

# **BOARD MEETING MATERIALS**

January 25, 2021 – Electronic Meeting



---

## Virginia Passenger Rail Authority Board Meeting

---

January 25, 2021

10am – 1pm

### Workshop Agenda

Agenda Item	Presenter	Time Allotment
1. Board Chair Update	Jennifer Mitchell, Chairperson	10 mins
2. Executive Director Search Committee Update	Wick Moorman, Committee Chair	10 mins
3. Finance Committee Update	Hossein Sadid, Committee Chair	10 mins
4. VPRA FY22 Recommended Budget <i>Proposed Action: Recommend FY22 Budget to CTB</i>	Steve Pittard, Chief Financial Officer – DRPT	20 mins
5. VPRA Employee Policy Manual <i>Proposed Action: Adopt Policy</i>	Jeremy Latimer, Director of Rail Programs – DRPT	15 mins
6. Amtrak Presentation	Ray Lang, VP of State Supported Services - Amtrak	30 mins
7. Transforming Rail in Virginia Major Procurements Update	Michael McLaughlin, Chief of Rail – DRPT	15 mins
8. Public Comment		



## COMMONWEALTH of VIRGINIA

### *Virginia Passenger Rail Authority Board*

Jennifer L. Mitchell  
Chairperson

600 East Main Street  
Richmond, Virginia 23219

(804) 786-4440 (DRPT)  
Fax: (804) 786-3725 (DRPT)

#### **DRAFT MINUTES**

#### **Meeting of the Virginia Passenger Rail Authority Monday, December 14, 2020 - 10:00 am Electronic Board Meeting**

In light of the continuing state of emergency declared by Governor Northam, where it is impracticable or unsafe to assemble a quorum in a single location, and as allowed by the General Assembly during the continuing state of emergency, this meeting to take action to discuss or transact the business statutorily required or necessary to continue operation, the Virginia Passenger Rail Authority held an electronic meeting on December 14, 2020.

All board members participated remotely using a GotoMeeting platform. Members of the public were able to witness the meeting online via live-streaming and were provided with the opportunity to provide public comment telephonically at the outset of the meeting using a dial in number provided in the online meeting public notice. The online internet public notice for the meeting noted that this meeting would be conducted using an electronic process due to the COVID-19 state of emergency and as a precaution to reduce the risk and spread of the novel coronavirus. The online meeting public notice also furnished the Agenda and Board materials as well as information regarding the availability of online live-streaming of the meeting at the noted link. Online viewers were furnished a telephone number to call to notify staff of any interruption of the live streaming of the meeting in accordance with Item 4-0.01.g. of Chapter 1289 and Section 2.2- 3708.2 of the Code of Virginia.

The audio and meeting documents and presentation materials are on the Virginia Department of Rail and Public Transportation's website, <http://www.drpt.virginia.gov/vpra/board-meetings/>

#### **MEMBERS PRESENT**

Sharon Bulova, Deborah Bulter Painter, Victor Cardwell, Patricia Doersch, Jay Fiset, Roderick Hall, Wick Moorman, Cynthia Moses-Nedd, Paul Nichols, Hossein Sadid, James Spore, Mariia Zimmerman, Rich Dalton (Ex-Officio), Bruno Maestri (Ex-Officio), and Jennifer Mitchell (Chair).

## **VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION STAFF PRESENT**

Linda Balderson, Colin Burch, Fyiad Constantine, Bridget Davis, Tiffany Dubinsky, Suzanne Ellison, Lauren Fishbein, Xavier Harmony, Michael Henderson, Taylor Jenkins, Jeremy Latimer, Michael McLaughlin, Shannon Perry, Steve Pittard, Nicholas Ruiz, Randy Selleck, Emily Stock, Ashwini Tamhane, Michael Todd, Andrew Wright, and Katherine Youngbluth.

## **GUESTS/OTHERS PRESENT**

Monica Backmon (NVTA), Nathan Macek (WSP), and Lisa Wright (Office of the Attorney General).

## **CALL TO ORDER/ROLL CALL**

The Chair, Jennifer Mitchell, presided and called the meeting to order at 10:02 a.m. The Chair welcomed everyone to the meeting and reviewed the procedures and instructions for the electronic meeting, including all votes will be conducted by roll call vote. The following statement was made:

*"On November 19th, Governor Ralph Northam signed House Bill 5005, Virginia's revised biennial budget, which includes new language for meeting electronically. In light of the continuing state of emergency declared by Governor Northam, we are conducting this meeting in a remote setting, keeping safety top of mind and mitigating the impacts and spread of COVID-19."*

Executive Assistant Bridget Davis then called the roll and confirmed a quorum was present.

## **MINUTES OF THE OCTOBER 26, 2020 MEETING**

Ms. Moses-Nedd moved, with a second by Ms. Bulova to approve the minutes of the October 26, 2020 meeting. The vote was conducted by a roll call vote and the motion passed.

\* \* \*

## **WORKSHOP PRESENTATIONS**

The following items were presented for information:

### **1. Board Chair Update**

*Presented by: Jennifer Mitchell, Chair*

Chair Mitchell provided the following highlights:

- **Commonwealth Transportation Board:** On December 9, 2020, the Commonwealth Transportation Board (CTB) approved the FY2021-2026 Six-Year Improvement Program (SYIP) COVID-19 update. The flexibility provided in a budget amendment submitted by Governor Northam and approved during the 2020 Special Session, allowed the CTB to manage the financial impact of COVID-19 on transportation revenues, estimated to be \$850 million through FY2022, while maintaining all projects in the SYIP on time and on schedule.
- **Rail Plan:** DRPT will be developing the Virginia Statewide Rail Plan update in 2021 to address changes in the rail industry and prioritize Virginia's long term investments in freight and

passenger rail services and infrastructure across the Commonwealth. This State Rail Plan will guide Virginia's vision for railroad transportation to the horizon year of 2045, and will be coordinated with the VTrans effort.

- **Gainesville VRE Extension Study:** DRPT is kicking off the Gainesville VRE Extension study before the end of the year. The General Assembly's latest budget bill directed DRPT to evaluate the operating and capital costs associated with an extension of the Virginia Railway Express (VRE) commuter rail service from Manassas to Gainesville and submit by June 30, 2021.
- **Long Bridge Act 2020:** On December 10, 2020 the House passed the Long Bridge Act of 2020, legislation introduced by First District Republican Rob Wittman and Eighth District Democrat Don Beyer that will allow the National Park Service to convey and authorize necessary federal property for the construction of a new commuter rail and pedestrian bridge spanning the Potomac. Senators Mark Warner (D-VA) and Tim Kaine (D-VA) have introduced companion legislation to this bill in the Senate.
- **CARES Act:** Per the CARES Act, Virginia's financial obligation for Amtrak operations in FY20 was capped at 80% of FY19 expenses. Supplemented by the CARES Act funding, for a six month period from April - September 2020, Virginia paid \$1.3M for state sponsored operations, which without the CARES Act funding would've been \$16M. CARES Act funding is now expected to be fully depleted by the end of January 2021. Without additional federal support, because of the revenue loss from decreased ridership, Virginia can expect to pay over \$2M per month to operate state sponsored service.
- **Amtrak:** As of September 7, 2020, Virginia sponsored Amtrak daily round-trip service is operating at 80% of its original service levels, though ridership remains down. All routes are running their normal round trip schedules (pre-COVID) except the Washington D.C. - Richmond Route, which remains suspended. Richmond Route stations are served by Newport News and Norfolk Route trains, as well as by long distance Amtrak service. Capacity restrictions are still in effect on all Amtrak trains. Ridership demand and COVID infection rate will dictate termination of this capacity restriction. Ridership for the month of November 2020 was 29.6% of November 2019 ridership (down -70.4%). Ridership for November 2020 decreased by 9.1% compared to October 2020 ridership (October 2020 ridership was 26,730; M-o-M decrease of -2,435 riders in November).
- **VRE:** VRE trains are operating on an 'S' Schedule Plus (special schedule for holidays and snow days, supplemented with Train 300 for the northbound commute and Train 307 for the southbound commute on the Fredericksburg line). VRE step-up program for Amtrak trains stands suspended. The duration of this suspension is unknown at this time. Seat capacity on VRE trains has been restricted to safely allow social distancing norms. The average VRE car has 130 seats. However, due to social distancing measures, only 45 of those seats are currently available (Source: VRE Train Utilization Trends). As of the week of December 4, 2020, daily utilization of the *available* seats on Fredericksburg Line trains is between 16% and 36%. As of the week of December 4, 2020, daily utilization of the *available* seats on Manassas Line trains is between 7% and 29%.

## **2. Transforming Rail in Virginia Initiative – Project Overview**

*Presented by: Michael McLaughlin, Virginia Department of Rail and Public Transportation*

Mr. McLaughlin noted that the \$3.7B project would be constructed in phases to correspond with the new passenger rail service. Mr. McLaughlin's presentation included a review of the acquisition map, individual project profiles, status and next steps.

## **3. VPRA Organizational Structure**

*Presented by: Jennifer Mitchell, Chair*

Chair Mitchell shared that DRPT had worked with WSP to draft the organizational structure for VPRA. DRPT will continue to move forward to recruit an Executive Director and other key management personnel positions. Chair Mitchell's presentation included a brief overview of the positions and functions.

## **4. Draft FY22 Operating and Capital Budget Presentation**

*Presented by: Steve Pittard, Virginia Department of Rail and Public Transportation*

The Code of Virginia stipulates the parameters for the Virginia Passenger Rail Authority's operating and capital budget, which requires the Authority to submit its budgets to the Commonwealth Transportation Board (CTB) by February 1, annually. Mr. Pittard gave an overview of the draft operating and capital budgets, which included the requirements, basic assumptions, project descriptions and next steps.

Mr. Sadid complimented DRPT for their progress and the sufficient budget information presented.

Chair Mitchell noted that she was appreciative of DRPT's finance and rail team, who had worked to compile the information presented.

Ms. Zimmerman desired to know if a shift to increased teleworking would result in real estate cost savings; and how the Authority planned to include staffing needs beyond the parameters of rail. Ms. Zimmerman requested if the Board could receive all future project sheets with a narrative explaining the benefits of the investment.

Ms. Bulova requested an explanation of the operating budget revenue. Additional conversation and questions were answered.

## **5. VRE Presentation**

*Presented by: Rich Dalton, Chief Executive Officer, Virginia Railway Express*

Mr. Dalton gave an overview of VRE's history, organizational structure and role in the expansion of passenger rail service.

## **MOTION FOR CLOSED SESSION**

Following the presentations, Vice-Chair Bulova made the following motion:

*"I move that the Board convene in a Closed Session pursuant to Section 2.2-3711 (A)(1) and (6) of the Code of Virginia, for the purpose of discussing a personnel issue of the Virginia Passenger Rail Authority which will result the expenditure of public funds where bargaining is involved and where the financial interest of the Commonwealth would be adversely affected if the discussion were made public at this time,*

*And,*

*pursuant to Va. Code Sec. 2.2-3711(A)(8), for the purpose of consulting with legal counsel regarding provisions in the agreement requiring legal advice.*

*"Additionally, I move that staff and attorneys attend the Closed Session because their presence is deemed necessary, and will aid the Board in its consideration of this matter."*

The motion was seconded by Mr. Hall and carried unanimously by Board roll call vote.

The Board suspended the open session at 11:50 a.m. on December 14, 2020 to move into closed session with instructions that the open session would reconvene at 1:30 p.m. on December 14, 2020.

\*\*\*

## **RECONVENE IN OPEN SESSION**

The Chair reconvened the open session meeting at 1:31 p.m. on December 14, 2020. Upon reconvening the meeting, the Chair made the following statement:

*"I move that to the best of my knowledge, during the Closed Meeting, the only matters heard, discussed or considered were those matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and only those public business matters as were identified in the motion by which the Closed Meeting was convened."*

The motion was seconded by Vice-Chair Bulova and carried unanimously by Board roll call vote.

## **WORKSHOP PRESENTATIONS**

The following item was presented for information:

### **6. Presentation of Draft Personnel Policy**

*Presented by: Jeremy Latimer, Virginia Department of Rail and Public Transportation*

Mr. Latimer gave an overview of the draft personnel policy and shared that DRPT had been working with WSP to hire priority personnel. The goal is to attract the right workforce, which includes incorporating best practices, generous benefits, accountability, stability, and flexibility.

DRPT is in the process of formalizing VPRA's draft employee manual, which will be shared with the Board for review upon completion.

## **7. VPRA Administrative Items**

*Presented by: Steve Pittard, Virginia Department of Rail and Public Transportation*

Mr. Pittard gave a brief overview of the administrative items that will require action by the Board in the weeks ahead. He shared that DRPT was soliciting proposals to procure payroll services and a financial system. The Commonwealth's Auditor of Public Accounts was working with DRPT to procure an audit firm. Mr. Pittard suggested utilizing one firm to handle the investment and core banking services for the Authority.

## **PUBLIC COMMENT**

Chair Mitchell opened the meeting to the public for comment. No public comments were offered.

## **ACTION ITEMS**

The following items were presented for action in the meeting:

### **1. Action: Appoint Committee Chairs and Members**

*Presented by: Jeremy Latimer*

Ms. Bulova moved, with a second by Mr. Fisetto to approve the committee chairs and members. The vote was conducted by a roll call vote and the motion passed.

\*\*\*

## **NEW BUSINESS**

None.

## **ADJOURNMENT**

Chair Mitchell stated that the next board meeting will be held in late January 2021. The meeting was adjourned at 1:51 p.m. All presentations to the Board and meeting video can be found at [www.drpt.virginia.gov/vpra/board-meetings/](http://www.drpt.virginia.gov/vpra/board-meetings/)

Respectfully Submitted:

Bridget Davis, Executive Assistant

###



# Virginia Passenger Rail Authority Board Meeting

January 25, 2021

Workshop Agenda	Presenter	Estimated Time Allotted
Board Chair Update	Jennifer Mitchell, Chairperson	10 mins
Executive Director Search Committee Update	Wick Moorman, Committee Chair	10 mins
Finance Committee Update	Hossein Sadid, Committee Chair	10 mins
VPRA FY22 Recommended Budget • <i>Proposed Action: Recommend FY22 Budget to CTB</i>	Steve Pittard, Chief Financial Officer – DRPT	20 mins
Virginia Passenger Rail Authority Employee Policy Manual • <i>Proposed Action: Adopt Policy</i>	Jeremy Latimer, Director of Rail Programs – DRPT	15 mins
Amtrak Presentation	Ray Lang, VP of State Supported Services – Amtrak	30 mins
Transforming Rail in Virginia Major Procurements Update	Michael McLaughlin, Chief of Rail – DRPT	15 mins
Public Comment		

# Board Chair Update

Jennifer Mitchell, Chairperson

# Executive Director Search Committee Update

Wick Moorman, Committee Chair

# Finance Committee Update

Hossein Sadid, Committee Chair

# Recommended FY 22 VPRA Budget

Steve Pittard, Chief Financial Officer – DRPT

# Changes from December Draft Budget

- More detail – summary section and detailed project narratives
- Capital Grants forecast budget increased from \$374.3M to \$401.5M
  - Three capital grants projects removed
  - Additional future allocations from non-VPRA sources (primarily SmartScale) on Alexandria Station, Brooke/Leeland/Potomac Shores, and Quantico Station
  - Impacts budget data in FY22 through FY25
- Table 3 on page 4 updated to reflect gross VPRA revenues

# VPRA FY2022 Budget

Budget Component (\$ in millions)	FY 2021	FY 2022	Variance Amount	Variance Percentage
Operations	\$21.7	\$51.2	\$29.5	136%
Capital Projects	289.8	321.1	31.3	11%
Capital Grants	31.5	78.4	46.9	149%
Total	<b>\$343.0</b>	<b>\$450.7</b>	<b>\$107.7</b>	<b>31%</b>

- Significant increase in FY22 for Operations reflects a conservative estimate of ridership and potential Covid relief bill funding
- Capital projects and grants increase between FY21 and FY22 to reflect the advancement of projects



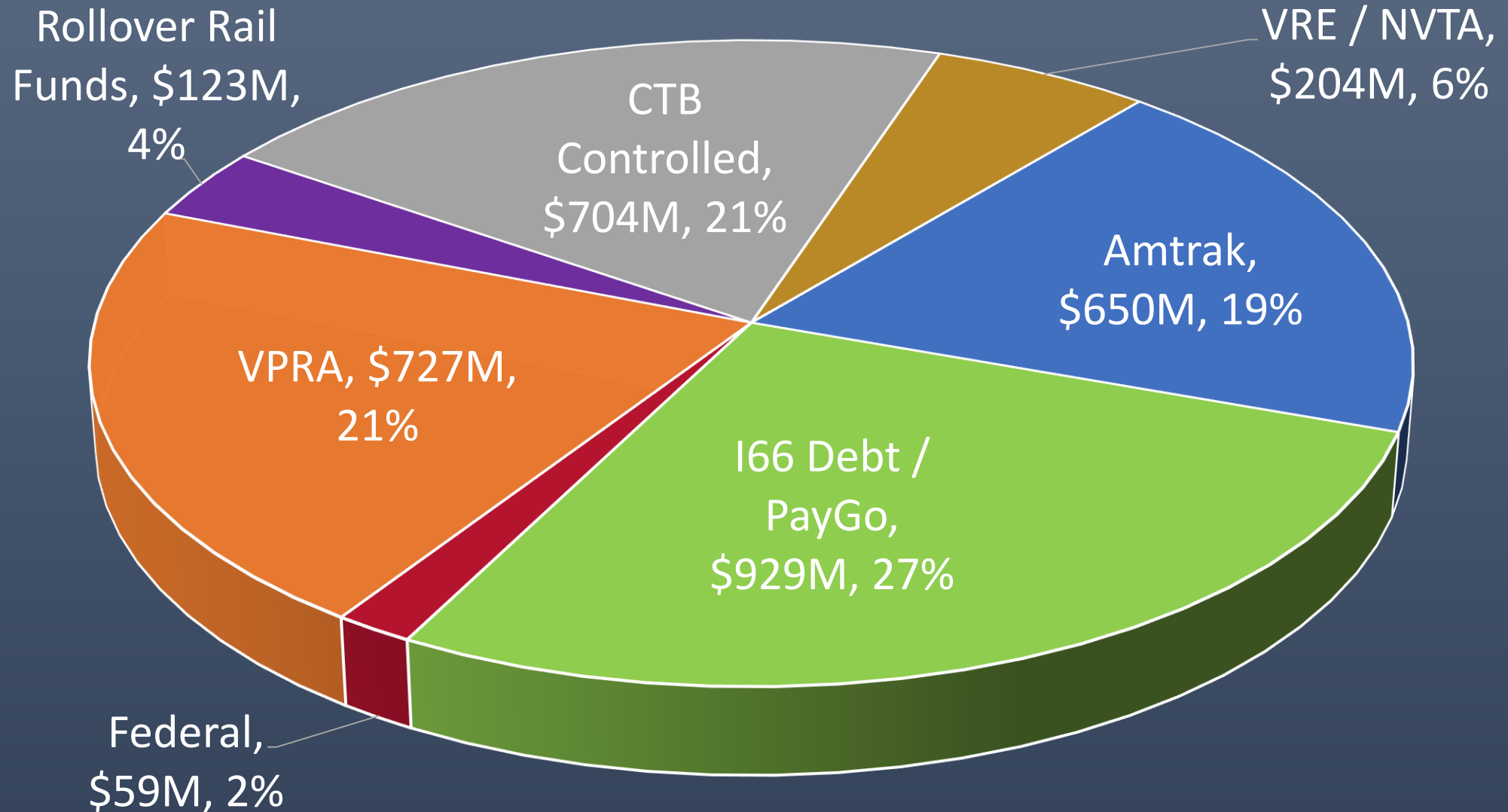
# VPRA Six Year Capital Forecast

Capital Budget Category (\$ in millions)	FY 21	FY22	FY23	FY 24	FY25	FY26	FY27	Total
<b>Capital Projects</b>	\$289.8	\$321.1	\$329.3	\$321.5	\$890.6	\$840.2	\$403.1	\$3,395.6
<b>Capital Grants</b>	31.5	78.4	94.3	74.6	60.0	43.2	19.5	401.5
<b>Total</b>	<b>\$321.3</b>	<b>\$399.5</b>	<b>\$423.6</b>	<b>\$396.1</b>	<b>\$950.6</b>	<b>\$883.4</b>	<b>\$422.6</b>	<b>\$3,797.1</b>

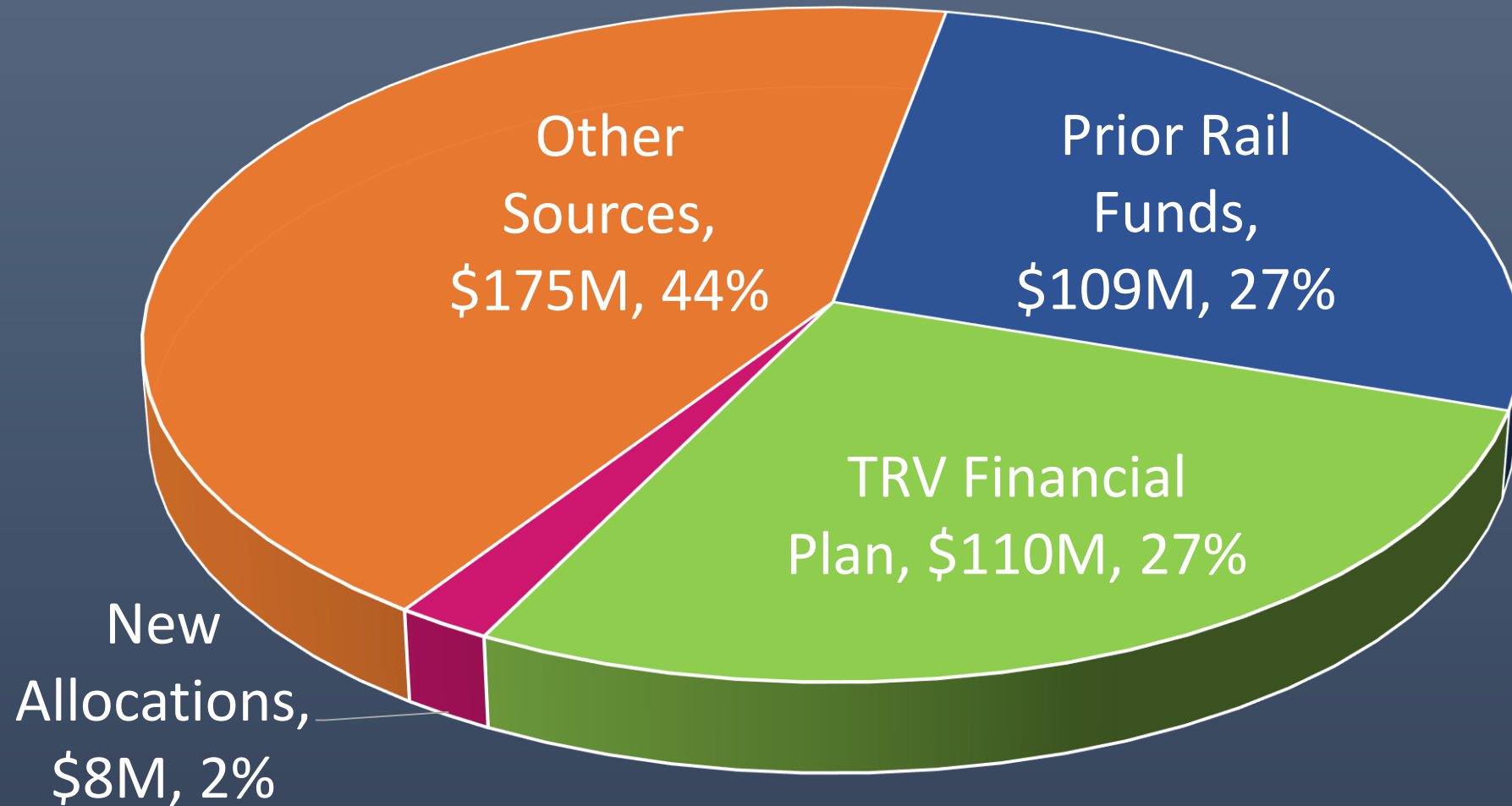
- Capital Projects forecast reflects the construction of the new Long Bridge beginning in FY25
- Capital Grants allocations decline in the outer years as currently planned projects are completed

# VPRA Capital Projects - \$3.4B

## FY21 - FY27



# VPRA Capital Grants - \$401.5M FY21 – FY27



# VPRA Six Year Revenue Forecast

Capital Budget Category (\$ in millions)	FY 21	FY22	FY23	FY 24	FY25	FY26	FY27	Total
<b>VPRA Revenues</b>	\$91.6	\$104.5	\$122.2	\$137.6	\$141.6	\$145.6	\$146.3	\$889.4
<b>Passenger Ticket Financing</b>	-	-	-	-	210.0	-	-	210.0
<b>Total</b>	91.6	104.5	122.2	137.6	351.6	145.6	146.3	1,099.4
<b>Less: Capital Projects Needs</b>	48.8	30.1	74.0	84.3	300.6	94.3	95.1	727.2
<b>Total Available – Operations / Grants</b>	<b>\$42.8</b>	<b>\$74.4</b>	<b>\$48.2</b>	<b>\$53.3</b>	<b>\$51.0</b>	<b>\$51.3</b>	<b>\$51.2</b>	<b>\$372.2</b>

- Covers VPRA share of capital grants funding of \$118M for FY21-FY27
- Remaining funding is needed to fund operational costs

# Next Steps

- January 25<sup>th</sup> - Final budget presentation sent to the VPRA Board for approval to submit to the Commonwealth Transportation Board (CTB)
- February 1<sup>st</sup> – Transmit budget to CTB
- Mid February – Provide detailed presentation to CTB on budget
- May - Update budget based on feedback received from CTB and any other significant changes
- Late May / June - Final VPRA Board adoption of FY2022 budget

# Proposed Timeline for FY2023 Process

- August / September 2021 – Finance and Audit Committee Meeting to discuss budget assumptions for FY2023
- November 2021 – Draft Budget provided to the Finance and Audit Committee
- December 2021 – Draft budget document with Committee input provided to full Board
- January 2022 – Board approval of recommended budget presentation transmitted to the CTB

Recommended  
FY 22 VPRA Budget - Appendix

# Code of Virginia

- The law establishing the Virginia Passenger Rail Authority (VPRA) also established that the CTB should prescribe the form of the VPRA operating plan and budget.

- 33.2-298. *Annual budget.*

*The Authority shall prepare and submit a detailed annual operating plan and budget to the Transportation Board by February 1 of each fiscal year. The Authority shall also prepare and submit for approval any proposed capital expenditures and projects for the following fiscal year to the Transportation Board by February 1. The Transportation Board shall have until May 30 to approve or deny any capital expenditures, and, in the event the Transportation Board has not approved or denied the Authority's proposed capital expenditures by such deadline, such expenditures shall be deemed approved. The operating plan and budget shall be in a form prescribed by the Transportation Board and shall include information on expenditures, indebtedness, and other information as prescribed by the Transportation Board.*



# Basic Assumptions – Operating Budget

- One year budget (FY2022); includes an estimate for FY2021 for comparison
- Based on anticipated expenditures as accrual basis required
- Zero-based estimate for FY2022
- Two main elements of Operating Budget:
  - Amtrak Operations Costs
  - VPRA Administration

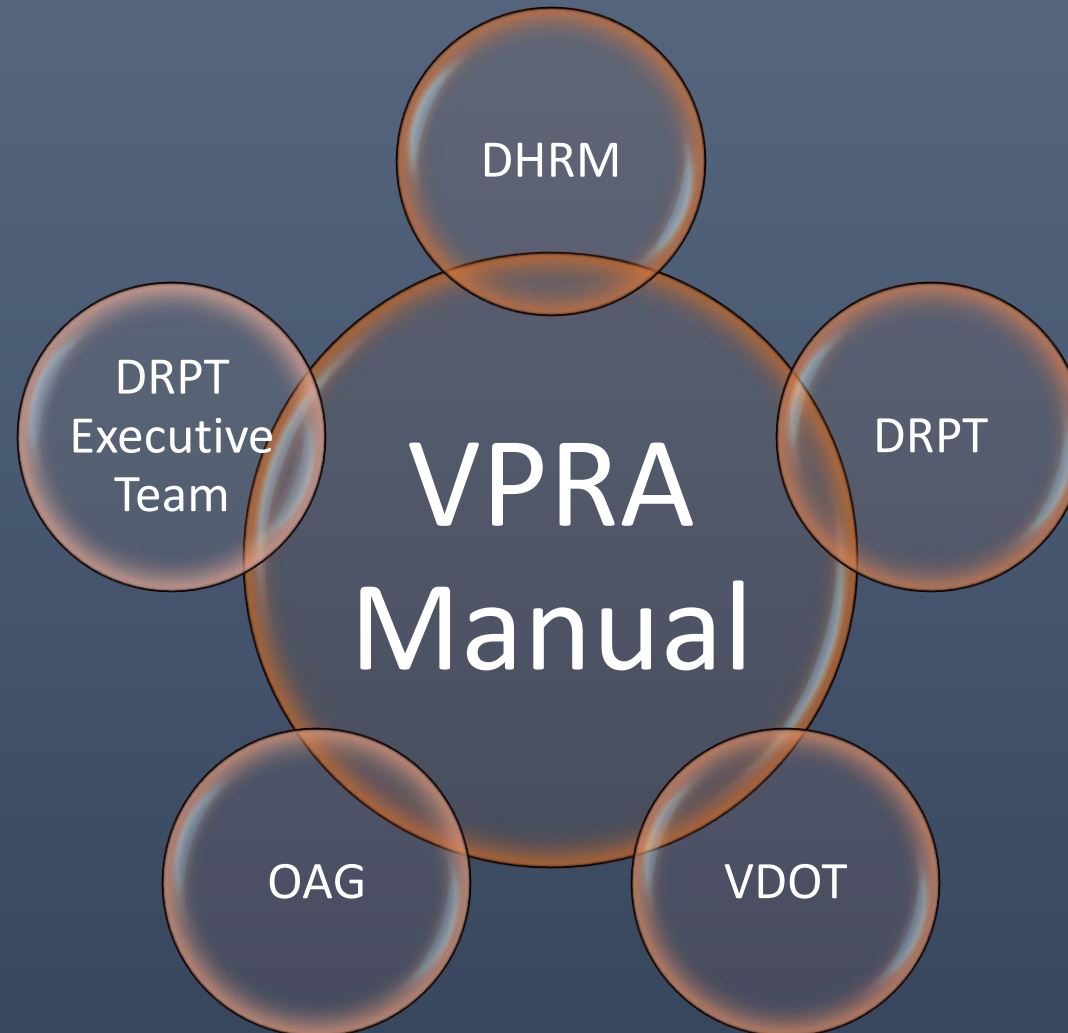
# Basic Assumptions – Capital Budget

- Includes current year expenditures and (FY2021), budget for following fiscal year (FY2022) and five-year forecast (FY2023-FY2027)
- Based on cash flows - approximate accrual based expenditures
- Includes existing projects (~30 projects) and planned future efforts (Transforming Rail Initiative)
- Two sections:
  - **Capital Projects** section: VPRA-managed projects
  - **Capital Grants** section: Projects managed by external grantees
- Includes one-page narrative description with status update on each project

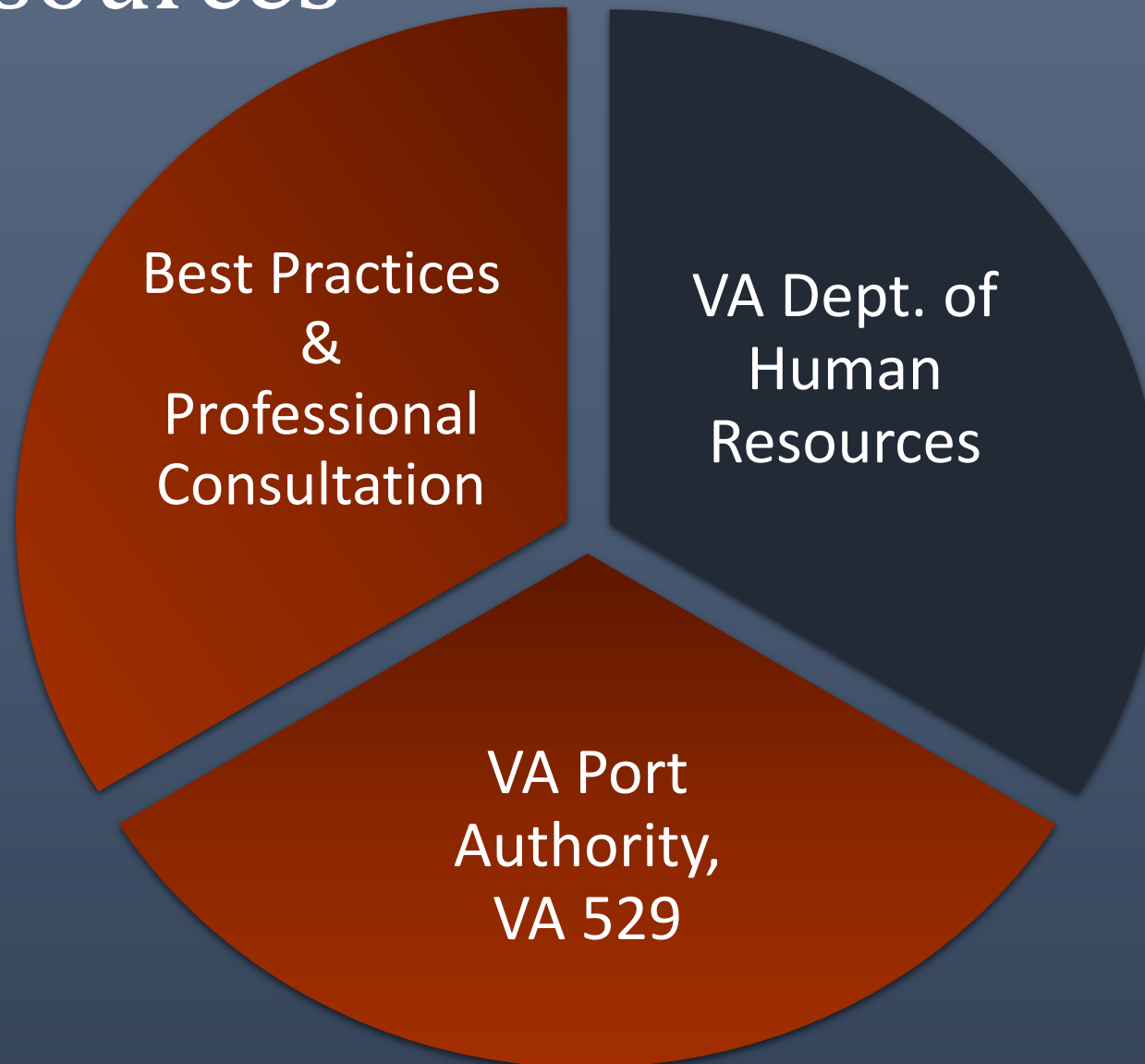
# VPRA Human Resource Policies & Procedures Manual

Jeremy Latimer, Director of Rail Programs – DRPT

# Development



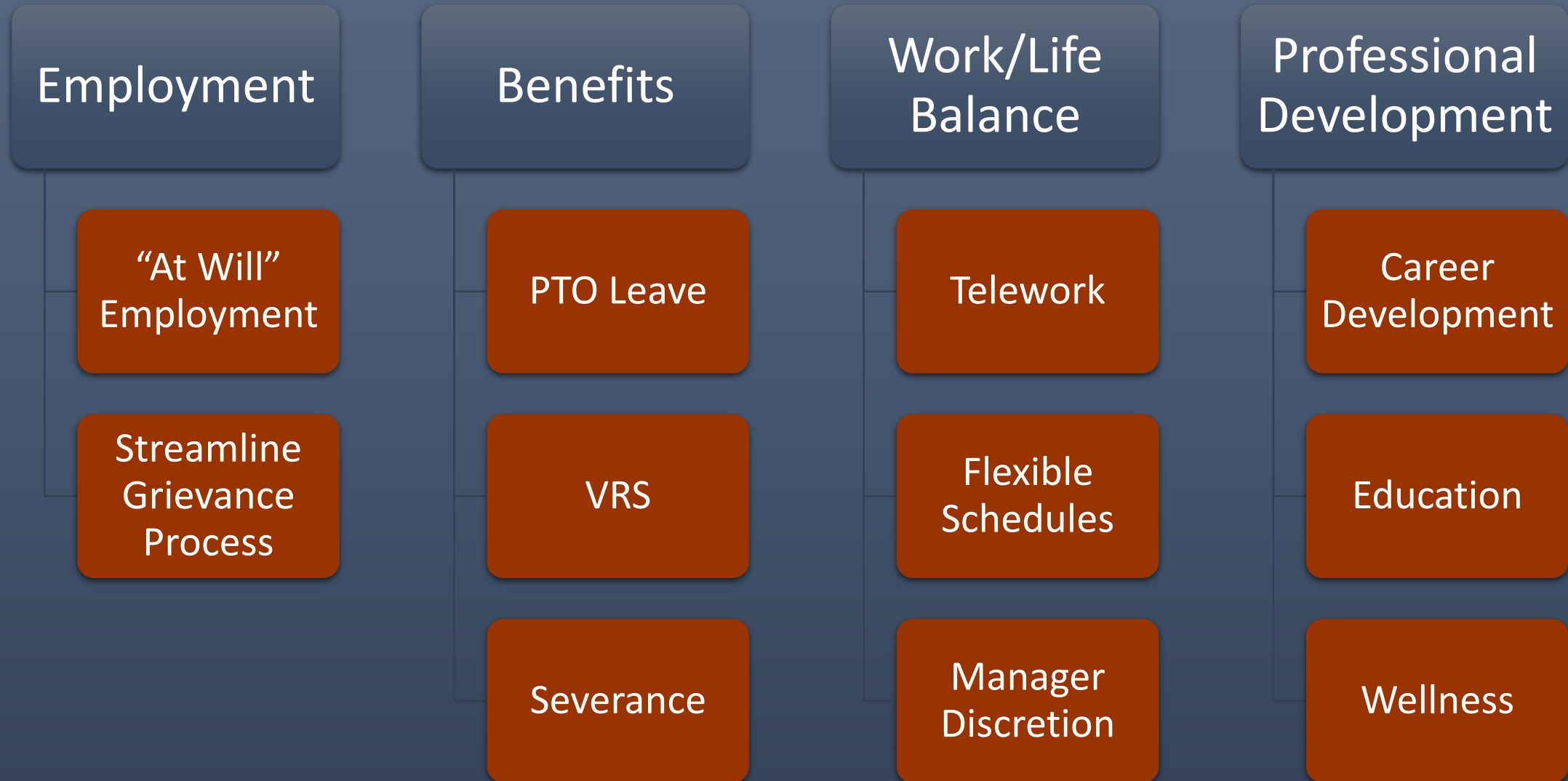
# Policy Resources



# Goals of the Policies and Procedures

- Initiate hiring, compensation, and management of VPRA staff
- Balance the best of public sector and private sector policies
- Provide a foundation for VPRA HR Director
- Encourage a professional environment to attract high caliber employees

# Notable Policies



# Amtrak Presentation

Ray Lang, Vice President of State Supported Services – Amtrak

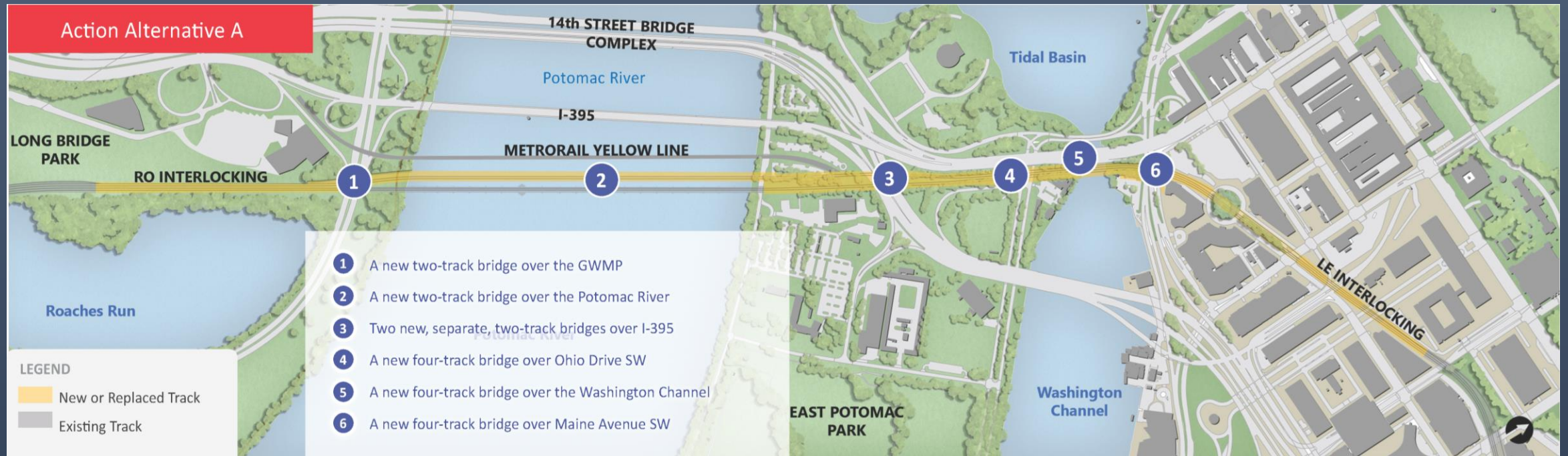


# Transforming Rail in Virginia Major Procurements Update

Michael McLaughlin, Chief of Rail – DRPT

# Long Bridge Expansion

- Two-track bridge - major rail bottleneck on the East Coast
- Bridge carries nearly 80 trains/day; over 100 years old
- At 98% capacity during peak hours.
- Environmental clearance finalized in September 2020



# Current Status and Next Steps

- Cost Estimate: \$1.9 billion
- Procurement for Preliminary Engineering (15% to 30% design); Can be assigned to VPRA
- Preliminary Engineering will determine the procurement method for construction
- Virginia is working with other stakeholders DDOT, National Parks Service, Amtrak and VRE
- PE will take 2 years and Final Design and Construction is estimated to be complete by 2030
- Long Bridge Act passed in December 2020; permits NPS land to be transferred for Project



# Project Phases and Activities

## 2016-2020 NEPA

FEIS/ROD:  
9/3/2020

Preferred Alternative  
Selected

Order of magnitude  
cost: \$1.9 billion

Determined  
Mitigation  
Commitments

## 2021-2023

### Preliminary Engineering

PE Contract Award:  
January 2021

Advance Design from  
15% to 30%

Determine Project Delivery  
Method

Land Acquisition  
Activities

Begin Environmental  
Mitigations

Agreements with Partner  
Organizations

## 2023-2030

### Final Design & Construction

Design-Build  
OR  
Design-Bid-Build

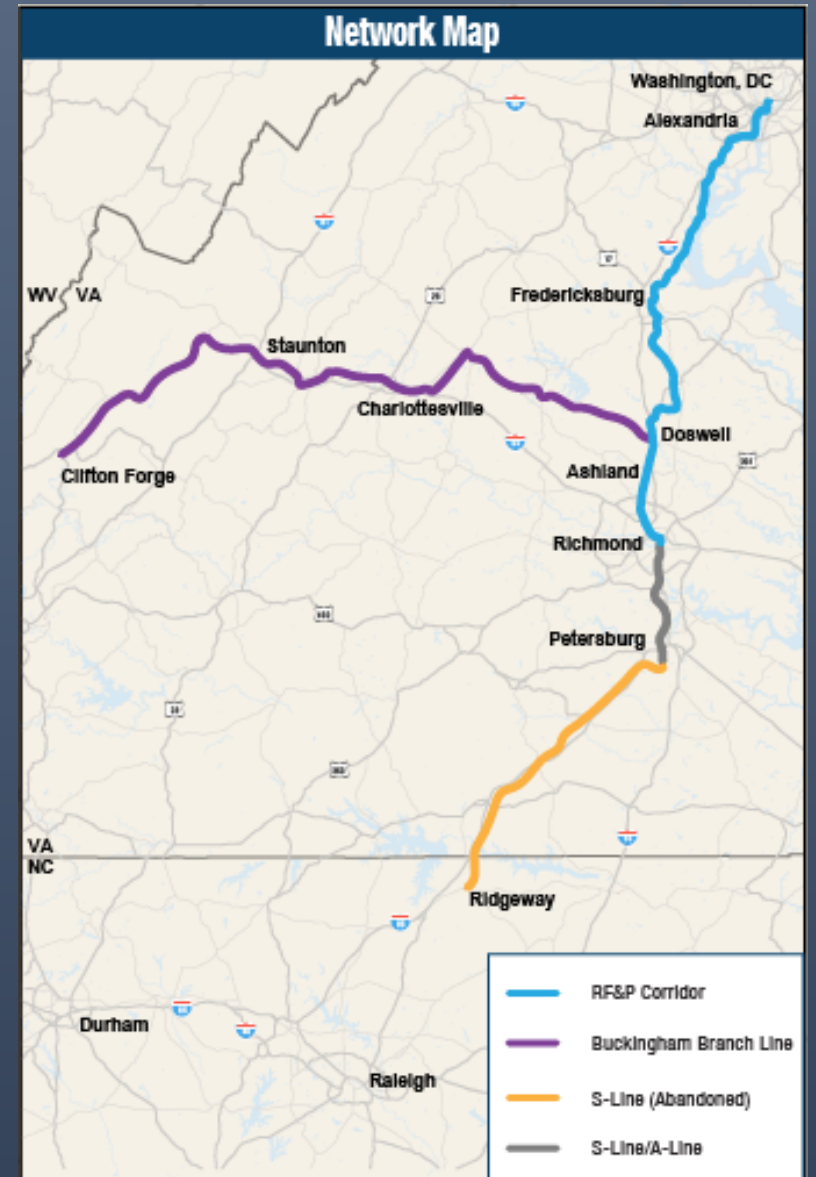
Land Acquisition  
Activities

Permitting

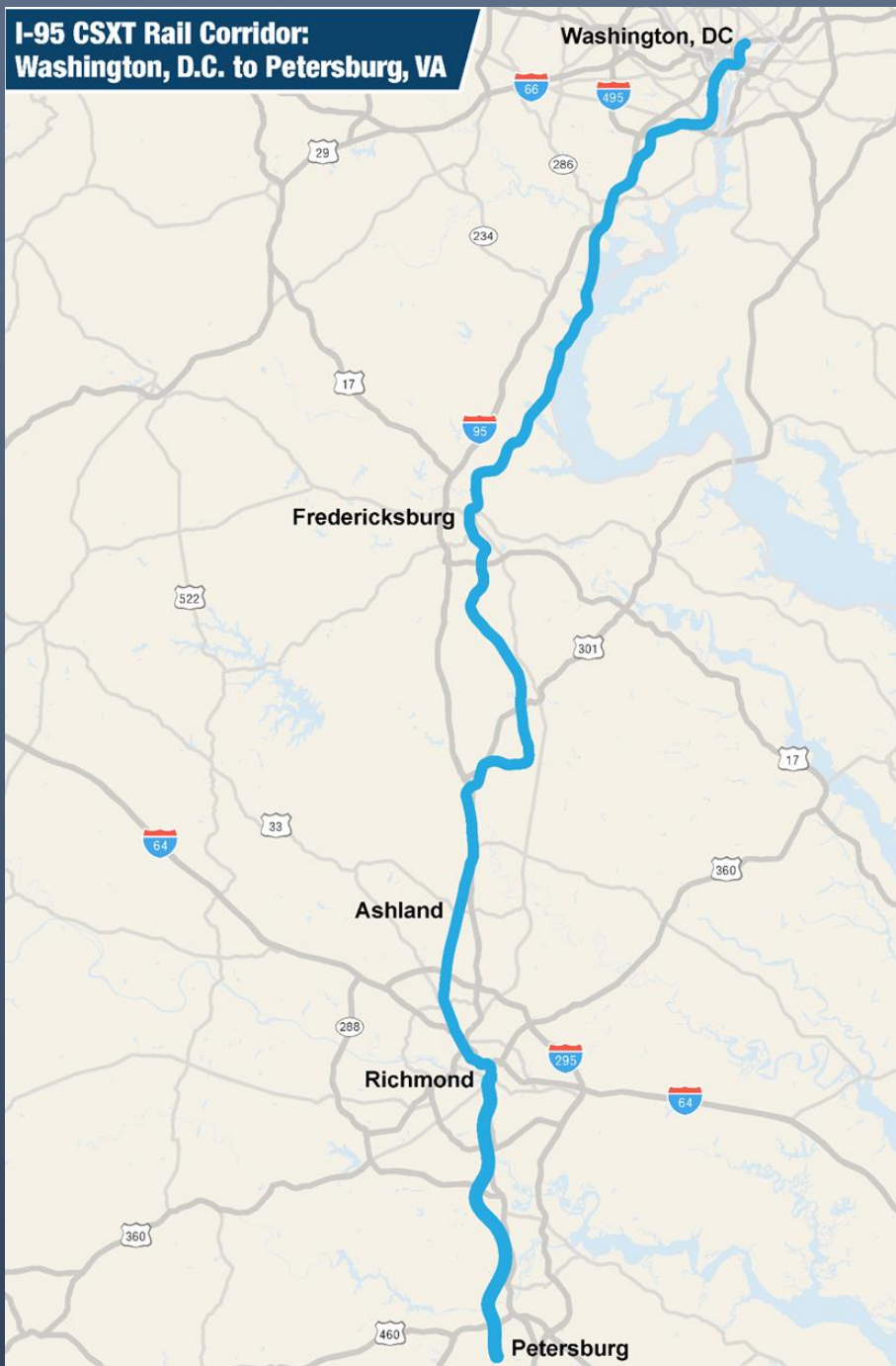
Final Design and  
Construction

# Corridor Surveys Procurement

- Per CSX Term Sheet, by December 2022 DRPT must complete survey plats for:
  - DC to Petersburg along I-95 Corridor
  - Buckingham Branch from Doswell to Clifton Forge
  - S-Line from Petersburg to Ridgeway, NC
- Survey procurements released August 2020
  - Staggered response dates
- All three procurements include an assignability clause to VPRA



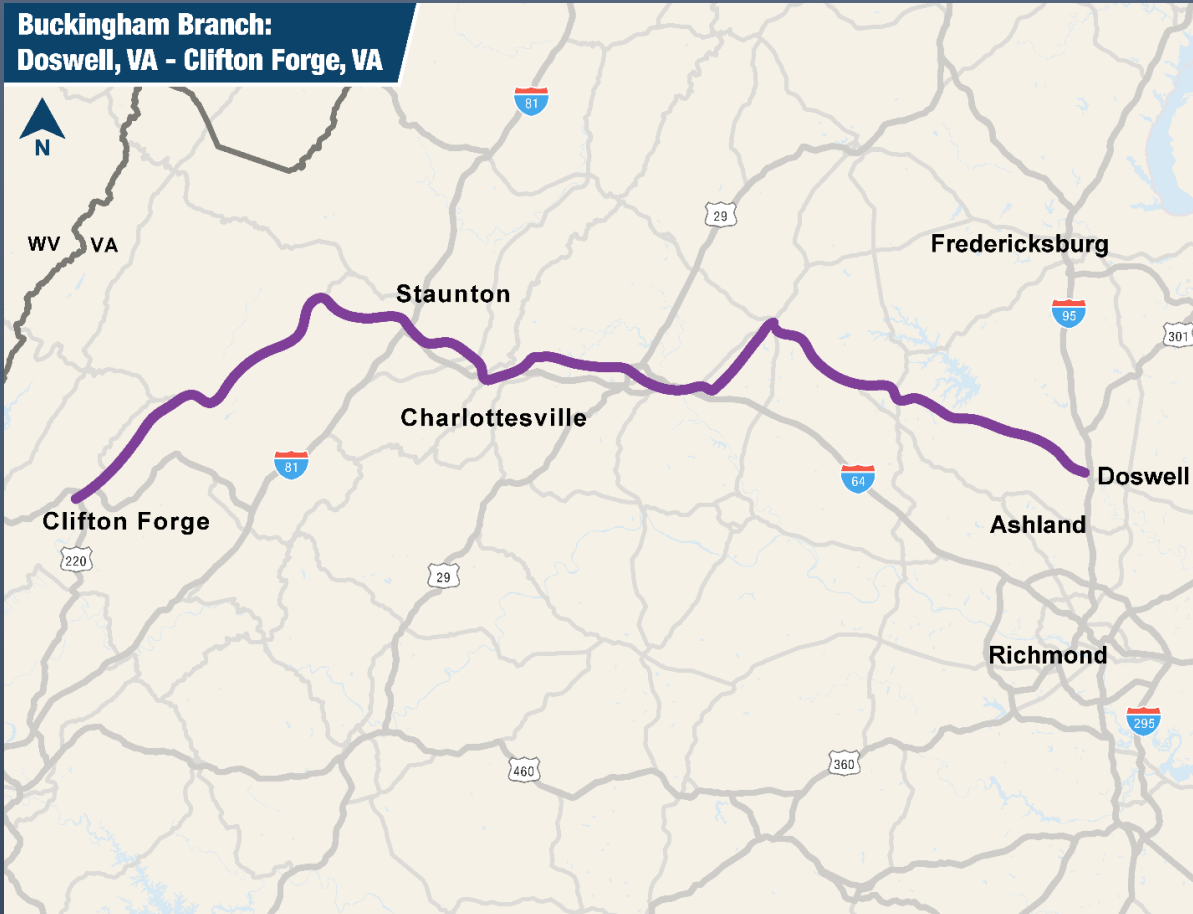
## I-95 CSXT Rail Corridor: Washington, D.C. to Petersburg, VA



# I-95 CSXT Corridor Survey

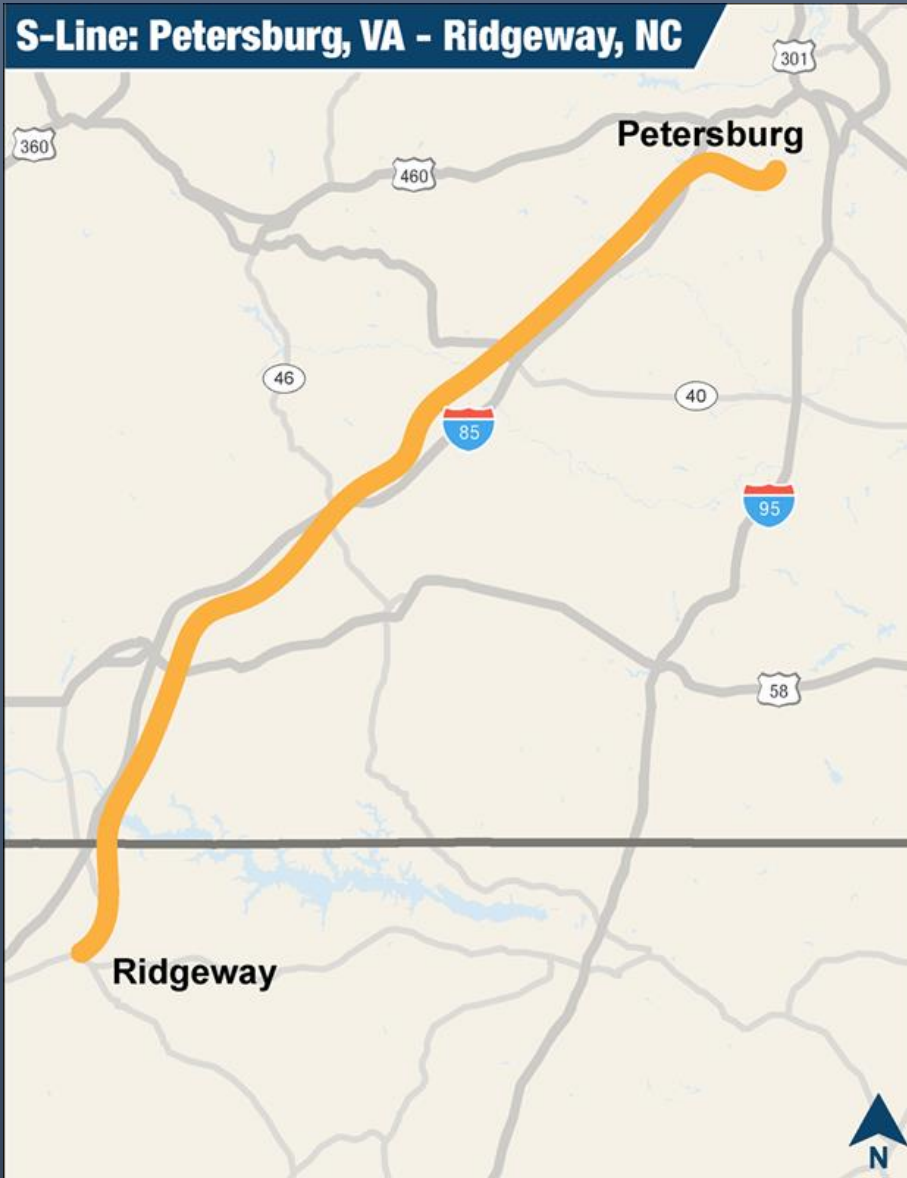
- Survey of 144 miles of existing CSXT ROW
- Project Limits - Milepost 112.2 in DC to Milepost A 29 in Petersburg, VA
- Deliverables:
  - Field verification and documentation of the existing ROW and tracks
  - Definition of the railroad ROW
  - ROW Strip Maps
  - Related documents
- Schedule:
  - RFP released August 2020
  - NTP expected February 2021
  - Deliverables due by November 1, 2022

# Buckingham Branch Survey



- Survey of 164 miles of CSXT ROW on BBRR
- Project Limits - JD Cabin Interlocking at milepost 276 in Clifton Forge, VA to milepost 111.7 in Doswell, VA
- Deliverables:
  - Field verification and documentation of the existing ROW and tracks
  - Definition of the railroad ROW
  - ROW Strip Maps
  - Related documents
- Schedule:
  - RFP released August 2020
  - NTP expected February 2021
  - Deliverables due by November 1, 2022

# S-Line Survey



- Survey of 75-miles of existing CSXT ROW along the Abandoned S-Line
- Project Limits - S. Collier Interlocking at Milepost 29 in Petersburg, VA to Ridgeway Junction at Milepost 100.2 in Ridgeway, NC
- Deliverables:
  - Field verification and documentation of the existing ROW and tracks
  - Definition of the railroad ROW
  - ROW Strip Maps
  - Related documents
- Schedule:
  - RFP released August 2020
  - NTP expected February 2021
  - Deliverables due by November 1, 2022



# Public Comment

# Live Public Comment

If you would like to provide comment:

- Please raise your hand in the participant panel
- If you are calling in, press \*3 to Raise Hand and \*6 to unmute yourself
- We will unmute you when it's your turn to speak
  - *Please mute all other devices to avoid audio interference*
- You will have 3 minutes to share your comments
- Share comment offline: [drptpr@drpt.Virginia.gov](mailto:drptpr@drpt.Virginia.gov)





## COMMONWEALTH of VIRGINIA

### *Virginia Passenger Rail Authority Board*

Jennifer L. Mitchell  
Chairperson

600 East Main Street  
Richmond, Virginia 23219

(804) 786-4440 (DRPT)  
Fax: (804) 225-3752 (DRPT)

### **RESOLUTION OF THE VIRGINIA PASSENGER RAIL AUTHORITY BOARD**

**January 25, 2020**

#### **MOTION**

**Made By:   Seconded By:**

**Action:**

#### **Title: Virginia Passenger Rail Authority Recommended FY22 Budget**

**WHEREAS**, Section 33.2-298 of the Code of Virginia requires that the Virginia Passenger Rail Authority (VPRA) prepare and submit a detailed annual operating plan and budget to the Commonwealth Transportation Board (“CTB”) by February 1 of each fiscal year; and

**WHEREAS**, Section 33.2-298 also requires that the VPRA prepare and submit for approval any proposed capital expenditures and projects for the following fiscal year to the CTB by February 1; and

**WHEREAS**, the VPRA Finance Committee met on January 14 to review the Recommended FY22 VPRA Budget prepared by the Department of Rail and Public Transportation staff on behalf of the VPRA; and

**WHEREAS**, the VPRA Finance Committee provided an overview of the Draft FY22 Budget to the VPRA Board on December 14, 2020, and provided the Recommended FY22 VPRA Budget to the full VPRA Board for approval at the January 25, 2021 meeting;

**NOW THEREFORE, BE IT RESOLVED**, that the Board hereby recommends the attached Recommended FY22 VPRA Budget document be submitted to the CTB for review and approval in compliance with Section 33.2-298 of the Code of Virginia.

#####



COMMONWEALTH of VIRGINIA

*Virginia Passenger Rail Authority Board*

Jennifer L. Mitchell  
Chairperson

600 East Main Street  
Richmond, Virginia 23219

(804) 786-4440 (DRPT)  
Fax: (804) 225-3752 (DRPT)

**RESOLUTION  
OF THE  
VIRGINIA PASSENGER RAIL AUTHORITY BOARD**

**January 25, 2020**

**MOTION**

**Made By:   Seconded By:**

**Action:**

**Title: Virginia Passenger Rail Authority Human Resource Policies and Procedures  
Manual**

**WHEREAS**, Section 33.2-290(C) of the Code of Virginia charges the Virginia Passenger Rail Authority (VPRA) to develop and adopt personnel rules, policies and procedures for the purpose of hiring, compensating, and managing employees; and

**WHEREAS**, the VPRA has reviewed the attached Human Resource Policies and Procedures Manual to provide the policies necessary to begin hiring VPRA staff; and

**NOW THEREFORE, BE IT RESOLVED**, that the Board hereby adopts the attached Human Resource Policies and Procedures Manual for use by the Virginia Passenger Rail Authority.

####