



**Virginia Railway
Express**

Martin E. Nohe
Chairman

Katie Cristol
Vice-Chairman

Maureen Caddigan
Secretary

John C. Cook
Treasurer

Sharon Bulova
Mark Dudenhefer
John D. Jenkins
Matt Kelly
Wendy Maurer
Jennifer Mitchell
Suhas Naddoni
Pamela Sebesky
Gary Skinner
Paul C. Smedberg

Alternates

Ruth Anderson
Pete Candland
Jack Cavalier
Hector Cendejas
Libby Garvey
Todd Horsley
Jeanine Lawson
Tim Lovain
Jeff McKay
Michael McLaughlin
Cindy Shelton
Paul Trampe
Billy Withers
Mark Wolfe

Doug Allen
Chief Executive Officer

1500 King Street, Suite 202
Alexandria, VA 22314-2730

MINUTES

**VRE Operations Board Meeting
PRTC Headquarters - Prince William County, Virginia
May 18, 2018**

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
Mark Dudenhefer (PRTC)	Stafford County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Martin E. Nohe (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
Wendy Maurer (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park
Gary Skinner (PRTC)	Spotsylvania County

Alternates Present	Jurisdiction
Todd Horsley	DRPT
Jeanine Lawson (PRTC)	Prince William County
Paul Trampe (PRTC)	Spotsylvania County

Alternates Absent	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Hector Cendejas (PRTC)	City of Manassas Park
Libby Garvey (NVTC)	Arlington County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Michael McLaughlin	DRPT
Cindy Shelton (PRTC)	Stafford County
Billy Withers (PRTC)	City of Fredericksburg
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Doug Allen - VRE	Mike Lake - Fairfax County DOT
Monica Backmon - NVTA	Lezlie Lamb - VRE
Paolo Belita - Prince William County	Bob Leibbrandt - Prince William County
Nydia Blake - Prince William County	Steve MacIsaac - VRE Legal Counsel
Rick Canizales - Prince William County	Betsy Massie - PRTC
Rich Dalton - VRE	Kate Mattice - NVTC
Andrew D'huyvetter - NVTC	Kristen Nutter - VRE
Julie Elliott - Stafford County	Paul Rink - VRE
Lucy Gaddis - VRE	Bob Schneider - PRTC
Rhonda Gilchrest - NVTC	Mark Schofield - VRE
Tom Hickey - VRE	Steve Sindiong - Alexandria
Christine Hoeffner - VRE	Sonali Soneji - VRE
Pierre Holloman - Arlington County	Alex Sugatan - VRE
Todd Johnson - First Transit	Joe Swartz - VRE
John Kerins - Keolis	Cambria Ungaro - VRE
Cindy King - VRE	Ciara Williams - DRPT

Chairman Nohe called the meeting to order at 9:08 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

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

Approval of the Minutes of the April 20, 2018 Operations Board Meeting – 4

Mr. Kelly moved, with a second by Ms. Cristol, to approve the Minutes. The vote in favor was cast by Board Members Caddigan, Cook, Cristol, Dudenhefer, Horsley, Jenkins, Kelly, Nohe, Sebesky, Smedberg and Trampe.

Chairman's Comments –5

Chairman Nohe announced upcoming VRE committee meetings and membership. The CEO Evaluation Committee members include himself, Ms. Caddigan, Mr. Cook, Mr. Kelly and Mr. Smedberg (chair). The committee will meet immediately following this meeting.

The Audit Committee members include Mr. Nohe, Ms. Caddigan, Ms. Cristol, Mr. Cook and Mr. Dudenhefer. The Audit Committee will meet prior to the June Operations Board meeting, in lieu of the Executive Committee.

The Capital Committee members include Ms. Cristol (chair), Mr. Cook, Mr. Jenkins and Mr. Skinner. The Capital Committee will meet immediately following the June Operations Board meeting.

Chief Executive Officer's Report –6

Mr. Allen introduced Paul Rink, VRE's new Operations and Communications Administrator.

Mr. Allen gave an update on the implementation of Positive Train Control (PTC), including conducting PTC training for operators, installing and testing Wi-Fi at yards, working on initialization software, and participating in an APTA workshop on PTC. VRE and the host railroads are still on track to meet the December 2018 deadline. He also reported on a trespasser incident near Woodbridge several weeks ago.

[Ms. Bulova arrived at 9:13 A.M.]

Mr. Allen reported average daily ridership for the month of April was 19,000 with on-time performance (OTP) of 93 percent. He reviews several weather issues impacting OTP.

Mr. Allen announced VRE has held its first two Meet the Management events at Union Station (May 9) and L'Enfant Station (May 23), to be followed by Crystal City (May 24),

Alexandria (May 30) and Franconia-Springfield (June 6). VRE will also participate in the annual Manassas Rail Festival on June 2nd by running excursion trains to Clifton.

Mr. Allen discussed several WMATA-related issues. WMATA has informed VRE it will no longer be able to open swing gates for VRE riders during service disruptions. Without the ability to open the swing gates, the “Metro Option” will need to be discontinued. VRE will inform riders of this change, which is effective July 1, 2018, and encourage them to purchase a SmarTrip card for future incidents. VRE is also continuing discussions with WMATA on the non-Metro rider parking surcharge for VRE riders at Franconia-Springfield. Finally, with the announced Metrorail shutdown on the Yellow and Blue lines next summer, VRE is working on how it can respond to the change in commuting options during this period.

Mr. Allen announced the refinance of VRE’s Railroad Rehabilitation and Improvement Financing (RRIF) loan has been completed with the Virginia Resource Authority, which will save \$8.5 million over the term of the loan. He acknowledged Mr. Schofield and his staff, as well as VRE’s consultant PFM, for their hard work.

VRE Riders’ and Public Comment – 7

There were no rider or public comments.

Consent Agenda – 8

Mr. Kelly moved, with a second by Mr. Cook, to approve the following Consent Agenda:

- Resolution #8A-05-2018: Authorization to Issue a Task Order for Renovations to VRE Headquarters Suite 201
- Resolution #8B-05-2018: Authorization to Issue a Task Order for Tactile Warning Strip Replacement at L’Enfant Station
- Resolution #8C-05-2018: Authorization to Issue a Task Order for Pavement Repairs and Stripping at Crossroads and Broad Run Yards

In response to a question from Mr. Smedberg, Mr. Allen provided more information about the renovations to VRE headquarters. VRE has leased office space adjacent to its current office, which will allow the Office of Development to move out of leased space across the street. Mr. Smedberg expressed his opinion that the amount of funding seems low. Mr. Allen responded staff is confident the work can be done within budget.

The Board then voted and passed the Consent Agenda.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Horsley, Jenkins, Kelly, Nohe, Sebesky, Smedberg and Trampe.

Authorization to Execute a Contract for Disaster Management Services – 9A

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract with FEI Behavioral Health, Inc. of Milwaukee, Wisconsin for disaster management services

in the amount of \$34,850, plus a 10 percent contingency of \$3,485, for a total amount not to exceed \$38,335, for a base year and four option years, with the CEO exercising the option years at his discretion. Resolution #9A-05-2018 would accomplish this.

Chairman Nohe asked about what these services entail. Mr. Dalton explained the contractor will be on retainer to provide incident response training and to have personnel available to immediately mobilize and provide family assistance services, personal effects inventory and other support services in the event of a rail accident involving a VRE train. VRE hopes to never use this service, but it is important to have it in place.

Ms. Cristol asked who decides what constitutes a disaster. Mr. Dalton stated VRE has protocols in place that determine when to mobilize this assistance. In response to a question from Mr. Cook, Mr. Dalton stated the contractor is based in Milwaukee but they have local offices across the country. They can mobilize within hours of an accident.

Ms. Cristol moved, with a second by Ms. Bulova, to approve Resolution #9A-05-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Horsley, Jenkins, Kelly, Nohe, Sebesky, Smedberg and Trampe.

Authorization to Execute a Contract for an Automatic Passenger Count System – 9B

Mr. Allen stated the Operations Board is being asked to authorize him to execute a contract with Infodev EDI Inc. of Quebec City, Quebec for an automatic passenger count system in the amount of \$1,090,911, plus a 10 percent contingency of \$109,091, for a total amount not to exceed \$1,200,002. Resolution #9B-05-2018 would accomplish this.

In response to a question from Mr. Dudenhefer, Mr. Allen stated that technology will provide real-time data and reporting capabilities, which can be used for safety and security operations, customer service, planning and NTD data reporting. In response to a question from Mr. Smedberg, Mr. Dalton explained the contract is for the purchase of the equipment and covers the entire system (technology, software, central webhost equipment, etc.). Ms. Bulova asked how the technology works. Mr. Allen explained the equipment is installed on ceilings and scans bodies as they pass through the railcars and in between the cars.

Mr. Smedberg observed the selected firm is from Canada and he asked about the selection process. Ms. Nutter explained Infodev EDI was selected because their proposal was the lowest price, received very positive references and feedback, and met the criteria on accuracy and reliability of the equipment, with minimal maintenance.

Ms. Cristol asked when the system will be operational systemwide. Mr. Dalton explained the first phase is proof of concept and the contractor will have six months to equip the first eight railcars. VRE will install the balance. It will take about one-year to fully implement the system.

Ms. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #9B-05-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Horsley, Jenkins, Kelly, Nohe, Sebesky, Smedberg and Trampe.

Recommend Authorization to Extend the Amended and Restated Operating/Access Agreement with CSX Transportation – 9C

Mr. Allen stated the Operations Board is being asked to recommend the Commissions authorize him to execute a one-year extension of the existing Amended and Restated Operating/Access Agreement with CSXT Transportation (CSXT) through June 30, 2019. Resolution #9C-05-2018 would accomplish this.

Mr. Allen explained during the next year, VRE will continue to work with CSXT on the implementation and ongoing operations for Positive Train Control (PTC). Once PTC has been fully implemented, VRE and CSX will be in a better position to address a new Operating/Access Agreement.

Mr. Kelly requested an update at a future meeting on these discussions and progress of outstanding issues related to the host railroads, since there are several new Board Members. Mr. Kelly stated VRE's 40-year plan is predicated on putting more trains into service. Mr. Allen discussed VRE's relationship with CSXT and the projects in the Capital Improvement Program (CIP) to create more capacity within the VRE service area.

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #9C-05-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Horsley, Jenkins, Kelly, Nohe, Sebesky, Smedberg and Trampe.

Recommend Authorization to Submit VRE Projects to USDOT for FY 2018 BUILD Funding Consideration and Authorization of VRE Funds for Required Match – 9D

Mr. Allen stated the Operations Board is asked to recommend the Commissions authorize him to submit, on behalf of the Commissions, application(s) for the Crystal City Station improvements and L'Enfant Station Improvements under the USDOT Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program, to make any necessary corrections to project amounts or description in the application, and execute all project funding agreements that may result from consideration of projects. Authorization is also asked for the commitment of VRE funds up to \$5,270,000 as a match. Resolution #9D-05-2018 would accomplish this.

Ms. Cristol moved, with a second by Mr. Kelly, to approve Resolution #9D-05-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Horsley, Jenkins, Kelly, Nohe, Sebesky, Smedberg and Trampe.

Publication of Proposed Disadvantaged Business Enterprise Overall Annual Goal for Federal Fiscal Years 2019-2021 – 10A

Mr. Allen reported PRTC and VRE have established a DBE goal in accordance with USDOT regulations of 11.3 percent for federal fiscal years 2019-2021 and provisionally adopted the goal for FTA-assisted contracts. FTA requires all agencies with a DBE program to

advertise their proposed goals for a period of 30 days and seek public comment for 45 days from the date of publication.

Mr. Smedberg asked how the goal is determined. Ms. Massie, of PRTC staff, explained the proposed 11.3 percent DBE goal is based on an assessment of projects expenditures for FFY 2019-2021, a review of U.S. Census and other sources concerning the availability of DBE companies in the industries and geographic markets relevant to PRTC and VRE, and consideration of PRTC's and VRE's historical utilization of DBE companies. There is no minimum requirement. PRTC's and VRE's previous DBE goals were 10.7 percent and 11.1 percent.

[Ms. Lawson arrived at 9:45 A.M.]

Broad Run Expansion Project Update – 10B

Mr. Allen stated after last month's presentation and discussion, staff followed up on Board Member's comments on ways to explore options for the new parking lot. Mr. Allen and VRE staff met with Chairman Nohe, Supervisor Lawson and Prince William County Staff to discuss ways to partner with Prince William County on a new parking lot. Chairman Nohe stated additional parking is needed and it's just a matter of where. It was hoped Prince William County could take on the parking lot project and build a lot north of the tracks with a connecting pedestrian tunnel funded and built by VRE. There was discussion on the expected cost for a north lot. It may be possible for the county to provide some funding but it may require additional VRE funding as well. In response to a question from Mr. Cook, Chairman Nohe explained currently the project is fully funded with I-66 Outside the Beltway Concessionaire funding, but to build a lot north of the tracks was estimated by VRE to cost an additional \$20 million. Chairman Nohe stated the county thought if it could defederalize the project, it could be done for around \$10 million.

Mr. Allen stated the advantage to the north parking option is access/egress to the parking site and a closer distance to the station. Mr. Cook stated the north option seems to be a better option and Ms. Bulova agreed.

Mr. Allen stated the Operations Board seems to agree this option is worth pursuing, so staff will continue to work with Prince William County. Mr. Cook stated he is comfortable moving forward if VRE and Prince William County can split the added cost of the north parking lot option.

Mr. Kelly stated it is important to identify how VRE will fund its share of the added cost. Mr. Allen stated that one option is to recommend the Operations Board approve the use of C-ROC funds. Ms. Cristol observed this would be a good discussion for the Capital Committee to have at its June meeting. She encouraged caution to make sure VRE is using C-ROC funding for transformative projects and not just to solve problematic funding issues. Mr. Allen stated staff will return at the June meeting with an update on the parking options.

Spending Authority Report –10C

The written report includes one task order for \$74,500 to Vanasse Hangen Brustlin, Inc., for development of a preliminary Maser Program Schedule.

Closed Session – 11

Chairman Nohe stated no Closed Session is needed.

Operations Board Member Time – 12

There were no comments.

Adjournment

Without objection, Chairman Nohe adjourned the meeting at 10:04 A.M.

Approved this 15th day of June 2018.

Martin Nohe
Chairman

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the May 18, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest