



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

ITEM 6.3
January 16, 2020
PRTC Regular Meeting

VRE Operations Board Meeting

December 20, 2019

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

PRTC Headquarters
14700 Potomac Mills Road
Woodbridge, VA 22192

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from the November 15, 2019 VRE Operations Board Meeting
5. Chairman's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Action Items:
 - A. Approval of the 2020 VRE Officers
 - B. Authorization to Issue a Request for Proposals for Mechanical Engineering Consulting Services
 - C. Authorization to Execute a Contract for an Email and Text Message Communication System



Northern Virginia
Transportation Commission
2300 Wilson Blvd., Suite 230
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

- D. Authorization to Execute a Sole Source Contract for Cab Signal Enclosure Repair Services
 - E. Authorization to Execute Contract Options for the Delivery of Diesel Fuel for VRE Locomotives
 - F. Referral of the Amended FY 2020 and Recommended FY 2021 VRE Operating and Capital Budgets to the Commissions and Localities
- 9. Information Items:
 - A. Spending Authority Report
 - 10. Closed Session
 - 11. Operations Board Member's Time

**The Next VRE Operations Board Meeting
January 17, 2020 - 9:00 am at PRTC**



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

December 20, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
*Elizabeth Bennet-Parker (NVTC)
*Sharon Bulova (NVTC)
*Maureen Caddigan (PRTC)
*John Cook (NVTC)
*Katie Cristol (NVTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Wendy Maurer (PRTC)
*Jennifer Mitchell (DRPT)
*Martin Nohe (PRTC) **
*Pamela Sebesky (PRTC)
*Gary Skinner (PRTC)

Members Absent

Mark Dudenhefer (PRTC)

Alternates Present

Michael McLaughlin (DRPT)

Alternates Absent

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

Jurisdiction

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

Stafford County

Commonwealth of Virginia

City of Alexandria
Prince William County
Prince William County
Prince William County
Stafford County
City of Manassas Park
Arlington County
City of Fredericksburg
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
Monica Backmon – NVTA
Andrea Bailey – Prince William County
Tracy Baynard – McGuire Woods
Paolo Belito – Prince William County
Patrick Blasol – VRE Rider
Alexander Buchanan – VRE
Rick Canazeles - PWC
Matt Cheng – NVTC
Rich Dalton – VRE
Karen Finucan-Clarkson - VRE
Xavier Harmony - DRPT
Chris Henry – VRE
Pierre Holloman – Arlington County
Todd Johnson – First Transit
John Kerins – Keolis
Cindy King – VRE
Uriah Kiser – Potomac News
Mike Lake – Fairfax County
Lezlie Lamb – VRE

Meagan Landis – Prince William County
Steve MacIsaac – VRE Legal Counsel
Betsy Massie – PRTC
Kate Mattice – NVTC
Ellie McCurdy – City of Alexandria
Ryan McManus – Prince William County
Adeel Mysorewala – VRE
Charlotte Nourse - VRE
Kristin Nutter – VRE
Jill Palermo – Prince William Times
Dallas Richards – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Ralph Smith – Prince William County
Alex Sugatan - VRE
Joe Swartz – VRE
David Westoff – Prince William County
Detrius Williams - VRE
Karen Youngbluth – DRPT

Chair Cristol called the meeting to order at 9:08 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

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

Approval of the Minutes of the October 18, 2019 VRE Operations Board Meeting – 4

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

[Mr. Nohe arrived at 9:16 a.m.]

Chair's Comments – 5

- There are a number of VRE Operations Board Members who will not be returning in 2020
 - Sharon Bulova is a founding member; and the longest serving Member
 - Maureen Caddigan – 1996 - 2019
 - John Cook – 2010 - 2019
 - Wendy Maurer – served since 2016 – chaired the Finance Committee
 - Marty Nohe - 2015 - 2019

- Pam Sebesky – is staying on as a VRE Operations Board Alternate
- Ms. Mitchell briefed the Board on the announcement by Governor Northam and CSX on a \$3.7B program to acquire 350 Miles of Railroad Right-of-Way and 225 of track and Virginia will construct 37 miles of new track and will build a new passenger dedicated bridge across the Potomac River.
- Adding regional Amtrak service and adding VRE service to include later trains and weekend service.
- Doubling capacity by 2030.

Acting Chief Executive Officer's Report – 6

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

- Earlier this month, a VRE train ran through two switches as it moved between Union Station and the mid-day storage yard damaging track. The incident delayed VRE, MARC and Amtrak trains. The Engineer and Conductor involved have been removed from service pending the results of an investigation.
- Performance measures for the month of November include 79% on-time performance and 17.5K average daily ridership.
- VRE launched an update to VRE Mobile app. The enhancements include:
 - New ticketing options
 - More payment options
 - Increased security options, including fingerprint authentication or password verification
 - Train status link
- Woodbridge Parking garage was recently power washed, returning the façade to its original color
- VRE met with City of Fredericksburg officials to update them on a project to rehabilitate the Fredericksburg Station.
- Toys for Tots
 - VRE riders were generous this year, filling a 15-foot truck with new, unwrapped toys for children who might otherwise not have a gift on Christmas.
- Annual Santa Trains were held on Saturday, December 14th.
 - VRE ran 13 trains out of five stations, with 14 volunteer Santas and Mrs. Clauses.
 - Marines from Quantico rode the trains, distributing candy canes and collecting gifts for Toys for Tots

Public Comment Time – 7

Chair Cristol opened the floor for public comment time.

Mr. Patrick Blasiol was present to speak to the Operations Board about a matter involving an interaction with a VRE Staff Member. Mr. Dalton indicated VRE is conducting an internal investigation and looking at processes.

Action Items – 8

Approval of the 2020 VRE Officers – 8A

Ms. Bulova moved, with a second by Ms. Caddigan, to approve the following nominees as the 2020 VRE Officers:

Gary Skinner of Spotsylvania as Chairman; Elizabeth Bennett-Parker of the City of Alexandria as Vice-Chairman; Jeanine Lawson of Prince William County as Secretary; and James Walkinshaw of Fairfax County as Treasurer.

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

Authorization to Issue a Request for Proposals for Mechanical Engineering Consulting Services – 8B

Ms. Bulova moved, with a second by Mr. Skinner to authorize the Acting CEO to issue an RFP for Mechanical Engineering Consulting Services.

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

Authorization to Execute a Contract for an Email and Text Message Communications System – 8C

Mr. Kelly moved, with a second by Ms. Bulova, to authorize the Acting CEO to execute a contract with Everbridge, Inc, for an email and Text Message communications system for a base year and four option years.

[Mr. Nohe stepped out of the meeting at 11:02 A.M.]

Mr. Kelly asked for staff to update the Board on the new system's performance review prior to exercising the first option year.

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

[Mr. Nohe returned to the meeting at 11:07 A.M.]

Authorization to Execute a Sole Source Contract for Cab Signal Enclosure Repair Services – 8D

Ms. Bulova moved, with a second by Ms. Caddigan, to authorize the Acting CEO to execute a sole source contract with Siemens Mobility, Inc. for cab signal enclosure repairs for a term of three years. The cab signal system by Siemens is required by CSX Transportation in order to operate on its railroad.

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

Authorization to Exercise Contract Options for the Delivery of Diesel Fuel for VRE Locomotives – 8E

Mr. Skinner moved, with a second by Ms. Maurer, to authorize the Acting CEO to exercise the first option year of the two contracts for the delivery of diesel fuel for VRE locomotives with James River Solutions and Griffith Energy Services. The option year will begin July 1, 2020 and end June 30, 2021.

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

Referral of the Amended FY 2020 and Recommended FY 2021 VRE Operating and Capital Budgets to the Commissions and Localities – 8F

Ms. Maurer moved, with a second by Ms. Bulova, to adopt the amended FY 2020 Operating and Capital Budget and the recommended FY 2021 Operating and Capital Budget, and refer them to the Commissions for their consideration and subsequent referral to the jurisdictions for their formal review and adoptions; 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; and to authorize the Acting CEO to continue discussions with DRPT regarding VRE's contribution to a funding package for the proposed Long Bridge expansion, to include funding from the Commuter Rail Operating and Capital (C-ROC) fund.

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

Information Items – 10

Spending Authority Report – 10A

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

- On November 7, 2019, VRE amended a Sole Source Purchase Order with Siemens Mobility, Inc. to increase the amount from \$24,524 to \$62,730 for cab signal enclosure repairs.
- On November 11, 2019, VRE issued a Task Order in the amount of \$96,222 to STV Incorporated under the General Engineering Consulting Services Contract, to provide design services for Phase 2 of the VRE Suite 202 Office Renovation Project.
- On November 25, 2019, VRE issued a Task Order in the amount of \$70,509 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail Contract for track repairs at the Crossroads Maintenance and Storage Facility.

Closed Session – 11

Ms. Cristol moved, with a second by Mr. Kelly, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) and (29) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one personnel matter involving the performance of an appointee of the Board, and one matter involving the award of a public contract involving the expenditure of public funds and the terms of such contract relating to the recruitment of a chief executive officer for VRE.

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

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

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

Operations Member Time – 11

Mr. Skinner thanked out-going Members for their years of service.

Ms. Sebesky briefed the Board about a proposed name change for the Broad Run VRE Station.

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

Chair Cristol adjourned the meeting, without objection, at 12:30 P.M.

Approved this 17thth day of January 2020

Gary Skinner
Chair

Jeanine Lawson
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the December 20, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
8A-12-2019**

Approval of the 2020 VRE Officers

WHEREAS, the VRE Bylaws provide 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 current Chair appointed a Nominating Committee and that committee has made its recommendation of 2020 VRE Officers to the Operations Board;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby affirm the election of **Gary Skinner** as Chairman, **Elizabeth Bennett-Parker** as Vice Chairman, **Jeanine Lawson** as Secretary and **James Walkinshaw** as Treasurer, to serve as the 2020 VRE Officers to be installed at the January 2020 Operations Board Meeting.

Approved this 20th day of December 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8B-12-2019**

**Authorization to Issue a Request for Proposals for
Mechanical Engineering Consulting Services**

WHEREAS, VRE's requirements for mechanical engineering services include both specific project work and system-wide improvements; and,

WHEREAS, the use of a mechanical engineering consultant has proven to be more time- and cost-effective than numerous, separate procurements; and,

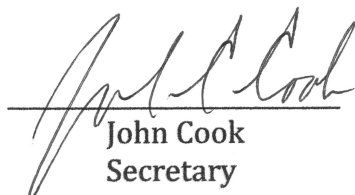
WHEREAS, the current Mechanical Engineering Consulting Services contract will expire in May 2020 and a new competitive solicitation must be initiated; and,

WHEREAS, in accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals;

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

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to issue a Request for Proposals for a Mechanical Engineering Consulting Services.

Approved this 20th day of December 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8C-12-2019**

**Authorization to Execute a Contract for an
Email and Text Message Communication System**

WHEREAS, an advanced mass alert system is needed to send service alerts more quickly and with improved accuracy; and,

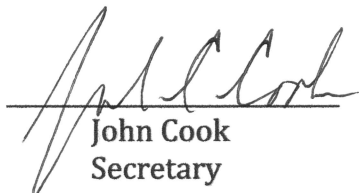
WHEREAS, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals for an Email and Text Message Communication System in July 2019; and,

WHEREAS, it was determined the proposal from Everbridge, Inc. received in response to the RFP was technically compliant and selected to be best value for the project; and,

WHEREAS, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract with Everbridge, Inc. of Burlington, Massachusetts, for an Email and Text Message Communication System in the amount of \$902,115, plus a 10 percent contingency of \$90,212, for a total amount not to exceed \$992,327, for a base year and four option years, with the CEO exercising the option years at his discretion.

Approved this 20th day of December 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8D-12-2019**

**Authorization to Execute a Sole Source
Contract for Cab Signal Enclosure Repair Services**

WHEREAS, VRE's Gallery IV cab cars and MP36 locomotives are equipped with a Cab Signal System; and,

WHEREAS, the Cab Signal System is required by CSX Transportation to operate on its railroad; and,

WHEREAS, the Cab Signal Enclosures on VRE's cab cars and locomotives, which interface with the Cab Signal System, are designed, manufactured and serviced exclusively by the original equipment manufacturer, Siemens Mobility, Inc.; and,

WHEREAS, in accordance with State requirements, and VRE Procurement Policies, a sole source determination has been made, and public notice thereof will be provided, that Siemens Mobility, Inc. is the only vendor able to provide Cab Signal Enclosure repair services;

NOW, THEREFORE, BE IT RESOLVED THAT the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a sole source contract with Siemens Mobility, Inc. of Munhall, Pennsylvania for cab signal enclosure repairs for a term of three years in an amount of \$446,548, plus a 10 percent contingency of \$44,655, for a total amount not to exceed \$491,203.

Approved this 20th day of December 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8E-12-2019**

**Authorization to Exercise Contract Options for the
Delivery of Diesel Fuel for VRE Locomotives**

WHEREAS, in May 2019, the VRE Operations Board authorized the execution of contracts with James River Solutions and Griffith Energy Services for the Delivery of Diesel Fuel for VRE Locomotives, with each contract having one base year with the option to extend for four additional one-year periods; and,

WHEREAS, the base year of each contract will expire on June 30, 2020; and,

WHEREAS, exercising the first option year of each contract now, before the expiration of the base year, will give VRE the ability to enter into fixed price agreements for diesel fuel through the end of FY 2021;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to exercise the first option year of the two contracts for the Delivery of Diesel Fuel for VRE Locomotives; and,

BE IT FURTHER RESOLVED THAT, the contract option with James River Solutions of Ashland, Virginia for the delivery of diesel fuel to the Crossroads Yard is being recommended in the amount of \$2,346,000, plus a 10 percent contingency of \$234,600, for a total amount not to exceed \$2,580,600 for a period of one year; and,

BE IT FURTHER RESOLVED THAT, the contract option with Griffith Energy Services, Inc. of Columbia, Maryland for the delivery of diesel fuel to the Broad Run Yard is being recommended in the amount of \$1,564,000, plus a 10 percent contingency of \$156,400, for a total amount not to exceed \$1,720,400 for a period of one year.

Approved this 20th day of December 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8F-12-2019**

**Referral of the Amended FY 2020 and Recommended FY 2021 VRE
Operating and Capital Budgets to the Commissions and Localities**

WHEREAS, the VRE Master Agreement requires the Commission 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 Acting Chief Executive Officer has provided the VRE Operations Board with the recommended FY 2021 Operating and Capital Budget within the guidelines developed in cooperation with the staff representatives of the local jurisdictions; and,

WHEREAS, the FY 2021 budget recommends no changes to current passenger fares, including the Amtrak Step-Up fare; and,

WHEREAS, the FY 2021 budget recommends a 3% increase in the jurisdictional subsidy contribution over the FY 2020 level, to a total amount of \$18,300,780, with allocation to the individual jurisdictions in accordance with the VRE Master Agreement and utilizing the results of the October 2019 Master Agreement Survey; and,

WHEREAS, VRE staff recommends a budget based on a service level of 32 daily revenue trains and average daily ridership of 18,900 trips; and,

WHEREAS, VRE staff recommends a budget that includes five new full-time positions to support VRE's expanded capital and lifecycle maintenance programs and to ensure continued high-quality customer service;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions adopt the FY 2021 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	\$ 91,387,287
Capital Budget	<u>\$ 72,507,750</u>
Total Operating and Capital	\$163,895,037

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions adopt the amended FY 2020 Operating and Capital Budget in the following amounts; and,

Operating Budget	\$ 90,439,906
Capital Budget	<u>\$ 67,681,751</u>
Total Operating and Capital	\$158,121,657

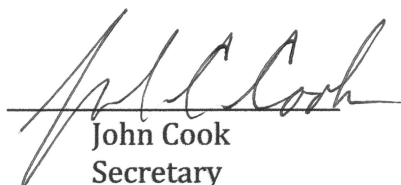
BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer, following the recommendation of the FY 2021 Operating and Capital Budget by the Commissions, to initiate recruitment and hiring activities for the five new VRE employee positions prior to the start of the fiscal year on July 1, 2020; and,

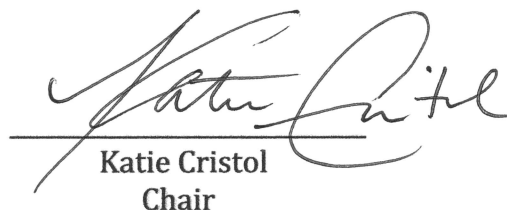
BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY 2020 and FY 2021; 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 2021 state aid grant applications; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to continue discussions with the Department of Rail and Public Transportation and other agencies of the Commonwealth regarding a potential contribution of Commuter Rail Operating and Capital funds to a broader funding package for the proposed Long Bridge expansion project, which may include both direct contributions and the issuance of debt backed by Commuter Rail Operating and Capital funds, and with any formal agreement regarding the commitment of such funds requiring the recommendation of the VRE Operations Board and the approval of the Commissions, and the approval of the individual jurisdictions if any debt is to be issued.

Approved this 20th day of December 2019


John Cook
Secretary


Katie Cristol
Chair