



MINUTES
NVTC COMMISSION MEETING – DECEMBER 4, 2014
NVTC CONFERENCE ROOM – ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Smedberg at 8:15 P.M.

Members Present

Richard Black
Sharon Bulova
John Cook
Jay Fisette
Catherine Hudgins
Mary Hynes
James LeMunyon
Jeff McKay
David Meyer (City of Fairfax, alternate)
J. Randall Minchew
Jennifer Mitchell (DRPT alternate)
Thomas Rust
David F. Snyder
J. Walter Tejada
Jennifer Wexton

Members Absent

James Dyke
William Euille
John Foust
Jeff Greenfield
Ken Reid
Paul Smedberg

Staff Present

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

Oath of Office for New Commissioner

Ms. Coyner introduced David Meyer, NVTC's new alternate from the City of Fairfax. She thanked Mr. Meyer for attending to meet NVTC's jurisdictional quorum. Vice-Chairman Snyder administered the oath of office to Mr. Meyer. Commissioners welcomed him to NVTC.

Opening Remarks

Vice-Chairman Snyder stated that Chairman Smedberg could not attend since he is out of the country. Vice-Chairman Snyder asked Ms. Coyner to recognize two staff members.

Ms. Coyner announced that Kala Quintana, Director of Communications, who has been a long-term dedicated NVTC staff member for almost 13 years, is leaving NVTC to pursue other opportunities. Ms. Quintana began her work at NVTC supporting marketing of the local transit systems and evolved into working on communication issues. She was also instrumental in setting up E-schedules (the predecessor of real-time information systems) and legislative efforts. One of her major recent tasks has been serving as the Public Information Officer (PIO) of NVTA and, for the past six months, she has been a shared resource between NVTC and NVTA.

Vice-Chairman Snyder stated that he much appreciated working with Ms. Quintana over the years with the media and legislators in Richmond. He thanked her for her years of public service to the region.

Mrs. Bulova stated that she has known Ms. Quintana before she started working at NVTC. They have worked together in Kala's capacity as a leader in her Burke Centre community and as a strong advocate for VRE and its Burke Centre station. Mrs. Bulova stated that Ms. Quintana has had a real presence at NVTC looking out for the jurisdictions and thanked her for her service.

Mr. McKay stated that he also interacts with Ms. Quintana outside of the transit world as she serves on the Fairfax County Park Authority Board. He personally thanked her for being a friend and colleague as well as her service to NVTC and NVTA. He observed that her work has made a big difference.

Mrs. Hudgins agreed with the comments made by her colleagues and also recognized Ms. Quintana's energy that she has put into her work at NVTC. Mrs. Hudgins wishes Ms. Quintana well and looks forward to continuing to work with her as a Park Authority Board Member.

Ms. Coyner also recognized Jillian Linnell, who hasn't been at NVTC for a long time, but has made a significant impact at NVTC on New Electronic Payments Program (NEPP) issues and FTA grants management. Ms. Linnell is moving to Boston, Massachusetts in December but will telework for a few months on these issues as NVTC seeks her replacement.

Ms. Mitchell introduced Todd Horsley, DPRT's new Director of Northern Virginia Transit Programs. Prior to coming to DRPT, Mr. Horsley served as the Chief Operating Officer for the Roaring Fork Transportation Authority in Aspen, Colorado. He has an extensive background in grants management, transit operations and administration, and project development. Mr. Horsley will be the new DRPT point of contact on WMATA issues and she has asked him to meet with Commissioners and their staff.

Executive Director's Report

Ms. Coyer announced that at the January 7th NVTC meeting, Commissioners will take action on the FY 2016 General and Administrative (G&A) Budget and the NVTC Implementation Plan. NVTC staff has been working closely with the Management Advisory Committee (MAC) on the Implementation Plan and the Executive Committee on the Budget.

Ms. Coyner also reported that she and Vice-Chairman Snyder participated in the Virginia Transit Association (VTA) Board of Directors November meeting in Richmond. VTA is making good progress on issues across the Commonwealth and with DRPT. In particular, a small Advisory Working Group has been established to work on HB2.

Approval of the Minutes

Mr. McKay moved, with a second by Mrs. Bulova, to approve the minutes of the November 6, 2014 NVTC Meeting. The vote in favor was cast by Commissioners Black, Bulova, Cook, Fisette, Hudgins, Hynes, LeMunyon, McKay, Meyer, Minchew, Mitchell, Rust, Snyder, Tejada and Wexton.

Consent Agenda

Mrs. Hynes moved, with a second by Mrs. Bulova to approve the Consent Agenda. Delegate LeMunyon asked that the last two items (Legislative and Policy Agenda; Strategic Framework) be removed for discussion. There were no objections to amending the Consent Agenda to approve the first two items:

- Resolution #2258: Disadvantaged Business Enterprise (DBE) Goal
- 2015 Meeting Schedule

The Commission then voted to approve the amended Consent Agenda. The vote in favor was cast by Commissioners Black, Bulova, Cook, Fisette, Hudgins, Hynes, LeMunyon, McKay, Meyer, Minchew, Mitchell, Rust, Snyder, Tejada and Wexton.

Revised Legislative and Policy Agenda

Delegate LeMunyon observed that under the state portion of the Legislative and Policy Agenda regarding HB2313 and HB2, there is no reference to congestion reduction. He asked how it can be successfully implemented without congestion reduction. He also observed that the concept of “balance between investments in roadways, transit and related infrastructure” is an interesting concept but is not found in HB2313. He stated that the document needs more work before he can vote for it.

Mr. McKay asked if Delegate LeMunyon has suggested wording changes. He explained that the Legislative and Policy Agenda is not meant to reiterate all the components of HB2313. It was understood as a given that a project has to pass a congestion threshold before it is considered for funding. However, he understands Delegate LeMunyon’s point and agrees on the importance of congestion mitigation and stated that NVTC can be more explicit on this issue in the Legislative and Policy Agenda.

In response to a question from Mr. Fisette about the list of check-marked bullets on Page 2, Ms. Coyner explained the document is a set of priorities adopted last year. It is intended to be in a very succinct form with key explanatory pieces and not the agenda, per se. She stated that in June 2013 NVTC passed a resolution that called for a balance between investments between roadways, transit and related infrastructure. This was included because it is a position of NVTC. The TransAction 2040 plan frames the foundation for a balanced transportation infrastructure. This, of course, has to take into account the congestion relief components as well as other factors. The issue of ensuring new funds raised in Northern Virginia stay in Northern Virginia reflects the important provision of HB2313 to make sure this region gets to spend the money and is not penalized. Mr. Fisette stated that if the check-marks are elements of HB2313, then staff should include congestion relief.

Delegate Minchew raised questions about the explanatory text that includes the statement “Successful implementation includes: passage of the Marketplace Fairness Act.” Mr. Fisette suggested that the formatting be changed to make it clear that these bullets are not intended to be a list of elements of the statute.

Senator Black added to Delegate LeMunyon’s comments and stated that the issue of congestion relief has garnered a tremendous amount of attention in the General Assembly and there is a strong consensus that the focus on transportation dollars to reduce congestion should be spent for commuters (transit and roadway). This is a key element of Virginia transportation and any document should reflect it as a core element of transportation planning.

Mr. McKay moved to approve the Legislative and Policy Agenda with an additional checkmark bullet referencing reducing congestion.

Delegate LeMunyon stated that he has a few additional edits including replacing the first checkmark bullet with “reducing congestion in the most cost effective manner” and striking the last checkmark bullet regarding the Marketplace Fairness Act. On page 3 under HB2 add a sentence after the Six Year Implementation Plan (SYIP) sentence: “In HB2 congestion reduction is given the highest priority.” He stated that he also does not have a clear understanding how NVTC will use this document. If it is going to be circulated to legislators outside the Northern Virginia delegation, they would question the lack of references to congestion mitigation.

Mr. McKay suggested taking these recommendations and working them into the Legislative and Policy Agenda and bring it back for action at the January 7th meeting. Ms. Coyner confirmed that the January meeting occurs before the General Assembly Session begins. Mr. McKay withdrew his motion to approve the Legislative and Policy Agenda.

Mr. McKay then moved to defer action on the Legislative and Policy Agenda until the January 7th meeting and directed staff to incorporate comments provided by Commissioners. Delegate LeMunyon seconded. The vote in favor was cast by Commissioners Black, Bulova, Cook, Fisette, Hudgins, Hynes, LeMunyon, McKay, Meyer, Minchew, Mitchell, Rust, Snyder, Tejada and Wexton.

NVTC Strategic Framework

Mr. Fisette moved, with a second by Mr. McKay, to approve the Strategic Framework.

Delegate LeMunyon stated that as he commented at the last meeting, he is disappointed that metrics are not included because it is important to measure NVTC’s success.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Bulova, Cook, Fisette, Hudgins, Hynes, McKay, Meyer, Mitchell, Rust, Snyder, Tejada and Wexton. Commissioners Black, LeMunyon and Minchew voted no.

Financial Items

FY 2014 Audited Financial Statements and Compliance Reports. Ms. Coyner introduced Mike Garber from PBMAres LLC, NVTC’s auditors. Mr. Garber reported that he and Dwight Burbaker met with the Executive Committee prior to this meeting and gave a more detailed report on the audited financial statements. He stated that PBMAres has issued an unqualified (clean) opinion that NVTC’s financial statements, in all material respects, fairly and accurately present the financial position of NVTC. PBMAres also issued a clean report on the internal control of NVTC’s financial reporting, compliance

and other matters. Because NVTC received Federal assistance during FY 2014, PBMAres also issued a report on the compliance with requirements and internal control related to those federal funds. Commissioners were provided with copies of the audit and management letters. There were no questions.

Financial Items for October 2014. The financial report was provided to Commissioner and there were no questions.

New Electronic Payments Program (NEPP)

Ms. Coyner urged Commissioners to take this information back to their jurisdictions. It is her understanding that Loudoun County intends to have a NEPP status presentation at its February Board meeting and other jurisdictions may wish to do something similar. She reviewed several key issues. She stated that Accenture, WMATA's contractor for the new fare payment system, submitted a proposal to NVTC requesting to contract in early 2015 for Phase I of the Northern Virginia regional deployment. NVTC will seek FY2016 technical assistance funding from DRPT to move forward once the pilot phase is complete. For planning purposes MAC has recommended that NVTC include estimated project costs in DRPT's SYIP. Ms. Coyner recognized Jillian Linnell, NVTC's NEPP project manager, who was available to answer any questions.

Mrs. Hynes reported that the WMATA Board of Directors discussed NEPP today at its meeting. The Virginia members had a strong statement about their concerns about the cost escalation and the manner in which this project is moving forward. These concerns were shared by other jurisdictions.

Mr. McKay expressed his concern that Accenture's price does not include any of the customization that will be required for certain regional partners in Northern Virginia. Ms. Linnell explained that in cases where other transit agencies operate fares differently than WMATA, the jurisdiction will have to pay the cost to customize that system. WMATA will not be paying those costs. Mrs. Hudgins stated that the pilot phase will go through July 2015 which will provide time for WMATA to continue to work on these issues. Hopefully the lessons learned from the SmarTrip procurement will be remembered. Mr. McKay asked if there is hope that these issues will be resolved. Mrs. Hynes responded affirmatively. Mr. McKay asked if there is anything NVTC can be doing to help support the efforts of Virginia's WMATA Board members. In response to a question from Mrs. Hynes, Ms. Coyner stated that this memorandum has been shared with WMATA staff. Mrs. Hynes stated that she has hope that the technical specifications can be fixed to solve some of these issues.

Mr. Meyer asked if there is any move nationally to standardize this technology so that all major urban areas are using the same technology. Mrs. Hynes stated that this is new technology and, in theory, because smart phones will be used, the technology could be used in other areas. Mr. Meyer asked if there is any effort by USDOT to mandate a national standard. Ms. Coyner stated that USDOT has many standards concerning Intelligent Transportation Systems (ITS) and system engineering but this is cutting edge

technology and Chicago is the only other city that is using it. Hopefully NEPP will be a model for other regions.

Mr. McKay stated that it is his recollection that there will be significant savings to WMATA over the long-term using this new technology. He asked if there is any effort to return some of the savings to the jurisdictions. Mrs. Hynes stated that it would be viewed as a reduction on subsidy over time.

Report from the Virginia Members of the WMATA Board of Directors

Mrs. Hudgins noted that NVTC has made WMATA a separate agenda item, which is designed to highlight WMATA issues.

Mrs. Hudgins reported that the WMATA budget presentation that was given today at the Finance and Administration Committee and has been provided as a Blue Item. She stated that WMATA's budget includes an increase of \$1.8 billion in operating and \$1.3 billion in capital. The budget focuses on safety and state of good repair. Subsidies are expected to increase by 10 percent as well as increases in capital commitments. Mrs. Hynes stated that this is the beginning of the budget process and with diligent work and collaboration, the budget will change. However, the region will be faced with many difficult choices. Virginia WMATA Board members expect that they will be able to report back to NVTC at its February meeting on any progress that has been made. Mrs. Hynes also noted that WMATA Board Members have not received the full budget, but it should be available soon and will be shared with Commissioners. The WMATA budget is expected to be adopted in spring 2015.

Delegate Rust stated that this is not the appropriate venue to discuss this but there have been recent media reports about contract issues. He asked WMATA Board members to look into these issues. Mrs. Hudgins stated that these are not new issues.

Mr. Fisette asked if transit parity legislation is passed how it will impact the WMATA Budget. Mrs. Hynes stated that it would certainly raise ridership which would add fare revenue to the budget.

Mr. McKay asked for clarification on the difference between "principal" and "non-principal routes" (page 53 of the budget presentation). He observed that it is important that Metrobus serve those routes that cross jurisdictional boundaries. Mrs. Hudgins stated that there may be some opportunity for jurisdictions to take some bus service back. Mrs. Hynes stated that this is new terminology and she will find out the definitions.

Mr. Snyder stated that he sees a further balkanization of bus service. It is important to see it as one regional bus system. He would like to see dialogue on how to better integrate local systems with the Metrobus system. Mrs. Hynes stated that she doesn't see it as balkanization but more of providing flexibility. There are real advantages to local systems (routes can change to meet demands without having to conduct hearings, etc). She stated that it may be helpful for NVTC to have a workshop to better understand bus integration in Northern Virginia.

Mr. Snyder stated that in his opinion the way to dramatically improve transit service is to reduce costs and to look seriously at the overall bus system. Mrs. Hynes asked if he is referring to longer-haul service. Mr. Snyder responded yes. Mrs. Hynes stated that at its December 2013 Planning Session, NVTC discussed the importance of dedicated transit ways. WMATA does not care who runs the service, but does care that people are being moved. The Commonwealth controls the roadways so it needs to be involved in any discussions about transit ways. NVTC is the forum to have these discussions.

Delegate LeMunyon asked about the rise in crime rates at the WMATA stations and if there is an upward trend that the region should be concerned about. Mrs. Hynes stated that many of the crimes are “snatch and grab.” She stated that the last quarterly report can be provided to Commissioners. She stated that the crime rates at the stations are lower than the crime rates outside the system. Mr. McKay agreed that most of the crimes are against property and not crimes against persons. It seems to be a problem at the stations with large parking decks. WMATA has mitigated this with surveillance cameras, more monitoring by transit police, etc. He also stated that with the new WMATA Transit Police Training Facility in Franconia/Springfield, there will be a greater transit police presence on the trains and station in Northern Virginia.

Senator Black left the meeting at 9:11 P.M. and did not return.

Delegate LeMunyon asked if there is any update on audited financials. Mrs. Hudgins stated that after WMATA still expects them to be released after January 1, 2015.

Virginia Railway Express (VRE)

VRE CEO Report. Mr. Allen reported that on-time performance for the month of November was 93 percent with average daily ridership over 19,000. VRE conducted a successful Emergency Disaster Drill on November 7, 2014. DRPT’s High Speed Rail Initiative from Richmond to Washington DC would include track improvements that will benefit VRE, Amtrak and CSX. The VRE Operations Board is also busy working on the FY 2016 budget and the Board is expected to take action at its December 19th meeting. The budget will come before the Commissions for approval in January. The Management Audit, chaired by Mr. Cook, is winding down with a draft report to be presented to the Joint Audit Committee on December 19th. Mr. Allen also gave updates on the progress of the Spotsylvania Station and VRE’s Mobile Ticketing Project. On-line tickets sold out in eight minutes for the December 13th Santa Trains. VRE will collect toys from passengers on December 10th for the annual Toys for Tots campaign. Mr. Allen reported that VRE also received a clean audit from PBMares, LLC.

VRE 2015 Legislative Agenda. Vice-Chairman Snyder reported that the VRE Operations Board recommends Commission approval of Resolution #2259, which authorizes the VRE CEO to actively pursue the elements set forth in the Legislative Agenda.

Mr. Cook moved, with a second by Mrs. Bulova, to approve Resolution #2259 (copy attached). The vote in favor was cast by Commissioners Bulova, Cook, Fisette, Hudgins, Hynes, LeMunyon, McKay, Meyer, Minchew, Mitchell, Rust, Snyder, Tejada and Wexton.

VRE's FY2014 Audited Financial Statements and Auditor's Report. Vice-Chairman Snyder reported that the VRE Operations Board recommends Commission approval of Resolution #2260, which accepts VRE's audited Financial Statements and the associated information and authorizes VRE's CEO to forward these documents to interested groups, firms and members of the public. The audit was performed by PBMares, LLC.

Mr. Cook moved, with a second by Mrs. Bulova, to approve Resolution #2260 (copy attached). The vote in favor was cast by Commissioners Bulova, Cook, Fisette, Hudgins, Hynes, LeMunyon, McKay, Meyer, Minchew, Mitchell, Rust, Snyder, Tejada and Wexton.

Delegate Minchew left at 9:21 P.M. and did not return.

Commonwealth and Regional Agency Reports

Department of Rail and Public Transportation (DRPT). Ms. Mitchell reported that DRPT has also been involved in the HB2 efforts. DRPT has been doing some informal outreach with VTA to update on HB2. In early January there will be some statewide stakeholder meetings on HB2.

Northern Virginia Transportation Authority (NVTa). Ms. Backmon announced that Fitch, Moody's and Standard & Poor's awarded NVTa a strong bond rating on its first bond series (AA+/Aa1/AA+). NVTa is now proceeding with its approved financing plans and the bonds will be settled in mid-December. NVTa is actively moving forward on the approved FY 2014 projects and is in the process of developing its two-year program for FY 2015 and FY 2016. NVTa is in the early process of updating the TransAction plan. NVTa conducted a Listening Session in October. NVTa meets on December 11th and will seek approval of its Legislative Program.

Transportation Planning Board (TPB). Vice-Chairman Snyder announced that the Environmental Protection Agency (EPA) has proposed strengthening the National Ambient Air Quality Standards (NAAQS) for more stringent ozone standards.

Adjournment

Mr. McKay moved, with a second by Mr. Tejada, to adjourn. Without objection, Vice-Chairman Snyder adjourned the meeting at 9:25 P.M.

Approved this seventh day of January, 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



RESOLUTION #2258

SUBJECT: NVTC's Disadvantaged Business Enterprise (DBE) Goal and Methodology for FY2015-2017

WHEREAS: The Federal Transit Administration (FTA) requires recipients of federal transit assistance to adopt a program, policy and goal for procurements from Disadvantaged Business Enterprises (DBE's), to report regularly to the FTA on progress in meeting the goal and to submit an updated DBE goal methodology every three years;

WHEREAS: NVTC previously adopted, and FTA approved, a DBE policy, program and goal in December 2012;

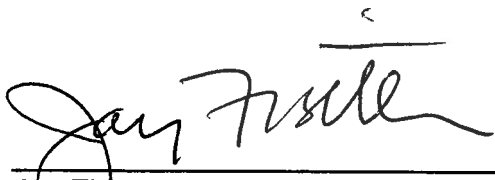
WHEREAS: NVTC is required to submit an updated DBE goal methodology for FY 2015 – 2017;


WHEREAS: NVTC has updated their DBE goal and methodology and staff has sought public comment through published newspaper notices and posting on NVTC's website; and

WHEREAS: The FTA has reviewed NVTC's updated goal, including a review of the methodology and public participation requirements and determined that it meets the requirements set out in the DOT's DBE regulations.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission, hereby adopts the DBE goal of seven percent for the three-year period of 2015 - 2017 and directs its staff to regularly report to FTA on progress in meeting the goal.

Approved this 4th day of December, 2014.


Jay Fisette
Secretary-Treasurer


Paul C. Smedberg
Chairman



RESOLUTION #2259

SUBJECT: Approval of the 2015 VRE Legislative Agenda

WHEREAS: VRE is an essential part of the regional transportation network for the Northern Virginia and DC Metropolitan region;

WHEREAS: VRE serves residents throughout the Commonwealth to provide a meaningful public transportation option;

WHEREAS: It is essential for VRE to advocate its funding needs and legislative concerns with members and staff in Congress, in the Virginia General Assembly and with the Governor; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approve the 2015 VRE Legislative Agenda and authorizes the VRE Chief Executive Officer to actively pursue the elements set forth in the document.

Approved this 4th day of December, 2014.

A handwritten signature in black ink, appearing to read "Jay Fissette", is written over a horizontal line.

Jay Fissette
Secretary-Treasurer

A handwritten signature in blue ink, appearing to read "Paul C. Smedberg", is written over a horizontal line.

Paul C. Smedberg
Chairman



RESOLUTION #2260

SUBJECT: FY 2014 VRE Audited Financial Statements and Auditor's Report

WHEREAS: The VRE Operations Board has contracted with the firm of PBMares, LLC (formally PBGH) for the audit of its financial statements;

WHEREAS: The audit of VRE's FY 2014 financial statements has been completed;

WHEREAS: The auditors have issued an unqualified opinion that VRE's statements, in all material respects, fairly and accurately present the financial position of the commuter rail operation; and

WHEREAS: The VRE Operations Board accepts the FY 2014 Comprehensive Annual Financial Report (CAFR) and associated information from the auditors; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby accepts the FY 2014 VRE Audited Financial Statements and Auditor's Report and authorizes the VRE Chief Executive Officer to forward these documents to interested groups, firms and members of the public.

Approved this 4th day of December, 2014.

A handwritten signature in black ink, reading "Jay Fisette", written over a horizontal line.

Jay Fisette
Secretary-Treasurer

A handwritten signature in blue ink, reading "Paul C. Smedberg", written over a horizontal line.

Paul C. Smedberg
Chairman