



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE Operations Board Meeting

January 17, 2020

Executive Committee Meeting – 8:30 am

Operations Board Meeting - 9:00 am

New Member Orientation Meeting to Follow 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 December 20, 2019 VRE Operations Board Meeting
5. Chair's Comments
6. Installation of New Officers
7. New Chairman's Comments
8. Chief Executive Officer's Report
9. Virginia Railway Express Riders' and Public Comment
10. Action Items:
 - A. Authorization to Extend the Lease Agreement for Parking at the Rippon 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

- B. Adoption of Changes to the 2020 VRE Operations Board Meeting Schedule
- 11. Information Items:
 - A. Spending Authority Report
- 12. Closed Session
- 13. Operations Board Member's Time

**The Next VRE Operations Board Meeting
February 21, 2020 - 9:00 am at PRTC**



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

January 17, 2020

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Andrea Bailey (PRTC)
*Preston Banks (PRTC)
*Elizabeth Bennet-Parker (NVTC)
*Meg Bohmke (PRTC)
*Katie Cristol (NVTC)
*Margaret Franklin (PRTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Jennifer Mitchell (DRPT)
*Gary Skinner (PRTC)
*Ralph Smith (PRTC)
*Dan Storck (NVTC)
*James Walkinshaw (NVTC)

Jurisdiction

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

Members Absent

*Walter Alcorn (NVTC)

Fairfax County

Alternates Present

Michael McLaughlin (DRPT)

Commonwealth of Virginia

Alternates Absent

Canek Aguirre (NVTC)
Victor Angry (PRTC)
Pete Candland (PRTC)
Hector Cendejas (PRTC)
Deborah Frazier (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
Jeff McKay (NVTC)
Pam Sebesky (PRTC)

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

*Voting Member

**Delineates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

Staff and General Public

Monica Backmon – NVTA
Paolo Belito – Prince William County
Alex Buchanan - VRE
Sharon Bulova – Private Citizen
Rick Canizales – Prince William County
Matt Cheng – NVTC
Rich Dalton – VRE
John Duque – VRE
Karen Finucan-Clarkson
Chris Henry – VRE
Christine Hoeffner – VRE
Pierre Holloman – Arlington County
John Kerins – Keolis
Mike Lake – Fairfax County
Lezlie Lamb – VRE
Meagan Landis – Prince William County

Steve MacIsaac – VRE Legal Counsel
Kate Mattice – NVTC
Elizabeth McCurdy – City of Alexandria
Ryan McManus – Prince William County
Becky Merriner – PRTC
Steve Miner – Baker-Tilly
Charlotte Nourse - VRE
Kristin Nutter – VRE
Steve Owen – Baker-Tilly
Edwin Santana
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Cindy Shelton – Stafford County
Sonali Soneji - VRE
Joe Swartz – VRE

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

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Bailey to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Smith, Storck and Walkinshaw.

Approval of the Minutes of the December 20, 2019 VRE Operations Board Meeting – 4

Ms. Bennett-Parker moved, with a second by Mr. Kelly, to approve the Minutes from December 20, 2019. The vote in favor was cast by Members Banks, Bennett-Parker, Cristol, Kelly, Lawson, Mitchell Skinner, and Smith. Members Bailey, Bohmke, Franklin, Storck and Walkinshaw abstained.

Chair's Comments – 5

- Chair Cristol welcomed the following newly appointed Operations Board Members:
 - James Walkinshaw representing NVTC for Fairfax County
 - Andrea Bailey representing PRTC for Prince William County
 - Meg Bohmke representing PRTC for Stafford County
 - Ralph Smith representing PRTC for the City of Manassas
 - Walter Alcorn representing NVTC for Fairfax County
 - Dan Storck representing NVTC for Fairfax County
 - Margaret Franklin representing PRTC for Prince William County
- Chair Cristol introduced former VRE Operations Board Member and Former Chairman of the Fairfax County Board of Supervisors, Sharon Bulova.
 - Ms. Bulova is known as “The Mother of VRE”
 - Joining the staff of then Annandale Supervisor Audrey Moore in 1984, Ms. Bulova was tasked with building a coalition to study the feasibility of starting a regional commuter rail and established “The Friends of the VRE”
 - Following her election to the Board of Supervisors in 1988, Ms. Bulova made the establishment of commuter rail service a priority

- In 1989, NVTC and PRTC executed a Master Agreement and the VRE Operations Board was established.
- After a series of seemingly insurmountable obstacles, VRE began operations in 1992.
- Ms. Bulova served continuously until last month, having given this organization more than 35 years of dedicated service.
- Ms. Cristol announced the 2020 VRE Operations Board Officers
 - James Walkinshaw – Treasurer
 - Jeanine Lawson – Secretary
 - Elizabeth Bennett-Parker – Vice-Chair
 - Gary Skinner – Chair

Installation of New Officers – 6

New Chair's Comments – 7

- Chair Skinner thanked Ms. Cristol for her leadership in 2019
 - The highlight of the year was the announcement of the Commonwealths \$3.7B rail plan.
- Chair Skinner welcomed the new Members and announced there will be a 30-Minute presentation after the Operations Board meeting adjourns to cover some information for the new Members. All are welcome to attend.
- Chair Skinner announced assignments to the following Committees:

Finance Committee:

- Katie Cristol – Chair
- Preston Banks
- Elizabeth Bennett-Parker
- Gary Skinner
- Meg Bohmke
- Ralph Smith

Audit Committee

- Jeanine Lawson – Chair
- Gary Skinner
- Katie Cristol
- Elizabeth Bennett Parker
- James Walkinshaw
- Meg Bohmke

Legislative Committee

- Matt Kelly - Chair
- Elizabeth Bennett- Parker
- Katie Cristol
- Margaret Franklin
- James Walkinshaw

CEO Evaluation Committee

- Katie Cristol - Chair
- Elizabeth Bennett-Parker
- Jeanine Lawson
- James Walkinshaw

- Gary Skinner
- Matt Kelly
- Chair Skinner reminded the Members the Virginia Transit Association Day in Richmond is on January 27th.

Acting Chief Executive Officer's Report – 8

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

- Safety and Security
- Performance metrics
 - 85% On-Time in December 2019
 - 15,126 Average Daily Ridership
- Virginia Rail Package Update
 - VRE is working to operationalize the Commonwealth's plan
 - Working closely with DRPT to identify 2020 project work plans
- Director Mitchell was asked to brief the Board
 - Described the Transportation Omnibus bill creating a Commonwealth Transportation Fund

[Ms. Bailey stepped out of the room at 10:25 a.m.]

Public Comment Time – 9

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

[Ms. Bailey returned to the meeting at 10:30 a.m.]

Action Items – 10

Authorization to Extend the Lease Agreement for Parking at the Rippon Station – 10A

Mr. Kelly moved, with a second by Ms. Bailey, to authorize the Acting Chief Executive Officer to extend the lease agreement with RCKF Riverside PLP LLC, formerly KP Big Crest Lane LLC, for parking at the Rippon Station in the amount of \$185,677 for one year.

The vote in favor was cast by Members Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Smith, Storck and Walkinshaw.

Adoption of Changes to the 2020 VRE Operations Board Meeting Schedule – 10B

Ms. Lawson moved, with a second by Ms. Bennett-Parker, to establish a regular VRE Operations Board meeting on July 17, 2020 and delete the regular meeting that was to be held on August 21, 2020.

The vote in favor was cast by Members Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Smith, Storck and Walkinshaw.

Information Items – 11

Spending Authority Report – 11A

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

- On December 3, 2019, VRE issued a Sole Source Blanket Purchase Order in the amount of \$74,000 to TransTech to acquire toilet cleaning supplies on an as-needed basis, including chlorinating slugs and sanitizer, to maintain the toilet systems on board VRE passenger rail cars.
- On December 3, 2019, VRE issued a Sole Source Purchase Order in the amount of \$92,530 to TransTech for four waste treatment tank assemblies for the toilet systems on board VRE passenger rail cars.

Closed Session – 11

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

Ms. Bailey moved, with a second by Ms. Bennett-Parker to adjourn the meeting. The vote in favor was cast by Members Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Smith, Storck and Walkinshaw.

The meeting adjourned at 10:41 A.M.

Approved this 21st day of February 2020

Gary Skinner
Chair

Jeanine Lawson
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the January 17, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
10A-01-2020**

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

WHEREAS, in May 2002, the Operations Board approved a three-year lease for a 320-space parking lot at the Rippon Station; and,

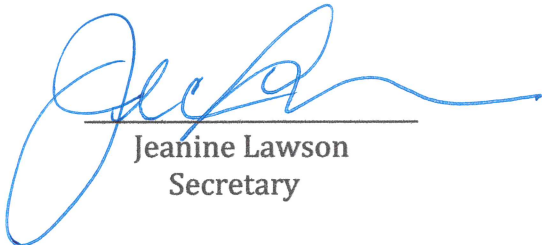
WHEREAS, these additional spaces were instrumental in reducing the parking shortage at Rippon, where the main parking lot was routinely 97% full; and,

WHEREAS, the lease agreement has since been renewed several times, with the current extension set to expire at the end of February 2020; and,

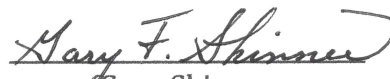
WHEREAS, VRE staff is requesting permission to extend the lease agreement for one additional year through February 28, 2021;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to extend a Lease Agreement with RCKF Riverside PLP LLC for parking at the Rippon Station in the amount of \$185,677 for one year.

Approved this 17th day of January 2020



Jeanine Lawson
Secretary



Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
10B-01-2020**

**Adoption of Changes to the 2020 VRE
Operations Board Meeting Schedule**

WHEREAS, per the Bylaws of the VRE Operations Board, meetings are held the third Friday of each month except July; and,

WHEREAS, VRE Operations Board Members' jurisdictions do not typically meet in the month of August; and,

WHEREAS, achieving a quorum for VRE Operations Board action in the month of August is not always possible; and,

WHEREAS, the potential exists for a detrimental postponement of VRE business throughout the months of July and August; and,

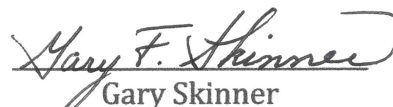
WHEREAS, the Bylaws of the VRE Operations Board state "Such changes to, deletion of, or addition of a regular meeting may be accomplished by adoption of a resolution changing, deleting or establishing a regular meeting date";

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby establish a regular meeting to be held on July 17, 2020 and deletes the regular meeting that was to be held on August 21, 2020.

Approved this 17th day of January 2020



Jeanine Lawson
Secretary



Gary Skinner
Chairman