



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

ITEM 6-B
November 1, 2018
PRTC Regular Meeting

VRE Operations Board Meeting

October 19, 2018

Executive Committee Meeting – 8:30 am

Operations Board Meeting - 9:00 am

**Capital Committee Meeting – follows adjournment of
Operations Board Meeting**

**PRTC Headquarters
14700 Potomac Mills Road
Woodbridge, VA 22192**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from the September 21, 2018 VRE Operations Board Meeting
5. Chairman's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Action Items:
 - A. Authorization to Issue an Invitation for Bids for the Purchase of LED Light Fixtures



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



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



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

- B. Authorization to Amend the Blanket Purchase Order for Content Management, Website Design & Other IT Services
 - C. Authorization to Execute a Contract for Passenger Railcar Truck Overhaul Services
- 9. Information Items:
 - A. Draft VRE 2019 Legislative Agenda
 - B. Spending Authority Report
- 10. Closed Session
- 11. Operations Board Member's Time

**The Next VRE Operations Board Meeting
November 16, 2018 - 9:00 am at PRTC**



**Virginia Railway
Express**

Martin E. Nohe
Chairman

Katie Cristol
Vice-Chairman

Maureen Caddigan
Secretary

John C. Cook
Treasurer

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

Alternates

Ruth Anderson
Pete Candland
Jack Cavalier
Hector Cendejas
Libby Garvey
Jason Graham
Todd Horsley
Jeanine Lawson
Tim Lovain
Jeff McKay
Michael McLaughlin
Cindy Shelton
Paul Trampe
Mark Wolfe

Doug Allen
Chief Executive Officer

1500 King Street, Suite 202
Alexandria, VA 22314-2730

MINUTES

VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia October 19, 2018

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
John Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
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
Wendy Maurer (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park
Gary Skinner (PRTC)	Spotsylvania County

Alternates Present	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Hector Cendejas (PRTC)	City of Manassas Park
Todd Horsley	DRPT
Mike McLaughlin	DRPT

Alternates Absent	Jurisdiction
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Libby Garvey (NVTC)	Arlington County
Jason Graham (PRTC)	City of Fredericksburg
Jeanine Lawson (PRTC)	Prince William County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Cindy Shelton (PRTC)	Stafford County
Paul Trampe (PRTC)	Spotsylvania County
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Khadra Abdulle – VRE	John Kerins – Keolis
Doug Allen – VRE	Uriah Kiser – Potomac Local
Monica Backmon - NVTA	Cindy King – VRE
Nydia Blake – Prince William County	Mike Lake – Fairfax County DOT
Alexander Buchanan – VRE	Lezlie Lamb – VRE
Colin Burch - DRPT	Bob Leibbrandt – Prince William County
Rich Dalton – VRE	Steve MacIsaac – VRE Legal Counsel
Greg Deibler – VRE	Betsy Massie - PRTC
Joey de St. Aubim - NVTC	Kate Mattice – NVTC
Andrew D’huyvetter – NVTC	Becky Merriner - PRTC
John Duque – VRE	Zinash Nida - VRE
Jeremy Furrer – FTA	Kristin Nutter - VRE
Lucy Gaddis – VRE	Raymond Scarbrough - VRE
Chris Henry – VRE	Dr. Bob Schneider - PRTC
Christine Hoeffner - VRE	Mark Schofield – VRE
Pierre Holloman – Arlington County	Joe Swartz – VRE
Robert Hostelka - VRE	Ann Warner – Ann Warner, LLC

Chairman Nohe called the meeting to order at 9:11 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

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

Approval of the Minutes of the September 21, 2018 Operations Board Meeting – 4

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

Chairman's Comments –5

Chairman Nohe announced the Executive Committee nominates Bill Greenup as the 2019 recipient of the VRE Board Member Recognition Program whereby a VRE locomotive will be dedicated in his name. Mr. Kelly moved approval of the committee's nominee and Ms. Sebesky seconded the motion. The vote in favor was cast by Board Members Bulova, Caddigan, Cendejas, Cook, Cristol, Jenkins, Kelly, McLaughlin, Nohe, Sebesky, and Smedberg.

Chairman Nohe stated the Capital Committee meeting would take place following the regular Board meeting. He reminded Members they were welcome to attend but asked that anyone not staying for the meeting take conversations outside the boardroom after adjournment, so the committee can begin on time.

Chairman Nohe also reminded the Operations Board the Audit Committee is scheduled to meet concurrent with the November Executive Committee meeting to receive the Auditor's Report. The Audit Committee consists of the Executive Committee plus Member Dudenhefer.

Chief Executive Officer's Report –6

Mr. Allen reported VRE participation in two half-day seminars on Railroad Safety and Passenger Train Emergency Preparedness hosted by Fairfax County Fire and Rescue Academy. This training is a critical element for the ongoing education of regional fire and rescue personnel and supports the training VRE offers to first responders within the VRE service area.

Mr. Allen described a visit to lawmakers on Capitol Hill organized by APTA (American Public Transportation Association) in which Mr. Dalton participated. Mr. Dalton reported VRE is in the final phases of Positive Train Control (PTC) back-office communications testing and is preparing to begin dynamic testing. Mr. Dalton cautioned that industry-wide, technical resources are being constrained by high demand and when testing reveals a need, it takes time for technical solutions to be devised.

Mr. Allen reported some improvement to On-Time-Performance in September, but OTP is still down as compared with last year. The tie replacement project on the CSX line has now been completed, but it did impact the ability to recover from service disruptions in

September. The bridge damaged in the freight derailment in May has been replaced and work continues to bring that third track back into service.

Staff briefed the Arlington County Board on the Crystal City Station Improvement Project. The station concept design and feedback received during public outreach conducted over the summer was discussed. With that, VRE has completed the Alternatives Analysis and Concept Design phase of the project and is ready to move into Preliminary Engineering.

Staff held a meet and greet event at the Quantico Station on Wednesday morning to provide riders with information the upcoming station improvements project.

Mr. Allen introduced some new VRE staff members to the Board. Ray Scarbrough joins VRE as Senior Communications Specialist. Mr. Scarbrough has a bachelor's in Transportation and Logistics Management and extensive railroad operations experience. Zinash Nida joins VRE as Grant Accountant. Ms. Nida has a Bachelor's in Business Administration and an MBA in Finance. Jeremy Furrer is the Special Assistant to the Acting Federal Transportation Administrator and has just started a four-month detail with VRE to enhance his understanding of the industry and become familiar with all facets of VRE's operation.

Mr. Allen also introduced PRTC Director of Human Resources, Becky Merriner; who also provides human resources services for VRE staff as well.

Mr. Allen also reported he provided a presentation at an Industry Day at the French Embassy at the invitation of Keolis.

VRE Riders' and Public Comment – 7

There were no rider comments.

Authorization to Issue an Invitation for Bids for the Purchase of LED Light Fixtures – 8A

Without discussion, Mr. Kelly moved, with a second by Ms. Sebesky, to approve Resolution #8A-10-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cendejas, Cook, Cristol, Jenkins, Kelly, McLaughlin, Nohe, Sebesky, and Smedberg.

Authorization to Amend the Blanket Purchase Order for Content Management, Website Design & Other IT Services – 8B

Mr. Allen stated the Operations Board is being asked to authorize him to amend the Blanket Purchase Order with the Redmon Group for content management, website design and other IT services.

Mr. Allen explained the additional funding will allow for development of more user-friendly navigation, utilizing modern responsive design techniques to enhance the experience and provide better real-time information to passengers who utilize the website.

Ms. Bulova moved, with a second by Ms. Caddigan to approve Resolution #8B-10-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cendejas, Cook, Cristol, Jenkins, Kelly, McLaughlin, Nohe, Sebesky, and Smedberg.

Authorization to Execute a Contract for Passenger Railcar Truck Overhaul Services – 8C

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract with UTLRAS, Inc. for passenger railcar truck overhaul services.

Mr. Kelly moved, with a second by Ms. Bulova to approve Resolution #8C-10-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cendejas, Cook, Cristol, Jenkins, Kelly, McLaughlin, Nohe, Sebesky, and Smedberg.

Draft VRE 2019 Legislative Agenda – 9A

Ms. Cristol, Chair of the VRE Legislative Committee, detailed the priorities developed for the draft VRE 2019 Legislative Agenda. She stated the chief emphasis should be on expressing to state legislators that VRE is off to a great start in programming the C-ROC funding in ways that are responsible and consistent with VRE's long-term goals; and defending against attempts to decrease the \$15 million dedicated funding annually allocated to C-ROC. Mr. Swartz added that while the committee felt it was important to remind State Legislators that \$15 million is insufficient to maintain current service in the future; this coming session was not the time to push for increased funding. Mr. Cook emphasized the need to address the funding gap with the Administration for consideration in future budgets.

Ms. Cristol stated the agenda also proposes VRE join other transit providers and stakeholders in seeking future sustainable funding sources to shore up the Commonwealth's Transit Capital Funding Program, which is facing a 40 percent decrease in revenues. This will leave an unfunded need of more than \$130 million annually in transit capital funding according to the Transit Capital Projects Revenue Advisory Board's recent Report to the General Assembly.

Ms. Cristol reported the final State issue addressed in the proposed Legislative Agenda is advocating for the Long Bridge Corridor Project. Expansion of the Long Bridge is a critical need and VRE is working closely along with other stakeholders on this project.

Mr. Swartz outlined the Federal Legislative goals in the proposed Legislative Agenda to include:

- Competing for discretionary grant programs such as BUILD, New Starts and Core Capacity
- Continue to monitor the Surface Transportation Board's decision in response to a petition filed by Chicago Metra over access to Chicago Union Station, which could set precedent that would impact VRE access agreements at Washington Union Station
- Advocate for appropriate FAST Act funding levels and policies to support commuter rail and mass transit
- Monitor other Federal issues and regulations for potential impacts to VRE.

Spending Authority Report –9B

Mr. Allen reported there were no purchase orders or task orders issued within the CEO's reportable spending authority in September.

Operations Board Member Time

There were no comments.

Adjournment

Without objection, Chairman Nohe adjourned the meeting at 9:49 A.M.

Approved this 16th day of November 2018.

Martin Nohe
Chairman

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the October 19, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
8C-10-2018**

**Authorization to Execute a Contract for
Passenger Railcar Truck Overhaul Services**

WHEREAS, VRE has a need for Passenger Car Truck Overhaul Services; and,

WHEREAS, the VRE Operations Board authorized the CEO to issue a Request for Proposals for Passenger Car Truck Overhaul Services; and,

WHEREAS, VRE subsequently made the decision to advertise an Invitation for Bids rather than a Request for Proposals after review of the final specifications for the truck overhaul project; and,

WHEREAS, a competitive solicitation process was conducted; and,

WHEREAS it was determined UTCRAS, Inc. was the lowest responsive-responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with UTCRAS, Inc. of Morton, PA in the amount of \$2,939,146, plus a 10% contingency of \$293,915, for a total amount not to exceed \$3,233,061.

Approved this 19th day of October 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8B-10-2018**

**Authorization to Amend the Blanket Purchase Order for
Content Management, Website Design & Other IT Services**

WHEREAS, VRE passengers rely on timely and accurate website information; and,

WHEREAS, VRE operates a website to keep passengers abreast of operational and administrative information; and,

WHEREAS, content management, website design and other IT services were procured through a General Services Administration cooperative purchasing schedule in accordance with VRE Public Procurement Policies and Procedures; and,

WHEREAS, the effort to develop enhanced navigation, by applying modern responsive design techniques to provide a more user-friendly experience, has increased due to technical challenges and additional scope required;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the Blanket Purchase Order with the Redmon Group Inc. of Alexandria, VA for Content Management, Website Design and Other IT Services from the current amount of \$100,000, to an amount not to exceed \$150,000.

Approved this 19th day of October 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8A-10-2018**

**Authorization to Issue an Invitation for Bids for the
Purchase of LED Light Fixtures**

WHEREAS, VRE has determined that platform and station lighting upgrades are critical to delivering improvement in safety, security and passenger satisfaction; and,

WHEREAS, the existing contract for light fixtures has been largely exhausted by upgrade work at L'Enfant, Manassas and Fredericksburg as well as scheduled work at Rolling Road, Manassas Park and Burke Centre; and,

WHEREAS, additional LED Light Fixtures are needed for upgrades at the remainder of the stations in the system; and,

WHEREAS, program funding has been provided through Federal Transit Administration grants for lighting improvements and State of Good Repair funds;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for the Purchase of LED Light Fixtures.

Approved this 19th day of October 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman