To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: October 16, 2015
Re: Authorization to Issue a GEC VII Task Order for Construction Management Services for the Lorton Station Platform Extension Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a GEC VII Task Order to STV Incorporated for Construction Management Services for the Lorton Station Platform Extension project in the amount $163,819, plus a 10% contingency of $16,382, for a total amount not to exceed $180,201.

Background:

Based on current ridership as well as projections for future growth, VRE, in conjunction with Fairfax County, has initiated a program of improvements at Lorton Station to extend the current platform, add a second platform to accommodate longer trains and provide additional flexibility for railroad operations, and add parking.

The existing 400-foot platform, constructed in 1992 with a partial steel canopy, can only accommodate five-car trains. The Lorton Station Platform Extension project will extend the existing platform an additional 250 feet to accommodate eight-car trains consistent with anticipated growth in ridership and train length through 2030.
Construction Management Services are necessary to support VRE staff with on-site representation, monitoring construction activities, documenting and reporting daily activities, tracking pay item quantities, and assist in ensuring that quality standards and contract requirements are being met. The onsite team will report directly to the VRE Project Manager and will assist in overall project coordination. Construction of the platform extension at Lorton Station is expected to commence in November 2015 and be completed by mid-2016.

The construction contract for the platform extension was awarded to Hammerhead Construction in March 2014. In April 2014, the VRE Operations Board authorized a GEC VI task order with Gannet Fleming for Construction Management Services, similar to this task order. Notice to Proceed (NTP) for construction was delayed, however, due to:

- Difficulty acquiring a Right of Entry and flagging support from CSXT due to concurrent commitments of the limited pool of qualified personnel to other construction projects on the RF&P Subdivision; and

- Potential physical conflicts between the present platform location and the future third track being designed by the Virginia Department of Rail and Public Transportation as part of the DC2RVA project.

These two issues have been satisfactorily resolved and VRE is ready to issue NTP for the Lorton Platform Extension Project. The original GEC VI task order with Gannett Fleming was closed out due to a nearly year-and-a-half delay, necessitating the need to re-procure construction management services under GEC VII.

STV Incorporated is the prime consultant for Task Order A – Construction Management Support under GEC VII (VRE Contract No. 015-013-A1). A Request for a Task Order Proposal for Construction Management Services for the Lorton Station Platform was issued to STV on September 28, 2015. On October 5, 2015, STV returned a task order proposal to perform the requested services for $163,819. Following review of the task order proposal, VRE recommends award to STV in the amount $163,819, plus a 10% contingency of $16,382, for a total amount not to exceed $180,201.

**Fiscal Impact:**

The current VRE Lorton Station Expansion Project budget is estimated at $14,720,000, which includes Construction Management costs. Funding for this project is included in VRE’s Capital Improvement Program as part of the Lorton Station Expansion Project. Funding availability has caused the Lorton Station Expansion Project to be carried out in phases, with this authorization limited to the platform extension only. Construction of the second platform will proceed as an independent activity once design is completed and the CMAQ and NVTA funds are made available for construction.
### Funding Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State grant matched by Fairfax County. Used for engineering and design costs (73009-06).</td>
<td>$1,070,000</td>
</tr>
<tr>
<td>CMAQ grants to be used for the construction of the platform extension with the remaining funds used for the construction of the second platform (VA-95-X046 and VA-95-X149).</td>
<td>$5,750,000</td>
</tr>
<tr>
<td>NVTA bond funds to be used for the construction of the second platform.</td>
<td>$7,900,000</td>
</tr>
<tr>
<td>Total:</td>
<td>$14,720,000</td>
</tr>
</tbody>
</table>
Virginia Railway Express
Operations Board

Resolution
8A-10-2015

Authorization to Issue a GEC VII Task Order for
Construction Management Services for the
Lorton Station Platform Extension Project

WHEREAS, due to current ridership demand along with future growth projections, VRE, and Fairfax County have initiated a platform extension and second platform project at Lorton VRE Station that will accommodate ridership growth as well as provide flexibility for railroad operations; and,

WHEREAS, in March 2014, a contract for the Lorton Station platform extension was executed with Hammerhead Construction and Notice to Proceed is expected to be issued in November 2015; and,

WHEREAS, Construction Management Services are necessary to support VRE staff with on-site representation, monitoring construction activities, documenting and reporting daily activities, tracking pay item quantities, and assist in ensuring that quality standards and contract requirements are being met; and,

WHEREAS, STV Incorporated has presented an acceptable proposal to perform said services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a GEC VII Task Order to STV Incorporated for Construction Management services for the Lorton Station Platform Extension project in the amount of $163,819, plus a 10% contingency of $16,382, for a total amount not to exceed $180,201.

Approved this 16th day of October 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: Authorization to Issue a Supplemental GEC VI Task Order for Construction Engineering and Inspection Services for the Crossroads to Hamilton Third Track Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Supplemental GEC VI Task Order to STV Incorporated for construction engineering and inspection services for the Crossroads to Hamilton Third Track project in an amount of $134,736, plus a 10% contingency of $13,474, for a total amount of $148,210. This would increase the overall Board Authority for this contract from $933,040 to a total amount not to exceed $1,081,250.

Background:

The Crossroads to Hamilton third track is the last of the original MOU projects and required by CSX prior to the initiation of train service to the new Spotsylvania VRE station. In accordance with the terms of Spotsylvania County joining VRE, the construction of this railroad infrastructure is a VRE responsibility while construction of the station and parking facility are a responsibility of the County.

VRE began design on the third track project in January of 2011. At the March 2013 meeting, the Board authorized an IFB for the construction of the Crossroads to Hamilton Third Track project. The plans were finalized and issued for bidding on May 20, 2013.
In June 2013 the Board authorized a contract for construction of the Third Track Project. In September of 2013 the Board authorized a Construction Agreement with CSX for their portion of the Third Track Project. Also in September 2013, the Board authorized Task Order 4 for STV Incorporated to provide construction engineering and inspection services for the Third Track Project for a total amount not to exceed $933,040. A Notice to Proceed for construction was issued to Abernathy Construction and to CSX in December 2013. STV’s Construction Engineering and Inspection services started in conjunction with both of those efforts that month as well.

The original Construction Engineering and Inspection task order anticipated a 15-month duration. The project duration is currently expected to be 26 months due to:

- Weather impacts
- Change orders
- A six-month safety stand down
- Mitigation of cracks which formed in the existing headwall during the extension of the Massaponax Creek Bridge
- Foundation installation efforts associated with the new substructure for the Massaponax Creek Bridge extension
- Corresponding investigations, structural inspections, recommendations, and coordination with CSXT and their structures group

The remaining scope and schedule now requires a Supplemental Task Order to complete.

**Fiscal Impact:**

Funding for this project, including $148,210 for this Supplemental Task Order, is included in VRE's Capital Improvement Program as part of the Spotsylvania Station Third Track (Crossroads to Hamilton Third Track) project.
Virginia Railway Express
Operations Board

Resolution
8B-10-2015

Authorization to Issue a Supplemental GEC VI Task Order for Construction Engineering and Inspection Services for the Crossroads to Hamilton Third Track Project

WHEREAS, in June 2013 the VRE Operations Board authorized execution of a contract with Abernathy Construction for the Crossroads to Hamilton Third Rail Track project; and,

WHEREAS, in September 2013 the VRE Operations Board authorized execution of an agreement with CSX for the Crossroads to Hamilton Third Rail Track project; and,

WHEREAS, in September 2013 the VRE Operations Board authorized issuing a GEC VI Task Order 4 to STV Incorporated for a total amount not to exceed $933,040 for Construction Engineering and Inspection associated with the Crossroads to Hamilton Third Rail Track Project; and,

WHEREAS, the original projected construction schedule for the Third Track was 15 months, and the original Construction Engineering and Inspection Task Order scope was 15 months; and,

WHEREAS, the additional effort required by the extended construction schedule has consumed the amount originally authorized in September 2013;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Supplement to GEC VI Task Order #4 to STV Incorporated for construction engineering and inspection services for the Crossroads to Hamilton Third Track project in an additional amount of $134,736, plus a 10% contingency of $13,474, for a total additional amount of $148,210. This will increase the overall Board authorization for this contract from $933,040 to a total amount not to exceed $1,081,250.

Approved this 16th day of October 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
Agenda Item 8-C
Consent Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Manassas Park Station Parking Expansion Project

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to issue a Request for Proposals (RFP) for engineering and environmental consulting services for the expansion of parking at the VRE Manassas Park Station.

Background:

In accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals (RFP). Upon completion of evaluation of proposals, negotiations are conducted with the highest ranked firm deemed to be fully qualified and best suited among those submitting Proposals, on the basis of the factors specified in the evaluation criteria. Price will be considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine that the proposed cost is fair and reasonable.

The scope of work for the RFP includes an assessment of parking demand for the Manassas Park station, the evaluation of alternative concepts for expanding parking, preparation of
preliminary engineering plans for the preferred alternative, and preparation of National Environmental Policy Act (NEPA) documentation to evaluate the potential impacts of expanding parking. The preparation of final engineering plans will also be included as an optional task, pending funding availability.

There are 616 surface parking spaces at the Manassas Park Station. Parking utilization varies throughout the year and ranges between 94% to over 100%. The lot typically fills up by about 7:45 AM, prior to the departure of the last morning train\(^1\). Additionally, VRE staff have informally observed a number of riders who park in the vicinity of the Manassas Park City Hall and Park Center Drive and walk to the VRE station. Preliminary parking demand projections developed in conjunction with the VRE System Plan 2040 indicate long-term parking demand at the Manassas Park Station (through 2040) could reach as high as 1,000 spaces. The engineering and environmental analyses that will be conducted under this RFP will include additional parking demand analysis to refine those projections.

Upon receipt and evaluation of the proposals, staff will return to the Board for authorization to award the contract.

**Fiscal Impact:**

Funding to complete initial parking demand analysis, preliminary engineering and NEPA documentation is provided by NVTA in their FY2015-2016 program. A request for additional NVTA funding to complete the final engineering design phase of the project will be submitted in November 2015 for NVTA’s FY 2017 program.

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\(^1\) VRE Parking Real-Time Data Study, LTK Engineering Services, November 10, 2014.
Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Manassas Park Station Parking Expansion Project

WHEREAS, existing parking utilization and the VRE Manassas Park Station ranges between 94% and over 100%; and,

WHEREAS, forecast growth in population and employment as well as future VRE Manassas Line service expansion proposed in the VRE System Plan 2040 will result in increased demand for parking at the Manassas Park Station that exceeds available capacity; and,

WHEREAS, the preparation of environmental and engineering studies are needed to refine the future parking demand estimates for the station, complete required NEPA analyses, and prepare engineering design documents for parking expansion;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge that competitive negotiation is required in accordance with the Virginia Public Procurement Act; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for engineering and environmental services for the Manassas Park Station parking expansion project.

Approved this 16th day of October 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
Agenda Item 9-A
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: Recommend Authorization to Amend Agreements with CSX to Add the Spotsylvania Station to VRE’s Service Corridor, Add Train Service and Enter Into a Completion Agreement for the Third Track Improvements

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute Amendments to the CSX Operating Access Agreement and the Master Facilities Lease Agreement required to add the Spotsylvania station and an additional train on the CSX line and to execute a Completion Agreement with CSX regarding completion of the third track project.

Background:

The VRE has an Operating/Access Agreement with CSX Transportation permitting VRE operations in the Fredericksburg to Washington Corridor. This agreement, in part, establishes several train operating criteria. The recommended amendment would incorporate into the existing Agreement the following changes:

1) Add scheduled train stops at the Spotsylvania Station and revise the current train schedules to accommodate the additional round trip Fredericksburg line train
2) Add track maintenance and inspection responsibilities as a result of the new Spotsylvania Station and Crossroads lead.

3) Update the physical characteristics of the corridor to include the new third track currently under construction between Hamilton and Crossroads Interlocks.

4) The VRE also has a Master Facilities Lease Agreement with CSX Transportation for the lease of right of way primarily for property where current station platforms and access roads exist. The recommended amendment would incorporate the addition of the Spotsylvania station platform located in the CSX right of way and update the lease of a segment of track south of the Spotsylvania station known as the VRE Crossroads lead.

Finally, VRE is working to complete the Hamilton to Crossroads third track project. Substantial completion is expected by the end of December 2015. CSX requires a Completion Agreement prior to the opening of the Spotsylvania Station that outlines contingency plans in the event the Hamilton to Crossroads third track project is not completed within a reasonable time frame beyond December 2015. The Completion Agreement provides CSX with the right to complete the third track project at VRE’s cost in the unlikely event VRE fails to diligently pursue completion of the project.

**Fiscal Impact:**

Funding for track access fees for the additional Fredericksburg line train and additional lease of right of way and maintenance has been included in the FY 2016 budget. Funding beyond FY 2016 will be provided for in subsequent budgets.
Virginia Railway Express
Operations Board

Resolution
9A-10-2015

Recommend Authorization to Amend Agreements with CSX to Add the Spotsylvania Station to VRE’s Service Corridor, Add Train Service and Enter Into a Completion Agreement for the Third Track Improvements

WHEREAS, VRE’s current Operating Access Agreement with CSX was executed in July of 2011; and,

WHEREAS, the current Operating Access Agreement defines the train schedules and physical characteristics of the rail corridor in which VRE operations; and,

WHEREAS, the current train schedules and physical characteristics of the rail corridor need to be modified to include revised train schedules, the addition of a roundtrip train and update the physical characteristics due to adding the Spotsylvania station to VRE’s service corridor; and,

WHEREAS, VRE has a Master Facilities Lease Agreement with CSX for all Stations on the CSX right of way; and,

WHEREAS, the Master Facilities Lease Agreement needs to be updated to include the Spotsylvania station platform located in the CSX right of way and update the VRE Crossroads lead track lease; and,

WHEREAS, VRE is currently constructing a third track between Hamilton and Crossroads interlocks; and,

WHEREAS, VRE anticipates the third track project to be substantially completed by December 31, 2015; and,

WHEREAS, before service to the Spotsylvania station begins, CSX requires a Completion Agreement to outline a contingency plan if the third track project is not completed within a reasonable time after December 31, 2015;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the current CSX Operating Access Agreement in a form approved by legal counsel to 1) revise the current train schedules; 2) add track maintenance responsibilities and; 3) update the physical characteristics of the rail corridor; and,
BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the current Master Facilities Lease Agreement to 1) include the Spotsylvania station platform and; 2) update the lease of the VRE Crossroads lead track in a form approved by legal counsel; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute a Completion Agreement with CSX outlining a contingency plan if the Hamilton to Crossroads third track improvements are not completed within a reasonable time beyond December 31, 2015, in a form approved by legal counsel.

Approved this 16th day of October 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
Agenda Item 9-B
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: Recommend Authorization to Amend the Norfolk Southern Operating Access Agreement

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute an amendment to the April 30, 2014, Norfolk Southern Operating Access Agreement to reflect schedule changes for the VRE Manassas and Fredericksburg line trains due to opening the Spotsylvania station and adding one round trip Fredericksburg line train in a form approved by legal counsel.

Background:

The VRE has an Operating Access Agreement with Norfolk Southern Railway Corporation permitting VRE operations in the Manassas to Washington Corridor. This agreement, in part, establishes several train operating criteria including train schedules. The recommended amendment will incorporate into the existing Agreement schedule modifications for VRE Manassas Line trains to eliminate conflicts with VRE trains entering and leaving the Manassas Line to and from the CSX Transportation Fredericksburg line via the AF Interlock. These changes are related to the opening of the Spotsylvania station and adding one round trip Fredericksburg line train.

Fiscal Impact:

There is no fiscal impact.
Virginia Railway Express  
Operations Board  

Resolution  
9B-10-2015  

Recommend Authorization to Amend the  
Norfolk Southern Operating Access Agreement  

WHEREAS, VRE has an Operating Access Agreement with Norfolk Southern Railway Company dated April of 2014 for a term of five years; and,  

WHEREAS, the Operating Access Agreement, in part, identifies train schedules for the VRE Manassas line trains that intersect with CSX Transportation at the AF interlock; and,  

WHEREAS, VRE will modify the train schedules with CSX Transportation to add an additional round trip Fredericksburg line train; and,  

WHEREAS, the modified trains schedules with CSX Transportation will directly affect the VRE Manassas line trains; and,  

WHEREAS, in order to eliminate train schedule conflicts the VRE Manassas Line trains schedules need to be modified;  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the Operating Access Agreement with Norfolk Southern Railway Company to modify the VRE Manassas Line train schedules in a form approved by legal counsel.  

Approved this 16th day of October 2015  

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John C. Cook  
Chairman  

______________________________  
Paul Smedberg  
Secretary
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: October 16, 2015
Re: Recommend Authorization to Amend the Amtrak Access and Storage Agreement

Recommendation:
The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute an amendment to the July 1, 2015, Amtrak Access and Storage Agreement to reflect schedule changes for the VRE Manassas and Fredericksburg line trains to reflect the opening of the Spotsylvania station in a form approved by legal counsel.

Background:
The VRE has an Access and Storage Agreement with Amtrak permitting VRE trains into and out of Washington Union Terminal. This agreement, in part, establishes several train operating criteria including train schedules. The recommended amendment will incorporate into the existing Agreement schedule changes to the VRE Manassas and Fredericksburg line trains to reflect the opening of the Spotsylvania Station and the addition of one round trip Fredericksburg line train.

Fiscal Impact:
The FY 2016 budget includes $230,000 for additional access costs at Washington Union Terminal related to the new Fredericksburg line train. In future years, the allocation of costs to VRE for use of the terminal will be increased to reflect the additional service, at an estimated annual cost of approximately $200,000.
Virginia Railway Express
Operations Board

Resolution
9C-10-2015

Recommend Authorization to Amend the
Amtrak Access and Storage Agreement

WHEREAS, VRE has an Operating Access Agreement with Amtrak dated July 1, 2015; and,

WHEREAS, the Access and Storage Agreement, in part, identifies train schedules for the VRE Manassas and Fredericksburg line trains; and,

WHEREAS, VRE will modify the train schedules with CSX Transportation and Norfolk Southern Railway Company to add an additional round trip Fredericksburg line train; and,

WHEREAS, the modified trains schedules will directly affect the arrival and departure schedules into and out of Washington Union Terminal; and,

WHEREAS, in order to incorporate the modified train schedules into the current Agreement an Amendment is required;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the Access and Storage Agreement with Amtrak to modify the VRE Manassas and Fredericksburg Line train schedules in a form approved by legal counsel.

Approved this 16th day of October 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: October 16, 2015
Re: Recommend Approval of Submission of Manassas Park Parking Expansion to the NVTA for FY 2017 Funding Consideration

Recommendation:

The VRE Operations Board is asked to recommend the Commissions approve the submission of a request for funding of final design for expansion of parking at the Manassas Park station to the Northern Virginia Transportation Authority (NVTA) for consideration in its Fiscal Year (FY) 2017 program.

Background:

The passage of House Bill (HB) 2313 requires the NVTA to fund highway projects and mass transit capital projects that increase capacity that have been both included in TransAction 2040 and evaluated for congestion relief and emergency evacuation by VDOT.

VRE submitted a request for funding to expand parking at the Manassas Park Station, in the amount of $19 million, for NVTA's FY 2015-16 program. The proposed Manassas Park parking expansion project will expand VRE passenger-carrying capacity by providing additional station parking capacity. On April 23, 2015 NVTA approved its FY 2015-16 program of highway and transit projects, including $500,000 for initial study of the parking expansion including preliminary engineering (PE) and National Environmental Policy Act (NEPA) analysis. VRE staff are in the process of initiating the procurement of an
engineering and environmental services consultant to assist in undertaking this initial phase of project development. This RFP currently being developed will include an optional phase of work to enable final design to be initiated, contingent on a funding commitment from NVTA, without issuing a new procurement. A request for contract award is anticipated at the January 2016 VRE Operations Board meeting.

It is estimated it will take 12 months to complete the initial PE/NEPA phase of project study; obtaining FY 2017 funding for final design will allow the design work to continue uninterrupted following completion of PE/NEPA studies. To defer final design to a separate procurement could add three to six months or more to the implementation schedule. As the existing parking lot at the Manassas Park station is routinely at or above capacity, obtaining the funding to complete the final design as soon as possible and continue advancing the project is critical to alleviate current capacity constraints.

On September 24, 2015 NVTA issued a Call for Projects for consideration for funding for expected FY 2017 revenues. Project submissions will be due to NVTA on November 30, 2015. The NVTA Board estimates it will adopt its FY 2017 program in July 2016. In order to continue advancing the Manassas Park parking expansion to the final design phase, it is proposed to seek additional NVTA funding, in the amount of $1.4 million, through the FY 2017 program.

The Operations Board is asked to recommend the Commissions authorize the VRE CEO to submit the project for funding consideration, to make any necessary corrections to project amounts or descriptions, and to execute all project agreements on behalf of the Commissions. NVTC will provide oversight for the Commissions on the reimbursement of project expenditures.

**Fiscal Impact:**

The submission of a project funding request has no fiscal impact. If selected for funding, the NVTA funds would allow the total project development phase of the project to be fully funded and to move forward.
Virginia Railway Express
Operations Board

Resolution
9D-10-2015

Recommend Approval of Submission of Manassas Park Parking Expansion to the NVTA for FY 2017 Funding Consideration

WHEREAS, the passage of House Bill (HB) 2313 requires the NVTA to fund highway projects that have been both included in TransAction 2040 and evaluated for congestion relief and emergency evacuation by VDOT or mass transit capital projects that increase capacity; and,

WHEREAS, as NVTA approved $500,000 to initiate study of the Manassas Park parking expansion as part of its Fiscal Year (FY) 2015-16 program in April 2015; and,

WHEREAS, an estimated additional $1.4 million is needed to advance the full project development phase of the project through final design; and,

WHEREAS, NVTA has issued a Call for Projects to agencies and jurisdictions for consideration for funding with expected FY 2017 revenues;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions approve the submission of the Manassas Park parking expansion project, final design phase in the amount of $1.4 million, to the NVTA for consideration for funding in FY 2017; and,

BE IT FURTHER RESOLVED THAT, the Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer of VRE to submit the approved project for funding, to make any necessary corrections to project amounts or descriptions, and to execute all project agreements on behalf of the Commissions.

Approved this 16th day of October 2015

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John C. Cook
Chairman

_________________________
Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: Recommend Approval of the 2016 Legislative Agenda

Recommendation:

The VRE Operations Board is asked to recommend the Commissions approve the 2016 Legislative Agenda and authorize the Chief Executive Officer to actively pursue the elements set forth in the document.

Background:

Annually, VRE prepares a Legislative Agenda to communicate VRE’s legislative priorities in coordination with the Commissions and member jurisdictions. The proposed Legislative Agenda is attached.

Fiscal Impact:

There is no direct funding impact associated with adopting this agenda item.
Virginia Railway Express
Operations Board

Resolution
9E-10-2015

Recommend Approval of the 2016 VRE Legislative Agenda

WHEREAS, VRE is an essential part of regional transportation network for the Northern Virginia and DC Metropolitan region; and,

WHEREAS, VRE serves residents throughout the Commonwealth to provide a meaningful public transportation option; and,

WHEREAS, it is essential for VRE to advocate its funding needs and legislative concerns with members and staff in Congress, in the Virginia General Assembly and with the Governor; and,

WHEREAS, VRE has coordinated its Legislative Agenda with the staffs of the Commissions and member jurisdictions;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions approve the 2016 VRE Legislative Agenda and authorize the Chief Executive Officer to actively pursue the elements set forth in the attached document.

Approved this 16th day of October 2015

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John C. Cook
Chairman

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Paul Smedberg
Secretary
VRE 2016 Legislative Agenda

Federal Legislative Issues:

Issue 1: Congressional Approval of an extension to the deadline for Positive Train Control (PTC) Implementation

- Continue working with the Virginia Congressional delegation and other members of Congress to extend the PTC deadline.
- The Rail Safety Improvement Act of 2008 requires the implementation of interoperable positive train control systems for passenger trains and trains carrying hazardous materials by December 31, 2015.
- VRE, as well as most commuter rail agencies and Class I railroads, are not able to comply with the year-end deadline and need to request Congress extend the PTC implementation deadline to allow time to achieve full implementation of PTC.
- Unless Congress acts to extend the December 31, 2015 deadline, VRE will likely be forced to cease service.

Issue 2: Commuter Benefits Equity

- Advocate for legislation to make commuter benefits permanently equal to parking benefits in the Internal Revenue Code.
- On July 21, 2015 the Senate Finance Committee passed a tax extenders bill that proposed to increase the commuter benefit from $130 to $250/month, retroactive to January 1, 2015, extending through December 2016.
- U.S. Representative King (D-NY) introduced H.R. 990 that would permanently extend the benefit at $235/month with an annual inflation adjustment. Representative Holmes-Norton (D-DC) introduced H.R. 1046 a $250/month plus inflation and permanent parity bill.
- While VRE is supportive of both bills, H.R. 990 is revenue positive over ten years and may have a greater chance of success in the House as H.R. 1046 affects the deficit.

**Issue 3: Reauthorization of a Long-term Federal Transportation and Infrastructure Authorization Bill**

- MAP-21, the current authorization law, expires October 29, 2015.
- Support long-term, dedicated funding mechanisms that ensure the solvency and supplement the Highway Trust Fund and its Mass Transit Account.
- Support robust funding levels for Capital Investment Grants (New Starts & Core Capacity) that may assist VRE in funding major capital expansion projects such as third tracking on the Fredericksburg Line, extension of service to Gainesville – Haymarket, and construction of a new or expanded Long Bridge over the Potomac River from Virginia into Washington, D.C.

**Issue 4: Commuter Rail Liability Insurance Limit**

- Work with the Virginia Congressional delegation and other members of Congress to oppose the increase to the liability cap.
- The U.S. Senate passed its version of a six year authorization bill which includes language increasing the rail liability award cap from $200 million to $295 million and index it to inflation.
- The cost to VRE to increase its liability insurance from $250 million (the current amount of insurance coverage VRE is contractually obligated to purchase) to $295 million is estimated at $225,000-$250,000 annually.
- Beyond the increased operations costs of this proposed legislation, VRE host railroads and peer agencies oppose the increased cap as it raises the potential for ever larger and continuous costs and liability requirements for the industry.

**Issue 5: Definition of the Northeast Corridor (NEC)**

- The existing legal definition of the NEC includes the District of Columbia as the southern end of the corridor (49 U.S.C. 24102(5)), but operationally has not included tracks south of CP Avenue where Washington Terminal Company (WTC) territory begins. VRE currently contracts to run on WTC tracks and does not go north of CP Avenue. The Senate passed H.R. 22 on July 30, 2015 with language that appears to extend the NEC to encompass the WTC territory.
VRE is concerned that extending the NEC to encompass the WTC territory may expose VRE to increased costs and complicate our ability to use the Surface Transportation Board (STB) to intercede on issues regarding access to Washington Union Station. (The STB does not have jurisdiction over Amtrak but does over the WTC).

Staff proposes to work with the Virginia Congressional delegation and other members of Congress to analyze the effects of this language and pursue options that resolve VRE concerns.

**State Legislative Issues:**

**Issue 1: Protective Floor for the Regional 2.1% Motor Fuels Tax**

- VRE will work with its parent commissions on the creation of a “protective floor” for the regional 2.1% motor fuels tax. The existing regional 2.1% motor fuels tax generated less revenue than expected due to the drop in fuel prices.

- We support a “protective floor” similar to what the General Assembly provided for the statewide fuels sales tax as part of HB 2313. The VRE member jurisdictions where the 2.1% tax is levied have seen a drop in the tax yield of 25% in the past year. Enacting a “protective floor” for the regional gas tax will provide an equitable solution for dropping fuel prices and put the regional motor fuels tax in the same posture as the statewide motor fuels tax.

**Issue 2: Explore, Identify and Secure Additional VRE Capital and Operating Funding**

- As VRE implements the 2040 System Plan, it is developing an accompanying Financial Plan that identifies capital and operating requirements needed to implement the plan.

- One of the key findings in the Financial Plan is the clear need for increased funding, even without the proposed expansion of service.

- The local jurisdiction members of VRE are financially constrained in their ability to fund existing VRE operations and capital needs and will experience even greater challenges in securing funding for operational and capital costs identified in the System Plan. VRE needs to explore, identify and secure a long term, dependable funding source for both existing and future operations and capital costs.

- Options for increased funding will be pursued to fund future operating scenarios.
Issue 3: State Law related to Architectural and Engineering Term Contracting

- Transportation District Commissions, such as NVTC and PRTC, are limited in their ability to contract for Architectural and Engineering (A&E) services for multiple construction projects (e.g. General Engineering Contracts) to $500,000 in any one year period. Since all VRE contracts are on behalf of and in the name of our parent Commissions, this limitation affects the ability to obtain these services for VRE.

- Staff recommends pursuing an amendment to State law to include Transportation District Commissions in existing exceptions to limits on contracting for A&E services for multiple construction projects so that the sum of all projects performed in a one-year contract term can increase from $500,000 to up to $6 million. The suggested change to §2.2-4303.1.B.2 is insertion of the bolded language:

  o 2. Any locality or any authority, sanitation district, metropolitan planning organization, **TRANSPORTATION DISTRICT COMMISSION**, or planning district commission with a population in excess of 80,000, or any city within Planning District 8, the sum of all projects performed in a one-year contract term shall not exceed $6 million and those awarded for any airport as defined in § 5.1-1 and aviation transportation projects, the sum of all such projects shall not exceed $1.5 million.
Agenda Item 9-F
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: Authorization to Execute a Contract for Safety and Security Consulting Services

Recommendation:

The VRE Operations Board is asked to authorize the Chief Executive Officer to execute a contract with Kensington Consulting of Kensington, MD for the provision of consulting services for a base year and four option years, in a total amount not to exceed $400,000 with the CEO exercising the option years at his discretion.

Background:

On March 20, 2015, the VRE Operations Board approved a request to issue a Request for Proposals (RFP) for safety and security consulting services.

In accordance with VRE Public Procurement Policies and Procedures, an RFP is the preferred method of procurement for this solicitation because there are different approaches to the desired service and an evaluation of technical merit is required. Price will be considered in context of technical performance for this service to achieve a best value determination. After receipt of the best and final offer from the top-ranked firm, a cost analysis is performed to compare the proposed cost with the independent cost estimate to determine that the proposed cost is fair and reasonable.

A solicitation for competitive sealed Proposals for Safety and Security Consulting Services was necessary because it is essential that the capabilities and qualifications of the firm and
key personnel be evaluated to ensure they possess demonstrated experience with and knowledge of Federal Railroad Administration (FRA), Transportation Security Administration (TSA) and Federal Transit Administration (FTA) safety and security programs and associated requirements for commuter rail. Therefore, technical merit must be evaluated in addition to price.

A mailing list of sixteen (16) prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On August 14, 2015, an RFP was issued and Proposals were due on September 14, 2015. Five (5) responses were received.

Evaluation of the Proposal(s) received was performed by the Technical Evaluation Team (TET), which consisted of four (4) VRE staff members.

The TET met to discuss and evaluate the Proposals using the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Points</th>
<th>Weight (Multiplier)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Demonstrated project approach and management plan, including an understanding of the project scope and technical requirements, as well as methods and procedures for quality assurance/control of the services provided and project deliverables.</td>
<td>0 - 10</td>
<td>25</td>
</tr>
<tr>
<td>B. Demonstrated capability and expertise of the proposed firm(s) to include experience with and knowledge of APTA, FRA, FTA, and TSA safety and security programs and associated rules and requirements.</td>
<td>0 - 10</td>
<td>25</td>
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<tr>
<td>C. Demonstrated relevant experience of the proposed key personnel assigned to VRE projects and task orders.</td>
<td>0 - 10</td>
<td>25</td>
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<tr>
<td>D. Price relevant to cost effectiveness and value of services.</td>
<td>0 - 10</td>
<td>25</td>
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</tbody>
</table>
It was determined that the Proposal from Kensington Consulting, LLC was technically compliant and selected to be the best value for the project.

Below is the final ranking of firms who submitted a proposal for Safety and Security Consulting Services.

<table>
<thead>
<tr>
<th>Offerors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Kensington Consulting, LLC of Kensington, MD</td>
</tr>
<tr>
<td>2. Transportation Resource Associates, Inc. of Philadelphia, PA</td>
</tr>
<tr>
<td>3. Innovative Emergency Management, Inc. of Baton Rouge, LA</td>
</tr>
<tr>
<td>5. Tidal Basin Government Consulting, LLC of Alexandria, VA</td>
</tr>
</tbody>
</table>

Kensington Consulting has performed services for VRE under an existing contract executed in November 2010.

The Offerors’ proposed pricing was in the range of $110 to $250 hourly. Complete pricing information may not be publically disclosed until after execution of a contract. VRE staff has certified that the highest ranked Offeror’s price is fair and reasonable based on the cost estimate for this project.

The Contract will be for a base year and four option years.

**Fiscal Impact:**

This authorization is for a total not to exceed $400,000, which includes a base year and four option years at $80,000 per year with no escalation. The FY16 budget for Safety and Security includes funding of $80,000 for the first year of this activity. Funding for future years will be included in each proposed annual budget.
WHEREAS, VRE currently has retained the services of a professional safety and security consulting services provider; and,

WHEREAS, VRE requires continuing third-party support for safety and security management and as recommended by the National Transportation Safety Board and the FRA; and,

WHEREAS, the current contract will expire on November 12, 2015; and,

WHEREAS, the VRE Operations Board authorized a Request for Proposals (RFP) on March 20, 2015 for safety and security consulting services; and,

WHEREAS, on August 14, 2015 an RFP was issued and five (5) responses were received on September 14, 2015; and,

WHEREAS, the VRE Operations Board relies upon staff to have complied with all applicable laws, regulations, policies and procurement procedures that pertain to this action in the development of its recommendation to the VRE Operations Board;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Kensington Consulting LLC for safety and security consulting services for a base year and four option years in a total amount not to exceed $400,000, with the CEO exercising the option years at his discretion.

Approved this 16th day of October 2015

_________________________________
John C. Cook
Chairman

_________________________________
Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: Approval of Standardized Language for Contract Authorizations

**Recommendation:**

The VRE Operations Board is asked to approve a resolution directing staff to include certain language in all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions’ approval to do so. The resolutions shall include language stating the VRE Operations Board does not directly participate in the underlying procurement process, and that the Operations Board incorporates in its action, without independent review or validation, the steps taken by staff leading up to the staff’s recommendation.

**Background:**

The Commissions have delegated to the Operations Board the authority to execute most contractual agreements. The Operations Board reviews and recommends to the Commissions, contractual agreements not included in the delegation of authority. The VRE Operations Board Chairman has sought clarification on the role of the Operations Board in the procurement process and a more thorough understanding of the extent to which they rely on staff to have complied with all applicable laws, regulations, policies and procurement procedures when developing recommendations to authorize execution of contracts.
Staff, including legal counsel, held several discussions with the Operations Board on their role in the process and to what extent they rely on staff. After these discussions, the Chairman wishes to memorialize the Operations Board’s understanding by including the following “Whereas” clause in all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions’ approval to do so, that states their understanding.

WHEREAS, the Operations Board’s approval of this procurement does not represent its independent assessment of the candidate’s responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board’s action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable.

Fiscal Impact:

There are no funding implications associated with this change.
Virginia Railway Express
Operations Board

Resolution
9G-10-2015

Approval of Standardized Language for Contract Authorizations

WHEREAS, The VRE Operations Board Chairman has sought clarification and a more comprehensive declaration of the extent to which the Operations Board relies on staff in the procurement process;

NOW, THEREFORE, BE IT RESOLVED THAT, all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions’ approval to do so, will include the following language:

WHEREAS, the Operations Board’s approval of this procurement does not represent its independent assessment of the candidate’s responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board’s action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable.

Approved this 16\textsuperscript{th} day of October 2015

____________________________
John C. Cook
Chairman

____________________________
Paul Smedberg
Secretary
To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: VRE Operations Board Member Recognition Program Update and Approval of Nominees

Recommendation:

The VRE Operations Board is asked to approve the proposed VRE Operations Board Member Recognition Program update and to consider and approve nominees.

Background:

The purpose of this item is to update the VRE Operations Board Member Recognition Program with the following changes (in bold) suggested by the VRE Operations Board’s Executive Committee (for full text see Attachment 1):

“Selection: Approval by the VRE Operations Board. The VRE Operations Board may approve up to two nominees per year at its October meeting.”

In addition, The VRE Operations Board's Executive Committee has nominated former VRE Operations Board members to receive recognition under the program (see attachment two).

Fiscal Impact:

No fiscal impact associated with these actions
Virginia Railway Express
Operations Board

Resolution
9H-10-2015

VRE Operations Board Member Recognition
Program Update and Approval of Nominees

WHEREAS, the VRE Operations Board is grateful for all Operations Board members’ service to the VRE; and,

WHEREAS, the VRE Operations Board wants to recognize extraordinary service and significant accomplishments of early and long tenured Operations Board members; and,

WHEREAS, the VRE Operations Board wants to honor these members by placing their names on VRE locomotives; and,

WHEREAS, the VRE Operations Board’s Executive Committee has suggested an update to the previously approved program;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby adopt the updated VRE Operations Board Member Recognition Program, Attachment 1; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby approve the list, Attachment 2, of former VRE Operations Board members nominated by the VRE Operations Board Executive Committee for recognition under the program.

Approved this 16th day of October 2015

____________________________
John C. Cook
Chairman

____________________________
Paul Smedberg
Secretary
VRE Operations Board
Member Recognition Program

Purpose:

To recognize and honor members of the VRE Operations Board who have played key roles in establishing the VRE service and whose extraordinary efforts have contributed to its success.

Eligibility:

Early or long-tenured members of the VRE Operations Board who have played key roles in establishing VRE and in its success.

Form of Recognition:

Name placed on a VRE locomotive.

Selection:

Nomination by the VRE Operations Board Executive Committee and approval by the VRE Operations Board. The VRE Operations Board may approve up to two nominees per year at its October meeting.
The 2015 Nominee List to be provided at the Operations Board Meeting
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: October 16, 2015
Re: Financial Plan Update

VRE staff and our consultants, the PFM Group, have been working on the development of a long term strategic planning model since February 2015. At the September 18, 2015 Operations Board meeting, PFM and VRE staff provided a summary of the operating and capital costs associated with the implementation of System Plan 2040 and a range of other system alternatives, for the purpose of developing a consensus regarding the future service profile for the system and the desired next steps.

The key conclusions from the financial forecasting effort, which were presented at the meeting are summarized below:

- Regardless of the service profile:
  - Operating expenses will escalate and additional revenue will be needed for VRE to be financially balanced over the long term.
  - A significant level of capital investment is required that cannot be handled with currently identified capital funding sources.
  - NVTA funding has created an imbalance among the VRE jurisdictions in the ability to identify funding sources for VRE related capital needs.
- Raising fares to close the financial gap is not a viable solution on its own.
- Higher ridership associated with enhanced service levels could defray some of the future operating and capital costs.
VRE needs additional dedicated revenue beyond the sources which exist today, even to maintain the status quo.

The Board asked PFM to return in January with full financial plans for the Natural Growth and System Plan 2040 service profiles, which will include a range of possible sources of additional dedicated revenue for the commuter rail system.

At the meeting, Board members asked a number of specific questions about the details of the financial forecast, including the relationships between riders, number of trains and net cost. Some of these questions will be addressed prior to the presentation in January, both with individual members of the Board and in summary form through monthly updates.

The financial forecast was based on a 3% increase in the jurisdictional subsidy every other year, with fare increases in the alternate years. In response to a question from Supervisor Caddigan, attached is a calculation of the additional cost of this increase to each of the VRE jurisdictions. As noted on the attachment, the calculation assumes no change to the percentage of ridership from the individual jurisdictions from year to year, because estimates of such changes are not currently available. However, we believe the information as presented provides some guidance on the impact of the increases contemplated.
To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: October 16, 2015
Re: Management Audit Recommendations Update

At the January 16, 2015 meeting, the Operations Board accepted the Management Audit. Included in the Management Audit Report were recommended improvements to VRE’s organizational structure and practices, VRE’s functions and processes, and VRE Operations Board oversight. Attached are the short-term (less than 12 months) actions recommended in the report and their current disposition.

Since the September Operations Board meeting, the following action has occurred:

Recommendation: Augment the existing CEO Report by including a dashboard performance summary, executive letter from the CEO, and additional performance measures

Action: New CEO report format debuts in October.

Recommendation: Investigate video or audio recording meetings and posting video/audio online for access by the public.

Action: VRE will start posting audio recording on its new website. IT staff has investigated video technologies, but they are cost prohibitive at this time.
## VRE MANAGEMENT AUDIT RECOMMENDATIONS

<table>
<thead>
<tr>
<th>Short Term (less than 12 months)</th>
<th>Recommendation</th>
<th>Description</th>
<th>VRE Lead</th>
<th>Progress Update</th>
<th>Target Date/ Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VRE Structure and Practices</strong></td>
<td>Organizational Alignment with Strategic Plan</td>
<td>Develop a strategic business plan and financial plan to implement the 2040 System Plan and enhance other business processes, including performance measures and a multiyear financial plan.</td>
<td>J. Swartz</td>
<td>Work on the financial plan has begun (Board update at March meeting). A consultant Task Order Request to support staff in development of the business plan has been forwarded to the Management Audit consultant team.</td>
<td>Business Plan: TBD after financial plan is complete Financial Plan: currently active</td>
</tr>
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<td></td>
<td>Capacity/Staffing to Support Strategic Goals</td>
<td>Implement VRE staff changes as proposed in VRE management’s FY 2016 budget (including transfer of three employees from the rail maintenance contractor to VRE) and implement a review of staffing needs as part of the annual budgeting process.</td>
<td>D. Boxer</td>
<td>Hired additional Finance position and three warehouse positions.</td>
<td>COMPLETE</td>
</tr>
<tr>
<td></td>
<td>Relationship Between Executive Directors and CEO</td>
<td>Develop a schedule for regular roundtable discussions between the Executive Directors, the VRE CEO, and chairs of each Commission and the VRE Operations Board (or designee) to coordinate issues jointly concerning VRE and the two Commissions.</td>
<td>D. Allen</td>
<td>First meeting was held on Monday, June 15th.</td>
<td>COMPLETE</td>
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<tr>
<td></td>
<td>Oversight of VRE by Commissions</td>
<td>Develop and deliver an informational presentation to each Commission on members’ roles and responsibilities with respect to VRE in their capacity as Commissioners.</td>
<td>S. MacIsaac</td>
<td>Under development</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>VRE Functions and Processes</strong></td>
<td>Purchasing Cards</td>
<td>Evaluate advantages and disadvantages of replacing its current credit cards with purchasing cards.</td>
<td>D. Boxer</td>
<td>Procurement staff analyzing advantages/disadvantages; writing position paper.</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Procurement Protocols</td>
<td>Update procurement templates to reflect new technologies and expand use of blanket purchase orders.</td>
<td>G. Hill</td>
<td>New templates are under development</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Job Descriptions</td>
<td>Develop Job Descriptions/Classifications for New Staff Positions</td>
<td>A. Gotthardt</td>
<td>Finalized for recruitment of new positions</td>
<td>COMPLETE</td>
</tr>
<tr>
<td></td>
<td>Training</td>
<td>Develop an annual schedule and guidelines for routine staff training.</td>
<td>A. Gotthardt</td>
<td>Under development</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>CEO Evaluation</td>
<td>Document the process for CEO evaluation.</td>
<td>A. Gotthardt</td>
<td>Under development</td>
<td>TBD</td>
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<tr>
<td></td>
<td>Legal Council Review Periods</td>
<td>Document timeframes required for items commonly reviewed by legal counsel to establish reasonable expectations for all parties of how long reviews should take.</td>
<td>J. Swartz</td>
<td>Reviewing information</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>Legal Council Review by Assistant Attorneys</td>
<td>Identify assistant attorneys able to directly field inquiries from VRE staff.</td>
<td>S. MacIsaac</td>
<td>On-going</td>
<td>On-going</td>
</tr>
<tr>
<td></td>
<td>Legal Staffing Levels</td>
<td>Examine staffing levels and opportunities to quarter legal staff at VRE.</td>
<td>S. MacIsaac</td>
<td>Reviewing information</td>
<td>September</td>
</tr>
<tr>
<td></td>
<td>Establish Legal/VRE staff progress meetings</td>
<td>Establish quarterly progress meetings between legal counsel and the VRE management team.</td>
<td>J. Swartz</td>
<td>Agreed on one monthly in-person meeting in addition to weekly conference calls.</td>
<td>COMPLETE</td>
</tr>
<tr>
<td>Task Description</td>
<td>Details</td>
<td>Responsible Decision Maker</td>
<td>Status</td>
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<td>Grant Reimbursement</td>
<td>Support PRTC in exploring options to streamline federal grant reimbursements by better utilizing IT systems such as additional features of the Microsoft SharePoint program to post a draw calendar (including staff absences) so timing can be better coordinated between VRE and PRTC.</td>
<td>D. Boxer</td>
<td>On-going</td>
<td></td>
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<tr>
<td>PRTC Financial System Progress</td>
<td>As PRTC completes the implementation of a new financial management system and addresses the noted deficiencies, provide support to PRTC as needed. Provide a copy of PRTC’s periodic progress reports to VRE Operations Board members as an information item, so that they are kept abreast of progress towards resolution of this issue.</td>
<td>D. Boxer</td>
<td>On-going</td>
<td></td>
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<tr>
<td>Audits</td>
<td>Work with external reviewers (to the extent that VRE is able) to optimize the efficiency of file sharing and other protocols of the review. Continue to examine additional steps to productively support external reviews, including use of technology and additional staffing.</td>
<td>D. Boxer</td>
<td>On-going</td>
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<tr>
<td>Technology Management</td>
<td>Hire a senior IT manager-level position, as recommended in VRE management’s FY 2016 budget, and consider the appropriate reporting relationship for this hire.</td>
<td>C. Henry</td>
<td>Sr. IT Manager position hired</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>Technology Assessment</td>
<td>Perform a detailed assessment of VRE technology needs to understand where technology gaps exist.</td>
<td>J. Duque</td>
<td>Under development</td>
<td>TBD</td>
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<tr>
<td>Operations Board Oversight</td>
<td></td>
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<tr>
<td>Board Involvement in Procurement Process</td>
<td>Provide annual briefing on procurement process.</td>
<td>S. MacIsaac</td>
<td>Presented in April</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>Procurement Authorization Thresholds</td>
<td>Review and adopt recommended procurement authorization and approval thresholds.</td>
<td>S. MacIsaac</td>
<td>Board Item on May's agenda</td>
<td>COMPLETE</td>
<td></td>
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<tr>
<td>Board Packets</td>
<td>Develop revised template for board agenda items regarding procurements to provide more detail on the fiscal impacts of purchases and the rationale for the selected procurement approach.</td>
<td>D. Boxer/S. MacIsaac</td>
<td>Developed by Procurement with guidance from Legal</td>
<td>COMPLETE</td>
<td></td>
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<tr>
<td>Board Calendar</td>
<td>Add an information item to each month’s Operations Board agenda that summarizes major issues anticipated for the next month’s meeting, as well as any known major items planned for discussion at subsequent meetings over the next 12 months.</td>
<td>L. Lamb</td>
<td>A CY2015 Major Board Actions calendar and a Recurring Annual Board Actions calendar have been developed and presented to the Operations Board at the February meeting.</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>CEO Report</td>
<td>Augment the existing CEO Report by including a dashboard performance summary, executive letter from the CEO, and additional performance measures for each department tied to the organization’s strategic business goals.</td>
<td>B. Jungwirth</td>
<td>New CEO report debuts in October</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>Board Orientation and Training</td>
<td>Implement a full-day orientation program for new Operations Board members. Develop comprehensive board orientation and training materials.</td>
<td>J. Swartz</td>
<td>Board Item on June’s Agenda</td>
<td>COMPLETE</td>
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<tr>
<td>Task</td>
<td>Description</td>
<td>Responsible</td>
<td>Status</td>
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<td>Dissemination of Board Information to Stakeholders</td>
<td>Develop a mailing list to electronically disseminate notice of agendas and meeting packets and other documents to local agency staff, other interested stakeholders, and members of the public.</td>
<td>L. Lamb</td>
<td>COMPLETE</td>
<td></td>
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</tr>
<tr>
<td>Board Meeting Public Access</td>
<td>Public Access to VRE Operations Board Meetings: Investigate video or audio recording meetings and posting video/audio online for access by the public.</td>
<td>J. Duque</td>
<td>COMPLETE</td>
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<tr>
<td>CAO Task Force/VCC Meetings</td>
<td>Develop annual meeting schedule, with meetings in both Woodbridge and Alexandria to facilitate access by all member jurisdictions.</td>
<td>R. Dalton</td>
<td>COMPLETE</td>
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<td>Audio of meetings will be posted on the new website. Staff investigated video but believes it is cost prohibitive at this time.</td>
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</tbody>
</table>