



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

June 21, 2019

Executive Committee Meeting – 8:30 am

Audit Committee Meeting – 8:45 am

Operations Board Meeting - 9:00 am

**CEO Evaluation Committee Meeting following the Operations
Board Meeting**

**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 17, 2019 VRE Operations Board Meeting
5. Chair's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Action 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. Recommend Authorization to Amend PRTC/VRE's Public Procurement Policy and Procedures
 - B. Resolution of Support for Prince William County's FY 2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project
- 9. Information Items:
 - A. Spending Authority Report
- 10. Closed Session
- 11. Operations Board Member's Time

**The Next VRE Operations Board Meeting
July 19, 2019 - 9:00 am at PRTC**



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
June 21, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

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

Jurisdiction

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

Members Absent

Maureen Caddigan (PRTC)
Mark Dudenhefer (PRTC)
Jennifer Mitchell (DRPT)

Prince William County
Stafford County
Commonwealth of Virginia

Alternates Present

*Victor Angry (PRTC)
*Todd Horsley (DRPT)
*Cindy Shelton (PRTC)

Prince William County
Commonwealth of Virginia
Stafford County

Alternates Absent

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

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

Doug Allen – VRE
Monica Backmon – NVT
Paolo Belito – Prince William County
Rich Dalton – VRE
Allan Fye - NVTC
Randy Goruk - Consultant
Chris Henry – VRE
Christine Hoeffner – VRE
Todd Johnson – First Transit
Mike Lake – Fairfax County

Lezlie Lamb – VRE
Bob Leibbrandt – Prince William County
Steve MacIsaac – VRE Legal Counsel
Jim Maslanka – City of Alexandria
Ryan McManus – Prince William County
Becky Merriner – PRTC
Kristin Nutter – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Joe Swartz – VRE

Chair Cristol called the meeting to order at 9:05 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 Angry, Banks, Bulova, Cook, Cristol, Horsley, Kelly, Maurer, Sebesky, Shelton and Skinner.

Approval of the Minutes of the May 17, 2019 VRE Operations Board Meeting – 4

Ms. Bulova moved, with a second by Ms. Maurer, to approve the minutes from May 17, 2019. The vote in favor was cast by Members Angry, Banks, Bulova, Cook, Cristol, Kelly, Lawson, Maurer, Sebesky, and Skinner, with abstentions by Mr. Angry, Mr. Horsley and Ms. Shelton.

Vice Chair's Comments – 5

- Chair Cristol announced the Commonwealth Transportation Board approved DRPT's FY20-25 Six-Year Improvement Plan.
- The Auditors met with the Audit Committee to receive any direction for the upcoming Financial Audit.
- The CEO Evaluation Committee will meet after the Operations Board meeting adjourns.
- The Legislative Committee will meet after the July Operations Board meeting.
- Chair Cristol introduced and welcomed Supervisor Victor Angry from Prince William County.
- Chair Cristol briefed the Operations Board on progress to develop a plan for virtual public comments.

[Nohe and Ms. Lawson arrived at 9:11 am]

Chief Executive Officer's Report – 6

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

- VRE Staff member Charlotte Nourse was promoted to Safety and Security Administrator. She'll be working to support internal safety and security programs as well as community safety initiatives and regulatory compliance.
- The FTA issued a NEPA determination for the New York Avenue Midday Storage Yard project.
- Average Daily Ridership in May was 18,656 and overall On-Time Performance was 56%.

[Ms. Bennett-Parker arrived at 9:13 am]

- Mr. Dalton briefed the Operations Board on PTC Implementation progress, Metro shutdown ridership impact and developments in On-Time Performance.
 - PTC-related delays are now a small percentage of overall delays.
 - OTP has been improving, however a major weather event caused serious delays at the end of May.
 - Heat restrictions and rail network congestion have been the major cause of delays.
- VRE is seeing an increase in Ridership from the shutdown of 6 Metrorail stations south of Reagan National Airport.
- Mark Schofield reported paper ticket sales (all zone combos) from the TVMs at Franconia-Springfield, Alexandria, and Crystal City approximately doubled (from \$40,000 to \$85,000)
- Mobile ticket sales for zones 1-2, 1-3, and 2-3 increased about 5x (from \$50,000 to \$250,000) and the number of tickets sold increased more than 7x.
- Period of comparison is May 27-June 19, 2019, versus same period last year.
- Amtrak Step-Up sales for the same period increased 45%.

Public Comment Time – 7

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

Action Items – 8

Recommend Authorization to Amend PRTC/VRE's Public Procurement Policy and Procedures – 8A

Ms. Lawson moved, with a second by Ms. Maurer, to recommend the Commissions authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures to a) increase the current threshold for micro-purchases to \$10,000 for all purchases and b) change the level of competition for small purchases, effective July 1, 2019.

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

Resolution of Support for Prince William County's FY2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project– 8B

Ms. Lawson moved, with a second by Ms. Maurer, to support and endorse Prince William County's FY2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project.

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

Information Items – 9

Spending Authority Report – 9A

In May 2019, the following purchases greater than \$50,000 but less than \$100,000 were made:

- On May 9, 2019, VRE issued a Purchase Order in the amount of \$61,366 to Pasco Battery Warehouse for new Head End Power (HEP) and Prime Mover starters for VRE locomotives.

Closed Session – 11

There was no closed session.

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

Chair Cristol adjourned the meeting, without objection, at 9:42 A.M.

Approved this 19^h day of July 2019

Katie Cristol
Chair

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the June 21, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
8A-06-2019**

**Recommend Authorization to Amend PRTC/VRE's
Public Procurement Policy and Procedures**

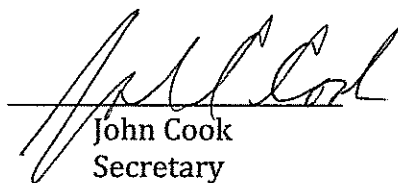
WHEREAS, the acquisition of goods and services below the micro-purchase threshold may be accomplished without competitive quotes; and,

WHEREAS, the current threshold for micro-purchases is \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases; and,

WHEREAS, VRE staff seeks to amend the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for all micro-purchases to \$10,000 in accordance with the U.S. Office of Management and Budget memorandum OM-18-18, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance," issued June 2018;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for micro-purchases from \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases to \$10,000 for all purchases and update the level of competition for small purchases, effective July 1, 2019 as shown in Attachment A.

Approved this 21st day of June 2019


John Cook
Secretary


Katie Cristol
Chair

Attachment A to Resolution 8A-06-2019

Levels of Competition for Small Purchases

Degree of Required Competition

| Anticipated Expenditure | Degree of Competition Required |
|--|--|
| Micro: Up to \$10,000 | 1 Documented Quote; Exempt from Competition |
| Small: \$10,001 to \$30,000 | At Least 2 Verbal Quotes Sought and Documented |
| Small: \$30,001 to \$100,000 (Goods & Non-Professional Services) | At Least 4 Written Quotes Sought and Documented |
| Small: \$30,001 to \$80,000 (Professional Services) | At Least 4 Written Quotes Sought and Documented |
| Greater Than \$80,000 (Professional Services) * | Competitive Negotiation Required; Request for Proposals |
| Greater Than \$100,000 (Non-Professional Services and Goods) * | Competitive Sealed Bidding (or Competitive Negotiation if permissible and warranted) |

**Reflects the current threshold established by the Virginia Public Procurement Act.*

**Virginia Railway Express
Operations Board**

**Resolution
8B-06-2019**

**Resolution of Support for Prince William County's FY 2019
BUILD Transportation Grant Application for the
Broad Run Commuter Lot Project**

WHEREAS, the proposed Broad Run Commuter Lot will consist of a surface parking lot with 600 spaces on Residency Road, just off the Virginia Route 28 corridor and north of the existing VRE Broad Run Station and the Norfolk Southern Railway railroad tracks, and is key to expanding both the station and Maintenance and Storage Facility complex at the western end of the VRE Manassas Line; and,

WHEREAS, the U.S. Department of Transportation issued a Notice of Funding Opportunity for the Better Utilizing Investments to Leverage Development Transportation Discretionary Grants program on April 23, 2019 to solicit applications for competitive grants for projects demonstrating a significant local or regional impact; and,

WHEREAS, Prince William County is developing a Better Utilizing Investments to Leverage Development program grant application for the construction of a commuter parking lot north of the NS tracks to supplement currently committed Broad Run Station and Maintenance and Storage Facility project funding;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby support and endorse the application by Prince William County to the FY2019 Better Utilizing Investments to Leverage Development Transportation Grants program for the Broad Run Commuter Lot Project.

Approved this 21st day of June 2019


John Cook
Secretary


Katie Cristol
Chair