



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE OPERATIONS BOARD MEETING

February 19, 2021 – 9:00 A.M.
VIA WebEx

1. Roll Call
2. Resolution Finding Need to Conduct February 19, 2021 Meeting Electronically
3. Approval of Agenda
4. Approval of Minutes from the January 15, 2021 VRE Operations Board Meeting
5. Chair's Comments
6. Chief Executive Officer's Report
7. Virginia Railway Express Riders' and Public Comment
8. Action Items:
 - A. Authorization to Amend the GEC VII Task Order for Design Services for Alexandria Station Improvements
 - B. Authorization to Issue a General Planning Consulting Services Task Order for Relocation Advisory Services for Real Estate Acquisition Activities for the Broad Run Expansion Project
9. Information Items:
 - A. Spending Authority Report
10. Closed Session
11. Operations Board Member's Time

The Next VRE Operations Board Meeting March 19, 2021- 9:00 A.M.



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MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
February 19, 2021

Virtual Meeting via Webex

Members Present

*Walter Alcorn (NVTC)
 *Andrea Bailey (PRTC)
 *Preston Banks (PRTC)
 *Elizabeth Bennett-Parker (NVTC)
 *Meg Bohmke (PRTC)
 *Katie Cristol (NVTC)
 *Margaret Franklin (PRTC) **
 *Matt Kelly (PRTC) **
 *Jeanine Lawson (PRTC)
 *Cindy Shelton (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
 Prince William County
 Stafford County
 Fairfax County
 Fairfax County

Members Absent

Gary Skinner (PRTC)
 Ralph Smith (PRTC)
 Jennifer Mitchell (DRPT)

Spotsylvania County
 City of Manassas
 Commonwealth of Virginia

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)
 Alanna Mensing (PRTC)
 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 Park
 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

Rich Dalton – VRE

John Duque – VRE

Chris Henry - VRE

Robert Hostelka - VRE

Lezlie Lamb – VRE

Steve MacIsaac – VRE Legal Counsel

Kate Mattice – NVTC

Kristin Nutter – VRE

Dr. Bob Schneider – PRTC

Mark Schofield – VRE

Alex Sugatan - VRE

Joe Swartz – VRE

Chair Bennett-Parker called the meeting to order at 9:03 A. M. The Roll Call followed.

Resolution Finding Need to Conduct the February 19, 2021 Meeting Electronically – 2

Ms. Bailey moved, with a second by Ms. Bohmke, to approve Resolution #02-02-2021, Finding Need to Conduct the February 19, 2021 Meeting Electronically. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Lawson, Shelton, and Walkinshaw.

Approval of the Agenda – 3

Ms. Lawson 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 Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Lawson, Shelton, and Walkinshaw.

Approval of the Minutes of the January 15, 2021 VRE Operations Board Meeting – 4

Ms. Bailey moved, with a second by Ms. Shelton, to approve the Minutes from January 15, 2021 Meeting. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Lawson, Shelton, and Walkinshaw.

[Ms. Franklin joined the meeting]

[Mr. Kelly joined the meeting]

[Mr. McLaughlin joined the meeting]

[Mr. Storck joined the meeting]

Chair's Comments – 5

Chair Bennett-Parker briefed the Operations Board Members on two bills of interest in the General Assembly:

- SB1271 which would codify the budget language secured last year, allowing public bodies to meet electronically during a declared state of emergency. The bill passed in the Senate unanimously on Thursday, February 18, 2021, passed the House General Laws Committee and is expected to be of the floor for final passage next week.
- HB1931, will grant greater flexibility for members of public bodies to participate in meetings electronically. It passed in the House and the Senate and was sent to Governor Northam for his signature.

Other General Assembly news:

- The House Appropriates and Senate Finance Committees released their respective budgets. This year is not notable for transit or transportation funding; however, the budgets do include \$22.4 million in Federal Coronavirus Relief Funding to DRPT to be used for the state's annual commitment to WMATA.

Chair Bennett-Parker also announced Operations Board Committee Assignments:

2021 Audit Committee

- Katie Cristol – Chair
- Preston Banks
- Elizabeth Bennett-Parker
- Jeanine Lawson
- Gary Skinner
- James Walkinshaw

2021 CEO Evaluation Committee

- Andrea Bailey – Chair
- Preston Banks
- Elizabeth Bennett-Parker
- Katie Cristol
- Jeanine Lawson
- Dan Storck

2021 Finance Committee

- Meg Bohmke – Chair
- Preston Banks
- Katie Cristol
- Matt Kelly
- Dan Storck

2021 Legislative Committee

- Margaret Franklin – Chair
- Walter Alcorn
- Andrea Bailey
- Ralph Smith
- Cindy Shelton
- James Walkinshaw

Chair Bennett-Parker thanked the new Committee Members and reminded all Operations Board Members that they are welcome to sit in and participate in any committee meeting.

Chief Executive Officer's Report – 6

Mr. Dalton thanked Secretary Valentine for her comments. He thanked Mr. Skinner for his leadership through the challenges in 2020. He briefed the Operations Board on the following items of interest:

- Safety COVID-19 Update
- Ridership
- Performance
- Project Spotlight: Automatic Passenger Counters
- Welcome Back marketing efforts

Public Comment Time –7

Chair Bennett-Parker stated that in the virtual meeting environment, Public Comments were being accepted electronically through the VRE Website. The Chair asked the Clerk to read any comments received into the record. Ms. Lamb read a comment from Mark Sheufler (attached.)

Action Items - 8

Authorization to Amend the GEC VII Task Order for Design Services for Alexandria Station Improvements – 8A

Ms. Bailey moved, with a second by Ms. Cristol, to authorize the CEO to amend the GEC VII Task Order for Design Services for Alexandria Station Improvements. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Storck, and Walkinshaw.

Authorization to Issue a General Planning Consulting Services Task Order for Relocation Advisory Services for Real Estate Acquisition Activities for the Broad Run Expansion Project – 8B

Ms. Bailey moved, with a second by Ms. Cristol, to issue a GPC Task Order for Relocation Advisory Services for Real Estate Acquisition Activities for the Broad Run Expansion Project. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Storck, and Walkinshaw.

Information Items – 9

Spending Authority Report – 9A

In, the following purchases greater than \$50,000 but less than \$200,000 were made:

- On January 14, 2021, VRE amended an existing Purchase Order with International Display Systems for software integration services for the Variable Message System Proof-of-Concept project; increasing the commitment by \$15,272, to an amount not to exceed \$97,630, to address changes to the software design for the project.

Closed Session – 10

Ms. Lawson moved, with a second by Ms. Bailey, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) and of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one matter involving one personnel matter involving an appointee of the Commissions.

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

Ms. Lawson moved, with a second by Ms. Bailey to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business

matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

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

Board Members' Time – 11

Chair Bennett-Parker asked if Members had any additional business. There was none.

Ms. Bohmke moved, with a second by Ms. Bailey, to adjourn the meeting.

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

Approved this 19th day of March 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the February 19, 2021 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Virginia Railway Express Operations Board Resolution

2-02-2021

Resolution Finding Need to Conduct February 19, 2021 Meeting Electronically

WHEREAS, on March 12, 2020, the Governor of Virginia declared a state of emergency in Virginia in response to the spread of novel coronavirus, or COVID-19, a communicable disease of public health threat as so declared by the State Health Commissioner on February 7, 2020 ("COVID-19"); and,

WHEREAS, in subsequent Executive Orders, particularly Executive Order Nos. 53 and 55, as amended, the Governor of Virginia, among other measures designed to ensure safe physical distancing between individuals, prohibited public and private in person gatherings of 10 or more individuals and ordered all individuals in Virginia to remain at their place of residence, with limited exceptions, to mitigate the impacts of COVID-19 and prevent its spread; and,

WHEREAS, the Virginia Railway Express Operations Board finds that it has a responsibility to demonstrate to the public, through the Board's conduct, the importance of maintaining proper physical distance from others and to avoid gathering in public where the risks of infection are highest, and to take measures that promote physical distancing in order to protect the public health and mitigate the impacts and spread of COVID-19, including, among others, conducting meetings electronically whenever possible; and,

WHEREAS, on April 22, 2020, the Virginia General Assembly adopted, and the Governor signed, budget bill amendments to HB 29 that expressly authorize "any public body, including any state, local, [or] regional body" to "meet by electronic communication means without a quorum of the public body . . . physically assembled at one location when the Governor has declared a state of emergency . . . , provided that (i) the nature of the declared emergency makes it impracticable or unsafe for the public body . . . to assemble in a single location; (ii) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body . . . and the discharge of its lawful purposes, duties, and responsibilities" among other provisions; and,



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WHEREAS, jurisdictions of the Virginia Railway Express Operations Board have adopted continuity of government ordinances pursuant to Va. Code Ann. § 15.2-1413 which ordinances, among other provisions, authorize regional bodies of which the locality is a member to meet electronically to transact business to assure the continuity of government;

NOW, THEREFORE, BE IT RESOLVED, the Virginia Railway Express Operations Board hereby finds that meeting by electronic means is authorized because the nature of the declared emergency makes it both impracticable and unsafe for the Operations Board to assemble in a single location on February 19, 2021, to discuss and transact the business of the Operations Board listed on the February 19, 2021 Operations Board Meeting Agenda; and,

BE IT FURTHER RESOLVED, the Virginia Railway Express Operations Board hereby finds that meeting by electronic means is authorized because the items on the February 19, 2021 Operations Board Meeting Agenda are statutorily required or necessary to continue operations of the Operations Board and the discharge of the Operations Board's lawful purposes, duties, and responsibilities; and,

BE IT FURTHER RESOLVED, the Virginia Railway Express Operations Board hereby finds that the items on the February 19, 2021 Operations Board Meeting Agenda are encompassed within the continuity of operations ordinances adopted by several member localities of the Virginia Railway Express Operations Board to assure the continued operation of the government during the disaster posed by the public health emergency resulting from COVID-19.

Approved this 19th day of February 2021

James R. Walkinshaw
James R. Walkinshaw (Feb 19, 2021 14:01 EST)

James Walkinshaw
Secretary

Elizabeth Bennett-Parker

Elizabeth Bennett-Parker
Chair

**Virginia Railway Express
Operations Board Resolution**

8A-02-2021

**Authorization to Amend the GEC VII Task Order for Design Services for
Alexandria Station Improvements**

WHEREAS, the Alexandria Station Improvements will be designed and constructed to eliminate the at-grade crossing between the station platform and the center platform, improve passenger access to Track 1 and provide Americans with Disabilities Act compliant access on the platforms; and,

WHEREAS, consultant design services are necessary to advance the project towards construction; and,

WHEREAS, final design efforts have identified several elements requiring additional design work and additional stakeholder coordination, and HDR Engineering, Inc. has presented an acceptable proposal to perform the additional required work;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend the current Task Order for Design Services for Alexandria Station Improvements executed with HDR Engineering, Inc. under the General Engineering Consulting Services (GEC VII) contract in the amount of \$78,445, plus a 10 percent contingency of \$7,845, for a total of \$86,290. This will increase the total authorization for this Task Order from \$1,222,256, to a total amount not to exceed \$1,308,546.

Approved this 19th day of February 2021

James R. Walkinshaw
James R. Walkinshaw (Feb 19, 2021 14:01 EST)

James Walkinshaw
Secretary

Elizabeth Bennett-Parker

Elizabeth Bennett-Parker
Chair



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-A
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: February 19, 2021

Re: Authorization to Amend the GEC VII Task Order for Design Services for Alexandria Station Improvements

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer (CEO) to amend the current Task Order for Design Services for Alexandria Station Improvements executed with HDR Engineering, Inc. under the General Engineering Consulting Services (GEC VII) contract in the amount of \$78,445, plus a 10 percent contingency of \$7,845, for a total of \$86,290. This will increase the total authorization for this Task Order from \$1,222,256, to a total amount not to exceed \$1,308,546.

Summary:

Final design efforts have identified several station elements requiring additional effort and stakeholder coordination. Factors including existing natural gas usage and existing natural gas equipment investigation at the Amtrak station to install a new gas-powered emergency generator; additional boring and soil disposal investigation; and additional coordination with the City of Alexandria have resulted in additional costs. VRE requested HDR submit a proposal to accomplish the additional required work, and this action will authorize the CEO to amend the Task Order to address the increased costs.

Background:

Alexandria Union Station, which serves both VRE and Amtrak trains, requires significant investment to improve passenger safety and accessibility as well as operational flexibility. VRE has three primary objectives at Alexandria: 1) eliminate the existing at grade crossing



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while ensuring passenger safety and compliance with the Americans with Disabilities Act (ADA) for individuals accessing the center platform; 2) modify both the center and station platform heights to achieve Federal Railroad Administration and CSXT required clearances, meet ADA requirements, and eliminate the need for step boxes; and 3) allow passenger trains to serve the station on any of three tracks.

After a detailed review of alternative concepts and consultation with stakeholders, VRE rescoped its original efforts at the station. The project is now known as the Alexandria Station Improvements Project. Instead of constructing a new pedestrian tunnel, the existing pedestrian tunnel – which is structurally sound and meets ADA requirements – will be retrofitted with elevators at each end. A modified concept for the center platform better addresses the varying track bed heights. The three primary objectives noted above will be met in full, and a future pedestrian connection to Metrorail will not be precluded.

The scope of services for this Task Order includes design of two new elevators to access the existing pedestrian tunnel, from the station and center platforms; reconstruction of the center platform to improve compliance with ADA requirements and to widen it to the east to improve passenger access to trains on Track 1; and modifications to the station platform to improve compliance with ADA requirements.

In January 2019, the VRE Operations Board authorized the CEO to issue a Task Order under the GEC VII contract to HDR Engineering, Inc. for design services for the Alexandria Station Improvements. The authorization was in the amount of \$812,000, plus a 10 percent contingency of \$81,200, for a total amount not to exceed \$893,200. In May 2020, the VRE Operations Board authorized the CEO to amend the Task Order increasing the authorization to an amount not to exceed \$1,222,256.

VRE requested HDR submit a proposal to accomplish the additional required work described herein. HDR's proposed cost was compared to the level of effort anticipated and determined by VRE staff to be fair and reasonable.

Fiscal Impact:

VRE's planning and design efforts to date for the Alexandria Station have been supported by FHWA Section 130 (Railway-Highway Crossings Program) funds received through a Locally Administered Project (LAP) grant with VDOT totaling \$8.7 million. VDOT has transitioned the administration of the remaining Section 130 funds over to DRPT, and DRPT is consolidating those remaining funds with the \$21.9 million of SMART SCALE funding VRE has been allocated for Alexandria Station (as one component of the broader Fredericksburg Line Capacity Expansion project). The GEC design Task Order will be supported with these consolidated funds.

**Virginia Railway Express
Operations Board Resolution**

8B-02-2021

**Authorization to Issue a General Planning Consulting Services Task Order
for Relocation Advisory Services for Real Estate Acquisition Activities for the
Broad Run Expansion Project**

WHEREAS, the Broad Run Expansion continues the operation of Manassas Line service out of a larger Broad Run Station and expands the capacity of the existing Broad Run Maintenance and Storage Facility (MSF); and,

WHEREAS, full or partial acquisition of eighteen separate properties and relocation of multiple businesses and one residential relocation are anticipated to be needed to construct the improvements at the Broad Run complex and third NS track; and,

WHEREAS, the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act and Commonwealth of Virginia law requires VRE provide relocation advisory services to current residential and business occupants that will be displaced by the property purchase; and,

WHEREAS, VRE requires assistance from professionals with knowledge and experience in relocation requirements; and,

WHEREAS, Vanasse Hangen Brustlin, Inc., VRE's General Planning Consultant, has the qualifications to conduct this work and has presented an acceptable proposal to perform said services;

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a General Planning Consulting Services Task Order to Vanasse Hangen Brustlin, Inc. for relocation advisory services related to real estate acquisition activities for the Broad Run Expansion project in the amount of \$276,865, plus a 10 percent contingency of \$27,687, for a total not to exceed \$304,552.

Approved this 19th day of February 2021

James R. Walkinshaw
James R. Walkinshaw (Feb 19, 2021 14:01 EST)

James Walkinshaw
Secretary

Elizabeth Bennett-Parker

Elizabeth Bennett-Parker
Chair



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-B
Action Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: February 19, 2021

**Re: Authorization to Issue a General Planning Consulting Services
Task Order for Relocation Advisory Services for Real Estate
Acquisition Activities for the Broad Run Expansion Project**

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a General Planning Consulting (GPC) Services Task Order to Vanasse Hangen Brustlin, Inc. for relocation advisory services related to real estate acquisition activities for the Broad Run Expansion project in the amount of \$276,865, plus a 10 percent contingency of \$27,687, for a total not to exceed \$304,552.

Summary:

VRE must purchase additional property to construct the improvements proposed for the Broad Run Expansion project. Federal and State law requires VRE to provide relocation advisory services to current residential and business occupants that will be displaced by the property purchase. The services of a consultant with knowledge and experience in relocation requirements is being sought through this Task Order to assist VRE.

Background:

The Broad Run Expansion project allows for additional Manassas Line service capacity, a larger Broad Run Station and expands the capacity of the existing Broad Run Maintenance and Storage Facility (MSF). Proposed improvements include additional parking spaces at Broad Run Station; a third mainline track between Manassas and



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Broad Run within the existing Norfolk Southern (NS) right-of-way, subject to NS review and approval; expansion of the existing Broad Run MSF; and adjustments to the Broad Run Station platform to accommodate the other changes.

The design for the expansion of the Broad Run complex and third NS track requires the use of land not currently owned or controlled by VRE. Full or partial acquisition of eighteen separate properties, including fee simple acquisition and/or permanent easements, has been identified. Multiple business/tenant relocations and one residential relocation are anticipated in conjunction with the purchase of property needed for expansion of station parking located north of the NS tracks. It is not known whether relocations will be required in association with any of the other parcels proposed for acquisition. The GPC consultant shall determine the need for additional business relocations as part of this Task Order. None of the other properties include residential uses and no additional residential relocations are expected.

The Scope of Services for this Task Order includes:

- Advisory services to property owners, business tenants, and residents to determine their eligibility for relocation services, support in advising property owners of their rights under Federal and State relocation assistance programs, and help in identifying properties to relocate, where applicable,
- Preparation of a Relocation Assistance Study (for businesses) and Replacement Housing Payment Study (for residential tenants) documenting relocation requirements and estimated costs,
- Monitoring of business/tenant and residential relocations, costs, and payments, and
- Update of the property acquisition portion of the Broad Run Expansion project cost estimate.

Fiscal Impact:

Funding for the relocation advisory services is provided from the Commonwealth's I-66 Outside the Beltway (OTB) concessionaire payment and/or Federal CMAQ/RSTP funds allocated to the Broad Run Expansion project.