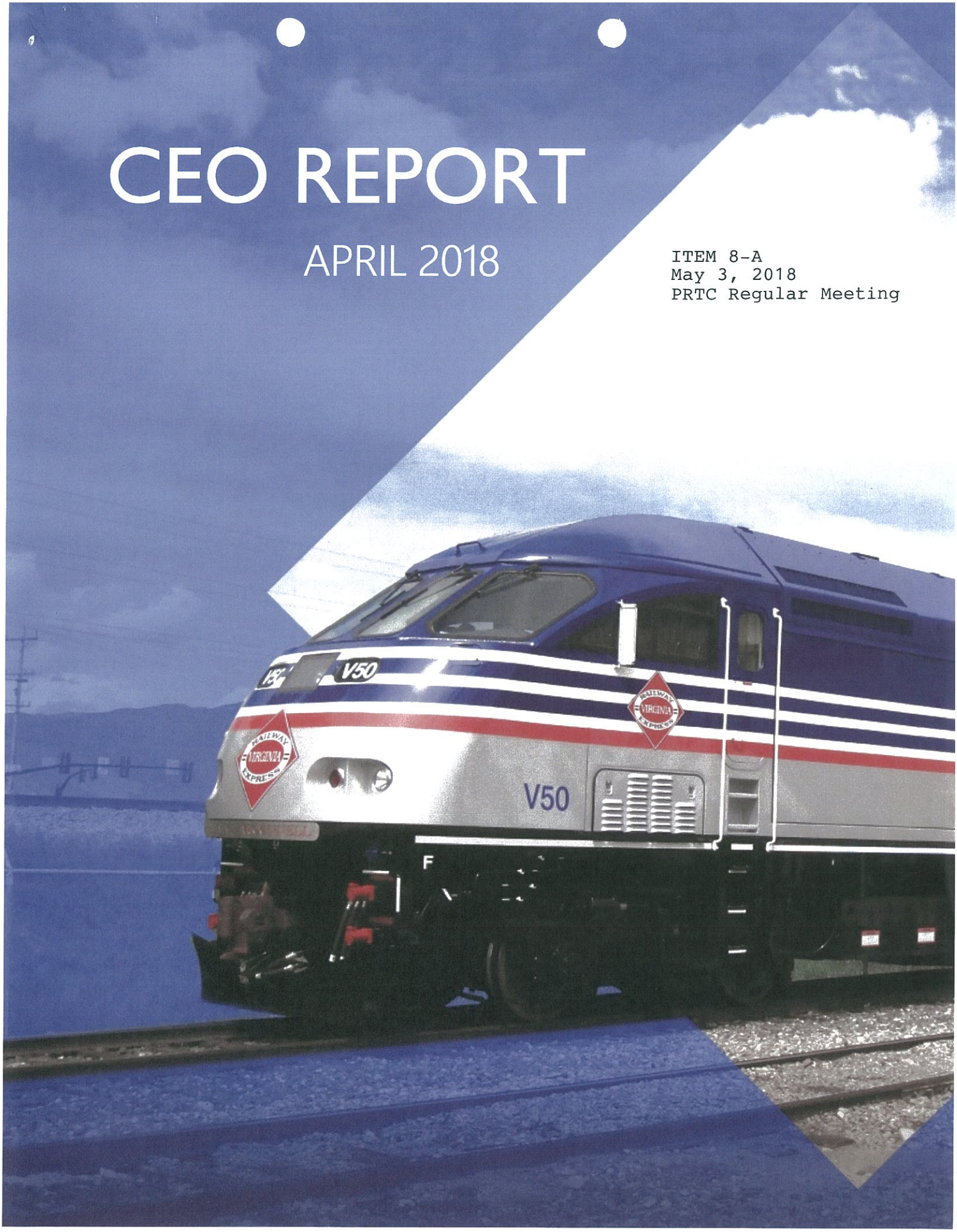
CEO REPORT

APRIL 2018

ITEM 8-A
May 3, 2018
PRTC Regular Meeting



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.

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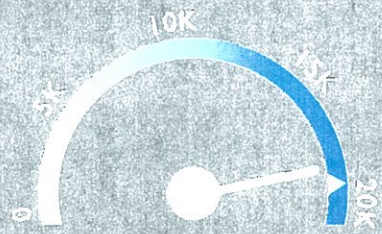
SUCCESS AT A GLANCE

Data provided reflects February 2018 information.

PARKING UTILIZATION

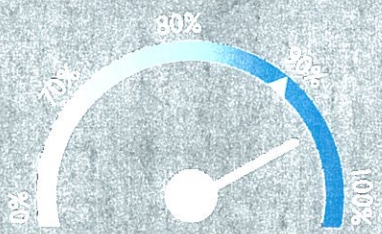
The total number of parking spaces used in the VRE system during the month divided by the total number of parking spaces available.



AVERAGE DAILY RIDERSHIP

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

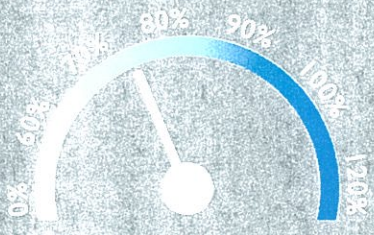
▲ Same month, previous year



ON-TIME PERFORMANCE

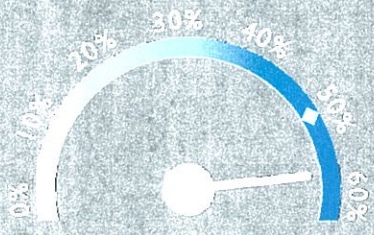
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ 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.

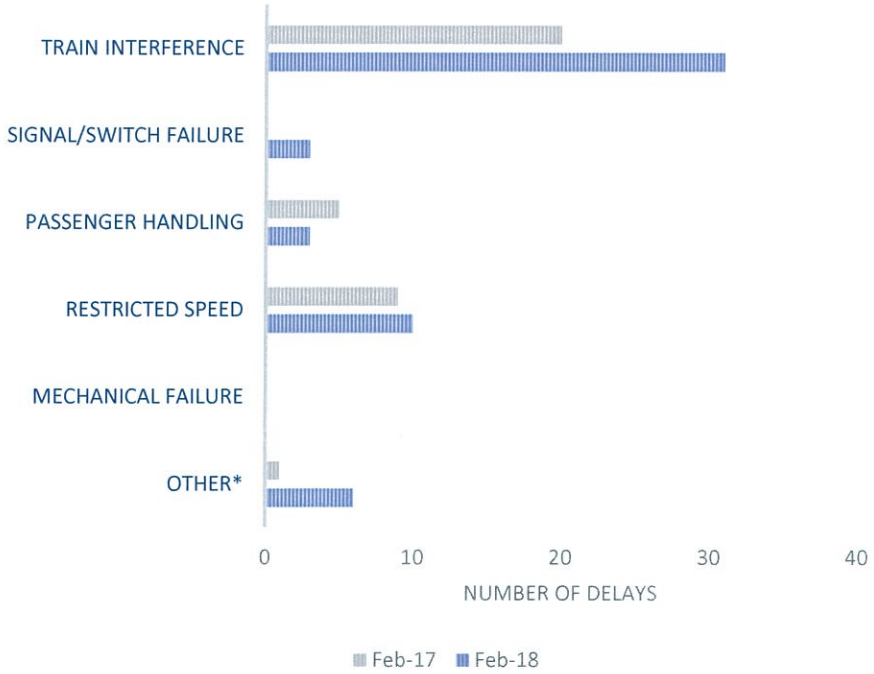
◆ Board-established goal

ON-TIME PERFORMANCE

OUR RECORD

	February 2018	January 2018	February 2017
Manassas Line	96%	90%	94%
Fredericksburg Line	95%	90%	86%
System Wide	95%	90%	90%

REASONS FOR DELAYS



*Includes those trains that were delayed due to late turns, weather, signal/switch failures and maintenance of way.

VRE operated 608 trains in February.

Our on-time percentage for February was 95%.

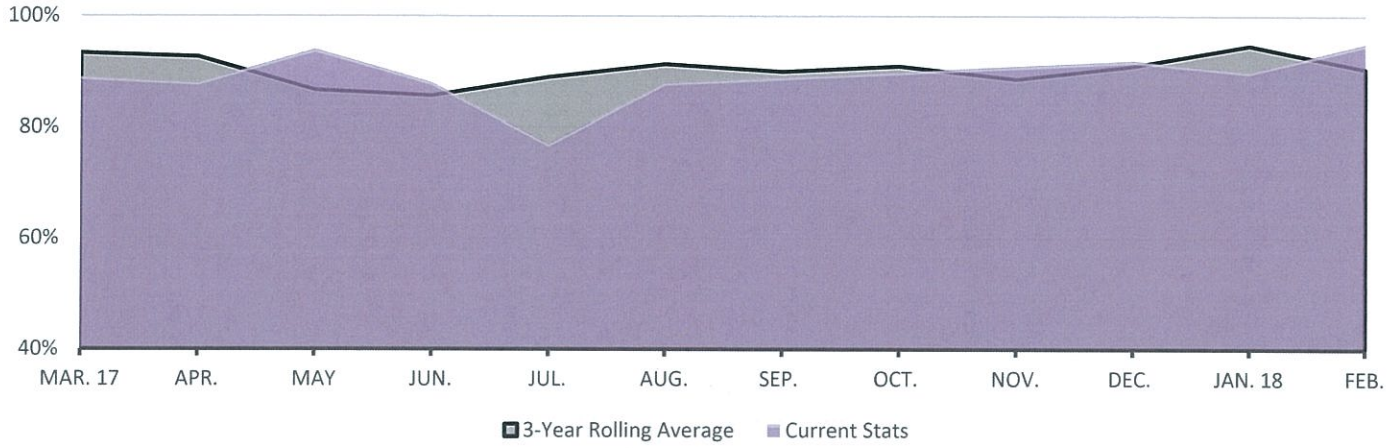
Twenty-eight of the trains arrived more than five minutes late to their final destinations. Twelve of those late trains were on the Manassas Line and 16 of those late trains were on the Fredericksburg Line.

LATE TRAINS

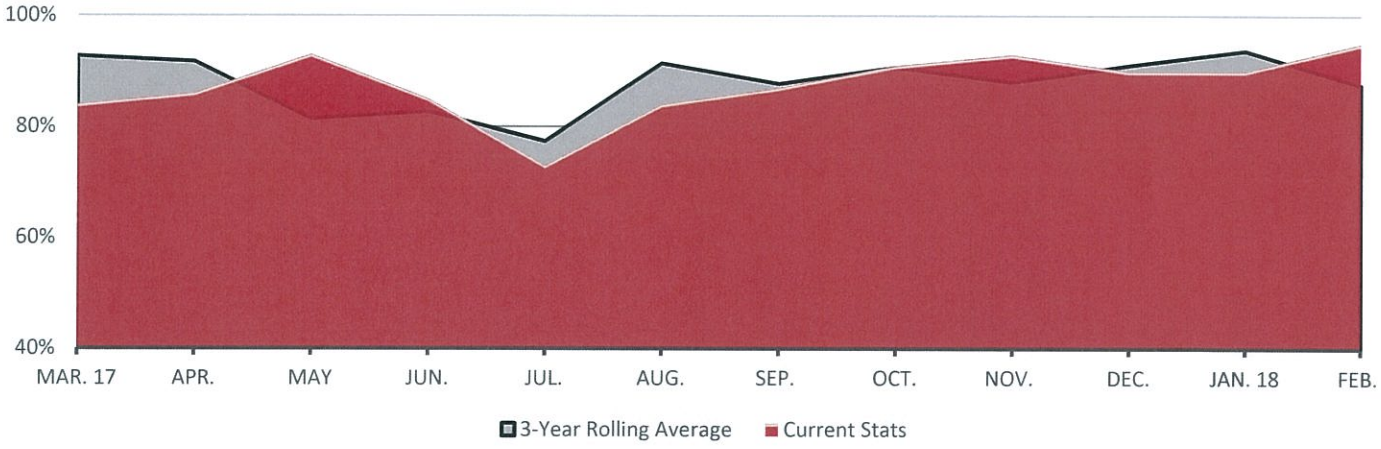
	System Wide			Fredericksburg Line			Manassas Line		
	Dec.	Jan.	Feb.	Dec.	Jan.	Feb.	Dec.	Jan.	Feb.
Total late trains	49	68	28	29	35	16	20	33	12
Average minutes late	22	25	13	24	14	16	21	35	9
Number over 30 minutes	8	6	2	4	2	2	4	4	0
Heat restriction days / total days	0/20	0/21	0/19						

ON-TIME PERFORMANCE

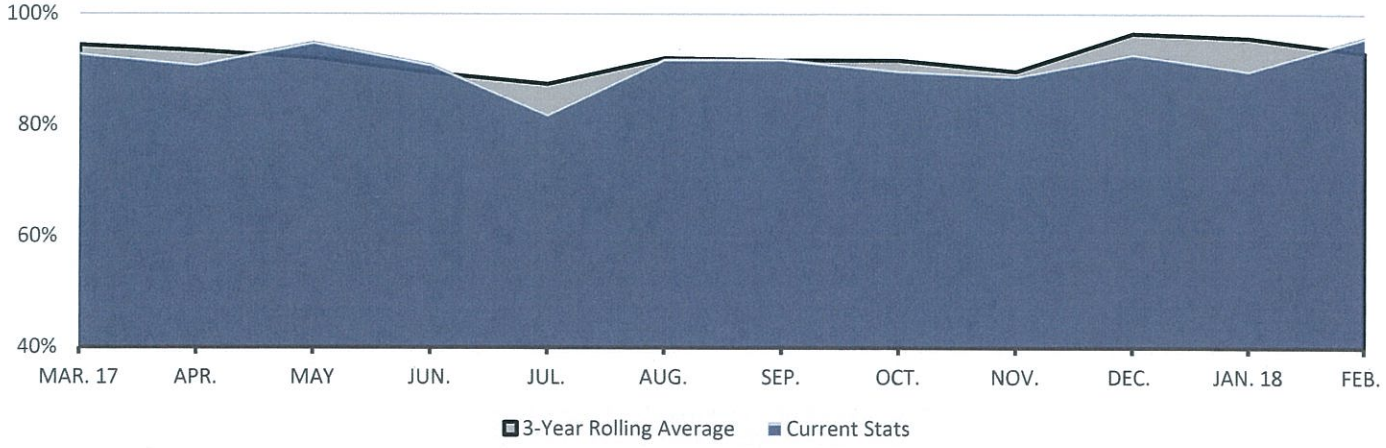
VRE SYSTEM



FREDERICKSBURG LINE

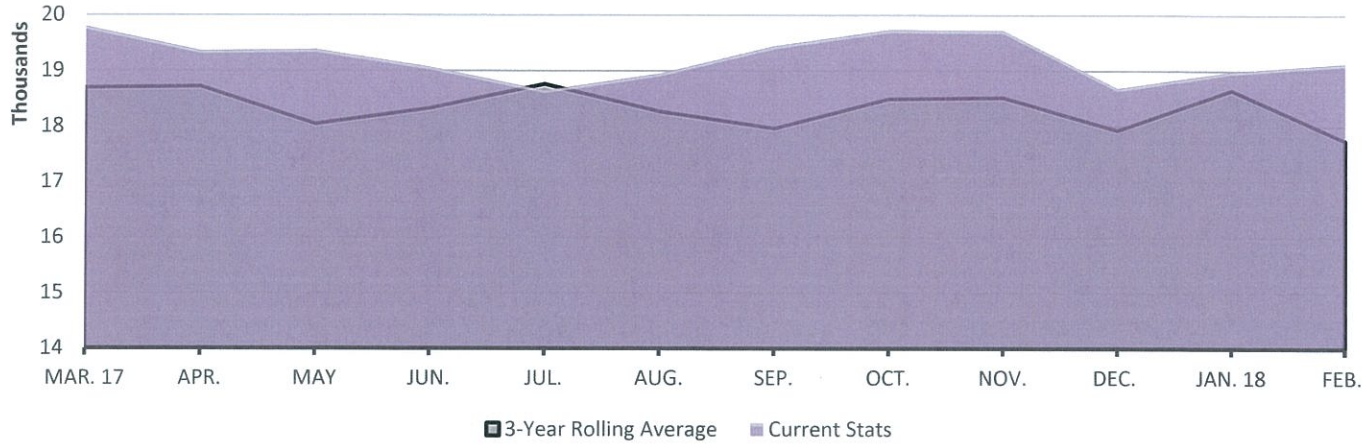


MANASSAS LINE

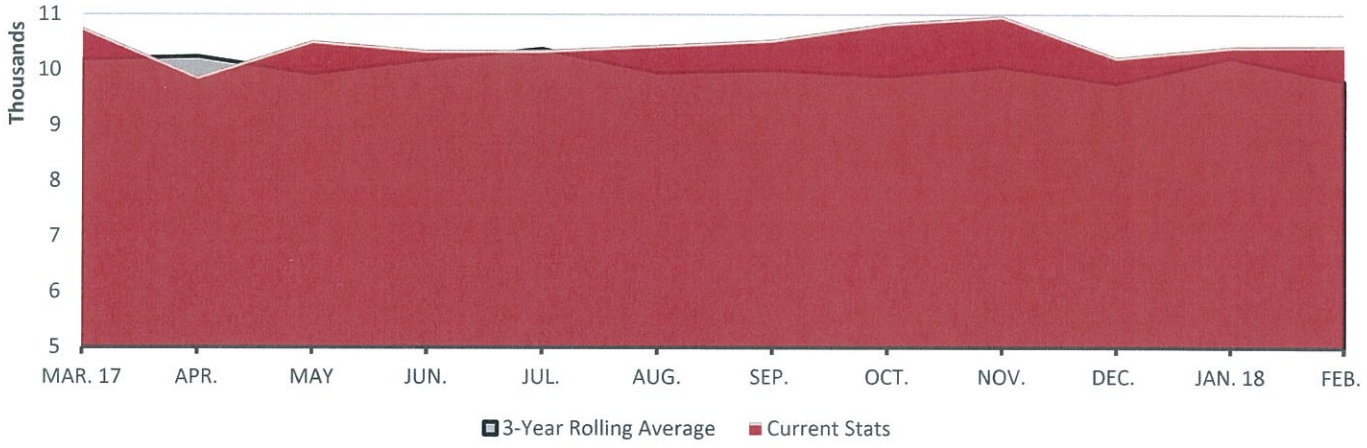


AVERAGE DAILY RIDERSHIP

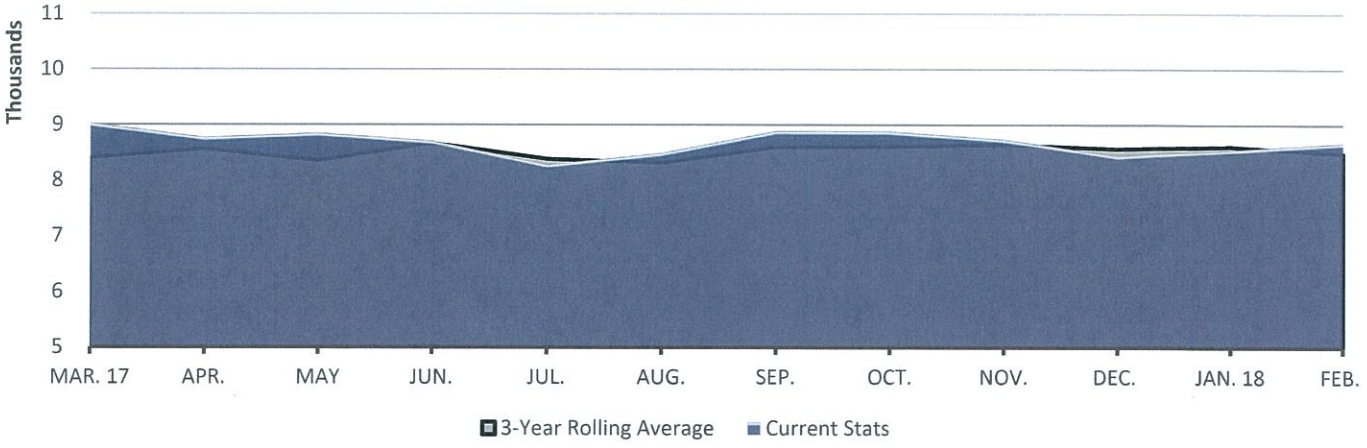
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



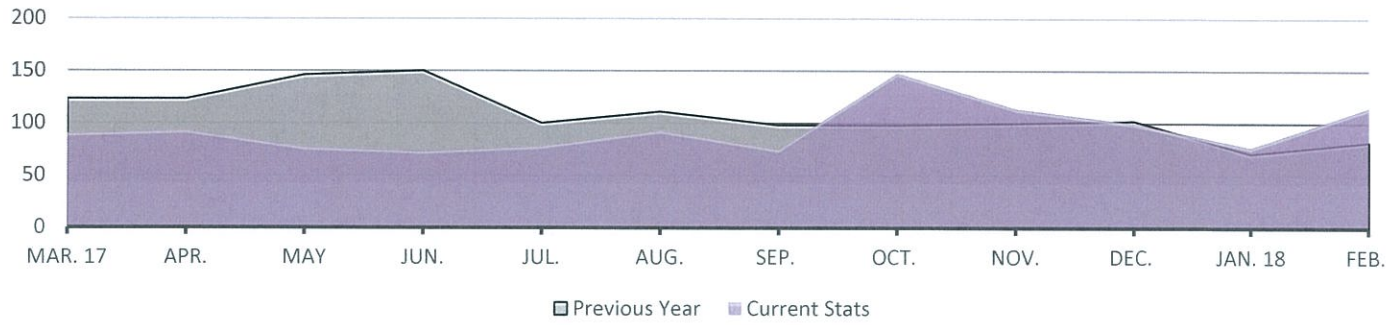
RIDERSHIP UPDATES

Average daily ridership (ADR) in February was approximately 19,100.

	February 2018	January 2018	February 2017
Monthly Ridership	363,591	398,785	379,260
Average Daily Ridership	19,136	18,990	19,961
Full Service Days	19	21	19
"S" Service Days	0	0	0

SUMMONSES ISSUED

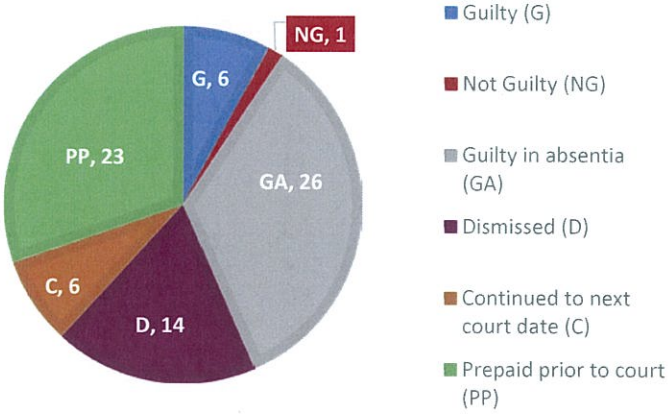
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

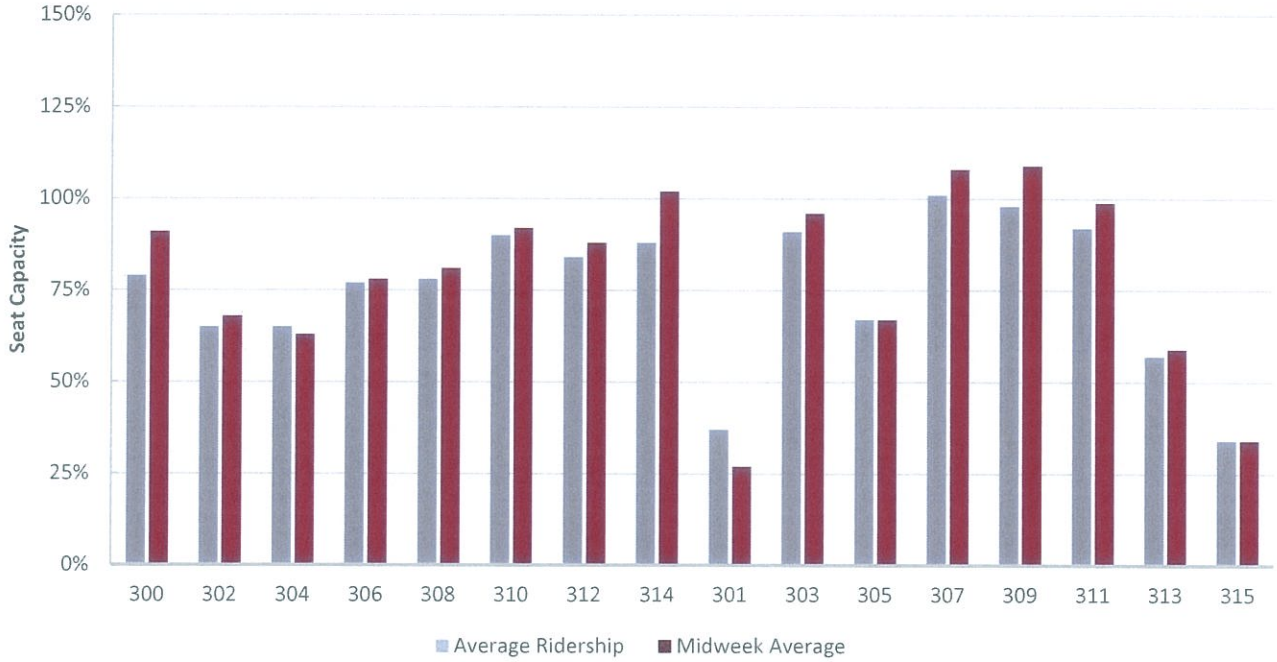
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	20
One-time courtesy	14
Per the request of the conductor	15
Defective ticket	0
Per Ops Manager	0
Unique circumstances	0
Insufficient information	7
Lost and found ticket	0
Other	1
Total Waived	57

MONTHLY SUMMONSES COURT ACTION

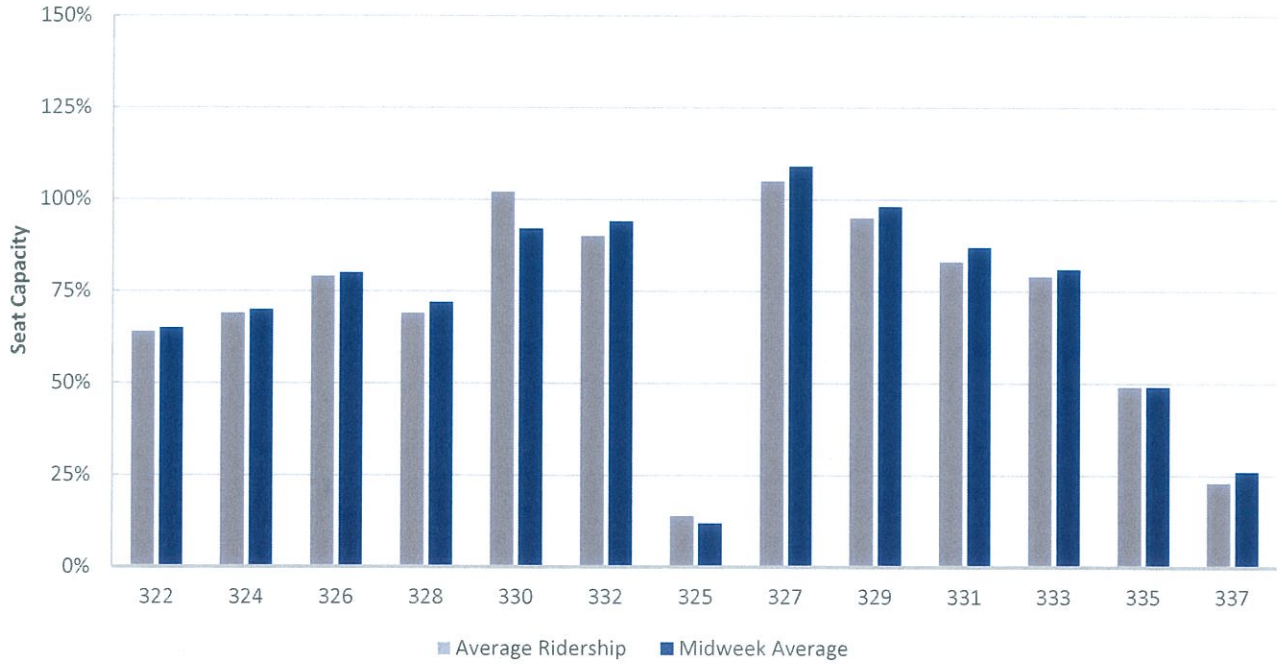


TRAIN UTILIZATION

FREDERICKSBURG LINE

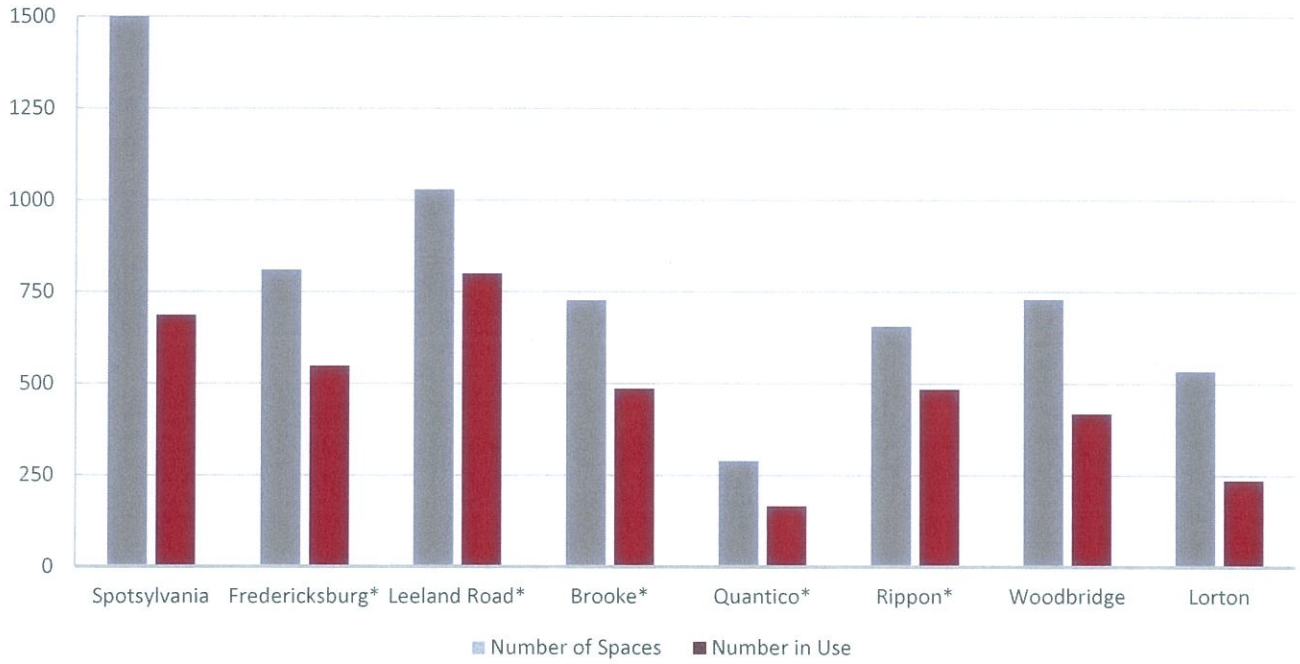


MANASSAS LINE



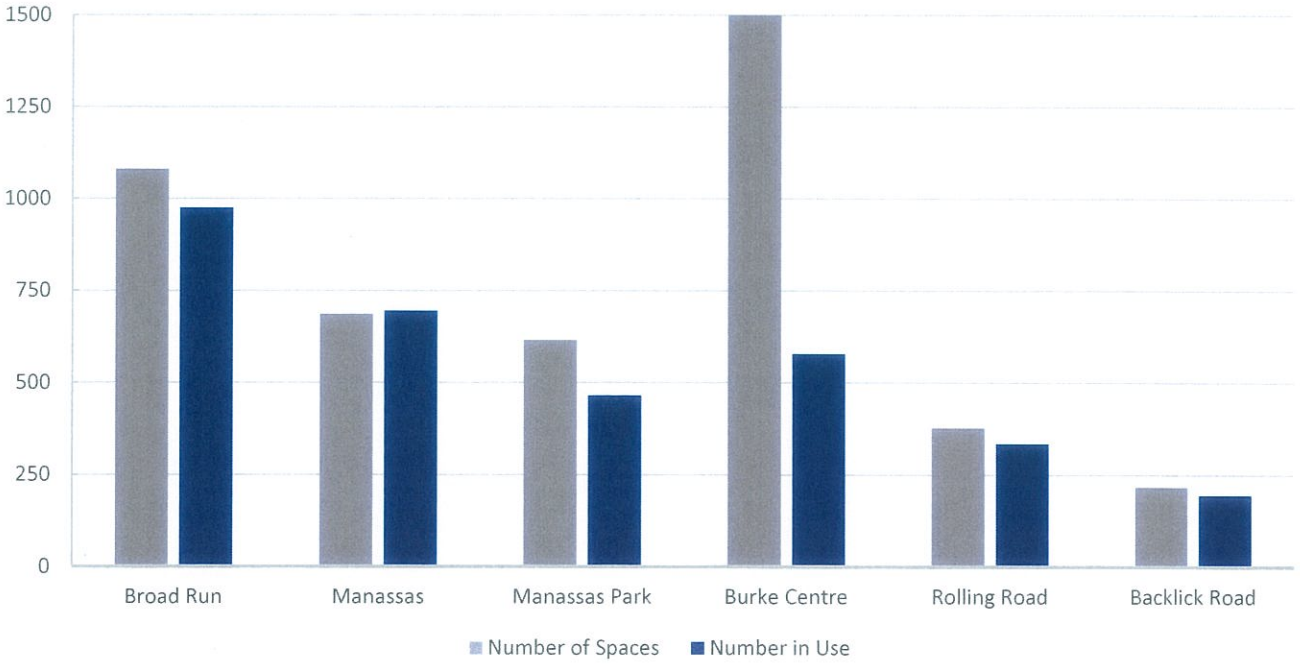
PARKING UTILIZATION

FREDERICKSBURG LINE



*Denotes stations using historical parking data for this report. Updated parking information will resume in the next CEO Report.

MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first eight months of FY 2018 is $1.59 million above budget (a favorable variance of 6.0%) and is up 0.6% compared to the same period in FY 2017.

The operating ratio through December is 58%. VRE's budgeted operating ratio for the full twelve months of FY 2018 is 50%.

A summary of the FY 2018 financial results through December follows, including information on the major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2018 Operating Budget Report
Month Ended February 28, 2018

	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD $ VARIANCE	YTD % VARIANCE	TOTAL FY18 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,424,539	3,076,864	28,151,433	26,558,193	1,593,240	6.0%	40,485,050
Other Operating Revenue	29,167	17,100	196,491	147,600	48,891	33.1%	225,000
Subtotal Operating Revenue	3,453,706	3,093,964	28,347,924	26,705,793	1,642,131	6.1%	40,710,050
Jurisdictional Subsidy (1)	-	-	17,250,240	17,250,240	-	0.0%	12,875,140
Federal/State/Other Jurisdictional Subsidy	2,560,102	2,512,247	20,537,841	20,565,307	(27,466)	-0.1%	30,731,253
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	955,000
Interest Income	43,895	5,700	367,602	49,200	318,402	647.2%	75,000
Total Operating Revenue	6,057,703	5,611,911	66,503,607	64,570,539	1,933,067	3.0%	85,346,443
Operating Expenses							
Departmental Operating Expenses	5,220,719	5,843,103	49,243,410	51,921,978	2,678,568	5.2%	78,595,573
Debt Service	559,765	559,573	4,478,183	4,476,580	(1,603)	0.0%	6,714,870
Other Non-Departmental Expenses	-	-	-	-	-	0.0%	36,000
Total Operating Expenses	5,780,484	6,402,675	53,721,593	56,398,558	2,676,965	4.7%	85,346,443
Net income (loss) from Operations	277,219	(790,764)	12,782,014	8,171,982	4,610,032	0.0%	-
Operating Ratio			**58%**	**51%**		***Goal***	***50%***

(1) Total jurisdictional subsidy is $17,250,240. Portion shown is attributed to Operating Fund only.

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Cleaning of west elevator stainless steel shaft exterior at Franconia-Springfield Station

Projects scheduled to be completed this quarter:

1. Removal of vegetation along north edge of L'Enfant storage track

2. Repairs to fascia and soffit at Woodbridge Station east building

3. Replacement of ADA parking signage at Brooke and Leeland Road Stations

4. Repairs to ADA ramp at Leeland Road Station

5. Upgrades to electrical power supply for new communication cabinet at Burke Centre Station

6. Repairs to platform lighting and communications conduits at Manassas Park Station

7. Repairs to platform concrete at Manassas Station

8. Replacement of light poles and fixtures at Manassas Station

9. Installation of monitoring wells on two outfall drainage pipes at Broad Run Yard to allow for accurate discharge sampling for VPDES General Permit compliance

10. Cleaning of HVAC ductwork at Alexandria Headquarters, Woodbridge Station vendor spaces, Quantico Station, Fredericksburg office, and Crossroads and Broad Run storage yard buildings

Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station

2. Replacement of signage at Franconia-Springfield and Fredericksburg Stations

3. Painting of Franconia-Springfield Station

4. Continuation of painting of Woodbridge Station

5. Replacement of light poles and fixtures at Fredericksburg Station

6. Replacement of parking lot signage at Broad Run Station

Existing Light Fixtures and Poles Being Replaced at Manassas Station

New LED Light Fixtures and Poles at Manassas Station

7. Repairs to pavement and striping at Franconia-Springfield, Rippon, Quantico and Leeland Road Stations, parking lot G in Fredericksburg and Crossroads and Broad Run yards

8. Renovations to Alexandria Headquarters (Suite 201, office space adjacent to Suite 202, to be leased)

9. Replacement of tactile warning strips at various stations

10. Replacement of waste and recycling receptacles throughout VRE system

Ongoing projects:

1. Development of specifications for modernization of Woodbridge Station east elevator

2. Development of design of platform concrete rehabilitation and other station improvements at Fredericksburg Station (to be managed by Office of Development)

3. Development of IFB for Canopy Roof Replacement at the Backlick and Rolling Road Stations

UPCOMING PROCUREMENTS

Scope of Work Pending:

- Replacement of Tactile Warning Strips at Station Platforms
- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Program Management Services
- Graphic Design Services
- Canopy Roof Replacement at the Backlick and Rolling Road Stations
- Passenger Railcar Truck Overhaul Services
- Modernization of VRE Woodbridge Station East Elevator
- Repair and Overhaul of Passenger Car HVAC Assemblies
- Repair and Overhaul of Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Gallery Car Door Control Switches
- Automated Electric Motor Parking Brake Systems
- Facility Security Services

CAPITAL PROJECTS UPDATES

AS OF MARCH 9TH, 2018

Broad Run Expansion Study (BRX)

- Participated in Project Management Team (PMT) meetings on February 7th and February 20th
- Planned for March public meeting
- Participated in call with AECOM on February 12th
- Participated in call/meeting with Federal Transit Administration (FTA) on February 15th
- Participated in internal design review for 3rd main track and delivery access design concepts on February 22nd
- Participated in meeting with Contractors Storage LLC, on February 28th
- Developed and finalized conceptual design details and preliminary evaluation of parking alternatives and other design elements
- Participated in a conference call on February 6th regarding additional mapping with AECOM
- Reviewed January 28th operations meeting notes and provided comments to VRE Manager of Project Development
- Reviewed January 31st PMT meeting and provided comments to VRE Manager of Project Development
- Participated in PMT meetings on February 7th and February 20th
- Reviewed Section 106 letter submitted by AECOM
- Reviewed list of contacts from GHX that had been compiled with VRE Manager of Project Development; determined the changes to be made and those who should receive an e-mail offering them to continue or be removed from the list
- Reviewed draft letter to FTA and attachment with project description, purpose, and need; provided comments to VRE Manager of Project Development
- Discussed upcoming BRX public meeting scheduled for March 22nd
- Communicated comments on additional AECOM Property Owner postcard and distribution list comments
- Reviewed "Press Release" provided by consultant team and sent comments to VRE Public Affairs Administrator
- Revised letters to potentially affected property owners regarding expanded yard and parking
- Participated in conference call with FTA on February 15th
- Requested deed and plat information for Construction Storage, LLC property just north of NS tracks in Broad Run complex vicinity and received on February 13th
- Attended review of track configuration and revised access to west end of yard on February 22nd
- Reviewed AECOM's NS Right of Entry application and provided comments to VRE Manager of Project Development
- Coordinated with VRE Manager of Facilities Maintenance for Roadway Worker Protection training for AECOM team members
- Met with the owner of Contractors Storage, LLC the property that is north of the Broad Run Station

- Revised letter to Williams Communication, LLC and forwarded to VRE Chief Development Officer for final review
- Created tracking sheet for meetings and meeting note preparation to keep track of reviews
- Discussed property mosaic with Continental Field Services; requested base map from AECOM which was forwarded to Continental Field Services
- Requested additional property owner information from Continental Field Services which was provided March 8th
- Participated in team review meeting on March 5th and March 9th

Midday Storage Replacement Facility

- Reviewed revised Project Management Plan (PMP)
- Survey-only agreement signed by VRE and released for transmittal to Amtrak on February 7th; still waiting for executed agreement from Amtrak
- Started discussion with Amtrak on Permit to Enter (PTE) and with VHB mobilization
- All Scope of Work (SOW) for private parcel acquisition to VHB

Rolling Road Platform Extension

- Met with Dewberry on February 5th to review project status and issues
- Spoke with Norfolk Southern to discuss upcoming reviewing schedule and flagging needs for the summer
- Submitted Task Order (TO) for Construction Management (CM) activities to Procurement on February 9th
- Received 90 percent plans on February 22nd

Crossroads Real Estate Acquisition

- FTA reviewed and approved appraisal and review appraisal on February 8th
- Prepared and submitted offer package to VRE Legal on February 8th

Long Bridge Expansion Study

- Received quarterly financial and progress report from District Department of Transportation (DDOT); sent to Accounting for review
- Participated in PMT meeting on January 31st
- Arranged for teleconference with Department of Rail and Public Transportation (DRPT) to discuss project status and upcoming Project Oversight Committee (POC) meeting
- Draft Memorandum of Agreement (MOA) with Federal Railroad Administration (FRA) comments received and forwarded for Legal review

Southeast High Speed Rail Corridor (DC2RVA) Coordination

- Participated in Task Force meeting on February 8th
- Participated in Service Development Plan (SDP) meeting on February 8th

Washington Union Station Project Environmental Impact Statement (EIS)

- Provided comments on 90 percent drawings
- Participated in Public Information Display System (PIDS) project update

Lorton Platform Extension

- Final Invoice received
- Ribbon Cutting occurred on March 8th

Quantico Station Improvements

- 60 percent design for station and 90 percent design for site, civil, drainage, track, and retaining walls in vicinity of station reviewed by stakeholders
- Utility location and potential conflicts coordinated on site through CSXT
- DRPT Task Order for STV to be able to complete 60 to 90 percent design was executed
- Participated in Progress Calls on February 15th and March 1st
- Second Task Order between STV and DRPT for design was finalized and executed

Representatives of the VRE Operations Board, Fairfax Board of Supervisors, Northern Virginia Transportation Commission, Northern Virginia Transportation Authority, and Fairfax County staff assembled with VRE CEO Doug Allen to cut the ribbon on the new platform extension at Lorton Station.

Franconia-Springfield Station Improvements

- The 30 percent plan revisions are pending final emergency egress and American with Disabilities Act (ADA) access decisions by VRE, as well as design review comments by CSXT engineering and operations staff
- Provided updates during the monthly coordination call with CSXT on February 13th
- Reviewed and recommended payment for General Engineering Consulting (GEC) Invoice #17

Lorton Station Improvements (Second Platform)

- The 30 percent plan revisions are pending final emergency egress and ADA access decisions by VRE, as well as design review comments by CSXT engineering and operations staff
- Continued developing Army Corps of Engineers (ACOE) Jurisdictional Determination documentation
- Provided updates during the monthly coordination call with CSXT on February 13th
- Completed review of preliminary plans from GEC concerning egress and access
- Corresponded with DRPT regarding Virginia Department of Transportation (VDOT) Congestion Mitigation and Air Quality (CMAQ) funding and grant administration

Rippon Station Improvements

- Continued development of 30 percent plans and cost estimate
- Continued developing ACOE Jurisdictional Determination documentation
- Requested Force Account Estimate from CSXT for design review agreement
- Began developing Consent Board Item for the CSXT design review agreement
- Began developing draft CSXT design review agreement for Legal review
- Provided updates during the monthly coordination call with CSXT on February 13th
- Corresponded with DRPT regarding VDOT CMAQ funding and grant administration

Nearly 80 consultant and contractors attended VRE's Second Annual Industry Day.

- Participated in a field meeting with CSXT to review concepts on February 22nd

Leeland Road Station Improvements

- Continued development of 30 percent plans and cost estimate
- Requested Force Account Estimate from CSXT for design review agreement
- Began developing Consent Board Item for the CSXT design review agreement
- Began developing draft CSXT design review agreement for Legal review
- Provided updates during the monthly coordination call with CSXT on February 13th
- Corresponded with DRPT regarding VDOT CMAQ funding and grant administration
- Participated in a field meeting with CSXT to review concepts on February 22nd

Brooke Station Improvements

- Continued development of 30 percent plans, cost estimate, and environmental documents
- Continued developing the cost tool estimate for Option 7 based on GEC phasing plan
- Requested Force Account Estimate from CSXT for design review agreement
- Began developing Consent Board Item for the CSXT design review agreement
- Began developing draft CSXT design review agreement for Legal review
- Provided updates during the monthly coordination call with CSXT on February 13th
- Corresponded with DRPT regarding VDOT CMAQ funding and grant administration
- Participated in a field meeting with CSXT to review concepts on February 22nd

Alexandria Pedestrian Tunnel Project

- Participated in conference calls with Gannet Fleming's team for the study of fourth track, bridges and pedestrian tunnel as a solution on February 8th and February 16th
- Participated in meeting with Gannet Fleming's team for the study of fourth track, bridges and pedestrian tunnel alternative phasing on February 23rd
- Compiled a comparison of the prior 60 percent design construction phases and the current study proposed construction phases as a way to review that reasonable assumptions were being made
- Began collecting sources for alternative phasing report text
- Participated in conference call on March 6th with Gannett Fleming to discuss alternative phasing study and report status
- Discussed project during visit from Women's Transportation Seminar /Dunbar High School students on February 14th, followed by site visit

Crossroads Lifecycle Overhaul & Upgrade Facility (LOU)

- Communicated progress to CSXT, STV, the equipment manufacturers, and VRE's procurement department
- Reviewed Independent Cost Estimate prepared by VRE Chief Engineer for Construction Management Services contract and submitted to procurement for use in the procurement documents
- Discussed Evaluation Factors for Construction Management Services Request for Proposals (RFP) with VRE Chief Engineer
- Completed/signed additional forms for Construction Management services RFP
- Communicated the project information during Industry Day on February 8th
- Communicated with Kensington Consulting regarding Preliminary Hazard Analysis and requested dates available to review results for LOU
- Reviewed draft RFP for LOU Construction Management Services prepared by procurement/Contracts; discussed and compiled comments internally, and returned to procurement
- Discussed and agreed on the Evaluation Factors for Construction Management Services RFP with VRE Chief Engineer
- Confirmed date of February 28th for meeting with Kensington Consulting to review LOU questions and products regarding Safety and Hazard Analysis and Certification
- Discussed easement for CSXT during the Monthly CSXT meeting on February 13th
- Began reviewing Div 001 specifications with VRE Chief Engineer
- Cross-checked the TO for Construction Management services with the Procurement version and made notes to add to the next version
- Met with Kensington Consulting on February 28th to review safety analysis and discuss steps moving forward
- Reviewed draft LOU PHAs sent by Kensington Consulting on March 5th

L'Enfant (North) Storage Track Wayside Power

- Requested back-up information for final services invoice from C3M Power
- Conducted audit of payments to C3M, and confirmed with VRE Finance, to ensure amount for final retainage invoice
- Received a request from HDR for additional funds to complete the as-built plans
- Received as-built plans from HDR
- Prepared TO amendment for additional funds for HDR
- Processed AECOM invoice for services through February 3rd, and notified procurement of final payment
- Provided VRE COO data for contract audit
- L'Enfant (South) Storage Track Wayside Power
- Notified PEPCO on February 12th of design elements required and monitoring preparation by HDR
- Coordinated PEPCO junction box location with CSXT
- CSXT advised that trees will have to be located in the area of the new construction; relayed information to HDR to include in design
- HDR responded with items for VRE to coordinate, based on previous correspondence

- Met with HDR on February 23rd to review their response to PEPCO comments on design elements
- Discussed with HDR the trees that will be removed with their placement of the equipment
- Sent communication to CSXT presenting three proposals for tree solution
- Received plans from HDR and forwarded to Pepco requesting a review meeting the first week of April

Slaters Lane/Alexandria Track 1 Access

- Discussed during monthly CSXT briefing on February 13th
- Requested progress reports from CSXT accountant following request from Northern Virginia Transportation Authority (NVTA) October 12th, 2017

Manassas Park Station Parking Expansion

- Reviewed revisions made to meeting notes from meeting with City held in January and forwarded to City of Manassas Park representatives
- Contacted City of Manassas Park about outstanding comments on Traffic Impact Analysis and comments on 30 percent plans
- Contacted VHB regarding outstanding items such as cost estimate and requested a call
- A submittal for a design review agreement with Norfolk Southern is being prepared; coordination with Norfolk-Southern was initiated

Crystal City Station Improvements

- Met with VHB to develop project schedule and cost to complete concept design and ongoing tasks in this phase
- Draft Categorical Exclusion documentation revised per VRE comments
- Concept design for the station and track is being developed, including resolution of circulation conflicts on Crystal Drive at both access points
- Additional discussions on noise and air pollution in response to concerns voiced by residents are being held

VRE Transit Development Plan Update

- Began development of presentation materials for Workshop #1; VRE review occurred February 22nd

Projects Progress Report to Follow

PROJECTS PROGRESS REPORT
As of March 9, 2018

PASSENGER FACILITIES

PROJECT	DESCRIPTION	PHASE CD	PD	EC	RW	FD	CN
Alexandria Station Improvements	Pedestrian tunnel to METRO and eliminate at-grade track crossing.	◆	◆	◆	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 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 Expansion	Parking garage to increase parking capacity to 1,100 spaces.	◆	●	●	N/A		
Rolling Road Station Improvements	Extend existing platform.	◆	◆	◆	N/A	●	
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A		
L'Enfant Track and Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A		

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

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

[1]Total project cost estimate in adopted FY2018 CIP Budget

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

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

ESTIMATED COSTS ($)					COMPLETION			STATUS
Total[1]	Funded	Unfunded	Authorized	Expended[2]	Percent	Date		
10,021,865	10,021,865	-	1,814,559	1,534,387	70%	3rd QTR 2020	●	60% design complete. Investgating alternative construction strategies.
7,000,000	7,000,000	-	467,500	90,749	30%	3rd QTR 2018	●	Construction is anticipated to start as part of CSXT work program.
2,400,000	400,000	2,000,000	-	-	5%	3rd QTR 2020	●	Design work on East Platform only. West Platform elevation funded.
13,000,000	13,000,000	-	*	313,129	20%	2nd QTR 2020	●	Preliminary engineering is anticipated to be complete in 2nd QTR 2018.
16,150,000	16,150,000	-	*	336,243	20%	2nd QTR 2020	●	Preliminary engineering is anticipated to be complete in 2nd QTR 2018.
16,632,716	16,632,716	-	*	231,125	20%	4th QTR 2021	●	Preliminary engineering is anticipated to be complete in 3rd QTR 2018.
No costs for VRE. Private developer providing station.					10%	TBD	●	Design resumed after resolution of DRPT/CSXT/FRA track project issues.
9,500,000	9,500,000	574,706	-	-	30%	TBD	●	Completion of FD & contuction pending excution of IPROC grant by DRPT.
21,334,506	21,334,506	-	*	220,914	20%	4th QTR 2021	●	Completion of PD & EC pending excution of REF grant by DRPT.
14,336,156	14,336,156	-	*	179,310	20%	4th QTR 2021	●	Completion of PD & EC pending excution of REF grant by DRPT.
19,600,000	2,500,000	17,100,000	665,785	601,176	25%	2nd QTR 2018	●	30% design plans received and under review.
2,000,000	2,000,000	-	442,900	224,030	20%	3rd QTR 2020	●	60% design plans under review by NS.
21,160,000	400,000	20,760,000	370,285	360,747	10%	2nd QTR 2023	●	Completion of PD & EC pending excution of REF grant by DRPT.
68,600,000	2,980,000	65,620,000	-	45,139	10%	2nd QTR 2023	●	Completion of planning, PD & EC pending excution of REF grant by DRPT.

TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		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 North Storage Track and Wayside Power	Conversion of existing siding into a midday train storage track.	◆	◆	◆	N/A	◆	●
L'Enfant South Storage Track and Wayside Power	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul and 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 stormwater retention and new	◆	N/A	N/A	●	N/A	N/A
Midday Storage	New York Avenue Storage Facility: Planning, environmental and preliminary engineering.	◆	●	●	●		

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 PD - Preliminary Design 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 FY2018 CIP Budget

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

ESTIMATED COSTS ($)					COMPLETION		STATUS
Total[1]	Funded	Unfunded	Authorized	Expended[2]	Percent	Date	
32,500,000	32,500,000	-	33,285,519	30,578,003	100%	4th QTR 2015	Close-out pending repair of storm damage to embankment.
4,398,996	4,398,996	-	4,398,996	3,272,713	100%	2nd QTR 2017	Wayside power installation complete. Track and signals in service.
3,965,000	3,965,000	-	2,937,323	3,045,774	50%	3rd QTR 2017	Power design under review by CSXT & Pepco. Track and signals in service.
38,146,323	38,146,323	-	3,176,039	3,156,717	30%	TBD	Design 100% complete. On hold pending property acquisition.
2,950,000	2,950,000	-	2,950,000	2,950,000	90%	TBD	Property appraisal underway, follwed by review by FTA.
88,800,000	88,800,000	-	3,588,305	993,204	15%	4th QTR 2018	Progress delayed pending Amtrak approval of site access for survey.
75,264,693	75,264,693	-	69,457,809	36,994,353	95%	4th QTR 2020	All cars received. Completion date reflects end of warranty period.
10,553,000	10,553,000	-	10,294,079	7,472,954	80%	4th QTR 2018	Onboard installations ongoing.
617,791,163	5,885,163	611,906,000	5,483,720	2,905,615	15%	3rd QTR 2022	Focus on capacity improvements on existing Broad Run complex.
3,510,307	3,510,307	-	3,510,627	1,950,757	55%	2nd QTR 2018	Integration with S&B system complete. Mobile now accounts for about 12% of monthly revenue and more than 25% of all tickets sold.

VIRGINIA RAILWAY EXPRESS

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ITEM 8-B
May 3, 2018
PRTC Regular Meeting

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE OPERATIONS BOARD MEETING

April 20, 2018

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

PRTC Headquarters
14700 Potomac Mills Road
Woodbridge, VA 22192

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from the March 16, 2018 VRE Operations Board Meeting
5. Chairman's Comments and VRE Operations Board Photograph
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Consent Items:

   A. Authorization to Issue an Invitation for Bids for the Purchase of Railcar End Body Door Diaphragm Kits

   B. Authorization to Issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization

C. Authorization to Issue an Invitation for Bids for Construction of Rolling Road Platform Extension

D. Authorization to Execute an Amendment for the First Two-Year Option to the Contract for Financial Auditing Services

9. Action Items:

A. Authorization to Issue a Task Order for Financial Modeling Platform

B. Authorization to Issue a GEC-VII Task Order for Construction Management Services for the Rolling Road Station Improvement Project

C. Authorization to Execute an Agreement for Data Networking Hardware and Associated Software Licenses

D. Authorization to Execute a Contract and Task Order for Maintenance Services for VRE Facilities

E. Authorization to Execute a Contract and Task Order for Custodial and Seasonal Services for VRE Facilities

F. Authorization to Execute an Amendment to the Vendor Agreement for Sale of Fare Media with The Convention Store (Commuter Direct)

G. Authorization to Execute an Amendment to the Contract for Wayside Power Construction at L'Enfant North Storage Track

H. Recommend Authorization to Execute an Amendment for the Fourth Year of the First Option Period of the Contract for Operating Services for Commuter Rail

I. Recommend Authorization to Execute an Amendment for the Third Year of the Contract for Maintenance Services for Commuter Rail

10. Information Items:

A. Transit Development Plan Update

B. Broad Run Expansion Project Update

C. Spending Authority Report

11. Closed Session

12. Operations Board Member's Time

The Next VRE Operations Board Meeting
May 18, 2018 - 9:00 am at PRTC

M I N U T E S

VRE Operations Board Meeting
PRTC Headquarters – Prince William County, Virginia
April 20, 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
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Wendy Maurer (PRTC)	Stafford County
Suhas Naddoni (PRTC)	City of Manassas Park
Martin E. Nohe (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
Mark Dudenhefer (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Gary Skinner (PRTC)	Spotsylvania County

Alternates Present	Jurisdiction
Jeanine Lawson (PRTC)	Prince William County
Michael McLaughlin	DRPT
Paul Trampe (PRTC)	Spotsylvania County

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
Libby Garvey (NVTC)	Arlington County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Cindy Shelton (PRTC)	Stafford County
Billy Withers (PRTC)	City of Fredericksburg
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Doug Allen – VRE	Cindy King – VRE
Monica Backmon – NVTA	Mike Lake – Fairfax County DOT
Paolo Belita – Prince William County	Lezlie Lamb – VRE
Nydia Blake – Prince William County	Bob Leibbrandt – Prince William County
Colin Burch – DRPT	Steve MacIsaac – VRE Legal Counsel
Rich Dalton – VRE	Betsy Massie – PRTC
Andrew D'huyvetter – NVTC	Kate Mattice – NVTC
John Duque – VRE	Kristen Nutter – VRE
Rhonda Gilchrest – NVTC	Aimee Perron Seibert – The Hillbridge Group
Chris Henry – VRE	Bob Schneider – PRTC
Tom Hickey – VRE	Mark Schofield – VRE
Christine Hoeffner – VRE	Darrell Smith – SDG
Pierre Holloman – Arlington County	Sonali Soneji – VRE
Todd Horsley – DRPT	Joe Swartz – VRE
Robert Hostelka – VRE	Neil Villerin – NVE
Todd Johnson – First Transit	Norine Walker – VRE
John Kerins – Keolis	Ciara Williams – DRPT

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
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

Chairman Nohe called the meeting to order at 9:08 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Sebesky, to approve the Agenda. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Smedberg and Trampe.

Approval of the Minutes of the March 16, 2018 Operations Board Meeting – 4

Ms. Cristol moved, with a second by Mr. Kelly, to approve the Minutes. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, McLaughlin, Sebesky and Smedberg Trampe. Ms. Maurer, Mr. Nohe and Mr. Trampe abstained.

Chairman's Comments –5

The Board stepped out of the room to take an official Operations Board photo. When they came back in, Ms. Sebesky apologized for having to leave to attend an event in Manassas.

[Ms. Sebesky left the meeting at 9:15 A.M.]

Chairman Nohe asked Mr. Smedberg, Chair of the CEO Evaluation Committee, to update the Board on the CEO evaluation process. Mr. Smedberg asked Board Members to respond to the survey regarding Mr. Allen's performance. The committee is also conducting a compensation study.

Chief Executive Officer's Report –6

Mr. Allen reviewed recent VRE security and safety initiatives:

- VRE held preparedness training for Virginia State Police troopers and canine units;
- VRE and Keolis personnel participated in Positive Train Control (PTC) classroom training (PTC implementation is still on track to meet the deadline); and
- VRE's Office of Development completed a safety certification, so as they are designing new facilities, they will design with safety in mind.

Mr. Allen reported average daily ridership for the month of March was 19,000 with on-time performance (OTP) of 92 percent.

Mr. Allen stated the 2018 General Assembly Session has concluded. He observed the success VRE was able to achieve during this Session started at the Operations Board level several years ago by developing a long-range vision and financial analysis, which laid the groundwork for being able to communicate VRE's needs to the jurisdictions, constituents, local elected officials, and legislators. He thanked Ms. Perron Seibert and Mr. Swartz for all their hard work during the Session. He asked Ms. Perron Seibert to give an update.

Ms. Perron Seibert reported the General Assembly considered the Governor's amendments and vetoes at the Reconvened Session on April 18th. For VRE, all the technical amendments were passed and no changes were made to the VRE funding structure in the original omnibus transportation legislation. Annually, $15 million will be deposited into the newly created Commuter Rail Operating and Capital fund (CROC) for VRE to use for operating and capital. PRTC jurisdictions will receive additional gas tax funds that total a little above $7 million annually and can be used for transportation.

[Ms. Lawson arrived at 9:22 A.M.]

Ms. Perron Seibert stated member jurisdictions will probably have some operational questions about the Maintenance of Effort (MOE) provision and will need to work through its implementation. Mr. Kelly stated he looks forward to continuing conversations on how the MOE will be implemented. Chairman Nohe observed there are several provisions of the legislation that need clarification, including how the MOE will be interpreted for FAMPO jurisdictions. He also stated clarification is also needed as to when the legislation goes into effect, since it says it goes into effect 30 days after Maryland and the District adopt parallel legislation. Both jurisdictions adopted parallel legislation but they don't go into effect until 2020.

Ms. Bulova observed that many Board Members wear multiple hats. Depending on which hat is being worn, one is either delighted or disappointed in the final legislation passed. It is good news for VRE with additional funding. She congratulated VRE leadership on being prepared to take advantage of opportunities during the Session. If one is wearing a NVTA hat, there is disappointment with the amount of regional funding being taken from NVTA. If wearing a NVTC hat, one is impressed with NVTC's new authority and a larger role in transportation and transit. She hopes future legislative sessions can address some of the disappointing aspects of the bill.

Ms. Cristol stated the loss of NVTA funds will also be an impact to VRE, since it has two projects in the NVTA project list for the upcoming six-year plan. Chairman Nohe stated NVTA is on the brink of adopting its first six-year plan and was anticipating funding approximately $1.5 billion in projects before this legislation passed. Ms. Backmon stated the legislation reduces the anticipated funding from $1.5 billion to $1.2 billion. Chairman Nohe stated there will be a substantial impact on the number of projects to be funded, the type of projects to be funded, and how quickly the projects can move ahead. He also discussed how it will impact the statewide Smart Scale program, which will impact other parts of the Commonwealth.

[Mr. Naddoni arrived at 9:24 A.M.]

The Board further discussed the implications to NVTA funding. Mr. Swartz stated the Crystal City project scored well and VRE was counting on NVTA funding since no other source of funding has been identified. The Woodbridge project did not score as well. Mr. Allen stated VRE is trying to coordinate the Crystal City project with the Commonwealth's fourth track project, which is part of the Atlantic Gateway project. In response to a question

from Mr. Cook, Ms. Backmon clarified the change will impact future projects in the six-year plan and the previously approved project list will not be affected.

In response to a question from Mr. Smedberg, Ms. Perron Seibert stated the state budget has not been adopted yet, but she does not anticipate a budgetary fix to the NVTA funding issue.

Mr. Kelly discussed the financial impacts to the City of Fredericksburg. He understands the political dynamics, but this legislation resulted in no new state funding and fixed the problem with local dollars. He questioned how far VRE should go in praising the General Assembly since the problem still remains. The outcome of this legislation really affects the smaller jurisdictions, especially as the Commonwealth approaches the fiscal cliff.

Mr. Allen gave a few more highlights of recent meetings. VRE staff met with the congressional delegation, and he is in the process of meeting with the CAO's of the jurisdictions. VRE also participated in a quarterly meeting with CSX and DRPT and it was a productive meeting. He is scheduled to participate in the Transportation Leadership Forum on April 23rd.

DRAFT

VRE Riders' and Public Comment – 7

There were no rider comments.

Consent Agenda – 8

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

- Resolution #8A-04-2018: Authorization to Issue an Invitation for Bids for the Purchase of Railcar End Body Door Diaphragm Kits
- Resolution #8B-04-2018: Authorization to Issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization
- Resolution #8C-04-2018: Authorization to Issue an Invitation for Bids for Construction of Rolling Road Platform Extension
- Resolution #8D-04-2018: Authorization to Execute an Amendment for the First Two-Year Option to the Contract for Financial Auditing Services

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Issue a Task Order for Financial Modeling Platform – 9A

Mr. Allen stated the Operations Board is being asked to authorize him to issue a Task Order to PFM Solutions LLC (an affiliate of PFM) for a financial modeling platform in the amount of $245,000, plus a contingency of $7,0000 (for two years of an additional seat license if needed), for a total not to exceed $252,000. Resolution #9A-04-2018 would accomplish this.

Mr. Allen explained VRE wishes to migrate to a new, more robust financial modeling platform to support long-term financial planning. Under this task order, PFM will implement their proprietary software, which will support a comprehensive update to VRE's 2040 financial plan as well a decision support for future budget and Capital Improvement Program (CIP) formulation.

Ms. Cristol moved, with a second by Ms. Bulova, to approve Resolution #9A-04-2018.

Ms. Cristol stated, as Chair of the Capital Committee, she is excited to see this action item, which will allow greater capacity to model scenarios of evolving variables in real-time. It has been difficult for the Capital Committee and the Operations Board to try to understand these projects and the variety of sources of funding with all the variables. This software will help facilitate a greater discussion by the Capital Committee as well as the Operations Board.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

<u>Authorization to Issue a GEC-VII Task Order for Construction Management Services for the Rolling Road Station Improvement Project – 9B</u>

Mr. Allen stated the Operations Board is being asked to authorize him to issue a General Engineering Consulting Contract (GEC-VII) task order for construction management services for the Rolling Road Station Improvement Project to STV Incorporated in the amount of $197,918, plus a 10 percent contingency of $19,792, for a total amount not to exceed $217,710. Resolution #9B-04-2018 would accomplish this.

Mr. Cook moved, with a second by Mr. Smedberg, to approve Resolution #9B-04-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

<u>Authorization to Execute an Agreement for Data Networking Hardware and Associated Software Licenses – 9C</u>

Mr. Allen stated the Operations Board is being asked to authorize him to execute an agreement with Saitech, Inc., of Fremont, California to acquire Cisco data network components and associated software licenses in the amount of $214,978, plus a 10 percent contingency of $21,498, for a total not to exceed $236,476. Resolution #9C-04-2018 would accomplish this.

Ms. Maurer moved, with a second by Mr. Smedberg, to approve Resolution #9C-04-2018.

In response to a question from Mr. Smedberg, Mr. Hostelka stated that the software package will be updated every five years and will accommodate future changes. The

software supports everything from a data network perspective that happens at the stations and headquarters, such as ticket vending machines and security cameras.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Execute a Contract and Task Order for Maintenance Services for VRE Facilities – 9D

Mr. Allen stated the Operations Board is asked to authorize him to execute a contract with NVE, Inc. of Herndon, Virginia for Maintenance Services for VRE facilities in an amount not to exceed $3,525,414, for a base period of three years with the option to extend for one additional two-year period. This contract includes base work along with task order work. VRE staff will return to the Board for authorization to exercise the two-year option period and associated funding. Resolution #9D-04-2018 would accomplish this.

The resolution would also authorize the CEO to issue an initial task order under this contract for comprehensive on-call services, including miscellaneous repair, installation and inspection services, electrical, lighting, generator and plumbing service and repairs. HVAC service and repairs and elevator service and repairs, in an amount of $665,000, plus a five percent contingency of $33,250, for a total not to exceed $698,250.

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #9D-04-2018.

Mr. McLaughlin noted VRE only received a single proposal. He stated it is important for VRE's procurement department to be doing everything it can to receive multiple responses, which contains costs. Ms. Nutter gave an overview of the competitive procurement process, which included 20 contractors attending the pre-proposal conference. Staff surveyed them to determine why they did not submit a proposal and staff is satisfied with the results. The main reason was the magnitude of the maintenance program that spans the entire VRE service area, where some offerors were only interest servicing specific segments of the required work.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Execute a Contract and Task Order for Custodial and Seasonal Services for VRE Facilities – 9E

Mr. Allen stated the Operations Board is asked to authorize him to execute a contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for custodial and seasonal services for VRE facilities in an amount not to exceed $6,370,219, for a base period of three years with the option to extend for one additional two-year period. VRE staff will return to the Board for authorization to exercise the two-year option period and associated funding. Resolution #9E-04-2018 would accomplish this.

The resolution also will authorize the CEO to issue an initial task order under this contract for on-call services, including miscellaneous repair and installation services, custodial, landscaping, additional facility cleaning, trash removal and painting services, in an amount of $190,000, plus a five percent contingency of $9,500, for a total not to exceed $199,500.

Ms. Bulova moved, with a second by Mr. Kelly, to approve Resolution #9E-04-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Execute an Amendment to the Vendor Agreement for Sale of Fare Media with The Convention Store (CommuterDirect) – 9F

Chairman Nohe stated this item and Agenda Item #10B "Broad Run Station Expansion Project Update" will be addressed in Closed Session later in the Agenda.

Authorization to Execute an Amendment to the Contract for Wayside Power Construction at L'Enfant North Storage Track – 9G

Mr. Allen stated the Operations Board is asked to authorize him to execute an amendment to the contract with C3M Power Systems, LLC of Capitol Heights, Maryland, for the construction of the L'Enfant North Storage Track Wayside Power, increasing the contract value by $8,300, from $576,406, for a total amount not to exceed $584,706. Resolution #9G-04-2018 would accomplish this.

Mr. Allen further explained the L'Enfant North Storage Track Wayside Power project has experienced delays due to permitting requirements, the acquisition of unanticipated materials, and other factors. C3M Power Systems has submitted a change order to purchase an extension of the insurance required for working in the railroad right-of-way, as well as for the purchase and installation of a small electrical module for the control cabinet, which was identified as a need at the time of final testing of the system.

Mr. Smedberg asked about coordination with Amtrak and the other railroads. Mr. Allen stated there is coordination, which will include railroad worker protection, as needed, while work is being done.

Mr. Smedberg moved, with a second by Ms. Bulova, to approve Resolution #9G-04-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Recommend Authorization to Execute an Amendment for the Fourth Year of the First Option Period of the Contract for Operating Services for Commuter Rail – 9H

Mr. Allen stated the Operations Board is being asked to recommend the Commissions authorize him to amend the Contract for Operation Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by approving up to $15,718,000 for the fourth year of

the first option period, for a total contract value not to exceed $163,124,557 through June 30, 2019. Resolution #9H-04-2018 would accomplish this.

Mr. Smedberg moved, with a second by Mr. Kelly, to approve Resolution #9H-04-2018.

Because of the scale of this work, Mr. Smedberg stated it would be helpful for staff to give an update on the contract when returning for future amendments. Mr. Allen offered to give a brief update. He stated VRE is receiving great service from Keolis on operations and maintenance (next agenda item). He gave some background on the contract for newer Board Members. Several years ago, when VRE transitioned to a life-cycle maintenance approach, the contract was divided into two contracts (operations and maintenance). Keolis won both of those contracts. Keolis has performed its work well. VRE continues to receive good feedback from riders about the interaction between the crew and riders, which is very important especially for safety reasons.

Chairman Nohe stated both contracts (operating and maintenance) were originally multi-year contracts, but the Operations Board decided to have them come back every year for review and adoption.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Recommend Authorization to Execute an Amendment for the Third Year of the Contract for Maintenance Services for Commuter Rail – 9I

Mr. Allen stated the Operations Board is asked to recommend the Commissions authorize him to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total contract authorization by $7,674,000, for a total amount not to exceed $22,018,638, through June 30, 2019. Resolution #9I-04-2018 would accomplish this.

Mr. Smedberg moved, with a second by Ms. Bulova, to approve Resolution #9I-04-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Transit Development Plan Update – 10A

Mr. Allen introduced the project manager, Sonali Soneji, who gave a brief update on the Transit Development Plan (TDP). Ms. Soneji explained DRPT requires VRE to update its TDP as a condition of receiving state funding. VRE has initiated a major update of its TDP in accordance with DRPT requirements encompassing two time frames: a six-year (FY 2020-2025) fiscally-constrained plan; and a 10-year (FY 2020-2029) fiscally-unconstrained plan forecasting longer-term capital and operating needs.

Ms. Soneji explained the TDP is also valuable to VRE for internal use to connect all daily actions and initiatives to the long-range vision laid out in the System Plan. Much has

happened since 2011 when VRE adopted its last full TDP. She reviewed the changes VRE has experienced over the last six years.

Ms. Soneji reported VRE held its first of two TDP stakeholder workshops. In response to a question from Mr. Smedberg, she stated staff from member jurisdictions, NVTC, PRTC, DRPT, NVTA, TPB, FAMPO, WMATA, MARC and other transit providers participated in the workshop. The host railroads were invited but did not attend. In response to a question from Mr. Smedberg, Ms. Soneji replied Keolis can be invited to the second workshop, which is anticipated in the May or June timeframe. The TDP will be brought back for adoption at the November Operations Board meeting.

Spending Authority Report –10C

The written report includes the following:

- Blanket Purchase Order for an amount not to exceed $56,600, to ACRO Service Corp for temporary staffing services for grant account support.
- Purchase Order of $63,760, to Roadway Worker Training, LLC to provide mandated FRA Roadway Worker Protection Training.
- Task Order of $86,616 to Keolis Rail Services Virginia to replace the emergency access markings located on the roof of each passenger railcar.

There were no questions or comments.

Closed Session – 11

Ms. Caddigan moved, with a second by Ms. Bulova, the following motion:

> Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (3), (6) and (7) of the Code of Virginia), the VRE Operations Board authorizes a Closed Session for the purpose of discussion of two procurement issues and discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

The Board entered into Closed Session at 10:17 A.M. and returned to Open Session at 11:18 A.M. [Ms. Bulova left the meeting during the Closed Session and did not return.]

Mr. Kelly moved, with a second by Ms. Maurer, 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:

DRAFT

1. Only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia 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 in favor was cast by Board Members Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Authorization to Execute an Amendment to the Vendor Agreement for Sale of Fare Media with The Convention Store (CommuterDirect) – 9F

Mr. Kelly moved, with a second by Mr. Smedberg to approve Resolution #9F-04-2018, which authorizes the VRE CEO to execute an amendment for a one-year extension of the Vendor Agreement for Sale of Fare Media with The Convention Store, Inc. to finalize negotiations from a RFP for Fare Media Sales. The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Naddoni, Nohe, Smedberg and Trampe.

Operations Board Member Time – 12

There were no comments.

Adjournment

Without objection, Chairman Nohe adjourned the meeting at 11:20 A.M.

Approved this 18th day of May 2018.

_____
Martin Nohe
Chairman

_____
Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the April 20, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest

DRAFT

Virginia Railway Express
Operations Board

Resolution
8A-04-2018

Authorization to Issue an Invitation for Bids for the Purchase of Railcar End Body Door Diaphragm Kits

WHEREAS, VRE has adopted a Lifecyle Maintenance strategy for locomotives and passenger railcars; and,

WHEREAS, the maintenance strategy includes constantly monitoring, evaluating and analyzing systems and components to determine their useful life; and,

WHEREAS, due to age and environmental elements, the end body rubber diaphragms on VRE's Gallery IV passenger railcars have lost their effectiveness allowing weather, debris, and noise elements to enter between cars; and,

WHEREAS, new diaphragm kits will replace the aged diaphragms currently on VRE passenger railcars;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for the Purchase of Gallery IV End Body Door Diaphragm Kits.

Approved this 21st day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
8B-04-2018

Authorization to Issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization

WHEREAS, a major rain event that washed out the culvert carrying Massaponax Creek under Benchmark Road also washed out significant portions of the railroad embankment adjacent to the Hamilton-to-Crossroads Third Track and Benchmark Road; and,

WHEREAS, the embankment slope must be repaired and stabilized to complete contract commitments and close out funding agreements for the project; and,

WHEREAS, the work is best accomplished while Benchmark Road is closed for the VDOT culvert design and replacement; and,

WHEREAS, VRE staff recommends an IFB for procurement of a contractor to accomplish this work in a timely and cost-effective manner;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Construction of Benchmark Road Slope Stabilization.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
8C-04-2018

Authorization to Issue an Invitation for Bids for Construction of Rolling Road Platform Extension

WHEREAS, a platform extension and other improvements are necessary at Rolling Road Station that will accommodate present train consists as well as accommodate longer train consists in the future; and,

WHEREAS, design for Rolling Road Station improvements is 90 percent complete and anticipated to begin construction in Summer 2018; and,

WHEREAS, VRE Staff will thoroughly review and evaluate all bids received through the prescribed IFB process; and,

WHEREAS, VRE staff recommends an IFB for procurement of a contractor to accomplish this work in a timely and cost-effective manner;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Construction of Rolling Road Platform Extension.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
8D-04-2018

Authorization to Execute an Amendment for the First Two-Year Option to the Contract for Financial Auditing Services

WHEREAS, in March 2015, the VRE Operations Board authorized the Chief Executive Officer to execute a contract with PBMares, LLP for financial auditing services for a base period of three years with options to extend for up to four additional years, in two-year increments, with a total not to exceed amount of $415,100 inclusive of contingency and all option years; and,

WHEREAS, the VRE Operations Board required that Board approval be received before exercising any options on this contract; and,

WHEREAS, the base period of the contract will expire in May 2018, and VRE wishes to exercise the first two-year option period;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the contract with PBMares, LLP of Harrisonburg, Virginia, for Financial Auditing Services to exercise the first two-year option period.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
9A-04-2018

Authorization to Issue a Task Order for Financial Modeling Platform

WHEREAS, in May 2017, the Operations Board approved a task order contract between VRE and PFM for financial advisory services, with a one-year base and nine one-year options, and with an aggregate contract amount not to exceed $300,000; and,

WHEREAS, in January 2018, VRE executed Task Order 1 with PFM for support services related to the RRIF loan refinancing, in an amount not to exceed $35,000; and,

WHEREAS, under a previous contract, PFM developed and implemented a financial modeling platform to support the financial planning component of VRE's original 2040 System Plan; and,

WHEREAS, VRE wishes to migrate this long-term financial model to PFM's new modeling platform and to update the ridership, project delivery, and financial assumptions in the model to support ongoing decision-making by staff, Operations Board members, and other VRE stakeholders;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Task Order to PFM Solutions LLC (an affiliate of PFM) for a financial modeling platform in the amount of $245,000, plus a contingency of $7,000, for a total not to exceed $252,000.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
9B-04-2018

Authorization to Issue a GEC-VII Task Order for Construction Management Services for the Rolling Road Station Improvement Project

WHEREAS, the existing platform at Rolling Road Station can only accommodate trains up to five cars in length, prohibiting train crews from opening all doors on longer trains at the station; and,

WHEREAS, a platform extension and other improvements are necessary at Rolling Road Station to accommodate present train consists and longer trains planned for the future; and,

WHEREAS, design for Rolling Road Station improvements is 90 percent complete and construction is anticipated to begin in Summer 2018; and,

WHEREAS, construction management services are necessary to support VRE staff during procurement and construction; and,

WHEREAS, the VRE Operations Board authorized execution of General Engineering Consultant contracts (GEC-VII) in July 2015 and STV Incorporated was subsequently awarded the prime consultant contract for Task Order A – Construction Management Support; and,

WHEREAS, STV Incorporated 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 Engineering Consultant Contract (GEC-VII) task order for construction management services for the Rolling Road Station Improvements in the amount of $197,918, plus a 10% contingency of $19,792, for a total amount not to exceed $217,710.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
9C-04-2018

Authorization to Execute an Agreement for Data Networking Hardware and Associated Software Licenses

WHEREAS, VRE operations rely on timely and secure communications running over the data network installed at all VRE locations; and,

WHEREAS, VRE provides reliable information to VRE passengers and staff daily through systems such as the Variable Messaging System (VMS) and security cameras; and,

WHEREAS, the January 2017 LAN WAN Cybersecurity Assessment identified the requirement to replace outdated network components with standardized data network hardware and associated licenses at all station locations; and,

WHEREAS, the data network components and associated five-year software licensing is available through a US General Services Administration (GSA) cooperative purchasing schedule in accordance with VRE Public Procurement Policies and Procedures;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to Execute an Agreement with Saitech, Inc., of Fremont, California to acquire Data Networking Hardware and Associated Software Licenses through a GSA cooperative purchasing schedule in the amount of $214,978, plus a 10% contingency of $21,498, for a total not to exceed $236,476.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
9D-04-2018

Authorization to Execute a Contract and Task Order For Maintenance Services for VRE Facilities

WHEREAS, in April 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for Facilities Maintenance Services with NV Enterprises; and,

WHEREAS, the Operations Board subsequently approved execution of each of the four option years for the contract; and,

WHEREAS, the current contract is set to expire on May 19, 2018; and,

WHEREAS, this contract will provide ongoing maintenance services at 18 rail stations, two rail storage yards and headquarters and satellite office spaces; 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 Chief Executive Officer to execute a contract with NVE, Inc. of Herndon, Virginia for Maintenance Services for VRE Facilities in an amount not to exceed $3,525,414 for a base period of three (3) years with the option to extend for one (1) additional two-year period. VRE staff will return to the Operations Board for approval to exercise the two-year option period and associated funding; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a task order under the Maintenance Services for VRE Facilities contract to NVE, Inc. of Herndon, Virginia for comprehensive on-call services, including miscellaneous repair, installation and inspection services, electrical, lighting, generator and plumbing service and repairs, HVAC service and repairs and elevator service and repairs, in an amount $665,000, plus 5% contingency of $33,250, for a total not to exceed $698,250.

Resolution 9D-04-2018 continued

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
9E-04-2018

Authorization to Execute a Contract and Task Order For Custodial and Seasonal Services for VRE Facilities

WHEREAS, in April 2013, the Operations Board approved a new five-year contract with one base year and four one-year options for Custodial and Seasonal Services with Fresh Air Duct Cleaning, LLC; and,

WHEREAS, the Operations Board subsequently approved execution of each of the four option years for the contract; and,

WHEREAS, the current contract is set to expire on May 19, 2018; and,

WHEREAS, this contract will provide ongoing custodial and seasonal services at 18 rail stations, two rail storage yards and headquarters and satellite office spaces; 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 Chief Executive Officer to execute a contract with Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for Custodial and Seasonal Services for VRE Facilities in an amount not to exceed $6,370,219 for a base period of three years with the option to extend for one additional two-year period. VRE staff will return to the Operations Board for approval to exercise the two-year option period and associated funding; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a task order under the Custodial and Seasonal Services for VRE Facilities contract to Fresh Air Duct Cleaning, LLC of Capitol Heights, Maryland for on-call services, including miscellaneous repair and installation services, custodial, landscaping, station and platform cleaning, trash removal and painting services, in an amount of $190,000, plus a 5% contingency of $9,500, for a total not to exceed $199,500.

Resolution 9E-04-2018 Continued

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
9F-04-2018

Authorization to Execute an Amendment to the Vendor Agreement for Sale of Fare Media with The Convention Store (Commuter Direct)

WHEREAS, the current agreement with The Convention Store, Inc. for the sale of Fare Media will expire in May 2018; and,

WHEREAS, the Request for Proposals for VRE Fare Media Sales issued in July 2017 is currently in negotiations; and,

WHEREAS, additional time is needed to finalize negotiations before the current agreement ends;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an amendment for a one-year extension of the Vendor Agreement for Sale of Fare Media with the Convention Store, Inc., owner and operator of CommuterDirect, The Commuter Store at Crystal City and various smaller outlets including the Springfield Connector Store, to finalize negotiations from a Request for Proposal for Fare Media Sales.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
9G-04-2018

Authorization to Execute an Amendment to the Contract for Wayside Power Construction at L'Enfant North Storage Track

WHEREAS, the VRE Operations Board authorized execution of a contract for Wayside Power Construction on the L'Enfant North Storage Track Wayside Power with C3M Power Systems, LLC, on June 19, 2015, for a contract amount of $449, 500 with a 10% contingency for a total of $494,450; and,

WHEREAS, the contract value has previously been increased to $576,406 due to delays and unanticipated material requirements, resulting in a current total authorization of $578,050, including contingencies; and,

WHEREAS, the contractor has requested an additional $8,300, for the cost of extending its railroad insurance coverage for the duration of the contract delay, as well as for the purchase and installation of a small electrical module for the control cabinet, which was identified as a need at the time of final testing of the wayside power system;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current contract with C3M Power Systems, LLC of Capitol Heights, MD for L'Enfant North Storage Track Wayside Power to increase the contract in the amount of $8,300, to a total amount not to exceed $584,706.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
9H-04-2018

Recommend Authorization to Execute an Amendment for the Fourth Year of the First Option Period of the Contract for Operating Services for Commuter Rail

WHEREAS, on October 16, 2009, the VRE Operations Board approved a 5-year contract with Keolis Rail Services Virginia for VRE operations and maintenance services and mobilization in the amount of $18,459,348 through June 30, 2011; and,

WHEREAS, a contract amendment was approved on December 17, 2010 in the amount of $2,085,000; and,

WHEREAS, on May 20, 2011, the Operations Board approved the second contract year, through June 30, 2012, in the amount of $17,954,527, for a total contract value not to exceed $38,498,875; and,

WHEREAS, on April 20, 2012, the Operations Board approved the third contract year, through June 30, 2013, in the amount of $18,008,591, for a total contract value not to exceed $56,507,466; and,

WHEREAS, on April 19, 2013, the Operations Board approved the fourth contract year, through June 30, 2014, in the amount of $18,974,041, for a total contract value not to exceed $75,481,507, and;

WHEREAS, on April 18, 2014, the Operations Board approved the fifth contract year, through June 30, 2015, in the amount of $20,115,047, for a total contract value not to exceed $95,596,554; and,

WHEREAS, on May 15, 2015, the Operations Board approved the first year of the first option period, through June 30, 2016, in the amount of $20,931,000, for a total contract value not to exceed $116,527,554; and,

WHEREAS, on May 20, 2016, the Operations Board further authorized amending the agreement to remove the requirements for the Maintenance of Equipment and Facilities; and,

WHEREAS, on May 20, 2016, the Operations Board approved the second year of the first option period, through June 30, 2017, in the amount of $15,463,003, for a total contract value not to exceed $131,990,557; and,

Resolution 9H-04-2018 continued

WHEREAS, on April 21, 2017, the Operations Board approved the third year of the first option period, through June 30, 2018, in the amount of $15,416,000, for a total contract value not to exceed $147,406,557;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC by approving up to $15,718,000 for the fourth year of the first option period, for a total Contract value not to exceed $163,124,557 through June 30, 2019.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

Virginia Railway Express
Operations Board

Resolution
9I-04-2018

Recommend Authorization to Execute an Amendment for the Third Year of the Contract for Maintenance Services for Commuter Rail

WHEREAS, in 2015, the VRE Operations board recommended, and the Commissions approved, a five-year Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV); and,

WHEREAS, the Contract start date and total authorization was amended in May of 2016; and,

WHEREAS, on April 21, 2017, the Operations Board approved the second contract year, through June 30, 2018, in the amount of $7,092,267, for a total contract value not to exceed $14,344,638; and,

WHEREAS, the current Contract authorization runs through June 30, 2018; and,

WHEREAS, the increase in Contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2019;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total Contract authorization by $7,674,000, for a total amount not to exceed $22,018,638, through June 30, 2019.

Approved this 20th day of April 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

ITEM 8-E
May 3, 2018
PRTC Regular Meeting

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-A
Information Item

To: **Chairman Nohe and the VRE Operations Board**

From: **Doug Allen**

Date: **April 20, 2018**

Re: **Transit Development Plan Update**

Summary:

VRE has initiated an update of its Transit Development Plan (TDP) in accordance with the requirements of the Virginia Department of Rail and Public Transportation (DRPT). This item provides an update of its purpose and progress to date.

Background:

DRPT requires VRE to update its TDP in accordance with their *Transit Development Plan Minimum Requirements*, dated February 2017, as a condition of receiving state funding. The TDP allows DRPT to better understand the needs, service changes, required funding, and priorities of local transit service providers and the level of state resources necessary to help meet near and long-term transit requirements throughout the Commonwealth.

VRE has initiated a major update of its TDP in accordance with DRPT requirements encompassing two timeframes:

- A six-year (FY 2020-2025) fiscally-constrained plan; and
- A ten-year (FY 2020-2029) fiscally-unconstrained plan forecasting longer-term capital and operating needs.

VRE's last full TDP was produced in 2011 covering the six-year period from FY 2013 to FY 2018

The TDP highlights projects and policies that would be prioritized in the next six years to implement the long-range vision of the VRE System Plan. The TDP provides an overview of all the major projects and initiatives, outlines VRE's service needs, identifies service and capital improvements to meet those needs, and outlines a financial plan for the required resources.

The TDP update process was initiated with the development of an updated set of goals and objectives that align with the VRE mission statement. Performance measures and targets will be identified to record progress achieved towards the TDP goals due to the daily activities by VRE staff.

Two facilitated workshops with the staffs from VRE member jurisdictions and other regional stakeholder organizations are proposed during the TDP update. The first stakeholder workshop was held on February 28, 2018, to provide an overview of the VRE system, and gather feedback on the proposed goals and objectives. Comments were incorporated into the TDP. A second stakeholder workshop will promote a better understanding of VRE's operations and capital projects, and fiscal needs.

The updated TDP is anticipated to be presented for adoption at the November 2018 meeting of the VRE Operations Board.

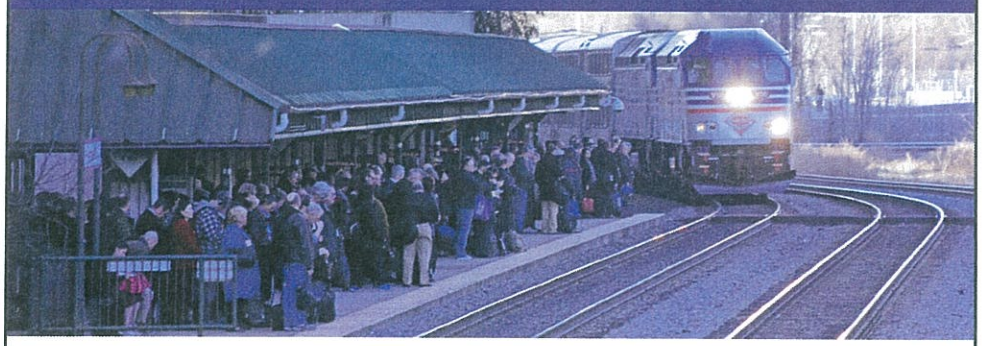
VIRGINIA RAILWAY EXPRESS

FY2020 - FY2025
TRANSIT DEVELOPMENT PLAN

VRE Operations Board
April 20, 2018

A BETTER WAY. A BETTER LIFE.

ROLE OF THE TRANSIT DEVELOPMENT PLAN

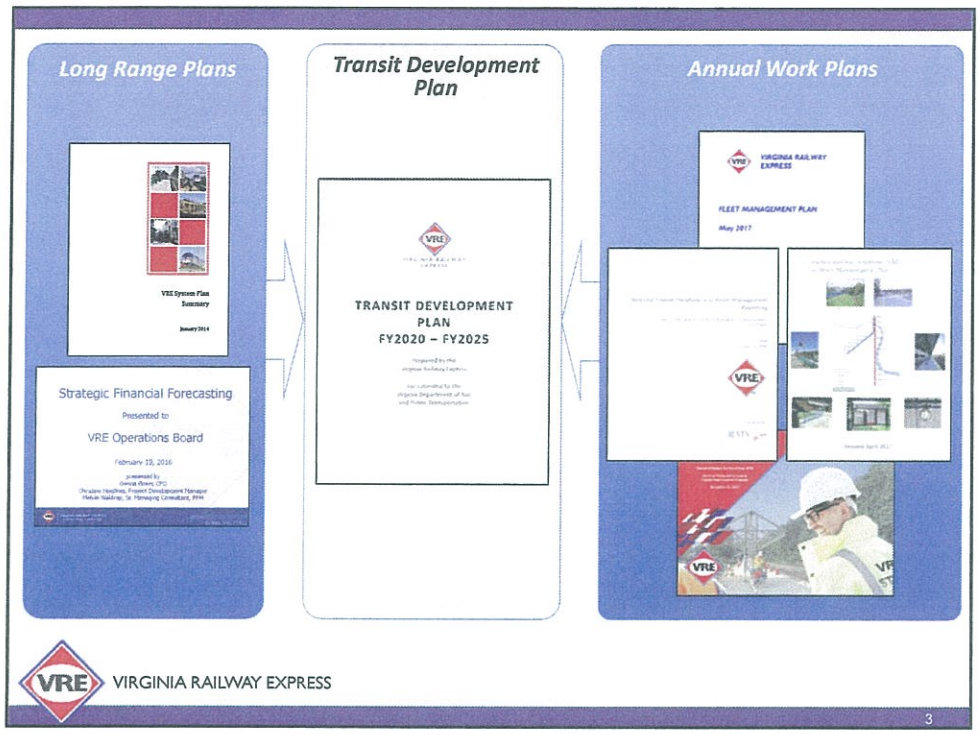


Internal perspective (VRE)
Summarizes *and* ***coordinates*** *near term actions and initiatives to achieve VRE's long range vision*

External perspective (DRPT)
Commonwealth transit agencies ***identify needs, service changes, required funding,*** *and* ***local priorities*** *to meet near and long term opportunities and challenges*

VIRGINIA RAILWAY EXPRESS

2



SINCE THE LAST MAJOR TDP UPDATE ...

2012
- *Transit Development Plan Adopted*
- Doug Allen appointed CEO
- Woodbridge Station Kiss and Ride facility opens
- Amtrak releases master plan for Washington Union Station

2013
- Long Range Life Cycle Maintenance Action Plan completed
- Final order placed for replacement railcars

2014
- 2040 System Plan adopted
- TIGER grant awarded for Long Bridge project development

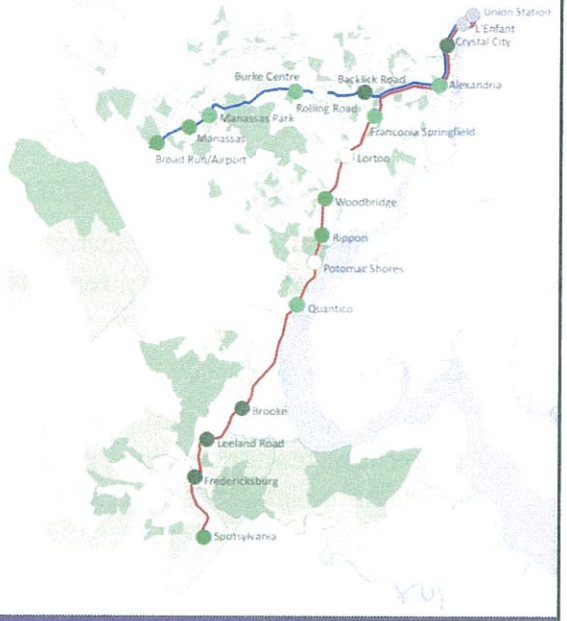
2015
- Fredericksburg Line extended
- Spotsylvania Station opens
- New train added on the Fredericksburg Line
- Internal VRE management audit conducted
- Mobile ticketing launched

2016
- System Plan 2040 Financial Plan completed
- Atlantic Gateway project funds Long Bridge design and additional track construction
- Highest single day of ridership of 23,309 (7/12/16)
- Transit Asset Management Plan initiated

2017
- 25th Anniversary celebrated
- Most recent FTA Triennial Review
- Broad Run Expansion option selected by VRE Board
- SmartScale grant (93 M) awarded for FBG Line Capacity Expansion
- I-66 OTB funds (129 M) awarded for MSS Line Capacity Expansion

POPULATION
CHANGES (2013-2016)

Higher population growth at outlying stations



Census Block Group Population Change (2013 - 2016)

- Less than 0%
- 0% to 5%
- 5% to 10%
- 11% to 20%
- 21% to 50%
- 51% to 100%
- Over 100%

Station Catchment Area Population Change (2013 - 2016)

- 1.6% to 2.5%
- 2.5% to 5%
- 5% to 7.5%
- Over 7.5%

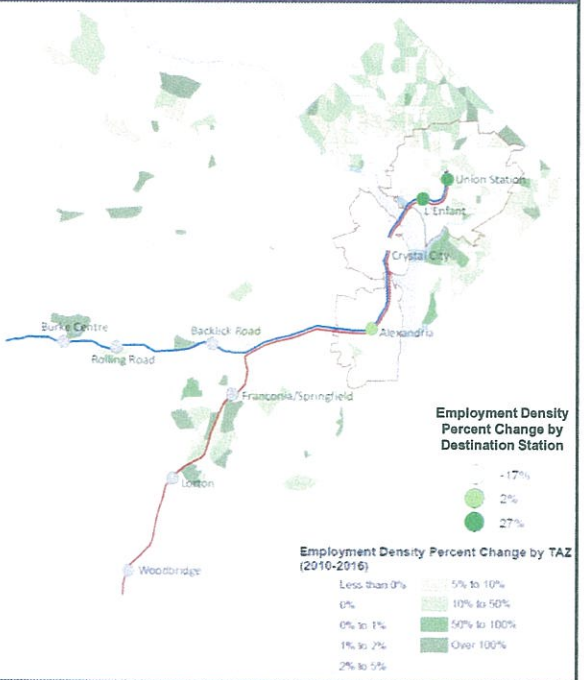
VIRGINIA RAILWAY EXPRESS

5

EMPLOYMENT
CHANGES (2013-2016)

Employment has shifted away from VRE destination stations, e.g. Crystal City

New locations with employment concentrations, e.g. Franconia-Springfield to Lorton corridor



VIRGINIA RAILWAY EXPRESS

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PROPOSED VRE TDP GOALS

- **GOAL #1 – SERVICE DELIVERY**

  Deliver safe, secure, high-quality, and convenient service that is responsive to customer needs.

- **GOAL #2 – BUSINESS PRACTICES**

  Employ industry-leading business practices to drive operating efficiency, project delivery, regulatory compliance, and partnerships.

- **GOAL #3 – SERVICE ENHANCEMENT**

  Expand VRE ridership efficiently and economically through operational enhancements, physical improvements, and coordinated intermodal integration throughout the region.

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GOAL #1 – SERVICE DELIVERY

Deliver safe, secure, high-quality, and convenient service that is responsive to customer needs.

Objective 1.1 – Maintain a positive safety culture.

Objective 1.2 – Maintain a secure environment on trains and at facilities.

Objective 1.3 –Act on improvements identified through annual customer surveys and other feedback.

Objective 1.4 –Track monthly performance indicators and address trends requiring action internally or with partners.

VIRGINIA RAILWAY EXPRESS

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GOAL #2 – BUSINESS PRACTICES

Employ industry-leading business practices to drive operating efficiency, project delivery, regulatory compliance, and partnerships.

Objective 2.1 – Proactively maintain all assets in a state of good repair.

Objective 2.2 – Demonstrate accountability and good stewardship to host railroads, funding partners, commissions, contractors, and regulatory entities.

Objective 2.3 – Implement technology to streamline administrative and operational functions and project delivery.

Objective 2.4 –Provide training and oversight to promote workforce development and create a positive work environment.

Objective 2.5 – Seek opportunities to incorporate environmentally conscious practices, design, and equipment.

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GOAL #3 – SERVICE ENHANCEMENT

Expand VRE ridership efficiently and economically through operational enhancements, physical improvements, and coordinated intermodal integration throughout the region.

Objective 3.1 – Execute the adopted Capital Improvement Plan.

Objective 3.2 – Pursue strategies and partnerships to serve new markets.

Objective 3.3 – Support and advocate for regional initiatives that benefit the delivery of multimodal transportation solutions.

Objective 3.4 – Advance project readiness and operational planning to be able to tap into emerging revenue sources.

VIRGINIA RAILWAY EXPRESS

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OBJECTIVE CATEGORIES/DISTRIBUTION

VIRGINIA RAILWAY EXPRESS

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PROCESS, MILESTONES AND OUTCOMES

2017 | *2018*

DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT

- Update Baseline
- Current Service Evaluation

- Needs/Project Identification
- Financial Planning

- Financial Input for Budget & CIP Development
- Implementation Steps

1 — ***Workshop #1 on goals, performance measures, and system & service evaluation***

2 — ***Workshop #2 on service & capital plan, and financial plan***

3 — ***Adopt TDP Nov 2018***

VIRGINIA RAILWAY EXPRESS

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ITEM 8-F
May 3, 2018
PRTC Regular Meeting

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-B
Information Item

To: **Chairman Nohe and the VRE Operations Board**

From: **Doug Allen**

Date: **April 20, 2018**

Re: **Broad Run Expansion Project Update**

Summary:

VRE has initiated the design of near-term (2022) improvements for the Broad Run Maintenance and Storage Facility (MSF), Broad Run station, and a third main track between the Broad Run and Manassas stations. Several expansion concepts have been developed for the Broad Run complex. Each concept has been evaluated using a qualitative and quantitative evaluation process to arrive at a recommendation of preferred alternative that will be advanced for preliminary engineering (PE) and National Environmental Policy Act (NEPA) review.

Broad Run Expansion Project Background and Update:

In March 2017, VRE's Operations Board unanimously adopted their preferred alternative for the Gainesville-Haymarket Extension study, which was expansion of the current Broad Run terminus. The Broad Run Expansion (BRX) alternative continues the operation of Manassas Line service out of a larger Broad Run Station and expands the capacity of the existing Broad Run MSF.

Planning and engineering studies to evaluate the optimal plan to expand the Broad Run complex were initiated in July 2017. Proposed improvements include:

- Capacity expansion of the existing Broad Run MSF to accommodate more and longer trains;

- Additional parking spaces at Broad Run Station;
- A new third mainline track between Manassas and Broad Run within the existing Norfolk Southern Railway (NS) right-of-way; and
- Adjustments to the Broad Run platform to accommodate the above changes.

Design objectives include: accommodating near-term growth in VRE demand and serve longer trains as coaches are added to currently operated trains to increase the seating capacity; improving station access and egress for all modes (i.e., cars, bicycles, kiss-and-ride, shuttles/transit); increasing railroad capacity and operating flexibility; and expanding in a way that does not preclude long-term service expansion and operation of more trains.

The design process has addressed two planning horizons: a near-term focus in 2022 that assumes VRE operates longer trains but does not add new service and a long-term focus consistent with proposed System Plan 2040 service expansion (i.e., 20-minute peak frequency plus midday and reverse peak service). The near-term plans will be implemented using funds from the I-66 Outside the Beltway (OTB) Express Lanes concessionaire payment and have been developed to minimize impacts to facilities and operations as future, long-term improvements are constructed.

The design process resulted in two potential development concepts for the Broad Run station and MSF expansion:

- "South" concept that expands the Broad Run complex within and adjacent to the existing station and MSF footprint, on land already owned by PRTC or Prince William County. The new third track is located parallel to the existing two tracks in the Norfolk Southern (NS) railroad right-of-way.
- "North/South" concept that expand the MSF within and adjacent to existing facilities and locates additional station parking north of the Broad Run complex and NS ROW. The third track is located within the existing NS ROW as in the South concept.

The I-66 OTB funding requires the proposed improvements be completed by the opening of the I-66 OTB Express Lanes, currently estimated to be December 2022. Construction of surface parking has been assumed in the design concepts to minimize the construction period and to align the estimated project cost with the available funding.

Selection of a preferred development concept for the Broad Run complex, including the specific location for parking expansion, is needed before more detailed PE plans can be initiated and NEPA review completed. VRE staff considered various factors including improved station access/egress, walking distance to platform, potential environmental impacts, property acquisition requirements, and long-term expansion flexibility to evaluate the Broad Run expansion concepts. Based on the evaluation, the North/South concept is recommended as the preferred development concept to advance for PE design and NEPA review.

VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-C
Information Item

To: **Chairman Nohe and the VRE Operations Board**

From: **Doug Allen**

Date: **April 20, 2018**

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 March 9, 2018, VRE issue a Blanket Purchase Order for an amount not to exceed $56,600, to ACRO Service Corp for temporary staffing services for Grant Accountant Support for up to three months.

- On March 15, 2018, VRE issued a Purchase Order in the amount of $63,760, to Roadway Worker Training, LLC to provide mandated FRA Roadway Worker Protection Training to VRE and Contractor personnel on CSX and NS Railroads

- On March 28, 2018, VRE issued a Task Order in the amount of $86,616, to Keolis Rail Services Virginia, to replace the emergency access markings located on the roof of each passenger railcar.

May 3, 2018
PRTC Regular Meeting

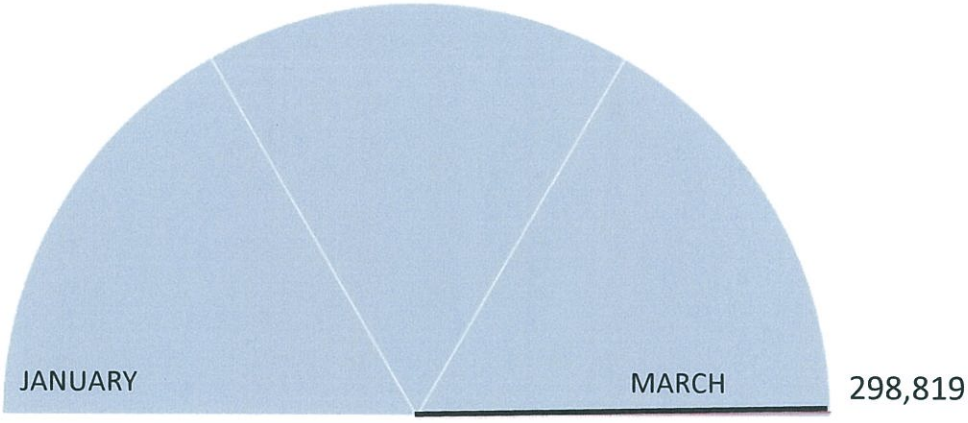
<u>Information Items</u>
Quarterly Fuel Dashboard
Performance Service Reports
Revised Purchasing Authority Report
Wheels-to-Wellness Funding Status

OmniRide Fuel Gauge

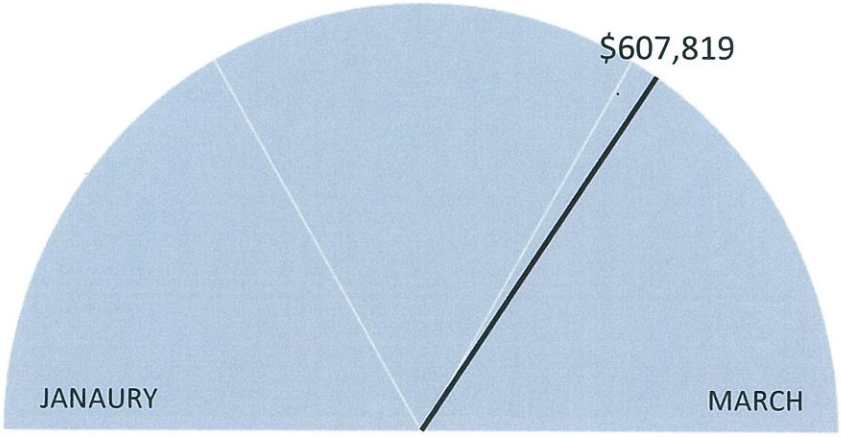
Quarter Three: January 1, 2018—March 31, 2018

FY2018 Q3	Fuel Delivered	FY2017 Q3	Fuel Delivered
Average Per Gallon	$ 2.04	Average Per Gallon	$ 1.92
Total Gallons	298,819	Total Gallons	253,205
Total Cost	$ 607,910	Total Cost	$ 486,915

Delivered Fuel vs Budgeted Fuel Delivery (FY18 Q3)



Fuel Expenditures vs Budgeted Fuel Expenditures (FY18 Q3)



PRTC
Potomac and Rappahannock Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

May 3, 2018

TO: Madam Chair Anderson and PRTC Commissioners

FROM: Perrin A. Palistrant
Director of Operations and Operations Planning

Doris Lookabill
Director of Program Administration

THROUGH: Robert A. Schneider, PhD
Executive Director

RE: March System Performance and Ridership Report

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*OmniRide Express and Metro Direct Service**

- March average daily ridership decreased 1.2 percent compared to February
- Snow event during the last half of the month, coupled with spring break held ridership down
- Staff is analyzing existing and new locations for afternoon staging in DC to improve on time performance, especially during cherry blossom season

*OmniLink Local Bus Service**

- March average daily ridership decreased 2.7 percent from February
- Ridership impacted by spring break and several weather related school closures
- Staff continues to review ridership trends, particularly on Saturday for improvement areas

Vanpool Alliance Program

- Enrollment stayed stable at 664 vans
- March ridership was slightly lower than the same period of the year prior at 124,857, mainly due to weather delays and closures

OmniMatch Program

- Promoted the program at:
  - The Pentagon Vanpool Event on 3/13
  - The Mark Center Vanpool Event on 3/15
  - The Quantico Welcome Aboard Brief on 3/19

Customer Service Statistics

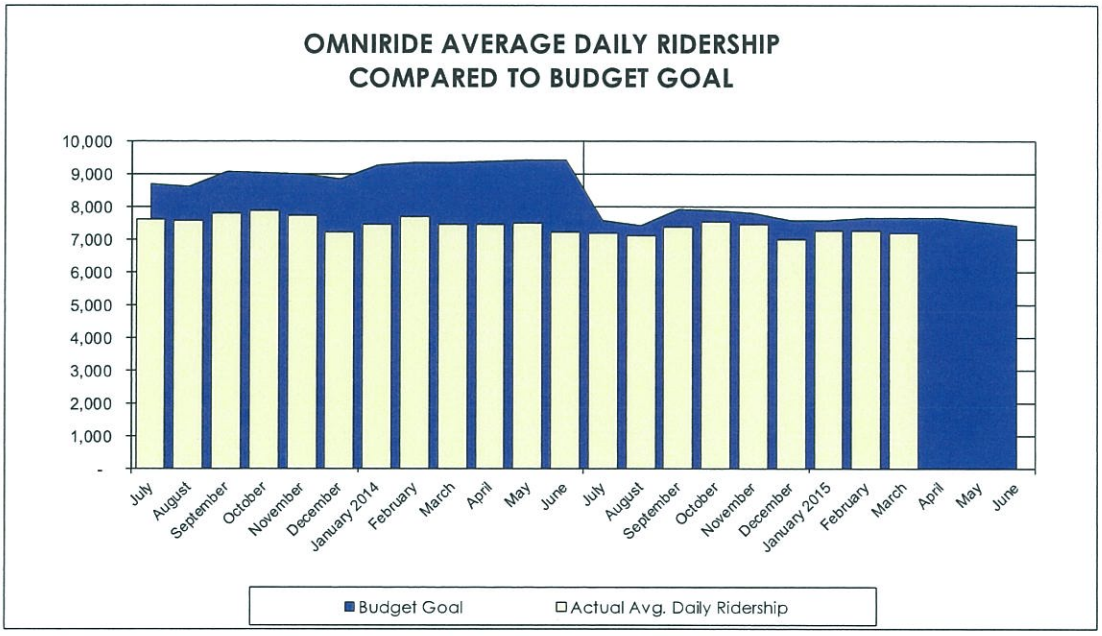
- Received 4,971 calls in March
- Automated system handled 50 percent of calls
- Average wait time for remaining calls was :50
- Responded to 29 general information emails
- Percentage of OmniLink trip denials decreased

Passenger Complaints

- Complaint rate for OmniRide decreased and OmniLink increased in March
- OmniRide complaint rate for FY18 year-to-date is one percent lower than FY17
- OmniLink complaint rate for FY18 year-to-date is 26 percent higher than FY17

OMNIRIDE EXPRESS SERVICE

Month	Monthly Ridership FY17	Monthly Ridership FY18	Average Daily Ridership FY17	Average Daily Ridership FY18	% Change	FY18 Budget Goal	Change from Goal
July	150,922	140,343	7,621	7,225	-5.2%	7,599	(374)
August	175,881	164,929	7,599	7,114	-6.4%	7,427	(313)
September	162,621	147,004	7,811	7,417	-5.0%	7,943	(526)
October	158,700	158,222	7,919	7,572	-4.4%	7,913	(341)
November	146,086	138,188	7,735	7,458	-3.6%	7,806	(348)
December	133,654	123,853	7,237	7,022	-3.0%	7,602	(580)
January	136,374	145,038	7,485	7,304	-2.4%	7,596	(292)
February	146,303	136,436	7,722	7,290	-5.6%	7,688	(398)
March	166,060	142,166	7,494	7,199	-3.9%	7,655	(456)
April							
May							
June							
Year to Date	**1,376,601**	**1,296,179**	**7,625**	**7,289**	**-4.4%**	**7,692**	**(403)**



At year's end figures are revised, if needed, to account for any lingering data latency.

7/16 - Avg. Daily Ridership excludes the Friday before and Tuesday after July 4

9/16- Avg. Daily Ridership excludes the Friday before Labor Day

10/16- Avg. Daily Ridership excludes Friday before Columbus Day (7) and Columbus Day (11).

11/16- Avg. Daily Ridership excludes Election Day (8), Veterans Day (11), and days before and after Thanksgiving (22,23,25 and 30)

12/16- Avg. Daily Ridership excludes Christmas tree lighting (1), and holiday period (19-30)

1/17- Avg. Daily Ridership excludes MLK Day (16), Inauguration ESP Service (18-20), AM snow/PWC School in service day (30)

2/17- Avg. Daily Ridership excludes Friday before President's Day (17) and President's Day (20)

3/17- Avg. Daily Ridership Excludes Snow/Schools Closed (14,15)

4/17- Avg. Daily Ridership excludes PWC Spring Break (10-14 and 17)

5/17- Avg. Daily ridership excludes days before and after Memorial Day holiday (26 and 30)

6/17- Avg. Daily Ridership excludes Friday before Fourth of July Holiday (30)

7/17- Avg. Daily ridership excludes days before and after Fourth of July Holiday (3,5,6,7)

9/17 - Avg. Daily Ridership Excludes Friday before Labor Day Holiday (1)

10/17-Avg. Daily Ridership Excludes Friday before Columbus Day and Columbus Day (5, 8)

11/17-Avg. Daily Ridership Excludes Day before Veterans Day (10), Week of Thanksgiving and Monday after (20-24 and 27), Christmas Tree Lighting ESP

12/17- Avg. Daily Ridership excludes holiday period (20-29)

1/18- Avg. Daily Ridership excludes New Year's holiday and weather related school closures (2-5), MLK Holiday (15), School closures-snow (17), Federal

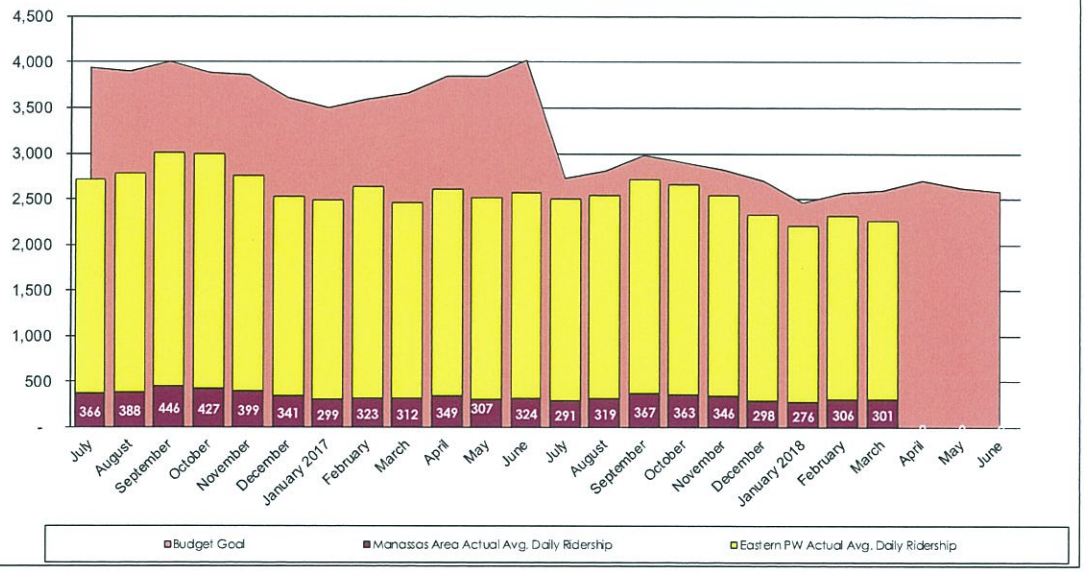
2/18- Avg. Daily Ridership excludes weather related school closures and delays (7), Friday before President's Day (16) President's Day Holiday (19)

3/18- Avg. Daily Ridership excludes weather related school closures and delays (2,21,22), PWC Spring Break/Good Friday (26-30)

OMNILINK LOCAL SERVICE

WEEKDAY							
	Monthly Ridership		Average Daily Ridership			FY18	Change from
Month	FY17	FY18	FY17	FY18	% Change	Budget Goal	Goal
July	54,174	49,365	2,715	2,507	-7.7%	2,723	(216)
August	63,944	58,330	2,780	2,536	-8.8%	2,807	(271)
September	61,832	54,048	3,003	2,709	-9.8%	2,985	(276)
October	61,742	57,288	2,991	2,659	-11.1%	2,906	(247)
November	54,900	50,905	2,753	2,540	-7.7%	2,824	(284)
December	50,602	43,042	2,531	2,331	-7.9%	2,695	(364)
January	50,650	44,114	2,483	2,208	-11.1%	2,458	(250)
February	51,955	45,089	2,632	2,320	-11.9%	2,563	(243)
March	54,011	46,223	2,456	2,258	-8.1%	2,600	(342)
April							
May							
June							
Year to Date	**503,810**	**448,404**	**2,705**	**2,452**	**-9.3%**	**2,729**	**(277)**

OMNILINK AVERAGE WEEKDAY RIDERSHIP COMPARED TO BUDGET GOALS



At year's end figures are revised, if needed, to account for any lingering data latency.

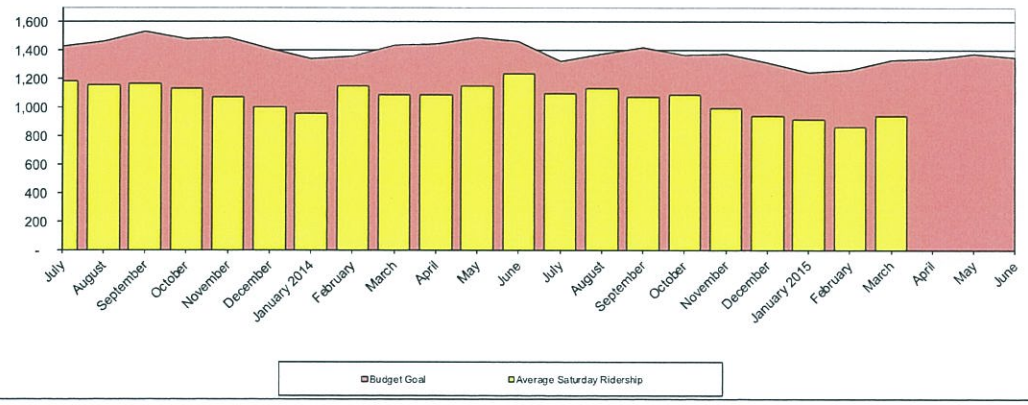
7/16 - Avg. Deaily ridership excludes Tuesday after Fourth of July holiday.
9/16- Avg. Daily Ridership excludes heavy rainfall and storms on the 29th and 30th.
10/16- Avg. Daily Ridership excludes Columbus Day (11).
11/16- Avg. Daily Ridership excludes Election Day (8), Veterans Day (11), and days before and after Thanksgiving (22,23,25 and 30)
12/16- Avg. Daily Ridership excludes holiday period (19-30)

1/17- Avg. Daily Ridership excludes MLK Day (16), Inauguration Day schools closed (20), AM Snow/PWC school in service day (30)
2/17- Avg. Daily Ridership excludes President's Day (20)
3/17- Avg. Daily Ridership excludes Snow/Schools Closed (14,15)
4/17- Avg. Daily Ridership excludes PWC Spring Break (10-14 and 17)
7/17-Avg. Daily Ridership excludes days before and after Fourth of July Holiday (3,5,6,7)
9/17- Avg. Daily Ridership excludes Friday before Labor Day (1)
10/17- Avg. Daily Ridership excludes Columbus Day (8)
11/17- Avg. Daily Ridership excludes Election Day (7), Veterans Day Observed (10), Wednesday before and Friday after Thanksgiving (23 and 25)
12/17- Avg. Daily Ridership excludes holiday period (20-29)
1/18- Avg. Daily Ridership excludes New Year's holiday and weather related school closures (2-5), MLK Holiday (15), School closures-snow (17)
2/18- Avg. Daily Ridership excludes weather related school closures (7), President's Day Holiday (19)
3/18- Avg. Daily Ridership excludes weather related school closures (2,21,22), Good Friday (30)

OMNILINK LOCAL SERVICE

SATURDAY							
	Monthly Ridership		Average *Saturday* Ridership			*Average Saturday* FY18	Change from
Month	FY17	FY18	FY17	FY18	% Change	Budget Goal	Goal
July	5,931	5,606	1,186	1,099	-7.4%	1,433	(334)
August	4,628	4,528	1,157	1,132	-2.2%	1,482	(350)
September	4,672	5,350	1,168	1,070	-8.4%	1,529	(459)
October	5,661	4,349	1,132	1,087	-4.0%	1,474	(387)
November	4,294	3,966	1,074	992	-7.6%	1,474	(482)
December	4,181	4,119	998	944	-5.4%	1,409	(465)
January	3,511	3,423	961	914	-4.9%	1,334	(420)
February	4,600	3,437	1,150	859	-25.3%	1,364	(505)
March	4,339	4,581	1,085	944	-13.0%	1,428	(484)
April							
May							
June							
Year to Date	**41,817**	**39,359**	**1,101**	**1,005**	**-8.8%**	**1,436**	**(432)**

OMNILINK AVERAGE SATURDAY RIDERSHIP COMPARED TO BUDGET GOAL



At year's end figures are revised, if needed, to account for any lingering data latency.

12/16 - Excludes weather/delayed start of service (17) and Christmas Eve (24)

1/17 - Excludes snow/ice (7)

12/17 - Excludes weather (9) and New Years Eve weekend/very cold weather (30)

1/18- Excludes snow/very cold weather (6)

3/18- Excludes wind event/early mall closures and severe traffic (3)

OMNIMATCH / VANPOOL ALLIANCE

	OmniMatch				*Vanpool Alliance*			
	FY17	FY18	FY17	FY18	FY17	FY18	FY17	FY18
	New Applications Received	New Applications Received	Other Applications Received	Other Applications Received	Vanpools Enrolled	Vanpools Enrolled	Monthly Passenger Trips	Monthly Passenger Trips
July	30	34	16	5	577	653	108,930	117,257
August	16	36	16	20	586	658	123,562	133,874
September	84	22	10	15	588	659	117,862	116,527
October	71	52	25	12	606	662	117,283	127,548
November	40	40	13	17	614	663	115,731	120,117
December	28	25	9	10	621	650	109,232	108,423
January	44	47	1	10	624	652	116,304	128,991
February	27	32	12	5	626	664	114,271	117,217
March	47	47	9	13	630	664	133,006	124,857
April								
May								
June								
Average	**43**	**37**	**12**	**12**	**608**	**658**	**117,353**	**121,646**

1) "New PRTC Applications Received" include all new customers inquiring about rideshare options in Prince William, Manassas, and Manassas Park.
2) "Other Applications Received" include reapplicants, deletions and commuters contacted as a follow-up interested in remaining in the program.
3) "Vanpools Enrolled" includes all vanpools approved as of last day of the month.

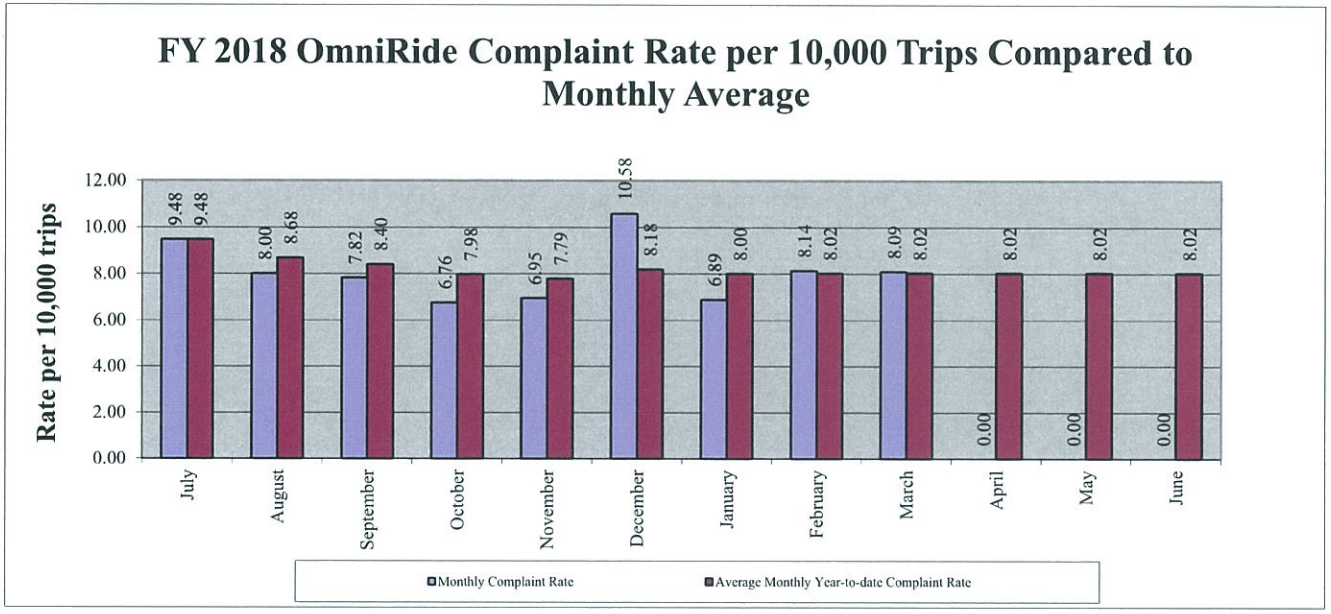
FY18 Customer Service Department Monthly Service Totals

	March	February	Change	% Change
CALL ACTIVITY				
Total Incoming Calls	9,849	7,897	1,952	25%
Percentage Handled by IVR	50%	49%	0	1%
Percentage Handled by CS	46%	46%	0	0%
Percentage Abandoned	5%	4%	0	18%
Daily Average	173	153	20	13%
Average Waiting Time	:50	:58	:08	-14%
RIDERSHIP				
Off-route trips Scheduled:				
One Time Trips	1,503	1,561	-58	-4%
Standing Order Trips	756	692	64	9%
Sub Total	2,259	2,253	6	0%
Daily Average	90	83	7	8%
Fixed Route:	48,545	46,273	2,272	5%
Total Ridership*	50,804	48,526	2,278	5%
RIDER ACCOMODATIONS				
Total Trip Turn Downs	30	54	-24	-44%
% Of Trips Turned Down	1.31%	2.34%	-1.03%	-44%

* - Includes Saturday ridership

FY 2017 Year-to-date OmniRide Complaints			
	Ridership	Complaints	Per 10k Trips
July	150,922	154	10.20
August	175,881	127	7.22
September	162,621	141	8.67
October	158,700	126	7.94
November	146,086	99	6.78
December	133,654	165	12.35
January	136,374	84	6.16
February	146,303	88	6.01
March	166,060	132	7.95
April			
May			
June			
Year-to-date totals	**1,376,601**	**1,116**	**8.11**

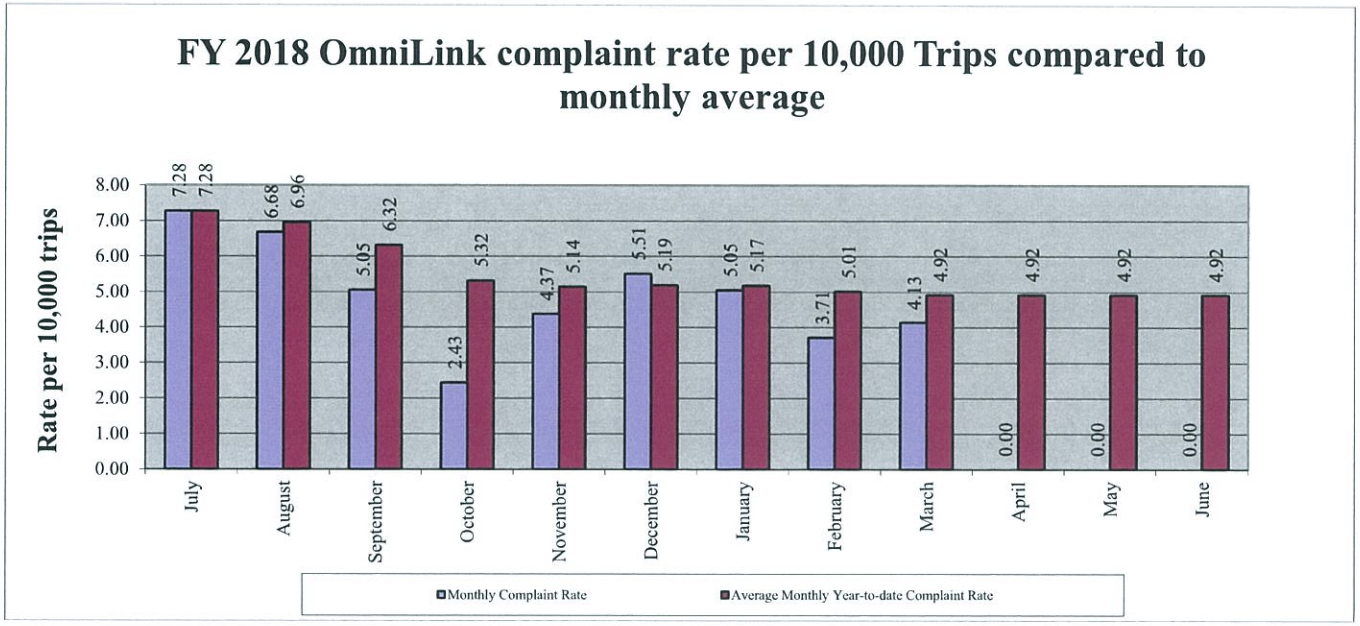
FY 2018 Year-to-date OmniRide Complaints			
	Ridership	Complaints	Per 10k Trips
July	140,343	133	9.48
August	164,929	132	8.00
September	147,004	115	7.82
October	158,222	107	6.76
November	138,188	96	6.95
December	123,853	131	10.58
January	145,038	100	6.89
February	136,436	111	8.14
March	142,166	115	8.09
April			
May			
June			
Year-to-date totals	**1,296,179**	**1,040**	**8.02**



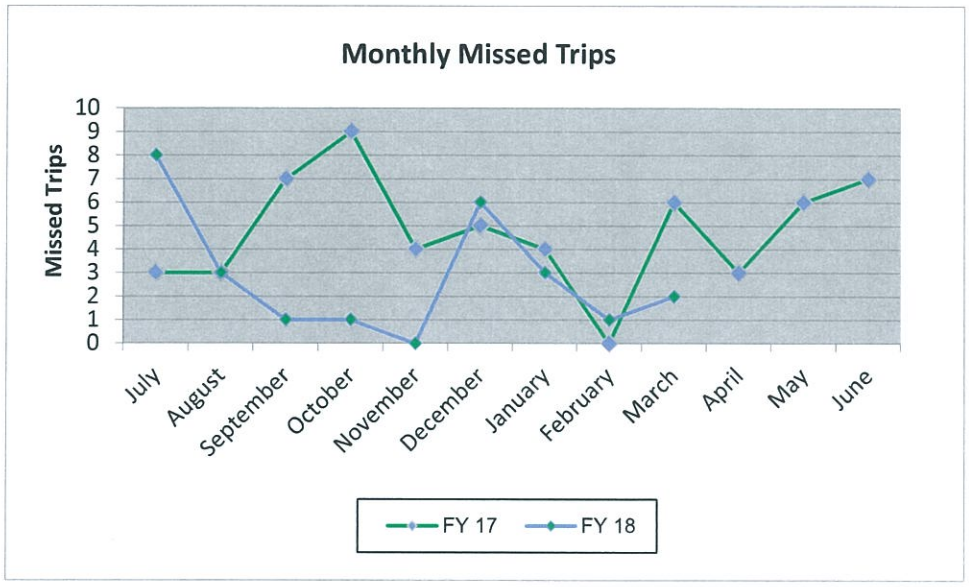
Complaint rates for OmniRide service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the bus services contract.

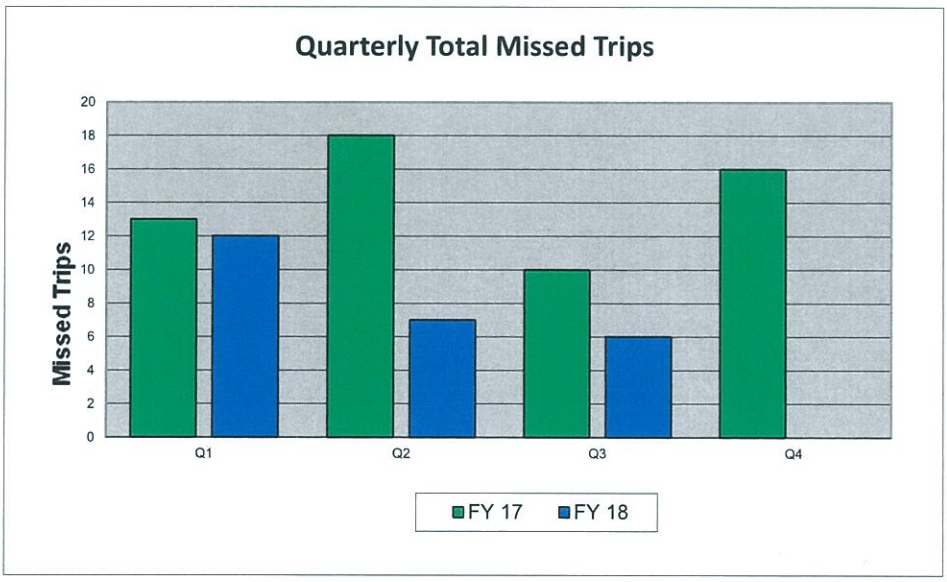
FY 2017 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	60,105	20	3.33
August	68,572	24	3.50
September	66,504	25	3.76
October	67,403	30	4.45
November	59,194	13	2.20
December	54,783	29	5.29
January	54,161	22	4.06
February	56,555	18	3.18
March	58,350	32	5.48
April			
May			
June			
Year-to-date totals	**545,627**	**213**	**3.90**

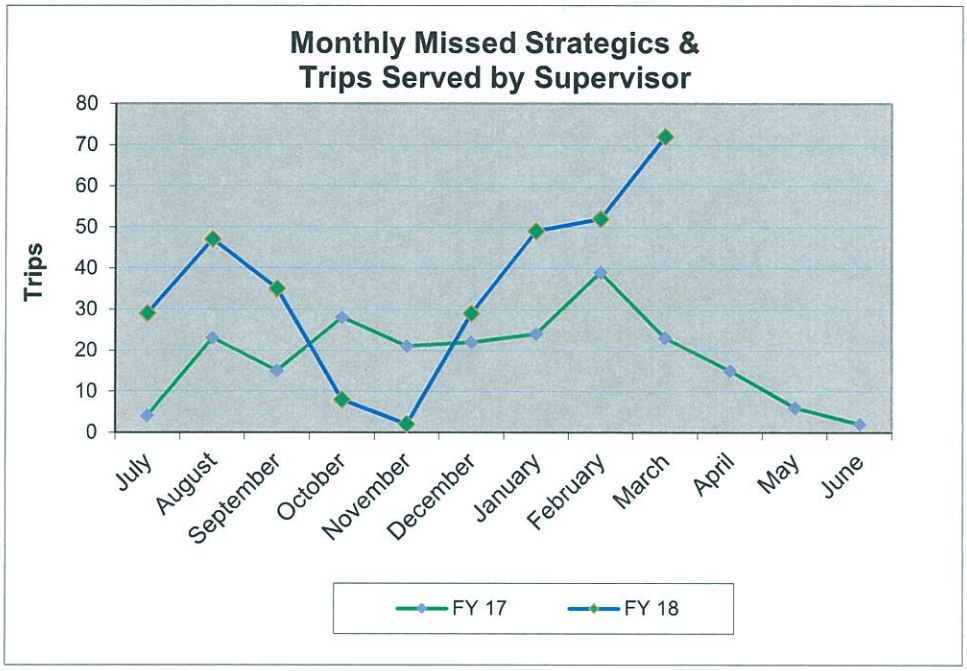
FY 2018 Year-to-date OmniLink Complaints			
	Ridership	Complaints	Per 10k Trips
July	54,971	40	7.28
August	62,858	42	6.68
September	59,398	30	5.05
October	61,637	15	2.43
November	54,871	24	4.37
December	47,161	26	5.51
January	47,537	24	5.05
February	48,526	18	3.71
March	50,804	21	4.13
April			
May			
June			
Year-to-date totals	**487,763**	**240**	**4.92**

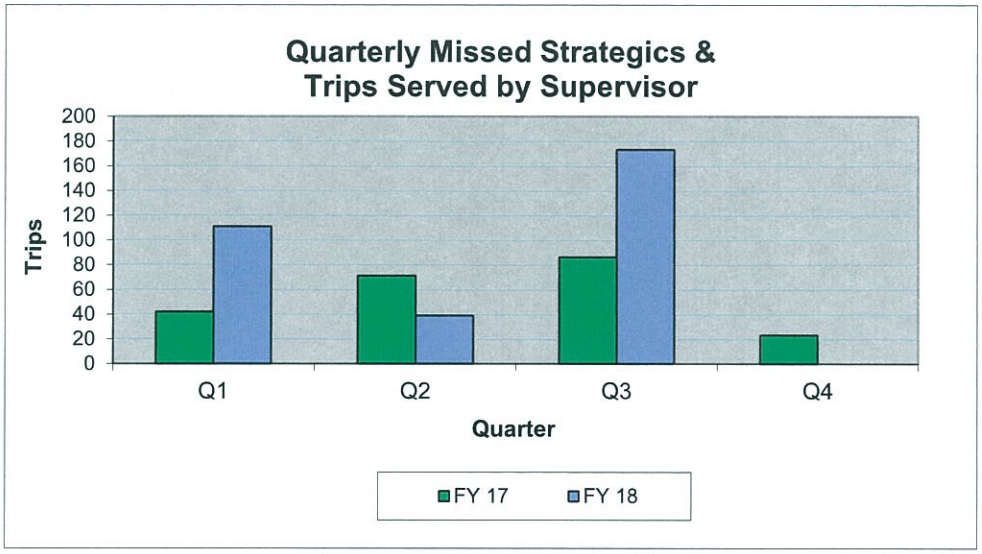


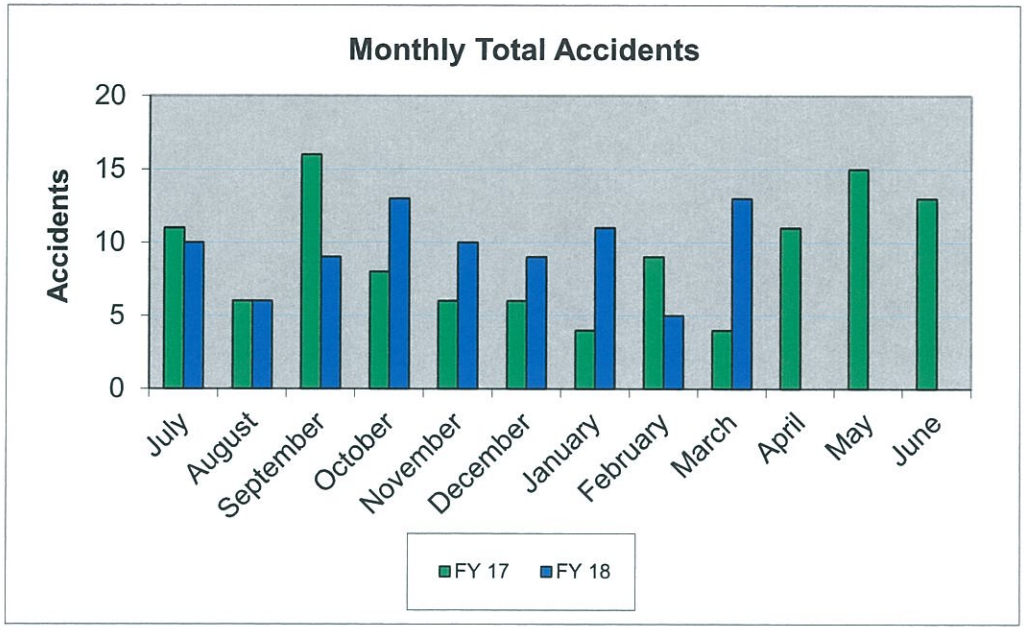
Complaint rates for OmniLink service for the current month and for the year-to-date in contrast to fiscal year 2017 overall rate, which is the benchmark for evaluating contractor performance for fiscal year 2018 in the new bus services contract.

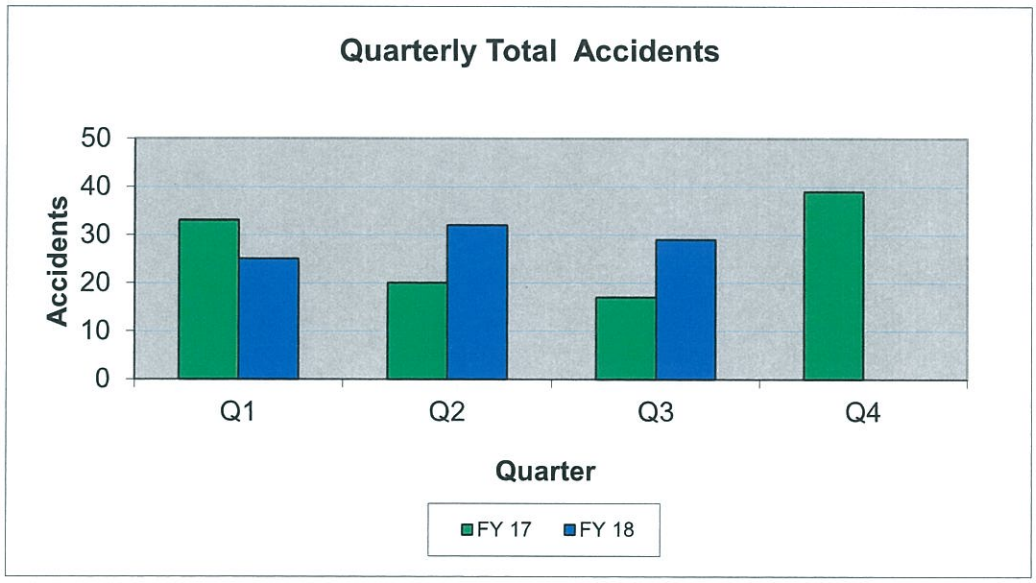

Monthly Missed Trips
Missed Trips
10
9
8
7
6
5
4
3
2
1
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 17
FY 18

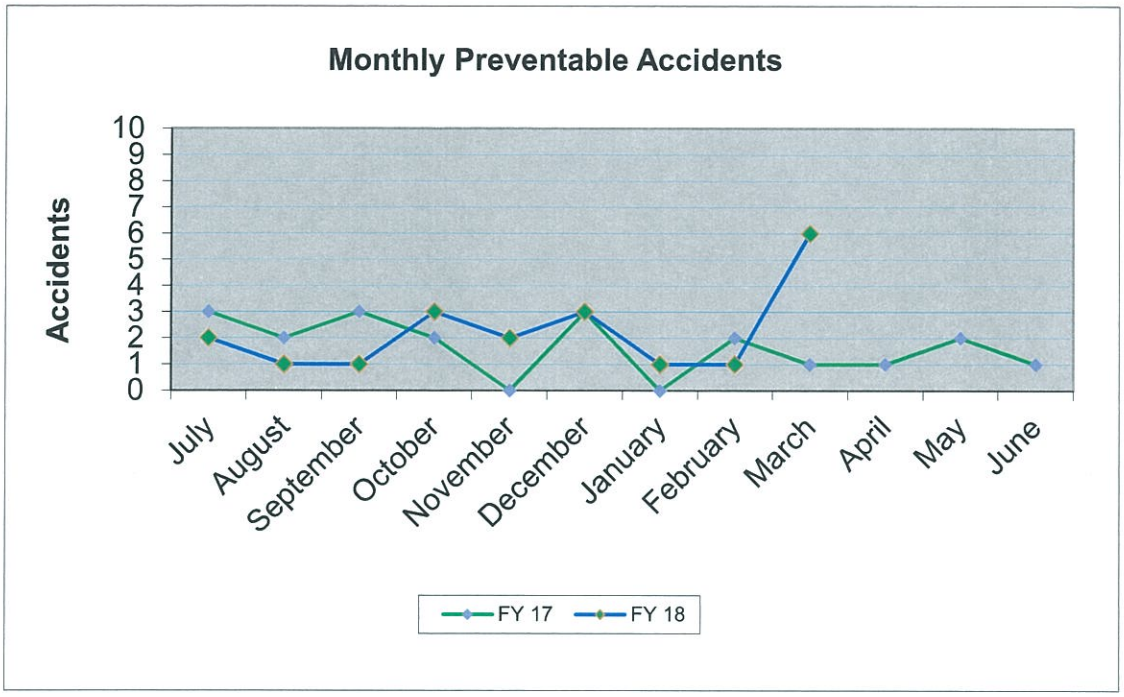

Quarterly Total Missed Trips
Missed Trips
20
18
16
14
12
10
8
6
4
2
0
Q1
Q2
Q3
Q4
FY 17
FY 18

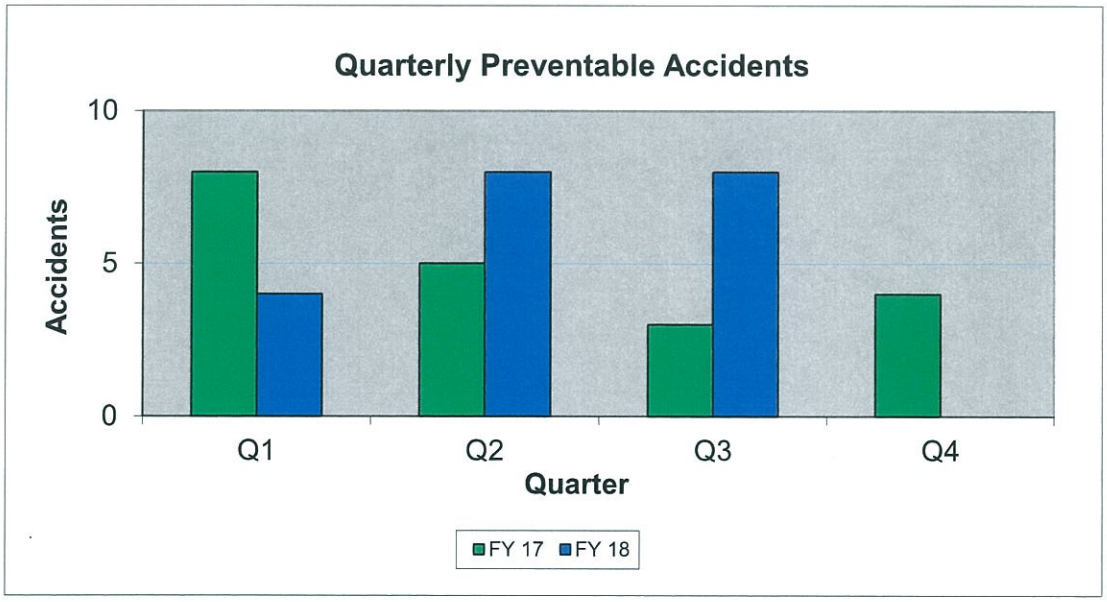

Monthly Missed Strategics &
Trips Served by Supervisor
Trips
80
70
60
50
40
30
20
10
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 17
FY 18

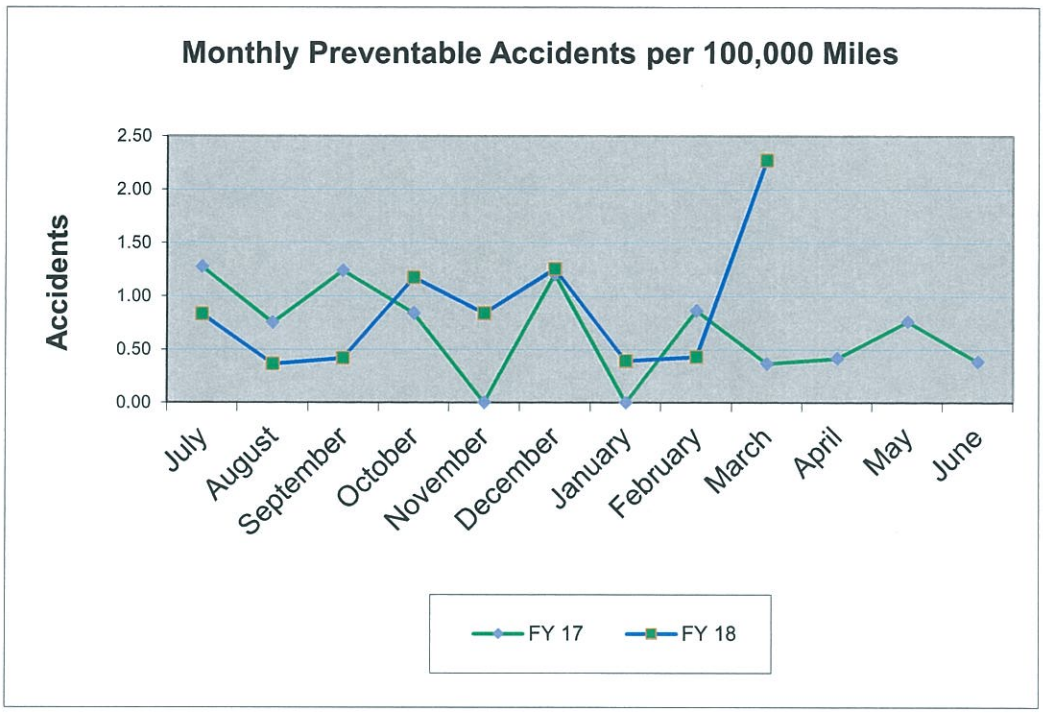

Quarterly Missed Strategics &
Trips Served by Supervisor
Trips
200
180
160
140
120
100
80
60
40
20
0
Q1
Q2
Q3
Q4
Quarter
FY 17
FY 18

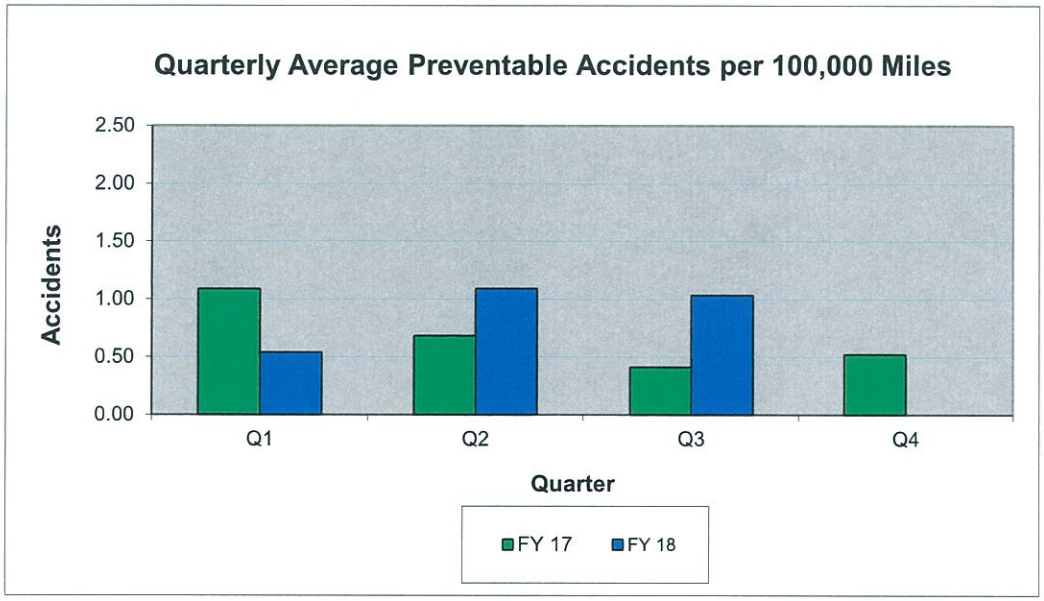

Monthly Total Accidents
Accidents
20
15
10
5
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 17
FY 18

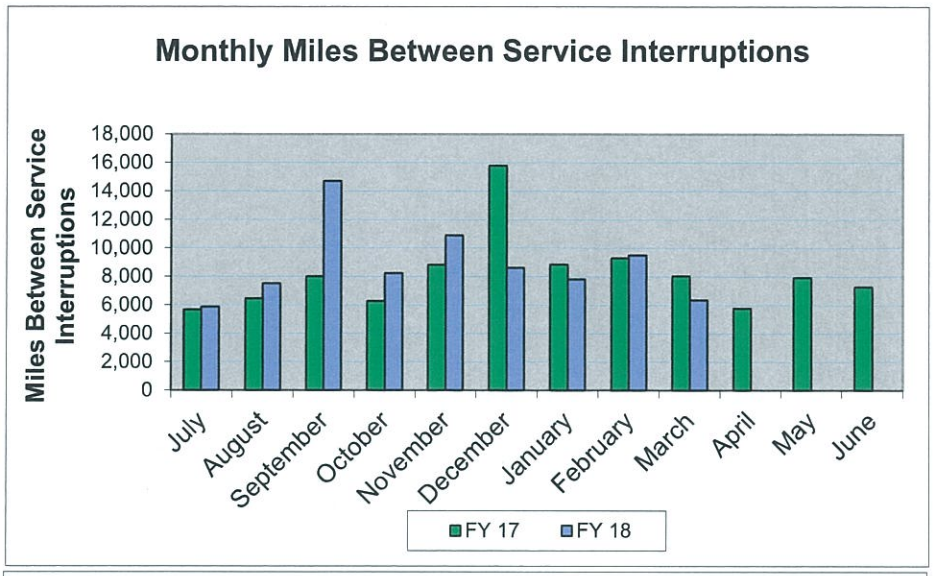

Quarterly Total Accidents
Accidents
50
40
30
20
10
0
Q1
Q2
Q3
Q4
Quarter
FY 17
FY 18

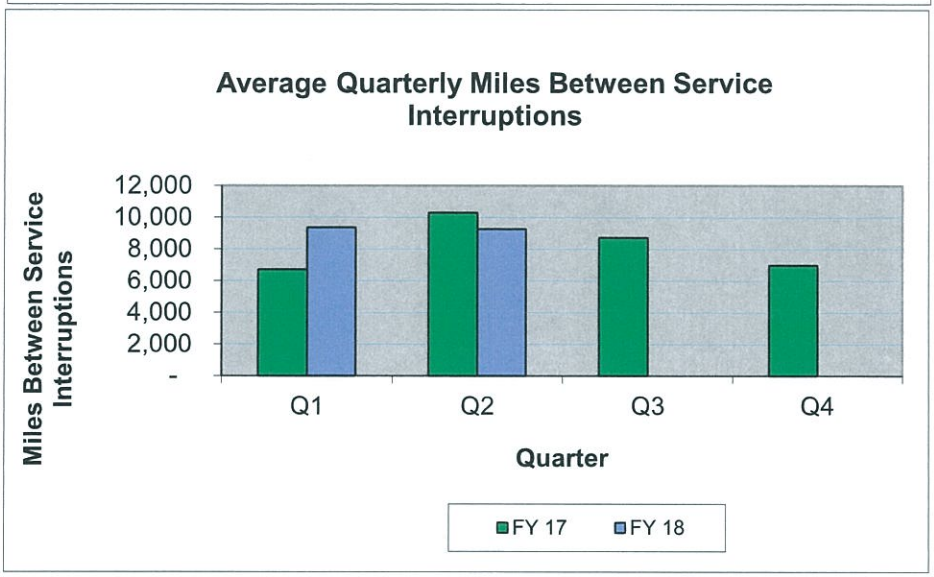

Monthly Preventable Accidents
Accidents
10
9
8
7
6
5
4
3
2
1
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 17
FY 18


Quarterly Preventable Accidents
Accidents
10
5
0
Q1
Q2
Q3
Q4
Quarter
FY 17
FY 18


Monthly Preventable Accidents per 100,000 Miles
Accidents
2.50
2.00
1.50
1.00
0.50
0.00
July
August
September
October
November
December
January
February
March
April
May
June
FY 17
FY 18


Quarterly Average Preventable Accidents per 100,000 Miles
Accidents
2.50
2.00
1.50
1.00
0.50
0.00
Q1
Q2
Q3
Q4
Quarter
FY 17
FY 18


Monthly Miles Between Service Interruptions
Miles Between Service Interruptions
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
July
August
September
October
November
December
January
February
March
April
May
June
FY 17
FY 18


Average Quarterly Miles Between Service Interruptions
Miles Between Service Interruptions
12,000
10,000
8,000
6,000
4,000
2,000
-
Q1
Q2
Q3
Q4
Quarter
FY 17
FY 18

PRTC
Potomac and Rappahannock Transportation Commission

14700 Potomac Mills Road
Woodbridge, VA 22192

May 3, 2018

TO: Madame Chair Anderson and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

RE: Revised Purchasing Authority Report

On June 4, 2015, the Potomac and Rappahannock Transportation Commission (PRTC) approved increasing the Executive Director's delegated purchasing authority from $50,000 to $100,000. It was resolved that any purchase of greater than $50,000 would be communicated to the Board as an information item.

In March 2018, there were no purchase orders issued within the Executive Director's new spending authority.

Wheels-to-Wellness Funding Status
As of March 31, 2018

Grant/Contribution	Organization	Amount	Notes	
Enrollment Fees Collected		$75		
Sub Total		$75		

Pending

Grant/Contribution	Organization	Amount	Notes	
Sub Total		$0		

Previously Reported

Grant/Contribution	Organization	Amount	Notes	Date
Enrollment Fees		$2,865		
Contribution	Lake Jackson Volunteer Fire & Rescue Department - Bingo Account	$500		02/09/2018
Contribution	Linda Lee - Go Fund Me	$931		02/16/2018
Contribution	Davita Dialysis Center	$1,261	Net IEC 3% admin fee per agreement (actual donation	01/18/2018
Grant	MWCOG Enhanced Mobility Grant/Potomac Health Foundation 50% match (disabled and seniors)	$250,000		06/14/17
Contribution	First United Presbyterian Church of Dale City	$500		08/31/16
Contribution	St. Francis of Assisi Church	$2,000		08/25/16
Grant	Kaiser Permanente (low income individuals)	$72,750	Net IEC 3% admin fee per agreement (actual grant was $75,000)	8/9/2016
Contribution	Prince William County	$75,000		July 2016
Contribution	First United Presbyterian Church of Dale City	$500		06/21/16
Contribution	Zion Baptist Church in Baltimore	$700		05/10/16
Contribution	First United Presbyterian Church of Dale City	$500		04/25/16
Contribution	Gregg and Jean Reynolds	$50		04/19/16
Contribution	NOVEC (corporate)	$500		04/14/16
Grant	Transurban Express Lane Grant	$1,500		04/11/16
Contribution	Malloy	$500		04/11/16
Contribution	NOVEC HELPS	$485	Net IEC 3% admin fee per agreement (actual contribution was $500)	04/08/16
Contribution	Findley Asphalt	$1,000		03/31/16
Contribution	Lustine Toyota	$2,000		03/29/16
Contribution	Infinity Solutions, Inc	$250		03/29/16
Contribution	Sacred Heart Catholic Church	$200		03/21/16
Contribution	Holy Family Catholic Church	$1,000		03/21/16
Contribution	First Baptist Church of Woodbridge	$5,000		03/08/16
Contribution	First United Presbyterian Church of Dale City	$1,000		02/25/16
Contribution	First Mount Zion	$5,000		02/01/16
Contribution	Prince William County	$160,000		Aug 2015
Sub Total:		$585,992		
Grand Total (excluding Pending)		$586,067		
Remaining (excluding Pending)		$185,617		