NVTC COMMISSION MEETING
THURSDAY, MAY 2, 2013
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd.
Arlington, VA 22201
8:00 PM

NOTE: NVTC’s Executive Committee meets at 7:30 P.M.
Dinner is also available at that time.

AGENDA

1. Minutes of the NVTC Meeting of April 4, 2013

   Recommended Action: Approval.

2. WMATA Items

   A. Momentum Presentation by WMATA General Manager Richard Sarles
   B. WMATA Board Members’ Report
   C. WMATA FY 2014 Budget
   D. Comprehensive Silver Line Service Plan
   E. New Electronic Payment Program Procurement
   F. Vital Signs/WMATA Dashboard

   Discussion Item.

3. VRE Items

   A. Report from the VRE Operations Board and Chief Executive Officer--
      Information Item.
   B. Fourth Year of the Keolis Operating and Maintenance Services Contract--
      Action Item/Resolution #2216.
   C. Submission of VRE Project List to the Northern Virginia Transportation
      Authority (NVTA) for FY 2014 Funding Consideration--Action Item/Resolution
      #2217.
4. NVTA Report

Staff will provide an update on the recent activities of the Northern Virginia Transportation Authority (NVTA).

Information Item.

5. Preliminary State Aid for Transit in FY 2014

The preliminary Six-Year Improvement Program (SYIP) is scheduled to be presented at the May 15th Commonwealth Transportation Board (CTB) meeting.

Recommended Action: Authorize NVTC’s chairman or his designee to provide comments to CTB at the public hearing on May 29, 2013 regarding the preliminary six-year program.

6. Request for Proposals for Collection of NTD Data

The current NTD Data Collection consultant’s contract expires June 30, 2013. A new consulting contract is needed by July 1, 2013.

Recommended Action: Authorize NVTC’s executive director to issue the RFP.

7. FTA Title VI Compliance Report and New Requirements for Jurisdictions

NVTC staff is working with the Cities of Alexandria and Falls Church and Arlington County to develop this year’s FTA Civil Rights Compliance Report.

Discussion Item.

8. Legislative Items

Staff and commissioners will review the status of state and federal items of interest.

Discussion Item.

9. DRPT Report

NVTC Commissioner Jim Dyke will give a monthly update on the Virginia Department of Rail and Public Transportation (DRPT) matters.

Information Item.
10. Regional Transportation Items

A. VDOT I-66 Inside the Beltway Bus on Shoulder Pilot  
B. Vanpool Incentive Program Update  
C. Virginia Transit Association (VTA) Conference  

Information Item.

11. NVTC Financial Items for March, 2013

Information Item.
The meeting of the Northern Virginia Transportation Commission was called to order by Chairman McKay at 8:13 P.M.

Members Present
Sharon Bulova
John Cook
James Dyke
Jay Fisette
John Foust
Catherine Hudgins
Mary Hynes
Jeffrey McKay
Ken Reid
Thomas Rust
David F. Snyder
Christopher Zimmerman

Members Absent
Richard H. Black
Barbara Comstock
William D. Euille
Jeffrey Greenfield
Mark R. Herring
Joe May
David Ramadan
Paul Smedberg

Staff Present
Doug Allen (VRE)
Kelley Coyner
Rhonda Gilchrest
Claire Gron
Scott Kalkwarf
Kala Quintana
Chairman McKay suggested that while the Commission waits for a jurisdictional quorum, they discuss the agenda items that do not require action. There were no objections.

Legislative Items

Chairman McKay announced that on March 25th Governor McDonnell proposed amendments for the transportation funding bill (HB 2313), budget, and other bills that were considered during the General Assembly veto session held April 3, 2013. Delegate Rust stated that the amendments were non-controversial and were passed by both houses during the veto session.

Noelle Dominguez of Fairfax County staff reported that the final vote was 64-35 in the House and 26-12 in the Senate. NVTA will begin meeting more regularly and working groups will be convened in anticipation of receiving the new revenue.

Mrs. Hynes asked about the VRE Operations Board weighted voting issue included in HB 2152. Ms. Dominguez reported that HB 2152 passed and was signed by the Governor, and that the enactment of the weighted voting issue is not effective until July 1, 2014. Mrs. Bulova stated that delayed implementation will give VRE time to work through the issue. Mrs. Hynes asked whether this legislation affects NVTC’s quorum requirements. Ms. Dominguez replied that the legislation does affect transportation commissions and their quorum requirements.

In response to a question from Mr. Fisette, Delegate Rust stated that Attorney General Cuccinelli initially questioned the regional components of the bill because they were defined by geographic areas. The bill was rewritten in the Governor’s amendments to be defined by certain metrics including population, vehicle miles traveled, transit trips, etc. Attorney General Cuccinelli stated this addressed his concerns about the constitutionality of the legislation.

Commissioners discussed the possibility of litigation against HB 2313. Mr. Snyder recalled that the past litigation regarding NVTA funding caused administrative problems after the courts ruled against it. Mr. Zimmerman noted that the dilemma is whether NVTA should wait on possible litigation or proceed as it did before. Delegate Rust stated that he would counsel NVTA to be ready to implement, but not spend funds now.
WMATA Items

Mrs. Hudgins announced that as part of its Customer Service Action Plan, WMATA has launched a new mobile website to give quick access to Metro information for customers through their smart phones.

Chairman McKay asked Mrs. Hudgins for more information on the revenue variance. Mrs. Hudgins replied that revenues are still below budget projections. Mrs. Hynes stated that furloughs caused by sequestration may decrease revenues. It is anticipated that the greatest impact will be in the next fiscal year since the $240 transit benefit will continue through this calendar year. There is a decline in both rail and bus ridership which is due to several weather-related incidents.

Chairman McKay reported that WMATA General Manager Richard Sarles is scheduled to attend NVTC’s May 2nd meeting to provide a briefing on WMATA’s strategic plan called Momentum.

DRPT Report

Mr. Dyke reported on several DRPT initiatives. He stated that the Commonwealth is committed, irrespective of the outcome of sequestration, to paying its $50 million share for Metro service. Mr. Dyke also said that it is his understanding that Maryland and the District of Columbia are also committed to providing their share. The SuperNova study is complete and the consultant procurement process is underway. Mr. Dyke stated that the word “may” was changed to “shall” in the Governor’s Biennial Budget Bill in regards to the VRE track lease payment issue.

Mr. Dyke reported that the first meeting of the Transit Service Delivery Advisory Committee (TSDAC) is scheduled for April 8th. Chairman McKay asked if there is any indication as to how long the advisory committee will meet and if there is a deadline for the committee’s recommendations. Joe Swartz of DRPT stated that he is not aware of an actual timeline but DRPT wants to issue the extra operating funds by the end of the calendar year. Therefore, decisions need to be finalized in November in order for the funds to be released by January 1, 2014. In response to another question from Chairman McKay, Mr Swartz stated that the revenue flow of existing funds will not be impacted even if the committee's recommendations take longer. Mr. Dyke stated that he will report back to NVTC on any timeline or completion date.

Mr. Zimmerman asked if more members will be appointed to the TSDAC committee. Mr. Dyke stated that he believes the committee roster is complete. Mr. Zimmerman questioned the lack of representation from Northern Virginia. Mr. Dyke stated that the region is indirectly represented by VML, VACO and VTA. Ms. Dominguez of Fairfax County reviewed the committee membership which was defined in the legislation:
Mr. Zimmerman noted that 75 percent of all transit in the Commonwealth is located in Northern Virginia and one-third of all transit trips in the Commonwealth begin and end in Arlington County. The amount that is paid by Fairfax County, Arlington County and the City of Alexandria dwarfs the rest of the Commonwealth in all aspects of transit. This committee has been charged with critical task and doesn’t have representation from the most transit-intensive, transit paying jurisdictions in the entire Commonwealth. Mrs. Hynes stated that NVTC should be represented in some manner on the committee.

In response to a question from Mrs. Hudgins, Chairman McKay stated that TSDAC will be dealing with the performance metrics, which will drive the allocation of all future funding above today’s baseline.

Mr. Reid arrived at 8:36 P.M. and joined the discussion. With his arrival, NVTC reached its quorum requirements.

Mrs. Hudgins moved, with a second by Mrs. Bulova, to authorize NVTC to send a letter formally requesting representation on the TSDAC committee. Mr. Fisette asked for clarification if NVTC is requesting a member of NVTC or a representative of one of the jurisdictions to serve on the committee. Chairman McKay stated that the first step is for NVTC to seek a seat at the table and then NVTC could determine whom to select. Mr. Fisette stated that it is his understanding that the legislation included specific language regarding which organizations would be represented and how many members would be appointed by that body. Ms. Dominguez concurred. Mr. Dyke observed that NVTC is looking for an avenue to have significant input into the process, which does not necessarily have to be an official member of the committee. The initial step should be for NVTC to approach these organizations to see if they would change their appointments to allow NVTC to have a place at the table.

Chairman McKay reviewed the motion which would authorize NVTC’s chairman to send a letter to VML, VTA, VACO and DRPT (with a copy to CTAV) asking that NVTC be represented on the TSDAC committee.

Mrs. Hynes observed that the TSDAC committee agenda does not include any discussion about the concerns expressed over the last year by transit operators and other entities. NVTC should also request that this be added to the TSDAC agenda so that all the members receive a compilation of those concerns. Chairman McKay stated

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<th>Organization</th>
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<tr>
<td>VML</td>
<td>Cindy Mester (City of Falls Church)</td>
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<td>DRPT</td>
<td>Steve Pittard (DRPT)</td>
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<td>Kevin Page (DRPT)</td>
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<td>Roger Cole (CTB)</td>
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<td>VACO</td>
<td>John McGlennon (James City County)</td>
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<td>Donna Shaunessey (JAUNT)</td>
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<td>CTAV</td>
<td>Ken Pollock (Bay Aging)</td>
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that most of the concerns were captured and cataloged by VTA and he is optimistic that
the VTA representative would bring these to the attention of the committee. Mrs. Hynes
stated that it is also important to make these concerns known to the public.

The comments made by Commissioners were accepted as friendly amendments.
The Commission then voted on the motion and it passed. The vote in favor was cast by
Commissioners Bulova, Cook, Dyke, Fisette, Foust, Hudgins, Hynes, McKay, Reid,
Rust, Snyder and Zimmerman.

Minutes of the March 7, 2013 Meeting

Mr. Zimmerman moved, with a second by Mrs. Hynes, to approve the minutes.
The vote in favor was cast by Commissioners Bulova, Cook, Dyke, Fisette, Foust,
Hudgins, Hynes, McKay, Rust, Snyder and Zimmerman. Mr. Reid abstained.

VRE Item

Report from the VRE Operations Board and Chief Executive Officer. Mr. Allen
reported that VRE has experienced 18 continuous months of 90 percent or over of on-
time performance (OTP), which is largely due to new equipment, VRE’s contract
operator Keolis and the railroads (CSX, Norfolk Southern and Amtrak). Ridership
remains strong with just under 19,000 average daily riders for the month of March. Last
month VRE introduced a reduction in the step-up fare from $5 to $3. This initiative is
part of the congestion mitigation effort for the I-95 Express lanes construction project
and VDOT and DRPT have provided the funding. For the first month, usage of the step-
up fare increased by 60 percent.

Mr. Allen also stated that VRE has held seven public hearings on the proposed
fare increase. VRE staff is also closely monitoring ridership trends, which shows daily
ridership dropping on Fridays. VRE is considering implementing an “S” schedule on
Fridays if this trend continues in order to reduce costs and stay within budget if
revenues begin to drop.

Mr. Allen reported that VRE has issued a Notice to Proceed for the General
Engineering Contracts (GEC) and one of the first tasks will be the creation of a system
plan. VRE is committed to working with other transit agencies in the region (MARC,
WMATA, etc.) to provide a coordinated regional effort.

Mrs. Bulova stated that the VRE Operations Board created a Capital Committee
to review the capital needs of VRE. Jonathan Way is chairing the committee and the
other committee members are John Cook, Chris Zimmerman, John Jenkins, Paul Milde
and Gary Skinner. Mr. Zimmerman explained that the immediate goal of the committee
is to create a set of financial principles, which are expected to be acted on by the VRE
Operations Board at its June 2013 meeting followed by action from NVTC and PRTC at
their July meetings. The recommendations will ultimately be reflected in the FY 2015
VRE budget. Mr. Cook noted that the work of this committee is timely particularly as
well because one-third of VRE’s debt due to be paid off in the next few years and there is an opportunity for additional capital funding from the Commonwealth.

Insurance Brokerage Services for VRE. Mrs. Bulova reported that the VRE Operations Board recommends approval of Resolution #2214, which would approve a three-year contract, with two additional one-year options, with Aon Risk Services, Inc., of Maryland, for the provision of insurance brokerage services. The total contract value will not exceed $645,000 over the five-year period.

Mr. Snyder recused himself from participation in the discussion and action of this item since he works in the insurance industry.

Mr. Reid asked if a Virginia based company was considered. Ms. Bulova stated that there was a competitive bid process and six proposals were received and evaluated. The selection committee was composed of staff from VRE, the Commonwealth’s Division of Risk Management and the Prince William County Division of Risk Management. Interviews with the top three respondents were held and Aon Risk Services was selected as the top-ranked firm.

Mrs. Bulova moved, with a second by Mr. Cook, to approve Resolution #2214 (copy attached). The vote in favor was cast by Commissioners Bulova, Cook, Dyke, Fisette, Foust, Hudgins, Hynes, McKay, Reid, Rust and Zimmerman. Mr. Snyder did not participate in the vote.

Designation of NVTC Signatories and Pension Trustees

Ms. Coyner expressed her appreciation in being selected as NVTC’s new Executive Director and noted that she had started as of April 3rd. In order for her to be able to sign NVTC documents, including financial transactions, she needs to be added to the list of official NVTC signatories. Resolution #2215 would designate her as a signatory as well as a pension trustee. In response to a question from Chairman McKay, Ms. Coyner explained that Mr. Kalkwarf and Mr. Snyder were previously designated as signatories and pension trustees at the January 2013 meeting.

On a motion by Mrs. Bulova and a second by Mr. Zimmerman, the Commission unanimously approved Resolution #2215 (copy attached). The vote in favor was cast by Commissioners Bulova, Cook, Dyke, Fisette, Foust, Hudgins, Hynes, McKay, Reid, Rust, Snyder and Zimmerman.
Regional Transportation Items

Route 1 Study. Ms. Gron reported that DRPT has initiated this multimodal study for the Route 1 corridor in Fairfax County, which is still in the preliminary phase. Chairman McKay stated that it is his understanding that although the study cannot be divided into two tiers as originally planned because of FTA issues, this should not slow down the process.

Crystal City-Potomac Yard Transitway Update. The region’s first Transitway route is now under construction. The Crystal City-Potomac Yard Transitway (CCPY) is expected to begin service in 2014. It is a five-mile long planned transit corridor extending between the Braddock Road Metrorail station in the city of Alexandria and the Crystal City Metrorail station in Arlington County. A future extension to the Pentagon City Metrorail is planned.

NVTC Financial Items for February 2013

The financial reports were provided to Commissioners and there were no questions.

Other NVTC Business

A copy of the press release announcing Ms. Coyner’s appointment as NVTC’s Executive Director was provided to Commissioners. Ms. Coyner reported that the Eno Foundation, which is a think tank organization on transportation issues, ran a profile about her NVTC appointment. Chairman McKay noted that it would be helpful for jurisdictional staff involved in transit issues to meet Ms. Coyner. He asked Commissioners to help facilitate getting this contact information to NVTC staff.

Adjournment

Without objection, Chairman McKay adjourned the meeting at 9:04 P.M.

Approved this 2nd day of May, 2013.

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Jeffrey McKay
Chairman

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David F. Snyder
Secretary-Treasurer
TO: Chairman McKay and NVTC Commissioners
FROM: Kelley Coyner, Mariela Garcia-Colberg and Claire Gron
DATE: April 25, 2013
SUBJECT: WMATA Items

A. Momentum Presentation by WMATA General Manager Richard Sarles

Mr. Sarles will provide a presentation on Momentum; WMATA’s proposed strategic plan for 2013-2025. A summary of the plan is attached. The full staff draft report is found at https://www.wmata.com/momentum/.

Please refer to Attachment A.

B. WMATA Board Members' Report

NVTC’s WMATA Board members will have the opportunity to bring relevant matters to the attention of the commission.

C. WMATA FY 2014 Budget

The WMATA Board approved the FY 2014 capital ($959M) and operating ($1.655B) budgets at the April 25, 2013 Board of Directors meeting. In FY 2014, the total jurisdictional capital investment for Virginia is $112M and the total jurisdictional operating investment for Virginia is $177M. Selected slides from the April 11, 2013 presentation to the Finance & Administration Committee presentation are attached.

Please refer to Attachment B.
D. Comprehensive Silver Line Service Plan

The WMATA Board approved the Comprehensive Silver Line Plan at the April 25, 2013 Board of Directors meeting. Selected slides detailing the rail service plan from the April 11, 2013 presentation to the Customer Service and Operations committee are attached. The Silver Line operations will also affect the operations of five local bus carriers, including WMATA, Fairfax Connector, Loudoun County Transit, PRTC, and Washington Flyer. The Board approved changes to 13 Metrobus routes in December 2012.

Please refer to Attachment C.

E. NEPP Procurement

The Washington Metropolitan Area Transit Authority (WMATA) replacing its existing SmarTrip® fare collection system through the procurement of the New Electronic Payments Program (NEPP). NEPP will be based on centralized accounts with fare calculations being performed by a Central Data System (CDS) rather than by field devices. Regional partners’ input was not considered in drafting the RFP. WMATA has committed to addressing jurisdictional concerns.

In December, 2012, four offerors presented proposals for the NEPP RFP. Members of the Regional Operators Advisory Team (ROAT) attended the technical proposal and transition plan review portion of the presentations. In January 2013, WMATA refined the NEPP procurement to include changes to the parking garage requirements and to add options for bus rear door boarding, as well as other specifications. WMATA also inserted language in the RFP which provides more options for off-the-shelf technology like smart phones and smart pads instead of specialized equipment. WMATA received revised proposals at the end of February and distributed them to the ROAT members by Tuesday, March 6, 2013. As of April 22, 2013, ROAT members have not received price proposals for their consideration.

The target for the award is now late May. The WMATA Board was briefed on this procurement at an executive session on April 25, 2013. The NVTC Commissioners are scheduled to be briefed on June 6, 2013.

F. Vital Signs/WMATA Dashboard

Each month staff provides copies of WMATA’s Dashboard performance report and every quarter staff includes a summary of WMATA’s Vital Signs report.
MOMENTUM
metro The Next Generation of Metro

momentum at a glance
Metro is at a critical juncture. Since the current rail and bus system was planned, the Washington metropolitan region has grown tremendously, and so has transit ridership. Yet investments and upgrades to the system have not kept up. Today’s customers are experiencing the effects of years of chronic underfunding and underinvestment: aging equipment, deteriorating infrastructure and less-reliable service. Recent efforts to renew the system are helping matters, but will only bring the system back to where it should have been all along.

Meanwhile, the region is projected to continue to grow over the coming decades, and this growth will place even more pressure on a system that is already nearing capacity. Without an eye to the future of the Metro system – and how it might keep up with continued strong growth in the metropolitan area – the region’s competitiveness itself may be at stake. Certainly, Metro must not only continue to rehabilitate the system, but it must also anticipate future growth to ensure that the region remains livable and competitive.

To plan for the future while rebuilding the system, Metro’s leadership has created Momentum, a strategic plan that will guide Metro’s decisions and business plans over the next 10 years and ensure that the system continues to support the region. Building on the Board of Director’s governance improvements, a renewed safety and performance management culture, and the accomplishments of MetroForward, Momentum:

- Ensures that Metro will provide the transit system the Washington region needs to deliver hundreds of millions of trips to residents and visitors each year;
- Provides vision and guidance for decision making to efficiently meet the needs of today while proactively preparing to support the future needs of a healthy, prosperous, and competitive region tomorrow;
- Establishes priorities for near- and long-term action and establishes a vision for Metro’s regional role that is consistent with language in the Metro Compact;
- Sets the stage for addressing Metro’s chronic funding challenges, and among other items, specifically calls for an aggressive effort to secure a reliable and sustainable source of funding for the system; and
- Calls on Metro to fill a critical role in regional transit leadership.

The General Manager/CEO’s business plan and annual budget, which are already being implemented, support and ensure achievement of the long-term strategies in Momentum. It also bridges near-term activities to Metro’s Regional Transit System Plan (RTSP), a transit expansion plan for the region in 2040 which will be released by mid-2013, and Region Forward, a broadly-endorsed 2050 vision to help the region meet future challenges.
Figure 1 - Strategic Plan Architecture
**Metro by the Numbers**

In the late 1970s, Metro trains carried just over 100,000 passengers a day and hundreds of thousands of passengers on the bus system. In the last 20 years, rail average weekday ridership system-wide has gone from just over 500,000 in 1990 to almost 750,000 today, or 220 million trips annually, while bus ridership has stayed at a stable level of roughly 450,000 daily trips, or 134 million trips annually. Since Metro's opening, most rail stations in the core of the system have seen ridership more than double.

Notably, transit usage region-wide is on the rise:

- MWCG’s 2007/2008 household travel study found that 18 percent of the region’s commuting trips are on transit — more than three times the national average;

- In the system’s core, 43 percent of workers use transit to get to work; and

- Non-work trips on Metrorail are on the rise, and approximately 17 percent of all weekday trips are now conducted for non-work reasons (e.g. entertainment, shopping, etc.).

Today, Metro is the largest and most-used transit provider in the Washington region, providing more than 1.2 million safe, clean and reliable trips each day to a population of 4.6 million within a 1,300 square-mile area. By way of comparison Metro operates the second-largest heavy rail transit system, sixth largest bus network and fourth largest paratransit service in the United States. During the peak period, in addition to a growing local population base and tourists, more than 40 percent of Metro’s riders are federal government employees.

**Metro’s Impact on the Region**

Imagine for a moment the Washington region without Metro. Images of increased traffic congestion and lost productivity come to mind, and it turns out that these images likely understate the benefits that Metro conveys to the region today. *Making the Case for Transit (2011)* found that without Metro and the regional transit system that it feeds:

- There would be one million more auto trips per day;

![Metrorail Average Weekday Ridership](image)

**Figure 2 - Metrorail Average Weekday Ridership FY 1990-2012**

![Daily Ridership Growth](image)

**Figure 3 - Metrorail and Metrobus Daily Ridership Growth (forecast to 2040)**

- Congestion would increase by 25 percent, resulting in billions of dollars in lost productivity annually;

- More than 1,000 new lane miles would be needed on highways and arterial roads;

- All river crossings would need four to six additional lanes;

- Downtown Washington would require 200,000 more parking spaces, which is the equivalent of 166 blocks of five-story garages, at a cost of at least $4 billion (2012), excluding land;

- Congestion at peak times would increase 25 percent, costing over $1.5 billion annually in wasted time and fuel;

- Households would spend an additional $489 million/year in auto expenditures, including an additional 40.5 million gallons of fuel annually; and

- Air quality would worsen with an additional 260 tons of volatile organic compounds, 22 tons of particulate matter and 500,000 tons of CO₂ in the air.

Importantly, Metro does far more for the region than provide transportation alone. It also provides
economic, social, and environmental benefits which contribute to the region’s health and vitality.

- Within a half-mile of rail stations and bus stops there are two million jobs, which account for 54 percent of all jobs in the region.
- Land within a half-mile of Metrorail stations accounts for less than one percent of the region’s land, but absorbed 14 percent of the region’s job growth between 2004 and 2010.
- The land around Metrorail stations generates $3.1 billion annually in property tax revenues to the jurisdictions and of that, it is estimated that $224 million would not exist without Metro. This increment helps pay for vital local services, such as:

2,600 Teachers per year
3,200 Firefighters per year
3,200 Librarians per year
1,500 Police Officers per year
6,4 Elementary Schools per year

Figure 3 Source, WMATA Office of Planning, Preliminary Analysis

Rebuilding Inside and Out

Metro has been rebuilding inside and out, and the Board of Directors has been laying the foundation to rebuild Metro itself. From bringing on a new General Manager to putting in place the largest capital program since the inception of Metro, the Board has taken numerous actions to better equip the agency to succeed, including providing for a stronger governance foundation. As a result, Metro has made substantial progress on improving system safety, reforming the agency’s governance, and stabilizing its finances.

With continued investment, it is projected that Metro will get through the intensive MetroForward “catch up” phase in the years ahead, which has already delivered:

- An aggressive escalator rehabilitation program;
- Continued improvement of elevator availability;
- Station repairs at Judiciary Square, Shady Grove, Rockville, While Flint, Twinbrook and Union Station;
- 461 new MetroAccess vehicles in service;
- Over 200 replacement or rehabilitated buses in service;
- Electrical upgrades to accommodate additional 8-car trains on some lines; and
- Replacement of over 14.7 miles of rail, 36 No. 8 guarded switches, 16,000 ties, 11,731 cross ties, 62,723 linear feet of running rail, 20,745 fasteners, 8,849 insulators and 9,829 linear feet of grout pads.

Metro is also preparing for future operations of the Silver Line to Dulles by expanding its fleet with its 7000 series railcars, the most advanced in the industry, expanding and training its workforce, and adding capacity for maintenance at its rail yards.

Stakeholder Support for Momentum

After initial intensive discussions by the Board and the executive leadership team, Metro drafted a new vision, mission and goals that reflect the priorities of the region. With this new strategic framework in hand, the Board of Directors and management launched a comprehensive outreach program for Momentum. Reflective of Metro’s broad reach across the region, the outreach plan was extensive, seeking input from Metro’s customers, the general public, jurisdictional and federal funders, key regional civic organizations, Metro’s own employees, and stakeholders. Business and advocacy groups further extended the initiative’s reach. Metro’s partners simultaneously joined the effort to promote maximum exposure, regional reach, and breadth of input.

Among the most prominent shared areas of feedback from stakeholders were the following sentiments:

- **Make no small plans (for Metro):** Metro requires a grand vision and robust investments. Half measures will not do;
- **Metro is critical to the region’s future:** The transit system is the region’s circulatory system; tending to it is essential to competitiveness, prosperity, and enhanced qualities of life;
• **Continue rebuilding:** “Fix it” and make the system more reliable;

• **Reduce crowding:** Metro needs more capacity on both rail and bus;

• **Provide better customer information:** Customers want all types of trip information, on-demand, everywhere; and

• **Ensure stable funding:** Citizens, leaders, and businesspeople alike are unified in calling for sustainable, reliable funding for Metro.

**Focusing on the Future**

Over the next three decades, the Washington region is forecast to experience increased growth, including a 30 percent increase in population and a 39 percent increase in employment. This would be equivalent to adding the population of the city of Philadelphia or Houston to the region.

The region is expanding beyond its historical urbanized areas into previously-undeveloped suburbs while adding more density to developed areas. Numerous villages, “town centers”, urban revitalization areas, and revitalized inner suburbs are signs that the D.C. area now functions as a “regional city” – one that needs transit provision in places where the original system was never designed to go and may not be effective in meeting this new demand.

Additionally, planned expansions of local transit services such light-rail transit (LRT), bus-rapid transit (BRT), streetcar, commuter rail, and local bus service will feed additional demand onto the rail system and eventually the system’s core, where 70 percent to 80 percent of existing rail trips link or terminate. These new, regionally significant transit projects and services total almost $7 billion and include projects such as:

• Metrorail Silver Line Phase II to Dulles Airport and Loudoun County (VA);

• Streetcars on H Street, NE and Anacostia SE (DC) and Columbia Pike and US 1 (VA);

• Bus Rapid Transit/Busways on Veirs Mill Road (MD), Corridor Cities (MD), Crystal City/Potomac Yard (VA), Van Dorn to Pentagon (VA), and K Street, NW (DC);

• Light Rail Transit on the Purple Line (MD); and

• Potomac Yard Metro station (VA).

All of the above projects depend on Metro to be in prime operating condition to absorb new passengers – yet there is no funding currently to upgrade the regional core itself to accommodate this demand. Moreover, there is limited coordination between the 15 or so systems that also provide service in the region, raising the potential for a disorganized and inefficient future transit network that does not deliver convenience, simplicity, or interoperability for the customer.

**Delivering the Transit System the Region Needs**

Tomorrow’s Washington region will require mobility solutions that not only alleviate system congestion today, but ones that connect new communities, deliver a safe and comfortable passenger experience, become a preferred means of travel in the region, and do so in a manner that is financially sound and sustainable. This is no simple task, to be sure, and serving tomorrow’s Washington region will certainly require exploring and making difficult decisions, today.

After achieving a steady state of maintenance, Metro’s first priority will be maximizing the current transit network and squeezing every last bit of capacity out of the system. Such plans may indeed better serve the region as it has evolved over the last 35 years, but they are only the foundation necessary to meet the needs of the region of the future.

Metro leaders have already begun the planning and engineering work necessary to serve the region today and tomorrow. This foundational work lays out three clear investment thresholds that the region must consider, each of which has differing funding needs, as well as differing levels of impact on the metropolitan area’s mobility, sustainability, and prosperity.

**Maintain the Existing System**

Once rehabilitated, the system will require ongoing and sustained reinvestments as it continues to age and deteriorate – the system never becomes free of capital needs. Current estimates suggest that Metro requires at least $1 billion (in $2012) per year simply to support and maintain the existing system, even after rehabilitation. This amount achieves a “state of good repair” for the existing system, but would not be enough to address issues of crowding and capacity nor serve the needs of a growing region.
**Metro 2025**

Metro leaders have already formulated a series of seven initiatives to not only meet current demand but also prepare the system to keep up with the other regional investments and help the region maximize the return on these investments. These initiatives, which should be completed by 2025 if they are to have maximum impact, will increase system and core capacity and improve the effectiveness of the rail and bus networks. They will also make it more likely that the region’s non-Metro transit investments will have the results that the region needs and expects. These projects, which require an additional $500 million in funding annually through 2025 would:

- Enable Metrorail to operate all eight-car trains during peak periods, and have the rail cars, power, and storage to do so;
- Complete the Metrobus Priority Corridor Network (PCN);
- Improve core stations including pedestrian underground connections, mezzanines, platforms, and stairs/escalators;
- Add pocket tracks/turnbacks where necessary to eliminate choke points;
- Install a next-generation communications infrastructure for customer-facing needs, such as trip planning, payment, and regional transit network navigation;
- Accommodate bus service growth and emerging corridors through fleet expansion; and
- Add infrastructure to increase service between key stations.

**Metro 2040**

Implementing Metro 2025 means that the region will have the transit network that can serve the region in the next decade. However, it stops short of giving the region a transit system that is built with the future in mind. Questions about whether the region will live up to its growth potential without a transit system built to accommodate the world in 2040 are fair to ask – as is asking about the quality, conditions, and reliability of the system in 2040 should the region still rely on one built for 2025.

Elements of Metro 2040, all of which require Metro 2025 as a precursor, are still preliminary as Metro’s long-range plan is still under development and elements remain to be identified and evaluated. Those that have been identified and are in the preliminary evaluation stage are listed below, and those that are specific to Metro will require additional capital funding of approximately $740 million per year through 2040, in addition to the investments in Metro 2025 and funding necessary to maintain the system as it is. Examples of some of the components of Metro 2040, which in full will be released in the Regional Transit System Plan in mid-2013, currently include the following:

- Separate the Blue and Yellow lines from the Orange and Green Lines, respectively, through the system core;
- Build express tracks for the Silver/Orange Lines in VA;
- Create Metrorail extensions on Orange (VA) and Blue (VA and MD) lines;
- Add BRT or LRT from Dunn Loring (VA) to Tysons (VA) and White Flint (MD) across the Legion Bridge;
- Add BRT or LRT from New Carrollton (MD) to Alexandria (VA) across the Wilson Bridge;
- Deliver enhanced commuter rail and bus service;
- Build streetcar connections across Potomac River;
- Deliver enhanced and coordinated regional BRT system; and
- Build streetcar extensions to LIncolnia and on Route 7 to Tysons.
The Strategy

The strategies support the vision of tomorrow’s transit ride as well as give guidance to the types of investments and decisions that Metro can and must make in order to achieve this vision and support the region.

Goal 1 – Build and Maintain a Premier Safety Culture and System

<table>
<thead>
<tr>
<th>Fix and Maintain the System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro will continue its efforts to return to and keep the system equipment and infrastructure in good condition. Metro will use data-driven and science-based methods to allocate resources, use system safety practices and principles and environmental design to enhance safety, and seek to meet or exceed national safety and security standards for transit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Create a Shared Climate of Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro will work with employees, riders, jurisdictional partners, and the general public to make sure that everyone does their part in creating and sustaining a culture of safety and security in stations, vehicles, support facilities, and access points. Metro will enhance its communications feedback loops to bring critical safety information to empowered agents quickly, to prevent accidents before they happen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expect the Unexpected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro will continue to support the region’s emergency transit management and security readiness protocols, and seek to make transit emergency protocols widely- and easily-understood. Metro will maintain regional evacuation capability and prepare for any event that requires wide-scale response. On a smaller scale, Metro will continue to improve incident response timing, planning, preparation and investigation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepare for Extreme Weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme weather is becoming more commonplace. Metro will continue to design and build the system, as well as implement operational protocols, which assume extreme weather may become the “new normal”. Facility enhancements, new equipment and strategic partnerships will also improve Metro’s ability to adapt to changing weather patterns.</td>
</tr>
</tbody>
</table>

Goal 2 – Meet or Exceed Expectations by Consistently Delivering Quality Service

<table>
<thead>
<tr>
<th>Become a Self-Service System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro was designed to become a self-service system. Completing this design objective will ensure that customers can experience the system smoothly and Metro can re-allocate resources optimally.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Focus on the customer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro will focus on the needs of Metro’s customers at all stages of a trip, and optimize its customer-facing employee approach.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fix it first and fast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro’s results focused maintenance approach is critical to keeping assets in a state of good repair and services running reliably. Metro will collect and utilize data on the performance of Metro’s system in order to deploy resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Be on-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro is dedicated to delivering service on time. Metro will continue to adjust service delivery to improve reliability, reduce crowding, and better serve travel markets.</td>
</tr>
</tbody>
</table>
Metro will provide customers with accurate and timely information for navigating the region and for trip planning, including real-time information on arrivals and departures, or delays and incidents. Adopting new technologies and policies will help Metro offer easy and seamless planning and payment options for trips throughout the region.

Goal 3 – Improve Regional Mobility and Connect Communities

- Be the region’s transit leader
  - Metro is not only the region’s largest transit provider, but is chartered as the region’s transit planning entity. Through leadership and partnerships, Metro will guide regional integration, ensuring that today and tomorrow’s regional transit services move people where they want to go, seamlessly.

- Maximize what we have
  - Metro will meet growing demand and address overcrowding by optimizing the capacity of the existing infrastructure. In addition, Metro will work with local jurisdictions to implement transit priority improvements on the street to move buses faster.

- Enhance access
  - Access to and linkages between stations/stops and services is the basis for a successful transit network. Metro and its partners have added sidewalks and bike lanes and connected local bus services to stations, but there is still much work to be done. Metro will continue to improve the usability of multiple modes of transit and the overall accessibility of the entire system to all riders.

- Expand for the future
  - Metro will work with local partners to enlarge the rail and bus network to provide high-quality transit to communities across the region.

- Support the region’s economic competitiveness
  - Transit is the backbone of the region and a key to its vitality. Metro will continue to support the development of places where people want to invest, live and work.

Goal 4 – Ensure Financial Stability and Invest in our People and Assets

- Add new sources of predictable funding
  - Metro will work with regional and federal partners to develop a reliable funding source for transit. Metro is already working with regional partners to develop multi-year budgets to form the basis of stable funding agreements.

- Invest for the long-term
  - Vehicles, tunnels, bridges, stations and systems are all valuable physical assets for the region that will require replacement. Metro will prioritize and replace assets with a view to providing long-term safety, reliability and cost savings.

- Increase efficiency and lower costs
  - Metro will operate efficiently by focusing on key cost drivers, improving business processes, and using technology more effectively.

- Be Green
  - Metro will employ technologies and practices to reduce consumption of natural resources and pollution. Lower energy usage, alternative fuels, and sustainable development criteria will be considered for new facilities and vehicles.
Implementing Momentum

Delivering the transit system that the region needs will require an unequivocal commitment of additional resources from internal and external stakeholders. Simply put, the rehabilitation work being accomplished at the time of the writing of this document will not be nearly enough to keep up with the region’s needs, and without additional resources it will be unlikely that the region can continue to enjoy a transit network that contributes to competitiveness and makes the Washington metropolitan area one of the most desirable places to live and work.

Metro's annual PRIAA capital appropriation, and the regional demand for expanded transit capacity.

In the near future, Momentum will generate numerous action items and identify roles and responsibilities, as well as sources of funding, for action.

Next Steps

In the immediate future, Momentum can move into an action phase with the following:

1. Consensus from the Board on the plan;
2. Feedback and endorsement from key stakeholders such as the jurisdictional funders; Congressional Delegation and others;
3. After endorsement, execution of the most effective funding mechanism; and
4. Integration into General Manager and Department business plans.

With the above in hand, Momentum can immediately begin work on delivering the transit system of the future and the network that the region needs and deserves.

Figure 4 Momentum’s Order of Magnitude Annual Capital Funding Needs

To accomplish the goal of continuing to support the region through the transit vision articulated in Momentum, Metro must first tackle two funding issues. First, Metro must work to ensure it continues to receive the robust capital funding from its local, state and federal partners that it has in recent years. Second, Metro must work with the region to find new mechanisms that could generate revenue for Metro, especially considering federal and state funding uncertainty, the looming expiration of
WHAT DOES THE FY2014 INVESTMENT BUY FOR OUR CUSTOMERS

Safety
Create a safer and more secure transit experience for customers and employees

Quality Service
Provide reliable, accessible, clean and customer focused-transit service

People and Assets
Seek sufficient and stable funding while leveraging all its assets wisely

Connect Communities
Be the regions transit planner, providing leadership for the transit map of the future
RESOURCES TO SUPPORT METRO'S STRATEGIC GOALS IN FY2014

New Initiatives $16.7M
Increase to Base $62.3 Million
FY2013 Base Budget $1,576 Million
Customer Demand $89.7 Million
State of Good Repair $869.3 Million
Reimbursable $113 Million

Operating budget of $1,655 Million
Capital budget of $959 Million
Reimbursable $113 Million

FY2014 Budget $2.7 Billion
|-----------------------|-------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| • 100% Eight-Car Trains | • Initial Investment for Expansion Railcars  
• Engineering and Design of Maintenance/Storage Facilities  
• Power Upgrades                                                                                           | $100                               | $2,000                             |
| • Core Station Improvements | • Construction of Union Station and Gallery Place Station Access and Capacity Improvements  
• Planning for Additional Stations                                                                                       | $100                               | $1,000                             |
| • Metrobus Priority Corridor Network  
• Bus Service Growth in Emerging Corridors | • Expansion Buses and Increased Bus Garage Capacity  
• Implementation of Improvements on Additional Corridors  
• Additional Corridor Studies                                                                                     | $85                                | $1,100                             |
| • Next Generation Communications Infrastructure | • Advanced Information Management System Upgrade  
• Project Planning                                                                                 | $60                                | $400                               |
| • New Blue Line Connections  
• Pocket Tracks and Crossovers | • Project Planning Studies                                                                          | $1                                 | $1,500                             |
MULTI YEAR PLAN AND JURISDICTIONAL INVESTMENT FY2014 - FY2019
($ in millions)
## MULTI - YEAR FINANCIAL PLAN
### 3 & 6 YEAR OPERATING PRO FORMA

<table>
<thead>
<tr>
<th></th>
<th>BUDGET</th>
<th>3 YEAR FORECAST</th>
<th>6 YEAR FORECAST</th>
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</thead>
<tbody>
<tr>
<td>TOTAL REVENUE</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>874</td>
<td>892</td>
<td>964</td>
</tr>
<tr>
<td>OPERATING BUDGET</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,576</td>
<td>1,655</td>
<td>1,725</td>
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<tr>
<td>PREVENTIVE MAINTENANCE - DEBT SERVICE - OTHER</td>
<td>C</td>
<td>4</td>
<td>(28)</td>
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<tr>
<td>NET SUBSIDY</td>
<td>D = B-A+C</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>707</td>
<td>735</td>
<td>759</td>
</tr>
<tr>
<td>COST RECOVERY</td>
<td>E = A/B</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>55%</td>
<td>54%</td>
<td>56%</td>
</tr>
<tr>
<td>Capital Investment</td>
<td>FY2013</td>
<td>FY2014</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>District of Columbia</td>
<td>$116,890</td>
<td>$130,661</td>
<td></td>
</tr>
<tr>
<td>Montgomery County</td>
<td>31,297</td>
<td>34,110</td>
<td></td>
</tr>
<tr>
<td>Prince George's County</td>
<td>34,459</td>
<td>35,431</td>
<td></td>
</tr>
<tr>
<td>Maryland PRIIA</td>
<td>49,424</td>
<td>56,309</td>
<td></td>
</tr>
<tr>
<td>Maryland Subtotal</td>
<td>115,180</td>
<td>125,849</td>
<td></td>
</tr>
<tr>
<td>City of Alexandria</td>
<td>7,393</td>
<td>8,973</td>
<td></td>
</tr>
<tr>
<td>Arlington County</td>
<td>13,823</td>
<td>16,699</td>
<td></td>
</tr>
<tr>
<td>City of Fairfax</td>
<td>466</td>
<td>515</td>
<td></td>
</tr>
<tr>
<td>Fairfax County</td>
<td>24,503</td>
<td>29,337</td>
<td></td>
</tr>
<tr>
<td>City of Falls Church</td>
<td>483</td>
<td>633</td>
<td></td>
</tr>
<tr>
<td>Virginia PRIIA</td>
<td>49,424</td>
<td>56,309</td>
<td></td>
</tr>
<tr>
<td>Virginia Subtotal</td>
<td>96,092</td>
<td>112,466</td>
<td></td>
</tr>
<tr>
<td>Total Jurisdictional Capital Investment</td>
<td>328,162</td>
<td>368,977</td>
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</table>
## OPERATING INVESTMENT
### BY JURISDICTION (dollars in millions)

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>FY 2013</th>
<th>FY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>District of Columbia</td>
<td>$265,882</td>
<td>$275,488</td>
</tr>
<tr>
<td>Montgomery County</td>
<td>$120,479</td>
<td>$123,738</td>
</tr>
<tr>
<td>Prince George's County</td>
<td>$159,268</td>
<td>$158,951</td>
</tr>
<tr>
<td>Maryland Subtotal</td>
<td>$279,747</td>
<td>$282,689</td>
</tr>
<tr>
<td>City of Alexandria</td>
<td>$25,383</td>
<td>$27,699</td>
</tr>
<tr>
<td>Arlington County</td>
<td>$42,821</td>
<td>$47,880</td>
</tr>
<tr>
<td>City of Fairfax</td>
<td>$1,414</td>
<td>$1,574</td>
</tr>
<tr>
<td>Fairfax County</td>
<td>$89,330</td>
<td>$97,598</td>
</tr>
<tr>
<td>City of Falls Church</td>
<td>$1,942</td>
<td>$1,997</td>
</tr>
<tr>
<td>Virginia Subtotal</td>
<td>$160,890</td>
<td>$176,749</td>
</tr>
<tr>
<td><strong>Total Jurisdictional</strong></td>
<td><strong>$706,519</strong></td>
<td><strong>$734,926</strong></td>
</tr>
<tr>
<td><strong>Operating Investment</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Silver Line Service Plan

<table>
<thead>
<tr>
<th>Line</th>
<th>From</th>
<th>To</th>
<th>Peak Headway</th>
<th>Mid-Day Headway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silver</td>
<td>Wiehle-Reston East</td>
<td>Largo Town Center</td>
<td>6 min</td>
<td>12 min</td>
</tr>
<tr>
<td>Orange</td>
<td>Vienna</td>
<td>New Carrollton</td>
<td>6 min</td>
<td>12 min</td>
</tr>
<tr>
<td>Blue</td>
<td>Franconia-Springfield</td>
<td>Largo Town Center</td>
<td>12 min</td>
<td>12 min</td>
</tr>
<tr>
<td>Green</td>
<td>Greenbelt</td>
<td>Branch Avenue</td>
<td>6 min</td>
<td>12 min</td>
</tr>
<tr>
<td>Yellow A</td>
<td>Huntington</td>
<td>Mount Vernon</td>
<td>6 min</td>
<td>n/a</td>
</tr>
<tr>
<td>Yellow B</td>
<td>Huntington</td>
<td>Ft. Totten</td>
<td>n/a</td>
<td>12 min</td>
</tr>
<tr>
<td>Yellow+</td>
<td>Franconia-Springfield</td>
<td>Greenbelt</td>
<td>12 min.</td>
<td>n/a</td>
</tr>
<tr>
<td>Red</td>
<td>Shady Grove</td>
<td>Glenmont</td>
<td>3-6 min</td>
<td>6-12 min</td>
</tr>
</tbody>
</table>

Service Hours and Headways conform to Board adopted Metrorail Service Standards
Silver Line Changes By Line

Blue Line:
- Peak Blue Line trains will run every 12 minutes; two less than current
- Eight car trains will provide additional capacity

Orange Line:
- Peak trips between Vienna and West Falls Church Stations will be reduced; expect shift to the Silver Line
- Present Rush Plus service between Vienna and Largo Town Center Stations will convert to Silver Line
- All Orange Line trains will operate between Vienna and New Carrollton Stations
- All Virginia stations will maintain the same amount of total train service; total frequency NOT decreased
Suburban bus use climbs across Washington region

By Mark Berman, Published: April 20

With the Washington region’s population boom, more people have had to figure out how to commute in an area where the roads are infamously congested and the Metrorail system has a limited reach.

For an increasing number of commuters, the answer has been the buses crisscrossing the region’s suburbs, where city- and county-run bus systems have seen a steady rise in ridership in recent years.

But relying on buses means depending on lines that in some cases have to traverse big areas and are at the mercy of the region’s traffic.

As a result, buses operated by many of the suburban jurisdictions can be late more often than commuters would want, not unlike the buses operated by Metro.

“The morning seems really reliable, which makes sense for a bus system,” said Meaghan O’Malley, 33, of Fairfax, who started taking the Fairfax Connector last year. “They start out great, but things slow down throughout the day with breakdowns and traffic.”

Even as ridership has risen, road capacity hasn’t. But with buses seen as a way to reduce congestion by taking drivers off the road, some jurisdictions are constructing or considering new lanes meant to enhance bus service.

A five-mile stretch of bus-only lanes in Arlington County and Alexandria is scheduled to open next year. In Montgomery County, a task force has recommended a 160-mile system of express bus lanes, though a recent study said this plan is not practical.

The bus lines operated by each of the region’s suburban jurisdictions are often overshadowed by Metro’s vast system of rail and bus lines, but they are workhorses and a vital link for many commuters.

The lines in Montgomery, Prince George’s, Fairfax, Arlington, Prince William and Loudoun counties and the city of Alexandria logged more than 52 million trips last year, up from more than 49 million in 2010.

“It’s definitely decreased stress tremendously,” O’Malley said of commuting by bus. “I don’t like driving. The
traffic’s horrible. I personally enjoy it for my work commute.”

Only Montgomery County’s Ride On service, the suburban system with the highest ridership, logged fewer passengers in 2012 than in 2010. Ridership on Metrobus has been growing, too, to 129.9 million in 2012 from 120.2 million in 2010. Meanwhile, Metrorail’s ridership dropped to 212.1 million from 217.3 million during the same period.

Agencies have tweaked and boosted service to accommodate the growing bus ridership and to draw additional riders. OmniRide in Prince William County and Fairfax Connector began running buses in the Capital Beltway express lanes as a way to offer faster trips.

Arlington Transit increased service on some routes, including adding buses to its popular ART 41 route, which runs between the Columbia Pike and Court House areas and is responsible for about 40 percent of Arlington Transit’s ridership. OmniRide beefed up service on several routes, including a route that runs alongside Interstate 66 to and from the West Falls Church Metro station. TheBus in Prince George’s County added trips to several routes, including the one between the Greenbelt and New Carrollton Metro stations.

Traveling by bus is often cheaper than traveling by train or car, and that is often the appeal for many commuters. But for all the value in commuting, riders from across the region say that outside of the weekday rush-hour windows, lags in service can be a problem.

“The buses go to a lot of places, but during the middle of the day they only go once an hour, so you wind up waiting outside for a long time,” O’Malley said.

Kayann Dobson, who takes a Ride On bus from Silver Spring to Friendship Heights to get to her job as a cashier, said “the buses are not reliable” during these off-peak hours.

The problem is even more acute on the weekends, riders say.

“On the weekends, the buses just don’t run frequently enough to get around,” said Matt Miller, 33, of Reston. “It works really well during the week, but on the weekends it’s just not great.”

About one out of five Ride On buses was late last year, according to the county. That is similar to numbers reported by Arlington Transit and slightly better than those reported by TheBus. Metro reported that about one out of four of its buses was late last year.

Zahra Javaheri, who takes a Ride On bus a few days a week, said she has waited for 45 minutes for a bus before giving up. On occasion, she has taken buses an hour early to make sure she can get somewhere on time.

“They are not on time,” Javaheri said. “But the buses are convenient.”

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TO: Chairman McKay and NVTC Commissioners

FROM: Kelley Coyner and Claire Gron

DATE: April 25, 2013

SUBJECT: VRE Items

A. Report from the VRE Operations Board and Chief Executive Officer--Information Item.

B. Fourth Year of the Keolis Operating and Maintenance Services Contract—Action Item/Resolution #2216.

C. Submission of VRE Project List to the Northern Virginia Transportation Authority (NVTA) for FY 2014 Funding Consideration—Action Item/Resolution #2217.
Report from the VRE Operations Board and VRE’s Chief Executive Officer

Attached is the CEO report from April, including performance data. Minutes from the April 19, 2013 VRE Operations Board are also attached.
Performance

Reasons for Delays – Graph
On Time Performance
Ridership Update
Step-Up Buy-Down Update
Monthly Citation Update
On Time System Performance Chart
On Time Performance by Line Chart
Ridership Table
Train Utilization Chart – Fredericksburg
Train Utilization Chart – Manassas
Parking Utilization Chart

Financial Report

Capital Committee Briefing

Rail Operations

Railcar Status
Safety

General Information

Carmel Church Station/Caroline County
Meet the Management
Public Hearings/Public Comment
I-66 VDOT Study
Fort Belvoir Meeting

Capital Projects

Spotsylvania – 3rd Track & Station
Franconia/Springfield
Capital Project Summary
PERFORMANCE:

On Time Performance

Since arriving last September, I have reported about our service’s consistency month in and month out. It is almost routine for us to report at least a 95% for the OTP for a given month, but this month is striking and must be noted. Our on time performance for the month of March was 98.3%, which ties with August and April of 2012 as our highest total on time performance ever.

This is a tremendous accomplishment to achieve near perfection by all the partners involved; VRE staff, Keolis, our host railroads Amtrak, CSX, Norfolk Southern and DRPT for helping to fund new equipment. Putting it in more concrete terms only ten trains were delayed during the month out of more than 600 operated. Not only was it the highest OTP ever system wide but it was also the highest OTP on the Fredericksburg line, which also reported OTP for the month at 99%. There were only four delays on the Fredericksburg line. For March, the Manassas line had an OTP of 98% with a total of six delays.

With this month’s record finish (98%) it marked the eighth consecutive month that VRE’s OTP has finished above 95% or better and the eighteenth month in a row that we have been above 90%. This is a remarkable streak and stamps VRE as one of the most efficient and reliable public transportation entities in the Commonwealth.
The Trip Delay chart on the previous page has been modified over past few months to provide the Operations Board and Commissions with a better understanding of the issues that a particular train can encounter while in operation. In some cases, there can be cumulative delays overall that cause a train to be late. At other times, a train can encounter a delay or delays while operating and still make up the necessary time in route to not be late in the end.

For example, last month VRE Train 307 was late arriving at a station by several minutes due to a combination of speed restrictions and the assistance of a passenger with a wheelchair. 307 then lost more time due to a slow freight train ahead of it. In the end, however, we were able to make up time at certain stops and 307 arrived at its final destination (Fredericksburg) on time.

We will be coordinating with CSX and Amtrak soon to review our scheduling data in order to determine what improvements can be made to enhance service. I will report back on this process as it moves forward over the next two months.

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>System-Wide</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total delays</td>
<td>14</td>
<td>23</td>
<td>10</td>
</tr>
<tr>
<td>Average length of delay (mins.)</td>
<td>37</td>
<td>34</td>
<td>17</td>
</tr>
<tr>
<td>Number over 30 minutes</td>
<td>6</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Total Days with heat restrictions</td>
<td>0/19</td>
<td>0/21</td>
<td>0/20</td>
</tr>
<tr>
<td>On-Time Performance</td>
<td>98%</td>
<td>96%</td>
<td>98%</td>
</tr>
<tr>
<td><strong>Fredericksburg Line</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total delays</td>
<td>8</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>Average length of delay (mins.)</td>
<td>43</td>
<td>52</td>
<td>18</td>
</tr>
<tr>
<td>Number over 30 minutes</td>
<td>3</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>On-Time Performance</td>
<td>97%</td>
<td>96%</td>
<td>99%</td>
</tr>
<tr>
<td><strong>Manassas Line</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total delays</td>
<td>6</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Average length of delay (mins.)</td>
<td>28</td>
<td>18</td>
<td>17</td>
</tr>
<tr>
<td>Number over 30 minutes</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>On-Time Performance</td>
<td>98%</td>
<td>96%</td>
<td>98%</td>
</tr>
</tbody>
</table>
Average daily ridership for February 2013 was 19,374. That is 300 more daily trips than January 2013. While this is a very positive sign, February 2013 is slightly below February 2012 by about 150 daily trips. In researching this further, the glaring statistic is Friday service. We made 2,600 less passenger trips in February 2013 as we did in Feb. 2012. There is no doubt that the increase in teleworking and telecommuting have directly affected this particular day. What does that mean? It means we’re carrying more people on the rest of the days, particularly Tuesday, Wednesday and Thursday. For example, nine of the nineteen service days we carried more than 20,000 riders.

The table below seems to indicate that ridership was off, but what should be factored in is that there was one less service day, so if one were to add another 20,000 day, the numbers would be almost identical.

<table>
<thead>
<tr>
<th>RIDERSHIP MONTH TO MONTH COMPARISON</th>
<th>MONTHLY RIDERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2013</td>
<td>378,274</td>
</tr>
<tr>
<td>March 2012</td>
<td>421,769</td>
</tr>
<tr>
<td>SERVICE DAYS (CURRENT/PRIOR)</td>
<td>(20/22)</td>
</tr>
<tr>
<td>PERCENT CHANGE</td>
<td>-1.3% Normalized</td>
</tr>
</tbody>
</table>

Step-Up Buy-Down Update

The Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT) funded a plan to reduce a portion of the commuter’s cost of the Amtrak Step-Up ticket. The new price of an Amtrak Step-Up ticket was adjusted on March 1st from $5.00 to $3.00. Since the implementation, step-up use has risen from 6,380 (March 2012) to 8,737 (March 2013) passenger trips, a 37% increase allowing 2,000 plus riders access to a seat, which has helped alleviate some of our capacity and customer service issues.
Monthly Citations Update

For the month of March, VRE issued a total of 102 citations. Of those 102 citations issued, VRE waived 33 of them for our riders who showed proof of a monthly ticket.

Of the remaining citations, 0 were found not guilty, 42 were dismissed and 8 were continued. VRE will continue to emphasize ticket enforcement. Continued ticket checks will deter those individuals who are attempting to ride VRE with counterfeit or fraudulent tickets.

### VRE ACTIONS

<table>
<thead>
<tr>
<th>Action Description</th>
<th>Occurances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waived: Passenger showed proof of a monthly ticket</td>
<td>33</td>
</tr>
<tr>
<td>Waived: Per the request of the issuing conductor</td>
<td>0</td>
</tr>
<tr>
<td>Waived: Due to defective tickets or TVM</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

Fare Evasion Court Actions

- Guilty - 4
- Guilty in Absentia - 22
- Prepaid Prior to Court - 26
- Continued to Next Court Date - 8
- Dismissed - 42
- Not Guilty - 0
On-Time Performance

System Performance

January 2010 – March 2013

100.00%
95.00%
90.00%
85.00%
80.00%
75.00%
70.00%
65.00%
60.00%
55.00%
50.00%
45.00%


- System
- Trendline
On-Time Performance

Performance by Line

January 2010 - March 2013
## Ridership
### March 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Manassas AM</th>
<th>Manassas PM</th>
<th>Total Manassas</th>
<th>Actual OTP TD</th>
<th>Fredburg AM</th>
<th>Fredburg PM</th>
<th>Fredburg Total</th>
<th>Actual OTP TD</th>
<th>Total Trips</th>
<th>Actual OTP TD</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>4,010</td>
<td>3,669</td>
<td>7,679</td>
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<td>4,216</td>
<td>4,223</td>
<td>8,439</td>
<td>100%</td>
<td>16,317</td>
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</tr>
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<td>2</td>
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<td></td>
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<tr>
<td>3</td>
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</tr>
<tr>
<td>4</td>
<td>5,000</td>
<td>4,936</td>
<td>9,938</td>
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<td>4,805</td>
<td>4,666</td>
<td>9,666</td>
<td>100%</td>
<td>19,629</td>
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<tr>
<td>5</td>
<td>4,779</td>
<td>5,183</td>
<td>10,512</td>
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<td>5,023</td>
<td>5,372</td>
<td>10,395</td>
<td>100%</td>
<td>20,517</td>
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</tr>
<tr>
<td>7</td>
<td>4,145</td>
<td>5,048</td>
<td>9,193</td>
<td>81%</td>
<td>4,885</td>
<td>4,968</td>
<td>9,853</td>
<td>79%</td>
<td>18,061</td>
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<td>8</td>
<td>3,991</td>
<td>4,122</td>
<td>8,113</td>
<td>94%</td>
<td>4,249</td>
<td>4,208</td>
<td>8,458</td>
<td>100%</td>
<td>16,560</td>
<td>97%</td>
</tr>
<tr>
<td>9</td>
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<td>10</td>
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<td>5,255</td>
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<td>4,483</td>
<td>4,365</td>
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<td>9,686</td>
<td>100%</td>
<td>5,097</td>
<td>5,226</td>
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<td>100%</td>
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<td>100%</td>
</tr>
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<td>26</td>
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<td>100%</td>
<td>4,933</td>
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<td>19,045</td>
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<td>5,169</td>
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<td>19,186</td>
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</tr>
<tr>
<td>28</td>
<td>4,274</td>
<td>4,670</td>
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<td>4,725</td>
<td>5,142</td>
<td>9,867</td>
<td>100%</td>
<td>19,611</td>
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</tr>
<tr>
<td>29</td>
<td>3,203</td>
<td>3,302</td>
<td>6,504</td>
<td>100%</td>
<td>3,879</td>
<td>3,860</td>
<td>7,739</td>
<td>100%</td>
<td>14,044</td>
<td>100%</td>
</tr>
<tr>
<td>Total</td>
<td>85,827</td>
<td>91,197</td>
<td>177,024</td>
<td>98%</td>
<td>89,554</td>
<td>96,059</td>
<td>185,613</td>
<td>99%</td>
<td>369,537</td>
<td>98%</td>
</tr>
</tbody>
</table>

Amtrak Trains: 400          Amtrak Total: 8,337
Adjusted total: 177,424
Adjusted Total: 200,850

# of Service Days: 20

Manassas Daily Avg. Trips: 9,851 Adjusted Avg.: 9,871
Fredburg Daily Avg. Trips: 9,626 Adjusted Avg.: 9,943
Total Avg. Daily Trips: 19,477 Adjusted Avg.: 19,814

Total Trips This Month: 378,274
Prior Total FY-2013: 2,914,791
Total Trips FY-2013: 3,293,065
Total Prior Years: 57,778,585
Grand Total: 61,071,630

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

Fredericksburg Line

March 2013

<table>
<thead>
<tr>
<th>Train</th>
<th>Average Ridership</th>
<th>Midweek Peak</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>69%</td>
<td>94%</td>
</tr>
<tr>
<td>302</td>
<td>57%</td>
<td>91%</td>
</tr>
<tr>
<td>304</td>
<td>74%</td>
<td>91%</td>
</tr>
<tr>
<td>306</td>
<td>62%</td>
<td>92%</td>
</tr>
<tr>
<td>308</td>
<td>20%</td>
<td>26%</td>
</tr>
<tr>
<td>310</td>
<td>80%</td>
<td>24%</td>
</tr>
<tr>
<td>312</td>
<td>18%</td>
<td>19%</td>
</tr>
<tr>
<td>301</td>
<td>66%</td>
<td>46%</td>
</tr>
<tr>
<td>303</td>
<td>23%</td>
<td>13%</td>
</tr>
<tr>
<td>305</td>
<td>94%</td>
<td>31%</td>
</tr>
<tr>
<td>307</td>
<td>66%</td>
<td>24%</td>
</tr>
<tr>
<td>309</td>
<td>26%</td>
<td>24%</td>
</tr>
<tr>
<td>311</td>
<td>46%</td>
<td>26%</td>
</tr>
<tr>
<td>313</td>
<td>13%</td>
<td>19%</td>
</tr>
</tbody>
</table>
Train Utilization

Manassas Line

March 2013

![Bar chart showing train utilization for the Manassas Line in March 2013. The chart compares average ridership to midweek peak for each train number (322-337).](chart-image)
Parking Utilization

March 2013

* Denotes stations with overflow parking available that is now being included in final counts.
Financial Report

March 2013

Capital Committee Update – April Commission Meetings - A Capital Committee of the Operations Board was established by the Chairman in December 2012. Jonathon Way chairs the Committee and current members are: Mr. Cook and Mr. Zimmerman (NVTC) and Mr. Jenkins, Mr. Milde, and Mr. Skinner (PTC). The Committee responsibilities have been defined as:

1) to establish and maintain a set of Financial and Debt Management Principles for VRE
2) to provide an in-depth review of major capital needs
3) to analyze capital funding sources and identify new sources and mechanisms.

In developing the Financial and Debt Management Principles, the committee has reviewed information provided by staff and by VRE’s financial advisor and solicited comments from the CAO Task Force, the Commissions and DRPT. Topics reviewed thus far include: levels and types of reserves; parameters for debt issuance; and the life cycle needs of major assets.

In May, the Committee will finish discussion of the Financial and Debt Management Principles and forward their recommendation to the Operations Board in June and the Commissions in July for discussion and adoption. The principles will be reflected in the budget guidelines and proposed budget for FY 2015.

Future discussions will focus on the new state funding sources and the federal MAP-21 programs.

A copy of the March 2013 Operating Budget Report will be provided at the board meeting.
RAIL OPERATIONS:

Railcar Status

Passenger Cars – 8 VRE passenger car shells are currently being manufactured in Toyokawa, Japan. The car shells will be completed by the end of April 2013. Once completed, they will be loaded onto a ship and transported to a U.S. port and then transported via rail for final assembly in Rochelle, IL. The cars are on schedule to be in VRE service by the end of the first quarter of 2014. (Below, new cars under construction):

Safety

Annual Operating Rules Classes

Keolis recently wrapped up its annual rules classes where all train and engine service employees sit for detailed rail safety and operating rules courses that cover the rules required for Amtrak, CSX and Norfolk Southern railroad territories, as well as general safety rules followed by exams on
Safety (Continued)

the materials. This is required annually to remain in service as a VRE crew member. The classes were given by veteran railroad rules experts Larry McNulty and N. Joe Nuss.

Threat and Vulnerability Assessment

During the last week of March, VRE conducted a Threat and Vulnerability Assessment. The process was led by impartial external contractors who specialize in this area along with Greg Deibler, VRE’s Manager of System Safety and Security. They conducted interviews with VRE staff responsible for many facets of VRE’s operation and then toured the system to catalog the potential vulnerabilities and numerous improvements made at stations, parking lots and at both storage and maintenance facilities.

The experience was rewarding as a majority of the issues from the previous assessments had been addressed in exemplary fashion and we expect to have the final report within the next two months.

GENERAL INFORMATION:

Carmel Church Station/Caroline County

On April 9, 2013, I met with Tommy Thompson and Litt Thompson from Carmel Church Station and Gary Wilson, Director of Caroline County Economic Development and Michael Finchum, Planning and Community Development for Caroline County. They briefed me on the various development and planning activities taking place in Caroline County as it relates to transit orientated developments and growth. I shared with them our planning initiatives including the development of a system plan. We agreed to continue an open dialogue and would share with each other developments as we both progressed with our near and long term planning efforts. This meeting was arranged in part due to the interest Caroline County has shown in potentially pursuing membership in PRTC/VRE.
Meet the Management

VRE’s annual Meet the Management (“MTM”) program began two weeks ago (April 3) at Union Station. The participation and interaction with passengers was very engaging that evening as riders spoke with me, VRE staff and supporting personnel from Amtrak, CSX, Keolis and Scheidt-Bachmann.

Being my first “MTM” I was very impressed with how involved the riders are in sharing their experiences, thoughts and ideas with us. It was very evident that our riders care about their commute and are very loyal to our trains.

As I referenced at the last VRE Operations Board meeting, this year, in an effort to be more cost conscious, we will be holding the “MTM” outings at the five northern destination stations meeting all afternoon trains.

The remaining dates, locations, and times are listed below. As with Union Station, we have invited our partner railroads and major vendors to join us at the remaining stations.

<table>
<thead>
<tr>
<th>Date</th>
<th>Station</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 17, 2013</td>
<td>L'Enfant</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>May 1, 2013</td>
<td>Crystal City</td>
<td>3:15 PM</td>
</tr>
<tr>
<td>May 15, 2013</td>
<td>Alexandria</td>
<td>3:30 PM</td>
</tr>
<tr>
<td>June 5, 2013</td>
<td>Franconia-Springfield</td>
<td>3:30 PM</td>
</tr>
</tbody>
</table>
Public Hearings/Public Comment Period

We held all seven public hearings starting back on March 5th in Burke and ending March 28th in Manassas. Overall we had 28 riders participate in the public hearings – from a high of thirteen in Fredericksburg to a low of zero (L’Enfant and Woodbridge) where we had no riders show up.

In all cases, I introduced the staff to the riders and guided them through the budget process. We then gave them a detailed budget presentation before opening the floor for any and all questions whether it was budget related or not. It often provided for a stimulating debate with the riders, who both ultimately saw our plight and understood the reasoning behind the needed fare increase. I wouldn’t necessarily say that they were supportive, but they certainly understood the rationale behind it and the need for the fare increase.

As for public comments, to date we have received 115 e-mails to Gotrains. The general breakdown of the comments received so far are as follows:

- Question the justification for the increase? (We updated our website with an overview of VRE’s needs and justification for the increase)
- Just did an increase last year
- Sequestration/most federal employees haven’t received a raise in 3 years
- Overcrowding – hope increase will at least resolve that
- Ticket Checking – if VRE was more consistent in ticket checking, they wouldn’t need to raise fares because there wouldn’t be so many free loaders (see the same conductor’s day in and day out not checking or only doing a cursory inspection and then not writing a summons if they do find someone without a valid ticket)
- Transit subsidy went up, but many agencies did not implement the increase and have left it at $125
- VRE is instituting a fare increase only because of the transit subsidy increase
- We’ve heard from more non-federal employee riders wanting us to operate on soft federal holidays – this makes sense and I am having staff assess that

Statistically speaking the Gotrains comments have broken down as follows:

- 50% opposing a fare increase in general
- 29% worrying about federal pay freeze/sequestration
- 16% wanting fare increase to be used to enhance service

In the end though, one point that was clear whether it was at the public hearings or online was that the riders love the service and don’t want to drive.
I recently provided comments to VDOT on the I-66 Tier 1 Draft Environmental Impact Statement (DEIS). The DEIS covers I-66 from U.S. Route 15 in Prince William County to Interstate 495 in Fairfax County. A Tier 1 DEIS is the first step in a National Environmental Policy Act (NEPA) process to identify and evaluate concepts to improve multimodal mobility and travel choice in the I-66 corridor. A series of ten improvement concepts are evaluated in the DEIS including the VRE extension to Gainesville-Haymarket as well as additional general purpose lanes, additional managed (HOV) lanes, a Metrorail extension to Centerville or Haymarket, and LRT or BRT extensions from Vienna to Haymarket. As a Tier 1 document, the DEIS identified the general location of the various concepts; more detailed NEPA analyses, referred to as Tier 2, will be required for the improvement concepts that are advanced for further consideration. Based on the findings of this EIS, the Commonwealth Transportation Board will decide which highway and transit concepts to advance for further study.

I urged VDOT and the Commonwealth Transportation Board to advance the VRE Extension to a Tier 2 level analysis. DEIS Capacity Improvement Concept Scenarios that include a VRE Extension to Gainesville-Haymarket are some of the highest rated of the scenarios evaluated in the DEIS and would expand the corridor’s person-carrying capacity, as well as VRE core capacity, and greatly enhance travel options for commuters in a cost-effective and expeditious manner. The DEIS also acknowledged that no one improvement concept can meet the identified mobility need for the I-66 corridor.

Finally, I stressed the importance of planning within the I-66 corridor to VRE operations and the need for VRE to continue to be involved in planning and decision-making affecting the corridor. Unfortunately the Tier 1 EIS process was conducted to satisfy the minimum NEPA requirements for agency and stakeholder coordination and provided minimal opportunity for involvement by VRE and other regional stakeholders. Future Tier 2 studies must provide for meaningful stakeholder involvement over the duration of the study if they are to adequately address the needs of the corridor and the region.
Fort Belvoir has initiated the development of a Transportation Management Plan (TMP). The TMP will identify strategies to enhance commuting and mid-day mobility choices for employees and addresses both the Main Post and the North Area (former Engineering Proving Grounds). The Mark Center site has its own TMP.

Christine Hoeffner, VRE Planning Manager, and Ann King, VRE Market Development Manager, attended a kick-off meeting for the TMP on March 21, 2013. Fort Belvoir will host quarterly Travel Demand Management (TDM) Working Group meetings to involve internal tenant-partner organizations as well as outside organizations such as Fairfax County, the Northern Virginia Regional Commission and its Regional BRAC Coordinator, VDOT and VRE in the development of the TMP, which is scheduled to be complete in fall 2013.

VRE was invited to make a presentation to the TDM Working Group in June to provide an overview of VRE service and address how Fort Belvoir employees can use their federal transit benefit to purchase VRE fare media. VRE staff will also work with the Fort Belvoir TDM Coordinator to provide information regarding VRE operations for inclusion in the TMP. Fort Belvoir will be conducting a Commuter Profile Survey of all employees on the installation from April 18 to May 22. They have provided VRE the opportunity to suggest VRE-specific questions to include in the survey and will share the survey results for use in VRE system and operations planning.

The National Capital Planning Commission (NCPC), the central planning agency for all federal activities in the National Capital Region, requires all federal agencies with over 100 employees to develop a TMP as part of the installation master plan. The current Fort Belvoir population is 39,000 persons and is projected to grow to 56,000 persons. Based on work done during the BRAC process, it was determined approximately 81% of employees drive to work alone. Approximately 3% indicated they take VRE. The installation master plan calls for limiting installation parking to 60% of the employee population. Successful implementation of the TMP is critical to changing employee commuting behavior to meet that goal and manage future travel to and within the installation.
CAPITAL PROJECTS:

**Spotsylvania**

Third Track and Station: Plans are being finalized this month in preparation for advertisements for bid. We expect bids to be received in May in order for construction to begin in June.

In the meantime, VRE is working closely with CSX and Spotsylvania County to relocate utilities that are in conflict with the new station.

The track plans are moving towards final completion this month. C’X is providing their final review and comments in order for the plans to be finalized and released for bid.

**Franconia/Springfield**

Two weeks ago we completed the installation of a new gate at Barry Road. This gate will allow limited access to the station for Metro, VRE, CSX and the utilities. Additionally, VRE installed the approved Fairfax County emergency responder lock box to ensure that emergency personnel could get to the station at any time.

The station renovations should be complete in the coming week. Over the weekend we completed the concrete port and the replacement of the concrete steps. The stairwell is now being readied for painting. Once that task has been complete the new glass panels will be installed allowing for the tower to be reopened.
Capital Project Summary

March 2013

See attachments
<table>
<thead>
<tr>
<th>PROJECT</th>
<th>LOCATION</th>
<th>TOTAL ADOPTED CIP BUDGET THRU FY12</th>
<th>TOTAL BOARD APPROVED FUNDS</th>
<th>PROJECT DESCRIPTION</th>
<th>PERCENTAGE (%) OF TOTAL PROJECT TASK COMPLETION</th>
<th>PROJECT TASK COMPLETION DATE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gainsville/Haymarket Expansion</td>
<td>NS &quot;B&quot; Line</td>
<td>$4,088,000</td>
<td>$1,537,338</td>
<td>Expansion of service to Gainesville and Haymarket</td>
<td>2nd Quarter 2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G/H Expansion MIS</td>
<td></td>
<td></td>
<td></td>
<td>Develop expansion alternatives for new service to Gainesville and Haymarket</td>
<td>Completed</td>
<td>Completed</td>
<td>Feasibility Study completed 9/28/09.</td>
</tr>
<tr>
<td>G/H Expansion PE and EA</td>
<td></td>
<td></td>
<td>$2,749,076</td>
<td>Perform modeling, environmental analysis and preliminary engineering</td>
<td>0%</td>
<td>2nd Quarter 2016</td>
<td>Contract award awaiting execution of match Addendum between VRE and NS and grant NTP. VRE sent agreement to NS for signature 1/08/13.</td>
</tr>
<tr>
<td>L'Enfant Storage Track</td>
<td></td>
<td></td>
<td></td>
<td>1400 ft storage track just north of the existing platform and provide wayside power for two train sets.</td>
<td>2nd Quarter 2013</td>
<td>HDR Wayside Power design pending while VRE coordinates service location with PEPCO.</td>
<td></td>
</tr>
<tr>
<td>L'Enfant Storage Track</td>
<td></td>
<td>$1,902,260</td>
<td>N/A</td>
<td>Design of wayside power for stored train sets</td>
<td>90%</td>
<td>2nd Quarter 2013</td>
<td>VRE and PEPCO working to determine locations of new electrical vaults required to provide 1200-amp electric service. PEPCO design to continue once resolved.</td>
</tr>
<tr>
<td>L'Enfant Storage Track</td>
<td></td>
<td></td>
<td>N/A</td>
<td>Construction of wayside power for stored train sets</td>
<td>30%</td>
<td>2nd Quarter 2013</td>
<td>VRE/Csx coordination meeting held in late February. CSX will incorporate full track into design, requiring additional two months to complete signal design.</td>
</tr>
<tr>
<td>L'Enfant Storage Track</td>
<td></td>
<td></td>
<td>$250,000</td>
<td>Design of storage track switches and signalization</td>
<td>60%</td>
<td>2nd Quarter 2013</td>
<td></td>
</tr>
<tr>
<td>Spotsylvania Station Design</td>
<td></td>
<td>$3,425,500</td>
<td>$405,912</td>
<td>Design of the new platform and head house</td>
<td>95%</td>
<td>1st Quarter 2013</td>
<td>Final plans due by 4/5/2013 in preparation for bidding this month. Permitting underway with County.</td>
</tr>
<tr>
<td>Crossroads to Hamilton</td>
<td></td>
<td></td>
<td></td>
<td>Construct approximately 2.5 miles of third track leading to the new Spotsylvania Station</td>
<td>95%</td>
<td>1st Quarter 2013</td>
<td>Final plans due by 4/19/2013 in preparation for bidding this month. Coordination underway with CSX and utilities. CSX reviewing structures and scheduled to provide final comments this week. CE is being coordinated with FTA and FHWA.</td>
</tr>
<tr>
<td>Crossroads to Hamilton</td>
<td>Spotsylvania</td>
<td>$32,500,000</td>
<td>$817,703</td>
<td>Environmental Analysis and Final Design to extend the third track from Hamilton to Crossroads</td>
<td>95%</td>
<td>1st Quarter 2013</td>
<td>CSX to provide final comments this month in order for bid documents to be released. Utility relocation design underway. Coordinating with CSX to order long lead switch materials. Signal design underway and being coordinated with Civil design. Phasing plan approved by CSX.</td>
</tr>
<tr>
<td>Crossroads to Hamilton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30%</td>
<td>2nd Quarter 2013</td>
<td></td>
</tr>
</tbody>
</table>

**Planning Studies and Communications Projects**

Note: Total adopted CIP budget will be revised upon receipt of FY13 grant.
| Amtrak Joint Recapitalization Projects | Amtrak and VRE joint benefit recapitalization projects | Completed | 1st Quarter 2013 | Draft WUT Master Plan Executive Summary released 7/25/12; draft master plan review complete.
|--------------------------------------|-----------------------------------------------------|------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Washington Union Terminal Rail Service Improvement Plan | Washington, D.C. | $1,000,000 | $2,663,867 | Upgrade and replace wayside power station for VRE storage tracks at the Coach yard 100% 1st Quarter 2013 Cabinets and wiring installed. Testing completed. Waiting on final invoices.
| Coach Yard Wayside Power Upgrade | Washington, D.C. | $750,000 | | The canopy roof at platform 2526 north has begun. Amtrak crews started repainting the existing frame and preparing to rebuild the roof for that canopy. NTP was given to begin the next canopy in Nov 2012. Not much progress has been made due to the weather.
| WJUT Canopy Roof Repairs | Washington, D.C. | $600,000 | | Repairs of canopy roof at WJUT lower level platforms 25% 2nd Quarter 2013
| Alexandria - King St Station Platform Elevations | Alexandria, VA | $278,667 | | Raise west platform elevation 0% 4th Quarter 2013 Project scoping underway.
| Leeland Rd Station Parking Lot Expansion | Fairfax, VA | $172,700 | | Prepare an environmental assessment (EA) and Preliminary Engineering for an expansion of the VRE Leeland Road Station Park and Ride Lot. Completed Completed
| Leeland Rd Station Parking Lot Expansion Environmental | Fairfax, VA | $298,100 | | Design parking lot expansion and provide limited construction support Completed Completed
| Leeland Rd Station Parking Lot Expansion Design | Fairfax, VA | | $2,352,572 | Construct surface parking lot expansion Completed Completed
| Leeland Rd Station Parking Lot Expansion Construction | Fairfax, VA | $4,408,400 | | Purchase property and expand lot by addition approximately 230 spaces
| Brooke Station Parking Lot Expansion | Stafford, VA | | $255,200 | Design parking lot expansion and provide limited construction support Completed Completed
| Brooke Station Parking Lot Expansion Design | Stafford, VA | | | Demolish existing structures at 1717 Brooke Road, Stafford, VA Completed Completed
| Brooke Station Parking Lot Expansion Demolition | Stafford, VA | | | Prepare an environmental assessment (EA) and Preliminary Engineering for an expansion of the VRE Brooke Station Park and Ride Lot. Completed Completed
| Brooke Station Parking Lot Expansion Environmental | Stafford, VA | $275,124 | | Construct surface parking lot expansion Completed Completed
| Brooke Station Parking Lot Expansion Construction | Stafford, VA | $2,352,572 | | Contractor working on As-Built Plans and Permit Closeout for Erosion and Sediment Control and Storm Water Management with Stafford County. Final Closeout anticipated in April.

Note: Total adopted CIP budget will be revised upon receipt of FY13 grant.
### VIRGINIA RAILWAY EXPRESS CAPITAL PROJECTS - PROGRESS REPORT

**Projects Underway in FY13**

**As of April 2013**

<table>
<thead>
<tr>
<th>Lorton Station Expansion</th>
<th>Lorton, VA</th>
<th>$2,820,000</th>
<th>$306,350</th>
<th>Environmental Analysis and Preliminary Engineering to extend the exiting platform and construct a second platform.</th>
<th>100%</th>
<th>4th Quarter 2012</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$103,400</td>
<td>Prepare construction documents for 250' platform expansion with upgraded LED lighting.</td>
<td>90%</td>
<td>1st Quarter 2013</td>
<td>Completed</td>
</tr>
<tr>
<td>Alexandria - King St Pedestrian Tunnel</td>
<td>Alexandria, VA</td>
<td>$7,470,000</td>
<td>$162,711</td>
<td>Prepare a feasibility study with limited survey to investigate challenges associated with designing, permitting, and constructing a tunnel under a live CSX track.</td>
<td>90%</td>
<td>1st Quarter 2013</td>
<td>Completed</td>
</tr>
<tr>
<td>Broad Run Station Parking Expansion</td>
<td>Bristow, VA</td>
<td>$2,420,000</td>
<td>$2,031,263</td>
<td>Environmental Analysis and Engineering to expand parking by 720 spaces.</td>
<td>15%</td>
<td>3rd Quarter 2013</td>
<td>Environmental documents to be finalized for FTA review after phase I archeological survey completed, expected in April. Coordination meeting was held last month with Prince William County to discuss comments regarding pipeline, PE underway.</td>
</tr>
<tr>
<td>Franconia-Springfield Station Rehabilitation Construction</td>
<td></td>
<td>$522,000</td>
<td>$385,000</td>
<td>Infrastructure repairs and improvements to eastbound platform and passenger wellway at VRE Franconia-Springfield Station.</td>
<td>90%</td>
<td>2nd Quarter 2013</td>
<td>Concrete and Painting to be completed in April. Scheduled for Existing Stair Tower to be back in service in April. Project Completion scheduled for April.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$132,000</td>
<td>Provide flagging services during platform level repairs and overhead pedestrian bridge work.</td>
<td>Completed</td>
<td>1st Quarter 2012</td>
<td>No additional flagging expected</td>
</tr>
<tr>
<td>Backlick Road</td>
<td></td>
<td></td>
<td></td>
<td>Replace conduits, wiring and lights with LED as well as install station identification signs and a new electrical cabinet.</td>
<td>Completed</td>
<td>4th Quarter 2012</td>
<td>Old conduit removed and replaced with new. All poles, station identification signs and LED fixtures installed. New electrical cabinet installed last month, which concluded the project.</td>
</tr>
<tr>
<td>Lighting Improvements (Franconia and Backlick)</td>
<td>Franconia Springfield</td>
<td>$370,000</td>
<td>$357,091</td>
<td>Replace conduits, wiring and lights with LED on access road, both platforms and stair tower as well as install station identification signs</td>
<td>Completed</td>
<td>1st Quarter 2013</td>
<td>All light poles and fixtures replaced on the main platform and access road. The Contractor completed installation of the final six fixtures and poles on the metro side platform the last week of December. Installation of the station identification signs on the access road and placement of the fixtures in the stair tower was completed at the end of February. Request for release of final payment forwarded to accounting for processing the week on 4/1.</td>
</tr>
<tr>
<td>Security Cameras</td>
<td>Fredericksburg, Woodbridge, Quantico, and Burke Center</td>
<td>$320,000</td>
<td>$320,000</td>
<td>Installation of security cameras on station platforms and rehabilitation of communication cabinet to support additional devices for the cameras.</td>
<td>Completed</td>
<td>4th Quarter 2012</td>
<td>Completed</td>
</tr>
</tbody>
</table>

| Yard Projects |
|---------------|--------------------------------------------------|
| Broad Run Train Wash and Crossroads Warehouse | Design and construction of Broad Run Yard train wash and Crossroads Yard warehouse. |

Note 1: Total adopted CIP budget will be revised upon receipt of FY13 grant.
## VIRGINIA RAILWAY EXPRESS CAPITAL PROJECTS - PROGRESS REPORT
### Projects Underway in FY13
#### As of April 2013

<table>
<thead>
<tr>
<th>Crossroads Warehouse Design</th>
<th>Fredericksburg, VA</th>
<th>$4,723,973</th>
<th>Conceptual and final design of new Crossroads warehouse.</th>
<th>Completed</th>
<th>4th Quarter 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crossroads Warehouse Construction</td>
<td>Fredericksburg, VA</td>
<td>$7,600,000</td>
<td>Construction of new Crossroads warehouse.</td>
<td>100%</td>
<td>4th Quarter 2012</td>
</tr>
<tr>
<td>Broad Run Train Wash Design</td>
<td>Bristow, VA</td>
<td>$125,513</td>
<td>Conceptual and final design of new Broad Run train wash.</td>
<td>40%</td>
<td>2nd Quarter 2013</td>
</tr>
<tr>
<td>Fall Protection</td>
<td>Bristow, VA / Fredericksburg, VA</td>
<td>$230,000</td>
<td>Installation of fall protection systems at Broad Run and Crossroads yards</td>
<td>0%</td>
<td>3rd Quarter 2013</td>
</tr>
<tr>
<td>Yard Automated Train Gages</td>
<td>Bristow, VA / Fredericksburg, VA</td>
<td>$390,000</td>
<td>Install automated vertical pivot train gates at entrances to Broad Run and Crossroads yards</td>
<td>N/A</td>
<td>2nd Quarter 2013</td>
</tr>
</tbody>
</table>

### Rolling Stock

<table>
<thead>
<tr>
<th>New Passenger Railcars Procurement</th>
<th>No. 90-66-16060</th>
<th>System-wide</th>
<th>$24,614,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Railcar Manufacture (8 cars)</td>
<td>System-wide</td>
<td>$23,140,000</td>
<td>Base Order of 8 New Passenger railcars</td>
</tr>
<tr>
<td>New Railcars Engineering Oversight</td>
<td>System-wide</td>
<td>$1,474,000</td>
<td>On site engineering through warranty administration under MEC V task order STV-0017 under MEC V</td>
</tr>
</tbody>
</table>

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Note 1: Total adopted CIP budget will be revised upon receipt of FY13 grant.
**M I N U T E S**

**VRE OPERATIONS BOARD MEETING**

**PRTC HEADQUARTERS – PRINCE WILLIAM COUNTY, VIRGINIA**

**APRIL 19, 2013**

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>JURISDICTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Bulova (NVTC)</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>Maureen Caddigan (PRTC)</td>
<td>Prince William County</td>
</tr>
<tr>
<td>John Cook (NVTC)</td>
<td>Fairfax County</td>
</tr>
<tr>
<td>Wally Covington (PRTC)</td>
<td>Prince William County</td>
</tr>
<tr>
<td>John D. Jenkins (PRTC)</td>
<td>Prince William County</td>
</tr>
<tr>
<td>Matt Kelly (PRTC)</td>
<td>City of Fredericksburg</td>
</tr>
<tr>
<td>Paul Milde (PRTC)</td>
<td>Stafford County</td>
</tr>
<tr>
<td>Kevin Page</td>
<td>DRPT</td>
</tr>
<tr>
<td>Gary Skinner (PRTC)</td>
<td>Spotsylvania County</td>
</tr>
<tr>
<td>Paul Smedberg (NVTC)</td>
<td>City of Alexandria</td>
</tr>
<tr>
<td>Bob Thomas (PRTC)</td>
<td>Stafford County</td>
</tr>
<tr>
<td>Jonathan Way (PRTC)</td>
<td>City of Manassas</td>
</tr>
<tr>
<td>Christopher Zimmerman (NVTC)*</td>
<td>Arlington County</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEMBERS ABSENT</th>
<th>JURISDICTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suhas Naddoni (PRTC)</td>
<td>City of Manassas Park</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALTERNATES PRESENT</th>
<th>JURISDICTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ALTERNATES ABSENT</th>
<th>JURISDICTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STAFF AND GENERAL PUBLIC</th>
<th>JURISDICTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Allen – VRE</td>
<td>Mike Lake – Fairfax County DOT</td>
</tr>
<tr>
<td>Donna Boxer – VRE</td>
<td>Lezlie Lamb – VRE</td>
</tr>
<tr>
<td>Kelley Coonyer – NVTC staff</td>
<td>Bob Leibbrandt – Prince William County</td>
</tr>
<tr>
<td>Rich Dalton – VRE</td>
<td>Steve Maclsaac – VRE counsel</td>
</tr>
<tr>
<td>John Duque – VRE</td>
<td>Betsy Massie – PRTC staff</td>
</tr>
<tr>
<td>Patrick Durany – Prince William County</td>
<td>Hafsh Navarro – VRE</td>
</tr>
<tr>
<td>Kip Foster – VRE</td>
<td>Joseph Pasanello – citizen</td>
</tr>
<tr>
<td>Arnold Gilbo – Keolis</td>
<td>Dick Peacock – Citizen</td>
</tr>
<tr>
<td>Rhonda Gilchrest – NVTC staff</td>
<td>Marsha Reid – PRTC staff</td>
</tr>
<tr>
<td>Tracy Gordon – Prince William County</td>
<td>Lynn Rivers – Arlington County</td>
</tr>
<tr>
<td>Claire Gron – NVTC staff</td>
<td>Mark Roeber – VRE</td>
</tr>
<tr>
<td>Al Harf – PRTC staff</td>
<td>Scott Shenk – Free Lance Star</td>
</tr>
<tr>
<td>Chris Henry – VRE</td>
<td>Brett Shorter – VRE</td>
</tr>
<tr>
<td>Christine Hoefnner – VRE</td>
<td>Elliot Susseles – Segal Company</td>
</tr>
<tr>
<td>Eric Johnson –VRE</td>
<td>Neil Villarin – NV Enterprises</td>
</tr>
<tr>
<td>Ann King – VRE</td>
<td></td>
</tr>
</tbody>
</table>

* Delineates arrival following the commencement of the Board meeting. Notation of exact arrival time is included in the body of the minutes.
Chairman Smedberg called the meeting to order at 9:36 A.M. Following the Pledge of Allegiance, roll call was taken.

Approval of the Agenda – 3

There were no objections.

Approval of the Minutes of the March 15, 2013 Operations Board Meeting – 4

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

Chairman’s Comments – 6

Chairman Smedberg welcomed Kelley Coyner, NVTC’s new Executive Director. Ms. Coyner stated that she looks forward to working with VRE staff and Board Members. She explained that she started on April 3rd but is in a period of transition between her previous job and her new position at NVTC and she will be at full-time capacity on May 21, 2013.

Chairman Smedberg reported that new pathway signs have been put up along roadways directing people to VRE stations. He thanked staff for working on this project with DRPT to map out over 60 new locations for signage and to install the signs. He also thanked DRPT for their continued support of the Alexandria Street Pedestrian Tunnel project. Both the city of Alexandria and VRE submitted this project to NVTA for funding consideration. Staff continues to work with VDOT and DRPT to identify funding sources.

Chairman Smedberg also thanked the Capital Committee, chaired by Mr. Way, for their hard work. The committee has met twice and will meet again following this meeting to discuss the status of the life cycle of rolling stock.

Chairman Smedberg suggested that he would like to have a group photo taken of the VRE Operations Board each year to be displayed at VRE, PRTC and NVTC, as well as on VRE’s website.

Chief Executive Officer’s Report – 6

Mr. Allen reported that overall on-time performance (OTP) for the month of March was 98 percent for both lines. Ridership remains strong at just below 19,000 average daily riders for the month of March and there were three days that exceeded 20,000. Staff is continuing to monitor weekday ridership trends, but staff still has not seen enough trends to recommend any adjustments to the schedules.
Mr. Allen stated that everyone is saddened by the Boston Marathon bombings earlier in the week. He reviewed VRE’s safety and security measures. VRE continues to operate at a high level of preparedness. VRE also has a program where law enforcement officials can ride free, which allows for more watchful eyes.

Mr. Allen provided a summary of the comments received at the Meet the Management events. VRE riders have been very complimentary regarding train crews and VRE service in general. VRE received positive feedback regarding the step-up fare reduction. Riders’ suggestions include replacing the older legacy railcars, more express trains and providing Wi-Fi service. VRE continues to work with DRPT to identify sources of funding for railcars to replace the last of the legacy cars. VRE would like to provide Wi-Fi service, but staff is committed to making sure it is done right and that it will meet expectations. Board Members were encouraged to attend one of the remaining Meet the Management events or ride the train to interface with customers.

Mr. Allen reviewed the various meetings he has attended over the last month, including a meeting with Caroline County about the possibility of joining VRE in the future and preliminary discussions with CSX regarding the potential Potomac Shores station. He also reviewed the progress being made on the new Spotsylvania station. VRE and DRPT have agreed on the grant agreement and the Notice to Proceed for the construction contract is expected in June, pending completion of the environmental work. In regards to the track work, the bid package has been developed and is pending review by CSX. This contract is expected to be awarded in June with work to begin in July. Mr. Skinner asked if all the contracts are finalized between VRE and DRPT. Mr. MacIsaac responded that the Rail Enhancement Fund agreement has not been signed but all the issues have been resolved. Mr. Page stated that DRPT will sign it as soon as VRE returns it to DRPT.

Mr. Allen reviewed the work being done to market the new express bus services from several VRE stations to Tysons (Burke and Lorton stations for the Fairfax Connector and the Woodbridge station for OmniRide). VRE staff is working with Fairfax County staff and the Tysons TMA to get zip code information for Tysons’ area employees. In response to a request from Mr. Milde, Mr. Allen reviewed the marketing strategy and effort to advertise this new express service to those who work in the Tysons area and live in the VRE service area. Mr. Cook observed that with the population in Fairfax County changing by up to 10 percent each year and new businesses coming into the Tysons area all the time, knowing where current employees live is not a “be all, end all” solution. This needs to be a region wide effort. He suggested that VRE coordinate with the Northern Virginia Board of Realtors to provide local realtors with this transit information. Mr. Skinner requested information about the express service so that he can include it on the county website and advertise it at public meetings, as well as get it published in the Free Lance Star newspaper, which covers three jurisdictions.
Dick Peacock stated that VRE will need to have a better Wi-Fi system than what Amtrak has currently on its trains and at Union Station. He asked about the projected start date for the Alexandria Street Pedestrian Tunnel. Ms. Navarro responded that construction of the project is expected to begin in June 2014.

Joseph Pasanello of Haymarket, Virginia thanked Mr. Allen and Mr. Henry for their assistance in providing a successful conclusion to his summons issue he brought to the Operations Board’s attention at the last meeting.

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

Mr. Allen introduced Elliot Susseles, Senior Vice President of the Segal Company, which is the firm conducting the compensation study for VRE and PRTC. Mr. Susseles gave a detailed presentation including information about the Segal Company, the compensation study and the study timeline. The goal is for VRE and PRTC to have updated position descriptions, major assessment of pay rates compared to comparable employers, recommendations regarding any potential changes to job titles, pay grades and other parameters affecting pay. Segal began this work in March and the project timeline for completion is about six months.

Ms. Bulova stated that although it is a VRE and PRTC study, she feels NVTC as a parent organization to VRE would be interested in being briefed on what changes are being recommended. Chairman Smedberg observed that this is a good suggestion.

Mr. Milde asked how often Segal’s study recommendations result in cost savings to the client. Mr. Susseles answered that Segal provides its clients with fact based data on competitiveness of pay. Based on fiscal restraints the client determines what action is taken. There have been times that Segal has made recommendations that identify jobs that have been overcompensated. In response to a question from Mr. Way, Mr. Susseles stated that they have not been tasked with a staffing study. They are looking at a “snapshot in time” with current employees and their current tasks.

Ms. Bulova reminded the Board that the General Assembly passed legislation regarding weighted voting requirements which will go into effect July 1, 2014. Although the
Operations Board has not really discussed these requirements and their implications, she assumes that it will require changes to VRE’s Bylaws and Master Agreement. Chairman Smedberg noted that this current effort to clean up the Bylaws was already underway before this legislation was passed. Mr. Allen stated that these changes are to bring the Bylaws up to date to VRE’s current business practices and it is understood that the Bylaws will need to be modified in the future in regards to the new voting/quorum requirements. Ms. Bulova stated that it is important that VRE does not confuse General Assembly members and will need to make it clear that VRE will incorporate the new voting requirements at a later date. Mr. Cook noted that making these changes now will make the future changes easier. Mr. Kelly stated that it is also important to make it clear that changes to the Master Agreement are a whole different process.

Ms. Bulova moved, with a second by Mr Milde, to approve the proposed Bylaw changes and to communicate VRE’s strategy with the General Assembly.

Board Members were provided with a copy of a summary sheet listing the recommended changes. Mr. Page stated that these are not substantive changes. Chairman Smedberg stated that VRE staff has no issue with these changes. Mr. Page then reviewed the edits requested by DRPT:

- Article 2, Section 1: “Chair” to “Chairman” of CTB. This would make it consistent with language in the Code.
- Article 2, Section 1.C: “Members” to “Member.”
- Article 2, Section 2: add language to the end “The Chairman of the CTB may appoint an alternate member as he/she deems appropriate.”

Both Ms. Bulova and Mr. Milde agreed to include these changes as a friendly amendment. There were no objections.

Mr. Zimmerman observed that the duties of the secretary and treasurer do not reflect what they actually do. The Board then had a lengthy discussion about the duties of these positions. In response to a question from Mr. Way, Mr. MacIsaac stated that these officers are not required under the Master Agreement. Mr. Zimmerman stated that he is not suggesting changing the structure or eliminating these officers, but it is worthy of discussion since the Bylaws are being updated to current practice. Ms. Bulova recommended not making any changes now, but relooking at this issue to better define the executive group for future changes. In response to a question from Mr. Skinner, Ms. Bulova stated that the Board may want to think about the process of how officers, including chairman, are selected.

Mr. Harf stated that Article 2, Section 3 of the Bylaws require that VRE Operations Board Members are both an elected official and a member of either NVTC or PRTC. However, it is important to understand “member” used in this context should be loosely construed to be a member or alternate of the parent commission (PRTC or NVTC). This is for the benefit of the smaller jurisdictions. Ms. Bulova agreed with this clarification.
Mr. Way called the question. The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Milde, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

Authorization to Modify VRE’s Fares – 9B

Mr. Allen reported that the VRE Operations Board is being asked to authorize him to amend VRE’s tariff to increase fares by four percent beginning July 1, 2013, without any change to the current ticket discount structure. Resolution #9B-04-2013 would accomplish this.

Mr. Allen stated that the public comment period began on February 22nd and ran through April 5th. Although there was some opposition to the fare increase, the majority of the comments included understanding the need for a fare increase. Passengers also took the opportunity to relay opinions regarding their satisfaction with VRE service and on-time performance, ask questions about extending service, address concerns about ticket checking, and advocate additional services, such as increased capacity.

Mr. Covington moved, with a second by Ms. Bulova, to approve the resolution. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Page, Skinner, Smedberg, Thomas, Way and Zimmerman. Mr. Milde voted no.

Authorization to Approve the Fourth Year of the Operating and Maintenance Services Contract – 9C

Chairman Smedberg stated that the VRE Operations Board is being asked to recommend that the Commissions authorize VRE’s CEO to modify the contract with Keolis Rail Services Virginia, LLC for operating and maintenance services by approving up to $18,974,041 for a total contract value not to exceed $75,481,507 for the fourth year of operations, through June 30, 2014. Resolution #9C-04-2013 would accomplish this.

Mr. Allen stated that this is the fourth year of a five year contract. Compared to the FY 2013 contract budget, the increases are primarily due to service enhancements in the form of lengthening one train, a 2.16 percent CPI increase to fixed cost services as required by the contract, and an increase in maintenance of equipment costs due to the expiring locomotive warranties and labor rate increases. This contract authorization also reflects the addition of one assistant conductor and extra board coverage to lengthen one train by one car.

Mr. Milde observed that although costs matter, he has been getting great feedback from riders regarding Keolis service.
Mr. Skinner moved, with a second by Mr. Kelly, to approve Resolution #9C-04-2013. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Covington, Jenkins, Kelly, Milde, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

Authorization to Award a Contract for Maintenance Service for VRE Facilities – 9D

Mr. Allen explained that the VRE Operations Board is being asked to authorize him to execute a contract for facilities maintenance services with NV Enterprises, Inc. This is a five year contract consisting of a base year plus four one-year options in an amount not to exceed $1,100,000 for the base year of the contract. Resolution #9D-04-2013 would accomplish this.

Mr. Way asked if the contract was for fully defined specifications or based on task orders. Mr. Allen explained that the facilities maintenance includes base work and task order work as needed and that the contract cost would not necessarily reach the full $1,100,000 for the year.

Mr. Milde asked if this was the same contractor VRE had been using and if they had been the company involved in last year’s controversy. Mr. Allen explained that NV Enterprises was the prime contractor but that the situation involving a VRE employee had been with a subcontractor that NV Enterprises no longer uses.

Mr. Page stated that he will abstain from voting on this resolution.

Mr. Skinner asked if this contract included a partial year of services for the Spotsylvania station assuming it would come on-line later in the contract year. Mr. Allen stated that it does.

There was discussion concerning the fact that there was only one respondent to the solicitation and the procurement process was discussed at length with Mr. Allen assuring the Board that the solicitation was fully advertised seeking as much competition as the industry would provide. He did not offer supposition as to why only one contractor submitted a proposal other than it was a unique service contract involving a large geographical area and specific railroad safety qualifications.

There was further discussion on how it was determined that the cost of the contract was reasonable. It was pointed out that this contractor had been granted a six-month extension on the previous contract and that the costs had significantly escalated for that extension period. Mr. Allen reminded the Board that at the time they directed him to execute a six-month extension; he made it clear it would cost more. He had no room to negotiate better terms and the contractor had no room to negotiate with a new custodial subcontractor based on a six-month contract extension.

[Mr. Covington left the meeting at 11:00 A.M. and did not return.]

Mr. Way asked how it was determined that the cost of the current contract was reasonable if it was based on only one proposal. Mr. Allen stated it was based on man-
hour rates that are standard for the industry. Mr. Harf pointed out that VRE would have done a cost analysis prior to solicitation so that they could be assured that the cost was reasonable and Mr. Allen agreed that it was done.

Mr. Skinner moved, with a second by Mr. Way, to approve Resolution #9D-04-2013. After discussion, Mr. Page stated he wanted to remove his abstention and vote in favor of the resolution. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Jenkins, Kelly, Page, Skinner, Smedberg, Thomas, Way and Zimmerman. Mr. Milde voted no.

Mr. Cook moved, with a second by Mr. Zimmerman, a friendly amendment to direct VRE Staff to prepare a follow up solicitation, returning to the Board in four months to with a plan for reaching out to the industry and bringing a recommendation for a contract ninety days prior to the expiration of this contract’s base year. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Jenkins, Kelly, Milde, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

[Ms. Caddigan left the meeting at 11:22 A.M. and did not return.]

Authorization to Award a Contract for Custodial and Seasonal Services for VRE Facilities – 9E

Mr. Allen stated that the VRE Operations Board is being asked to authorize him to execute a contract for custodial and seasonal services with Fresh Air Duct Cleaning, LLC of Baltimore, Maryland in an amount not to exceed $1,700,000 for the base one year period of the contract. Resolution #9E-04-2013 would accomplish this.

Mr. Milde moved, with a second by Mr. Thomas, to approve the resolution.

In response to a question from Mr. Zimmerman, Mr. Henry stated that VRE received four proposals. Fresh Air is the current sub-contractor to NV Enterprises and proposed separately for this contract. Fresh Air came in on the six-month extension with the previous prime and did a good job. Their proposal price was competitive with the other proposers. There was one lower price but that proposal was deemed unresponsive. Mr. Allen explained that this was a RFP process so other factors besides price are also considered.

Mr. Milde suggested that in the future VRE provide the Board with the list of proposers and related information. Mr. Page noted that VRE is transparent in their procurements and this information is posted on VRE’s website. Mr. Way suggested including the maximum annual amount in future agenda memorandum. Mr. Allen confirmed that $1,700,000 is the annual maximum amount of this contract. Chairman Smedberg suggested clarifying this in the resolution and including this information in future resolutions.

Mr. Cook asked for the list of proposers. Mr. Henry responded that VRE received proposals from NV Enterprises (with a different sub-contractor), Fresh Air Duct Cleaning, Alianza Building Services (deemed unresponsive) and Drummac, Inc. Mr.
Cook observed that if this is public information it should be provided to Board Members to make sure they do not have any conflict of interest issues.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Cook, Covington, Jenkins, Kelly, Milde, Page, Skinner, Smedberg, Thomas, Way and Zimmerman.

**Authorization to Issue a Task Order for Planning Services to Prepare a VRE System Plan – 9F**

Mr. Allen reported that Resolution #9F-04-2013 would authorize him to issue a GEC task order to Parsons Brinckerhoff for planning services to prepare a VRE System Plan for an amount not to exceed $150,000.

Mr. Way observed that VRE’s 2004 Strategic Plan is the most comprehensive plan he has seen. He suggested that the VRE Operations Board hold a strategic work session to scope out what this study should cover. Chairman Smedberg agreed that this is a good idea. Mr. Allen explained that the Board will be presented with a range of options and the Board will ultimately make the decisions. It is important to have this strategic discussion by July 2013.

Mr. Page stated that the Transit Development Plan (TDP) is a very important element of the grant process in Richmond. This strategic update is very timely as VRE discusses service expansion. He also reviewed the work being done by the Transit Services Delivery Advisory Committee.

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

[Mr. Page left the meeting at 11:39 A.M. and did not return.]

**Approval of Submission of VRE Project List to the NVTA for FY 2014 Funding Consideration – 9G**

Mr. Allen reported that the VRE Operations Board is being asked to recommend the Commissions approve the submission of a list of VRE Projects to the Northern Virginia Transportation Authority (NVTA) for consideration for funding for FY 2014. Resolution #9G-04-2013 would accomplish this.

Mr. MacIsaac provided an overview on the issues NVTA needs to work through regarding how to handle the rolling stock request, since the trains travel outside of NVTA jurisdictions. There is some provision for this in the legislation as long as it is not substantive.
Mr. Zimmerman moved, with a second by Ms. Bulova, to approve the resolution.

Mr. Zimmerman stated that it is appropriate for VRE to include rolling stock at the top of its priority list. Ms. Bulova agreed. Mr. Kelly stated that he will support the list because it represents VRE’s goals; however, he looks forward to the discussions with the southern localities regarding the cost of the rolling stock.

In response to a question from Mr. Harf, Mr. Allen explained that VRE will submit the list by the April 19th deadline and will have the Commissions ratify that action. Ms. Hoeffner further stated that VRE has discussed this with NVTA and VRE will submit the list subject to approval by NVTC and PRTC. If there are any changes coming from the commissions, VRE will forward them to NVTA.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Cook, Jenkins, Kelly, Milde, Skinner, Smedberg, Thomas, Way and Zimmerman.

[Mr. Milde left the meeting at 11:43 A.M. and did not return.]

**Operations and Maintenance Contract Evaluation –10**

Mr. Allen stated that on June 30th Keolis will begin its fourth year of its Operation and Maintenance contract. This contract has a base term of five years with two 5-year options. Mr. Dalton gave an overview of the evaluation process that is being developed.

Mr. Cook suggested soliciting public input from VRE riders, such as a survey monkey and public hearing or public information session. Mr. Dalton stated that VRE is also reaching out to other peer commuter rail systems for their knowledge and expertise in methodology.

**Operations Board Members’ Time –11**

Mr Skinner requested that the Capital Committee meeting start immediately following this meeting. There were no objections.

**Adjournment**

On a motion by Mr. Kelly and a second by Ms. Bulova, the Board unanimously voted to adjourn. Chairman Smedberg adjourned the meeting at 11:48 A.M.

Approved this 17th day of May, 2013.
Paul Smedberg  
Chairman

John Cook  
Secretary

CERTIFICATION

This certification hereby acknowledges that the minutes for the April 19, 2013 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD  
FROM: DOUG ALLEN  
DATE: APRIL 19, 2013  
RE: APPROVAL OF SUBMISSION OF VRE PROJECT LIST TO THE NVTA FOR FY2014 FUNDING CONSIDERATION

RESOLUTION  
9G-04-2013  
OF THE  
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, the passage of House Bill (HB) 2313 requires the NVTA to fund highway projects that have been both included in TransAction 2040 and evaluated for congestion relief and emergency evacuation by VDOT or mass transit capital projects that increase capacity; and,

WHEREAS, as NVTA is developing a list of highway and transit projects for consideration for FY2014 funding; and,

WHEREAS, NVTA has requested agencies and jurisdictions submit candidate transit projects for inclusion on the list.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board recommends the Commissions approve the submission of the attached list of VRE projects to the NVTA for consideration for funding in FY2014.

Approved this 19th day of April 2013

Paul Smedberg  
Chairman

John Cook  
Secretary
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: APRIL 19, 2013
RE: AUTHORIZATION TO MODIFY VRE’S FARES

RESOLUTION
9B-04-2013
OF THE
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

WHEREAS, as part of the FY 2014 VRE budget, VRE must increase revenue to cover increasing costs; and,

WHEREAS, the VRE Operations Board recommended a fare increase of up to 4% on which public hearings were held; and,

WHEREAS, passengers and interested parties commented via e-mail and in person at any one of the seven public hearings.

NOW, THEREFORE, BE IT RESOLVED THAT, the Chief Executive Officer is authorized to amend VRE’s tariff to increase fares by 4% beginning July 1, 2013, without any change to the current ticket discount structure.

Approved this 19th day of April 2013

Paul Smedberg
Chairman
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: APRIL 19, 2013
RE: AUTHORIZATION TO APPROVE THE FOURTH YEAR OF THE OPERATING AND MAINTENANCE SERVICES CONTRACT

RESOLUTION
9C-04-2013
OF THE VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, on October 16, 2009, the VRE Operations Board approved a 5 year contract with Keolis Rail Services Virginia for VRE operating and maintenance services and mobilization in the amount of $18,459,348 through June 30, 2011; and,

WHEREAS, a contract amendment was approved on December 17, 2010 in the amount of $2,085,000 to the contract value; and,

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

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

WHEREAS, authorization is now being sought to approve the fourth contract year.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board recommends the Commissions authorize the Chief Executive Officer to modify the contract with Keolis Rail Services Virginia, LLC for operating and maintenance services by approving up to $18,974,041, for a total contract value not to exceed $75,481,507, for the fourth year of operations through June 30, 2014.
Approved this 19th day of April 2013

John Cook

Paul Smedberg
Chairman
TO:        CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD  
FROM:      DOUG ALLEN  
DATE:      APRIL 19, 2013  
RE:        AUTHORIZATION TO AWARD A CONTRACT FOR MAINTENANCE SERVICES FOR VRE FACILITIES  

RESOLUTION  
9D-04-2013  
OF THE  
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD  

WHEREAS, VRE facilities require routine and preventative maintenance; and,  

WHEREAS, a procurement was completed in April 2013 to provide facilities maintenance services over a period of five years, to include a base year, plus four one-year renewal options; and,  

WHEREAS, the current contract is set to expire on April 30, 2013.  

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute a contract for facilities maintenance services with NV Enterprises, Inc. of Herndon, Virginia in an amount not to exceed $1,100,000.  

Approved this 19th day of April 2013  

John Cook  

Paul Smedberg  
Chairman
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: APRIL 19, 2013
RE: AUTHORIZATION TO AWARD A CONTRACT FOR CUSTODIAL AND SEASONAL SERVICES FOR VRE FACILITIES

RESOLUTION
9E-04-2013
OF THE
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, VRE facilities require daily custodial services and seasonal services; and,

WHEREAS, a procurement was completed in April 2013 to provide custodial and seasonal services over a period of five years, to include a base year, plus four one-year renewal options; and,

WHEREAS, the current contract is set to expire on April 30, 2013.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to execute a contract for custodial and seasonal services with Fresh Air Duct Cleaning, LLC of Baltimore, Maryland in an amount not to exceed $1,700,000.

Approved this 19th day of April 2013

John Cook

Paul Smedberg
Chairman
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: APRIL 19, 2013
RE: AUTHORIZATION TO ISSUE A TASK ORDER FOR PLANNING SERVICES TO PREPARE A VRE SYSTEM PLAN

RESOLUTION
9F-04-2013
OF THE
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, VRE's Strategic Plan was completed approximately nine years ago and remains largely valid as a long-term vision; and,

WHEREAS, VRE's Transit Development Plan (TDP) addresses the FY14-19 planning horizon and is the planning document supporting the VRE Capital Improvement Plan (CIP); and,

WHEREAS, there have been a number of changes within the VRE service area and operating environment that are not addressed in the Strategic Plan or TDP; and,

WHEREAS, a system-wide plan is needed to address VRE system needs in a comprehensive manner, identify system priorities, and develop a strategy to achieve them.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board authorizes the Chief Executive Officer to issue a GEC task order to Parsons Brinckerhoff for planning services to prepare a VRE System Plan for an amount not to exceed $150,000.

Approved this 19th day of April 2013

[Signature]
Paul Smedberg
Chairman

[Signature]
John Cook
Secretary
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: APRIL 19, 2013
RE: APPROVAL OF SUBMISSION OF VRE PROJECT LIST TO THE NVTA FOR FY2014 FUNDING CONSIDERATION

RESOLUTION
9G-04-2013
OF THE
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, the passage of House Bill (HB) 2313 requires the NVTA to fund highway projects that have been both included in TransAction 2040 and evaluated for congestion relief and emergency evacuation by VDOT or mass transit capital projects that increase capacity; and,

WHEREAS, as NVTA is developing a list of highway and transit projects for consideration for FY2014 funding; and,

WHEREAS, NVTA has requested agencies and jurisdictions submit candidate transit projects for inclusion on the list.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board recommends the Commissions approve the submission of the attached list of VRE projects to the NVTA for consideration for funding in FY2014.

Approved this 19th day of April 2013

[Signatures]

Paul Smedberg
Chairman

John Cook
Secretary
Fourth Year of the Keolis Operating and Maintenance Services Contract

The VRE Operations Board recommends that NVTC authorize the VRE Chief Executive Officer to modify the contract with Keolis Rail Services Virginia, LLC for operating and maintenance services by approving up to $18,974,041 for a total contract value not to exceed $75,481,507 for the fourth year of operations, through June 30, 2014. Resolution #2216 would provide this authority.
RESOLUTION #2216

SUBJECT: Fourth Year of the Keolis Operating and Maintenance Contract.

WHEREAS: On October 16, 2009, the VRE Operations Board recommended a contract with Keolis Rail Services Virginia for VRE operating and maintenance services and mobilization in the amount of $18,459,348 through June 30, 2011;

WHEREAS: A contract amendment was recommended on December 17, 2010 to add $2,085,000 to the contract value to reflect service enhancements, higher than anticipated insurance costs, items added during negotiations, contingency funds, and to remove the requirement that Keolis indemnify VRE for all liability claims arising from the contract service with a value of up to $5,000,000;

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

WHEREAS: On April 20, 2012, the VRE Operations Board recommended the third contract year as well as administrative contract amendments proposed by VRE staff.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes the VRE Chief Executive Officer to modify the contract with Keolis Rail Services Virginia, LLC for operating and maintenance services by approving up to $18,974,041, for a total contract value not to exceed $75,481,507, for the fourth year of operations through June 30, 2014.

BE IT FURTHER RESOLVED THAT the Northern Virginia Transportation Commission authorizes the VRE Chief Executive Officer to make administrative contract changes as approved by VRE Counsel to include service enhancements and the costs associated with lengthening one train; a 2.16 percent CPI increase to fixed cost services as required by the contract; and an increase in maintenance of equipment costs due to the expiring locomotive warranties and labor rate increases.

Approved this 2nd day of May, 2013.

Jeff McKay
Chairman

David F. Snyder
Secretary-Treasurer
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD

FROM: DOUG ALLEN

DATE: APRIL 19, 2013

RE: AUTHORIZATION TO APPROVE THE FOURTH YEAR OF THE OPERATING AND MAINTENANCE SERVICES CONTRACT

RECOMMENDATION:

The VRE Operations Board is being asked to recommend the Commissions authorize the Chief Executive Officer to modify the contract with Keolis Rail Services Virginia, LLC for operating and maintenance services by approving up to $18,974,041 for a total contract value not to exceed $75,481,507 for the fourth year of operations, through June 30, 2014.

BACKGROUND:

On October 16, 2009, the VRE Operations Board approved a 5 year contract with Keolis Rail Services Virginia (KRSV) for VRE operating and maintenance services and mobilization. VRE staff has returned to the Operations board for the following amendment and contract modifications:

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Authorized Value (Cumulative)</th>
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<tbody>
<tr>
<td>10-16-2009</td>
<td>1st Contract Year &amp; Mobilization</td>
<td>$18,459,348</td>
<td>$18,459,348</td>
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<tr>
<td>12-17-2010</td>
<td>*Amendment</td>
<td>$2,085,000</td>
<td>$20,544,348</td>
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<td>5-20-2011</td>
<td>2nd Contract Year</td>
<td>$17,954,527</td>
<td>$38,498,875</td>
</tr>
<tr>
<td>4-20-2012</td>
<td>**3rd Contract Year</td>
<td>$18,008,591</td>
<td>$56,507,466</td>
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<tr>
<td>4-19-2013</td>
<td>4th Contract Year</td>
<td>$18,974,041</td>
<td>$75,481,507</td>
</tr>
</tbody>
</table>
*Amendment included service enhancements, higher than anticipated insurance costs, items included in the original negotiations, contingency funds and removed the requirement that Keolis indemnify VRE for all liability claims arising from the contract service with a value of up to $5,000,000.

**FY2013 budget amended mid-year for service enhancements resulting in the lengthening of two trains. This increased the FY2013 contract budget amount to $18,248,591. Authorization available from prior year approvals.

The amount requested for the 4th contract year is within the approved FY2014 VRE operating budget. Compared to the FY2013 contract budget, the increases are primarily due to service enhancements in the form of lengthening one train and a 2.16% CPI increase to fixed cost services as required by the contract and an increase in maintenance of equipment costs due to the expiring locomotive warranties and labor rate increases.

The FY2014 contract authorization also reflects the addition of one assistant conductor (A/C) and extra board coverage to lengthen one train by one car. VRE staff is currently monitoring ridership patterns on train 307 and if the increased number of standees continues one additional car will be needed.

**FISCAL IMPACT:**

Funding for the fourth year of the commuter rail operating and maintenance services contract is included in the VRE FY2014 operating budget. Details and a comparison from the previous fiscal year contract budget are provided in the table below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amended Budget FY2013</th>
<th>Year End Est. FY2013</th>
<th>Budget FY2014</th>
<th>Variance From FY2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Services (1)</td>
<td>4,750,871</td>
<td>4,750,871</td>
<td>4,853,490</td>
<td>102,619</td>
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<tr>
<td>Train Operations(1)(2)(3)</td>
<td>8,424,141</td>
<td>8,452,301</td>
<td>8,840,334</td>
<td>416,193</td>
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<tr>
<td>Maintenance of Equipment (4)</td>
<td>3,408,620</td>
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<td>3,555,279</td>
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<td>Task Order Repairs</td>
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<td>120,120</td>
<td>207,154</td>
<td>4,380</td>
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<tr>
<td>Maintenance of Facilities (1)</td>
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<td>366,858</td>
<td>374,782</td>
<td>7,924</td>
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<td>Warehouse Management (1)</td>
<td>355,327</td>
<td>355,327</td>
<td>363,002</td>
<td>7,675</td>
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<tr>
<td>Incentive Payments</td>
<td>740,000</td>
<td>743,383</td>
<td>780,000</td>
<td>40,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$18,248,591</strong></td>
<td><strong>$18,197,480</strong></td>
<td><strong>$18,974,041</strong></td>
<td><strong>$725,450</strong></td>
</tr>
</tbody>
</table>

Note 1: FY2014 increase due to 2.16% CPI increase required by Contract.
Note 2: In FY2013 VRE added two assistant conductors to lengthen two trains. FY2014 budget reflects costs for entire year.
Note 3: FY2014 reflects one additional assistant conductor and extra board coverage if excessive standees continue on train 307.
Note 4: FY2014 increase due to locomotives coming off warranty and labor rate increases.
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD  
FROM: DOUG ALLEN  
DATE: APRIL 19, 2013  
RE: AUTHORIZATION TO APPROVE THE FOURTH YEAR OF THE OPERATING AND MAINTENANCE SERVICES CONTRACT

RESOLUTION
9C-04-2013
OF THE VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, on October 16, 2009, the VRE Operations Board approved a 5 year contract with Keolis Rail Services Virginia for VRE operating and maintenance services and mobilization in the amount of $18,459,348 through June 30, 2011; and,

WHEREAS, a contract amendment was approved on December 17, 2010 in the amount of $2,085,000 to the contract value; and,

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

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

WHEREAS, authorization is now being sought to approve the fourth contract year.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board recommends the Commissions authorize the Chief Executive Officer to modify the contract with Keolis Rail Services Virginia, LLC for operating and maintenance services by approving up to $18,974,041, for a total contract value not to exceed $75,481,507, for the fourth year of operations through June 30, 2014.
Approved this 19th day of April 2013

_____________________
Paul Smedberg
Chairman

_____________________
John Cook
Submission of VRE Project List to the Northern Virginia Transportation Authority (NVTA) for FY 2014 Funding Consideration

The passage of House Bill (HB) 2313 requires the NVTA to fund highway projects that have been both included in TransAction 2040 and evaluated for congestion relief and emergency evacuation by VDOT or mass transit capital projects that increase capacity. NVTA is developing a list of highway and transit projects for consideration for FY2014 funding and have requested agencies and jurisdictions submit candidate transit projects for inclusion on the list.

The VRE Operations Board recommends that NVTC approve the submission of a list of projects to the NVTA for consideration for funding in FY2014. Resolution #2217 would provide this authority.
RESOLUTION #2217

SUBJECT: Submission of VRE Project List to the Northern Virginia Transportation Authority (NVTA) for FY 2014 Funding Consideration.

WHEREAS: The passage of House Bill (HB) 2313 requires the NVTA to fund highway projects that have been both included in TransAction 2040 and evaluated for congestion relief and emergency evacuation by VDOT or mass transit capital projects that increase capacity; and

WHEREAS: NVTA is developing a list of highway and transit projects for consideration for FY2014 funding; and

WHEREAS: NVTA has requested agencies and jurisdictions submit candidate transit projects for inclusion on the list.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission approve the submission of the attached list of VRE projects to the NVTA for consideration for funding in FY2014.

Approved this 2nd day of May, 2013.

Jeff McKay
Chairman

David F. Snyder
Secretary-Treasurer
VRE CAPACITY-EXPANSION PROJECTS FOR CONSIDERATION FOR NVTA
FY2014 FUNDING

1. VRE rolling stock purchase (9 additional coaches)
2. VRE Gainesville-Haymarket Extension project development, NEPA and preliminary engineering study
3. VRE Alexandria station tunnel and platform improvements
4. VRE Crystal City platform expansion
5. VRE Lorton station second platform
6. VRE Rippon station second platform
TO: CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM: DOUG ALLEN
DATE: APRIL 19, 2013
RE: APPROVAL OF SUBMISSION OF VRE PROJECT LIST TO THE NVTA FOR FY2014 FUNDING CONSIDERATION

RECOMMENDATION:

The VRE Operations Board is being asked to recommend the Commissions approve the submission of the attached list of VRE projects to the Northern Virginia Transportation Authority (NVTA) for consideration for funding in fiscal year (FY) 2014.

BACKGROUND:

The passage of House Bill (HB) 2313 requires the NVTA to fund highway projects that have been both included in TransAction 2040 and evaluated for congestion relief and emergency evacuation by VDOT according to Virginia Code §33.1-13.03:1 or mass transit capital projects that increase capacity, though the VDOT evaluation does not apply to those funds received in FY2014.

As NVTA prepares for the incoming regional funds they are developing a list of highway and transit projects for consideration for FY2014 funding and have requested agencies and jurisdictions submit candidate transit projects for inclusion on the list. The request is only for FY2014 funds; NVTA will be considering project selection and implementation for future years as part of the working group process they will be initiating.
NVTA has requested submission of transit projects to be considered by 4PM, Friday, April 19th. Staff will compile a draft project list for discussion at the April 25th NVTA Board meeting. The NVTA Board will determine the final project list to release for public comment at an as yet to be determined public hearing.

The following VRE projects increase VRE capacity and are recommended to be forwarded to NVTA for consideration. The costs are preliminary estimates. Detailed budgets will be developed if the project is selected for funding.

1. VRE rolling stock purchase (9 additional coaches at $2.2M each)
2. VRE Gainesville-Haymarket Extension project development, NEPA and preliminary engineering study ($1.5M)
3. VRE Alexandria station tunnel and platform improvements ($1.3M additional funding to complete the project)
4. VRE Crystal City platform expansion ($4.0M)
5. VRE Lorton station second platform ($7.9M additional funding to complete the project)
6. VRE Rippon station second platform ($10.9M)

**FISCAL IMPACT:**

The submission of a project list has no fiscal impact. If selected for funding, the NVTA funds would allow currently identified projects to be completed or initiated on an accelerated scheduled.
TO:       CHAIRMAN SMEDBERG AND THE VRE OPERATIONS BOARD
FROM:    DOUG ALLEN
DATE: APRIL 19, 2013
RE: APPROVAL OF SUBMISSION OF VRE PROJECT LIST TO THE NVTA FOR FY2014 FUNDING CONSIDERATION

RESOLUTION
9G–04–2013
OF THE
VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD

WHEREAS, the passage of House Bill (HB) 2313 requires the NVTA to fund highway projects that have been both included in TransAction 2040 and evaluated for congestion relief and emergency evacuation by VDOT or mass transit capital projects that increase capacity; and,

WHEREAS, as NVTA is developing a list of highway and transit projects for consideration for FY2014 funding; and,

WHEREAS, NVTA has requested agencies and jurisdictions submit candidate transit projects for inclusion on the list.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board recommends the Commissions approve the submission of the attached list of VRE projects to the NVTA for consideration for funding in FY2014.

Approved this 19th day of April 2013

__________________________________________
Paul Smedberg
Chairman

________________________
John Cook
Secretary
VRE CAPACITY-EXPANSION PROJECTS FOR CONSIDERATION FOR NVTA FY2014 FUNDING

1. VRE rolling stock purchase (9 additional coaches)

2. VRE Gainesville-Haymarket Extension project development, NEPA and preliminary engineering study

3. VRE Alexandria station tunnel and platform improvements

4. VRE Crystal City platform expansion

5. VRE Lorton station second platform

6. VRE Rippon station second platform
The Northern Virginia Transportation Authority’s (NVTA) Chairman, Marty Nohe sent letters to participating jurisdictions and regional organizations requesting support for the NVTA as it prepares to receive the funding and begin executing projects as outlined in HB2313.

The NVTA has established Working Groups (Legal, Financial, Organizational, Project Implementation and Public Outreach) to identify and coordinate key issues associated with HB2313.

The next meeting of the NVTA will be held April 25, 2013.
April 1, 2013

Ms. Kelley Coyner
Executive Director
Northern Virginia Transportation Commission
2300 Wilson Boulevard, Suite 620
Arlington, Virginia  22201

Reference: Request for Staff Assistance in Implementing HB 2313

Dear Ms. Coyner:

As you may know, on February 23, 2013, the General Assembly passed HB 2313 (Howell). This bill imposes certain taxes and fees in Northern Virginia that could collectively raise more than $300 million per year for transportation in Northern Virginia. The bill states that 30 percent of the regional revenues will be distributed to Northern Virginia localities for local projects while the remainder will be provided to the Northern Virginia Transportation Authority (NVTA) to be used on regional projects included within the regional transportation plan that have also been evaluated by VDOT for reducing congestion, as well as mass transit capital projects that increase capacity. The bill is currently before the Governor, who may propose further amendments to the bill. If the final bill language is approved by the Governor and the General Assembly, the bill will become effective July 1, 2013.

The NVTA was established by the General Assembly in 2002. Since then it has developed and updated a long range transportation plan, including project priorities; made recommendations to the Commonwealth Transportation Board for allocating over $65 million in federal transportation funding each year; commented on major transportation projects in the region and focused on securing additional transportation funding for the region.

Now that it appears that significant regional transportation revenues will be approved, the NVTA must prepare for its role in implementing transportation projects and services. There are a variety of subject areas that must be reviewed. These include: organizational, financial, legal, project implementation and public outreach. Since the NVTA currently has no staff, we are seeking assistance from the local jurisdictions, as well as regional and state transportation agencies to review each of these subject areas and make recommendations to the NVTA on how they should be addressed. The NVTA conducted in 2007, following the General Assembly’s passage of HB 3202. The 2007 effort was successful from the NVTA’s perspective; however, ultimately the regional portions of HB 3202 were ruled unconstitutional. To prepare for the implementation of HB 2313, we are asking you to assign a staff member(s) to assist with one or more of four working groups.
Even after the NVTA considers the recommendations of the working groups and makes final decisions, it will still take a considerable amount of time to implement these decisions. As a result, we are proposing a very aggressive schedule in which the working groups will report their recommendations by June 1, 2013. To accomplish this, we ask that you send your appointments to Monica Backmon, the Chairman of the NVTA Jurisdiction and Agency Coordinating Committee (JACC), mbackmon@pwegov.org, (703) 792-6273, by Thursday, April 11, 2013.

We recognize that this represents a significant commitment of your staff during a very short period of time. Their past and future efforts to assist NVTA in its mission are greatly appreciated. These efforts will help to ensure that the new regional transportation funding can be spent as efficiently as possible and our Northern Virginia transportation system can be significantly improved. If you have any questions, please call me at (703) 792-4620.

Sincerely,

[Signature]

Martin E. Nohe
Chairman

Attachment

Cc: NVTA Members
Northern Virginia Transportation Authority
The Authority for Transportation in Northern Virginia
4031 University Drive ♦ Suite 200 ♦ Fairfax, VA 22030
www.TheNoVaAuthority.org

HB 2313 Working Group Nomination Form

Please assign up to one staff member in each category. The same person may be assigned to more than one working group. When complete, please fax or email to Monica Backmon, Chairman of the NVTA Jurisdiction and Agency Coordinating Committee (JACC) at (703) 792-8150 (fax) or mbackmon@pwcgov.org. If you have any questions, please call (703) 792-6273. Thank you.

Financial Working Group
NVTA Chairman: The Honorable William D. Euille, City of Alexandria

Financial/Accounting Staff Assignment:
Name:
Address:
Phone:
Fax:
Email:

Project Implementation Working Group
NVTA Chairman: The Honorable Christopher Zimmerman, Arlington County

Transportation Staff Assignment:
Name:
Address:
Phone:
Fax:
Email:

Public Outreach Working Group
NVTA Chairman: The Honorable Martin Nohe, Prince William County

Public Information Staff Assignment:
Name:
Address:
Phone:
Fax:
Email:

Organizational Working Group
NVTA Chairman: The Honorable Scott York, Loudoun County

Transportation Staff Assignment:
Name:
Address:
Phone:
Fax:
Email:
1. Call to Order........................................................................................................Chairman Nohe

2. Roll Call

3. Approval of the Minutes of the March 8, 2013 Meeting

4. Statement from the Honorable Sean T. Connaughton –Secretary of Transportation

5. Discussion/Action Items

   A. HB 2313 (Howell) Update
      i. Working Group Process
      ii. 1st Year Project Implementation

   B. Technical Advisory Committee (TAC) and Planning Coordination Advisory Committee (PCAC) Appointments and Involvement

   C. Revised Meeting Schedule

   D. Member Alternates to the Authority

6. Other Business

7. Adjournment
The preliminary Six-Year Improvement Program (SYIP) is scheduled to be presented at the May 15th Commonwealth Transportation Board (CTB) meeting. After considering public comments, the CTB is expected to adopt its final program in June 2013. NVTC staff will prepare draft testimony that will be modified when the preliminary SYIP becomes available.
As requested by six Northern Virginia transit systems, NVTC seeks approval to issue an RFP for the National Transit Data (NTD) data collection contract. The current contract expires on June 30, 2013. A new contract is needed to comply with NTD reporting in FY 14. The current contract is cost plus fixed fee and is held by STANTEC. As with the current contract, the RFP will seek proposals to provide all needed technical consulting services to comply with mandatory federal reporting requirements. The services include updating the sampling plans, completing data reports and preparing report.
AGENDA ITEM #7

TO: Chairman McKay and NVTC Commissioners

FROM: Kelley Coyner and Mariela Garcia-Colberg

DATE: April 25, 2013

SUBJECT: FTA Title VI Compliance Report and New Requirements for Jurisdictions

NVTC staff is working with the Cities of Alexandria and Falls Church and Arlington County to develop this year’s FTA Civil Rights Compliance Report required by Title VI of the Civil Rights Act of 1964. In the past NVTC has developed and implemented this program and reported on compliance. As of FY 2013, each subrecipient must adopt and submit its program to NVTC so that NVTC can report on compliance by the first week of June. NVTC is working with jurisdictional staff to complete the report and where needed, to draft their Title VI program. The Commission will be asked to approve the report at its June meeting.
APPENDIX A

TITLE VI PROGRAM CHECKLIST

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Subrecipients shall submit the information below to their primary recipient (the entity from whom the subrecipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements (Chapter III)

All recipients must submit:

☐ Title VI Notice to the Public, including a list of locations where the notice is posted
☐ Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
☐ Title VI Complaint Form
☐ List of transit-related Title VI investigations, complaints, and lawsuits
☐ Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
☐ Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
☐ A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
☐ Primary recipients shall include a description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions
☐ A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.
☐ A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOT’s, the appropriate governing entity is the State’s Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
☐ Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)
TO: Chairman McKay and NVTC Commissioners
FROM: Kelley Coyner and Kala Quintana
DATE: April 25, 2013
SUBJECT: Legislative Items

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Transit Service Delivery Advisory Committee (TSDAC)

At the April 4, 2013 NVTC meeting the Board passed a motion requesting that Chairman McKay send a letter to Virginia Association of Counties (VACO), Virginia Municipal League (VML), Virginia Transit Association (VTA) and the Virginia Department of Rail and Public Transportation (DRPT) addressing the lack of representation from the largest transit systems in the Commonwealth among the TSDAC appointees. That letter along with a written response from DRPT is attached.

The first TSDAC meetings were held on April 8 and 22, 2013. DRPT has established a page on their website to post information about TSDAC activities: [http://www.drpt.virginia.gov/activities/sb1140.aspx](http://www.drpt.virginia.gov/activities/sb1140.aspx)

The appointees named to the TSDAC are:

- VACO - John McGlennon (James City County BOS) - Chair
- VML - Cindy Mester (City of Falls Church)- Vice Chair
- VTA – Al Harf (PRTC)
- VTA- Donna Shaunessey (JAUNT)
- CTAV- Ken Pollock (Bay Aging)
- DRPT - Steve Pittard
- DRPT - Kevin Page
- DRPT - Roger Cole (CTB)

A copy of the DRPT power point presentation from the April 8th meeting, a summary of the April 8th meeting from the Virginia Transit Association (VTA), along with meeting materials from the April 22nd meeting are attached.
NVTC staff will continue to monitor the progress of the TSDAC, attend meetings and provide input as appropriate.

Virginia General Assembly

The Veto Session was convened on April 3, 2013. The Governor's HB2313 substitute passed the General Assembly.

Staff will provide additional legislative updates at the meeting as needed.
April 8, 2013

Jeff McKay
Northern Virginia Transportation Commission
2300 Wilson Blvd Suite 620
Arlington, VA 22201

Dear Chairman McKay:

I have received your letter dated April 5, 2013. The Department of Rail and Public Transportation (DRPT) understands how vital input from all stakeholders will be in generating thoughtful recommendations for service delivery factors. To that end all meetings of the Transportation Service Delivery Advisory Committee (TSDAC) will be held as public meetings with ample opportunity for public participation.

As you are aware, SB 1140 specifically sets out the make up of the TSDAC:

In developing the service delivery factors, the Commonwealth Transportation Board shall create for the Department of Rail and Public Transportation a Transit Service Delivery Advisory Committee, consisting of two members appointed by the Virginia Transit Association, one member appointed by the Community Transportation Association of Virginia, one member appointed by the Virginia Municipal League, one member appointed by the Virginia Association of Counties, and three members appointed by the Director of the Department of Rail and Public Transportation, to advise the Department of Rail and Public Transportation in the development of a distribution process for the funds allocated pursuant to this subdivision 4 b (2) (b)...

DRPT had no input as to who was selected to represent the organizations named in the legislation, with the exception of the DRPT participants. The DRPT representatives represent the entire state, and I am confident that they will objectively evaluate all guidance and input provided from interested stakeholders. I would also hope that the selected representatives would seek input and guidance from organizational stakeholders as they seek to fully represent their entire constituency.

The Smartest Distance Between Two Points
www.drpt.virginia.gov
I look forward to working with those chosen to represent transit providers from across the Commonwealth, including Northern Virginia, as well as the other representatives on the committee. I’m sure they will do their best to represent all points of view within their respective associations.

Sincerely,

Thelma Drake
Director
April 5, 2013

Honorable Thelma Drake
Director
Virginia Department of Rail and Public Transportation
600 East Main Street, Suite 2102
Richmond, VA 23219

Dear Director Drake:

At its meeting of April 4, 2013 the Northern Virginia Transportation Commission discussed and expressed concern at the absence of representation of the major transit providers in Northern Virginia on the newly established Transit Service Delivery Advisory Committee (TSDAC). As enacted, SB 1140 directs DRPT to establish the TSDAC to advise on the development of a distribution process for transit funding allocation and how transit systems can incorporate these metrics into their transit development plans.

It is vital that the largest providers of transit in Northern Virginia and in the Commonwealth be represented on the TSDAC. Northern Virginia transit provides 150 million transit trips annually. More than three quarters of all transit trips occur in Northern Virginia. These transit providers have expertise and operating experience that is essential to developing effective and meaningful performance measures.

I welcome the opportunity to discuss ways to bring Northern Virginia’s perspective to the important work of TSDAC. I look forward to discussing this issue with you directly. Please feel free to contact me directly at 703-971-6262.

I look forward to working with you in the coming days on how we can move forward together.

Sincerely,

Jeffrey C. McKay
Chairman
April 5, 2013

Edwin C. Daley, DPA, President
Virginia Municipal League

John D. Miller, Jr., President
Virginia Association of Counties

Ron Rordam, President
Virginia Transit Association

Dear Mr. Daley, Mr. Miller and Mr. Rordam:

At its meeting of April 4, 2013 the Northern Virginia Transportation Commission discussed and expressed concern at the absence of representation of the major transit providers in Northern Virginia on the newly established Transit Service Delivery Advisory Committee (TSDAC). As enacted, SB 1140 directs DRPT to establish the TSDAC to advise on the development of a distribution process for transit funding allocation and how transit systems can incorporate these metrics into their transit development plans.

It is vital that the largest providers of transit in Northern Virginia and in the Commonwealth be represented on the TSDAC. Northern Virginia transit provides 150 million transit trips annually. More than three quarters of all transit trips occur in Northern Virginia. These transit providers have expertise and operating experience that is essential to developing effective and meaningful performance measures.

I welcome the opportunity to discuss ways to bring Northern Virginia’s perspective to the important work of TSDAC. I look forward to discussing this issue with you directly. Please feel free to contact me directly at 703-971-6262.

I look forward to working with you in the coming days on how we can move forward together.

Sincerely,

Jeffrey C. McKay
Chairman
SB1140 - Transit Service Delivery Advisory Committee

During the 2013 General Assembly Session, the Transit Service Delivery Advisory Committee (TSDAC) was established by SB1140 to advise DRPT in the development of a distribution process for transit capital and operating funds. The committee consists of representatives from the Virginia Transit Association (VTA), Community Transportation Association of Virginia (CTAV), Virginia Municipal League (VML), Virginia Association of Counties (VACO), and DRPT.

Transit Funding Portion of SB1140

An act to amend and reenact 33.1-23.4:01, 33.1-269, 58.1-638, and 58.1—815.4 of the Code of Virginia, relating to funding for transit

Commonwealth Mass Transit Fund. Implements performance-based funding for mass transit for revenues generated above $160 million in 2014 and after. Creates the Transit Service Delivery Advisory Committee to advise the Department of Rail and Public Transportation on the distribution of such funds and how transit systems can incorporate the metrics into their transit development plans.

The 2013 General Assembly passed Senate Bill 1140, which requires the Commonwealth Transportation Board (CTB) to allocate revenues generated for the Commonwealth Mass Transit Fund for 2014 and succeeding years as follows:

- Funds shall be distributed among operating, capital, and special projects in order to respond to the needs of the transit community;
- At least 72 percent shall be allocated to support operating costs of transit providers and distributed by the Commonwealth Transportation Board based on service delivery factors, based on effectiveness and efficiency, as established by the Commonwealth Transportation Board;
- Funds for special programs, which shall include ridesharing, transportation demand management assistance, shall not exceed 3 percent of the funds and may be allocated to any local governing body, planning district commission, transportation district commission, or public transit corporation, or maybe used directly by the Department of Rail and Public Transportation;
- 25 percent of the funds shall be allocated and distributed utilizing a tiered approach evaluated by the Transit Service Delivery Advisory Committee along with the Director of DRPT and established by the Commonwealth Transportation Board for capital purposes based on asset need and anticipated state participation level and revenues;
- The Commonwealth Transportation Board may consider transfer of funds capital and special projects to operating assistance in times of economic distress or statewide special need
- The Department of Rail and Public Transportation may reserve a balance of up to five percent of the Commonwealth Mass Transit Fund revenues in order to assure better stability in providing operating and capital funding to transit entities from year to year.

SB 1140 Requires the Commonwealth Transportation Board to establish a Transit Service Delivery Advisory Committee consisting of two members appointed by the Virginia Transit Association, one member appointed by the Community Transportation Association of Virginia, one member appointed by the Virginia Municipal League, one member appointed by the Virginia Association of Counties, and three members appointed by the Director of the Department of Rail and Public Transportation, to advise the Department of Rail and Public Transportation in the
development of a distribution process for the funds allocated based on performance and tiering, and how the transit systems can incorporate these metrics in their transit development plans. The Transit Service Delivery Advisory Committee shall elect a Chair. The Department of Rail and Public Transportation shall provide administrative support to the committee. Effective July 1, 2013, the Transit Service Delivery Advisory Committee shall meet at least annually and consult with interested stakeholders and hold at least one public hearing and report its findings to the Director of the Department of Rail and Public Transportation. Prior to the Commonwealth Transportation Board approving the service delivery factors, the Director of the Department of Rail and Public Transportation along with the Chair of the Transit Service Delivery Advisory Committee shall brief the Senate Committee on Finance, the House Appropriations Committee, and the Senate and House Committees on Transportation on the findings of the Transit Service Delivery Advisory Committee and the Department's recommendations. Before redefining any component of the service delivery factors, the Commonwealth Transportation Board shall consult with the Director of the Department of Rail and Public Transportation, Transit Service Delivery Advisory Committee, and interested stakeholders and provide for a 45-day public comment period. Prior to approval of any amendment to the service delivery measures, the Board shall notify the aforementioned committees of the pending amendment to the service delivery factors and its content.

Next Meeting

Monday, April 22 10am-2pm
VDOT Auditorium
1401 East Broad Street
Richmond, VA

Additional Links

SJR227 Transit Study
SB1140 Legislation
TGOAC Members
Meetings and agendas 2013
Transit Service Delivery Advisory Committee

Next Meetings: Monday, April 22, 10 am-2 pm
VDOT Auditorium 1401 East Broad Street Richmond, VA
May 13, 10 am-2 pm (location to be determined)

The first Transit Service Delivery Advisory Committee met Monday, April 8, 10 am-2 pm. The meeting was organizational in nature and featured DRPT staff providing background and presentations ranging from the mission of the committee as outlined in SB 1140, the current allocation process and SJ 297 study recommendations. A PowerPoint of DRPT's presentation can be found on the DRPT SB 1140 webpage http://www.drpt.virginia.gov/activities/SB1140.aspx, [click on TSDAC Meeting 1 Final Short version ppt. the last item under “Other Links” on the far right side of the webpage].

A group discussion of the committee followed with questions, remarks and discussion concerning the committee's role, what was learned from the SJ 297 study and structuring future meetings. Many of the issues discussed at the VTA meeting on May 5 were mentioned in the committee discussion.

The TSDAC committee elected John McGlennon, Supervisor, James City County Board, as chairman; he was nominated by Al Harf. Cindy Mester, Deputy City Manager of Falls Church, was elected Vice Chair; she was nominated by CTB member, Roger Cole.

The committee plans to meet every two weeks. This is the schedule DRPT recommended:

First Meeting of TSDAC – April 8, 2013
Development of Performance Measures, Formula and Data Requirements – March - July 2013
Data Collection – spring 2013
Brief Legislative Committees – August/September 2013
Brief CTB – October 2013
Verification of Performance Data and Preliminary Results – August through October, 2013
Public notice for public hearing – September 16, 2013
45 day public comment period on performance measures – October through November 2013
Public hearing on performance measures – October 16, 2013
Modifications and Adjustments – November 2013
Final SYIP Amendment – December 2013

Public comment: Linda McMinimy spoke on behalf of VTA, conveying some of the lessons learned from SJR 297. Many of these issues were mentioned in the committee's discussion. Steve Yaffe, Transit Services Manager for Arlington County and Howard Jennings, Arlington County Commuter Services, also spoke.

At future TSDAC meetings, public comment will invited at the beginning and the end of the meetings.
1. Welcome and Introductions – Director Drake
2. Mission of Committee – Director Drake
3. SB1140 - Capital and Operating Assistance – Pittard
4. Proposed Schedule – Page
5. Current Allocation Processes – Pittard
6. Break for Lunch – Group
7. SJ297 Study Recommendations – Page
8. Group Discussion – Group
9. Election of Chair and Vice Chair – Page
10. Next Steps – Chair
Transit Service Delivery Advisory Committee

Meeting #1

April 8, 2013

Agenda

1. Welcome and Introductions – Director Drake
2. Mission of Committee – Director Drake
3. Public Comment Period
4. New Transit Funding – Pittard
5. Proposed Schedule – Page
6. Current Allocation Processes – Pittard
7. Break for Lunch – Group
8. SJ297 Study Recommendations – Inman
9. Group Discussion – Group
10. Election of Chair and Vice Chair - Page
11. Next Steps
Agenda Item 2
Mission of Transit Service Delivery Advisory Committee (TSDAC)

- Advise DRPT in the development of a distribution process for transit funds
- Made up of representatives from DRPT (3), CTAV (1), VTA (2), VACO (1), and VML (1)
- First meeting April 8th from 10-2 at DRPT
- Tiers for capital grants based on asset need and state participation
- Service delivery factors based on efficiency and effectiveness
- Tiers and performance metrics must be evaluated every 3 years and published 1 year in advance

Agenda Item 4
New Transit Funding

- Increase in annual revenues of Mass Transit Trust Fund (MTTF) of $85.6 M or $64.4 M
  - Passage of Marketplace Equity Act at federal level
  - 0.125% increase in general sales tax
    - 40% for intercity passenger rail
    - 60% for transit
Agenda Item 4
New Transit Funding Allocation Process

- Chapter 639 – 2013 Acts of Assembly (SB 1140)
  - Establishes allocation provisions for Commonwealth Transportation Board (CTB)
  - Created a process divide for revenues of $160 M
  - Allows different allocation processes for operating funding
    - Intended to maintain distribution based on percentage of expenses
  - Established TSDAC

Agenda Item 4
Allocation Process – Consistent Items

- Items consistent for both > and < $160 M
  - Funding split
    - 72% for transit operating (minimum)
    - 25% for transit capital
    - 3% for special programs (maximum)
  - Funds can be shifted from Special and Capital to Operating
  - Capital program allocations use same process (TSDAC recommendation)
  - Special program allocations use same process
Agenda Item 4
Allocation Process – Differences

- Differences between > and < $160 M
  - Allocation of transit operating
    - Based on service delivery factors > $160 M (TSDAC recommendation)
    - Proportionate share of expenses < $160 M
  - DRPT can establish a reserve (up to 5% of MTTF above $160 M)
  - Utilized for capital tiers and possibly operating

Agenda Item 4
New Transit Funding Allocation Approach

- Operating
  - Distribute <$160M operating funds based on operating expenses in FY2014-2019 SYIP
  - Establish performance metrics through TSDAC
  - Distribute >$160M operating funds (approx. $55 M) via a SYIP amendment by December

- Capital
  - Distribute <$160M capital funds based on existing tiers (80% state share for rolling stock purchases and everything else at a blended rate) in FY2014-2019 SYIP
  - Establish tiers through TSDAC and apply in FY2015-2020 SYIP Update
Agenda Item 5
Proposed Schedule

- First Meeting of TSDAC – April 8, 2013
- Development of Performance Measures, Formula, and Data Requirements – March through July, 2013
- Data Collection – Spring 2013
- Brief Legislative Committees – August/September, 2013
- Brief CTB – October, 2013
- Verification of Performance Data and Preliminary Results – August through October, 2013
- Public notice for public hearing – September 16, 2013
- 45 day public comment period on performance measures – October through November, 2013
- Public hearing on performance measures – October 16, 2013
- Modifications and Adjustments – November, 2013
- Final SYIP Amendment – December, 2013

Agenda Item 6
Current Operating Assistance Funding Allocation

- The amount of operating assistance provided to each grantee is based on the relative share of expenditures for each of the State’s various transit providers proportional to all transit providers’ expenditures
- The operating assistance formula does not distinguish between transit service type or area in which the service is delivered
- No direct link to the Commonwealth Transportation Board’s policy goals
- Continued for operating share under $160 M
  - May use budgeted expenses with a true-up at end of year
  - No more eligibility criteria
**Agenda Item 6**  
**Current Capital Assistance Funding and Allocation**

- Utilizes two funding sources to in a two tier approach
- Application driven process
- Mass Transit Trust Fund (MTTF)
  - Allocate based on non-federal share of project cost compared to total for all projects
  - All capital items under this program funded at the same blended rate as bonds, approximately 50%
  - No flexibility to prioritize funding
- Mass Transit Capital Fund
  - Allocate based on CTB priorities
  - Flexibility to prioritize funding
  - Ability to fund State of Good Repair at 80%
  - Ability to fund other capital items at blended rate of 50%

**Agenda Item 8**  
**Senate Joint Resolution No. 297**

- In February 2011, The General Assembly passed Senate Joint Resolution 297 (SJR297), which directed the Virginia Department of Rail and Public Transportation to study key issues relating to the distribution of funding to transit agencies within the Commonwealth of Virginia.
- In conducting its study, DRPT shall study, but not be limited to the following issues:
  - Performance
  - Prioritization
  - Stability
  - Allocation
**Agenda Item 8**

**SJR 297 Recommended Operating Assistance Allocation Methodology**

- Applies only to state operating assistance program
- Based on a hybrid model where 50% of funding is allocated by formula and 50% of funding is allocated based on performance
- Performance is based on industry standard performance measures
- Recommending a three-year transition period beginning in FY2015
- Rewards efficient, customer oriented, performance
- Demonstrate the funding needs of transit operators and importance of increased funding

**Recommended Operating Assistance Hybrid Allocation**

- **State Operating Assistance Allocation from DRPT**
  - 100%
  - **Formula-Based**
    - 50%
    - Ridership 25%
    - Operating Expenses 25%
  - **Performance-Based**
    - 50%
    - Customers Per Revenue Hour 12.5%
    - Customers Per Revenue Mile 12.5%
    - Net Cost Per Revenue Hour 12.5%
    - Net Cost Per Revenue Mile 12.5%
Agenda Item 8
Formula-Based Allocation

Overall funds allocated to metrics based on weights

Funds for each metric distributed proportionally to agencies based on their relative share of total costs

Agenda Item 8
Operating Assistance Performance-Based Allocation

Peer groups of similar agencies created

Funds in each metric pool allocated to peer groups based on size

Funds in each peer group metric pool distributed to agencies based on performance
Agenda Item 8
SJR 297 Recommended Capital Assistance Allocation

- Continue application driven process

- Allow flexibility to prioritize funding via a tiered approach
  - Example: Bus replacement and overhauls 20% total cost
  - Example: Bus shelters and bike racks 10% total cost
  - Example: Computers and landscaping 5% total cost

- Revisit funding priorities every three to five years

- Allow capital funds to supplement operating assistance

Agenda Item 8
SJR 297 Recommendations

- Performance
  - Revise the Code of Virginia to implement a hybrid formula and performance-based allocation system

- Prioritization
  - Establish allocation processes that allow the CTB to prioritize capital investment decisions

- Stability
  - Identify a source of transitional assistance to minimize impacts of implementing the new allocation system
  - Establish a reserve fund to stabilize match ratios for capital and operating expenses

- Allocation
  - Allow capital and special programs funds to be used to supplement operating funds
  - Funds may not be allocated without requiring a local match from the recipient
Agenda Item 8
SJR 297 Recommendations

- Capital and Operating Needs
  - Document the gap between transit needs and available funding as part of the Statewide Transit and TDM Plan in order to advocate for increased funding to maximize the capacity of the existing infrastructure
  - Findings will be incorporated into the SJ297 report
1. Call to order – Chair (10:00 a.m.)

2. Approval of minutes (10:05 a.m.)

3. Public comment period (10:10 a.m.)

4. Old Business
   a. Discussion of Overall Objective: 2x2 Table – Vice Chair (10:15 a.m.)
   b. Discussion of Mission/Goals and Outcomes – Group (10:45 a.m.)

5. New Business
   a. Operationalization: First Steps (11:30 a.m.)

6. Lunch Break (noon)

7. Staff Presentations (12:30 p.m.)
   a. Asset Management - DRPT

8. Public Comment (1:30 p.m.)

9. Next Steps (1:45 p.m.)

10. Adjourn (2:00 p.m.)
Asset Management Tool

Terry Brown
Public Transportation Programs Administrator

Overview
- Topics
  - Brief History of PROGGRES
  - Walk Thru of PROGGRES
  - Discussion of Future Enhancements
State Match - Capital

State Share of Non-Federal Capital Expenses

- Actual State Share of Non-federal Cost
- Target State Match for Rolling Stock

General Asset Needs
Filter Options

Rolling Stock Needs
Transit and TDM Investment Themes

- Four themes for evaluating investment scenarios
  - Transit State of Good Repair (SGR)
  - Transit Capacity Enhancements
  - TDM Capacity Enhancements
  - Transit Major Capital Projects

Transit Investment Scenarios

- **Low Investment**
  - Addresses SGR for existing vehicles
  - Maintains existing service levels plus TDP commitments, escalates costs for inflation (3%)
  - Assumes Major Capital Projects currently under development

- **Moderate Investment**
  - Addresses SGR for existing and future growth vehicles
  - Increases service levels
    - TDPs through 2018
    - Service level growth consistent with area population growth 2019 through 2040
  - Assumes Lower Level of Major Capital Project Investment

- **High Investment**
  - Addresses SGR for existing and future growth vehicles
  - Increases service levels
    - Moderate Growth plus
      - 3% service hour growth / year – Top quartile performers
      - 2% service hour growth / year – 2nd quartile performers
  - Assumes High Level of Major Capital Project Investment
Transit and TDM Investment Scenarios

<table>
<thead>
<tr>
<th>Investment Scenario</th>
<th>Funding Needs/Revenues</th>
<th>Capital Funds (Millions YOE$)</th>
<th>O&amp;M Funds (Millions YOE$)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Transit</td>
<td>TDM</td>
</tr>
<tr>
<td>Low Investment</td>
<td>Total Funding Needs</td>
<td>$15,892</td>
<td>$43,668</td>
</tr>
<tr>
<td>Moderate Investment</td>
<td>Total Funding Needs</td>
<td>$42,515</td>
<td>$61,293</td>
</tr>
<tr>
<td>High Investment</td>
<td>Total Funding Needs</td>
<td>$55,028</td>
<td>$67,606</td>
</tr>
</tbody>
</table>

Tiering of Capital Projects

- TSDAC is charged with recommending funding tiers within the capital program
- For the past four years, DRPT has had two tiers:
  - 80% for replacement rolling stock
  - 50-60% for all other capital
- Possible tiers for fy15 funding:
  - Replacement rolling stock / other maintenance
  - Expansion rolling stock
  - Bus Stops / Facilities
  - Other capital
On April 8, the Transit Service Delivery Advisory Committee (TSDAC) held its initial meeting as part of a second attempt by Virginia to develop a new funding mechanism for the state’s approximately 40 local transit systems.

The TSDAC was created by **SB 1140 (Petersen)** to advise the Department of Rail and Public Transportation (DRPT), and ultimately the Commonwealth Transportation Board (CTB), on a distribution methodology for transit capital and operating funds. As called for in the bill, the process for payment of state operating funds to local systems is to be based on service delivery factors that emphasize efficiency and effectiveness.

The members of the committee include:
- **VACo** appointee John McGlennon, Chairman of the James City County Board of Supervisors and Chairman of the TSDAC
- **VML** appointee Cindy Mester, Falls Church Assistant City Manager and Vice Chairman of the TSDAC
- **Virginia Transit Association** appointees Al Harf, Executive Director, Potomac Rappahannock Transportation Commission, and Donna Shaunesey, Executive Director, JAUNT
- **Community Transit Association of Virginia** appointee Ken Pollack, Transit Director, Bay Transit
- **DRPT** appointees Roger Cole, CTB member representing the Richmond District, Kevin Page, DRPT Chief Operating Officer and Steve Pittard, DRPT Chief Financial Officer

The TSDAC’s role was included as part of a compromise on SB 1140 that was reached with the involvement of local governments and transit representatives.

Under the final bill, the first $160 million in the Commonwealth Mass Transit Fund (CMTF) is to be distributed using a method that ‘holds harmless’ transit providers. Any funds above $160 million would be subject to a formula that includes transit performance measures to be developed with the assistance of the TSDAC.

The passage of **HB 2313 (Howell)** provided additional monies to the CMTF above $160 million, so those new funds will be allocated using the process called for in SB 1140. Those increased revenues are estimated to be between $64.4 million and $85.6 million by 2018. The higher amount is dependent on Congress enacting the Marketplace Equity Act that allows states to tax internet sales. Further, the additional HB 2313 funds for transit operations are expected to be between $45 million and $50 million in FY 2014.

The TSDAC will report its findings to the Director of DRPT, but the final decision on the distribution methodology rests with the CTB. Before making its final recommendations, however, the committee is required to hold a public hearing, receive public comment on the methodology for 45 days and brief the funding and transportation committees of the Virginia House and Senate.

The work of the TSDAC is of vital importance to localities, since many counties provide a significant share of the funding for local transit systems that serve not only their transit–dependent population, but also play a major role in congestion relief and economic development. Although the Commonwealth’s share of overall transit fund represents approximately 20 percent of total operating expenditures, the new funding model under development will affect 100 percent of the way local transit systems operate.

At the next committee meeting, which is scheduled for April 22, the members will begin work on the performance measures. County officials are encouraged to follow the activities of the TSDAC through the DRPT’s website (**www.drpt.virginia.gov/activities/SB1140.aspx**) and to communicate their ideas or concerns directly to the committee members or VACo staff.

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**Land serves at YMCA Model General Assembly**

VACo staffer Larry Land served as one of several “resource” volunteers at last month’s YMCA Model General Assembly.

This was the 66th year that the YMCA sponsored this event, which draws hundreds of high school students from around the state to debate and vote on bills that they draft themselves.

Over a two-day period, the Model General Assembly is designed to replicate deliberations by Virginia’s real General Assembly during its legislative session.

As preparations for each Model General Assembly are made, various lobbyists are asked to work with students on a voluntary basis to guide them through the process of presenting and debating bills at the committee level.

For many years Larry has actively volunteered in this program.
TO: Chairman McKay and NVTC Commissioners
FROM: Kelley Coyner
DATE: April 25, 2013
SUBJECT: DRPT Report

NVTC Commissioner Jim Dyke will present information about the Virginia Department of Rail and Public Transportation (DRPT) matters.
TO: Chairman McKay and NVTC Commissioners
FROM: Kelley Coyner and Staff
DATE: April 25, 2013
SUBJECT: Regional Items

A. VDOT I-66 Inside the Beltway Bus on Shoulder Pilot Program

The Virginia Department of Transportation (VDOT) will complete a planning study on pilot use of shoulders on I-66 inside the Beltway at the end of April. As detailed in the attached presentation, upon completion of the study, VDOT anticipates starting preliminary design and engineering, completing construction in summer of 2014, and starting operations in the fall of 2014. This effort is part of a broader Virginia and Metropolitan Washington effort to identify locations for Bus on Shoulder (BOS) operations. The Transportation Planning Board BOS Task Force co-chaired by Chris Zimmerman, Arlington County, and Carol Krimm, City of Frederick, will release its final report on region-wide efforts to identify Bus on Shoulder (BOS) operations at the same time as the completion of the VDOT planning study. The pilot will test the ability of bus on shoulder to improve the reliability of systems operating in the I-66 corridor including WMATA, Fairfax Connector, Loudoun County Transit, and PRTC OmniRide.

Please refer to Attachment A.

B. Vanpool Incentive Program (VIP) Update

In March 2013, the VIP procured an ADA accessible van to comply with federal requirements. Originally this van was to be covered by a full state grant however a 20% matching contribution was needed. All of the
participating jurisdictions agreed to the 20% request for match money for the ADA accessible van. The jurisdictional contribution totals $5,200.

The VIP is expected to launch at the end of Summer 2013. Revenues from VIP are projected to be at least $4 million annually within three years of inception. The additional revenue miles will generate additional §5307 funds to the benefit of Metro.

C. VTA Conference

The annual Virginia Transit Association (VTA) conference will be held May 30-31, 2013 in Alexandria, VA. NVTC staff will be moderating panels and attending this conference which brings transit representatives and vendors together from across the Commonwealth. NVTC members are encouraged to attend. Attached to this memo is information about conference registration and the conference agenda. Gubernatorial candidate, Terry McAuliffe, has been confirmed as a guest speaker at VTA's Awards Luncheon on Friday, May 31.

Please refer to Attachment B.
I-66 Inside the Beltway
Bus on Shoulder (BOS) Pilot Program
Update To NVTC MAC Committee
April 16, 2013
Presentation Overview

- Pilot Program Overview
- Tasks For Working Group
- Preliminary Data Collection & Analysis
- Factors For Selecting BOS Locations
- Preliminary Locations
- I-66 BOS Pilot Program Implementation Plan
- I-66 BOS Pilot Program Evaluation Plan
- Next steps
Pilot Program Overview

• Impetus
  • I-66 Inside the Beltway Multimodal Study
  • Low-cost, high impact, quick turn around congestion mitigation projects

• Program Goals
  • Successfully implement pilot
  • Develop Design and Operational protocol for BOS
  • Experience in Design, Operation, Safety, Maintenance, Costs

• Working Group Products
  • Operational & Design protocol
  • Rank and Recommend locations along I-66 (Inside the Beltway)
  • Transit services on BOS System
  • Monitoring & Evaluation plan

• VDOT Follow up Actions
  • Federal concurrence
  • Fund and Implement Engineering/Operational improvements
  • Implement pilot program
Working Group Tasks

• **Literature review**
  • To identify best practices related to implementation features, design, operations and safety experience

• **Baseline data collection and analysis**
  *(AM: 5:00- 11:00; PM: 1:00-8:00)*
  • Speed data
  • Bus volume data
  • Right of way data
  • Geo technical data to determine shoulder strength
  • Incident data for the corridor

• **Definition of Problem / Opportunities**
  • Recurring congestion
  • Mainline speed < 35 mph
  • High volume of buses
• **Operations Protocol**
  - Mainline operating speed < 35 mph
  - Max bus operating speed on Shoulder < 25 mph
  - Minimum Shoulder Width > 11 feet with no lateral obstruction
  - 11.5 feet with lateral obstruction
  - All day operations
  - Use limited to Public Transit Buses only
  - Buses operating in the shoulder must merge back into general traffic when shoulder is blocked by an incident or debris, or to yield shoulder to first responders

• Preliminary Data Collection and Analysis
• Factors for Selecting BOS location
• Potential Location For BOS
• Implementation Plan
• Evaluation Plan
• Next Steps
Preliminary Data Collection and Analysis

- Peak periods chosen to cover HOV restricted periods and temporal shoulder hours (i.e., before and after HOV restricted periods)
  - Morning analysis period: 5:00am to 11:00am
  - Afternoon / evening analysis period: 1:00pm to 8:00pm
- Travel speeds for I-66 for an average weekday in 2010 were taken from the I-95 Corridor Coalition Vehicle Probe Project data (a.k.a. Inrix data)
- Bus information collected from regional transit providers Operating along I-66 inside the Beltway
  - WMATA, Fairfax Connector, PRTC, Loudoun County Transit
AM PEAK PERIOD (5AM-6AM) EASTBOUND

![Graph showing Speed & Buses along EB I-66 Inside Beltway during 5:00-6:00 AM on a Typical Weekday in 2010]
Shoulder Width Data
Factors for Selecting Potential Locations

- Mainline Speed below 35 mph
- Bus Densities
- Available Shoulder Width > 11’
Recommended BOS Locations

- Pilot One (EB)
- Pilot Two (EB)
- Pilot Three (EB)
- Pilot Four (WB)
- Pilot Five (WB)

Notations:
- West Falls Church
- Wentmoreland st
- Near Term Two (WB)
- N. Andrew st
- Near Term One (EB)
- N. Jacksonville st
- Long Term One (EB)
## Recommended Pilot BOS Locations

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Length (miles)</th>
<th>Shoulder Width (ft)</th>
<th>Avg. Speed (mph)</th>
<th>Max. Bus Density (buses/hr)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot 1 (EB VA 267 outside shoulder)</td>
<td>End of existing BOS operation of VA 267</td>
<td>Merge point with I-66</td>
<td>1.75</td>
<td>&gt;=11.5</td>
<td>23</td>
<td>32</td>
<td>This location is an extension of the existing BOS application on VA 267 and proposes to use the shoulder on the fly over ramp (bridge) from VA 267 to I-66 east bound.</td>
</tr>
<tr>
<td>Pilot 2 (EB I-66 outside shoulder)</td>
<td>100 ft west of N. Sycamore Street overpass</td>
<td>200 ft west of N. Jacksonville St.</td>
<td>1.4</td>
<td>&gt;=11.5</td>
<td>27</td>
<td>32</td>
<td>A traffic operations solution would be needed for the merge at the on ramp from Sycamore Street. Additionally, there are drainage grates and junction boxes in this segment which will need to be upgraded to support the bus loads. The location can be readily extended to Glebe Road and the extension from Jacksonville St to Glebe Road is recommended as a near term project.</td>
</tr>
<tr>
<td>Pilot 3 (EB I-66 outside shoulder)</td>
<td>50 ft west of Lee Highway overpass near N. Spout Run Parkway</td>
<td>50 ft west of North Nash Street (Rosslyn Tunnel)</td>
<td>1.4</td>
<td>&gt;=11.0</td>
<td>48</td>
<td>30</td>
<td>A traffic operations solution will be needed at the off ramp to US 29 near N. Veitch St. A majority of the shoulder width in this section is greater than 11 ft except for a short piece just east of N. Nash street (10.6 ft) width where additional width can be gained by restriping.</td>
</tr>
<tr>
<td>Pilot 4 (WB I-66 outside shoulder)</td>
<td>N. Nash Street (exit from Rosslyn Tunnel)</td>
<td>US 29 overpass at Spout Run Pkwy</td>
<td>1.4</td>
<td>&gt;=11.0</td>
<td>36</td>
<td>31</td>
<td>A traffic operations solution needed for merge point at on-ramp from US 29 near North Veitch Street. Shoulder width minimum of 11.5 feet for segment except for short piece at 11 feet near North Scott Street overpass. I-66 Spot Improvement 3 will construct a westbound acceleration / deceleration lane and 12 foot full strength shoulder from US 29 to North Glebe Road (VA 120), allowing further BOS operation.</td>
</tr>
<tr>
<td>Pilot 5 WB I-66 outside shoulder)</td>
<td>N. Quincy St</td>
<td>Fairfax Drive on-ramp merge point</td>
<td>1.1</td>
<td>Varies 10-11 ft</td>
<td>21</td>
<td>30</td>
<td>A majority of the shoulder width is about 10 feet and additional width will be required which may be achieved by restriping or adding shoulder width as right of way is available in this section. This section along with the completed I-66 Spot improvement 1, near term improvement 2 and spot improvement 2 (to be advertised soon) will result in a continuous facility for bus use from N. Quincy Street to VA 267 by utilizing the shoulder and the auxiliary lane combinations</td>
</tr>
</tbody>
</table>

1. Average speeds are based on analysis of data for I-66 inside the Beltway from the I-95 Corridor Coalition Vehicle Probe Project (typically referred to by the name of company that collects and administers the data, INRIX, Inc.) provided to COG/TPB.
2. Bus densities are based on analysis of scheduled bus operations in the study corridor by all transit agencies combined with the INRIX data.
# Recommended Near Term and Long Term BOS Locations

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Length (miles)</th>
<th>Shoulder Width (ft)</th>
<th>Avg. Speed (mph)</th>
<th>Max. Bus Density (buses / hr)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Near-Term 1</strong></td>
<td>N. Jacksonville St</td>
<td>N. Glebe Rd</td>
<td>1</td>
<td>&lt;=10</td>
<td>27</td>
<td>32</td>
<td>This location begins at where Pilot 1 ends and therefore when implemented it will provide a continuous 2.5 mile long shoulder for bus use in the eastbound direction. On visual inspection of this location it may appear that adequate shoulder width is available due to the openness of the roadway section in this area and no lateral obstruction but as indicated from the survey additional width will be needed for BOS application. The shoulder width may be gained by constructing additional shoulder in this portion or by restriping the main line lanes to narrower 11.5 feet width which will require design exceptions and Federal approval.</td>
</tr>
<tr>
<td><strong>Near-Term 2</strong></td>
<td>Off-Ramp N. Sycamore St</td>
<td>Westmoreland St</td>
<td>~1</td>
<td>&lt;=9.6</td>
<td>32</td>
<td>30</td>
<td>This location begins at the end of the recently completed Spot 1 improvements before the beginning of the soon to be advertised Spot 2 improvements. As such this location in conjunction with Pilot 5, Spot improvement 1 and spot improvement 2 can result in a continuous facility for buses comprising of auxiliary lane and shoulder use. The additional shoulder width in this section will require construction of wider shoulders in the available right of way and may be accomplished with the Spot 2 improvements which will be advertised for construction soon. Restriping may not be an option as the left shoulder is narrow in this section.</td>
</tr>
<tr>
<td><strong>Long-Term 1</strong></td>
<td>VA 267 on-ramp (Pilot 1)</td>
<td>Sycamore St</td>
<td>2.1</td>
<td>&lt;=9</td>
<td>23</td>
<td>33</td>
<td>While this segment is the most congested it also has the most constraints. The right shoulder width is less than 9 feet, right of way is limited and the number of lanes in this section varies from two lanes to four lanes to back to two lanes depending on the location. Traffic operations solutions will be needed for merge location at VA 267 on-ramp, merge / diverge location at Westmoreland Street off-ramp, and Fairfax Dr off-ramp (to signal at US 29 – location experiences queueing into regular travel lanes during peak periods).</td>
</tr>
</tbody>
</table>
Implementation Plan:
1. Finalize BOS Framework

• **Conditions of use**
  • Only when mainline operations exceed predefined threshold impacting transit service
  • Authorized buses use the shoulders when it is safe to do so under the following conditions
    • Shoulder not being used for enforcement / emergency response
    • Shoulder not being used by broken down / stalled vehicle
    • Shoulder space not required for snow removal operations

• **Operations protocol**
  • Mainline speed below 35 mph
  • Maximum bus operating speed on shoulder 25 mph
Implementation Plan:
2. Finalize I 66 Pilot Program

• Pilot Locations: 3 eastbound and 2 westbound
• Pilot Duration: 1 year
• Evaluation Plan  (see details)
• Funding for Pilot program
  • PE/Design funding - SYIP
  • Construction - Operations and Maintenance, SYIP
• Design for Pilot program
  • Develop design plans – signing, pavement marking, ramp treatment, etc.
  • Design approval – VDOT and FHWA
Implementation Plan: 2. Finalize Pilot Program (Continued)

- **VSP Coordination / Planning**
  - Coordination with State Police and first responders
  - Enforcement plan to ensure safe BOS operations

- **Transit Agencies MOU for shoulder use**
  - Conditions of use
  - Operations protocol
  - Driver training requirements *(see details)*
    - Transit agencies to provide driver training and document completion
  - Shoulder use data collection and reporting

- **Construction**
- **Begin BOS Pilot**
Implementation Plan: Driver Training Core Elements*

Purpose of BOS program
- Conditions of use
- Operating protocol
-- Speed and speed differential
-- Yielding right-of-way
-- Interchange areas
-- Staying on paved shoulder
- Judging operating speeds of mainline traffic
- Signs, pavement markings
-- Motoring public
-- Specific information for bus drivers

Applicable statutes and enforcement

Communications
-- Intra-agency
-- Inter-agency
-- Driver to motorist/driver courtesy
- Emergency communication

Pilot Location Elements
- Start and end points
- Interchange and/or intersection locations
- Shoulder widths
- Special attention locations
- Restricted locations

Additional Elements
- Agency-specific policies
Evaluation Plan

• Determine if continued BOS operations are warranted following the 12 month pilot
• Assist with feasibility, planning, design of near-term and long-term BOS locations
• Key data elements: shoulder usage by buses, safety, shoulder conditions (see details)
• Data collection should be continuous and reviewed each month during the pilot
• Completed three months prior to conclusion of pilot
• Collect bus ridership before pilot for before and after analysis
Evaluation Plan:
Shoulder Usage Data

• Reported by transit operators (bus drivers)
  • Shoulder used (y/n)
  • Distance / time spent in BOS operation
  • Revenue or deadhead operation
    • Bus passenger load for revenue operation
    • Schedule adherence
Evaluation Plan: Safety Data

• Data sources: VDOT, VSP and first responders, transit operators (bus drivers)
  • VDOT SSP
    • Number of assists at Pilot locations
  • VSP data
    • Number of crashes related to BOS
    • Track illegal use of shoulder by autos (“jealous motorists”)
    • Impedance to emergency operations due to BOS
  • Transit Agencies
    • Incidents that require buses operating in shoulder to merge back into traffic (incident nature, location, time)
  • VDOT Maintenance
    • Incidents of clearing shoulder debris (impacts BOS operation)
Evaluation Plan: Shoulder Conditions Data

- Data source: VDOT NoVA Materials Section
- Conduct pavement assessment six months into pilot and then again at conclusion of pilot
- Cross-reference with data on bus use of shoulder to assess impact of BOS operation
Next Steps

- Final Report to VDOT - April 2013
Recommended BOS Locations
### Conceptual Cost Estimates: Pilot Program Locations

#### Pilot One

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preliminary Engineering</strong></td>
<td>$80,000</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>$370,000 - $470,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$450,000 - $550,000</td>
</tr>
</tbody>
</table>

#### Pilot Two

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preliminary Engineering</strong></td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>$200,000 - $300,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$250,000 - $350,000</td>
</tr>
</tbody>
</table>

#### Pilot Three

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preliminary Engineering</strong></td>
<td>$40,000</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>$160,000 - $260,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$200,000 - $300,000</td>
</tr>
</tbody>
</table>

#### Pilot Four

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preliminary Engineering</strong></td>
<td>$40,000</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>$160,000 - $260,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$200,000 - $300,000</td>
</tr>
</tbody>
</table>

#### Pilot Five

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preliminary Engineering</strong></td>
<td>$90,000</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>$460,000 - $560,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$550,000 - $650,000</td>
</tr>
</tbody>
</table>

#### OVERALL COST PILOT

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1,650,000 - $2,150,000</td>
</tr>
</tbody>
</table>

Conceptual Cost Estimates for Near and Long Term locations TBD
VTA 2013 ANNUAL CONFERENCE, May 30 - 31, 2013
Hilton Alexandria Old Town
Alexandria, Virginia

EXHIBITORS:

There is 1 SPONSORSHIP remaining that includes an exhibit tabletop:
$5000 - includes co-sponsorship of Thursday Evening Game Night

NEW FOR OUR BUSINESS MEMBERS: You can now pay your Business Membership Dues for the current year (July 1, 2012 - June 30, 2013) or next year’s membership dues (July 1, 2013 - June 30, 2014) at the end of the registration process!

Click here to see the current list of Conference sponsors and exhibitors.
# Agenda

## 2013 PRELIMINARY AGENDA

Call for Presentations (Closed)

Agenda will be updated as sessions are confirmed.

<table>
<thead>
<tr>
<th>Thursday, May 30 2013</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>Conference Registration</td>
</tr>
<tr>
<td>9:00 AM – 12:00 PM</td>
<td>Exhibitor Move-in</td>
</tr>
</tbody>
</table>

Exhibitors may begin set-up at 9:00. Official exhibition begins at 12:00.

<table>
<thead>
<tr>
<th>10:30 AM – 12:00 PM</th>
<th>Virginia Transit Association Board of Directors Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM</td>
<td>All VTA members are welcome to attend</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12:00 PM – 1:15 PM</th>
<th>Lunch with our Exhibitors in Exhibit Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM</td>
<td>Come see what’s new in the transit world and enjoy a buffet lunch with our exhibitors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1:30 PM – 3:15 PM</th>
<th>General Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I: Trends in the Next Generation of Real-Time Technology</td>
<td></td>
</tr>
<tr>
<td>Part II: Practical Applications for Social Media with Real-Time Technology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3:15 PM – 3:35 PM</th>
<th>Ice Cream Break with our Exhibitors</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3:45 PM – 4:45 PM</th>
<th>General Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Impact of Healthcare Reform on Transit Systems</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5:00 PM – 6:30 PM</th>
<th>Lite Fare and Cocktail Reception with our Exhibitors in the Exhibit Hall</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7:00 PM – 11:00 PM</th>
<th>Special Event: Game Night at Virtue Feed &amp; Grain Restaurant</th>
</tr>
</thead>
<tbody>
<tr>
<td>PM</td>
<td>Join us for dinner, drinks and fun. With special thanks to our sponsor:</td>
</tr>
<tr>
<td></td>
<td>Sonny Merryman, Inc., Virginia’s Bus Company</td>
</tr>
</tbody>
</table>

*Wear your favorite sports team attire! Prizes will be awarded to the most decked-out fans!*

*Please RSVP for this event.*
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM</td>
<td>Continental Breakfast by the Registration Desk</td>
</tr>
<tr>
<td>8:30 AM – 10:30 AM</td>
<td>Roundtable Sessions</td>
</tr>
<tr>
<td>AM</td>
<td>Peer Exchange: Connect with small group discussions on various topics of interest while networking with other transit systems</td>
</tr>
<tr>
<td>10:30 AM – 11:45 AM</td>
<td>Educational Break-out Sessions</td>
</tr>
<tr>
<td>AM</td>
<td>Break-out I: Use of Technology in Safety and Training</td>
</tr>
<tr>
<td></td>
<td>Break-out II: Communications and Outreach: Best Practices</td>
</tr>
<tr>
<td>12:00 PM – 2:00 PM</td>
<td>Awards Luncheon</td>
</tr>
<tr>
<td>PM</td>
<td>Come applaud the best marketing and innovative programs in Virginia!</td>
</tr>
<tr>
<td></td>
<td>Guest Speaker: Mr. Terry McAuliffe, Virginia Gubernatorial Candidate</td>
</tr>
</tbody>
</table>
TO: Chairman McKay and NVTC Commissioners
FROM: Scott Kalkwarf and Colethia Quarles
DATE: April 25, 2013

The financial report for March, 2013 is attached for your information.
Percentage of FY 2013 NVTC Administrative Budget Used
March, 2013
(Target 75% or less)

Note: Refer to pages 2 and 3 for details
# Northern Virginia Transportation Commission

## G&A Budget Variance Report

**March 2013**

<table>
<thead>
<tr>
<th>Personnel Costs</th>
<th>Current Year</th>
<th>Year To Date</th>
<th>Annual Budget</th>
<th>Balance Available</th>
<th>Balance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$50,449.56</td>
<td>$488,198.83</td>
<td>$697,950.00</td>
<td>$209,751.17</td>
<td>30.1%</td>
</tr>
<tr>
<td>Temporary Employee Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Personnel Costs</strong></td>
<td>$50,449.56</td>
<td>$488,198.83</td>
<td>$697,950.00</td>
<td>$209,751.17</td>
<td>30.1%</td>
</tr>
</tbody>
</table>

**Benefits**

<table>
<thead>
<tr>
<th>Employer's Contributions:</th>
<th>Current Year</th>
<th>Year To Date</th>
<th>Annual Budget</th>
<th>Balance Available</th>
<th>Balance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA</td>
<td>$3,716.92</td>
<td>$32,049.97</td>
<td>$48,100.00</td>
<td>$16,050.03</td>
<td>33.4%</td>
</tr>
<tr>
<td>Group Health Insurance</td>
<td>$5,824.45</td>
<td>$51,808.85</td>
<td>$103,500.00</td>
<td>$51,691.15</td>
<td>49.9%</td>
</tr>
<tr>
<td>Retirement</td>
<td>$5,475.00</td>
<td>$49,317.01</td>
<td>$64,900.00</td>
<td>$15,582.99</td>
<td>24.0%</td>
</tr>
<tr>
<td>Workmans &amp; Unemployment Compensation</td>
<td>$166.18</td>
<td>$2,864.25</td>
<td>$3,300.00</td>
<td>$435.75</td>
<td>13.2%</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>$257.76</td>
<td>$2,223.62</td>
<td>$4,000.00</td>
<td>$1,476.38</td>
<td>39.9%</td>
</tr>
<tr>
<td>Long Term Disability Insurance</td>
<td>$249.54</td>
<td>$2,233.62</td>
<td>$3,700.00</td>
<td>$1,476.38</td>
<td>39.9%</td>
</tr>
<tr>
<td><strong>Total Benefit Costs</strong></td>
<td>$15,689.85</td>
<td>$140,688.19</td>
<td>$227,500.00</td>
<td>$86,811.81</td>
<td>38.2%</td>
</tr>
</tbody>
</table>

**Administrative Costs**

<table>
<thead>
<tr>
<th>Commissioners Per Diem</th>
<th>Current Year</th>
<th>Year To Date</th>
<th>Annual Budget</th>
<th>Balance Available</th>
<th>Balance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,750.00</td>
<td>8,900.00</td>
<td>10,000.00</td>
<td>1,100.00</td>
<td>11.0%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rents:</th>
<th>Current Year</th>
<th>Year To Date</th>
<th>Annual Budget</th>
<th>Balance Available</th>
<th>Balance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15,672.81</td>
<td>141,887.01</td>
<td>189,500.00</td>
<td>47,612.99</td>
<td>25.1%</td>
<td></td>
</tr>
<tr>
<td>Office Rent</td>
<td>$14,827.81</td>
<td>134,837.60</td>
<td>177,700.00</td>
<td>42,862.40</td>
<td>24.1%</td>
</tr>
<tr>
<td>Parking</td>
<td>845.00</td>
<td>7,049.41</td>
<td>11,800.00</td>
<td>4,750.59</td>
<td>40.3%</td>
</tr>
<tr>
<td><strong>Insurance:</strong></td>
<td>$655.43</td>
<td>4,088.04</td>
<td>6,400.00</td>
<td>2,311.96</td>
<td>36.1%</td>
</tr>
<tr>
<td>Public Official Bonds</td>
<td>$400.00</td>
<td>1,570.00</td>
<td>2,300.00</td>
<td>730.00</td>
<td>31.7%</td>
</tr>
<tr>
<td>Liability and Property</td>
<td>255.43</td>
<td>2,518.49</td>
<td>4,100.00</td>
<td>1,581.96</td>
<td>38.6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel:</th>
<th>Current Year</th>
<th>Year To Date</th>
<th>Annual Budget</th>
<th>Balance Available</th>
<th>Balance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$885.85</td>
<td>3,506.20</td>
<td>5,800.00</td>
<td>2,313.80</td>
<td>39.9%</td>
<td></td>
</tr>
<tr>
<td>Conference Registration</td>
<td>-</td>
<td>20.00</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>-</td>
<td>616.33</td>
<td>1,500.00</td>
<td>883.67</td>
<td>58.9%</td>
</tr>
<tr>
<td>Local Meetings &amp; Related Expenses</td>
<td>885.85</td>
<td>2,869.87</td>
<td>4,000.00</td>
<td>1,150.13</td>
<td>28.3%</td>
</tr>
<tr>
<td>Training &amp; Professional Development</td>
<td>-</td>
<td>-</td>
<td>300.00</td>
<td>300.00</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication:</th>
<th>Current Year</th>
<th>Year To Date</th>
<th>Annual Budget</th>
<th>Balance Available</th>
<th>Balance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$638.93</td>
<td>5,511.06</td>
<td>8,740.00</td>
<td>3,228.94</td>
<td>36.9%</td>
<td></td>
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<tr>
<td>Postage</td>
<td>179.98</td>
<td>1,585.50</td>
<td>3,400.00</td>
<td>1,814.50</td>
<td>53.4%</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>458.95</td>
<td>3,925.56</td>
<td>5,340.00</td>
<td>1,414.44</td>
<td>26.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Publications &amp; Supplies</th>
<th>Current Year</th>
<th>Year To Date</th>
<th>Annual Budget</th>
<th>Balance Available</th>
<th>Balance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$606.86</td>
<td>6,735.07</td>
<td>10,600.00</td>
<td>3,864.93</td>
<td>36.5%</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>14.16</td>
<td>895.73</td>
<td>3,200.00</td>
<td>2,304.27</td>
<td>72.0%</td>
</tr>
<tr>
<td>Duplication</td>
<td>592.70</td>
<td>5,315.44</td>
<td>6,900.00</td>
<td>1,584.56</td>
<td>23.0%</td>
</tr>
<tr>
<td>Public Information</td>
<td>-</td>
<td>523.90</td>
<td>500.00</td>
<td>(23.90)</td>
<td>-4.8%</td>
</tr>
</tbody>
</table>
### NORTHERN VIRGINIA TRANSPORTATION COMMISSION
### G&A BUDGET VARIANCE REPORT
### March 2013

<table>
<thead>
<tr>
<th>Operations:</th>
<th>Current Month</th>
<th>Year To Date</th>
<th>Annual Budget</th>
<th>Balance Available</th>
<th>Balance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations:</td>
<td>-</td>
<td>2,002.12</td>
<td>11,500.00</td>
<td>9,497.88</td>
<td>82.6%</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>-</td>
<td>-</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Repairs and Maintenance</td>
<td>-</td>
<td>-</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>Computers</td>
<td>-</td>
<td>2,002.12</td>
<td>6,500.00</td>
<td>4,497.88</td>
<td>69.2%</td>
</tr>
<tr>
<td>Other General and Administrative</td>
<td>534.31</td>
<td>5,846.54</td>
<td>5,100.00</td>
<td>(532.82)</td>
<td>-10.4%</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>-</td>
<td>213.72</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Memberships</td>
<td>-</td>
<td>1,176.03</td>
<td>1,200.00</td>
<td>23.97</td>
<td>2.0%</td>
</tr>
<tr>
<td>Fees and Miscellaneous</td>
<td>455.31</td>
<td>2,785.35</td>
<td>3,000.00</td>
<td>214.65</td>
<td>7.2%</td>
</tr>
<tr>
<td>Advertising (Personnel/procurement)</td>
<td>79.00</td>
<td>1,671.44</td>
<td>900.00</td>
<td>(771.44)</td>
<td>-85.7%</td>
</tr>
<tr>
<td>Total Administrative Costs</td>
<td>20,744.19</td>
<td>178,476.04</td>
<td>247,640.00</td>
<td>69,397.68</td>
<td>28.0%</td>
</tr>
</tbody>
</table>

### Contracting Services

| Auditing             | -             | 14,230.00    | 21,250.00     | 7,020.00          | 33.0%      |
| Consultants - Technical | -         | -            | -             | -                | 0.0%       |
| Legal                | -             | -            | -             | -                | 0.0%       |
| Total Contract Services | -         | 14,230.00    | 21,250.00     | 7,020.00          | 33.0%      |

**Total Gross G&A Expenses**: $86,883.60 $821,593.06 $1,194,340.00 $372,980.66 31.2%
## NVTC
### RECEIPTS and DISBURSEMENTS
#### March, 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee/ Payer</th>
<th>Purpose</th>
<th>Wells Fargo (Checking)</th>
<th>Wells Fargo (Savings)</th>
<th>VA LGIP G&amp;A / Project</th>
<th>Trusts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECEIPTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DRPT</td>
<td>Capital grant receipt</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>FTA</td>
<td>City of Alexandria project grant receipt</td>
<td>71,795.00</td>
<td></td>
<td>$ 594,979.00</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>DRPT</td>
<td>Route 7 project grant receipt</td>
<td>5,167.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Arlington County</td>
<td>G&amp;A contribution</td>
<td>12,998.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Brock-Norton</td>
<td>Insurance refund</td>
<td>45.15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Dept. of Taxation</td>
<td>Motor Vehicle Fuels Sales tax revenue</td>
<td>3,707,842.63</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>DRPT</td>
<td>Capital grants receipts</td>
<td>440,353.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>DRPT</td>
<td>Capital grant receipt - Arlington</td>
<td>6,175.00</td>
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</tr>
<tr>
<td>19</td>
<td>DRPT</td>
<td>Operating assistance receipt - City Fairfax</td>
<td>53,172.00</td>
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<tr>
<td>19</td>
<td>DRPT</td>
<td>Operating assistance receipt - Falls Church</td>
<td>71,568.00</td>
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<td>19</td>
<td>DRPT</td>
<td>Operating assistance receipt - Fairfax</td>
<td>3,340,012.00</td>
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<tr>
<td>19</td>
<td>DRPT</td>
<td>Operating assistance receipt - Arlington</td>
<td>1,591,289.00</td>
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<td></td>
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<tr>
<td>19</td>
<td>DRPT</td>
<td>Operating assistance receipt - Alexandria</td>
<td>928,911.00</td>
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<tr>
<td>19</td>
<td>DRPT</td>
<td>City of Alexandria project grant receipt</td>
<td>17,949.00</td>
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<tr>
<td>21</td>
<td>DRPT</td>
<td>Capital grants receipts - Arlington</td>
<td>1,255,933.00</td>
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<tr>
<td>28</td>
<td>DRPT</td>
<td>Capital grants receipts - VRE</td>
<td>356,216.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Banks</td>
<td>Interest income</td>
<td>2.58</td>
<td>46.28</td>
<td>19,235.87</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13,046.23</td>
<td>451,173.28</td>
</tr>
</tbody>
</table>

| **DISBURSEMENTS** | | | | | | |
| 1-31 | Various | G&A expenses | (78,110.93) | | |
| 5 | City of Fairfax | Other operating | (11,383.65) | | |
| 5 | Loudoun County | Other operating | (1,928,679.58) | | |
| 5 | Loudoun County | Other capital | (875,082.00) | | |
| 11 | City of Alexandria | Costs incurred | (89,744.00) | | |
| 20 | Stantec | Consulting - Bus Data | (32,391.37) | | |
| 28 | VRE | Grant revenue | (356,216.00) | | |
| 31 | Banks | Service fees | (92.54) | (18.40) | (2,815,145.23) |
| | | | (110,594.84) | (18.40) | (2,815,145.23) |

| **TRANSFERS** | | | | | | |
| 20 | Transfer | From LGIP to LGIP (NTD Data) | | 32,391.37 | (32,391.37) |
| | | | | | |

<p>| <strong>NET INCREASE (DECREASE) FOR MONTH</strong> | | | | | | |
| <strong>$</strong> | <strong>$</strong> | <strong>$</strong> | <strong>$</strong> | | |
| (110,594.84) | 13,027.83 | 37,604.65 | 9,161,933.90 | | |</p>
<table>
<thead>
<tr>
<th>Type</th>
<th>Rate</th>
<th>Balance 2/28/2013</th>
<th>Increase (Decrease)</th>
<th>Balance 3/31/2013</th>
<th>NVTC G&amp;A/Project</th>
<th>Jurisdictions Trust Fund</th>
<th>Loudoun Trust Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash Deposits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Wells Fargo: NVTC Checking</td>
<td>N/A</td>
<td>$149,189.42</td>
<td>$(110,594.84)</td>
<td>$38,594.58</td>
<td>$38,594.58</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Wells Fargo: NVTC Savings</td>
<td>0.200%</td>
<td>144,469.20</td>
<td>13,027.83</td>
<td>157,497.03</td>
<td>157,497.03</td>
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<td>-</td>
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<tr>
<td><strong>Investments - State Pool</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Bank of America - LGIP</td>
<td>0.152%</td>
<td>146,470,783.73</td>
<td>9,199,538.55</td>
<td>155,670,322.28</td>
<td>370,662.04</td>
<td>136,315,139.38</td>
<td>17,984,520.86</td>
</tr>
</tbody>
</table>

$146,764,442.35 $9,192,395.77 $155,866,413.89 $566,753.65 $136,315,139.38 $18,984,520.86
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.
NVTC MONTHLY GAS TAX REVENUE
FAIRFAX COUNTY
FISCAL YEARS 2010-2013

Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

Monthly Revenue  12-Month Average
NVTC MONTHLY GAS TAX REVENUE
CITY OF ALEXANDRIA
FISCAL YEARS 2010-2013

Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier. March revenue is negative due to point of sale audit adjustments made by Dept. of Taxation.
NVTC MONTHLY GAS TAX REVENUE
ARLINGTON COUNTY
FISCAL YEARS 2010-2013

Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.
Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.
NVTC MONTHLY GAS TAX REVENUE
CITY OF FALLS CHURCH
FISCAL YEARS 2010-2013

Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.

March and August revenue is negative due to point of sale audit adjustments made by Dept. of Taxation.
NVTC MONTHLY GAS TAX REVENUE
LOUDOUN COUNTY
FISCAL YEARS 2010-2013

Note: Taxes shown as received by NVTC in a particular month are generated from sales two months earlier.