



## MONTHLY COMMISSION MATERIALS

July 2015

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**NVTC COMMISSION MEETING  
THURSDAY, JULY 9, 2015  
MAIN FLOOR CONFERENCE ROOM  
2300 Wilson Blvd.  
Arlington, VA 22201**

**8:00 P.M.**

**7:00 P.M. NVTC's Executive Committee (dinner is available at that time)**

**AGENDA**

1. OPENING REMARKS
2. ACTION ITEM: Approve the Minutes of the June 4, 2015 Meeting
3. DISCUSSION: I-66 Inside the Beltway Framework
4. DISCUSSION: Draft Regional Bus Agenda
5. WMATA: Report of the Virginia Members of the Board of Directors
  - A. Budget
  - B. Capital Funding Agreement (CFA)
  - C. Safety and Related Issues
  - D. Management Audit
  - E. Financials (Dashboard)
  - F. Virginia Metro Ridership
  - G. Financial Management Oversight (FMO)
  - H. Key WMATA Milestones/Dates
6. Virginia Railway Express
  - A. Update from the VRE Operations Board Chair on the VRE Management Audit
  - B. Report from the VRE Chief Executive Officer
    - Positive Train Control (PTC) Briefing

- CEO Report and Minutes
- C. ACTION ITEM: Resolution #2276: Authorization for the VRE CEO to Amend the Parking Agreement with the City of Manassas

7. INFORMATION ITEM: Legislative and Policy Committee Co-Chairs Update

8. Executive Director Report

9. INFORMATION ITEM: Commonwealth and Regional Agency Reports

- A. Department of Rail and Public Transportation (DRPT)
- B. Commonwealth Transportation Board (CTB)
- C. Northern Virginia Transportation Authority (NVTA)

10. INFORMATION ITEM: Financial Items for May 2015



## AGENDA ITEM #2

### MINUTES NVTC COMMISSION MEETING – JUNE 4, 2015 NAVY LEAGUE BUILDING – FIRST FLOOR CONFERENCE ROOM ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Snyder at 8:05 P.M.

#### **Members Present**

Richard Black  
Sharon Bulova  
Jim Corcoran  
John Foust  
Catherine Hudgins  
Mary Hynes  
David LaRock  
James LeMunyon  
Jeff McKay  
J. Randall Minchew  
Ken Reid  
Thomas D. Rust  
Paul Smedberg  
David F. Snyder  
J. Walter Tejada  
Jennifer Wexton

#### **Members Absent**

John Cook  
William Euille  
Jeff Greenfield

#### **Staff Present**

Doug Allen (VRE)  
Karen Finucan Clarkson  
Kelley Coyner  
Jeremy Flores (VRE)  
Rhonda Gilchrest  
Laurel Hammig  
Chris Henry (VRE)  
Scott Kalkwarf  
David Koch  
Kate Mattice  
Aimee Perron Siebert (Hillbridge Group)  
Joe Swartz (VRE)  
Melissa Walker

### Opening Remarks

Chairman Snyder will leave at 8:30 P.M. to catch a flight at Dulles for business. Vice-Chairman Fisette has agreed to take over chairing the meeting.

Chairman Snyder observed that later in the agenda NVTC will be discussing next steps resulting for NVTC's Transit Means Business Forum on May 8<sup>th</sup>. He thanked everyone who participated in the forum, including Commissioners, staff, elected officials, jurisdictional staff, Chambers of Commerce, researchers and business leaders. NVTC is working to take the content of the forum and make it available in various forms.

Ms. Coyner introduced a new NVTC employee, Laurel Hammig, Transit Project and Policy Manager, whose responsibilities include the New Electronic Payments Program (NEPP) and emergency preparedness.

Ms. Coyner also acknowledged Amanda Baxter, VDOT's project manager for the I-66 Inside the Beltway program. Ms. Baxter plans to regularly attend NVTC meetings.

### Minutes of NVTC's May 8, 2015 Meeting

Mr. McKay moved, with a second by Mrs. Bulova, to approve the minutes. The vote in favor was cast by Commissioners Black, Bulova, LeMunyon, McKay, Rust, Smedberg and Snyder. Commissioners Corcoran, Hudgins, Minchew, Reid and Wexton abstained.

Mr. Foust arrived at 8:08 P.M.

### Consent Agenda

Mrs. Hudgins moved, with a second by Mrs. Bulova, to approve the following Consent Agenda:

- Authorize the Chairman to Send Letters Regarding PRIIA Funding for WMATA

Mr. Reid asked that the letters be sent to the Congressional leadership. Ms. Coyner stated that NVTC will include Congressional leadership as well as House and Senate Appropriations Committee Chairs and Ranking Members and the Northern Virginia Congressional delegation.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Black, Bulova, Corcoran, Foust, Hudgins, LeMunyon, McKay, Minchew, Reid, Rust, Smedberg, Snyder and Wexton.

### Virginia Railway Express

Chairman Snyder observed that Mr. Allen has not yet arrived from the PRTC meeting but suggested the Commission take up the action item now and leave the information items for when he arrives. There were no objections.

Mrs. Bulova stated that the VRE Operations Board recommends the Commission authorize the VRE Chief Executive Office to modify the contract with Keolis for operations and maintenance services by approving the first of two five-year option periods. Resolution #2275 would also approve up to \$20,931,000 for the first year of the first option period for a total contract value not to exceed \$116,527,554 for operations and maintenance through June 30, 2016.

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #2275. The vote in favor was cast by Commissioners Black, Bulova, Corcoran, Foust, Hudgins, LeMunyon, McKay, Minchew, Rust, Smedberg and Wexton. Mr. Reid and Mr. Snyder abstained. (A copy of the resolution is attached.)

### Transit Means Business Forum Report and Next Steps

Ms. Coyner reported that 140 people from across the region and the Commonwealth participated in NVTC's May 8<sup>th</sup> Transit Means Business Forum. The purpose was to bring policymakers and business leaders together to discuss what transit means to business and economic competitiveness. NVTC has released two studies, one by George Mason University on what transit means to economic competitiveness in this region over the last 50 years, and an analysis by NVTC and Virginia Tech on the number of jobs in relation to transit in Northern Virginia. Additional research will be released over the coming months.

Delegate LaRock arrived at 8:12 P.M.

Ms. Coyner reported that NVTC received great press coverage of the forum. The key is how to sustain that energy created by the forum. Staff is compiling a report and interviewing each of the business partners on how to sustain the work supporting transit. The business partners plan to meet in July.

Mr. Corcoran stated it was an outstanding forum that provided a lot of information from many different angles. The follow-up conversations he had were eye opening.

Mr. Tejada joined the discussion at 8:14 P.M.

Chairman Snyder stated that NVTC needs to provide the content of the forum in various forms. Ms. Coyner noted that the content is already being repurposed. Delegate Rust in his keynote speech at the Virginia Transit Association's Annual Conference Luncheon made use of much of this information. Another General Assembly member used text from NVTC's Transit Newsletter to do an op-ed piece about the importance of supporting transit investments. NVTC is now working with each one of the Chambers of Commerce

to customize the information for each Chamber. Secretary Layne has also asked NVTC to share lessons learned from the forum with other parts of the Urban Crescent, as well as Lynchburg and Roanoke, with a particular focus on the economic value to businesses in terms of access to workforce, investors and customers.

Chairman Snyder encouraged Commissioners to have one-on-one conversations with staff about next steps and the Commission will also have a discussion at the next meeting to determine how to make follow-up most helpful to the public and private sectors.

### VRE Mobile Ticketing Application

Ms. Coyner announced VRE successfully launched its Mobile Ticketing Application on May 15<sup>th</sup>. It allows VRE passengers to purchase and validate their tickets using their mobile phones. She introduced Chris Henry, VRE's Director of Rail Operations, and Jeremy Flores, VRE's Manager of Operations and Customer Communications. Mr. Henry stated that three years ago VRE started to look at a new fare collection system. VRE's current fare collection system is 13 years old and uses old technology with paper tickets. VRE knew NEPP would be operational in the next three years, so VRE wanted to find a technology that could be interoperable with NEPP and still incorporate leading technology. Mobile ticketing has low capital costs, and over time operations costs will also be lower compared to the older fare collection system. Instead of \$35,000 - \$40,000 per ticket vending machine (VRE has 80 machines) every passenger carries their own ticket vending machine via their mobile device. This system allows passengers to pay with commuter benefits or credit card (or a combination of both) and all fare media can be purchased via mobile ticketing, including reduced fares and Amtrak Step-Up fares.

Mrs. Hynes arrived at 8:22 P.M.

Mr. Henry and Mr. Flores gave a real-time demonstration on how to buy a ticket using the mobile ticketing application. Mr. Henry explained that a person needs to be online to purchase the ticket but doesn't have to be online to activate, validate or show a ticket. He reviewed the safety measures that are built into the system.

Mr. Henry explained that VRE can use this technology for different uses. For example, VRE will be adding automatic passenger counters in FY2016. VRE will be able to know how many people boarded the trains at each station and how many people are in each train by car at any given time. VRE will be able to export this information into the mobile application so that passengers waiting on the platforms can see when trains will be arriving and which cars have available seating. VRE also plans to use the same concept for parking counters. Passengers will be able to use their mobile app to receive alerts when a parking lot is full and where there is available parking.

Mr. Henry stated that since the Mobile Ticketing App launched on May 15<sup>th</sup>, there have been 4,200 downloads, 1,200 daily users and \$160,000 in fare media sold. VRE also produced YouTube videos showing how to use the mobile ticketing system.



In response to a question from Mr. Reid, Mr. Henry stated that the app will be interoperable with NEPP and VRE has been working with WMATA and Accenture, WMATA's NEPP consultant. Mr. Reid stated he assumes this type of technology saves money. Mr. Henry agreed and stated that this technology versus regular fare collections systems realizes substantial savings in operating and capital. However, VRE does not know how much it will cost to integrate with the NEPP system. In response to a question from Vice-Chairman Fiset, Mr. Henry explained the Amtrak Step-Up ticket.

Chairman Snyder left the meeting at 8:30 P.M. and did not return.

Mr. Smedberg congratulated VRE staff on the success of the first few weeks of the launch. He observed VRE staff did a great job working through all the issues on this procurement and launch of the system. It will be even better when other local systems are integrated.

### Virginia Railway Express

VRE CEO Report. Mr. Allen stated VRE is very focused on safety and security issues. He stated that VRE staff received safety training from the Transportation Safety Administration's (TSA) surface transportation security office and from a security expert from San Francisco's Bay Area Rapid Transit. VRE is also conducting a "crossing blitz" this weekend going out to the community in Spotsylvania County to hand out flyers to cars stopped at rail crossings to promote safety around crossing gates and railroad tracks.

Mr. Allen stated that following the recent Amtrak accident in Philadelphia, safety continues to be a top priority. Positive Train Control (PTC) would have slowed that train down around the curve where the accident happened. Federal law mandates all commuter rail systems install PTC by the end of 2015. VRE is working with its host railroads (CSX and Norfolk Southern) to have a seamless PTC system. It is a new technology and CSX and Norfolk Southern have been spending money and time to integrate this PTC system. It is a very expensive and complex system. VRE, CSX and Norfolk Southern will not be able to make that deadline, although it should be up and running in 2016. He is aware of only one commuter rail system (MetroLink in Los Angeles) that will meet the deadline. VRE is working alongside other systems to encourage Congress to approve an extension.

Mr. Allen reported that on-time performance for the month of May was 96 percent on both lines, with average daily ridership at 19,000. He also reported that Meet the Management events were successful and gave passengers a chance to provide feedback to VRE. He also announced the Operations Board held a locomotive naming ceremony to honor 14 past and present Operations Board members, including Sharon Bulova and Elaine McConnell.

Delegate Rust asked if the Positive Train Control is a shared cost arrangement with VRE's host railroads and how is VRE paying for it. Mr. Allen explained that VRE is very fortunate because VRE runs its service on the host railroads. The arrangement allows VRE to use all of the PTC equipment installed on the tracks and tie into their PTC system. VRE costs are associated with the radio equipment on the trains and a share of the costs of the back

office expenses. VRE's costs are less than \$12 million in total, compared to some of its peer agencies spending \$250-\$300 million.

Mr. Foust asked if there is a financial consequence to not meeting the deadline. Mr. Allen answered that the law is written that system cannot operate after the first of the year. There have been discussions on extensions at the federal level; there could also be civil fines.

Procurement and Contract Award Threshold Increase for VRE CEO. Mr. Allen explained that the Management Audit recommended the authority levels for him as CEO be increased from \$50,000 to \$100,000. The Operations Board approved this with the understanding that he will inform the Board on expenditures over \$50,000.

VRE Financial Plan. Mr. Allen stated that the Financial Plan is a companion piece to the System Plan to look at system costs now and in the future and to identify shortfalls and funding needs and resources. He explained that the Southern VRE jurisdictions are not part of the Northern Virginia Transportation Authority (NVTA) district and do not have access to the funding resources the NVTA jurisdictions have. If these jurisdictions could identify a funding source that is comparable, it would help. He also noted that there has not been a jurisdictional subsidy increase for four years.

#### Report of the Virginia Members of the WMATA Board of Directors

Mrs. Hudgins reported that the WMATA Board of Directors adopted the FY2016 operating and capital budgets. At the time the budget was adopted there was some concern about the 220 Series 7000 railcar option and it was not included in the budget at that time. FTA notified WMATA late today that it has approved WMATA's request to retire the Series 5000 railcars instead of rehabilitating them so that WMATA has the opportunity to move forward on the Series 7000 220 railcar option. Mrs. Hudgins expressed optimism that the budget would be amended to include the railcar option and accompanying power upgrades can be added back into the budget.

Mrs. Hynes stated that the WMATA Board had a good session with the Chief Procurement Officer and the WMATA Board gave approval to proceed with an efficiency and effectiveness survey focusing on financial management issues. A scope of work has been developed and the Board will be involved in the process. A subcommittee has been formed and Mr. Corcoran will represent Virginia on that committee. The full Board will receive regular reports from the consultant. The results of the survey will give a better platform to start with a new General Manager/CEO. The search for a new General Manager/CEO is expected to start up again in the fall. She reported that Secretary Layne sent a letter to WMATA encouraging WMATA to restart the search process for a new General Manager/CEO.

Mrs. Hudgins and Mrs. Hynes gave details about the upcoming National Transportation Safety Board (NTSB) investigative hearing on the January 12 smoke and electrical arcing accident that occurred in a Metrorail tunnel near the L'Enfant Plaza Metro Station. The hearing will be held June 23-24, 2015, at the NTSB's Board Room and Conference Center

in Washington, DC. Mrs. Hynes stated that the NTSB results of the Fort Totten accident in 2009 helped put WMATA on a much stronger safety path. Mrs. Hudgins noted that the NTSB report will not be released until early 2016.

Mrs. Hudgins announced that WMATA expects the audited financials to be completed by the end of June. Mr. Corcoran stated that WMATA's new auditor, McGladrey, LLP, has all the information now to form an opinion. Mrs. Hudgins stated that the old auditor is helping the new auditor. Mr. Corcoran cautioned that it is not going to be a good audit result and it will be not be an unqualified opinion. However, he feels comfortable that all the issues have been identified. Cash flow is much better and processes are in place that have addressed these issues.

Delegate LeMunyon asked if the forensic auditor will complete their work in the same time frame. Mr. Corcoran explained that McGladrey is the new auditor and the old auditor has been rehired to help clean up the audit. Mrs. Hynes stated that the auditors are working together to make comparable numbers possible. The goal is to have the FY2013 and FY2014 audits comparable. Delegate LeMunyon stated that he hopes that they are not implying that WMATA is paying the old auditor to fix their audit mistakes. Mrs. Hudgins and Mrs. Hynes stated that this is not the case. The current auditor McGladrey felt comfortable with the information they were getting but not comfortable with making changes or giving an opinion without having the old auditor come in and explain their reporting. Mr. Corcoran stated that some of it goes back to not reporting in man hours. All of these issues have already been identified by the new financial management.

Delegate LeMunyon expressed concern about the status of the delivery of Series 7000 railcars and asked if there are railcars that have been built but not delivered. Mrs. Hudgins stated that the new railcars are arriving and WMATA expects another delivery next week. WMATA needs to run them through testing before they can go into revenue service. She believes Delegate LeMunyon's question is referring to the budget issue of whether to exercise an option for 220 railcars to the existing railcar contract which expires in July 2015. If the option is not exercised, WMATA will need to start a new design of railcars which will result in a whole new investment piece and will be more costly. Mrs. Hynes confirmed there is no delay in the Series 7000 railcars already ordered.

Delegate LeMunyon asked about Virginia's share of the FY2016 net subsidy of \$845.3 million. Mrs. Hynes replied that Virginia's share is approximately 26-28 percent.

Delegate LeMunyon stated he was impressed during the Mobile Ticketing Demonstration about VRE's parking counter project. He noted that WMATA did a study six years ago about running a pilot parking counter project at the Vienna Metrorail station. He asked if there is anything NVTC can do to encourage WMATA to do a pilot parking initiative. Mrs. Hynes stated that it is a funding priority as there are other state of good repair and expansion items that are given a higher priority in the CIP.

In response to a question from Mr. Reid, Mrs. Hudgins clarified that the capital budget included rehabilitation of the Series 5000 railcars in the future as well as new Series 7000 railcars. Some WMATA Board members felt WMATA should not expand the capital budget to do both. WMATA needed FTA approval to retire the Series 5000 railcars. In

response to a question from Vice-Chairman Fisette, Mrs. Hynes stated that exercising the option to purchase 220 Series 7000 cars will increase WMATA's ability to run eight-car trains. Additional purchases will be required to meet WMATA goals.

Mr. Reid asked if any other Commissioners besides WMATA Board members submitted questions on the WMATA budget. Loudoun County submitted questions to WMATA and was told they should be submitted through NVTC. Ms. Coyner stated that Delegate LaRock submitted questions related to the Silver Line funding and it was agreed that NVTC would do a briefing on the Silver Line. She apologized for the confusion but the intent was to coordinate the questions to make sure that everyone received answers to all the questions. She believes that the answers to Loudoun County's questions are being vetted and should be released soon. Mr. Reid stated that he hopes next year any questions can be answered before the budget is adopted.

Delegate Minchew noted that the Capital Funding Agreement (CFA) will end June 30, 2016. He asked about the status of the draft new CFA and when it will be presented to the member jurisdictions and what happens if a new agreement has not been signed by June 30, 2016. Mrs. Hudgins stated that the primary responsibility of the WMATA Board was to get a budget passed that had at least a beginning capital commitment. One of the big challenges is to put in place an agreement that can fund the next five years and the jurisdictions will want to know if WMATA can spend all the funding they are being asked to commit. Mrs. Hynes stated that staff has been working on the structure of the new CFA over the last 6-8 months. Negotiations stalled over the level of funding. The new WMATA Board membership will need to reengage around the Strategic Plan and WMATA's vision. She thinks the work on the efficiency and effectiveness study and looking at management controls are important and will help the Board rebuild the vision as it moves forward.

Mr. McKay observed that overall trips and specifically long-haul trips on Metrorail were down due to teleworking, reduction in the commuter benefits, etc. These are most likely effecting all modes and not just long-haul trips. He asked for information on ridership by line, so that it shows which lines are overproducing or under producing. He also noted that when parking fees were increased there was some utilization decline. He asked for information on parking utilization to see if it flat lined or is continuing to decrease.

#### Legislative and Policy Committee Chairs Update

Ms. Coyner reported that the Legislative and Policy Committee will be meeting in the near future to prepare the Legislative and Policy Agenda for Commission approval in the fall. In the meantime, NVTC is working with local jurisdictions, WMATA and VRE on key legislative issues, mostly related to funding. There is also work underway on the analysis of expanding NVTC membership. Two Commissioners have agreed to work on this issue, Mr. Smedberg as chair of the Governance Committee, and Mr. Reid.

## VTrans2040 Multimodal Transportation Plan Update

Ms. Coyner reported that the Office of Intermodal Planning and Investment (OIPI) is leading the development of the VTrans2040 Multimodal Transportation Plan (VTrans 2040) and is currently in the second phase of development, identifying performance targets, priorities and projects that can help advance the VTrans2040 vision. VTrans2040 will serve as a guiding document for modal agency business plans and statewide transportation funding programs.

## Executive Director Report

Ms. Coyner announced that earlier this week NVTC launched its emergency planning effort to make sure each station has an emergency plan, which includes a service transportation component. Another meeting is scheduled for July 14. Vice-Chairman Fisette stated that there is already a station plan for many of the stations for evacuation. This work is updating plans and creating new ones for those stations that don't have plans. Ms. Coyner stated that seven plans were done before and NVTC will work to make all comprehensive and fully integrated in the regional planning effort with first responders.

Ms. Coyner noted that there is a lot of activity on I-66 multimodal projects. There were four public hearing on I-66 Outside the Beltway as well as two public information meetings on I-66 Inside the Beltway. At the July 9 meeting, the Commission will discuss the I-66 Inside framework agreement with VDOT and NVTC, with approval being requested in October. At the September meeting, NVTC will have a presentation on the status of the I-66 Inside the Beltway project.

## Commonwealth and Regional Agency Reports

Department of Rail and Public Transportation (DRPT). Delegate LeMunyon observed that the DRPT report states that DRPT's annual FY2016 budget is \$664.1 million representing a 14 percent increase due to the full impact of the revenues from HB2313. He suggested DRPT might want to fund a pilot parking-space counter project at the Vienna Metrorail station. He asked if there is interest in approaching DRPT for that purpose. Vice-Chairman Fisette said that this would be at DRPT's discretion and expressed concern about funding for all the stations.

Commonwealth Transportation Board (CTB). Mr. McKay noted NVTC's memo regarding DRPT's analysis of the tiered capital allocation states that "the analysis did note that the Northern Virginia CTB district did receive \$3.6 million less as a result of a change in the calculation of the state participation in capital projects." He suggested staff follow-up on this to get a clear understanding how this happened. Ms. Coyner stated she will forward the analysis and NVTC's response to Commissioners.

### NVTC's Electronic Participation Policy

Ms. Coyner stated that back at the November 6, 2014 meeting, the Commission adopted an Electronic Participation Policy with a proviso to assess the policy in six months. The Virginia Freedom of Information Advisory Council has developed sample policy language which staff is reviewing. Progress has been made on upgrading communication and technology in the first floor conference space. Although NVTC did not include funding for upgrades in its FY2016 budget, staff has been working with building management for them to make the upgrades. The question of whether the upgrade might be added to this year's budget (calendar year 2015) is pending before the building owner. Staff will report on the sample policy in July. Staff further recommends that the issue of electronic participation in Commission meetings be revisited after the communications technology issues are resolved.

### Financial Items for March 2015

The financial reports were provided to Commissioners and there were no questions. Ms. Coyner reported that the auditors will be onsite at NVTC doing preliminary field work during the next week.

Mr. Reid observed that the one-year anniversary of the Silver Line opening is next month. He asked for ridership data for the Silver Line, especially how many passengers are coming by bus. Ms. Coyner agreed to circulate the ridership data it has and will work with WMATA on updating it.

### Adjournment

Without objection, Vice-Chairman Fiset adjourned the meeting at 9:32 P.M.

Approved this 9<sup>th</sup> day of July, 2015.

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David F. Snyder  
Chairman

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Jeffrey McKay  
Secretary-Treasurer



## **RESOLUTION #2275**

**SUBJECT:** Authorization to Execute the First Option Period of the Operations and Maintenance Contract with Keolis Rail Services, LLC

**WHEREAS:** On October 16, 2009, the VRE Operations Board approved a five-year contract with Keolis Rail Services Virginia for VRE operations and maintenance services and mobilization in the amount of \$18,459,348 through June 30, 2011;

**WHEREAS:** A contract amendment was approved on December 17, 2010 in the amount of \$2,085,000;

**WHEREAS:** On May 20, 2011, the Operations Board approved the second contract year, through June 30, 2012, in the amount of \$17,954,527, for a total contract value not to exceed \$38,498,875;

**WHEREAS:** On April 20, 2012, the Operations Board approved the third contract year, through June 30, 2013, in the amount of \$18,008,591, for a total contract value not to exceed \$56,507,466;

**WHEREAS:** On April 19, 2013, the Operations Board approved the fourth contract year, through June 30, 2014, in the amount of \$18,974,041, for a total contract value not to exceed \$75,481,507;

**WHEREAS:** On April 18, 2014, the Operations Board Approved the fifth contract year, through June 30, 2015, in the amount of \$20,115,047, for a total contract value not to exceed \$95,596,554; and

**WHEREAS:** The VRE Operations Board recommends the following Commission action.

**NOW, THEREFORE, BE IT RESOLVED** by the Northern Virginia Transportation Commission hereby authorize the VRE Chief Executive Officer to execute the first option period of five years of the Operations and Maintenance Contract with Keolis Rail Services Virginia, LLC.

**BE IT FURTHER RESOLVED** that NVTC authorizes modifying the Contract with Keolis Rail Services Virginia, LLC for Operations and Maintenance services by approving up to \$20,931,000, for the first year of the first option period for a total contract value not to exceed \$116,527,554 through June 30, 2016.

Approved this 4th day of June 2015.

  
\_\_\_\_\_  
Jeffrey McKay  
Secretary-Treasurer

\_\_\_\_\_  
David F. Snyder  
Chairman

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## AGENDA ITEM #3: I-66 FRAMEWORK AGREEMENT

**TO:** Chairman Snyder and NVTC Commissioners

**FROM:** Kelley Coyner

**DATE:** June 30, 2015

**SUBJECT:** I-66 Inside the Beltway Framework

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As a key component of the Commonwealth's proposed [I-66 Multimodal Improvements Inside the Beltway project](#), NVTC will partner with the Virginia Department of Transportation (VDOT) to manage the toll revenues and fund multimodal improvements that support the corridor. This month, staff from Arlington County, City of Falls Church, and Fairfax County will brief the Commission on key components of this framework.

In March 2015, [Secretary Layne designated the Northern Virginia Transportation Commission as the regional partner](#) with VDOT on the I-66 Multimodal Improvements Inside the Beltway project. This designation responded to a [joint request from Arlington County, Fairfax County, and the City of Falls Church](#). The agreement will provide the mechanism for the allocation of remaining toll revenue from the HOT facility for multimodal transportation improvements in the Corridor.

The [I-66 Multimodal Study \(Inside the Beltway\)](#), which was completed in June 2012 and [refined in 2013](#), examined potential packages of improvements to multimodal transportation in the I-66 corridor. Proposed enhancements include conversion of I-66 inside the Beltway to peak period HOT lanes, improving Metrorail and other transit service, completing bicycle and pedestrian facilities, and implementing other transportation demand management initiatives.

Next steps will include the Commission's and the Commonwealth Transportation Board's (CTB) approval of a framework agreement governing the partnership between VDOT and NVTC this fall.

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# COMMONWEALTH of VIRGINIA

Office of the Governor

Aubrey L. Layne, Jr.  
Secretary of Transportation

March 25, 2015

The Honorable Mary Hynes  
Chairman  
Arlington County Board of  
Supervisors

The Honorable Sharon Bulova  
Chairman  
Fairfax County Board of  
Supervisors

The Honorable David Tarter  
Mayor  
City of Falls Church

Dear Chairman Hynes, Chairman Bulova, and Mayor Tarter:

Thank you for your letter regarding the Transform I-66: Inside the Beltway project. The Commonwealth is excited about the opportunities that this project provides to improve person throughput in this critical, congested corridor.

As we have discussed, the Commonwealth believes that working with a regional partner to identify and help deliver the multimodal components of this project will help maximize the transportation benefits of this project, as measured by the number of persons that are able to travel through the corridor. This will also ensure that these multimodal components are consistent with regional plans and priorities. Based on your letter, I will direct my staff to work with staff at the Northern Virginia Transportation Commission to develop a framework agreement outlining a proposed partnership between the Commonwealth and the Commission on this project.


In high-level terms we envision a basic division of responsibilities as follows:

- Commonwealth will—
  - Manage the design and construct the tolling infrastructure;
  - Manage the maintenance and operations of the facility; and
  - Manage the design and construction of any future widening of the facility, if and when the applicable conditions are met.
- Northern Virginia Transportation Commission, in cooperation with local jurisdictions will—
  - Plan potential multimodal improvements;
  - Select multimodal improvements for funding, consistent with applicable laws and terms of the agreement;

- Coordinate with applicable agencies to ensure the efficient delivery of the projects; and
- Report to the Commonwealth on the use of funds to help improve person throughput in the corridor.

The Commonwealth looks forward to working with your jurisdictions and the Northern Virginia Transportation Commission to make this project a reality.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Layne, Jr.", written in a cursive style.

Aubrey L. Layne, Jr.

**County of Arlington  
County of Fairfax  
City of Falls Church**

**March 10, 2015**

**The Honorable Aubrey L. Layne, Jr.  
Secretary of Transportation  
Commonwealth of Virginia  
1111 E. Broad Street, Room 3054  
Richmond, Virginia 23219**

**Reference: Designation of Regional Partner for I-66 Inside the Beltway Multimodal Improvement Projects**

**Dear Secretary Layne:**

**We appreciate the administration's collaborative effort to improve travel on I-66 Inside the Beltway. VDOT and DRPT are in the process of additional public input and an environmental assessment to determine the final improvements and funding sources which may include tolling. In response to your request that our local governments identify a regional partner for the Commonwealth to work with to implement multimodal improvement projects on I-66 Inside the Beltway, our governing bodies have endorsed the following request:**

- Given the Northern Virginia Transportation Commission (NVTC)'s mission of planning, coordinating and funding transit in Northern Virginia and its experience in managing gas tax revenues and state aid for transit on behalf of its member local governments for the past 50 years, please designate NVTC as your regional partner for the implementation of multimodal projects on I-66 Inside the Beltway with significant input from the affected local governments;**
- NVTC's primary focus in this effort should be to ensure that potential toll road revenues are managed in a fiscally responsible way and to provide a forum, through its Management Advisory Committee, to prepare recommendations on the expenditure of the toll road revenues for consideration by the affected local governments and agencies;**
- Following concurrence of the local governing bodies on the package of improvements to be supported with the toll road revenues, NVTC should distribute funds for specific projects to the local governments or other transportation agencies that will be implementing the improvements; and**

The Honorable Aubrey L. Layne, Jr.

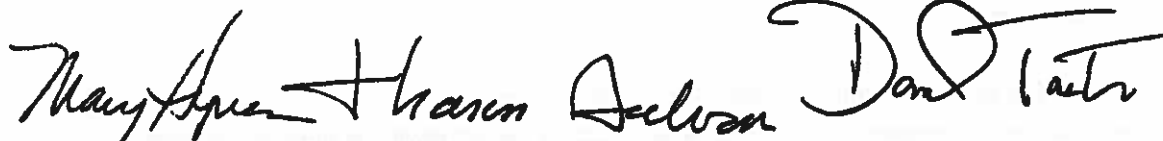
March 10, 2015

Page Two

- implementing agencies should provide periodic reports to NVTC to allow consolidated reporting to the Commonwealth, the toll payers, and the public on the expenditure of the toll road revenues and the progress towards implementing the multimodal projects.

If you have any questions or need additional information, please let us know. Thank you for your leadership in pursuing multimodal improvements to I-66 that will benefit the residents, businesses and visitors of all our jurisdictions. In addition, thank you for including us in decision making process at the beginning of the project. We appreciate your collaborative approach to this effort!

Sincerely,



Mary Hynes, Chairman  
Arlington County Board

Sharon Bulova, Chairman  
Fairfax County Board of Supervisors

David Tarter, Mayor  
City of Falls Church

Cc: Members, Arlington County Board  
Members, Fairfax County Board of Supervisors  
Members, Falls Church City Council  
Barbara Donnellan, County Manager, Arlington County  
Edward L. Long Jr., County Executive, Fairfax County  
Wyatt Shields, City Manager, City of Falls Church  
David Snyder, Chairman, Northern Virginia Transportation Commission  
Kelley Coyner, Executive Director, Northern Virginia Transportation Commission  
Nick Donohue, Deputy Secretary of Transportation, Commonwealth of Virginia  
Charles A. Kilpatrick, P.E., Commissioner, Virginia Department of Transportation  
Helen Cuervo, Administrator, Northern Virginia District, VDOT  
Renee Hamilton, Deputy Administrator, Northern Virginia District, VDOT

# DRAFT Framework:

## Corridor Project Selection and Implementation Related to I-66 High Occupancy Toll (HOT) Facility Inside the Beltway

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BRIEFING TO THE NORTHERN VIRGINIA TRANSPORTATION COMMISSION  
JULY 9, 2015

# TIMELINE

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June

- Brief MAC  
6/16/15

July

- Brief  
NVTC/Fairfax
- Draft  
Agreement  
7/30/15

Sept.

- Update NVTC -  
9/3/15
- Brief CTB
- Approval  
Fairfax, Falls  
Church,  
Arlington

October

- Approval NVTC  
10/1/15
- Approval CTB



# Framework Agreement:

## Background

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In March, as recommended by Arlington County, Fairfax County, and the City of Falls Church, Secretary Layne designated the Northern Virginia Transportation Commission as the regional partner with VDOT on the I-66 Multimodal Project Inside the Beltway.

# I-66 Inside the Beltway: Project Corridor



\* The Corridor is defined as I-66 from I-495 to US 29 in Rosslyn and the parallel facilities: Arlington Blvd., Lee Hwy, Wilson Blvd., Washington Blvd., portions of Route 7, and the Metrorail Orange Line.

# Framework Agreement:

## Purpose

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- **Project Goal:** Move more people, enhance connectivity in the Corridor, and provide new travel choices
- **Assumption:** the HOT facility may impact the transportation network in the Corridor, particularly Arlington, Fairfax, and Falls Church requiring additional multimodal transportation improvements
- The agreement will provide the mechanism for the allocation of remaining toll revenue from the HOT facility for multimodal transportation improvements in the Corridor

# Framework Agreement:

## Parties

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- **Commonwealth of Virginia:** VDOT will collect revenue, operate and maintain facility, and distribute remaining funding.
- **NVTC**
  - Serve as fiduciary in receiving, managing, and segregating all remaining toll revenues
  - Develop a project application through the MAC
  - Facilitate project selection process through the MAC
  - Approve use of funds for multimodal projects
  - Ensure lawful use of revenues and report on use
- **Arlington, Fairfax, and Falls Church (“Jurisdictions”):** In consultation with VDOT and NVTC, apply selection criteria and recommend projects for funding

# Framework Agreement: Revenue Collection

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## VDOT

- Collects toll revenue, using a portion for operations and maintenance and any debt service on repayment of the Toll Road Revolving Fund
- Provides revenue estimates and final reports to NVTC to ensure sufficient cash flow for operating and project selection
- Distributes to NVTC remaining toll revenue on an established basis.
- Establishes the legal requirements for use of toll revenues

## NVTC

- Ensures toll revenue is maintained and expended in accordance with all legal requirements
- Submits to the parties to the Agreement all proposed administrative expenses to be paid from toll revenues for their review and comment

# Framework Agreement: Project Selection (slide 1 of 2)

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1. NVTC calls for project from eligible submitters including
  - Planning District 8 jurisdictions, transit agencies, VDOT, DRPT
2. NVTC conducts preliminary screening of projects
  - Is the project in the 2012 Multimodal Study and referenced documentation\*?
  - Is the project located in or does it provide service to the Corridor?
  - Does the project align with the Meeks case and VDOT requirements?
3. NVTC provides list of candidate projects to MAC
4. NVTC applies selection criteria
  - Jurisdictions, VDOT/DRPT, and NVTC screen list and develop draft list of projects

\* The 2012 I-66 Multimodal Study Inside the Beltway incorporates the 2013 Supplemental Report and the CLRP+ baseline (2011 CLRP and the transit/TDM improvements from the 2009 DRPT I-66Transit/TDM Study)

# Framework Agreement: Project Selection (slide 2 of 2)

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5. MAC recommendations draft list of projects
6. NVTC holds public hearing to review draft list of projects
5. Jurisdictions, VDOT/DRPT, and NVTC finalize list of projects based on feedback
  - If there is disagreement, staff will meet and confer. CAOs are final arbiters
7. NVTC forwards finalized list to jurisdictions for approval
8. NVTC approves use of funding for recommended projects
  - If non-concur, NVTC remands list to jurisdictions for further refinement

# Framework Agreement: Project Funding

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- NVTC will:
  - Develop a project agreement for use by NVTC to distribute funding to project sponsors
  - Provide funding to project sponsors as outlined in agreement
  - Monitor project implementation to ensure compliance
  - Conduct periodic reviews of projects
  - Report on the use of funding in consultation with project sponsors and to the public
- Project sponsors will provide documentation of expenses and information regarding project status



## AGENDA ITEM #4: DRAFT REGIONAL BUS AGENDA

**TO:** Chairman Snyder and NVTC Commissioners

**FROM:** Kelley Coyner

**DATE:** June 30, 2015

**SUBJECT:** Draft Regional Bus Agenda

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Given the heightened demand for high quality, cost effective bus service in Northern Virginia, the Commission directed staff to propose a three- to five-year agenda that advances the region toward frequent, reliable bus service that connects riders and businesses to economic opportunity. Building on discussions with Commissioners, transportation staff of each member jurisdiction, and WMATA bus staff and a review of regional activities, NVTC staff identified ongoing efforts that advance the goal of high quality, connected bus service and additional strategies that NVTC might undertake to support the activities of the individual jurisdictions. The MAC reviewed the draft regional bus agenda at its June meeting and will discuss the agenda again at its July meeting. The Commissioners will be briefed on the draft at the July Commission meeting.

In brief, the draft regional bus agenda sets out the following:

- Context for the development of the bus agenda;
- Proposed outcomes and a description of current strategies aligned to those outcomes;
- Proposal for baseline assessment of performance; and
- Proposed metrics and a report on stakeholder interviews conducted in the spring of 2015.

The agenda discusses at a high level bus activities in the region, proposed metrics for regional bus that align with the outcomes referenced in the strategic plans and suggests how existing strategies align with these outcomes. This Northern Virginia-focused discussion is timely as WMATA reviews bus service in the context of the metropolitan region. The Commission will discuss the draft regional bus agenda at its July meeting and provide direction on next steps in finalizing the direction of the bus agenda overall, and how to focus of the agenda in the first year of a three- to five-year plan. The Commission will be asked to approve an agenda for the Northern Virginia transportation district early this fall.

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## **DRAFT: Regional Bus Agenda**

Status Report

### **Introduction**

In December 2013, the Commission identified regional bus service as an area of opportunity for the region to improve high quality, high capacity transit for residents and visitors. The Commission identified several actions to accomplish this:

- develop dedicated transit ways to connect activity centers,
- coordinate bus transit service,
- identify technology to improve the user experience,
- develop a regional transit plan<sup>1</sup>, and
- outline a regional effort to better align transit services at jurisdictional borders and to connect transit services.

In 2014, the Commission adopted a strategic framework that defined several objectives related to improved transit connectivity across modes. It directed staff, in coordination with the Management Advisory Committee (MAC), to propose a three- to five-year regional bus agenda that advances Northern Virginia toward more frequent and reliable bus service that connects riders and businesses to economic opportunity. This spring, staff initiated a series of discussions with the MAC, member jurisdictions and regional bus service providers to develop an approach for improving bus service and connectivity in Northern Virginia (see Appendix A). This report describes the purpose of the Regional Bus Agenda, proposes a scope, describes current strategies and recommends an analysis of current performance.

### **Why a Regional Bus Agenda?**

NVTC's strategic framework envisions a Northern Virginia where a high capacity, high quality network of transit systems serves businesses, allowing this diverse region to thrive economically. NVTC's role in attaining this vision is to plan, coordinate, and secure funding for transit systems. High quality bus service connects people to activity centers and fixed rail transit systems. With the planning and implementation of projects like the Metrobus Priority Corridor Network, the Crystal City-Potomac Yard Transitway, bus-rapid transit (BRT) on Route 1, expanded commuter bus and rapid bus transit on I-66, and the transit alternatives study on Route 7, the region is poised to capitalize on bus service as a high capacity, reliable and desirable mode.

NVTC was formed to bring the region together to effectively invest in high quality, high capacity transit. As such, NVTC is in an ideal position to monitor and encourage better bus service

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<sup>1</sup> Subsequently, the MAC recommended that a gap analysis of regional transit efforts be undertaken in lieu of a regional transit plan. Further, after several discussions, the MAC recommended postponing looking at gaps in bus service in the region until the jurisdictions provided input on the bus agenda.

performance and to ensure such service meets the needs of Northern Virginia residents and businesses across jurisdictional boundaries. This report articulates the strategies NVTC currently is leading or participating in to advance frequent, reliable bus service that connects riders and businesses to economic opportunity. The draft agenda also aims to set the stage for conversations with jurisdictions, local bus agencies, WMATA and the Commission regarding additional strategies the region should pursue and the role NVTC should play in implementing these strategies. The strategies and activities encompassed by the Regional Bus Agenda flow directly from the [NVTC Strategic Framework](#) and the [Implementation Plan](#).

## Scope

The objective of this effort is to develop a three- to five-year agenda that moves the region toward frequent, reliable bus service that connects riders and businesses to economic opportunity. As context for the discussion, this document provides the background materials from which a multiyear agenda can be crafted. It includes the history and context of the Regional Bus Agenda effort and identifies proposed outcomes. This document highlights existing strategies that NVTC is engaged in related to regional bus service and reports on jurisdictional feedback in six areas related regional bus efforts (Appendix A). Finally, this document provides illustrative performance measures that could be used to measure progress towards regional goals.

As the next step, NVTC proposes an analysis of regional bus service to establish the benchmarks for this effort. This work will provide a baseline understanding of the bus network in Northern Virginia by looking at all transit services within the NVTC jurisdictional boundaries. In addition to examining existing conditions, NVTC will analyze gaps in the regional network in terms of accessibility and connections between systems and across jurisdictional borders. NVTC staff will report the results of this analysis to the Commission this fall.

Based on feedback from the Commission, NVTC aims to develop a Regional Bus Agenda with specific goals and desired outcomes, proposed strategies and activities, milestones for implementation, and performance measures to evaluate progress over a three- to five-year period.

## Proposed Outcomes

NVTC's Strategic Framework articulates several themes key to the success of transit in the region (see Appendix B). These include: quality, accessibility, efficiency, safety, and financial performance. The outcome statements below define these themes further as they relate specifically to the aims of the regional bus agenda.

- **Quality:** Increase transit usage through bus frequencies that meet demand, a user-friendly bus system and reliable bus service.

- **Accessibility:** Enhance access to activity centers – where people live, work and play – through improved bus coverage.<sup>2</sup>
- **Efficiency:** Maximize the use of existing infrastructure.
- **Safety:** Ensure the effective use of the bus network to provide safe evacuation of Metrorail customers.<sup>3</sup>
- **Financial Performance:** Meet investment needs for bus operations and infrastructure through increased, dedicated and diverse revenue sources.

## Strategies

NVTC, its member jurisdictions and local and regional transit agencies already are pursuing many initiatives that are helping the region make progress towards a high quality, accessible, efficient, safe and financially sound regional bus network. The Regional Bus Agenda will document the strategies NVTC currently is pursuing and provide an opportunity to identify and prioritize additional strategies that will advance the region toward its goals. Below are highlights of the NVTC strategies that currently are underway. (The regional bus agenda will include milestones for each strategy)

## Quality

As articulated in the [NVTC Implementation Plan](#), NVTC pursues the following strategies to encourage increased transit usage through a user-friendly bus system and reliable bus service:

- Lead, participate in and convene stakeholders for discussions of regional planning initiatives.
  - Coordinate with jurisdictions and other stakeholders to ensure a regional, cost-effective approach to issues affecting bus transit
  - Participate in the planning of dedicated bus infrastructure to improve service reliability

### **Stakeholder Input: Quality**

*Jurisdictional stakeholders supported NVTC identifying best practices with respect to service standards.*

*While a discussion of service standards among regional providers was worthwhile, stakeholders noted that developing a common set of standards was not warranted.*

<sup>2</sup> Activity centers are locations defined by the Metropolitan Washington Council of Governments that will accommodate the majority of the region's future growth. They include existing urban centers, priority growth areas, traditional towns, and transit hubs. Activity Centers play a central role in achieving the region's prosperity, sustainability, accessibility and livability goals.

<sup>3</sup> NVTC's role in bus system safety is currently focused on supporting the emergency planning for the safe transportation of passengers following the evacuation of Metrorail stations.

NVTC's efforts in this area are realized through the following programs, projects and policy initiatives:

- Coordinating Northern Virginia jurisdictions' implementation of WMATA's New Electronic Payments Program to improve the ease with which riders can use transit and navigate across systems
- Monitoring implementation of transit signal priority across the region
- Leading the Route 7 Transit Alternatives Study to identify alternatives that allow for more frequent and reliable service
- Establishing an I-66 Inside the Beltway partnership to manage toll revenues; prioritizing investments in multimodal options in the corridor, including their vetting with the MAC; and putting into place appropriate project coordination
- Participating in regional planning efforts, including:
  - Route 1 Multimodal Alternatives Analysis (completed)
  - TPB's Regional Bus Staging, Layover, and Parking Location study (completed)
  - Metrobus Service Guidelines study
  - I-66 Outside the Beltway
  - Metrobus Network Strategy Analysis
  - VTrans2040
  - TransAction 2040 Update

Participating previously in the implementation of real-time passenger information. There may be opportunities for NVTC to play a role in coordinating regional efforts in the future.

## ***Accessibility***

NVTC now pursues the following strategies to enhance access to activity centers – where people live, work and play – through improved bus coverage:

- Lead, participate in and convene stakeholders for discussions of regional planning initiatives
- Support regional programs and research to promote access to and the use of alternative modes of transportation

### **Stakeholder Input: Accessibility**

*The stakeholder interviews revealed a common interest in NVTC focusing on connectivity between systems and across borders and analyzing gaps in existing service. This could take the form of support for jurisdictions in their development of local Transit Development Plans or continued participation in local and regional planning efforts.*

*An assessment of connectivity across borders and between systems will form an important component of NVTC regional bus analyses.*

NVTC's current efforts include the following programs, projects and policy initiatives:

- Leading the Route 7 Transit Alternatives Study to ensure connectivity to key activity centers and existing and planned transit infrastructure (e.g., Metrorail, West End Transitway)
- Advancing accessibility as a criteria for project selection and prioritization
- Promoting planning methodologies for regional long-range planning efforts that lead to a balance of modes and improved connectivity among activity centers (e.g., VTrans2040, TransAction 2040 Update, HB2)

### ***Efficiency***

NVTC pursues the following strategies to maximize the use of existing infrastructure:

- Participate in state, regional and local planning efforts, including implementation of dedicated bus infrastructure to improve service reliability
- Provide research and technical expertise to promote investments and initiatives that maximize the use of existing infrastructure

NVTC's current efforts to improve regional bus efficiency include the following programs, projects and policy initiatives:

- Ensuring coordination among regional planning efforts, in particular I-66 Multimodal Corridor Projects
- Monitoring and participating in the bus-on-shoulder pilot and evaluating future bus-on-shoulder possibilities
- Leading the Route 7 Transit Alternatives Study to take advantage of existing infrastructure
- Evaluating or applying urban design standards across the region

### ***Safety***

NVTC's efforts related to safety focus on emergency preparedness. As such, NVTC implements the following strategy to ensure the region has the plans, communication systems and incident-response capabilities in place to facilitate the safe transportation of riders in the event of an emergency:

- Lead, participate in and convene stakeholders for discussions with and planning, exercises and training for local and regional transit agencies

NVTC's efforts in this area include the following programs, projects and policy initiatives:

- Initiating an assessment of all previously developed transit emergency preparedness plans for each Northern Virginia Metrorail station
- Leading planning, exercises and training for local and regional transit agencies

- Developing and monitoring emergency preparedness plans for all Northern Virginia Metrorail stations in coordination with WMATA

### ***Financial Performance***

NVTC pursues the following strategies to meet investment needs for bus operations and infrastructure through increased, dedicated and diverse revenue sources:

- Provide financial management expertise and support for member jurisdictions
- Provide research and analysis demonstrating the value of investment in transit infrastructure and operations
- Provide technical expertise on potential funding mechanisms to support state of good repair, capacity improvements and system expansion.

NVTC's efforts to support financial performance of regional bus systems include the following programs, projects and policy initiatives:

- Providing state and federal grant-management expertise and oversight for member jurisdictions
- Serving as the grantee for member jurisdictions' share of WMATA subsidies
- Developing sustainable funding strategies and providing New Starts expertise for major transit projects, including Route 7
- Identifying, quantifying, demonstrating and communicating the demand for transit investment to policymakers
- Developing proposals to address shortfalls in state capital funding resources, including Capital Projects Revenue bond funding
- Assessing ways to expand funding sources for operating support of all modes of transit

### **Monitoring Performance**

The regional bus agenda will be a living document that regularly is monitored and updated. Using readily available data, NVTC will track the region's progress toward achieving the outcomes outlined above. This summer, NVTC staff will begin identifying appropriate measures and targets based on industry best practices, collecting data and developing a user-friendly performance report. In 2016, staff will provide an analysis of the data, identify gaps in connectivity and quality and offer additional strategies for advancing the region towards its desired outcomes. An early draft of potential performance measures appears in Appendix C.



## **Appendix A: Stakeholder Feedback**

During the winter of 2015, NVTC staff met with representatives of each jurisdiction to obtain additional input on the regional bus issues that had been discussed at the December MAC meeting (i.e., service standards, coordination of transit development plans, Metrobus service transfers, bus storage and staging, and technology and infrastructure). Both MAC members and bus transit planners participated in these meetings. They offered their candid opinions both on the previously identified issues, as well as ongoing regional transit coordination. Key points included:

- 1) NVTC should analyze the gaps in transit service, including an examination of the alignment of transit services at jurisdictional borders and connectivity.
- 2) Many stakeholders agreed that a discussion about service standards was warranted and felt that an understanding of each system's current standards and industry best practices would constitute a good starting point.
- 3) Most jurisdictions stated that they plan and coordinate service changes and Transit Development Plans in cooperation with their neighbors and other regional partners and felt that the current level of coordination is sufficient.
- 4) WMATA has stated that local Metrobus service transfers are not imminent and is continuing discussions with its regional partners about Metro's role in providing bus service to the region.
- 5) Some local transit providers did not feel that bus storage is an issue that requires regional attention, but it remains a concern for Arlington and the commuter bus services.
- 6) No jurisdiction felt that NVTC should be further involved in the implementation of transit signal priority technology.

### **Service Standards**

One issue and possible approach that was identified at the January MAC meeting was the development of common service standards for Northern Virginia transit systems, as well as the coordination of transit development plans regionally. Stakeholders noted that each bus system maintains different service standards for vehicle loads, headways, schedule adherence, service coverage, and other measures. Transit systems develop these standards according to local concerns, and even in cases where standards may be identical across jurisdictions, performance is evaluated by each entity based upon different desired outcomes. Systems serve a wide range of development profiles in the region, each of which demand different considerations in service provision. Consequently, creating and adopting a set of common service standards across the region would be difficult and would not necessarily achieve the goal of improving transit availability.

Despite these concerns, many stakeholders agreed that a discussion about service standards was warranted and felt that an understanding of each system's current standards and industry best practices would constitute a good starting point.

## **Transit Development Plans**

NVTC staff also discussed with stakeholders current and planned coordination of transit development plan (TDP) updates and service changes. Several agencies coordinate with neighboring jurisdictions when updating TDPs, although coordination is not mandated by the state. Additionally, most jurisdictions stated that they plan and coordinate service changes in cooperation with their neighbors and other regional partners and felt that the current level of coordination is sufficient. A minority of jurisdictions felt that there are opportunities for improved coordination, particularly in the realm of communicating service changes. Stakeholders were split on the question of whether service changes should happen at agreed-upon times across the region. Some felt that this would constitute a benefit to customers, but others maintained that the need to respond to contingencies and changes in the operating environment would preclude them from adhering to a service change schedule.

## **Metrobus Local Service Transfers**

In the fall of 2014, Metro began discussions with its member jurisdictions about transferring certain local Metrobus routes to the jurisdictional transit systems. During its March outreach efforts, NVTC engaged the jurisdictions in a discussion on the role of Metro in providing bus service in the region. Most jurisdictions believed that they had the capacity to operate certain non-regional routes where service is currently provided by Metro and many felt that they could provide such service more efficiently and at a lower cost. Some stakeholders felt that NVTC could propose performance indicators that would inform future discussions about possible service transfers. Jurisdictions generally agreed that Metro is a contractor that provides transit service and should be responsive to concerns from the jurisdictions.

Since December, WMATA has stated that possible local Metrobus service transfers are not imminent and is continuing discussions with its regional partners about Metro's role in providing bus service to the region. NVTC is included in these regional discussions.

## **Storage and Staging**

Parking, storage and staging of buses is a concern for a number of jurisdictions in the region. The particular concerns depend on the type of service provided. Many local transit providers did not feel that bus storage is an issue that requires regional attention, though they did recognize that new transit services planned for the I-66 corridor could introduce new storage issues. The region has invested in new storage facilities, such as the Cinder Bed Road Garage, to address some identified issues.

Conversely, storage and staging constitutes a real concern for commuter bus operators. The Transportation Planning Board recently completed the Regional Bus Staging, Layover, and Parking Location Study, which elevated awareness of the issues facing the commuter bus operators. Northern Virginia's two commuter bus operators would like to see further engagement from stakeholders in the downtown core to improve staging and parking conditions. These efforts will require the cooperation and engagement of the District Department of Transportation and the National Park Service.

Separately, Arlington County staff also expressed an interest in examining bus storage issues specifically affecting their jurisdiction.

## **Technology and Infrastructure**

In addition to the coordination and storage issues, the MAC also identified bus technology and infrastructure as potential areas of focus for a three- to five-year regional bus agenda. The March 2015 meetings primarily focused on transit signal priority (TSP) and the shared use of dedicated transitways.

TSP is underway in several corridors in the region, including Route 7 and the Van Dorn Street/Beauregard Street corridor, but no jurisdiction felt that further implementation of TSP technology was a priority, as current efforts have faced a number of funding and coordination challenges. In addition, all jurisdictional representatives agreed that NVTC could provide greater value in other areas and that TSP should not be prioritized.

NVTC and jurisdictional staff also discussed the need for regional standards as new transit ways are planned and built. Stakeholders were divided on this question. Some held that usage of transit ways should be governed by the local jurisdiction, while others felt that there should be regional agreement regarding which agencies could operate within transitway facilities. There was a general consensus, however, that such questions should be answered on a case-by-case basis, with consideration of the purpose and design of each transitway.

## Appendix B: NVTC Strategic Framework

### Vision

Northern Virginia businesses and residents are served by a high capacity, high quality network of transit systems that allow our diverse region to thrive economically.

### Mission

As the premier transit organization in Northern Virginia, NVTC brings the region together to plan, coordinate, and secure funding for transit systems that are financially sustainable and high performing.

### Goals & Objectives

**1. Increase the capacity of the regional transit network by expanding and improving the quality, coverage, and frequency of new and existing systems, including Metro, VRE and new transit services. We will achieve this through:**

- 1.2 Access to sustainable, reliable, dedicated funding sources for WMATA, including Metro 2025;
- 1.3 A regional strategy to fund the VRE System Plan;
- 1.4 Continued and increased funding for regional transit infrastructure;
- 1.5 Efficient use of existing rail and roadway infrastructure.

**2. Improve the access and mobility throughout Northern Virginia by connecting the regional and local transit systems. We will achieve this through:**

- 2.1 Regional technology improvements that provide customers with better access to information and convenient travel within and among transit systems;
- 2.2 Regional and state plans that align local and regional transit services and advance dedicated transit corridors.

**3. Promote safe, reliable, and financially sound performance and management of regional transit systems. We will achieve this through:**

- 3.1 Governance and oversight of VRE commuter rail performance and management as co-owners with the Potomac Rappahannock Transportation Commission;
- 3.2 Governance of and active engagement with WMATA through the appointment and support of WMATA Board members that hold the agency accountable for peak performance and sound management;
- 3.3 Financial management expertise and support for NVTC member jurisdictions.

## Appendix C: Monitoring Performance

NVTC staff propose developing a targeted review of bus service in the region to be used as a resource for future planning and coordination efforts. Using readily available data, NVTC will track the region's progress towards achieving the outcomes outlined above. This summer, NVTC staff will begin the process of identifying appropriate measures and targets based on industry best practices, collecting data, and developing a user-friendly performance report. Staff will take note that data collected from different sources which may not be comparable across systems. Below is a list of potential measures subject to refinement.

	Outcome	Illustrative Measures
Quality	Increase transit usage through bus frequencies that meet demand; a user-friendly bus system; and reliable bus service.	<ul style="list-style-type: none"> <li>▪ Percent of regional and local systems offering real-time information</li> <li>▪ Percent of buses arriving on time</li> <li>▪ Percent of missed trips</li> <li>▪ Maps: corridors with high frequency service (&gt;15 minutes); span of service by corridor; corridors with existing or planned dedicated bus infrastructure</li> </ul>
Accessibility	Enhance access to activity centers, where people live, work and play, through improved bus coverage.	<ul style="list-style-type: none"> <li>▪ Percent of residents with access to jobs within 30 minutes</li> <li>▪ Number of jobs/people within a ¼ mile of bus stops</li> <li>▪ Percent of growth occurring along regional and local bus corridors</li> <li>▪ Connectivity between systems</li> <li>▪ Ease of transfers</li> </ul>
Efficiency	Maximize use of existing infrastructure.	<ul style="list-style-type: none"> <li>▪ Ridership</li> <li>▪ Vehicle revenue miles</li> <li>▪ Person through-put</li> <li>▪ Miles of dedicated and preserved bus lanes</li> <li>▪ Mode split by corridor</li> </ul>
Safety	Ensure that the region has the plans, communication systems, and incident response capabilities in place that ensure safe transportation of transit user in the event of an emergency.	<ul style="list-style-type: none"> <li>▪ Number of Northern Virginia Metrorail stations with integrated, exercised, and up to date emergency plans in place</li> </ul>
Financial Performance	Meet investment needs for bus operations and infrastructure through increased, dedicated and diverse revenue sources.	<ul style="list-style-type: none"> <li>▪ Percent change in local, state, and federal funding for bus operations and bus infrastructure</li> <li>▪ Chart with distribution of revenue sources</li> </ul>

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## AGENDA ITEM #5: REPORT OF THE VIRGINIA MEMBERS OF THE WMATA BOARD OF DIRECTORS

**TO:** Chairman Snyder and NVTC Commissioners

**FROM:** Kelley Coyner

**DATE:** June 30, 2015

**SUBJECT:** Report of the Virginia Members of the WMATA Board of Directors

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### Overview

On June 25<sup>th</sup>, the WMATA Board amended the FY2016-2021 Capital Improvement Program (CIP) to include funding for the purchase of 220 Series 7000 cars and power upgrades. Also on June 25<sup>th</sup>, the [Safety and Security Committee was briefed on the status of safety and financial reviews](#) being conducted by NTSB, FTA, and the Government Accountability Office (GAO) and [WMATA voted to accept the results of a Title VI \(civil rights\) study](#) that would allow WMATA to eliminate paper fare cards by early 2016.

FTA issued a safety directive to WMATA on June 18<sup>th</sup>, documenting 91 actions related to safety issues on Metrorail and Metrobus. NTSB hearings on the January 12<sup>th</sup> incident were held on June 23<sup>rd</sup> and 24<sup>th</sup>, highlighting issues related to command structure, communications, and maintenance. WMATA also completed the remaining three corrective actions under the Federal Management Oversight (FMO) by the June 30<sup>th</sup> deadline.

### A. Budget

#### FY2016 Operating and Capital Budget

On June 25, the [WMATA Board amended FY2016-2021 Capital Improvement Program \(CIP\)](#) to increase planned expenditures for railcar purchases and rail power system upgrades in FY2017 to 2021. At the time of WMATA board action on the budget on May 28<sup>th</sup>, Metro had yet to receive approval from the Federal Transit Administration to retire the 5000 series cars before the end of these vehicles' useful life. FTA provided approval to WMATA on June 4<sup>th</sup> to dispose of the older vehicles, conditioned on the requirement to pay or transfer the remaining Federal interest in the cars. This decision cleared the way for WMATA to exercise its option to purchase Series 7000 cars. To settle the federal interest requirement, Metro will transfer the federal interest remaining to the new 7000 series cars. A direct cash payment to FTA will not be necessary and there will be no changes to either the planned capital program contributions from the jurisdictions or the planned expenditures on other projects in the FY2016-2021 CIP.

## B. Capital Funding Agreement (CFA)

The current FY2011-2016 Capital Funding Agreement (CFA) will remain in effect through FY2016.

Although the current CFA does not expire until June 30, 2016, WMATA's jurisdictional funding partners began work last fall to develop a new CFA that would identify how capital investments would be funded for FY2016-2021, including the first phase of *Momentum* known as Metro 2025. WMATA's Board has directed staff to work on developing the next six year plan so that the CFA can be concluded in a timely fashion for the period FY2017-2021.

## C. Safety and Related Issues

### FTA Issues Safety Directive, Tri-State Audit

On June 18<sup>th</sup>, FTA released its [safety management inspection of WMATA](#), examining safety culture, evaluating rail and bus operations and safety and recommending steps to build an effective Safety Management System. FTA issued a [Safety Directive](#) to WMATA documenting 54 findings (44 for Metrorail and 10 for Metrobus) requiring WMATA to respond to 91 actions. The report also sights "clear and substantial progress" over the last several years, noting that WMATA is an industry leader in fatigue risk management and safety measurement systems. At the June 25<sup>th</sup> Board meeting, Chairman Downey made a commitment to meet the timeframes required in the report. He also noted actions already underway in tunnels and on electrical conduits. He expressed particular concern about the Metrorail Operation Control Center (ROCC), including understaffing, lack of recertification and increasing rates of error.

FTA also performed a regularly scheduled [audit of the Tri-State Oversight Committee](#) (TOC), the partnership between Maryland, Virginia and the District of Columbia responsible for managing the federally required State Safety Oversight (SSO) Program for WMATA Metrorail. The audit found the TOC partners must improve coordination on several issues, such as implementing new legal and financial requirements for a stronger SSO program required by MAP-21.

### NTSB Issues Recommendations, Holds Hearings

On June 23<sup>rd</sup> and 24<sup>th</sup>, [NTSB completed its Investigative Hearing of the January 12<sup>th</sup> smoke incident](#). Following the [opening statement of the NTSB Chairman](#) and a [video on the accident](#), WMATA officials provided testimony and answered questions related to the state of WMATA's Infrastructure, emergency-response efforts and organizational culture. Federal and state officials testified on the Federal and the Tri-State Oversight Committee's efforts to address public transportation safety.

The NTSB has opened the [Accident Docket](#), which contains over 6,000 pages of documentation regarding the accident. The NTSB expects to publish its final report with its determination on the cause of the accident in 2015.



Copies of the following NTSB-related documents are linked:

- [NTSB Investigative Hearing Process](#)
- [NTSB Preliminary Report: WMATA Smoke and Electrical Arcing Accident in Washington, DC](#)
- Related NTSB Recommendations:
  - [R-15-007](#) to the Federal Transit Administration to audit all rail transit agencies that have subway tunnel environments (Urgent)
  - [R-15-008](#) to WMATA to assess subway tunnel ventilation system to verify the state of good repair and compliance with industry best practices and standards (Urgent)
  - [R-15-009](#) to WMATA to develop and implement detailed written tunnel ventilation procedures for operations control center staff (Urgent)
  - [R-15-010](#) to WMATA to make sure procedures developed under R-15-009 are incorporated into ongoing training and exercise programs (Urgent)
  - [R-15-011](#) to American Public Transportation Association (APTA) to inform members of the circumstances of this accident and the risks posed by inadequate written procedures for ventilation processes during smoke and fire events in a tunnel environment. (Urgent)
  - [R-15-012](#) to APTA to urge your members to conduct regular training exercises that use written ventilation procedures to provide ample opportunities for employees and emergency responders to practice those procedures. (Urgent)
  - [R-15-025](#) to WMATA to promptly develop and implement a program to ensure that all power cable connector assemblies are properly constructed and installed in accordance with your engineering design specifications, including the weather tight seals that prevent intrusion by contaminants and moisture.

For reference, in April, [WMATA announced four additional early-action safety items](#) to be executed, including initiating a multiyear maintenance program to replace or rehabilitate all 88,044 lights in Metro tunnels; creating a dedicated maintenance crew to continuously clear tunnel passageways of debris, equipment or other potential obstructions; reviewing protocols of the alarms in the Rail Operations Control Center (ROCC); and establishing an audit process for ventilation system testing. In March, the Safety and Security Committee received an [update concerning safety actions and external safety reviews](#) related to the January 12<sup>th</sup> incident. WMATA issued a list of [10 early-action safety items](#) on January 22<sup>nd</sup>. In February, the National Transportation Safety Board (NTSB) released [urgent recommendations to WMATA](#), the FTA, and APTA concerning ventilation procedures during smoke and fire events in tunnels.

#### 4000 Series Railcar Door Failures

In addition, WMATA completed an inspection of Series 4000 cars following failures that caused doors to open during operation. In one instance, the operator and the control room failed to take appropriate precautions. WMATA has conducted training of all operators and controllers to address this failure.

## D. Management Audit

WMATA continues to work on the procurement action to hire a consultant to provide a financial and organizational assessment. The effort would identify recommendations for improvement; capitalize on findings from previous reviews, lessons learned and recommendations; and develop gap analysis and recommendations for fully optimized financial and organizational best practices. This effort stems from the May 28<sup>th</sup> briefing by [WMATA's Chief of Procurement to the Governance Committee on the hiring of a consultant to provide an in-depth assessment of WMATA's financial and management practices](#).

### GAO Follows up on Open NTSB and FMO Audit Issues

The U.S Government Accountability Office (GAO) initiated review of WMATA's progress towards completing the recommendations from the previous FTA financial management audit and previous recommendations from the NTSB that document positive steps towards completing all recommendations. GAO's two recommendations require developing policy and procedures to further strengthen WMATA's internal financial controls. WMATA currently is developing these procedures. GAO has notified WMATA of two recommendations related to financial control. WMATA currently is addressing 35 of the 38 Financial Recommendations and is on-track for the remaining three. WMATA has implemented 21 of 29 outstanding NTSB Safety Recommendations and is addressing the remaining eight.

## E. Financials (Dashboard)

The following financial reports for FY2015 are now available. The April through June FY2015 reports are not yet available.

- [July FY2015](#)
- [August FY2015](#)
- [September FY2015](#)
- [October FY2015](#)
- [November FY2015](#)
- [December FY2015](#)
- [January FY2015](#)
- [February FY2015](#)
- [March FY2015](#)

## F. Virginia Metro Ridership

WMATA Virginia Ridership - May 2015			
	May 2014	May 2015	Percent Change
<b>Metrorail</b>			
<b>Total</b>	9,271,640	9,278,853	0.1%
<b>Weekday Average</b>	327,446	337,050	2.9%
<b>Metrobus</b>			
<b>Total</b>	1,884,199	1,780,300	-5.5%
<b>Weekday Average</b>	75,311	73,004	-3.1%
<b>MetroAccess</b>			
<b>Total</b>	27,500	26,381	-4.1%

## G. Financial Management Oversight (FMO)

On June 11<sup>th</sup>, J. Blair Fishburn briefed the [WMATA Finance and Administration Committee on FTA's June 10<sup>th</sup> Financial Management Oversight Progress Report](#) noting progress in WMATA's response to the June 2015 FMO audit.

Since May 1<sup>st</sup>, WMATA has reduced its outstanding short-term debt by 40 percent, from \$503 million to \$302 million. WMATA's 18 open, inactive grants will be reconciled by June 30, 2015, as committed. All grant budget revisions also will be submitted by June 30. No grant amendments (i.e., scope changes) are projected and no duplicate draws have been identified.

WMATA has received a total of \$136 million in Federal grant reimbursements in the fourth quarter (\$52 million in April and \$84 million in May), including FTA approval on several labor and fringe benefits cost reimbursements totaling \$66 million. This brings the total amount received since March 2014, when the FTA's cash drawdown restriction was imposed, to \$287 million.

## H. Key WMATA Milestones/Dates

DATE	MEETING	KEY ISSUES
7/9	Audits and Investigations Committee in Executive Session	
7/9	Customer Service and Operations Committee	Report on NEPP Pilot
7/9	Planning, Program Development and Real Estate Committee	
7/9	Finance & Administration Committee	Financial Status Update and FMO Progress Report
7/9	Executive Committee of WMATA Board of Directors	
7/23	Audits and Investigations Committee in Executive Session	
7/23	Customer Service and Operations Committee	
7/23	Safety and Security Committee	
7/23	WMATA Board	

## **Board Chair Remarks**

**June 25, 2015**

- Today, the Board's Safety and Security Committee conducted its first review of the FTA's safety management inspection of Metro operations, especially those of Metrorail.
- The Board appreciates the time spent by FTA reviewing our operations and the critical eye they have brought to the matter.
- We recognize that under FTA's safety authority, these are binding directives that must be addressed and will use this opportunity to enhance our oversight of Metro's safety performance.
- The FTA findings will be implemented as speedily as possible.
- The Board is committed to responding to the FTA report and its binding directives within the 30-day comment period when alternative solutions can be proposed and to delivering a corrective action plan in 90 days following the FTA's safety review.
- This plan, building on the safety accomplishments of the past four years as noted in the FTA audit, will take account of some actions already underway such as revised standard operating procedures for smoke in tunnels and

mechanical protections on third rail jumper cables, as it responds to the full range of FTA directives.

- While the Chief Safety Officer develops the full 90-day plan to address all bus and rail recommendations, the Committee requested the Deputy General Manager of Operations to present to the Safety Committee at its July meeting the recommended early actions that begin to address rail issues, including the FTA's concern that insufficient time is allocated to necessary maintenance.
- As the full plan is developed and submitted, the staff has been directed to develop a robust system of reporting progress to the Safety and Security Committee each month.
- The Board is especially troubled by the many safety-related findings with respect to the Metro Rail Operations Control Center (ROCC) including understaffing, lack of re-certification and increasing rates of errors.
- Acknowledging the immediate need for improvements at the rail control center, the Board directed staff to make filling vacancies and training staff for the critical Controller function a top priority for Human Resources action.

- Further, the Chief of Human Resources will make monthly progress reports to the Board's Finance and Administration Committee. Another priority with respect to the center is the establishment of sound procedures and allocation of duties to assure effective performance.
- The Safety and Security Committee acknowledged the detailed analyses that have been accomplished through the NTSB investigation of the L'Enfant Plaza incident and reiterated that Metro will continue its full cooperation until the root cause is determined, as well as continuing to progress early action items and NTSB safety recommendations as they are issued.
- The Board will adopt an FY16 budget today that continues all bus, rail and paratransit services without a fare increase, exercises the option for 220 new 7000 series rail cars, and has sufficient capital available to fund the work necessary to begin implementing all FTA and NTSB safety recommendations.
- As needed, the Board will evaluate the need to reprogram operating funds as requirements under the FTA directives are being met.
- The Board recognized the interim leadership of Jack Requa, who has been a steady hand at a most difficult time, focusing on budgets, improved

financial controls, a strong fleet plan taking advantage of the car purchase option and the implementation of early safety actions.

- While he continues to implement Board policies and management initiatives, the Board recognizes that an interim General Manager is not a long-term solution and will take steps today to restart the national search for a new General Manager.

Thank you. This concludes my remarks.

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## AGENDA ITEM #6: VIRGINIA RAILWAY EXPRESS

**TO:** Chairman Snyder and NVTC Commissioners

**FROM:** Kelley Coyner and Rhonda Gilchrest

**DATE:** June 30, 2015

**SUBJECT:** Virginia Railway Express

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### **A. Update from the VRE Operations Board Chair on the Management Audit**

VRE Operations Board Chairman John Cook will brief the Commission on the roles of the Commission outlined in the VRE Management Audit. The [VRE Management Audit](#), released in January 2015, recommends specific roles for NVTC and the Potomac and Rappahannock Transportation Commission (PRTC) with regards to governance, regional planning, and regional funding.

### **B. Report from the VRE Chief Executive Officer**

#### **Positive Train Control Briefing**

VRE's Chief Executive Officer Doug Allen will brief the Commission on Positive Train Control (PTC) and the implications for VRE service as the federal deadline for installation and implementation is December 31, 2015. Positive Train Control (PTC) is a set of highly advanced technologies designed to automatically stop a train before certain types of accidents occur. Specifically, PTC, as mandated by Congress in the [Rail Safety Improvement Act of 2008 \(RSIA\)](#), must prevent train-to-train collisions; derailments caused by excessive speed; unauthorized incursions by trains onto sections of track where maintenance activities are taking place; and movement of a train through a track switch left in the wrong position.

#### **VRE CEO Report and Minutes**

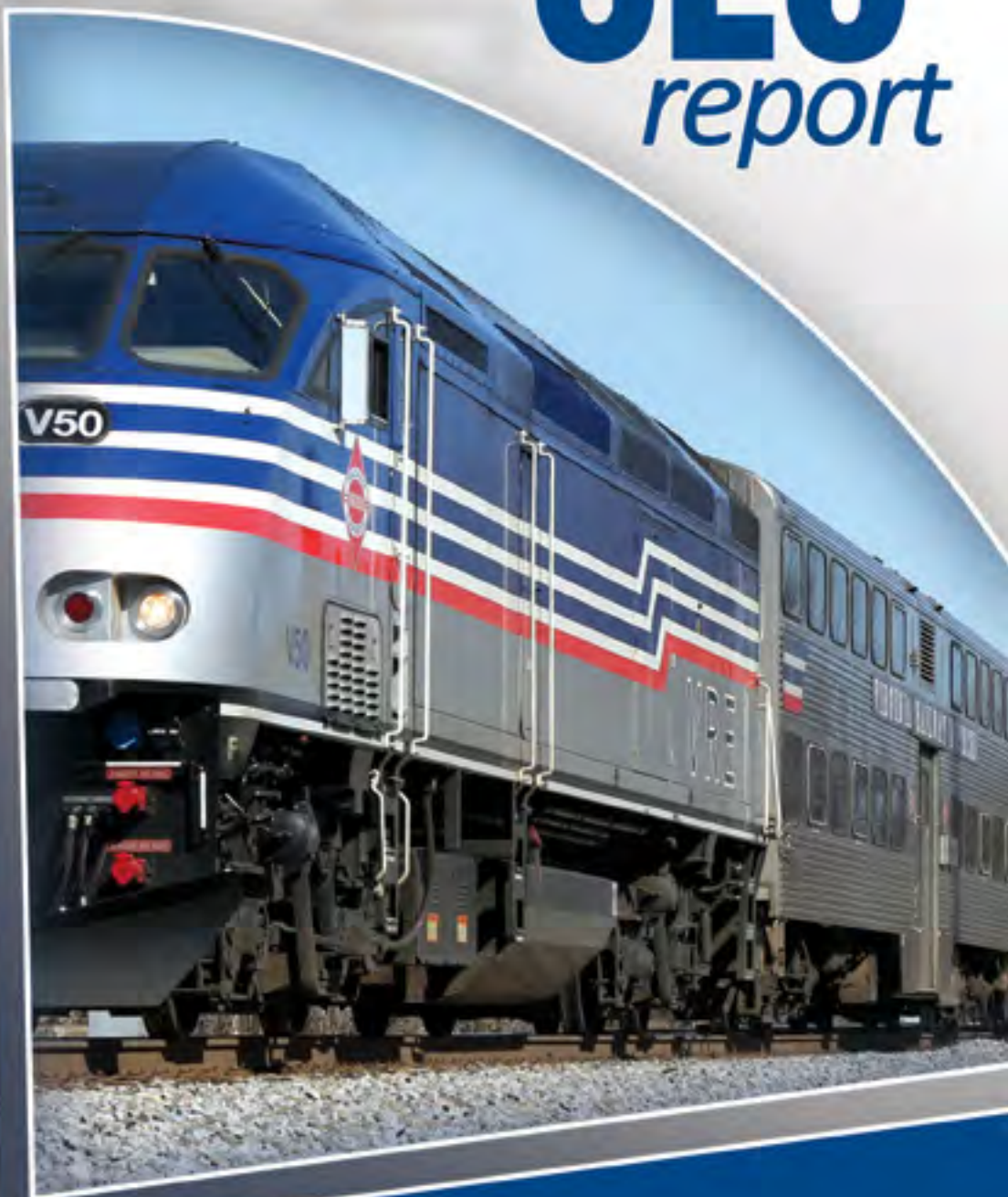
Mr. Allen will update the Commission on VRE highlights. The [VRE CEO June 2015 Report](#) and the [Minutes of the June 19<sup>th</sup> Meeting of the VRE Operations Board](#) are attached.

### **C. ACTION ITEM: [Resolution #2276](#): Authorization for the VRE CEO to Amend the Parking Agreement with the City of Manassas**

The VRE Operations Board recommends the Commissions authorize the VRE Chief Executive Officer to amend the agreement with the City of Manassas to reallocate assigned spaces within the city's parking facility. The current agreement designates the first three levels (60 percent of the 532 spaces) for VRE commuter use with the top two levels (40 percent) of the designated spaces as public parking spaces for the city to

levels (40 percent) of the designated spaces as public parking spaces for the city to support downtown retail. The City of Manassas requested to use the second level to support downtown retail and increase parking for VRE commuter use. The proposed amendment will allocate 80 percent of the 532 spaces as VRE commuter spaces and 20 percent of the total spaces for use as public parking. VRE commuter spaces would increase by 100 spaces. The new agreement would be a five-year renewable agreement. The attached VRE memorandum gives more details including fiscal impact.

# CEO<sup>#6B</sup> *report*



**JUNE 2015**

VIRGINIA RAILWAY EXPRESS  
*A Better Way. A Better Life.*





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CEO REPORT | JUNE 2015

**CEO**  
*report*

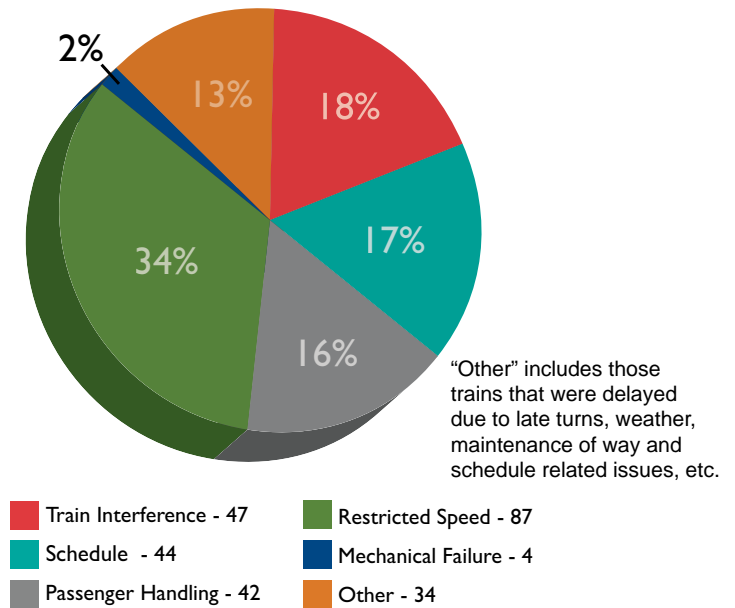
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### ON-TIME PERFORMANCE

On-Time Performance (OTP) for May 2015 was 87 percent, down from 96 percent the previous month. The Manassas Line operated at 92 percent while the Fredericksburg Line was 81 percent. Restricted speed orders, passenger handling, schedule issues and train interference were all principal causes of delays and reduced overall OTP. Frequent heat restrictions occurred on the Fredericksburg Line. In May, VRE operated 599 trains with 79 trains arriving over five minutes late to their final destinations. There were 26 late trains on the Manassas Line and 53 late trains on the Fredericksburg Line.

### REASON FOR DELAYS



**Note:** There were a total of 258 delays during the month of May but only 79 late trains. The reason for the difference is that a train may encounter several delays during its operation which may or may not cause it to be late. For instance, a train could be late leaving Union Station waiting for another train to depart the station. During the course of its run it could also encounter a signal issue, yet still arrive at its final destination on time. That train experienced two delays but was not "LATE" (arriving at its final destination later than five minutes).



### TRIP DELAYS

SYSTEM-WIDE	MAR.	APR.	MAY
Total late trains	36	29	79
Average length of delay (mins.)	15	13	14
Number over 30 minutes	3	2	7
Total days with heat restrictions	0/21	0/22	7/22
On-Time Performance	94%	96%	87%
<b>FREDERICKSBURG LINE</b>			
Total late trains	12	14	53
Average length of delay (mins.)	12	16	14
Number over 30 minutes	0	2	2
On-Time Performance	96%	95%	81%
<b>MANASSAS LINE</b>			
Total late trains	24	15	26
Average length of delay (mins.)	16	9	16
Number over 30 minutes	3	0	5
On-Time Performance	93%	96%	92%

## RIDERSHIP UPDATE

May 2015 average daily ridership was 18,384\* compared to 19,138 in May 2014. The total monthly ridership was 367,683\*, down from 401,901 compared with the previous May, yielding a decrease of 3.9 percent. The number of full service days in May was 20, versus 21 the previous May.

\*using estimated Amtrak ridership

### RIDERSHIP MONTH-TO-MONTH COMPARISON

DESCRIPTION	MONTHLY RIDERSHIP
May 2014	401,901
May 2015	367,683*
Full Service Days (Current/Prior)	20/21
Ridership Percent Change	-3.9%

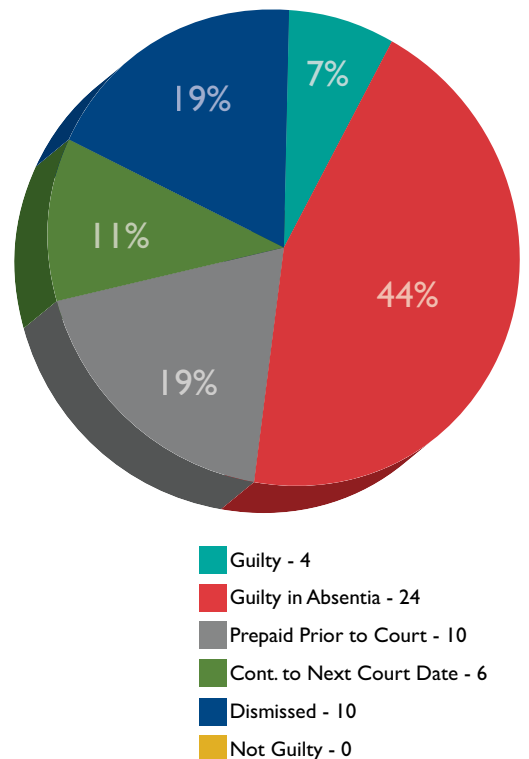
## MONTHLY CITATIONS UPDATE

During the month of May, Keolis wrote 125 citations; 24 fewer than last month. VRE waived 71 citations after riders showed proof of purchase of a monthly ticket and 41 others were waived as a one-time courtesy, per the conductor's request, unique circumstances or other reasons. Of the remaining 54 that went to court, four were found guilty, zero were found not guilty, 10 were dismissed, 24 were guilty in absentia, 10 were prepaid and six were continued to next month.

### WAIVED CITATIONS

VRE ACTIONS	OCCURRENCES
Waived – Passenger showed proof of a monthly ticket	30
Waived – One-time courtesy	7
Waived – Per the request of the conductor	29
Waived – TVM error	0
Waived – Defective ticket	0
Waived – Per Ops Manager	0
Waived – Unique circumstances	2
Waived – Insufficient processing time	0
Waived – Insufficient information	2
Waived – Lost and found ticket	0
Waived – Other	1
<b>TOTAL WAIVED CITATIONS</b>	<b>71</b>

### FARE EVASION COURT ACTIONS



### RIDERSHIP CHART

DATE	MSS AM	MSS PM	TOTAL MSS	ACTUAL OTP TD	FBG AM	FBG PM	FBG TOTAL	ACTUAL OTP TD	TOTAL TRIPS	ACTUAL OTP TD
1	3,669	3,549	7,218	100%	3,912	4,144	8,056	100%	15,273	100%
2										
3										
4	4,267	4,400	8,668	94%	4,604	4,935	9,539	71%	18,207	83%
5	4,832	4,879	9,712	69%	5,293	5,245	10,537	64%	20,249	67%
6	4,494	4,650	9,145	100%	5,134	5,319	10,453	100%	19,598	100%
7	4,704	4,546	9,250	88%	4,982	5,451	10,433	100%	19,683	93%
8	3,381	3,444	6,826	81%	3,818	4,170	7,988	100%	14,814	90%
9										
10										
11	3,956	4,264	8,220	94%	4,281	4,633	8,914	86%	17,134	90%
12	4,760	4,867	9,627	100%	5,038	5,364	10,402	64%	20,029	83%
13	4,458	4,544	9,002	100%	5,069	4,721	9,791	79%	18,793	90%
14	4,613	4,408	9,021	88%	4,901	4,837	9,737	86%	18,758	87%
15	3,354	3,194	6,548	100%	3,961	4,276	8,237	100%	14,785	100%
16										
17										
18	3,954	4,237	8,190	88%	5,021	4,774	9,795	57%	17,985	73%
19	4,719	4,351	9,070	94%	5,296	5,403	10,699	64%	19,769	80%
20	4,521	4,440	8,961	94%	5,148	5,210	10,358	71%	19,320	83%
21	4,497	3,959	8,456	100%	4,990	5,400	10,391	93%	18,847	97%
22	2,859	3,083	5,942	88%	3,479	3,899	7,379	100%	13,321	93%
23										
24										
25										
26	4,406	4,447	8,854	81%	5,157	4,998	10,156	71%	19,009	77%
27	4,302	4,577	8,879	88%	5,058	5,392	10,450	71%	19,328	80%
28	4,324	4,499	8,822	94%	5,134	5,312	10,446	71%	19,268	83%
29	3,524	3,346	6,869	100%	3,963	3,978	7,942	71%	14,811	87%
30										
31										
	<b>83,596</b>	<b>83,685</b>	<b>167,280</b>	<b>92%</b>	<b>94,241</b>	<b>97,462</b>	<b>191,703</b>	<b>81%</b>	<b>358,983</b>	<b>87%</b>

Amtrak Trains:	700
Adjusted total:	167,980

Amtrak Trains:	8,000
Adjusted total:	199,703

Amtrak Total:	8,700
Adjusted Total:	367,683

# of Service Days:	20	Full Service Days:	20
Manassas Daily Avg. Trips:	8,364	Adjusted Avg.:	8,399
Fred'burg Daily Avg. Trips:	9,585	Adjusted Avg.:	9,985
Total Avg. Daily Trips:	17,949	Adjusted Avg.:	18,384

Total Trips This Month:	367,683
Prior Total FY-2015:	3,839,658
Total Trips FY-2015:	4,207,341
Total Prior Years:	66,970,373
Grand Total:	71,177,714

Total Number of Service Days to Date:	226
Average Daily Riders to Date:	18,617

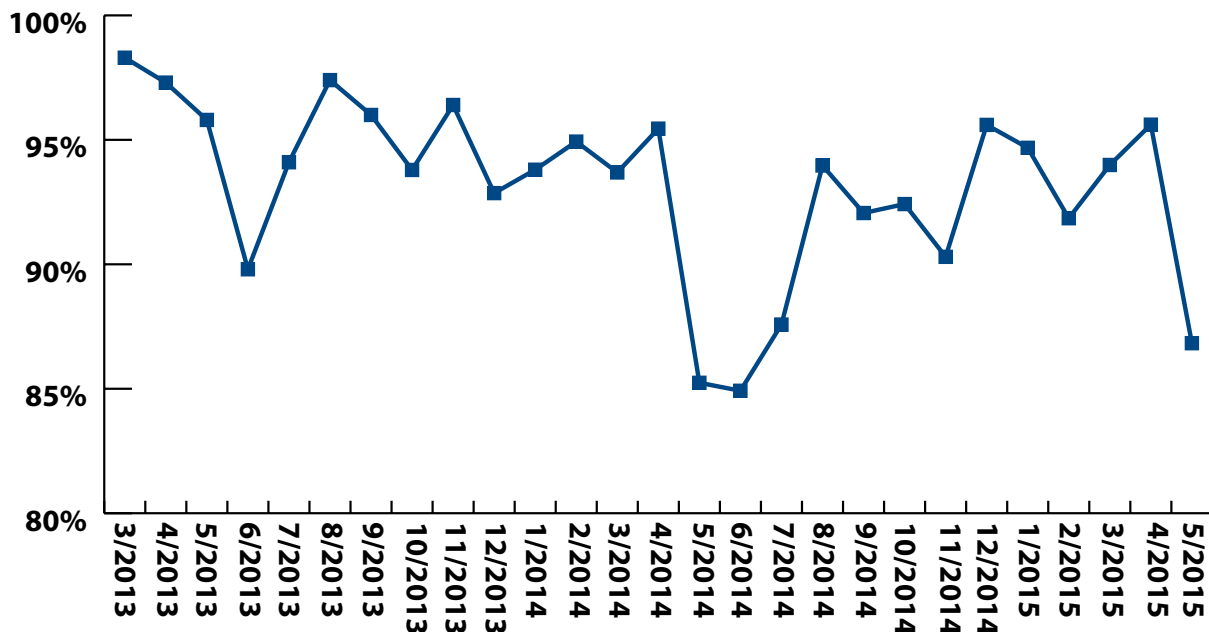
**NOTE:** Adjusted Averages and Totals include all VRE trips taken on Amtrak trains, but do not include "S" schedule days.

\* designates "S" schedule day

\*Numbers in red are estimated.

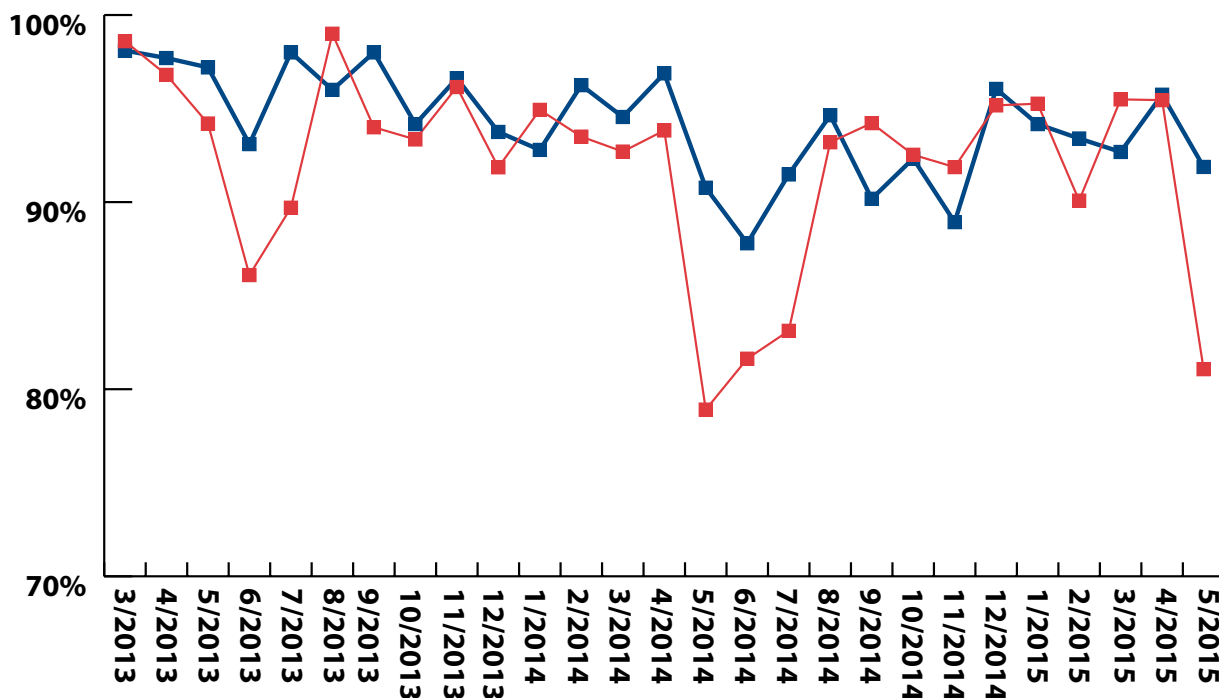
## ON-TIME PERFORMANCE

### SYSTEM PERFORMANCE



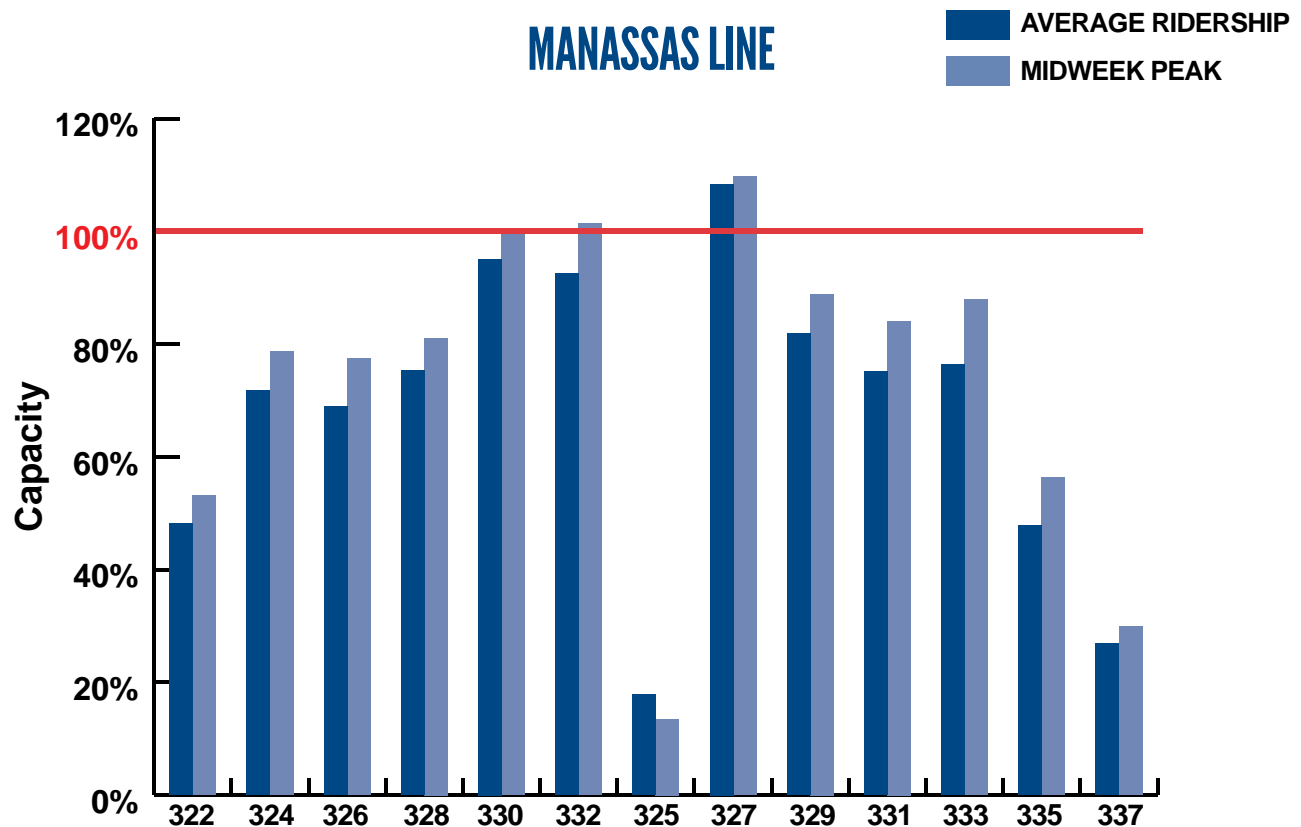
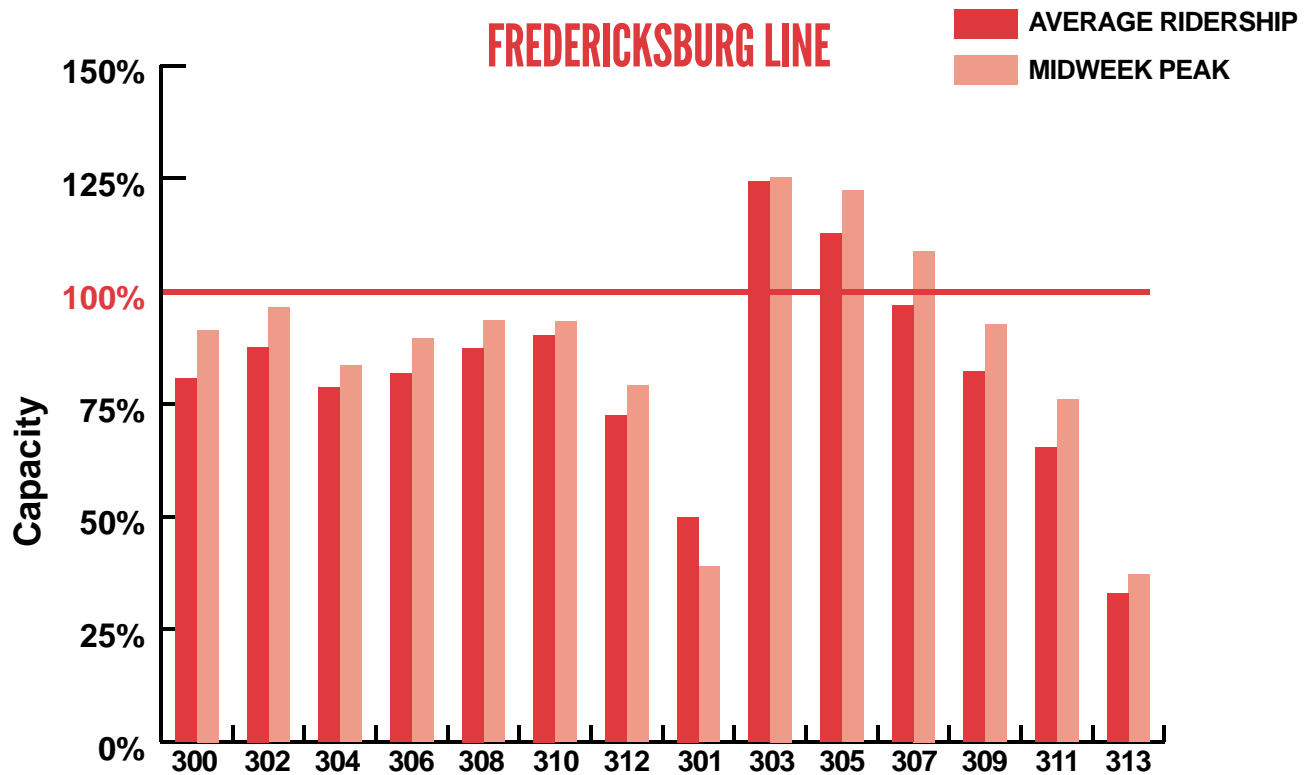
### PERFORMANCE BY LINE

■ FREDERICKSBURG LINE  
■ MANASSAS LINE

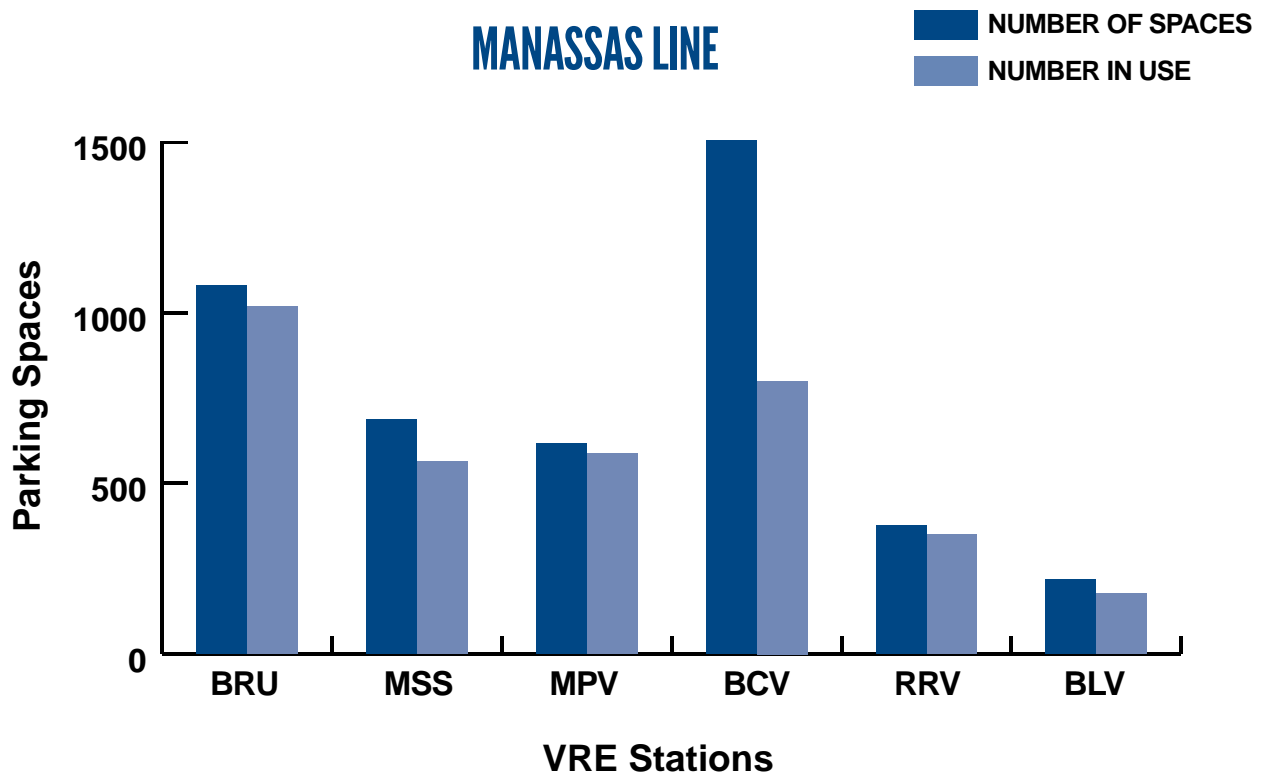
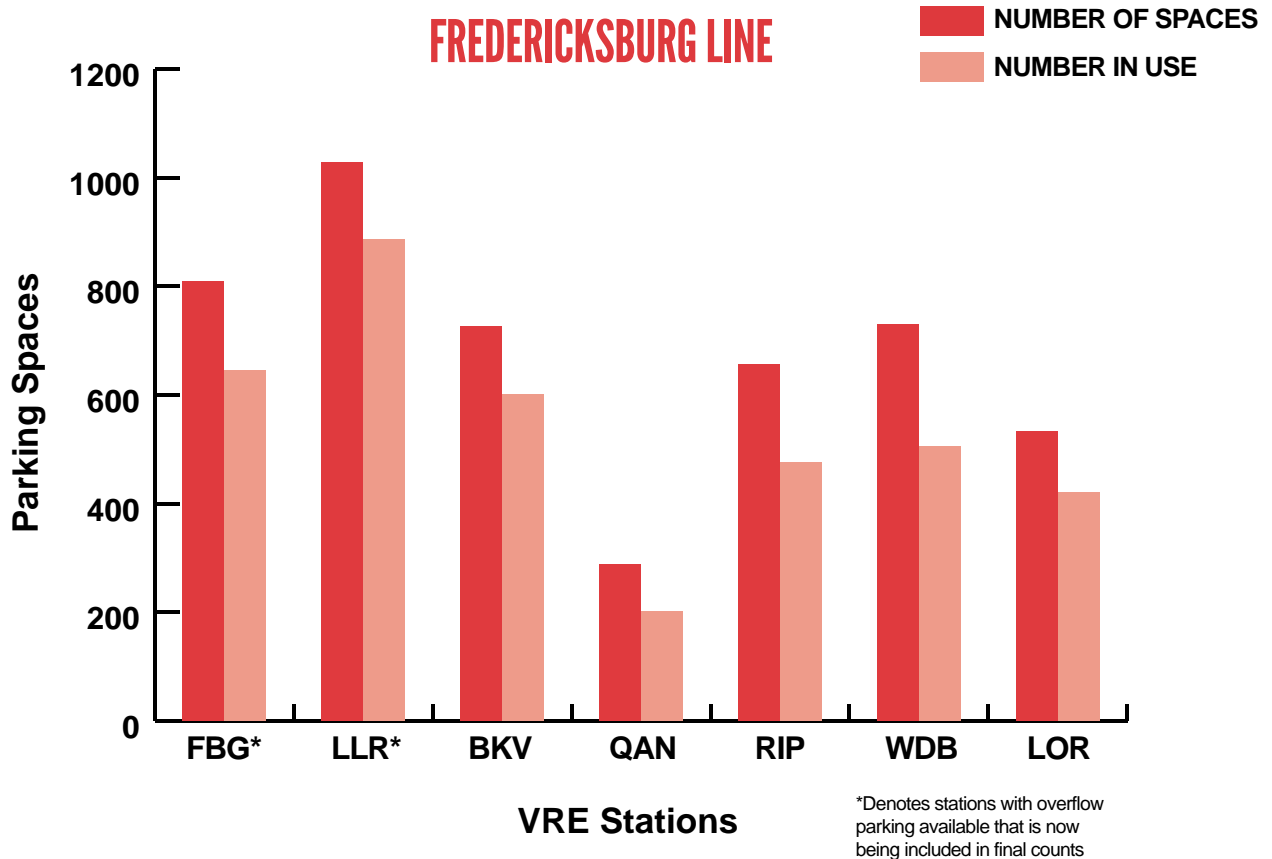




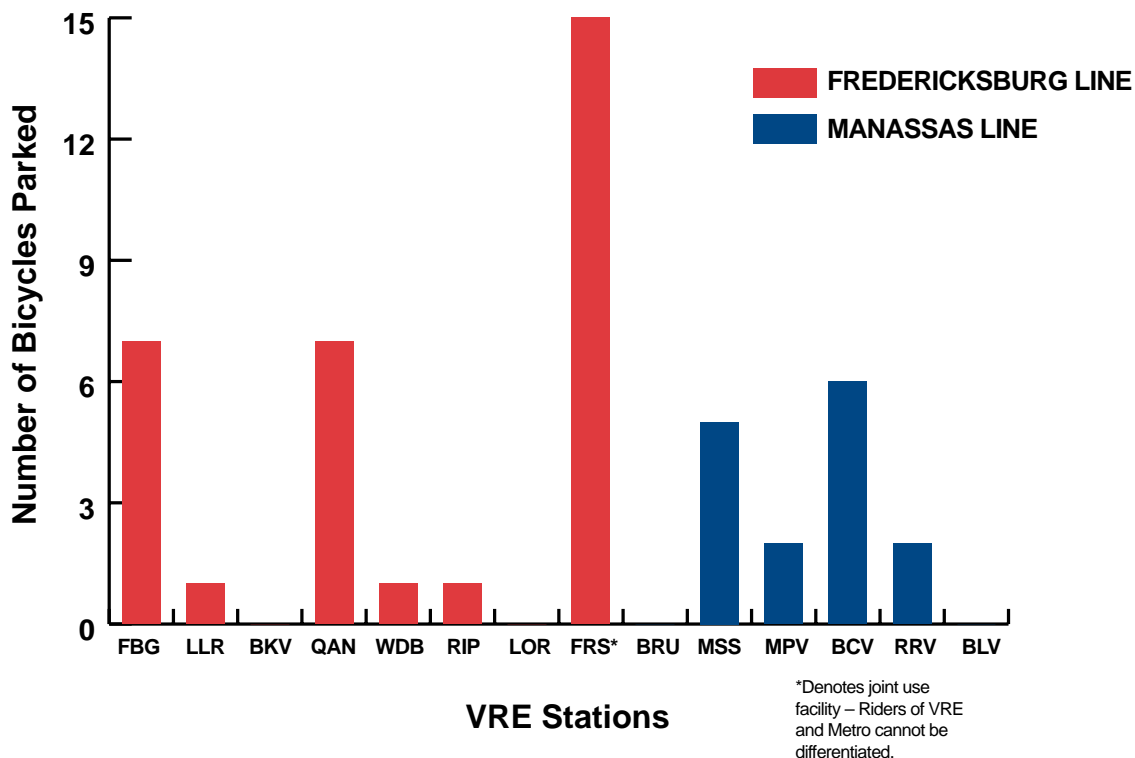
### TRAIN UTILIZATION



## PARKING UTILIZATION



### BICYCLE COUNTS



### FINANCIAL REPORT

#### SUMMARY OF FINANCIAL RESULTS – APRIL 2015

MEASURES	DOLLARS	GOAL	ACTUAL
Operating Ratio		55%	57%
<b>BUDGETED REVENUE</b>	<b>80,369,032</b>		
Budgeted Revenue YTD	69,088,484		
Actual Revenue YTD	69,223,237		
Cumulative Variance	134,753		134,753
Percent Collected YTD		84.69%	84.85%
<b>BUDGETED EXPENSES</b>	<b>80,369,032</b>		
Budgeted Expenses YTD	61,983,381		
Operating Expenses YTD	58,527,034		
Cumulative Variance	3,456,347		3,456,347
Percent Expended YTD		75.98%	71.74%
<b>NET INCOME (LOSS) FROM OPERATIONS</b>			<b>3,591,100</b>

Fare income for the month of April was \$143,911 below the budget – an unfavorable variance of 4.48 percent. The cumulative variance for the year is 0.37 percent or \$114,444 above the adopted budget. Revenue in FY 2015 is down 1.6 percent compared to FY 2014. The budget reflects the amended budget adopted at the December 2014 Operations Board meeting. A summary of the financial results (unaudited) follows. Detail on the major revenue and expense categories is provided in the attached Operating Budget Report.

*These figures are preliminary and unaudited.*

# FINANCIAL REPORT, *CONT.*

## FY 2015 OPERATING BUDGET REPORT, APRIL 30, 2015

	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD VARIANCE		TOTAL FY15 BUDGET
					\$	%	
OPERATING REVENUE							
Passenger Ticket Revenue	3,069,491	3,213,402	30,641,767	30,527,323	114,444	0.4%	36,662,000
Other Operating Revenue	63,500	14,462	239,499	137,390	102,109	74.3%	165,000
Subtotal Operating Revenue	3,132,991	3,227,865	30,881,266	30,664,713	216,553	0.7%	36,827,000
Jurisdictional Subsidy (1)	-	-	16,428,800	16,428,800	-	0.0%	12,305,001
Federal/State/Other Jurisdictional Subsidy	1,537,432	1,798,760	21,885,049	21,966,849	(81,800)	-0.4%	28,472,731
Appropriation from Reserve	-	-	-	-	-	0.0%	2,749,000
Interest Income	3,498	3,498	28,122	28,122	-	0.0%	15,300
Total Operating Revenue	4,673,921	5,030,123	69,223,237	69,088,484	134,753	0.2%	80,369,032
OPERATING EXPENSES							
Departmental Operating Expenses	5,331,855	5,477,308	54,084,784	57,548,941	3,464,157	6.0%	73,255,179
Debt Service	3,785	-	4,438,225	4,434,440	(3,785)		6,714,870
Other Non-Departmental Expenses	-	-	4,025	-	(4,025)		398,983
Total Operating Expenses	5,335,640	5,477,308	58,527,034	61,983,381	3,456,347	5.6%	80,369,032
NET INCOME (LOSS) FROM OPERATIONS	(661,719)	(447,186)	10,696,203	7,105,103	3,591,100		-
CALCULATED OPERATING RATIO			57%	53%		Goal	55%
(1) Total jurisdictional subsidy is \$16,428,800. Portion shown is attributed to Operating Fund only.							

(1) Total jurisdictional subsidy is \$16,428,800. Portion shown is attributed to Operating Fund only.

## FY15 YEAR-END OPERATING BUDGET PROJECTION

DESCRIPTION	REVISED BUDGET	CURRENT ESTIMATE	VARIANCE	PERCENT
Fare Revenue	36.7 million	36.7 million	—	0.0%
Local Subsidy	12.3 million	12.3 million	—	0.0%
Fed/State Revenue	28.5 million	28.9 million	0.4 million	1.4%
Other Revenue	2.9 million	0.2 million	(2.7 million)	-1350.0%
<b>TOTAL REVENUE</b>	<b>80.4 million</b>	<b>78.1 million</b>	<b>(2.3 million)</b>	<b>-2.9%</b>
Operation Expenses	66.5 million	62.8 million	3.7 million	5.9%
Non-Operation Expenses	6.8 million	4.0 million	2.8 million	70.0%
Debt Service	6.7 million	6.7 million	—	0.0%
Contribution to Revenue	0.4 million	0.4 million	—	0.0%
<b>TOTAL EXPENSES</b>	<b>80.4 million</b>	<b>73.9 million</b>	<b>6.5 million</b>	<b>8.1%</b>
<b>NET INCOME (LOSS)</b>		<b>4.2 million</b>	<b>4.2 million</b>	

The local subsidy amount shown here is the amount needed for operations; total subsidy is \$16.4 million.

### FINANCIAL REPORT, *CONT.*

#### VRE INVESTMENT PORTFOLIO, MARCH 31, 2015

INVESTMENT TYPE	INSTITUTION	AMOUNT	COMMENTS	RATE
Checking Account	PNC	5,837,252	Checking account	0%
LGIP (Local Government Investment Pool)	LGIP	36,099,656	Operating and capital reserve	0.12%
<b>Project Funds</b>				
LGIP (Local Government Investment Pool)	LGIP	53,019	Revolving account for small liability claims	0.12%
Insurance trust fund	DRM	10,435,238	Amount as of 12/31/2014	N/A
<b>Total portfolio</b>		<b>52,425,164</b>		
<b>Percentage of portfolio</b>				
Checking-PNC		11%		
LGIP		69%		
Insurance trust fund		20%		
<b>Total Percentage of Portfolio</b>		<b>100%</b>		
<b>Earnings Credit - Checking Account</b>	<b>Current Month</b>	<b>Year to Date</b>		
Current period earnings credit amount	1,333	12,476		
Average monthly balance	6,342,241	6,731,892		
Earnings credit rate	0.25%	0.25%		
(1) Contract allows for earnings credit of .20% on average monthly balance as an offset to banking services costs. (2) Earnings calculated based on monthly average. (3) Earnings retained by Commonwealth.				





## CAPITAL PROJECTS

### ALEXANDRIA STATION PEDESTRIAN TUNNEL PROJECT

This project is for the construction of a new pedestrian tunnel at Alexandria Union Station in order to eliminate an at-grade crossing used by passengers and improve Americans with Disabilities Act access to the existing east platform, which is currently inaccessible unless the at-grade crossing is used. The project will also make improvements to the east platform allowing VRE and Amtrak trains to use Track #1 – the farthest track from the station and the one that is almost exclusively used by freight trains today. This project will greatly improve safety, operational flexibility and service reliability as well as improve intermodal transfers between VRE and Metrorail, as well as Metro and DASH buses.



*Representatives of the City of Alexandria meet with VRE staff to review revised concepts for the new pedestrian tunnel.*

Preliminary engineering is currently underway and is expected to be completed in June. The soil samples needed for geotechnical evaluations have been collected and are undergoing laboratory testing and analyses. VRE is meeting with project stakeholder groups to share information and collect feedback about the recommended tunnel alignment. Project funding is provided by Federal Highway Administration rail crossing elimination program through VDOT, which is initiating a value engineering study scheduled for completion in July. Once comments are reviewed and incorporated, the project will move into final design, which is expected to be completed in September 2015.

The tunnel will be just north and parallel to the existing tunnel, which will ultimately be removed from service and sealed. It will be longer than the existing tunnel as it connects directly to the WMATA King Street–Old Town Station.



*A computer rendering illustrates one concept for the new pedestrian tunnel, stairs and elevator under consideration at Alexandria Union Station.*



*An aerial view of the Alexandria Union Station and the WMATA King Street Metro Station. The new tunnel (as superimposed with yellow line) will facilitate access between the two stations without having to go around the block and using either King Street (left side of photo) or Duke Street.*

## CAPITAL PROJECTS, *CONT.*

### LIFECYCLE OVERHAUL AND UPGRADE FACILITY

In January 2014, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock. The basis of this strategy is to maintain VRE locomotives and passenger cars at the highest level of reliability throughout the lifecycle of the equipment. A new building will be designed and fitted to specifically perform this work and fully dedicated to these activities at Crossroads Maintenance and Storage Facility. The Board authorized award for engineering, environmental and construction services for the lifecycle overhaul and upgrade (LOU) facility to STV Group Incorporated of Fairfax, Virginia, in April 2015.

A kick-off meeting/design workshop was held at the VRE Crossroads facility on June 2nd to discuss the operations and equipment for the LOU facility. The specifications and operations of equipment needed for the lifecycle maintenance to function were discussed. Special attention focused on identifying two long lead time items that should be ordered in advance of the construction phase of the project: a wheel truing machine and a drop table. These two large pieces of equipment require 14 to 16 months to be manufactured and, if VRE were to wait until all of the plans were complete, delivery could extend beyond the opening date for the LOU facility. Having this equipment on the property will save time and money and provide for a more flexible work schedule.

Soil samples for geotechnical investigations have been collected for this project and a field survey is underway. Environmental features are being inventoried and letter coordination with environmental and other agencies is underway. We will be coordinating with the Federal Transit Administration, through the Potomac and Rappahannock Transportation Commission, to understand the Determination of Effect which will guide the environmental documentation that will be prepared.

### L'ENFANT STORAGE TRACK WAYSIDE POWER CONSTRUCTION CONTRACT

Midday train storage is at a premium in the District of Columbia. This project consists of CSXT installing new turn out tracks, a stub track, new signals and replacement signals, track and switches to allow VRE to utilize an existing storage track immediately north of L'Enfant Station for midday storage. VRE will install wayside power appliances on the storage track to permit heating and cooling of trains during layover without the locomotive running.

VRE issued an Invitation for Bid on April 14, 2015 and one bid was received on May 18, 2015. The VRE Operations Board will determine whether a contract should be awarded at its June meeting. Once a contract is approved, it is expected that the project will be completed in four months.

### SPOTSYLVANIA STATION PROJECT

Thanks to mild spring weather, work has progressed uninterrupted on construction of the new passenger station in Spotsylvania County. The concrete platform is complete and work on structural steel, lighting and other station systems is advancing. Station construction project completion is scheduled for summer 2015. Work is also proceeding on a parallel project by Spotsylvania County to construct a 1,500-car station parking lot. The in-service date for Spotsylvania Station will hinge on the completion of the Spotsylvania Parking Lot project, which is scheduled to be complete in the summer of 2015.

## CAPITAL PROJECTS, CONT.



*Adjacent to the new Spotsylvania Station platform (bottom of the top picture and left of the bottom picture), the County's contractor is completing site grading and installing drainage in preparation of paving the 1,500-car parking lot.*



## CAPITAL PROJECTS, *CONT.*

### FACILITIES UPDATE

**The following is a status update of VRE facilities projects:**

**Completed projects:**

1. Removal of obsolete attendant booths at Woodbridge parking garage
2. Repairs of gravel parking lot at Leeland Road station
3. Replacement of cigarette receptacles at stations
4. Installation of additional “no smoking” signs at various stations
5. Interim replacement of several stair pans at Rippon station

**Projects scheduled to be completed this quarter:**

1. Installation of right-of-way security fencing at Burke Centre station
2. Repair of damaged tactile strip on east platform at Fredericksburg station (depending on weather and flagman availability)
3. Modifications to obsolete ADA lift enclosures to provide open-structure shelters at Lorton, Leeland Road and Backlick Road stations
4. Issuance of elevator rehabilitation IFB for Franconia-Springfield and Rippon stations
5. Striping and signage installation for motorcycle parking in Lot D in Fredericksburg

**Projects scheduled to be initiated this quarter:**

1. Painting of several stations (locations TBD)
2. Correction of drainage pipe slope at Crossroads yard
3. Installation of platform and inter-track warning signs at stations
4. Identification of additional parking lots requiring restriping

**Ongoing projects:**

1. Renovations at Alexandria headquarters
2. Installation of additional benches at various stations
3. Modification of wayside power pedestals at Broad Run and Crossroads yards to increase status light visibility and improve cable storage
4. Replacement of worn or damaged signage at various stations
5. Development of scope of work for tactile warning strip replacement Invitation for Bids (IFB) for various stations
6. Development of scope of work for canopy replacement IFB for L'Enfant and Leeland Road stations
7. Development of scope of work for platform concrete rehabilitation IFB for Fredericksburg station
8. Request for task order proposals from GEC VI firms for plan and specification development, in preparation for upcoming IFB for stair replacement at Rippon station

## PROCUREMENT

### UPCOMING PROCUREMENTS

- Repair and Overhaul of Locomotive Rotating Electrical Equipment
- Stair Replacement at the VRE Rippon Station
- Engineering and Environmental Services for Platform Improvements at Five Fredericksburg Line Stations
- General Planning Consulting Services I – Project Development Services
- Development of Design Guidelines and Standard Specifications
- Engineering and Environmental Services for the Rolling Road Station Platform Extension
- System Safety and Security Consulting Services
- Lorton Station Enhancements
- Elevator Rehabilitation or Replacement at Franconia-Springfield and Rippon
- Replacement of Tactile Warning Strips at Station Platforms
- Rehabilitation of Fredericksburg Station Platforms
- Replacement of Platform Canopies, Gutters and Downspouts at L'Enfant and Leeland Road
- Purchase and Installation of Security Camera Equipment
- Automatic Parking Counter System
- Automatic Passenger Counter System

### COMMUTER STATIONS & PARKING PROJECTS

Project & Code	Description	Task (s)	Task Description (s)	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
Alexandria Station Tunnel and Other	Design and installation of a new pedestrian tunnel between the VRE/Amtrak and METRO stations and modifications to eastern platform to allow service from Track #1.	Feasibility Study	Prepare a feasibility study with limited survey to investigate challenges associated with designing, permitting and constructing a tunnel under a live CSX track.	Norine Walker	8C-05-2012	100%	4th Quarter 2014
		Site Investigation	Compile soils data and perform in-situ testing to prepare for final design phase and provide VDOT with environmental information.	Norine Walker	8H-10-2013	35%	1st Quarter 2015
		Design & Construction Administration	Design & construction administration for pedestrian tunnel and modifications to east platform.	Norine Walker	8F-12-2013	15%	2nd Quarter 2017
		Design & Construction Administration	Raise the West Platform.	Norine Walker		0%	TBD
Amtrak Joint Recapitalization Project	Amtrak and VRE joint benefit recapitalization projects	Washington Union Terminal Rail Service Improvement Plan	Joint study with Amtrak and MARC re: meeting current and forecasted growth for target years 2017 and 2030.	Christine Hoeffner		100%	Completed
		Coach Yard Wayside Power Upgrade	Upgrade and replace wayside power station for VRE storage tracks at the Coach yard	Rich Dalton		100%	Completed
		WUT Canopy Roof Repairs	Repairs of canopy roof at WUT lower level platforms	Rich Dalton		70%	2nd Quarter 2015
Broad Run Parking Expansion	Environmental Analysis and Engineering to expand parking by 700 spaces	EA & PE	Perform environmental analysis and engineering and provide construction administration to expand parking by 700 spaces	Norine Walker	11D-04-2011	30%	TBD
Franconia-Springfield Station Rehabilitation	To make repairs & improvements to the Franconia Springfield Station Eastern Platform & Passenger Walkway	Repairs & Improvements	Infrastructure repairs and improvements to eastern platform and passenger walkway at VRE Franconia-Springfield Station.	Kip Foster	9F-06-2011	100%	Completed 3rd Quarter 2013
		Flagging Services & Protection	Provide flagging services during platform level repairs and overhead pedestrian bridge work.	Kip Foster	9G-06-2011	100%	Completed 2012
		Second Platform		Norine Walker		0%	TBD
Lorton Station Main Platform Expansion	Expansion of station by extending eastern (main) platform	PE and Environmental	EA and PE to extend the exiting platform and construct a second platform.	Eric Johnson	10A-10-2010	100%	Completed 4th Quarter 2012
		Station Expansion Design	Prepare construction documents and provide construction administration for 250' platform expansion with upgraded LED lighting	Eric Johnson	8B-05-2012	90%	1st Quarter 2015
		Platform Extension Construction	Construction of 250' platform extension with upgraded LED lighting	Kip Foster	8B-03-2014	0%	2nd Quarter 2015
		Utility Relocation	Relocate CenturyLink communications line to accommodate platform extension and future second platform	Kip Foster	8C-03-2014	0%	4th Quarter 2014
		Construction Management Services	Provide construction management and inspection services during construction of platform extension	Kip Foster	9A-04-2014	0%	2nd Quarter 2015
Lorton Second Platform	Construction of a Second Platform at Lorton Station	Environmental	Prepare Categorical Exclusion for Second Track construction	Norine Walker	TBD	0%	TBD
		Preliminary Engineering	Design of second platform	Norine Walker	TBD	0%	TBD
Rolling Road Platform Extension	250 Foot Platform Extension 100 Foot Canopy Extension	PE / Env	250' Platform Extension / 200' Canopy Extension / 200' Future Platform Concept Design	Kip Foster			
Spotsylvania Station (New Station)	Development of a new VRE station in Spotsylvania County (Station Only, NO Parking) near the Crossroads Yard	Station Design & CM Services	Design of the new platform and head house/Construction Eng. Support. Full time on site CM services.	Kip Foster	9G-06-2012 & 9F-09-2013	100% and 75%	Completed 2nd Quarter 2013
		Station Construction	Construction of the new platform and head house.	Kip Foster	9F-05-2013	65%	2nd Quarter 2015
Brooke and Leeland Road		PE / Env Design Construction CM	250' Platform Extension / 200' Canopy Extension / 200' Future Platform Concept Design	Norine Walker			
Quantico Station				Kip Foster			

Status	Change Order, Budget & Schedule Change Notes & Updates	Vendor	Total Adopted CIP Budget Thru FY15 (\$)	Total Board Approved Funds (\$)	Contractual Commitments To-Date (\$)	Total Expenditures To-Date (\$)
Distributed final feasibility report and closing out this task.		AECOM	\$ 10,626,000	\$ 162,711	\$ 147,919	\$ 147,737
Waiting for geotechnical report to be submitted to engineering design team.	Supplement No. 1, October 2013, \$26,709. Supplement No. 2, May 2014, \$85,752, Supplement No. 3 \$45,405 approved 4-17-2015.	AECOM		\$ 223,554	\$ 162,402	\$ 55,525
Coordination with stakeholders underway. 30% design scheduled for submittal in June 2015. VDOT will conduct Value Engineering Study July 2 and 3 at VRE. 60% design will continue through September 2015.	Amendment anticipated for scope not anticipated when awarded contract. Will evaluate need when further along in contract.	Gannett Fleming	\$ -	\$ 1,814,559	\$ 1,728,151	\$ 351,489
Preparing Scope of Work for stand-alone contract to address East Platform widening, track reprofiling, Slater's Lane cross-cover and West Platform leveling.	Transfer funds from Amtrak Joint Recap. Project and add NVTA funding.	TBD	\$278,864	\$278,864	\$ -	\$0
TOTALS			\$ 10,904,864	\$ 2,479,688	\$ 2,038,472	\$ 554,751
Project completed.	Final invoice received 2/28/14; payment authorized 3/20/14.	Amtrak	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 987,625
Project completed.	Last invoice received 4/12/2013	Amtrak	\$ 750,000	\$ 750,000	\$ 750,000	\$ 515,968
Work will resume in Spring of 2015	Revised Contract executed November 2014.	Amtrak	\$ 1,172,309	\$ 1,172,309	\$ 1,172,309	\$ 573,953
TOTALS			\$ 3,201,176	\$ 3,201,176	\$ 2,922,309	\$ 2,077,547
No funds available for construction, so on-hold. 30% design submitted. Likely will wait until Gainesville-Haymarket extension project results to determine the future of the Broad Run Station parking expansion.		Dewberry	\$ 3,420,000	\$ 2,031,263	\$ 1,846,603	\$ 393,120
TOTALS			\$ 3,420,000	\$ 2,031,263	\$ 1,846,603	\$ 393,120
Contract closeout pending contractor submittal of closeout payment affidavit requirements.	Change Order # 1, Canopy Roof/Gutters/Downspouts, \$39,250 - Change Order # 2, Stringer Repair/Replacement, \$47,440 - Change Order # 3, Structural Steel Repairs/Rehab, \$45,682 - Change Order # 4 - Window/Jamb Rehab/Replacement, \$4,928 - Change Order # 5 - Gutter Repair, \$222	Vista Contracting, Inc.	\$ 522,000	\$ 455,950	\$ 449,141	\$ 426,687
No additional flagging expected.	Force account estimate for flagging in the amount of \$124,765.	CSX Trans.		\$ 132,000	\$ 124,765	\$ 58,185
Platform expansion project. Will combine five station expansion projects into one contract. Board item for March Board meeting.		TBD				
TOTALS			\$ 522,000	\$ 587,950	\$ 573,906	\$ 484,872
Completed		HDR		\$ 306,350	\$ 278,500	\$ 271,476
HDR providing permit assistance, coordinating Special Inspections, and providing Construction Engineering to include shop drawing review as needed.		HDR		\$ 103,400	\$ 94,000	\$ 87,694
Received Board approval in March 2014 to award construction contract to Hammerhead. Contract awarded in late April 2014. Received Board approval in May 2014 to execute CSX force account agreement for design review and flagging during construction. CSX processing ROE. CSX determining flagging availability and schedule.		Hammerhead Construction	\$ 4,820,000	\$ 991,980	\$ 901,800	\$ 26,000
Received Board approval in March to execute communications line relocation agreement with CenturyLink. Agreement executed in early April.		CenturyLink		\$ 66,664	\$ 60,604	\$ -
Received Board approval in April 2014 to execute task order with Gannett Fleming for construction management and inspection services during construction of platform extension. Task order executed in late April.		Gannett Fleming		\$ 164,786	\$ 149,805	\$ 9,000
TOTALS			\$ 4,820,000	\$ 2,809,080	\$ 2,632,521	\$ 1,363,914
Pending NVTA Approval.		TBD		\$ -	\$ -	\$ -
Platform expansion project. Will combine five station expansion projects into one contract. Board item for March 2015 Board meeting.		TBD	\$ -	\$ -	\$ -	\$ -
TOTALS			\$ -	\$ -	\$ -	\$ -
Platform expansion project. Working with procurement on RFP. Anticipate advertising 2nd quarter 2015			\$ 2,000,000			
TOTALS			\$ 2,000,000	\$ -	\$ -	\$ -
STV under contract for Construction Engineering Support and Shop Drawing Review thru duration of construction as well as CM through project closeout.		STV	\$ 3,422,500	\$ 703,453	\$ 650,000	\$ 600,000
Platform Concrete Complete. Walkways and headhouse well underway.	Change Orders 1-8 drainage/fill/concrete/price changes due to change conditions over year between bid/award and NTP.	Hammerhead Construction		\$ 2,583,900	\$2,468,272	\$1,600,000
TOTALS			\$ 3,422,500	\$ 3,287,353	\$ 3,118,272	\$ 2,200,000
Platform expansion project. Will combine five station expansion projects into one contract. Board item for March Board meeting.		TBD	\$2,463,000	\$ 21,790.00		
TOTALS			\$ 3,422,500	\$ 3,309,143	\$ 3,118,272	\$ 2,200,000
Platform expansion project		TBD				

## TRACK & INFRASTRUCTURE PROJECTS

Project & Code	Description	Task (s)	Task Description (s)	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
L'Enfant Station Wayside Power	Place siding previously constructed into service	Wayside Power Construction	Construction of wayside power for stored train sets	Norine Walker	TBD	0%	3rd Quarter 2015
		Wayside Power Construction Management	CM for construction	Norine Walker	N/A	0%	3rd Quarter 2015
		Switch & Signalization Construction	Construction of storage track switches and signals	Norine Walker	9B-06-2011	0%	3rd Quarter 2015
Spotsylvania Third Track Expansion (Crossroads to Hamilton - Fredericksburg)	Construct approximately 2.5 miles of third track leading to the new Spotsylvania Station	Third Track Civil Design, Construction Eng. Support, & CM	Environmental Analysis and Final Design, Engineering Support through construction, CM Services through Project closeout.	Kip Foster	9D-06-2010 & 9G-09-2013	100% and 70%	Design Completed 2nd Quarter 2013. CM est. completion 4th Quarter 2015
		Third Track Signal Design	CSX Signal design and engineering support	Kip Foster	9E-06-2012	100%	1st Quarter 2014
		Track & Signal Construction	CSX Construction of Signals and Track	Kip Foster	9H-09-2013	75%	4th Quarter 2015
		Track Work & Structures	Construction of Civil, Track, & Structures	Kip Foster	9C-06-2013	67%	Phase 1 Complete - Phase 2 4th Quarter 2015

## PLANNING, COMMUNICATIONS & INFORMATION TECHNOLOGY PROJECTS

Project & Code	Description	Task	Task Description	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
Gainesville Haymarket Expansion Planning	Expansion of VRE Service to Gainesville & Haymarket, VA	G/H Expansion Analysis (Feasibility)	Develop expansion alternatives for VRE Service to G/H	Christine Hoeffner	9D-12-2007	Complete	Complete
		G/H Expansion Project Development, Environmental and Design	Perform planning and project development activities, environmental analysis and engineering design	Christine Hoeffner	9B-03-2015 (A/E contract award) 8E-04-2014 (Auth. For RFP)	0%	9/30/17
		Construction (Future)	Future Track Construction	TBD		0%	TBD
Mobile Ticketing	Development and Implementation of a Mobile Ticketing System			Chris Henry	8H-09-2013	39.5%	6/30/16
System Planning	Prepare system plan to cover 20+ year planning horizon			Christine Hoeffner	9F-04-2013	100%	Complete

Status	Change Order, Budget & Schedule Change Notes & Updates	Vendor	Total Adopted CIP Budget Thru FY15 (\$)	Total Board Approved Funds (\$)	Contractual Commitments To-Date (\$)	Total Expenditures To-Date (\$)
Contract advertised April 14, 2015. Pre-bid meeting and field visits conducted on April 22, 2015. Bid received May 18, 2015. Bid deemed to be responsive through a check of references and a financial review. Board approval pending June 19, 2015		C3M Power Systems, LLC		\$494,450 (Pending)		\$ -
GEC VI Task Order to support VRE construction of the wayside power contract. Coordinate with CSX and PEPCO. Proposal due June 11, 2015.		TBD	\$ 4,003,187	\$ -	\$ -	\$ -
CSX is installing new turn out tracks, a stub track, new signals and replacement signals, track and switches to accept the VRE construction and PEPCO power supply. SCX began long lead time material ordering in January.		CSX Trans.		\$ 250,000	\$ 225,000	\$ 171,912
<b>TOTALS</b>			<b>\$ 4,283,619</b>	<b>\$ 250,000</b>	<b>\$ 225,000</b>	<b>\$ 171,912</b>
Design Completed 2nd Quarter 2013. Construction Engineering Services and Support through completion of construction. CM services ongoing for duration of construction and through project closeout.		STV	\$ 32,500,000	\$ 1,750,743	\$ 1,651,000	\$ 1,350,000
Signal Design for Phase 1 and Phase 2 complete. Design checked by CSX. Construction underway.		CSX Trans.		\$ 1,009,800	\$ 917,400	\$ 940,853
Signal Construction over 75 % complete. CSX Track Construction began in January 2015. 1st Cut-in Scheduled for June 20. Scheduled completion 4th quarter 2015		CSX Trans.		\$ 20,522,611	\$ 20,522,611	\$ 9,000,000
Phase 1 work complete (including CSX Track installation). scheduled for completion 4th quarter 2015.	Phase 2 <small>CA # 1 - Access from Crossroads Pkwy \$112,715 CA # 2 - Load Test for Microspiles \$47,900 CA # 3 - Subgrade Stabilization \$86,583 CA # 4 S.S. 12 - Weather Extension - time only CA # 6 - Proposed Station Site Filling \$155,899 CA # 7 - Underdrain \$17,400 CA # 10 - Pipe Extension PP Conflict \$299,973 CA # 11 CSX Extensions and Unaired Credits \$42,295 CA # 13 M.O.T. Devices CA # 15 L.S. Foundation SWAP CA # 16 Slope Stabilization VPP \$230,339</small>	Abernathy Construction Corp		\$ 8,880,073	\$ 8,556,727	\$ 6,000,000
<b>TOTALS</b>			<b>\$ 32,500,000</b>	<b>\$ 32,163,227</b>	<b>\$ 31,647,738</b>	<b>\$ 17,290,853</b>

Status	Change Order, Budget & Schedule Change Notes & Updates	Vendor	Total Adopted CIP Budget Thru FY15 (\$)	Total Board Approved Funds (\$)	Contractual Commitments To-Date (\$)	Total Expenditures To-Date (\$)
Feasibility Study Completed on 9/28/2009	Aerial Survey Deferred to NEPA/PE. Revised Consultant Responsibility for Cost Estimating from Belstar to VHB/DMJM	VHB	\$ 5,823,052	\$ 1,537,338	\$ 1,397,338	\$ 1,042,749
AECOM selected as consultant; contract award awaiting Commission authority to execute REF grant (funding source)	\$1,500,000 allocated in FY14 NVTA regional funding; project agreement approved by NVTA 7/24/14. Amendment of REF grant 76509-02 pending DRPT/VRE execution; increases project funding by \$2,785,714 to \$4,485,714 when combined with NVTA funds as local match to state grant.	TBD		\$ 4,365,163	\$ 3,968,330	\$ -
Future Construction Related to Expansion	Funding Sources TBD	TBD		\$ -	\$ -	\$ -
<b>TOTALS</b>			<b>\$ 5,823,052</b>	<b>\$ 5,902,501</b>	<b>\$ 5,365,668</b>	<b>\$ 1,042,749</b>
beta version currently in use with live transactions. Full system launch expected on or about 05/15/15		GlobeSherpa		\$ 3,510,627	\$ 1,259,600	\$ 1,259,600
<b>TOTALS</b>			<b>\$ -</b>	<b>\$ 3,510,627</b>	<b>\$ 1,259,600</b>	<b>\$ 1,259,600</b>
VRE Ops Board adopted plan 1/17/14. Project complete.	GEC task order (\$35,000) for supplemental public outreach/communications support issued 9/30/13	P.B.	\$ 185,000	\$ 150,000	\$ 185,000	\$ 183,593
<b>TOTALS</b>			<b>\$ 185,000</b>	<b>\$ 150,000</b>	<b>\$ 185,000</b>	<b>\$ 183,593</b>

### YARD PROJECTS

Project & Code	Description	Task	Task Description	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)	Status
Broad Run Yard Train Wash and Crossroads Yard Warehouse	Design and construction of Broad Run Yard train wash and Crossroads Yard warehouse.	Crossroads Warehouse Design	Conceptual and final design of new Crossroads warehouse.	Eric Johnson	10D-04-2012	100%	Completed 4th Quarter 2012	
		Crossroads Warehouse Construction	Construction of new Crossroads warehouse.	Eric Johnson	11E-04-2011	100%	Completed 2nd Quarter 2013	Final payment issued in early April 2013.
		Broad Run Train Wash Design	Conceptual and final design and construction administration for Broad Run train wash	Norine Walker	9D-06-2012	90%	TBD	Review of Broad Run train wash 90% design completed. Plan submission to Prince William County and City of Manassas on hold while seeking additional construction funding. VRE submitted comments to STV on Crossroads Train Wash report. Find and provide as-builts to STV and schedule field trip for them to review operations prior to finalizing the report.
		Broad Run Train Wash Construction	Future Construction/Installation Work related to Broad Run train wash	TBD	TBD	n/a	n/a	
Crossroads Lifecycle Overhaul and Upgrade (LOU) Facility	Engineering, Environmental and Construction Services for a Lifecycle Overhaul and Upgrade (LOU) Facility	PE, environmental, final design, construction docs and limited construction services	LOU facility includes ability to remove, repair and reinstall main engines, head end power units, trucks, cart bodies, main generators, auxiliary generators, traction motors, etc. And associated track work.	Norine Walker	9G-09-2014	0%	2017	Design kick-off workshop held on June 2 and 3 at VRE which will include review of schedule.

### ROLLING STOCK PROJECTS

Project & Code	Description	Task	Task Description	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
Passenger Railcar Procurement	To Acquire Fifteen (20) New Railcars from Sumitomo to add to the existing VRE Passenger Car Fleet	New Railcar Manufacture (8 cars)	Base Order of 8 New Passenger railcars	Rich Dalton	10C-01-2012	95%	3rd Quarter 2016
		New Railcar Manufacture (7 cars)	Option Order of 7 New Passenger railcars	Rich Dalton	8B-11-2013	22%	1st Quarter 2018
		New Railcar Manufacture (5 cars)	Option Order of 5 New Passenger railcars	Rich Dalton	9F-09-2014	0%	4th Quarter 2018
		New Railcars Engineering Oversight (7 Cars)	On site engineering through warranty administration under MEC V task order STV-0038 under MEC V	Rich Dalton	10A-01-2014	3%	1st Quarter 2018
		New Railcars Engineering Oversight (8 Cars)	On site engineering through warranty administration under MEC V task order STV-0017 under MEC V	Rich Dalton	9E-02-2012	85%	3rd Quarter 2016
Positive Train Control (PTC)	To install and implement Positive Train Control (PTC) for all VRE Locomotives	Positive Train Control Installation and Infrastructure	Positive Train Control for all locomotives and cab control cars (total 41), as mandated by the Rail Safety Improvement Act of 2008.	Rich Dalton	9E-09-2013	0%	4th Quarter 2015
		Oversight	Oversight - Positive Train Control for all locomotives and cab control cars, as mandated by the Rail Safety Improvement Act of 2008.	Rich Dalton	9A-03-2013	5%	4th Quarter 2015



Change Order, Budget & Schedule Change Notes & Updates	Vendor	Total Adopted CIP Budget Thru FY15 (\$)	Total Board Approved Funds (\$)	Contractual Commitments To-Date (\$)	Total Expenditures To-Date (\$)
STV Task Order #3 Supplement #1 for \$146,414 for additional Crossroads warehouse engineering services	STV/RWA	\$ 5,723,959	\$ 629,248	\$ 619,334	\$ 619,311
Contract Amendment No. 1 - Multiple change orders increasing Contract amount by \$124,409 and Contract time by nine days. Contract Amendment No. 2 - Multiple change orders increasing Contract amount by \$87,774 and Contract time by 173 days.	Trinity Construction Group, Inc.		\$ 2,600,000	\$ 2,092,364	\$ 2,125,632
Supplement No. 1 - Increased contract amount by \$3,864 for third party construction cost estimate.	STV/RWA		\$ 307,513	\$ 283,421	\$ 174,875
	TBD		\$ -	\$ -	\$ -
<b>TOTALS</b>		<b>\$ 5,723,959</b>	<b>\$ 3,536,761</b>	<b>\$ 2,995,119</b>	<b>\$ 2,919,818</b>
	STV	\$22,500,000	\$3,146,403	\$ -	\$ -
<b>TOTALS</b>		<b>\$22,500,000</b>	<b>\$3,146,403</b>	<b>\$ -</b>	<b>\$ -</b>

Status	Change Order, Budget & Schedule Change Notes & Updates	Vendor	Total Adopted CIP Budget Thru FY15 (\$)	Total Board Approved Funds (\$)	Contractual Commitments To-Date (\$)	Exp
Eight (8) base order cars are currently in revenue service. Warranty period ends 3rd Qtr 2016.	The car numbers are designated as V820 - V827; the cars are in revenue service. Warranty expires in September 2016.	Sumitomo - Nippon Sharyo	\$ 52,544,714	\$ 23,140,000	\$ 21,240,000	\$
Contract Amendment Executed; preliminary delivery schedule submitted by SCOA/Project Kick Off meeting held on March 20, 2014; project status meetings on-going.	Contract Amendment Executed 12/19/2013 to increase the contract amount and number of cars. Progress meetings on going.	Sumitomo - Nippon Sharyo		\$ 14,805,714	\$ 14,805,714	\$
Contract Amendment Executed; preliminary delivery schedule submitted by SCOA/Project Kick Off meeting held on October 28, 2014	The car numbers are V835-V839. Contract Amendment Executed 10-27-14 to increase the contract amount.	Sumitomo - Nippon Sharyo		\$ 10,545,200	\$ 10,545,200	\$
On-going project status meetings and document reviews; on-site manufacturing oversight to start in February 2015.	The car numbers are designated as V828-V834. Piece parts are currently in production in Toyokawa and Rochelle. On site inspector starts in Rochelle in February 2015 for final assembly.	STV		\$ 892,500	\$ 849,245	\$
Warranty Oversight	The second four (4) cars were delivered and placed into revenue service on 9-22-14. The two (2) year warranty period expires on 9-21-16.	STV		\$ 1,474,000	\$ 1,250,000	\$
<b>TOTALS</b>			<b>\$ 52,544,714</b>	<b>\$ 50,857,414</b>	<b>\$ 48,690,159</b>	
Project Meetings On-going	Contract executed for on-board equipment and installation January 2015.	WRE	\$ 10,821,989	\$ 7,980,877	\$ 550,645	\$
Task order issued on March 13, 2013 to STV for engineering and oversight work for implementation. MEC IV Task Order 0026	PTC Implementation oversight - Definition Phase - Matrix of tasks was reviewed and approved by VRE for plan development and preparation underway for scope of work including hardware pricing and quotes, STV is also developing back office operation.	STV				
<b>TOTALS</b>			<b>\$ 10,821,989</b>	<b>\$ 7,980,877</b>	<b>\$ 550,645</b>	





VIRGINIA RAILWAY EXPRESS  
*A Better Way. A Better Life.*



**Virginia Railway  
Express**

John C. Cook  
Chairman

Gary Skinner  
Vice-Chairman

Paul Smedberg  
Secretary

Maureen Caddigan  
Treasurer

Sharon Bulova  
John Jenkins  
Matt Kelly  
Paul Milde  
Jennifer Mitchell  
Suhas Naddoni  
Martin Nohe  
J. Walter Tejada  
Bob Thomas  
Jonathan Way

#### **Alternates**

Marc Aveni  
Meg Bohmke  
Jay Fisette  
Frank Jones  
Jeanine Lawson  
Tim Lovain  
Michael May  
Jeff McKay  
Kevin Page  
Paul Trampe  
Billy Withers

Doug Allen  
Chief Executive Officer

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

# **M I N U T E S**

## **VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia June 19, 2015**

<b>Members Present</b>	<b>Jurisdiction</b>
Sharon Bulova (NVTC)	Fairfax County
John C. Cook (NVTC)	Fairfax County
John D. Jenkins (PRTC)	Prince William County
Paul Milde (PRTC)	Stafford County
Suhas Naddoni (PRTC)	City of Manassas Park
Martin Nohe (PRTC)*	Prince William County
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria
Jonathan Way (PRTC)	City of Manassas

<b>Members Absent</b>	<b>Jurisdiction</b>
Maureen Caddigan (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Jennifer Mitchell	DRPT
J. Walter Tejada (NVTC)	Arlington County
Bob Thomas (PRTC)	Stafford County

<b>Alternates Present</b>	<b>Jurisdiction</b>
Jeanine Lawson (PRTC)	Prince William County
Kevin Page	DRPT
Billy Withers (PRTC)	City of Fredericksburg

<b>Alternates Absent</b>	<b>Jurisdiction</b>
Marc Aveni (PRTC)	City of Manassas
Meg Bohmke (PRTC)	Stafford County
Jay Fisette (NVTC)	Arlington County
Frank C. Jones (PRTC)	City of Manassas Park
Tim Lovain (NVTC)	City of Alexandria
Michael C. May (PRTC)	Prince William County
Jeff McKay (NVTC)	Fairfax County
Paul Trampe (PRTC)	Spotsylvania County

<b>Staff and General Public</b>	
Khadra Abdulle – VRE Doug Allen – VRE Gregg Baxter – Keolis Tracy Bayard – McGuire Woods Consulting Donna Boxer – VRE Rich Dalton – VRE James Davenport – Prince William County John Duque – VRE Rhonda Gilchrest – NVTC Staff Al Harf – PRTC staff Chris Henry – VRE Tom Hickey – VRE Gerri Hill – VRE	Robert Hostelka – VRE Bryan Jungwirth – VRE Mike Lake – Fairfax County DOT Lezlie Lamb – VRE Steve MacIsaac – VRE legal counsel Eric Marx – PRTC staff Betsy Massie – PRTC staff Kate Mattice – NVTC staff Adeel Mycorewala – HDR Lynn Rivers – Arlington County Brett Shorter – VRE Joe Swartz – VRE

\* Delineates arrival following the commencement of the Board meeting. Notation of exact arrival time is included in the body of the minutes.

Chairman Cook called the meeting to order at 9:36 A.M. Following the Pledge of Allegiance, Roll Call was taken.

### Approval of the Agenda – 3

Mr. Skinner moved, with a second by Mr. Jenkins, to approve the Agenda. The vote in favor was cast by Board Members Bulova, Cook, Jenkins, Lawson, Milde, Naddoni, Page, Skinner, Smedberg, Way and Withers.

### Approval of the Minutes of the May 15, 2015 Operations Board Meeting – 4

Mr. Skinner moved approval of the minutes and Ms. Bulova seconded. The vote in favor was cast by Board Members Bulova, Cook, Jenkins, Milde, Naddoni, Page, Skinner, Smedberg and Way. Ms. Lawson and Mr. Withers abstained.

### Chairman's Comments – 5

Chairman Cook stated the Capital Committee will meet following the July meeting instead of today. He also reported the Management Audit recommends the chairs and executive directors of the two Commissions, along with VRE's CEO and chair, meet on a regular basis. The first meeting was held on June 15<sup>th</sup> and they agreed to meet on a quarterly basis in the future. They talked about safety, Positive Train Control (PTC), the I-66 Corridor and how the Gainesville-Haymarket expansion plays a role in that project, and legislative issues. Chairman Cook explained VRE may seek a legislative solution to put a floor on the 2.1 percent gas tax revenues. Many of the local jurisdictions pay their share of operations out of their gas tax revenues. Both gas prices and revenues fell this last year. The chairs talked about what type of oversight the Commissions should have over VRE. The Management Audit found the current oversight process a good one. One recommended change is for any consideration of expanding VRE outside of its current territory should originate at the Commission level before coming to the Operations Board. The chairs also talked about what information NVTC and PRTC Commissioners who are not Operations Board Members should receive since they still have oversight responsibilities.

Chairman Cook also stated VRE held a Board Member Recognition Ceremony on May 16<sup>th</sup> where Mr. Jenkins and Ms. Bulova were both honored as well as six other former Board Members. A separate ceremony followed on June 6<sup>th</sup> for Ed King. Chairman Cook thanked Mr. Milde for his leadership in creating this program. Mr. Jenkins noted the ceremony would not have been possible without the support of VRE Staff. He thanked them for coming out on a Saturday morning to provide this kind of event that the general public could attend.

### Chief Executive Officer's Comments –6

Mr. Allen reviewed VRE's activity related to safety and security throughout the month of May:

- Participated in a National Transportation Safety Board (NTSB) sponsored roundtable discussion about disaster management;

- Awarded a disaster management services contract;
- Visited Utah Transit Authority's FrontRunner commuter rail system to help start benchmarking safety and security information to compare with VRE's system;
- Attended the Federal Railroad Administration (FRA) Security Advisory Committee meeting to hear FRA's reports on upcoming safety programs and legislation;
- Participated in a Transportation Safety Board's meeting with the Deputy Chief of the Bay Area Rapid Transit to discuss system security programs; and
- Handed out safety information at rail crossings in Spotsylvania County, along with the Sheriff Department and CSX.

Mr. Allen stated VRE is scheduled to give briefings on Positive Train Control (PTC) at PRTC and NVTC's July 9<sup>th</sup> meeting and at the Transportation Planning Board on July 22<sup>nd</sup>.

Mr. Allen stated there were some challenges with heat restrictions on the Fredericksburg line during May, which resulted in on-time performance of 81 percent. Manassas line was 92 percent, giving an overall monthly average of 87 percent. Average daily ridership was 18,380 for May. He also announced sales for the VRE Firecracker Trains on July 4<sup>th</sup> are going well. The Manassas Line will start at Broad Run Station to provide more parking and to not interfere with the City of Manassas's festivities. Mr. Way thanked staff for starting the Fire Cracker trains farther down the line so they don't interfere with the City's events.

Mr. Allen reported VRE staff met with Keolis crew members (engineers and conductors) at the hotel at which they stay during the day between runs to thank them for their great work and to hand-out five-year anniversary service pins. Mr. Milde stated he was not aware that crews stayed at hotels during the day. [Mr. Allen explained FRA hours of service provisions require crews to have the opportunity to rest between service times. Crew members have their own room.]

Mr. Allen introduced Khadra Abdulle, VRE's new Senior Financial Analyst.

#### VRE Riders' and Public Comment – 7

There were no comments.

#### Consent Agenda – 8

Mr. Skinner moved, with a second by Ms. Bulova, to approve the following Consent Agenda items:

- Resolution #8A-06-2015: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for the Rolling Road Stations Improvements
- Resolution #8B-06-2015: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Mid-Day Train Storage Facilities
- Resolution #8C-06-2015: Authorization to Issue an Invitation for Bids for a Drop Table for the Lifecycle Overhaul and Upgrade Facility
- Resolution #8D-06-2015: Authorization to Issue an Invitation for Bids for a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade Facility

The Board then voted to approve the Consent Agenda. The vote in favor was cast by Board Members Bulova, Cook, Jenkins, Lawson, Milde, Naddoni, Page, Skinner, Smedberg, Way and Withers.

Authorization to Execute a Contract for Wayside Power Construction at the L'Enfant Storage Track- 9A

Mr. Allen asked the Operations Board to authorize him to execute a contract with C3M Power Systems, LLC of Bethesda, Maryland, for the construction of wayside power appliances at the L'Enfant Storage Track in the amount of \$449,500, plus a ten percent contingency of \$44,950, for a total amount not to exceed \$494,450. Resolution #9A-06-2015 would accomplish this.

Mr. Skinner moved, with a second by Mr. Smedberg, to approve Resolution #9A-06-2015. The vote in favor was cast by Board Members Bulova, Cook, Jenkins, Lawson, Milde, Naddoni, Page, Skinner, Smedberg, Way and Withers.

Authorization to Execute a Contract for Database Developer Services – 9B

Mr. Allen asked the VRE Operations Board to authorize him to execute a contract with Dataprise, Inc. of Rockville, Maryland for database developer services in the amount not to exceed \$450,960, plus a 20 percent contingency of \$90,192, for a total amount not to exceed \$541,152. Resolution #9B-06-2015 would accomplish this.

Ms. Lawson moved, with a second by Mr. Skinner, to approve Resolution #10B-05-2015.

Mr. Skinner observed usually there is only a 10 percent contingency. Mr. Henry explained the scope continued to grow and staff knows there will be issues that arise as the database is developed. Originally, the database was going to be used primarily for customer service and passenger support functions but has expanded to include other data, including fleet management and mechanical data. It will basically encompass the entire organization. Therefore, a larger contingency seemed prudent. In response to another question from Mr. Skinner, Mr. Henry stated staff does not plan on returning to the Board for more contingency funding for this project. Chairman Cook requested staff provide an information item if and when the contingency is used. Mr. Smedberg agreed. He also stated it would be a good idea for staff to provide periodic updates.

Mr. Smedberg asked if it is typical to send proposals to 22 prospective Offerors. Mr. Henry explained with this market there are an unlimited number of IT database companies. VRE wanted to receive responses from a large number of firms to get the best competitive price.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Cook, Jenkins, Lawson, Milde, Naddoni, Page, Skinner, Smedberg, Way and Withers.

Authorization to Issue a Supplemental Task Order for Electrical Repair Services – 9C

Mr. Allen asked the Operations Board to authorize him to issue Supplemental Task Order 1B for Electrical Repair Services. The on-call electrical repair services provided through this contract with NV Enterprises are done annually with Supplemental Task Orders. This is the third Task Order. Task Order 1 was executed in the amount of \$75,000 and Supplemental Task Order 1A was executed in the amount of \$90,000. Supplemental Task Order 1B will be an additional \$90,000, plus a five percent contingency of \$4,500, for a total amount (Task Order 1 plus Supplemental Task orders 1A and 1B) not to exceed \$259,500. Resolution #9C-06-2015 would accomplish this.

Ms. Bulova moved, with a second by Mr. Skinner, to approve the resolution. The vote in favor was cast by Board Members Bulova, Cook, Jenkins, Lawson, Milde, Naddoni, Page, Skinner, Smedberg, Way and Withers.

Authorization to Amend the Agreement with the City of Manassas for the Operation and Maintenance of the Parking Facility – 9D

Mr. Allen asked the VRE Operations Board to recommend the Commissions authorize him as CEO to amend the Agreement with City of Manassas to reallocate assigned spaces within the parking facility. Resolution #9C-06-2015 would accomplish this.

Mr. Allen explained the current agreement with the City of Manassas designates the first three levels (60 percent of the 532 total spaces) for VRE commuter use with the top two levels (40 percent) for public parking spaces for the City. The City has requested to use the second level of the parking garage to support downtown retail and increase parking for VRE commuter use. This would increase VRE commuter spaces by 100 spaces and bring the total to 80 percent. Since maintenance costs are shared based on the percentage of spaces allocated to VRE and the City, there would be a projected increase of \$16,625 in estimated operations and maintenance costs for VRE. An additional \$12,000 is estimated for snow removal for the top level. VRE staff recommends amending the existing agreement with the City of Manassas.

Mr. Way stated the City of Manassas fully supports this plan. He noted the VRE resolution is vague compared to the City's resolution regarding the term of the agreement and suggested VRE's resolution be amended to reflect the agreement is a five-year renewable agreement. He also suggested the VRE memorandum be appended to the resolution.

Mr. Way moved to approve Resolution #10D-06-2015 incorporating his two suggestions. Mr. Withers seconded the motion.

Mr. Smedberg asked when the parking changes would go into effect and if VRE has a plan for communicating the changes to passengers who use this facility. Mr. Way explained the City is in the process of designing the interior of the garage to accommodate the changes, as well as working on signage in consultation with VRE staff. Mr. Allen stated once a start date is identified, VRE will communicate all the information to the riders through flyers at the parking facility and through Train Talk, an email service to our riders.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Cook, Jenkins, Lawson, Milde, Naddoni, Page, Skinner, Smedberg, Way and Withers.

## Design and Construction Contracts Related to Third Track Construction between Arkendale and Powell's Creek – 10A

Mr. Allen reminded the Board that CSXT, DRPT and VRE have been in collaboration since 2005 to construct 11 miles of third track between Arkendale and Powell's Creek in Prince William County. Mr. Hickey gave a presentation on the project outlining the plan for construction. VRE has added scoped elements that enhance safety and increase operational flexibility for CSXT, Amtrak and VRE has agreed with CSXT and DRPT to move forward on building island platforms throughout the entire corridor so any train on any track has access to a platform and there is no need for cross over moves, which makes train travel more efficient and faster throughout the corridor. He reviewed the changes to the design for the Quantico Station.

Mr. Hickey stated the intention is to come back to the Operations Board at the next meeting requesting action for award of contracts for design, as well as construction, of the passenger and track facilities. CSXT will continue construction of the third track.

In response to a question from Ms. Bulova about funding, Mr. Page stated DRPT is funding the design and construction of the Quantico Station improvements from the Intercity Passenger Rail Operating and Capital (IPROC) Fund. Mr. Allen stated this funding is available because it is an Amtrak Station. In response to a question from Mr. Skinner, Mr. Hickey stated there will be an elevator for the pedestrian overpass. Mr. Milde noted these are significant revisions to the project and asked about the costs. Mr. Hickey stated \$11 million is identified for this project, which includes track work. He also provided more details about the bus lane and expanded parking.

[Mr. Nohe arrived at 10:13 A.M.]

## Operations Board New Member Orientation – 10B

Mr. Swartz stated the 2013 Virginia Auditor of Public Accounts Review and the VRE Management Audit both recommended VRE improve its new member orientation and institute a refresher orientation for existing members.

Mr. Swartz gave a briefing on the orientation and Board Members were provided with a binder of materials. Mr. Naddoni asked staff to provide an electronic version. Mr. Skinner asked for a copy for his Alternate. Mr. Swartz stated the materials will be provided to all the Alternates.

Mr. Swartz reviewed the full-day orientation/tour itinerary. Existing Board Members are welcome to participate in the orientation. Mr. Naddoni asked about the orientation schedule. Mr. Swartz explained the intent is to do two members at a time, so VRE staff is happy to work with their schedules. Mr. Withers also expressed interest in attending an orientation.

Mr. Swartz asked for Board Members' feedback on what information they think would be most helpful to include in the New Member Orientation materials. Chairman Cook suggested including obligations and duties of Operations Board Members and once

completed, the information on procurement processes. Ms. Bulova suggested including Board Member bios and photos to put a face to a name and jurisdiction. She also suggested including information about VRE's weighted voting process.

#### Strategic Business Plan Status Update and Discussion – 10C

Mr. Swartz stated the Management Audit recommended VRE create a Strategic Business Plan, which includes a Financial Plan. VRE is essentially the same organization as it was 23 years ago when it started. VRE is built like a start-up organization and this is the time for VRE to really look at itself and decide what VRE should look like as a more mature organization. He reviewed some elements of the Plan, including looking for ways to encourage cross department collaboration, outlining goals and metrics in line with the System Plan, expanding the scope of human resources, formally establishing a process for CEO evaluation, upgrading the IT systems, and evaluating IT cyber security to look for vulnerabilities and future weaknesses.

Mr. Skinner asked about the parameters of upgrading an IT system, which can quickly become obsolete and expensive. The goal should be to identify something that will work for VRE for a proposed period of time. Mr. Allen stated these types of details will be fleshed out in the Plan. VRE is still very paper oriented and work has begun to move to digital. Mr. Swartz stated VRE plans to develop IT strategies to make VRE more efficient. VRE's website is also being upgraded. Ms. Lawson asked if the website will be mobile friendly and Mr. Swartz assured her it will be. In response to a question from Mr. Smedberg about the new mobile ticketing, Mr. Allen explained mobile ticketing was designed to be interoperable with WMATA's New Electronic Payments Program (NEPP) as NEPP is currently specified.

Mr. Way observed the Mission Statement needs to be updated for the Orientation Binder. He also observed he doesn't see anything in the Plan on how VRE will expand to 40,000 riders. Mr. Allen stated the System Plan identifies the long-term goals of reaching 40,000 riders. The Financial Plan will identify the costs and funding needed to reach those long-term goals. This Plan is looking at a near-term strategy to strengthen VRE now and set up for long-term goals in the future. The Plan will continue to be updated. Ms. Bulova noted the Business Plan needs to be flexible and have different options, such as constrained versus unconstrained.



## Management Audit Recommendations Update – 10D

Chairman Cook stated staff provides a chart every month showing the progress of the Audit Management recommendations. Progress is being made. He stated the plan is to bring back the procurement language for consideration at next month's meeting. There were no questions.

## Operations Board Members Time – 12

There were no comments.

## Closed Session – 13

Mr. Skinner moved, with a second by Mr. Smedberg, the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (1) and (7) of the Code of Virginia), the VRE Operations Board authorizes a Closed Session for the purpose of discussion of one personnel matter and for the purpose of consultation with legal counsel and necessary staff concerning Case No. CL-15001416 pending in the Circuit Court of Alexandria and Case No. CL-15000383-00 pending in the Circuit Court of Spotsylvania County.

The vote in favor was cast by Board Members Bulova, Cook, Jenkins, Lawson, Milde, Naddoni, Nohe, Page, Skinner, Smedberg, Way and Withers.

The Board entered into Closed Session at 10:55 A.M. and returned to Open Session at 12:07 P.M. [Mr. Milde and Mr. Way left during the Closed Session.]

Mr. Skinner moved, with a second by Mr. Smedberg, the following certification:

The VRE Operations Board certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

1. Only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia were discussed; and
2. 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 Board Members Bulova, Cook, Jenkins, Lawson, Naddoni, Page, Skinner, Smedberg and Withers.

## Adjournment

Without objection, Chairman Cook adjourned the meeting at 12:09 P.M.

Approved this 17<sup>th</sup> day of July, 2015.

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John C. Cook  
Chairman

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Paul Smedberg  
Secretary

### **CERTIFICATION**

This certification hereby acknowledges that the minutes for the June 19, 2015 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



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Rhonda Gilchrest

**Virginia Railway Express  
Operations Board**

**Resolution  
8A-06-2015**

**Authorization to Issue a Request for Proposals for Engineering and  
Environmental Services for the Rolling Road Station Improvements**

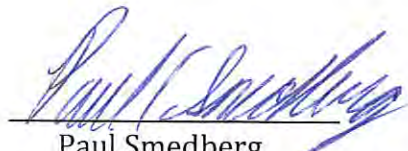
**WHEREAS**, the VRE System Plan 2040 calls for the extension of all platforms to accommodate eight-car trains in order to enhance operational efficiency and flexibility; and,


**WHEREAS**, a federal Congestion Management/Air Quality (CMAQ) grant has provided funds for the design of the Rolling Road platform extension;

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

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for engineering and environmental consultant services for extending the existing platform at Rolling Road station.

Approved this 19<sup>th</sup> day of June 2015

  
Paul Smedberg  
Secretary

  
John C. Cook  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
8B-06-2015**

**Authorization to Issue a Request for Proposals for Engineering and  
Environmental Services for Midday Train Storage Facilities**

**WHEREAS**, VRE's demand for midday train storage already exceeds the availability of existing storage space and is expected to increase; and,

**WHEREAS**, continued use by VRE of the National Railroad Passenger Corporation's (Amtrak's) Ivy City Complex can be reduced upon one year's notice starting in July 2017; and,

**WHEREAS**, these circumstances require VRE to identify and develop alternative means for midday train storage to accommodate its current requirements and future growth; and,

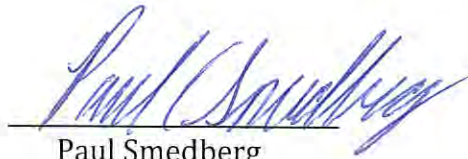
**WHEREAS**, VRE has identified and determined the feasibility of a potential site adjacent to Amtrak's Ivy City Complex; and,

**WHEREAS**, environmental and engineering studies are needed in order to advance the design of new midday storage facilities;

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

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for engineering and environmental services for midday storage facilities.

Approved this 19<sup>th</sup> day of June 2015

  
Paul Smedberg  
Secretary

  
John C. Cook  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
8C-06-2015**

**Authorization to Issue an Invitation for Bids for a Drop Table for the  
Lifecycle Overhaul and Upgrade Facility**


**WHEREAS**, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock in January 2014 in order to maintain VRE locomotives and passenger cars at the highest level of reliability throughout the lifecycle of the equipment; and,

**WHEREAS**, a lifecycle maintenance strategy requires VRE build a Lifecycle Overhaul and Upgrade (LOU) Facility dedicated to specifically perform these activities; and,

**WHEREAS**, the designer of the LOU Facility has identified a drop table, which is required for the implementation of a lifecycle maintenance strategy, as a long-lead procurement item that will require at least sixteen (16) months to acquire and commission;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for a Drop Table for the Lifecycle Overhaul and Upgrade facility.

Approved this 19<sup>th</sup> day of June 2015

  
Paul Smedberg  
Secretary

  
John C. Cook  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
8D-06-2015**

**Authorization to Issue an Invitation for Bids for a Wheel Truing Machine for  
the Lifecycle Overhaul and Upgrade Facility**

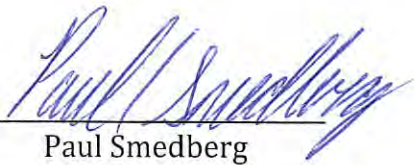
**WHEREAS**, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock in January 2014 in order to maintain VRE locomotives and passenger cars at the highest level of reliability throughout the lifecycle of the equipment; and,

**WHEREAS**, a lifecycle maintenance strategy requires VRE build a new Lifecycle Overhaul and Upgrade (LOU) Facility dedicated to specifically perform these activities; and,

**WHEREAS**, the designer of the LOU Facility has identified a Wheel truing machine, which is required for the implementation of a lifecycle maintenance strategy, as a long-lead procurement item that will require at least sixteen (16) months to acquire and commission;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for a Wheel Truing Machine for the Lifecycle Overhaul and Upgrade facility.

Approved this 19<sup>th</sup> day of June 2015



Paul Smedberg  
Secretary

  
John C. Cook  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-06-2015**

**Authorization to Execute a Contract for Wayside Power  
Construction at the L'Enfant Storage Track**

**WHEREAS**, VRE has collaborated with CSX Transportation since 2007 to modify the existing L'Enfant Storage Track to accommodate VRE trainsets during their midday layover in the District of Columbia and event of an emergency; and,

**WHEREAS**, the provision of wayside electrical power is necessary for stored trainsets during layover; and,

**WHEREAS**, the VRE Operations Board in December 2014 approved issuance of an Invitation for Bids for the Construction of the L'Enfant Storage Track Wayside Power; and,

**WHEREAS**, VRE advertised an Invitation for Bids (IFB) on April 14, 2015; and,

**WHEREAS**, on May 18, 2015 the only response to this IFB was received; and,

**WHEREAS**, subsequent to a review of the references and financial suitability, VRE staff recommends the Operations Board award a contract to C3M Power Systems, LLC;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with C3M Power Systems, LLC of Bethesda, Maryland, for the construction of the L'Enfant Storage Track Wayside Power project in the amount of \$449,500, plus a 10% contingency of \$4,950, for a total amount not to exceed \$494,450.

Approved this 19<sup>th</sup> day of June 2015

  
Paul Smedberg  
Secretary

  
John C. Cook  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9B-06-2015**

**Authorization to Execute a Contract for  
Database Developer Services**

**WHEREAS**, in September 2013 the VRE Operations Board authorized a Request for Proposals for professional database expert services for the design, development, and implementation of a consolidated database system to be used at VRE; and,

**WHEREAS**, the consolidated database system will provide a single user interface that will provide VRE a decision support system and allow overall management of customer relations, mechanical and rail service operations, and fleet and facilities maintenance data; and,


**WHEREAS**, on February 3, 2015, an RFP was issued and eleven (11) proposals were received on March 26, 2015; and,

**WHEREAS**, subsequent to a review by the Technical Evaluation Committee (TET), the TET unanimously recommends that the Operations Board award a contract to Dataprise, Inc. of Rockville, MD; and,

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

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Dataprise, Inc. of Rockville, MD for database developer services in the amount of \$450,960, plus a 20% contingency of \$90,192, for a total amount not to exceed \$541,152.

Approved this 19<sup>th</sup> day of June, 2015

  
Paul Smedberg  
Secretary

  
John C. Cook  
Chairman



**Virginia Railway Express  
Operations Board**

**Resolution  
9C-06-2015**

**Authorization to Issue a Supplemental  
Task Order for Electrical Repair Services**

**WHEREAS**, in April of 2013, the Operations Board approved a five-year contract with one base year and four one-year options for the Facility Maintenance Services Contract with NV Enterprises; and,

**WHEREAS**, the Operations Board approved the first option year in April of 2014 and the second option year in April of 2015; and,

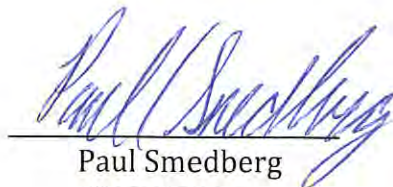
**WHEREAS**, the Operations Board previously approved Task Order 1 for \$75,000 and Supplemental Task Order 1A for \$90,000; and,

**WHEREAS**, the amount expended for Task Order 1 and Supplemental Task Order 1A, Electrical Repair Services, has approached the authorized Task Order total; and,

**WHEREAS**, this Supplemental Task Order is estimated to allow NV Enterprises to continue performing electrical repair services through the end of the second option year;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue Supplemental Task Order 1B under the Facilities Maintenance Contract to NV Enterprises for electrical repair services in an amount of \$94,500 (\$90,000, plus a 5% contingency of \$4,500,) for a total amount (Task Order 1 plus Supplemental Task Orders 1A and 1B) not to exceed \$259,500.

Approved this 19<sup>th</sup> day of June 2015

  
Paul Smedberg  
Secretary

  
John C. Cook  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9D-06-2015**

**Recommend Authorization to Amend the Agreement with the City of  
Manassas for the Operation and Maintenance of the Parking Facility**

**WHEREAS**, the City of Manassas and the Commissions executed an Agreement in October 2009, for the Operation and Maintenance of the Parking Facilities in the City of Manassas; and,

**WHEREAS**, the Parking Facility is jointly owned and used by VRE and the City of Manassas; and,

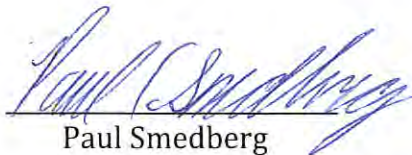
**WHEREAS**, the Agreement designates spaces by floor for VRE Commuters; and,

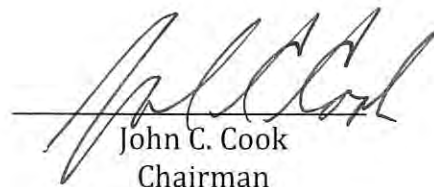
**WHEREAS**, both parties wish to amend the Agreement to assign the second level to the City of Manassas and assign the fourth and fifth levels to VRE thereby increasing by 100 the allocated spaces for VRE Commuter use; and,

**Whereas**, this agreement is for five years at which time it will be renewable;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Agreement with the City of Manassas to reallocate assigned spaces within the Parking Facility.

Approved this 19<sup>th</sup> day of June 2015

  
Paul Smedberg  
Secretary

  
John C. Cook  
Chairman



**RESOLUTION #2276**

**SUBJECT:** Authorization to Amend the Agreement with VRE and the City of Manassas for the Operation and Maintenance of the Parking Facility

**WHEREAS:** The City of Manassas and the Commissions executed an Agreement in October 2009, for the Operation and Maintenance of the Parking Facilities in the City of Manassas;

**WHEREAS:** The Parking Facility is jointly owned and used by VRE and the City of Manassas;

**WHEREAS:** The Agreement designates spaces by floor for VRE Commuters;

**WHEREAS:** Both parties wish to amend the Agreement to assign the second level to the City of Manassas and assign the fourth and fifth levels to VRE thereby increasing the allocated spaces by 100 for VRE Commuter use;

**WHEREAS:** This agreement is for five years at which time it will be renewable; and

**WHEREAS:** The VRE Operations Board recommends the following Commission action.

**NOW, THEREFORE, BE IT RESOLVED** by the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to amend the Agreement with the City of Manassas to reallocate assigned spaces within the Parking Facility.

Approved this 9<sup>th</sup> day of July 2015.

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David F. Snyder  
Chairman

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Jeffrey McKay  
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-D**  
**Action Item**

**To: Chairman Cook and the VRE Operations Board**

**From: Doug Allen**

**Date: June 19, 2015**

**Re: Recommend Authorization to Amend the Agreement with the City of Manassas for the Operation and Maintenance of the Parking Facility**

**Recommendation:**

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the Agreement with the City of Manassas to reallocate assigned spaces within the Parking Facility.

**Background:**

In October 2009, the City of Manassas and the Commissions executed an Agreement for the Maintenance and Operation of the Parking Facility located in the City of Manassas. The current Agreement designates the first three levels (approximately 60% of the 532 spaces) for VRE Commuter use with the top two levels (approximately 40%) of the designated spaces as Public Parking Spaces for the City to support downtown retail.

Current Parking Space Allocation							
Floor	1st	2 <sup>nd</sup>	3rd	4 <sup>th</sup>	5th	Total	Percentage
VRE	107	111	105	-	-	323	60%
City	-	-	9	114	86	209	40%
						532	



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd. #620  
Arlington, VA 22201  
703.524.3322



Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314  
703.684.1001  
VRE.org



Potomac and Rappahannock  
Transportation Commission  
14700 Potomac Mills Road  
Woodbridge, VA 22192  
703.580.6121

In order to respond to the City of Manassas' request to use the second level to support downtown retail and increase parking for VRE Commuter use, VRE staff recommends amending the existing agreement with the City of Manassas. The proposed amendment will allocate 80% of the 532 spaces as VRE Commuter Spaces and 20% of the total spaces for use as Public Parking.

<b>Proposed Parking Space Allocation</b>							
Floor	1st	2 <sup>nd</sup>	3rd	4 <sup>th</sup>	5th	Total	Percentage
VRE	107		114	114	86	421	80%
City	-	111	-	-	-	111	20%
						532	

If approved, VRE Commuter spaces will increase by 100 spaces. Maintenance costs are shared based on the percentage of spaces allocated to VRE and to the City.

The final agreement is shown in Attachment 1.

#### **Fiscal Impact:**

The annual net increase in estimated operations and maintenance cost for VRE is projected to be \$16,625. An additional \$12,000 is estimated for snow removal related costs since VRE will now be responsible for the top level. The estimated cost for FY 2016 is \$57,300 for VRE's share of the operations and maintenance cost. The cost will be included in the amended FY 2016 budget.

**Virginia Railway Express  
Operations Board**

**Resolution  
9D-06-2015**

**Recommend Authorization to Amend the Agreement with the City of  
Manassas for the Operation and Maintenance of the Parking Facility**

**WHEREAS**, the City of Manassas and the Commissions executed an Agreement in October 2009, for the Operation and Maintenance of the Parking Facilities in the City of Manassas; and,

**WHEREAS**, the Parking Facility is jointly owned and used by VRE and the City of Manassas; and,

**WHEREAS**, the Agreement designates spaces by floor for VRE Commuters; and,

**WHEREAS**, both parties wish to amend the Agreement to assign the second level to the City of Manassas and assign the fourth and fifth levels to VRE thereby increasing by 100 the allocated spaces for VRE Commuter use; and,

**Whereas**, this agreement is for five years at which time it will be renewable;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Agreement with the City of Manassas to reallocate assigned spaces within the Parking Facility.

Approved this 19<sup>th</sup> day of June 2015

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John C. Cook  
Chairman

---

Paul Smedberg  
Secretary

## AGENDA ITEM #7: LEGISLATIVE AND POLICY COMMITTEE CO-CHAIRS UPDATE

**TO:** Chairman Snyder and NVTC Commissioners  
**FROM:** Kelley Coyner  
**DATE:** June 30, 2015  
**SUBJECT:** Legislative and Policy Committee Co-Chairs Update

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Legislative and Policy Committee Co-Chairs, Jeff McKay and Jeff Greenfield, will provide an update on the status of Federal legislative actions and other policy matters.

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## AGENDA ITEM #8: EXECUTIVE DIRECTOR REPORT

**TO:** Chairman Snyder and NVTC Commissioners

**FROM:** Kelley Coyner

**DATE:** June 30, 2015

**SUBJECT:** Executive Director Report

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The June Executive Director Report is attached. Our monthly Executive Director Report is distributed as a newsletter between Commission meetings. We will provide a memorandum detailing current information on key issues at the monthly meeting. An updated NVTC Annual Agenda is also attached.

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## FTA Issues WMATA Safety Directive

Based on a comprehensive Safety Management Inspection of WMATA's rail and bus systems, FTA today directed 78 required actions for Metrorail and 13 for Metrobus. FTA acknowledged that WMATA has made progress in safety over the past five years, but that its inspection uncovered flaws in operations and maintenance programs, safety management capabilities and organizational structures. "Issues identified significantly impact Metrorail's ability to schedule and conduct maintenance work, manage emergency events and ensure the safety of trains and personnel on the right-of-way." WMATA must respond to the directive in 30 days and develop a tracking matrix for correction action with 60 days. FTA also directed:

- The Tri-State Oversight Committee (MD, DC and VA) to take 10 actions to improve governance, funding, and safety programs and procedures;
- All State Safety Oversight Agencies to audit 25 rail transit agencies with subway tunnels to assess and inspect tunnel ventilation systems and related issues.

## NTSB Tells WMATA to Fix Electrical Connections

Prior to its upcoming hearings, the NTSB ordered WMATA to undertake a comprehensive replacement of seals on electrical connections with a high priority on connections in tunnels. This action follows NTSB's review of evidence from an incident at Court House station on February 11, 2015. "The laboratory evaluation of evidence recovered from the Court House station incident revealed that smoke in the tunnel was generated by thermal damage to about 11 inches of power cable insulation and a portion of the fiberglass cable connector cover," noted NTSB. The agency has made no determination about the cause of this incident or the more serious incident at L'Enfant Plaza where there was similar evidence of thermal damage. The repairs will mean midday single-tracking for several months.



*The NTSB's photo shows thermal damage to an electrical power cable from a smoke incident at the Court House Metrorail Station*

### Upcoming Safety Hearings

The NTSB will hold hearings on the L'Enfant Plaza accident June 23-24 at its conference center in the District. The event will be webcast live and available on the safety agency's website after the event.

Northern Virginia  
Transportation  
Commission  
  
2300 Wilson Boulevard  
Suite 620  
Arlington, VA 22201  
  
703-524-3322  
  
[www.novatransit.org](http://www.novatransit.org)  
  
Executive Director  
Kelley Coyner

**Commonwealth  
Transportation  
Board  
Action**

**See Page 3**

## NTSB RECOMMENDATION (R-15-025)

Promptly develop and implement a program to ensure that all power cable connector assemblies are properly constructed and installed in accordance with your (WMATA) engineering design specifications, including the weather tight seals that prevent intrusion by contaminants and moisture.



## WMATA Moves on Eight-Car Trains

WMATA's Finance and Administration Committee amended the FY2016-2021 Capital Improvement Program (CIP) on June 25, allowing for railcar purchases and rail power system upgrades. The increase allows for expansion of eight-car trains and commits to investments in system-wide expansion over the course of the CIP. At the time of WMATA board action on the budget, on May 28th, Metro had not yet received approval from the Federal Transit Administration (FTA) to retire the 5000 series cars before the end of these vehicles' useful life. FTA's approval conditioned satisfaction of its remaining interest in the cars and clears the way for WMATA to exercise its option on 7000 series cars. To settle the federal interest requirement, Metro will transfer the federal interest remaining to the new 7000 series cars.

### WMATA'S KEY FINANCIAL ISSUES

Total outstanding short-term debt has been reduced by 40 percent since May 1.

Through May, fourth quarter Federal grant draws have totaled \$136 million.

Extension offers totaling \$164 million have been received for two of three LOCs expiring in June, with the third extension expected soon.

WMATA has applied for three of four federal grants for FY2016.

### ABOUT THE WMATA BUDGET

[Comparison of the FY2015 proposed and FY2016 approved operating and capital budgets](#)

[Explanation of the CIP amendment](#)

[Cutting funding for Metro is the wrong way forward](#)

## House Cuts WMATA/Transit Funding

The U.S. House of Representatives passed a transportation appropriations bill that shortchanges investments in WMATA and in transit generally. Key funding gaps will result from:

- Reduction of one-third of federal share for WMATA safety upgrades
- Decrease of 9.4 percent in Federal Transit Administration's Capital Investment Program
- Cut of 80 percent from \$500 million to \$100 million in appropriation for TIGER Grant program
- Rollback of 7.6 percent from FY 2015 in overall transit spending

The Northern Virginia Congressional delegation pushed effectively to limit the cuts. The Senate Appropriations Committee will consider its own version of the bill.

## WMATA Corrective Action Progress

WMATA is on track to complete the remaining three corrective actions addressing the findings in the FTA's Financial Management Oversight Report by June 30th. WMATA anticipates release of its FY2014 audit shortly.

	Completion Risk				TOTAL
	Complete	Significantly Complete	In Progress	Extended	
Material Weaknesses (MW)	23	0	0	2	25
Significant Deficiencies (SD)	31	0	0	0	31
<b>TOTAL FINDINGS</b>	<b>54</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>56</b>
Advisory Comments (AC)	8	0	1	0	9

## WMATA IN THE NEWS

[Digital touchscreen displays to expand advertising opportunities](#)

[Paper fare cards soon to be a thing of the past](#)

[Metro's paperless fix for Transit Link card holders](#)

## CTB Adopts HB 2 Criteria

The Commonwealth Transportation Board unanimously approved HB 2 project selection criteria and cleared the way for the application process to begin in August. The resolution adopted metrics proposed by the Transportation Secretary for congestion, accessibility, safety, and economic development, land use, and environmental quality. Further, the resolution made adjustments to the weighting criteria for the typology that applies to Northern Virginia, Fredericksburg, and Hampton Roads.

### HB 2 CRITERIA WEIGHTING

<b>Congestion</b>	<b>45%</b>
<b>Access</b>	<b>15%</b>
<b>Safety</b>	<b>5%</b>
<b>Economic Development</b>	<b>5%</b>
<b>Land Use</b>	<b>20%</b>
<b>Environment</b>	<b>10%</b>

## Transforming I-66 Inside the Beltway

The transformation of Interstate 66 in Northern Virginia is a top priority for VDOT and DRPT. Tonight, June 17, is an opportunity to learn about the multimodal project for the I-66 Corridor Inside the Beltway. The project is focused on moving more people, improving connectivity in the corridor, and providing new travel options. Unable to attend? Share your thoughts with VDOT online.

### PUBLIC INFORMATION MEETING

Wednesday, June 17, 2015

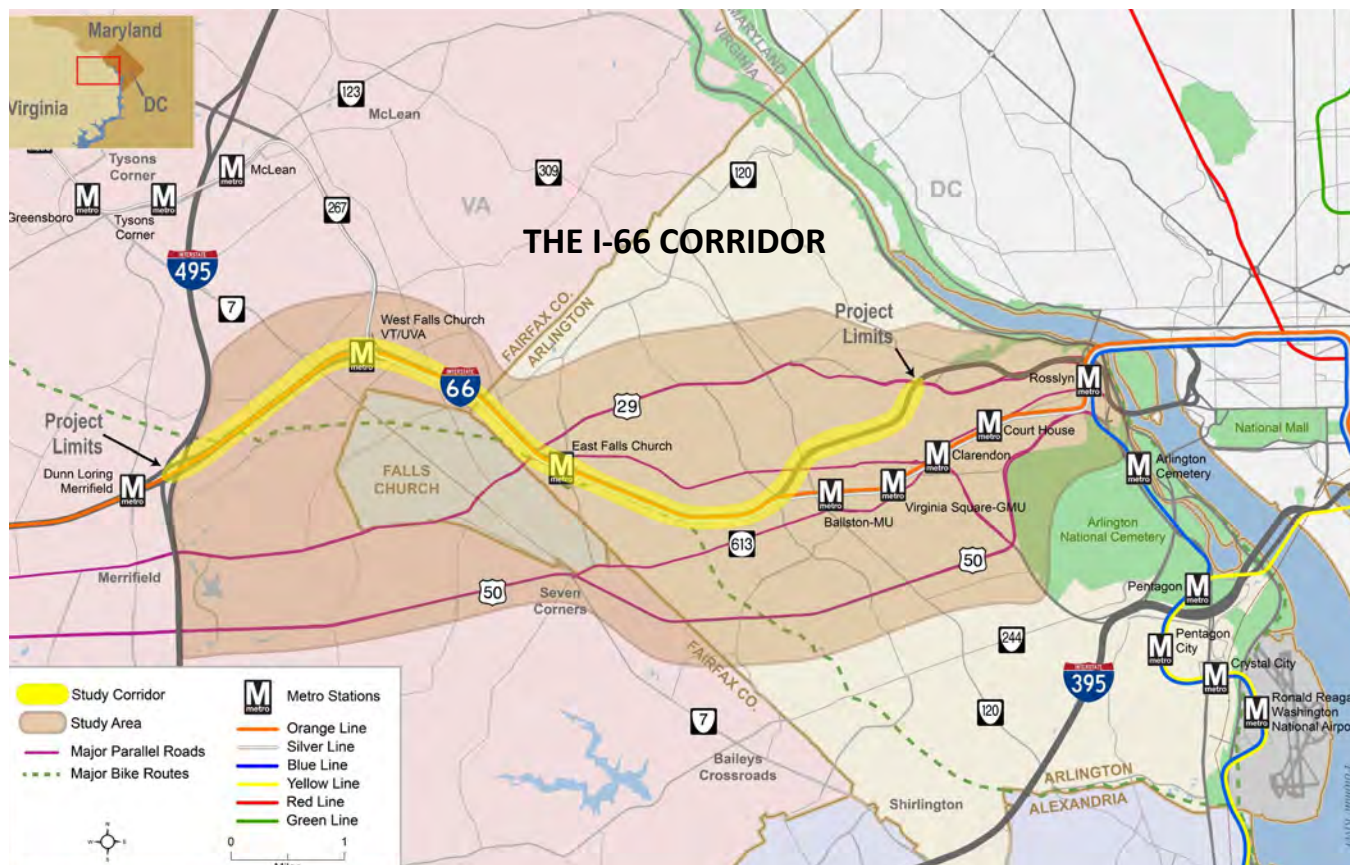
6:30-8:30 p.m.

Presentation at 7 p.m.

Arlington Central Library

1015 N. Quincy Street

Arlington, VA 22201





## Where Should We Envision Route 7?

Take a look at where we have been and tell us where we should present or do a pop-up event for Envision Route 7 this summer or early fall. With the technical studies on ridership being prepared, we are letting businesses and residents of Fairfax, Falls Church and Arlington know about the Route 7 Alternatives Analysis. During May and June, we participated in two meetings, reaching people in different parts of the corridor.



*NVTC's executive director, Kelley Coyner, answers questions about Envision Route 7 at a meeting of the Bailey's Crossroads Rotary Club.*

## ROUTE 7 PRESENTATIONS

### Upcoming

June 23  
Mason Land Use Council  
June 29  
Arlington Transportation Commission  
July 21  
Falls Church Chamber of Commerce

### Pending

Fairfax Transportation Advisory Commission  
Northern Virginia Realtors Association  
Baileys Crossroads Seven Corners Revitalization Corporation

## DID YOU KNOW THAT ROUTE 7...

began as a buffalo trail connecting the Potomac River in present-day Old Town Alexandria to the foot of the Blue Ridge Mountains at Leesburg.

became home in 1837 to Hachaliah Bailey, one of the nation's first elephant owners and the father of the American circus? Bailey's son Lewis, a clown whose circus would stop in Alexandria, made Hachaliah aware of the 536 acres for sale.

was the site of President Abraham Lincoln's 1861 formal military review of 50,000 Union troops, a spectacle that inspired Julia Ward Howe to write "The Battle Hymn of the Republic"?

Learn more about the history and future of this thoroughfare by viewing NVTC's Envision Route 7 Factsheet.

**ENVISION ROUTE 7**

**The Goal of Envision Route 7**  
Identify the best transit option for the corridor. One that...  
connects people and businesses to economic opportunity  
improves mobility and relieves congestion

**Creating a Vision for Route 7**  
Requires that we...  
Identify the mode of transit and route for service  
determine the level of public support  
assess the financial, economic and technical viability  
Identify steps to move the project forward

**Exploring the Options for Route 7**  
Phase I narrowed the transit alternatives to three modes...  
Light Rail Transit (LRT)  
Bus Rapid Transit (BRT)  
Standard Buses

**INTERESTING FACTS**  
Route 7/Leesburg Pike  
Origin of a full-time...  
connected the James Eastern Ridge...  
connected the James Eastern Ridge...  
connected the James Eastern Ridge...

## Envision Route 7 Timeline



## 2015 ANNUAL COMMISSION AGENDA

### JANUARY 2015

- Board Reorganization
- Public Comment
- Acceptance of NVTC Implementation Plan
- NVTC FY2016 G&A Budget
- Work Session: Route 7 Alternatives Analysis
- New Electronic Payments Program (NEPP)
- Update: Status of Pilot and Funding
- WMATA Report\*
- VRE Report and Action Items
- Approve VRE FY2016 Budget
- NVTC Financial Report

\* Monthly WMATA Report includes:

- Budget
- Capital Funding Agreement (CFA)
- Safety and Related Issues
- Management Audit
- Financials (Dashboard)
- Financial Management Oversight (FMO)
- Key WMATA Milestones/Dates

### FEBRUARY 2015

- Submission of State Assistance Request to DRPT
- General Assembly Update
- Comments: I-66 Outside the Beltway
- WMATA Report\*
- VRE Report and Action Items
- NVTC Financial Report

### MARCH 2015 – Meeting Cancelled

- VRE Management Audit
- I-66 Multimodal Corridor Projects
- Consideration of FY2016 NVTC G&A Budget<sup>1</sup>
- 2<sup>nd</sup> Quarter Ridership Report
- Legislative and Policy Issues
  - General Assembly Update
  - Federal Legislation
  - State Planning and Legislative Implementation Items
- Contract for NVTC Financial Auditing Services
- WMATA Report\*
- VRE Report and Action Items
- NVTC Financial Report

### APRIL 2015

- WMATA Budget Session (Scheduled Annually before Adoption of WMATA Budget)
- VRE Management Audit
- I-66 Multimodal Corridor Projects
- Consideration of FY2016 NVTC G&A Budget<sup>1</sup>
- 2<sup>nd</sup> Quarter Ridership Report
- Legislative and Policy Issues
  - General Assembly Update
  - Federal Legislation
  - State Planning and Legislative Implementation Items
- Contract for NVTC Financial Auditing Services
- WMATA Report\*
- VRE Report and Action Items
- NVTC Financial Report

<sup>1</sup>Annual calendar to be updated to reflect approved NVTC G&A budget process.

## 2015 ANNUAL COMMISSION AGENDA

### MAY 2015

- NVTC FY2015 3rd Quarter Ridership Report
- Annual Transit Performance Data
- Adopt Annual Budget Process
- Tiger Grant Endorsements
- High-Speed Rail Presentation
- WMATA Report\*
- VRE Report and Action Items
- NVTC Financial Report

### JUNE 2015

- VRE Mobile Ticketing Demonstration
- VTRANS Update and Comment
- Transit Means Business Forum Report and Next Steps
- WMATA Report\*
- Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- Authorization to Execute First Option Period of the Operations and Maintenance Contract
- NVTC Financial Report

### JULY 2015

- Draft Regional Bus Agenda
- I-66 Framework Agreement Discussion
- Washington to Richmond High-Speed Rail Project Update
- WMATA Report\*
- VRE Report and Action Items
  - Update from Operations Board Chair on Management Audit
  - Positive Train Control Briefing
- NVTC Financial Report

### AUGUST 2015 – No Commission Meeting

- (Executive Committee Meeting - FY2017 Budget<sup>1</sup>)

### SEPTEMBER 2015

- Emergency Preparedness and Transit
- NVTC FY2015 4<sup>th</sup> Quarter Ridership Report
- WMATA Report\*
  - Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
  - Silver Line Anniversary Update
- New Electronic Payments Program (NEP) Update
- VRE Report and Action Items
- NVTC Financial Report



## 2015 ANNUAL COMMISSION AGENDA

### OCTOBER 2015

- Work Session: Route 7 Transit Corridor Study
- I-66 Framework Agreement
- Washington to Richmond High-Speed Rail Project Update
- Approve Pre-Allocation Testimony to the Commonwealth Transportation Board (CTB)
- Notice of Direct Contributions to Jurisdictions
- FY2017 NVTC G&A Budget Work Session (dates/time TBD)<sup>1</sup>
- WMATA Report\*
- VRE Report and Action Items
- Forward VRE Budget to Jurisdictions
- NVTC Financial Report

### NOVEMBER 2015

- FY2017 Budget Presented for Approval
- Approve NVTC Legislative and Policy Agenda
- NVTC FY2016 1<sup>st</sup> Quarter Ridership Report
- WMATA Report\*
- VRE Report and Action Items
- Approve VRE Legislative Agenda
- NVTC Financial Report

### DECEMBER 2015

- NVTC and VRE Audit Presentations and Acceptance
- General Assembly Legislative Briefing
- Washington to Richmond High-Speed Rail Project Update
- Approve 2016 NVTC Meeting Schedule
- WMATA Report\*
  - Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- NVTC Financial Report

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## AGENDA ITEM #9: COMMONWEALTH AND REGIONAL AGENCY REPORTS

**TO:** Chairman Snyder and NVTC Commissioners  
**FROM:** Kelley Coyner  
**DATE:** June 30, 2015  
**SUBJECT:** Commonwealth and Regional Agency Reports

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### **A. Department of Rail and Public Transportation (DRPT) (attachment)**

### **B. Commonwealth Transportation Board (CTB)**

An update on I-66 Outside the Beltway and a vote on the weighting factors for projects submitted under HB2 were the [main items of interest on the agenda](#) for the CTB meeting, June 16-17, in Richmond.

#### **I-66 Outside the Beltway**

A preferred financing option for the I-66 Outside the Beltway project will come before the CTB at its September 15 meeting in the Bristol District. The [Transform 66 update to the CTB](#) noted that development of a public financing proposal is occurring simultaneously with the evaluation of a public-private partnership (P3) option. Support for and concerns about both methods of financing multimodal improvements on I-66 between the Beltway and Haymarket emerged during four public hearings in late May and early June. To date, more than 100 people have offered verbal comments and nearly 600 have provided online comments on topics such as property impacts and interchange designs. Strong support for transit investments – particularly Metrorail and VRE – to alleviate congestion is evident. Project staff continue to review and respond to comments as part of the environmental (NEPA) process and are looking to present a preferred alternative at the September CTB meeting.

#### **HB2 Project Selection Criteria and Weights**

The CTB approved [staff-recommended weighting factors](#) that will be used to prioritize transportation projects submitted for funding under HB2, a 2014 law designed to improve the transparency and accountability of project selection in the Commonwealth. The final weights are: congestion mitigation (45%), economic development (5%), accessibility (15%), safety (5%), environmental quality (10%), and land use (20%). The vote followed [a staff presentation](#), which detailed the evolution of the weights (slide 7) and four MPO weighting categories (slides 8-9) between March and June of this year. Project and submission eligibility were finalized as well. Categories include high priority projects and

construction district grants. The CTB itself will be allowed to submit two (2) projects per solicitation cycle to be prioritized.

The call for projects will open for a two-month period beginning August 1. Evaluations will occur between October 2015 and January 2016. Still to be determined are the frequency of project solicitations and updates to the Six-Year Improvement Plan (SYIP).

### **C. Northern Virginia Transportation Authority (NVTA)**

At the [Northern Virginia Transportation Authority's June 25<sup>th</sup> Board meeting](#), Secretary Aubrey Layne discussed the to the I-66 Inside and Outside the Beltway projects with a focus on how the Commonwealth is considering several approaches to fund construction and operations of the I-66 Outside the Beltway project. Whether the Commonwealth determines a public-private partnership and/or public financing, Secretary Layne noted that the public transit elements of the proposed project would be included as part of the funding and financial plan.

On July 14<sup>th</sup>, [NVTA will be holding a groundbreaking for the PRTC Western Bus Maintenance and Storage Facility](#) in Manassas. This is the first groundbreaking for a project funded under the Authority's FY2015-16 Program.



## COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell  
Director

Virginia Department of Rail and Public Transportation  
600 E. Main Street, Suite 2102  
Richmond, VA 23219

Ph: 804-786-4440  
Fax: 804-225-3752  
Virginia Relay Center  
800-828-1120 (TDD)

TO: Chairman Snyder and NVTC Commissioners

FROM: Jennifer Mitchell

DATE: June 30, 2015

SUBJECT: DRPT Update

### **General Update**

The Commonwealth Transportation Board (CTB) approved the FY16-21 VDOT and DRPT Six Year Improvement Program (SYIP) and the FY16 DRPT budget on June 17. The \$3.4 billion transit and rail portion of the SYIP is posted on DRPT's website. The only major change from the draft version to the final SYIP that affected Northern Virginia was adding \$1.8 million of FY15 unobligated balance to the operating allocation. The SYIP however does anticipate an inability to match some capital requests beginning in FY19 due to the expiration of bond funding beyond the HB 1887 additive funding in FY18.

The total FY16 Public Transportation Allocation is \$452.8 million and the total FY16 Rail Allocation is \$113.7 million. The total FY16 Mass Transit Fund Allocation is \$240.7 million. In the Northern Virginia District, state revenues for operating assistance are \$137.3 million, approximately 77% of total state operating funding. State revenues for capital grants for the Northern Virginia District are \$154.6 million, approximately 83% of total state capital funding.

### WMATA Funding in SYIP

The approved state operating assistance for FY 16 is \$99.8 million and capital funding for NVTC jurisdictions of \$51.5 million. The SYIP also includes \$250 million of state funding to WMATA for Passenger Rail Investing in America (PRIIA) funding (\$50 million per year in state funding per year through FY20). The SYIP also includes \$31.9 million (\$15.9 million state) in multi year capital funding for eight car train expansion, which include funding for additional vehicles and power upgrades to the Orange Line.

### VRE Funding in SYIP

The approved state operating assistance for FY 16 is \$9.2 million and indirect state capital assistance \$13.7 million. The SYIP also includes \$54.7 million (\$46.0 million state) for track lease payments to Amtrak, CSX and Norfolk Southern and \$23.6 million (\$16.1 million state) for nine expansion rail cars in multi year capital funding.

*[DRPT.Virginia.gov](http://DRPT.Virginia.gov)*

*Improving the mobility of people and goods while expanding transportation choices.*

### **I-66 Corridor Improvements – Outside the Beltway**

The public comment period for the Tier 2 Environmental Assessment, Section 4(f) Evaluation and fourteen technical reports (including separate Transit/TDM and Transportation technical reports) ended on June 18. The referenced documents are available on the project website (<http://outside.transform66.org/>). Print copies are also still available at the NOVA District office. Over 1000 written comments on the project were received, including approximately 100 comments related to transit. Formal written comments have been received by the Arlington County, City of Fairfax, Fairfax County, PRTC, VRE and WMATA.

Environmental public hearings for the I-66 Outside the Beltway Corridor Improvements project were held on May 27 at the VDOT NOVA District office in Fairfax, May 28 at Oakton High School in Vienna, June 2 at Battlefield High School in Haymarket and June 3 at Bull Run Elementary School in Centreville. Public hearing display boards for Alternatives 2A, 2B, 2C and the I-495 interchange are still available on the project website.

Over 600 people attended the four meetings and over 100 people provided verbal comments either in an open forum or to court reporters provided at the meeting. Major transit themes included support for more transit in general in the corridor, support for extending the Metrorail Orange Line, support for the VRE Haymarket extension and support for bike and pedestrian access improvements.

### **I-66 Corridor Improvements – Inside the Beltway**

VDOT and DRPT held two Public Information Meetings on the I-66 Inside the Beltway Project in June. The first meeting was held on June 16 at Mary Ellen Henderson Middle School in Falls Church from 7-9 p.m. and the second meeting was on June 17 at the Arlington Central Library in Ballston from 6:30-8:30 p.m. The next round of public meetings will be held this fall. Over 350 people attended the two meetings in June. Major concerns expressed were impact of traffic on local streets and concern about converting I-66 from HOV-2 to HOV-3. The meetings were also attended by staff from NVTC, the City of Falls Church, Arlington County and Fairfax County. The general outline of the framework agreement was presented at the Management Advisory Committee (MAC) meeting at NVTC on June 16. In addition to the agency and jurisdictional staff listed, the MAC meeting was attended by staff from the City of Alexandria, City of Fairfax, PRTC and WMATA and Prince William County participated in the meeting via telephone.

### **VTrans Update**

The next round of VTRANS workshops will be held on July 1 and 2. The Statewide Multimodal Advisory Committee will meet on July 8. The next Regional Forum will be held on July 29 and will feature an afternoon session with stakeholders followed by a public meeting in the evening.

## **HB2 Implementation**

The CTB approved the factor weighting framework at its June 17 meeting. The CTB approved weighting for Category A (which includes Northern Virginia) is: congestion mitigation 45%, economic development 5%, accessibility 15%, safety 5%, environmental quality 10% and land use 20%. In addition, the Richmond region was moved from Category A to B and the Fredericksburg region was moved into Category A at the request of those MPOs. The Northern Virginia Transportation Authority (NVTa) is serving as a de facto MPO agency for Northern Virginia for HB2 purposes. The project application period opens on August 1. DRPT and VDOT staff will work closely with any jurisdictions that are submitting candidate projects to assist them with the application process.

## **Southeast High Speed Rail**

Following a round of presentations in May to regional transportation organizations throughout the DC to Richmond project corridor, DRPT held a series of Public Information Meetings on June 1-3 in Alexandria, Fredericksburg and Richmond to solicit public input on the proposed alternative screening process and criteria. The meetings were conducted in an “open house” format where participants viewed an introductory video near the entrance to the meeting room and then were directed to a series of information boards posted around the room explaining different aspects of the project. DRTP staff and consultants were available at each board to answer any questions or receive any comments attendees might have, and attendees were encouraged to submit written comments via a paper form or online on the project website.

The June 1-3 public meetings were well attended: 52 people attended the Alexandria meeting, 37 attended the Fredericksburg meeting and 95 people attended the Richmond meeting for a total of 184 participants. Attendees included representatives from a number of organizations, including VRE, CSX and Prince William and Fairfax Counties.

DRPT is currently scheduled to hold another round of public meetings throughout the project corridor in the fall to solicit feedback on a refined set of alignment alternatives and will reach out to NVTC and other regional transportation organizations through board and committee meetings once again in advance of those public meetings.

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## AGENDA ITEM #10: FINANCIAL ITEMS

**TO:** Chairman Snyder and NVTC Commissioners  
**FROM:** Kelley Coyner, Scott Kalkwarf and Colethia Quarles  
**DATE:** June 30, 2015  
**SUBJECT:** Financial Items

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The [financial items for May 2015](#) are provided for your information.

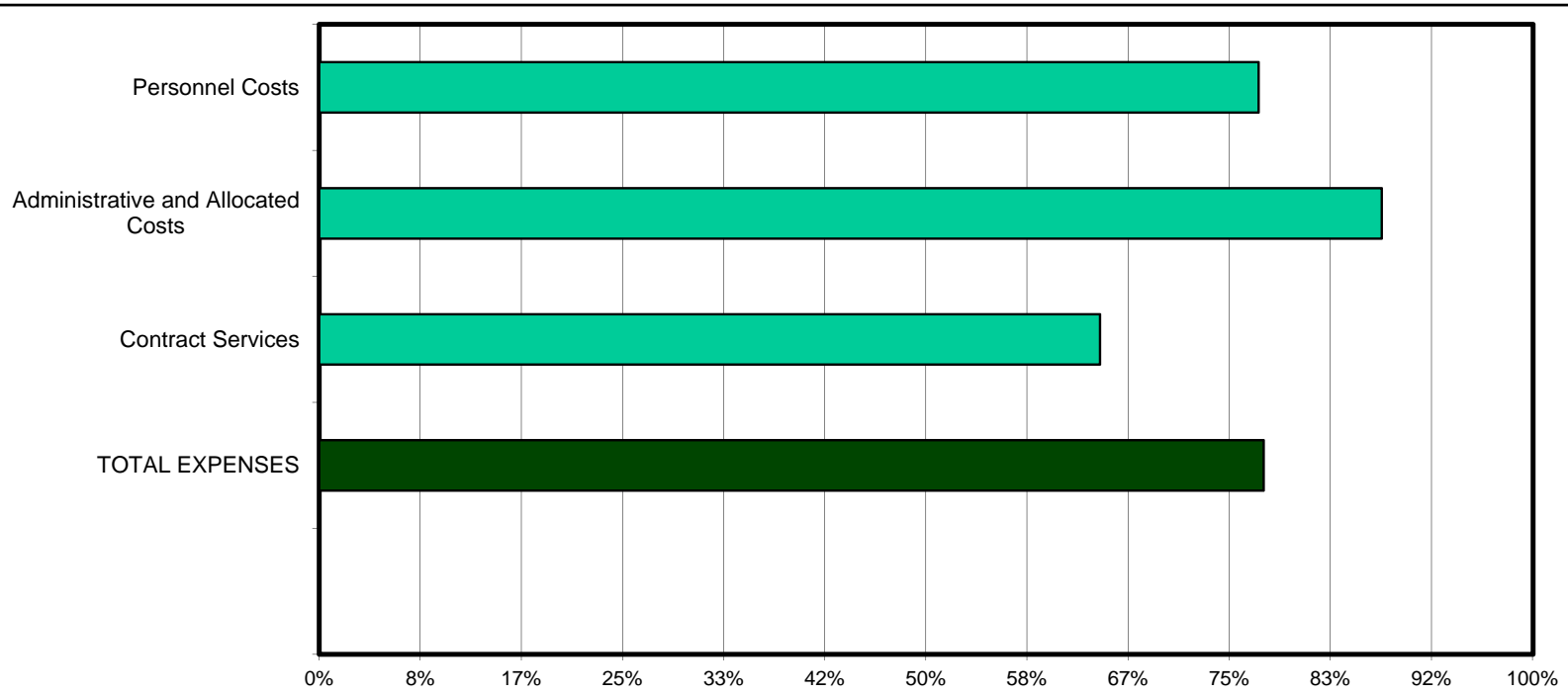
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# Northern Virginia Transportation Commission

Financial Reports

May, 2015

Percentage of FY 2015 NVTC Administrative Budget Used  
May 2015  
(Target 91.67% or less)



**Note: Refer to pages 2 and 3 for details**

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
**May, 2015**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<u>Personnel Costs</u>					
Salaries and Contract Wages	\$ 82,719.43	\$ 873,653.23	\$ 1,051,000.00	\$ 177,346.77	16.9%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>82,719.43</u>	<u>873,653.23</u>	<u>1,051,000.00</u>	<u>177,346.77</u>	<u>16.9%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	8,309.75	57,619.55	70,300.00	12,680.45	18.0%
Group Health Insurance	4,788.54	36,261.35	143,700.00	107,438.65	74.8%
Retirement	7,781.01	76,351.01	84,900.00	8,548.99	10.1%
Workmans & Unemployment Compensation	241.68	4,372.66	4,000.00	(372.66)	-9.3%
Life Insurance	1,247.51	3,040.75	4,450.00	1,409.25	31.7%
Long Term Disability Insurance	337.88	3,825.40	5,050.00	1,224.60	24.2%
Total Benefit Costs	<u>22,706.37</u>	<u>181,470.72</u>	<u>312,400.00</u>	<u>130,929.28</u>	<u>41.9%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	750.00	7,685.12	11,000.00	3,314.88	30.1%
<i>Rents:</i>	<i>17,293.75</i>	<i>191,812.65</i>	<i>214,200.00</i>	<i>22,387.35</i>	<i>10.5%</i>
Office Rent	16,733.50	184,793.40	200,100.00	15,306.60	7.6%
Parking & Transit Benefits	560.25	7,019.25	14,100.00	7,080.75	50.2%
<i>Insurance:</i>	<i>300.00</i>	<i>4,500.00</i>	<i>6,100.00</i>	<i>1,600.00</i>	<i>26.2%</i>
Public Official Bonds	-	1,200.00	2,300.00	1,100.00	47.8%
Liability and Property	300.00	3,300.00	3,800.00	500.00	13.2%
<i>Travel:</i>	<i>1,621.82</i>	<i>22,112.72</i>	<i>21,400.00</i>	<i>(712.72)</i>	<i>-3.3%</i>
Conference / Professional Development	800.00	5,765.16	7,800.00	2,034.84	26.1%
Non-Local Travel	-	3,638.55	1,800.00	(1,838.55)	-102.1%
Local Meetings & Related Expenses	821.82	12,709.01	11,800.00	(909.01)	-7.7%
<i>Communication:</i>	<i>578.92</i>	<i>7,231.76</i>	<i>11,000.00</i>	<i>3,768.24</i>	<i>34.3%</i>
Postage	-	1,096.76	2,900.00	1,803.24	62.2%
Telephone and Data	578.92	6,135.00	8,100.00	1,965.00	24.3%
<i>Publications &amp; Supplies</i>	<i>975.56</i>	<i>15,262.04</i>	<i>15,800.00</i>	<i>537.96</i>	<i>3.4%</i>
Office Supplies	272.08	2,058.35	2,800.00	741.65	26.5%
Duplication and Paper	703.48	7,094.45	7,500.00	405.55	5.4%
Public Information	-	6,109.24	5,500.00	(609.24)	-11.1%

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
**May, 2015**

	<b><u>Current Month</u></b>	<b><u>Year To Date</u></b>	<b><u>Annual Budget</u></b>	<b><u>Balance Available</u></b>	<b><u>Balance %</u></b>
<i>Operations:</i>	256.75	18,008.91	24,800.00	6,791.09	27.4%
Furniture and Equipment (Capital)	-	13,043.77	17,000.00	3,956.23	23.3%
Repairs and Maintenance	-	-	1,000.00	1,000.00	100.0%
Computer Operations	256.75	4,965.14	6,800.00	1,834.86	27.0%
<i>Other General and Administrative:</i>	611.62	6,837.12	8,100.00	1,262.88	15.6%
Subscriptions	-	-	-	-	0.0%
Memberships	79.67	952.03	1,300.00	347.97	26.8%
Fees and Miscellaneous	531.95	4,588.84	5,600.00	1,011.16	18.1%
Advertising (Personnel/Procurement)	-	1,296.25	1,200.00	(96.25)	-8.0%
Total Administrative Costs	<u>22,388.42</u>	<u>273,450.32</u>	<u>312,400.00</u>	<u>38,949.68</u>	<u>12.5%</u>
<u>Contracting Services</u>					
Auditing	-	22,370.00	22,500.00	130.00	0.6%
Research and Analytic Support	17,744.79	95,032.75	160,000.00	64,967.25	40.6%
Legal	-	-	-	-	0.0%
Total Contract Services	<u>17,744.79</u>	<u>117,402.75</u>	<u>182,500.00</u>	<u>65,097.25</u>	<u>35.7%</u>
 Total Gross G&A Expenses	<u><u>\$ 145,559.01</u></u>	<u><u>\$ 1,445,977.02</u></u>	<u><u>\$ 1,858,300.00</u></u>	<u><u>\$ 412,322.98</u></u>	<u><u>22.2%</u></u>

**NVTC**  
**RECEIPTS and DISBURSEMENTS**  
**May, 2015**

Payer/ Payee		Purpose	Wells Fargo	Wells Fargo	VA LGIP	
Date			(Checking)	(Savings)	G&A / Project	Trusts
RECEIPTS						
11	DRPT	Capital grants receipts				\$ 12,876,273.00
11	FTA	Grant receipt - Alexandria			324,153.00	
12	VRE	Staff support		7,072.08		
14	DRPT	Capital grants receipts - Arlington				72,148.00
14	DRPT	Grant receipt - Falls Church			18,993.00	
14	DRPT	Capital grants receipts - Fairfax				126,252.00
14	DRPT	Capital grants receipts - Arlington				7,398.00
14	DRPT	Grant receipt - NEPP project			17,000.00	
15	FTA	Grant receipt - Falls Church			75,973.00	
18	DRPT	Operating assistance - VRE			2,256,191.00	
18	DRPT	Operating assistance - WMATA				8,265,725.00
18	DRPT	Operating assistance - City of Fairfax				166,528.00
18	DRPT	Operating assistance - Alexandria				826,400.00
18	DRPT	Operating assistance - Arlington				593,344.00
18	DRPT	Operating assistance - Fairfax				3,577,880.00
18	DRPT	Capital grant receipt - Falls Church				6,467.00
20	DMV	Motor Vehicle Fuels Sales tax receipt				3,856.95
27	DRPT	Grant receipt - Falls Church			6,949.00	
29	DMV	Motor Vehicle Fuels Sales tax receipt				2,965,902.24
29	NVTA	Route 7		117,244.76		
29	DRPT	Capital grants receipts - VRE			441,376.00	
31	Banks	Interest income		4.18	36.76	20,383.75
			-	124,321.02	3,140,671.76	29,508,557.94
DISBURSEMENTS						
1-31	Various	G&A expenses	(100,085.01)			
6	Kimley-Horn	Consulting - NEPP	(10,000.00)			
12	Alexandria	Costs incurred			(324,153.00)	
14	Falls Church	Costs incurred			(18,993.00)	
18	VRE	Grant revenue			(2,256,191.00)	
18	Kimley-Horn	Consulting - NEPP	(24,000.00)			
19	Falls Church	Other capital				(6,467.00)
19	Falls Church	Costs incurred			(75,973.00)	
27	Falls Church	Costs incurred			(6,949.00)	
29	VRE	Grant revenue			(441,376.00)	
31	Banks	Service fees	(49.96)	(39.26)		
			(134,134.97)	(39.26)	(3,123,635.00)	(6,467.00)
TRANSFERS						
18	Transfer	From LGIP to checking	150,000.00		(150,000.00)	
			150,000.00	-	(150,000.00)	-
NET INCREASE (DECREASE) FOR MONTH			\$ 15,865.03	\$ 124,281.76	\$ (132,963.24)	\$ 29,502,090.94

**NVTC  
INVESTMENT REPORT  
May, 2015**

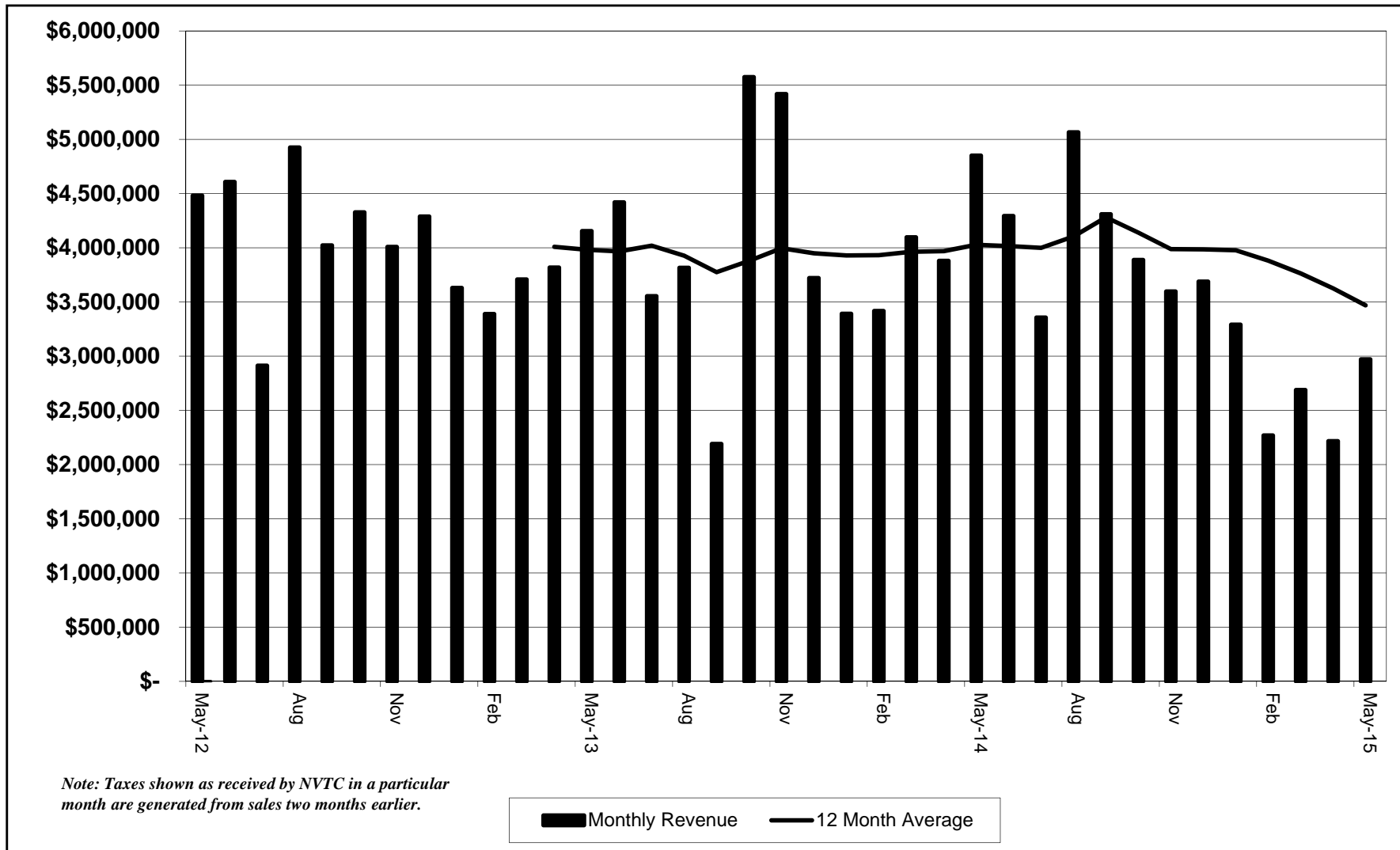
<b>Type</b>	<b>Rate</b>	<b>Balance 4/30/2015</b>	<b>Increase (Decrease)</b>	<b>Balance 5/31/2015</b>	<b>NVTC G&amp;A/Project</b>	<b>Jurisdictions Trust Fund</b>	<b>Loudoun Trust Fund</b>
<b><u>Cash Deposits</u></b>							
Wells Fargo: NVTC Checking	N/A	\$ 114,557.39	\$ 15,865.03	\$ 130,422.42	\$ 130,422.42	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	230,382.80	124,281.76	354,664.56	354,664.56	-	-
<b><u>Investments - State Pool</u></b>							
Bank of America - LGIP	0.131%	169,061,176.27	29,369,127.70	198,430,303.97	226,550.11	176,374,204.68	21,829,549.18
		<u>\$ 169,406,116.46</u>	<u>\$ 29,599,698.72</u>	<u>\$ 198,915,390.95</u>	<u>\$ 711,637.09</u>	<u>\$ 176,374,204.68</u>	<u>\$ 21,829,549.18</u>



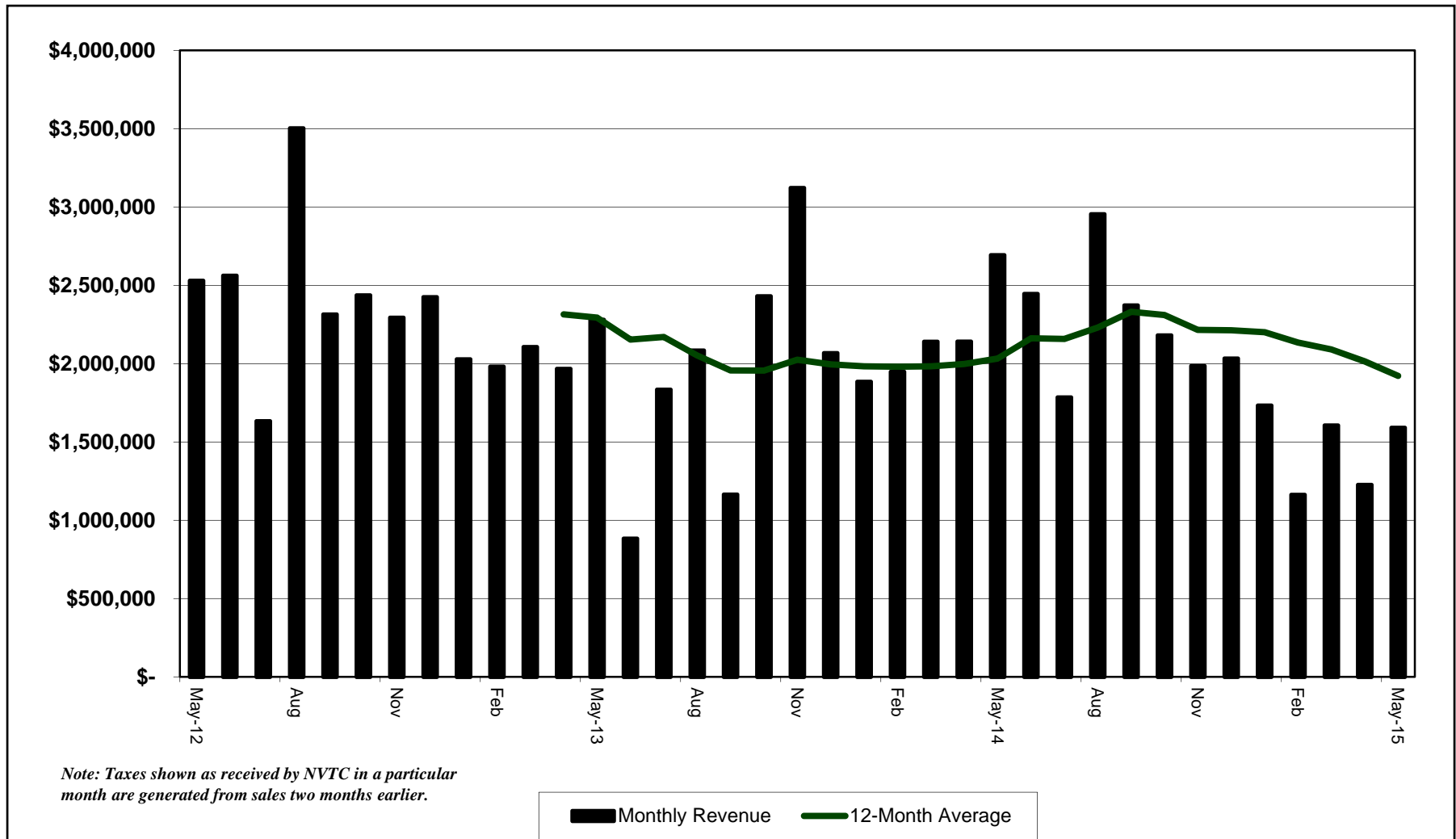
# NVTC MONTHLY GAS TAX REVENUE

## ALL JURISDICTIONS

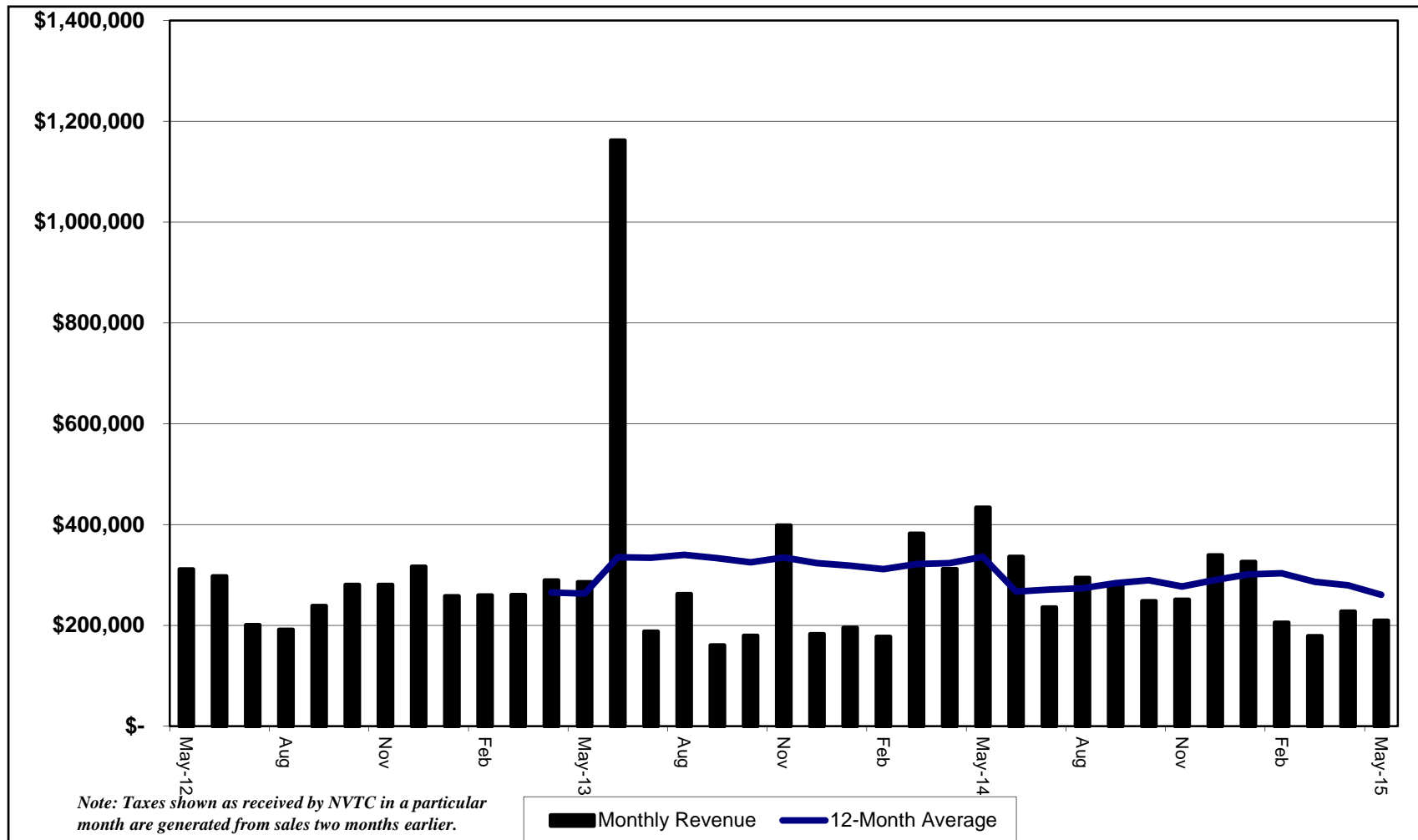
### FISCAL YEARS 2012-2015



# NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2012-2015



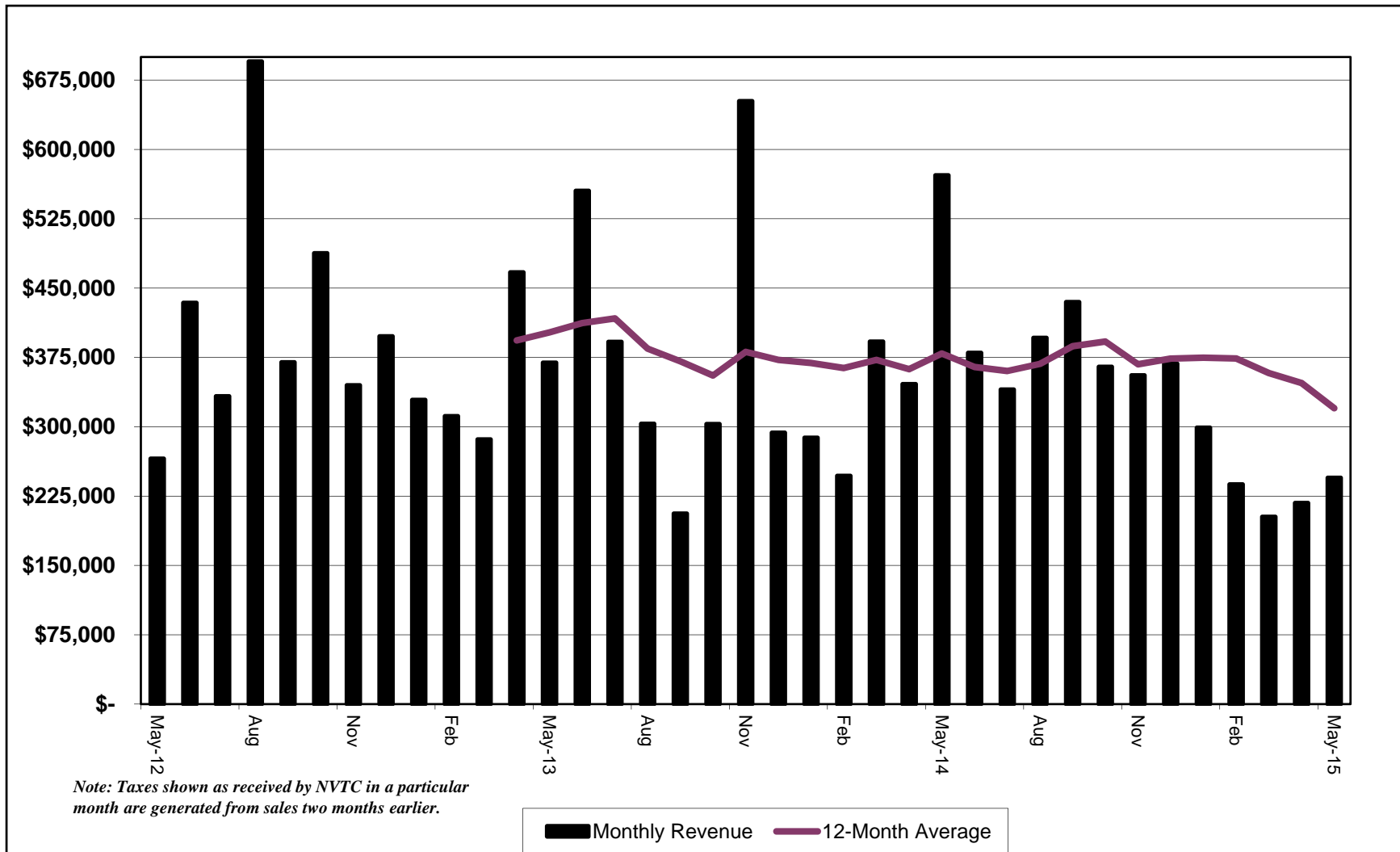
# NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2012-2015



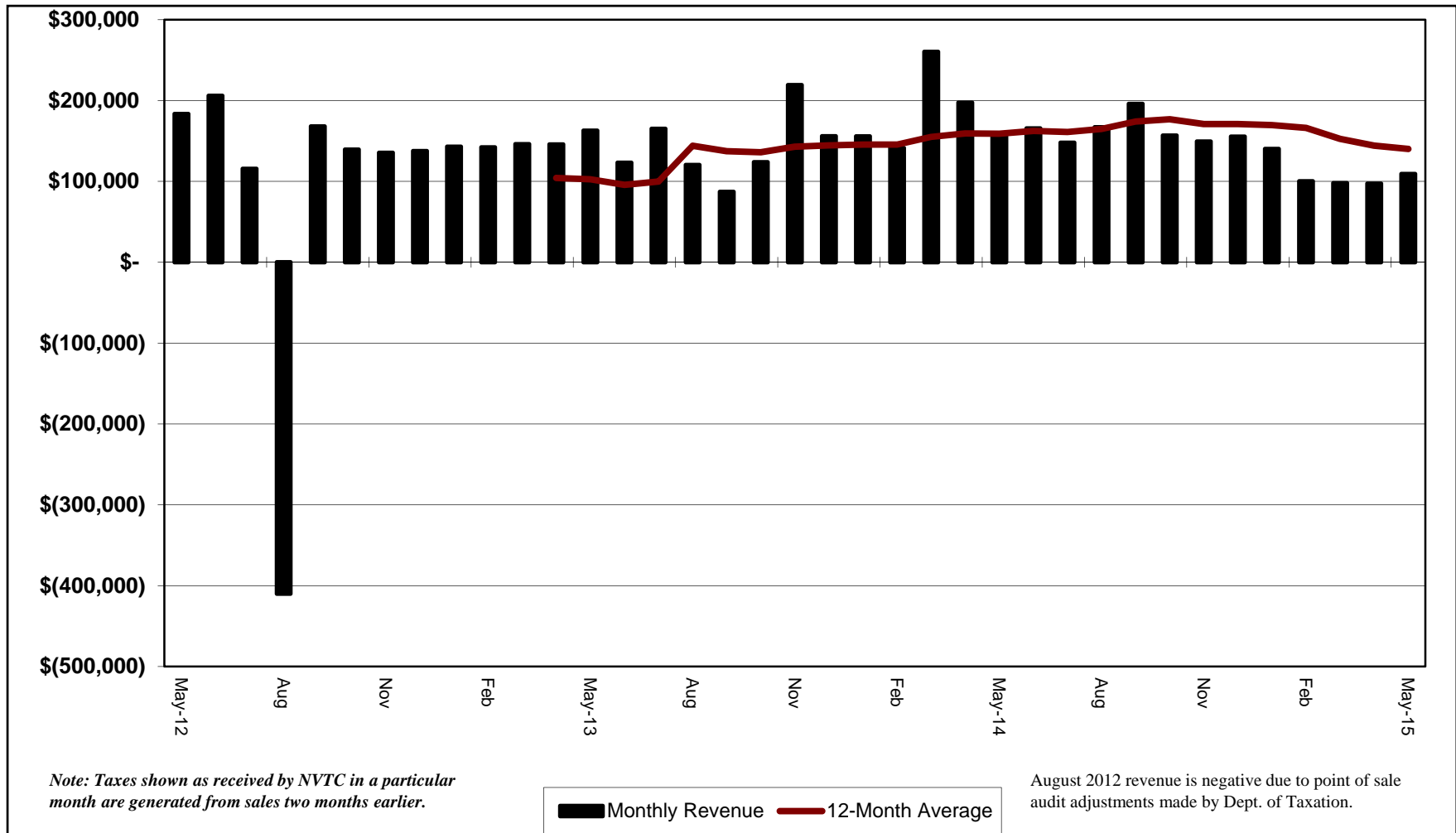
# NVTC MONTHLY GAS TAX REVENUE

## ARLINGTON COUNTY

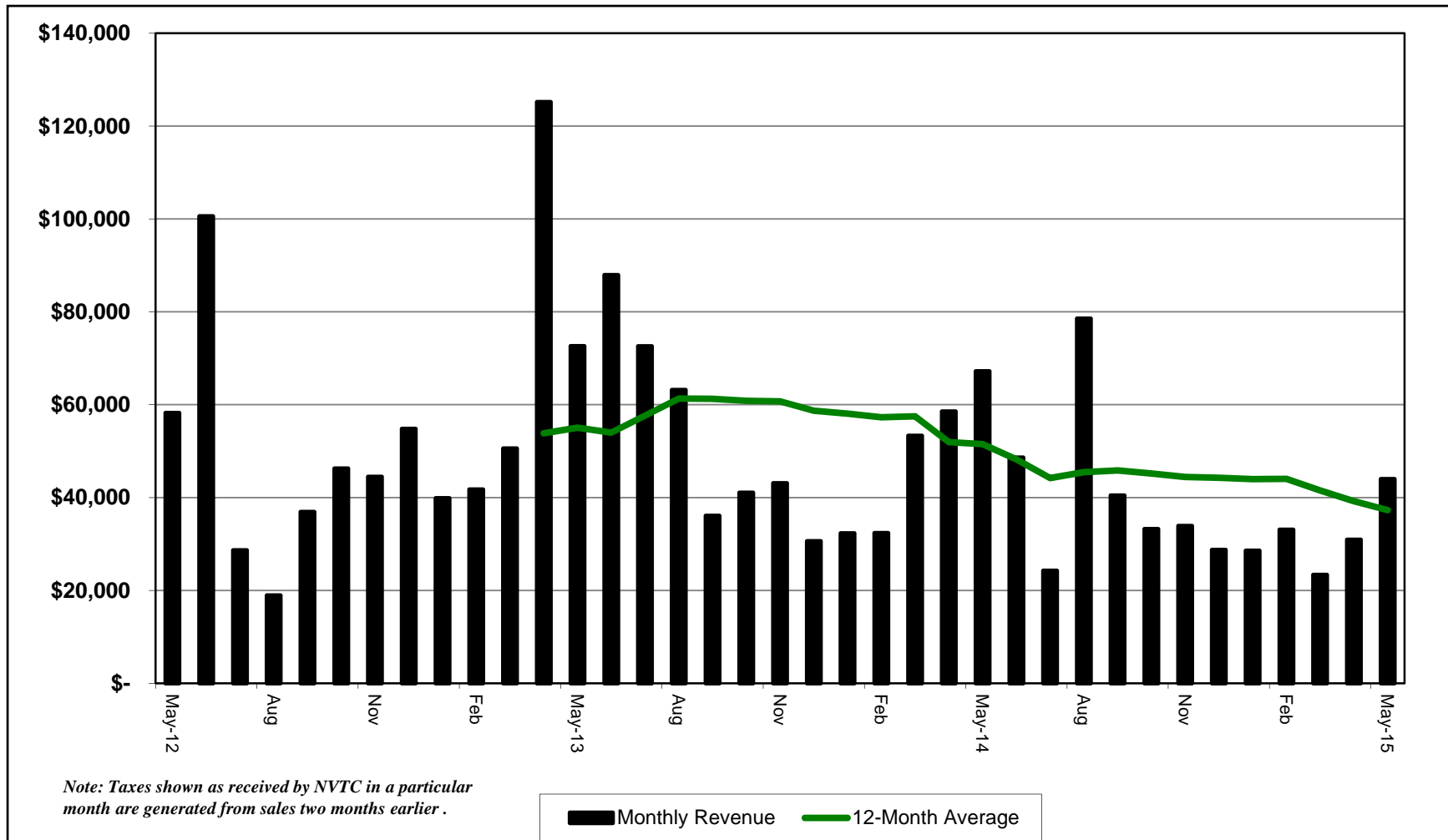
### FISCAL YEARS 2012-2015



# NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2012-2015



# NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2012-2015



# NVTC MONTHLY GAS TAX REVENUE LOUDOUN COUNTY FISCAL YEARS 2012-2015

