



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

# VRE Operations Board Meeting

December 14, 2018

**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 16, 2018 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 a Request for Proposals for Banking Services and a Line of Credit



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

9. Action Items:
  - A. Referral of the Amended FY 2019 and Recommended FY 2020 VRE Operating and Capital Budgets to the Commissions and Localities
  - B. Authorization to Extend the Lease for Office Space at 127 South Peyton Street Through March 31, 2019
  - C. Authorization to Extend a License Agreement for the Lease of Tower Space for the VHF Radio Communications System
  - D. Approval of 2019 VRE Officers
10. Information Items:
  - A. Spending Authority Report
11. Closed Session
12. Operations Board Member's Time

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**The Next VRE Operations Board Meeting  
January 18, 2019 - 9:00 am at PRTC**



# MINUTES

## VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD MEETING December 14, 2018

14700 Potomac Mills Road, Woodbridge, VA 22192

### **Members Present**

\*Sharon Bulova (NVTC)  
\*Maureen Caddigan (PRTC)  
\*John Cook (NVTC)  
\*Katie Cristol (NVTC)  
\*Mark Dudenhefer (PRTC)  
\*Matt Kelly (PRTC)  
\*Wendy Maurer (PRTC)  
\*Suhas Naddoni (PRTC)  
\*Martin Nohe (PRTC)  
\*Pamela Sebesky (PRTC)  
\*Gary Skinner (PRTC)  
\*Paul Smedberg (NVTC)

### **Members Absent**

John Jenkins (PRTC)  
Jennifer Mitchell

### **Alternates Present**

\*Jeanine Lawson (PRTC)  
\*Michael McLaughlin

### **Alternates Absent**

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

### **Jurisdiction**

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

Prince William County  
Department of Rail and Public Transportation

Prince William County  
Department of Rail and Public Transportation

Prince William County  
Prince William County  
Stafford County  
City of Manassas Park  
Arlington County  
City of Fredericksburg

City of Alexandria  
Fairfax County  
Stafford County  
Spotsylvania County  
City of Manassas

\*Voting Member

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

**Staff and General Public**

Khadra Abdulle – VRE  
Doug Allen – VRE  
Monica Backmon – NVTA  
Paolo Belito – PWC  
Alexander Buchanan – VRE  
Matt Cheng – NVTC  
Rich Dalton – VRE  
Greg Deibler – VRE  
Jeremy Furrer – VRE  
Allan Fye – NVTC  
Lucy Gaddis – VRE  
Xavier Harmony – DRPT  
Chris Henry – VRE  
Sarah Higgins – VRE  
Christine Hoeffner – VRE  
Pierre Holloman – Arlington County  
Robert Hostelka – VRE

Todd Johnson – First Transit  
John Kerins - Keolis  
Cindy King – VRE  
Mike Lake – Fairfax County  
Lezlie Lamb – VRE  
Bob Leibbrandt – PWC  
Steve MacIsaac – VRE Legal Counsel  
Betsy Massie – PRTC  
Kristin Nutter – VRE  
Ramon Paez - VRE  
Dr. Bob Schneider – PRTC  
Mark Schofield – VRE  
Steve Sindiong – City of Alexandria  
Alex Sugatan - VRE  
Joe Swartz – VRE  
Justin Ward – VRE  
Detrius Williams - VRE

Chairman Nohe called the meeting to order at 9:14 A. M. The Pledge of Allegiance and Roll Call followed.

**Approval of the Agenda – 3**

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

**Approval of the Minutes of the November 16, 2018 VRE Operations Board Meeting – 4**

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

**Chairman's Time – 5**

Chairman Nohe advised the Operations Board they would be electing new officers for 2019 and explained Ms. Lawson currently serves as an Alternate but had been named by Prince William County to the Operations Board for 2019, replacing Ms. Caddigan who will serve as an Alternate.

Chairman Nohe announced Members Naddoni and Smedberg would not be returning to the VRE Operations Board next year. Chairman Nohe outlined highlights of Mr. Naddoni's nine years on the VRE Operations Board and Mr. Smedberg's eleven years, including two years as Chairman. Mr. Naddoni and Mr. Smedberg were presented with commemorative plaques.

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

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

- VRE provided First Responder training for Fredericksburg Fire and Rescue Department
- Mr. Dalton provided an update on VRE's Positive Train Control Implementation and informed the Operations Board that VRE will need the "Alternative Schedule" filed with the FRA due to a delay on updated software. VRE will submit an updated implementation plan to the FRA.
- VRE's Average Daily Ridership for November was 17.5K
- On-time Performance for November was 86%
- Mr. Allen congratulated DRPT Director Mitchell on being named one of Railway Age's "Women in Rail" honorees.
- Mr. Allen attended the APTA Industry Leadership Summit held in Washington late in November.
- Mr. Allen participated on a panel at the Joint NVTC/PRTC Legislative Briefing.
- Mr. Allen introduced two new VRE employees.
- VRE held its annual Santa Trains event and Toys for Tots drive.
  - Chris Henry provided a briefing on Santa Trains.
- Mr. Allen announced the passing of long-time VRE ticket vendor, Don Shuemaker of "Don's Depot" at Broad Run Station and expressed the organization's condolences.

## **Public Comment Time – 7**

Chairman Nohe opened the floor for public comment time. There were no speakers.

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

Mr. Kelly moved, with a second by Ms. Maurer, to approve the Consent Agenda. There was no discussion on the motion. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

- Authorization to Issue a Request for Proposals for Banking Services and a Line of Credit – 8A

## **Action Items – 9**

### **Referral of the Amended FY 2019 and Recommended FY 2020 VRE Operating and Capital Budget to the Commissions and Localities – 9A**

VRE Chief Financial Officer, Mark Schofield, briefed the Board on the FY 2020 VRE Operating and Capital Budget they are being asked to refer to the Commissions and member jurisdictions for approval. Mr. Schofield stated:

- The FY 2020 operating budget supports 32 trains and projects 18,700 daily riders
- There is no gap – budget is balanced.
- Includes 3% average fare increase and no increase in total jurisdictional contribution
- The total operating expenses plus debt service increased less than 1% over FY 2019.
  - Lower interest expense from debt refinancing
  - Departmental budgets were reduced
- The FY 2019 amended budget was adjusted to reflect
  - \$0.5M more in state operating assistance
  - Minor expense increases

- Larger changes to the FY 2019 Capital budget
  - \$15M added funding from C-ROC
  - \$3M Federal formula funding
  - Changes to timing of SmartScale commitments
  - Use of capital reserves on small projects
- The State's commitment on track access fees has improved the immediate outlook for the Six-Year plan forecast, but VRE still faces a longer-term structural deficit.
- C-ROC funding prioritization criteria was outlined, and five major projects were identified as potential candidates for use of C-ROC funding to fill current funding gaps:
  - L'Enfant Station Improvements
  - Crystal City Station Improvements
  - Woodbridge Station Improvements
  - South Manassas Third Track
  - Broad Run Expansion Project
- Mr. Cook expressed concern about the fare-box recovery rate forecasted in the six-year plan.
  - Requested a commuter mode cost comparison analysis
- Mr. Kelly requested the Board consider the southern jurisdictions when deciding how to prioritize C-ROC funding.

Mr. Bulova moved, with a second by Mr. Kelly, to refer the amended FY 2019 and the recommended FY 2020 VRE Operating and Capital Budget to the Commissions and localities. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

Authorization to Extend the Lease for Office Space at 127 South Peyton Street Through March 31, 2019 - 9B

Ms. Cristol moved, with a second by Ms. Sebesky, to authorize an extension of the lease of office space to allow for the completion of the renovations to VRE's headquarters. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

Authorization to Extend a License Agreement for the Lease of Tower Space for the VHF Radio Communications System – 9C

Ms. Bulova moved, with a second by Mr. Smedberg, to authorize the extension of the license agreement for the lease of tower space for VRE's VHF two-way radio communications between VRE trains and VRE headquarters in Alexandria. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

Approval of 2019 VRE Officers – 9D

Ms. Caddigan moved, with a second by Ms. Bulova, to approve the following nominees for 2019 VRE Officers:

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

The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

### **Information Items – 10**

#### **Spending Authority Report – 10A**

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

- A task order in the amount of \$95,231 was issued to Keolis Rail Services Virginia, for removal and replacement of damaged railcar signage and decals.
- A task order in the amount of \$65,255 was issued to Keolis Rail Services Virginia, for replacement of incandescent lighting in the exterior housing assembly on all Gallery IV cars.
- A sole source purchase order in the amount of \$99,968 was issued to Wabtec Railway Electronics for 4G LTE modems built and modified exclusively for Wabtec to be compatible with their proprietary I-ETMS Positive Train Control System.

Chairman Nohe asked if there was any other business. There was none.

Chairman Nohe adjourned the meeting, without objection, at 10:11 A.M.

**Virginia Railway Express  
Operations Board**

**Resolution  
8A-12-2018**

**Authorization to Issue a Request for Proposals for  
Banking Services and a Line of Credit**

**WHEREAS**, in April 2014, VRE entered into a contract for banking services and line of credit with PNC Bank; and,

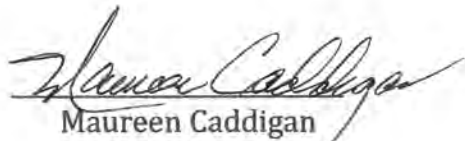
**WHEREAS**, the contract with PNC Bank was for a base period of three years and an option for up to two additional years; and,

**WHEREAS**, the final option year on the contract with PNC Bank will expire on April 28, 2019;

**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, jointly with the Potomac and Rappahannock Transportation Commission, for banking services and a line of credit for a base period of three years, with an option for up to two additional years.

Approved this 14<sup>th</sup> day of December 2018

  
Maureen Caddigan  
Secretary

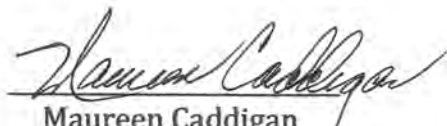


Martin Nohe  
Chairman



**BE IT FURTHER RESOLVED THAT,** in accordance with the C-ROC prioritization criteria and recommended project list, the VRE Operations Board does hereby recommend the Commissions approve the commitment of \$15 million of FY 2019 C-ROC funding and \$15 million of FY 2021 C-ROC funding for construction of the L'Enfant Station Improvements project.

Approved this 14<sup>th</sup> day of December 2018

  
Maureen Caddigan  
Secretary



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Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9B-12-2018**

**Authorization to Extend the Lease for Office Space at  
127 South Peyton Street Through March 31, 2019**

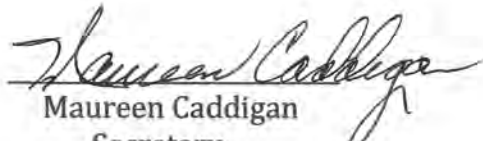
**WHEREAS**, in July 2017, the VRE Operations Board authorized the CEO to execute a lease for office space at 1500 King Street, adjacent to VRE headquarters; and,

**WHEREAS**, VRE took possession of the space at 1500 King Street on May 1, 2018; and,

**WHEREAS**, additional time is needed to accomplish the refurbishment of the newly leased space prior to moving staff from their current office;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an extension of the lease for office space at 127 S. Peyton Street, Suite 210 through March 31, 2019. The three-month extension will cost \$26,244 or \$8,748 per month.

Approved this 14<sup>th</sup> day of December 2018

  
Maureen Caddigan  
Secretary



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Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9C-12-2018**

**Authorization to Extend a License Agreement for the Lease of  
Tower Space for the VHF Radio Communications System**

**WHEREAS**, on February 1, 2009, a five-year license agreement with American Towers, Inc. commenced to utilize space on their cell tower in Fairfax Station, Virginia; and,

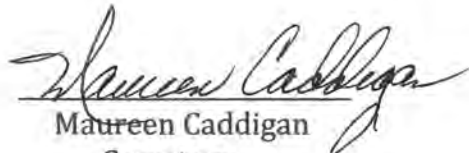
**WHEREAS**, the license agreement was extended for a term of five-years through January 31, 2019; and,

**WHEREAS**, the tower is used as a means of enabling communication through the transmission and receipt of radio frequencies for VRE's VHF two-way radio system; and,

**WHEREAS**, VRE staff is requesting permission to extend the license agreement for five additional years through January 31, 2024;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board authorizes the Chief Executive Officer to extend the license agreement with American Towers, Inc. for a third five-year term at a cost of \$193,503 for this five-year term and a total amount of \$504,424 over the three five-year terms.

Approved this 14<sup>th</sup> day of December 2018

  
Maureen Caddigan  
Secretary



Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9D-12-2018**

**Approval of 2019 VRE Officers**

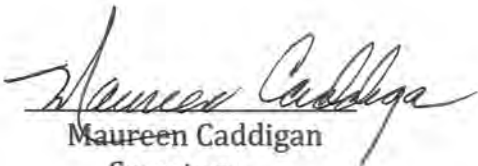
**WHEREAS**, the VRE Bylaws provides for the annual election of Officers to serve as Chairman, Vice Chairman, Secretary and Treasurer; and,

**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 2019 VRE Officers to the Operations Board;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby affirm the election of Katie Cristol as Chairman, Gary Skinner as Vice Chairman, John Cook as Secretary, Jeanine Lawson as Treasurer and Marty Nohe as Immediate Past Chairman, to serve as the 2019 VRE Officers to be installed at the January 18, 2019 Operations Board Meeting.

Approved this 14<sup>th</sup> day of December 2018

  
Maureen Caddigan  
Secretary

  
Marty Nohe  
Chairman