



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

Item 6-B  
July 5, 2018  
PRTC Regular Meeting

# **VRE OPERATIONS BOARD MEETING**

## **June 15, 2018**

**Audit Committee Meeting – 8:30 am**  
**Executive Committee Meeting – 8:45 am**  
**Operations Board Meeting - 9:00 am**  
**Capital Committee Meeting – follows 5 minutes after**  
**Operations Board meeting adjourns**

**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 May 18, 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:



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



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



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

- A. Authorization to Issue an Invitation for Bids for Platform Lighting Installation Services
  - B. Authorization to Issue an Invitation for Bids for Construction of L'Enfant South Storage Track Wayside Power
  - C. Authorization to Issue a Request for Proposals for Variable Messaging System Replacement
9. Action Items:
- A. Authorization to Execute a Contract Amendment for Station Platform LED Lighting Upgrades
  - B. Authorization to Extend the Lease for Office Space at 127 South Peyton Street
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  
July 20, 2018 - 9:00 am at PRTC**



**Virginia Railway  
Express**

Martin E. Nohe  
Chairman

Katie Cristol  
Vice-Chairman

Maureen Caddigan  
Secretary

John C. Cook  
Treasurer

Sharon Bulova  
Mark Dudenhefer  
John D. Jenkins  
Matt Kelly  
Wendy Maurer  
Jennifer Mitchell  
Suhas Naddoni  
Pamela Sebesky  
Gary Skinner  
Paul C. Smedberg

#### Alternates

Ruth Anderson  
Pete Candland  
Jack Cavalier  
Hector Cendejas  
Libby Garvey  
Todd Horsley  
Jeanine Lawson  
Tim Lovain  
Jeff McKay  
Michael McLaughlin  
Cindy Shelton  
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 June 15, 2018

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
Mark Dudenhefer (PRTC)	Stafford County
John D. Jenkins (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
Matt Kelly (PRTC)	City of Fredericksburg
Wendy Maurer (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park
Martin E. Nohe (PRTC)	Prince William County

Alternates Present	Jurisdiction
Jeanine Lawson (PRTC)	Prince William County
Michael McLaughlin	DRPT
Cindy Shelton (PRTC)	Stafford County
Billy Withers (PRTC)	City of Fredericksburg

Alternates Absent	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Hector Cendejas (PRTC)	City of Manassas Park
Todd Horsley	DRPT
Libby Garvey (NVTC)	Arlington County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Paul Trampe (PRTC)	Spotsylvania County
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Khadra Abdul – VRE	John Kerins – Keolis
Doug Allen – VRE	Cindy King – VRE
Monica Backmon – NVTA	Mike Lake – Fairfax County DOT
Nydia Blake – Prince William County	Lezlie Lamb – VRE
Alexander Buchanan – VRE	Bob Leibbrandt – Prince William County
Rich Dalton – VRE	Steve MacIsaac – VRE Legal Counsel
Andrew D’huyvetter – NVTC	Betsy Massie – PRTC
Kip Foster – VRE	Kate Mattice – NVTC
Lucy Gaddis – VRE	Kristen Nutter – VRE
Rhonda Gilchrest – NVTC	Dallas Richards – VRE
Chris Henry – VRE	Bob Schneider – PRTC
Tom Hickey – VRE	Mark Schofield – VRE
Christine Hoeffner – VRE	Alex Sugatan – VRE
Pierre Holloman – Arlington County	Joe Swartz – VRE
Robert Hostelka – VRE	Ciara Williams – DRPT
Todd Johnson – First Transit	

Vice-Chairman Cristol called the meeting to order at 9:02 A.M. Following the Pledge of Allegiance, Roll Call was taken.

### Approval of the Agenda – 3

Ms. Caddigan moved, with a second by Mr. Dudenhefer, to approve the Agenda. The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Dudenhefer, Jenkins, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

### Approval of the Minutes of the May 18, 2018 Operations Board Meeting – 4

Mr. Dudenhefer moved, with a second by Ms. Shelton, to approve the Minutes. The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Dudenhefer, Jenkins, McLaughlin, Sebesky, Shelton and Smedberg. Mr. Skinner and Mr. Withers abstained.

### Vice-Chairman's Comments –5

Vice-Chairman Cristol stated she was asked to chair the meeting since Chairman Nohe was unable to attend. She reported prior to this meeting the Audit Committee met with PB Mares, VRE's audit firm. As part of the initiation on the FY 2018 Financial Audit, PB Mares discussed the audit process, including the just concluded preliminary field work at VRE and final field work scheduled for August. The Audit Committee had the opportunity to give specific direction to the auditors. Vice-Chairman Cristol also announced the Capital Committee is scheduled to meet immediately following this meeting and she encouraged all Board Members to attend.

Vice-Chairman Cristol announced last night the Northern Virginia Transportation Authority (NVTA) approved its Six-Year Plan, which includes \$4 million for final design of the Crystal City Station Improvement Project.

Vice-Chairman Cristol announced Mr. Jenkins and his wife, Ernestine, will receive the Leadership Prince William's (LPW) highest award, the Vision Award, for innovative, strategic or bold leadership having a positive impact on the community. The award will be presented on June 22<sup>nd</sup> at LPW's Evening of Excellence Awards Ceremony. The Board congratulated Mr. Jenkins and his wife on this well-deserved recognition.

### Chief Executive Officer's Report –6

Mr. Allen reviewed recent VRE security and safety initiatives, including partnering with Amtrak to conduct a full-scale emergency simulation in the First Street Tunnel on June 1<sup>st</sup>. He gave a detailed update on Positive Train Control (PTC) implementation and reviewed the four major milestones. VRE and the host railroads are on schedule to have PTC in operation by December 31, 2018. Mechanical operations training has been completed and train operations training should be completed by the end of the June. Back office system integration testing and implementation is on target. Precise tasks and schedules for system integration and interoperability are being nailed down with the host railroads and should be completed by the end of the year.

Mr. Allen stated he plans to attend a Federal Railroad Administration symposium on PTC later today. PTC was also discussed at the APTA Rail Conference earlier this week.

Mr. Allen reported average daily ridership for the month of May was 19,150 with on-time performance (OTP) of 84 percent for the Manassas Line and 80 percent for the Fredericksburg Line. VRE experienced service delays due to weather-related incidents, including heavy rains, high wind and heat restrictions.

Mr. Allen gave an update on several VRE-related events. VRE participated in the annual Manassas Rail Festival on June 2<sup>nd</sup> by providing train rides to Clifton. He thanked the City of Manassas and the Manassas Police Department for their support in providing an extra layer of safety for the public. VRE concluded its last Meet the Management event at the Franconia-Springfield station on June 6<sup>th</sup>. VRE held a public meeting on June 6<sup>th</sup> in Crystal City to share the preliminary concept design for the new Crystal City station and hear public comments. He thanked Ms. Cristol for attending. He explained this is an important project to advance in order to coordinate with the Commonwealth's fourth track project.

[Ms. Bulova arrived at 9:13 A.M.]

Mr. Allen reported VRE staff continues to look for ways to increase capacity to respond to WMATA's anticipated shutdown of Metrorail service during summer 2019.

In response to a question from Mr. Skinner, Mr. Allen gave more details about the importance of Positive Train Control. He stated if a railroad meets all the statutory requirements and requests an extension, FRA will grant an extension. So, there should be no challenges for VRE to receive an extension if it is needed. However, VRE and the host railroads are on track to meet the December 31<sup>st</sup> deadline.

[Ms. Lawson arrived at 9:15 A.M.]

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

There were no rider comments.

#### Consent Agenda – 8

On a motion by Mr. Smedberg and a second by Ms. Bulova, the Operations Board unanimously approved the following Consent Agenda:

- Resolution #8A-06-2018: Authorization to Issue an Invitation for Bids for Platform Lighting Installation Services
- Resolution #8B-06-2018: Authorization to Issue an Invitation for Bids for Construction of L'Enfant South Storage Track Wayside Power
- Resolution #8C-06-2018: Authorization to Issue a Request for Proposals for Variable Messaging System Replacement

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Lawson, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

#### Authorization to Execute a Contract Amendment for Station Platform LED Lighting Upgrades – 9A

Mr. Allen stated the Operations Board is being asked to authorize him to amend the current contract with Capital Tristate Lighting an Supply of Upper Marlboro, Maryland for an additional order for 108 lamps and associated supplies for LED lighting, increasing the contract value in the amount of \$247,457, for a total not to exceed \$604,603. Resolution #9A-06-2018 would accomplish this.

Mr. Allen explained this amendment is for additional lighting supplies necessary to replace and modernize platform and canopy lighting at the Manassas Park and Burke Centre stations.

Mr. Smedberg suggested future written reports include a breakdown of grant and VRE funding under the fiscal impact section.

Ms. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #9A-06-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Lawson, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

#### Authorization to Extend the Lease for Office Space at 127 South Peyton Street – 9B

Mr. Allen stated the Operations Board is being asked to authorize him to execute an extension of the lease for office space at 127 S. Peyton Street, Suite 210, through December 31, 2018. The six-month extension will cost \$52,486.44 or \$8,747.74 per month. Resolution #9B-06-2018 would accomplish this.

Mr. Allen explained the landlord for the King Street space experienced delays in relocating to their new office space, resulting in VRE not taking possession of the space until May 2018. To accomplish the refurbishment and relocation of staff, it is necessary to extend the lease for the Peyton Street space.

In response to a question from Vice-Chairman Cristol, Mr. Henry stated VRE has realized cost savings associated with the landlord's delay in vacating the space. Also, the lease agreement states VRE does not start paying rent until three months after taking possession of the space.

Mr. Smedberg moved, with a second by Ms. Bulova, to approve Resolution #9B-06-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Lawson, McLaughlin, Sebesky, Shelton, Skinner, Smedberg and Withers.

#### Spending Authority Report –10C

The written report includes the following:

- Blanket Purchase Order, issued to Redmon Group, Inc., increased from \$50,000 to an amount not to exceed \$100,000, for website maintenance and integration of new styling and functionalities.
- Task Order for \$59,125 to STV Incorporated under the GEC VII contract to provide surveying and design services for Benchmark Road slope stabilization.

There were no questions or comments.

#### Closed Session – 11

There was no need for a Closed Session.

#### Operations Board Member Time – 12

Mr. Cook commended Vice-Chairman Cristol in beating his record of chairing the shortest meeting, but noted his meeting included passing a budget.

Vice-Chairman Cristol reminded Board Members about the Capital Committee Meeting immediately following this meeting.

#### Adjournment

Without objection, Vice-Chairman Cristol adjourned the meeting at 9:24 A.M.

Approved this 20<sup>th</sup> day of July 2018.

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Martin Nohe  
Chairman

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Maureen Caddigan  
Secretary

#### **CERTIFICATION**

This certification hereby acknowledges the minutes for the June 15, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



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Rhonda Gilchrest

**Virginia Railway Express  
Operations Board**

**Resolution  
8A-06-2018**

**Authorization to Issue an Invitation for Bids for  
Platform Lighting Installation Services**

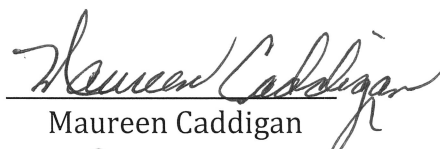
**WHEREAS**, several VRE station platforms and canopies continue to use the original as-built lamp fixtures; and,

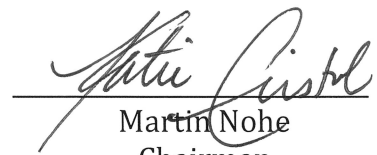
**WHEREAS**, VRE is pursuing a state of good repair program to replace lighting to support passenger safety and security efforts; and,

**WHEREAS**, it has been determined the most effective means of procuring services for this project is a stand-alone contract;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Platform Lighting Installation Services.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

 For  
Martin Nohe  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
8B-06-2018**

**Authorization to Issue an Invitation for Bids for  
Construction of L'Enfant South Storage Track Wayside Power**

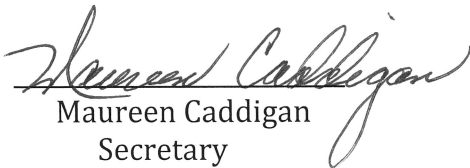
**WHEREAS**, VRE has converted a CSX temporary track into a permanent storage track south of L'Enfant station; and,

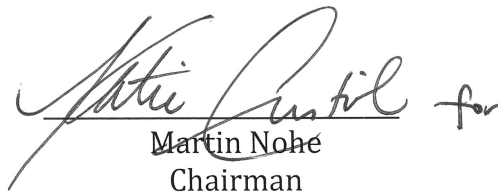
**WHEREAS**, having wayside power available at the storage track will permit VRE to shut down the locomotives during layovers, saving fuel and reducing air quality impacts; and,

**WHEREAS**, design for wayside power appliances was recently completed and VRE is ready to move forward with construction;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for L'Enfant South Wayside Power Construction.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

  
Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
8C-06-2018**

**Authorization to Issue a Request for Proposals for  
Variable Messaging System Replacement**

**WHEREAS**, VRE must replace the current Variable Messaging System, which is over ten years old and has outlived its useful life; and,

**WHEREAS**, VRE passengers need access to enhanced multimodal traveler information; and,

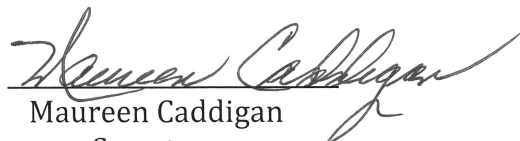
**WHEREAS**, the Americans with Disabilities Act requires the VRE provide equal opportunity and access for persons with visual impairments and other disabilities; and,

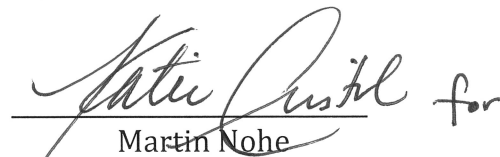
**WHEREAS**, the Variable Messaging System has outlived its useful life and is not capable of providing enhanced multimodal traveler information;

**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 is asked to authorize the Chief Executive Officer to issue a Request for Proposals for a Variable Messaging System replacement.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

 for  
Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-06-2018**

**Authorization to Execute a Contract Amendment for  
Station Platform LED Lighting Upgrades**

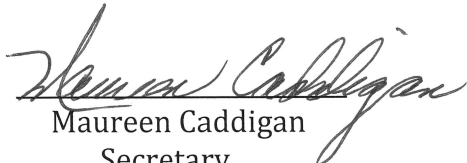
**WHEREAS**, the VRE Operations Board approved the current contract for station platform LED lighting upgrades with Capital Tristate of Upper Marlboro, MD (VRE 016-018) on June 17, 2016; and,

**WHEREAS**, VRE has begun planning for lighting upgrades at the four remaining VRE stations equipped with legacy lighting not meeting VRE's current standards; and,

**WHEREAS**, amending the contract will allow VRE to exercise an option available in the contract to purchase additional platform lighting for two of those four stations;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current contract with Capital Tristate of Upper Marlboro, MD, for an additional order of 108 lamps and associated supplies for LED lighting, increasing the contract value in the amount of \$247,457, for a total not to exceed \$604,603.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

  
Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9B-06-2018**

**Authorization to Extend the Lease for  
Office Space at 127 South Peyton Street**

**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,

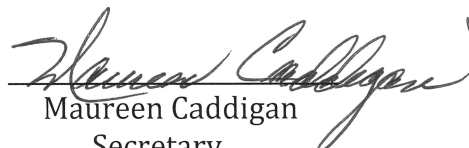
**WHEREAS**, the space was projected to become available in February 2018, allowing time for refurbishment prior to the expiration of the lease at 127 South Peyton Street on June 30, 2018; and,

**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 December 31, 2018. The six-month extension will cost \$52,486.44 or \$8,747.74 per month.

Approved this 15<sup>th</sup> day of June 2018

  
Maureen Caddigan  
Secretary

  
Martin Nohe  
Chairman