1. Roll Call
2. Resolution Finding Need to Conduct January 15, 2021 Meeting Electronically
3. Approval of Agenda
4. Approval of Minutes from the December 18, 2020 VRE Operations Board Meeting
5. Chairman’s Comments
   A. Virginia Secretary of Transportation Shannon Valentine
6. Installation of New Officers
7. New Chair’s Comments
8. Chief Executive Officer’s Report
9. Virginia Railway Express Riders’ and Public Comment
10. Action Items:
   A. Authorization to Extend the Lease Agreement for Parking at the Rippon Station
   B. Adoption of Changes to the 2021 VRE Operations Board Meeting Schedule
11. Information Items:
   A. Spending Authority Report
12. Closed Session
13. Operations Board Member’s Time

The Next VRE Operations Board Meeting will be held on February 19, 2021 at 9:00 A.M.
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 January 15, 2021, to discuss and transact the business of the Operations Board listed on the January 15, 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 January 15, 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 January 15, 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 15th day of January 2021

______________________________
Elizabeth Bennett-Parker
Chair

James Walkinshaw
Secretary
MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
December 18, 2020
Via WebEx

Members Present
*Walter Alcorn (NVTC)  Jurisdiction
*Andrea Bailey (PRTC)  Fairfax County
*Preston Banks (PRTC)  Prince William County
*Elizabeth Bennet-Parker (NVTC)  City of Manassas Park
*Meg Bohmke (PRTC)  City of Alexandria
*Katie Cristol (NVTC)  Stafford County
*Margaret Franklin (PRTC)  Prince William County
*Jeanine Lawson (PRTC)**  Stafford County
*Cindy Shelton (PRTC)  Prince William County
*Gary Skinner (PRTC)  Spotsylvania County
*Ralph Smith (PRTC)  City of Manassas
*Dan Storck (NVTC)  Fairfax County
*James Walkinshaw (NVTC)  Fairfax County

Members Absent
Matt Kelly (PRTC)  City of Fredericksburg
Jennifer Mitchell (DRPT)  Commonwealth of Virginia

Alternates Present
*Todd Horsley (DRPT)  Commonwealth of Virginia

Alternates Absent
Canek Aguirre (NVTC)  City of Alexandria
Victor Angry (PRTC)  Prince William County
Pete Candland (PRTC)  Prince William County
Hector Cendejas (PRTC)  City of Manassas Park
Deborah Frazier (PRTC)  Spotsylvania County
Libby Garvey (NVTC)  Arlington County
Jason Graham (PRTC)  City of Fredericksburg
Michael McLaughlin (DRPT)  Commonwealth of Virginia
Jeff McKay (NVTC)  Fairfax County
Pam Sebesky (PRTC)  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.
Chairman Skinner called the meeting to order at 9:00 a.m. The Roll Call followed.

**Resolution Finding Need to Conduct December 18, 2020 Meeting Electronically – 3**

Mr. Dalton briefed the Operations Board on the Resolution Finding Need to Conduct December 18, 2020 Meeting Electronically.

Ms. Shelton moved, with a second by Mr. Smith to approve Resolution #03-12-2020, Finding Need to Conduct December 18, 2020 Meeting Electronically.

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

**Approval of the Agenda – 4**

Ms. Bailey moved, with a second by Ms. Bennett-Parker 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, Horsley, Shelton, Skinner, Smith, Storck, and Walkinshaw.

[Ms. Lawson logged in at 9:08 a.m.]

**Approval of the Minutes of the November 20, 2020 VRE Operations Board Meeting – 5**

Ms. Bailey moved, with a second by Mr. Smith to approve the Minutes from November 20, 2020. There were no corrections to the Minutes as moved.

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

**Chairman’s Comments – 6**

Chairman Skinner noted it being the final meeting of 2020 and expressed hopes that 2021 would be a better year. He wished everyone happy holidays.

**Chief Executive Officer’s Report – 7**

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

- Safety/ COVID-19 update
- Ridership
- Performance
Project Spotlight: Enterprise Resource Planning

“Welcome Back” initiative

Staff Appreciation

Public Comment Time – 8

The Chairman noted public comments were accepted through the Public Comments form available on the VRE website November Agenda page. The Public Comment period began on Friday, November 13th and closed at 8:00 a.m. the morning of the meeting. The Chairman asked the Clerk to read into the record any comments that had been received. There were no Public Comments.

Action Items - 9

Approval of the 2021 VRE Operations Board Officers – 9A

Ms. Bohmke moved, with a second by Ms. Cristol, to approve the 2021 VRE Operations Board Officers as nominated by the Nomination Committee.

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

Authorization to Execute a Contract for Electronic Fuel Injector Assemblies – 9B

Ms. Bailey moved, with a second by Ms. Bennett-Parker, to authorize the CEO to execute a contract for electronic fuel injector assemblies.

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

Authorization to Issue a MEC VII Task Order for National Transit Database and Asset Management Reporting, Phase VII – 9C

Ms. Lawson moved, with a second by Ms. Bailey, to authorize the CEO issue a Task Order for National Transit Database and asset management reporting, phase VII.

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

Referral of the Amended FY 2021 and the Recommended FY 2022 VRE Operating and Capital Budgets to the Commissions and Localities – 9D

Ms. Bailey moved, with a second by Ms. Bohmke, to refer the amended FY 2021 and the recommended FY 2022 VRE Operating and Capital Budgets to the Commissions and localities.

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

Information Items – 10

VRE Transit Asset Management Plan Update for 2020 – 10A

Staff briefed the VRE Operations Board on VRE’s Transit Asset Management Plan as required by the Federal Transit Administration.
Spending Authority Report – 10B

The following purchases greater than $50,000, but less than $200,000 were made in November:

▪ On November 2, 2020, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed $50,000 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’s passenger railcars.

▪ On November 5, 2020, VRE issued a Purchase Order in the amount of $65,913 to Columbia Vehicle Group, Inc. for the purchase of five utility carts to be utilized at the Broad Run and Crossroads Maintenance and Storage Facilities.

▪ On November 6, 2020, VRE issued a Task Order to STV Incorporated in the amount of $84,493 under the Mechanical Engineering Consulting Services (MEC) VII contract to conduct research and provide support for the future procurement of an enhanced back-office system for positive train control.

▪ On November 7, 2020, VRE amended an existing Independent Contractor Agreement with Steven Grant to provide support on an as-needed basis for the VRE Mobile app, specifically the transition to a new service provider. This amendment increased the total commitment to an amount not to exceed $81,900.

▪ On November 7, 2020, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed $96,000 to Knorr-Bremse Powertech Corp. to perform repairs on an as-needed basis to the low voltage power supply units utilized to provide electrical power for the LED message signs, wheelchair lifts, outlets, etc. on board VRE’s passenger railcars.

▪ On November 13, 2020, VRE issued a Purchase Order to Computers America, Inc. in the amount of $66,075 for the purchase of new Uninterruptible Power Supply (UPS) devices and Power Distribution Units (PDU) for installation in the station communication cabinets.

Closed Session – 11

Ms. Bennett-Parker moved, with a second by Ms. Bailey, 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 personnel matter relating to a contractor employed by the Commissions, and one matter pertaining to the acquisition of real property for public purposes related to the Broad Run Expansion project.

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

Ms. Bennett-Parker moved, with a second by Ms. Bailey, to certify that to the best of each member’s knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.
The vote in favor was cast by Members Alcorn, Bailey, Banks, Bennett-Parker, Bohmke, Cristol, Franklin, Horsley, Lawson, Shelton, Skinner, Smith, Storck, and Walkinshaw.

Board Members’ Time -12

Ms. Bailey moved, with a second by Bennett-Parker to adjourn the meeting.

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

Approved this 15th day of January 2021

_____________________________
Elizabeth Bennett-Parker
Chair

_____________________________
James Walkinshaw
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the December 18, 2020 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

_____________________________
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.
TABLE OF CONTENTS

SUCCESS AT A GLANCE ............................................................................................................................... 3
ON-TIME PERFORMANCE ............................................................................................................................. 4
AVERAGE DAILY RIDERSHIP .......................................................................................................................... 6
SUMMONSES ISSUED ................................................................................................................................. 7
TRAIN UTILIZATION .................................................................................................................................... 8
PARKING UTILIZATION ............................................................................................................................... 9
FACILITIES UPDATE .................................................................................................................................. 10
UPCOMING PROCUREMENTS ................................................................................................................... 11
CAPITAL PROJECTS UPDATES .................................................................................................................. 12
PROJECTS PROGRESS REPORT ............................................................................................................... 14
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: 18,462

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%

December 2020
ON-TIME PERFORMANCE

OUR RECORD

<table>
<thead>
<tr>
<th></th>
<th>December 2020</th>
<th>November 2020</th>
<th>December 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manassas Line</td>
<td>97%</td>
<td>94%</td>
<td>88%</td>
</tr>
<tr>
<td>Fredericksburg Line</td>
<td>96%</td>
<td>92%</td>
<td>86%</td>
</tr>
<tr>
<td>Systemwide</td>
<td>96%</td>
<td>93%</td>
<td>87%</td>
</tr>
</tbody>
</table>

PRIMARY REASON FOR DELAY

VRE operated 370 trains in December. Our on-time rate for December was 96 percent.

Fourteen trains arrived more than 5 minutes late to their final destinations. Of those late trains, five were on the Manassas Line (36 percent), and nine were on the Fredericksburg Line (64 percent).

Train interference was the largest contributor to delays this month.

LATE TRAINS

<table>
<thead>
<tr>
<th></th>
<th>System Wide</th>
<th>Fredericksburg Line</th>
<th>Manassas Line</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Oct</td>
<td>Nov</td>
<td>Dec</td>
</tr>
<tr>
<td>Total late trains</td>
<td>21</td>
<td>22</td>
<td>14</td>
</tr>
<tr>
<td>Average minutes late</td>
<td>12</td>
<td>33</td>
<td>48</td>
</tr>
<tr>
<td>Number over 30 minutes</td>
<td>0</td>
<td>5</td>
<td>5</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

AVERAGE DAILY RIDERSHIP
Average daily ridership (ADR) in December was 1,057. We continue to operate an “S” Schedule Plus (which includes trains 300 and 307), as necessitated by the COVID-19 pandemic.

The normal “S” Schedule was operated the week between the Christmas and New Year’s (300 and 307 did not run).

<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>

Due to the COVID-19 pandemic there was no court action in December.
TRAIN UTILIZATION

FREDERICKSBURG LINE

MANASSAS LINE
PARKING UTILIZATION

FREDERICKSBURG LINE

NUMBER OF SPACES vs. NUMBER IN USE

MANASSAS LINE

NUMBER OF SPACES vs. NUMBER IN USE
FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

1. Preparations for station improvement project construction office at Quantico Station
2. Placement of enhanced COVID-19 signage and sanitizing station at Alexandria headquarters

Projects scheduled to be completed this quarter:

1. Replacement of “no trespassing” signage at Fredericksburg gravel parking lot
2. Submission of IFB package for canopy roof replacement at Backlick Road Station
3. 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. Repair of minor cracks in west platform at Woodbridge Station
4. Replacement of west platform and canopy lighting at Woodbridge Station
5. Repair of platform sealer delamination at Spotsylvania Station
6. Replacement of lighting at Manassas Station parking garage
7. Issuance of general signage services request for quotes

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. Construction 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
• Final design services for VRE Broad Run expansion
• Renewal of locomotive head end power engine systems
• Overhaul of emergency generators
• Headquarters renovations
• Website management services
• Construction management services for Fredericksburg Station platform rehabilitation
CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Long Bridge Project (*study by others*) – Virginia and the District of Columbia have concluded the environmental planning process. DRPT is evaluating responses to its RFP for architectural/engineering consulting services.

2. The Franconia-Springfield Station Improvements draft 90% complete plans and specifications were submitted to CSXT for review and comment.

Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements final 90% complete plans (pending railroad review)
4. Rippon Station Improvements draft 30% complete plans
5. Brooke Station Improvements draft 30% complete plans
6. Leeland Road Station Improvements draft 30% complete plans
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>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</td>
</tr>
<tr>
<td>Franconia-Springfield Station Improvements</td>
<td>Extend both platforms and widen East Platform for future third track.</td>
<td>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</td>
</tr>
<tr>
<td>Rippon Station Improvements</td>
<td>Extend existing platform, construct new second platform with pedestrian overpass.</td>
<td>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</td>
</tr>
<tr>
<td>Potomac Shores Station Improvements</td>
<td>New VRE station and parking in Prince William County provided by private developer.</td>
<td>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</td>
</tr>
<tr>
<td>Quantico Station Improvements</td>
<td>Extend existing platform, construct new second platform with pedestrian overpass.</td>
<td>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</td>
</tr>
<tr>
<td>Brooke Station Improvements</td>
<td>Extend existing platform, construct new second platform with pedestrian overpass.</td>
<td>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</td>
</tr>
<tr>
<td>Leeland Road Station Improvements</td>
<td>Extend existing platform, construct new second platform with pedestrian overpass.</td>
<td>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</td>
</tr>
<tr>
<td>Manassas Park Parking Improvements</td>
<td>Parking garage to increase parking capacity to 1,100 spaces.</td>
<td>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</td>
</tr>
<tr>
<td>Rolling Road Station Improvements</td>
<td>Extend existing platform and rehabilitate existing station</td>
<td>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</td>
</tr>
<tr>
<td>Crystal City Station Improvements</td>
<td>Replace existing side platform with new, longer island platform.</td>
<td>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</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>CD: , PE: , EC: , RW: N/A, FD: , CN: ,</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
* $2,181,630 authorization divided across the "Penta-Platform" program stations
<table>
<thead>
<tr>
<th>Total I</th>
<th>Funded</th>
<th>Unfunded</th>
<th>Authorized</th>
<th>Expended(^2)</th>
<th>Percent Complete(^1)</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>862,593</td>
<td>35%</td>
<td>4th QTR 2023</td>
<td>FD underway with anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.</td>
</tr>
</tbody>
</table>

No costs for VRE. Private developer providing station. 20% TBD

18,372,949 18,372,949 0 830,833 683,892 60% TBD Final Funding Agreements forthcoming. Execution of Construction and CM contracts forthcoming, and pre-NTP activities anticipated 3rd Quarter 2020. NTP to follow.

23,391,019 23,391,019 - * 400,856 20% 4th QTR 2030 DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.

15,527,090 15,527,090 - * 393,881 20% 4th QTR 2026 DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2020. Ongoing coordination with DRPT projects.

25,983,000 25,983,000 0 2,238,144 670,225 30% 4th QTR 2022 Design due to site relocation to start in December 2020.

5,000,000 2,000,000 3,000,000 640,503 418,887 70% 4th QTR 2021 Contractor has been selected. Construction to begin 1st QTR 2021.

49,940,000 19,098,463 30,841,537 1,584,619 397,848 30% 2nd QTR 2024 PE & EC initiated in Oct 2019 and anticipated completion 3rd QTR 2020.

70,650,000 62,465,721 8,184,279 130,501 65,150 50% 2nd QTR 2023 DRPT LONP received. Real estate research in progress under LONP.
## TRACK AND INFRASTRUCTURE

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESCRIPTION</th>
<th>CD</th>
<th>PE</th>
<th>EC</th>
<th>RW</th>
<th>FD</th>
<th>CN</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>●</td>
<td>●</td>
<td>●</td>
<td>N/A</td>
<td>●</td>
<td>●</td>
</tr>
<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>●</td>
<td>●</td>
<td>●</td>
<td>N/A</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Lifecycle Overhaul &amp; Upgrade Facility</td>
<td>New LOU facility to be added to the Crossroads MSF.</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>N/A</td>
<td>●</td>
<td>●</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>●</td>
<td>N/A</td>
<td>N/A</td>
<td>●</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>New York Avenue Midday Storage Replacement Facility</td>
<td>Midday storage facility replacement for Ivy City storage facility.</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

## MAINTENANCE AND STORAGE FACILITIES

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESCRIPTION</th>
<th>CD</th>
<th>PE</th>
<th>EC</th>
<th>RW</th>
<th>FD</th>
<th>CN</th>
</tr>
</thead>
<tbody>
<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>●</td>
<td>N/A</td>
<td>N/A</td>
<td>●</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>New York Avenue Midday Storage Replacement Facility</td>
<td>Midday storage facility replacement for Ivy City storage facility.</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

## ROLLING STOCK

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

## PLANNING, COMMUNICATIONS AND IT

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESCRIPTION</th>
<th>CD</th>
<th>PE</th>
<th>EC</th>
<th>RW</th>
<th>FD</th>
<th>CN</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>●</td>
<td>●</td>
<td>●</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mobile Ticketing</td>
<td>Implementation of a new mobile ticketing system.</td>
<td>●</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>●</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
| Project Completion Date | Status                        | CSXT Construction Agreement received. | Notice to proceed issued to construction contractor on December 14, 2020. | Preliminary design has been completed and continuing to collaborate with Amtrak on agreements. | All cars received. Completion date reflects end of warranty period. | Implementation completed. | PE design and EC underway. Property acquisition due diligence underway. | American Eagle working on redesign with uplift to new platform. |
Agenda Item 10-A
Action Item

To: Chair Bennett-Parker and the VRE Operations Board
From: Rich Dalton
Date: January 15, 2021
Re: Authorization to Extend the Lease Agreement for Parking at the Rippon Station

Recommendation:
The VRE Operations Board is asked to authorize the Chief Executive Officer to extend a 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.

Summary:
The Lease Agreement is for 320 parking spaces that serve riders boarding at the Rippon Station. An agreement for these parking spaces has been in place since 2004, and the current extension of the agreement runs through February 2021. A Proffer Statement / Development Plan executed between Prince William County and KP Big Crest Lane, LLC, now RCKF Riverside PLP LLC, in 2011 stipulates an annual two percent increase in the lease amount. However, considering the impact of the COVID-19 pandemic, RCKF Riverside has agreed to waive escalation for the period of March 2021 to February 2022.

Background:
In May 2002, the Operations Board approved a three-year Lease Agreement with Hazel Land for a 320-space parking lot at the Rippon Station. This additional lot was constructed by Hazel Land and opened in March 2004, which also commenced the term of the lease. These additional spaces were instrumental in reducing the parking shortage at the station, where the main parking lot was routinely 97% full. The lease was subsequently assigned by Hazel Land to KP Big Crest Lane, LLC and from KP Big Crest Lane, LLC to RCKF Riverside.
PLP LLC. The agreement has been extended annually for fourteen years through the end of February 2021 with the approval of the Operations Board.

In March 2011, a Proffer Statement / Development Plan submitted by KP Big Crest Lane, LLC was approved by Prince William County. The Plan includes the construction of a parking garage by KP Big Crest Lane, LLC (now RCKF Riverside PLP LLC) on the adjacent County-owned property on which the main parking lot for the VRE Rippon Station is located. The Plan further stipulates that until such time as the parking garage is constructed and available for use, RCKF Riverside PLP LLC shall continue to allow VRE to lease this surface parking directly adjacent to the County-owned parking lot.

VRE staff recommends extending the Lease Agreement for one year, at a cost not to exceed $185,677 during that period, which is the same amount paid by VRE from March 2020 to February 2021. The monthly rental cost per space is consistent with the cost paid for leased parking at other VRE stations and is thus deemed fair and reasonable.

**Fiscal Impact:**

Funding is provided through the FY 2021 and FY 2022 operating budgets for Facilities Maintenance – Station Parking Fees.
Virginia Railway Express
Operations Board Resolution

10A-01-2021

Authorization to Extend the Lease Agreement for Parking at the Rippon Station

WHEREAS, in May 2002, the Operations Board approved a three-year lease for a 320-space parking lot at the Rippon Station; and,

WHEREAS, these additional spaces were instrumental in reducing the parking shortage at Rippon, where the main parking lot was routinely 97% full; and,

WHEREAS, the Lease Agreement has since been renewed several times, with the current extension set to expire at the end of February 2021; and,

WHEREAS, VRE staff recommends extending the Lease Agreement for one additional year through February 28, 2022 with no escalation in rent from the prior year;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to extend a Lease Agreement with RCKF Riverside PLP LLC for parking at the Rippon Station in the amount of $185,677 for one year.

Approved this 15th day of January 2021

______________________________
Elizabeth Bennett-Parker
Chair

______________________________
James Walkinshaw
Secretary
To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: January 15, 2021

Re: Adoption of Changes to the 2021 VRE Operations Board Meeting Schedule

Recommendation:

The VRE Operations Board is asked to adopt changes to the 2021 VRE Operations Board Meeting Schedule moving the June 18, 2021, meeting to June 25, 2021, to avoid holding the meeting on a state holiday; and, establishing a regular meeting to be held on July 16, 2021 and eliminating the August 20, 2021, meeting.

Summary:

This action changes two VRE Operations Board meeting dates from those established in the VRE Operations Board Bylaws. The first change moves the June meeting from June 18 to June 25, 2021, to avoid a conflict with an official state holiday. The second changes the VRE Operations Board’s hiatus from July to August by establishing a meeting in July and eliminating the meeting that would have been held in August.

Background:

The VRE Operations Board Bylaws establish regular meetings be held on the third Friday of each month, except for July. The Bylaws also require the VRE Operations Board adopt, at its annual meeting, a schedule of its regular meetings for each calendar year; and, permits changes to the date, time, or place of any regular meeting by resolution.

In October 2020, the Virginia General Assembly unanimously approved legislation establishing a permanent holiday in observation of Juneteenth. At PRTC’s December 3,
2020, Commission meeting the Commission approved amending the PRTC/VRE Leave Policy adding Juneteenth as a holiday. In 2021, Juneteenth falls on Saturday June 19, but will be observed by the Commonwealth of Virginia on June 18. To avoid having the regular June Operations Board meeting on a state holiday, staff recommends moving the June meeting to the following Friday, June 25.

Due to the practice of an August hiatus, as observed by VRE member jurisdictions’ governing bodies, establishing a quorum for the August VRE Operations Board has proved difficult. To avoid a potential detrimental postponement of VRE business, the VRE Operations Board began changing its meeting schedule in 2014, adding a regular meeting in July and eliminating the regular meeting in August.

To this end, staff recommends the VRE Operations Board approve adding one regular meeting on July 16, 2021 and, eliminating the meeting in August.

**Fiscal Impact:**

There is no fiscal impact associated with this action.
Virginia Railway Express
Operations Board Resolution

10B-01-2021

Adoption of Changes to the 2021 VRE Operations Board Meeting Schedule

WHEREAS, per the Bylaws of the VRE Operations Board, meetings are held the third Friday of each month except July; and,

WHEREAS, the Commonwealth of Virginia will observe the 2021 Juneteenth holiday on Friday, June 18; and,

WHEREAS, the governing bodies of the VRE Operations Board Member jurisdictions do not typically meet in the month of August; and,

WHEREAS, achieving a quorum for VRE Operations Board action in the month of August is not always possible; and,

WHEREAS, the potential exists for a detrimental postponement of VRE business throughout the months of July and August; and,

WHEREAS, the Bylaws of the VRE Operations Board state “Such changes to, deletion of, or addition of a regular meeting may be accomplished by adoption of a resolution changing, deleting or establishing a regular meeting date;”

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby establish the regular June meeting will be held on June 25, 2021; and,

BE IT FURTHER RESOLVED, the VRE Operations Board does hereby establish a regular meeting to be held on July 16, 2021, and eliminates the regular meeting scheduled for August 2021.

Approved this 15th day of January 2021

______________________________
Elizabeth Bennett-Parker
Chair

______________________________
James Walkinshaw
Secretary
# 2021 VRE OPERATIONS BOARD CALENDAR

**Physical Meeting Location:**
PRTC Boardroom  
14700 Potomac Mills Road  
Woodbridge, VA 22192

**Virtual Meetings:**
VIA Webex for participants  
VRE's YouTube Channel for Public

<table>
<thead>
<tr>
<th><strong>VRE OPS BOARD MEETING</strong></th>
<th><strong>DATE</strong></th>
<th><strong>TIME</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JANUARY</strong></td>
<td>Jan. 15, 2021</td>
<td>9:00 am</td>
</tr>
<tr>
<td><strong>FEBRUARY</strong></td>
<td>Feb. 19, 2021</td>
<td>9:00 am</td>
</tr>
<tr>
<td><strong>MARCH ∞</strong></td>
<td>Mar. 19, 2021</td>
<td>9:00 am</td>
</tr>
<tr>
<td><strong>APRIL</strong></td>
<td>Apr. 16, 2021</td>
<td>9:00 am</td>
</tr>
<tr>
<td><strong>MAY</strong></td>
<td>May 21, 2021</td>
<td>9:00 am</td>
</tr>
<tr>
<td><strong>JUNE ∞ ➤ Special Date ➤</strong></td>
<td>Jun. 25, 2021</td>
<td>9:00 am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>VRE OPS BOARD MEETING</strong></th>
<th><strong>DATE</strong></th>
<th><strong>TIME</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JULY</strong></td>
<td>Jul. 16, 2021</td>
<td>9:00 am</td>
</tr>
<tr>
<td><strong>AUGUST</strong></td>
<td>No Meeting</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>SEPTEMBER</strong></td>
<td>Sep. 17, 2021</td>
<td>9:00 am</td>
</tr>
<tr>
<td><strong>OCTOBER ∞ &quot;</strong></td>
<td>Oct. 15, 2021</td>
<td>9:00 am</td>
</tr>
<tr>
<td><strong>NOVEMBER ††</strong></td>
<td>Nov. 19, 2021</td>
<td>9:00 am</td>
</tr>
<tr>
<td><strong>DECEMBER</strong></td>
<td>Dec. 17, 2021</td>
<td>9:00 am</td>
</tr>
</tbody>
</table>

**Notes:**
- ∞ Executive Committee @ TBD
- † Finance Committee follows Board meeting adjournment
- †† Audit Committee @ 8:45 am
- " Legislative Committee @ TBD
To: Chair Bennett-Parker and the VRE Operations Board

From: Rich Dalton

Date: January 15, 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 December 9, 2020, VRE issued a Purchase Order in the amount of $52,503 to Progress Rail Locomotive Inc. to purchase new water pump assemblies for VRE’s fleet of locomotives.
- On December 15, 2020, VRE issued a Task Order 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.
- On December 22, 2020, VRE issued a Purchase Order in the amount of $54,960 to Standard Steel to purchase a total of 40 new wheels for VRE’s fleet of locomotives.