



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

ITEM 6.2
March 5, 2020
PRTC Regular Meeting

VRE Operations Board Meeting

February 21, 2020

Executive Committee Meeting – 8:30 am

Operations Board Meeting - 9:00 am

New Board Member Orientation Session – following the
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 January 17, 2020 VRE Operations Board Meeting
5. Chairman's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Consent Items:
 - A. Authorization to Issue an Invitation for Bids for Overhaul of Emergency Generators
 - B. Authorization to Issue an Invitation for Bids for VRE Headquarters Renovations



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. Authorization to Issue a Request for Proposals for General Engineering Consulting Services for Project Design and Construction Management
 - D. Authorization to Issue a Request for Proposals for Federal Government Relations Services
9. Action Items:
- A. Authorization to Issue a General Planning Consulting Task Order for FY 2020 National Transit Database Data Collection
 - B. Authorization to Execute a Contract for Locomotive Prime Mover Turbochargers
10. Information Items:
- A. Spending Authority Report
 - B. VRE Mobile
11. Closed Session
12. Operations Board Member's Time

**The Next VRE Operations Board Meeting
March 20, 2020 - 9:00 am at PRTC**



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

February 21, 2020

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Walter Alcorn (NVTC)
*Andrea Bailey (PRTC)
*Preston Banks (PRTC)
*Elizabeth Bennet-Parker (NVTC)
*Meg Bohmke (PRTC)
*Katie Cristol (NVTC)
*Margaret Franklin (PRTC)
*Matt Kelly (PRTC)
*Cindy Shelton (PRTC)
*Gary Skinner (PRTC)
*Ralph Smith (PRTC)
*Dan Storck (NVTC)
*James Walkinshaw (NVTC)

Jurisdiction

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

Members Absent

Jeanine Lawson (PRTC)
Jennifer Mitchell (DRPT)

Prince William County
Commonwealth of Virginia

Alternates Present

*Victor Angry (PRTC)
*Michael McLaughlin (DRPT)
Ann Wheeler (PRTC)

Prince William County
Commonwealth of Virginia
Prince William County

Alternates Absent

Canek Aguirre (NVTC)
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
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

Khadra Abdulle – VRE
Monica Backmon – NVTA
Rick Canizales – Prince William County
Matt Cheng – NVTC
Rich Dalton – VRE
John Duque – VRE
Mei Fang – Fairfax County
Patricia Happ - NVTC
Xavier Harmony - DRPT
Chris Henry – VRE
Pierre Holloman – Arlington County
Todd Johnson – First Transit
John Kerins – Keolis
Sharon Klumpp – Baker-Tilly

Mike Lake – Fairfax County
Lezlie Lamb – VRE
Megan Landis – Prince William County
Steve MacIsaac – VRE Legal Counsel
Betsy Massie – PRTC
Kate Mattice – NVTC
Ryan McManus – Prince William County
Becky Merriner – PRTC
Kristin Nutter – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Joe Swartz – VRE
Norine Walker - Systra
Katherine Youngbluth - DRPT

Chairman Skinner called the meeting to order at 9:05 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

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

Approval of the Minutes of the January 17, 2020 VRE Operations Board Meeting – 4

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

Chairman’s Comments – 5

- Chairman Skinner reminded the Board there will be a New Member Orientation session focused on the VRE budget process and other aspects of VRE finance, following adjournment of the regular Operations Board meeting. This is a public meeting and anyone who wishes is invited to attend.
- The Virginia Transit Association held its annual “Transit Legislative Advocacy Day” in Richmond on January 27th. Vice-Chair Bennett-Parker attended the legislative briefing along with staff.
- Chairman Skinner stated the Finance Committee will meet in March after the regular Operations Board meeting.

[Ms. Franklin arrived at 9:10 am]

Acting Chief Executive Officer’s Report – 6

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

- Continuing efforts to maintain a safety culture at VRE and Keolis
- Update on the Virginia Rail Transformation Plan
- VRE staff monitoring Virginia’s legislative session and the Federal Budget process

- Mid-point update on VRE’s FY2020 Budget
- Ridership and On-Time performance metrics
 - OTP for January was 85%
 - Average Daily Ridership for January was 18,428
- Participation in USDOT Human Trafficking awareness event and VRE pledge to participate in DOT’s transportation workers training program to recognize the signs and know what to do.

Public Comment Time – 7

The Chairman opened the floor for public comment time. There were no speakers.

Consent Items – 8

Mr. Smith moved, with a second from Ms. Bailey, to approve the following Consent items:

- Authorization to Issue an Invitation for Bids for Overhaul of Emergency Generators – 8A
- Authorization to Issue an Invitation for Bids for VRE Headquarters Renovations– 8B
- Authorization to Issue a Request for Proposals for General Engineering Consulting Services for Project Design and Construction Management – 8C
- Authorization to Issue a Request for Proposals for Federal Government Relations Services – 8D

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

Action Items – 9

Authorization to Issue a General Planning Consulting Task Order for FY 2020 National Transit Database Data Collection – 9A

Mr. Alcorn moved, with a second by Ms. Bailey, to authorize the Acting CEO to issue a Task Order to Vanasse Hangen Brustlin, Inc, under the General Planning Consulting Services Contract, for National Transit Database ridership data collection for FY 2020, in an amount, including contingencies, not to exceed \$167,645.

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

Authorization to Execute a Contract for Locomotive Prime Mover Turbochargers – 9B

Ms. Bailey moved, with a second by Mr. Smith, to authorize the Acting CEO to execute a contract with American Turbocharger Technologies for Locomotive Prime Mover Turbochargers for an amount, including contingencies, not to exceed \$586,190.

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

Information Items – 10

Spending Authority Report – 10A

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

- A Sole Source Purchase Order issued to International Display Systems, Inc. in the amount of \$82,358 for software integration services for the Variable Messaging System proof-of-concept project.
- A blanket Purchase Order issued to Powersolv, Inc., for an amount not to exceed \$99,500 for services supporting the e-Builder project controls solution, on an as-needed basis.

VRE Mobile – 10B

Mr. Henry reviewed the development of the mobile phone-based ticketing system. VRE has been notified by the supporting vendor that they are scaling back their mobility-based businesses in North America. VRE is working on the best solution to move forward.

VRE CEO Executive Search Effort – 10C

Ms. Cristol reported on the process for the executive search. Ms. Sharon Klumpp from the recruiting firm Baker Tilly discussed the recruitment process.

- Outlined the timeline for the process
- Shared the draft recruitment brochure, which the Executive Search committee will review and approved at the committee meeting that follows the VRE Operations Board meeting.

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

Chairman Skinner adjourned the meeting without objection at 10:40 A.M.

Approved this 20th day of March 2020

Gary Skinner
Chairman

Jeanine Lawson
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the February 21, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb