

The following item is the handout for
the January 7, 2021 NVTC Meeting.



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

Members Present

*Walter Alcorn (NVTC)
 *Andrea Bailey (PRTC)
 *Preston Banks (PRTC)
 *Elizabeth Bennet-Parker (NVTC)
 *Meg Bohmke (PRTC)
 *Katie Cristol (NVTC)
 *Margaret Franklin (PRTC)
 *Jeanine Lawson (PRTC)**
 *Cindy Shelton (PRTC)
 *Gary Skinner (PRTC)
 *Ralph Smith (PRTC)
 *Dan Storck (NVTC)
 *James Walkinshaw (NVTC)

Members Absent

Matt Kelly (PRTC)
 Jennifer Mitchell (DRPT)

Alternates Present

*Todd Horsley (DRPT)

Alternates Absent

Canek Aguirre (NVTC)
 Victor Angry (PRTC)
 Pete Candland (PRTC)
 Hector Cendejas (PRTC)
 Deborah Frazier (PRTC)
 Libby Garvey (NVTC)
 Jason Graham (PRTC)
 Michael McLaughlin (DRPT)
 Jeff McKay (NVTC)
 Pam Sebesky (PRTC)

Jurisdiction

Fairfax County
 Prince William County
 City of Manassas Park
 City of Alexandria
 Stafford County
 Arlington County
 Prince William County
 Prince William County
 Stafford County
 Spotsylvania County
 City of Manassas
 Fairfax County
 Fairfax County

 City of Fredericksburg
 Commonwealth of Virginia

Commonwealth of Virginia

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

*Voting Member

**Delineates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

Staff and General Public

Rich Dalton – VRE

John Duque – VRE

Karen Finucan-Clarkson - VRE

Allan Fye – NVTC

Chris Henry – VRE

Christine Hoeffner - VRE

Robert Hostelka – VRE

Lezlie Lamb – VRE

Steve MacIsaac – VRE Legal Counsel

Kristin Nutter – VRE

Dr. Bob Schneider – PRTC

Mark Schofield – VRE

Joe Swartz – VRE

Chairman Skinner called the meeting to order at 9:00 a.m. The Roll Call followed.

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

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

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

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

Approval of the Agenda – 4

Ms. Bailey moved, with a second by Ms. Bennett-Parker to approve the agenda as presented. There was no discussion on the motion.

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

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

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

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

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

Chairman's Comments – 6

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

Chief Executive Officer's Report – 7

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

- Safety/ COVID-19 update
- Ridership
- Performance

- Project Spotlight: Enterprise Resource Planning
- “Welcome Back” initiative
- Staff Appreciation

Public Comment Time – 8

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

Action Items - 9

Approval of the 2021 VRE Operations Board Officers– 9A

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

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

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

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

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

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

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

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

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

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

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

Information Items – 10

VRE Transit Asset Management Plan Update for 2020 – 10A

Staff briefed the VRE Operations Board on VRE’s Transit Asset Management Plan as required by the Federal Transit Administration.

Spending Authority Report – 10B

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

- On November 2, 2020, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed \$50,000 to TransTech to acquire toilet cleaning supplies on an as-needed basis, including chlorinating slugs and sanitizer, to maintain the toilet systems on board VRE's passenger railcars.
- On November 5, 2020, VRE issued a Purchase Order in the amount of \$65,913 to Columbia Vehicle Group, Inc. for the purchase of five utility carts to be utilized at the Broad Run and Crossroads Maintenance and Storage Facilities.
- On November 6, 2020, VRE issued a Task Order to STV Incorporated in the amount of \$84,493 under the Mechanical Engineering Consulting Services (MEC) VII contract to conduct research and provide support for the future procurement of an enhanced back-office system for positive train control.
- On November 7, 2020, VRE amended an existing Independent Contractor Agreement with Steven Grant to provide support on an as-needed basis for the VRE Mobile app, specifically the transition to a new service provider. This amendment increased the total commitment to an amount not to exceed \$81,900.
- On November 7, 2020, VRE issued a Sole Source Blanket Purchase Order in an amount not to exceed \$96,000 to Knorr-Bremse Powertech Corp. to perform repairs on an as-needed basis to the low voltage power supply units utilized to provide electrical power for the LED message signs, wheelchair lifts, outlets, etc. on board VRE's passenger railcars.
- On November 13, 2020, VRE issued a Purchase Order to Computers America, Inc. in the amount of \$66,075 for the purchase of new Uninterruptible Power Supply (UPS) devices and Power Distribution Units (PDU) for installation in the station communication cabinets.

Closed Session – 11

Ms. Bennett-Parker moved, with a second by Ms. Bailey, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) and (3) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one personnel matter relating to a contractor employed by the Commissions, and one matter pertaining to the acquisition of real property for public purposes related to the Broad Run Expansion project.

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

Ms. Bennett-Parker moved, with a second by Ms. Bailey, to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

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

Board Members' Time -12

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

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

Approved this 15th day of January 2021

Elizabeth Bennett-Parker
Chair

James Walkinshaw

Secretary

CERTIFICATION

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



Lezlie M. Lamb