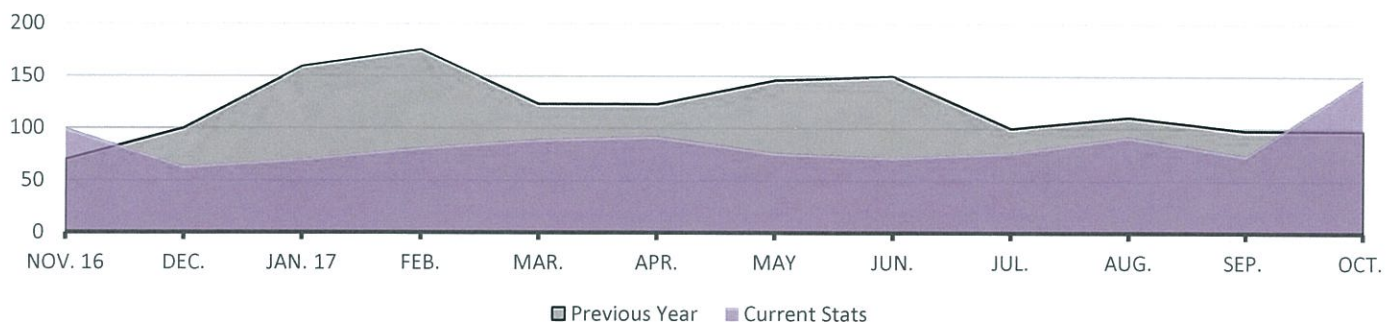
## RIDERSHIP UPDATES

Average daily ridership (ADR) in October was approximately 19,700, which is about 400 more riders than last October and 300 more riders than this past September.

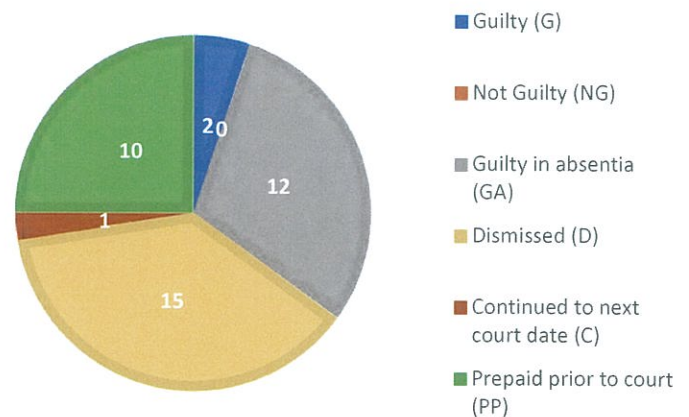
	October 2017	September 2017	October 2016
Monthly Ridership	414,506	388,936	387,546
Average Daily Ridership	19,738	19,447	19,377
Full Service Days	21	20	20
"S" Service Days	0	0	0

## SUMMONSES ISSUED

## VRE SYSTEM

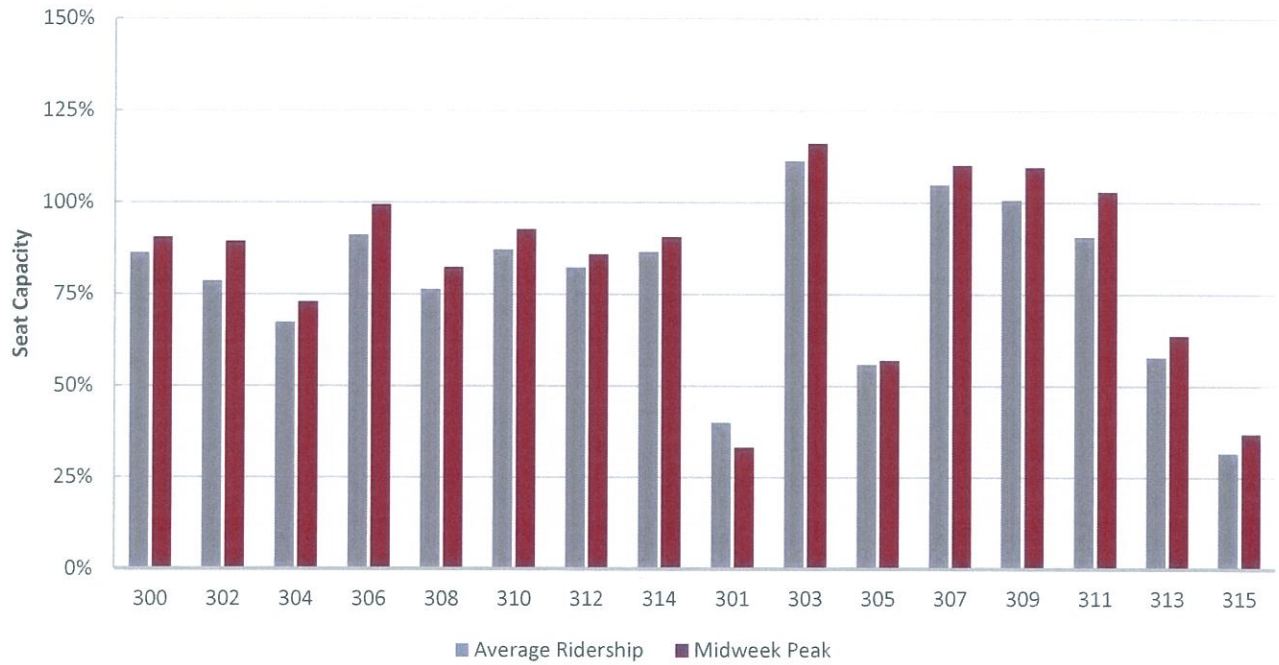
SUMMONSES WAIVED  
OUTSIDE OF COURT

Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	14
One-time courtesy	15
Per the request of the conductor	8
Defective ticket	0
Per Ops Manager	0
Unique circumstances	0
Insufficient information	6
Lost and found ticket	0
Other	0
<b>Total Waived</b>	<b>43</b>

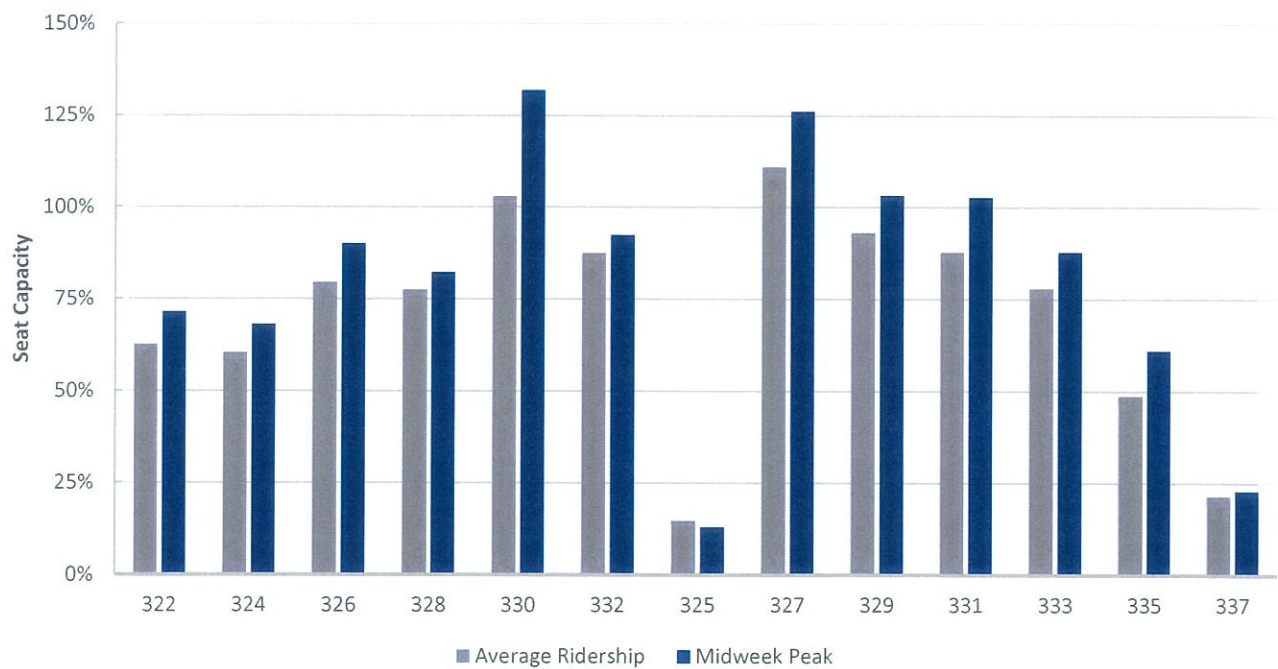
MONTHLY SUMMONSES  
COURT ACTION

# TRAIN UTILIZATION

## FREDERICKSBURG LINE

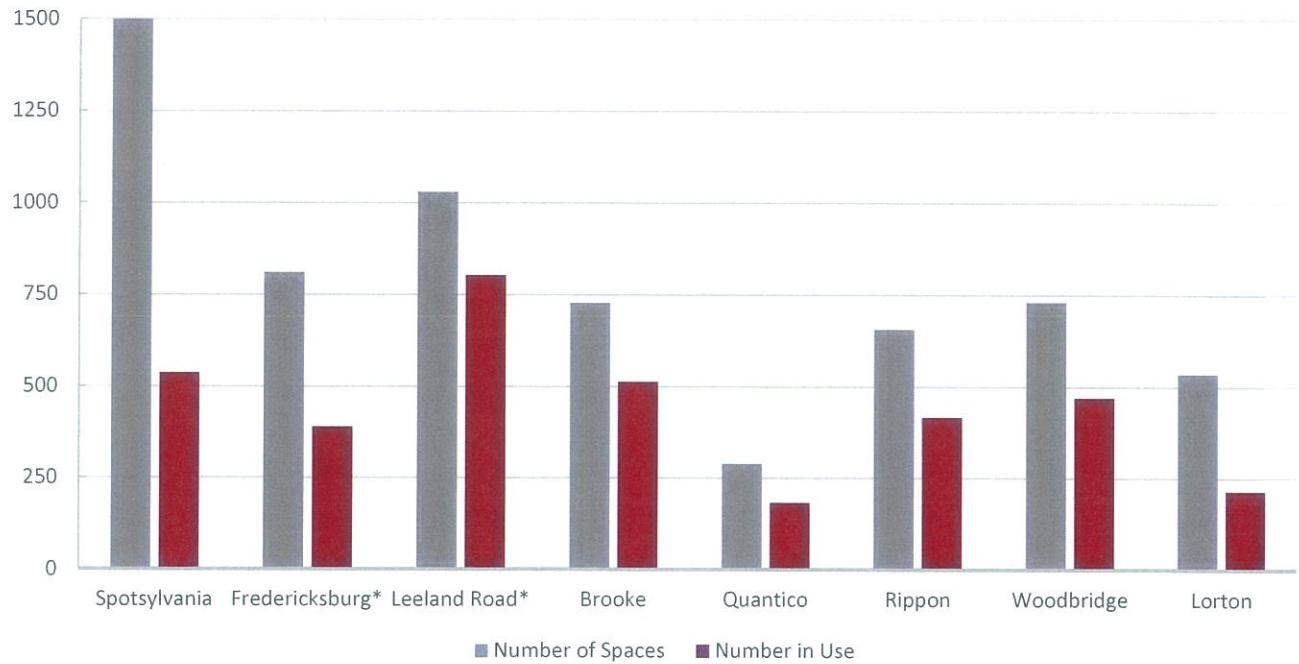


## MANASSAS LINE



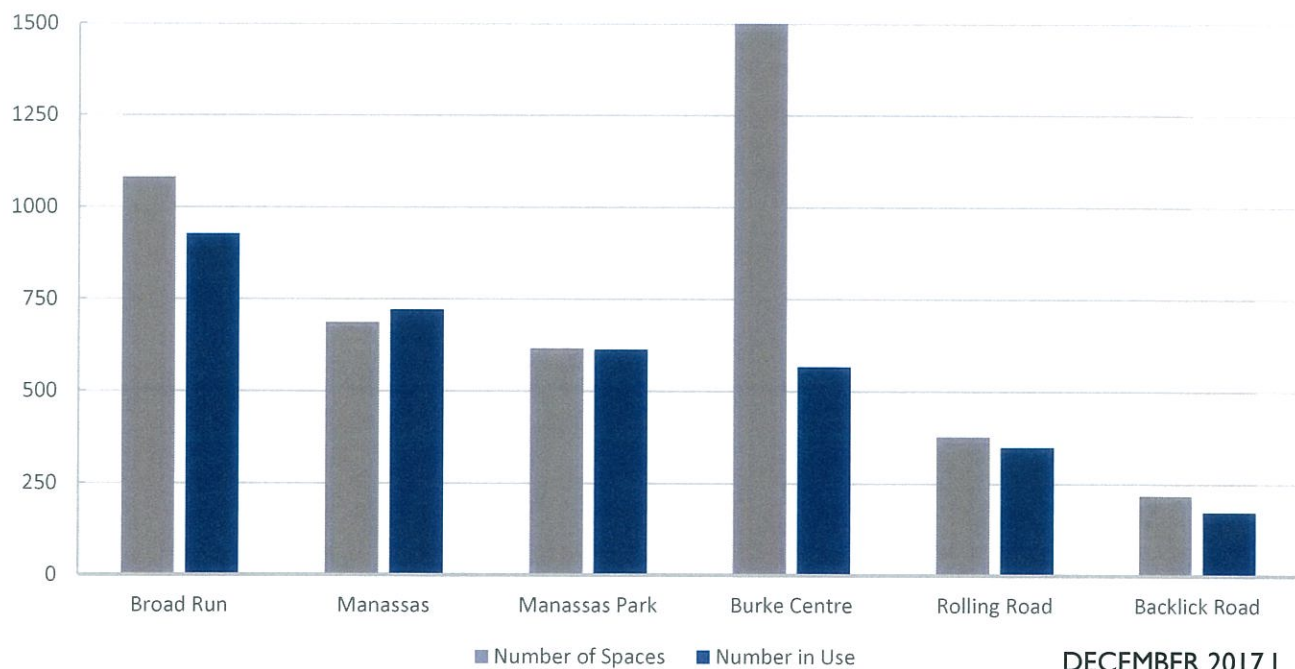
# PARKING UTILIZATION

## FREDERICKSBURG LINE



\*Denotes stations with overflow parking available that is now being included in final counts

## MANASSAS LINE





# FINANCIAL REPORT

A copy of the October 2017 Operating Budget Report is attached.

Fare revenue through the first four months of FY 2018 is \$870,304 above budget (a favorable variance of 6.5%) and is up 0.4% compared to the same period in FY 2017.

The operating ratio through October is 54%. VRE's budgeted operating ratio for the full twelve months of FY 2018 is 50%.

A summary of the FY 2018 financial results through October follows, including information on the major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2018 Operating Budget Report							
Month Ended October 31, 2017							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY18 BUDGET
<b>Operating Revenue</b>							
Passenger Ticket Revenue	3,626,518	3,347,014	14,258,358	13,388,054	870,304	6.5%	39,845,400
Other Operating Revenue	12,264	18,900	74,094	75,600	(1,506)	-2.0%	225,000
<b>Subtotal Operating Revenue</b>	<b>3,638,782</b>	<b>3,365,914</b>	<b>14,332,452</b>	<b>13,463,654</b>	<b>868,798</b>	<b>6.5%</b>	<b>40,070,400</b>
Jurisdictional Subsidy (1)	-	-	8,798,260	8,798,261	(0)	0.0%	12,874,980
Federal/State/Other Jurisdictional Subsidy	2,546,155	2,650,438	10,316,139	10,462,692	(146,554)	-1.4%	31,005,851
Appropriation from Reserve/Other	-	-	-	-	-	0.0%	955,000
Interest Income	44,039	6,300	174,195	25,200	148,995	591.3%	75,000
<b>Total Operating Revenue</b>	<b>6,228,976</b>	<b>6,022,651</b>	<b>33,621,046</b>	<b>32,749,807</b>	<b>871,239</b>	<b>2.7%</b>	<b>84,981,231</b>
<b>Operating Expenses</b>							
Departmental Operating Expenses	5,661,248	6,197,249	26,601,830	27,868,081	1,266,251	4.5%	78,230,361
Debt Service	559,812	559,573	2,239,052	2,238,290	(762)	0.0%	6,714,870
Other Non-Departmental Expenses	-	-	-	-	-	0.0%	36,000
<b>Total Operating Expenses</b>	<b>6,221,060</b>	<b>6,756,821</b>	<b>28,840,882</b>	<b>30,106,371</b>	<b>1,265,489</b>	<b>4.2%</b>	<b>84,981,231</b>
<b>Net income (loss) from Operations</b>	<b>7,917</b>	<b>(734,170)</b>	<b>4,780,164</b>	<b>2,643,436</b>	<b>2,136,728</b>	<b>0.0%</b>	<b>-</b>
<b>Operating Ratio</b>							
			<b>54%</b>	<b>48%</b>		<b>Goal</b>	<b>50%</b>

(1) Total jurisdictional subsidy is \$17,250,240. Portion shown is attributed to Operating Fund only.

## FACILITIES UPDATE

The following is a status update of VRE facilities projects:

### Completed projects:

1. Replacement of waste and recycling receptacles at Lorton Station
2. Replacement of poster cases at Lorton Station
3. Replacement of signage at Lorton Station
4. Painting of Woodbridge Station and parking garage
5. Repairs to platform concrete at Alexandria, Quantico and Brooke Stations
6. Repairs to wayside power wiring connections at Broad Run Yard



*New Signage and Bench at Lorton Station*

### Projects scheduled to be completed this quarter:

1. Repairs to platform concrete at Lorton Station
2. Replacement of building perimeter caulking at Manassas Station parking garage
3. Installation of monitoring wells on two outfall drainage pipes at Broad Run Yard to allow for accurate discharge sampling for VPDES General Permit compliance
4. Upgrades to electrical power supply for new communications cabinets at Rolling Road, Burke Centre and Fredericksburg Stations
5. Replacement of signage at L'Enfant, Crystal City, Rippon, Brooke and Backlick Road Stations



*New Waste and Recycling Receptacles at Lorton Station*

### Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station
2. Replacement of signage at Franconia-Springfield and Fredericksburg Stations
3. Repairs to fascia and soffit at Woodbridge Station east building



*Franconia-Springfield Station West Elevator Modernization Nearing Completion*

4. Replacement of ADA parking signage at Brooke and Leeland Road Stations
5. Minor renovations to VRE Fredericksburg office
6. Installation of pathfinder signs for Spotsylvania Station
7. Replacement of light poles and fixtures at Manassas Station
8. Repairs to platform concrete at Manassas Station
9. Replacement of parking lot signage at Broad Run Station
10. Replacement of tactile warning strips at various stations
11. Replacement of aging HVAC units throughout VRE system
12. Replacement of waste and recycling receptacles throughout VRE system

Ongoing projects:

1. Modernization of west elevator at Franconia-Springfield Station (scheduled for completion of work by end of December 2017, opening in January 2018)
2. Development of specifications for modernization of Woodbridge Station east elevator
3. Development of design of platform concrete rehabilitation and other station improvements at Fredericksburg Station (to be managed by Office of Development)
4. Development of IFB for Canopy Roof Replacement at the Backlick and Rolling Road Stations



## UPCOMING PROCUREMENTS

### Scope of Work Pending:

- Replacement of Tactile Warning Strips at Station Platforms
- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Construction Management Services for the Lifecycle Overhaul and Upgrade Facility
- Program Management Services
- Graphic Design Services
- Canopy Roof Replacement at the Backlick and Rolling Road Stations
- Passenger Railcar Truck Overhaul Services
- Modernization of VRE Woodbridge Station East Elevator
- Repair and Overhaul of Passenger Car HVAC Assemblies
- Repair and Overhaul of Passenger Car Wheelchair Lift Assemblies
- Insurance Brokerage Services
- Maintenance/Custodial and Seasonal Services for VRE Facilities
- Disaster Management Services

# CAPITAL PROJECTS UPDATES

AS OF NOVEMBER 3, 2017

## **Broad Run Expansion Study (was Gainesville-Haymarket Expansion Study) (BRX/GHX)**

- Met with Prince William County Environmental Division Chief on October 10th
- Attended internal meeting to review design standards and yard schematics on October 10th
- Participated in BRX Project Management Team (PMT) meeting on October 11th
- Attended schematic design review meeting on October 19th
- BRX safety and security certification task order kick-off occurred on October 19th
- Participated in BRX PMT meeting on October 25th
- Met with Prince William County Planning Director to review BRX expansion on October 30th



*Workers erect canopy steelover the platform extension at Lorton Station.*

## **VRE Core Capacity Project Implementation Strategy**

- Prepared project description and capacity analysis summary for Federal Transit Administration (FTA) review

## **Quadrennial Constrained Long Range Plan (CLRP) Financial Analysis**

- VRE staff participated in Transportation Planning Board (TPB) Long Range Plan Task Force Meeting on October 18th



*Final earthwork grading and seeding around a new entryway created at Lorton Station as part of the platform extension project*

## **Midday Storage Replacement Facility**

- Submitted NEPA Categorical Exclusion (CE) documentation to Federal Transit Administration (FTA)
- FTA confirmed receipt of CE and all attachments
- Public Involvement Plan being updated
- Sent concurrence memo to Amtrak and it is under legal review
- Geotech borings completed and being reviewed
- Project agreement review and discussion continued



*New railings are mounted to the edge of expanded platform at Lorton.*



DECEMBER 2017

- Draft survey-only agreement received from Amtrak and under Legal review

### **Rolling Road Platform Extension**

- Submitted revised plans based on Norfolk Southern comments; followed-up with a request for updated status and comments
- Dewberry submitted plans to Fairfax County for review



*The finished roof is applied to the canopy steel over the platform extension at Lorton*

### **Crossroads Real Estate Acquisition**

- At October 24th Board of Supervisors (BOS) meeting rezoning approved unanimously

### **Long Bridge Expansion Study**

- The Department of Rail and Public Transportation (DRPT) conducted a "feasibility analysis" of Long Bridge options; DRPT provided preliminary results at PMT meeting in October
- The concept of using existing bridge and superstructure to add additional capacity and save time, costs and constructability issues was introduced by DRPT
- Level 2 screening resulted in 2 and 4 track bridge options to be selected for further analysis; this will depend on results of DRPT's feasibility analysis
- Drafted Memorandum of Agreement (MOA) with Federal Railroad Administration (FRA) comments received and forwarded for Legal review



*Roofing and drainage gutters are replaced on the existing canopy at Lorton as part of the platform extension project.*

### **Southeast High Speed Rail Corridor (DC2RVA) Coordination**

- FRA approved Draft Environmental Impact Statement (DEIS)
- VRE Staff complied comments of the DEIS document for review by VRE Chief Development Officer; comments to be integrated and transmitted to DRPT

### **Washington Union Station Project EIS**

- Provided comments to Amtrak on 90 percent drawings

### **Lorton Platform Extension**

- On site and regular communication and coordination with CSXT, Fairfax County, utilities, and other stakeholders (including regularly scheduled project meetings with Hammerhead Construction, the prime contractor)
- Site preparation and submittals continued in preparation for fill operations, including concrete form setting, steel and concrete placement, and conduit installations and drainage installation
- Site preparation occurred for roofing and painting work
- Light poles delivered on site
- Railing installation has begun
- Drainage and Civil Earthwork continued
- Project meetings held October 25th and November 1st

### **Arkendale to Powell's Creek Third Track Project**

- Project cleanup and work on eroded areas at Retaining Wall 14 and Bauer Road Bridge continuing as other scope, contract, and agreement issues are resolved between CSXT, DRPT and the contractor
- CSXT contractor KCC has finished Bauer Road Bridge and has demobilized off of project

### **Quantico Station**

- 60 percent design for station and 90 percent design for site, civil, drainage, track, and retaining wall in vicinity of station released to stakeholders for review and comment
- DRPT Task Order for STV to be able to complete 60-to-90 percent design was executed
- Utility location and potential conflicts coordinated on site through CSXT
- Progress meeting/calls scheduled every 2 weeks began September 14th

### **Potomac Shores Station**

- Re-design of station concept waiting on Arkendale to Powell's Creek agreements to be finalized
- Received and reviewing contractor's responses to previous comments; responses will be addresses with new sets of comments on 100 percent plans
- Contract Amendment 2 revised scope/description of work received from CSX to incorporate into Contract Amendment 2. VRE and Potomac Shores reviewed week ending November 3rd

### **Franconia-Springfield Station Improvements**

- The General Engineering Consultant (GEC) 30 percent plans are pending Hazard Analysis and access decisions
- Updated the monthly Capital Improvement Program progress report

- Received additional backup material for Invoice #13 and recommended payment
- Received, reviewed, and commented on the CSX Draft Design Review Agreement
- Attended the DC2RVA DEIS public meeting in Richmond on October 10th
- Provided additional internal comments on DC2RVA Draft EIS on October 11th
- Participated in the DC2RVA VRE bi-weekly coordination meeting/call on October 17th
- Provided a project update to Northern Virginia Transportation Authority (NVTa) for grant reporting requirements
- Participated in the GEC bi-weekly coordination meeting/call on October 23rd
- Participated in internal discussions about possible programmatic categorical exclusion
- Participated in the DC2RVA bi-weekly coordination meeting/call on October 31st
- Updated the project status on the Capital Planning and Coordination spreadsheet

#### **Lorton Station Improvements (Second Platform)**

- Continued to process update on the draft design review agreement through legal
- The General Engineering Consultant (GEC) 30 percent plans are pending Hazard Analysis, NFPA 130, and access decisions
- Updated the monthly Capital Improvement Program progress report
- Received additional backup material for Invoice #13 and recommended payment
- Received, reviewed, and commented on the CSX Draft Design Review Agreement
- Attended the DC2RVA DEIS public meeting in Richmond on October 10th
- Provided additional internal comments on DC2RVA Draft EIS on October 11th
- Participated in the DC2RVA VRE bi-weekly coordination meeting/call on October 17th
- Corresponded with Department of Conservation and Recreation (DCR) regarding Laurel Hill Connector Trail Study
- Provided a project update to NVTa for grant reporting requirements
- Participated in the GEC bi-weekly coordination meeting/call on October 23rd
- Participated in the DC2RVA bi-weekly coordination meeting/call on October 31st
- Updated the project status on the Capital Planning and Coordination spreadsheet
- Participated in the internal Capital Planning and Coordination Meeting on November 1st

#### **Rippon Station**

- Continued development of 30 percent plans and cost estimate
- Updated the monthly Capital Improvement Program progress report
- Received additional backup material for Invoice #13 and recommended payment
- Attended the DC2RVA DEIS public meeting in Richmond on October 10th



- Provided additional internal comments on DC2RVA Draft EIS on October 11th
- Participated in the DC2RVA VRE bi-weekly coordination meeting/call on October 17th
- Provided a project update to NVTa for grant reporting requirements
- Participated in the GEC bi-weekly coordination meeting/call on October 23rd
- Participated in the DC2RVA bi-weekly coordination meeting/call on October 31st
- Updated the project status on the Capital Planning and Coordination spreadsheet
- Participated in the internal Capital Planning and Coordination Meeting on November 1st

### **Leeland Road Station**

- Continued development of 30 percent plans and cost estimate
- Updated the monthly Capital Improvement Program progress report
- Received additional backup material for Invoice #13 and recommended payment
- Reviewed and provided comments to legal on Draft REF Agreement
- Attended the DC2RVA DEIS public meeting in Richmond on October 10th
- Provided additional internal comments on DC2RVA Draft EIS on October 11th
- Participated in an internal Rail Enhancement Fund (REF) grant agreement meeting with Finance on October 11th
- Participated in the DC2RVA VRE bi-weekly coordination meeting/call on October 17th
- Continued working with legal on the latest draft DRPT REF Grant Agreement
- Participated in the GEC bi-weekly coordination meeting/call on October 23rd
- Sent DRPT the latest draft REF Grant Agreement for final review and acceptance
- Participated in the DC2RVA bi-weekly coordination meeting/call on October 31st
- Updated the project status on the Capital Planning and Coordination spreadsheet
- Participated in the internal Capital Planning and Coordination Meeting on November 1st

### **Brooke Station**

- Continued development of 30 percent plans and cost estimate
- Updated the monthly Capital Improvement Program progress report
- Received additional backup material for Invoice #13 and recommended payment
- Reviewed and provided comments to legal on Draft REF Agreement
- Attended the DC2RVA DEIS public meeting in Richmond on October 10th
- Provided additional internal comments on DC2RVA Draft EIS on October 11th
- Participated in an internal Rail Enhancement Fund (REF) grant agreement meeting with Finance on October 11th

- Began developing an estimate using the cost tool for the new Option 7 concept
- Participated in the DC2RVA VRE bi-weekly coordination meeting/call on October 17th
- Participated in the GEC bi-weekly coordination meeting/call on October 23rd
- Continued refining an estimate using the cost tool for the new Option 7 concept
- Sent DRPT the latest draft REF Grant Agreement for final review and acceptance
- Participated in the DC2RVA bi-weekly coordination meeting/call on October 31st
- Updated the project status on the Capital Planning and Coordination spreadsheet
- Participated in the internal Capital Planning and Coordination Meeting on November 1st

### **Alexandria Pedestrian Tunnel Project**

- Participated in VRE internal meeting regarding project goals and funding
- Authorized Virginia Department of Transportation (VDOT) Draw #8 on September 15th for \$29,802.60
- Responded to inquiries about timing of the advertisement for the contracts on September 25th and September 29th
- Processed an invoice for services through September 1st from Gannet Fleming
- Prepared a timeline of major activities
- Updated NVTa matrix on status of project
- Participated in internal meeting to review information on history of project
- Requested and received a color site plan of the Expansion of the King Street Station Bus Facility from City of Alexandria
- Provided additional City of Alexandria documentation from 1975 for the tunnel to be included in Metro's plans
- Worked on revision to Level Boarding Analysis for submittal to FTA and FRA

### **Crossroads Lifecycle Overhaul & Upgrade Facility**

- Continued working on Division 001 specifications for IFB
- Met with VRE Manager of System Safety to discuss Threat and Vulnerability Assessment task order for LOU; coordinated delivery of materials to consultant so that they can create a scope of work and task order proposal for the certification
- Discussed Safety and Security Analysis/Certification scope of work with VRE Manager of System Safety; prepared timeline for project through property acquisition and procurement to get to bid in list and calendar format
- Continue to coordinate with Spotsylvania County about the site permit and keeping VRE informed. New information concerning the conditions of the zoning change require tree buffers at the south end of the property that will be acquired once the zoning is approved and other pending FTA action

- Reviewed GEC VII scope of work for Construction Management (CM) Services task order with VRE Manager of Project Implementation
- Began Independent Cost Estimate (ICE) for the task order for CM services to include pre-construction services
- Sent update project consultant regarding progress on property acquisition
- Revised GEC VII scope of work for CM Services task order and invited consultant in to discuss
- Reviewed GEC VII timeline for CM Services task order with VRE Manager of Project Implementation
- Reviewed project schedule and construction timeline; agreed to conduct monthly internal update meetings
- Met with General Planning Consultant personnel to discuss construction management task order on November 2nd
- Sent comments on Best Management Practices Facility Agreement form to project consultant to coordinate with Spotsylvania County

#### **L'Enfant (North) Storage Track Wayside Power**

- Project consultant completed as-built inspection on October 9th and submitted summary of comments to VRE
- Met with C3M to discuss work items needed to complete as-built plans; sent comments to AECOM about discussion. Received comments back from AECOM and reviewed
- Met with C3M, AECOM, and HDR on October 23rd to discuss work items needed to complete as-built plans
- Responded to inquiry from auditors regarding CSXT invoice
- Reviewed CSXT invoice through October 11th and requested information from CSX on November 1st
- Plan for initial train storage shifted to December 4th
- Coordinated with CSX for their completion of the derail

#### **L'Enfant (South) Storage Track Wayside Power**

- Requested update from Pepco on review status on October 27th
- Sent e-mail to CSX about agreements

#### **Slaters Lane/Alexandria Track 1 Access**

- Provided comments on Construction Agreement sent by Legal to CSXT and VRE
- Reviewed request from NVTa to provide a progress report for CSX invoices
- Requested CSX to submit progress reports (as requested by NVTa) identifying the invoice numbers, dates and amounts

DECEMBER 2017

- Spoke to CSX Accounting personnel on October 26th regarding progress report request
- Reviewed CSX response for request of progress reports; they will forward

#### **Manassas Park Station Parking Expansion**

- Responded to construction contractor regarding project
- Participated in internal meeting on October 16th to discuss current project status and outstanding items
- Attended City of Manassas Park governing body public hearing on October 17th when zoning waiver for parking space size was presented
- Reviewed and revised package of materials submitted by VHB for NS submittal; sent back revised package to VHB
- Reviewed 30 percent plans and cross-checked with comment summary
- Revised comment summary into Excel format for ease in use
- Reviewed cost estimate submitted by VHB
- Sent reminder to City of Manassas Park staff about comments/discussion on the Traffic Impact Study submitted on September 15th
- Received and reviewed 5-sheet NS plan set
- Spoke to personnel at NS on October 27th about desire to coordinate
- Received details from VHB for comparing 8.5'-wide' parking spaces with 9'-wide parking spaces

#### **Crystal City Station Improvements**

- Met with VHB to develop project schedule and cost to complete concept design and ongoing tasks

#### **Station Signage**

- Brooke Station sign package, including location plans, sign list, and notes, were circulated among VRE staff for review
- Field visit to Crystal City, L'Enfant, and Backlick Road on October 13th
- Sign package for Rippon delivered to VRE Manager of Project Implementation on October 20th



As of November 3, 2017

# PROJECTS PROGRESS REPORT

## PASSENGER FACILITIES



PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Union Station Improvements (Amtrak/VRE Joint Recapitalization Projects)	Station and coach yard improvements of mutual benefit to VRE and Amtrak.	◆	◆	◆	N/A	◆	◆
Alexandria Station Improvements	Pedestrian tunnel to METRO and eliminate at-grade track crossing.	◆	◆	◆	N/A	◆	◆
	Modify Slaters Lane Interlocking and East Platform for passenger trains on Track #1.	◆	◆	◆	N/A	◆	◆
	Extend East Platform and elevate West Platform.	◆	◆	◆	N/A	◆	◆
Franconia-Springfield Station Improvements	Extend both platforms and widen East Platform for future third track.	◆	◆	◆	N/A	◆	◆
Lorton Station Improvements	Extend existing platform.	◆	◆	◆	N/A	◆	◆
	Construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	◆	◆
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	◆	◆
Potomac Shores Station Improvements	New VRE station in Prince William County provided by private developer.	◆	◆	◆	N/A	◆	◆
Quantico Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	◆	◆
Brooke Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	◆	◆
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	◆	◆
Manassas Park Parking Expansion	Parking garage to increase parking capacity to 1,100 spaces.	◆	◆	◆	N/A	◆	◆
Rolling Road Station Improvements	Extend existing platform.	◆	◆	◆	N/A	◆	◆
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	◆	◆	N/A	◆	◆
Broad Run Station Improvements	Parking garage to increase parking capacity by 900 spaces.	◆	◆	◆	N/A	◆	◆

PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ◆ Underway ◆ On Hold

◆ part of the "Penta-Platform" program

\*Total project cost estimate in adopted FY2018 CIP Budget

Total	ESTIMATED COSTS (\$)			Expended <sup>2/</sup>	COMPLETION		STATUS
	Funded	Unfunded	Authorized		Percent	Date	
3,201,176	3,201,176	-	1,172,309	602,542	84%	4th QTR 2017	 Work resumed in April, 2016, and is anticipated to be completed December 2017.
10,021,865	10,021,865	-	1,814,559	1,504,443	51%	3rd QTR 2020	 60% Comments under review
7,000,000	7,000,000	-	467,500	90,749	30%	1st QTR 2018	 Construction is anticipated to start as part of CSXT work program.
2,400,000	400,000	2,000,000	-	-	5%	3rd QTR 2020	 Design work on East Platform only. West Platform elevation funded.
13,000,000	13,000,000	-	-	272,863	20%	2nd QTR 2020	 Preliminary engineering is anticipated to be complete in Winter 2017.
2,500,000	2,500,000	-	1,846,675	1,130,116	75%	4th QTR 2017	 Construction resumed following delay to confirm location of new third track under Atlantic Gateway.
16,150,000	16,150,000	-	-	219,348	20%	2nd QTR 2020	 Preliminary engineering is anticipated to be complete in Winter 2017.
16,632,716	16,632,716	-	-	153,757	20%	4th QTR 2021	 Preliminary engineering is anticipated to be completed by August 2018.
No costs for VRE. Private developer providing station.					10%	TBD	 On hold pending resolution of DRPT/CSXT/FRA issues anticipated in September 2017.
9,500,000	9,500,000	574,706	-	-	30%	TBD	 Final design up to 90% underway under DRPT management and funding
21,334,506	21,334,506	-	-	167,621	20%	4th QTR 2021	 Preliminary engineering is anticipated to be completed by August 2018.
14,336,156	14,336,156	-	-	140,293	20%	4th QTR 2021	 Preliminary engineering is anticipated to be completed by August 2018.
19,600,000	2,500,000	17,100,000	182,142	233,186	10%	2nd QTR 2018	 30% design plans received and under review.
2,000,000	2,000,000	-	442,900	177,660	14%	3rd QTR 2020	 60% design plans under review by NS.
21,160,000	400,000	20,760,000	278,767	150,855	5%	2nd QTR 2023	 NTP for alternatives analysis and conceptual design issued December 2016.
24,420,000	3,420,000	21,000,000	2,031,263	393,120	30%	TBD	 Project to be completed as part of Broad Run Expansion Project.

## TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Hamilton-to-Crossroads Third Track	2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	◆

## MAINTENANCE AND STORAGE FACILITIES

L'Enfant North Storage Track and Wayside Power	Conversion of existing siding into a midday train storage track.	◆	◆	◆	N/A	◆	●
L'Enfant South Storage Track and Wayside Power	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work and	◆	◆	◆	N/A	●	●
Lifecycle Overhaul and Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	●
Crossroads Maintenance and Storage Facility Land Acquisition	Acquisition of 16.5 acres of land, construction of two storage tracks and stormwater retention and new	◆	N/A	N/A	●	N/A	N/A
Midday Storage	New York Avenue Storage Facility: Planning, environmental and preliminary engineering.	◆	●	●	●		

## ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars (15 received • 14 being built)	◆	N/A	N/A	N/A	◆	●
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●

## PLANNING, COMMUNICATIONS AND IT











Broad Run Expansion (was Gainesville-Haymarket Extension)	NEPA and PE for expanding commuter rail service capacity in Western Prince William County	◆	●	●	-	-	-
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●

PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance RW - Right of  
Way Acquisition FD - Final Design CN - Construction  
STATUS: ◆ Completed ● Underway ■ On Hold

1 Total project cost estimate in adopted FY2018 CIP Budget  
2 Does not include minor (< \$50,000) operating expenditures



DECEMBER 2017

Total <sup>1</sup>	ESTIMATED COSTS (\$)			Expended <sup>2</sup>	COMPLETION		STATUS
	Funded	Unfunded	Authorized		Percent	Date	
32,500,000	32,500,000	-	33,285,519	31,299,225	100%	4th QTR 2015	 Project complete. Close-out pending.
4,283,618	4,283,618	-	4,207,057	2,562,069	80%	2nd QTR 2017	 Power construction 90% complete. Track and signals in service.
3,965,000	3,965,000	-	2,937,323	1,517,774	40%	3rd QTR 2017	 Power design under review by CSXT & Pepco. Track and signals in service.
35,196,323	35,196,323	-	3,176,039	2,071,698	60%	TBD	 Design 100% complete. On hold pending county zoning action.
2,950,000	2,950,000	-	2,950,000	76,767	75%	TBD	 Submission of CE to FTA and county zoning action pending.
88,800,000	88,800,000	-	3,171,599	616,070	20%	4th QTR 2017	 Developing design options and PE. Identifying real estate requirements and acquisition strategy.
75,264,693	75,264,693	-	69,457,809	36,994,353	52%	4th QTR 2018	 8 cars were received in FY 2015, 7 cars have been received in FY 2016 and 5 cars received in FY 2017.
10,553,000	10,553,000	-	10,294,079	7,368,521	80%	4th QTR 2018	 Onboard installations ongoing.
617,791,163	5,885,163	611,906,000	5,483,720	2,709,552	15%	3rd QTR 2022	 Phase 1 directed focus on capacity improvements on existing Broad Run terminus. NTP issued for Phase 2 work program
3,510,307	3,510,307	-	3,510,627	1,575,307	87%	2nd QTR 2017	 Integration with S&B system complete. Mobile now accounts for about 12% of monthly revenue and more than 25% of all tickets sold.





VIRGINIA RAILWAY EXPRESS MAGAZINE

# RIDE

DECEMBER 2017 / JANUARY 2018

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PARKING COUNTER  
PROJECT HEATS UP



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JANUARY 2018

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- 07 | KNOW YOUR SIGNALS
- 08 | GET NOTICED WITH VRE ADVERTISING
- 09 | PUZZLES & CARTOON



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Editor in Chief: Cindy King

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## FROM THE CEO CRYSTAL CITY STATION: NEXT PHASE



DOUG ALLEN  
Chief Executive Officer

The Crystal City station improvement project really exemplifies VRE's commitment to understanding the needs of our riders and the communities in which we operate. Crystal City is one of our busiest stations, yet it is only served by one track and the platform does not accommodate an 8-car train. We realize this is a major stovepipe in our system, and as such, our development team has been working for several months with riders who board at Crystal City, area businesses, regional transportation partners, local residents, and our host railroad to form a recommendation to relocate the station to best meet the needs of as many parties as possible.

Our goals for the new station were to enhance connectivity to Metrorail and buses, create a future four-track environment, and stay within the existing rail right-of-way -- all while supporting Crystal City's vision for growth and ensuring continuity of our service during construction. Our team promoted and held several community outreach sessions to collect feedback on three possible new locations for the station, and surveyed riders on the platform. All comments were reviewed and prepared for our Operations Board, along with a summary of how each location option ranked.

VRE staff recommended the location option on the other side of the water park, Option 2, as it provides the overall most favorable outcomes -- the best connections to local and regional transportation, and the community and environmental impacts were rated as equal to both Option 1 and Option 3. Our Operations Board member representing Crystal City, Arlington County Supervisor Katie Cristol, participated in many area meetings on the relocation, and our Operations Board was fortunate enough to hear from one area resident first-hand during the public comment portion of our October meeting. After reviewing the various factors and public comments, the Operations Board adopted the centrally-located Option 2 for further analysis and design.

We value the public involvement process in our projects, and ensuring that we are considering the needs of the jurisdictions we serve. We can confidently move into the next phase of our study with the backing of Crystal City and the support of our riders.

Sincerely,

DOUG ALLEN  
Chief Executive Officer  
Virginia Railway Express



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# RESULTS OF CUSTOMER SURVEY

## RIDER INPUT HELPING PRIORITIZE INITIATIVES

Each spring we conduct a Customer Survey to determine rider satisfaction with various aspects of our system, ranging from communications to station lighting. Tabulating the data takes several months, so shortly after we complete our fall Master Agreement Survey, we receive the results of the spring survey. The 2017 Customer Satisfaction Survey findings are currently being used by VRE management in planning and prioritizing projects.

### Highlights of this year's May survey include:

- The satisfaction with the ease of buying a ticket is at a 5-year high (87% of riders are satisfied), presumably in-part due to VRE Mobile.
- The level of satisfaction with our station signage is down (81% of riders are satisfied). We are currently working to replace signage in order of station need, starting with Brooke and Lorton.
- We are continuing to work to improve station lighting, but were happy to see a 24 percent increase in satisfaction with evening lighting at stations – with the percentage of satisfied riders increasing from 64% to 88%.
- While the satisfaction with our overall communications remains consistent with the previous four years, the quality of the information on our website is perceived at a 5-year low (only 70% of riders are satisfied). We will begin turning attention to our website early next year, and ask that you provide feedback regarding the site to us at [webmaster@vre.org](mailto:webmaster@vre.org).
- We saw a decline in rider satisfaction with the frequency of ticket inspections. Crews are expected to check tickets in every half of every car on every trip. Passengers may report crews who are not checking tickets to [gotrains@vre.org](mailto:gotrains@vre.org).

## VRE REPORT CARD



Full survey results can be found  
online at [vre.org/passenger-survey](http://vre.org/passenger-survey)

Year-to-Year Ridership Survey Comparison					
Train Crew Members	%of Riders Satisfied				
	2013	2014	2015	2016	2017
Are Knowledgeable About VRE Operations	92%	93%	94%	93%	95%
Are Helpful and Courteous	90%	92%	93%	91%	93%
Make Regular Station Announcements	84%	85%	87%	85%	89%
Make Timely Delay Announcements	78%	81%	83%	78%	82%
Check Tickets Regularly	81%	86%	87%	85%	82%
Present a Professional Appearance	93%	94%	96%	95%	95%
Overall Crew Performance	90%	92%	94%	92%	94%



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

# VRE OPERATIONS BOARD

**December 15, 2017**

**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 November 17, 2017 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
  - A. Authorization to Issue an Invitation for Bids for the Purchase and Delivery of Seat Bottoms for Passenger Railcars
  - B. Authorization to Issue a Request for Proposals for Construction Management Services for the Lifecycle Overhaul and Upgrade Facility
9. Action Items
  - A. *Referral of the Amended FY 2018 and Recommended FY 2019 VRE Operating and Capital Budgets to the Commissions and Localities*



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

***B. Recommend Approval to Refinance VRE RRIF Loan***

- C. Authorization to Execute an Agreement with Amtrak to Conduct Ground Surveys for the Midday Storage Facility Project
- D. Authorization to Execute Contract Options for Purchase and Delivery of Locomotive Fuel to VRE Yards
- E. Authorization to Extend the Lease Agreement for Parking at the Rippon Station
- F. Authorization to Execute an Agreement for Project Controls Software License and Related Integration and Training
- G. Authorization to Amend the Mechanical Engineering Consulting Services Contract (MEC VI)
- H. VRE Operations Board Resolution of Support for Prince William County's Application for Route 28 Corridor Improvements Funding for NVTA FY 2018-2023 Six Year Program
- I. VRE Operations Board Resolution of Support for Arlington County's Application for Crystal City Metrorail Station East Entrance and Intermodal Connections Funding for NVTA FY 2018-2023 Six Year Program

***J. Approval of 2018 VRE Officers***

- 10. Information Items
  - A. Spending Authority Report
- 11. Closed Session
- 12. Operations Board Member's Time

---

**The Next VRE Operations Board Meeting  
January 19, 2018 - 9:00 am at PRTC**





Virginia Railway  
Express

Paul Smedberg  
Chairman

Maureen Caddigan  
Vice-Chairman

Katie Cristol  
Secretary

Paul Milde  
Treasurer

Sharon Bulova  
John C. Cook  
John D. Jenkins  
Matt Kelly  
Jennifer Mitchell  
Sahas Naddoni  
Martin Nohe  
Pamela Sebesky  
Gary Skinner  
Bob Thomas

#### Alternates

Ruth Anderson  
Pete Candland  
Hector Cendejas  
Libby Garvey  
Todd Horsley  
Jeremy Latimer  
Jeanine Lawson  
Tim Lovain  
Wendy Maurer  
Jeff McKay  
Michael McLaughlin  
Paul Trampe  
Billy Withers  
Mark Wolfe

Doug Allen  
Chief Executive Officer

1500 King Street, Suite 202  
Alexandria, VA 22314-2730

# MINUTES

VRE Operations Board Meeting  
PRTC Headquarters - Prince William County, Virginia  
December 15, 2017

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Paul Milde (PRTC)	Stafford County
Sahas Naddoni (PRTC)	City of Manassas Park
Martin Nohe (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria
Bob Thomas (PRTC)	Stafford County
Members Absent	Jurisdiction
Jennifer Mitchell	DRPT
Alternates Present	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Libby Garvey (NVTC)	Arlington County
Michael McLaughlin	DRPT
Jeanine Lawson (PRTC)	Prince William County
Alternates Absent	Jurisdiction
Pete Candland	Prince William County
Hector Cendejas (PRTC)	City of Manassas Park
Todd Horsley	DRPT
Jeremy Latimer	DRPT
Tim Lovain (NVTC)	City of Alexandria
Wendy Maurer (PRTC)	Stafford County
Jeff McKay (NVTC)	Fairfax County
Paul Trampe (PRTC)	Spotsylvania County
Billy Withers (PRTC)	City of Fredericksburg
Mark Wolfe (PRTC)	City of Manassas
Staff and General Public	
Doug Allen - VRE	Naquana Jenkins - VRE
Paolo Belita - Prince William County	Cindy King - VRE
Nydia Blake - Prince William County	Mike Lake - Fairfax County DOT
Alex Buchanan - VRE	Lezlie Lamb - VRE
Colin Burch - DRPT	Bob Leibbrandt - Prince William County
Matt Cheng - NVTC	Steve MacIsaac - VRE Legal Counsel
Rich Dalton - VRE	Kate Mattice - NVTC
Andrew D'huyvetter - NVTC	Kristen Nutter - VRE
Curtis Duncan - STV	Mark Schofield - VRE
Julie Elliott - Stafford County	Cindy Shelton - Stafford County Board
Jeremy Flores - VRE	Steve Sindiong - City of Alexandria
Paul Garnett - Keolis	Alex Sugatan - VRE
Robert Gibbons - Citizen	Joe Swartz - VRE
Rhonda Gilchrest - NVTC	Norine Walker - VRE
Chris Henry - VRE	Ciara Williams - DRPT
Christine Hoeffner - VRE	Detrius Williams - VRE
Pierre Holloman - Arlington County	Jennifer Young - VRE
Robert Hostelka - VRE	

Chairman Smedberg called the meeting to order at 9:13 A.M. Following the Pledge of Allegiance, Roll Call was taken.

#### Approval of the Agenda – 3

Chairman Smedberg suggested Agenda Item #9B “Recommend Approval to Refinance VRE RRIF Loan” be moved to the end of the Agenda after a Closed Session. There were no objections.

Ms. Caddigan moved, with a second by Ms. Bulova, to approve the Amended Agenda. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

#### Approval of the Minutes of the November 17, 2017 Operations Board Meeting – 4

Mr. Skinner moved, with a second by Ms. Caddigan, to approve the Minutes. The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Skinner, Smedberg and Thomas. Board Members Bulova and Sebesky abstained.

#### Chairman’s Comments –5

Chairman Smedberg announced Governor-Elect Northam has reappointed Jennifer Mitchell to continue to serve in her role as DRPT Director.

Chairman Smedberg announced this is the last Operations Board meeting for Mr. Thomas and Mr. Milde. He stated Mr. Thomas has represented the Stafford County Board of Supervisors since 2011 and has served on PRTC and VRE since 2013. Mr. Thomas is the presumptive Delegate-Elect to represent the 28<sup>th</sup> District in the House of Delegates. Chairman Smedberg stated VRE looks forward to continuing to work with Mr. Thomas in his new role. He presented a plaque and framed VRE photograph to Mr. Thomas in appreciation of his service on the Operations Board. Mr. Thomas thanked the Board and observed the VRE Operations Board works well together because it is a collaborative and non-partisan. He looks forward to continuing a good relationship with VRE in his role in the General Assembly.

Chairman Smedberg stated Mr. Milde has served on the VRE Operations Board for the past 11 years and has served as an officer for seven of those years. Mr. Milde served as chairman in 2010 and 2014 and under his leadership VRE operations transitioned from Amtrak to Keolis; four locomotives were purchased; the System 2040 Plan was developed; the Corridor Improvement Project MOU was amended to add the Potomac Shores Station; the Master Agreement was amended to comply with legislation giving DRPT a weighted vote; and the Board Member Recognition Program was established. Chairman Smedberg presented Mr. Milde with a plaque and framed VRE photograph in appreciation of his service to VRE.

Mr. Milde thanked Robert Gibbons, an early member of the Operations Board, for attending today’s meeting since he was instrumental in bringing Mr. Milde onto the Operations Board

and took him under his wing. Mr. Milde stated the Operations Board is one of his favorite boards because of the way members work together, as well as seeing all the progress VRE has made over the years.

Board Members had an opportunity to express their appreciation to Mr. Thomas and Mr. Milde. Mr. Allen concluded by thanking them both for their service.

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

Mr. Allen recapped VRE's recent safety and security activities for the past month, including a perimeter fencing upgrade at the Broad Run Station and continued training of multiple first responders. He stated VRE puts an emphasis on safety and emergency training and it is good to see it has an impact. VRE recently received a letter from a family whose son had a medical emergency at the Burke Centre Station. VRE crews and other passengers assisted with first aid. This young man has fully recovered and his family credits the availability of the emergency medical equipment and the training of VRE crews with being a factor in his positive outcome.

Mr. Allen reported on-time performance for November was 91 percent system wide and average daily ridership was 19,700. He also gave a brief update on the December 9<sup>th</sup> Operation Lifesaver Santa Trains and the associated Toys for Tots campaign. Weeks of planning, coordinating and preparing went into this annual event involving 13 trains from five different stations throughout the day. He gave special recognition to several members of VRE's Communication and Operations Department, including Jennifer Young, Jeremy Flores, Cindy King and Naquana Jenkins for their hard work to make the event a success. He also acknowledged the rest of the VRE staff, Keolis crews, CSX, Norfolk Southern, and the City of Manassas City Manager Pat Pate, as well as the police department, for their enhanced safety during the event.

Mr. Allen also reported the Lorton Station Platform Extension project was completed and opened for use on December 11<sup>th</sup>. Rolling Road is the next extension project.

Chairman Smedberg acknowledged Cindy Shelton, who was elected to the Aquia District seat on the Stafford County Board of Supervisors, replacing Mr. Milde.

#### VRE Riders' and Public Comment – 7

There were no rider comments.

#### Consent Agenda – 8

On a motion by Mr. Kelley and a second by Mr. Milde, the Board unanimously approved the following Consent Agenda Items:

- Resolution #8A-12-2017: Authorization to Issue an Invitation for Bids for the Purchase and Delivery of Seat Bottoms for Passenger Railcars
- Resolution #8B-12-2017: Authorization to Issue a Request for Proposals for Construction Management Services for the Lifecycle Overhaul and Upgrade Facility



The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Referral of the Amended FY 2018 and Recommended FY 2019 VRE Operating and Capital Budgets to the Commissions and Localities – 9A

Chairman Smedberg stated the Operations Board is asked to adopt the revised FY 2018 and recommended FY 2019 VRE Operating and Capital budgets and refer them to the Commissions for their consideration and subsequent referral to the jurisdictions for their formal 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. Resolution #9A-12-2017 would accomplish this.

Mr. Buchanan reviewed the budget process and key budget assumptions. The recommended FY 2019 Operating and Capital Budget totals \$149.5 million (\$88.5 million in operating and \$60.9 million in capital). The budget is balanced and includes funding for the highest priority capital projects. Service levels will remain at 32 daily revenue trains. The jurisdictional subsidy will increase by three percent, with no fare increase except for a \$1 increase in the Amtrak Step-Up ticket. Moderate fuel costs are projected and average daily ridership is projected at 19,000. The budget includes one new FTE position (grant accountant).

Mr. Buchanan thanked the CAO Task Force for working with VRE on the budget, especially co-chairs Bob Leibbrandt and Mike Lake. The CAO Task Force supports the three percent subsidy increase, the Amtrak Step-Up increase, and one additional staffing position. The Capital Committee also reviewed the capital program in November.

Mr. Buchanan stated the FY 2018 Amended Budget has a net increase of \$0.4 million in operating and a net increase of \$16 million in capital, representing SmartScale and REF grants that were not yet committed at this time last year and capital reserve funding to keep projects moving forward.

Mr. Schofield reviewed the FY 2019 Capital Budget totaling \$60.9 million. He gave an update on the Washington Union Terminal. VRE has been budgeting future federal funds for investments for the Washington Union Terminal. Looking ahead through 2022, construction and design projects have been identified. The preliminary ask for VRE's share over the six-year period is \$25-30 million (before potential credits). Mr. Schofield reviewed the 2019-2024 CIP and the capital funding challenges facing VRE in the coming years. If not addressed, the state transit fiscal cliff will impact key capital projects like mid-day storage and matching of federal formula grants.

Mr. Schofield stated the fiscal cliff will also impact operating as funds for track access fee reimbursement will decline substantially. VRE stands to lose \$30 million over six years if the state match falls to eight percent. If access fee support drops from 84 percent to 50 percent, VRE faces a loss of an additional \$19 million over six years. He stated if the fiscal cliff is not addressed this General Assembly Session, VRE could "muddle through" for a year or two but sustained decline in access fee funding could force reduction in service. This could result in a "death spiral" if riders seek other options. He reminded the Board

discretionary funding for expansion (NVT, SmartScale, I-66 Outside the Beltway) cannot be repurposed, which will not solve core funding issues.

Mr. Schofield outline the six-year CIP and broke down the active and future projects, and the associated expected funding. Chairman Smedberg asked when the Long Bridge project will get elevated to "active" status. Mr. Allen stated he considers it an active project in that the project is in the Environmental Impact Statement phase, even though funding has not been committed. Funding starts to ramp up when design starts. Mr. McLaughlin stated there was a public meeting on the EIS last night. He stated when preliminary engineering begins is, generally speaking, when the real money starts being spent.

Mr. Schofield stated Resolution #9A-12-2017 has been amended to delete the last resolve clause to remove language no longer needed.

Mr. Cook expressed his opinion using capital reserve funds to respond to the fiscal cliff is not a good practice. VRE needs to be prepared if the General Assembly does not address the fiscal cliff this Session. If it is not addressed, the Operations Board should consider in April 2018 asking staff to put together a shutdown plan. He stated this is a serious issue because in 2022 VRE would not have a sustainable budget. VRE's messaging needs to include this. Mr. Schofield agreed dipping into capital reserves is bad practice. Mr. Cook stated VRE will need to look at its legal obligations regarding committed funds if service needs to shut down.

Ms. Cristol stated VRE's legislative strategy and message should use the words "death spiral" and be clear about how the fiscal cliff impacts VRE. Ms. Bulova stated the Governor's budget is being released December 18<sup>th</sup> and it is anticipated it will address Metro funding and the fiscal cliff. She stated it is critical for VRE to be clear on how VRE is impacted if the General Assembly does not address the fiscal cliff. She suggested putting together easy to understand factoids to include in VRE's legislative strategy to help convey this message to legislators. Mr. Nohe stated he is optimistic on General Assembly action to address the fiscal cliff, but expressed some concern WMATA issues may cause some problems for VRE. Ms. Cristol stated Board Members need to be unified in the message that addressing the fiscal cliff is necessary but not sufficient. Mr. Kelly expressed his concern the General Assembly will not permanently fix the issue. If VRE needs to use its capital reserves to address the fiscal cliff, it means the 2040 expansion is off the table. There needs to be a long-term solution.

Mr. Kelly moved, with a second by Ms. Bulova, to approve Resolution #9A-12-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

#### Authorization to Execute an Agreement with Amtrak to Conduct Ground Surveys for the Mid-Day Storage Facility Project – 9C

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to execute an agreement with the National Passenger Railroad Corporation (Amtrak) allowing collection of ground surveys for a mid-day storage facility in an estimated amount of \$278,881, plus a 10 percent contingency of \$27,888, for a total not to exceed \$306,769. Resolution #9C-12-2017 would accomplish this.

Mr. Allen explained the agreement will provide access, flagging, and other support activities during the collection of field data in support of the proposed Mid-Day Storage Replacement Facility.

Mr. Kelly moved, with a second by Mr. Skinner, to approve Resolution #9C-12-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Authorization to Execute Contract Options for Purchase and Delivery of Locomotive Fuel to VRE Yards – 9D

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to execute a fourth option year for the purchase and delivery of locomotive fuel contracts with James River Solutions of Ashland, Virginia for fuel at the Crossroads Yard and Griffith Energy Services, Inc. of Manassas, Virginia for fuel at the Broad Run Yard for the year ending June 30, 2019. The contract option with James River Solutions is being recommended in an amount not to exceed \$2,507,500, for a period of one year. The contract option with Griffith Energy Services, Inc. is being recommended in an amount not to exceed \$1,742,500, for a period of one year. Resolution #9D-12-2017 would accomplish this.

Ms. Bulova moved, with a second by Mr. Skinner, to approve Resolution #9D-12-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Authorization to Extend the Lease Agreement for Parking at the Rippon Station – 9E

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to extend a Lease Agreement with KP Big Crest Lane, LLC for parking at the Rippon Station in the amount of \$178,466 for one year. Resolution #9E-12-2017 would accomplish this.

Ms. Caddigan moved, with a second by Mr. Naddoni, to approve Resolution #9E-12-2017.

In response to a question from Mr. Nohe, Mr. Allen explained the proffer statement/development plan stipulates until the parking garage is constructed and available for use, VRE must lease the surface parking. Once the parking facility is built by the developer, parking for VRE will be embedded in the development. Mr. Nohe understands VRE's hands are tied with the agreement, but the original intent of the proffer was for VRE to gain parking and not have to lease it long-term.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.



Authorization to Execute an Agreement for Project Controls Software License and Related Integration and Training – 9F

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to execute an agreement to acquire e-Builder project controls software licenses and related training in the amount of \$202,028, plus a 10 percent contingency of \$20,203, for a total not to exceed \$222,231. Resolution #9F-12-2017 would accomplish this.

Mr. Allen explained this software will provide a centralized, consistent, and comprehensive tool for staff to organize, monitor and manage VRE capital improvement projects through planning, design and construction.

Mr. Thomas asked about initial costs versus future annual costs. Mr. Hostelka explained the initial costs are for acquisition of the software package and requisite licenses for its use, assistance with integrating it into VRE's system, and training. Annual costs are expected to be approximately \$50,000.

Ms. Bulova moved, with a second by Mr. Skinner, to approve Resolution #9F-12-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Authorization to Amend the Mechanical Engineering Consulting Services Contract (MEC VI) – 9G

Chairman Smedberg stated the Operations Board is asked to authorize the CEO to amend the Mechanical Engineering Consulting Services Contract (MEC VI) in accordance with the revised Virginia Public Procurement Act (VPPA). Resolution #9G-12-2017 would accomplish this.

Mr. Allen explained the VPPA was amended on October 1, 2016 to increase the allowable maximum aggregate value of all Task Orders initiated to \$6,000,000 per year for Professional Engineering contracts. This action would amend the MEC VI contract's annual limit to \$6,000,000 as well as the total not to exceed amount to \$23,000,000 over the five-year term of the contract.

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #9G-12-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Resolution of Support for Prince William County's Application for Route 28 Corridor Improvements Funding for the NVTAFY 2018-2023 Six Year Program – 9H

Chairman Smedberg stated the Operations Board is asked to support Prince William County's application for the Route 28 Corridor Improvements (Fitzwater Drive to Pennsylvania Avenue) project for funding consideration in the Northern Virginia Transportation Authority's FY 2018-2023 Six Year Program (SYP). Resolution #9H-12-2017 would accomplish this.

Ms. Caddigan moved, with a second by Mr. Milde, to approve Resolution #9H-12-2017.

Mr. Nohe gave some background on the Route 28 project, which is a longstanding project and in theory fully funded. It has become clear the project needs to be modified because of VRE's Manassas Line Rail Capacity Enhancement project. The two projects complement each other in support of future VRE growth. Chairman Smedberg noted this action has no fiscal impact to VRE.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Resolution of Support for Arlington County's Application for Crystal City Metrorail Station East Entrance and Intermodal Connections Funding for the NVTA FY2018-2023 Six Year Program -9I

Chairman Smedberg stated the Operations Board is asked to support Arlington County's application for the Crystal City Metrorail Station East entrance and Intermodal Connections for funding consideration in NVTA's FY 2018-2023 Six Year Program. Resolution #9I-12-2017 would accomplish this.

Mr. Allen explained Arlington County has asked for a resolution of support from the VRE Operations Board as an interested stakeholder in the project, which will provide connectivity with VRE and the Crystal City Potomac Yard Transitway. The new Metrorail station entrance is aligned with the preferred site for the proposed VRE Crystal City Station. Ms. Cristol observed synchronicity to Metro is important and Arlington County appreciates VRE's support. Chairman Smedberg noted this action has no fiscal impact to VRE.

Ms. Cristol moved, with a second by Ms. Bulova, to approve Resolution #9I-12-2017. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Approval of 2018 VRE Officers - 9J

Chairman Smedberg asked Ms. Caddigan and Ms. Bulova, who served as the Nominating Committee, to give a report. Ms. Caddigan reminded the Board the office of chairman is rotated each year between the two Commissions. She is unable to serve as chairman next year but since she has a vested interest in the Potomac Shores Station, she would like to continue as an officer in the role of secretary. She thanked Mr. Nohe for agreeing to be nominated as chairman. The Nominating Committee recommends the following slate of officers for 2018:

Chairman:	Martin Nohe (PRTC)
Vice-Chairman:	Katie Cristol (NVTC)
Secretary:	Maureen Caddigan (PRTC)
Treasurer:	John Cook (NVTC)
Immediate Past Chairman:	Paul Smedberg (NVTC)

Ms. Bulova moved, with a second by Mr. Skinner, to approve Resolution #9J-12-2017, which approves the recommended slate of officers.

Mr. Kelly observed Mr. Nohe will make a great chairman; however, the southern jurisdictions' priorities are often different than the northern jurisdictions so it is important to have the southern jurisdictions represented. He suggested updating the By-Laws to include an At-Large Member on the Executive Committee. Mr. Thomas observed a Stafford County member was positioned to fill an officer spot but these are unique circumstances in which both Stafford County representatives on VRE will be replaced with new members. It did not seem fair to the Operations Board to replace that position with a newly appointed member.

Mr. Nohe stated his intent, as the chair of VRE and NVTA, to meet with FAMPO to discuss and align regional issues important to the southern jurisdictions. Chairman Smedberg also noted officers are receptive to hear about any issues or concerns a jurisdiction may have. Mr. Skinner expressed his opinion it is important Ms. Caddigan remain on the Executive Committee for her involvement with the Potomac Shores Station. Mr. Cook stated Mr. Kelly makes a good point but noted the Executive Committee meetings are open meetings so any member can participate. Chairman Smedberg also noted there are several committees (Capital Committee, Legislative Committee) where Board Members can participate.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

Chairman Smedberg stated the new officers will be sworn in at the January 19<sup>th</sup> meeting.

#### Spending Authority Report –10A

Chairman Smedberg stated the written report provides details on the following expenditures to report for November 2017:

- Task Order for \$59,771 to Vanasse Hangen Brustlin, Inc. for preliminary site investigations and development of a project implementation plan for L'Enfant Station and track improvements.
- Task Order for \$75,000 to Kensington Consulting, LLC for Facility Design Consulting and Assessment.
- Task Order for \$88,776 to RPI Group, Inc. for Management of Inventory of Security Camera and Access Control Components.
- Amended Blanket Purchase Order with Digilink, Inc from \$50,000 to an amount not to exceed \$100,000 for printing services.

There were no questions.

#### Departing Staff Recognition

Mr. Allen recognized Jeremy Flores, who will be leaving VRE to take a new job at the Federal Transit Administration. Mr. Allen thanked him for Mr. Flores for his years of service and wished him well in his new position.

#### Closed Session – 11



Chairman Smedberg moved, with a second by Ms. Cristol, the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711.A (1) and (8) of the Code of Virginia), the VRE Operations Board authorized a Closed Session for the purpose of discussing one personnel matter involving a contractor employed by VRE, and one matter requiring consultation with legal counsel and necessary staff concerning the terms and conditions of a proposed Virginia Resources Authority refinancing of an existing Railroad and Rehabilitation Improvement Financing loan.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Skinner, Smedberg and Thomas.

The Board entered into Closed Session at 10:53 A.M. Mr. Skinner left at 11:01 A.M. during the Closed Session and did not return. The Board returned to Open Session at 11:30 A.M.

Chairman Smedberg moved, with a second by Ms. Bulova, the following certification:

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 Chapter 37, Title 2.2 of the Code of Virginia 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.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Smedberg and Thomas.

#### Recommended Approval to Refinance VRE RRIF Loan – 9B

Chairman Smedberg stated the Operations Board is asked to recommend the Commissions approve a debt financing agreement with the Virginia Resources Authority (VRA) for the purpose of achieving debt service savings through a refinancing of VRE's existing Railroad Rehabilitation and Improvement Financing (RRIF) loan that was used to purchase railcars. Resolution #9B-12-2017 would accomplish this.

Mr. Nohe moved, with a second by Ms. Cristol, to approve Resolution #9B-12-2017 with the following amendments:

- Add a fifth whereas clause: "The VRE Operations Board recognizes the value of the VRA refinancing option to the VRE, due to the estimated savings of 12 percent of net present value, and also recognizing the need to move forward quickly in order to accommodate VRA's schedule."

- Amend the existing resolve clause to add "Draft" prior to "VRA Term Sheet" and to add the following wording to the end of the sentence: "subject to reasonable and responsible resolution of issues currently under negotiation."

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Milde, Naddoni, Nohe, Sebesky, Smedberg and Thomas.

Operations Board Member Time – 12

Ms. Caddigan wished everyone a Merry Christmas and Happy Holidays.

Adjournment

Mr. Milde moved, with a second by Mr. Thomas, to adjourn. Without objection, Chairman Smedberg adjourned the meeting at 11:33 A.M.

Approved this 19<sup>th</sup> day of January 2018.

\_\_\_\_\_  
Martin Nohe  
Chairman

\_\_\_\_\_  
Maureen Caddigan  
Secretary

**CERTIFICATION**

This certification hereby acknowledges the minutes for the December 15, 2017 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

*Rhonda Gilchrest*

\_\_\_\_\_  
Rhonda Gilchrest

**Virginia Railway Express  
Operations Board**

**Resolution  
8A-12-2017**

**Authorization to Issue an Invitation for Bids for the  
Purchase and Delivery of Seat Bottoms for Passenger Railcars**

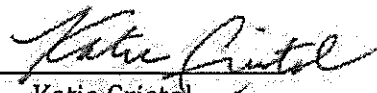
**WHEREAS**, each of VRE's Gallery IV Cab and Trailer Cars are equipped with variable combinations of three types of seats; and,

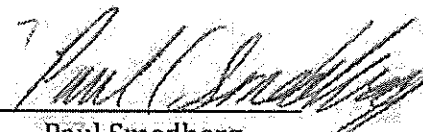
**WHEREAS**, the original seat bottoms on 21 Cab Cars and 50 Trailers Cars have become worn and the foam padding has deteriorated; and,

**WHEREAS**, VRE's lifecycle maintenance team recommends the replacement of seat bottoms for 71 cars;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for the purchase and delivery of 21 Cab Car and 50 Trailer car seat bottoms for passenger railcars.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
8B-12-2017**

**Authorization to Issue a Request for Proposals for Construction  
Management Services for the Lifecycle Overhaul and Upgrade Facility**

**WHEREAS**, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock; and,

**WHEREAS**, VRE will add a new building at the Crossroads Maintenance and Storage Facility (MSF) fully dedicated to lifecycle maintenance activities; and,

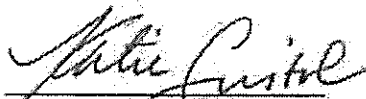
**WHEREAS**, the building construction is anticipated to be advertised in Spring 2018, pending property acquisition is completed; and,


**WHEREAS**, in anticipation of the building construction, VRE would like to engage a consultant to provide Construction Management Support from pre-construction through project closeout;

**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 Construction Management Services for the Lifecycle Overhaul and Upgrade (LOU) Facility.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-12-2017**

**Referral of the Amended FY 2018 and Recommended FY 2019 VRE  
Operating and Capital Budgets to the Commissions and Localities**

**WHEREAS**, the VRE Master Agreement requires the Commissions be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year; and,

**WHEREAS**, the VRE Chief Executive Officer has provided the VRE Operations Board with the FY 2019 Operating and Capital Budget within the guidelines developed in cooperation with the chief administrative officers of the local jurisdictions; and,

**WHEREAS**, the FY 2019 budget proposes a 3% increase in the total jurisdictional subsidy over the FY 2018 contribution level; and,

**WHEREAS**, the FY 2019 budget proposes an increase to the amount charged to VRE passengers for Amtrak Step-Up tickets from \$7 to \$8, effective the first week of July 2018, with the start of the FY 2019 budget; and,

**WHEREAS**, apart from the Amtrak Step-Up increase described above, the FY 2019 budget proposes no other changes to passenger fares; and,

**WHEREAS**, VRE staff recommends a budget based on a service level of 32 daily trains and average daily ridership of 19,000 trips;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions adopt the FY 2019 VRE Operating and Capital Budget in the following amounts and forward this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement; and,

Operating Budget	\$ 88,522,679
Capital Budget	<u>60,942,515</u>
Total Operating and Capital	\$149,465,194

Resolution 9A-12-2017 continued

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions adopt the amended FY 2018 Operating and Capital Budget in the following amounts; and,

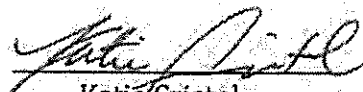
Operating Budget	\$ 85,346,443
Capital Budget	<u>64,675,346</u>
Total Operating and Capital	\$150,021,789

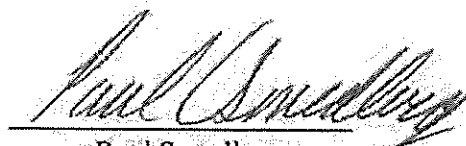
**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY 2018 and FY 2019; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Director of NVTC to submit to the Commonwealth the approved budget as part of the FY 2019 state aid grant applications.

~~**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer of VRE to submit appropriate projects to the Northern Virginia Transportation Authority or other funding authorities on behalf of the Commissions.~~

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
9B-12-2017**

**Recommend Approval to Refinance VRE RRIF Loan**

**WHEREAS**, the Northern Virginia Transportation District Commission ("NVTC"), with the consent of the Potomac and Rappahannock Transportation District Commission ("PRTC," and, together with NVTC, the "Commissions") and the Participating and Contributing Jurisdictions, entered into a financing agreement with the Federal Railroad Administration pursuant to its Railroad Rehabilitation and Improvement Financing program in 2007 and subsequently borrowed a total of \$68,953,913 pursuant to a series of draws under the program for railcars delivered between 2008 and 2012 (collectively, the "FRA Loan"); and,

**WHEREAS**, the FRA Loan is now administered by the U.S. Department of Transportation's Build America Bureau; and,

**WHEREAS**, the VRE Master Agreement provides that the Commissions shall utilize reasonable debt financing to the extent that such financing is advantageous to VRE and is in the interest of the parties to the Master Agreement, but requires the Commissions not incur debt related to VRE without the consent of all Participating and Contributing Jurisdictions; and,


**WHEREAS**, VRE staff has recommended the FRA Loan be refinanced with the proceeds of a loan to be obtained from the Virginia Resources Authority ("VRA") in an amount not to exceed \$54,000,000, for a term not to exceed 15 years from its delivery date, and generating net present value savings of at least 3% of the refunded principal (collectively, the "VRA Loan"), as set forth in the VRA Term Sheet dated December 12, 2017; *and*,


**WHEREAS**, *the VRE Operations Board recognizes the value of the VRA refinancing option to the VRE, due to the estimated savings of 12% of net present value, and also recognizes the need to move forward quickly in order to accommodate VRE schedule;*

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby recommend that the VRA Loan, upon the terms and conditions set forth in the *draft* VRA Term Sheet dated December 12, 2017, with such changes thereto as may be authorized by the Commissions, be approved by the Commissions for the purpose of refinancing the FRA Loan *subject to reasonable and responsible resolution of issues currently under negotiation.*

Resolution 9B-12-2017 continued:

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9C-12-2017**

**Authorization to Execute an Agreement with Amtrak to  
Conduct Ground Surveys for the Midday Storage Facility Project**

**WHEREAS**, VRE's equipment is currently stored during middays in or around the Ivy City Complex; and,

**WHEREAS**, the space currently used by VRE will be used by Amtrak for their new high-speed equipment, which is on order and expected by 2021; and,

**WHEREAS**, VRE in collaboration with Amtrak is developing a midday storage replacement facility site for rolling stock north of Washington Union Station between the Northeast Corridor and New York Avenue NE; and,

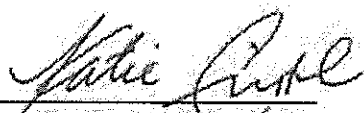
**WHEREAS**, as part of project development, VRE is refining initial conceptual designs by conducting preliminary engineering and environmental studies as authorized by VRE Operations Board resolution #9B-07-2017; and,

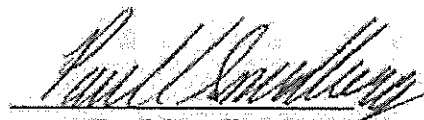
**WHEREAS**, this agreement will allow VRE's contractor to conduct ground surveys so that further design of a preferred layout can continue through the project development process; and,

**WHEREAS**, Amtrak will provide flagging and other support activities during the collection of field data;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an agreement with the National Passenger Railroad Corporation (Amtrak) allowing collection of ground surveys for a midday storage facility in an estimated amount of \$278,881, plus a 10% contingency of \$27,888, for a total not to exceed of \$306,769.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
9D-12-2017**

**Authorization to Execute Contract Options for  
Purchase and Delivery of Locomotive Fuel to VRE Yards**

**WHEREAS**, the third option year for the contracts to provide fuel at VRE yards expires on June 30, 2018; and,

**WHEREAS**, both contracts have one one-year option remaining; and,

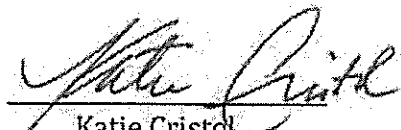
**WHEREAS**, the fourth option year for the contracts would begin on July 1, 2018; and,

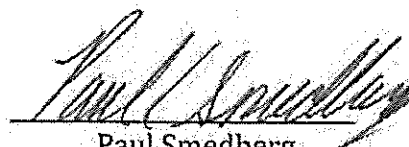
**WHEREAS**, exercising the option years before expiration of the prior option year will allow VRE to maximize the use of the fuel hedging mechanism to reduce cost volatility;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute the fourth option year for the Purchase and Delivery of Locomotive Fuel Contract for the Crossroads yard with James River Solutions in an amount not to exceed \$2,507,500, for a period of one year; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute the fourth option year for the Purchase and Delivery of Locomotive Fuel Contract for the Broad Run yard with Griffith Energy Services, Inc. in an amount not to exceed \$1,742,500.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9E-12-2017**

**Authorization to Extend the  
Lease Agreement for Parking at the Rippon Station**

**WHEREAS**, in May 2002, the Operations Board approved a three-year lease with Hazel Land for 320 parking spaces at the Rippon Station; and,


**WHEREAS**, these additional spaces were instrumental in reducing the parking shortage at Rippon where the parking lot was routinely 97% full; and,

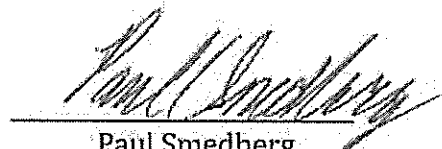
**WHEREAS**, the Lease has been renewed several times since with the current extension set to expire at the end of February 2018; and,

**WHEREAS**, VRE staff is requesting permission to extend the Lease Agreement for one additional year through February 28, 2019;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to extend the Lease Agreement with KP Big Crest Lane, LLC in the amount of \$178,466 for one year.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9F-12-2017**

**Authorization to Execute an Agreement for Project  
Controls Software License and Related Integration and Training**

**WHEREAS**, the adopted VRE System Plan 2040 calls for a significant expansion of the number and complexity of capital improvement projects managed by VRE; and,


**WHEREAS**, VRE requires a more centralized, consistent, and comprehensive approach to monitoring, managing, and reporting of project progress; and,

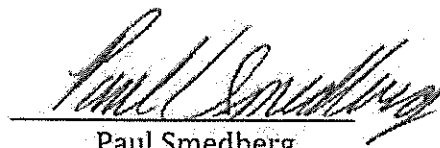
**WHEREAS**, a project control software package integrated with VRE's Enterprise Resource Plan for Information Technology will greatly facilitate that task; and,

**WHEREAS**, the e-Builder project control software package, along with requisite integration and training services, is available through a US General Services Administration (GSA) cooperative purchasing schedule in accordance with VRE Public Procurement Policies and Procedures;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to Execute an Agreement to acquire e-Builder project control software through a GSA cooperative purchasing schedule in the amount of \$202,028, plus a 10% contingency of \$20,203, for a total not to exceed \$222,231.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9G-12-2017**

**Authorization to Amend the Mechanical Engineering  
Consulting Services Contract (MEC VI)**

**WHEREAS**, the use of Mechanical Engineering Consulting contracts at VRE has proven to be an efficient and cost-effective means of performing mechanical engineering related activities required for a limited duration or needed in a timely manner on an as-needed basis; and,


**WHEREAS**, in April of 2015, the VRE Operations Board authorized execution of the current Mechanical Engineering Consulting Services contract (MEC VI); and,

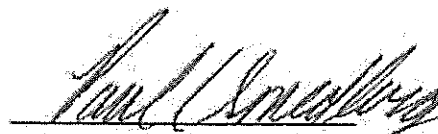
**WHEREAS**, the MEC VI contract term is five years with a not to exceed amount of \$5,000,000; and,

**WHEREAS**, HB 907, which passed during the 2016 legislative session and was signed by the Governor in March 2016, amended the Virginia Public Procurement Act granting Transportation Commissions, and thus VRE, an exception that allows the aggregate value of all Task Orders initiated under Professional Engineering contracts to be set at a maximum of \$6,000,000 per year;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the Mechanical Engineering Consulting Services contract (MEC VI) to the maximum limit of \$6,000,000 per year for the remaining life of the existing contract and a total contract amount not to exceed \$23,000,000.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
9H-12-2017**

**VRE Operations Board Resolution of Support for  
Prince William County's Application for Route 28 Corridor  
Improvements Funding for NVTA FY 2018-2023 Six Year Program**

**WHEREAS**, the passage of House Bill 2313 requires the NVTA to fund highway projects that have been both included in TransAction and evaluated for congestion relief and emergency evacuation by VDOT or mass transit capital projects that increase capacity; and,

**WHEREAS**, NVTA has issued a Call for Projects to agencies and jurisdictions for consideration for funding with expected FY2018 through FY2023 revenues; and,

**WHEREAS**, Prince William County plans to apply for funding in the amount of \$15,000,000 for construction of the Route 28 Corridor Improvements (Fitzwater Drive to Pennsylvania Avenue) project; and,

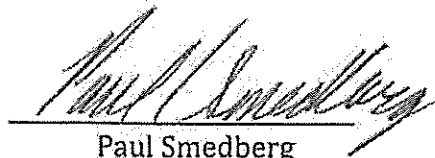
**WHEREAS**, the project will improve multimodal access to the VRE Broad Run station by widening the segment of Route 28 between Fitzwater Drive and Pennsylvania Avenue, including the provision of pedestrian and bicycle facilities, as a component of the VRE Manassas Line Rail Capacity Enhancements (TransAction Project ID 300); and,

**WHEREAS**, Prince William County staff have requested a resolution of support for the project from the VRE Operations Board for inclusion with its application to NVTA;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby endorse and support Prince William County's application for the Route 28 Corridor Improvements (Fitzwater Drive to Pennsylvania Avenue) for funding consideration in the NVTA FY 2018-2023 Six Year Program.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9I-12-2017**

**VRE Operations Board Resolution of Support for  
Arlington County's Application for Crystal City Metrorail Station East  
Entrance and Intermodal Connections Funding for NVTA  
FY 2018-2023 Six Year Program**

**WHEREAS**, the passage of House Bill 2313 requires the NVTA to fund highway projects that have been both included in TransAction and evaluated for congestion relief and emergency evacuation by VDOT or mass transit capital projects that increase capacity; and,

**WHEREAS**, NVTA has issued a Call for Projects to agencies and jurisdictions for consideration for funding with expected FY2018 through FY2023 revenues; and,

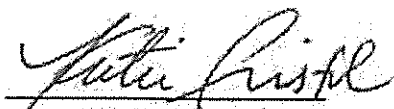
**WHEREAS**, Arlington County plans to apply for funding in the amount of \$87,000,000 to complete design and construction for the Crystal City Metrorail Station East Entrance and Intermodal Improvements (TransAction Project Title Crystal City Metrorail Station Second Entrance and Intermodal Connections, TransAction ID 89); and,

**WHEREAS**, the new entrance is aligned with and enhances connectivity to the preferred site for the relocated VRE Crystal City station; and,

**WHEREAS**, Arlington County staff have requested a resolution of support for the project from the VRE Operations Board for inclusion with its application to NVTA;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby endorse and support Arlington County's application for the Crystal City Metrorail Station East Entrance and Intermodal Connections project for funding consideration in the NVTA FY2018-2023 Six Year Program.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9J-12-2017**

**Approval of 2018 VRE Officers**


**WHEREAS**, the VRE Bylaws provides for the annual election of Officers to serve as Chairman, Vice Chairman, Secretary and Treasurer; and,


**WHEREAS**, the Office of Chairman shall be rotated each year between the two Commissions; and,

**WHEREAS**, the Chairman appointed a Nomination Committee and that Committee has made its recommendation of 2018 VRE Officers to the Operations Board;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby affirm the election of *Martin Nohe* as Chairman, *Katie Cristol* as Vice Chairman, *Maureen Caddigan* as Secretary, *John Cook* as Treasurer and Paul Smedberg as Immediate Past Chairman to serve as the 2018 VRE Officers to be installed at the January 19, 2018 Operations Board Meeting.

Approved this 15<sup>th</sup> day of December 2017

  
Katie Cristol  
Secretary

  
Paul Smedberg  
Chairman



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

ITEM 9-E  
January 4, 2018  
PRTC Regular Meeting

**Agenda Item 9-I**  
**Action Item**

**To: Chairman Smedberg and the VRE Operations Board**

**From: Doug Allen**

**Date: December 15, 2017**

**Re: Approval of 2018 VRE Officers**

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**Recommendation:**

The VRE Operations Board is asked to approve the nominees for the 2018 VRE Officers as recommended by the Nominating Committee. The nominees are as follows:

Chairman: ***Martin Nohe*** (PRTC)  
Vice Chairman: ***Katie Cristol*** (NVTC)  
Secretary: ***Maureen Caddigan*** (PRTC)  
Treasurer: ***John Cook*** (NVTC)  
Immediate Past Chairman: Paul Smedberg (NVTC)

Installation of the 2018 VRE Officers shall take place at the January 19, 2018 VRE Operations Board Meeting.

**Background:**

According to the VRE Bylaws, each of the Commissions 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.



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



**Virginia Railway Express  
Operations Board**

**Resolution  
9J-12-2017**

**Approval of 2018 VRE Officers**

**WHEREAS**, the VRE Bylaws provides for the annual election of Officers to serve as Chairman, Vice Chairman, Secretary and Treasurer; and,

**WHEREAS**, the Office of Chairman shall be rotated each year between the two Commissions; and,

**WHEREAS**, the Chairman appointed a Nomination Committee and that Committee has made its recommendation of 2018 VRE Officers to the Operations Board;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby affirm the election of ***Martin Nohe*** as Chairman, ***Katie Cristol*** as Vice Chairman, ***Maureen Caddigan*** as Secretary, ***John Cook*** as Treasurer and Paul Smedberg as Immediate Past Chairman to serve as the 2018 VRE Officers to be installed at the January 19, 2018 Operations Board Meeting.

Approved this 15<sup>th</sup> day of December 2017

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Paul Smedberg  
Chairman

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Katie Cristol  
Secretary



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

ITEM 9-F  
January 4, 2017  
PRTC Regular Meeting

**Agenda Item 10-A**  
**Information Item**

**To: Chairman Smedberg and the VRE Operations Board**

**From: Doug Allen**

**Date: December 15, 2017**

**Re: Spending Authority Report**

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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 November 7, 2017, VRE issued a Task Order in the amount of \$59,771 to Vanasse Hangen Brustlin, Inc. under the General Planning Consulting Contract for preliminary site investigations and development of a project implementation plan for L'Enfant Station and track improvements.
- On November 21, 2017, VRE issued a Task Order in the amount of \$75,000 to Kensington Consulting, LLC for Facility Design Consultation and Assessment which will provide hazard, risk and other safety and security assessments for new and redeveloped VRE facilities.
- On November 27, 2017, VRE issued a Task Order in the amount of \$88,776 to RPI Group, Inc. for Management of Inventory of Security Camera and Access Control Components to include inventory control, physical and software assessments and storage in a climate controlled environment.
- On November 30, 2017, VRE amended a Blanket Purchase Order with Digilink, Inc., from \$50,000 to an amount not to exceed \$100,000 for printing services for VRE marketing materials to include the RIDE Magazine, posters, flyers and brochures.



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VRE.org



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

**ITEM 10**  
**January 4, 2018**  
**PRTC Regular Meeting**

**M495 Corridor Fast Ferry Study and Project Update**  
**(PowerPoint Presentation – hand out at the meeting)**