

ITEM 7-A  
March 1, 2018  
PRTC Regular Meeting  
Res. No. 18-03-\_\_

**MOTION:**

**SECOND:**

**RE:           ACCEPTANCE OF THE POTOMAC AND RAPPAHANNOCK  
TRANSPORTATION COMMISSION MONTHLY JURISDICTIONAL  
FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2017**

**ACTION:**

**WHEREAS**, a financial report for each jurisdiction is prepared each month for presentation to the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission"); and

**WHEREAS**, this report supplies information on the current month and year-to-date motor fuel tax collections; earned interest, other revenues, state administration cost, expenditures, transfers and encumbrances; and

**WHEREAS**, this information covers the PRTC as a whole, as wells as each separate jurisdiction.

**NOW, THEREFORE, BE IT RESOLVED** that the Potomac and Rappahannock Transportation Commission does hereby accept the Jurisdictional Financial Report for the period ended December 31, 2017, as presented/amended.

**Votes:**

**Ayes:**

**Abstain:**

**Nays:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**

**Fuel Tax Revenues  
Budget to Actual  
Six Months Ended December 2017**

	<b>FY18 YTD Budget</b>	<b>FY18 YTD Actual</b>	<b>Variance %</b>	<b>Variance \$</b>
Prince William County	5,736,850	5,642,009	-2%	(94,841)
Stafford	1,798,200	1,745,892	-3%	(52,308)
Manassas	392,850	465,792	19%	72,942
Manassas Park	367,550	383,811	4%	16,261
Fredericksburg	673,650	685,232	2%	11,582
Spotsylvania	1,985,800	1,964,765	-1%	(21,035)
<b>Total</b>	<b>10,954,900</b>	<b>10,887,501</b>	<b>-1%</b>	<b>(67,399)</b>

Year to date budget reflects updated FY2018 motor fuels tax revenue projections done as part of the FY2019 budget and six year plan process.

MONTHLY FINANCIAL REPORT FOR ALL JURISDICTIONS  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2017

FY18 Beginning Fund Balance \$ 11,530,152.73 (1)

	Current Month	Year To Date
Gross Tax Revenue	\$ 1,717,600.27	\$ 10,887,501.31
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 1,717,600.27	\$ 10,887,501.31
Interest from Investment	\$ 16,282.81	\$ 64,561.16
Total Tax & Investment Revenue	\$ 1,733,883.08	\$ 10,952,062.47
Expenditures/Transfers	\$ -	\$ (6,470,643.50)
Reimbursement/Transfer from Other Governments	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 4,000,000.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 20,011,571.70
FY18 Projected Motor Fuel Revenue (for remainder of fiscal year)		\$ 11,022,298.69
FY18 Projected State Grant (remainder)		\$ 173,267.40
LESS: Unexpended Adopted Resolutions		\$ (18,094,040.97) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$ -	\$ -
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 13,113,096.82 (2)

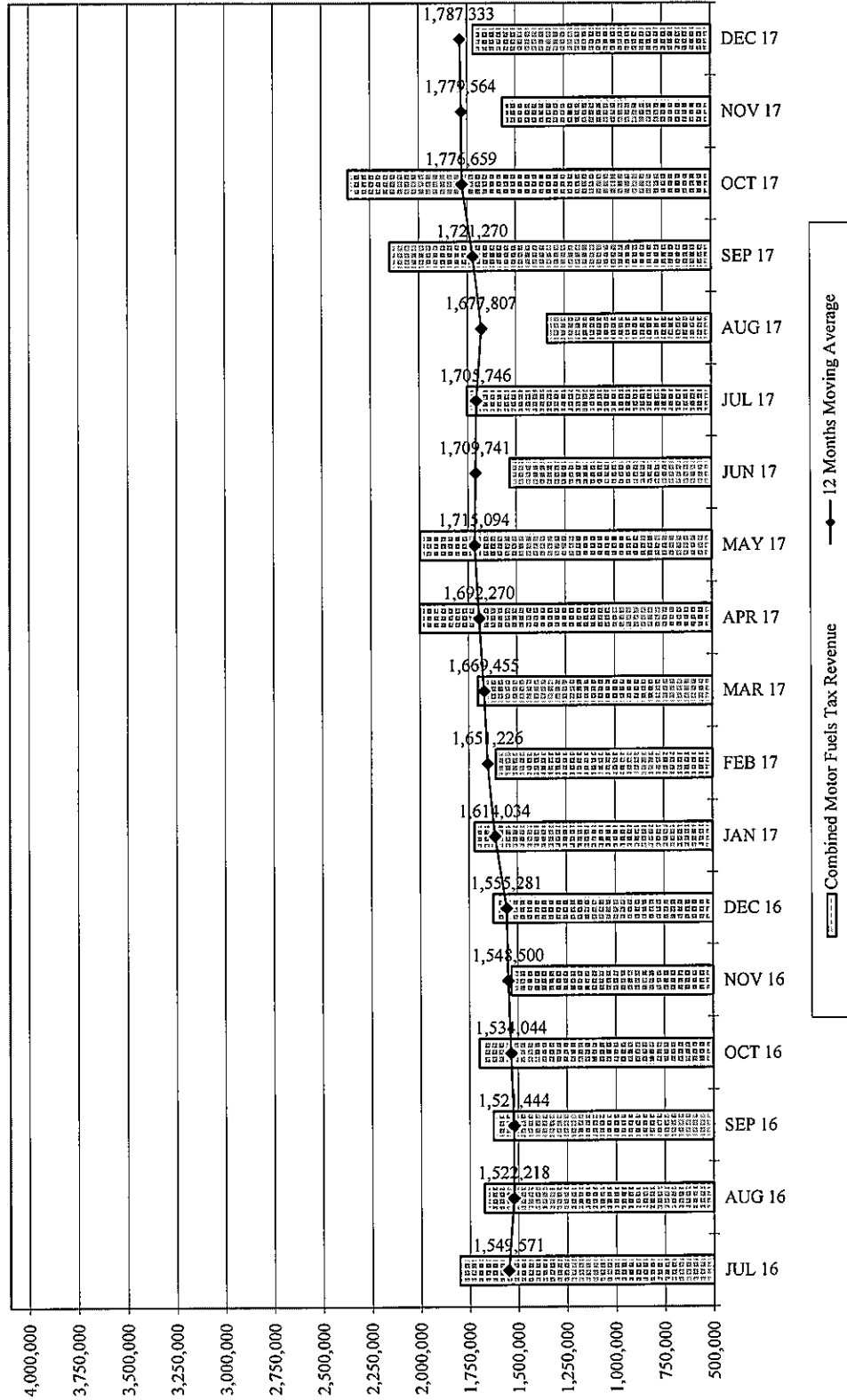
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
09-11-07	\$ 93,139.69 (1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00 (1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00 (1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00 (1)	\$ -	\$ 371,164.00
15-12-06	\$ 2,749.78 (1)	\$ -	\$ 2,749.78
16-03-07	\$ 69,695.00 (1)	\$ -	\$ 69,695.00
16-06-09	\$ 222,540.00 (1)	\$ -	\$ 222,540.00
17-03-07	\$ 382,261.00 (1)	\$ -	\$ 382,261.00
17-06-05	\$ 1,901.00 (1)	\$ -	\$ 1,901.00
17-06-07	\$ 65,000.00 (1a)	\$ -	\$ 65,000.00
17-06-08	\$ 222,070.00 (1a)	\$ -	\$ 222,070.00
17-06-09	\$ 5,191,287.00 (1a)	\$ 2,470,643.50	\$ 2,720,643.50
17-06-13	\$ 15,275,700.00 (1a)	\$ 4,000,000.00	\$ 11,275,700.00
17-07-06	\$ 116,000.00	\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00	\$ -	\$ 206,000.00
18-01-04	\$ 1,737,677.00	\$ -	\$ 1,737,677.00
Total	\$ 24,564,684.47	\$ 6,470,643.50	\$ 18,094,040.97 (*)

(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS FY17 and FY18



MONTHLY FINANCIAL REPORT FOR PRINCE WILLIAM COUNTY  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2017

FY18 Beginning Fund Balance \$ 2,027,495.95 (1)

	Current Month	Year To Date
Gross Tax Revenue	\$ 875,197.02	\$ 5,642,009.11
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 875,197.02	\$ 5,642,009.11
Interest from Investment	\$ 5,361.83	\$ 15,736.50
Total Tax & Investment Revenue	\$ 880,558.85	\$ 5,657,745.61
Expenditures/Transfers	\$ -	\$ (3,818,119.00)
Transfer From Prince William County	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 3,818,119.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		<u>\$ 7,685,241.56</u>

FY18 Projected Motor Fuel Revenue  
(for remainder of fiscal year) 5,831,690.89

LESS: Unexpended Adopted Resolutions \$ (10,764,181.00) (\*)

Other Financing Sources/(Uses)		
Claims and Judgments	0.00	-
Jurisdictional Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>

Total Projected Unencumbered Balance \$ 2,752,751.45 (2)

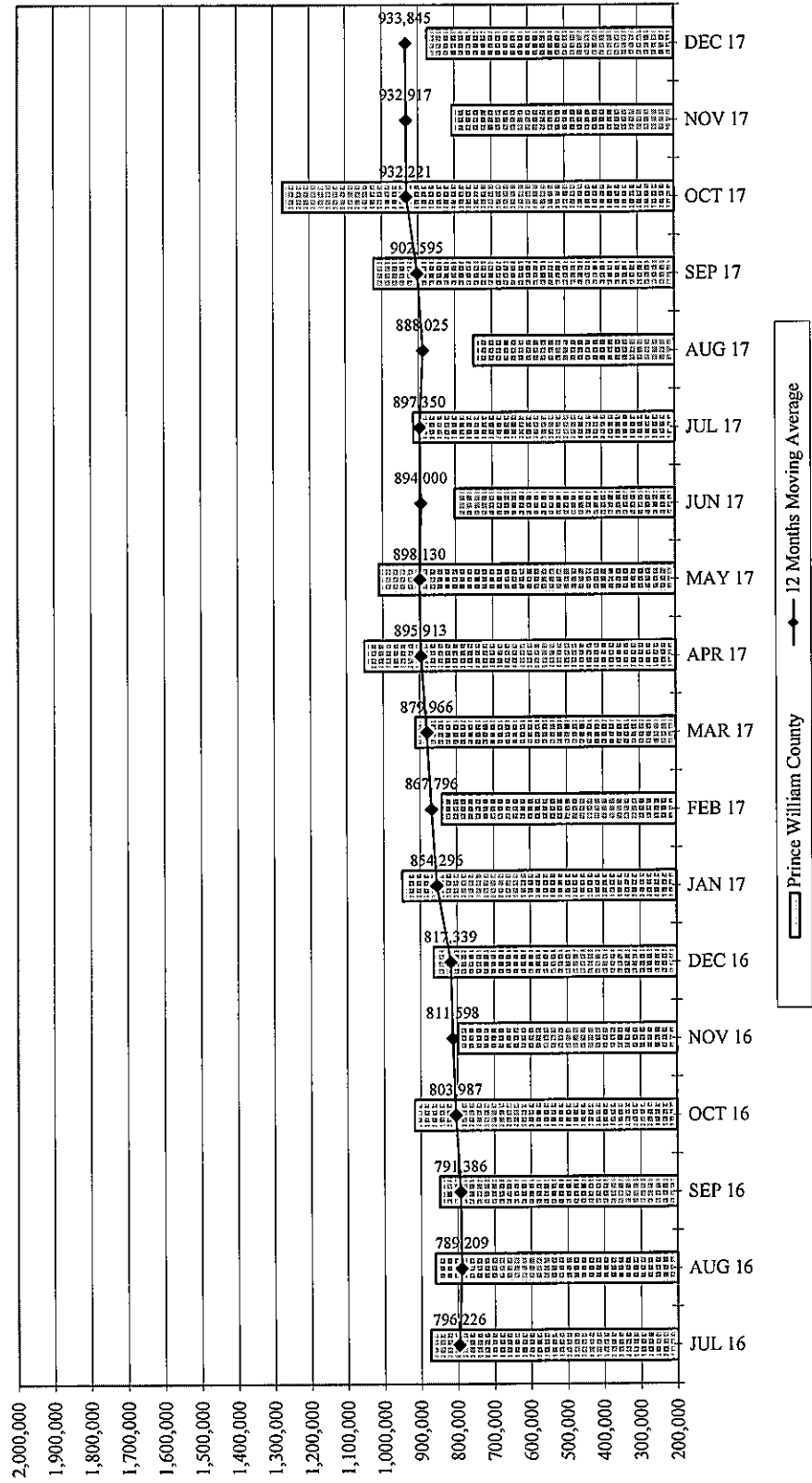
ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
08-06-07	\$ 173,000.00 (1)	\$ -	\$ 173,000.00
17-06-13	\$ 14,409,300.00 (1a)	\$ 3,818,119.00	\$ 10,591,181.00
 Total	 <u>\$ 14,582,300.00</u>	 <u>\$ 3,818,119.00</u>	 <u>\$ 10,764,181.00 (*)</u>

(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS FY17 and FY18



MONTHLY FINANCIAL REPORT FOR STAFFORD COUNTY  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2017

FY18 Beginning Fund Balance \$ 1,932,896.98 (1)

	Current Month	Year To Date
Gross Tax Revenue	\$ 282,118.45	\$ 1,745,891.89
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 282,118.45	\$ 1,745,891.89
Interest from Investment	\$ 1,852.95	\$ 5,664.57
Total Tax & Investment Revenue	\$ 283,971.40	\$ 1,751,556.46
Expenditures/Transfers	\$ -	\$ (1,200,629.00)
PRTC Operating Fund Balance	\$ -	\$ 28,372.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		<u>\$ 2,512,196.44</u>
FY18 Projected Motor Fuel Revenue (for remainder of fiscal year)		1,850,508.11
LESS: Unexpended Adopted Resolutions		\$ (1,241,985.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>
Total Projected Unencumbered Balance		<u>\$ 3,120,719.55 (2)</u>

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
17-06-09	\$ 2,344,514.00 (1a)	\$ 1,172,257.00	\$ 1,172,257.00
17-06-13	\$ 98,100.00 (1a)	\$ 28,372.00	\$ 69,728.00
Total	<u>\$ 2,442,614.00</u>	<u>\$ 1,200,629.00</u>	<u>\$ 1,241,985.00 (*)</u>

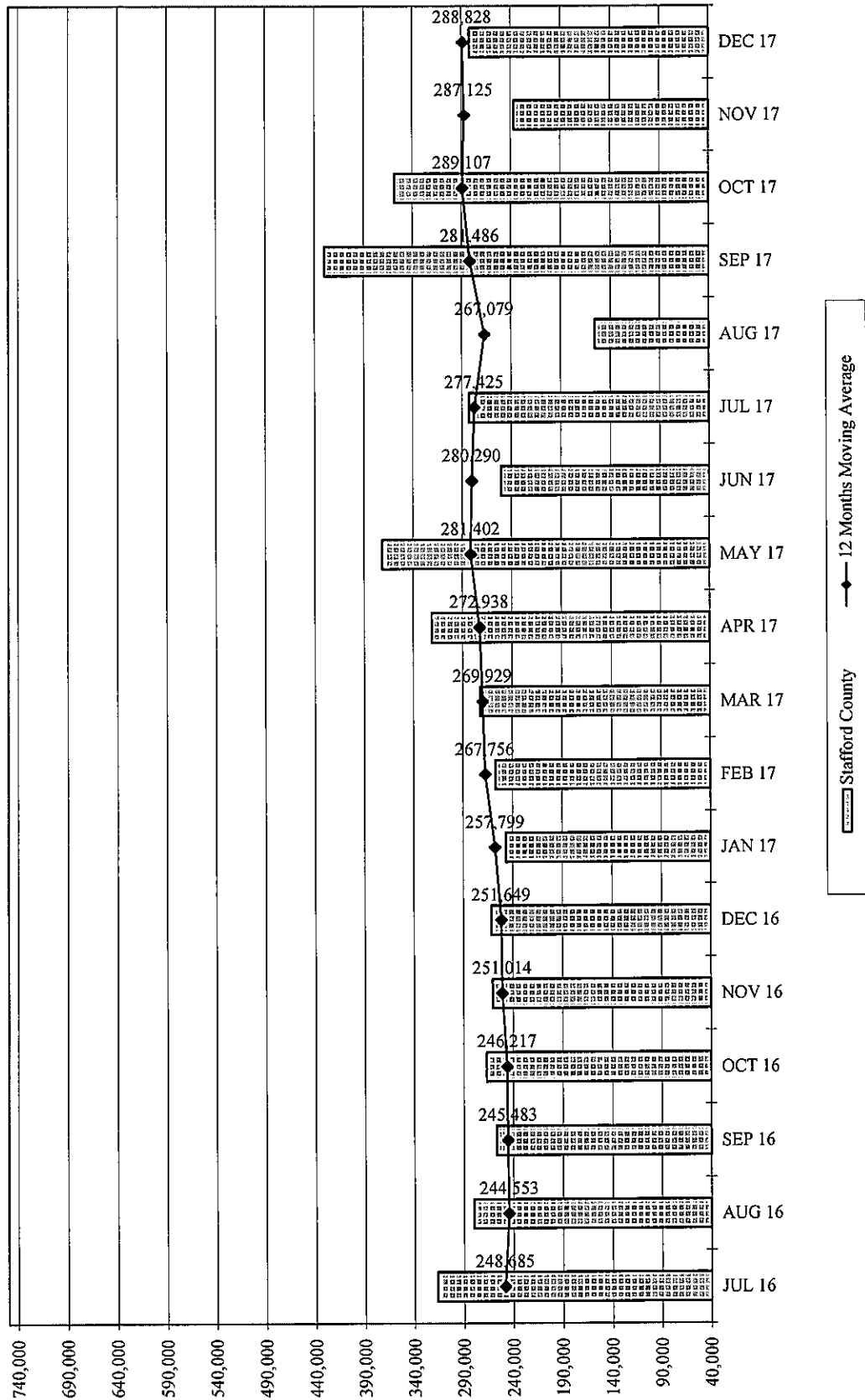
(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

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# PRTC NET FUEL TAX COLLECTIONS

FY17 and FY18



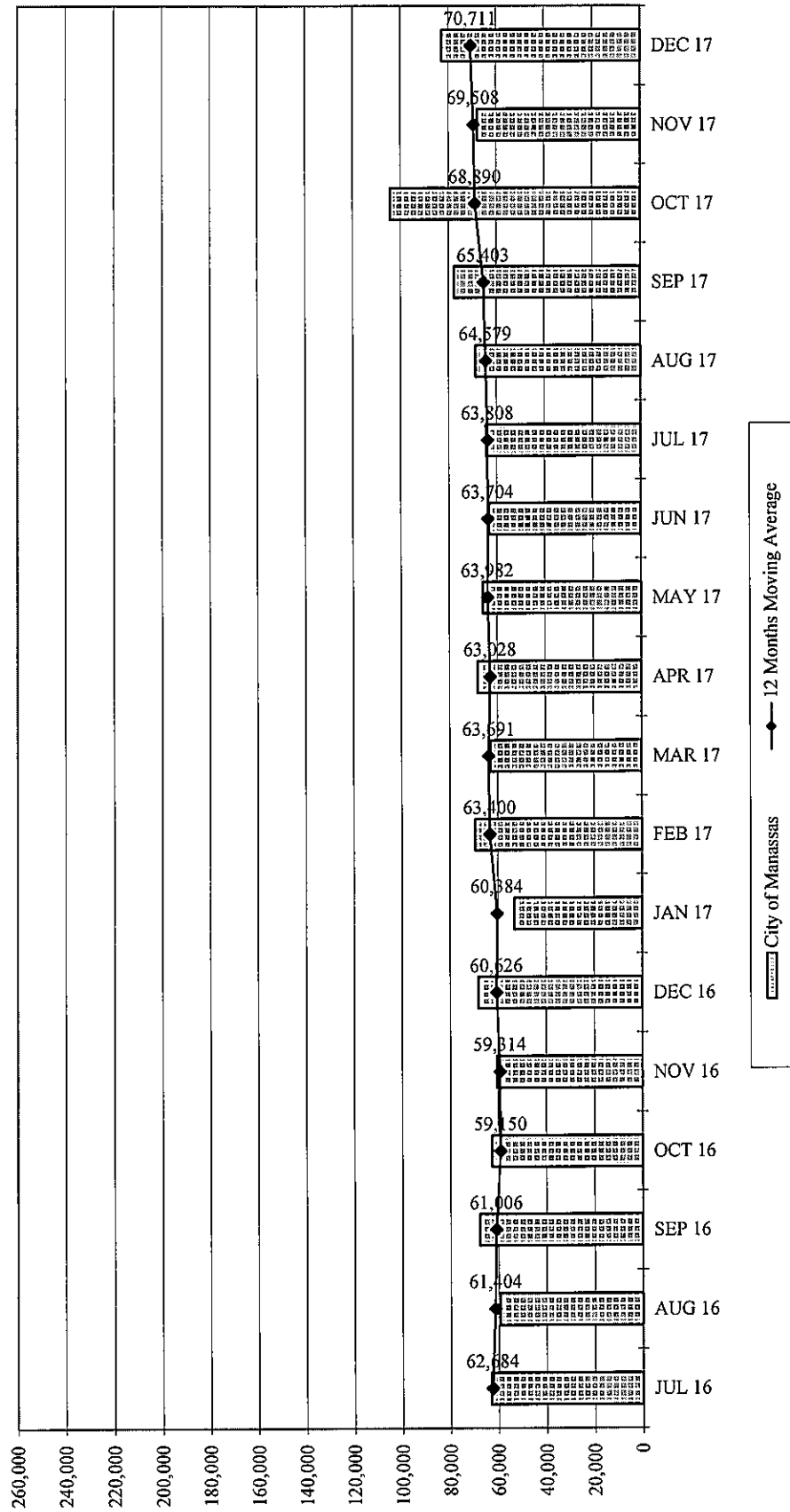


FY18 Beginning Fund Balance		\$ 243,169.32 (1)
	Current Month	Year To Date
Gross Tax Revenue	\$ 82,669.10	\$ 465,792.05
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 82,669.10	\$ 465,792.05
Interest from Investment	\$ 411.31	\$ 1,196.81
Total Tax & Investment Revenue	\$ 83,080.41	\$ 466,988.86
Expenditures/Transfers	\$ -	\$ (143,121.00)
Reimbursement From Other Governments (State Grant)	\$ -	\$ -
PRTC Operating Fund Balance	\$ -	\$ 50,828.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 617,865.18
FY18 Projected Motor Fuel Revenue		319,907.95
(for remainder of fiscal year)		
FY18 Projected State Grant (remainder)		173,267.40
LESS: Unexpended Adopted Resolutions		\$ (1,220,275.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ (109,234.47) (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
16-06-09	\$ 222,540.00 (1)	\$ -	\$ 222,540.00
17-06-07	\$ 65,000.00 (1a)	\$ -	\$ 65,000.00
17-06-08	\$ 222,070.00 (1a)	\$ -	\$ 222,070.00
17-06-09	\$ 434,586.00 (1a)	\$ 92,293.00	\$ 342,293.00
17-06-13	\$ 419,200.00 (1a)	\$ 50,828.00	\$ 368,372.00
Total	\$ 1,363,396.00	\$ 143,121.00	\$ 1,220,275.00 (*)

(\*) Resolutions which have been encumbered will not be expended until funds become available.

# PRTC NET FUEL TAX COLLECTIONS FY17 and FY18



MONTHLY FINANCIAL REPORT FOR CITY OF MANASSAS PARK  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2017

FY18 Beginning Fund Balance \$ 2,460,115.84 (1)

	Current Month	Year To Date
Gross Tax Revenue	\$ 80,268.49	\$ 383,811.02
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 80,268.49	\$ 383,811.02
Interest from Investment	\$ 2,734.27	\$ 13,895.56
Total Tax & Investment Revenue	\$ 83,002.76	\$ 397,706.58
Expenditures/Transfers	\$ -	\$ (273,880.00)
PRTC Operating Fund Balance	\$ -	\$ 36,521.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		<u>\$ 2,620,463.42</u>

FY18 Projected Motor Fuel Revenue 351,288.98  
(for remainder of fiscal year)

LESS: Unexpended Adopted Resolutions \$ (1,615,841.69) (\*)

Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>

Total Projected Unencumbered Balance \$ 1,355,910.71 (2)

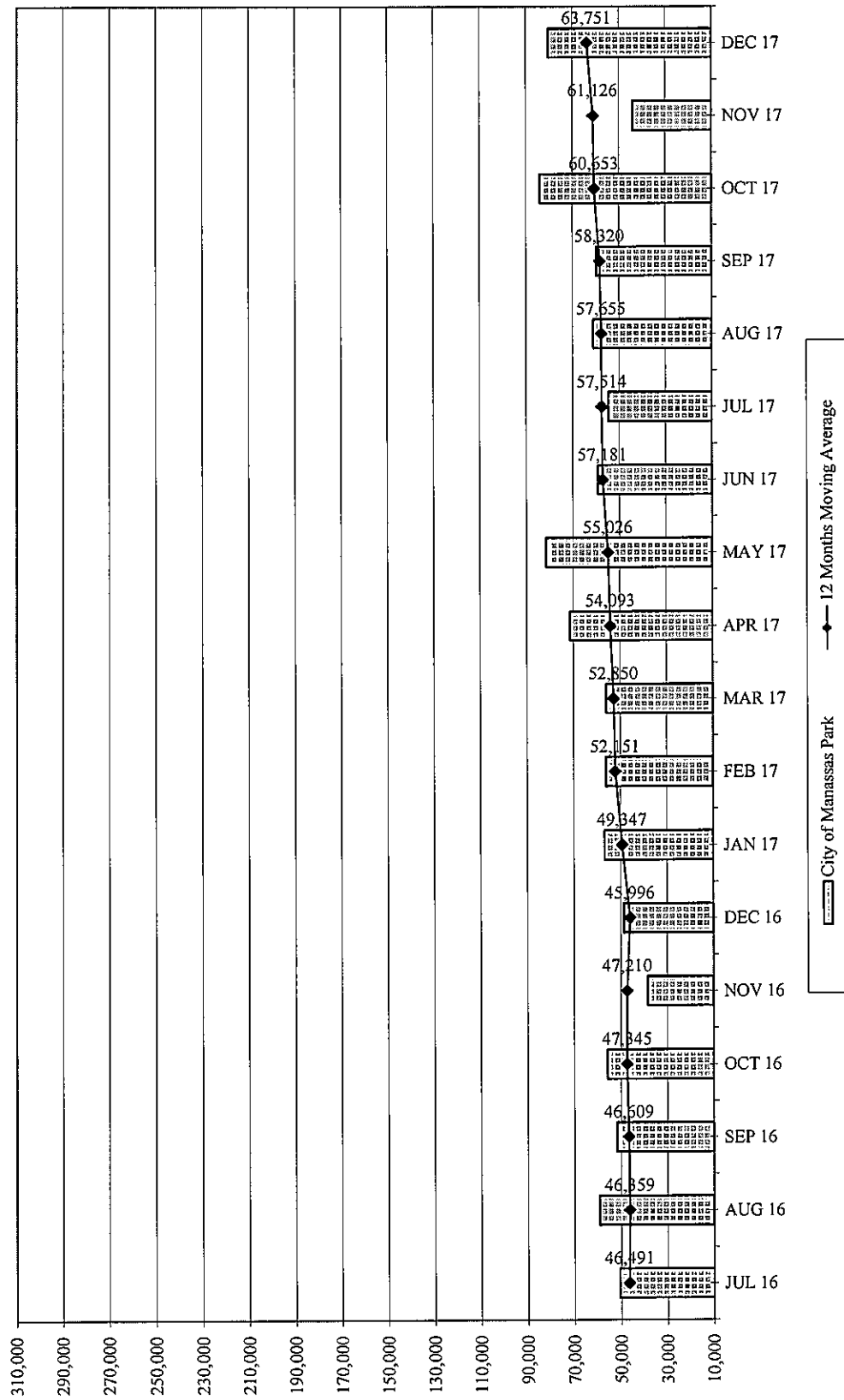
ADOPTED RESOLUTIONS	AMOUNT		EXPENDITURES	BALANCE
09-11-07	\$ 93,139.69	(1)	\$ -	\$ 93,139.69
10-11-05	\$ 234,500.00	(1)	\$ -	\$ 234,500.00
13-06-08	\$ 200,000.00	(1)	\$ -	\$ 200,000.00
15-05-07	\$ 371,164.00	(1)	\$ -	\$ 371,164.00
17-06-09	\$ 474,718.00	(1a)	\$ 237,359.00	\$ 237,359.00
17-06-13	\$ 194,200.00	(1a)	\$ 36,521.00	\$ 157,679.00
17-07-06	\$ 116,000.00		\$ -	\$ 116,000.00
17-07-07	\$ 206,000.00		\$ -	\$ 206,000.00
Total	<u>\$ 1,889,721.69</u>		<u>\$ 273,880.00</u>	<u>\$ 1,615,841.69 (*)</u>

(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

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(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

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# PRTC NET FUEL TAX COLLECTIONS FY17 and FY18



MONTHLY FINANCIAL REPORT FOR CITY OF FREDERICKSBURG  
FOR THE SIX MONTHS ENDING DECEMBER 31, 2017

FY18 Beginning Fund Balance		\$ 1,189,603.73 (1)
	Current Month	Year To Date
Gross Tax Revenue	\$ 109,897.27	\$ 685,231.81
Less: State Admin. Cost	\$ -	\$ -
Net Tax Revenue	\$ 109,897.27	\$ 685,231.81
Interest from Investment	\$ 1,514.49	\$ 6,933.14
Total Tax & Investment Revenue	\$ 111,411.76	\$ 692,164.95
Expenditures/Transfers	\$ -	\$ (220,889.00)
PRTC Operating Fund Balance	\$ -	\$ 12,250.00
FUND BALANCE (BEFORE UNEXPENDED ADOPTED RESOLUTIONS)		
PLUS YEAR TO DATE REVENUE LESS EXPENDITURES		\$ 1,673,129.68
FY18 Projected Motor Fuel Revenue (for remainder of fiscal year)		662,068.19
LESS: Unexpended Adopted Resolutions		\$ (311,485.00) (*)
Other Financing Sources/(Uses)		
Claims and Judgments	\$0.00	\$0.00
Jurisdictional Reimbursement	\$0.00	\$0.00
Total Projected Unencumbered Balance		\$ 2,023,712.87 (2)

ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
16-03-07	\$ 69,695.00 (1)	\$ -	\$ 69,695.00
17-06-05	\$ 1,901.00 (1)	\$ -	\$ 1,901.00
17-06-09	\$ 417,278.00 (1a)	\$ 208,639.00	\$ 208,639.00
17-06-13	\$ 43,500.00 (1a)	\$ 12,250.00	\$ 31,250.00
Total	\$ 532,374.00	\$ 220,889.00	\$ 311,485.00 (*)

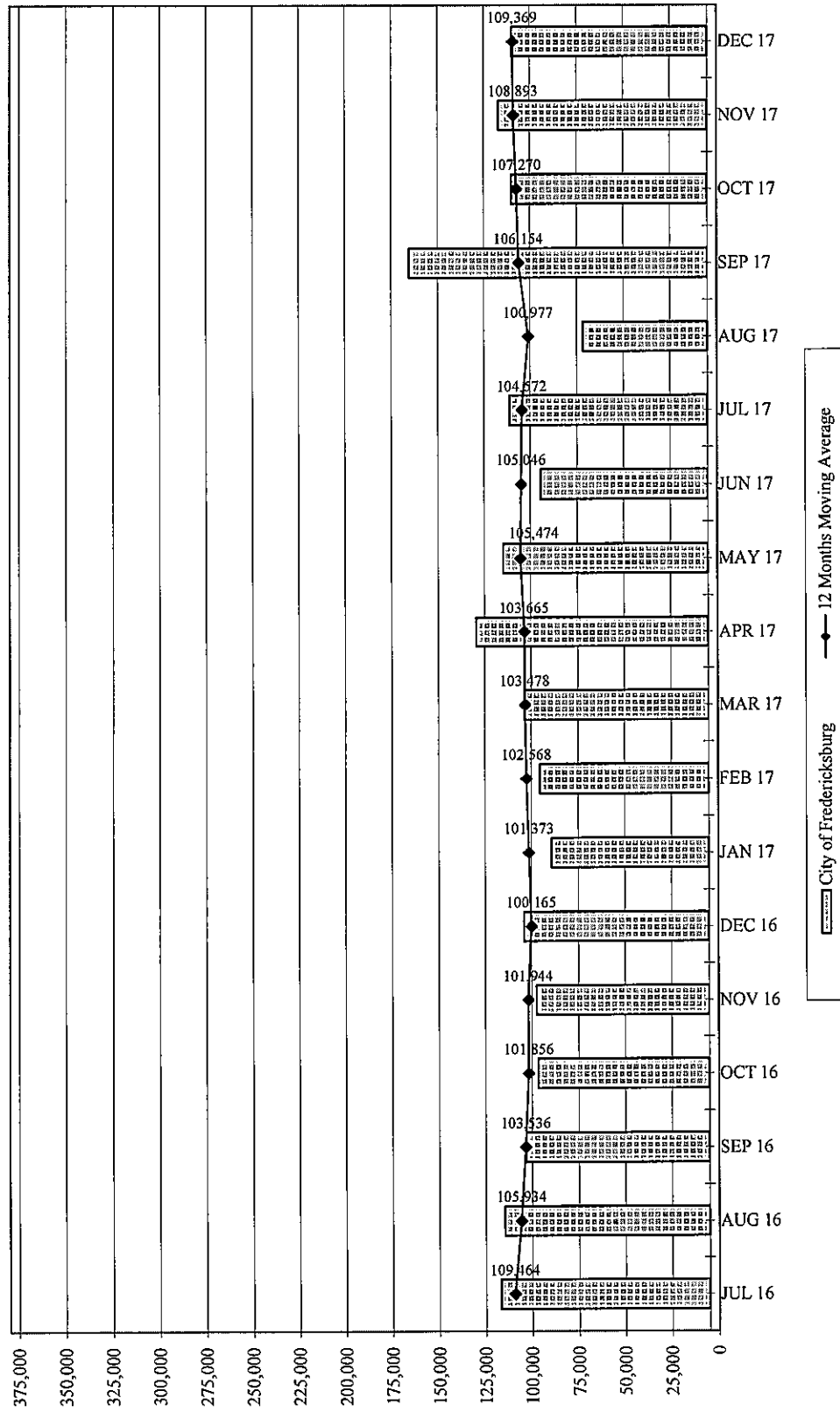
(1) Remaining balance @ 6/30/17 (1a) June 2017 resolution for FY18 expenditures

(2) Projected Unencumbered Balance equals Fund Balance plus FY18 Projected Revenue  
(for remainder of fiscal year) minus Unexpended Adopted Resolutions, plus Other Financing Sources.

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Note: Report as of 6/30/17 includes expense accrual of \$869,843.

# PRTC NET FUEL TAX COLLECTIONS FY17 and FY18

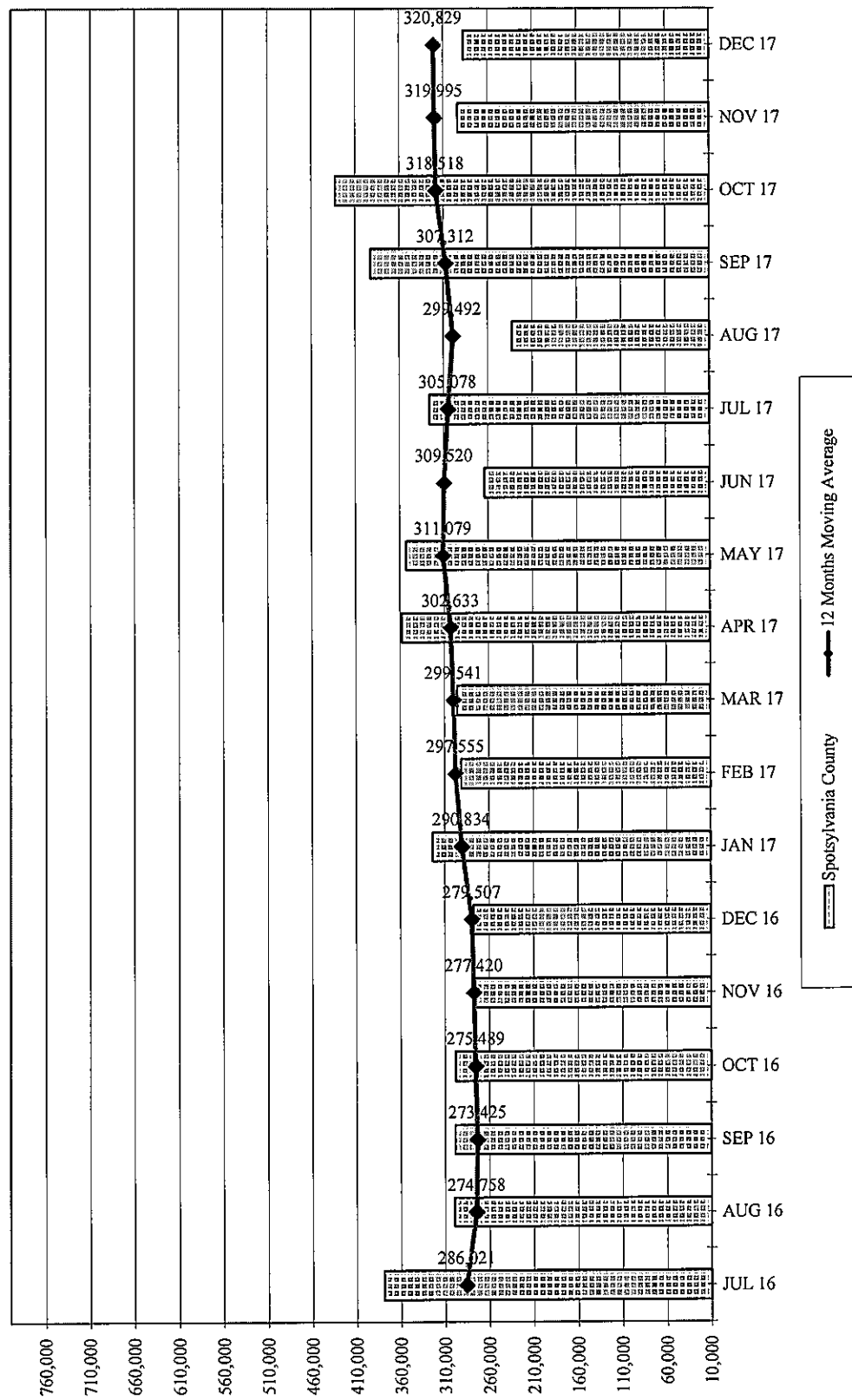


FY18 Beginning Fund Balance	\$ 3,676,870.91 (1)
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ADOPTED RESOLUTIONS	AMOUNT	EXPENDITURES	BALANCE
15-12-06	2,749.78 (1)	\$ -	\$ 2,749.78
17-03-07	\$ 382,261.00 (1)	\$ -	\$ 382,261.00
17-06-09	\$ 1,520,191.00 (1a)	\$ 760,095.50	\$ 760,095.50
17-06-13	\$ 111,400.00 (1a)	\$ 53,910.00	\$ 57,490.00
18-01-04	\$ 1,737,677.00	\$ -	\$ 1,737,677.00
Total	\$ 3,754,278.78	\$ 814,005.50	\$ 2,940,273.28 (*)

Note: Report as of 6/30/17 includes expense accrual of \$997,331.36.

# PRTC NET FUEL TAX COLLECTIONS FY17 and FY18







VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

# Virginia Railway Express Operations Board Meeting

February 16, 2018

Executive Committee Meeting – 8:30 am

Operations Board Meeting – 9:00 am

Legislative Committee Meeting, if necessary – following the  
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 15, 2017 VRE Operations Board Meeting
5. Installation of New Officers
6. New Chairman's Comments
7. Chief Executive Officer's Report
8. Virginia Railway Express Riders' and Public Comment



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

9. Action Items:

- A. Authorization to Issue an Invitation for Bids for the Purchase and Delivery of Automated Electric Motor Parking Brake Systems
- B. Authorization to Execute a Sole Source Maintenance and Service Agreement for Positive Train Control
- C. Authorization to Execute a Sole Source Contract for Positive Train Control Simulator Training Services
- D. Authorization to Issue a Supplemental Task Order for Electrical Repair Services
- E. Acceptance of Title VI Service Standards and Policies Monitoring Results
- F. Adoption of Changes to the 2018 VRE Operations Board Meeting Schedule

10. Information Items:

- A. Spending Authority Report

11. Closed Session

12. Operations Board Member's Time

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**The Next VRE Operations Board Meeting  
March 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  
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

# MINUTES

VRE Operations Board Meeting  
PRTC Headquarters – Prince William County, Virginia  
February 16, 2018

Members Present	Jurisdiction
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
Mark Dudenhefer (PRTC)	Stafford 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
Sharon Bulova (NVTC)	Fairfax County
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park

Alternates Present	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Hector Cendejas (PRTC)	City of Manassas Park
Michael McLaughlin	DRPT
Cindy Shelton (PRTC)	Stafford County

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

Staff and General Public	
Doug Allen – VRE	John Kerins – Keolis
Paolo Belita – Prince William County	Cindy King – VRE
Nydia Blake – Prince William County	Uriah Kiser – Potomac News
Alex Buchanan – VRE	Mike Lake – Fairfax County DOT
Rich Dalton – VRE	Lezlie Lamb – VRE
Andrew D'huyvetter – NVTC	Bob Leibbrandt – Prince William County
John Duque – VRE	Steve MacIsaac – VRE Legal Counsel
Julie Elliott – Stafford County	Betsy Massie – PRTC
Alan Fye – City of Alexandria	Kate Mattice – NVTC
Lucy Gaddis – VRE	Kristen Nutter – VRE
Rhonda Gilchrest – NVTC	Bob Schneider – PRTC
Chris Henry – VRE	Mark Schofield – VRE
Tom Hickey – VRE	Joe Swartz – VRE
Sarah Higgins – VRE	Neil Villarin – NVE, Inc.
Christine Hoeffner – VRE	Ryan Warren – VRE
Pierre Holloman – Arlington County	Ciara Williams – DRPT
Todd Johnson – First Transit	

Chairman Smedberg called the meeting to order at 9:05 A.M. Following the Pledge of Allegiance, Roll Call was taken.

#### Approval of the Agenda – 3

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

#### Approval of the Minutes of the December 15, 2017 Operations Board Meeting – 4

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

#### Installation of New Officers – 5

Chairman Smedberg stated the new officers for 2018 were elected at the December meeting:

Chairman: Marty Nohe  
Vice-Chairman: Katie Cristol  
Secretary: Maureen Caddigan  
Treasurer: John Cook

Chairman Smedberg passed the gavel to Mr. Nohe.

On behalf of the entire Board, Chairman Nohe thanked Mr. Smedberg for his dedication as Chairman during 2017. Chairman Nohe presented a framed photograph of historic Alexandria Union Station to Mr. Smedberg.

Mr. Smedberg stated it was a privilege to serve as Chairman. 2017 was a big year for VRE, with its 25<sup>th</sup> anniversary celebration in Fredericksburg, which reflected a lot about where VRE started and where it is today. He observed the last year and a half has laid the groundwork for VRE to move forward, from the work of the Capital Committee to VRE working with its partners to seek legislation for dedicated transit funding. VRE is off to a good start in 2018. He also thanked staff for their professionalism.

Chairman Nohe stated 2017 was an important and productive year under Mr. Smedberg's leadership. VRE completed the Gainesville/Haymarket Study, which concluded the best alternative was to proceed with the Broad Run Expansion. VRE received full funding through the I-66 Outside the Beltway concession payment for the Broad Run Expansion, Manassas Park Garage, and Manassas Platform Extension. VRE completed the Lorton Platform Extension and various projects for Positive Train Control (PTC) implementation.

#### Chairman's Comments –5

Chairman Nohe thanked the Operations Board for the opportunity to serve as Chairman. He then announced the committee assignments for 2018:

CEO Review Committee – Marty Nohe, Maureen Caddigan, John Cook, Matt Kelly and Paul Smedberg

Capital Committee – Katie Cristol (Chair), John Cook, John Jenkins and Gary Skinner

Audit Committee – Marty Nohe, Maureen Caddigan, Katie Cristol, John Cook and Paul Smedberg

Legislative Committee – Katie Cristol, John Cook and Matt Kelly

Chairman Nohe stated one more PRTC members is needed to serve on the Audit Committee. Mr. Dudenhefer then volunteered to serve on the committee. Mr. Allen reminded Board Members that all members can attend and participate in any committee meeting.

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

On behalf of the VRE staff, Mr. Allen thanked Mr. Smedberg for his leadership during the last year. Mr. Allen introduced two new employees. Lucy Gaddis is VRE's new Public Relations Administrator and Ryan Warren is VRE's new Warehouse Specialist.

Mr. Allen reported on recent safety and security activities, including partnering with Homeland Security on its VIPR program to train Keolis crew members, as well as conducting a three-day classroom emergency preparedness training session for first responders from the City of Manassas.

Mr. Allen reported on-time performance for January was 91 percent system wide and average daily ridership was 19,000. In January VRE conducted a full system tour for Chairman Nohe. On January 31<sup>st</sup>, Mr. Allen and Mr. Dalton met with Federal Railroad Administration (FRA) staff to brief them on VRE's progress on PTC implementation. VRE is on schedule to meet the December 31, 2018 PTC deadline. There are two action items pertaining to PTC implementation included in today's agenda that will complete the procurement phase of implementation. Mr. Allen also attended a meeting yesterday of the House Transportation Infrastructure Subcommittee, in which PTC was discussed.

Mr. Allen reported VRE's Office of Development held a VRE Industry Day on February 8<sup>th</sup> with approximately 75 prospective contractors and vendors attending to hear an overview of VRE's six capital and five design projects for the next year. He also reported VRE's Rail Rehabilitation and Improvement Financing (RRIF) loan refinance is progressing. Seven of the nine jurisdictions have approved the loan refinance.

Mr. Allen stated WMATA is now charging non-Metro riders a surcharge to park at Metro stations. This impacts about 70 VRE riders who park at the Franconia-Springfield station.

Mr. Allen announced the Lorton Platform Extension Ribbon Cutting Ceremony will be held on March 8<sup>th</sup> at 10:00 A.M. Everyone is invited to attend. This is the first platform expansion of many to come.

Mr. Allen asked Mr. Swartz to give the Operations Board a brief update on pending legislation in the General Assembly. Mr. Swartz reported both chambers passed transit-related legislation prior to the February 13<sup>th</sup> crossover deadline, including legislation addressing the

gas tax floor. Senator Wagner's bill (SB896) would establish a regional gas tax floor back to the 2013 level and Delegate Jones (HB768) would set a gas tax floor every time gas prices go up, but it would not be retroactive from previous years. Senator Stuart's bill (SB683) would create a dedicated funding program for VRE by creating a Commuter Rail Operating and Capital (CROC) fund, although no funding was identified. Unfortunately, neither house passed legislation to address the fiscal cliff. Regarding dedicated funding for transit, Delegate Hugo's bill (HB1539) does not include funding for VRE. Senator Saslaw's bill (SB856) does include funding for VRE and language creating a CROC and a gas tax floor.

Mr. Skinner asked about how the gas tax floor would work. Mr. Swartz explained it would be capped at the 2013 level. Mr. Kelly stated it is his understanding that if there is any additional funding resulting from the gas tax floor it would be dedicated to VRE or PRTC. This is problematic for the cities and he asked how this would affect jurisdictional funding participation with VRE. Chairman Nohe stated it is not clear how it will affect formulas and VRE will need to wait to see what final legislation is passed. He acknowledged it is plausible to assert that with a gas tax floor, the jurisdictions that don't have significant bus service, such as Stafford County, the City of Fredericksburg, Spotsylvania County and City of Manassas Park, will accrue gas tax revenues at a higher level than their VRE obligation. He also noted the region will have to wait to see if legislation passes and any new formulation provides an opportunity to make VRE system wide improvements using NVT A funds.

Mr. Cook observed VRE asked for a new funding source but pending legislation includes no actual new state money since the Commonwealth is looking to do the same thing with VRE that it is doing with Metro by diverting funds from NVT A already going to the jurisdictions and then claim it is state money and then leave the bill to the localities. Mr. Kelly stated he supports VRE but is also concerned for his jurisdiction and the ability to fund maintenance projects. He stated the Operations Board needs to be prepared to discuss this as it relates to the Master Agreement. Chairman Nohe stated SB856 is the best VRE can hope for, even though it is not what it asked for and the fear right now is if nothing passes or the legislature passes something that is supposed to help but actually makes things worse, it could impact hundreds of millions of dollars of revenues. Mr. Kelly stated it is important to not look at in a VRE "bubble" but at the overall impact to all the jurisdictions.

Mr. Swartz announced the Legislative Committee will meet immediately after the Operations Board meeting.

Mr. Smedberg stated that at the beginning of the meeting he neglected to introduce two new Operations Board members. He introduced Wendy Maurer and Mark Dudenhefer from the Stafford County Board of Supervisors. Ms. Maurer also introduced their Stafford County Board colleague, Cindy Shelton, who serves as a VRE Alternate. Mr. Dudenhefer stated he served on the House of Delegate for four years and he shared some of his experience as a member of the House Transportation Committee.

#### VRE Riders' and Public Comment – 8

There were no rider comments.

#### Authorization to Issue an Invitation for Bids for the Purchase and Delivery of Automated Electric Motor Parking Brake Systems – 9A

Mr. Allen stated the Operations Board is being asked to authorize him to issue an Invitation for Bids (IFB) for the purchase and delivery of automated electric motor parking brake system for a period of 90 calendar days. This work is part of VRE's life cycle maintenance. Resolution #9A-02-2018 would accomplish this.

Mr. Kelly moved, with a second by Mr. Skinner, to approve Resolution #9A-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Sole Source Maintenance and Service Agreement for Positive Train Control – 9B

Mr. Allen stated the Operations Board is being asked to authorize him to execute a sole source Maintenance and Service Agreement with Wabtec Railway Electronics (Wabtec) for Positive Train Control (PTC) for a period of five years in an amount of \$1,635,000 with a 10 percent contingency of \$163,500, for a total amount not to exceed \$1,798,500. Resolution #9B-02-2018 would accomplish this.

In response to questions from Mr. Dudenhefer and Ms. Maurer about the sole source contract, Mr. Allen explained the two host railroads (CSX and Norfolk Sothern) use the same PTC equipment and VRE, as a tenant, needs to acquire the same system to be consistent with the host railroads. Through a previous sole source contract, VRE purchased the I-ETMS® PTC onboard equipment designed and manufactured exclusively by Wabtec. To ensure the system is monitored, managed and maintained properly, VRE needs a Maintenance and Service Agreement with Wabtec, the Original Equipment Manufacturer (OEM). VRE followed all proper procurement protocols and processes for this sole source contract, as well as for the next action item.

In response to a question from Mr. Smedberg, Mr. Allen stated that PRTC was not required in the sections of Amtrak territory in which VRE operates due to the slower speeds in this section. Mr. McLaughlin stated there is a heightened interest from the Commonwealth Transportation Board on the PTC issue. There was some discussion about recent train accidents. Positive Train Control would not have prevented the Crozet, Virginia or Hoboken, New Jersey accidents, but might have prevented the recent Seattle, Washington crash where speed was a factor.

Mr. Skinner moved, with a second by Mr. Kelly, to approve Resolution #9B-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Authorization to Execute a Sole Source Contract for Positive Train Control Simulator Training Services – 9C

Mr. Allen stated the Operations Board is being asked to authorize him to execute a sole source contract with PS Technology for Simulator Training Services for PTC for a period of five years in an amount of \$295,000, with a 10 percent contingency of \$29,500, for a total amount not to exceed \$324,500. VRE must implement a comprehensive PTC training program to meet the requirements on the Rail Safety Improvement Act (RSIA) of 2008. The

locomotive simulator solution provided by PS Technology will serve as an integral part of VRE's crew training program. Resolution #9C-02-2018 would accomplish this.

Ms. Cristol asked how much flexibility VRE will have in the contract if there are technology changes over the next five years. Mr. Dalton stated the contract provides flexibility and will include software updates and automatic rule changes. There is also a termination clause.

In response to a question from Mr. Smedberg, Mr. Dalton gave an update on the host railroads' PTC implementation. All wayside equipment and technology have been installed. CSX has started their communication testing and Norfolk Southern is not far behind. Once that testing is completed, VRE and its host railroads can start the collective inoperability and integration testing. Norfolk Southern and CSX have implemented PTC in other regions.

Mr. Jenkins moved, with a second by Mr. Smedberg, to approve Resolution #9C-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

#### Authorization to Issue a Supplemental Task Order to Electrical Repair Services – 9D

Mr. Allen stated the Operations Board is asked to authorize a Supplemental Task Order 1F under the Facilities Maintenance Services Contract to NV Enterprises for electrical repair services in the amount of \$60,000, plus a five percent contingency of \$3,000, for a total of \$63,000. This brings the total not to exceed amount for Task Order 1 (plus Supplemental Task Orders, 1A, 1B, 1C, 1D, 1E and 1F) to \$588,000. Resolution #9D-02-2018 would accomplish this.

Ms. Caddigan moved, with a second by Ms. Cristol, to approve Resolution #9D-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

#### Acceptance of Title VI Services Standards and Policies Monitoring Results – 9E

Mr. Allen stated the Operations Board is being asked to accept the results of the Title VI Service Standards and Policies monitoring and forward them to PRTC for inclusion in PRTC's Title VI submittal. Resolution #9E-02-2018 would accomplish this.

Mr. Swartz explained to safeguard against service design and operations that discriminate on the basis of race, color, or national origin, the Federal Transit Administration (FTA) requires transit systems to monitor and analyze the performance of their systems relative to their system wide service standards not less than every three years. The results of VRE's Service Standards and Policies monitoring must be submitted as part of PRTC's Title VI submission due in April 2018.

Mr. Kelly moved, with a second by Ms. Maurer, to approve Resolution #9E-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

#### Adoption of Changes to the 2018 VRE Operations Board Meeting Schedule – 9F



Mr. Allen stated the Operations Board is being asked to adopt the 2018 VRE Operations Board Meeting Schedule establishing a regular meeting to be held on July 20, 2018 and deleting the regular meeting that was to be held on August 17, 2018, and changing the December meeting date from December 21<sup>st</sup> to December 14, 2018. Resolution #9F-02-2018 would accomplish this.

Chairman Nohe suggested the Operations Board have a discussion during this next year to look at changing the Bylaws to permanently change the August meeting to July.

Ms. Cristol moved, with a second by Mr. Jenkins, to approve Resolution #9F-02-2018. The vote in favor was cast by Board Members Caddigan, Cendejas, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

#### Spending Authority Report -10A

There were no expenditures to report.

#### Operations Board Member Time - 12

Ms. Cristol sadly announced the passing of Dave Salmon on January 15, 2018. Mr. Salmon served as a member of the Crystal City Civic Association and a passionate advocate for Crystal City, and attended several VRE Operations Board meeting.

Ms. Caddigan thanked Mr. Smedberg for his leadership during 2017.

#### Adjournment

Without objection, Chairman Nohe adjourned the meeting at 10:06 A.M.

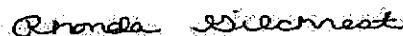
Approved this 16<sup>th</sup> day of March 2018.

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Martin Nohe  
Chairman

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Maureen Caddigan  
Secretary

#### **CERTIFICATION**

This certification hereby acknowledges the minutes for the February 16, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



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Rhonda Gilchrest

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-02-2018**

**Authorization to Issue an Invitation for Bids for the Purchase and  
Delivery of Automated Electric Motor Parking Brake Systems**

**WHEREAS**, each of VRE's MP36PH-3C locomotives are equipped with a lever-style manually operated handbrake; and,

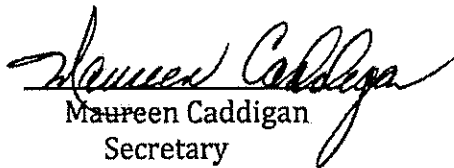
**WHEREAS**, the handbrakes have reached the end of their useful life; and,

**WHEREAS**, a replacement automated handbrake is available which provides consistent braking forces and prevents repetitive motion injuries; and,

**WHEREAS**, VRE's lifecycle maintenance team recommends the replacement of the lever-style manually operated handbrake;

**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 and Delivery of Automated Electric Motor Parking Brake Systems.

Approved this 16<sup>th</sup> day of February 2018

  
Maureen Caddigan  
Secretary



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Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9B-02-2018**

**Authorization to Execute a Sole Source Maintenance and  
Service Agreement for Positive Train Control**

**WHEREAS**, Positive Train Control was mandated by Congress in the Rail Safety Improvement Act of 2008 for all railroads that carry passengers or hazardous materials; and,

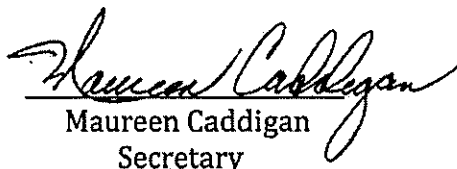
**WHEREAS**, VRE has worked with CSX, NS and Amtrak (host railroads) to determine the type of equipment and systems to install on VRE locomotives and cab control cars to meet the mandate and ensure system interoperability with the host railroads; and,

**WHEREAS**, in September of 2013, the VRE Operations Board authorized a sole source contract with Wabtec Corporation for the purchase and installation of I-ETMS ® Positive Train Control onboard equipment; and,

**WHEREAS**, this action will provide the needed ongoing monitoring and management by the Original Equipment Manufacturer, Wabtec, to ensure compliance with the mandate;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Sole Source Maintenance and Service Agreement for Positive Train Control for a period of five years in an amount of \$1,635,000, plus a 10% contingency of \$163,500, for a total amount not to exceed \$1,798,500.

Approved this 16th day of February 2018

  
Maureen Caddigan  
Secretary



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Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9C-02-2018**

**Authorization to Execute a Sole Source Contract  
for Positive Train Control Simulator Training Services**

**WHEREAS**, Positive Train Control was mandated by Congress in the Rail Safety Improvement Act of 2008 for all railroads that carry passengers or hazardous materials; and,

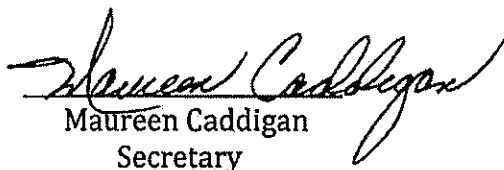
**WHEREAS**, VRE has worked with CSX, Norfolk Southern and Amtrak (host railroads) to determine the type of equipment and systems to install on VRE locomotives and cab control cars to meet the mandate and ensure system interoperability with the host railroads; and,


**WHEREAS**, a supplier of train simulator services has a system qualified for Tenant Railroads operating on the Norfolk Southern; and,

**WHEREAS**, this action will provide the needed simulator training services to ensure compliance with the RSIA mandate;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to Execute a Sole Source Contract with PS Technology for Simulator Training Services for Positive Train Control for a period of five years in an amount of \$295,000, with a 10% contingency of \$29,500, for a total amount not to exceed \$324,500.

Approved this 16<sup>th</sup> day of February 2018

  
Maureen Caddigan  
Secretary

  
\_\_\_\_\_  
Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9D-02-2018**

**Authorization to Issue a Supplemental Task Order for  
Electrical Repair Services**

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

**WHEREAS**, the Operations Board approved the first option year in April of 2014, the second option year in April of 2015, the third option year in April of 2016 and the fourth option year in April of 2017; and,

**WHEREAS**, routine electrical repairs, including lighting and conduit repairs, electrical circuit and component troubleshooting, and power restoration services at stations, parking lots, rail storage yards, and office spaces are necessary for safe operations; and,

**WHEREAS**, the Operations Board previously approved Task Order 1 for \$75,000, Supplemental Task Order 1A for \$90,000, Supplemental Task Order 1B for \$90,000, Supplemental Task Order 1C for \$90,000, Supplemental Task Order 1D for \$90,000 and Supplemental Task Order 1E for \$90,000; and,

**WHEREAS**, the amount expended for Task Order 1 and Supplemental Task Orders 1A, 1B, 1C, 1D and 1E, Electrical Repair Services, has approached the approved Task Order total; and,

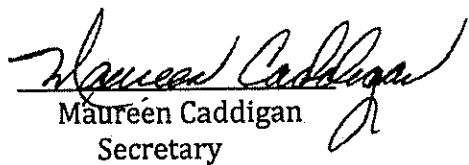
**WHEREAS**, this Supplemental Task Order 1F will allow NV Enterprises to continue performing electrical repair services through the end of the fourth option year;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue Supplemental Task Order 1F under the Facilities Maintenance Services Contract to NV Enterprises for electrical repair services in an amount of \$63,000 (\$60,000, plus a 5% contingency of \$3,000), for a total amount (Task Order 1 plus Supplemental Task Orders 1A, 1B, 1C, 1D, 1E and 1F) not to exceed \$588,000.

[Continued to page 4]

[Resolution 9D-02-2018 continued]

Approved this 16<sup>th</sup> day of February 2018

  
Maureen Caddigan  
Secretary



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Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9E-02-2018**

**Acceptance of Title VI Service Standards and Policies Monitoring Results**

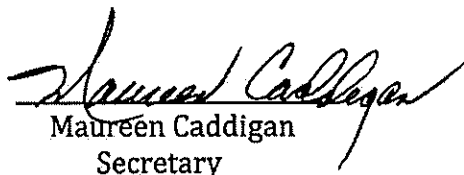
**WHEREAS**, the Federal Transit Administration requires transit providers to monitor the performance of their transit system relative to their system-wide service standards and service policies; and,


**WHEREAS**, VRE must submit results of the monitoring of its system-wide service standards and service policies to the Potomac and Rappahannock Transportation Commission for inclusion in the Potomac and Rappahannock Transportation Commission Title VI submittal;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby accept the results of the system-wide service standards and service policies monitoring; and,

**BE IT FURTHER RESOLVED THAT**, the results of the system-wide service standards and service policies monitoring will be forwarded to the Potomac and Rappahannock Transportation Commission for inclusion in the Potomac and Rappahannock Transportation Commission's Title VI submittal.

Approved this 16<sup>th</sup> day of February 2018

  
Maureen Caddigan  
Secretary

  
Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9F -02-2018**

**Adoption of Changes to the 2018  
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,

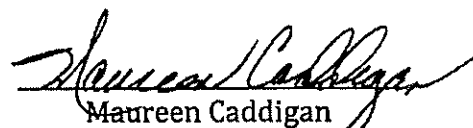
**WHEREAS**, the Bylaws of the VRE Operations Board state "Such changes to, deletion of, or addition of a regular meeting may be accomplished by adoption of a resolution changing, deleting or establishing a regular meeting date";

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby establish a regular meeting to be held on July 20, 2018, and deletes the regular meeting that was to be held on August 17, 2018; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby change the date for the December regular meeting from December 21, 2018 to December 14, 2018.

Approved this 16<sup>th</sup> day of February 2018

  
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Martin Nohe  
Chairman

  
Maureen Caddigan  
Secretary