



MONTHLY COMMISSION MATERIALS

February 2015

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NVTC COMMISSION MEETING
THURSDAY, FEBRUARY 5, 2015
SPEAKER'S CONFERENCE ROOM – 6th FLOOR
General Assembly Building
201 N. 9th Street
Richmond, Virginia 23219
4:00 PM

AGENDA

1. OATH OF OFFICE: For New Commissioner
2. ACTION ITEM: Approval of the Minutes of the January 7, 2015 NVTC Meeting
3. DISCUSSION: Legislative and Policy Developments (Sec. Layne & Dir. Mitchell)
4. CONSENT AGENDA: (Subject to Chairman's approval)
 - A. ACTION ITEM: Resolution #2265: Approve the FY2016 State Transit Assistance Applications
 - B. ACTION ITEM: Resolution #2266: Authorization to Apply for FY2016 Capital Assistance from DRPT for the New Electronic Payments Program (NEPP)
5. ACTION ITEM: Virginia Railway Express
 - A. VRE CEO Report and Minutes of the January 16, 2015 VRE Operations Board
 - B. ACTION ITEM: Resolution #2267: Adoption and Referral of the Revisions to the VRE FY2015 and Recommended FY2016 Capital and Operating Budgets
 - C. ACTION ITEM: Resolution #2268: Authorization to Award a Contract for Maintenance of Equipment and Facilities
 - D. ACTION ITEM: Resolution #2269: Approve Final Master Agreement Amendment
6. Executive Director Report
7. INFORMATION: Report of the Virginia Members of the WMATA Board of Directors
8. INFORMATION ITEM: NVTC Financial Report for December 2014

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AGENDA ITEM #1: OATH OF OFFICE FOR NEW COMMISSIONER

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner

DATE: January 29, 2015

SUBJECT: Oath of Office for New Commissioner

Chairman Snyder will administer the following oath of office to Jim Corcoran, who is replacing Jim Dyke on NVTC:

I do solemnly swear that I will support the Constitution of the United States and the Commonwealth of Virginia and that I will faithfully discharge all the duties incumbent upon me as an officer of the Northern Virginia Transportation Commission, according to the best of my ability.



Northern Virginia Transportation Commission
2300 Wilson Boulevard • Suite 620 • Arlington, VA 22201
Tel (703) 524-3322 • Fax (703) 524-1756

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AGENDA ITEM #2

MINUTES NVT COMMISSION MEETING – JANUARY 7, 2015 NVT CONFERENCE ROOM – ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Smedberg at 8:12 P.M.

Members Present

Richard Black
Sharon Bulova
John Cook
James Dyke
William Euille
Jay Fisette
John Foust
Jeff Greenfield
Mary Hynes
James LeMunyon
Jeff McKay
J. Randall Minchew
Jennifer Mitchell (DRPT alternate)
Ken Reid
Thomas Rust
Paul Smedberg
David F. Snyder
J. Walter Tejada

Members Absent

Catherine Hudgins
Jennifer Wexton

Staff Present

Kelley Coyner
Rhonda Gilchrest
Claire Gron
Scott Kalkwarf
David Koch
Kate Mattice
Marti Reinfeld
Aimee Perron Siebert (Hillbridge Group)
Doug Allen (VRE)
Bryan Jungwirth (VRE)
Steve MacIsaac (VRE)

Election of 2015 Officers

Chairman Smedberg announced that the Nominating Committee has recommended the following slate of officers for 2015:

Chairman:	David Snyder
Vice-Chairman:	Jay Fisette
Secretary-Treasurer:	Jeff McKay

There were no additional nominations. Mrs. Bulova moved, with a second by Delegate Rust, to approve the recommended slate of officers. The vote in favor was cast by Commissioners Black, Bulova, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, McKay, Minchew, Rust, Smedberg, Snyder and Tejada.

Chairman Smedberg administered the oath of office to Mr. Snyder, Mr. Fisette, and Mr. McKay and then handed the gavel over to Chairman Snyder.

Delegate LeMunyon and Mr. Reid arrived at 8:14 P.M.

Recognition of Service

Mr. McKay moved, with a second by Mrs. Bulova, to approve the resolution commending Paul Smedberg for his service as 2014 NVTC Chairman and a resolution commending James Dyke for his years of service as a NVTC Commissioner and a WMATA Board Member. The vote in favor was cast by Commissioners Black, Bulova, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, LeMunyon, McKay, Minchew, Reid, Rust, Smedberg, Snyder and Tejada.

Chairman Snyder presented Mr. Smedberg with a framed resolution commending him for his outstanding service during 2014. Last year was an exciting year with NVTC celebrating its 50th anniversary. During his tenure as Chairman, Mr. Smedberg oversaw the development and adoption of NVTC's first Strategic Framework, the pilot of NVTC's policy forums initiation, the laying of the groundwork for a Northern Virginia research network, the launch of NVTC Transit Fellows Program, maintenance of NVTC's high standards of financial management and stewardship of public dollars, the establishment of a new regional partnership and technical assistance program in support of the evaluation and implementation of a New Electronic Payments Program (NEPP), and continued strengthening of the management capacity of NVTC. Mr. Smedberg stated that it was a privilege to serve as Chairman and it was a valuable learning experience. Chairman Snyder announced that he has asked Mr. Smedberg to chair the new Governance Committee that is being formed.

Chairman Snyder asked Mrs. Hynes to make the presentation for Mr. Dyke. Mrs. Hynes stated that Mr. Dyke has been an incredible partner with NVTC and WMATA. She stated

that it is with sorrow that she says goodbye although she knows that Mr. Dyke will continue to serve the region well in his role as a Commonwealth Transportation Board Member. Mr. Dyke thanked NVTC Commissioners and expressed special appreciation for his fellow WMATA Board Members (Mary Hynes, Catherine Hudgins and Bill Euille). He promised to continue to support the region. Mr. Fisette stated that Mr. Dyke has done the region proud and is well respected. Chairman Snyder presented Mr. Dyke with a framed resolution commending him for his service at NVTC and WMATA.

Approval of the Minutes

Mr. McKay moved, with a second by Mrs. Hynes, to approve the minutes of the December 4, 2014 NVTC Meeting. The vote in favor was cast by Commissioners Black, Bulova, Cook, Euille, Fisette, Greenfield, Hynes, LeMunyon, McKay, Minchew, Rust, Snyder and Tejada. Commissioners Dyke, Foust, Reid and Smedberg abstained.

Consent Agenda

Mr. McKay moved, with a second by Mrs. Bulova to approve the Consent Agenda. Mr. Reid requested that the last item on the Revised Legislative and Policy Agenda be removed for discussion. There were no objections to amending the Consent Agenda to approve the first two items:

- Resolution #2261: Approve NVTC's Official Signatories and Employees Pension Trustees
- Resolution #2262: Authorize NVTC's Executive Director to Apply for a Technical Assistance Grant for the New Electronic Payments Program (NEPP)

The Commission then voted to approve the amended Consent Agenda. The vote in favor was cast by Commissioners Black, Bulova, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, LeMunyon, McKay, Minchew, Reid, Rust, Smedberg, Snyder and Tejada.

Revised Legislative and Policy Agenda

Mr. Reid reported that the Loudoun County Board of Supervisors voted on January 7th to request that NVTC include in its Legislative and Policy Agenda support of legislation that would appoint another Loudoun County member to NVTC. Loudoun now has a population of 340,000. Ms. Coyner asked for clarification because NVTC does not actually endorse specific legislative proposals within its Legislative and Policy Agenda. She suggested separating this issue from the approval of the Agenda and then the Commission could determine how to move forward on the issue of membership.

Mrs. Bulova agreed that it would be good to separate the two issues and if, or when there is legislation, NVTC could discuss it. She stated that following Mr. Reid's email on December 23rd, she asked staff to look back to how membership was determined on

NVTC. It seems that in the beginning it was by agreement and was based on population. She stated that this would be a good issue for the new Governance Committee to discuss.

Mr. Reid moved, with a second by Mrs. Bulova, to authorize the Governance Committee to look at the voting strength of the different NVTC member jurisdictions and if it should be changed. The vote in favor was cast by Commissioners Black, Bulova, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, LeMunyon, McKay, Minchew, Reid, Rust, Smedberg, Snyder and Tejada.

Mr. Fisette moved, with a second by Mrs. Hynes, to approve the Legislative and Policy Agenda.

Delegate LeMunyon thanked staff for including the revisions from comments made at the previous meeting but stated that he will respectfully abstain. Delegate Minchew also noted that he will abstain.

The vote in favor was cast by Commissioners Bulova, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, McKay, Reid, Smedberg, Snyder and Tejada. Commissioners Black, LeMunyon, Minchew and Rust abstained.

Selection of NVTC Representatives to Various Boards

Chairman Snyder announced the NVTC nominations to serve on the WMATA, VRE and VTA Boards and his selection for NVTC's Legislative and Policy Committee. The Executive Committee membership is determined by NVTC's By-Laws.

WMATA Board

Principals

James Corcoran (effective 2/1/15)	4-year term (expires January 9, 2018)
Catherine Hudgins	3-year term (expires January 9, 2017)

Alternates

Mary Hynes	2-year term (expires January 9, 2016)
William Euille	1-year term (expires January 7, 2016)

VRE Operations Board

Principals

Sharon Bulova
John Cook
Paul Smedberg
Walter Tejada

Alternates

Jeff McKay
Jay Fisette
Tim Lovain

Virginia Transit Association

Principals

David Snyder
William Euille

Alternate

Mary Hynes
Jeff McKay

NVTC Legislative & Policy Committee

Jeff McKay, Co-Chairman
Jeff Greenfield, Co-Chairman
William Euille
Catherine Hudgins
Mary Hynes
Ken Reid
Dave Snyder
House: Tom Rust
Senate: Jennifer Wexton

NVTC Executive Committee

Dave Snyder, Chairman
Jay Fisette, Vice-Chairman
Jeff McKay, Secretary-Treasurer
Tom Rust, General Assembly
James Corcoran, WMATA Board (2/1/15)
Catherine Hudgins, WMATA Board
Mary Hynes, WMATA Board
William Euille, WMATA Board
Sharon Bulova, Fairfax Co. Board Chairman
Paul Smedberg, Immediate Past Chairman

Mr. McKay moved, with a second by Mr. Smedberg, to approve Resolution #2263 (copy attached) which approves the appointments to the WMATA Board, the VRE Operations Board and the VTA Board. The vote in favor was cast by Board Members Black, Bulova, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, LeMunyon, McKay, Minchew, Reid, Rust, Smedberg, Snyder and Tejada.

Implementation Plan

Ms. Coyner stated that the Implementation Plan is being presented for public comment and Commission approval. The plan is based on priorities established over the past 18 months and in close consultation with jurisdictional staff. The Implementation Plan articulates specific actions that NVTC will take to address each goal and objective identified in the Strategic Framework approved by the Commission in December 2014.

Chairman Snyder opened the meeting for public comment.

Mr. Rob Whitfield, who has been attending NVTC meetings since 2009, expressed his dismay at the process for public input and the very limited media distribution. NVTC did not distribute a media release on the proposed Implementation Plan. He observed that NVTC's last media release was in October.

Mr. Whitfield stated that as he reads the Implementation Plan, it includes support of Metro 2025, which has not yet been presented to the Commission on the issues, alternatives, costs and financing. He stated that if the purpose of the Implementation Plan is to provide policy guidance, that's fine. However, it is time for WMATA to provide information about Metro 2025 to the public. WMATA has been working on it for at least one year and has been working with the jurisdictions in non-public meetings. WMATA's General Manager

Richard Sarles has stated that the projected cost for Metro 2025 is up to \$7 billion. Back in November 2011, WMATA gave a presentation showing there was \$13.3 billion in projected capital replacement costs needed for the original 103-mile system by 2020. Mr. Whitfield stated that he has repeatedly asked WMATA to provide information on the proposed financing mechanism to cover the proposed \$6.5 million gap.

Mr. Whitfield stated that if the Implementation Plan is just a policy document, then it will be useless if NVTC does not make WMATA provide proper reasoned technical information. He is concerned that the public is being told nothing about the progress of the Capital Funding Agreement (CFA). There needs to be plenty of opportunity for the public to provide input, especially because of the amount of money involved. The economy is different than it was 5-7 years ago. He stated that overall, it does not help NVTC gain acceptance as an effective body if there is no communication to the public.

There were no other comments and Chairman Snyder closed the public comment period.

Ms. Mitchell arrived at 8:34 P.M.

Mr. Euille stated that there is a process relative to the CFA, which includes a public hearing process as is WMATA's standard practice. The process will be public and transparent and will happen at the appropriate time. Local jurisdictions will also have their public hearing process. In response to a question from Chairman Snyder, Mr. Euille stated that NVTC will be hearing more about the CFA and will be invited to provide comments to WMATA.

Mrs. Hynes moved, with a second by Mrs. Bulova, to approve the Implementation Plan.

Delegate LeMunyon asked how the Implementation Plan differs from the Strategic Framework. Ms. Coyner stated that the framework includes four strategies and the Implementation Plan brings the process to the next level. The Implementation Plan is consistent with the Strategic Framework.

Mrs. Bulova asked if there will be further work on the work program. Ms. Coyner responded that this is the first time NVTC has developed a Strategic Framework and Implementation Plan, which replaces the work program. NVTC is not contemplating doing a work program but anticipates developing milestones that allow the Commission to monitor progress. Mrs. Bulova asked if the milestones could be put into a timeline. Ms. Coyner stated that the work program covered one year of activities but NVTC's new Implementation Plan is designed to cover a 1-5 year time period.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Bulova, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, McKay, Reid, Rust, Smedberg, Snyder and Tejada. Commissioners Black, LeMunyon and Minchew voted no.

FY 2016 NVTC Budget

Mr. Smedberg moved, with a second by Mrs. Hynes, to approve the FY 2016 NVTC Budget.

Ms. Coyner explained that presenting the budget to the Commission is the second component of the budget process. The budget was prepared under the guidance of the Chairman, vetted by the Executive Committee, and reviewed by staff of the member jurisdictions. This portion of the budget is funded off the top of state assistance. This budget is being considered at this time because the Commission decided to complete work on the Strategic Framework and Implementation Plan before adopting the budget. For next year, the FY 2017 budget will be brought to the Commission by October 2015.

Ms. Coyner stated that the focus of this budget is to complete investments in the technical capacity and infrastructure of NVTC that began in the FY 2015 budget. Major drivers of the budget increase come from several categories: personnel and benefits, contract services; technology/communication upgrades; building procurement capacity, implementing a set of Human Resources recommendations; continued collaboration and support of NVTA, and professional development and training and conferences, as well as continued investments in technology and communications.

Mr. Foust observed that this budget reflects a 69 percent increase over two years from the FY 2014 budget. In his opinion that this does not seem reasonable and that this budget is out of control. The proposed budget includes a 300 percent increase in health benefits and an 800 percent increase in professional development and conferences. He understands that NVTC's budget deals with relatively small numbers, but he cannot approve this type of increase over two years. He suggested staff rework the budget and provide a more reasonable increase from year to year.

Ms. Coyner stated that NVTC had a significant decline in a number of areas in the budget for many years. With respect to benefits, there is always a large discrepancy between the budgeted amount and actual expenditures since NVTC's policy is to budget benefits for every employee whether or not they choose to participate. Regarding conferences and professional development, when she started there was only a small amount budgeted for local conference. She agreed that it is a large change but it reflects where NVTC is programmatically. \$15,000 has been budgeted for local and out-of-state conferences, such as the APTA Annual Conference. The training also includes Equal Employment Opportunity Commission (EEOC) and Human Resources (HR) training compliance.

In response to a question from Mr. Foust about new employees, Ms. Coyner stated that another position would be added in the second half of the budget cycle for a mid-level policy analyst position. NVTC is trying to align with its jurisdictions in compensation categories since NVTC positions have been below market. NVTC is looking at a pay plan that has been recommended by legal counsel. NVTC has also been working with a HR consultant. There are no plans to include performance based pay increases in excess of what local jurisdictions have budgeted.

Senator Black asked that the minutes reflect that this budget discussion is over the appropriateness of a 69 percent budgetary increase over a two year period. He stated that this region includes many working class people who won't receive pay increases and benefits.

Delegate Minchew agreed with Mr. Foust's comments. He stated that the optics of this budget does not reflect well on NVTC. Legislators will be looking at the Governor's budget in coming weeks and there will be hard budget discussions. This is a time of austerity. That same type of fiscal conservatism should be instilled in NVTC's budget. He also agreed with Senator Black's comments. He cannot vote for this budget and stated that it needs further cuts.

In response to a question from Mr. Reid, Ms. Coyner stated that the two new positions funded in the current budget total approximately \$215,000 (\$80,000 and \$135,000) not including benefits. Mr. Reid expressed his concern about the cost of rent, which equals \$20,000 a month. He asked if NVTC can get out of its lease. Ms. Coyner stated that NVTC is locked in for another six and a half years. At the time NVTC started this current lease, there were substantial savings compared to the previous lease.

Mr. Reid also asked about the equipment needed to get the meeting space set up for remote participation. Ms. Coyner stated that \$20,000 has been budgeted. Mr. Reid asked why NVTC can't just set up Skype to allow members to participate remotely. He wants to be able to participate remotely.

Mr. Euille agreed with some of these comments. He stated that the Executive Committee discussed the proposed budget and staff provided sound rationale for some of these increases, such as the legal contracting costs. NVTC has been receiving pro bono services for legal services from Arlington County. Ms. Coyner stated that when NVTC entered into an agreement for legal services for Steve MacIsaac (Arlington County's attorney) to serve as NVTC's legal counsel, the County asked NVTC to budget for these services in its next budget. Hiring an outside attorney would cost more than the proposed budget amount.

Mrs. Hynes stated that she appreciates the comments that have been made. When she joined NVTC in 2008 NVTC had an austere budget and staff did not receive raises for at least four years. The Commission continually asked the Executive Director to make budget cuts every year. In her opinion, it resulted in a bare bones budget. NVTC hired Ms. Coyner in part because of her vision for the Commission. NVTC has worked hard over the last two years to develop a vision, Strategic Framework and Implementation Plan. She agrees that this is a significant increase, but where NVTC was before was not serving any needs very well. One thing NVTC did well was financial management and she thanked Scott Kalkwarf for his hard work over the years. NVTC serves the region well as a place all the jurisdictions can come together. She stated that it is important to support the Executive Director as she builds NVTC to accomplish these goals. Mrs. Hynes stated that she plans to support the budget. She observed that the Commission will have a chance to evaluate the Executive Director and the effectiveness of the organization. It is hard to do that with a half built vision because it is not fully funded. NVTC can always scale back the budget in the future.

Mr. Smedberg agreed with Mrs. Hynes comments. When he joined NVTC it struck him how starved NVTC's budget was. When Mr. Taube retired as Executive Director, it sparked a discussion about NVTC's vision and what this organization could be. Last year the Commission decided to not make budget changes all at once and split the budget increase over a two year period. He stated that no one can argue that the budget has significantly increased. Because of NVTC's increased activity over the last year and a half, the benefit and return to the jurisdictions has been significant compared to the small investment made. He has seen this is Alexandria. He stated that he will support the budget and agreed that the Executive Director will be evaluated on her and the organization's performance and that the Commission can always adjust the budget later.

Mr. Cook observed that there is a process problem. It is important for the Commission to present the budget earlier in the process to provide time for review, comment and discussion. He was assured by Ms. Coyner that next year's budget will be provided by October. He observed that those members that are speaking in support of the budget are mostly Executive Committee members, who have been discussing the budget for several months and have reached a comfort level to support the budget. He agreed with Mrs. Hynes that the budget reflects that this was an organization that didn't know its purpose and wasn't doing much and the budget was starved. There has been a fair amount of effort over the last few years to determine NVTC's vision and purpose and the budget reflects that. However, that doesn't mean that it has to be done all at once. He agreed that conferences and professional development are important, but the increase could be phased into the budget over a longer period of time. He observed that these are the types of discussions that should have happened over the last several months.

Mr. Cook moved, with a second by Mr. Reid, to defer the budget and asked staff to look at pushing out some of the budget items over a period of time and to look for ways to decrease the budget.

Mrs. Bulova asked about any potential impacts if the budget is deferred. Commissioners discussed this and determined that action can wait until March.

Mrs. Bulova agreed that there is a process issue and she would like to see the Commission have several opportunities for the full Commission to discuss and comment on the budget before action is requested. She is supportive of deferring action. She stated that it is important to have a united vote on the budget if possible.

Mr. Tejada stated that there was discussion on the budget a few months ago, so there has been a process. He observed that a benefit of the landmark HB2313 legislation being passed was the strengthening and coordination of transportation entities in this region. In order to do that resources are needed. NVTC is a product of that. He will support deferral. He stated that he personally would like to be supportive of NVTC getting the resources it needs to function. He observed that there is only a 14 percent difference between the FY 2015 and FY 2016 budgets.

Mr. McKay also observed that when he joined NVTC in 2008, NVTC was basically dormant. When the Commission started the process of hiring a new Executive Director,

the Commission decided to make NVTC into a meaningful entity in the region. That requires resources. He expressed his concern that NVTC has used pro bono legal counsel and there is no strong HR function. These particular issues need to be corrected. He stated that Steve MacIsaac has done an outstanding job as legal counsel and it is important for NVTC to include these costs in its budget. He stated that it is unfair to evaluate the Executive Director on the Strategic Framework and Implementation Plan if they are not supported by the budget. He also agreed with Mr. Cook's comments about the need for an earlier budget process to allow for dialogue by the full Commission. He asked staff to provide an organizational chart with brief position descriptions; a timeline of the future budget process; and a description of what will not happen if the budget is not totally funded.

Mr. Smedberg stated that the Management Advisory Committee (MAC) has done a lot of work on the budget over the last several months. Ms. Coyner also stated that other jurisdictional experts have been consulted on many issues, such as benefits and the HR function.

Mr. Greenfield expressed his frustration that NVTC is back at the same place it was last year when he made a motion to defer action on the budget to allow more time for discussion. He has the utmost respect for the Executive Committee and for the amount of detail they put into reviewing the budget but the challenge is that every member of NVTC is expected to vote on the budget. These budget discussions should be held by the entire Commission. Last year he suggested changing the budget process and he is disappointed that it didn't happen. NVTC needs better dialogue and a process going forward. He stated that he hopes NVTC will wait until March for action so it does not have to be done at the February meeting in Richmond.

Chairman Snyder asked if Mr. Cook would accept a friendly amendment to his motion to defer action until the March meeting. Mr. Cook agreed.

Mr. Foust requested that the organizational chart include position descriptions of existing and new positions. Ms. Coyner stated that with respect to the new positions, she can provide the expected description but the duties could change with hiring and changes to the existing organization. Mr. Foust asked that rationale for the new positions be included in Mr. McKay's request for a description of what will not happen if the budget is not fully funded. Chairman Snyder requested that a budget process be developed.

Mrs. Bulova stated that on page 5 under the Fellow Program there is assessment and design of emergency planning. She asked that the five new stations on the Silver Line be included in this effort.

The Commission then voted on the motion to defer the budget to the March meeting. The vote in favor was cast by Commissioners Black, Bulova, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, LeMunyon, McKay, Minchew, Reid, Rust, Smedberg, Snyder and Tejada.

Virginia Railway Express (VRE)

VRE CEO Report. Due to the lateness of the hour, Mr. Allen did not provide a report. Mrs. Bulova announced that Mr. Cook has been appointed the Chairman of the VRE Operations Board for 2015 and it would be appropriate for him to present the VRE action items.

VRE FY 2016 Operating and Capital Budget. Mr. Cook stated that Resolution #2264 would approve the FY 2016 VRE Operating and Capital Budget and the Amended FY 2015 VRE Budget and refer them to the jurisdictions for their formal review and adoption.

Mr. Cook moved, with a second by Mrs. Bulova, to approve Resolution #2264 (copy attached).

Mr. Cook gave an overview of the VRE budget discussion by the Operations Board, which considered two budget options (Option A: four percent fare increase with no subsidy increase or Option B: three percent fare increase with a two percent subsidy increase). The Operations Board voted to recommend Option A.

Mrs. Hynes asked how frequently VRE revises its fares. Mr. Allen responded that the last fare increase was two years ago. Mr. Cook stated that the Operations Board has had some discussion about implementing a more predictable process for fare and subsidy increases. Mrs. Bulova stated that VRE subsidies are based on ridership. Spotsylvania and Stafford County both had subsidy increases and this was compounded by lower gas tax returns. She explained that NVTC's gas tax returns are solely used for WMATA but PRTC jurisdictions use their gas tax returns for VRE and other transportation projects. In response to a question from Mrs. Hynes, Mr. Allen stated that VRE's farebox recovery rate is 59 percent of operating costs.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Bulova, Cook, Dyke, Euille, Fisette, Foust, Greenfield, Hynes, LeMunyon, McKay, Rust, Smedberg, Snyder and Tejada. Senator Black and Delegate Minchew voted no and Mr. Reid abstained.

Transit Alternatives Analysis Study of the Route 7 Corridor

Ms. Coyner asked Claire Gron, Project Manager, to introduce the project and the consultant. Ms. Gron stated that this project is a multi-jurisdictional effort. Conducted in two phases, the study has already examined multiple modal options and alignments for high capacity transit along the 13-mile Route 7 corridor between Tysons Corner and the City of Alexandria. During Phase I, a Technical Advisory Committee (TAC) was convened and includes representatives from NVTC jurisdictions, MWCOG/TPB, VDOT, WMATA and DRPT. The TAC, along with NVTC, and the consultant, Parsons Brinckerhoff, will begin Phase II and answer the preferred mode for the corridor, identify the alignment in Falls Church, future funding and outreach. She introduced Chris Gay from Parsons Brinckerhoff.

Mr. Euille left the meeting at 9:34 P.M. and did not return.

Mr. Gay gave an overview of Phase I, which concluded in December 2014. There were six alternatives identified for further study. In Phase II the focus will be on alignment, modal options, and funding options. The study team is not predisposed to a certain mode and looking at Bus Rapid Transit (BRT), Light Rail Transit (LRT) and Transportation Systems Management (TSM). NVTC is currently working with PB and the TAC to develop an intensive outreach strategy to engage elected and appointed officials, agency executives and senior staff, and public and community stakeholders. He stated that the project is expected to be completed by March 2015.

Mr. McKay stated that the Route 1 Corridor Study looked at the economic development potential of the corridor and stated that he assumes this study will look at land use implications and economic development with each mode. Mr. Gay stated that this is not currently in the scope. Mr. McKay stated that the study would be well served to include it since it helps the public understand the transit benefit for the jurisdictions and the economic benefit to the region. Mr. Fisette stated that if a return on investment or oriented analysis is not done, in his opinion, it will create a distorted outcome. One of the questions is what is going to revitalize the corridor.

Mr. Tejada stated that this is a very exciting project. He encouraged the TAC to do extensive outreach to the region's diverse population. Ms. Coyner stated that the project has a constrained budget so NVTC will be doing in-house outreach supported by the consultant. There is a 25-page outreach plan that is being finalized.

Ms. Mitchell stated that given the timing of the planning process, it would be worthwhile to take into consideration the HB2 criteria being developed. This will be valuable if the project advances and state funding is sought.

Mr. Foust asked if the study will be looking at a dedicated lane for BRT or LRT. The Commission then discussed the benefits of a dedicated lane regardless of the mode selected. Mr. McKay stated that BRT runs in shared lanes along Route 1 and the corridor cannot handle the volume. Mr. Cook suggested looking at what is working and not working in the region. Mr. Gay stated that the new Metroway is another project to look at since it is the region's first BRT service. Mr. Fisette agreed that the Route 7 study is an exciting project. Getting a dedicated lane should be a top priority and then the type of mode can be determined. Mrs. Hynes stated that the long range vision is to have a dedicated lane.

Mr. Gay stated that if Phase II determines this projects looks to be viable, NVTC would look for an agency to become a sponsor or champion to move this project forward into the Federal Transit Administration (FTA) process. At that stage more detailed engineering and environmental analysis would begin.

Mrs. Hynes stated that VDOT is doing an environmental assessment of I-66 inside the Beltway this year. She is concerned that there are multiple studies underway that include East Falls Church. She questioned if there needs to be more coordination.

Delegate Minchew stated that this was a great presentation. It is his understanding that the study corridor ends at Route 267/Dulles Access Road and asked if there are opportunities to interface to points west of Route 7. With the prices increasing on the Greenway and Dulles Toll Roads, traffic is shifting to Route 7. He also asked how transit would connect to the western terminus of the corridor project. Mr. Gay stated that it still needs to be determined where to tie into the Silver Line. A multimodal transit hub may make sense at Tysons Corner. PB will be talking to Fairfax County staff.

Mr. Foust stated that instead of terminating at Tysons Corner it may make sense to extend farther west on Route 7. Fairfax County is in the process of designing additional lanes on Route 7 to Loudoun County. Mr. Reid stated that it is important to connect Loudoun and Fairfax buses to find a way to get people to the Wiehle Station in Reston. Currently, there is no fixed route bus from Loudoun County into Fairfax County. He offered Loudoun County staff to work with Fairfax County staff on this issue. Senator Black stated that Route 7 is a densely travelled corridor but it's too far north for people to tie into the Silver Line.

Executive Director's Report

Ms. Coyner observed that the 2014 Year in Review was provided to Commissioners. She also reported that staff is working on a new date for the forum. She gave an update on the I-66 Outside the Beltway Study and HB2, which includes her participation in the upcoming Stakeholder Meeting in Richmond on January 8th. It is expected that a HB2 Advisory Council will be created in the spring.

Report from the Virginia Members of the WMATA Board of Directors

WMATA Board Members had nothing to report due to the lateness of the hour. Delegate LeMunyon stated that it is his understanding that the audit will be released next month. In response to a question from Mr. Reid, Ms. Coyner stated that the Interim WMATA General Manager has been invited to give a budget presentation at NVTC's March meeting.

Commonwealth and Regional Agency Reports

Department of Rail and Public Transportation (DRPT). Mr. Dyke introduced James Corcoran who has been appointed by Governor McAuliffe to NVTC and the WMATA Board of Directors. He will join NVTC in February.

Financial Items for November 2014

The financial report was provided to Commissioner and there were no questions.

Other NVTC Business

Mr. Reid announced that the Loudoun County Board of Supervisors has appointed Scott York as an Alternate to NVTC.

Adjournment

Mr. Greenfield moved, with a second by Mrs. Hynes, to adjourn. Without objection, Chairman Snyder adjourned the meeting at 10:08 P.M.

Approved this fifth day of February, 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer

RESOLUTION #2261

SUBJECT: Designation of NVTC Signatories and Pension Trustees.

WHEREAS: The Honorable Jeffrey McKay has been elected Secretary-Treasurer of NVTC for 2015; and

WHEREAS: NVTC desires that the person holding the office of Secretary-Treasurer be designated as an official signatory as well as a pension trustee.

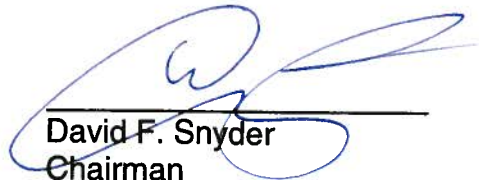
NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission hereby selects the following persons to serve as NVTC signatories (who are eligible to sign individually for any transaction of less than \$5,000 and with one other signatory for transactions of \$5,000 or greater):

Hon. Jeffrey McKay
Kelley Coyner
Scott C. Kalkwarf

Secretary-Treasurer
Executive Director
Director of Finance and Administration

BE IT FURTHER RESOLVED that the individuals listed above shall serve as NVTC employees' pension trustees, with the addition of NVTC's Assistant Financial Officer, Colethia Quarles.

Approved this 7th day of January, 2015.


David F. Snyder
Chairman


Jeffrey McKay
Secretary-Treasurer



RESOLUTION #2262

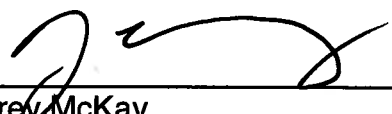
- SUBJECT:** Authorization to apply for a Technical Assistance Grant from the Department of Rail and Public Transportation for funding to support New Electronic Payments Program (NEPP) related costs.
- WHEREAS:** WMATA has selected Accenture as their contractor for the New Electronic Payments Program (NEPP), a fare collection system that will eventually replace the SmarTrip system;
- WHEREAS:** WMATA has no financial obligation to Accenture until the initial NEPP Pilot/Proof of Concept phase is successfully completed, upon which WMATA will move forward and further develop the details of the program;
- WHEREAS:** The Regional Partners, which include NVTC and its member jurisdictions (with the exception of Falls Church) as well as the Potomac and Rappahannock Transportation Commission (PRTC) and both NVTC and PRTC as owners of the Virginia Railway Express (VRE) understand and appreciate the need for a regionally integrated fare payment system;
- WHEREAS:** The Regional Partners have entered into an Memorandum of Agreement, dated May 14, 2014, which demonstrates their joint commitment to the development, testing, funding and implementation of the WMATA NEPP system;
- WHEREAS:** The Regional Partners, through NVTC, are responsible for defining and negotiating their own contract with Accenture or another potential vendor;
- WHEREAS:** Following a successful NEPP pilot and the further definition of key program details by WMATA, the Regional Partners will need to enter into a contract for the further development of their needs assessment, functional and technical requirements and plans for deployment;
- WHEREAS:** NVTC is eligible to apply for, receive and manage state transit grants and as a service to its Member Jurisdictions, can also apply for, receive and manage state grants on behalf of those members;
- WHEREAS:** A grant for technical assistance would support the Regional Partners as they enter into a contract with a vendor to further develop their needs assessment, functional and technical requirements and plans for deployment, in preparation for the regional implementation of the NEPP;

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes its Executive Director to apply to the Department of Rail and Public Transportation (DRPT) for technical assistance funding and complete all required applications for a grant of \$886,315.00 (50% state grant funds, 50% local match) for technical assistance activities in preparation for the regional implementation of NEPP.

BE IT FURTHER RESOLVED that NVTC authorizes its Executive Director as trustee of state transit assistance received on behalf of the NVTC jurisdictions, to use funding from accounts of those Regional Partners who have member accounts at NVTC, and/or from future receipts of such funds before allocation to those Regional Partners to pay any and all expenses associated with this state grant, after first informing the Northern Virginia NEPP partners and providing appropriate documentation of the expenses.

BE IT FURTHER RESOLVED that after applying for the DRPT grant and prior to entering into a contract utilizing any of the funds, the Executive Director shall obtain from the NVTC member jurisdictions, PRTC and VRE a signed amendment to the Memorandum of Agreement.

Approved this 7th day of January, 2015.



Jeffrey McKay
Secretary-Treasurer

David F. Snyder
Chairman



RESOLUTION #2263

SUBJECT: Selection of NVTC Representatives to Various Boards.

WHEREAS: NVTC is empowered to make appointments to the Board of Directors of the Washington Metropolitan Area Transit Authority, the Virginia Railway Express and the Virginia Transit Association;

WHEREAS: Some of NVTC's jurisdictions may not formally appoint their NVTC members prior to NVTC's January meeting and some may not be ready with recommendations for appointment to various boards;

WHEREAS: James Dyke has tendered his resignation from NVTC and the WMATA Board of Directors effective February 1, 2015; and

WHEREAS: Secretary Aubrey Layne has designated James Corcoran to be the Secretary's designee on NVTC and to fill the unexpired term of James W. Dyke, Jr., on the WMATA Board.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby appoints the following persons to various boards, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2015 and their recommendations for members of the various boards:

WMATA Board:

Principals

James Corcoran (effective 2/1/15)
Catherine M. Hudgins

Alternates

Mary Hynes
William D. Euille

VRE Operations Board:

Principals

Sharon Bulova
John C. Cook
J. Walter Tejada
Paul D. Smedberg

Alternates

Jeffrey C. McKay

Jay Fisette
Timothy Lovain

VTA Board:

Principals

David F. Snyder
William D. Euille

Alternates

Mary Hynes
Jeffrey C. McKay

Resolution #2263 cont'd

BE IT FURTHER RESOLVED that Northern Virginia Transportation Commission hereby appoints William D. Euille to the WMATA Board for a one-year term expiring January 7, 2016, so that the composition of the WMATA Board Members appointed by NVTC are as follows:

Principals

Chairman, Commonwealth Transportation Board,
or his designee 4-year term (expires January 9, 2018)

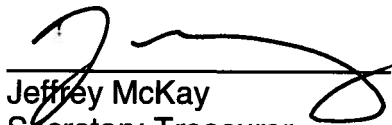
Catherine M. Hudgins 3-year term (expires January 9, 2017)


Alternates

Mary Hynes 2-year term (expires January 9, 2016)

William D. Euille 1-year term (expires January 7, 2016)

Approved this 7th day of January, 2015.


Jeffrey McKay
Secretary-Treasurer


David F. Snyder
Chairman

NVTC
Northern Virginia Transportation Commission
RESOLUTION #2264

SUBJECT: The Revised FY2015 and Recommended FY2016 VRE Operating and Capital Budgets

WHEREAS: The VRE Master Agreement requires that the Commissions be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year;

WHEREAS: The VRE Chief Executive Officer has provided the VRE Operations Board with the FY2016 Operating and Capital Budget within the guidelines developed in concert with the jurisdictional chief administrative officers;

WHEREAS: The FY2016 VRE Budget proposes a four percent fare increase and no jurisdictional subsidy increase;

WHEREAS: The FY2016 Six-Year Financial Forecast states a subsidy increase is projects for FY2017;

WHEREAS: VRE staff recommends a budget built on an average daily ridership of 19,300 and 34 trains; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission adopt the revised FY2015 and recommended FY2016 VRE Operating and Capital Budgets and forward the FY2016 Budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement.

BE IT FURTHER RESOLVED that NVTC authorizes the Executive Directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY2015 and FY2016.

BE IT FURTHER RESOLVED that NVTC authorizes its Executive Director to submit to the Commonwealth the approved budget as part of the FY2016 state aid grant applications.

BE IT FURTHER RESOLVED that NVTC authorizes the Chief Executive Officer of VRE to submit appropriate projects to the Northern Virginia Transportation Authority or other funding authorities on behalf of the Commissions.

Approved this 7th day of January, 2015.


Jeff McKay
Secretary-Treasurer


David F. Snyder
Chairman

AGENDA ITEM #3: LEGISLATIVE AND POLICY DEVELOPMENTS

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner

DATE: January 29, 2015

SUBJECT: Legislative and Policy Developments

DISCUSSION: Legislative and Policy Developments

Secretary Aubrey Layne and DRPT Director Jennifer Mitchell are scheduled to attend the Commission meeting. Materials will be provided at the meeting updating the Commission on the status of legislation that is of interest to NVTC and its member jurisdictions.



Northern Virginia Transportation Commission
2300 Wilson Boulevard • Suite 620 • Arlington, VA 22201
Tel (703) 524-3322 • Fax (703) 524-1756

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AGENDA ITEM #4: CONSENT AGENDA

TO: Chairman Snyder and NVTC Commissioners
FROM: Kelley Coyner
DATE: January 29, 2015
SUBJECT: Consent Agenda

RECOMMENDED ACTION: Approve Consent Agenda

A. Resolution #2265: Approve the FY 2016 State Transit Assistance Applications

The Commission is asked to authorize NVTC's Executive Director to submit state operating and capital transit assistance applications to the Virginia Department of Rail and Public Transportation (DRPT) on behalf of NVTC's five WMATA jurisdictions for regional and local bus and Metrorail service and on behalf of VRE, and to apply for assistance under DRPT's Intern Program to help support the costs of NVTC's Fellows Program.

Detailed tables will be provided at the February 5th NVTC meeting via blue sheets showing the amounts of each form of assistance being requested for each jurisdiction and for VRE, with comparisons to FY 2015. A blue sheet Resolution #2265 will provide the actual amounts of requested assistance being authorized by the Commission. (The draft resolution is attached.)

B. Resolution #2266: Authorization to Apply for FY 2016 Capital Assistance from DRPT for the New Electronic Payments Program (NEPP)

The Commission is asked to authorize NVTC's Executive Director to apply for FY 2016 Capital Assistance from the Department of Rail and Public Transportation (DRPT) to support New Electronic Payments Program (NEPP) costs expected to be incurred by the Northern Virginia Regional Partners.

A grant for capital assistance would support the Regional Partners as they continue to work toward the development and implementation of a new regionally integrated fare payment system. If the funds are awarded, a contract will not be entered into with a vendor until WMATA has successfully completed their NEPP pilot.



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Northern Virginia Transportation Commission

RESOLUTION #2265

SUBJECT: Approval of FY 2016 NVTC and VRE State Operating, Capital, and Related Grant Applications and Authority to Apply for Funds from the Commonwealth Transportation Board, Federal Transit Administration and other Grant Agencies

WHEREAS: The Northern Virginia Transportation Commission (NVTC) wishes to obtain state and federal grants to help defray NVTC, WMATA, local bus systems and Virginia Railway Express (VRE) operating and capital costs, and to support the NVTC's Fellows Program.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission's executive director is authorized, for and on behalf of NVTC and as an agent for its members, 1) to execute and file an application to the Virginia Department of Rail and Public Transportation (DRPT), for grants of public transportation assistance for the fiscal year 2016 commencing July 1, 2015 in the amount of \$XXX.X million in eligible operating costs to defray a portion of the public transportation cost of NVTC and its members for operations; 2) to accept from DRPT and execute grants in such amounts as may be awarded; and 3) to furnish DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC's executive director is authorized, for and on behalf of NVTC and its members, 1) to file an application to DRPT, for grants of public transportation assistance for FY 2015 for capital expenses totaling \$XXX.X million in costs (\$XXX.X million non-federal) to defray the costs borne by NVTC and its members for equipment, facilities and the associated expenses of any approved capital grant, with a minimum 4 percent local participation required; 2) to revise the capital portion of the application to reflect refined estimates by WMATA or local governments when they become available; 3) to accept from DRPT and execute grants in such amounts as may be awarded; and 4) to furnish to DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC's executive director is authorized, for and on behalf of NVTC and its members, 1) to file an application to DRPT for a grant of financial assistance under the Intern Program to defray a portion of \$50,000 of costs of the NVTC Fellows Program; 2) to accept from DRPT and execute grants in such amounts as may be awarded; and 4) to furnish to DRPT such documents and other information as may be required for processing the grant request.

Res 2265 cont'd

BE IT FURTHER RESOLVED that NVTC's executive director is authorized, for and on behalf of NVTC and PRTC and their members, 1) to file FY 2016 VRE applications to DRPT in the amount of \$XX.X million for operating costs, \$XX.X million in total costs for capital (\$XX.X million non-federal), and \$X million in technical assistance costs; 2) to revise the application to reflect refined estimates by VRE; 3) to accept from DRPT and execute grants in such amounts as may be awarded; and 4) to furnish to DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC certifies that the funds for all of the above grants will be used in accordance with the requirements of Section 58.1 638.A.4 of the Code of Virginia, that NVTC will provide matching funds in the ratio required by the Act, that the records of receipts of expenditures of funds granted to NVTC may be subject to audit by DRPT and by the State Auditor of Public Accounts, and that funds granted to NVTC for defraying the public transportation expenses of NVTC shall be used only for such purposes as authorized in the Code of Virginia.

BE IT FURTHER RESOLVED that NVTC's executive director is authorized, for and on behalf of NVTC and its members, to furnish to TPB, CTB and other state and federal funding agencies such documents, information, assurances and certifications as may be required for pursuing the above grant requests and continuing previously awarded grants.

BE IT FURTHER RESOLVED that NVTC's executive director is authorized to amend the above described applications at the request of NVTC's member jurisdictions to include the most recent information and project costs.

Approved this fifth day of February 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



RESOLUTION #2266

- SUBJECT:** Authorization to Apply for FY2016 Capital Assistance from DRPT for Funding to Support Costs Related to the New Electronic Payments Program (NEPP)
- WHEREAS:** WMATA has selected Accenture as their contractor for the New Electronic Payments Program (NEPP), a new regional fare collection system that will eventually replace the SmarTrip system;
- WHEREAS:** WMATA has no financial obligation to Accenture until the initial NEPP Pilot/Proof of Concept phase is successfully completed, upon which WMATA will move forward and further develop the details of the program;
- WHEREAS:** The Regional Partners, which include NVTC and its member jurisdictions (with the exception of Falls Church) as well as the Potomac and Rappahannock Transportation Commission (PRTC) and both NVTC and PRTC as owners of the Virginia Railway Express (VRE) understand and appreciate the need for a regionally integrated fare payment system;
- WHEREAS:** The Regional Partners have entered into a Memorandum of Agreement, dated May 14, 2014, which demonstrates their joint commitment to the development, testing, funding and implementation of a regionally integrated fare payment system;
- WHEREAS:** Following a successful NEPP pilot and the further definition of key program details by WMATA, the Regional Partners, through NVTC, will be responsible for defining and negotiating their own contract with Accenture, or another potential vendor;
- WHEREAS:** NVTC is eligible to apply for, receive and manage state transit grants and as a service to its member jurisdictions, can also apply for, receive and manage state grants on behalf of those members; and
- WHEREAS:** A grant for capital assistance would support the Regional Partners as they continue to work toward the development and implementation of a new regionally integrated fare payment system.

Res #2266 Cont'd

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes its Executive Director to apply to the Department of Rail and Public Transportation (DRPT), with NVTC as grantee, for capital assistance funding and complete all required applications for a grant of \$2,413,700 (Tier I) for capital costs associated with a new regionally integrated fare payment system.

BE IT FURTHER RESOLVED that NVTC authorizes its Executive Director, as trustee of state transit assistance received on behalf of the NVTC jurisdictions, to use funding from accounts of those Regional Partners who have member accounts at NVTC, and/or from future receipts of such funds before allocation to those Regional Partners to pay any and all expenses associated with this state grant, after first informing the Northern Virginia NEPP partners and providing appropriate documentation of the expenses.

BE IT FURTHER RESOLVED that after applying for the DRPT grant and prior to entering into a contract utilizing any of the funds, the Executive Director shall obtain from the NVTC member jurisdictions, PRTC and VRE a signed amendment to the Memorandum of Agreement.

Approved this fifth day of February 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer

AGENDA ITEM #5: VIRGINIA RAILWAY EXPRESS

TO: Chairman Snyder and NVTC Commissioners
FROM: Kelley Coyner and Rhonda Gilchrest
DATE: January 29, 2015
SUBJECT: Virginia Railway Express

A. VRE CEO Report and Minutes

A member of VRE staff will be present to update the Commission on VRE highlights. The [VRE CEO January 2015 Report](#) and the [Minutes of the January 16th Meeting of the VRE Operations Board](#) are attached.

B. ACTION ITEM: [Resolution #2267](#): Adoption and Referral of the Revisions to the Amended VRE FY 2015 and Recommended FY 2016 VRE Operating and Capital Budgets

The VRE Operations Board recommends Commission approval and referral to the jurisdictions of the revisions to the Amended FY 2015 and Recommended FY 2016 Budgets to reflect an increase to the estimate of federal formula funding available in FY 2016. At its January 7th meeting, NVTC adopted the FY 2016 VRE Operating and Capital Budget and the Amended FY 2015 VRE Budget. That version of the FY 2016 VRE budget included an estimate of federal formula funds of \$21.16 million, a significant decrease from the FY 2015 amount because of considerable uncertainty about federal funding levels. With the passage of the federal Omnibus Appropriations and Continuing Resolution legislation, the new estimate of federal funds has increased by \$6.8 million from \$21.2 million to \$28 million and the Capital Budget for FY 2016 to be increased by \$8.5 million from \$46.3 million to \$54.8 million, including required match. The CIP Project Description has also been revised to include a more accurate description of the scope and potential funding sources for the Brooke and Leeland platform project. The resolution explicitly mentions the submission of projects to the Fredericksburg Area Metropolitan Planning Organization (FAMPO). The attached [VRE memorandum with accompanying charts](#) provides more information on the budget revisions and where the additional funds will be allocated.



C. ACTION ITEM: Resolution #2268: Award of Contract for VRE Maintenance of Equipment and Facilities

The VRE Operations Board recommends that the Commission authorize the VRE Chief Executive Officer to execute a five-year contract with Keolis Rail Services Virginia, LLC for the VRE Maintenance of Equipment and Facilities and Mobilization. The contract value through June 30, 2016 is an amount not to exceed \$6,410,603. The term of the contract, exclusive of the mobilization period, shall be for a base period of five years, commencing July 1, 2015 and ending June 30, 2020 with option to extend for two additional five-year periods, not to exceed 15 years. Each year during the base period, VRE will seek Operations Board approval for the contract amount for that year. At the completion of the base period, recommendation for award of the option period will be brought back to the Operations Board for recommendation to the Commissions for authorization. Additional information about the procurement process is included in the VRE memorandum.

D. ACTION ITEM: Resolution #2269: Approval of VRE Master Agreement Amendment on Weighted Voting

Now that all the participating and contributing jurisdictions have approved the amendment to the VRE Master Agreement, the Commissions are being asked to authorize their respective chairs to execute the amended agreement on behalf of each Commission. The General Assembly enacted a statutory requirement amending §15.2-4507 whereby for each year the state contribution to VRE is greater or equal to the highest contribution from a single VRE member jurisdiction, the Chairman of the Commonwealth Transportation Board or his designee shall have a weighted vote equal to the highest contributing jurisdiction. This would go into effect July 2015. This legislative necessitates an amendment to the VRE Master Agreement. In July 2014, both NVTC and PRTC took action to forward the amendment to the VRE member jurisdictions for their approval and execution. NVTC's VRE jurisdictions are Fairfax County, City of Alexandria and Arlington County.

CEO *report*



JANUARY 2015

VIRGINIA RAILWAY EXPRESS
A Better Way. A Better Life.





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CEO
report

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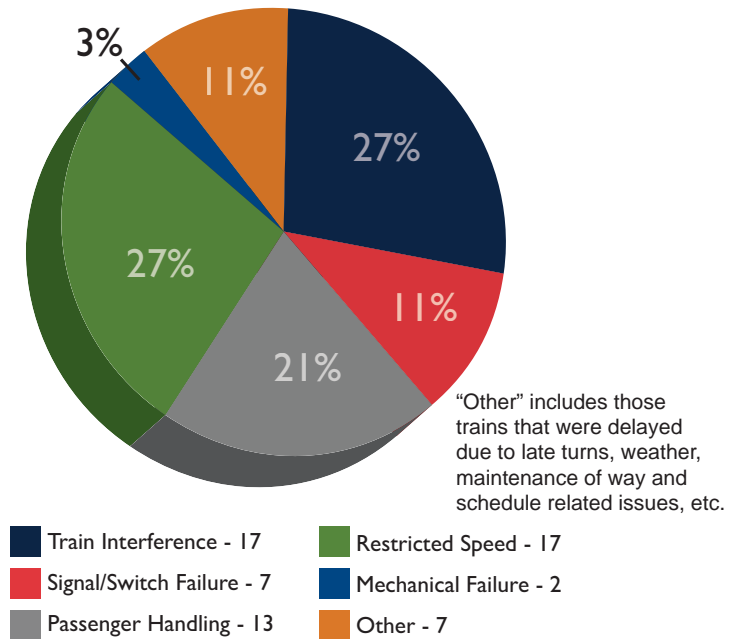
ON TIME PERFORMANCE

On Time Performance (OTP) for December 2014 was 96%, higher than 90% realized the previous month. The Manassas Line operated at 96% OTP while the Fredericksburg Line was 95%. Restricted speed orders and train interference were the primary causes of late trains. Typical passenger handling and signal/switch issues were the remaining principal causes of delays.

In December, VRE operated 574 trains with 25 trains arriving over five minutes late to their final destination. There were only 12 late trains on the Manassas Line and 13 late trains on the Fredericksburg Line.



REASON FOR DELAYS



Note: There were a total of 63 delays during the month of December but only 25 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	OCT.	NOV.	DEC.
Total delays	50	51	25
Average length of delay (mins.)	10	14	14
Number over 30 minutes	0	5	2
Total Days with heat restrictions	0/22	0/18	0/21
On-Time Performance	93%	90%	96%
FREDERICKSBURG LINE			
Total delays	23	20	13
Average length of delay (mins.)	11	12	14
Number over 30 minutes	0	1	1
On-Time Performance	93%	92%	95%
MANASSAS LINE			
Total delays	27	31	12
Average length of delay (mins.)	9	16	13
Number over 30 minutes	0	4	1
On-Time Performance	93%	89%	96%

RIDERSHIP UPDATE

December 2014 average daily ridership was 19,105 (using estimated Amtrak ridership), compared to 18,614 in December 2013. Total December 2014 ridership was 364,614 (using estimated Amtrak ridership), an increase from 323,563 in December 2013. However, the number of service days this December was 17 and four “S” schedule days compared to 15 service days and six “S” schedule days the previous December. Monthly ridership increased by 2.6% (when normalized for service days) compared to December 2013.

RIDERSHIP MONTH-TO-MONTH COMPARISON

DESCRIPTION	MONTHLY RIDERSHIP
December 2013	323,563
December 2014	364,614 (estimated Amtrak numbers)
Service Days (Current/Prior)	17/15
Ridership Percent Change	+2.6% Normalized

MONTHLY CITATIONS UPDATE

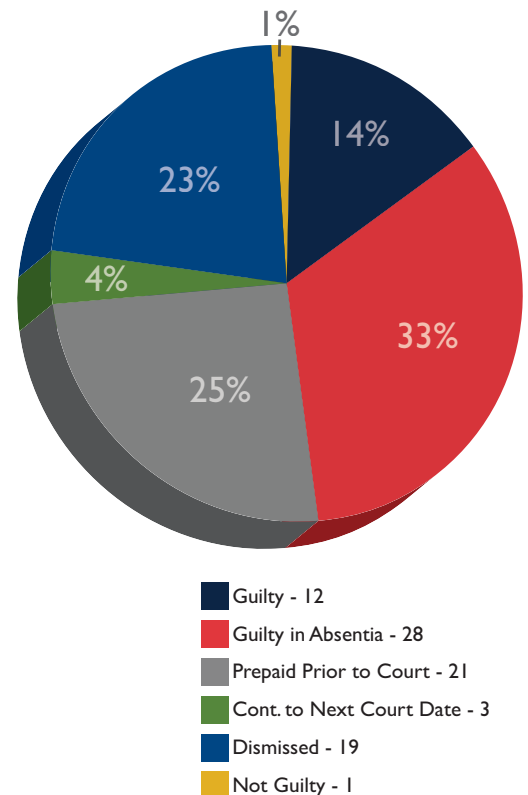
For the month of December, Keolis wrote 135 citations, 19 more than last month. VRE waived 38 citations after riders showed proof of purchase of a monthly ticket. Another 13 were waived either because of a one-time courtesy, per the conductor’s request, other unique circumstances or insufficient processing time.

Of the remaining 84 that did go to court, 12 were found guilty, one was found not guilty, 28 were guilty in absentia, 19 were dismissed, 21 were prepaid and three were continued on to the next month.

WAIVED CITATIONS

VRE ACTIONS	OCCURRENCES
Waived – Passenger showed proof of a monthly ticket	38
Waived – One Time Courtesy	2
Waived – Per the request of the conductor	2
Waived – TVM Error	0
Waived – Defective Ticket	0
Waived – Per Ops Manager	0
Waived – Unique Circumstances	3
Waived – Insufficient Processing Time	1
Waived – Insufficient Information	0
Waived – Lost and found ticket	1
Waived – Other	4
TOTAL WAIVED CITATIONS	51

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	4,546	4,592	9,137	88%	5,201	5,430	10,631	86%	19,768	87%
2	4,540	4,828	9,369	100%	5,508	6,109	11,617	100%	20,985	100%
3	4,653	4,603	9,256	100%	5,288	6,011	11,300	100%	20,556	100%
4	4,661	4,758	9,419	100%	5,367	5,782	11,150	100%	20,569	100%
5	3,657	3,612	7,269	100%	4,431	4,355	8,786	100%	16,055	100%
6										
7										
8	4,600	4,911	9,511	63%	5,275	5,328	10,603	64%	20,114	63%
9	4,777	4,631	9,408	100%	5,614	5,699	11,314	93%	20,722	97%
10	4,626	4,568	9,194	100%	5,245	5,238	10,483	100%	19,677	100%
11	4,706	4,497	9,203	100%	5,345	5,489	10,834	100%	20,037	100%
12	3,823	2,919	6,742	100%	4,124	4,190	8,314	100%	15,056	100%
13										
14										
15	4,408	4,728	9,135	94%	4,937	5,340	10,277	100%	19,413	97%
16	4,775	4,654	9,429	94%	5,727	5,456	11,183	93%	20,612	93%
17	4,780	4,625	9,405	100%	5,458	5,655	11,113	100%	20,518	100%
18	4,615	4,609	9,224	100%	5,189	5,339	10,528	86%	19,752	93%
19	3,472	3,339	6,811	100%	3,961	3,974	7,935	100%	14,746	100%
20										
21										
22	3,572	3,578	7,150	100%	4,273	4,285	8,558	100%	15,708	100%
23	3,360	3,091	6,451	94%	3,859	3,781	7,640	100%	14,091	97%
24	1,251	1,497	2,748	100%	1,982	2,084	4,066	100%	6,814	100%
25										
26										
27										
28										
29	2,385	1,534	3,919	100%	3,668	3,872	7,540	88%	11,459	94%
30	2,771	2,640	5,411	88%	3,601	3,498	7,099	100%	12,510	94%
31	1,969	1,710	3,679	100%	2,863	2,510	5,373	88%	9,052	94%
	81,945	79,924	161,870	96%	96,917	99,427	196,344	95%	358,214	96%

Amtrak Trains:	400
Adjusted total:	146,513

Amtrak Trains:	6,000
Adjusted total:	178,266

Amtrak Total:	6,400
Adjusted Total:	324,779

# of Service Days:	17	Full Service Days:	
Manassas Daily Avg. Trips:	7,708	Adjusted Avg.:	8,618
Fred'burg Daily Avg. Trips:	9,350	Adjusted Avg.:	10,486
Total Avg. Daily Trips:	17,058	Adjusted Avg.:	19,105

Total Trips This Month:	364,614
Prior Total FY-2015:	1,957,310
Total Trips FY-2015:	2,321,924
Total Prior Years:	62,422,463
Grand Total:	64,744,387

Total Number of Service Days to Date:	125
Average Daily Riders to Date:	18,575

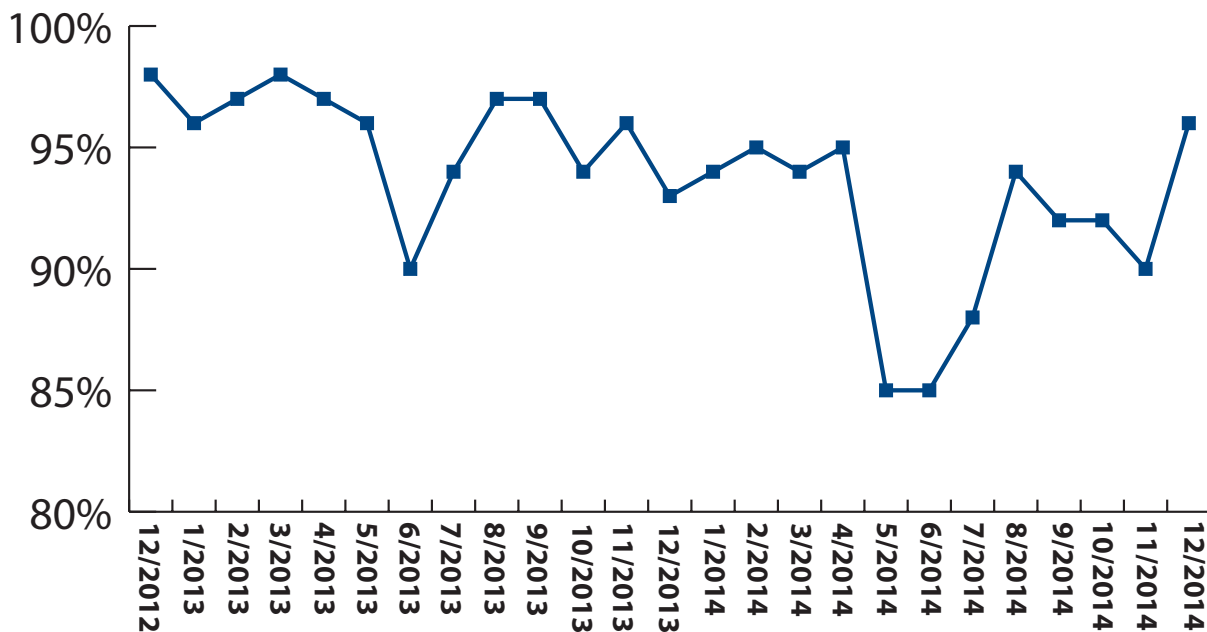
*Numbers in red are estimated.

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



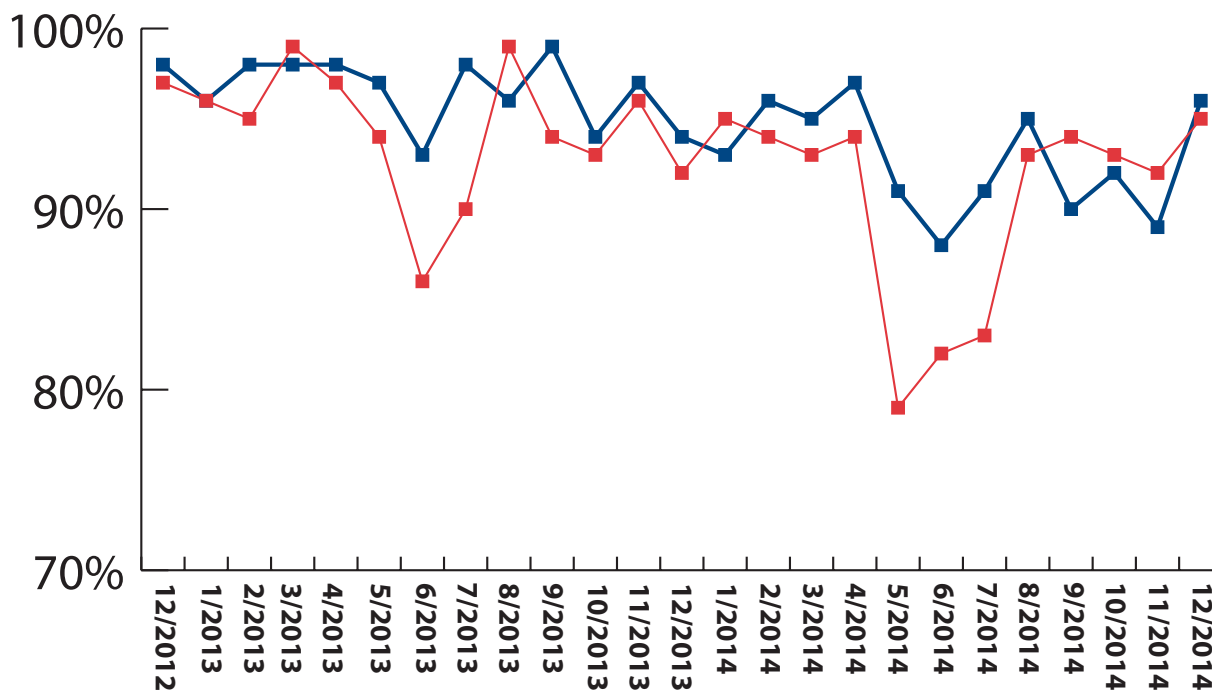
ON TIME PERFORMANCE

SYSTEM PERFORMANCE

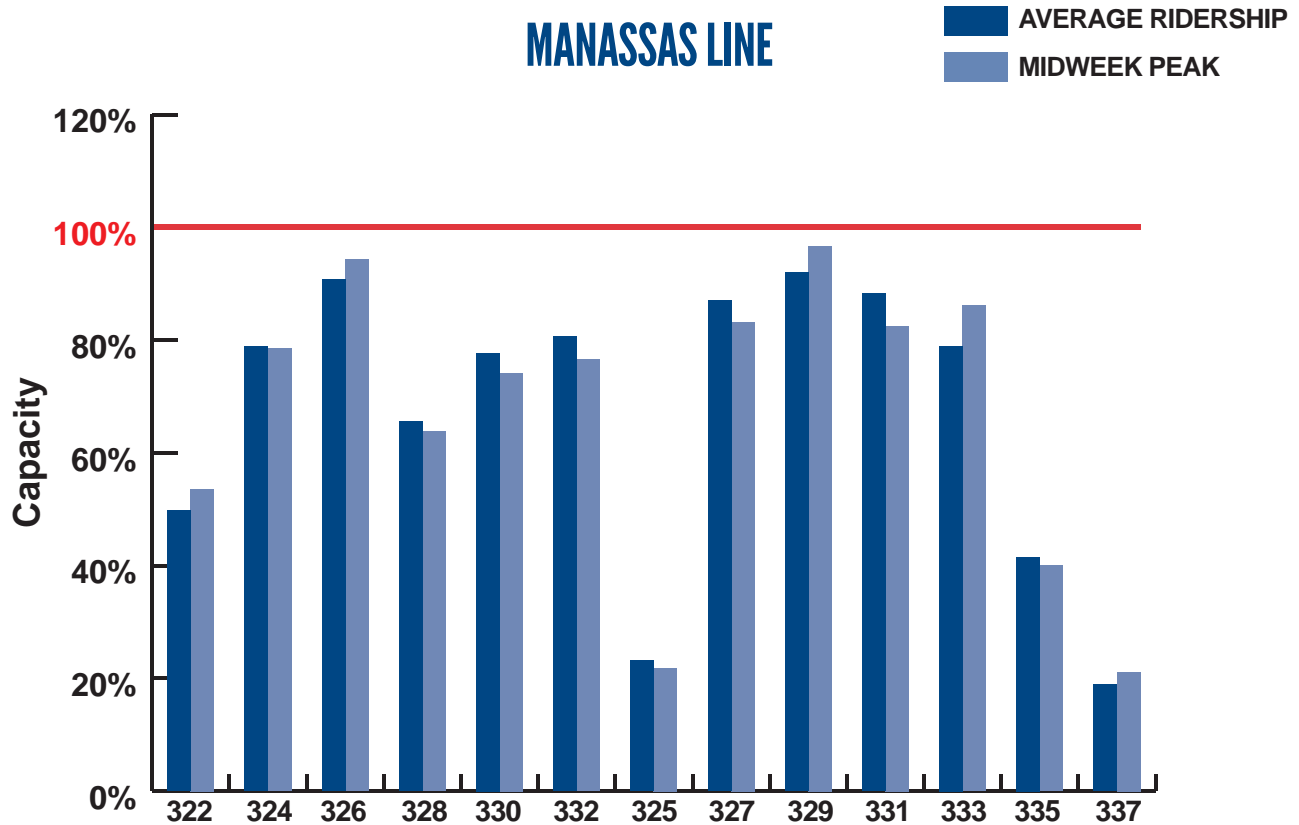
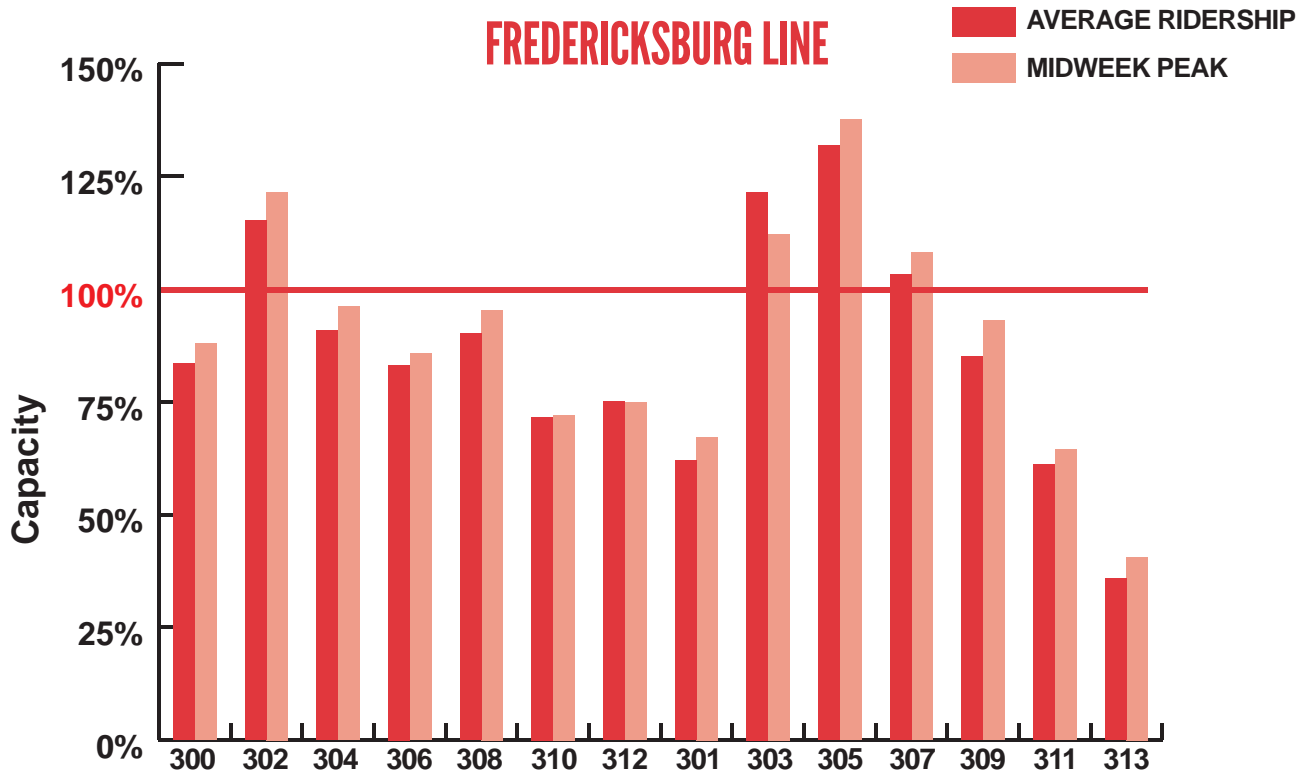


PERFORMANCE BY LINE

FREDERICKSBURG LINE
MANASSAS LINE

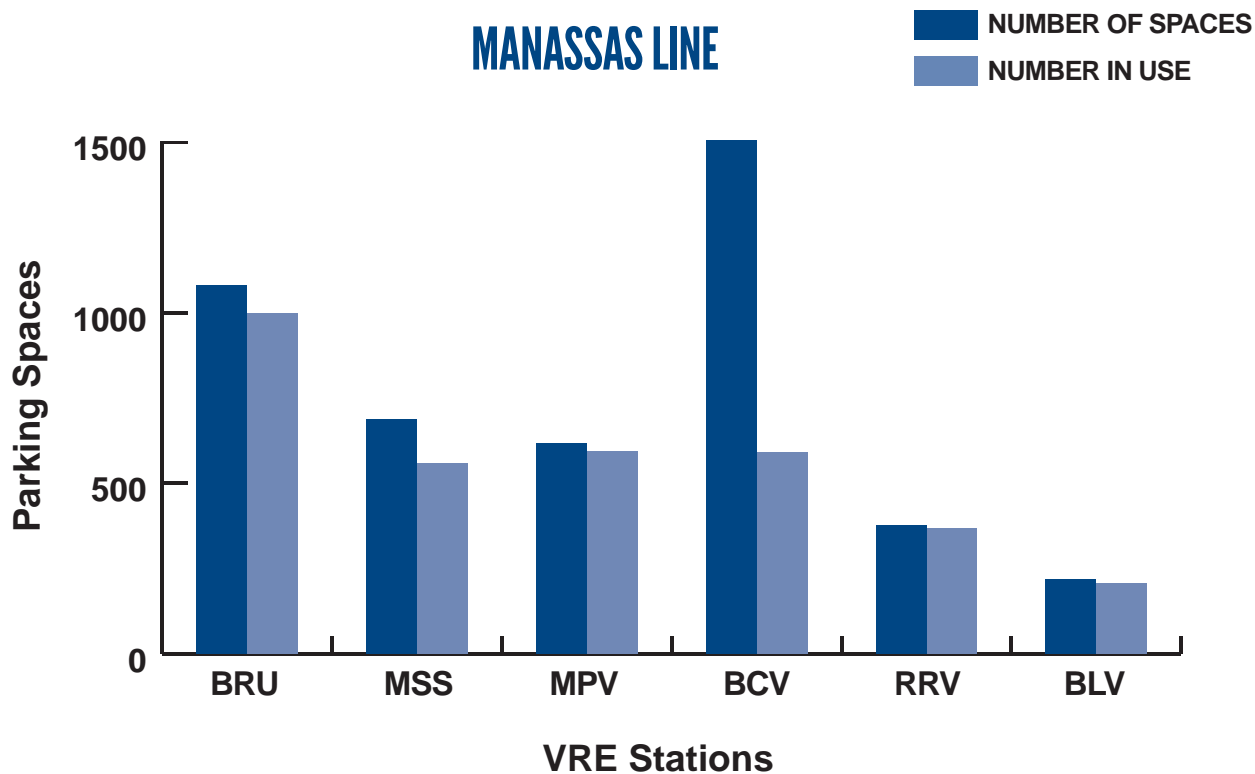
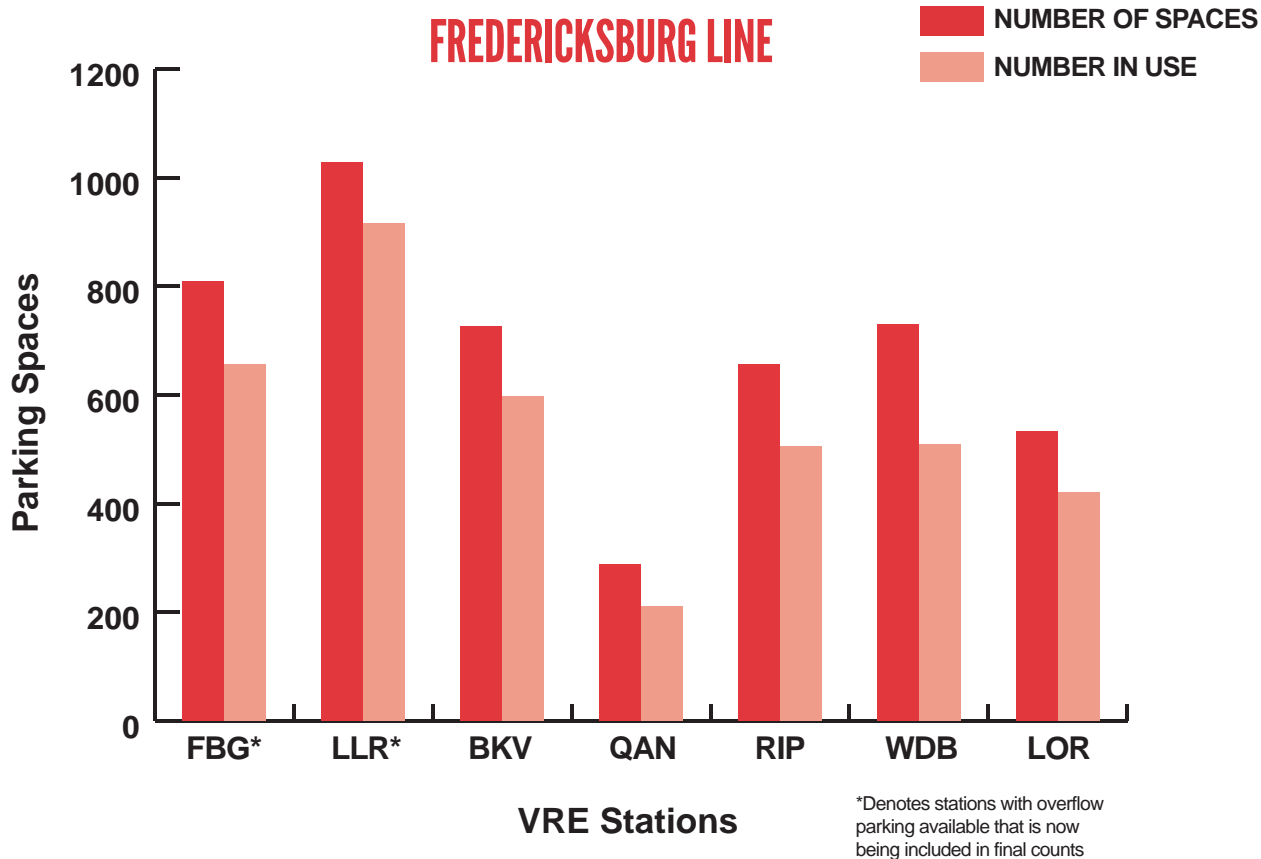


TRAIN UTILIZATION

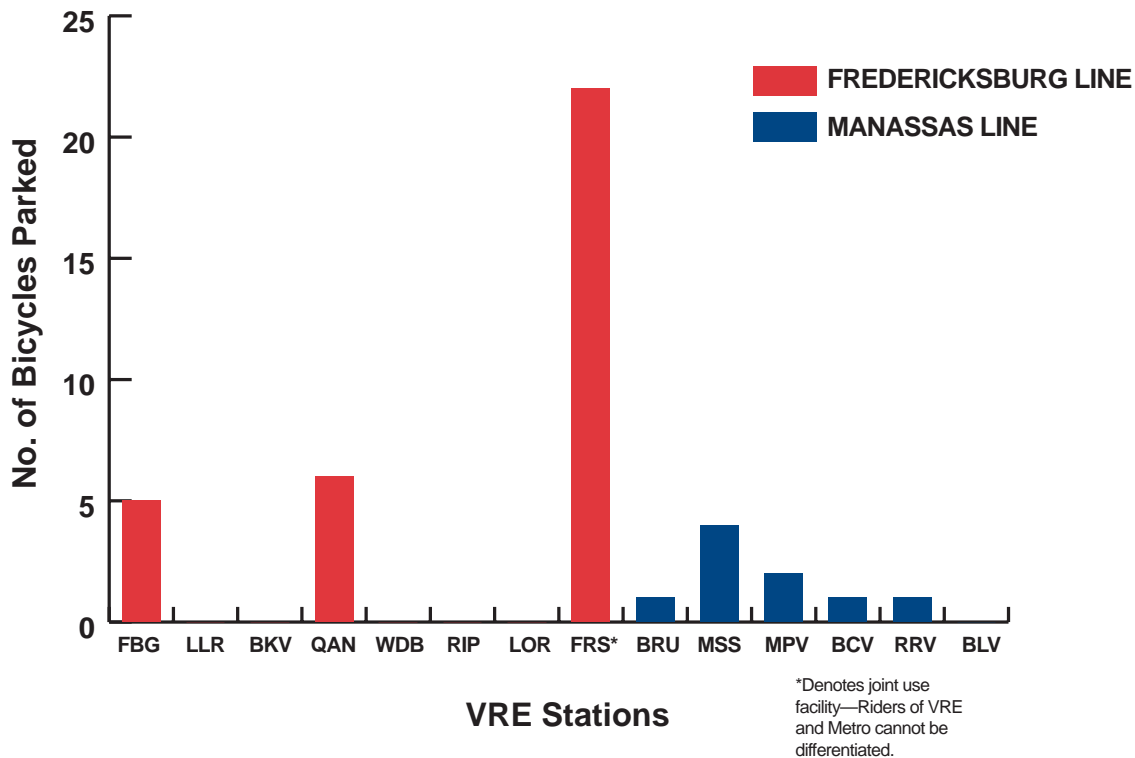




PARKING UTILIZATION



BICYCLE COUNTS



FINANCIAL REPORT

SUMMARY OF FINANCIAL RESULTS – NOVEMBER 2014

MEASURES	DOLLARS	GOAL	ACTUAL
Operating Ratio		55%	55%
BUDGETED REVENUE	81,579,601		
Budgeted Revenue YTD	34,552,202		
Actual Revenue YTD	34,343,496		
Cumulative Variance	(208,706)		(208,706)
Percent Collected YTD		42.35%	42.10%
BUDGETED EXPENSES	81,579,601		
Budgeted Expenses YTD	32,553,394		
Operating Expenses YTD	29,749,381		
Cumulative Variance	2,804,013		2,804,013
Percent Expended YTD		39.90%	36.47%
NET INCOME (LOSS) FROM OPERATIONS			2,595,307

Fare income for the month was \$312,914 above the budget – a favorable variance of 11.83%. The cumulative variance for the year is 1.96% or \$300,275 above the adopted budget. Revenue in FY 2015 is down 2.9% compared to FY 2014. The annual State Operating Assistance is budgeted at \$10.3M, but the award is \$9.0M. This creates an expanding budget vs actual difference of approximately \$100k per month. The budget was amended in December to reflect the lower grant amount, which will be reflected in the report for that month.

These figures are preliminary and unaudited.

FINANCIAL REPORT, *CONT.*

FY 2015 OPERATING BUDGET REPORT, NOVEMBER 2014

	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD VARIANCE		TOTAL FY14 BUDGET
					\$	%	
OPERATING REVENUE							
Passenger Ticket Revenue	2,959,159	2,646,215	15,589,518	15,289,243	300,275	2.0%	36,900,000
Other Operating Revenue	2,700	11,833	102,338	68,367	33,971	49.7%	165,000
Subtotal Operating Revenue	2,961,859	2,658,048	15,691,856	15,357,610	334,246	2.2%	37,065,000
Jurisdictional Subsidy (1)	-	-	8,379,297	8,379,297	-	0.0%	12,305,000
Federal/State/Other Jurisdictional Subsidy	2,356,710	2,502,156	10,259,963	10,802,915	(542,952)	-5.0%	29,954,301
Appropriation from Reserve	-	-	-	-	-	0.0%	2,240,000
Interest Income	1,700	1,700	12,381	12,381	-	0.0%	15,300
Total Operating Revenue	5,320,269	5,161,903	34,343,497	34,552,202	(208,706)	-0.6%	81,579,601
OPERATING EXPENSES							
Departmental Operating Expenses	5,035,922	5,175,768	28,024,566	30,832,604	2,808,038	9.1%	74,310,199
Debt Service	643,786	643,786	1,720,790	1,720,790	-		6,714,870
Other Non-Departmental Expenses	2,500	-	4,025	-	(4,025)		554,533
Total Operating Expenses	5,682,208	5,819,554	29,749,381	32,553,394	2,804,013	8.6%	81,579,601
NET INCOME (LOSS) FROM OPERATIONS							
	(361,940)	(657,651)	4,594,115	1,998,808	2,595,307		-
CALCULATED OPERATING RATIO							
			56%	50%		Goal	55%
(1) Total jurisdictional subsidy is \$16,428,800. Portion shown is attributed to Operating Fund only.							



RAIL OPERATIONS

SAFETY & SECURITY UPDATE

Continuous Safe Operating Practices Training

During the final week of December, VRE and Keolis staff held its regular operations training to ensure operating employees are trained to safely perform typical and atypical functions aboard VRE rail equipment and out on the railroad. Activity stations were set up at both Broad Run and Crossroads facilities. As crews rotated through, they were required to perform functions such as coupling and uncoupling locomotives to railcars, manual operation of wheelchair lifts and troubleshooting electrical switches and cutouts aboard the cars, all while under the watchful eye of their supervisors and mechanical personnel.

The purpose of this program is to instill a sense of preparedness for situations beyond the norm to ensure the employees understand the hazards involved and the rules and procedures to keep them and the passengers safe.



CAPITAL PROJECTS

HAMILTON-TO-CROSSROADS THIRD TRACK PROJECT

VRE's contractor, Abernathy Construction Corporation, is nearing completion of the roadbed for the third track. Track installation by Abernathy is scheduled to follow beginning in January 2015.

CSXT's track installation work is also scheduled to begin in January 2015. CSXT has scheduled their Phase 1 track and signal work, which is needed to open the new Spotsylvania station, for completion by June 2015. Overall project completion is scheduled for the last quarter of 2015.



Ballast is being laid for the third track roadbed heading northward alongside Benchmark Road in Spotsylvania County prior to the installation of the new track.

CAPITAL PROJECTS, *CONT.*

SPOTSYLVANIA STATION PROJECT

Drainage and fill operations for the new Spotsylvania Station have been ongoing for the past four months. Concrete work for the station began in October. Station project construction is anticipated to be completed in first quarter of 2015. The in service date for this station will hinge upon completion of Phase I of the Hamilton-to-Crossroads Third Track Project and the adjacent Spotsylvania Parking Lot project, which is scheduled to be complete by the summer of 2015.

Spotsylvania County issued a notice to proceed (NTP) for the Spotsylvania Parking Lot Project to their contractor in October of 2014. The initial estimate for the construction schedule for the parking lot is eight months from NTP. Clearing and grubbing for the site has been completed for the parking lot and drainage work has begun (as shown in the aerial photo).



CSXT freight trains run past the worksite for the new Spotsylvania Station. VRE's contractor is working on new track and platforms in the foreground while the County's contract or works on fill and drainage for the parking lot.

ALEXANDRIA STATION PEDESTRIAN TUNNEL PROJECT

This project eliminates an at-grade crossing used by passengers at the Alexandria Union Station, providing ADA access to the East Platform (inaccessible unless using at-grade crossing), adding the flexibility to operate VRE trains on Track #1—the track farthest to the east and currently freight-only—and improving intermodal transfers between VRE, Metrorail, and WMATA and DASH buses. VRE's contractor, Gannett Fleming, is completing updates to a 2013 feasibility study and documenting additional conceptual studies, before entering preliminary engineering expected soon.

In order to better understand passenger flows and demand at the Alexandria Union Station, VRE conducted an origin-destination study during one entire day. Pedestrian counts were collected at specific locations around the station boundary line. On-Off Counts counted passenger alightings and boardings for Amtrak and VRE trains. Boarding passengers were also asked a brief series of questions to help determine how they got to the station and from where.

The data will help determine passenger distribution in and around Alexandria which will guide decision-making about the needed capacity and optimal alignment for the new tunnel.



The Alexandria Station Pedestrian Tunnel Project will forge new intermodal linkages between VRE, Amtrak, WMATA buses and rail, and DASH buses as well as better access to Old Town employment centers.

CAPITAL PROJECTS, *CONT.*

L'ENFANT STORAGE TRACK

Midday storage space for VRE trains is at a premium in the District of Columbia, limiting the number of trains VRE can operate into Washington Union Station each morning. This project converts an existing manually-operated, stub track immediately north of L'Enfant Station into a dual-ended siding track with remotely operated switches which will provide storage space for an additional trainset in proximity to Union Station.

CSXT force account work for the design of track, switch and signal modifications is complete and has been completed and approved. A Construction Agreement Addendum has been executed by CSXT and VRE, allowing CSXT to begin ordering material and schedule construction/installation mobilization in Spring 2015 during a 90-day construction window. VRE is working in parallel with PEPCO to provide wayside power for stored rolling stock also in time for a Summer 2015 completion.

CROSSROADS LIFE CYCLE MAINTENANCE FACILITY

In January 2014, the VRE Operations Board adopted a life cycle maintenance (LCM) 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 life cycle of the equipment.

In order to fully implement this strategy, VRE will be advertising for a contract to add a new building fully dedicated to life cycle, overhaul and upgrade activities (i.e., removal, repair and reinstallation of main engines, head end power units, trucks, car bodies, main generators, auxiliary generators, traction motors, etc.) along with associated track work. The current Crossroads Maintenance and Storage Facility (MSF) in Spotsylvania County VA is properly situated with respect to operation and has sufficient property available to accommodate the planned LCM facilities.

The scope of work for this RFP includes the full range of preliminary engineering, final design and environmental screening services necessary for developing contract documents for competitive bidding, as well as limited engineering support services during construction. It will encompass a new pre-fabricated building to house LCM activities along with associated track work to be constructed in the general proximity of the south end of the Crossroads MSF property. Funding for the project is provided in the FY 2015 Budget and approved Capital Improvement Plan through Federal Section 5307 funding with state and local match.



A new Life Cycle Maintenance Building and associated tracks will be added to the VRE Crossroads Maintenance Facility at the end of the Fredericksburg Line in Spotsylvania County.

VRE FACILITIES PROJECTS UPDATE

Completed Projects:

1. Restriping of south portion of Manassas Park parking lot.
2. Repairs to concrete around canopy column bases at Brooke station.
3. Cleaning of platform light fixture globes at Manassas Park and Rolling Road stations.
4. Prototype modification of wayside power pedestal at Broad Run yard to increase status light visibility and improve cable storage.

CAPITAL PROJECTS, *CONT.*

Projects scheduled to be completed this quarter:

1. Installation of new Dominion Power electric service at Broad Run yard.
2. Repair of damaged tactile strip on west platform at Fredericksburg station.
3. Repairs to canopy at Rippon station.
4. Replacement of worn or damaged signage at majority of stations.
5. Repair of leaking gutters at Manassas station.

Projects scheduled to be initiated this quarter:

1. Development of scope of work for rehabilitation of elevator cabs and hoistways at Rippon and Franconia-Springfield stations.
2. Correction of drainage pipe slope at Crossroads maintenance and storage facility.
3. Installation of platform and inter-track warning signs at stations.
4. Development of scope of work for installation of portable generator connections at all stations with elevators; long term all stations will be equipped for portable generator operations.

Projects Ongoing:

1. 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.
2. Modification of wayside power pedestals at Broad Run and Crossroads yards to increase status light visibility and improve cable storage.

PROCUREMENT

UPCOMING PROJECTS

- Repair and Overhaul of Locomotive Rotating Electrical Equipment
- Database Developer Services
- Mechanical Engineering Consulting Services – MEC VI
- Stair Replacement at the VRE Rippon Station
- Platform Extension at the VRE Rolling Road Station
- Preliminary Engineering and Environmental Screening for Platform and Canopy Extensions at Brooke and Leeland
- Engineering and Environmental Services for the Crossroads Yard Life Cycle Maintenance Facility
- General Planning Consulting Services I – Project Development Services
- General Engineering Consulting Services (GEC) VII – Project Implementation Services
- Construction of Wayside Power at L'Enfant
- Development of Design Guidelines and Standard Specifications
- Disaster Management Services
- Exterior Cleaning of VRE Locomotives and Railcars
- Auditing Services

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 - King St Pedestrian Tunnel	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	15%	4th Quarter 2014
		Design & Construction Administration	Design & construction administration for pedestrian tunnel and modifications to east platform.	Norine Walker	8F-12-2013	5%	2nd Quarter 2017
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
		Alexandria - King St Station Platform Elevation	Raise west platform elevation	Rich Dalton		0%	TBD
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
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 Design Construction CM	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 25%	Completed 2nd Quarter 2013
		Station Construction	Construction of the new platform and head house.	Kip Foster	9F-05-2013	25%	2nd Quarter 2015

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
Field work pending CSXT flagger availability.	Supplement No. 1, October 2013, \$26,709. Supplement No. 2, May 2014, \$85,752.	AECOM		\$ 173,648	\$ 162,402	\$ 55,525
Joint Stakeholder meeting held on December 2 with field and inside meeting. Closing out concept studies by end of year and proceeding with preliminary engineering. Field survey and soils borings on-hold until CSXT flaggers available. This will hold up PE and affect schedule if not resolved soon.		Gannett Fleming	\$ -	\$ 1,814,559	\$ 1,728,151	\$ 215,929
		TOTALS	\$ 10,626,000	\$ 2,150,918	\$ 2,038,472	\$ 419,191
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
Amtrak has spent all allocated budget, but performed only 70% of the work. Amtrak requesting additional \$300k to complete the project. VRE is currently reviewing latest proposed revisions to the Agreement submitted by Amtrak.	Project has been stopped; VRE and Amtrak reconciled work performed and payment up to the initial \$600K project budget; Amtrak submitted revised agreement and estimate to complete the project on 6/2/14; VRE submitted comments and request for revisions; Amtrak currently reviewing final draft agreement. Revised Contract executed November 2014.	Amtrak	\$ 600,000	\$ 600,000	\$ 600,000	\$ 573,953
		Amtrak	\$ 278,867	\$ 278,867	\$ -	\$ -
		TOTALS	\$ 2,628,867	\$ 2,628,867	\$ 2,350,000	\$ 2,077,547
30% design submitted. Awaiting FTA approval of CE application submitted in August 2013. 60% design effort will begin after CE approval is obtained. Initial comments have been generated from the 30% design review. CE will have to be redone		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 requirements.	of closeout payment affidavit	Change Order # 1, Canopy Roof/Gutters/Downspouts, \$39,230 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.	\$ 455,950	\$ 449,141	\$ 426,687
No additional flagging expected.	Force account estimate for flagging in the amount of \$124,765.	CSX Trans.	\$ 522,000	\$ 132,000	\$ 124,765	\$ 58,185
		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 to award construction contract to Hammerhead. Contract awarded in late April. Received Board approval in May 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 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	\$ -	\$ -	\$ -	\$ -
Pending NVTA Approval		TBD	\$ -	\$ -	\$ -	\$ -
		TOTALS	\$ -	\$ -	\$ -	\$ -
Draft Scope to Gerri within 4th Quarter 2014 for Brooke and Leeland). (TBD by Tom along with Draft Scope			\$ 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	\$ 639,503	\$ 400,227
Fill and Drainage Operations complete, Utility coordination nearing completion. Station concrete started in November.		Hammerhead Construction		\$ 2,583,900	\$ 2,355,334	\$ 446,533
		TOTALS	\$ 3,422,500	\$ 3,287,353	\$ 2,994,837	\$ 846,760

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 Storage Track	Construct ~1,400 feet of Storage Track North of the L'Enfant Station Platform, including Wayside Power (Capacity of 2 Trainsets)	Storage Track Construction	Construct ~1,400 of track north of L'Enfant Station	Eric Johnson	8B-10-2006	100%	Completed 4th Quarter 2010
		Wayside Power Design	Design wayside power for stored train sets	Norine Walker		100%	4th Quarter 2014
		Wayside Power Construction	Construction of wayside power for stored train sets	Norine Walker	N/A	30%	2nd Quarter 2015
		Air Compressor Procurement	Procurement and installation of air compressor equipment for new storage track air system (eVA).	Eric Johnson	N/A	100%	Completed 3rd Quarter 2008
		Switch & Signalization Design	Design of storage track switches and signals	Norine Walker	9B-06-2011	100%	4th Quarter 2014
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 55%	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	55%	3rd Quarter 2015
		Track Work & Structures	Abernathy Construction of Civil, Track, & Structures	Kip Foster	9C-06-2013	55%	Phase 1 4th Quarter 2014 Phase 2 3rd 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	8E-04-2014 (Auth. For RFP)	0%	TBD
		Construction (Future)	Future Track Construction	TBD		0%	TBD
Mobile Ticketing	Development and Implementation of a Mobile Ticketing System			Chris Henry	8H-09-2013	18.7%	6/30/16
System Planning	Prepare system plan to cover 20+ year planning horizon			Christine Hoeffner	9F-04-2013	98%	4th Quarter 2014

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 (\$)
Track Complete	n/a	CSX Trans.	\$ 3,219,000	\$ 830,000	\$ 706,000	\$ 442,794
Amendment to Project Addendum to Construction Agreement finalized. Construction agreement to be executed and CSXT to begin ordering long lead time materials. Construction anticipated to begin in Spring 2015.	Supplement to GEC V Task Order 7 in the amount of \$8,600 executed in late December 2012.	HDR		\$ -	\$ 50,925	\$ 50,884
Final plans approved by CSXT and signed and sealed. PEPCO and VRE construction to occur at same time as CSXT.	.	NVE		\$ -	\$ 688,480	\$ 208,390
Air compressor system delivered and stored at Crossroads Yard. Installation no longer included in scope of work. Investigating alternate uses for equipment.		Kaesser Compressors, Inc.		\$ -	\$ 37,531	\$ 37,531
Anticipate construction to begin in Spring 2015 and 12-16 weeks to complete, as per CSXT		CSX Trans.		\$ 250,000	\$ 225,000	\$ 126,821
TOTALS			\$ 3,219,000	\$ 1,080,000	\$ 1,707,936	\$ 866,420
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	\$ 1,544,198	\$ 1,174,627
Signal Design for Phase 1 and Phase 2 complete. Design checked by CSX. Signal Construction underway.		CSX Trans.		\$ 1,009,800	\$ 917,400	\$ 940,853
Signal Construction over 50 % complete.		CSX Trans.		\$ 20,522,611	\$ 20,522,611	\$ 7,500,000
Phase 1 work nearing completion (other than coordination with CSX for Track Installation). Phase 2 work well underway, scheduled for completion summer 2015.	CA# 1 - Access from Crossroads Pkwy \$112,513 Miscellaneous \$27,000 CA# 4 S&S, 12' Weather Extensions - time only Site Fee \$15,499 CA# 10 - Pipe Extension RPP/Culvert \$209,071 and Unseal Curbline (42,200)	CA# 2 - Local Box for CA# 3 - Subgrade Stabilization \$65,562 CA# 6 - Proposed Station CA# 7 - Underdrains \$17,400 CA# 11 CSX Extension CA# 13 M.O.T. Demos		\$ 8,880,073	\$8,786,966	\$4,838,098
TOTALS			\$ 32,500,000	\$ 32,163,227	\$ 31,771,175	\$ 14,453,578

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	\$ 3,037,338	\$ 1,537,338	\$ 1,397,338	\$ 1,042,749
\$1,500,000 allocated in FY14 NVTa regional funding. Project agreement approved by NVTa 7/24/14. Final revisions to RFP/scope of work underway.	Extension of REF grant 76509-02 pending DRPT approval; increases project funding by \$2,785,714.	TBD		\$ -	\$ -	\$ -
Future Construction Related to Expansion	Funding Sources TBD	TBD		\$ -	\$ -	\$ -
TOTALS			\$ 3,037,338	\$ 1,537,338	\$ 1,397,338	\$ 1,042,749
Alpha Test of User Interface and back-end reporting. Preliminary testing for Beta to occur 11/13/14 in Portland.		GlobeSherpa		\$ 3,510,627	\$ 577,945	\$ 577,945
TOTALS			\$ -	\$ 3,510,627	\$ 577,945	\$ 577,945
VRE Ops Board adopted plan 1/17/14. Brochure complete. Final report complete. Awaiting final invoice.	GEC task order (\$35,000) for supplemental public outreach/communications support issued 9/30/13	P.B.	\$ 185,000	\$ 150,000	\$ 185,000	\$ 181,753
TOTALS			\$ 185,000	\$ 150,000	\$ 185,000	\$ 181,753

YARD PROJECTS

Project & Code	Description	Task	Task Description	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
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
		Broad Run Train Wash Design	Conceptual and final design and construction administration for Broad Run train wash	Norine Walker	9D-06-2012	90%	TBD
		Broad Run Train Wash Construction	Future Construction/Installation Work related to Broad Run train wash	TBD	TBD	n/a	n/a
Crossroads Lifecycle Maintenance	Engineering and NEPA for a Lifecycle Maintenance Facility	PE, final design and NEPA for construction docs and limited engineering support during construction	LCM 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.	TBD	9G-09-2014	0%	TBD

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	5%	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

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 (\$)
	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
Final payment issued in early April.	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
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 reviewing STV's recommendations for Crossroads train wash modifications.	Supplement No. 1 - Increased contract amount by \$3,864 for third party construction cost estimate.	STV/RWA		\$ 307,513	\$ 283,421	\$ 174,875
		TBD		\$ -	\$ -	\$ -
TOTALS			\$ 5,723,959	\$ 3,536,761	\$ 2,995,119	\$ 2,919,818
Board approved advertisement September 19, 2014. Scope of Work developed. Once advertised and bids received return for Board authorization to award.		TBD	\$ -	\$ -	\$ -	\$ -
TOTALS			\$ 5,723,959	\$ 3,536,761	\$ 2,995,119	\$ 2,919,818

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 (\$)
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 first four (4) cars are delivered to VRE's Broad Run Maintenance and Storage Facility; the last four (4) cars shipped on August 26, 2014 and are currently in transit to VRE. The first four cars were conditionally accepted and are in service.	Sumitomo - Nippon Sharyo	\$ 52,544,714	\$ 23,140,000	\$ 21,240,000	\$ 20,009,230
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 order of cars. Progress meetings ongoing.	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	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 January 2015.	The car numbers are designated as V828-834	STV		\$ 892,500	\$ 849,245	\$ 102,637
Warranty Oversight	The second four (4) cars were delivered and placed into revenue service on 9-22-14. The two (2) year warranty period begins.	STV		\$ 1,474,000	\$ 1,250,000	\$ 1,151,473
TOTALS			\$ 52,544,714	\$ 50,857,414	\$ 48,690,159	\$ 21,263,340
WRE to submit signed contract	Authorization to award a sole source contract to Wabtec was approved by both Commissions on 10-3-13, preparing sole source documentation and Scope of Work - final contract documents forwarded to WRE for Signature 8/29/2014; received Contract documents back from WRE. Contract execution expected in December 2014.	WRE	\$ 10,821,989	\$ 7,980,877	\$ 550,645	\$ 51,475
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; updated 12/1/2014	STV				
TOTALS			\$ 10,821,989	\$ 7,980,877	\$ 550,645	\$ 51,475



VIRGINIA RAILWAY EXPRESS
A Better Way. A Better Life.

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**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
Tim Lovain
Michael May
Jeff McKay
Kevin Page
Paul Trampe

Doug Allen
Chief Executive Officer

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

MINUTES

VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia January 16, 2015

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Paul Milde (PRTC)	Stafford County
Jennifer Mitchell	DRPT
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

Members Absent	Jurisdiction
J. Walter Tejada (NVTC)	Arlington County
Bob Thomas (PRTC)	Stafford County

Alternates Present	Jurisdiction

Alternates Absent	Jurisdiction
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
Kevin Page	DRPT
Paul Trampe (PRTC)	Spotsylvania County

Staff and General Public	
Doug Allen – VRE	Pierre Holloman – Alexandria
Anthony Ayala – VRE	Bryan Jungwirth – VRE
Gregg Baxter – Keolis	Mike Lake – Fairfax County DOT
Donna Boxer – VRE	Lezlie Lamb – VRE
Nancy Collins – Stafford County	Bob Leibbrandt – Prince William County
Kelley Coyner – NVTC staff	Hal Lindsey – Bombardier
Rich Dalton – VRE	Nate Macek – Parsons Brinckerhoff
James Davenport – Prince William County	Steve MacIsaac – VRE legal counsel
John Duque – VRE	Betsy Massie – PRTC Staff
Patrick Durany – Prince William County	Scott Schenk – Free Lance- Star
Paul Garnett – Keolis	Kiel Stone – Fairfax County
Arnold Gilbo – Keolis	Joe Swartz – VRE
Rhonda Gilchrest – NVTC staff	Amanda Vitko – VRE
Al Harf – PRTC staff	Norine Walker – VRE
Chris Henry – VRE	Douglas Warner – Herzog Transit Services
Tom Hickey – VRE	Kim Woolner – Guest
Gerri Hill – VRE	Lou Woolner – VRE

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

Chairman Milde called the meeting to order at 9:38 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

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

Approval of the Minutes of the December 19, 2014 Operations Board Meeting – 4

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

Installation of New Officers – 5

Chairman Milde announced the installation of the new officers for 2015, which were voted on at the December meeting:

Chairman:	John C. Cook
Vice Chairman:	Gary Skinner
Secretary:	Paul Smedberg
Treasurer:	Maureen Caddigan

Chairman Milde handed the gavel over to Mr. Cook.

Mr. Allen presented Mr. Milde with a framed photograph of a VRE train in recognition for his outstanding leadership as Chairman during 2014. Mr. Milde stated that it was a pleasure and honor to serve as Chairman. Chairman Cook thanked Mr. Milde for his leadership and guidance over the last year and highlighted some of VRE's major accomplishments and events that occurred during 2014 under his leadership. Chairman Cook stated that Mr. Milde has left VRE in a very good position moving forward into this new year.

New Chairman's Comments – 5

Chairman Cook thanked Board Members for their confidence in his leadership. He stated the Operations Board has worked very hard over the last few years and has made VRE a better organization. There is a lot of work to be done in 2015 to continue VRE's success. The System Plan is in place, but it now needs to be implemented. A big part of that will be the development of a Financial Plan and a Business Plan. The Operations Board will need to look at the issue of lower gas prices, which is great for consumers but it means less gas tax revenues, which impacts local budgets.

Chairman Cook announced a presentation will be made later in the agenda by Parsons Brinckerhoff reviewing the results of the VRE Management Audit, which includes a number

of recommendations. These recommendations will be presented throughout the year as part of future Board agendas.

Chairman Cook reported that he and Mr. Allen went to Richmond on January 15th to testify before the House Transportation Subcommittee. Their testimony included highlighting the positive changes to VRE as an organization and conveying that the concerns of the Virginia Public Accounts Audit Report in 2013 have been addressed. They also gave an overview of VRE's System Plan and that VRE plans to seek General Assembly support for funding to help VRE grow its system. Chairman Cook mentioned Delegate Randy Minchew gave a favorable endorsement for VRE. Chairman Cook asked staff to distribute to Board Members his comments to the House Transportation Subcommittee. Ms. Mitchell stated VRE's testimony was well received by committee members.

[Mr. Skinner arrived at 9:49 A.M.]

Chief Executive Officer's Comments –6

Mr. Allen also commented on VRE's testimony before the House Transportation Subcommittee presentation, in which they reviewed some of VRE's funding challenges. He testified that NVTAF funding provided through HB2313 has been very helpful, but a funding solution needs to be identified to address the southern jurisdictions that are not part of the NVTAF region.

Mr. Allen reported that Governor McAuliffe submitted a Transportation Bill that proposes to move some of the Rail Enhancement Funds (REF) over to the mass transit account. In response to a question from Chairman Cook, Mr. Allen stated that VRE is eligible for mass transit and rail funding in several state programs. VRE may want to consider supporting legislation that would add commuter rail to the Intercity Passenger Rail and Operating and Capital program that was established a few years ago. There may also be other funding options also. He stated that for VRE to continue to grow and implement the System Plan, there needs to be a new funding source.

Chairman Cook observed the deadline for introducing new legislation is January 23, 2015. He suggested the Board direct staff to pursue legislation enabling VRE's eligibility for some of these funds. Ms. Bulova stated she is supportive of giving staff the flexibility to explore options and strategies to receive state and federal funding, but she asked staff to keep jurisdictional staff involved.

Mr. Kelly asked for clarification about expanding funding options for southern jurisdictions. He applauds Northern Virginia for having NVTAF as a funding source, but there needs to be a solution for the southern jurisdictions. He stated it is important for VRE to have a stronger connection with the Fredericksburg Area Metropolitan Planning Organization (FAMPO). Chairman Cook agreed discussions with FAMPO are a good idea especially regarding VRE's Financial Plan. VRE has a strong story to tell to the jurisdictions and it will be important to dialogue with them about funding. Mr. Milde also expressed support of staff looking for other sources of funding.

Mr. Way asked for confirmation that if VRE gains additional funding it does not carry with it additional responsibilities that go beyond VRE's current operating territory or current operating mission and that VRE is not committing to any expansion by accepting new funding sources.

Ms. Mitchell expressed her concern that this might not be the right time to open up this source of funds for commuter rail. While DRPT is very supportive of VRE and its funding needs, the Omnibus Bill proposes to take the increase in the gas tax and the funds that would have gone to highways, ports, airports and DMV and would divert those funds to transit capital. It would also take one-third of REF and shift them to transit capital. From DRPT's perspective, it is a large sacrifice for all the other modes around the state. While there may not be a direct funding source to VRE, DRPT will continue to use rail funds in this corridor that will benefit VRE. Chairman Cook stated it would be helpful to have VRE staff talk about this with DRPT, the Administration and the General Assembly.

Mr. Allen recognized Lou Woolner, VRE's Quality Assurance Administrator, who is retiring at the end of the month. He also introduced Lou's wife, Kim Woolner, and his daughter, Amanda Vitko, who also works for VRE. Mr. Allen stated Mr. Woolner is the longest tenured staff member and was VRE's first permanent hire. He also stated Lou is one of the nicest people and was helpful to set the culture at VRE. Mr. Allen noted Lou began as the Supervisor of Facilities and he highlighted some of Lou's accomplishments over the years. On behalf of VRE, Mr. Allen thanked Mr. Woolner for his many years of service.

Mr. Woolner thanked the Operations Board for this presentation. He thanked Mr. Allen and Mr. Dalton for their leadership. He reminisced about early VRE service and how much the system has grown. He observed VRE has grown and become successful because of the people in the organization who care about VRE and work very hard.

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

VRE Riders' and Public Comment – 7

Mr. Naddoni stated he is a regular VRE rider and asked to speak on behalf of other riders. In the past two weeks there have been school delays due to bad weather. The last Manassas train leaves at 7:50 A.M. from Broad Run and the next step-up train stops at the Manassas station at 10:20 A.M. Riders approached him with interest for VRE to provide an additional train between 7:50 A.M. and 10:30 A.M. when there are weather delays. Chairman Cook asked staff to look at options.

Consent Agenda – 9

On a motion by Mr. Milde and a second by Mr. Way, the Board unanimously approved the following Consent Agenda items:

- Resolution #9A-01-2015: Authorization to Award a GEC VI Task Order for Capacity Simulation Support
- Resolution #9B-01-2015: Authorization to Award a Supplemental GEC VI Task Order for VPDES Industrial Stormwater General Permit Compliance
- Resolution #9C-01-2015: Authorization to Conduct Public Hearings Related to a Proposed Fare Increase

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Jenkins, Kelly, Milde, Mitchell, Naddoni, Nohe, Skinner, Smedberg and Way.

Approval of Revisions to Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets – 10A

Mr. Allen stated that the VRE Operations Board is asked to approve revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets to reflect an increase to the estimate of federal formula funding available in FY 2016 and to refer these revisions to the Commissions for their consideration and subsequent referral to the jurisdictions to include as part of their adoption of the VRE Operating and Capital Budget. Resolution #10A-01-2015 would accomplish this.

Mr. Allen stated that on December 16, 2014, just prior to the presentation of the VRE FY 2016 Operating and Capital Budget, the federal Omnibus Appropriations and Continuing Resolution legislation was signed into law, which included funding for the two Federal Transit Administration (FTA) programs on which VRE depends at the same level as the prior year. At both the Capital Committee and Operations Board meetings on December 19, staff reported this information and indicated that a budget revision would be brought to the Operations Board in January to include the higher estimated funding amount for VRE, based on the amount available for allocation. Revising the Capital Budget at this time will allow the additional projects and funding amounts to be submitted for state match in FY 2016.

Mr. Allen stated that staff recommends the estimate of federal funds for VRE's FY 2016 be increased by \$6.8 million from \$21.2 million to \$28 million and the Capital Budget for FY 2016 be increased by \$8.5 million from \$46.3 million to \$54.8 million.

Mr. Allen explained the action includes a revised CIP Project Description for the Brooke and Leeland platform project with a more accurate description of the scope and potential funding sources and the resolution presented explicitly mentions the submission of projects to the Fredericksburg Area Metropolitan Planning Organization (FAMPO).

Ms. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #10A-01-2015. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Jenkins, Kelly, Milde, Mitchell, Naddoni, Nohe, Skinner, Smedberg and Way.

Authorization to Amend the Financial Advisor Contract and Award a Task Order for the Development of a VRE Financial Plan – 10B

Mr. Allen stated Resolution #10B-01-2015 would authorize him to execute a Task Order in the amount of \$200,000 for initial services, \$100,000 for ongoing support through the end of the term of the Financial Advisor contract, and a \$20,000 contingency, for a total not to exceed amount of \$320,000 to the PFM Group, which includes Public Financial Management, Inc. (PFM), for the development of a Financial Plan. The contract for financial advisory services with PFM would be amended to increase the contract value by \$200,000 from \$200,000 to \$400,000 to accommodate this Task Order and other services under the contract.

Mr. Allen stated the development of a Financial Plan is the next step in the implementation of System Plan 2040. The Financial Plan will be based on a dynamic comparison of available funding sources and the operating and capital needs associated with a baseline (current level of service) and two alternatives for the implementation of the System Plan. The analysis will quantify the need for new funding streams and review alternatives. Chairman Cook observed the Management Audit recommends the development of a Financial Plan.

Mr. Kelly stated that as discussed earlier there are jurisdictional funding issues and it is important for VRE to be more involved with FAMPO.

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

Accept and Forward the Management Audit Report to the Commissions – 10C

Mr. Allen reported that the VRE Operations Board is being asked to accept the Management Audit Report and to forward the report to the Commissions for their consideration. Resolution #10C-01-2015 would accomplish this.

Mr. Allen stated NVTC and PRTC jointly conducted the Management Audit of VRE, with Parsons Brinkerhoff (PB) serving as the consultant. Mr. Harf, Ms. Coyner and Mr. Swartz were thanked for their work on this.

Nate Macek of Parsons Brinckerhoff gave a presentation on the Management Audit, including the goals, process, methodology, and recommendations. He stated the majority of the recommendations can be implemented within the next 12 months.

Chairman Cook thanked Mr. Macek and his PB team. Chairman Cook encouraged Board Members to at least read the Executive Summary and then throughout the year as the Board discusses certain topics, read the corresponding section of the full report. He clarified that the action being requested is not to approve the audit, but to accept it and forward it to the Commissions.

Mr. Smedberg asked if PB recommends breaking down the System Plan into 5-10 year or 10-20 year segments. Mr. Macek replied that it is most important to have the most detail in the nearest time horizon. It is important to focus on 2040 so not to miss opportunity for investments. In response to another question from Mr. Smedberg, Mr. Macek stated the scope did not look into specific hardware in the IT department. This should be looked at in the development of a technological strategic plan. Mr. Smedberg then asked about the Human Resources (HR) function since VRE is currently under the PRTC Human Resources. Mr. Macek stated there is a VRE staff member who is doing the day-to-day HR functions but there are some shared resources with PRTC. VRE will look at ways to move in a more strategic direction (change evaluation procedures, training, etc.) which can be done internally.

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

Authorization to Award a Contract for Maintenance of Equipment and Facilities – 9D

Mr. Allen stated the VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute a Contract with Keolis Rail Services Virginia, LLC for the Maintenance of Equipment and Facilities and Mobilization. The Contract value through June 30, 2016 is recommended at an amount not to exceed \$6,410,603. The term of the Contract, exclusive of the Mobilization Period, shall be for a Base Period of five years, commencing July 1, 2015 and ending June 30, 2020, with the option to extend for two additional five year periods, not to exceed fifteen years. Each year during the Base Period, VRE staff will seek Board approval for the Contract amount for that year. At the completion of the Base Period, recommendation for award of the option period will be brought back to the Operations Board for recommendation to the Commissions for authorization. Resolution #10C-01-2015 would accomplish this.

Mr. Allen gave an overview of the procurement process. In response to a question from Mr. Skinner, Mr. Allen stated staff is still working on final details but the intent is to have two separate contracts with Keolis (operating and maintenance).

Mr. Skinner moved with a second by Ms. Caddigan, to approve Resolution #10C-01-2015.

Mr. Way asked for more information on how the proposals were compared. Mr. Smedberg asked about the defining differences between the top two ranked firms.

Mr. MacIsaac advised the Operations Board that it would be appropriate to go into Closed Session if the Board wants more detailed information. The Board agreed to go into Closed Session.

Ms. Bulova moved, with a second by Mr. Way, the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (29) of the Code of Virginia); the VRE Operations Board authorizes a Closed Session for the purpose of discussing the award of the Contract for Maintenance of Equipment and Facilities.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Jenkins, Kelly, Milde, Mitchell, Naddoni, Nohe, Skinner, Smedberg and Way.

The Board entered into Closed Session at 10:59 A.M. and returned to Open Session at 11:17 A.M.

Ms. Bulova moved, with a second by Mr. Way, 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, Caddigan, Cook, Jenkins, Kelly, Milde, Mitchell, Naddoni, Nohe, Skinner, Smedberg and Way.

Mr. Way asked for confirmation of the action being requested. Mr. MacIsaac reviewed the motion that was on the table to recommend that the Commissions authorize the Chief Executive Officer to execute a Contract with Keolis Rail Services Virginia, LLC for the Maintenance of Equipment and Facilities and Mobilization. The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Jenkins, Kelly, Milde, Mitchell, Naddoni, Nohe, Skinner, Smedberg and Way.

Operations Board Members' Time – 11

Chairman Cook asked that next month's agenda include a draft stock annual calendar that lists the major VRE topics for discussion and/or action and a 2015 Calendar with Management Audit recommendations. There was no objections.

Mr. Skinner thanked the Board for selecting him to serve as Vice-Chairman. He apologized for being late and missing the Executive Committee meeting.

Ms. Caddigan thanked Mr. Milde for his leadership last year and she looks forward to working with Chairman Cook in 2015.

Ms. Mitchell encouraged Board Members to look at the Governor's Omnibus Bill, co-sponsored by Delegate Tom Rust and Delegate Chris Jones. DRPT is asking for letters of support to convey how important this funding is for transit. She encouraged VRE and the individual jurisdictions to write letters in support.

Chairman Cook asked for a short presentation at the next meeting of the status of important legislation. Ms. Mitchell observed it will be too late to send a letter of support at that time. Ms. Bulova observed that since things move quickly during the General Assembly Session, she suggested that staff work with jurisdictional staff and legislative liaisons on a letter. Chairman Cook stated he is not sure he would be comfortable voting on a letter without seeing it. Ms. Bulova suggested VRE staff could circulate the letter prior to sending it. The Board then talked about the pros and cons of directing staff to prepare a letter.

Mr. Nohe moved to direct the CEO to draft a letter for circulation among the Board Members and if there are no objections, the letter would be sent. If any Member objected, the letter would not be sent. Ms. Bulova seconded the motion with a friendly amendment to coordinate with the jurisdictions and Commission. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Jenkins, Kelly, Milde, Mitchell, Naddoni, Nohe, Skinner, Smedberg and Way.

Adjournment

Without objection, Chairman Cook adjourned the meeting at 11:29 A.M.

Approved this 20th day of February, 2015.

John Cook
Chairman

Paul Smedberg
Secretary

CERTIFICATION

This certification hereby acknowledges that the minutes for the January 16, 2014 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Rhonda Gilchrest

**Virginia Railway Express
Operations Board**

**Resolution
9A-01-2015**

**Authorization to Award a GEC VI Task Order for
Capacity Simulation Support**

WHEREAS, the adopted VRE System Plan 2040 calls for a significant expansion of VRE service and investments in capacity improvements to the host railroad properties over the next 25 years; and,

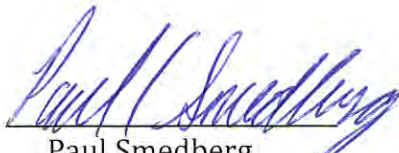
WHEREAS, VRE seeks a consistent methodology to determine the effects of future capacity improvements in terms of traffic flow and to evaluate the operational impacts of alternative configurations of new stations, tracks, and other planned improvements; and,

WHEREAS, a software model simulating the movement of trains through the rail network used by VRE would provide the needed methodology and add a useful internal analysis capability to evaluate other upcoming projects such as the Gainesville-Haymarket Extension; and,

WHEREAS, expert technical advice is needed to assemble and validate the software model and assist in discussions with host railroads about its application in the evaluation of capacity investments;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to award a Task Order under the GEC VI contract to **AECOM** for Capacity Simulation Support in the amount **of \$129,703, plus a 10% contingency of \$12,970 for a total amount not to exceed \$142,673.**

Approved this 16th day of January 2015


Paul Smedberg
Secretary


John Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9B-01-2015**

**Authorization to Award a Supplemental GEC VI Task Order for
VPDES Industrial Stormwater General Permit Compliance**

WHEREAS, in May of 2013 the CEO executed Task Order 1 to AECOM for \$49,773 under the GEC VI contract for engineering services related to compliance with the VPDES Industrial Stormwater General Permit; and,

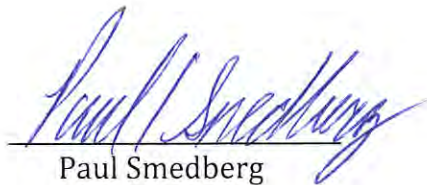
WHEREAS, Task Order 1 was estimated to cover associated work through the spring of 2014; and,

WHEREAS, associated work includes updating the SWPPPs, stormwater discharge monitoring, site inspections and employee training; and,

WHEREAS, this Supplemental Task Order covers engineering services estimated through the spring of 2016;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to award Supplemental Task Order 1A under the GEC VI contract to AECOM for VPDES Industrial Stormwater General Permit Compliance in the amount of \$53,699 for an amended Task Order 1 total amount (Task Order 1 plus Supplemental Task Order 1A and a 5% contingency) not to exceed \$103,472

Approved this 16th day of January 2015


Paul Smedberg
Secretary


John Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9C-01-2015**

**Authorization to Conduct Public Hearings
Related to a Proposed Fare Increase**

WHEREAS, during the FY 2016 budget process, the VRE Operations Board authorized a fare increase of up to 4%; and,

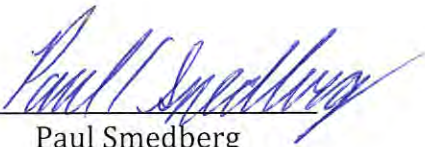
WHEREAS, VRE staff recommends this increase be accomplished through an across the board increase in fares with no change or modification to the current ticket discount structure; and,

WHEREAS, VRE staff will report back to the Operations Board with a summary of comments; and,

WHEREAS, if adopted, the fare increase would become effective the first week of July 2015, with the start of the FY 2016 budget;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to solicit comment through public hearings in Washington, DC, Crystal City, Burke, Woodbridge, Manassas, Stafford, and Fredericksburg related to a proposed 4% fare increase and subsequent amendments to VRE's Tariff.

Approved this 16th day of January 2015


Paul Smedberg
Secretary


John Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
10A-01-2015**

**Approval of Revisions to Amended FY 2015 and Recommended FY
2016 Operating and Capital Budgets**

WHEREAS, in December 2014, the Operations Board adopted the revised FY 2015 VRE Operating and Capital Budget and the recommended FY 2016 VRE Operating and Capital Budget, and referred them to the Commissions for their consideration and subsequent referral to the jurisdictions for their formal review and adoption; and,

WHEREAS, the FY 2016 Budget, as forwarded, included an estimate of federal formula funding of \$21.2M; and,

WHEREAS, just prior to the presentation of the FY 2016 Operating and Capital Budget, the federal Omnibus Appropriations and Continuing Resolution legislation was signed into law, which included funding for the two Federal Transit Administration (FTA) programs on which VRE depends at the same level as the prior year; and,

WHEREAS, staff has revised the estimate of federal funding available in FY 2016 to \$28M based on the federal legislation and has proposed revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets to include this higher estimate;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby approve the revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets as described in the agenda item presented to the Operations Board on January 16, 2015; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend that the Commissions approve the revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets and forward the revisions to the local jurisdictions for inclusion in their budgets and appropriations in accordance with procedures contained in the VRE Master Agreement; and,

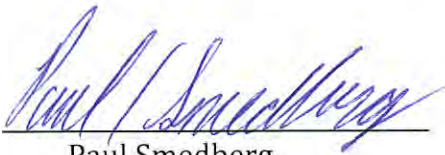
BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend that the Commissions authorize the Executive Director of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region, the Fredericksburg Area Metropolitan Planning Organization, and to

the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY 2016; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend that the Commissions authorize the Chief Executive Officer of VRE to submit appropriate projects included in the FY 2016 to FY 2021 Capital Improvement Plan to the Northern Virginia Transportation Authority, the Fredericksburg Area Metropolitan Planning Organization or other funding authorities on behalf of the Commissions; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend that the Commissions authorize the Executive Director of NVTC to submit to the Commonwealth the revised Capital Budget as part of the FY 2016 state aid grant application.

Approved this 16th day of January 2015



Paul Smedberg
Secretary



John Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
10B-01-2015**

**Authorization to Amend the Financial Advisor Contract and
Award a Task Order for the Development of a VRE Financial Plan**

WHEREAS, on April 20, 2007, the Operations Board authorized the Chief Executive Officer to enter into a contract with PFM Group, which includes Public Financial Management, Inc. (PFM) for financial advisor services in an amount not to exceed \$200,000 for an initial contract term for one year, with nine one-year options, with the proviso that staff would return to the Operations Board for supplemental authorization, as needed; and,

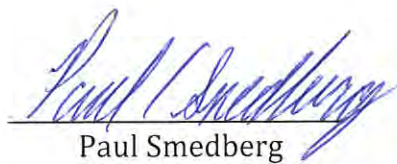
WHEREAS, the contract is based on a per transaction amount for debt issuance or an hourly or project specific fixed cost for financial planning services such as the development of a Financial Plan; and,

WHEREAS, the development of a Financial Plan for VRE is the next step in the implementation of System Plan 2040; and,

WHEREAS, PFM has submitted a Task Order proposal to prepare a Financial Plan, which includes the use of their Future Perfect strategic financial model;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Task Order in the amount of \$200,000 for initial services, \$100,000 for ongoing support through the end of the term of the Financial Advisor contract, and a \$20,000 contingency, for a total not to exceed \$320,000 to the PFM Group, which includes Public Financial Management, Inc. (PFM), for the development of a Financial Plan. The contract for financial advisory services with PFM shall, therefore, be amended to increase the contract value by \$200,000 from \$200,000 to \$400,000 to accommodate this Task Order and other services under the contract.

Approved this 16th day of January 2015


Paul Smedberg
Secretary


John Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
10C-01-2015**

**Accept and Forward Management Audit Report to the
Commissions**

WHEREAS, the VRE Operations Board, after discussing the Virginia Auditor of Public Accounts report "Review of the Governance Structure Over the Virginia Railway Express," recommended the Commissions establish a Joint Audit Committee and that the Commissions provide for an outside management audit of VRE; and,

WHEREAS, the Northern Virginia Transportation Commission and Potomac and Rappahannock Transportation Commission recognized that a management audit of VRE was desired; and,

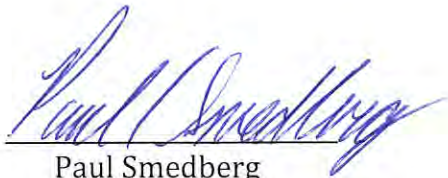
WHEREAS, the Commissions each passed resolutions creating the Joint Audit Committee (JAC) and directed the JAC to carry out a management audit of VRE; and,

WHEREAS, the Commissions jointly procured and authorized the award of a contract to the highest ranked proposer Parsons Brinckerhoff to provide management audit services; and,

WHEREAS, the Joint Audit Committee discussed and accepted the Final Management Audit Report and is recommending it be accepted by the VRE Operations Board and the two Commissions;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby accept the Management Audit Report and forward the Report to the Commissions for their consideration.

Approved this 16th day of January 2015


Paul Smedberg
Secretary


John Cook
Chairman

Virginia Railway Express

Operations Board

Resolution 10D-01-2015

Recommend Authorization to Award a Contract for Maintenance of Equipment and Facilities

WHEREAS, the maintenance of equipment and facilities is currently performed by Keolis Rail Service Virginia, LLC; and,

WHEREAS, the current Contract expires in June 2015; and,

WHEREAS, the VRE Operations Board authorized a Request for Proposals (RFP) in April 2014; and,

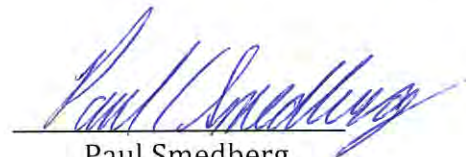
WHEREAS, the Request for Proposals (RFP) was issued in October of 2014 and five responses were received in December of 2014; and,

WHEREAS, interviews were held with the top three firms; and,

WHEREAS, negotiations were held with the top two firms with Best and Final offers received on January 7, 2015;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute a five-year Contract with **Keolis Rail Services Virginia, LLC** for the Maintenance of Equipment and Facilities and Mobilization. The Contract value through June 30, 2016 is being recommended at an amount not to exceed **\$6,410,603**.

Approved this 16th day of January 2015


Paul Smedberg
Secretary


John Cook
Chairman

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RESOLUTION #2267

SUBJECT: Adoption and Referral of the Revisions to Amended FY 2015 and Recommended FY 2016 VRE Operating and Capital Budgets

WHEREAS: In December 2014, the VRE Operations Board adopted the revised FY 2015 VRE Operating and Capital Budget and the recommended FY 2016 VRE Operating and Capital Budget, and referred them to the Commissions for their consideration and subsequent referral to the jurisdictions for their formal review and adoption;

WHEREAS: The FY 2016 Budget, as forwarded, included an estimate of federal formula funding of \$21.2 million;

WHEREAS: Just prior to the presentation of the FY 2016 Operating and Capital Budget, the federal Omnibus Appropriations and Continuing Resolution legislation was signed into law, which included funding for the two Federal Transit Administration (FTA) programs on which VRE depends at the same level as the prior year;

WHEREAS: VRE staff has revised the estimate of federal funding available in FY 2016 to \$28 million based on the federal legislation and has proposed revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets to include this higher estimate;

WHEREAS: The VRE Operations Board approved the revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets as described in the agenda item presented to the Operations Board on January 16, 2015; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission approve the revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets and forward the revisions to the local jurisdictions for inclusion in their budgets and appropriations in accordance with procedures contained in the VRE Master Agreement.

Res. #2267 cont'd

BE IT FURTHER RESOLVED that the Commissions authorize the Executive Director of both PRTC and NVTC to submit to the Transportation Planning Board (TPB) of the National Capital Region, the Fredericksburg Area Metropolitan Planning Organization (FAMPO), and to the Federal Transit Administration (FTA) or other federal agencies, the appropriate Transit Improvement Program (TIP) and grant applications for FY 2016.

BE IT FURTHER RESOLVED that NVTC authorizes the VRE Chief Executive Officer to submit appropriate projects included in the FY 2016 to FY 2021 Capital Improvement Plan (CIP) to the Northern Virginia Transportation Authority (NVTA), the Fredericksburg Area Metropolitan Planning Organization (FAMPO) or other funding authorities on behalf of the Commissions.

BE IT FURTHER RESOLVED that NVTC authorizes its Executive Director to submit to the Commonwealth the revised Capital Budget as part of the FY 2016 state aid grant application.

Approved this fifth day of February 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 10-A
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: January 16, 2015

**Re: Approval of Revisions to Amended FY 2015 and
Recommended FY 2016 Operating and Capital Budgets**

Recommendation:

The VRE Operations Board is asked to approve revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets to reflect an increase to the estimate of federal formula funding available in FY 2016 and to refer these revisions to the Commissions for their consideration and subsequent referral to the jurisdictions to include as part of their adoption of the VRE Operating and Capital Budget.

Background:

On December 19, 2014, the Operations Board recommended that the Commissions adopt the FY 2015 Amended and FY 2016 VRE Operating and Capital Budgets, and subsequently forward these budgets to the jurisdictions for their formal review and adoption. The FY 2016 budget forwarded by the Operations Board included an estimate of federal formula funds of \$21.16M, a significant decrease from the FY 2015 amount because of considerable uncertainty about federal funding levels.

On December 16, 2014, just prior to the presentation of the VRE FY 2016 Operating and Capital Budget, the federal Omnibus Appropriations and Continuing Resolution



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

legislation was signed into law, which included funding for the two Federal Transit Administration (FTA) programs on which VRE depends at the same level as the prior year. At both the Capital Committee and Operations Board meetings on December 19, staff reported this information and indicated that a budget revision would be brought to the Operations Board in January to include the higher estimated funding amount for VRE, based on the amount available for allocation. Revising the Capital Budget at this time will allow the additional projects and funding amounts to be submitted for state match in FY 2016.

Staff recommends that the estimate of federal funds for VRE's FY 2016 be increased by \$6.8M from \$21.2M to \$28M and that the Capital Budget for FY 2016 be increased by \$8.5M from \$46.3M to \$54.8M, including required match.

Description	Actual FY 2015	Original Est. FY 2016	Revised Est. FY 2016	FY 2016 Change
Formula funds	28.0M	21.2M	28.0M	6.8M
Req. match	7.0M	5.3M	7.0M	1.7M
Total	35.0M	26.5M	35.0M	8.5M
Capital budget (all sources)		46.3M	54.8M	8.5M

The additional funds will be used for the following projects:

- The installation of Automatic Passenger Counters (APC) on trains (\$2.9M) and in station parking lots (\$0.75M) to provide more accurate counts and enhance planning and operational analyses. Both of these projects are needed and are shown with no funding identified in the FY 2016 to FY 2021 CIP.
- An increase in funding for Equipment Storage in FY 2016 by \$4.85M from \$3.41M to \$8.26M. This project includes funds for developing alternatives for mid-day storage away from the Ivy City Coach yard and to maximize the use of current storage facilities. The FY 2016 to FY 2021 CIP currently includes \$102M for this project, with no funds identified for approximately half of this amount. The availability of additional funds in FY 2016 will allow the project to move forward more expeditiously.

State funds are estimated to be available for \$1.36M of the required match, with the remaining \$340,000 to be provided from surplus funds from FY 2014. This will reduce the contribution to the Capital Reserve from \$4.7M to \$4.36M in the Amended FY 2015 Budget.

Revised versions of the FY 2016 Source and Use and Program Budget are attached, along with revised CIP Project Descriptions for the projects noted above. **In addition, a revised CIP Project Description for the Brooke and Leeland**

platform project is attached, with a more accurate description of the scope and potential funding sources and the resolution presented explicitly mentions the submission of projects to the Fredericksburg Area Metropolitan Planning Organization (FAMPO).

Fiscal Impact:

This action will increase the FY 2016 Capital Budget by \$8.5M and will decrease the contribution to the Capital Reserve from the FY 2014 surplus by \$340,000, as described above.

**Virginia Railway Express
Operations Board**

**Resolution
10A-01-2015**

**Approval of Revisions to Amended FY 2015 and Recommended FY
2016 Operating and Capital Budgets**

WHEREAS, in December 2014, the Operations Board adopted the revised FY 2015 VRE Operating and Capital Budget and the recommended FY 2016 VRE Operating and Capital Budget, and referred them to the Commissions for their consideration and subsequent referral to the jurisdictions for their formal review and adoption; and,

WHEREAS, the FY 2016 Budget, as forwarded, included an estimate of federal formula funding of \$21.2M; and,

WHEREAS, just prior to the presentation of the FY 2016 Operating and Capital Budget, the federal Omnibus Appropriations and Continuing Resolution legislation was signed into law, which included funding for the two Federal Transit Administration (FTA) programs on which VRE depends at the same level as the prior year; and,

WHEREAS, staff has revised the estimate of federal funding available in FY 2016 to \$28M based on the federal legislation and has proposed revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets to include this higher estimate;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby approve the revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets as described in the agenda item presented to the Operations Board on January 16, 2015; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend that the Commissions approve the revisions to the Amended FY 2015 and Recommended FY 2016 Operating and Capital Budgets and forward the revisions to the local jurisdictions for inclusion in their budgets and appropriations in accordance with procedures contained in the VRE Master Agreement; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend that the Commissions authorize the Executive Director of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region, **the Fredericksburg Area Metropolitan Planning Organization**, and to

the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY 2016; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend that the Commissions authorize the Chief Executive Officer of VRE to submit appropriate projects included in the FY 2016 to FY 2021 Capital Improvement Plan to the Northern Virginia Transportation Authority, the Fredericksburg Area Metropolitan Planning Organization or other funding authorities on behalf of the Commissions; and.

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend that the Commissions authorize the Executive Director of NVTC to submit to the Commonwealth the revised Capital Budget as part of the FY 2016 state aid grant application.

Approved this 16th day of January 2015

John Cook
Chairman

Paul Smedberg
Secretary

FY16 Sources and Use - Revised

LEVEL OF SERVICE FOR FY16										34 trains		19,300		average daily riders		Leases		16,690,000		Amtrak		6,390,000	
																				NS		3,340,000	
																				CSX		6,960,000	
																		Total Access Fees		16,690,000		Total	

FY15 subsidy surplus (deficit)		16,428,800	(0)
Soft Capital Projects			
Debt Service 11 Cabcars	1,931,357	5337	1,545,086
Access lease funding	16,690,000	SSTP/State	8,345,000
Local only			-
Debt Service 60 Railcars	110,442		-
Fed/State/Lo	1,947,113	5337	1,557,690
Fed/State/Lo	2,725,958	5307	2,180,766
Grant & Project Management	300,000	5307	240,000
Grant & Project Management	350,000	5337	280,000
Subtotal	24,054,870		6,731,308
Capital Projects/Earmarks	54,815,000		30,162,200
Federal Cap Program	78,869,870		44,310,742

*Other source is from the FY14 surplus

VRE Fiscal Year 2016 Proposed Program Budget - Revised

	FY 2014 Amended	FY 2014 Actual	FY 2015 Budget	FY 2016 Proposed
Revenue:				
VRE - Non-Departmental				
Fare Revenue	36,600,000	37,093,476	36,900,000	38,890,000
Miscellaneous Revenue	166,000	197,915	165,000	165,000
Appropriation from Reserve	5,585,703	4,517,703	2,000,000	1,080,000
Jurisdictional Revenue	16,428,800	16,428,800	16,428,800	16,428,800
Other Revenue	30,500,000	2,637,808	5,508,800	1,275,000
State Operating Grant	10,585,975	16,428,516	10,300,000	8,100,000
Federal Grants - Operations and Debt	15,437,429	15,880,835	15,945,167	14,148,542
State Grants - Operations and Debt	6,631,344	14,570	3,949,133	6,731,308
Federal Grants - Capital Program	23,773,107	5,336,696	24,356,000	30,162,200
State Grants - Capital Program	1,472,605	183,262	12,421,400	19,930,760
Interest Income	15,300	28,056	15,300	20,000
Total Revenue	147,196,263	98,747,637	127,989,601	136,931,611
Expenditures:				
VRE - Non-Departmental				
Liability Insurance	4,400,000	3,933,978	4,200,000	3,950,000
Operating Reserve/Contingency	1,401,891	-	1,936,152	1,140,091
Capital Reserve	4,232,175	4,232,175	-	-
Other	-	88,099	2,000,000	-
VRE-Financing-Administration Fees	-	2,371	-	-
Total VRE - Non-Departmental	10,034,066	8,256,623	8,136,152	5,090,091
Executive Management				
Salaries/Fringes	475,000	532,157	506,000	814,000
Travel/Training/Employee Expenses	34,000	18,932	24,000	24,000
Board Member Expenses	3,000	4,394	3,000	15,000
Office Administration Expenses	-	166	227,000	115,000
Legal/Audit	75,000	77,455	75,000	75,000
Consulting/Professional/Other	33,000	15,782	52,000	52,000
Total Executive Management	620,000	648,886	887,000	1,095,000
Passenger Support Services				
Salaries/Fringes	270,000	299,867	277,000	-
Travel/Training/Employee Expenses	18,300	4,233	15,600	-
Administration	226,000	267,268	79,000	-
Office Professional Expenses	72,000	46,303	73,500	-
Total Passenger Support Services	586,300	617,671	445,100	-
Chief of Staff/Public Affairs				
Salaries/Fringes	342,000	240,370	372,000	355,000
Travel/Training/Employee Expenses	7,500	7,130	13,500	13,500
PR/Special Events/Consulting	150,500	160,529	55,500	90,500
Total Chief of Staff/Public Affairs	500,000	408,029	441,000	459,000
Marketing				
Salaries/Fringes	147,000	139,737	153,000	133,000
Travel/Training/Employee Expenses	12,125	4,243	13,500	13,200
Production/Media/Promotion/Other	250,000	148,688	260,000	235,000
Special Events/Other	6,000	3,170	23,500	21,000
Total Marketing	415,125	295,838	450,000	402,200
Program Development				
Salaries/Fringes	384,000	255,320	402,000	557,000
Travel/Training/Employee Expenses	7,000	5,698	6,900	12,100
Professional Services/Consulting/Other	488,750	306,320	541,225	999,400
Total Program Development	879,750	567,338	950,125	1,568,500
Operations and Communications				
Salaries/Fringes	451,000	450,723	469,750	760,000
Travel/Training/Employee Expenses	17,000	11,671	18,500	38,000
Printing/Admin/Other	30,000	122,879	45,000	165,000
Leases/Events	105,000	49,623	78,000	56,000
Professional Services	145,000	74,801	115,000	143,250
Ticket Stock/R&M Fare Collection	665,000	645,406	885,000	885,000
Total Customer Communications	1,413,000	1,355,103	1,611,250	2,047,250
Budget and Finance				
Salaries/Fringes	881,000	885,144	921,000	1,055,000
Travel/Training/Employee Expenses	9,500	12,333	9,500	11,500
Audit/Maint Service Agreements/Consulting	157,000	164,616	157,500	201,500
Retail Sales/TLC Commissions	1,495,000	1,493,186	1,440,000	1,495,000
Bank Discounts/Other	277,500	338,477	280,500	353,000
Total Budget and Finance	2,820,000	2,893,756	2,808,500	3,116,000
Communication and Info Tech				
Salaries/Fringes	230,000	247,271	246,000	408,000
Travel/Training/Employee Expenses	18,500	8,438	18,500	14,000
Computer Equipment/Software	250,000	169,005	175,000	210,000
Consulting/Communications	782,000	857,752	720,000	995,000
Total Communication and Info Tech	1,280,500	1,282,466	1,159,500	1,627,000

VRE Fiscal Year 2016 Proposed Program Budget - Revised

	FY 2014 Amended	FY 2014 Actual	FY 2015 Budget	FY 2016 Proposed
Engineering and Construction				
Salaries/Fringes	642,000	325,119	670,000	498,000
Travel/Training/Employee Expenses	26,000	7,480	23,500	24,000
Other Professional Services/Other Expenses	<u>152,500</u>	<u>50,571</u>	<u>151,000</u>	<u>196,800</u>
Total Construction and Construction	820,500	383,170	844,500	718,800
Facilities Maintenance				
Salaries/Fringes	119,000	127,878	151,000	159,000
Travel/Training/Employee Expenses	5,000	5,155	-	6,400
Office/Other Professional Service	20,500	5,433	11,000	246,000
Station Electricity/Utilities/Taxes	614,500	935,111	633,000	655,500
Repairs and Maintenance	<u>2,758,000</u>	<u>2,228,818</u>	<u>2,900,000</u>	<u>3,250,000</u>
Total Facilities Maintenance	3,517,000	3,302,395	3,695,000	4,316,900
Procurement and Contract Admin				
Salaries/Fringes	312,000	352,556	348,000	451,000
Travel/Training/Employee Expenses	<u>5,500</u>	<u>2,426</u>	<u>5,500</u>	<u>8,000</u>
Total Procurement and Contract Admin	317,500	354,982	353,500	459,000
Equipment Operations				
Salaries/Fringes	572,000	626,922	873,000	891,000
Travel/Training/Employee Expenses	39,000	21,151	49,000	63,000
Consulting/Admin/Warehouse Management	90,000	94,796	120,000	92,500
Equipment/Warehouse Leases	-	-	821,000	-
Utilities	1,134,000	940,909	1,091,000	1,095,000
Diesel Fuel	5,600,000	4,716,851	5,932,250	5,310,000
Repairs and Maintenance	<u>3,895,000</u>	<u>2,942,792</u>	<u>2,950,000</u>	<u>3,725,000</u>
Total Equipment Operations	11,330,000	9,343,421	11,836,250	11,176,500
Safety and Security				
Salaries/Fringes	116,000	127,058	125,000	215,000
Travel/Training/Employee Expenses	6,500	5,128	11,300	17,500
Office/Other Professional Services	126,000	127,116	140,000	183,000
Yard/Station Security	<u>275,000</u>	<u>409,433</u>	<u>310,000</u>	<u>415,000</u>
Total Safety and Security	523,500	668,735	586,300	830,500
PRTC				
Professional Services	<u>102,000</u>	<u>88,320</u>	<u>104,000</u>	<u>104,000</u>
Total PRTC	102,000	88,320	104,000	104,000
NVTC				
Professional Services	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
Total NVTC	80,000	80,000	80,000	80,000
Train Operations				
Contract Operations and Maintenance	<u>14,639,128</u>	<u>14,210,422</u>	<u>15,013,388</u>	<u>15,060,000</u>
Total Train Operations	14,639,128	14,210,422	15,013,388	15,060,000
Amtrak				
Contract Operations and Maintenance	<u>4,459,000</u>	<u>4,242,926</u>	<u>4,582,942</u>	<u>4,640,000</u>
Total Amtrak	4,459,000	4,242,926	4,582,942	4,640,000
Maintenance of Equipment				
Maintenance of Equipment	<u>4,401,320</u>	<u>4,150,665</u>	<u>5,227,725</u>	<u>5,871,000</u>
Total Maintenance of Equipment	4,401,320	4,150,665	5,227,725	5,871,000
Amtrak Access Fees				
Access Fees	<u>5,660,000</u>	<u>5,515,779</u>	<u>6,000,000</u>	<u>6,390,000</u>
Total Amtrak Access Fees	5,660,000	5,515,779	6,000,000	6,390,000
Norfolk Southern				
Access Fees	2,491,552	2,470,224	2,590,000	2,720,000
Contract Operations and Maintenance	<u>598,448</u>	<u>578,448</u>	<u>620,000</u>	<u>620,000</u>
Total Norfolk Southern	3,090,000	3,048,672	3,210,000	3,340,000
CSXT				
Access Fees	5,170,000	5,195,130	5,892,500	6,450,000
Contract Operations and Maintenance	<u>480,000</u>	<u>506,863</u>	<u>500,000</u>	<u>510,000</u>
Total CSXT	5,650,000	5,701,993	6,392,500	6,960,000
CIP Expenditures				
CIP Expenditures	<u>60,413,015</u>	<u>-</u>	<u>46,410,000</u>	<u>54,815,000</u>
Total CIP Expenditures	60,413,015	-	46,410,000	54,815,000
CIP VRE - Non-Departmental				
Allowance for Doubtful Accounts	50,000	810	50,000	50,000
Debt Service	<u>13,594,559</u>	<u>13,618,423</u>	<u>6,714,870</u>	<u>6,714,870</u>
Total CIP VRE - Non-Departmental	13,644,559	13,619,233	6,764,870	6,764,870
Total Expenditures	147,196,263	81,036,423	127,989,601	136,931,611

Project: Rolling Stock – 15 Replacement Railcars

Description of Project: Purchase of 15 Gallery railcars to complete the replacement of all legacy rolling stock. Eight railcars were received in FY 2015 and the remaining seven cars have been ordered. Funding dates back to FY 2012.

Funding Sources:

Project Name:	15 Replacement Railcars								
	Prior to								
Sources of funds:	FY 2015	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Federal formula funds -5309	6,416,000								6,416,000
Federal formula funds -5337	9,489,612								9,489,612
CMAQ/RSTP	8,240,000								8,240,000
State Mass Transit funds	10,220,381								10,220,381
VRE - subsidy match	1,167,460								1,167,460
VRE - capital reserve	2,981,240								2,981,240
TOTAL	38,514,693	-	-	-	-	-	-	-	38,514,693

Project: Automatic Passenger Counters - Passengers - Revised

Description of Project: Currently, passenger counts are performed manually by train conductors each morning and evening to comply with National Transit Database (NTD) and internal VRE reporting needs. This project will allow for automatic passenger counts as the riders board and detrain at each station. Installation of the passenger counters will also allow gathering of additional passenger information for use in planning and operational analyses. *FY16 budgeted cost is \$2.9M.*

Funding Sources:

Project Name:	Automatic Passenger Counters - Passenger								
	Prior to								
Sources of funds:	FY 2015	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Federal formula funds -5307			2,320,000	-					2,320,000
State Mass Transit funds			464,000	-					464,000
Other			116,000						116,000
TOTAL	-	-	2,900,000	-	-	-	-	-	2,900,000



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Part III – Yard Improvements

Project: Equipment Storage - *Revised*

Description of Project: The project allows for exploring possible locations for mid-day storage for rail equipment away from the Ivy City Coach yard and to maximize the use of the current facilities. Projects in future years will address further realignment at Virginia yards to accommodate Phase II of the System Plan and realignment of mid-day storage facilities. *\$45M* is projected for FY21 for additional storage at all three yards for 18 expansion railcars and five expansion locomotives. *FY16 budgeted cost is \$8.3M.*

Funding Sources:

Project Name:	Equipment Storage								
	Prior to								
Sources of funds:	FY 2015	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Federal formula funds -5307	2,680,000	4,200,000	6,604,800	7,880,000	7,880,000	5,360,000	3,760,000	7,880,000	46,244,800
State Mass Transit funds		840,000	1,320,960	1,576,000	1,576,000	1,072,000	752,000	1,576,000	8,712,960
VRE - subsidy match	670,000	210,000	136,240	394,000	394,000	268,000	188,000	394,000	2,654,240
Other			194,000						194,000
TOTAL	3,350,000	5,250,000	8,256,000	9,850,000	9,850,000	6,700,000	4,700,000	55,000,000	102,956,000

Project: Maintenance Facility

Description of Project: Design and construct rolling stock equipment maintenance facility improvements in order to carry out those components of the life - cycle maintenance program that can be most efficiently accomplished at the VRE yards. Project includes constructing additional shop space with overhead cranes, wheel and axle drop table and wheel truing.

Funding Sources:

Project Name:	Maintenance Facility								
	Prior to								
Sources of funds:	FY 2015	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Federal formula funds -5307		240,000							240,000
Federal formula funds -5337	4,320,800	13,439,200							17,760,000
State Mass Transit funds	864,160	2,735,840							3,600,000
VRE - subsidy match	216,040	683,960							900,000
TOTAL	5,401,000	17,099,000							22,500,000



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Project: Automatic Passenger Counters - Parking - Revised

Description of Project: Currently, passenger vehicle counts are performed manually to determine parking lot utilization. This project will allow for automatic passenger counters at each station which will allow staff to obtain more accurate information as well as gather additional information on parking movements for use in ridership and operations analyses. *FY16 budgeted cost is \$750k.*

Funding Sources:

Project Name:	Automatic Passenger Counters - Parking								
	Prior to								
Sources of funds:	FY 2015	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
Federal formula funds -5307			600,000	-					600,000
State Mass Transit funds			120,000	-					120,000
Other			30,000						30,000
TOTAL	-	-	750,000	-	-	-	-	-	750,000

Project: Backlick Station

Description of Project: The station currently has a platform which will accommodate a five-car train set for boarding and detrainning. This project provides for a 250 foot platform extension to accommodate an eight-car train set and a second platform across from the current platform to expand station capacity and operational flexibility.

Funding Sources:

Project Name:	Backlick Station								
	Prior to								
Sources of funds:	FY 2015	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	TOTAL
NVTA regional funds				-				8,000,000	8,000,000
No funding identified								2,000,000	2,000,000
TOTAL	-	-	-	-	-	-	-	10,000,000	10,000,000

NOTE: Second platform project (\$8M) is a candidate for a future request for jurisdictional funds through NVTA. Funding is currently unprogrammed.



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RESOLUTION #2268

SUBJECT: Award of Contract for VRE Maintenance of Equipment and Facilities

WHEREAS: The maintenance of VRE equipment and facilities is currently performed by Keolis Rail Service Virginia, LLC;

WHEREAS: The current Contract expires in June 2015;

WHEREAS: The VRE Operations Board authorized a Request for Proposals (RFP) in April 2014;

WHEREAS: The Request for Proposals (RFP) was issued in October of 2014 and five responses were received in December of 2014;

WHEREAS: Interviews were held with the top three firms;

WHEREAS: Negotiations were held with the top two firms with Best and Final offers received on January 7, 2015; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorize the VRE Chief Executive Officer to execute a five-year Contract with Keolis Rail Services Virginia, LLC for the Maintenance of Equipment and Facilities and Mobilization. The Contract value through June 30, 2016 is being recommended at an amount not to exceed \$6,410,603.

Approved this fifth day of February 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item10-D
Action Item

To: Chairman Cook and the VRE Operations Board
From: Doug Allen
Date: January 16, 2015
**Re: Recommend Authorization to Award a Contract for
Maintenance of Equipment and Facilities**

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute a Contract with **Keolis Rail Services Virginia, LLC** for the Maintenance of Equipment and Facilities and Mobilization. The Contract value through June 30, 2016 is recommended at an amount not to exceed **\$6,410,603**. **The term of the Contract, exclusive of the Mobilization Period, shall be for a Base Period of five years, commencing July 1, 2015 and ending June 30, 2020, with the option to extend for two additional five year periods, not to exceed fifteen years. Each year during the Base Period, VRE staff will seek Board approval for the Contract amount for that year. At the completion of the Base Period, recommendation for award of the option period will be brought back to the Operations Board for recommendation to the Commissions for authorization.**

Background:

On December 17, 2009, VRE awarded a five year Contract to Keolis Rail Services America for Operations and Mechanical Services that included the maintenance of rolling stock equipment and maintenance facilities. Since that time VRE has acquired new locomotives, issued contracts to replace the remaining legacy passenger cars and adopted a life-cycle maintenance strategy. The majority of the rolling stock fleet is now standardized.



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

Currently, all maintenance of equipment services are provided for under a cost-plus agreement and task order work. With a standardized fleet, one of the objectives for this solicitation was to transition to a fixed-fee contract for routine inspections, preventive maintenance and normalized repairs. Another goal for this solicitation was to establish an enhanced quality management system and increase the technical expertise of the personnel performing the work to support the life-cycle maintenance strategy.

Once fully implemented, the life-cycle maintenance component of the overall rolling stock preventive maintenance program will include tasks not currently performed on VRE rolling stock equipment through the equipment maintenance contract. As outlined during the Capital Committee working sessions in CY 2013, this work essentially replaces the previous mid-life overhaul strategy (generally performed under separate contracts with outside facilities) to ensure sustained reliability of VRE rolling stock equipment throughout the equipment's life-cycle. As the additional tasks are implemented, the annual costs charged to this Contract will rise in future years. As such, this solicitation was also designed to meet current guidelines set forth by the Federal Transit Administration to ensure VRE can utilize funding for state of good repair projects (5337 funds) as outlined in the current six-year CIP for life-cycle maintenance tasks performed under this Contract.

On May 16, 2014, the VRE Operations Board approved the issuance of a Request for Proposals (RFP) for Maintenance of Equipment and Facilities. In accordance with VRE Public Procurement Policies and Procedures, an RFP is the preferred method of procurement for this solicitation because there are different approaches to providing management, supervision and labor to perform preventive maintenance and repairs on rolling stock equipment and maintenance facilities and an evaluation of technical merit is required. Price was considered in context of technical performance for this service to achieve a best value determination.

A mailing list of seven prospective Offerors was established for the solicitation to ensure access to adequate sources of services. On October 8, 2014, an RFP was issued and proposals were due on December 5, 2014. Five responses were received.

Evaluations of the Proposals received were performed by the Technical Evaluation Team (TET), which consisted of five VRE staff members and one consultant.

The TET met to discuss and evaluate the Proposals using the following criteria:

Evaluation Criteria	Possible Points	Multiplier
<i>Proposals may earn up to 1000 points for responses to the requirements of the RFP.</i>		
A. Demonstrated experience and qualifications of the company to provide maintenance services. (100 pts.)	0 - 10	100
B. Demonstrated <u>experience and capabilities of key personnel</u> relevant to project management on similar Contracts of this size and magnitude. (100 pts.)	0 - 10	100
C. Demonstrated effectiveness and compliance with the RFP for <u>system safety and security</u> . (100 pts.)	0 - 10	100
D. Development of a <u>Management Plan</u> to meet the requirements of the scope of services. (100 pts.)	0 - 10	100
E. Demonstrated effectiveness of the <u>Rolling Stock Maintenance Plan</u> to comply with the rolling stock maintenance standards required in the RFP. (100 pts.)	0 - 10	100
F. Demonstrated effectiveness of the <u>Facility Maintenance Plan and Environmental Services</u> to comply with the RFP requirements. (100 pts.)	0 - 10	100
G. Demonstrated effectiveness of the <u>Quality Management System</u> to comply with the RFP requirements. (100 pts.)	0 - 10	100
H. Demonstrated effectiveness of the <u>Training Program</u> related to maintenance of equipment and facilities to comply with the RFP requirements. (100 pts.)	0 - 10	100
I. <u>Price</u> relevant to cost effectiveness and value of services offered. (200 pts.)	0 - 10	200
TOTAL EVALUATION POINTS		

Interviews were conducted with the top three firms. Formal negotiations with the top two firms were conducted. On January 7, 2014, Best and Final Offers were received. It was determined that the proposal from **Keolis Rail Services Virginia, LLC** is technically compliant and unanimously selected to be the best value for the project. During the

proposal evaluation, interview and negotiation phases of the procurement process, Keolis Rail Services Virginia, LLC clearly demonstrated their understanding of the requirements of the Request for Proposals and developed their offer based on these requirements and the overarching goals and objectives of VRE.

Below is the final ranking of firms who submitted a proposal for Maintenance of Equipment and Facilities.

Offerors
Keolis Rail Services Virginia, L.L.C.
Herzog Transit Services, Inc.
Bombardier Transportation Services
Amtrak
RailPlan International, Inc.

Keolis Rail Services Virginia, LLC currently performs the maintenance of equipment and facility maintenance services at VRE.

The Offerors' proposed cost was in the range of \$5,577,596 to \$6,899,392, excluding mobilization cost, for the first year of the Contract. Complete cost information may not be publically disclosed until after execution of a Contract. VRE staff has certified that the highest ranked Offeror's cost is fair and reasonable based on the cost estimate for this project.

The base Contract will be for five years. Two subsequent five year option periods were included as part of the solicitation. VRE staff will return to the VRE Operations Board to recommend the Commissions exercise the option years, if applicable.

Fiscal Impact:

The mobilization costs are included in the approved FY15 Operating budget. The proposed FY 2016 Operating budget for Maintenance of Equipment and Facilities Maintenance and Equipment Operations includes funding for the first year of the Contract.

The following table compares the amount included in the VRE budgets for FY 2015 and FY 2016 to the contract cost for mobilization and the first year of the contract.

Mobilization			
FY15 Budget	Contract Cost	Variance	Source of Funds
\$2,000,000	\$47,250	\$1,952,750	Prior Year Surplus
First Year Contract Authorization (Operating Expenses)			
FY16 Operating Budget	Contract Cost	Variance	Source of Funds
\$6,309,000	\$6,163,353	\$145,647	Local
First Year Contract Authorization (Capital Expenses)			
FY16 CIP Budget	Contract Cost	Variance	Source of Funds
\$200,000	\$200,000	\$0.00	Federal (5337 – SGR) Grant
Total Contract Authorization	\$6,410,603		

Funding for future years will be included in each proposed annual budget **during the Base Period.**

Virginia Railway Express

Operations Board

Resolution 10D-01-2015

Recommend Authorization to Award a Contract for Maintenance of Equipment and Facilities

WHEREAS, the maintenance of equipment and facilities is currently performed by Keolis Rail Service Virginia, LLC; and,

WHEREAS, the current Contract expires in June 2015; and,

WHEREAS, the VRE Operations Board authorized a Request for Proposals (RFP) in April 2014; and,

WHEREAS, the Request for Proposals (RFP) was issued in October of 2014 and five responses were received in December of 2014; and,

WHEREAS, interviews were held with the top three firms; and,

WHEREAS, negotiations were held with the top two firms with Best and Final offers received on January 7, 2015;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute a five-year Contract with **Keolis Rail Services Virginia, LLC** for the Maintenance of Equipment and Facilities and Mobilization. The Contract value through June 30, 2016 is being recommended at an amount not to exceed **\$6,410,603**.

Approved this 16th day of January 2015

John Cook
Chairman

Paul Smedberg
Secretary

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RESOLUTION #2269

SUBJECT: Approval of the Amended VRE Master Agreement Regarding Weighted Voting

WHEREAS: The Virginia Railway Express (VRE) Master Agreement for the Provision of Commuter Rail Service in Northern Virginia (the "Master Agreement") was approved by the Potomac and Rappahannock Transportation Commission (PRTC) and the Northern Virginia Transportation Commission (NVTC), as well as the Participating and Contributing Jurisdictions;

WHEREAS: The VRE Master Agreement sets forth the requirements for passage of motions by the VRE Operations Board;

WHEREAS: The Virginia General Assembly has enacted a statutory requirement amending §15.2-4507 and providing that for each year the state contribution is greater or equal to the highest contribution from a single jurisdiction, the Chairman of the Commonwealth Transportation Board or his designee shall have a weighted vote equal to the highest contributing jurisdiction;

WHEREAS: An amendment to Section II, Part B, Paragraph 4 of the current Master Agreement is necessary for compliance with §15.2-4507 as amended;

WHEREAS: The VRE Operations Board recommended NVTC transmit the proposed Master Agreement amendment to the Participating and Contributing Jurisdictions for their approval and execution; and

WHEREAS: At their July 2014 meeting, NVTC and PRTC approved the transmittal of the VRE Master Agreement for the Provision of Commuter Rail Service in Northern Virginia containing the necessary amendment to all Participating and Contributing Jurisdictions for their approval and execution, and directed that management return to the Commissions after all the Participating and Contributing Jurisdictions have approved and executed it so the Commissions can authorize its execution of same; and

WHEREAS: All the Participating and Contributing Jurisdictions have approve and executed it.

Res. #2269 cont'd

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes its Chairman to execute the amended VRE Master Agreement on behalf of the Commission.

Approved this fifth day of February 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer

Excerpt from the current Master Agreement: Section II, Part B, Paragraph 4

(4) The OPERATIONS BOARD shall endeavor to conduct its business by consensus to the extent possible. Nonetheless, each jurisdiction represented on the OPERATIONS BOARD shall be entitled to a vote with a weight proportionate to the jurisdiction's annual subsidy determined in accordance with Section VIII.A.(1) and (2) for the then current fiscal year; ~~e.g., a jurisdiction paying 25% of the annual jurisdictional subsidy shall have a vote with a weight equal to 25% of the total, and, in each year in which the Commonwealth's contribution to the annual cost of the commuter rail service, based on that year's transit operating formula assistance, and excluding any federal funds provided through the Commonwealth, is greater than or equal to the subsidy from the jurisdiction paying the highest annual subsidy that year, the Chair of the Commonwealth Transportation Board, or his designee shall be entitled to a vote with a weight equal to that of the jurisdiction paying the highest annual subsidy that year.~~ The members of the OPERATIONS BOARD from jurisdictions with more than one representative may each cast an individual vote with a weight based on an equal proportion of the jurisdiction's total voting weight. A quorum of the OPERATIONS BOARD shall consist of a majority of the members which shall include at least one member from a majority of the PARTICIPATING and CONTRIBUTING JURISDICTIONS. The presence of a quorum and a vote of the majority of members present, including at least one affirmative vote from a majority of the members from the PARTICIPATING and CONTRIBUTING JURISDICTIONS, which majority shall constitute not less than sixty percent (60%) of the total annual jurisdictional subsidy, shall be necessary for the OPERATIONS BOARD to take any action. The representative of the Chairman of the Commonwealth Transportation Board shall have one vote on the OPERATIONS BOARD.

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VA General Assembly Session Kicks Off

At our February meeting, NVTC Commissioners will learn more about legislation that affects the Commission, capital funding and project selection. Chairman David Snyder participated in the Virginia Transit Association's Legislative Briefing and Legislative Reception on January 26th. Here are

some key events in Richmond prior to our monthly meeting:

January 28	VML Legislative Day
February 2	House Appropriations Committee-WMATA Hearing
February 4	Senate Finance Committee-WMATA Hearing
February 5	VACO Day

Send Comments on HB2 to Transportation1@governor.virginia.gov

On January 5th, NVTC participated in [a workshop to develop process and measures recommendations for HB2 implementation](#). HB2 provides a framework for the evaluation of new capacity transportation projects focused on six factors including congestion relief, the most important factor for the Northern Virginia and Hampton Roads districts. NVTC provided technical expertise on best practices in project selection metrics. Through May, Secretary Layne will continue stakeholder and public outreach with hearings across the Commonwealth. Draft recommendations will be released at the March CTB meeting.

Progress on Three Projects on the I-66 Corridor

Outside the Beltway On February 5th, VDOT will complete three days of public information sessions on its multimodal project outside the beltway. The project will create two express lanes and three regular lanes, implement a rapid bus and park and ride services, and develop a transit demand management program on the 25-mile outside the beltway corridor. The Commonwealth will issue a Public Private Partnership solicitation in February. For information on the project, check VDOT's [website on the I-66 project](#) and [VDOT's briefing of the Transportation Planning Board](#).

Gainesville Haymarket VRE will initiate a planning study in April 2015 to evaluate a potential Gainesville-Haymarket VRE extension in the corridor. The Gainesville-Haymarket extension is among the ten improvement concepts evaluated in the [I-66 Corridor Tier 1 Environmental Impact Statement \(EIS\)](#), completed in 2013.

Inside the Beltway. VDOT provided a number of [briefings on its new I-66 project inside the beltway](#). This project will include dynamic tolling and HOV 3+ during peak periods in both directions, enhanced bus services and include bike and pedestrian improvements. VDOT plans public hearings in mid-2015, for construction in 2016 and operations by 2017.

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February Commission Meeting is in Richmond!

The next NVTC Commission Meeting is in Richmond! February 5th at 4:00 pm
Speaker's Conference Room
General Assembly Building

Northern Virginia
Transportation Commission
2300 Wilson Boulevard
Suite 620
Arlington, VA 22201
703-524-3322

Executive Director
Kelley Coyner

upcoming [events]

Meetings:

Northern Virginia Transportation Commission Meetings

February 5
March 5

NVTC Management Advisory Committee

February 17
March 17

Northern Virginia Transportation Authority (NVTA) Meetings

February 26

Commonwealth Transportation Board (CTB) Meetings

February 18

Virginia Railway Express (VRE) Operations Board

February 20

Transportation Planning Board

February 18

Legislative Dates:

VTA Legislative Briefing and Legislative Reception

January 26

Virginia Association of Counties Meeting

February 5

Northern Virginia Transportation Commission Meeting

Richmond
February 5

WMATA News

NTSB Investigating WMATA Incident

January 22nd, NTSB Acting Chairman Christopher Hart, briefed the WMATA Board of Directors at the Safety and Security Committee meeting on the [NTSB's Preliminary Report](#) on the ongoing investigation of the January 12th smoke incident in the tunnel adjacent to the L'Enfant Plaza metro station. Also on that day, WMATA Deputy General Manager Rob Troup ordered a [range of early-action safety items](#) that were identified in collaboration with the NTSB investigation team. These are not formal NTSB recommendations. The NTSB continues its investigation and has not yet determined the cause or identified findings.

WMATA Names Interim General Manager

The [WMATA Board appointed Jack Requa](#), Assistant General Manager for Bus Services, as Interim GM/CEO. WMATA's former GM/CEO, Richard Sarles, retired January 16th.

[December Metro Ridership](#)

Potomac Yard Awarded First Transit Infrastructure Bank Loan

On January 14th the Commonwealth Transportation Board approved a \$50 million loan from the [Virginia Transportation Infrastructure Bank \(VTIB\) for the City of Alexandria to construct a Metrorail station in the Potomac Yard area](#). The loan, the first from the bank for a transit project, supports the Potomac Yard Metrorail Station to be built between the existing Braddock Road and Ronald Reagan Washington National Airport stations. The resulting development around the station will support up to 26,000 new jobs within one-quarter mile, and 13,000 new residents within one-half mile.

SAVE THE DATE

NVTC Forum: *Transit* and the Regional and Virginia Economy **May 8, 2015**

Greensboro Station Conference Center
Lincoln Property Company
1710 SAIC Drive
McLean, VA 22102

Learn from business leaders and researchers how transit is a key ingredient for economic competitiveness.

For more information email info@nvtcd.org

AGENDA ITEM #7: WMATA

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and Claire Gron

DATE: January 29, 2015

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

A. Budget Developments

WMATA continues to hold work sessions on its [proposed FY 2016 Operating and Capital Budgets](#), released in December. On January 8th, WMATA held a budget work session with the WMATA Board to review [WMATA's FY2016 Budget Questions Compendium](#).

WMATA held a second budget work session on January 22nd in order to provide the WMATA Board with [information on various options for reducing the jurisdictional operating subsidy](#). Potential options include additional administrative actions, fare increases, service reductions, and one-time funding sources. WMATA plans to finalize the public hearing docket at the February 12th Finance & Administration Committee meeting, with the goal of approving the budget in May.

The proposed FY 2016 operating budget identifies:

- Operating revenues of \$931M (-1.6% below FY 15)
- Operating expenses of \$1.824B (+3.9% over FY 15)
- A net operating subsidy of \$883M (+13.4% over FY 15). The Virginia portion of the net operating subsidy totals \$216.6M.
- Key operational provisions include the possibility of a long-term, phased realignment of Metrobus services to focus on regional services and transfer the responsibility for local services to jurisdictional providers.

The proposed FY 2016 Capital Budget and proposed FY 2016-2021 Capital Improvement Program (CIP) projects identify:

- A FY 2016 investment of \$1.314B (+38.8% over FY 2015), including an additional jurisdictional investment of \$77.4M in Metro 2025 projects
- The Virginia portion of state and local contributions to the FY 2016 capital program to be \$132.3M
- A total additional jurisdictional investment of \$1.583B from FY 2016-2021 in Metro 2025 projects



B. Capital Funding Agreement (CFA)

WMATA continues to work with jurisdictional funding partners to develop the new Capital Funding Agreement (CFA) which will identify how capital investments will be funded for FY 2016-2021, including the first phase of *Momentum* known as Metro 2025. WMATA has been holding regular meetings with jurisdictional funding partners to finalize the administrative framework for the new CFA; work on this portion of the CFA is nearing completion. Discussions have also commenced on funding levels. Meetings are scheduled through late January to continue work on the CFA. WMATA's goal is to have a final agreement in place before July 2015.

C. Financial Reports (Dashboard)

Not available.

D. Key WMATA Milestones/Dates

DATE	MEETING	KEY ISSUES
1/22	WMATA Board Meeting	
1/22	Finance & Administration Committee	FY16 Budget Work Session
1/29	CFA Work Session	
2/12	Customer Service and Operations Committee	Vital Signs Quarterly Update
2/12	Finance & Administration Committee	FMO Update Authorization for Public Hearings on FY16 Budget and CIP
2/26	WMATA Board Meeting	

E. NTSB Investigation

The National Transportation Safety Board (NTSB) is conducting an investigation of the cause of the January 12th smoke incident in the tunnel adjacent to L'Enfant Plaza metro. NTSB Acting Chairman Christopher A. Hart briefed the WMATA Board of Directors at the Safety and Security Committee meeting on January 22nd on NTSB's investigative process. Also on that day, WMATA Deputy General Manager Rob Troup ordered a [range of early-action safety items](#). [These steps were identified in collaboration with the NTSB investigation team and are not to be misconstrued as formal recommendations from the NTSB.](#)

AGENDA ITEM #8: FINANCIAL ITEMS

TO: Chairman Snyder and NVTC Commissioners
FROM: Kelley Coyner, Scott Kalkwarf and Colethia Quarles
DATE: January 29, 2015
SUBJECT: Financial Items for December 2014

The financial items are provided for your information.

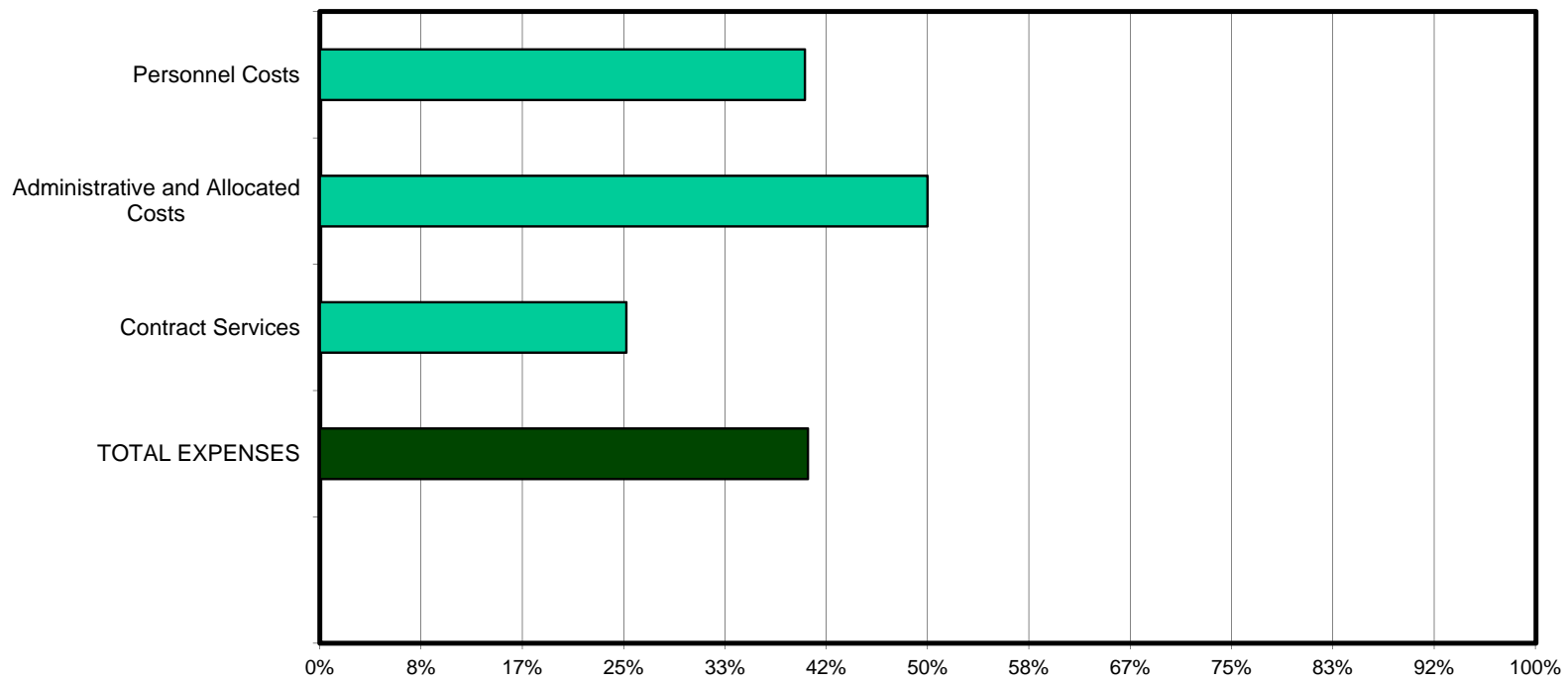


Northern Virginia Transportation Commission
2300 Wilson Boulevard • Suite 620 • Arlington, VA 22201
Tel (703) 524-3322 • Fax (703) 524-1756

Northern Virginia Transportation Commission

Financial Reports
December, 2014

Percentage of FY 2015 NVTC Administrative Budget Used
December 2014
(Target 50% or less)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
December, 2014

	<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	\$ 86,810.84	\$ 455,267.73	\$ 1,051,000.00	\$ 595,732.27	56.7%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>86,810.84</u>	<u>455,267.73</u>	<u>1,051,000.00</u>	<u>595,732.27</u>	<u>56.7%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	4,490.68	26,490.26	70,300.00	43,809.74	62.3%
Group Health Insurance	3,599.97	17,682.98	143,700.00	126,017.02	87.7%
Retirement	6,705.00	40,230.00	84,900.00	44,670.00	52.6%
Workmans & Unemployment Compensation	713.24	1,387.72	4,000.00	2,612.28	65.3%
Life Insurance	(114.57)	785.32	4,500.00	3,714.68	82.5%
Long Term Disability Insurance	358.62	2,024.08	5,050.00	3,025.92	59.9%
Total Benefit Costs	<u>15,752.94</u>	<u>88,600.36</u>	<u>312,450.00</u>	<u>223,849.64</u>	<u>71.6%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	600.00	4,385.12	11,000.00	6,614.88	60.1%
<i>Rents:</i>	<i>16,357.08</i>	<i>100,911.88</i>	<i>214,200.00</i>	<i>113,288.12</i>	<i>52.9%</i>
Office Rent	16,139.08	97,046.88	200,100.00	103,053.12	51.5%
Parking & Transit Benefits	218.00	3,865.00	14,100.00	10,235.00	72.6%
<i>Insurance:</i>	<i>100.00</i>	<i>2,707.34</i>	<i>6,100.00</i>	<i>3,392.66</i>	<i>55.6%</i>
Public Official Bonds	100.00	500.00	2,300.00	1,800.00	78.3%
Liability and Property	-	2,207.34	3,800.00	1,592.66	41.9%
<i>Travel:</i>	<i>1,943.33</i>	<i>17,150.76</i>	<i>21,400.00</i>	<i>4,249.24</i>	<i>19.9%</i>
Conference / Professional Development	470.00	4,630.16	7,800.00	3,169.84	40.6%
Non-Local Travel	177.88	2,507.88	1,800.00	(707.88)	-39.3%
Local Meetings & Related Expenses	1,295.45	10,012.72	11,800.00	1,787.28	15.1%
<i>Communication:</i>	<i>559.83</i>	<i>4,231.61</i>	<i>11,000.00</i>	<i>6,768.39</i>	<i>61.5%</i>
Postage	-	896.48	2,900.00	2,003.52	69.1%
Telephone and Data	559.83	3,335.13	8,100.00	4,764.87	58.8%
<i>Publications & Supplies</i>	<i>759.64</i>	<i>10,263.09</i>	<i>15,800.00</i>	<i>5,536.91</i>	<i>35.0%</i>
Office Supplies	321.90	1,184.82	2,800.00	1,615.18	57.7%
Duplication and Paper	437.74	3,469.03	7,500.00	4,030.97	53.7%
Public Information	-	5,609.24	5,500.00	(109.24)	-2.0%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
December, 2014

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	5,091.44	13,428.73	24,800.00	11,371.27	45.9%
Furniture and Equipment (Capital)	4,852.19	11,579.03	17,000.00	5,420.97	31.9%
Repairs and Maintenance	-	-	1,000.00	1,000.00	100.0%
Computer Operations	239.25	1,849.70	6,800.00	4,950.30	72.8%
<i>Other General and Administrative:</i>	488.55	3,011.15	8,100.00	5,088.85	62.8%
Subscriptions	-	-	-	-	0.0%
Memberships	79.67	553.68	1,300.00	746.32	57.4%
Fees and Miscellaneous	408.88	2,207.47	5,600.00	3,392.53	60.6%
Advertising (Personnel/Procurement)	-	250.00	1,200.00	950.00	79.2%
Total Administrative Costs	<u>25,899.87</u>	<u>156,089.68</u>	<u>312,400.00</u>	<u>156,310.32</u>	<u>50.0%</u>
<u>Contracting Services</u>					
Auditing	6,520.00	6,520.00	22,500.00	15,980.00	71.0%
Research and Analytic Support	10,784.76	39,472.76	160,000.00	120,527.24	75.3%
Legal	-	-	-	-	0.0%
Total Contract Services	<u>17,304.76</u>	<u>45,992.76</u>	<u>182,500.00</u>	<u>136,507.24</u>	<u>74.8%</u>
 Total Gross G&A Expenses	<u><u>\$ 145,768.41</u></u>	<u><u>\$ 745,950.53</u></u>	<u><u>\$ 1,858,350.00</u></u>	<u><u>\$ 1,112,399.47</u></u>	<u><u>59.9%</u></u>

NVTC
RECEIPTS and DISBURSEMENTS
December, 2014

Payer/ Payee		Purpose	Wells Fargo (Checking)	Wells Fargo (Savings)	VA LGIP	
Date					G&A / Project	Trusts
RECEIPTS						
4	DRPT	Capital grant receipt - Arlington				\$ 12,957.00
9	DRPT	Capital grant receipt				9,045.00
10	NVTA	Other income		3,661.60		
11	DRPT	Capital grant receipts - VRE			22,275.00	
11	VRE	Staff support and expenses		7,220.34		
11	DRPT	Capital grant receipts				5,901,630.00
15	DRPT	Technical assistance - NEPP			1,618.00	
17	DRPT	Operating assistance receipt				8,265,724.00
24	DRPT	Capital grant receipt - Fairfax				206,020.00
24	DRPT	Capital grant receipt				6,750,000.00
31	DMV	Motor Vehicle Fuels Sales tax revenue				3,687,449.91
31	Banks	Interest income		1.51	304.39	15,655.32
			-	10,883.45	24,197.39	24,848,481.23
DISBURSEMENTS						
1-31	Various	G&A expenses	(288,648.02)			
11	VRE	Grant revenue			(22,275.00)	
12	City of Fairfax	Other operating				(1,699.00)
12	Arlington County	Other capital				(1,408,909.00)
31	Banks	Service fees	(49.51)	(22.84)		
			(288,697.53)	(22.84)	(22,275.00)	(1,410,608.00)
TRANSFERS						
15	Transfer	From LGIP to Checking	200,000.00		(200,000.00)	
30	Transfer	From LGIP to Checking	150,000.00		(150,000.00)	
	Transfer					
	Transfer					
			350,000.00	-	(350,000.00)	-
NET INCREASE (DECREASE) FOR MONTH			\$ 61,302.47	\$ 10,860.61	\$ (348,077.61)	\$ 23,437,873.23

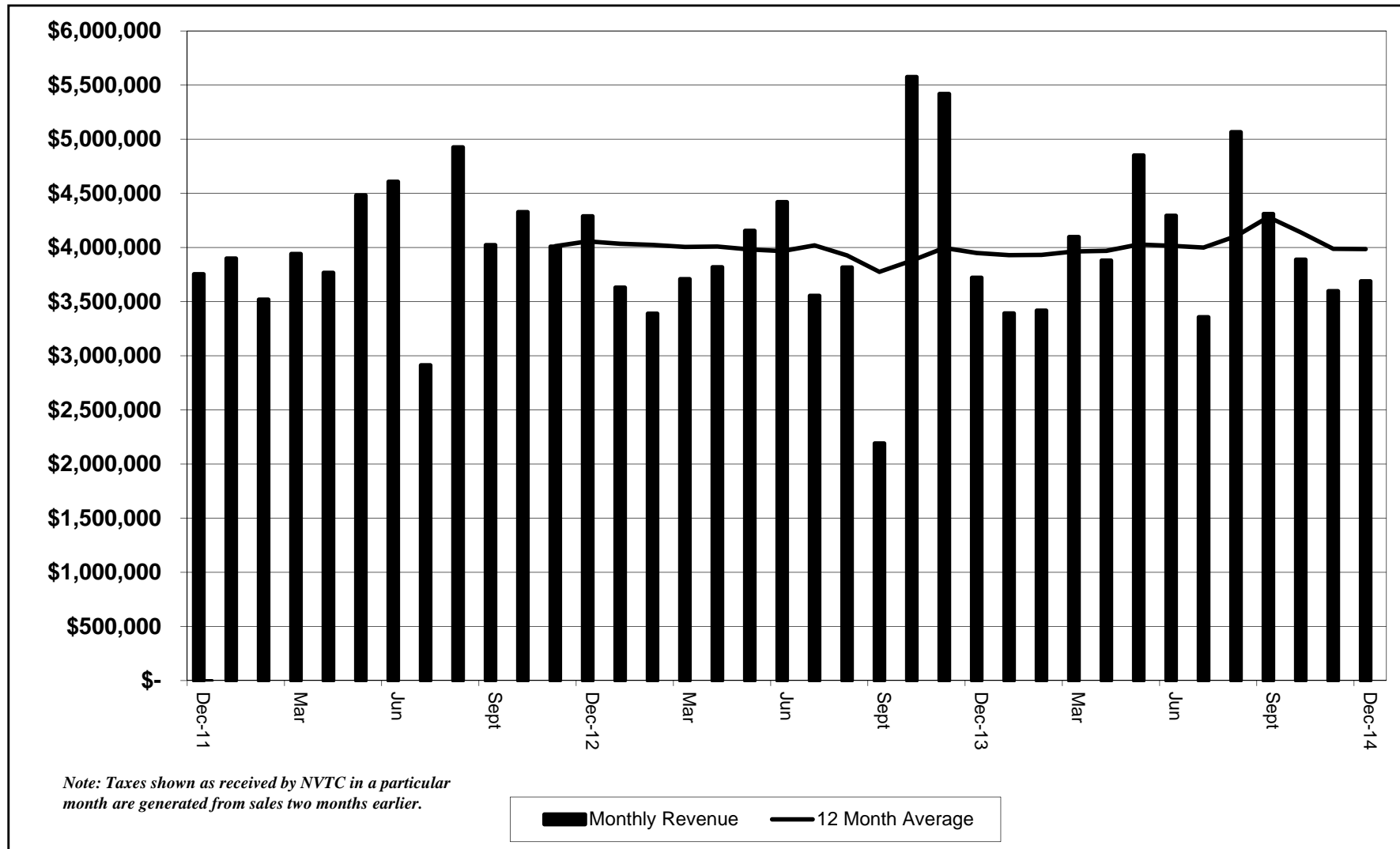
**NVTC
INVESTMENT REPORT
November, 2014**

<u>Type</u>	<u>Rate</u>	<u>Balance 11/30/2014</u>	<u>Increase (Decrease)</u>	<u>Balance 12/31/2014</u>	<u>NVTC G&A/Project</u>	<u>Jurisdictions Trust Fund</u>	<u>Loudoun Trust Fund</u>
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 116,931.90	\$ 61,302.47	\$ 178,234.37	\$ 178,234.37	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	81,318.23	10,860.61	92,178.84	92,178.84	-	-
<u>Investments - State Pool</u>							
Bank of America - LGIP	0.100%	175,806,096.91	23,089,795.62	198,895,892.53	871,066.55	172,185,223.35	25,839,602.63
		<u>\$ 176,004,347.04</u>	<u>\$ 23,252,382.93</u>	<u>\$ 199,166,305.74</u>	<u>\$ 1,141,479.76</u>	<u>\$ 172,185,223.35</u>	<u>\$ 25,839,602.63</u>

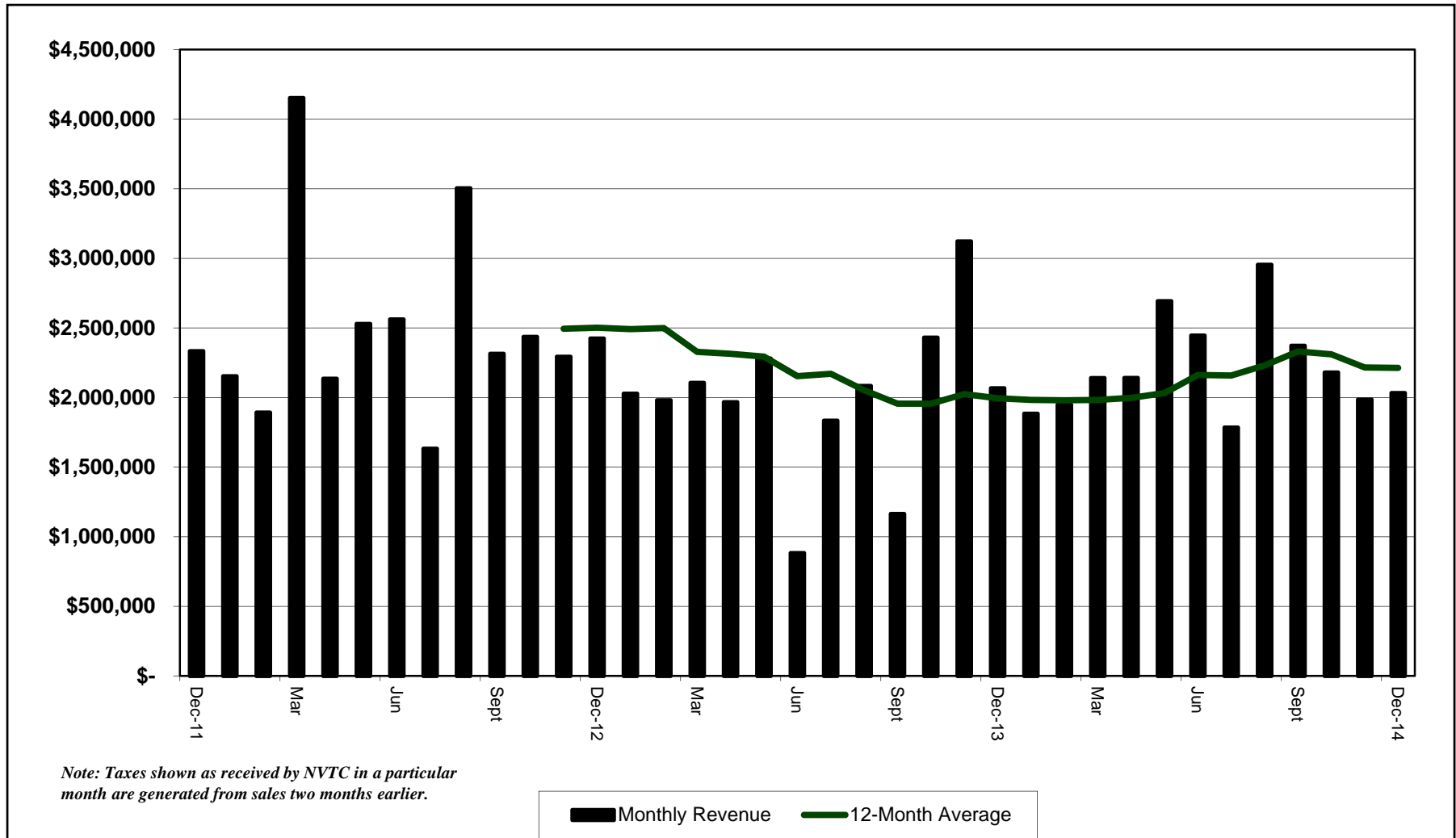
NVTC MONTHLY GAS TAX REVENUE

ALL JURISDICTIONS

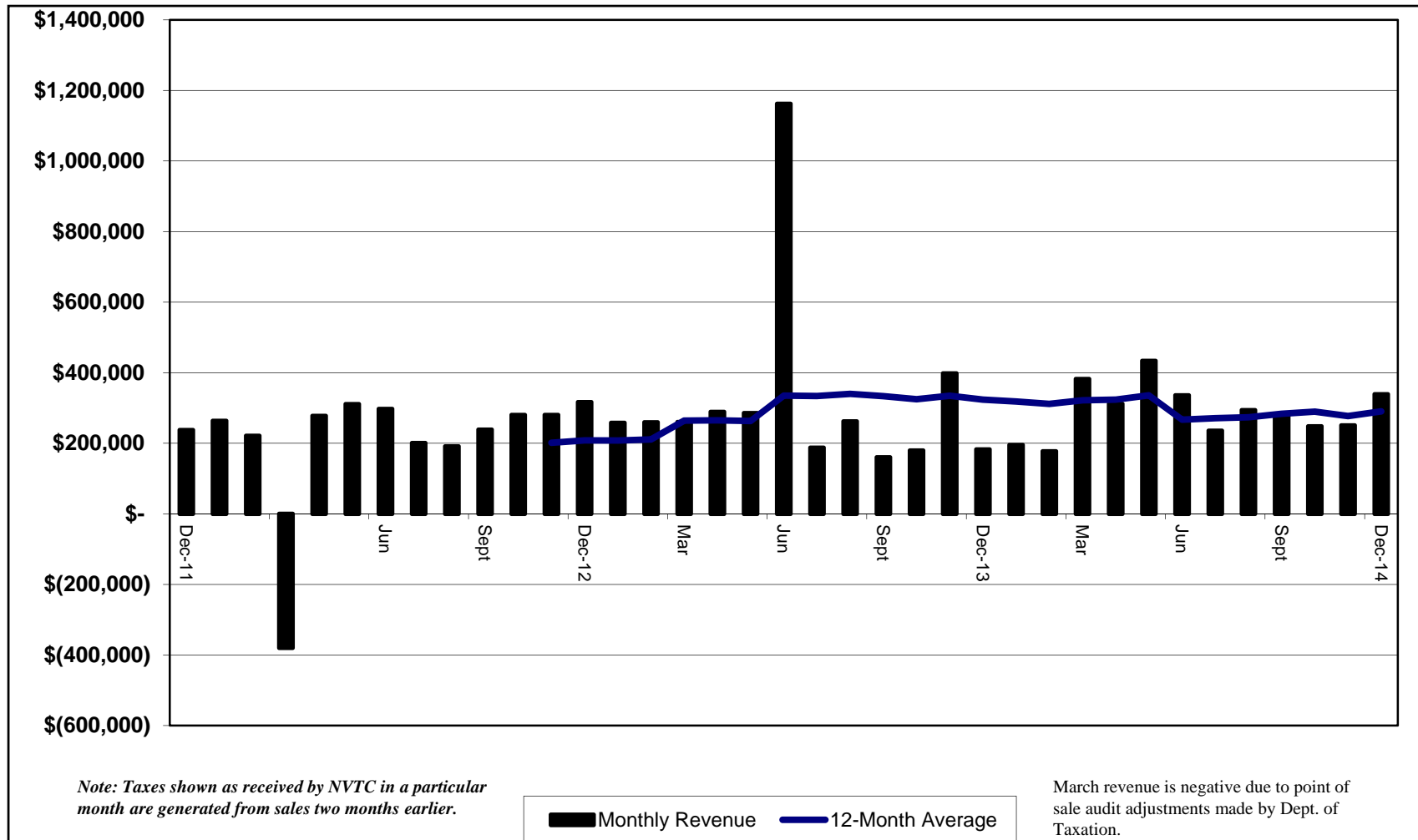
FISCAL YEARS 2012-2015



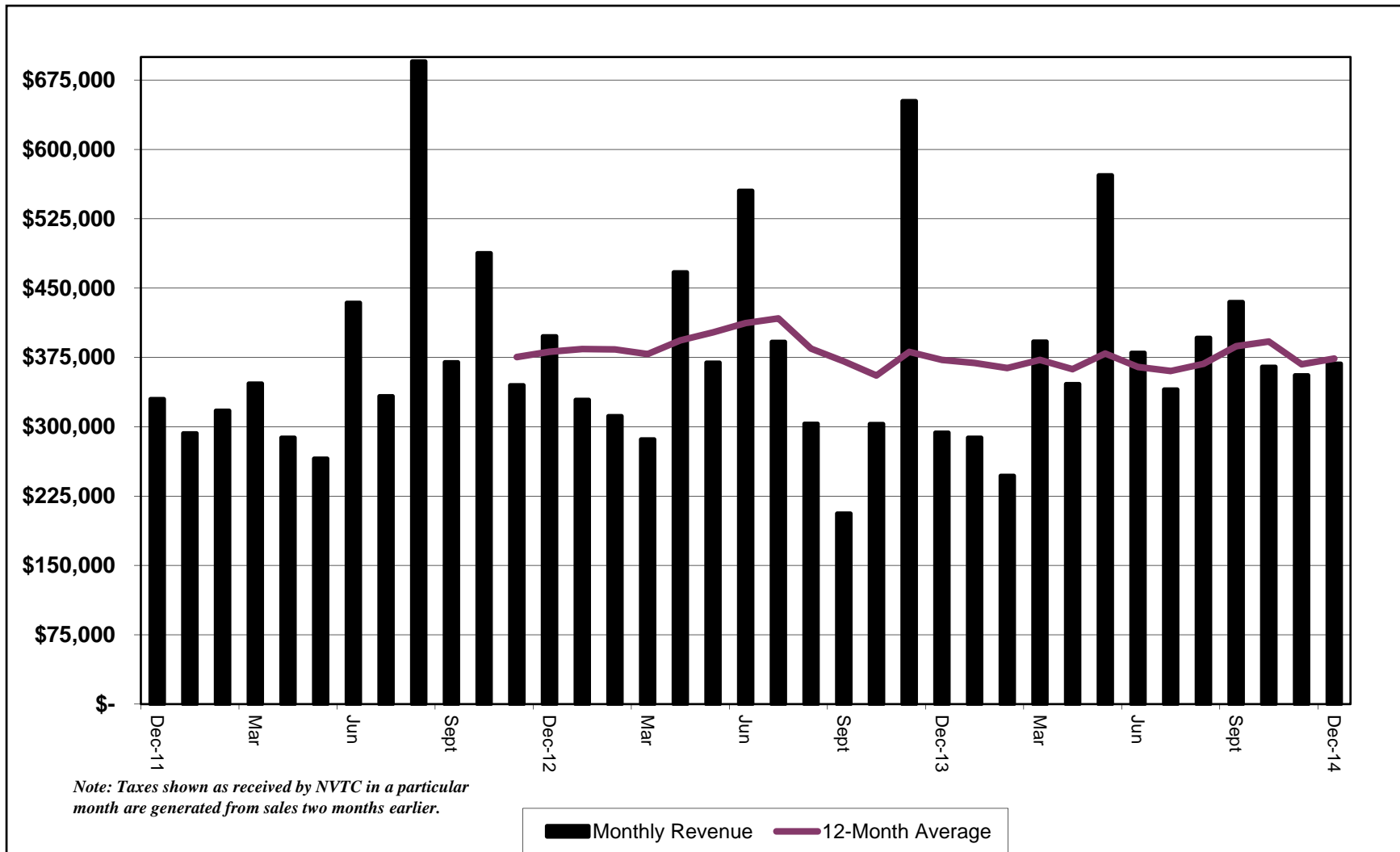
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2012-2015



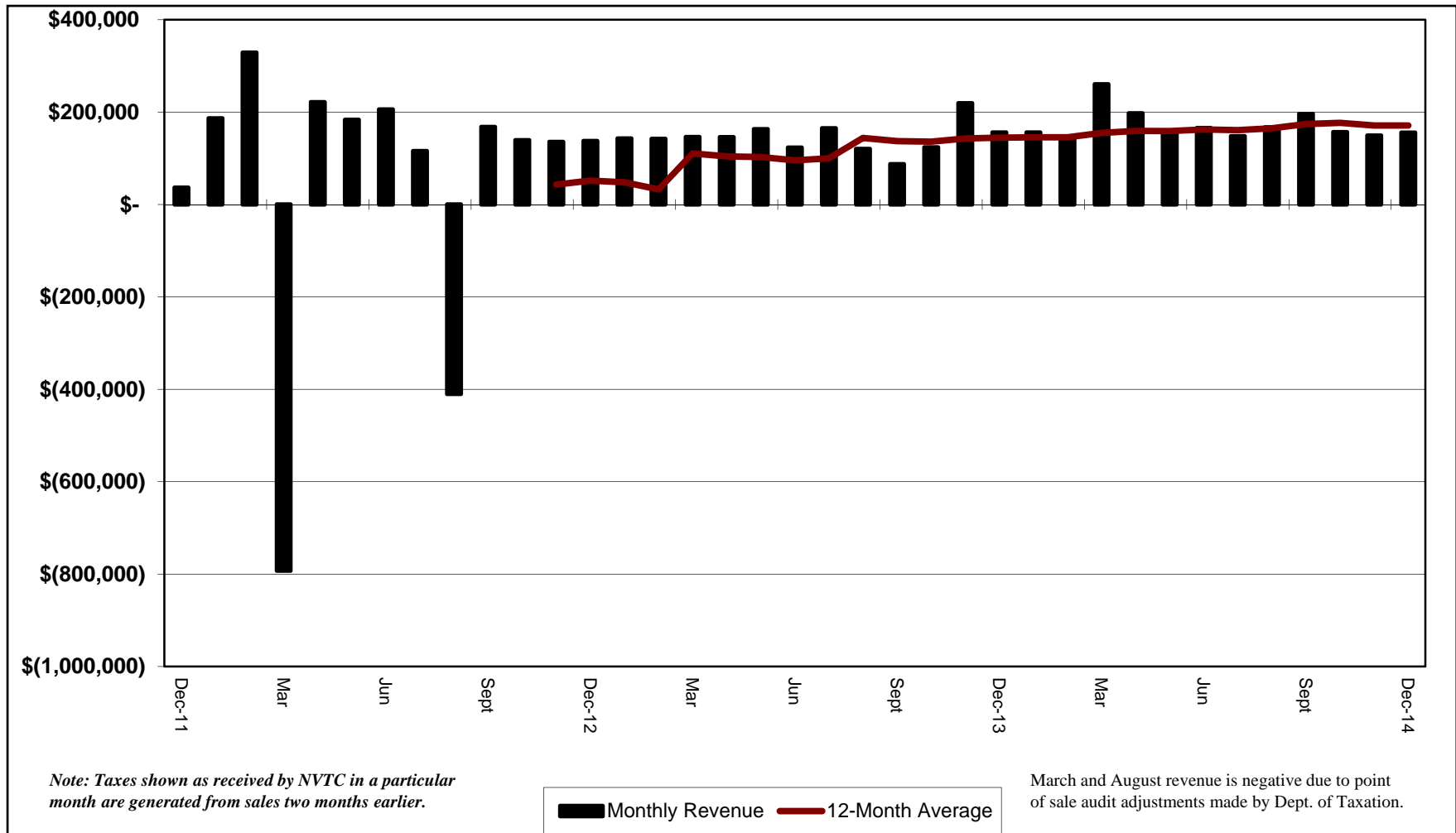
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2012-2015



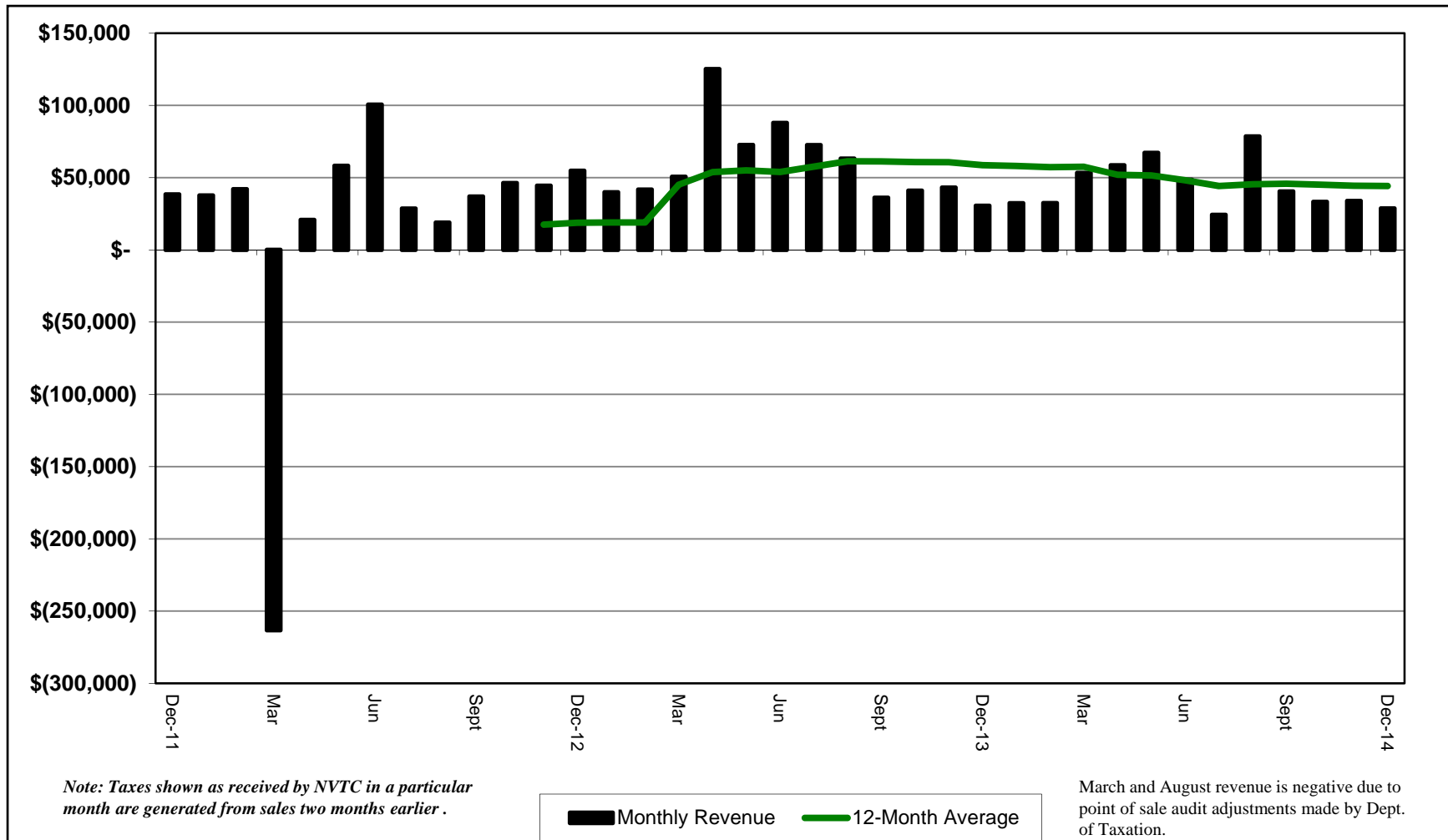
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2012-2015



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

