



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

# VRE Operations Board Meeting

October 18, 2019

**Executive Committee Meeting – 8:30 am**

**Operations Board Meeting - 9:00 am**

**Finance Committee Meeting – Following 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 20, 2019 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 Execute a Contract for Benchmark Road Slope Stabilization
  - B. Authorization to Extend the Lease Agreement for Parking at the Broad Run Station



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd., Suite 230  
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

- C. Resolution of Support for Prince William County's North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension Application for FY 2024-2025 NVTa Six-Year Program Update
- 9. Information Items:
  - A. Draft 2020 Legislative Agenda
  - B. Spending Authority Report
- 10. Closed Session
- 11. Operations Board Member's Time

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



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**

**October 18, 2019**

14700 Potomac Mills Road, Woodbridge, VA 22192

**Members Present**

\*Preston Banks (PRTC)  
\*Elizabeth Bennet-Parker (NVTC)  
\*Sharon Bulova (NVTC)  
\*Maureen Caddigan (PRTC)  
\*John Cook (NVTC)  
\*Katie Cristol (NVTC)  
\*Matt Kelly (PRTC)  
\*Jeanine Lawson (PRTC)  
\*Wendy Maurer (PRTC)  
\*Jennifer Mitchell (DRPT)  
\*Martin Nohe (PRTC)  
\*Pamela Sebesky (PRTC)  
\*Gary Skinner (PRTC)

**Members Absent**

Mark Dudenhefer (PRTC)

**Alternates Present**

\*Cindy Shelton – (PRTC)

**Alternates Absent**

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

**Jurisdiction**

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

Stafford County

Stafford County

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

\*Voting Member

### **Staff and General Public**

Khadra Abdulle – VRE  
Doug Allen – VRE  
Monica Backmon – NVTA  
Paolo Belito – Prince William County  
Rick Canizales – Prince William County  
Matt Cheng – NVTC  
Rich Dalton – VRE  
Greg Deibler - VRE  
John Duque – VRE  
Karen Finucan-Clarkson – VRE  
Xavier Harmony - DRPT  
Chris Henry – VRE  
Christine Hoeffner – VRE  
Pierre Holloman – Arlington County  
John Kerins – Keolis  
Mike Lake – Fairfax County

Lezlie Lamb – VRE  
Steve MacIsaac – VRE Legal Counsel  
Betsy Massie – PRTC  
Kate Mattice – NVTC  
Ellie McCurdy – City of Alexandria  
Ryan McManus – Prince William County  
Becky Merriner – PRTC  
Kristin Nutter – VRE  
Dr. Bob Schneider – PRTC  
Mark Schofield – VRE  
Sonali Soneji – VRE  
Joe Swartz – VRE  
Alex Thorp – CSX  
Ann Warner – Ann Warner LLC  
Katherine Youngbluth – Arlington County

Chair Cristol called the meeting to order at 9:11 A. M. The Pledge of Allegiance and the Roll Call followed.

### **Approval of the Agenda – 3**

Ms. Maurer moved, with a second by Ms. Bulova, to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, and Skinner.

### **Approval of the Minutes of the September 20, 2019 VRE Operations Board Meeting – 4**

Mr. Nohe moved, with a second by Ms. Bulova, to approve the minutes from September 20, 2019. The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Cook, Cristol, Kelly, Lawson, Mitchell, Nohe, Sebesky, and Skinner. Members Caddigan and Maurer abstained.

### **Vice Chair's Comments – 5**

- VRE Alternate from Stafford County, Cindy Shelton, was invited to sit in for Member Dudenhefer
- The Finance Committee will meet after the Operations Board meeting today. The committee Members are Wendy Maurer, Chair; Elizabeth Bennett-Parker; John Cook; Pamela Sebesky; and Gary Skinner
- The Audit Committee will meet prior to the November meeting. The Committee will meet with representatives of PBMAres, VRE's financial auditor, who will review VRE's financial statements and their opinion letter.
- VRE will honor former Fredericksburg Mayor and early VRE Board Member, the late Bill Greenup, by naming a locomotive after him. A ceremony is scheduled for November 9<sup>th</sup> at 10:00 am, at the Crossroads yard.

### **Chief Executive Officer's Report – 6**

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

- VRE held its annual emergency response drill at the Broad Run Station on September 28<sup>th</sup>.

- VRE partnered with the City of Manassas Fire and Rescue.
- Operation Lifesaver worked in coordination with VRE to film a railroad safety to educate the public on the dangers of walking on railroad tracks.
- VRE conducted its annual Master Agreement Survey on October 2, the results of which are used in determining jurisdictional subsidies.
  - PRTC helps coordinate the on-board collection of surveys
  - NVTC assists with the data collection and analysis
- Per an Operations Board request, VRE will conduct a follow-up Customer Survey on October 30<sup>th</sup> focused on whether riders have seen improvements in communications since the May Customer Service Survey.
- Repairs have been made to a VRE locomotive damaged in July when it struck a tree that had fallen on the tracks.
- A temporary platform was installed at the Quantico station. This is the first step in the station improvements project and the temporary platform meets FRA requirements for lighting and ADA access.
- The first upgraded ticket vending machine was installed at Union Station. All the major interior components have been replaced. All TVM upgrades should be completed by year's end.
- Director of Rail Operations, Chris Henry, briefed the Board on ticket checking and fare evasion processes.
- VRE ran special service at the Clifton Day festival on Sunday, October 13<sup>th</sup>.
- VRE hosted North Carolina Railroad Company Board Members and Staff for a briefing and system tour on October 4<sup>th</sup>. The group is exploring the feasibility of commuter rail service in North Carolina.

#### **Public Comment Time – 7**

Chair Cristol opened the floor for public comment time. There were no speakers. No electronic comments were received this month.

#### **Action Items – 8**

##### **Authorization to Execute a Contract for Benchmark Road Slope Stabilization – 8A**

Mr. Skinner moved, with a second by Ms. Maurer, to authorize the CEO to execute a contract for Benchmark Road Slope Stabilization.

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

##### **Authorization to Extend the Lease Agreement for Parking at the Broad Run Station– 8B**

Mr. Nohe moved, with a second by Ms. Bennett-Parker, to authorize the CEO to extend the lease agreement with the City of Manassas for a parcel of land adjacent to the VRE Broad Run Station Platform in the amount of \$21,119 for a period of twelve months, increasing the total authorization to an amount not to exceed \$116,128.

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

Resolution of Support for Prince William County's North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension Application for FY 2024-2025 NVTA Six-Year Program Update -8C

Ms. Caddigan moved, with a second by Ms. Lawson, to support and endorse the application by Prince William County to the Northern Virginia Transportation Authority FY 2024-2025 Six-Year Program Update for North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension project.

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

**Information Items – 9**

Draft 2020 Legislative Agenda – 9A

- The draft 2020 VRE Legislative Agenda developed by the Legislative Committee was shared with the full Operations Board. The Board will be asked in November to recommend the Commissions approve the agenda.

Spending Authority Report – 9B

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

- A Purchase Order in the amount of \$71,439 to B&H Foto and Electronics Corporation for 14 new display screens for variable messaging system proof of concept project at the Alexandria and Fredericksburg stations.

**Closed Session – 11**

Ms. Cristol moved, with a second by Ms. Maurer, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one personnel matter involving contract employee.

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

Ms. Sebesky moved, with a second by Ms. Maurer, to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, 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 Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, Mitchell, Nohe, Sebesky, Shelton and Skinner.

Chair Cristol announced the Board would take a short recess at 11:00 A.M.

The Chair reconvened the meeting at 11:07 A.M.

Mr. Cook moved, with a second by Ms. Bulova, to recommend the Commissions end the employment agreement with Doug Allen without cause, in accordance with that agreement; and, place Doug Allen on Administrative leave with pay pending action by the Commissions; and, to delegate to the VRE Deputy Chief Executive Officer all duties and responsibilities of the VRE Chief Executive Officer until further actions by the Commissions.

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

Members of the Board were given an opportunity to speak to Mr. Allen's service and leadership during a period of growth and expansion. Members thanked Mr. Allen for his years of service, hard work, and professionalism.

Chair Cristol announced the Finance Committee has deferred its meeting until November and asked if there was any other business. There was none.

Chair Cristol adjourned the meeting, without objection, at 11:19 A.M.

Approved this 15<sup>th</sup> day of November 2019

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Katie Cristol  
Chair

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John Cook  
Secretary

#### CERTIFICATION

This certification hereby acknowledges the minutes for the October 18, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

**Virginia Railway Express  
Operations Board**

**Resolution  
8A-10-2019**

**Authorization to Execute a Contract for  
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 VRE commitments and close out funding agreements for the Hamilton-to-Crossroads Third Track project; and,

**WHEREAS**, on September 6, 2019, an IFB was issued and one response was received on September 27, 2019; and,

**WHEREAS** it was determined Terra Site Constructors, LLC is both responsible and responsive to the IFB requirements;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Terra Site Constructors, LLC of Chantilly, Virginia, for Benchmark Road Slope Stabilization in the amount of \$364,625, plus a 20% contingency of \$72,925, for a total amount not to exceed \$437,550.

Approved this 18<sup>th</sup> day of October 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair



**Virginia Railway Express  
Operations Board**

**Resolution  
8B-10-2019**

**Authorization to Extend the Lease  
Agreement for Parking at the Broad Run Station**

**WHEREAS**, in February 2005, VRE entered into an initial Lease Agreement with the City of Manassas, through its Airport Director, and a total of 81 parking spaces were constructed by VRE on the leased parcel; and,

**WHEREAS**, the initial Lease Agreement was extended through December 14, 2014; and,

**WHEREAS**, the existing 59-month Lease Agreement was executed with the City of Manassas on December 15, 2014 and runs through November 14, 2019; and,

**WHEREAS**, VRE staff recommends extending the existing Lease Agreement for a period of twelve months to allow additional time for discussions with the City of Manassas regarding property needs to accomplish all elements of the Broad Run Expansion project;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to extend a Lease Agreement with the City of Manassas, through its Airport Director, for a 34,022 square foot parcel of land adjacent to the VRE Broad Run Station platform in the amount of \$21,119, for a period of twelve months, which will increase the total authorization associated with the Lease Agreement to an amount not to exceed \$116,128.

Approved this 18<sup>th</sup> day of October 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
8C-10-2019**

**Resolution of Support for Prince William County's North Woodbridge  
Mobility Improvements: Annapolis Way Connector and Horner  
Road/Marina Way Extension Application for FY 2024-2025 NVTA Six  
Year Program Update**

**WHEREAS**, NVTA has issued a call for regional transportation projects to agencies and jurisdictions for consideration for funding for its FY2024-2025 Six Year Program update; and,

**WHEREAS**, Prince William County has submitted an application for the North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension project (TransAction ID 281, Annapolis Connector); and,

**WHEREAS**, the Prince William County project will provide mobility improvements that expand access to transit, including the VRE station, and reduce congestion within the planned North Woodbridge Town Center and adjacent roadways; and,

**WHEREAS**, the project complements the VRE Woodbridge Station Improvements project, also submitted to NVTA for FY2024-2025 Six Year Program funding consideration;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby support and endorse Prince William County's NVTA FY2024-2025 Six Year Plan Update application for the North Woodbridge Mobility Improvements: Annapolis Way Connector and Horner Road/Marina Way Extension project.

Approved this 18<sup>th</sup> day of October 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair

**Virginia Railway Express  
Operations Board**

**Resolution  
10-10-2019**

**Employment Contract of VRE Chief Executive Officer**

**WHEREAS**, the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission entered into an employment agreement with Doug Allen dated September 13, 2012, appointing Doug Allen as the VRE Chief Executive Officer; and,


**WHEREAS**, the Commissions delegated to the VRE Operations Board responsibility for oversight and evaluation of the performance of the VRE Chief Executive Officer; and,

**WHEREAS**, the VRE Operations Board greatly appreciates Mr. Allen's leadership during a period of growth and expansion, yet also seeks a new skill set in its Chief Executive Officer as the organization continues to evolve in a dynamic and increasingly complex passenger rail environment;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby recommend the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission end the employment agreement with Doug Allen without cause in accordance with the terms of that agreement; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board hereby places Doug Allen on administrative leave with pay pending action by the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission on the above VRE Operations Board recommendation, and delegates to the VRE Deputy Chief Executive Officer all duties and responsibilities of the VRE Chief Executive Officer until further action by the Commissions.

Approved this 18<sup>th</sup> day of October 2019

  
John Cook  
Secretary

  
Katie Cristol  
Chair