**MINUTES**

**VIRGINIA RAILWAY EXPRESS**

**OPERATIONS BOARD MEETING**

**January 17, 2020**

14700 Potomac Mills Road, Woodbridge, VA 22192

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**Members Present**

* Andrea Bailey (PRTC)  
  * Preston Banks (PRTC)  
  * Elizabeth Bennet-Parker (NVTC)  
  * Meg Bohmke (PRTC)  
  * Katie Cristol (NVTC)  
  * Margaret Franklin (PRTC)  
  * Matt Kelly (PRTC)  
  * Jeanine Lawson (PRTC)  
  * Jennifer Mitchell (DRPT)  
  * Gary Skinner (PRTC)  
  * Ralph Smith (PRTC)  
  * Dan Storck (NVTC)  
  * James Walkinshaw (NVTC)  

**Jurisdiction**

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

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**Members Absent**

* Walter Alcorn (NVTC)

**Alternates Present**

Michael McLaughlin (DRPT)

**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)
- Pam Sebesky (PRTC)

**Jurisdiction**

- 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

*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.**
Chair Cristol called the meeting to order at 9:06 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

Mr. Kelly 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 Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Smith, Storck and Walkinshaw.

Approval of the Minutes of the December 20, 2019 VRE Operations Board Meeting – 4

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

Chair’s Comments – 5

- Chair Cristol welcomed the following newly appointed Operations Board Members:
  - James Walkinshaw representing NVTC for Fairfax County
  - Andrea Bailey representing PRTC for Prince William County
  - Meg Bohmke representing PRTC for Stafford County
  - Ralph Smith representing PRTC for the City of Manassas
  - Walter Alcorn representing NVTC for Fairfax County
  - Dan Storck representing NVTC for Fairfax County
  - Margaret Franklin representing PRTC for Prince William County

- Chair Cristol introduced former VRE Operations Board Member and Former Chairman of the Fairfax County Board of Supervisors, Sharon Bulova.
  - Ms. Bulova is known as “The Mother of VRE”
  - Joining the staff of then Annandale Supervisor Audrey Moore in 1984, Ms. Bulova was tasked with building a coalition to study the feasibility of starting a regional commuter rail and established “The Friends of the VRE”
Following her election to the Board of Supervisors in 1988, Ms. Bulova made the establishment of commuter rail service a priority.

In 1989, NVTC and PRTC executed a Master Agreement and the VRE Operations Board was established.


Ms. Bulova served continuously until last month, having given this organization more than 35 years of dedicated service.

Ms. Cristol announced the 2020 VRE Operations Board Officers

- James Walkinshaw – Treasurer
- Jeanine Lawson – Secretary
- Elizabeth Bennett-Parker – Vice-Chair
- Gary Skinner – Chair

**Installation of New Officers – 6**

**New Chair’s Comments – 7**

- Chair Skinner thanked Ms. Cristol for her leadership in 2019
  - The highlight of the year was the announcement of the Commonwealths $3.7B rail plan.
- Chair Skinner welcomed the new Members and announced there will be a 30-Minute presentation after the Operations Board meeting adjourns to cover some information for the new Members. All are welcome to attend.
- Chair Skinner announced assignments to the following Committees:
  **Finance Committee:**
  - Katie Cristol – Chair
  - Preston Banks
  - Elizabeth Bennett-Parker
  - Gary Skinner
  - Meg Bohmke
  - Ralph Smith

  **Audit Committee**
  - Jeanine Lawson – Chair
  - Gary Skinner
  - Katie Cristol
  - Elizabeth Bennett Parker
  - James Walkinshaw
  - Meg Bohmke

  **Legislative Committee**
  - Matt Kelly - Chair
  - Elizabeth Bennett- Parker
  - Katie Cristol
  - Margaret Franklin
  - James Walkinshaw

  **CEO Evaluation Committee**
  - Katie Cristol - Chair
  - Elizabeth Bennett-Parker
Chair Skinner reminded the Members the Virginia Transit Association Day in Richmond is on January 27th.

**Acting Chief Executive Officer’s Report – 8**

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

- **Safety and Security**
- **Performance metrics**
  - 85% On-Time in December 2019
  - 15,126 Average Daily Ridership
- **Virginia Rail Package Update**
  - VRE is working to operationalize the Commonwealth’s plan
  - Working closely with DRPT to identify 2020 project work plans
- **Director Mitchell was asked to brief the Board**
  - Described the Transportation Omnibus bill creating a Commonwealth Transportation Fund

[Ms. Bailey stepped out of the room at 10:25 a.m.]

**Public Comment Time – 9**

Chair Skinner opened the floor for public comment time. There were no speakers.

[Ms. Bailey returned to the meeting at 10:30 a.m.]

**Action Items – 10**

**Authorization to Extend the Lease Agreement for Parking at the Rippon Station – 10A**

Mr. Kelly moved, with a second by Ms. Bailey, to authorize the Acting Chief Executive Officer to extend the lease agreement with RCKF Riverside PLP LLC, formerly KP Big Crest Lane LLC, for parking at the Rippon Station in the amount of $185,677 for one year.

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

**Adoption of Changes to the 2020 VRE Operations Board Meeting Schedule – 10B**

Ms. Lawson moved, with a second by Ms. Bennett-Parker, to establish a regular VRE Operations Board meeting on July 17, 2020 and delete the regular meeting that was to be held on August 21, 2020.

The vote in favor was cast by Members Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Smith, Storck and Walkinshaw.
Information Items – 11

Spending Authority Report – 11A

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

- On December 3, 2019, VRE issued a Sole Source Blanket Purchase Order in the amount of $74,000 to TransTech to acquire toilet cleaning supplies on an as-needed basis, including chlorinating slugs and sanitizer, to maintain the toilet systems on board VRE passenger rail cars.

- On December 3, 2019, VRE issued a Sole Source Purchase Order in the amount of $92,530 to TransTech for four waste treatment tank assemblies for the toilet systems on board VRE passenger rail cars.

Closed Session – 11

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

Ms. Bailey moved, with a second by Ms. Bennett-Parker to adjourn the meeting. The vote in favor was cast by Members Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, Mitchell, Skinner, Smith, Storck and Walkinshaw.

The meeting adjourned at 10:41 A.M.

Approved this 21st day of February 2020

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Gary Skinner
Chair

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Jeanine Lawson
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the January 17, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

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Lezlie M. Lamb