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.
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,
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

______________________________
Elizabeth Bennett-Parker
Chair

______________________________
James Walkinshaw
Secretary
**Members Present**

<table>
<thead>
<tr>
<th>Name</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter Alcorn (NVTC)</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>Andrea Bailey (PRTC)</td>
<td>Prince William County</td>
</tr>
<tr>
<td>Preston Banks (PRTC)</td>
<td>City of Manassas Park</td>
</tr>
<tr>
<td>Elizabeth Bennet-Parker (NVTC)</td>
<td>City of Alexandria</td>
</tr>
<tr>
<td>Meg Bohmke (PRTC)</td>
<td>Stafford County</td>
</tr>
<tr>
<td>Katie Cristol (NVTC)</td>
<td>Arlington County</td>
</tr>
<tr>
<td>Margaret Franklin (PRTC)</td>
<td>Prince William County</td>
</tr>
<tr>
<td>Matt Kelly (PRTC)</td>
<td>City of Fredericksburg</td>
</tr>
<tr>
<td>Jeanine Lawson (PRTC)</td>
<td>Prince William County</td>
</tr>
<tr>
<td>Cindy Shelton (PRTC)</td>
<td>Stafford County</td>
</tr>
<tr>
<td>Gary Skinner (PRTC)</td>
<td>Spotsylvania County</td>
</tr>
<tr>
<td>Ralph Smith (PRTC)</td>
<td>City of Manassas</td>
</tr>
<tr>
<td>Dan Storck (NVTC)</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>James Walkinshaw (NVTC)</td>
<td>Fairfax County</td>
</tr>
</tbody>
</table>

**Members Absent**

<table>
<thead>
<tr>
<th>Name</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Mitchell (DRPT)</td>
<td>Commonwealth of Virginia</td>
</tr>
</tbody>
</table>

**Alternates Present**

<table>
<thead>
<tr>
<th>Name</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael McLaughlin (DRPT)</td>
<td>Commonwealth of Virginia</td>
</tr>
</tbody>
</table>

**Alternates Absent**

<table>
<thead>
<tr>
<th>Name</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canek Aguirre (NVTC)</td>
<td>City of Alexandria</td>
</tr>
<tr>
<td>Victor Angry (PRTC)</td>
<td>Prince William County</td>
</tr>
<tr>
<td>Pete Candland (PRTC)</td>
<td>Prince William County</td>
</tr>
<tr>
<td>Hector Cendejas (PRTC)</td>
<td>City of Manassas Park</td>
</tr>
<tr>
<td>Deborah Frazier (PRTC)</td>
<td>Spotsylvania County</td>
</tr>
<tr>
<td>Libby Garvey (NVTC)</td>
<td>Arlington County</td>
</tr>
<tr>
<td>Jason Graham (PRTC)</td>
<td>City of Fredericksburg</td>
</tr>
<tr>
<td>Jeff McKay (NVTC)</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>Alanna Mensing (PRTC)</td>
<td>City of Manassas Park</td>
</tr>
<tr>
<td>Pam Sebesky (PRTC)</td>
<td>City of Manassas</td>
</tr>
</tbody>
</table>

*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.
Chairman Skinner called the meeting to order at 9:08 A. M. The Roll Call followed.

**Resolution Finding Need to Conduct the January 15, 2021 Meeting Electronically – 2**

Mr. Smith moved, with a second by Ms. Lawson, to approve Resolution #02-01-2021, Finding Need to Conduct the January 15, 2021 Meeting Electronically. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck and Walkinshaw.

**Approval of the Agenda – 3**

Ms. Bailey moved, with a second by Ms. Cristol 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, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.

**Approval of the Minutes of the December 18, 2020 VRE Operations Board Meeting – 4**

Ms. Bennett-Parker moved, with a second by Ms. Shelton, to approve the Minutes from December 18, 2020 Meeting. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Lawson, Shelton, Skinner, Smith, Storck, and Walkinshaw. Mr. Kelly and Mr. McLaughlin abstained.

**Chairman’s Comments – 5**

- Chairman Skinner introduced Virginia Department of Transportation Secretary Shannon Valentine, who briefed the VRE Operations Board on the following:
  - Financial impacts of COVID-19
  - Passage of the Long Bridge Act of 2020
  - Noted VRE’s agreements with the Virginia Passenger Rail Authority were approved by the VRE Operations Board in November and by the Commissions in December
  - Areas of focus for the Transportation Secretariat at this year’s session of the General Assembly
    - Introduction of the Virginia Passenger Rail Authority
    - Transit Ridership Incentive Program
    - Restore funding to the Northern Virginia Transportation Authority
    - $50M for extending Amtrak service from Roanoke to Christiansburg/Blacksburg

**Installation of New Officers – 6**

Mr. Skinner officially turned the meeting over to the 2021 VRE Operations Board Chair, Elizabeth Bennett-Parker.
New Chair’s Comments – 7

Chair Bennett-Parker thanked Chairman Skinner for his service to the VRE Operations Board in 2020. During his tenure Chairman Skinner presided over the challenge of switching to virtual meetings. Other accomplishments under Chairman Skinner:

- VRE was awarded the Virginia Transit Associations Safety Award
- hiring a new CEO
- partnering with DRPT as it works to stand up the Virginia Passenger Rail Authority and ensure that the Transforming Rail in Virginia initiative moves forward
- advancing several important construction projects, including a new Lifecycle Overhaul and Upgrade Facility, and improvements at the Fredericksburg, Quantico, and Rolling Road stations
- new railcar procurement

Chief Executive Officer’s Report – 8

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
  - VRE will be suspending service from January 17 through January 21st.
  - Transit workers are included in COVID-19 vaccine prioritization group 1B
- Ridership
- Performance
- Project Spotlight: Lifecycle Overhaul and Upgrade Facility
- Financial Reporting
- Welcome Back marketing efforts

Mr. Dalton also recognized Mike Lake from Fairfax County on the occasion of his final VRE Operations Board Meeting. Mr. Lake is retiring after a long career with Fairfax County Department of Transportation. Mr. Lake has been a member of the VRE Coordinating Committee since VRE’s early days.

Public Comment Time – 9

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 stated no Public Comments had been received.

Action Items - 10

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

Ms. Franklin moved, with a second by Ms. Bailey, to authorize the CEO to extend the lease Agreement for Parking at Rippon Station. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.
Adoption of Changes to the 2021 VRE Operations Board Meeting Schedule – 10B

Ms. Cristol moved, with a second by Mr. Smith, to adopt changes to the 2021 VRE Operations Meeting Schedule, changing the regular June meeting from June 18, 2021 to June 25, 2021, adding a regular meeting on July 16, 2021; and, eliminating the August meeting. The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Kelly, Lawson, McLaughlin, Shelton, Skinner, Smith, Storck, and Walkinshaw.

Information Items – 11

Spending Authority Report – 11A

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

- A Purchase Order in the amount of $52,503 was issued to Progress Rail Locomotive, Inc. to purchase new water pump assemblies for VRE’s fleet of locomotives.
- A Task Order was issued in the amount of $91,019 to ADS System Safety Consulting, LLC under the Safety and Security Consulting Services contract to conduct a gap assessment and continue development of the VRE System Safety Program Plan.
- A Purchase Order was issued in the amount of $54,960 to Standard Steel to purchase a total of 40 new wheels for VRE’s fleet of locomotives.

Closed Session – 12

Mr. Skinner moved, with a second by Ms. Lawson, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) and (3) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one matter involving the acquisition of real property for public purposes related to VRE’s Broad Run station and maintenance facility where discussion in public would adversely affect the Board’s negotiating strategy and bargaining position; and 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, Skinner, Smith, Storck, and Walkinshaw.

[Mr. Banks left the meeting during the Closed Session]

Mr. Skinner moved, with a second by Mr. Alcorn 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, Skinner, Smith, Storck, and Walkinshaw.

Board Members’ Time – 13

Chair Bennett-Parker asked if Members had any additional business. There was none.
Ms. Bailey moved, with a second by Mr. Skinner, to adjourn the meeting.

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

Approved this 19th day of February 2021

________________________________________
Elizabeth Bennett-Parker
Chair

________________________________________
James Walkinshaw
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the January 15, 2021 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

[Signature]

Lezlie M. Lamb
The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.
CEO REPORT | FEBRUARY 2021

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SUCCESS AT A GLANCE

**PARKING UTILIZATION**
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.

**AVERAGE DAILY RIDERSHIP**
The average number of boardings each operating day inclusive of Amtrak Step-Up boardings and reduced, “S” schedule, service.
Same month, previous year: 18,293

**ON-TIME PERFORMANCE**
Percent of trains arriving at their destination within five minutes of the schedule.
Same month, previous year: 85%

**SYSTEM CAPACITY**
The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.

**OPERATING RATIO**
Year-to-date operating revenues divided by year-to-date operating expenses, which represents the share of operating costs paid by the riders.
Board-approved goal: 52%

January 2021
ON-TIME PERFORMANCE

OUR RECORD

<table>
<thead>
<tr>
<th>Line</th>
<th>January 2021</th>
<th>December 2020</th>
<th>January 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manassas Line</td>
<td>90%</td>
<td>97%</td>
<td>83%</td>
</tr>
<tr>
<td>Fredericksburg Line</td>
<td>94%</td>
<td>96%</td>
<td>88%</td>
</tr>
<tr>
<td>Systemwide</td>
<td>92%</td>
<td>96%</td>
<td>85%</td>
</tr>
</tbody>
</table>

PRIMARY REASON FOR DELAY

VRE operated 306 trains in January. Our on-time rate for January was 92 percent. There were no delays more than 30 minutes and the average delay was 14 minutes.

Twenty-four trains arrived more than 5 minutes late to their final destinations. Of those late trains, 13 were on the Manassas Line (54 percent), and 11 were on the Fredericksburg Line (46 percent).

Delay numbers were low as there were only 17 service days last month. Train interference was responsible for 15 of the 17 late trains.

*LATE TRAINS*

<table>
<thead>
<tr>
<th>Line</th>
<th>System Wide</th>
<th>Fredericksburg Line</th>
<th>Manassas Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total late trains</td>
<td>22</td>
<td>14</td>
<td>24</td>
</tr>
<tr>
<td>Average minutes late</td>
<td>33</td>
<td>48</td>
<td>14</td>
</tr>
<tr>
<td>Number over 30 minutes</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Heat restrictions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Includes trains that were delayed due to operational testing and passenger handling.
ON-TIME PERFORMANCE

VRE SYSTEM

FREDERICKSBURG LINE

MANASSAS LINE
AVERAGE DAILY RIDERSHIP

VRE SYSTEM

FREDERICKSBURG LINE

MANASSAS LINE
RIDERSHIP UPDATES

Average daily ridership (ADR) in January was 1,179. We continue to operate an “S” Schedule Plus (which includes trains 300 and 307), as necessitated by the COVID-19 pandemic.

We have seen modest gains on the daily average and expect the trend to continue now that we’re through the holiday season.

<table>
<thead>
<tr>
<th></th>
<th>January 2021</th>
<th>December 2020</th>
<th>January 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Ridership</td>
<td>20,036</td>
<td>22,190</td>
<td>387,698</td>
</tr>
<tr>
<td>Average Daily Ridership</td>
<td>1,179</td>
<td>1,057</td>
<td>18,293</td>
</tr>
<tr>
<td>Full Service Days</td>
<td>0</td>
<td>0</td>
<td>21</td>
</tr>
<tr>
<td>“S” Service Days</td>
<td>17</td>
<td>21</td>
<td>0</td>
</tr>
</tbody>
</table>

SUMMONSES ISSUED

VRE SYSTEM

Due to the COVID-19 pandemic there was no court action in January.

<table>
<thead>
<tr>
<th>Reason for Dismissal</th>
<th>Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger showed proof of a monthly ticket</td>
<td>0</td>
</tr>
<tr>
<td>One-time courtesy</td>
<td>0</td>
</tr>
<tr>
<td>Per the request of the conductor</td>
<td>0</td>
</tr>
<tr>
<td>Defective ticket</td>
<td>0</td>
</tr>
<tr>
<td>Per ops manager</td>
<td>0</td>
</tr>
<tr>
<td>Unique circumstances</td>
<td>0</td>
</tr>
<tr>
<td>Insufficient information</td>
<td>0</td>
</tr>
<tr>
<td>Lost and found ticket</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
<tr>
<td>Total Waived</td>
<td>0</td>
</tr>
</tbody>
</table>

SUMMONSES WAIVED OUTSIDE OF COURT

MONTHLY SUMMONSES COURT ACTION

- Guilty (G)
- Not guilty (NG)
- Guilty in absentia (GA)
- Dismissed (D)
- Continued to next court date (C)
- Prepaid prior to court (PP)
TRAIN UTILIZATION

FREDERICKSBURG LINE

MANASSAS LINE

Average Ridership  Midweek Average

Average Ridership  Midweek Average
PARKING UTILIZATION

FREDERICKSBURG LINE

MANASSAS LINE
FINANCIAL REPORT FOR DECEMBER 2020

Fare revenue through the first half of FY 2021 (December 2020) is approximately $18.2 million below budget (an unfavorable variance of -82%) and is also 82% below the same period in FY 2020.

The coronavirus pandemic continues to have a material negative impact on VRE ridership. Ridership was slightly lower during the second quarter due to normal holiday-related seasonality, with average daily ridership of 1,399 in October, 1,223 in November, and 1,009 in December. Ridership remains significantly below pre-pandemic levels – average daily ridership was 18,692 in February 2020 (the last full month not affected by the pandemic). We expect to report significant impacts related to the pandemic throughout the second half FY 2021.

The operating ratio through the first six months of FY 2021 is 10%, which is below VRE’s budgeted operating ratio of 52% for the full 12 months of the fiscal year. VRE is required to budget a minimum operating ratio of 50%. The final operating ratio for the year will depend on whether and when ridership rebounds, but it is unlikely that the 50% threshold will be reached.

A summary of the FY 2021 financial results through December follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

<table>
<thead>
<tr>
<th>FY 2021 Operating Budget Report</th>
<th>Month Ended December 31, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CURR. MO. ACTUAL</td>
</tr>
<tr>
<td>Operating Revenue</td>
<td></td>
</tr>
<tr>
<td>Passenger Ticket Revenue</td>
<td>522,988</td>
</tr>
<tr>
<td>Other Operating Revenue</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Operating Revenue</td>
<td>522,988</td>
</tr>
<tr>
<td>Jurisdictional Subsidy (1)</td>
<td>-</td>
</tr>
<tr>
<td>Federal/State/Other Jurisdictional Subsidy</td>
<td>2,624,324</td>
</tr>
<tr>
<td>Appropriation from Reserve/Other Income</td>
<td>-</td>
</tr>
<tr>
<td>Interest Income</td>
<td>8,706</td>
</tr>
<tr>
<td>Total Operating Revenue</td>
<td>3,156,018</td>
</tr>
</tbody>
</table>

Operating Expenses

| Departmental Operating Expenses  | 5,962,232         | 7,221,509         | 40,382,497| 44,596,145 | 4,213,649     | 9.4%           | 85,137,449       |
| Debt Service                    | 518,403           | 518,403           | 3,110,419 | 3,110,419   | -             | 0.0%           | 6,220,838        |
| Other Non-Departmental Expenses  | -                 | 2,542             | -         | 14,558     | 14,558        | 0.0%           | 29,000           |
| Total Operating Expenses        | 6,480,635         | 7,742,454         | 43,492,916| 47,721,122  | 4,228,207     | 8.9%           | 91,387,287       |

Net income (loss) from Operations (3,324,618) (1,034,473) (16,803,988) (1,773,255) (15,030,733) -

Operating Ratio

<table>
<thead>
<tr>
<th>Budgeted</th>
<th>52%</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>50%</td>
</tr>
</tbody>
</table>

(1) Total jurisdictional subsidy is $18,300,780. Portion shown as budgeted and actual are attributed to Operating Fund only.
Commuter Rail Operating and Capital (C-ROC) Fund Quarterly Report

Background
Dedicated C-ROC funding for VRE began on July 1, 2018. The C-ROC Fund receives $15 million annually ($1.25 million monthly) from fuel taxes collected in the NVTC and PRTC regions. C-ROC funds are received from the Department of Motor Vehicles (DMV) and are held by NVTC for VRE in a separate account, in accordance with §33.2-1525.A of the Code of Virginia. The VRE Operations Board and Commissions approve the projects that are to be funded in whole or in part by the C-ROC, and VRE provides a quarterly report on the C-ROC Fund, including disbursements received, amounts expended, the purpose of the expenditures, and investment and interest earnings.

C-ROC Fund as of December 31, 2020
A summary of the C-ROC Fund through the second quarter of FY 2021 is presented below. Due to lags in the determination of total fuel tax revenue by DMV and the transfer of funds from DMV to NVTC/VRE, total C-ROC funds received may be less than total funds earned.

<table>
<thead>
<tr>
<th>Period</th>
<th>Funds Earned</th>
<th>Funds Received</th>
<th>Interest Earned</th>
<th>Expenditures</th>
<th>C-ROC Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2021 (Jul-Dec)</td>
<td>$7,500,000</td>
<td>$5,000,000</td>
<td>$32,344</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Life to Date</td>
<td>$37,500,000</td>
<td>$35,000,000</td>
<td>$443,596</td>
<td>$0</td>
<td>$35,443,596</td>
</tr>
</tbody>
</table>

The VRE Operations Board and the Commissions have approved the commitment of $45 million in C-ROC funding to key capital projects – $30 million for the L'Enfant Station and Fourth Track project and $15 million for the Crystal City Station Improvements project. This commitment reflects three years of projected C-ROC funding (FY 2019 through FY 2021), and expenditures will be reflected above when construction commences on these projects.
FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

1. Repairs to cupola clock at Woodbridge Station
2. Replacement of “no trespassing” signage at Fredericksburg gravel parking lot

Projects scheduled to be completed this quarter:

1. Replacement of signage at Franconia-Springfield Station
2. Replacement of west platform and canopy lighting at Woodbridge Station
3. Submission of IFB package for canopy roof replacement at Backlick Road Station
4. Construction of renovations to Alexandria headquarters reception area
5. Submission of IFB package for replacement of tactile warning strips at various stations

Projects scheduled to be initiated this quarter:

1. Issuance of GEC task orders for design of minor structural repairs at Franconia-Springfield, Woodbridge, Rippon, Brooke and Manassas stations
2. Minor stair steel repairs and caulking at Franconia-Springfield Station
3. Painting of Franconia-Springfield Station
4. Repair of minor cracks in west platform at Woodbridge Station
5. Repair of platform sealer delamination at Spotsylvania Station
6. Replacement of deck joint sealant at Manassas Station parking garage
7. Replacement of lighting at Manassas Station parking garage
8. Replacement of lighting at Broad Run MASF service & inspection building
9. Issuance of general signage services request for quotes
10. Overhaul of emergency generators at Woodbridge and Manassas Stations, Alexandria headquarters and Fredericksburg office
FEBRUARY 2021

Ongoing projects:

1. Design of waiting area at L’Enfant Station
2. Replacement of signage at Franconia-Springfield, Woodbridge and Leeland Road stations
3. Replacement of waste and recycling receptacles at various stations
4. Design of subsequent phases of renovations to Alexandria headquarters

UPCOMING PROCUREMENTS

• Program management services
• Canopy roof replacement at the Backlick Road Station
• Modernization of VRE Woodbridge Station east elevator
• Passenger car wheelchair lift assemblies
• Purchase of LED light fixtures
• Construction of L’Enfant south storage track wayside power
• Variable Messaging System replacement
• Tactile strip replacements
• Pavement repairs and striping at the Rippon and Leeland Road stations and Fredericksburg Lot G
• Franconia-Springfield Station painting services
• Renewal of locomotive head end power engine systems
• Overhaul of emergency generators
• Headquarters renovations
• Construction management services for Fredericksburg Station platform rehabilitation
The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Construction initiated on Lifecycle Overhaul & Upgrade Facility (LOU)
2. Construction initiated on Quantico Station Improvements
3. Rippon Station Improvements preliminary engineering plans
4. Brooke Station Improvements preliminary engineering plans
5. Leeland Road Station Improvements preliminary engineering plans

Projects or project phases scheduled to be completed this quarter:

6. Franconia-Springfield Station Improvements final 90% complete plans (pending railroad review)
7. Broad Run Expansion (BRX) Section 106 Consultation
8. Construction of Benchmark Road Slope Stabilization Complete (Hamilton to Crossroads overall project/funding closeout and stakeholder concurrence anticipated this quarter)

Projects or project phases scheduled to be initiated this quarter:

9. Execution of Contract for Construction of Quantico Station Improvements and Pre-NTP activities - NTP forthcoming
10. Execution of Contract for Construction of Lifecycle Overhaul & Upgrade Facility (LOU) and Pre-NTP activities - NTP forthcoming
11. Board Authorization, Execution of Contract for Construction of Rolling Road Station Improvements and Pre-NTP activities – NTP forthcoming
12. Execution of Contract and NTP for CM for Construction of Quantico Station Improvements
Ongoing projects:

13. Broad Run Expansion (BRX)
14. Manassas Park Parking Improvements
15. Rolling Road Station Improvements
16. Crossroads Maintenance and Storage Facility (MSF) – land acquisition completed
17. Lifecycle Overhaul & Upgrade Facility (LOU)
18. Leeland Road Station Improvements
19. Brooke Station Improvements
20. Quantico Station Improvements
21. Rippon Station Improvements
22. Franconia-Springfield Station Improvements
23. Alexandria Station Improvements
24. Alexandria Station Track 1 Access (Slaters Lane)
25. Crystal City Station Improvements
26. L’Enfant Train Storage Track - South
27. L’Enfant Station Improvements
28. New York Avenue Midday Storage Facility
29. Potomac Shores VRE Station – design by others
30. Washington Union Station Improvements Environmental Impact Statement – study by others
31. DC2RVA Environmental Impact Statement – study by others
32. Long Bridge Project – study by others

Projects Progress Report Follows
# PASSENGER FACILITIES

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESCRIPTION</th>
<th>PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria Station Improvements</td>
<td>Eliminate at-grade track crossing, add elevators, modify platforms.</td>
<td></td>
</tr>
<tr>
<td>Franconia-Springfield Station</td>
<td>Extend both platforms and widen East Platform for future third track.</td>
<td></td>
</tr>
<tr>
<td>Improvements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rippon Station Improvements</td>
<td>Extend existing platform, construct new second platform with pedestrian overpass.</td>
<td></td>
</tr>
<tr>
<td>Potomac Shores Station</td>
<td>New VRE station and parking in Prince William County provided by private developer.</td>
<td></td>
</tr>
<tr>
<td>Improvements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantico Station Improvements</td>
<td>Extend existing platform, construct new second platform with pedestrian overpass.</td>
<td></td>
</tr>
<tr>
<td>Brooke Station Improvements</td>
<td>Extend existing platform, construct new second platform with pedestrian overpass.</td>
<td></td>
</tr>
<tr>
<td>Leeland Road Station Improvements</td>
<td>Extend existing platform, construct new second platform with pedestrian overpass.</td>
<td></td>
</tr>
<tr>
<td>Manassas Park Parking Improvements</td>
<td>Parking garage to increase parking capacity to 1,100 spaces.</td>
<td></td>
</tr>
<tr>
<td>Rolling Road Station Improvements</td>
<td>Extend existing platform and rehabilitate existing station</td>
<td></td>
</tr>
<tr>
<td>Crystal City Station Improvements</td>
<td>Replace existing side platform with new, longer island platform.</td>
<td></td>
</tr>
<tr>
<td>L'Enfant Station Improvements</td>
<td>Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)</td>
<td></td>
</tr>
</tbody>
</table>

**PHASE:**  
CD - Conceptual Design  
PE - Preliminary Engineering  
EC - Environment Clearance  
RW - Right of Way Acquisition  
FD - Final Design  
CN - Construction

**STATUS:**  
_completed  
_underway  
on hold

1 Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization
2 Does not include minor (< $50,000) operating expenditures
3 $2,181,630 authorization divided across the “Penta-Platform” program stations
<table>
<thead>
<tr>
<th>Total 1</th>
<th>Funded</th>
<th>Unfunded</th>
<th>Authorized</th>
<th>Expended</th>
<th>Percent Complete</th>
<th>Project Completion Date</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>31,875,014</td>
<td>31,875,014</td>
<td>-</td>
<td>2382759</td>
<td>2193257</td>
<td>90%</td>
<td>2nd QTR 2023</td>
<td>90% Design complete. CSX and City of Alexandria review progressing.</td>
</tr>
<tr>
<td>13,000,000</td>
<td>13,000,000</td>
<td>-</td>
<td>*</td>
<td>863,964</td>
<td>35%</td>
<td>4th QTR 2023</td>
<td>FD underway with anticipated completion 2nd QTR 2021. Ongoing coordination with DRPT projects.</td>
</tr>
<tr>
<td>No costs for VRE. Private developer providing station.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20%</td>
<td>TBD</td>
<td>Potomac Shores VRE Station design underway to include parking structure. 60% Re-Design Submittal received and under review by CSX and VRE.</td>
</tr>
<tr>
<td>18,372,949</td>
<td>18,372,949</td>
<td>0</td>
<td>830,833</td>
<td>683,892</td>
<td>60%</td>
<td>TBD</td>
<td>Final Funding Agreements forthcoming. Execution of Construction and CM contracts forthcoming, and pre-NTP activities anticipated 3rd Quarter 2020. NTP to follow.</td>
</tr>
<tr>
<td>23,391,019</td>
<td>23,391,019</td>
<td>-</td>
<td>*</td>
<td>419,095</td>
<td>20%</td>
<td>4th QTR 2030</td>
<td>DRPT LONP received; REF grant pending. PE design/EC completed 4th QTR 2020. Ongoing coordination with DRPT projects.</td>
</tr>
<tr>
<td>15,527,090</td>
<td>15,527,090</td>
<td>-</td>
<td>*</td>
<td>400,032</td>
<td>20%</td>
<td>4th QTR 2026</td>
<td>DRPT LONP received; REF grant pending. PE design/EC completed 4th QTR 2020. Ongoing coordination with DRPT projects.</td>
</tr>
<tr>
<td>25,983,000</td>
<td>25,983,000</td>
<td>0</td>
<td>2,238,144</td>
<td>670,225</td>
<td>30%</td>
<td>4th QTR 2022</td>
<td>Design due to site relocation to start in December 2020.</td>
</tr>
<tr>
<td>5,000,000</td>
<td>2,000,000</td>
<td>3,000,000</td>
<td>640,503</td>
<td>418,887</td>
<td>70%</td>
<td>4th QTR 2021</td>
<td>Contractor has been selected. Construction to begin 1st QTR 2021.</td>
</tr>
<tr>
<td>49,940,000</td>
<td>19,098,463</td>
<td>30,841,537</td>
<td>1,584,619</td>
<td>397,848</td>
<td>30%</td>
<td>2nd QTR 2024</td>
<td>PE &amp; EC initiated in Oct 2019 and anticipated completion 3rd QTR 2020.</td>
</tr>
<tr>
<td>70,650,000</td>
<td>62,465,721</td>
<td>8,184,279</td>
<td>130,501</td>
<td>65,150</td>
<td>50%</td>
<td>2nd QTR 2023</td>
<td>DRPT LONP received. Real estate research in progress under LONP.</td>
</tr>
</tbody>
</table>
## TRACK AND INFRASTRUCTURE

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESCRIPTION</th>
<th>PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamilton-to-Crossroads Third Track</td>
<td>2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.</td>
<td>CD PE EC RW FD CN</td>
</tr>
</tbody>
</table>

## MAINTENANCE AND STORAGE FACILITIES

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>L’Enfant Train Storage Track - South</td>
<td>Conversion of CSXT track to VRE storage track and as well as signal and wayside-power work.</td>
<td>CD PE EC RW FD CN</td>
</tr>
<tr>
<td>Lifecycle Overhaul &amp; Upgrade Facility</td>
<td>New LOU facility to be added to the Crossroads MSF.</td>
<td>CD PE EC RW FD CN</td>
</tr>
<tr>
<td>Crossroads Maintenance and Storage Facility - Land Acquisition</td>
<td>Acquisition of 19.5 acres of land, construction of two storage tracks and related site improvements.</td>
<td>CD PE EC RW FD CN</td>
</tr>
<tr>
<td>New York Avenue Midday Storage Replacement Facility</td>
<td>Midday storage facility replacement for Ivy City storage facility.</td>
<td>CD PE EC RW FD CN</td>
</tr>
</tbody>
</table>

## ROLLING STOCK

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Railcar Procurement</td>
<td>Acquisition of 29 new railcars.</td>
<td>CD PE EC RW FD CN</td>
</tr>
<tr>
<td>Positive Train Control</td>
<td>Implement Positive Train Control for all VRE locomotives and control cars.</td>
<td>CD PE EC RW FD CN</td>
</tr>
</tbody>
</table>

## PLANNING, COMMUNICATIONS AND IT

<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broad Run Expansion (was Gainesville-Haymarket Extension)</td>
<td>NEPA and PE for expanding commuter rail service capacity in Western Prince William County</td>
<td>CD PE EC RW FD CN</td>
</tr>
<tr>
<td>Mobile Ticketing</td>
<td>Implementation of a new mobile ticketing system.</td>
<td>CD PE EC RW FD CN</td>
</tr>
</tbody>
</table>

---

1. Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization
2. Does not include minor (< $50,000) operating expenditures

**PHASE:** CD - Conceptual Design  PE - Preliminary Engineering  EC - Environment Clearance  RW - Right of Way Acquisition  FD - Final Design  CN - Construction

**STATUS:** Completed  Underway  On Hold
<table>
<thead>
<tr>
<th>Total ($)</th>
<th>Funded</th>
<th>Unfunded</th>
<th>Authorized</th>
<th>Expended</th>
<th>Percent Complete</th>
<th>Project Completion Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>32,500,000</td>
<td>32,500,000</td>
<td>-</td>
<td>33,285,519</td>
<td>30,578,003</td>
<td>100%</td>
<td>3rd QTR 2018</td>
<td>Benchmark Slope project complete.</td>
</tr>
<tr>
<td>3,965,000</td>
<td>3,965,000</td>
<td>-</td>
<td>2,937,323</td>
<td>1,699,610</td>
<td>60%</td>
<td>4th QTR 2019</td>
<td>CSX Construction Agreement received. CM underway.</td>
</tr>
<tr>
<td>38,183,632</td>
<td>38,183,632</td>
<td>-</td>
<td>3,176,039</td>
<td>2,143,583</td>
<td>70%</td>
<td>1st QTR 2023</td>
<td>Notice to proceed issued to construction contractor on December 14, 2020.</td>
</tr>
<tr>
<td>2,950,000</td>
<td>2,950,000</td>
<td>-</td>
<td>2,950,000</td>
<td>163,565</td>
<td>100%</td>
<td>1st QTR 2020</td>
<td>Land acquisition completed.</td>
</tr>
<tr>
<td>89,666,508</td>
<td>89,666,508</td>
<td>-</td>
<td>3,588,305</td>
<td>2,257,455</td>
<td>90%</td>
<td>4th QTR 2021</td>
<td>Preliminary design has been completed and continuing to collaborate with Amtrak on agreements.</td>
</tr>
<tr>
<td>75,264,693</td>
<td>75,264,693</td>
<td>-</td>
<td>69,457,809</td>
<td>47,915,644</td>
<td>99%</td>
<td>4th QTR 2020</td>
<td>All cars received. Completion date reflects end of warranty period.</td>
</tr>
<tr>
<td>14,191,833</td>
<td>14,191,833</td>
<td>-</td>
<td>10,294,079</td>
<td>7,984,451</td>
<td>95%</td>
<td>4th QTR 2018</td>
<td>Implementation completed.</td>
</tr>
<tr>
<td>110,700,000</td>
<td>82,526,398</td>
<td>28,173,602</td>
<td>5,855,650</td>
<td>4,539,446</td>
<td>80%</td>
<td>4th QTR 2024</td>
<td>PE design and EC underway. Property acquisition due diligence underway.</td>
</tr>
</tbody>
</table>
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
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

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

________________________
Elizabeth Bennett-Parker
Chair

________________________
James Walkinshaw
Secretary
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
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.
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

______________________________
Elizabeth Bennett-Parker
Chair

______________________________
James Walkinshaw
Secretary
Agenda Item 9-A
Information Item

To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: February 19, 2021

Re: Spending Authority Report

On September 18, 2020, the VRE Operations Board approved increasing the Chief Executive Officer’s delegated spending authority from $100,000 to $200,000. It was resolved as part of that increased delegation that any purchase or contract award in the range of $50,000 to $200,000 would be communicated to the Board as an information item.

- 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.