

ITEM 7
March 7, 2019
PRTC Regular Meeting

Virginia Railway Express Chief Executive Officer's Time

- A. INFO Chief Executive Officer's Report – January 2019**
- B. INFO Agenda, Minutes, and Adopted Resolutions of the January 18, 2019 VRE Operations Board Meeting**
- C. INFO Spending Authority Report**

CEO REPORT

FEBRUARY 2019



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 | FEBRUARY 2019

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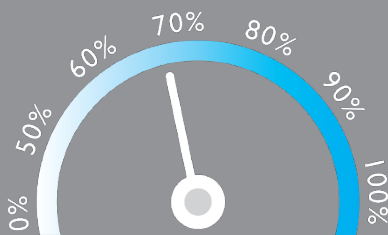
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

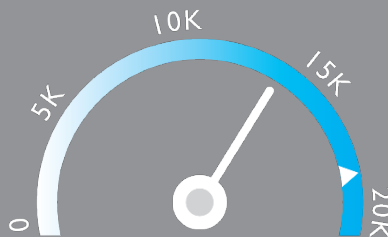


SUCCESS AT A GLANCE



**PARKING
UTILIZATION**

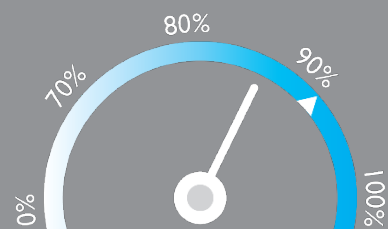
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



**AVERAGE DAILY
RIDERSHIP**

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

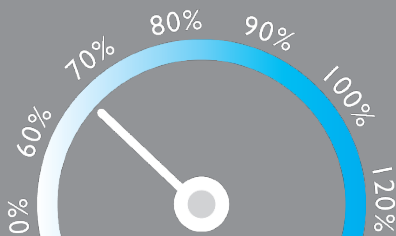
▲ Same month, previous year.



**ON-TIME
PERFORMANCE**

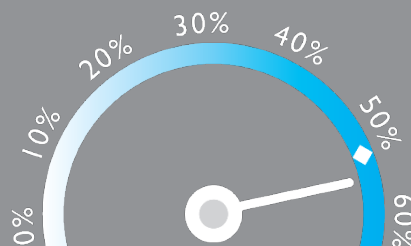
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ 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.

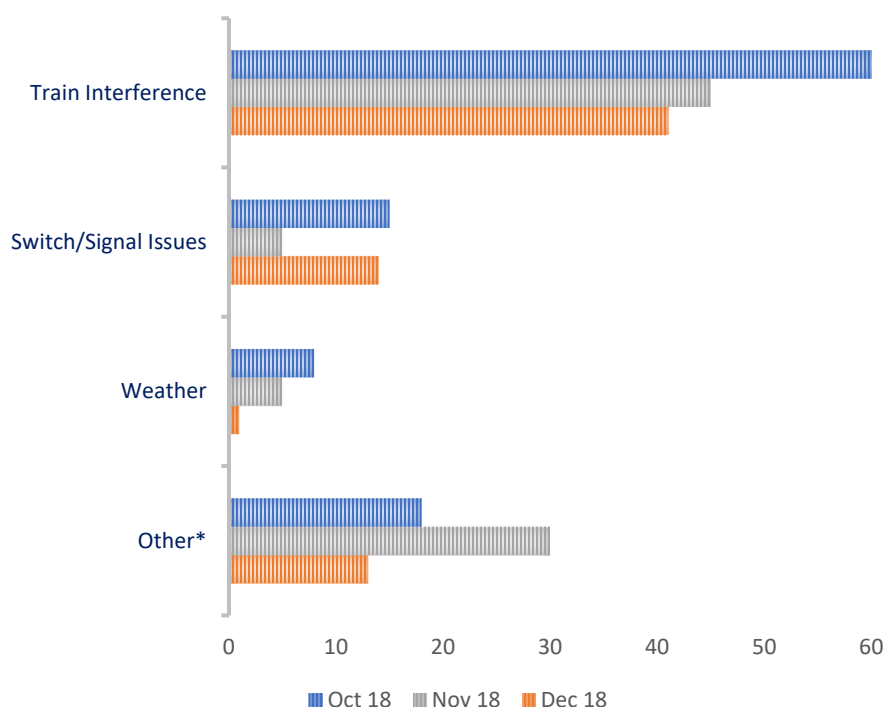
DECEMBER 2018

ON-TIME PERFORMANCE

OUR RECORD

| | December 2018 | November 2018 | December 2017 |
|---------------------|---------------|---------------|---------------|
| Manassas Line | 88% | 82% | 93% |
| Fredericksburg Line | 86% | 91% | 90% |
| System Wide | 87% | 86% | 92% |

PRIMARY REASON FOR DELAY



VRE operated 543 trains in December.

Our on-time rate for December was 87%.

Sixty-nine of the trains arrived more than five minutes late to their final destinations. Thirty-two of those late trains were on the Manassas Line (88%), and thirty-seven of those late trains were on the Fredericksburg Line (86%).

Train Interference continues to be the largest contributor to delays and was the primary reason for not making our goal in the month of December. While the actual number of delays was lower than in the previous two months, when accounting for the lower number of trips overall in the month due to six "S" Schedule days, we come up just short of the OTP goal of 90%.

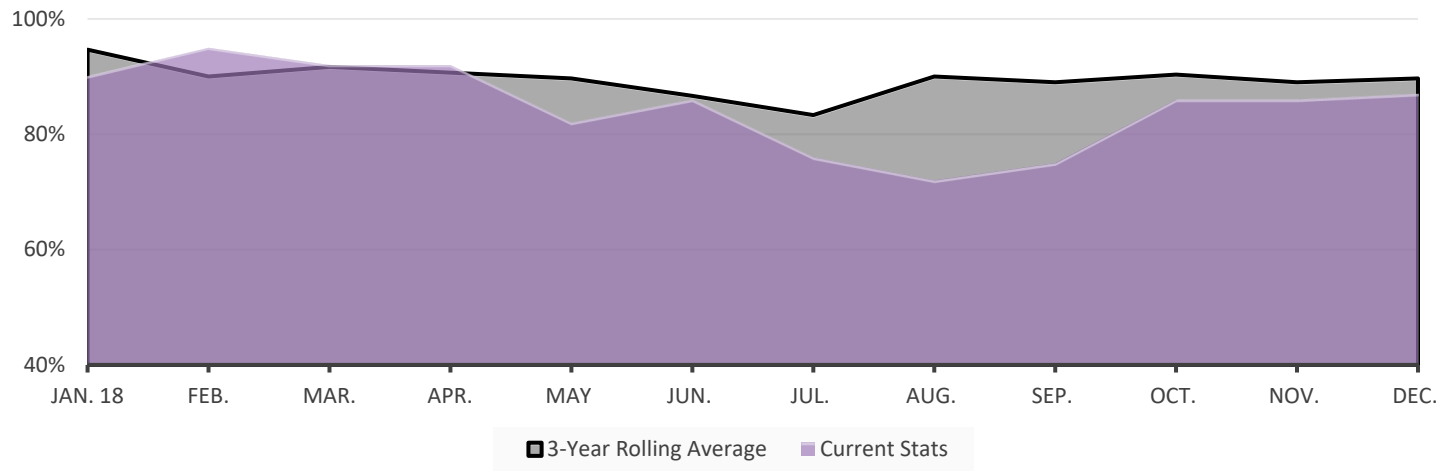
*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

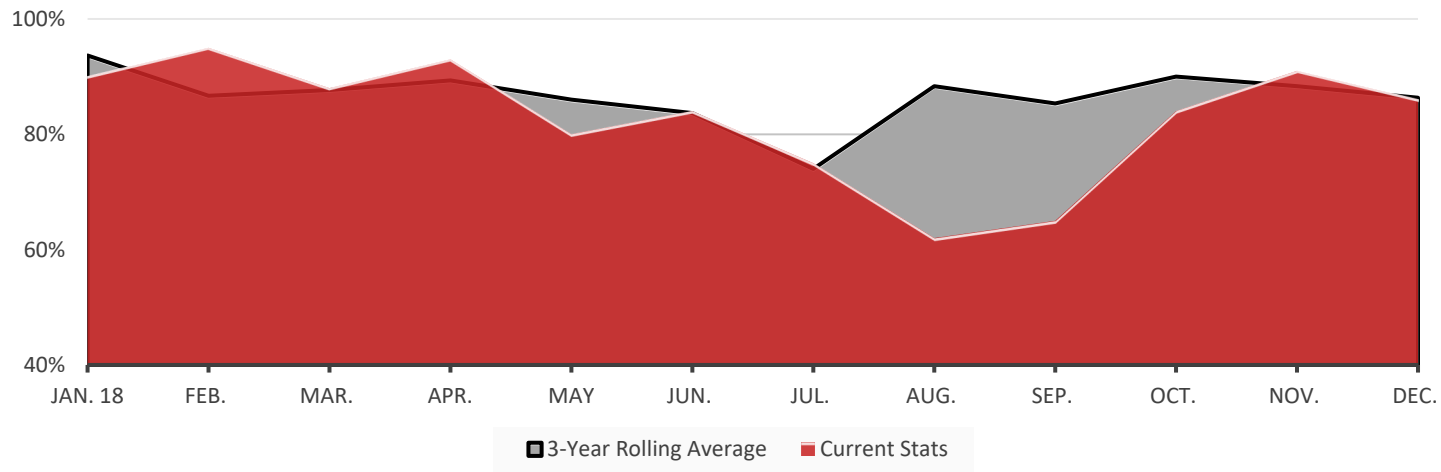
| | System Wide | | | Fredericksburg Line | | | Manassas Line | | |
|------------------------------------|-------------|------|------|---------------------|------|------|---------------|------|------|
| | Oct. | Nov. | Dec. | Oct. | Nov. | Dec. | Oct. | Nov. | Dec. |
| Total late trains | 102 | 85 | 69 | 55 | 28 | 37 | 47 | 57 | 32 |
| Average minutes late | 20 | 13 | 14 | 27 | 11 | 15 | 13 | 14 | 14 |
| Number over 30 minutes | 22 | 4 | 5 | 18 | 0 | 3 | 4 | 4 | 2 |
| Heat restriction days / total days | 0/22 | 0/20 | 0/20 | | | | | | |

ON-TIME PERFORMANCE

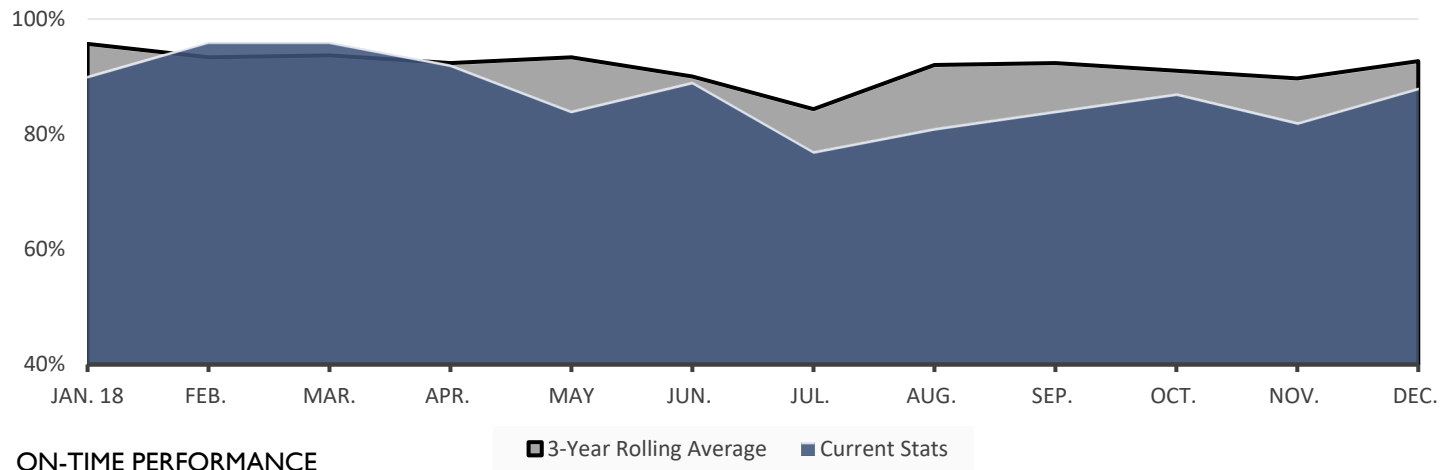
VRE SYSTEM



FREDERICKSBURG LINE

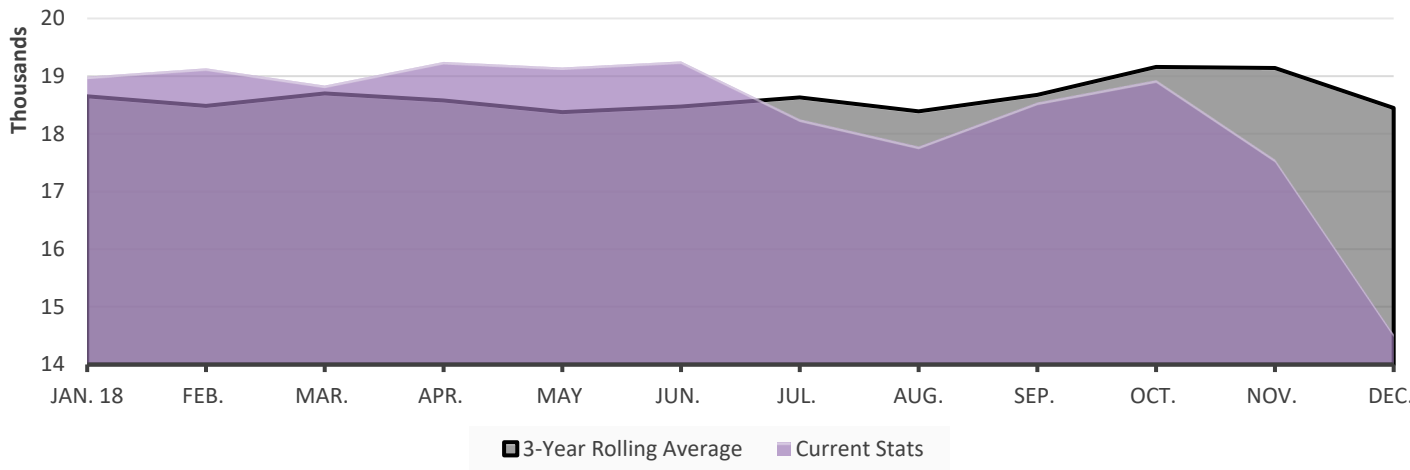


MANASSAS LINE

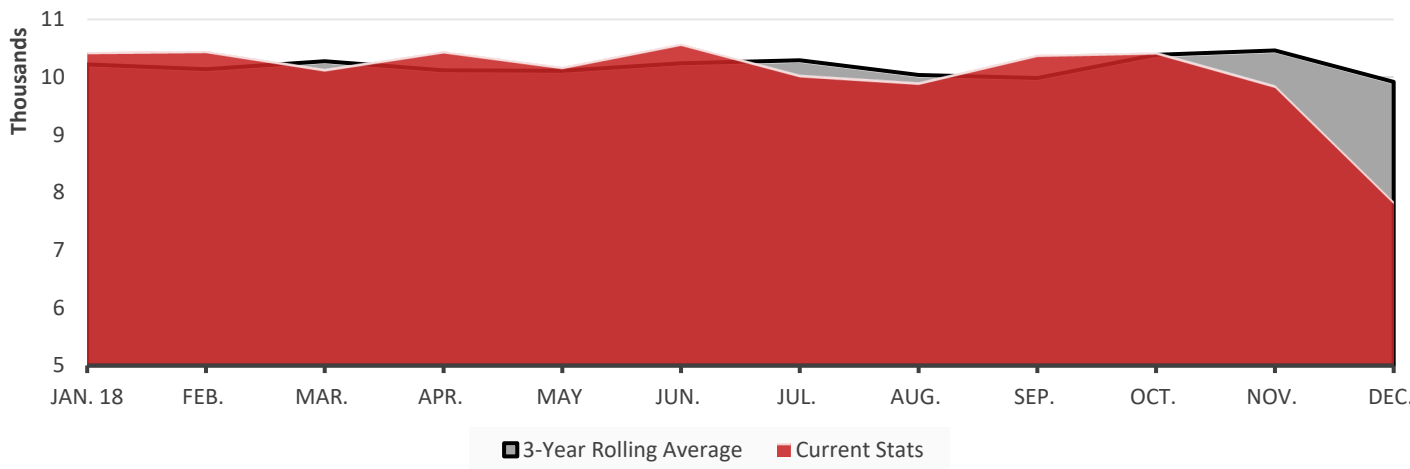


AVERAGE DAILY RIDERSHIP

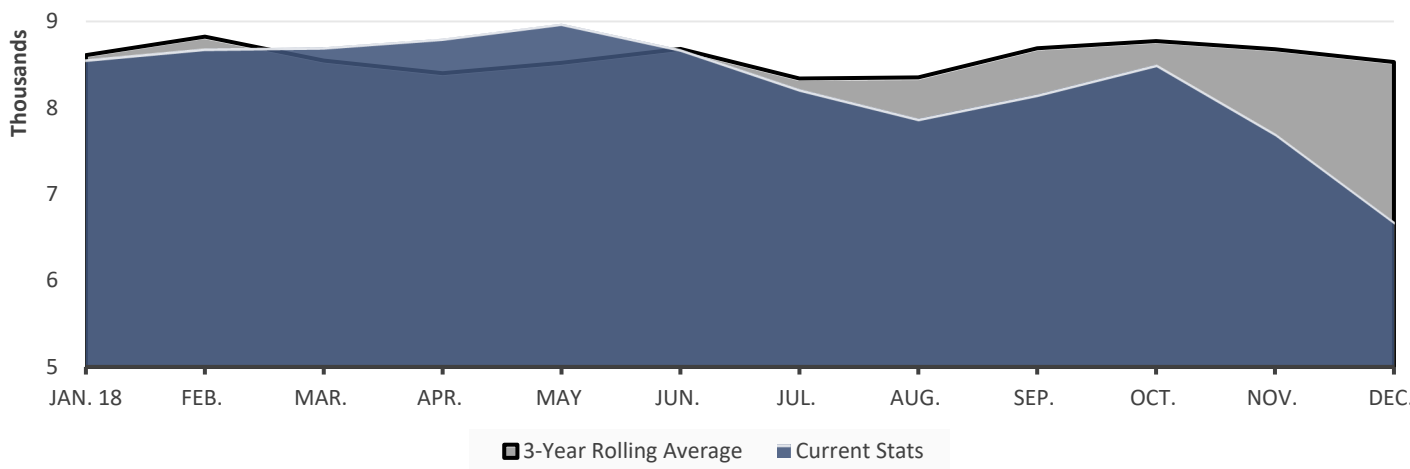
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE

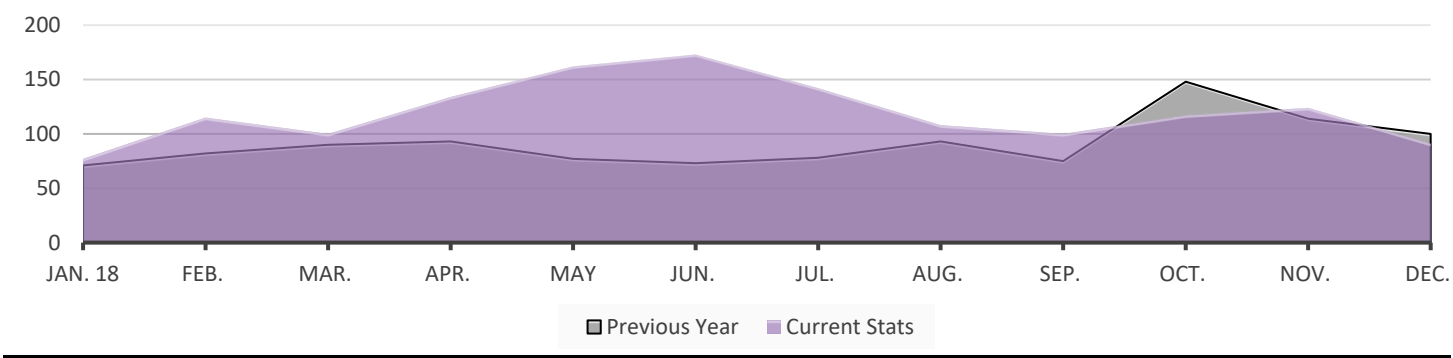


Average daily ridership (ADR) in December was approximately 14,500.

| | December 2018 | November 2018 | December 2017 |
|-------------------------|---------------|---------------|---------------|
| Monthly Ridership | 290,480 | 351,049 | 333,071 |
| Average Daily Ridership | 14,524 | 17,552 | 18,689 |
| Full Service Days | 14 | 20 | 16 |
| "S" Service Days | 6 | 1 | 4 |

SUMMONSES ISSUED

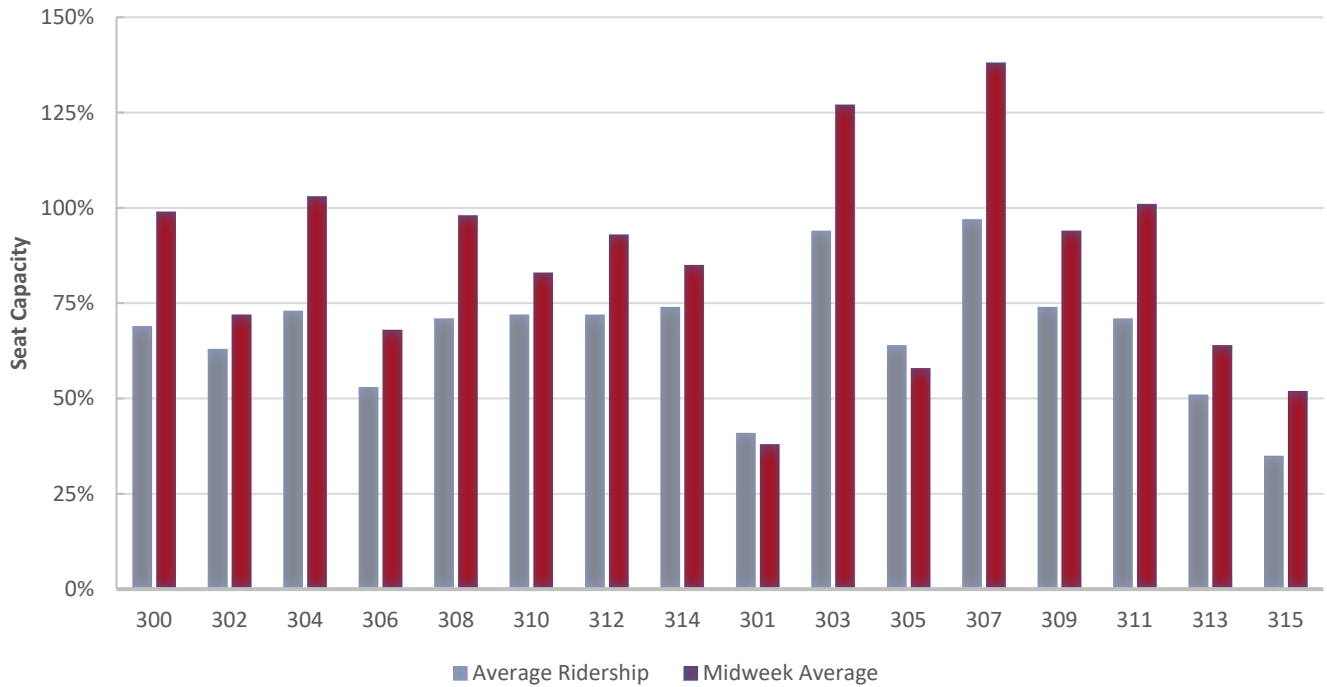
VRE SYSTEM



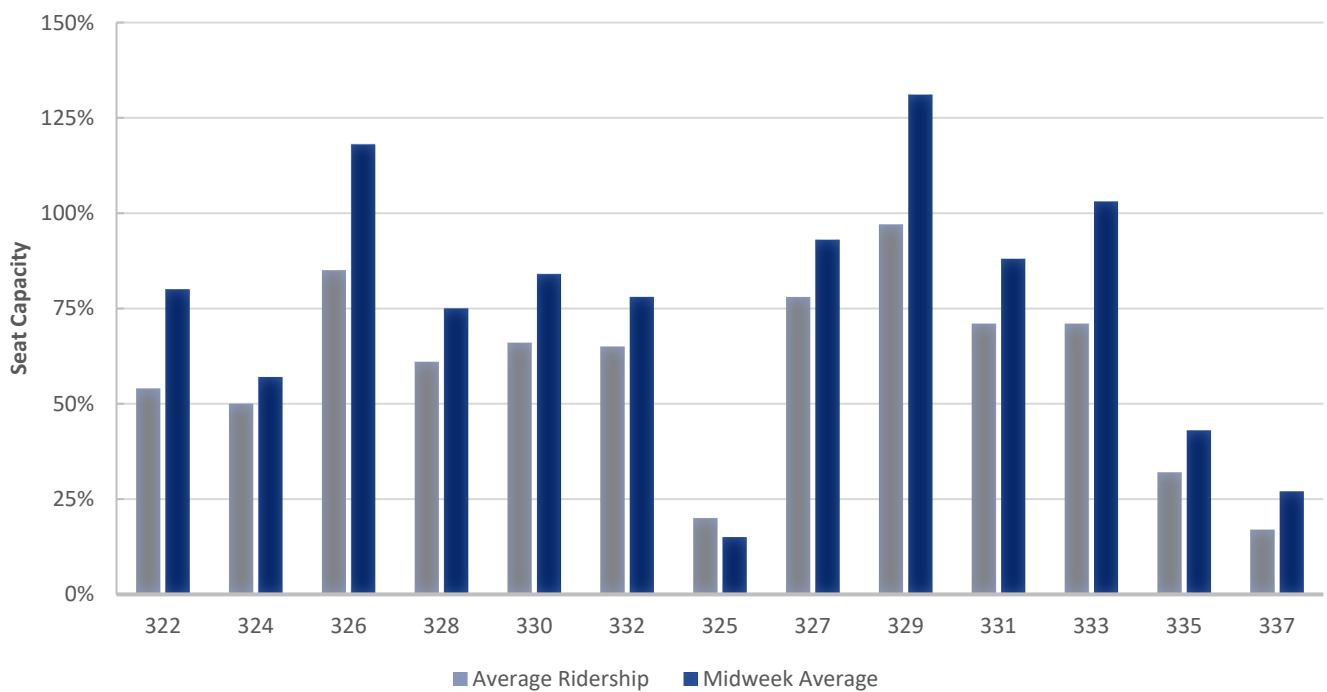
Note: No court in December.

TRAIN UTILIZATION

FREDERICKSBURG LINE

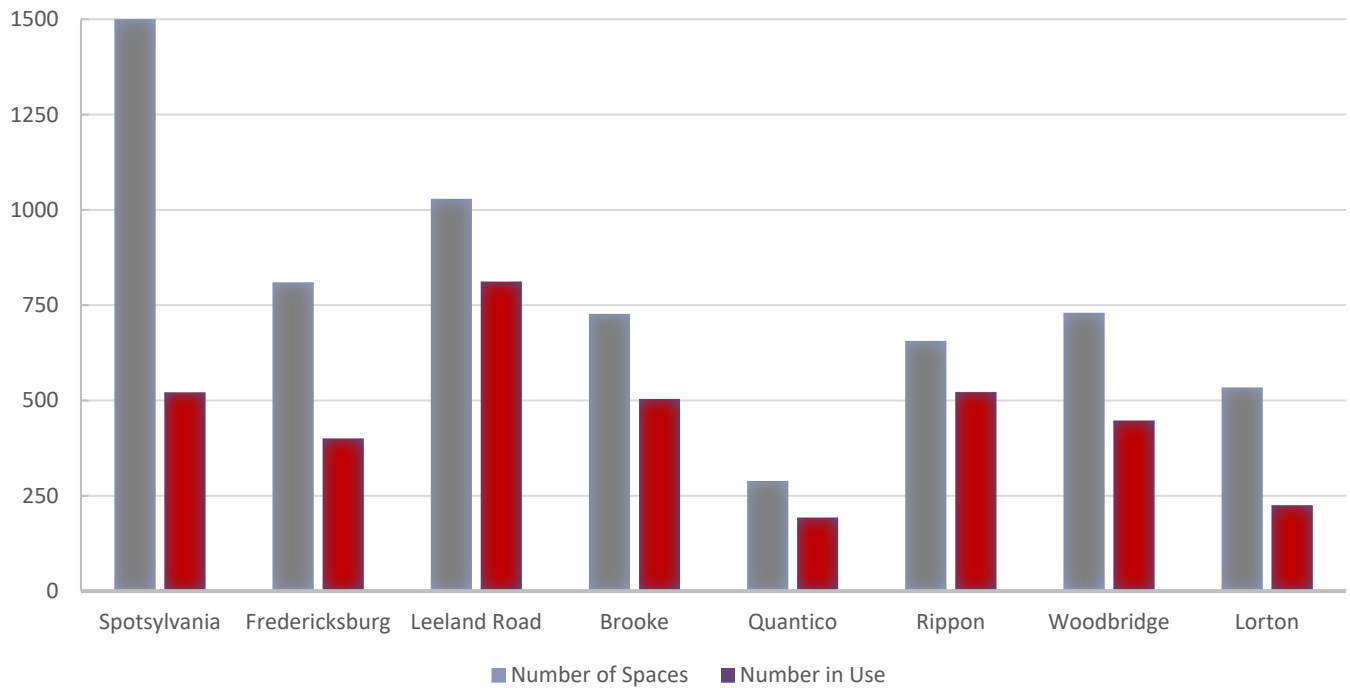


MANASSAS LINE

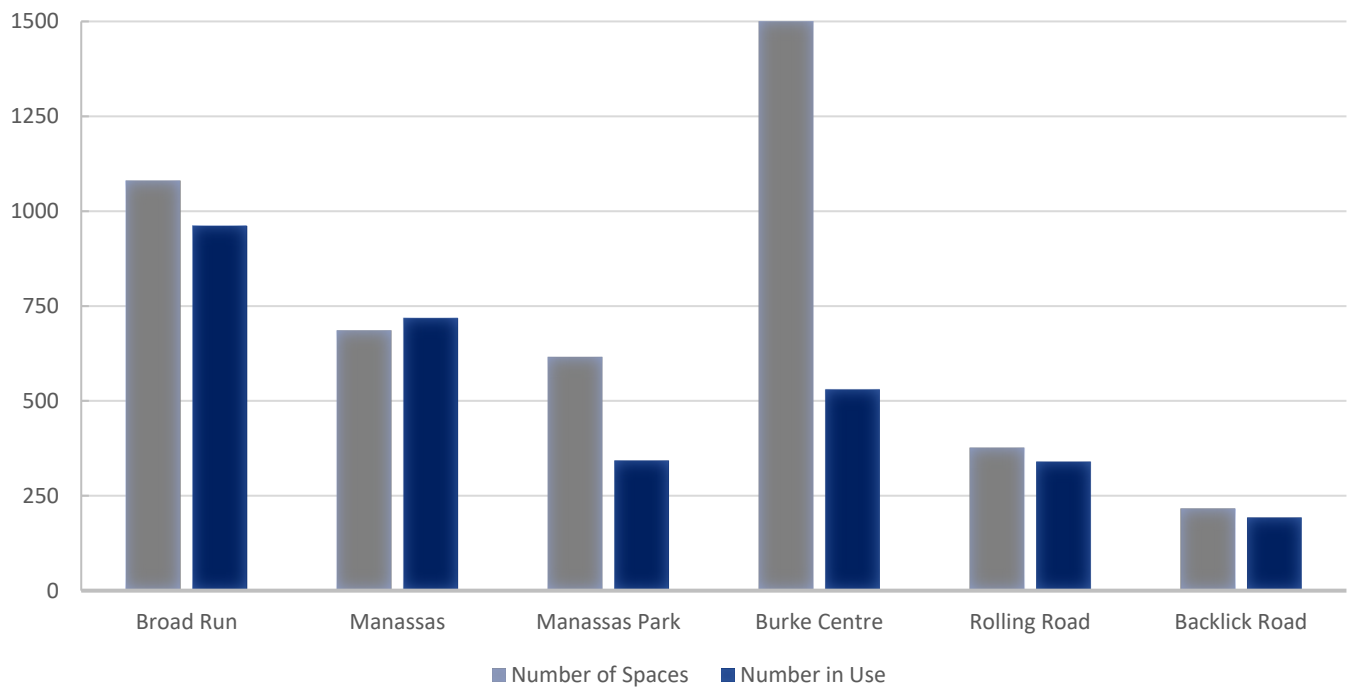


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first half of FY 2019 is approximately \$169,000 below budget (an unfavorable variance of -0.8%) and is 0.5% below the same period in FY 2018.

The operating ratio through December is 54%, which is above VRE's budgeted operating ratio of 52% for the full twelve months of FY 2019. VRE is required to budget a minimum operating ratio of 50%.

A summary of the FY 2019 financial results through December follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

| FY 2019 Operating Budget Report Month Ended December 31, 2018 | | | | | | | |
|------------------------------------------------------------------|---------------------|---------------------|-------------------|-------------------|--------------------|-------------------|----------------------|
| | CURR. MO. ACTUAL | CURR. MO. BUDGET | YTD ACTUAL | YTD BUDGET | YTD \$ VARIANCE | YTD % VARIANCE | TOTAL FY19 BUDGET |
| Operating Revenue | | | | | | | |
| Passenger Ticket Revenue | 3,292,821 | 3,392,000 | 21,031,179 | 21,200,000 | (168,821) | -0.8% | 42,400,000 |
| Other Operating Revenue | 600 | 18,000 | 170,149 | 112,500 | 57,649 | 51.2% | 225,000 |
| Subtotal Operating Revenue | 3,293,421 | 3,410,000 | 21,201,328 | 21,312,500 | (111,172) | -0.5% | 42,625,000 |
| Jurisdictional Subsidy (I) | - | - | 9,119,260 | 9,062,209 | 57,051 | 0.6% | 13,116,039 |
| Federal/State/Other Jurisdictional Subsidy | 2,558,382 | 2,526,431 | 15,492,250 | 15,503,325 | (11,075) | -0.1% | 31,388,025 |
| Appropriation from Reserve/Other Income | - | 79,200 | - | 495,000 | (495,000) | 0.0% | 990,000 |
| Interest Income | 119,960 | 16,000 | 589,864 | 100,000 | 489,864 | 489.9% | 200,000 |
| Total Operating Revenue | 5,971,763 | 6,031,631 | 46,402,702 | 46,473,034 | (70,332) | -0.2% | 88,319,064 |
| Operating Expenses | | | | | | | |
| Departmental Operating Expenses | 5,714,352 | 6,223,156 | 39,027,861 | 42,290,325 | 3,262,463 | 7.7% | 82,050,714 |
| Debt Service | 510,363 | 309,794 | 3,062,113 | 3,061,639 | (474) | 0.0% | 6,222,350 |
| Other Non-Departmental Expenses | 12 | 3,680 | 11,749 | 23,000 | 11,251 | 0.0% | 46,000 |
| Total Operating Expenses | 6,224,728 | 6,536,630 | 42,101,723 | 45,374,964 | 3,273,241 | 7.2% | 88,319,064 |
| Net income (loss) from Operations | (252,965) | (504,999) | 4,300,979 | 1,098,070 | 3,202,909 | | - |
| Operating Ratio | | | 54% | 50% | Budgeted | 52% | Goal |
| | | | | | | 50% | |

(I) Total jurisdictional subsidy is \$17,767,748. Portion shown as budgeted is attributed to Operating Fund only.

NVTC QUARTERLY C-ROC REPORT

Background

As part of the agreement between NVTC and PRTC for the distribution and allocation of the Commuter Rail Operating and Capital (C-ROC) Fund, NVTC must provide a quarterly report about the funds in the C-ROC Fund, including disbursements received, amounts expended and the purpose of the expenditures, and investment and interest earnings.

Dedicated funding for VRE through the C-ROC began on July 1, 2018. Under current legislation, the C-ROC Fund receives \$15 million annually (\$1.25 million monthly) from gasoline taxes collected in the NVTC and PRTC regions. C-ROC funds are received from the Department of Motor Vehicles (DMV) and are held by NVTC in a separate Local Government Investment Pool (LGIP) account, in accordance with §33.2-1525.A of the Code of Virginia. As part of the VRE budget process, the Operations Board and Commissions must approve the list of projects that are to be funded in whole or in part by the C-ROC Fund.

C-ROC Fund as of December 31, 2018

A summary of the C-ROC Fund is presented in the table below. Due to lags in the determination of total gasoline tax revenue by DMV and the transfer of funds from DMV to NVTC, total C-ROC funds received through December are less than total funds earned. Funds for July 2018 were received in October and funds for August and September were received in November.

C-ROC Fund as of 12/31/2018

| Period | Funds Earned | Funds Received | Interest Earned | Expenditures | C-ROC Account Balance (LGIP) |
|------------------------------------------|--------------------|--------------------|-----------------|--------------|------------------------------|
| FY 2019 (Jul-Dec) | \$7,500,000 | \$3,750,000 | \$14,627 | \$0 | |
| Life to Date (sum of all periods) | \$7,500,000 | \$3,750,000 | \$14,627 | \$0 | \$3,764,627 |

As part of the adoption of the FY 2019 Amended and FY 2020 Approved budgets in December 2018, the VRE Operations Board approved the commitment of a total of \$45 million in current and future C-ROC funds to key capital projects – \$30 million for the L’Enfant Station and Fourth Track project and \$15 million for the Crystal City Station project. The Commissions subsequently gave their approval to this project list in January 2019. This commitment reflects three years of expected C-ROC funding (FY 2019 through FY 2021), and expenditures will be reflected above when construction commences on these projects.

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Repairs to wind-damaged right-of-way fence along access road at Franconia-Springfield Station
2. Replacement of station posters throughout VRE system

Projects scheduled to be completed this quarter:

1. Replacement of tactile warning strip at L'Enfant Station
2. Repairs to platform concrete at L'Enfant Station
3. Repairs to fascia and soffit at Woodbridge Station east building
4. Replacement of gutters and downspouts at Rippon Station
5. Repairs to platform concrete at Manassas Station
6. Installation of automated parking count system at stations with parking lots

Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station
2. Development of IFB for painting of Franconia-Springfield Station, pending Operations Board authorization to issue solicitation
3. Replacement of signage at additional stations (locations TBD)
4. Development of IFB for pavement repairs and striping at Rippon and Leeland Road Stations and Fredericksburg Lot G, pending Operations Board authorization to issue solicitation

Ongoing projects:

1. Renovations to Alexandria Headquarters Suite 201
2. Development of specifications for modernization of east elevator at Woodbridge Station
3. Development of IFB for canopy roof replacement at Backlick Road Station
4. Replacement of parking lot entrance signs at various stations
5. Replacement of waste and recycling receptacles at various stations



Franconia-Springfield Station Right-of-Way Fence - Before



Franconia-Springfield Station Right-of-Way Fence - After

UPCOMING PROCUREMENTS

- 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 Road Station
- Modernization of VRE Woodbridge Station East Elevator
- Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Construction of Benchmark Road Slope Stabilization
- Construction of Rolling Road Platform Extension
- Purchase of LED Light Fixtures
- Construction of L'Enfant South Storage Track Wayside Power
- Variable Messaging System Replacement
- Tactile Strip Replacements
- Banking Services
- Delivery of Diesel Fuel for VRE Locomotives

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects:

Completed projects or major project milestones:

1. Manassas Park Parking Improvements final design initiated
2. Rolling Road Station Improvements Construction Management (CM) initiated
3. Quantico Station Improvements IPROC grant agreement executed
4. Alexandria Station Track I Access (Slaters Lane) construction started
5. New York Avenue Midday Storage Facility Categorical Exclusion (CE) documentation submitted to FTA for approval

Projects or project phases scheduled to be completed this quarter:

1. VRE Transit Development Plan (TDP) Update

Projects or project phases scheduled to be initiated this quarter:

1. Invitation for Bids (IFB) for Rolling Road Station Improvements
2. Final design and construction of temporary platform for Quantico Station Improvements
3. Final design of Lorton Station Improvements
4. Final design of Franconia-Springfield Station Improvements
5. Re-design of Alexandria Station Improvements (modify existing tunnel and east platform)

Ongoing projects:

1. Broad Run Expansion (BRX)
2. Manassas Park Parking Improvements
3. Rolling Road Station Improvements
4. Crossroads Maintenance and Storage Facility (MSF) – Land Acquisition
5. Lifecycle Overhaul & Upgrade Facility (LOU)
6. Leeland Road Station Improvements
7. Brooke Station Improvements
8. Quantico Station Improvements
9. Rippon Station Improvements

FEBRUARY 2019

- 10. Lorton Station Improvements
- 11. Franconia-Springfield Station Improvements
- 12. Alexandria Station Improvements
- 13. Alexandria Station Track 1 Access (Slaters Lane)
- 14. Crystal City Station Improvements
- 15. L'Enfant Train Storage Track - South
- 16. L'Enfant Station Improvements
- 17. New York Avenue Midday Storage Facility
- 18. VRE Transit Development Plan (TDP) Update
- 19. Potomac Shores VRE Station – *design by others*
- 20. Long Bridge Project Environmental Impact Statement (EIS) - *study by others*
- 21. Washington Union Station Improvements Environmental Impact Statement (EIS) - *study by others*

Projects Progress Report to Follow

PASSENGER FACILITIES

| PROJECT | DESCRIPTION | PHASE | | | | | |
|--------------------------------------------|--------------------------------------------------------------------------------------------------|-------|----|----|-----|----|----|
| | | CD | PD | EC | RW | FD | CN |
| Alexandria Station Improvements | Eliminate at-grade track crossing, add elevators, modify platforms. | ◆ | ◆ | ◆ | N/A | ● | |
| | Modify Slaters Lane Interlocking for passenger trains on Track #1. | ◆ | ◆ | ◆ | N/A | ● | |
| | Extend and widen 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 | 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 and parking 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 Improvements | Parking garage to increase parking capacity to 1,100 spaces. | ◆ | ◆ | ● | N/A | | |
| Rolling Road Station Improvements | Extend existing platform and rehabilitate existing station | ◆ | ◆ | ◆ | N/A | ● | |
| Crystal City Station Improvements | Replace existing side platform with new, longer island platform. | ◆ | ● | ● | N/A | | |
| L'Enfant Station Improvements | Replace existing platform with wider, longer island platform. Add fourth track (VA-LE) | ◆ | | | N/A | | |

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

STATUS: ◆ Completed ● Underway ■ On Hold ◆ part of the "Penta-Platform" program

¹Total project cost estimate in adopted FY2020 CIP Budget

² Does not include minor (< \$50,000) operating expenditures

* \$2,181,630 authorization divided across five "Penta-Platform" program stations

| ESTIMATED COSTS (\$) | | | | | | STATUS | |
|--------------------------------------------------------|------------|------------|------------|-----------------------|------------------|-------------------------|----------------------------------------------------------------------------------------------------|
| Total ¹ | Funded | Unfunded | Authorized | Expended ² | Percent Complete | Project Completion Date | |
| 26,674,365 | 26,674,365 | - | 2,382,759 | 2,193,257 | 90% | 4th QTR 2020 | ● VRE Ops. Board approval of revised design contract pending. |
| 7,000,000 | 7,000,000 | - | 467,500 | 140,324 | 30% | 2nd QTR 2019 | ● CSX forces on hold until after Jan. 1, 2019. |
| 2,400,000 | 400,000 | 2,000,000 | - | - | 5% | 4th QTR 2020 | ● Design work on East Platform only. West Platform improvements funded. |
| 13,000,000 | 13,000,000 | - | * | 337,165 | 30% | 4th QTR 2022 | ● PE design and EC complete; FD start pending with anticipated completion 4th QTR 2019. |
| 16,150,000 | 16,150,000 | - | * | 414,156 | 30% | 4th QTR 2022 | ● PE design and EC complete; FD start pending with anticipated completion 4th QTR 2019. |
| 16,634,793 | 16,634,793 | - | * | 326,505 | 20% | 4th QTR 2023 | ● PE design/EC completion pending CSXT design review with anticipated completion in 3rd QTR 2019. |
| No costs for VRE. Private developer providing station. | | | | | 10% | TBD | ● Potomac Shores VRE Station 30% re-design initiated to include parking structure. |
| 18,372,949 | 18,372,949 | 0 | - | - | 30% | TBD | ● FD start 1st QTR 2019. SMART SCALE grant agreement pending. |
| 23,391,019 | 23,391,019 | - | * | 291,842 | 20% | 4th QTR 2023 | ● DRPT LONP received; REF grant pending. PE design/EC anticipated completion 3rd QTR 2019. |
| 15,527,090 | 15,527,090 | - | * | 292,727 | 20% | 4th QTR 2023 | ● DRPT LONP received; REF grant pending. PE design/EC anticipated completion 3rd QTR 2019. |
| 25,983,000 | 25,983,000 | 0 | 2,238,144 | 670,225 | 30% | 4th QTR 2022 | ● FD underway. Meeting scheduled with Governing Body to discuss value engineering recommendations. |
| 2,000,000 | 2,000,000 | - | 442,900 | 335,534 | 80% | 3rd QTR 2020 | ● Invitation for Bids (IFB) pending start 2019 construction season and NS Construction Agreement. |
| 49,940,000 | 5,410,000 | 44,530,000 | 399,121 | 393,642 | 100% | 2nd QTR 2023 | ■ DRPT LONP received. CD complete. Completion of PE design & EC pending excution of REF grant. |
| 70,650,000 | 3,226,000 | 67,424,000 | 2,980,000 | 58,793 | 2% | 2nd QTR 2023 | ■ DRPT LONP received; completion of PD & EC pending excution of REF grant by DRPT. |

TRACK AND INFRASTRUCTURE

PHASE

| PROJECT | DESCRIPTION | 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 Train Storage Track - South | Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work | ◆ | ◆ | ◆ | N/A | ● | ● |
| Lifecycle Overhaul & 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 related site improvements. | ◆ | N/A | N/A | ● | N/A | N/A |
| New York Avenue Midday Storage Facility | Midday storage facility replacement for Ivy City storage facility. | ◆ | ● | ● | ● | | |

ROLLING STOCK

| | | | | | | | |
|-------------------------------|----------------------------------------------------------------------------|---|-----|-----|-----|---|---|
| Passenger Railcar Procurement | Acquisition of 29 new railcars. | ◆ | 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 PE - Preliminary Engineering 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 FY2020 CIP Budget

² Does not include minor (< \$50,000) operating expenditures

| ESTIMATED COSTS (\$) | | | | | | | STATUS | |
|----------------------|------------|------------|------------|-----------------------|------------------|-------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| Total ¹ | Funded | Unfunded | Authorized | Expended ² | Percent Complete | Project Completion Date | | |
| 32,500,000 | 32,500,000 | - | 33,285,519 | 30,578,003 | 90% | 3rd QTR 2018 |  | Close-out pending repair of storm damage to embankment. |
| 3,965,000 | 3,965,000 | - | 2,937,323 | 1,699,610 | 60% | 2nd QTR 2019 |  | CSXT Construction Agreement pending. |
| 38,183,632 | 38,183,632 | - | 3,176,039 | 2,143,583 | 70% | TBD |  | Design 100% complete. On hold pending property acquisition. |
| 2,950,000 | 2,950,000 | - | 2,950,000 | 139,154 | 5% | TBD |  | Revised appraisal pending. |
| 89,666,508 | 89,666,508 | - | 3,588,305 | 1,437,976 | 40% | 4th QTR 2020 |  | Conceptual design under review by Amtrak. NEPA documentation submitted to FTA for approval. |
| 75,264,693 | 75,264,693 | - | 69,457,809 | 47,915,644 | 70% | 4th QTR 2020 |  | All cars received. Completion date reflects end of warranty period. |
| 10,553,000 | 10,553,000 | - | 10,294,079 | 7,984,451 | 80% | 4th QTR 2018 |  | Onboard installations ongoing. |
| 137,230,000 | 83,825,501 | 53,404,499 | 5,208,845 | 4,466,492 | 90% | 4th QTR 2022 |  | Completion of PE design and EC pending NS review and force account agreement. |
| 3,510,307 | 3,510,307 | - | 3,510,627 | 2,168,462 | 60% | 2nd QTR 2019 |  | Rate My Ride is live in app. Big Commerce/Moovel collaboration underway for web based ticketing portal. |

NOTES

[illegible]

[illegible]



VIRGINIA RAILWAY EXPRESS

1500 KING STREET, SUITE 202 • ALEXANDRIA, VA 22314 • 703.684.1001

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VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

February 15, 2019

- **Executive Committee Meeting – 8:30 am**
Operations Board Meeting - 9:00 am
- **Legislative Committee Meeting: will follow adjournment of Operations Board Meeting**
- **Capital/Finance Committee Meeting follows Legislative Committee 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 January 18, 2019 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 Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G
 - B. Authorization to Issue an Invitation for Bids for Franconia-Springfield Station Painting Services
 - C. Authorization to Issue a Task Order for Access Control Installation and Integration
 - D. Authorization to Issue a GPC Task Order for FY 2019 National Transit Database Data Collection
9. Action Items:
- A. Authorization to Extend the Lease Agreement for Parking at the Rippon Station
 - B. Authorization to Execute a Sole Source Contract for the Purchase of Railcar Door Control Switches
 - C. Adoption of VRE's FY 2020-2025 Transit Development Plan
10. Information Items:
- A. Spending Authority Report
11. Closed Session
12. Operations Board Member's Time

**The Next VRE Operations Board Meeting
March 15, 2019 - 9:00 am at PRTC**



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MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
February 15, 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)
*Mark Dudenhefer (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
Stafford County
Prince William County
Stafford County
Prince William County
City of Manassas
Spotsylvania County

Members Absent

John Jenkins (PRTC)
Matt Kelly (PRTC)
Jennifer Mitchell

Prince William County
City of Fredericksburg
Department of Rail and Public Transportation

Alternates Present

*Maureen Caddigan
*Michael McLaughlin

Prince William County
Department of Rail and Public Transportation

Alternates Absent

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

City of Alexandria
Prince William County
Prince William County
Stafford County
City of Manassas Park
Arlington County
City of Fredericksburg
Department of Rail and Public Transportation
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

Doug Allen – VRE
Monica Backmon – NVTA
Paolo Belito – PWC
Rich Dalton – VRE
Greg Deibler – VRE
John Duque – VRE
Arnold Gilbo - Keolis
Xavier Harmony – DRPT
Chris Henry – VRE
Christine Hoeffner – VRE
Pierre Holloman – Arlington County
Robert Hostelka - VRE
Todd Johnson – First Transit
Cindy King - VRE

Mike Lake – Fairfax County
Lezlie Lamb – VRE
Bob Leibbrandt – PWC
Steve MacIsaac – VRE Legal Counsel
Jim Maslanka – City of Alexandria
Betsy Massie – PRTC
Kate Mattice – NVTC
Becky Merriner – PRTC
Kristin Nutter – VRE
Mark Schofield – VRE
Dr. Bob Schneider - PRTC
Sonali Soneji - VRE
Joe Swartz – VRE
Detrius Williams - VRE

Chair Cristol called the meeting to order at 9: 01 A. M. The Pledge of Allegiance and Roll Call followed.

Approval of the Agenda – 3

Ms. Maurer 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 Banks, Bennett-Parker, Bulova, Caddigan, Cristol, Dudenhefer, Lawson, Maurer, McLaughlin, Sebesky and Skinner.

Approval of the Minutes of the December 14, 2018 VRE Operations Board Meeting – 4

Ms. Maurer moved, with a second by Mr. Skinner, to approve the minutes from January 18, 2018. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cristol, Dudenhefer, Lawson, Maurer, McLaughlin, Sebesky and Skinner.

Chair's Comments – 5

Chair Cristol opened her comments with the announcement of Supervisor John D. Jenkins' passing. She noted that Mr. Jenkins had served on the VRE Operations Board since 2001 and had served as Chairman in 2004 and again in 2008. Chair Cristol stated Mr. Jenkins was a retired Army officer who served two tours in Vietnam and had been the longest serving Prince William County Supervisor; serving in that role for 36 years. Chair Cristol also noted Mr. Jenkins was always warm and kind and worked collegially with everyone on the VRE Operations Board. The Board recognized his contribution to VRE in 2015 by naming a locomotive after him. Chair Cristol then asked members to share reflections and recollections of Mr. Jenkins:

- Ms. Caddigan remarked on Mr. Jenkins spirit of bipartisanship and noted that she also counted Mr. Jenkins among her personal friends.
- Ms. Lawson recalled a touching moment at Mr. Jenkins' memorial service.
- Mr. Skinner remarked that Mr. Jenkins impact on the community was evident by the large numbers of people at the memorial and that Senator Warner and Congressman Connolly attended and gave tributes to Mr. Jenkins.

- Ms. Sebesky shared that she believed Mr. Jenkins was the best example of a public servant. She recalled a number of positive personal interactions her family had had with him.

[Mr. Cook arrived at 9:09 am]

- Ms. Bulova shared Mr. Jenkins served on many regional Boards like COG (Council of Governments) and she observed that Mr. Jenkins was always a positive force wherever he served.
- Mr. Dudenhefer stated that Mr. Jenkins made him always feel that he could approach him with any issues. John Jenkins epitomized the word “statesman”.

Chair Cristol stated that there was no business for the Legislative Committee but reminded the Board there would be a Capital/Finance Committee meeting following the Board meeting.

Chair Cristol announced that, based on the responses to a survey staff performed to determine potential quorum status, she is proposing the April meeting date be changed from April 19th to April 12th. Chair Cristol stated, if there were no objections, the Operations Board would take action at the March Operations Board meeting to make the date change official.

Chief Executive Officer’s Report – 6

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

- Safety and Security
 - Staff met with security leaders from Amtrak, CSX and Norfolk Southern, as well as other railroads, to work on an ongoing industry-wide, rail security plan.
 - VRE’s security planning is built atop this master plan.
 - Staff attended a stakeholders meeting hosted by APTA for TSA to coordinate with rail and mass transit security leaders as it develops guidance on vulnerability assessments and security plans and guidelines.
- Mr. Dalton reported that VRE is transitioning from the PTC implementation phase to the roll-out phase. The first VRE revenue train to operate under full PTC enforcement ran on February 14th. VRE plans to transition one train to full PTC enforcement approximately every two days beginning February 25th. Under this plan, VRE service will be under full PTC enforcement on or before March 27th.
- Performance – ADR 14.7K in January and OTP was 88%
- Government Shutdown impacted ridership with a drop of about 25% and impacted Fare Revenue in January to a lesser extent.
- On February 11th, the crew of train 310 was alerted to a passenger having a medical issue. The crew found the passenger unresponsive and without a pulse. They called 911, performed CPR and used the automated external defibrillator (AED). First responders met the train at the Lorton Station and also administered the AED before transporting the passenger to the hospital.
- CEO Doug Allen and VRE Chief of Staff, Joe Swartz met with members of the Virginia Congressional delegation from the VRE service area. They were able to meet with Representatives Wexton, Wittman and Beyer as well as staff for Senators Kaine and Warner and Representatives Spanberger and Connolly to update them on VRE’s PTC Implementation and discuss Long Bridge.

- Mr. Allen and Mr. Swartz also attended the Virginia Transit Association's "Transit Day" events in Richmond where they were able to thank State legislators for supporting the C-ROC legislation last year and update them on the VRE projects being funded with C-ROC revenue.
- Staff hosted Member Banks at the VRE HQ office for an orientation and then took him on a tour of system.

Public Comment Time – 7

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

Approval of the Consent Agenda – 8

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

- Authorization to Issue an Invitation for Bids for Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G – 8A
- Authorization to Issue an Invitation for Bids for Franconia-Springfield Station Painting Services – 8B
- Authorization to Issue a Task Order for Access Control Installation and Integration – 8C
- Authorization to Issue a GPC Task Order for FY 2019 National Transit Database Data Collection

Action Items – 9

[Mr. Nohe arrived at 9:26]

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

Ms. Caddigan moved, with a second from Ms. Maurer, to authorize the CEO to extend the lease agreement for parking at the Rippon Station.

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

Authorization to Execute a Sole Source Contract for the Purchase of Railcar Door Control Switches – 9B

Mss. Bulova moved, with a second from Mr. Skinner, to authorize the CEO to execute a sole source contract for the purchase of railcar door control switches.

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

[Mr. Nohe left the room during the vote]

Adoption of VRE's FY 2020-2025 Transit Development Plan – 9C

Mr. Nohe moved, with a second from Ms. Bulova to adopt VRE's FY 2020-2025 Transit Development Plan.

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

Information Items – 10

Spending Authority Report – 10A

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

- A purchase order in the amount of \$66,664 was issued to Granicus for use of mass electronic communications platform for broadcast communications.

Chair Cristol asked to hold Members time ahead of the closed session. There were no objections.

Members Time

- Ms. Bennett-Parker noted the upcoming Metro Shutdown of all stations south of Reagan National Airport scheduled for this summer and described how Alexandria DASH system is working with other jurisdictions to acquire additional buses to help alleviate impact of the shutdown. She asked whether VRE work on a similar plan of action.
 - In response, Mr. Allen explained that VRE has constraints regarding compatible equipment and access on the host railroads that limit its ability to respond to the shutdown. Staff is planning to brief the Operations Board in March on the issue.
 - Mr. McLaughlin reported the State is developing a plan to work with Amtrak to aid with transit during the Metro shutdown.

Closed Session – 11

Chair Cristol moved, and Mr. Skinner seconded the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711.A(3) and (19) of the Code of Virginia), I move that the VRE Operations Board convene a closed meeting for the purpose of discussing one matter involving the acquisition of real property for rail equipment storage and maintenance purposes where discussion in public could adversely affect the VRE's negotiating position; and for the purpose of discussing plans to protect public safety related to cybersecurity and plans related to the security of VRE facilities and the persons using them.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner. The Board entered into closed session at 9:39 A.M.

[Ms. Caddigan left the meeting at 9:38 A.M.]

Chair Cristol moved, and Ms. Bulova seconded 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 the Freedom of Information Act 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 to affirm the certification was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Dudenhefer, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Skinner.

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

Chair Cristol adjourned the meeting without objection at 10:04 A.M.

Approved this 15th day of March 2019

Katie Cristol
Chair

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the February 15, 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-02-2019**

**Authorization to Issue an Invitation for Bids for Pavement
Repairs and Striping at the Rippon and Leeland Road
Stations and Fredericksburg Lot G**

WHEREAS, the VRE station parking lots were recently assessed for necessary pavement repairs and striping; and,

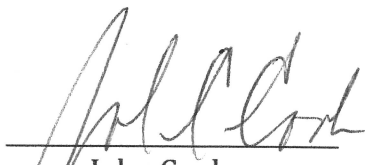
WHEREAS, Rippon Station, Leeland Road Station and Fredericksburg Lot G were identified as being most in need of these services; and,

WHEREAS, the scope of work for the IFB includes milling and repaving, crack filling, sealcoating and restriping; and,

WHEREAS, funding is provided through FY 2019 State of Good Repair formula grants (5337), matched with state and local funds;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G.

Approved this 15th day of February 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8B-02-2019**

**Authorization to Issue an Invitation for Bids for
Franconia-Springfield Station Painting Services**

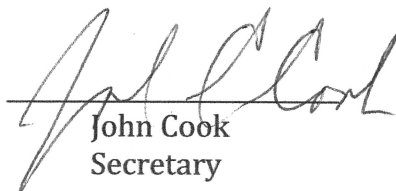
WHEREAS, a recent assessment of VRE stations identified the Franconia-Springfield station as needing painting; and,

WHEREAS, the scope of work for the IFB includes painting of the Franconia-Springfield station canopy steel and underside of roof panels, handrails and guardrails, stair tower and pedestrian bridge; and,

WHEREAS, the FY 2019 and FY 2020 Operating budgets for Facilities Maintenance include funding for this activity;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Franconia-Springfield Station Painting Services.

Approved this 15th day of February 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8C-02-2019**

**Authorization to Issue a Task Order for
Access Control Installation and Integration**

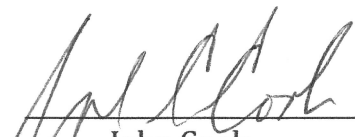
WHEREAS, the VRE Operations Board authorized the CEO to execute a contract on September 15, 2017 with RPI Group Incorporated of Fredericksburg, Virginia for installation and integration services for access control and security camera technology; and,

WHEREAS, VRE's Alexandria headquarters continues to operate a legacy access control system that is approaching the end of its useful life; and,

WHEREAS, VRE is undertaking a headquarters office consolidation project that will provides an opportunity to transition away from the legacy access control system currently being used;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to RPI Group Incorporated for installation and integration of an access control system at VRE Headquarters in Alexandria, under the Installation and Integration of Security Camera and Access Control Systems contract, in the amount of \$129,141, plus a 10% contingency of \$12,914, for a total not to exceed \$142,055.

Approved this 15th day of February 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8D-02-2019**

**Authorization to Issue a GPC Task Order for FY 2019
National Transit Database Data Collection**

WHEREAS, as a recipient of Federal Urbanized Area Formula (§5307, 5337) grant funds, VRE is required to report passenger trips, passenger miles and other performance data to the National Transit Database on an annual basis; and,

WHEREAS, because VRE does not collect 100% boarding and alighting counts of its trips, a sampling or survey method is used to estimate passenger trips and passenger miles; and,

WHEREAS, the data required to report these statistics is collected annually via a boarding/alighting survey of VRE trains; and,

WHEREAS, Vanasse Hangen Brustlin, Inc., VRE's General Planning Consulting contractor, has the qualifications to collect this data and has presented an acceptable proposal to perform said services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a General Planning Consulting Services Task Order to Vanasse Hangen Brustlin, Inc. for National Transit Database data collection for FY 2019 in the amount of \$133,719, plus a 10% contingency of \$13,372, for a total not to exceed \$147,091.

Approved this 15th day of February 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9A-02-2019**

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

WHEREAS, in May 2002, the Operations Board approved a three-year lease 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 2019; and,

WHEREAS, VRE staff is requesting permission to extend the Lease Agreement for one additional year through February 29, 2020;

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 \$182,036 for one year.

Approved this 15th day of February 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9B-02-2019**

**Authorization to Execute a Sole Source Contract for the
Purchase of Railcar Door Control Switches**

WHEREAS, VRE has a need for the purchase of Railcar Door Control Switches; and,

WHEREAS, Age and physical elements of the environment have caused the existing Door Control Switches to lose their effectiveness; and,

WHEREAS, VRE's lifecycle maintenance team recommends replacing 142 existing Door Control Switches; and,

WHEREAS, in accordance with State and Federal requirements, and VRE Procurement Policies, a sole source determination has been made Vapor Stone Rail Systems is the only supplier able to produce Door Control Switches compatible with the Gallery IV Railcars;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Sole Source Contract with Vapor Stone Rail Systems for Railcar Door Control Switches, in the amount of \$430,688, plus a 10% contingency of \$43,069, for a total amount not to exceed \$473,757.

Approved this 15th day of February 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9C-02-2019**

Adoption of VRE's FY 2020-2025 Transit Development Plan

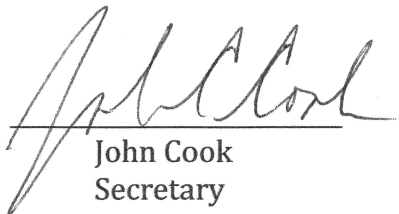
WHEREAS, the Department of Rail and Public Transportation requires public transit operators receiving state funding to prepare, adopt, and submit a Transit Development Plan every six years; and,

WHEREAS, VRE is required to adopt and submit a fiscally constrained Transit Development Plan to encompass the six-year period FY 2020-2025 and a ten-year fiscally unconstrained analysis of capital and operating needs for the period FY 2020-2029; and,

WHEREAS, VRE has completed the Transit Development Plan in accordance with DRPT's Transit Development Plan Minimum Requirements;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby adopt the FY 2020-2025 Transit Development Plan and directs the Chief Executive Officer to submit it to the Department of Rail and Public Transportation.

Approved this 15th day of February 2019



John Cook
Secretary



Katie Cristol
Chair



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-A
Information Item

To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: February 15, 2019

Re: Spending Authority Report

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 January 31, 2019, VRE issued a Purchase Order in the amount of \$66,664 to Granicus for use of a mass electronic communications platform for VRE to send broadcast communications in the form of emails, SMS text messages, Facebook and Twitter updates and RSS feeds to keep subscribers up to date about service delays and VRE service in general.



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