



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

September 21, 2018

Executive Committee Meeting – 8:30 am

CEO Review Committee Meeting – 8:45 am

Operations Board Meeting - 9:00 am

**Legislative Committee Meeting – following the Board meeting
adjournment**

**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 July 20, 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. Recommend Authorization to Execute Agreement for Distribution and Allocation of Commuter Rail Operating and Capital Fund



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. Referral of Preliminary FY 2020 VRE Operating and Capital Budget to the Commissions and Authorization for Public Hearings on Proposed Fare Increase
 - C. Authorization to Execute a Contract for the Purchase of Railcar End Body Door Diaphragm Kits
 - D. Authorization to Execute a Contract for the Purchase of Automated Electric Motor Parking Brake Systems
 - E. Authorization to Execute a Contract Amendment for Final Design and Construction Services for the Manassas Park Parking Expansion Project
 - F. Authorization to Execute a Lease Agreement for Parking at the Fredericksburg VRE Station Lot H
- 9. Information Items:
 - A. Spending Authority Report
 - 10. Closed Session
 - 11. Operations Board Member's Time

**The Next VRE Operations Board Meeting
October 19, 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
September 21, 2018**

Members Present	Jurisdiction
Sharon Bulova (NVTC) *	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
Katie Cristol (NVTC)	Arlington County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Wendy Maurer (PRTC)	Stafford County
Martin E. Nohe (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
John Cook (NVTC)	Fairfax County
Mark Dudenhefer (PRTC)	Stafford
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park

Alternates Present	Jurisdiction
Todd Horsley	DRPT
Mike McLaughlin	DRPT

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
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	Cindy King - VRE
Doug Allen - VRE	Mike Lake - Fairfax County DOT
Nydia Blake - Prince William County	Lezlie Lamb - VRE
Alexander Buchanan - VRE	Bob Leibbrandt - Prince William County
Rich Dalton - VRE	Steve MacIsaac - VRE Legal Counsel
Andrew D'huyvetter - NVTC	Jim Maslanka - City of Alexandria
John Duque - VRE	Kate Mattice - NVTC
Julie Elliott - Stafford County	Renee Rosales - Stafford County
Lucy Gaddis - VRE	Dr. Bob Schneider - PRTC
Rhonda Gilchrest - NVTC	Mark Schofield - VRE
Xavier Haimong - DRPT	Aimee Perron Seibert - The Hillbridge Group
Chris Henry - VRE	Sonali Soneji - VRE
Pierre Holloman - Arlington County	Joe Swartz - VRE
Todd Johnson - First Transit	Ann Warner - Ann Warner, LLC
Amy Keady - VRE	Ciara Williams - DRPT
John Kerins - Keolis	

*Delineates arrival following the commencement of the Board meeting. Notation of exact arrival time is included in the body of the minutes.

Chairman Nohe called the meeting to order at 9:07 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

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

Approval of the Minutes of the July 20, 2018 Operations Board Meeting – 4

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

Chairman's Comments –5

Chairman Nohe reminded the Operations Board that in July they endorsed a preferred option for the Broad Run Expansion Project. He announced there will be an Open House at the station on September 26, 2018 between 4:00 p.m. and 8:30 p.m. for the public to find out more about VRE's plans to expand the station.

Chairman Nohe stated VRE's 2019 Legislative Agenda will be presented as an Information Item in October and the Board is scheduled to vote on the proposed agenda at the November Operations Board Meeting, with the Commissions acting on it in December. He went on to outline the timeline for the Audit Committee and the appointment of a Nominating Committee for the 2019 Officers.

Chief Executive Officer's Report –6

Mr. Allen reviewed recent VRE safety and security initiatives. In addition to attending the NTSB hearing and investigative summit on passenger rail safety; staff worked in coordination with Norfolk-Southern and the Operations Superintendent of NOVA Parks to complete installation of trail signs advising hikers to stay off the Manassas Line railroad tracks and bridge that travel through Hemlock Overlook Regional Park in Fairfax County and cross the Bull Run River between Fairfax and Prince William Counties.

[Ms. Bulova arrived at 9:12 am]

Mr. Allen asked Mr. Dalton to brief the Operations Board on VRE's progress toward Positive Train Control (PTC) implementation. Mr. Dalton announced that VRE is on schedule to meet the December 31, 2018 deadline for PTC implementation. Currently, VRE is conducting complete system integration testing, focused primarily on communications and expects to begin dynamic interoperability testing with host railroads by the end of October. VRE has met all milestones as required by statute to submit for an "alternative schedule" waiver and is filing for the waiver should additional time be needed. Mr. Dalton reiterated that VRE is optimistic about meeting the implementation deadline.

Mr. Allen stated that during the months of July and August VRE experienced challenges in On-time Performance and wanted the Board Members to have a good understanding of the factors contributing to VRE's performance issues. Mr. Chris Henry presented a summary of events impacting VRE's operations.

Mr. Henry stressed that VRE is always going to have some level of minor delays under normal operating conditions. He went on to outline unusual factors contributing to delays over the summer; many of which were due to severe weather events such as flooding that caused signal issues, flash-flood warnings and high-wind warnings in addition to heat restrictions and track maintenance. Mr. Henry also detailed an Amtrak train derailment on August 2nd that closed both tunnels out of Union Station and prevented VRE trains from getting out of Union Station. Compounding these issues is the loss of the third track just south of Alexandria. Mr. Henry reminded the Operations Board there had been a major freight train derailment last May that destroyed a bridge and took a segment of the third track out of service. The loss of this track impacts the railroad's ability to recover from other train interference delays and it is not expected to be restored until the end of the year.

Mr. Allen recognized Rhonda Gilchrest of NVTC for her assistance with taking minutes and record keeping for the VRE Operations Board. Mr. Allen stated that Ms. Gilchrest is moving on from her role with the VRE Operations Board as she takes on expanded duties at NVTC.

VRE Riders' and Public Comment – 7

There were no rider comments.

Recommend Authorization to Execute an Agreement for Distribution and Allocation of Commuter Rail Operating and Capital Fund – 8A

Mr. Allen stated the Operations Board is being asked to recommend the Commissions authorize the Executive Directors to execute the Agreement for Distribution and Allocation of funding provided through the Commuter Rail Operating Capital (CROC) fund.

Ms. Bulova moved, with a second by Smedberg, to approve Resolution #8A-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Referral of the Preliminary FY 2020 VRE Operating and Capital Budget to the Commissions and Authorization to Hold Public Hearings on the Proposed FY 2020 Fare Increase – 8B

Mr. Allen stated the Operations Board is being asked to refer the Preliminary FY 2020 VRE Operating and Capital Budget to the Commissions and member jurisdictions for review and comment. He stated the Operations Board is also asked to authorize him to hold Public Hearings on the proposed FY 2020 fare increase.

VRE Chief Financial Officer, Mark Schofield outlined a summary of the budget process and the current assumptions for the Preliminary FY 2020 Operating and Capital Budget.

Mr. Schofield reported an Operating budget of \$90.6 million, including debt service and funding commitments of \$64.7 million toward the Capital Improvement Program.

Mr. Schofield stated the Preliminary Budget includes a 3% average fare increase and no subsidy increase. He reminded the Board Members of significant changes to state operating and capital funding programs and stated the budget does not yet include programming of CROC funds. Currently, the preliminary operating budget gap is \$1.9 million; staff will return a balanced budget to the Operations Board by December.

In response to a question from Mr. Smedberg regarding impacts of the planned Summer 2019 Metro shutdown, Mr. Allen explained that staff is still examining VRE's potential role during the shutdown. He further explained it is uncertain whether VRE would be able to provide additional service to help mitigate the displacement of Metro riders from the Franconia/Springfield and Alexandria stations or what financial impact it would have on the FY 2020 budget.

Mr. Kelly moved, with a second by Ms. Maurer, to approve Resolution #8B-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Contract for the Purchase of Railcar End Body Door Diaphragm Kits – 8C

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract to purchase Railcar End Body Door Diaphragm Kits.

Ms. Maurer moved, with a second by Mr. Kelly, to approve Resolution #8C-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Contract for the Purchase of Automated Electric Motor Parking Brake Systems – 8D

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract to purchase Automated Electric Motor Parking Brake Systems.

Mr. Kelly moved, with a second by Ms. Sebesky, to approve Resolution #8D-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Contract Amendment for Final Design and Construction Services for the Manassas Park Parking Expansion Project – 8E

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract amendment for Final Design and Construction Services for the Manassas Park Parking Expansion Project.

Ms. Sebesky moved, with a second by Caddigan, to approve Resolution #8E-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Lease Agreement for Parking at the Fredericksburg VRE Station Lot H – 8F

Mr. Allen stated the Operations Board is being asked to authorize him to execute a lease agreement with New City Fellowship for 127 parking spaces near the Fredericksburg Station.

Mr. Kelly moved, with a second by Maurer, to approve Resolution 8F-09-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Spending Authority Report –9B

Mr. Allen pointed out the information item outlining purchases made between \$50 – 100K he had authorized in July and August.

Operations Board Member Time

There were no comments.

Closed Session

Maurer moved, with a second by Mr. Skinner, the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (1) of the Code of Virginia), the VRE Operations Board authorizes a Closed Session for the purpose of discussing one personnel matter.

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

The Board entered into Closed Session at 10:48 A.M. and returned to Open Session at 11:12 A.M.

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:

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 Bulova, Caddigan, Cristol, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Mr. Smedberg moved, with a second by Ms. Cristol, that the VRE Operations Board recommend the Commissions approve amendments to the VRE Chief Executive Officer's contract as discussed in Closed Session.

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

Adjournment

Without objection, Chairman Nohe adjourned the meeting at 11:13 A.M.

Approved this 19th day of October 2018.

Martin Nohe
Chairman

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the July 20, 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
8A-09-2018**

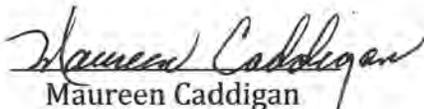
**Recommend Authorization to Execute Agreement for Distribution and
Allocation of Commuter Rail Operating and Capital Fund**

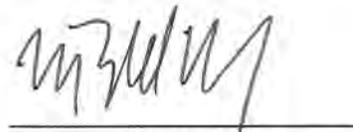
WHEREAS, on May 18, 2018, the Virginia General Assembly approved Chapter 854 of the 2018 Acts of Assembly, adopting, among other provisions, amendments to Title 33.2 of the Code of Virginia, 1950, as amended, to add a new Chapter 35, §§ 33.2-3500 – 3502, entitled the Commuter Rail Operating and Capital Fund; and,

WHEREAS, NVTC and PRTC staff have reached agreement on the manner in which funds from the Commuter Rail Operating and Capital Fund are disbursed to them, and the process by which they will determine the specific purposes for which funds from the Commuter Rail Operating and Capital Fund will be expended, and wish to set forth that agreement;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize execution of the Agreement Between NVTC and PRTC for Distribution and Allocation of the Commuter Rail Operating and Capital Fund, attached hereto as Attachment A.

Approved this 21st day of September 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8B-09-2018**

**Referral of Preliminary FY 2020 VRE Operating and Capital
Budget to the Commissions and Authorization for
Public Hearings on Proposed Fare Increase**

WHEREAS, the VRE Master Agreement requires the VRE Operations Board submit to the Commissions a preliminary fiscal year budget by September 30 each year; and,

WHEREAS, the VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY 2020 Operating and Capital Budget; and,

WHEREAS, the preliminary FY 2020 budget proposes a 3% average fare increase effective the first week of July 2019 with the start of the FY 2020 budget, as reflected in the proposed fare table accompanying the preliminary budget;

WHEREAS, in accordance with VRE's Public Participation Policy, VRE must hold public hearings to solicit comments from riders and the general public on the proposed fare increase included in the preliminary FY 2020 budget;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board refers the preliminary FY 2020 Operating and Capital Budget to the Commissions for their consideration; and,

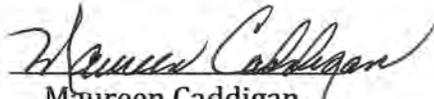
BE IT FURTHER RESOLVED THAT, the VRE Operations Board recommends the budget be forwarded to the jurisdictions for further formal review and comment; and,

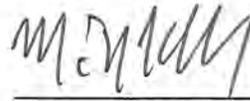
BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive to solicit comment through public hearings across the VRE service area related to the proposed 3% average fare increase; and

BE IT FURTHER RESOLVED THAT, VRE staff is directed to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2018 meeting for consideration and referral to the Commissions for adoption in January 2019;

Resolution 8B-09-2018 continued

Approved this 21st day of September 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8C-09-2018**

**Authorization to Execute a Contract for the Purchase of
Railcar End Body Door Diaphragm Kits**

WHEREAS, Gallery IV End Body Door Diaphragms are approaching the end of their useful life; and;

WHEREAS, VRE's lifecycle maintenance team recommends replacing the 71 aged diaphragms with new kits to maintain effectiveness and ensure compliance with the standard safety requirements of the FRA; and,

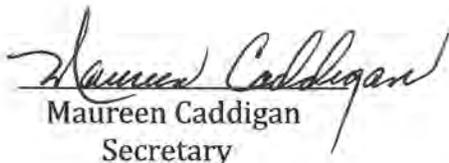
WHEREAS, the VRE Operations Board authorized the CEO to issue an Invitation for Bids for the Purchase of Railcar End Body Door Diaphragm Kits on April 20, 2018; and;

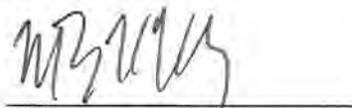
WHEREAS, a competitive solicitation process was conducted; and;

WHEREAS it was determined Central Sales and Service, Inc. was the lowest responsive and responsible bidder;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract to purchase Railcar End Body Door Diaphragm Kits in the amount of \$97,661, plus a 10% contingency of \$9,766, for a total amount not to exceed \$107,427.

Approved this 21st day of September 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8D-09-2018**

**Authorization to Execute a Contract for the Purchase of
Automated Electric Motor Parking Brake Systems**

WHEREAS, the factory installed lever-style hand brakes on VRE's 20 locomotives are approaching the end of their useful life; and,

WHEREAS, the VRE lifecycle maintenance team recommends upgrading to an automated parking brake system to provide more consistent braking forces as well as to help prevent repetitive strain injuries; and,

WHEREAS, the VRE Operations Board authorized the CEO to issue an Invitation for Bids for the Purchase and Delivery of Automated Electric Motor Parking Brake Systems; and,

WHEREAS, a competitive solicitation process was conducted; and,

WHEREAS, Wabtec Passenger Transit was the only responsive-responsible bidder; and,

WHEREAS, staff certified the price is fair and reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Wabtec Passenger Transit of Duncan, SC for the Purchase of Automated Electric Motor Parking Brake Systems in the amount of \$176,680, plus a 10% contingency of \$17,668, for a total amount not to exceed \$194,348.

Approved this 21st day of September 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8E-09-2018**

**Authorization to Execute a Contract Amendment for Final Design and
Construction Services for the Manassas Park Parking Expansion Project**

WHEREAS, final design, procurement support and limited construction administration services are needed to advance the Manassas Park Station Parking Expansion Project; and,

WHEREAS, VRE has executed a contract with Vanasse Hangen Brustlin, Inc. (VHB) of Vienna, VA to provide Engineering and Environmental Services for the VRE Manassas Park Station Parking Expansion and Option B for final design was included in the original contract; and,

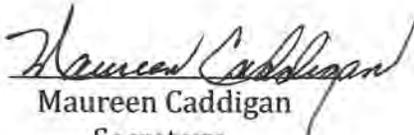
WHEREAS, VRE has received a proposal from VHB for the Option B services and staff has deemed it to be fair and reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract amendment with Vanasse Hangen Brustlin, Inc. (VHB), of Vienna, VA to exercise Option B of the Engineering and Environmental Services for the Manassas Park Station Parking Expansion Project Contract, for final design, procurement support and construction administration services, in the amount of \$1,586,206, plus a 10% contingency of \$158,621, for a total amount not to exceed \$1,744,827.

Approved this 21st day of September 2018.



Martin Nohe
Chairman



Maureen Caddigan
Secretary

**Virginia Railway Express
Operations Board**

**Resolution
8F-09-2018**

**Authorization to Execute a Lease Agreement for
Parking at the Fredericksburg VRE Station Lot H**

WHEREAS, in April 2000, the Operations Board approved a 25-year lease with New City Fellowship for 127 parking spaces near the Fredericksburg Station at 200 Prince Edward Street; and,

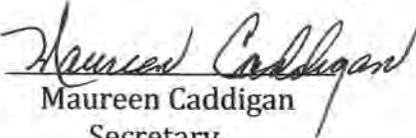
WHEREAS, VRE was notified in December 2012 of New City Fellowship's intent to terminate the agreement at the end of the fourteenth year as provided for in the agreement; and,

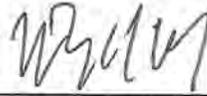
WHEREAS, VRE negotiated with New City Fellowship to establish a new five-year lease agreement, approved by the Operations Board in November 2013, which expires December 31, 2018; and,

WHEREAS, VRE wishes to execute a new five-year lease agreement;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a lease agreement with New City Fellowship for 127 parking spaces near the Fredericksburg Station at 200 Prince Edward Street (Lot H) in the amount of \$544,861 for a five-year term commencing January 1, 2019 through December 31, 2023.

Approved this 21st day of September 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman