



NVTC MONTHLY COMMISSION MATERIALS

November 2014

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Northern Virginia Transportation Commission

**NVTC EXECUTIVE COMMITTEE MEETING
THURSDAY, NOVEMBER 6, 2014
MAIN FLOOR SMALL CONFERENCE ROOM
2300 Wilson Blvd, Arlington, VA 22201
7:00 P.M.**

AGENDA

1. Review of September MAC Meeting Summary
2. Update on NVTC Activities
3. Future Agenda Items

Committee Members:

Paul Smedberg, Chairman
Sharon Bulova
Jim Dyke
Bill Euille
Jay Fisette
Cathy Hudgins
Mary Hynes
Jeff McKay
Tom Rust
Dave Snyder



NVTC MANAGEMENT ADVISORY COMMITTEE MINUTES

TUESDAY, September 16, 2014

1:30 P.M.

NVTC Suite #620 Conference Room

Staff present: Kelley Coyner, Kala Quintana, Scott Kalkwarf, Claire Gron, Jillian Linnell, Melissa Walker, David Koch, Marti Reinfeld, Wendy Block Sanford, Lynn Rivers, David Awbrey, Jim Maslanka, Malcolm Watson, Todd Wigglesworth, Greg Potts, Christine Hoeffner and Paul Stoddard

By phone: Al Harf and Amy Perron Siebert

Kelley Coyner thanked regional staff for attending the 50th anniversary and distributed commemorative timelines. NVTC will send timelines to those who were unable to make the event. The September 10 follow-up media release will be circulated to the MAC as well and is also available on a special 50th anniversary web page on our web site. That page includes Secretary Layne remarks as well as those made by others at the event. We will continue to develop a communications strategy based on the event, to executive the research projects on transit and the economy, and to hold a Forum on the Role of Transit in the Regional and State Economy.

Approval of the July 22 and August 18, 2014 MAC meeting summaries. Moved by Jim Maslanka and Seconded by Lynn Rivers with no changes.

Planning Session Preparations. 2014 Planning Session to be held on October 27th. At that session, Ms. Coyner stated that Commissioners will review NVTC's progress in implementing the strategies identified in 2013. The Commissioners will also review and finalize the draft strategic framework. Ms. Coyner reported that meetings with each member jurisdictions' transportation director and team are well underway and expressed appreciation for MAC members assistance in setting these up.

At the meetings with the member jurisdictions NVTC has asked for feedback on the draft strategic plan and discussed what role(s) NVTC can and should play in realizing regional goals and objectives. Ms. Coyner requested that Arlington allow NVTC to use their GIS access license if possible. Christine Hoeffner suggested that VRE may have a license available for use and will look into that and get back to Ms. Coyner. The strategic framework lays the groundwork for identifying goals and implementation on a 3-5 year horizon. It will inform the budget and the budget for CY15. The budget and implementation plan will be taken to the Board for final approval in January 2015.

Among the progress the Commissioners will review is the development of a gap [analysis on planning, the work of the NVTC team including Aimee Siebert Perron in achieving the aims of the NVTC legislative and policy agenda, and progress in launching NEPP and Rt. 7. We've also done a lot in the legislative & policy arena now that Amy Perron Siebert is our legislative

liaison. With respect to the gap analysis that the MAC recommended, David Koch has prepared a chart that maps the long range planning activities. Mr. Koch will be highlight key decision points and deadline so that the region can connect these processes with its efforts to expand transit capacity and to connect transit systems in the region, Mr. Koch will be employing GIS to visualize current planning activities. Ms. Coyner noted that NVTC is looking to obtain a license for GIS software in a cost efficient manner; Ms. Rivers and Ms. Hoeffner agreed to assist in this.

Marti Reinfeld has joined us and is helping us put this together. She is helping with the design work and the budget development work. Ms. Reinfeld & Ms. Coyner will be meeting with localities and agencies over the next six weeks. Some meetings have already taken place. She will explore the role of NVTC in regional planning and will provide a summary of input to the MAC and to the Commission on October 27. Her report will help define priorities for FY16.

Ms. Coyner stated that it is important to engage the Commission in to identify goals that can be achieved and to prioritize strategies over a multi-year timeline. Our discussions so far with Alexandria and Arlington generated suggestions for how to focus on connectivity through the planning process and for role for NVTC to play in helping operationalize new regional transit services. Also there were specific discussions about the ferry project and the need to make sure that there are strong region champions for the alternative identified in the Rt. 7 process.

The Arlington meeting focused on regional transit questions like, “Does NVTC have a role in transit management similar to VRE?” And when it comes to regional bus service what trends can NVTC look at and how do we use these systems? Lynn Rivers added that she wants to ensure that there is communication and collaboration on these issues.

Ms. Coyner stated that she wants to bring transportation directors around a regional set of issues that are not project based but issue based. Todd Wigglesworth and Christine Hoeffner asked if there was a document with the strategic framework that the MAC can review. Ms. Coyner stated that there was a draft. Melissa Walker stated that she would send out following the meeting.

Review October Commission Agenda. The legislative and policy committee will meet at 6:30 pm on October 2, 2014. They will review last year’s agenda and will refine the priorities. They will receive a packet of material that includes a progress report on activities, letters sent and a sample calendar.

Jim Maslanka asked if there were still concerns about legislation targeting HB 2313. Ms. Coyner stated that there is greater interest in the capital funding cliff and whether or not there will be legislation to address that issue. Greg Potts stated that he doesn’t believe Del. Rust is eager to revisit HB 2313. Ms. Coyner stated that HB 2 and the VTRANS update need to be addressed first. Mr. Maslanka stated that Deputy Secretary Donohue is seeking opinions and input on HB 2. Ms. Coyner stated that NVTC staff are conducting a literature review and will be talking to Monica Backmon to discuss a way to set up a panel of experts on this topic. Ms. Coyner said that she will have a call with Donohue tomorrow to discuss how to best support the HB 2 effort, specifically ways to measure and decisions on weighting.

Mr. Maslanka expressed concern about rating transit and highway with the same methodology. Ms. Coyner replied that Director Mitchell addressed this—HB 2 is modeled on

Hampton Roads' racking and stacking approach and has separate measures for transit, biking etc. The question is will they do that or use measures on mobility vs. throughput of cars. The models that have been developed should help inform decisions but not make the decisions.

Ms. Hoeffner stated that NVTa and the 599 process are derived from highway models and VRE has concerns about the outcomes for transit. We can't apply measures across modes. Greg Potts stated that they will test projects for FY17. Ms. Coyner stated that she wasn't sure if it is FY17 projects but they will test transit projects and may turn that model over to NVTa. Amy Perron Siebert added that the CTB will speak to members about HB 2 at the October meeting and get their input.

Ms. Coyner stated that there is one item on the consent agenda to approve message points for the CTB testimony which will be included in the kit. This is in response to the chair and the commission that they review the outlines for letters, testimony. It will be consistent with our regional partners on funding cliff, capital allocation and the economic value of transit. The VRE items will be out this Friday and we will provide and update on the Management Audit in November. The work session at the October meeting will include presentations by the I-66 leads.

Discussion items include a brief presentation on the Capital Allocation model. The CTB resolution called on DRPT to assess the changes recommended as a result of the year-long assessment. David Awbrey stated that DRPT had not yet started that review. Ms. Coyner added that she and Al Harf have asked to review the DRPT report before it is sent to the CTB. Todd Wigglesworth indicated that Supervisor McKay expressed interest in going back and fixing some provisions related to this effort.

Ms. Coyner stated that the Commonwealth and regional agency reports will also be included. For WMATA, Claire Gron, Todd Wigglesworth and Lynn Rivers have mapped out the agenda item on the budget. Greg Potts added that the Board will get a detailed ridership report on the Silver Line next Wednesday. It will include numbers on the shift from the Orange Line to the Silver Line and changes to bus service. Todd Wigglesworth stated that Fairfax County is tracking parking at the Wiehle Ave. garage – currently at 79% capacity. Herndon Monroe is at 72%. Ms. Coyner stated that Mobility Lab is doing a data visualization project that tracks where people are coming from. Jim Maslanka suggested that a license plate survey might also be useful at some point. He added that the Capital Funding Agreement discussion will be Wednesday following the full board meeting at approximately 2 p.m. Ms. Coyner asked if Loudoun was included in that discussion and Mr. Potts stated that they will be looped in.

DRPT. David Awbrey had nothing to report.

Jim Maslanka asked when Jim Corcoran would be sworn in at NVTC. Ms. Coyner stated that we are working with Jim Dyke on a transition plan that allows him to finish his work on the WMATA Governance committee. There are open lines of communication between Mr. Corcoran and DRPT.

Ms. Coyner stated that there will be a special TRB Briefing and work session will be held in the COG Board Room from 10:30 a.m. to 11:45 a.m. on Wednesday, September 17, immediately prior to the monthly TPB meeting. At the work session, staff will provide briefings on a performance analysis of the 2014 CLRP and an assessment of the CLRP in relation to

the priorities identified in the Regional Transportation Priorities Plan. The TPB will receive summary briefings on these items at its regularly scheduled meeting beginning at noon.

Jillian Linnell reported that we need to put out our DBE goal for public comment. Following FTA approval we will return to the Board for approval of the final goal. Also the DBE Goal Information Item will be added to agenda through ED Report along with a note accompanying the kit.

The October kit will go out on Wednesday due to the holiday on the 25th.

NVTC Financial Item. This item will cover a Capital Allocation review and the NVTC Audit. Scott Kalkwarf is looking at a way to capture our actual resources and developing a programmatic budget. NEPP is a good example to show a true picture this budget approach will provide a better snapshot of our resources and baseline from a programmatic perspective.

Todd Wigglesworth asked about NEPP. Ms. Linnell stated that we received a mid-cycle grant and we just received the FY15/16 grant. She suggested an amendment to the MOA. She stated that PRTC does not need to go back to their board for additional approval but Ms. Linnell stated that she is working with everyone to determine what needs to be done by each jurisdiction to amend the MOA. Both grants require the same percentage match and the commission approved that. Steve MacIsaac has suggested language for an amendment that will be shared. Ms. Linnell stated that this should be resolved as soon as possible. Todd Wigglesworth reiterated that he preferred that their share be taken off the top.

Scott Kalkwarf distributed the FY15 final version of the SAM to the MAC. There are some changes to the preliminary SAM especially how Metro 2025 was handled- originally it was listed as a commitment of the local systems however WMATA has contracted directly with DRPT for a portion. There are updated funding levels and newly applied WMATA budget numbers. The new document also reflects the actual gas tax percentage. The final document also addresses the hold harmless provision. Page 2 shows all of the inputs used to calculate the SAM, and Scott asked staffs to review closely. Page 3 is a comparison of FY15 to FY14 and reflects the change in the amount of assistance based on the SAM. Greg Potts noted that the Metro 2025 capital for FY15 totals \$25M, so how is that handled in the SAM. Scott indicated that he would review the inputs. Todd Wigglesworth asked for a FY16 estimate as soon as it is available. Scott Kalkwarf added that he will be happy to review the document in more detail with each jurisdiction if needed.

Regional Coordination Issues.

Bus on shoulder -- Malcom Watson suggested again that we meet regularly to update partners on this. In August/September VDOT is going to CTB for final approval. Fairfax is good to go and operations issues have been resolved.

I-66 – no report.

VTRANS 2040 – Ms. Coyner stated that there have been meetings around the state. Collectively we should look at the trends analysis. NVTC has been doing new member orientations. Ms. Coyner stated she met with Jim Dyke and Scott Kasprovicz who are the

CTB liaisons for VTRANS. They are looking at what needs to be taken into account. The CTB has suggested holding a meeting in Northern Virginia which could include a tour. Lynn Rivers asked when the VTRANS update will be available. Ms. Coyner stated that the multimodal advisory group includes Monica Backmon, and representatives from VML, VACO and DRPT.

Legislative Update - no report.

NEPP – WMATA pilot is scheduled for January. The Customer Service Committee was briefed last week. Devices are being installed on buses and in stations in October. Regional partners and working groups have started working on the business side rules. NVTC met with Accenture. They are moving forward slowly and have provided the conceptual requirements document. Jillian is expecting a price breakdown by agency. They are in the early stages of discussion on an agreement between NVTC and Accenture. The next meeting is Monday September 22, 2014. Discussion items include regional topics like on board cash reloading and technology options. Ms. Coyner asked if we should provide an update at the November meeting. Jillian Linnell added that there is a \$17M price tag to implement NEPP and the region needs to decide when they want to enter into a contract with Accenture. Todd Wigglesworth added that they are working within the SmarTrip committee to have these discussions and share information. Jillian Linnell said that we need to have a better understanding of what that \$17M price tag includes. Greg Potts stated that he will ask if someone from WMATA can provide an update to NVTC in November. Ms. Linnell stated that things are still moving forward even though we don't yet have all the answers. Ms. Coyner will check with the Chair tomorrow and recommend that they get an update in October at the planning session, but a full status report should take place in November.

Wendy Block Sanford asked about the location of the October 27 planning session. Ms. Coyner stated that the location has not been identified.

Christine Hoeffner announced that a \$2.8M TIGER grant has been approved to complete NEPA analyses for the Long Bridge expansion project. The District Department of Transportation (DDOT) is the grantee. VRE and DRPT were partners in the grant application and will provide funding contributions to the project.

The meeting adjourned at 3:14 p.m.



Northern Virginia Transportation Commission

**NVTC COMMISSION MEETING
THURSDAY, NOVEMBER 6, 2014
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd.
Arlington, VA 22201**

8:00 P.M.

**NOTE: NVTC's Executive Committee will meet at 7:00 P.M.
Dinner is available at that time.**

AGENDA

1. ACTION ITEM: Approve the October 2, 2014 NVTC Minutes
2. ACTION ITEM: Approve the **CONSENT AGENDA** (subject to approval by Chairman)
 - A. Authorize Issuance of Request for Proposals for Auditing Services
 - B. Resolution #2257: Authorize Pension Trustees to Amend Trust
3. ACTION ITEM: Approve NVTC's Remote Participation Policy and Guidelines
4. Report of Chair of Legislative and Policy Committee
5. DISCUSSION ITEM: Update on Planning Session
 - Strategic Framework
 - Budget Development
 - Implementation Plan
6. Executive Director's Report
7. INFORMATION ITEM: NVTC FY2015 1st Quarter Ridership Report

8. INFORMATION ITEM: Commonwealth and Regional Agency Reports

A. VRE

- VRE CEO Report and Minutes
- Update on Jurisdiction Action on the VRE Master Agreement

B. WMATA

- Dashboard Report
- CFA Update
- FMO Status Update
- Momentum Update
- Metrorail Ridership Report
- Key WMATA Milestones/Dates

C. Department of Rail and Public Transportation (DRPT)

D. Northern Virginia Transportation Authority (NVTA)

- Two-Year Plan Selection Criteria and Schedule
- TransAction 2040
- Key NVTA Dates

E. Transportation Planning Board (TPB)

- Approval of 2014 CLRP

9. INFORMATION ITEM: Financial Report



AGENDA ITEM #1

MINUTES NVTC COMMISSION MEETING – OCTOBER 2, 2014 NVTC CONFERENCE ROOM – ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Smedberg at 8:22 P.M.

Members Present

Richard Black
Sharon Bulova
John Cook
James Dyke
William Euille
Jay Fisette
Catherine Hudgins
Mary Hynes
James LeMunyon
Jennifer Mitchell (DRPT alternate)
Ken Reid
Thomas Rust
Paul Smedberg
David F. Snyder
Jennifer Wexton

Members Absent

John Foust
Jeff Greenfield
Jeff McKay
J. Randall Minchew
J. Walter Tejada

Staff Present

Kelley Coyner
Rhonda Gilchrest
Claire Gron
Scott Kalkwarf
David Koch
Jillian Linnell
Kala Quintana
Marti Reinfeld
Melissa Walker
Doug Allen (VRE)
Bryan Jungwirth (VRE)
Steve MacIsaac (VRE)
Joe Swartz (VRE)

Approval of the Minutes

Mrs. Bulova moved, with a second by Delegate Rust, to approve the minutes of the September 4, 2014 NVTC Meeting. The vote in favor was cast by Commissioners Black, Bulova, Cook, Dyke, Euille, Fisette, Hudgins, Hynes, LeMunyon, Rust, Smedberg, Snyder and Wexton. Mr. Reid abstained.

Consent Agenda: Authorize NVTC's Chairman or His Designee to Present Testimony at the Commonwealth Transportation Board's Fall 2014 Hearing

Delegate LeMunyon asked if a copy of NVTC testimony will be made available to Commissioners. Ms. Coyner explained that the bullet points provided indicate the nature of the testimony and staff is in the process of coordinating testimony with NVTC's jurisdictions and VRE. Commissioners will receive a copy of the testimony after it is finalized.

Mr. Reid observed that estimated statewide FY 2015 revenues are down six percent (\$13.7 million) from the approved SYIP. In response to a question from Delegate LeMunyon, Ms. Coyner explained that the CTB has indicated a two-fold purpose for the hearing: 1) for the CTB to talk about the projects that are being put on hold while waiting for the work of HB2 to be completed; and 2) to take comments on transportation needs in Northern Virginia. Delegate LeMunyon asked if there are any projects that are being put on hold that should be commented on specifically. Ms. Coyner responded no, not from a transit perspective.

Mr. Reid moved, with a second by Mrs. Hudgins, to authorize NVTC's Chairman or his designee to present testimony on behalf of the Commission at the CTB Fall 2014 hearing on October 16, 2014. The vote in favor was cast by Commissioners Black, Bulova, Cook, Dyke, Euille, Fisette, Hudgins, Hynes, LeMunyon, Reid, Rust, Smedberg, Snyder and Wexton.

VRE

Report from the VRE Chief Executive Officer. Mr. Allen reported that there was an unfortunate incident on September 29th in Fairfax County which required VRE to cancel trains on the Manassas Line and run bus bridges. He also reported that VRE on-time performance (OTP) for the month of August was 95 percent, which was up from the previous month. Ridership for the month was an average of 18,000 which is typical during the August vacation season. He stated that four of the initial eight replacement railcars were delivered and put into service, which resulted in four Legacy railcars being retired. Three of the Legacy railcars have been shipped to Chicago as part of the six car purchase by Metra.

Mr. Allen thanked DRPT and Director Mitchell for their assistance in advancing an amendment to the SYIP for the next expansion railcar purchase. Mr. Allen also

announced that VRE received confirmation that the TIGER Grant from the U.S. Department of Transportation was approved to advance environmental work on the Long Bridge project.

Authorization to Refer the Preliminary FY 2016 VRE Operating and Capital Budget to the Jurisdictions. Mrs. Bulova stated that the VRE Operations Board recommends Commission authorization to refer the Preliminary FY2016 VRE Operating and Capital Budget to the Jurisdictions for their review and comment. Resolution #2255 would accomplish this. The preliminary budget totals \$123 million and assuming no change to fares or subsidy, the budget reflects \$3.9 million of costs currently unfunded. As in the past, VRE will submit a balanced budget in December. Mrs. Bulova stated that the Operations Board had a lengthy discussion at its meeting and identified ways to close the budget gap. The Board asked that these options be included as an addendum to the budget that was forwarded to the Commissions.

Mrs. Bulova moved, with a second by Mr. Cook, to approve Resolution #2255 (copy attached). The vote in favor was cast by Commissioners Black, Bulova, Cook, Dyke, Euille, Fisette, Hudgins, Hynes, LeMunyon, Rust, Smedberg, Snyder and Wexton. Mr. Reid abstained.

Authorization to Amend the Contract for Passenger Railcars. Mrs. Bulova stated that Resolution #2256 will authorize VRE's CEO to amend the Sumitomo Corporation of American contract to place an option order for five additional railcars and increase the contract by \$10,545,200, from \$36,045,714, plus a contingency of \$527,260, for a total contract value amount not to exceed \$47,118,174.

Mr. Snyder asked if the railcars are manufactured in the United States. Mr. Allen responded that the Sumitomo manufacturing facility is in Rochelle, Illinois and now that the steel is rolled at that facility, the railcars are basically 100 percent American made.

Mrs. Bulova moved, with a second by Mr. Cook, to approve Resolution #2256 (copy attached). The vote in favor was cast by Commissioners Black, Bulova, Cook, Dyke, Euille, Fisette, Hudgins, Hynes, LeMunyon, Rust, Smedberg, Snyder and Wexton. Mr. Reid abstained.

Update on Jurisdiction Action on the VRE Master Agreement. Mrs. Bulova reported that seven of the nine jurisdictions have approved the Master Agreement Amendment, which is needed to incorporate the weighted voting requirement set forth in HB2152.

Work Session: I-66 Multimodal Improvements/Tier II Environmental Analysis

Susan Shaw of VDOT, Tim Roseboom of DRPT, and Young Ho Chang, the lead consultant, briefed the Commission on the I-66 Multimodal Corridor Improvements Project. Ms. Shaw stated that in July the Commonwealth kicked off the I-66 Corridor Improvement Project for the purpose of identifying multimodal improvements for the 25-

mile corridor from the Beltway to Route 15 in Haymarket. To date the Transit/TDM Advisory Group (TTAG) is focused on Express Lanes access points and future rapid bus service assumptions for the travel forecasting model. She explained that in addition to adding a managed lane, there would be three general purpose lanes open to all traffic. The study is also looking at adding an auxiliary lane where lanes do not currently exist between the interchanges. This should help with choke points, such as the eastbound lane between Route 50 and Route 123. She also explained that installing barrier separated managed lanes will make a difference in capacity in that corridor. HOV-3 users would be able to use the managed lane free and other drivers could use it with congested managed tolls.

Senator Black stated that he looks at congested managed lanes as “rich people lanes” while working people are stuck in the other lanes. Ms. Shaw stated that using the managed lane is a choice, either by commuting with two other people or paying a toll to use the lane. Putting in a managed lane should also improve congestion on the general purpose lanes. The HOT Lanes on the Beltway have not solved all the problems, but congestion has vastly improved. The same thing should happen on I-66. Mrs. Bulova stated that this project is calling for new capacity with a new managed lane. It is not taking away from the general lanes people are currently using on I-66. Single occupant drivers paying to use the toll lane are helping to pay for that new capacity, which in turns improves the entire corridor. However, if someone wants to carpool, they can use the lanes for free. Buses can also travel on that lane. If this was not new capacity, then she would agree with Senator Black.

DRPT Director Mitchell arrived at 8:42 P.M.

Mr. Roseboom stated that DRPT is developing a transit element of rapid bus service, which would include a system of park-and-ride access to the manage lane and high frequency direct service to major destinations. It would be designed to not add to the capacity issues of the Metro system by going past Metro’s choke points. The demand forecast will be ready by the end of 2014. Select preferred scenarios will be completed during Spring 2015 and revenue estimates in Summer 2015. The full study will be completed by Fall 2015, with full implementation by 2017.

Ms. Shaw stated that the project is looking at the potential for a public-private partnership as a way to fund the project. A Request for Information was released to gauge interest from the private sector and 19 companies responded. The full project scope is in the range of \$2-3 billion so the Commonwealth is looking for a significant public fund contribution, which has not yet been identified. A Request for Qualifications is expected to be issued in early 2015 and the RFP would be issued by end of 2015 in conjunction with the NEPA documents being completed. Ms. Shaw observed that it is an aggressive but achievable schedule.

In response to questions about looking at managed lanes on I-66 inside the Beltway, Ms. Shaw stated that this project is only looking at the portion of I-66 outside the Beltway to Route 15, but it would not preclude future consideration for inside the Beltway as part of a future study. Delegate LeMunyon asked about the timeframe for

the congestion reduction analysis. Mr. Chang replied that the travel forecast work will be done in early 2015 and will be available before the CTB takes action.

Mr. Snyder stated that it is not just about providing the facilities, but it is also about putting buses on the facility to create a system that offers people that live farther out a realistic transit alternative. Mr. Roseboom responded that this is the hope and the service is being designed based on demand. In response to a question from Delegate Rust, Ms. Shaw replied that this project will go through the HB2 process. Mrs. Hynes observed that it is also important to address the issue of bus storage since Arlington County is running out of places to store long-haul buses. Mr. Roseboom stated that he is aware of an effort being led by the Metropolitan Washington Council of Governments to study parking options for regional commuter buses, as well as tour and charter buses.

Chairman Smedberg asked about the membership of the Stakeholder Steering Committee and the Transit/TDC Advisory Group (TTAG). Ms. Shaw stated that TAGG has representatives from each of the local jurisdictions, federal and environmental agencies, including the Corp of Engineers, EPA, Fish and Wildlife, and parks. Mr. Chang stated that there are 40 different agencies represented. Ms. Coyner stated that NVTC and NVTa are on the Stakeholder Steering Committee. NVTC staff is also represented on TTAG. In response to a question from Chairman Smedberg, Ms. Shaw stated that all the jurisdictions are represented and not just those jurisdictions that touch I-66. This includes Arlington County, Fairfax County, City of Fairfax, Alexandria, City of Fairfax, City of Falls Church, Loudoun County, Town of Vienna, and Prince William County.

Update on Review of Capital Allocation Model

Ms. Coyner directed Commissioners' attention to the written materials provided. She stated that DRPT plans to report back to the CTB later this fall.

Remote Participation in NVTC Meetings

Ms. Coyner stated that at the September 4th meeting Commissioners had a preliminary discussion on electronic participation in NVTC meetings as a result of recent amendments to the Freedom of Information Act (FOIA), which allows public bodies such as NVTC to permit remote participation in meetings if the body has a policy in place. Ms. Coyner explained that one of the issues is that the Navy League Building does not have the appropriate technology to provide electronic participation in the first floor meeting space. Under these circumstances the Commission may wish to consider an alternate policy, which is consistent with Fairfax County's policy, to allow remote participation in only committee meetings. NVTC's office conference room has suitable technology for remote participation.

Senator Black asked about Fairfax County's policy and how often it is used. Mrs. Bulova stated that she believes she is the only one who has used it for a committee meeting following eye surgery. The committee members had to vote to allow her to participate due to her medical hardship. Mr. Cook observed that no votes are taken at Fairfax County Board committee meetings. Mrs. Hynes stated that Arlington County's policy allows for remote participation in County Board meetings. One member has used the provision for a medical reason and she has used it once while on travel. In response to a question from Mr. Euille, Mrs. Hynes explained that she participated in a Closed Session and no action votes were taken, although she did participate in the certification vote. Senator Black observed that it sounds like this policy is more appropriate for a Board of Supervisors. Mrs. Hynes stated that it would be helpful and efficient to be able to participate remotely in NVTC committee meetings since there are times when NVTC needs to schedule committee meetings during the daytime. She stated that there is already a provision that allows NVTC's General Assembly members to participate remotely in NVTC Commission meetings during the General Assembly Session.

Mr. Reid suggested the easiest way to participate is to have Commissioners Skype in to the meeting. He expressed his disappointment that the legislation does not allow remote participation to count towards quorum. NVTC has had issues in the past with reaching a quorum. He also expressed his opinion that two hours notice is enough time to provide notice. He questioned the provision on what it means to be "disruptive to the meeting."

Delegate LeMunyon stated that the Virginia Freedom of Information Advisory Council is writing its own policy, which is expected to be posted online as a template for other agencies to use. He suggested NVTC might want to wait for a month or two until this template is completed. In response to a question from Chairman Smedberg, Mr. MacIsaac stated that the Commission can choose to narrow a policy as much as it wants. Also, if the Commission wishes to adopt a policy now it can always be amended in the future. Senator Black asked that NVTC's policy reference the existing policy for General Assembly members during Session.

Mr. Fisette stated that it makes sense for the Commission to adopt a remote participation policy in committee meetings for the reasons given, but it does not seem to make sense to adopt a policy for full Commission meetings right now since the technology is not available. He does not see the rush and is willing to wait to see the template created by the Virginia Freedom of Information Advisory Council. Delegate LeMunyon stated that the Council is expected to meet in November.

Chairman Smedberg suggested that staff move forward and draft a policy for Commission consideration. Mrs. Bulova stated that she heard support for medical hardship and personal hardship. Mr. Reid stated that it should include travel. Mr. Cook noted that the specific reason needs to be noted in the minutes.

Executive Director's Report

Ms. Coyner reported that NVTC recently requested public comment on a revised Disadvantaged Business Enterprise (DBE) Goal of seven percent participation for federal fiscal years 2015, 2016 and 2017 on U.S. Department of Transportation assisted contracts. Staff anticipates that approval of the final FY 2015-2017 goal will be requested at the December meeting.

Ms. Coyner also announced two upcoming events. The Planning Session is scheduled for October 27th at the Fairfax County Government Center. The December 12th Forum on the Role of Transit in Regional and Virginia Economy will be hosted by SAIC in their conference center which is adjacent to the Silver Line. Special thanks to Mrs. Hudgins and her staff for helping identify a meeting space.

Commonwealth and Regional Agency Reports

WMATA. Mrs. Hudgins reported that Metro has already reached 60 percent in customer satisfaction on the Silver Line and revenue projects have already been reached. She also reported that the New Electronic Payments Program (NEPP) pilot program is underway and will continue through June 2015 with full implementation in 2017. The administrative framework for the new Capital Funding Agreement (CFA) has been reviewed by jurisdictional staff.

Mrs. Hynes reported that WMATA has a game plan to implement automatic train operations, which will be first fully deployed on the Red Line. This is a big step forward. The National Transportation Safety Board and the Federal Transit Administration signed off on the technology development in house at WMATA. She also reported that Richard Sarles has announced his retirement as WMATA General Manager effective the end of January 2015. A national search for a replacement will begin soon. She also reported that Metrorail ridership has been down consistently all year. Coupled with sequestration, loss of transit benefit, and bad winter weather, Metro took a beating on rail revenue. Any revenue deficit is moved into the next year's budget.

Mrs. Hynes clarified that the current CFA does not expire until 2016 but WMATA has an option to purchase more railcars under very favorable terms and the Board of Directors wants to update the CFA now because the option expires August 15, 2015. She also observed that WMATA will be faced with a number of challenges over the coming months, including seeking a new General Manager, as well as a significant number of Board of Director changes. She encouraged Commissioners who have questions to email NVTC's WMATA Board members.

Delegate LeMunyon expressed his concern about the Silver Line and its impact on the Orange Line as service has been reduced from 19 to 11 trains at Vienna. He stated that it is important to keep up to date on the ridership between the Silver and Orange Lines to make sure ridership matches demand. Mrs. Hudgins stated that the

Blue Line has also been impacted. In response to a request from Mr. Reid for line specific ridership data, Ms. Gron stated that NVTC provides transit data on a quarterly basis and monthly information is available in the Vital Signs/Dashboard report. Mr. Reid stated that he was devastated to hear about Mr. Sarles retirement since he has done yeoman's work to reshape Metro under his leadership. Mrs. Hynes explained that the service standard for rush hour trains is every six minutes (about 10 trains an hour), which is what is happening on the Orange Line. Trains are only coming every 12 minutes on the Blue Line. The real issue is if WMATA has enough eight-car trains. WMATA is studying how to induce riders to use the entire platforms with eight car trains.

Delegate LeMunyon asked when WMATA's audited financial statement for FY 2014 will be available. Mrs. Hynes stated that it hasn't been presented to the Board of Directors yet.

Department of Rail and Public Transportation (DRPT). Ms. Mitchell reported that the Commonwealth Transportation Board was briefed on revisions to the SYIP and FY 2015 budget. There is also a shortfall expected for FY 2014 and FY 2016. DRPT has recommended a number of mitigation strategies for FY 2015, including seeking CTB approval to transfer capital funds to operating funds. The FY 2014 shortfall will be dealt with in the FY 2016 SYIP. She asked jurisdictions to be very conservative in their estimates in the budget forecasts. The Department of Planning & Budget will release a new revenue forecast which should be available in December. Mr. Snyder requested that DRPT provide the numbers as soon as possible.

Northern Virginia Transportation Authority (NVTA). Ms. Coyner reported that October will be a very busy month for NVTA. There will be a listening session prior to the next NVTA meeting to take input about the new TransAction long range plan. Assistance Secretary of Transportation Nick Donohue gave a presentation at the September NVTA meeting on the development of the metrics for the prioritization process for HB2. The Commonwealth Transportation Board is likely to approve a set of options for discussion in November and action in December. NVTC is working closely with NVTA on what are the appropriate metrics that will work well for NVTA as well as transit projects.

Mr. Euille stated that NVTA should hear something soon on bonding support. Today the Financial Working Group approved a joint agreement with VDOT and NVTA that will go before the Authority for adoption followed by CTB approval. Mrs. Bulova stated that there is an issue with the amended state budget where NVTA's bond counsel has determined it needs to be addressed by legislation. It is her understanding that the Governor has already signed an amendment, which will need to be approved by the General Assembly when they convene again.

NVTC Financial Report

The financial report for August 2014 was provided. Ms. Coyner reported that the auditor PBMares was onsite in September to complete fieldwork for the FY 2014 annual audits of NVTC and VRE. It is expected that the auditors will present the FY 2014 audit at the Commission's December meeting. Ms. Coyner also noted that as part of NVTC's FY 2016 budget development, staff is developing a resource plan and implementation plan as part of the strategic framework.

Adjournment

Mr. Euille moved, with a second by Mrs. Hynes, to adjourn the meeting. The Commission unanimously agreed and Chairman Smedberg adjourned the meeting at 9:49 P.M.

Approved this sixth day of November, 2014.

Paul C. Smedberg
Chairman

Jay Fisette
Secretary-Treasurer

AGENDA ITEM #2: CONSENT AGENDA

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kelley Coyner

DATE: October 30, 2014

SUBJECT: Consent Agenda

A. Authorize Issuance of Request for Proposals for Auditing Services

The executive director requests authorization to issue an RFP in January for auditing services for NVTC jointly with VRE and PRTC, with an expected contract term of three years with options for two additional two-year periods. A selection committee will rate the firms and make recommendations to the audit committees, with the execution of contracts expected in March or April. Because of the relationship between NVTC, VRE and PRTC, a joint procurement and the selection of the same firm by all entities is expected to be a more cost effective and efficient approach than each entity contracting with different audit firms. A memo previously provided to the Executive Committee on this request is attached.

B. Resolution #2257: Authorize Pension Trustees to Amend Trust

The NVTC Target Benefit Plan trustees met on October 31, 2014 to discuss the admittance of two individuals who previously waived their participation in the plan while holding part-time positions at NVTC. With the recasting of those positions to full-time status, the individuals now desire to participate in the plan. The Plan's third party administrator, Thomas F. Barrett, Inc. has advised the trustees that the Commission may pass a resolution to admit previously waived participants. Based on that advice, the plan trustees recommend the individuals are allowed to participate effective with the Plan Year June 30, 2015. A provision has been included in the FY 2015 general and administrative budget covering the costs of their participation.



Northern Virginia Transportation Commission

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Tel (703) 524-3322 • Fax (703) 524-1756



TO: NVTC's Executive Committee

FROM: Kelley Coyner and Scott Kalkwarf

DATE: October 17, 2014

SUBJECT: NVTC, VRE and PRTC Joint Procurement of Auditing Services

Executive Summary

With the concurrence of NVTC's Executive Committee (acting as audit committee), the Executive Director will seek authorization to issue an RFP in January for auditing services for NVTC jointly with VRE and PRTC with an expected contract term of three years with options for two additional two-year periods. A selection committee will rate the firms and make recommendations to the audit committees, with the execution of contracts expected in March or April. Because of the relationship between NVTC, VRE and PRTC, a joint procurement and the selection of the same firm by all entities is expected to be a more cost effective and efficient approach than each entity contracting with different audit firms.

Background

NVTC's contract for auditing services with PBMares, LLP (formally PBGH, LLP) expires with the completion of the FY 2014 audit. In February 2008, NVTC and VRE jointly issued an RFP for auditing services, and entered into individual contracts for a period of three years, with the option of two additional two-year periods, which were both exercised.

As joint owners of VRE, NVTC and PRTC each recognize a portion of VRE as a fund in their audited financial statements. Contracting all three engagements with the same firm is likely to result in the most cost effective approach and will help to ensure timely completion of the audits. Accordingly, staff recommends a joint procurement with NVTC, VRE and PRTC. While it is the intent for each of the entities to contract with the same firm, a joint procurement will not necessarily prohibit the selection of a different firm by an entity.

NVTC and VRE staff recently polled member jurisdictions about their policies and practices regarding auditing services. The jurisdictions largely follow the recommendations of the Government Finance Officers Association (GFOA). These best practices include the recommendation to enter into multiyear agreements of at least five

years in duration. Such agreements allow for greater continuity and help to minimize the potential for disruption in connection with the audit. Multiyear agreements can also help to reduce audit costs by allowing auditors to recover certain “start-up” costs over several years, rather than over a shorter period. At the conclusion of the contract, a competitive procurement process is recommended whereby participation of all qualified firms, including the current auditors, is sought.

While the perception that auditor independence may be enhanced by required audit firm rotation at the end of the audit contract, the GFOA recognizes the frequent lack of competition among audit firms fully qualified to perform public-sector audits and meeting a government’s unique selection criteria. The GFOA further recommends that the audit procurement process should be structured so that the principal factor in the selection of an auditor is the auditor’s ability to perform a quality audit. Accordingly, the GFOA does not recommend the mandatory rotation of auditors. Those jurisdictions polled by NVTC and VRE also follow the GFOA’s recommendation in this regard.

Services

NVTC, VRE and PRTC each require an audit of their financial statements to be performed annually in accordance with *Government Auditing Standards*. The selected firm will issue an audit opinion on the financial statements, a report on the internal control over financial reporting and on compliance, and a report on compliance for major federal programs (except VRE where federal programs are audited through PRTC). NVTC also requires a biennial audit report on the NVTC Target Benefit Pension Trust. If requested by NVTC, VRE or PRTC, additional accounting or auditing services may be provided at the option of the audit firm, but only if the firm’s independence is not impaired by performing those services.

Schedule

To accommodate the schedule of all three entities, it is expected that the RFP will be issued in early January 2015, with proposals due in early February, with contracts executed in March or early April. NVTC, VRE and PRTC will enter into separate contracts, which are expected to be with the mutually selected firm. This schedule will allow time for the selected firm to properly plan and staff the engagements so that the audits may be conducted in the most efficient and effective manner.

Selection Process

A selection committee will be established to rate the proposing firms and ultimately make a recommendation to the audit committees. Members of the selection committee are responsible for reviewing and rating all proposals received, and will need to be available for interviews and oral presentations of the top rated firms. The selection committee should be made up of individuals with a complete understanding of NVTC, VRE and PRTC’s operations and activities. It is also important that the members understand the specific audit and reporting requirements that must be followed, are

familiar with current auditing standards, have an understanding of various audit approaches and procedures, and have experience dealing with a variety of auditing firms and personnel. Members possessing these qualities will allow the committee to best assess the proposing firms' ability to perform a quality audit, which the GFOA states should be the principal factor in the selection of an auditor. Staff recommend that the selection committee be comprised of financial staff from NVTC, VRE, PRTC and the NVTa.



RESOLUTION #2257

- SUBJECT:** Provide for Admittance of Previously Waived Participants to the Northern Virginia Target Benefit Plan
- WHEREAS:** The Northern Virginia Transportation Commission Target Benefit Plan allows eligible participant to opt-out of the plan, however such elections are generally irrevocable;
- WHEREAS:** During fiscal year 2014, two NVTC part-time staff positions were converted to full time status;
- WHEREAS:** The individuals holding those positions elected not to participate in the plan when the positions existed as part-time positions;
- WHEREAS:** With the recasting of the positions to full time, those two individuals now desire to participate in the plan;
- WHEREAS:** NVTC's fiscal year 2015 General and Administrative Budget includes a provision for the costs to NVTC for the participation of these individuals in the Plan;
- WHEREAS:** The Plan's third party administrator and actuary, Thomas F. Barrett, Inc., has advised the plan trustees that the Commission may resolve to admit previously waived participants due to the recasting of the positions, and
- WHEREAS:** Based on that advice, the plan trustees recommend that those two individual be allowed to participate in the plan.
- NOW, THEREFORE, BE IT RESOLVED** by the Northern Virginia Transportation Commission, that previously waived Participants who were actively employed on July 1, 2014 be admitted to the Northern Virginia Transportation Commission Target Benefit Plan, effective for the Plan Year ending June 30, 2015. .

BE IT FURTHER RESOLVED that NVTC .

Approved this ____ day of _____, 2014.

Paul C. Smedberg
Chairman

Jay Fisette
Secretary-Treasurer

AGENDA ITEM #3: NVTC'S REMOTE PARTICIPATION POLICY & GUIDELINES

TO: Chairman Smedberg and NVTC Commissioners
FROM: Kelley Coyner
DATE: October 30, 2014
SUBJECT: NVTC's Remote Participation Policy and Guidelines

ACTION: Approve NVTC's Policy and Guidelines for Remote Participation in NVTC Committee Meetings and direct staff to propose upgrades and assess technology needed to extend the remote participation to Commission meetings

The proposed policy will allow remote participation in NVTC committee meetings for qualified reasons up to two times a year. Recent amendments to the Freedom of Information Act allow public bodies such as NVTC to permit remote participation in meetings if the body has a written policy in place. NVTC's By-Laws and state statute already include a provision that allows NVTC's General Assembly members to participate in NVTC meetings through electronic communication while the General Assembly is in Session.

NVTC is assessing the communication technology needed to provide electronic participation in the first floor meeting space. Commission meetings are typically held in the first floor meeting room of the Navy League Building at 2300 Wilson Blvd. Staff will include a proposal in its FY2016 budget. Staff recommends that the Commission review the policy at the July 2015 meeting. In addition, staff will review the Virginia Freedom of Information Advisory Council's policy as a template when released and recommend amendments, if any, for the Commission's consideration.





DRAFT

POLICY GOVERNING ELECTRONIC PARTICIPATION IN NVTC COMMITTEE MEETINGS

Occasions may arise when a Commissioner of the Northern Virginia Transportation Commission (NVTC) is unable to be physically present at a committee meeting. Under certain circumstances, Virginia law permits members to participate in meetings through electronic means such as telephone and video conferencing. The law limits the instances in which this may occur, prescribes procedures that must be followed when a member participates in a meeting through electronic means, and requires that a written policy governing such participation be adopted. This Policy, as hereafter set forth, sets forth the instances when a Commissioner may participate in a NVTC committee meeting electronically and the procedures that apply.

Circumstances When Electronic Participation Is Permitted

A Commissioner may participate in a NVTC committee meeting through electronic means from a remote location not open to the public under the following circumstances:

1. A Commissioner shall notify the Chair on or before the day of the meeting that such Commissioner is unable to attend the committee meeting due to an emergency or personal matter, and shall identify with specificity the nature of the emergency or personal matter. NVTC shall record the specific nature of the emergency or personal matter and the remote location from which the Commissioner participated. If the Commissioner's participation from a remote location is disapproved because such participation would violate the provisions of this Policy, such disapproval shall be recorded.
2. Such participation by the Commissioner shall be limited each calendar year to two committee meetings or 25 percent of the meetings, whichever is fewer.
3. A Commissioner may notify the Chair that such Commissioner is unable to attend a committee meeting due to a temporary or permanent disability or other medical condition that prevents the Commissioner's physical attendance. NVTC shall record this fact and the remote location from which the Commissioner participated.

Procedural Requirements

Participation by a Commissioner of NVTC as authorized above shall be only under the following conditions:

1. A quorum of NVTC is physically assembled at the primary or central meeting location.
2. NVTC is able to make arrangements for the voice of the committee member who is participating remotely to be heard by all persons at the primary or central meeting location.
3. This Policy shall be applied strictly and uniformly, without exception, to all Commissioners and without regard to the identity of the Commissioner requesting to participate remotely or the matters that will be considered at the committee meeting.



DRAFT

GUIDELINES FOR NVTC's POLICY GOVERNING ELECTRONIC PARTICIPATION IN COMMITTEE MEETINGS

The determination of whether requests by Commissioners to participate in NVTC committee meetings from remote locations complies with NVTC's Policy Governing Electronic Participation in Meetings ("Policy") shall be made by the NVTC Chair subject to final approval by the Commission. The following guidelines shall be used by the Chair and NVTC in considering and acting upon requests:

1. The policy applies only to NVTC committee meetings when the technology is available to accommodate remote participation, which includes NVTC's conference room (Suite #620, 2300 Wilson Blvd., Arlington VA).
2. Notification of the request to participate electronically shall be provided by the Commissioner seeking to participate remotely to the Chair at the earliest practicable time not later than eight hours before the meeting start time. It may be provided verbally but should be followed up in writing as soon as possible.
3. The Commissioner may participate in the committee meeting, including work sessions and closed sessions, using all available electronic means including telephone and video conferencing provided the Commissioner participating remotely can be heard by all those in attendance at the location of the meeting. In the event that the means used for participation in the meeting, or other circumstances at the remote location, are disruptive to the meeting, the Chair, subject to Commission approval, may deny or withdraw the approval to participate remotely, including during the meeting. While not required, the Commissioner participating remotely is encouraged to view the meeting via television or the internet to the extent it is available.
4. For purposes of the Policy, the term "emergency" shall have its common meaning including dictionary definitions defining the term as: "a dangerous or serious situation, such as an accident, that happens suddenly or unexpectedly and needs immediate action." (Cambridge online dictionary).
5. For purposes of the Policy, a personal matter includes circumstances that prevent a member from physically attending a meeting including personal and business travel.

6. For purposes of the Policy, a temporary or permanent disability and a medical condition that prevents physical attendance at the meeting should be evident based on the nature of the disability or the condition.
7. The Commissioner requesting to participate electronically shall provide sufficient specificity as to the nature of the emergency or personal matter as is necessary for the Chair, and the Commission, to determine whether the circumstances warrant remote participation.
8. Medical verification of a medical condition or physical disability shall not be required.
9. More than one Commissioner may participate electronically at the same meeting.
10. Remote participation shall be permitted only under circumstances where all attendees at the regular meeting location, including the public, can, at a minimum, hear and possibly see the remote member.
11. NVTC's Commission Secretary shall be responsible for documenting the request to participate electronically, the reasons why it is necessary, the remote location from which the Commissioner participated electronically, and the Commission's approval or disapproval.
12. NVTC's Commission Secretary shall be responsible for ensuring a Commissioner does not participate electronically for emergency or personal reasons more than two times per calendar year.

AGENDA ITEM #5: UPDATE ON PLANNING SESSION

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kelley Coyner

DATE: October 30, 2014

SUBJECT: Update on Planning Session

At the 2014 Planning Session held last week, Commissioners discussed a proposed strategic framework that included mission, goals and objectives aligned with the priorities set by NVTC in 2015. Next steps include having further discussion at a work session at the November meeting of the Board with a request for approval of the framework at the December meeting. The framework provides a structure for reframing the work program into a 3 to 5 year implementation plan that reflects key strategies highlighted in the strategic framework. The Board is scheduled to approve the implementation plan and the FY2016 budget at its January meeting.

NVTC staff, in consultation with the staff from member jurisdictions, is charged with ensuring that an implementation plan contains the projects and initiatives and activities needed to achieve the goals and objectives of the plan. As noted at the planning meeting, the work program and the projects and activities that have grown from it already provide a strong foundation for the implementation plan. The MAC will meet in November and December to ensure that current activities are properly aligned in the implementation plan and to recommend revisions and additional activities as need to meet the goals and objectives. The MAC has been consulted on the process and the framework and NVTC staff met with each jurisdiction's transportation team for individual work sessions on the framework and input on the appropriate role for NVTC.

MAC members have coordinated input and have volunteered assistance in addressing the items raised by the Commissioners at the work session. A special thanks is in order to the MAC, NVTC staff, and Marti Reinfeld. A copy of the background materials for the planning session is attached for your reference.



Northern Virginia Transportation Commission

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Tel (703) 524-3322 • Fax (703) 524-1756

VISION

A seamless network of well-maintained and reliable transit systems connecting people & businesses to opportunities throughout the region.

MISSION

NVTC provides financial and technical expertise and convenes and coordinates local and regional partners to achieve and sustain high capacity, high quality transit throughout the region.

GOALS

CAPACITY

Increase the capacity by expanding and improving the quality, coverage, and frequency of transit.

CONNECTIVITY

Improve connectivity through planning, technological innovation, and support for investments that foster regional mobility.

OBJECTIVES

Access to dedicated and sustainable funding sources

Effective stewardship and equitable governance of the region's existing and planned transit services

Maximize use of roadway and rail infrastructure

Technology improvements allow passengers to move seamlessly throughout the region

Planning efforts prioritize transit, enhance safety and security, and advance dedicated transit corridors

Activity centers are connected by a network of high-capacity transit corridors

CROSS-CUTTING STRATEGIES

Financial Management

Research & Analysis

Technical Expertise

Regional Coordination

Partnerships & Outreach

Stewardship & Governance

Vision

Northern Virginia Transportation Commission envisions a seamless network of well-maintained and reliable transit systems connecting people & businesses to opportunities throughout the region.

Mission

Northern Virginia Transportation Commission provides financial and technical expertise and convenes and coordinates local and regional partners to achieve and sustain high capacity, high quality transit throughout the region.

Goals, Objectives, & Strategies

1. Increase the capacity of the regional transit network by expanding and improving the quality, coverage, and frequency of new and existing systems, including Metro Metrorail, VRE and new transit services.

- 1.1 Northern Virginia jurisdictions and transit providers have access to dedicated and sustainable funding sources that allows the region to keep pace with the growing demand for transit.
 - 1.1.1 *Financial Management:* Provide federal grant management expertise and oversight for member jurisdictions. Ensure jurisdictions have a stable, reliable source of funding by serving as the steward of the Subsidy Allocation Model and maintaining the NVTC trust fund.
 - 1.1.2 *Research & Analysis/Partnerships & Outreach:* Conduct research and analysis to demonstrate the value and economic benefit of transit. Educate and engage regional, state, and federal partners and business leaders on the need for and value of sustained transit investment in Northern Virginia.
 - 1.1.3 *Technical Expertise/Financial Management:* Provide technical expertise on opportunities for region-wide investments to support capacity improvements and system expansion.
 - 1.1.4 *Regional Coordination:* Facilitate discussion among member jurisdictions to develop agreement on achievable funding levels and potential funding mechanisms for capacity improvements and system expansion.
 - 1.1.5 *Research & Analysis/Partnerships & Outreach:* Conduct research and analysis on the use of performance metrics in allocating capital and operating funds for transit. Collaborate with regional, state, and federal partners (e.g., DRPT, NVT, General Assembly members) to promote the use of measures that ensure balanced and stable investments in transit.

- 1.2 Effective stewardship and equitable governance of the region's existing and planned transit services.
 - 1.2.1 *Regional Coordination*: Coordinate member jurisdictions to develop a joint position on regional plans, policies, and actions to advance core capacity improvements and system expansion.
 - 1.2.2 *Technical Expertise*: Analyze and provide technical expertise related to regional plans, policies, and actions to advance capacity improvements and system expansion.
 - 1.2.3 *Stewardship/Governance*: Provide board members and jurisdictional staff with technical expertise to insure informed, coordinated decision-making. Represent regional perspective and member jurisdictions' individual issues and concerns, as needed.
 - 1.2.4 *Partnerships & Outreach*: In collaboration with regional, state, and federal partners (e.g., NVT, DRPT, PRTC, TPB), champion regional plans, policies, and actions that advance capacity improvements and system expansion.
 - 1.2.5 *Technical Expertise*: Provide expertise on the establishment of governance structures and help build organizational capacity for new regional transit systems.
- 1.3 Northern Virginia maximizes the use of its roadway and rail infrastructure.
 - 1.3.1 *Technical Expertise*: Provide technical expertise to regional efforts seeking to optimize the use of roadway and rail facilities.
 - 1.3.2 *Partnerships & Outreach*: In collaboration with regional and state partners (e.g., NVT, DRPT, PRTC, TPB), champion regional plans, policies, and actions that maximize the use of existing facilities.

2. Improve connectivity through planning, technological innovation, and support for investments that foster regional mobility.

- 2.1 Northern Virginia transit providers and riders benefit from regional technology improvements that allow passengers to move seamlessly throughout the regional transit network.
 - 2.1.1 *Technical Expertise*: Support or lead regional efforts to implement technology improvements that cross jurisdictional boundaries.
 - 2.1.2 *Regional Coordination*: Facilitate discussion among local and regional partners to develop shared goals for technology investments and help ensure that all partners have the capacity to carry out improvements.
 - 2.1.3 *Research & Analysis/Partnerships & Outreach*: Collaborate with VDOT to better understand state traffic signal system and ensure compatibility with planned transit technology improvements.

- 2.2 Regional and state planning efforts prioritize transit investments, enhance safety and security, align transit services, and advance dedicated transit corridors.
 - 2.2.1 *Partnerships & Outreach:* Work closely with regional partners (e.g., NVTa, the Secretary's office, VDOT, and DRPT) to develop an approach to regional planning that incorporates planned local projects while maintaining a regional perspective.
 - 2.2.2 *Technical Expertise/Regional Coordination:* Facilitate regional discussions and provide input on funding allocation methodologies to ensure balanced and equitable investments across modes and geographies.
 - 2.2.3 *Regional Coordination:* Collaborate with National Capital Region and member jurisdiction emergency management representatives to ensure comprehensive and consistent emergency response planning and implementation across the region.
- 2.3 Northern Virginia advances multi-modal infrastructure and connects activity centers through a network of high-capacity transit corridors.
 - 2.3.1 *Financial Management:* Increase jurisdictional capacity to deliver projects by serving as grantee for member jurisdictions' share of WMATA subsidies and offering federal grant management expertise and oversight.
 - 2.3.2 *Financial Management:* Ensure jurisdictions have a stable, reliable source of funding to implement transit projects by serving as the steward of the Subsidy Allocation Model and maintaining the NVTC trust fund.
 - 2.3.3 *Technical Expertise/Regional Coordination:* Support, lead, or provide input on the planning or implementation of transit infrastructure that crosses jurisdictional boundaries.
 - 2.3.4 *Technical Expertise/Regional Coordination:* Provide technical expertise and bring a regional perspective to jurisdictions' efforts to develop high-capacity transit.



Northern Virginia Transportation Commission

EXECUTIVE DIRECTOR

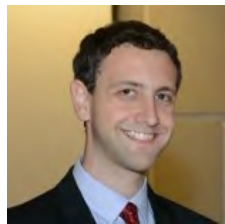
Report

November 2014

Please join me in welcoming Kate Mattice to NVTC as the new Transit Program, Planning and Policy Director. Ms. Mattice is joining us from the FTA where she served as the Deputy Associate Administrator for Budget and Policy and the Deputy Chief Financial Officer.



David Koch has joined NVTC as our Regional Planner. As a NVTC Fellow, David conducted the first phase of an analysis of opportunities to advance transit through regional planning. Prior to joining NVTC as a Transit Fellow, he worked with Central Maryland Regional Transit. There, he planned and implemented a new Transportation Demand Management program.



Annual Legislative Briefing

December 4, 2014 NVTC will hold its annual legislative briefing at 7:00 p.m. for a preview of NVTC's State Legislative and Policy Agenda for the 2015 Session. We will review our federal and state legislative agenda and answer questions on key issues. Guided by the Legislative and Policy Committee and in coordination with legislative liaisons of the localities and sister organizations in the region, staff is preparing a state legislative and policy agenda that will frame a set of principles that parallel key strategies for improving and expanding Northern Virginia's innovative transit network.

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Special points of interest

- NVTC Monthly Financial Report
- NVTC's CTB Testimony





Commonwealth Transportation Board

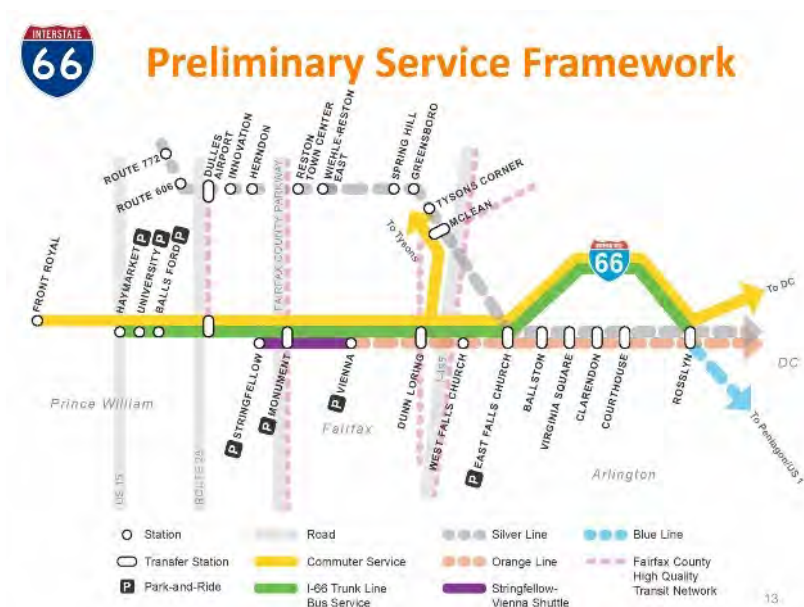
Update on Development of New Project Selection Framework This month the Commonwealth Transportation Board (CTB) received a briefing on the status of developing the prioritization framework called for in HB2 passed by the General Assembly this session. The legislation calls for all projects considered for highway construction funds for new expansion to be rated according to a common set of factors. The CTB is expected to adopt templates for the way these factors may be weighted at the regional level later this year. In addition, they will be briefed on progress in identifying the metrics to be used for the various factors. NVTC is working closely with the Office of the Secretary, the Northern Virginia Transportation Authority, and transit systems and localities across the state to ensure that the metrics offered present a level playing field for transit projects.

SYIP Hearing Chairman Paul Smedberg testified before the CTB's fall hearing on the transportation needs of the region. Mr. Smedberg represented both the NVTC and the VRE Ops Board. His testi-

Coordination with NOVA CTB Representatives CTB Members from Northern Virginia are working closely with NVTC on a range of matters including the development of the goals of the new state long range plan, VTRANS, transit funding needs for WMATA, VRE, and other regional transit investments, and the implementation of HB 2. In addition, NVTC is attending the relevant portion of CTB's monthly workshops and business meetings.

I-66 Corridor Improvements Project

The Transit/TDM Advisory Group (TTAG) met on October 15th to review existing conditions and a framework for access points, park & ride lots, and rapid bus service in the corridor. The group also discussed the development of possible transit/TDM scenarios for 2040 and possible measures of effectiveness. The next meeting of the TTAG will be held on November 19th, and the next meeting of the Stakeholder Advisory Group (STAG) will be held in early



Planning: Regional & State Initiatives

DRPT Southeast High Speed Rail from Richmond to Washington, DC

DRPT is conducting a study to evaluate the potential environmental impacts for a high speed passenger rail corridor for the 115-mile segment from Richmond to DC.

I-66 Inside the Beltway Bus on Shoulder (BOS) Pilot

The I-66 Inside the Beltway Bus on Shoulder (BOS) Pilot will open in mid-November in four locations along I-66 inside the Beltway. The pilot program will last one year.

TPB 2013 Regional Air Passenger Survey

The TPB received a briefing on the result of the bi-annual Regional Air Passenger Survey in October

Route 1 Multimodal Alternatives Analysis

Executive Steering Committee endorses Route 1 Study recommendations.

Bus Stops and Pathways Accessibility Update

The WMATA Board received an update on the status of a plan to identify and improve inaccessible bus stops with the goal of reducing demand for MetroAccess service.

WMATA'S Pedestrian, Bicycle Access Plan Update

In October, the WMATA Board was briefed on progress made towards implementing the recommendations of the *2010 Metrorail Pedestrian and Bicycle Access Improvements Study*. Metro estimates that its \$1.8M investment in pedestrian and bicycle projects in the region between 2009 and 2012 contributed to a \$15M revenue increase due to new walk and bike trips to Metrorail stations.



Is it worth it?

Return on Investment

- \$1.8 M *capital cost* for pedestrian/bicycle projects

↓

- \$15 M *annual revenue* from new walk/bike trips

Avoided Costs

- Parking space construction: \$17,000/space
- Additional buses: \$750,000/bus

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KEY DATES



NOVEMBER

6 NVTC Commission Meeting

9-11 VACO Conference

12-14 Governor's Transportation
Conference

13 NVTA Meeting

DECEMBER

4 NVTC Commission Meeting

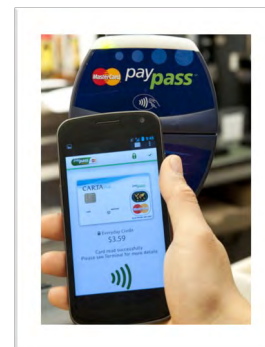
11 NVTA Meeting

NEPP

WMATA continues to gear up for the NEPP pilot, which will officially begin in January 2015. Gate installation has begun and will continue through November. Installation of devices on buses will begin in early November. WMATA's marketing team has set up a website to begin to register customers for the pilot and so far over 1,000 people have signed up. WMATA is in the process of scheduling a meeting for the Regional NEPP "Finance/Contract" committee and they continue to provide regular NEPP updates on the SmarTrip regional partner calls.

On Monday October 27th, the Northern Virginia regional partners held their monthly meeting and discussed options for how the region can move forward

and contract with Accenture for the regional adoption and roll-out of NEPP. The regional partners, through the working group, continue to request additional details from Accenture on pricing and in the coming weeks they hope to further evaluate contracting options with the intent of bringing a more detailed update to the Commission in



VRE Management Audit

Parsons Brinckerhoff, the consultant for the VRE Management Audit, presented the [Draft Phase II Interim Report](#) to the Executive Directors of NVTC and PRTC and VRE's CEO. The report will be discussed by the Joint Audit Committee in November before the final report is presented to the VRE Operations Board in January 2015.

| Key Dates | Activity |
|-----------------|--|
| October 17 | Interim Report |
| October 22 | PB meeting with EDs/CEO re: Interim Report |
| November 7 | Revised Interim Report |
| November 10 | PB meeting with EDs/CEO re: Revised Report |
| November 21 | Joint Audit Committee Meeting |
| December 10 | Final Report |
| December 19 | Operations Board Meeting |
| January 8, 2015 | NVTC and PRTC Meetings (tentative) |

AGENDA ITEM #7: NVTC FY2015 1ST QUARTER RIDERSHIP REPORT

TO: Chairman Smedberg and NVTC Commissioners

FROM: Claire Gron

DATE: October 30, 2014

SUBJECT: NVTC FY2015 1st Quarter Ridership Report

The following chart details ridership for 1st Quarter FY2015 for Northern Virginia's transit systems:

| Ridership in Northern Virginia by System 1st Quarter FY2014-FY2015 | | | |
|---|-------------------|-------------------|-------------------------------------|
| System | FY14 Q1 | FY15 Q1 | Percent Change FY14-FY15 |
| Fairfax County Connector | 2,852,283 | 2,728,427 | -4.3% |
| PRTC Omni Ride & Omni Link | 845,300 | 835,339 | -1.2% |
| Virginia Railway Express (VRE) | 1,171,949 | 1,179,760 | 0.7% |
| Alexandria DASH | 1,172,451 | 1,192,769 | 1.7% |
| Fairfax City CUE | 218,386 | 211,910 | -3.0% |
| Arlington Transit (ART) | 781,019 | 771,869 | -1.2% |
| Loudoun County Transit (LCT) | 371,803 | 491,758 | 32.3% |
| Metrobus | 5,692,558 | 5,653,443 | -0.7% |
| Metrorail | 28,294,665 | 28,784,163 | 1.7% |
| Total | 41,400,414 | 41,849,438 | 1.1% |

Source: VA Department of Rail and Public Transportation September 2014 Statewide Ridership Report.

Also, the NVTC asked for additional information concerning Metrorail ridership at the October 2, 2015 NVTC meeting. Attached is a detailed breakdown of ridership by Metrorail station in Virginia for 1st Quarter FY2014 and FY2015.



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For additional information on Metrorail ridership trends, see *a/so* the Metrorail Ridership Discussion in Agenda Item 8, Commonwealth & Regional Agency Reports. WMATA provided a [presentation](#) to the Board which examined Metrorail's recent ridership history and explored challenges, opportunities, and the long-term outlook for Metrorail ridership. This information will be used to inform the FY16 operating budget development process.

Here are additional materials from WMATA concerning Metrorail ridership:
Press Release: [Metro: Silver Line ridership remains strong](#)
Weekday Average Boardings at Orange and Silver Line Stations (attached)
[Where Are Silver Line Riders Going?](#)
[Early Ridership on the Silver Line](#)

Metrorail Weekday Average Boardings at Orange and Silver Line Stations

| | Aug 2013 | Sep 2013 | Aug 2014 | Sep 2014 |
|--------------------|----------|----------|----------|----------|
| Vienna | 12,887 | 13,406 | 11,956 | 12,143 |
| Dunn Loring | 4,975 | 5,169 | 4,680 | 4,750 |
| West Falls Church | 10,089 | 10,447 | 3,387 | 3,400 |
| Wiehle-Reston East | n/a | n/a | 8,434 | 8,250 |
| Spring Hill | n/a | n/a | 1,316 | 1,291 |
| Greensboro | n/a | n/a | 893 | 949 |
| Tysons Corner | n/a | n/a | 2,993 | 2,737 |
| McLean | n/a | n/a | 1,439 | 1,506 |

Source: WMATA ridership data, Office of Rail Operations Planning

| Metrorail Ridership by Station in Virginia | | | | | | |
|--|------|-----------|-----------|-----------|------------|---------------------------|
| 1st Quarter FY2014-FY2015 | | | | | | |
| Line/Station | Year | July | August | September | Q1 Total | Percent Change FY14-15 |
| Silver | | | | | | |
| Greensboro | FY14 | - | - | - | - | N/A |
| | FY15 | 1,697 | 45,906 | 48,220 | 95,822 | |
| McLean | FY14 | - | - | - | - | N/A |
| | FY15 | 2,909 | 8,109 | 7,861 | 18,879 | |
| Spring Hill | FY14 | - | - | - | - | N/A |
| | FY15 | 2,829 | 71,174 | 68,245 | 142,247 | |
| Tysons Corner | FY14 | - | - | - | - | N/A |
| | FY15 | 9,279 | 182,377 | 164,481 | 356,136 | |
| Wiehle-Reston East | FY14 | - | - | - | - | N/A |
| | FY15 | 18,345 | 454,929 | 435,321 | 908,595 | |
| Total Silver Line | FY14 | - | - | - | - | N/A |
| | FY15 | 35,059 | 762,494 | 724,127 | 1,521,680 | |
| Orange | | | | | | |
| Dunn Loring | FY14 | 265,570 | 257,291 | 259,589 | 782,449 | -1.5% |
| | FY15 | 287,992 | 240,730 | 241,825 | 770,547 | |
| West Falls Church | FY14 | 524,622 | 497,960 | 507,303 | 1,529,884 | -42.1% |
| | FY15 | 490,398 | 200,481 | 194,965 | 885,844 | |
| Vienna | FY14 | 699,733 | 658,620 | 673,969 | 2,032,322 | -3.3% |
| | FY15 | 707,406 | 625,702 | 632,338 | 1,965,446 | |
| Total Orange Line | FY14 | 1,489,925 | 1,413,871 | 1,440,860 | 4,344,656 | -16.6% |
| | FY15 | 1,485,796 | 1,066,913 | 1,069,129 | 3,621,838 | |
| Silver/Orange | | | | | | |
| Ballston | FY14 | 638,580 | 576,454 | 617,490 | 1,832,525 | -0.8% |
| | FY15 | 612,902 | 591,547 | 613,436 | 1,817,885 | |
| Clarendon | FY14 | 258,906 | 247,835 | 249,244 | 755,985 | 2.2% |
| | FY15 | 256,894 | 254,054 | 261,941 | 772,889 | |
| Court House | FY14 | 400,962 | 380,399 | 388,759 | 1,170,121 | 2.0% |
| | FY15 | 402,566 | 392,342 | 398,052 | 1,192,959 | |
| East Falls Church | FY14 | 218,438 | 210,342 | 209,639 | 638,419 | 8.8% |
| | FY15 | 236,578 | 226,961 | 231,110 | 694,649 | |
| Rosslyn | FY14 | 854,891 | 784,547 | 809,728 | 2,449,166 | -24.9% |
| | FY15 | 681,940 | 581,644 | 574,562 | 1,838,146 | |
| Virginia Square | FY14 | 200,111 | 188,388 | 198,758 | 587,257 | -2.5% |
| | FY15 | 201,826 | 180,389 | 190,265 | 572,480 | |
| Total | FY14 | 2,571,889 | 2,387,965 | 2,473,619 | 7,433,473 | -7.3% |
| | FY15 | 2,392,705 | 2,226,936 | 2,269,367 | 6,889,009 | |
| Blue | | | | | | |
| Arlington Cemetery | FY14 | 160,797 | 109,620 | 72,398 | 342,815 | 4.8% |
| | FY15 | 167,487 | 114,708 | 77,142 | 359,337 | |
| Franconia Springfield | FY14 | 487,809 | 438,948 | 421,612 | 1,348,369 | -3.7% |
| | FY15 | 467,262 | 428,281 | 402,560 | 1,298,104 | |
| Van Dorn | FY14 | 191,867 | 181,874 | 177,704 | 551,445 | 38.7% |
| | FY15 | 187,172 | 291,275 | 286,157 | 764,605 | |
| Total | FY14 | 840,472 | 730,442 | 671,715 | 2,242,629 | 8.0% |
| | FY15 | 821,922 | 834,264 | 765,859 | 2,422,045 | |
| Yellow | | | | | | |
| Eisenhower Avenue | FY14 | 119,653 | 99,111 | 99,805 | 318,570 | -4.2% |
| | FY15 | 114,684 | 97,489 | 92,942 | 305,115 | |
| Huntington | FY14 | 456,513 | 427,419 | 426,477 | 1,310,408 | -7.5% |
| | FY15 | 449,763 | 380,843 | 381,295 | 1,211,901 | |
| Total | FY14 | 576,166 | 526,530 | 526,282 | 1,628,978 | -6.9% |
| | FY15 | 564,447 | 478,331 | 474,237 | 1,517,016 | |
| Blue/Yellow | | | | | | |
| Braddock Road | FY14 | 233,984 | 220,970 | 228,070 | 683,024 | 6.4% |
| | FY15 | 247,347 | 235,084 | 243,969 | 726,400 | |
| Crystal City | FY14 | 695,262 | 609,979 | 605,332 | 1,910,573 | -1.3% |
| | FY15 | 657,651 | 606,414 | 621,892 | 1,885,957 | |
| King Street | FY14 | 528,024 | 476,868 | 474,401 | 1,479,292 | -2.4% |
| | FY15 | 531,547 | 457,044 | 455,460 | 1,444,050 | |
| National Airport | FY14 | 388,617 | 377,848 | 341,765 | 1,108,230 | 34.9% |
| | FY15 | 536,729 | 481,023 | 477,116 | 1,494,868 | |
| Pentagon | FY14 | 771,000 | 751,375 | 785,124 | 2,307,498 | -4.0% |
| | FY15 | 767,688 | 712,343 | 734,387 | 2,214,417 | |
| Pentagon City | FY14 | 914,370 | 853,190 | 846,750 | 2,614,309 | -7.6% |
| | FY15 | 875,574 | 780,467 | 759,437 | 2,415,477 | |
| Total | FY14 | 3,531,256 | 3,290,230 | 3,281,441 | 10,102,927 | 0.8% |
| | FY15 | 3,616,535 | 3,272,375 | 3,292,259 | 10,181,169 | |
| Total Virginia Stations | FY14 | 9,009,708 | 8,349,037 | 8,393,917 | 25,752,662 | 1.6% |
| | FY15 | 8,916,463 | 8,641,314 | 8,594,978 | 26,152,756 | |

AGENDA ITEM #8: COMMONWEALTH AND REGIONAL AGENCY REPORTS

TO: Chairman Smedberg and NVTC Commissioners

FROM: NVTC Staff

DATE: October 30, 2014

SUBJECT: Commonwealth and Regional Agency Reports

A. VRE

VRE CEO Report and Minutes

Mr. Allen will be present to update the Commission on VRE highlights. The VRE CEO October 2014 Report is attached along with the Minutes of the October 17th Meeting of the VRE Operations Board.

Update on Jurisdiction Action on the VRE Master Agreement

In July, NVTC and PRTC forwarded to their VRE jurisdictions the Master Agreement Amendment to incorporate the weighted voting requirement set forth in HB2152 which will become effective July 1, 2015. Once approved by all the participating and contributing jurisdictions, NVTC and PRTC will both approve and execute the Amendment. Seven of the nine jurisdictions have approved the amended Master Agreement Amendment. The NVTC jurisdictions have approved and signed the amendment. The following chart shows the status:

| VRE Jurisdiction | Date Considered/To Be Considered by Governing Body | Status |
|------------------|--|----------------------------------|
| Alexandria | September 9, 2014 | Signed by City Manager |
| Arlington | September 20, 2014 | Approved by County Board |
| Fairfax | September 9, 2014 | Approved by Board of Supervisors |
| Fredericksburg | To be determined | To be determined |
| Manassas | July 28, 2014 | Approved by City Council |
| Manassas Park | August 5, 2014 | Approved by City Council |
| Prince William | October 21, 2014 | Approved by Board of Supervisors |
| Spotsylvania | August 12, 2014 | Approved by Board of Supervisors |
| Stafford | August 19, 2014 | Approved by Board of Supervisors |



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B. WMATA

Dashboard Report

- June FY2014
- July FY2015
- August FY2015

Capital Funding Agreement

WMATA circulated a draft of the administrative framework for the new Capital Funding Agreement (CFA) in August, and began meeting with jurisdictional funding partners in September to begin reviewing this framework. Weekly meetings are scheduled through mid-December to continue work on the CFA.

Financial Management Oversight (FMO) Update

The WMATA Board received an [update](#) on the status of WMATA's Corrective Action Plan (CAP) items to address FTA's Financial Management Oversight (FMO) report in October. To date, documentation has been submitted to FTA for 62 of the 65 CAP items. WMATA has committed to address all items in the CAP by June 2015 and implement a long-term compliance monitoring plan.

Momentum Update

The WMATA Board received an [update](#) on FY14 accomplishments towards meeting the goals of *Momentum*, WMATA's Strategic Plan. Critical next steps include executing a new Capital Funding Agreement (CFA) in which funding is secured in order to exercise two options for 7000-series rail cars, adopting ConnectGreaterWashington, the long-term blueprint for all transit services in the region, and an update to *Momentum* in FY17.

Metrorail Ridership Discussion

WMATA provided a [presentation](#) to the Board which examined Metrorail's recent ridership history and explored challenges, opportunities, and the long-term outlook for Metrorail ridership. This information will be used to inform the FY16 operating budget development process.

Key WMATA Milestones/Dates

| DATE | MEETING | KEY ISSUES |
|-------|---|--|
| 10/30 | CFA Work Session | |
| 11/6 | Finance & Administration Committee | <ul style="list-style-type: none">- Proposed FY16 Budget Review- FY15 First Quarter Budget Review- FMO Update- Revised FY15 – FY20 Capital Improvement Plan |
| 11/6 | Customer Service and Operations Committee | Vital Signs Quarterly Report |

| | | |
|-------|---|--|
| 11/6 | CFA Work Session | |
| 11/12 | CFA Work Session | |
| 11/20 | WMATA Board Meeting | |
| 11/20 | Safety & Security Committee | Federal Resiliency Grants |
| 11/20 | CFA Work Session | |
| 12/4 | Finance & Administration Committee | <ul style="list-style-type: none"> - GM/CEO's Proposed FY2016 Operating and Capital Budgets - FMO Update |
| 12/4 | Customer Service and Operations Committee | NEPP |
| 12/4 | CFA Work Session | |

C. Department of Rail and Public Transportation (DRPT) (Attachment)

D. Northern Virginia Transportation Authority (NVTA)

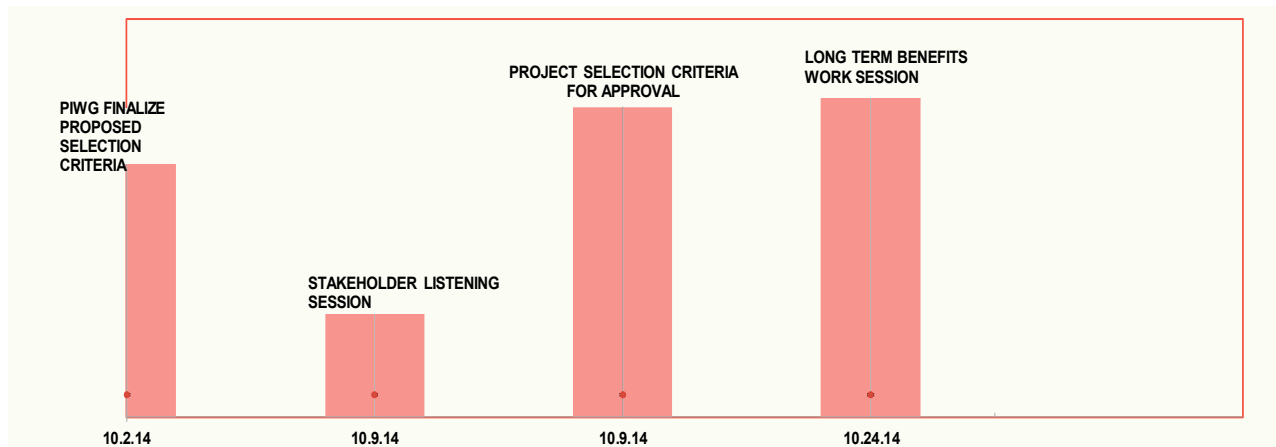
Two-Year Plan Selection Criteria and Schedule

The NVTA approved the project selection criteria for the FY2015-16 Two Year Program at its October 9th meeting. These criteria will be used to support the process of selecting which of the 52 projects (including 19 transit projects) that have been submitted will be funded using the Authority's regional (70%) funds. The project selection process will continue through December 2014.

TransAction 2040

A Stakeholder Listening Session was held on October 9th to gather public input for consideration in the development of the scope of work for the update of TransAction 2040. The listening session was attended by over forty people and included 14 speakers. The process of updating the TransAction plan is expected to take two years and the feedback collected at the listening session will be used to inform the process going forward. In the coming months the TransAction 2040 Sub-Committee will continue to meet regularly and will establish a timeline for the process of developing the plan's scope of work.

Key NVTA Dates



E. Transportation Planning Board (TPB)

Approval of 2014 CLRP

TPB approved the [2014 CLRP](#) at its October 15th meeting. Major additions for 2014 include VRE System Plan investments.

CEO *report*



OCTOBER 2014

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CEO
report

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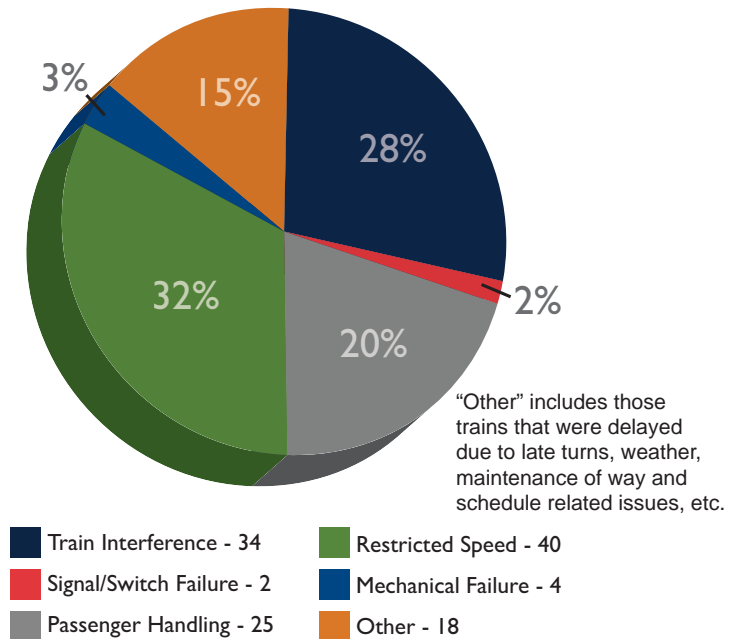
ON TIME PERFORMANCE

On Time Performance (OTP) for September 2014 was 92%, slightly lower than 95% the previous month. The Fredericksburg Line reached OTP of 94% while the Manassas Line managed 90%. A September 29th police incident south of Burke Centre on the Manassas Line caused OTP to drop to 63% and the cancellation of four trains that day. Slow orders issued by our host railroads were the primary cause of the reduction in overall OTP. Typical passenger handling, train interference and scheduling issues were the remaining principal causes of delays.

In September, VRE operated 630 trains with 50 trains arriving over five minutes late to their final destination. More late trains were experienced on the Manassas Line (33), with just 17 on the Fredericksburg Line.



REASON FOR DELAYS



Note: There were a total of 123 delays during the month of September but only 50 late trains. The reason for the difference is that a train may encounter several delays during its operation which may or may not cause it to be late. For instance, a train could be late leaving Union Station waiting for another train to depart the station. During the course of its run it could also encounter a signal issue, yet still arrive at its final destination on-time. That train experienced two delays but was not "LATE" (arriving at its final destination later than five minutes).

TRIP DELAYS

| SYSTEM-WIDE | JULY | AUG. | SEPT. |
|-----------------------------------|------|------|-------|
| Total delays | 82 | 38 | 50 |
| Average length of delay (mins.) | 12 | 11 | 15 |
| Number over 30 minutes | 3 | 1 | 6 |
| Total Days with heat restrictions | 9/22 | 1/21 | 2/21 |
| On-Time Performance | 88% | 95% | 92% |
| FREDERICKSBURG LINE | | | |
| Total delays | 52 | 20 | 17 |
| Average length of delay (mins.) | 13 | 12 | 17 |
| Number over 30 minutes | 3 | 1 | 4 |
| On-Time Performance | 83% | 93% | 94% |
| MANASSAS LINE | | | |
| Total delays | 30 | 18 | 33 |
| Average length of delay (mins.) | 10 | 10 | 13 |
| Number over 30 minutes | 0 | 0 | 2 |
| On-Time Performance | 91% | 96% | 90% |

RIDERSHIP UPDATE

September 2014 average daily ridership was 19,222, compared to 19,550 in September 2013. Total September 2014 ridership was 403,653, an increase from the 391,007 in September 2013. However, the number of service days this September was one greater (21) than the previous year. There were no "S" schedules operated in September 2014. Monthly ridership decreased by 1.67% (when normalized for service days) compared to September 2013.

RIDERSHIP MONTH-TO-MONTH COMPARISON

| DESCRIPTION | MONTHLY RIDERSHIP |
|------------------------------|------------------------------|
| September 2014 | 403,653 |
| September 2013 | 391,007 |
| Service Days (Current/Prior) | 21/20 |
| Ridership Percent Change | (negative) -1.67% NORMALIZED |



MONTHLY CITATIONS UPDATE

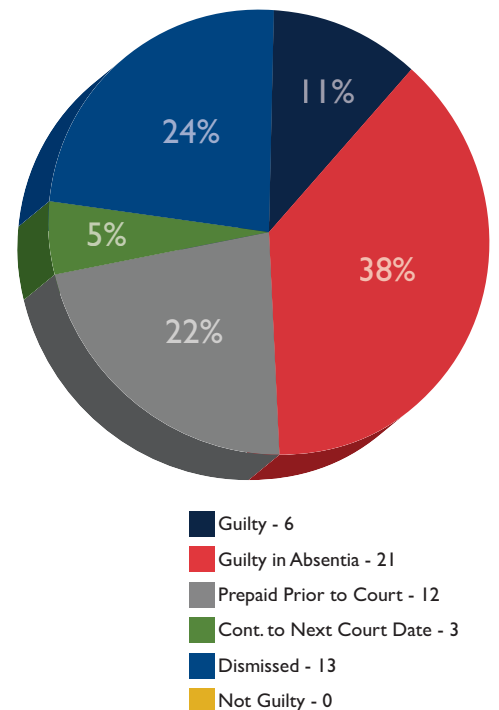
For the month of September, Keolis wrote 110 citations, twenty-five less than last month. VRE waived 39 citations after riders showed proof of purchase of a monthly ticket. Another 16 were waived either because of a one-time courtesy, insufficient processing time, per request of the conductor, or other unique circumstances.

Of the remaining 55 that did go to court, 6 were found guilty, 21 were guilty in absentia, 13 were dismissed, 12 were prepaid, and three were continued on to next month.

WAIVED CITATIONS

| VRE ACTIONS | OCCURRENCES |
|---|-------------|
| Waived – Passenger showed proof of a monthly ticket | 39 |
| Waived – One Time Courtesy | 2 |
| Waived – Per the request of the conductor | 8 |
| Waived – TVM Error | 0 |
| Waived – Defective Ticket | 0 |
| Waived – Per Ops Manager | 0 |
| Waived – Unique Circumstances | 2 |
| Waived – Insufficient Processing Time | 4 |
| Waived – Insufficient Information | 0 |
| TOTAL WAIVED CITATIONS | 55 |

FARE EVASION COURT ACTIONS



RIDERSHIP CHART

| DATE | MSS AM | MSS PM | TOTAL MSS | ACTUAL OTP TD | FBG AM | FBG PM | FBG TOTAL | ACTUAL OTP TD | TOTAL TRIPS | ACTUAL OTP TD |
|------|---------------|---------------|----------------|---------------|----------------|----------------|----------------|---------------|----------------|---------------|
| 1 | | | | | | | | | | |
| 2 | 3,981 | 4,155 | 8,136 | 100% | 4,832 | 4,711 | 9,543 | 79% | 17,679 | 90% |
| 3 | 4,476 | 4,782 | 9,258 | 100% | 5,527 | 5,375 | 10,902 | 79% | 20,161 | 90% |
| 4 | 4,403 | 4,713 | 9,116 | 100% | 5,411 | 5,304 | 10,715 | 86% | 19,831 | 93% |
| 5 | 3,838 | 3,992 | 7,830 | 94% | 4,523 | 4,318 | 8,842 | 100% | 16,671 | 97% |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | 4,480 | 4,365 | 8,845 | 100% | 5,028 | 5,151 | 10,179 | 100% | 19,024 | 100% |
| 9 | 4,598 | 4,898 | 9,496 | 88% | 5,591 | 5,665 | 11,256 | 86% | 20,752 | 87% |
| 10 | 4,468 | 4,712 | 9,180 | 75% | 5,084 | 5,279 | 10,363 | 79% | 19,543 | 77% |
| 11 | 4,368 | 4,367 | 8,736 | 88% | 5,284 | 5,083 | 10,368 | 93% | 19,103 | 90% |
| 12 | 3,709 | 3,549 | 7,258 | 100% | 4,346 | 4,280 | 8,626 | 100% | 15,884 | 100% |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |
| 15 | 4,187 | 4,491 | 8,677 | 88% | 5,136 | 5,180 | 10,315 | 93% | 18,993 | 90% |
| 16 | 4,177 | 4,625 | 8,802 | 75% | 5,430 | 5,413 | 10,843 | 100% | 19,645 | 87% |
| 17 | 4,416 | 4,600 | 9,017 | 94% | 5,269 | 5,440 | 10,708 | 93% | 19,725 | 93% |
| 18 | 4,329 | 4,385 | 8,714 | 94% | 5,277 | 5,478 | 10,755 | 100% | 19,469 | 97% |
| 19 | 3,596 | 3,609 | 7,205 | 94% | 4,169 | 4,469 | 8,638 | 100% | 15,844 | 97% |
| 20 | | | | | | | | | | |
| 21 | | | | | | | | | | |
| 22 | 4,331 | 4,585 | 8,916 | 94% | 4,938 | 5,239 | 10,178 | 100% | 19,094 | 97% |
| 23 | 4,687 | 4,630 | 9,317 | 88% | 5,421 | 5,282 | 10,703 | 100% | 20,020 | 93% |
| 24 | 4,595 | 4,774 | 9,369 | 88% | 5,408 | 5,530 | 10,938 | 100% | 20,307 | 93% |
| 25 | 4,257 | 4,385 | 8,642 | 88% | 5,162 | 5,099 | 10,261 | 93% | 18,904 | 90% |
| 26 | 3,633 | 3,584 | 7,217 | 94% | 4,229 | 4,155 | 8,384 | 100% | 15,601 | 97% |
| 27 | | | | | | | | | | |
| 28 | | | | | | | | | | |
| 29 | 4,365 | 2,799 | 7,164 | 56% | 4,915 | 5,233 | 10,147 | 100% | 17,311 | 77% |
| 30 | 4,585 | 4,633 | 9,218 | 100% | 5,550 | 5,532 | 11,082 | 100% | 20,300 | 100% |
| | | | | | | | | | | |
| | 89,479 | 90,634 | 180,113 | 90% | 106,532 | 107,215 | 213,748 | 94% | 393,861 | 92% |

| | |
|-----------------|---------|
| Amtrak Trains: | 888 |
| Adjusted total: | 181,001 |

| | |
|-----------------|---------|
| Amtrak Trains: | 8,904 |
| Adjusted total: | 222,652 |

| | |
|-----------------|---------|
| Amtrak Total: | 9,792 |
| Adjusted Total: | 403,653 |

| | | | |
|-----------------------------|--------|--------------------|--------|
| # of Service Days: | 21 | Full Service Days: | 21 |
| Manassas Daily Avg. Trips: | 8,577 | Adjusted Avg.: | 8,619 |
| Fred'burg Daily Avg. Trips: | 10,178 | Adjusted Avg.: | 10,602 |
| Total Avg. Daily Trips: | 18,755 | Adjusted Avg.: | 19,222 |

| | |
|-------------------------|------------|
| Total Trips This Month: | 403,653 |
| Prior Total FY-2015: | 803,615 |
| Total Trips FY-2015: | 1,207,267 |
| Total Prior Years: | 62,422,463 |
| Grand Total: | 63,629,730 |

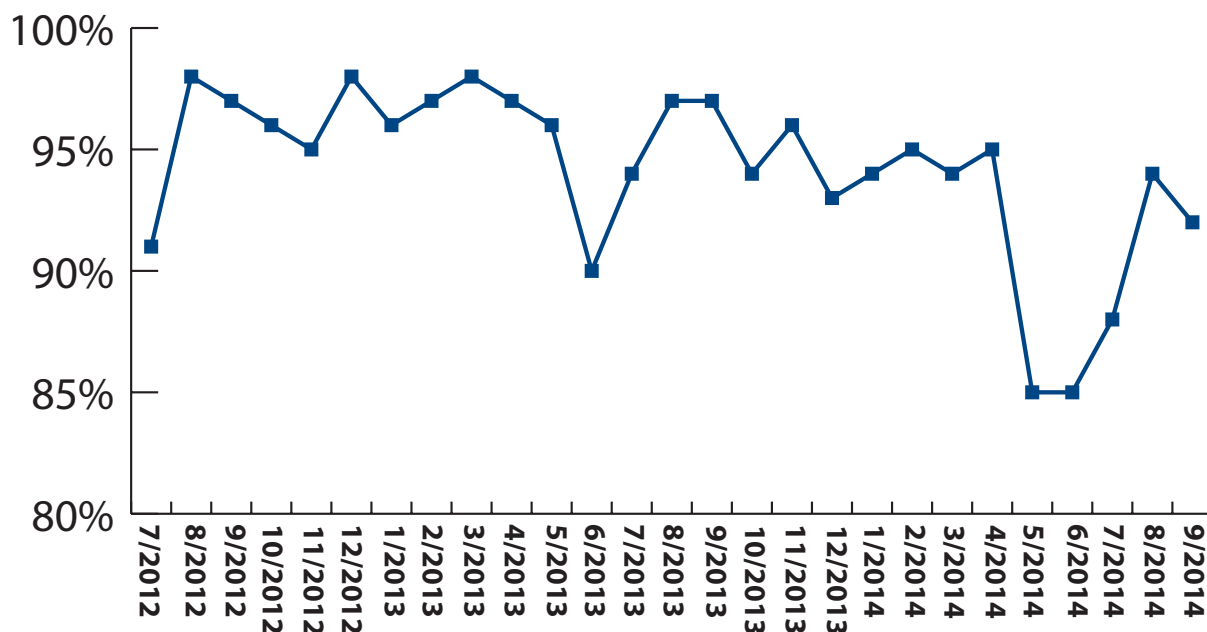
| | |
|---------------------------------------|--------|
| Total Number of Service Days to Date: | 64 |
| Average Daily Riders to Date: | 18,864 |

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

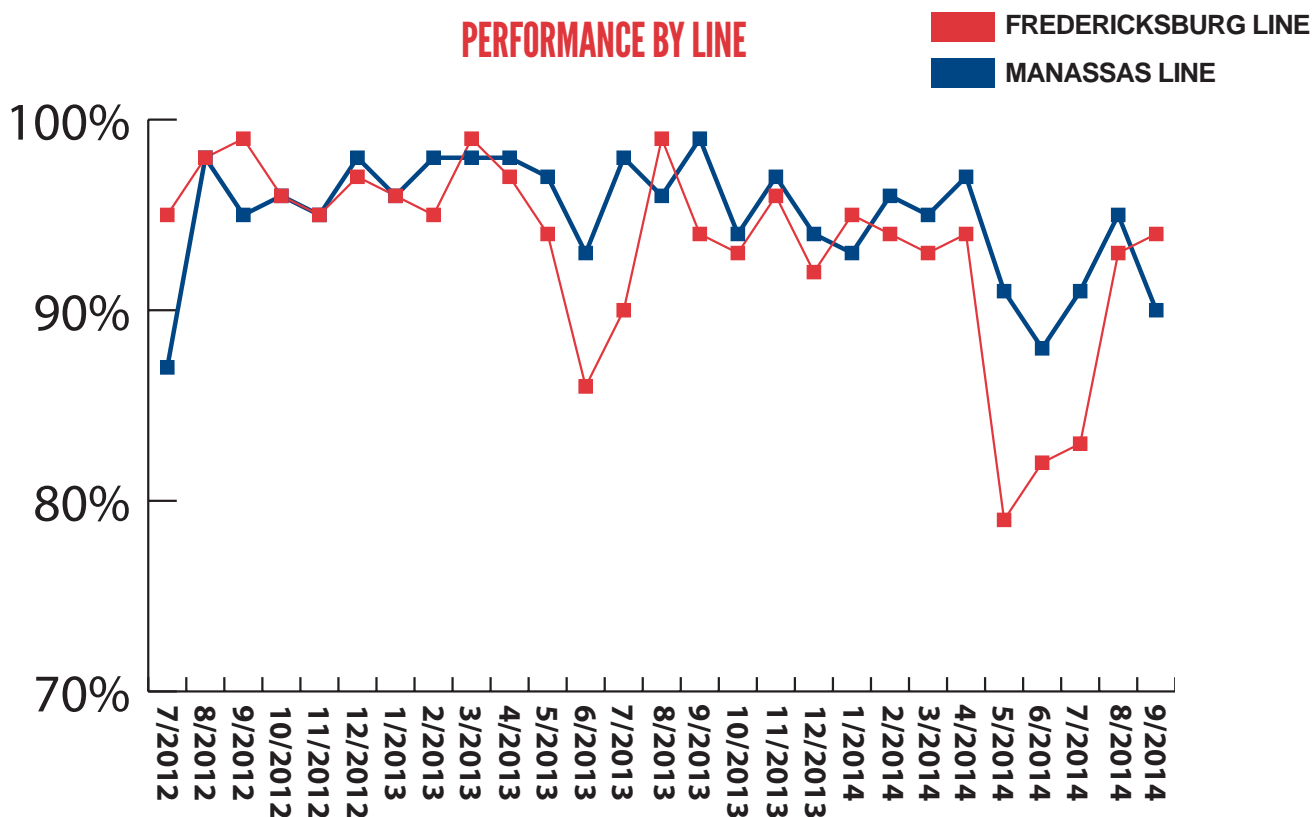


ON TIME PERFORMANCE

SYSTEM PERFORMANCE

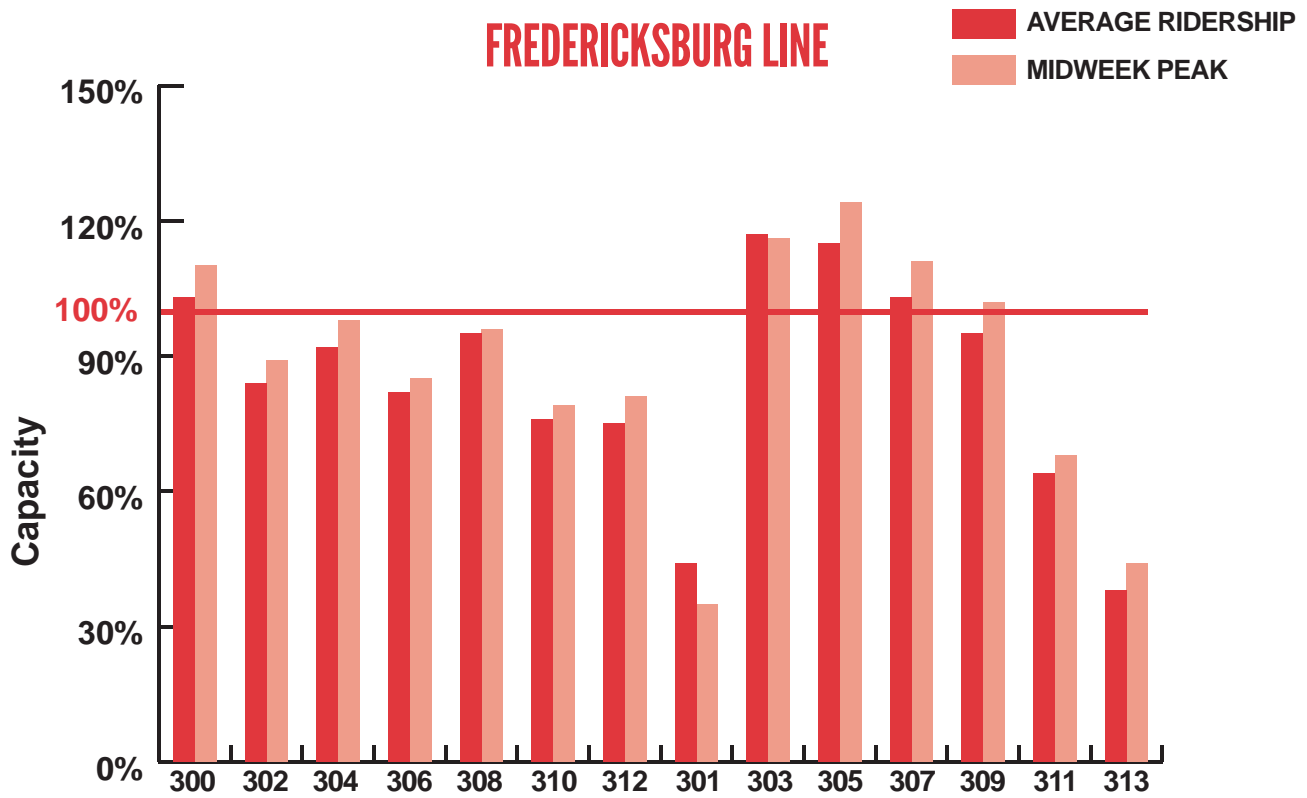


PERFORMANCE BY LINE

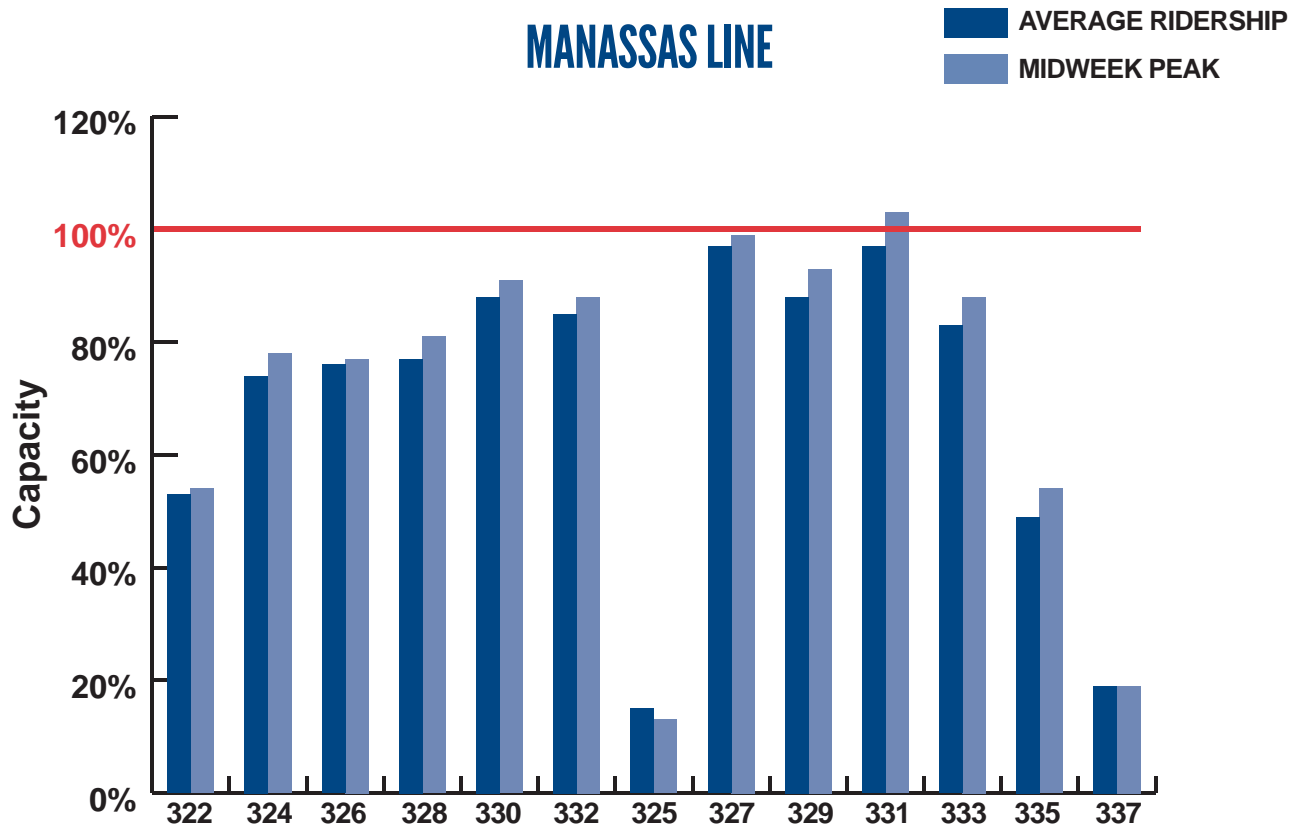


TRAIN UTILIZATION

FREDERICKSBURG LINE

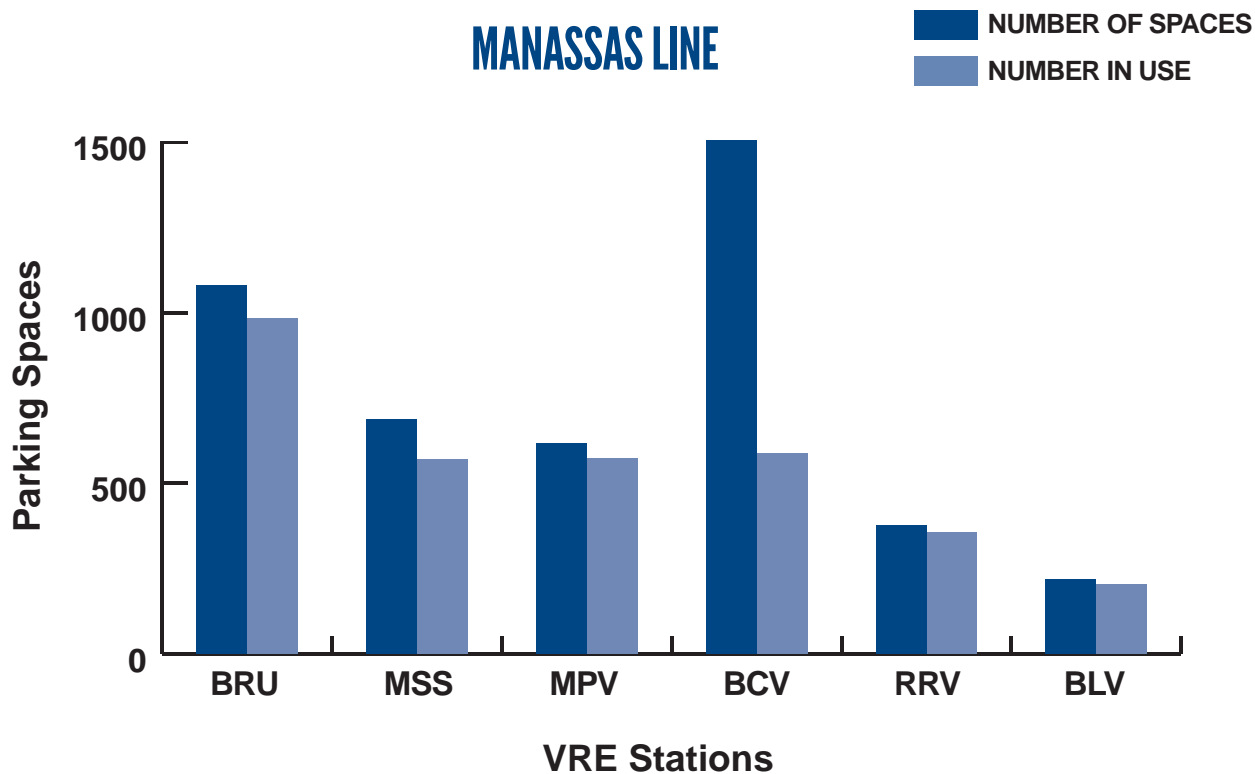
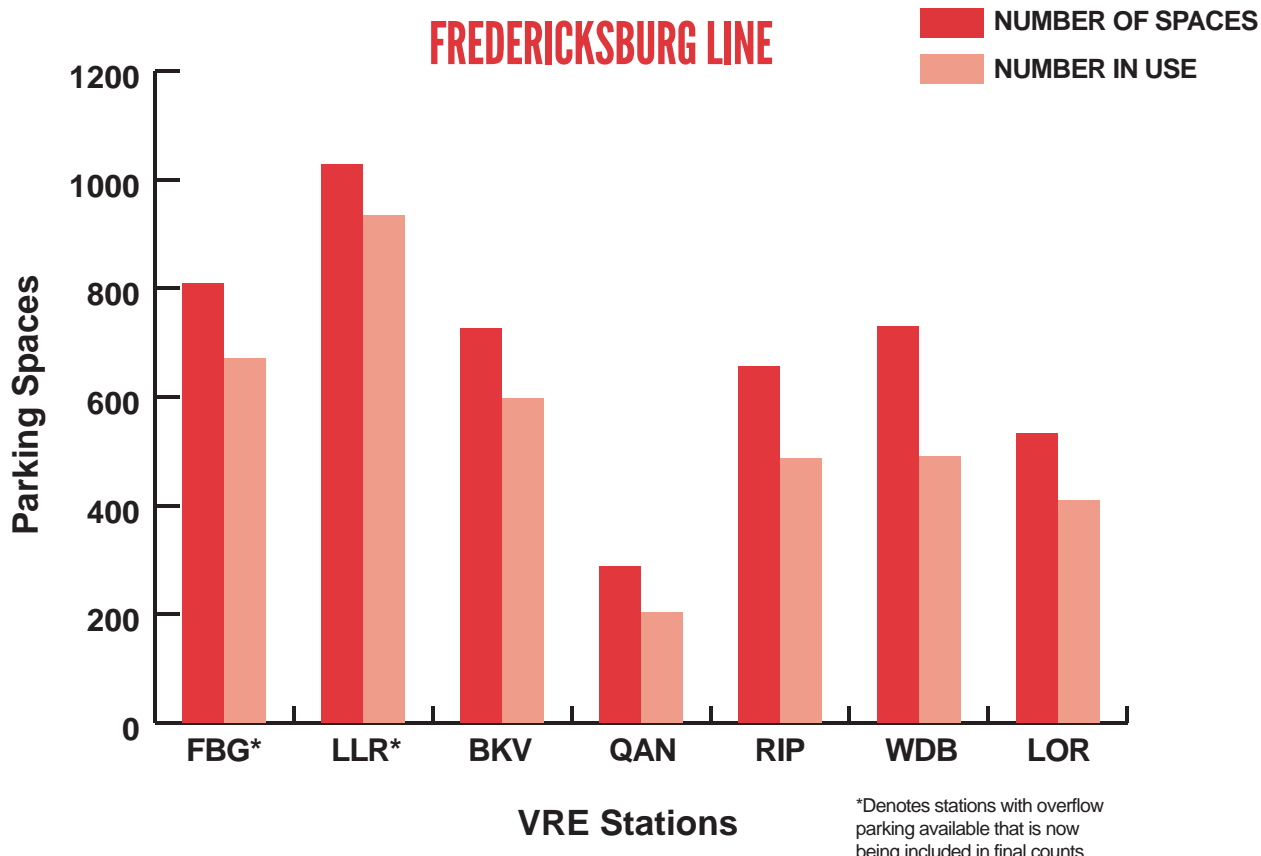


MANASSAS LINE

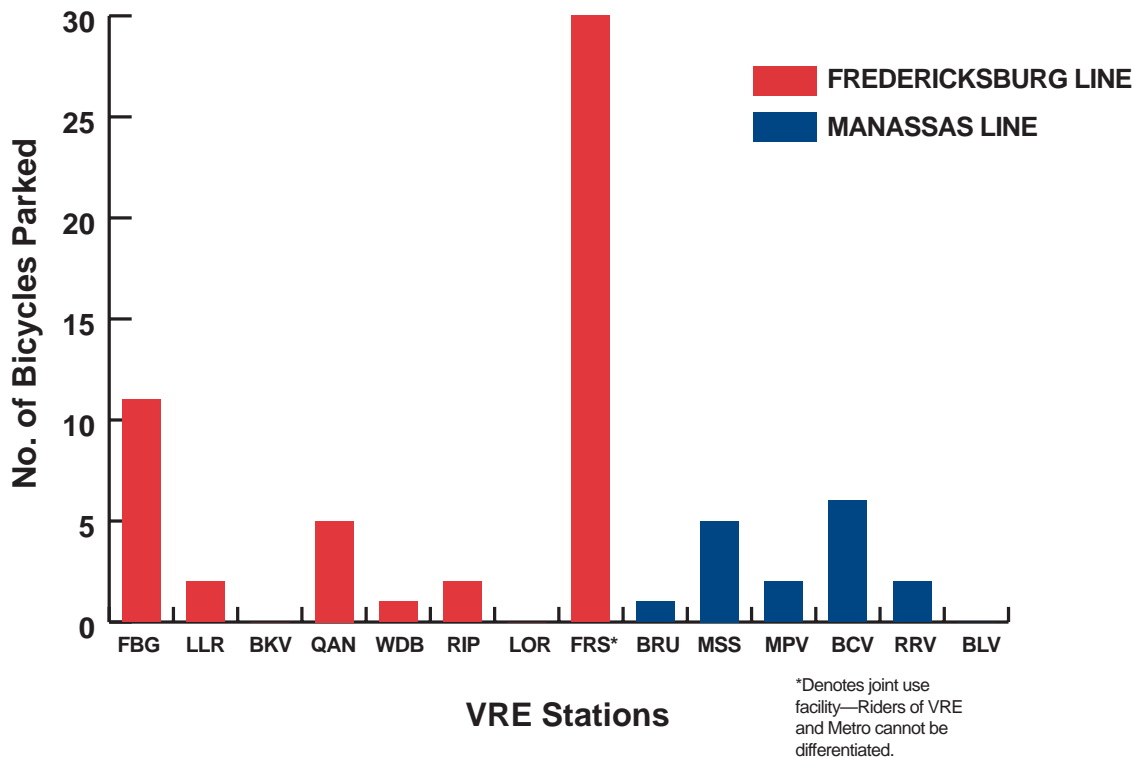




PARKING UTILIZATION



BICYCLE COUNTS



FINANCIAL REPORT

SUMMARY OF FINANCIAL RESULTS

| MEASURES | DOLLARS | GOAL | ACTUAL |
|--|-------------------|--------|------------------|
| Operating Ratio | | 55% | 48% |
| BUDGETED REVENUE | 81,579,601 | | |
| Budgeted Revenue YTD | 18,281,885 | | |
| Actual Revenue YTD | 18,099,851 | | |
| Cumulative Variance | (182,034) | | (182,034) |
| Percent Collected YTD | | 22.41% | 22.19% |
| BUDGETED EXPENSES | 81,579,601 | | |
| Budgeted Expenses YTD | 14,804,422 | | |
| Operating Expenses YTD | 13,121,723 | | |
| Cumulative Variance | 1,682,699 | | 1,682,699 |
| Percent Expended YTD | | 18.15% | 16.08% |
| NET INCOME (LOSS) FROM OPERATIONS | | | 1,500,664 |

Fare income for the month was \$18,264 below the budget – an unfavorable variance of 0.60%. The cumulative variance for the year is 0.45% or \$28,182 above the adopted budget. Revenue in FY 2015 is down 3.5% compared to FY 2014. The annual State Operating Assistance is budgeted at \$10.3M, but the award is \$9.0M. This creates an expanding budget vs actual difference by approximately \$100k per month. This will be resolved when the budget is amended in December.

To the left is a summary of the financial results (unaudited). Detail on the major revenue and expense categories is provided in the attached Operating Budget Report.

These figures are preliminary and unaudited.

FINANCIAL REPORT, *CONT.*

FY 2015 OPERATING BUDGET REPORT, AUGUST 31, 2014

| | CURR. MO. ACTUAL | CURR. MO. BUDGET | YTD ACTUAL | YTD BUDGET | YTD VARIANCE | | TOTAL FY14 BUDGET |
|---|---------------------|---------------------|---------------|------------|--------------|-------|----------------------|
| | | | | | \$ | % | |
| OPERATING REVENUE | | | | | | | |
| Passenger Ticket Revenue | 3,044,582 | 3,062,846 | 6,299,724 | 6,271,542 | 28,182 | 0.4% | 36,900,000 |
| Other Operating Revenue | 4,100 | 13,696 | 40,936 | 28,043 | 12,893 | 46.0% | 165,000 |
| Subtotal Operating Revenue | 3,048,682 | 3,076,542 | 6,340,660 | 6,299,585 | 41,075 | 0.7% | 37,065,000 |
| Jurisdictional Subsidy (1) | - | - | 8,379,297 | 8,379,297 | - | 0.0% | 12,305,000 |
| Federal/State/Other Jurisdictional Subsidy | 1,684,844 | 1,796,398 | 3,374,033 | 3,597,142 | (223,110) | -6.2% | 29,954,301 |
| Appropriation from Reserve | - | - | - | - | - | 0.0% | 2,240,000 |
| Interest Income | 3,067 | 3,067 | 5,861 | 5,861 | - | 0.0% | 15,300 |
| Total Operating Revenue | 4,736,593 | 4,876,007 | 18,099,851 | 18,281,885 | (182,034) | -1.0% | 81,579,601 |
| OPERATING EXPENSES | | | | | | | |
| Departmental Operating Expenses | 8,181,636 | 9,365,097 | 13,120,198 | 14,804,422 | 1,684,224 | 11.4% | 74,310,199 |
| Debt Service | - | - | - | - | - | | 6,714,870 |
| Other Non-Departmental Expenses | - | - | 1,525 | - | (1,525) | | 554,533 |
| Total Operating Expenses | 8,181,636 | 9,365,097 | 13,121,723 | 14,804,422 | 1,682,699 | 11.4% | 81,579,601 |
| NET INCOME (LOSS) FROM OPERATIONS | | | | | | | |
| | (3,445,043) | (4,489,090) | 4,978,128 | 3,477,464 | 1,500,664 | | - |
| CALCULATED OPERATING RATIO | | | | | | | |
| | | | 48% | 43% | | Goal | 55% |
| (1) Total jurisdictional subsidy is \$16,428,800. Portion shown is attributed to Operating Fund only. | | | | | | | |



RAIL OPERATIONS

SAFETY & SECURITY UPDATE

VRE recently hosted a meeting of the Passenger Rail Safety Subcommittee, a subgroup of the Metropolitan Washington Council of Governments. Our participation in this group enables us to interact with our colleagues and counterparts at Amtrak, WMATA and other agencies and most importantly, we continue to foster our very strong relationship with area fire and rescue organizations. This group is heavily engaged in building an easily understandable and reliable emergency response plan for area rail systems, a cause that VRE strongly endorses.

CAPITAL PROJECTS

ALEXANDRIA STATION PEDESTRIAN TUNNEL PROJECT

This project will build a tunnel connecting Alexandria's Union Station with the WMATA King Street Station. The Final Feasibility Study will be distributed in October. Progress is being made on studies for adding a new elevator on the West Platform. Stakeholder meetings with CSXT and the City of Alexandria about tunneling construction methods have led to new insights for preliminary engineering. Field studies and survey are on-hold pending CSX flagger availability. Preliminary Engineering cannot proceed without the field information. The preliminary schedule may need to be adjusted once field work is completed. Design of the pedestrian tunnel is anticipated to be completed in Fall 2015, with a service date in 2017.



The new pedestrian tunnel will replace the access from the WMATA King Street Station (left of photo) to the Alexandria Union Station (visible on the hill), which currently requires using a long circuitous sidewalk route with a much shorter tunnel from the Alexandria platform to the Metro platform.



The existing at-grade crossing of the railroad tracks will be replaced with a tunnel. Access to the East Platform (far side) from the West Platform (near side) will be by an elevator and stairway on the near side to the tunnel and an elevator and stairway on the East Platform. The ADA accessible pedestrian access will continue to the Metro platform.

CAPITAL PROJECTS, *CONT.*

L'ENFANT STORAGE TRACK

The project will place an existing 1,400-foot storage track, just north of the VRE L'Enfant Station into service. This will allow for a mid-day train storage opportunity. Coordination has been required between VRE, CSX and PEPCO to move the signal and wayside power design forward. The project is on-hold pending CSX finalizing the signal design which was originally expected in July. Board approval and advertisement are on-hold awaiting CSX action.

SPOTSYLVANIA THIRD TRACK PROJECT

VRE issued an NTP for this project in December of last year. Fill operations and roadbed construction/prep for track construction for Phase 1 is almost complete. Drainage extensions are complete, except for the bridge/arch extension at Massaponax Creek. Crash wall improvements at the US Rte 17 overhead bridge have been completed. Retaining Wall construction has been ongoing for several months. Fill operations and Track construction for Phase 2 will be able to be completed once the retaining walls and arch extension at Massaponax Creek are complete. Phase 1 for Civil/Drainage/Track Roadbed construction is scheduled to be complete before the end of the year. CSX Track and Signal work for Phase 1 is scheduled for completion in the Spring of 2015. Project completion is scheduled for summer 2015.



CAPITAL PROJECTS, *CONT.*

SPOTSYLVANIA STATION PROJECT

VRE issued an NTP for this project in July of this year. Drainage/Fill operations have been ongoing over the past 2 months. An official ground-breaking ceremony occurred on August 12th. Station construction project completion is tentatively scheduled for first quarter of next calendar year. The in-service date for this station will hinge on the completion of the Spotsylvania Parking Lot project, which is scheduled to be complete in the late spring/early summer of 2015. The Spotsylvania Parking Lot Project for the new Spotsylvania VRE Station is scheduled to issue an NTP for their contractor in late October / early November. The initial estimate for the construction schedule for the parking lot is 8 months.

VRE FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed Projects:

1. Replaced HVAC system at Alexandria headquarters north office space.
2. Modification of obsolete ADA lift enclosure at Manassas Park station to provide open-structure shelter.

Projects scheduled to be completed this quarter:

1. New Dominion Power electric service installation at Broad Run yard.
2. Replace aging HVAC systems in Alexandria headquarters server and communications rooms.
3. Repair deteriorating metal railings at Quantico station.
4. Painting of Manassas Park, Rolling Road, Rippon, Brooke, Quantico and Crystal City stations.
5. Install additional "no parking" signage in Lot G in Fredericksburg.
6. Restripe Lots G and E in Fredericksburg and south portion of Manassas Park parking lot.
7. Issue IFB for replacement of stairs at Rippon station.
8. Repair roof at Rippon station.

Projects scheduled to be initiated this quarter:

1. Replace benches at several stations.
2. Rehabilitate elevator cabs and hoistways at Rippon and Franconia-Springfield stations.
3. Install portable generator connections at all stations with elevators; long term all stations will be equipped for portable generator operations.
4. Correct drainage pipe slope at Crossroads maintenance and storage facility.

Projects Ongoing:

1. Continue modifications of obsolete ADA lift enclosures at several stations to provide open-structure shelters.



PLANNING

RICHMOND TO WASHINGTON, D.C. RAIL EXPANSION STUDY BEGINS

The Virginia Department of Rail and Public Transportation (DRPT), in cooperation with the Federal Railroad Administration (FRA), announced the start of preliminary engineering and the preparation of a Tier II Environmental Impact Statement (EIS) for expansion of railroad capacity and enhanced intercity passenger rail service between Washington, D.C. and Richmond, VA. The 115-mile corridor is a segment of the Southeast High Speed Rail Corridor (SEHSR), which runs from Washington, D.C. through Richmond, VA. and Raleigh, N.C. to Charlotte, N.C. The railroad capacity improvements under study include additional segments of third main track within the VRE operating territory between Fredericksburg and the Potomac River that would also be used by VRE trains.

The DRPT-FRA project, expected to be complete within three years, is the second step in a two-tiered process of federal review. The current study will further evaluate the preferred alternative for the Richmond to Washington, DC segment from the 2002 SEHSR EIS (Alternative “A” – the CSX Transportation line), as well as other passenger rail improvements required to support increased passenger service and faster, more reliable connections. The exact corridor route and station locations will be decided as a part of the Tier II EIS process.

The public will play an integral role in the development of the preferred alternative and in the overall environmental review process. Throughout the study, the public will have multiple opportunities to learn more and provide insight regarding how improved intercity passenger rail service will impact their communities. The first opportunity for public input is available now through an online survey at www.DC2RVArail.com. This survey offers citizens and other stakeholders a chance to give initial input on the scope of the study before the public scoping meetings, which will take place in November. Four public scoping meetings will be held throughout the corridor in November 2014, including meetings in Quantico and Arlington. The meetings will offer additional opportunities to learn details of the study, review information from the Tier I EIS, and to provide feedback.

Public information meeting dates and locations as well as study details can be found on the project website at www.DC2RVArail.com, the project Facebook page at [DC2RVArail](https://www.facebook.com/DC2RVArail), and Twitter at [@DC2RVArail](https://twitter.com/DC2RVArail).

PROCUREMENT

UPCOMING PROJECTS

- Planning and Engineering Services for the Gainesville-Haymarket Extension
- Repair and Overhaul of Locomotive Rotating Electrical Equipment
- Database Developer Services
- Security Alarm and Access Systems Monitoring and Maintenance Services
- Stair Replacement at the VRE Rippon Station
- Mechanical Engineering Consulting Services – MEC VI
- Preliminary Engineering and Environmental Screening for Platform and Canopy Extensions and Construction of a Second Platform at the Brooke and Leeland Stations
- Platform Extension at the VRE Rolling Road Station
- Auditing Services
- Engineering and Environmental Services for a Life Cycle Maintenance Facility
- General Planning Consulting Services I – Project Development Services
- General Engineering Consulting Services (GEC) VII – Project Implementation Services

COMMUTER STATIONS & PARKING PROJECTS

| Project & Code | Description | Task | Task Description | Project Manager | Board Item Number | % of Total Task Completion | Calendar Completion Date (Est.) |
|--|--|---|---|--------------------|-------------------------|----------------------------|---------------------------------|
| Alexandria - King St Pedestrian Tunnel | Design and installation of a new pedestrian tunnel between the VRE/Amtrak and METRO stations and modifications to eastern platform to allow service from Track #1. | Feasibility Study | Prepare a feasibility study with limited survey to investigate challenges associated with designing, permitting and constructing a tunnel under a live CSX track. | Norine Walker | 8C-05-2012 | 95% | 4th Quarter 2014 |
| | | Site Investigation | Compile soils data and perform in-situ testing to prepare for final design phase and provide VDOT with environmental information. | Norine Walker | 8H-10-2013 | 15% | 3rd Quarter 2014 |
| | | Design & Construction Administration | Design & construction administration for pedestrian tunnel and modifications to east platform. | Norine Walker | 8F-12-2013 | 5% | 2nd Quarter 2017 |
| Amtrak Joint Recapitalization Project | Amtrak and VRE joint benefit recapitalization projects | Washington Union Terminal Rail Service Improvement Plan | Joint study with Amtrak and MARC re: meeting current and forecasted growth for target years 2017 and 2030. | Christine Hoeffner | | 100% | Completed |
| | | Coach Yard Wayside Power Upgrade | Upgrade and replace wayside power station for VRE storage tracks at the Coach yard | Rich Dalton | | 100% | Completed |
| | | WUT Canopy Roof Repairs | Repairs of canopy roof at WUT lower level platforms | Rich Dalton | | 70% | 2nd Quarter 2015 |
| | | Alexandria - King St Station Platform Elevation | Raise west platform elevation | Rich Dalton | | 0% | TBD |
| Broad Run Parking Expansion | Environmental Analysis and Engineering to expand parking by 700 spaces | EA & PE | Perform environmental analysis and engineering and provide construction administration to expand parking by 700 spaces | Norine Walker | 11D-04-2011 | 30% | 3rd Quarter 2014 |
| Franconia-Springfield Station Rehabilitation | To make repairs & improvements to the Franconia Springfield Station Eastern Platform & Passenger Walkway | Repairs & Improvements | Infrastructure repairs and improvements to eastern platform and passenger walkway at VRE Franconia-Springfield Station. | Kip Foster | 9F-06-2011 | 100% | Completed 3rd Quarter 2013 |
| | | Flagging Services & Protection | Provide flagging services during platform level repairs and overhead pedestrian bridge work. | Kip Foster | 9G-06-2011 | 100% | Completed 2012 |
| Lorton Station Expansion | Expansion of station by extending eastern platform and adding a second platform | PE and Environmental | EA and PE to extend the exiting platform and construct a second platform. | Eric Johnson | 10A-10-2010 | 100% | Completed 4th Quarter 2012 |
| | | Station Expansion Design | Prepare construction documents and provide construction administration for 250' platform expansion with upgraded LED lighting | Eric Johnson | 8B-05-2012 | 90% | 1st Quarter 2015 |
| | | Platform Extension Construction | Construction of 250' platform extension with upgraded LED lighting | Kip Foster | 8B-03-2014 | 0% | 1st Quarter 2015 |
| | | Utility Relocation | Relocate CenturyLink communications line to accommodate platform extension and future second platform | Kip Foster | 8C-03-2014 | 0% | 3rd Quarter 2014 |
| | | Construction Management Services | Provide construction management and inspection services during construction of platform extension | Kip Foster | 9A-04-2014 | 0% | 1st Quarter 2015 |
| | | Environmental | Prepare Categorical Exclusion for Second Track construction | Norine Walker | TBD | 0% | TBD |
| | | Preliminary Engineering | Design of second platform | Norine Walker | TBD | 0% | TBD |
| Rolling Road Platform Extension | 250 Foot Platform Extension / 100 Foot Canopy Extension | PE / Env Design Construction / CM | 250' Platform Extension / 200' Canopy Extension / 200' Future Platform Concept Design | Kip Foster | | | |
| Spotsylvania Station (New Station) | Development of a new VRE station in Spotsylvania County (Station Only, NO Parking) near the Crossroads Yard | Station Design | Design of the new platform and head house. | Kip Foster | 9F-06-2012 & 9G-06-2012 | 100% | Completed 2nd Quarter 2013 |
| | | Station Construction | Construction of the new platform and head house. | Kip Foster | 9F-05-2013 | 10% | 2nd Quarter 2014 |

| Status | Change Order, Budget & Schedule Change Notes & Updates | Vendor | Total Adopted CIP Budget Thru FY15 (\$) | Total Board Approved Funds (\$) | Contractual Commitments To-Date (\$) | Total Expenditures To-Date (\$) |
|---|---|-------------------------|---|---------------------------------|--------------------------------------|---------------------------------|
| Plan to distribute final feasibility report in early October and closing out this task. | | AECOM | \$ 10,626,000 | \$ 162,711 | \$ 147,919 | \$ 147,737 |
| Received Board approval in May 2014 to execute AECOM task order supplement to include additional soil borings. Field work pending CSXT flagger availability. | Supplement No. 1, October 2013, \$26,709. Supplement No. 2, May 2014, \$85,752. | AECOM | | \$ 173,648 | \$ 162,402 | \$ 29,718 |
| Design kickoff meeting held in early February 2014. Completed all initial stakeholder meetings and reviewing studies on construction methodology, West Platform elevator location and other items with CSXT, City and Amtrak. On-hold for field survey and soils borings until CSXT flaggers available. | | Gannett Fleming | \$ - | \$ 1,814,559 | \$ 1,728,151 | \$ 99,604 |
| TOTALS | | | \$ 10,626,000 | \$ 2,150,918 | \$ 2,038,472 | \$ 277,059 |
| Project completed. | Final invoice received 2/28/14; payment authorized 3/20/14. | Amtrak | \$ 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 987,625 |
| Project completed. | Last invoice received 4/12/2013 | Amtrak | \$ 750,000 | \$ 750,000 | \$ 750,000 | \$ 515,968 |
| Amtrak has spent all allocated budget, but performed only 70% of the work. Amtrak requesting additional \$300k to complete the project. VRE is currently reviewing latest proposed revisions to the Agreement submitted by Amtrak. | Project has been stopped; VRE and Amtrak reconciled work performed and payment up to the initial \$600K project budget; Amtrak submitted revised agreement and estimate to complete the project on 6/2/14; VRE submitted comments and request for revisions; Amtrak currently reviewing final draft agreement. | Amtrak | \$ 600,000 | \$ 600,000 | \$ 600,000 | \$ 573,953 |
| | | Amtrak | \$ 278,867 | \$ 278,867 | \$ - | \$ - |
| TOTALS | | | \$ 2,628,867 | \$ 2,628,867 | \$ 2,350,000 | \$ 2,077,547 |
| 30% design submitted. Awaiting FTA approval of CE application submitted in August 2013. 60% design effort will begin after CE approval is obtained. Initial comments have been generated from the 30% design review. CE will have to be redone | | Dewberry | \$ 3,420,000 | \$ 2,031,263 | \$ 1,846,603 | \$ 393,120 |
| TOTALS | | | \$ 3,420,000 | \$ 2,031,263 | \$ 1,846,603 | \$ 393,120 |
| Substantial Completion and owner occupancy in June. Punch list complete. Fairfax County Permit closed out. Contract closeout pending contractor response to closeout notification. | Change Order # 1, Canopy Roof/Gutters/Downspouts, \$39,230 --- Change Order # 2, Stringer Repair/Replacement, \$47,440 --- Change Order # 3, Structural Steel Repairs/Rehab, \$45,682 --- Change Order # 4 - \$4,928 - Window Jamb Rehab and Replacement --- Change Order # 5 - \$222 - Gutter Repair | Vista Contracting, Inc. | | \$ 455,950 | \$ 449,141 | \$ 426,687 |
| No additional flagging expected. | Force account estimate for flagging in the amount of \$124,765. | CSX Trans. | | \$ 132,000 | \$ 124,765 | \$ 58,185 |
| TOTALS | | | \$ 522,000 | \$ 587,950 | \$ 573,906 | \$ 484,872 |
| Completed | | HDR | | \$ 306,350 | \$ 278,500 | \$ 271,476 |
| HDR providing permit assistance, coordinating Special Inspections, and providing Construction Engineering to include shop drawing review as needed. | | HDR | | \$ 103,400 | \$ 94,000 | \$ 87,694 |
| Received Board approval in March to award construction contract to Hammerhead Construction. Contract awarded in late April. Received Board approval in May to execute CSX force account agreement for design review and flagging during construction. CSX processing of ROE for Hammerhead Construction, and CSX/VRE finalizing CSX/VRE Construction Agreement. | | Hammerhead Construction | | \$ 991,980 | \$ 901,800 | \$ - |
| Received Board approval in March to execute communications line relocation agreement with CenturyLink. Agreement executed in early April. | | CenturyLink | \$ 4,820,000 | \$ 66,664 | \$ 60,604 | \$ - |
| Received Board approval in April to execute task order with Gannett Fleming for construction management and inspection services during construction of platform extension. Task order executed in late April. | | Gannett Fleming | | \$ 164,786 | \$ 149,805 | \$ - |
| Pending NVTA Approval | | TBD | | | | |
| Pending NVTA Approval | | TBD | | | | |
| TOTALS | | | \$ 4,820,000 | \$ 1,633,180 | \$ 1,484,709 | \$ 359,170 |
| Draft Scope to Gerri July/2014 | | | \$ 2,000,000 | | | |
| TOTALS | | | \$ 2,000,000 | \$ - | \$ - | \$ - |
| STV under contract for Construction Engineering and Shop Drawing Review. | | STV | | \$ 405,912 | \$ 369,011 | \$ 205,332 |
| Clearing and Grubbing Complete. Fill Operations Underway. | | Hammerhead Construction | \$ 3,422,500 | \$ 2,583,900 | \$ 2,349,000 | \$ 189,562 |
| TOTALS | | | \$ 3,422,500 | \$ 2,989,812 | \$ 2,718,011 | \$ 394,894 |

TRACK & INFRASTRUCTURE PROJECTS

| Project & Code | Description | Task | Task Description | Project Manager | Board Item Number | % of Total Task Completion | Calendar Completion Date (Est.) |
|--|--|-------------------------------|--|-----------------|-------------------|----------------------------|---|
| L'Enfant Storage Track | Construct ~1,400 feet of Storage Track North of the L'Enfant Station Platform, including Wayside Power (Capacity of 2 Trainsets) | Storage Track Construction | Construct ~1,400 of track north of L'Enfant Station | Eric Johnson | 8B-10-2006 | 100% | Completed 4th Quarter 2010 |
| | | Wayside Power Design | Design wayside power for stored train sets | Norine Walker | | 90% | 1st Quarter 2014 |
| | | Wayside Power Construction | Construction of wayside power for stored train sets | Norine Walker | N/A | 30% | 4th Quarter 2014 |
| | | Air Compressor Procurement | Procurement and installation of air compressor equipment for new storage track air system (eVA). | Eric Johnson | N/A | 100% | Completed 3rd Quarter 2008 |
| | | Switch & Signalization Design | Design of storage track switches and signals | Norine Walker | 9B-06-2011 | 90% | 3rd Quarter 2014 |
| Spotsylvania Third Track Expansion (Crossroads to Hamilton - Fredericksburg) | Construct approximately 2.5 miles of third track leading to the new Spotsylvania Station | Third Track Civil Design | Environmental Analysis and Final Design | Kip Foster | | 100% | Completed 2nd Quarter 2013 |
| | | Third Track Signal Design | CSX Signal design and engineering support | Kip Foster | 9E-06-2012 | 100% | 1st Quarter 2014 |
| | | Track & Signal Construction | CSX Construction of Signals and Track | Kip Foster | 9H-09-2013 | 40% | n/a |
| | | Track Work & Structures | Abernathy Construction of Civil, Track, & Structures | Kip Foster | 9C-06-2013 | 40% | Phase 1 4th Quarter 2014 Phase 2 2nd Quarter 2015 |

PLANNING, COMMUNICATIONS & INFORMATION TECHNOLOGY PROJECTS

| Project & Code | Description | Task | Task Description | Project Manager | Board Item Number | % of Total Task Completion | Calendar Completion Date (Est.) |
|--|---|---|--|--------------------|-------------------|----------------------------|---------------------------------|
| Gainesville Haymarket Expansion Planning | Expansion of VRE Service to Gainesville & Haymarket, VA | G/H Expansion Analysis (Feasibility) | Develop expansion alternatives for VRE Service to G/H | Christine Hoeffner | 9D-12-2007 | Complete | Complete |
| | | G/H Expansion Project Development, Environmental and Design | Perform planning and project development activities, environmental analysis and engineering design | Christine Hoeffner | | 0% | TBD |
| | | Construction (Future) | Future Track Construction | TBD | | 0% | TBD |
| Mobile Ticketing | Development and Implementation of a Mobile Ticketing System | | | Chris Henry | 8H-09-2013 | 9.9% | 6/30/16 |
| System Planning | Prepare system plan to cover 20+ year planning horizon | | | Christine Hoeffner | 9F-04-2013 | | 1st Quarter 2014 |

| Status | Change Order, Budget & Schedule Change Notes & Updates | Vendor | Total Adopted CIP Budget Thru FY15 (\$) | Total Board Approved Funds (\$) | Contractual Commitments To-Date (\$) | Total Expenditures To-Date (\$) |
|--|--|-----------------------------|---|---------------------------------|--------------------------------------|---------------------------------|
| Track Complete | n/a | CSX Trans. | \$ 3,219,000 | \$ 830,000 | \$ 706,000 | \$ 442,794 |
| Final plans submitted to CSXT 8/6/2014. | Supplement to GEC V Task Order 7 in the amount of \$8,600 executed in late December 2012. | HDR | | \$ - | \$ 50,925 | \$ 50,884 |
| Wayside power construction to follow PEPCO's design and construction of electric service. Awaiting CSXT approval of design; CSXT - 30-day pushback to finalize signal design | | NVE | | \$ - | \$ 688,480 | \$ 208,390 |
| Air compressor system delivered and stored at Crossroads Yard. Installation no longer included in scope of work. Investigating alternate uses for equipment. | | Kaeser Compressors, Inc. | | \$ - | \$ 37,531 | \$ 37,531 |
| CSXT previously anticipated completion of track and signal modification design in May 2013. CSXT signal design must be approved and CSXT must gain District approval and committed to provide cost estimate in September. Board approval on hold awaiting CSXT action. | | CSX Trans. | | \$ 250,000 | \$ 225,000 | \$ 126,821 |
| | | TOTALS | \$ 3,219,000 | \$ 1,080,000 | \$ 1,707,936 | \$ 866,420 |
| Permitting complete, agency construction notifications issued. Design plans circulated for signature. Final Revision completed. Construction Plans circulated to contractors and other stakeholders. Pre-Construction Conference held December 19, 2014. | | STV | \$ 32,500,000 | \$ 817,703 | \$ 743,366 | \$ 742,813 |
| Signal Design for Phase 1 and Phase 2 complete. Design checked by CSX. Signal Construction underway. | | CSX Trans. | | \$ 1,009,800 | \$ 917,400 | \$ 940,853 |
| 100% design completed. Signal Construction Underway. | | CSX Trans. | | \$ 20,522,611 | \$ 20,522,611 | \$ 5,000,000 |
| Phase 1 work nearing completion (other than coordination with CSX for Track Installation). Phase 2 work underway. | CA # 1 - Access from Crossroads Pkwy \$112,715 CA # 2 - Load Test for Microspiles \$47,900 CA # 3 - Subgrade Stabilization \$86,583 CA # 4,5,8,9, 12- Weather Extensions - time only Station Site Fill \$155,899 CA # 6 - Proposed CA # 7 - Underdrain \$17,400 CA# 10 - Pipe Extension PP Conflict \$299,973 CA # 11 CSX Extensions and Unused Credits (42,295) | Abernathy Construction Corp | | \$ 8,880,073 | \$8,750,971 | \$3,600,412 |
| | | TOTALS | \$ 32,500,000 | \$ 31,230,187 | \$ 30,934,348 | \$ 10,284,078 |

| Status | Change Order, Budget & Schedule Change Notes & Updates | Vendor | Total Adopted CIP Budget Thru FY15 (\$) | Total Board Approved Funds (\$) | Contractual Commitments To-Date (\$) | Total Expenditures To-Date (\$) |
|---|---|-------------|---|---------------------------------|--------------------------------------|---------------------------------|
| Feasibility Study Completed on 9/28/2009 | Aerial Survey Deferred to NEPA/PE. Revised Consultant Responsibility for Cost Estimating from Belstar to VHB/DMJM | VHB | \$ 3,037,338 | \$ 1,537,338 | \$ 1,397,338 | \$ 1,042,749 |
| \$1,500,000 allocated in FY14 NVTA regional funding. Awaiting execution of a project agreement with NVTA. | | TBD | | \$ - | \$ - | \$ - |
| Future Construction Related to Expansion | Funding Sources TBD | TBD | | \$ - | \$ - | \$ - |
| | | TOTALS | \$ 3,037,338 | \$ 1,537,338 | \$ 1,397,338 | \$ 1,042,749 |
| At August monthly workshop, we viewed user experience/user interface and inspector app. Test version to be released to project team in September. | | GlobeSherpa | | \$ 3,510,627 | \$ 316,948 | \$ 316,948 |
| | | TOTALS | \$ - | \$ 3,510,627 | \$ 316,948 | \$ 316,948 |
| VRE Ops Board adopted plan 1/17/14. Brochure complete. Final report under review by VRE. | GEC task order (\$35,000) for supplemental public outreach/communications support issued 9/30/13 | P.B. | \$ 185,000 | \$ 150,000 | \$ 185,000 | \$ 176,163 |
| | | TOTALS | \$ 185,000 | \$ 150,000 | \$ 185,000 | \$ 176,163 |

YARD PROJECTS

| Project & Code | Description | Task | Task Description | Project Manager | Board Item Number | % of Total Task Completion | Calendar Completion Date (Est.) |
|---|---|--|--|-----------------|-------------------|----------------------------|---------------------------------|
| Broad Run Yard Train Wash and Crossroads Yard Warehouse | Design and construction of Broad Run Yard train wash and Crossroads Yard warehouse. | Crossroads Warehouse Design | Conceptual and final design of new Crossroads warehouse. | Eric Johnson | 10D-04-2012 | 100% | Completed 4th Quarter 2012 |
| | | Crossroads Warehouse Construction | Construction of new Crossroads warehouse. | Eric Johnson | 11E-04-2011 | 100% | Completed 2nd Quarter 2013 |
| | | Broad Run Train Wash Design | Conceptual and final design and construction administration for Broad Run train wash | Norine Walker | 9D-06-2012 | 90% | 3rd Quarter 2014 |
| | | Broad Run Train Wash Construction | Future Construction/Installation Work related to Broad Run train wash | TBD | TBD | n/a | n/a |
| Crossroads Lifecycle Maintenance | Engineering and Environmental Services for a Lifecycle Maintenance Facility | PE, final design and environmental screening for construction docs and limited engineering support during construction | LCM facility includes ability to remove, repair and reinstall main engines, head end power units, trucks, cart bodies, main generators, auxiliary generators, traction motors, etc. And associated track work. | TBD | 9G-09-2014 | 0% | |
| Yard Fall Protection | Installation of fall protection systems at Broad Run and Crossroads yards | | | Kip Foster | 9C-01-2013 | 100% | Completed 3rd Quarter 2013 |

ROLLING STOCK PROJECTS

| Project & Code | Description | Task | Task Description | Project Manager | Board Item Number | % of Total Task Completion | Calendar Completion Date (Est.) |
|-------------------------------|---|--|--|-----------------|-------------------|----------------------------|---------------------------------|
| Passenger Railcar Procurement | To Acquire Fifteen (15) New Railcars from Sumitomo to add to the existing VRE Passenger Car Fleet | New Railcar Manufacture (8 cars) | Base Order of 8 New Passenger railcars | Rich Dalton | 10C-01-2012 | 95% | 3rd Quarter 2016 |
| | | New Railcar Manufacture (7 cars) | Option Order of 7 New Passenger railcars | Rich Dalton | 8B-11-2013 | 5% | 1st Quarter 2018 |
| | | New Railcars Engineering Oversight (7 Cars) | On site engineering through warranty administration under MEC V task order STV-0038 under MEC V | Rich Dalton | 10A-01-2014 | 3% | 1st Quarter 2018 |
| | | New Railcars Engineering Oversight (8 Cars) | On site engineering through warranty administration under MEC V task order STV-0017 under MEC V | Rich Dalton | 9E-02-2012 | 85% | 3rd Quarter 2016 |
| Positive Train Control (PTC) | To install and implement Positive Train Control (PTC) for all VRE Locomotives | Positive Train Control Installation and Infrastructure | Positive Train Control for all locomotives and cab control cars (total 41), as mandated by the Rail Safety Improvement Act of 2008. | Rich Dalton | 9E-09-2013 | 0% | 4th Quarter 2015 |
| | | Oversight | Oversight - Positive Train Control for all locomotives and cab control cars, as mandated by the Rail Safety Improvement Act of 2008. | Rich Dalton | 9A-03-2013 | 5% | 4th Quarter 2015 |



| Status | Change Order, Budget & Schedule Change Notes & Updates | Vendor | Total Adopted CIP Budget Thru FY15 (\$) | Total Board Approved Funds (\$) | Contractual Commitments To-Date (\$) | Total Expenditures To-Date (\$) |
|--|--|---|---|---------------------------------------|--|---------------------------------------|
| | STV Task Order #3 Supplement #1 for \$146,414 for additional Crossroads warehouse engineering services | STV/RWA | \$ 5,723,959 | \$ 629,248 | \$ 619,334 | \$ 619,311 |
| Final payment issued in early April. | Contract Amendment No. 1 - Multiple change orders increasing Contract amount by \$124,409 and Contract time by nine days. Contract Amendment No. 2 - Multiple change orders increasing Contract amount by \$87,774 and Contract time by 173 days. | Trinity Construction Group, Inc. | | \$ 2,600,000 | \$ 2,092,364 | \$ 2,125,632 |
| Review of Broad Run train wash 90% design completed. Plan submission to Prince William County and City of Manassas on hold while seeking additional construction funding. VRE reviewing STV's recommendations for Crossroads train wash modifications. | Supplement No. 1 - Increased contract amount by \$3,864 for third party construction cost estimate. | STV/RWA | | \$ 307,513 | \$ 283,421 | \$ 174,875 |
| | | TBD | | \$ - | \$ - | \$ - |
| | | | | | | |
| Board approved advertisement September 19, 2014. Scope of Work developed. Once advertised and bids received return for Board authorization to award. | | TBD | | | | |
| | | | TOTALS | \$ 5,723,959 | \$ 3,536,761 | \$ 2,995,119 |
| Contract Closeout complete. | Change Order / Contract Amendment # 1 (\$14,896) issued. Increased contract amount from \$154,074 to \$168,970. | Industrial Turn Around Corporation (ITAC) | \$ 230,000 | \$ 169,482 | \$ 168,970 | \$ 168,970 |
| | | | TOTALS | \$ 230,000 | \$ 169,482 | \$ 168,970 |

| Status | Change Order, Budget & Schedule Change Notes & Updates | Vendor | Total Adopted CIP Budget Thru FY15 (\$) | Total Board Approved Funds (\$) | Contractual Commitments To-Date (\$) | Total Expenditures To-Date (\$) |
|--|--|--------------------------|---|---------------------------------|--------------------------------------|---------------------------------|
| Eight (8) base order cars are currently in revenue service. Warranty period ends 3rd Qtr 2016. | The car numbers are designated as V820 - V827; the first four (4) cars are delivered to VRE's Broad Run Maintenance and Storage Facility; the last four (4) cars shipped on August 26, 2014 and are currently in transit to VRE. The first four cars were conditionally accepted and are in service. | Sumitomo - Nippon Sharyo | \$ 52,544,714 | \$ 23,140,000 | \$ 21,240,000 | \$ 10,089,000 |
| Contract Amendment Executed; preliminary delivery schedule submitted by SCOA/Project Kick Off meeting held on March 20, 2014 | Contract Amendment Executed 12/19/2013 to increase the contract amount and order of cars. Progress meetings ongoing. | Sumitomo - Nippon Sharyo | | \$ 14,805,714 | \$ 14,805,714 | \$ - |
| On-going project status meetings and document reviews; on-site manufacturing oversight to start in January 2015. | The car numbers are designated as V828-834 | STV | | \$ 892,500 | \$ 849,245 | \$ 88,550 |
| Warranty Oversight | The second four (4) cars were delivered and placed into revenue service on 9-22-14. The two (2) year warranty period begins. | STV | | \$ 1,474,000 | \$ 1,250,000 | \$ 1,126,826 |
| | | | TOTALS | \$ 52,544,714 | \$ 40,312,214 | \$ 38,144,959 |
| WRE to submit signed contract | Authorization to award a sole source contract to Wabtec was approved by both Commissions on 10-3-13, preparing sole source documentation and Scope of Work - final contract documents forwarded to WRE for Signature 8/29/2014 | WRE | \$ 10,821,989 | \$ 7,980,877 | \$ 550,645 | \$ 50,778 |
| Task order issued on March 13, 2013 to STV for engineering and oversight work for implementation. MEC IV Task Order 0026 | PTC Implementation oversight - Definition Phase - Matrix of tasks was reviewed and approved by VRE for plan development and preparation underway for scope of work including hardware pricing and quotes, STV is also developing back office operation; updated 10/1/2014 | STV | | | | |
| | | | TOTALS | \$ 10,821,989 | \$ 7,980,877 | \$ 550,645 |

[illegible]

[illegible]



VIRGINIA RAILWAY EXPRESS
A Better Way. A Better Life.



**Virginia Railway
Express**

Board Members

Paul Milde
Chairman

John Cook
Vice-Chairman

Gary Skinner
Secretary

Paul Smedberg
Treasurer

Sharon Bulova
Maureen Caddigan
John Jenkins
Matt Kelly
Jennifer Mitchell
Suhas Naddoni
Martin Nohe
J. Walter Tejada
Bob Thomas
Jonathan Way

Alternates

Marc Aveni
Meg Bohmke
Brad Ellis
Jay Fisette
Frank Jones
Tim Lovain
Michael May
Jeff McKay
Kevin Page
Paul Trampe

Doug Allen
Chief Executive Officer

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

MINUTES

VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia October 17, 2014

| Members Present | Jurisdiction |
|-------------------------|-----------------------|
| Sharon Bulova (NVTC) | Fairfax County |
| Maureen Caddigan (PRTC) | Prince William County |
| John Cook (NVTC) | Fairfax County |
| John D. Jenkins (PRTC)* | Prince William County |
| Paul Milde (PRTC) | Stafford County |
| Jennifer Mitchell | DRPT |
| Martin Nohe (PRTC) | Prince William County |
| Gary Skinner (PRTC) | Spotsylvania County |
| Paul Smedberg (NVTC) | City of Alexandria |
| J. Walter Tejada (NVTC) | Arlington County |
| Bob Thomas (PRTC) | Stafford County |
| Jonathan Way (PRTC) | City of Manassas |

| Members Absent | Jurisdiction |
|----------------------|------------------------|
| Matt Kelly (PRTC) | City of Fredericksburg |
| Suhas Naddoni (PRTC) | City of Manassas Park |

| Alternates Present | Jurisdiction |
|--------------------|--------------|
| | |

| Alternates Absent | Jurisdiction |
|-----------------------|------------------------|
| Marc Aveni (PRTC) | City of Manassas |
| Meg Bohmke (PRTC) | Stafford County |
| Brad Ellis (PRTC) | City of Fredericksburg |
| Jay Fisette (NVTC) | Arlington County |
| Frank C. Jones (PRTC) | City of Manassas Park |
| Tim Lovain (NVTC) | City of Alexandria |
| Michael C. May (PRTC) | Prince William County |
| Jeff McKay (NVTC) | Fairfax County |
| Kevin Page | DRPT |
| Paul Trampe (PRTC) | Spotsylvania County |

| Staff and General Public | |
|---|--|
| Doug Allen – VRE | Tom Hickey – VRE |
| Julia Angelotti – Rep. Wittman's staff | Christine Hoeffner – VRE |
| Anthony Ayala – VRE | Pierre Holloman – Alexandria |
| Monica Backmon – NVTA | Karen Jeffers – Rep. Wittman's staff |
| Gregg Baxter – Keolis | Bryan Jungwirth – VRE |
| Nancy Collins – Stafford County | Ann King – VRE |
| Kelley Coyner – NVTC staff | Mike Lake – Fairfax County |
| Rich Dalton – VRE | Lezlie Lamb – VRE |
| James Davenport – Prince William County | Bob Leibbrandt – Prince William County |
| John Duque – VRE | Steve MacIsaac – VRE legal counsel |
| Patrick Durany – Prince William County | Dick Peacock – Citizen |
| Paul Garnett – Keolis | Scott Schenk – Free Lance-Star |
| Rhonda Gilchrest – NVTC staff | Brett Shorter – VRE |
| Al Harf – PRTC staff | Joe Swartz – VRE |

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

Chairman Milde called the meeting to order at 9:32 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

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

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

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

Chairman's Comments – 5

Chairman Milde reminded Board Members that the Capital Committee will meet following this meeting. He also reported that the VRE Master Agreement Amendment has been approved by seven of the nine jurisdictions. Prince William County Board of Supervisors has scheduled it for action on October 21st and VRE staff is working with the City of Fredericksburg to bring it forward for City Council approval.

Chairman Milde announced that Mr. Covington has resigned from the Prince William County Board of Supervisors to accept an appointment by the General Assembly to serve as a Judge in the General District Court of Prince William County. On behalf of the entire Operations Board, Chairman Milde thanked Mr. Covington for his outstanding leadership on the Board.

Ms. Caddigan moved, with a duel second by Mr. Skinner and Mr. Smedberg, to approve the resolution commending Mr. Covington for his distinguished service on the VRE Operations Board. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Milde, Mitchell, Nohe, Skinner, Smedberg, Tejada, Thomas and Way. Chairman Milde then presented Mr. Covington with a framed copy of the resolution and a framed photograph of a VRE train.

[Mr. Jenkins arrived at 9:39 A.M.]

On behalf of staff, Mr. Allen also thanked Mr. Covington for his leadership on the Board. Mr. Allen stated that Mr. Covington served as Board Chairman during his transition as the new CEO.

Mr. Covington expressed his appreciation for the opportunity to serve on the VRE Operations Board, which truly functions as a bipartisan group where Board Members come together and accomplish great things for VRE. He stated that serving on the VRE Operations Board is truly one of the highlights of his political career.

Chairman Milde welcomed Martin Nohe from the Prince William County Board of Supervisors who has been appointed to serve as a VRE Operations Board Member. Chairman Milde observed that Mr. Nohe is no stranger to transportation issues in general and VRE specifically. He serves on the Potomac and Rappahannock Transportation Commission and is the Chairman of the Northern Virginia Transportation Authority.

Remarks from Congressman Rob Wittman – 6

Chairman Milde introduced Congressman Wittman and welcomed him to the VRE Operations Board meeting. Congressman Wittman stated that VRE is an important part of the transportation system for the entire region. VRE has great potential for additional capacity and he stated that he appreciates what VRE and the Operations Board does. He asked if Board Members had any questions for him.

Ms. Bulova asked about his views on federal funding for rail in general and VRE specifically. Congressman Wittman stated that there are several different issues related to funding. It is important to make sure there is parity for commuters. He is co-sponsoring the Commuter Parity Equity Act, which would provide equity between parking and transit benefits. There are also discussions about what will happen with the reauthorization of the Federal Transportation Act. He has had discussions with Congressman Shuster who serves as Chairman of the Transportation and Infrastructure Committee on how to make the Highway Trust Fund more sustainable. Several ideas include indexing fuels tax, using repatriation tax proceeds, looking at arbitrage rules, and looking at construction requirements for federal highway funds. Congressman Wittman also explained that Virginia is a donor state, which means it only receives 98-cents on every dollar that is sent to Washington. Changing that in and of itself will not provide enough funding, but it could be part of the puzzle. He stated that there is probably no one solution; rather it will need to be a combination of solutions.

Ms. Bulova noted that the VRE Operations Board truly works as a bipartisan body to accomplish things for the system and the region. She asked Congressman Wittman to let the Board know how they can be helpful, including contacting other members of Congress, to affect changes that will be positive for the region and VRE.

Mr. Cook stated that it is his understanding that there has been talk of replacing the gas tax with a vehicle use tax, which would not be impacted by fuel efficiency and would better reflect use of the road. Congressman Wittman responded that conceptually it may sound good but from an implementation standpoint it is a firestorm on how to track it because of privacy issues. It is also a rural versus urban issue.

Mr. Skinner asked for Congressman Wittman's assistance to look at expanding the pool of funding in the next reauthorization for FTA Core Capacity funding. Congressman Wittman responded that he will discuss this with members of the Transportation and Infrastructure Committee and its Chairman, Congressman Shuster, to look at increasing this funding. For Northern Virginia, it is difficult because Virginia does not have a member on this committee.

Mr. Way asked Congressman Wittman about his views on high-speed rail in general and specifically the Washington, D.C. to Richmond high-speed rail initiative. Congressman Wittman stated that it would be important to look at investment costs and cost per passenger mile, usage, space in the corridor, and how to sustain ridership. It should be in relation to how we move people among spectrums of alternatives. It is also important to look for different ways to move freight traffic along the I-95 corridor because truck traffic is an issue along this corridor.

Ms. Mitchell stated that the Operations Board is interested in making sure transit funding is protected and that core capacity funds come from general funds and not at Virginia's expense. She asked for Congressman Wittman's help to protect these funds as VRE seeks federal funding for the Gainesville-Haymarket extension project and other core capacity projects. She stated that DRPT is leading the High Speed Rail initiative between Washington, D.C. and Richmond. She invited him to learn more about the project as the state would like his help to seek federal funding.

Mr. Harf asked about the Market Place Fairness Act, which if enacted provides a revenue stream to transit with state funding. Congressman Wittman stated that Congressman Goodlatte is the Chairman of the Judiciary Committee, which is where this legislation currently rests. He has had many conversations with Chairman Goodlatte about moving this legislation forward. He stated that Chairman Goodlatte understands that a sustainable revenue stream is important.

Mr. Tejada stated that with the significant federal government presence in the region, it is important to acquire more transit funding. He observed that the FTA grant process is a long process. Congressman Wittman agreed that the grant process does take a long time from the time a project is drafted to implementation. Fast tracking projects or simplifying the process would be helpful, while still making sure it is done properly and safely. He also stated that it is important to pass a multi-year long-term Federal Transportation and Infrastructure Authorization Bill.

Chairman Milde stated that there will need to be significant investments to implement VRE's System Plan in order to increase capacity. The Long Bridge project is a big ticket item. Congressman Wittman stated that the Long Bridge is an important project and he will do all that he can to support this project. He stated that it needs to be part of a network of systems.

Mr. Allen stated that he appreciates this dialogue with Congressman Wittman and thanked him for his continued support of VRE.

Chief Executive Officer's Comments – 7

Mr. Allen reported that on-time performance (OTP) for the month of September was at 94 percent and ridership remained solid. VRE will run its annual Santa Trains on December 13th in coordination with the Marine Corps Toys for Tots campaign. Tickets go on sale at 9:00 A.M. on November 24th. He also reported that VRE ran excursion trains for Clifton Days this past weekend. Mr. Allen stated that he is working with Monica Backmon, NVRTA's Executive Director, and NVRTA's Chairman, Marty Nohe, to communicate VRE's priority projects for funding. VRE is working to leverage these funds with other funding sources to implement projects. Mr. Allen announced that at the APTA Annual Conference, VRE received a first place Ad Wheel award for VRE's RIDE Magazine.

VRE Riders' and Public Comment – 8

Mr. Peacock expressed his appreciation for Congressman Wittman's comments. He encouraged Congressman Wittman to take a tour of the VRE system. He stated that VRE needs to persuade Amtrak to stop at Woodbridge for riders with step-up fares. Woodbridge has plenty of parking and this would be a simple way to increase capacity.

Ms. Bulova asked staff to look into this suggestion. Mr. Allen stated that it can be discussed at VRE's next meeting with Amtrak.

Authorization to Award a Contract for State Legislative Services – 9A

Mr. Allen stated that Resolution #9A-10-2014 would authorize him to execute a contract with The Hillbridge Group of Richmond, Virginia for state legislative services for a three year base at \$45,000 per year and two one-year options, for an authorization amount not to exceed \$225,000 over the five year period, with the CEO exercising the option years at his discretion.

Mr. Cook stated that he will recuse himself from this vote because of clients in litigation. Although he does not feel the reason requires recusal, he will err on the side of caution.

Mr. Skinner moved, with a second by Ms. Bulova, to approve Resolution #9A-10-2014. The vote in favor was cast by Board Members Bulova, Caddigan, Jenkins, Milde, Nohe, Skinner, Smedberg, Tejada, Thomas and Way. Ms. Mitchell abstained. Mr. Cook did not participate in the vote.

2015 Legislative Agenda – 10A

Mr. Jungwirth highlighted the draft 2015 Legislative Agenda for state and federal, which will come back to the Operations Board in November for approval. He reviewed three state legislative issues: 1) Avoid the Commonwealth Transit Capital Funding Cliff; 2) Amend state law to allow VRE to earn interest on funds it has invested in the State Insurance Trust Fund; and 3) Amend state law to better leverage state and federal grant funds for railroad

infrastructure projects. Federal issues include: 1) Commuter Benefits Equity; and 2) Support reauthorization of a long-term Federal Transportation and Infrastructure Authorization Bill.

Chairman Milde asked about the downside of requesting better leverage of state and federal grant funds. Mr. Jungwirth stated that when the legislation was first enacted it created a benefit for freight railroads. Ms. Mitchell stated that it is her understanding that when the law was first enacted there was a strong sense that the freight railroads needed to take ownership in the funding. She is not sure that it would be the same for today.

Ms. Mitchell stated that DRPT is actively working on the Transit Capital Cliff issue. It is important for local governments to understand that it will significantly impact Northern Virginia. She believes it is a bigger deal for rural Virginia because they don't have the same transit resources. There are several years to identify a solution, but DRPT has a great sense of urgency to resolve this quickly. In response to a question from Ms. Bulova, Ms. Mitchell stated that it will be difficult to find enough funding sources to fill the funding gap without some new revenue source. Ms. Coyner stated that this underscores the need to build the case for transit and VRE has a distinct opportunity to articulate the need. She suggested distributing the webinar information that was developed for the Virginia Transit Association.

Mr. Way observed that the Legislative Agenda is clear and focused and is a very useful document. Other Board Members agreed.

Preliminary FY 2016 Operating and Capital Budget Discussion – 9A

As requested by the Board at the last meeting, Mr. Shorter stated that staff prioritized the eight positions that were recommended in the budget. He reviewed each position. Mr. Allen stated that he would like to advance the Safety and Security position. Hiring this position out as a consultant is not an option. The planner position is also crucial but it could be filled through a contract situation as part of the GEC contract.

Mr. Smedberg asked if VRE is deficient in any security requirements. Mr. Allen replied not now, but there are new security requirements that will be implemented in the near future and that is why the new position is needed. VRE's existing workforce does not have the skill sets for this level of work and it is not a position to turn over to Keolis.

Mr. Way expressed his opinion that the project planner position should not be a contract employee. Mr. Cook commented on Mr. Allen's suggestion that if both positions can't be funded in the budget he will use some GEC contract funds. This seems to imply that the funds are being spent either way. He asked what line item in the budget would provide the authority to do this. Mr. Allen responded it would come from the General Engineering Consultant Contract. He explained that he is trying to be responsive to Board Member's concerns and still fill the need. Ms. Mitchell asked if projects would not advance if these positions are not filled. Mr. Allen replied that it could delay the advancement of projects, like the Alexandria Pedestrian Tunnel project, or deadlines for grant funds might not be

met. Chairman Milde asked if grant funds can be used to fund part of these positions. Mr. Allen replied that there could be opportunity to fund a percentage of these positions from grants.

Ms. Bulova stated the jurisdictions prefer not to increase subsidies or fares. However, she stated that Mr. Allen has made a compelling case for the need for these positions. She suggested finding more savings in other areas of the budget. In response to a question from Mr. Smedberg about the IT position, Mr. Allen stated that the new position includes a different level of complexity because of Positive Train Control (PTC), which is a federal requirement, and cyber security. Mr. Thomas observed that in this case it may make sense to contract with a specialized consultant. Mr. Allen replied that staff feels that this position should be a VRE employee.

Mr. Allen stated that staff has already identified \$900,000 in reductions that can help close the \$3.9 million budget gap. Staff has provided three budget options, which include different configurations with fare and subsidy increases. Mr. Way observed that these recommendations should have come to the Capital Committee first but because of timing issues it had to come directly to the Operations Board. He hopes that will be avoided in the future. He stated that the deferred FTE's should be stricken from the budget chart showing budget reductions. There is no budget reduction if these positions will be filled either through the budget or through the GEC contract.

Mr. Cook stated that the Capital Committee discussed the capital reserve and he feels it is important that it not be eliminated from the budget to help close the gap. He stated that in his opinion that it is unrealistic to think that the budget can be balanced without a fare increase. He stated that VRE should budget a fare increase every year. Ms. Bulova stated that she does not necessarily agree that VRE needs to budget a fare increase every year. The Board may wish to revisit fare indexing. She asked if the jurisdictions and CAO Task Force have provided any recommendations. Mr. Shorter stated that the CAO Task Force recommends a fare increase over a subsidy increase. Ms. Bulova suggested staff and jurisdictional staff look at line items in the budget to find savings to continue to close the budget gap.

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

Mr. Allen asked for general direction from the Board on fare and subsidy increases. Mr. Way stated that he does not like subsidy increases, but if fares are increased then subsidies should also increase to keep it equitable. Mr. Cook suggested the Board take a straw vote on a fare increase at the November meeting. Consensus was reached that a fare increase should remain on the table for consideration. Staff was directed to continue to identify reductions in the budget to close the gap. Chairman Milde asked staff to identify how much grant funding could be used to fund the new positions and for Board Members to talk with their jurisdictions about potential subsidy increases. Board Members also discussed the importance of conveying to the riders in the newsletter that a fare increase is being considered and the issues that are driving these difficult budget decisions, including PTC and reduced state assistance.

Closed Session: Procurement Discussion – 8

Mr. Cook moved, with a second by Mr. Jenkins, the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (7) of the Code of Virginia); the VRE Operations Board authorizes a Closed Session for the purpose of consultation with legal counsel concerning the requirements of the Virginia Procurement Act and related provisions to the state and local Conflict of Interest Act.

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

The Board entered into Closed Session at 11:20 A.M. and returned to Open Session at 11:55 A.M.

Mr. Cook moved, with a second by Ms. Bulova, the following certification:

The VRE Operations Board certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

1. Only public business matters lawfully exempted from open meeting requirements under Chapter 37, Title 2.2 of the Code of Virginia were discussed; and
2. Only such public business matters as were identified in the motion by which the Closed Session was convened were heard, discussed or considered.

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

Operations Board Members' Time – 11

There were no comments.

Adjournment

Mr. Nohe moved, with a second by Chairman Milde, to adjourn. Without objection, Chairman Milde adjourned the meeting at 11:56 A.M.

Approved this 23rd day of November, 2014.

Paul Milde
Chairman

Gary Skinner
Secretary

CERTIFICATION

This certification hereby acknowledges that the minutes for the October 17, 2014 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Rhonda Gilchrest

**Virginia Railway Express
Operations Board**

**Resolution
9A-10-2014**

Authorization to Award a Contract for State Legislative Services

WHEREAS, VRE has an on-going need for representation to the General Assembly, Commonwealth Transportation Board (CTB), Governor's Office, and other State Agencies in developing and implementing strategies for successfully advancing VRE's legislative goals in Richmond, VA; and,

WHEREAS, VRE has numerous operations and capital projects that require funding from the Commonwealth and its agencies, and,

WHEREAS, it is important for VRE to be aware of potential legislation or proposals that may affect its, or its jurisdiction members, financial grants or practices; and,

WHEREAS on April 18, 2014, the VRE Operations Board approved a staff request to issue a Request for Proposals (RFP) for state legislative services; and,


WHEREAS, on August 19, 2014 an RFP was issued and four proposals were received on September 18, 2014; and,

WHEREAS, subsequent to a review by the Technical Evaluation Committee (TET), the TET unanimously recommends that the Operations Board award a contract to The Hillbridge Group of Richmond, VA.

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board is being asked to authorize the Chief Executive Officer to execute a contract with The Hillbridge Group of Richmond, VA for legislative services in an amount not to exceed \$225,000 over a five year period. The contract will be for a three year base with two one year options, with the VRE CEO exercising the option years at his discretion.

Approved this 17 day of October 2014


Gary Skinner
Secretary


Paul Milde
Chairman



**Virginia Railway Express
Operations Board**

**Resolution
CC-10-2014**

**Commendation to Wallace S. Covington, III for Distinguished
Service on the Virginia Railway Express Operations Board**

WHEREAS, Wallace S. Covington, III has served as a Prince William County Supervisor for the Brentsville Magisterial District since 2004; and,

WHEREAS, Wallace S. Covington, III served as a VRE Operations Board Alternate from 2004 until 2007 and an Operations Board Member since 2007; and,


WHEREAS, during his tenure as a VRE Operations Board Member, Wallace S. Covington, III played a critical role in the expansion and replacement of VRE's fleet, station and parking expansion projects, the agreement making Spotsylvania County a member of PRTC and VRE and the award of the Operations and Maintenance contract to Keolis; and,

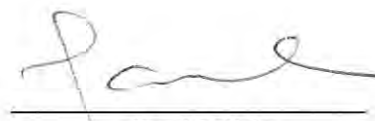
WHEREAS, Wallace S. Covington, III, serving as Chairman of the VRE Operations Board in 2012, led VRE through the recruitment of the current Chief Executive Officer;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recognize and commend Wallace S. Covington, III for his steadfast commitment and contributions to the growth, efficiency and overall success of Virginia Railway Express.

BE IT FURTHER RESOLVED THAT, the VRE Operations Board congratulates Wallace S. Covington, III on his Judicial Appointment to the Prince William County General District Court.

Approved this 17th day of October, 2014.


Gary Skinner
Secretary


Paul Milde
Chairman



COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
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TO: Chairman Smedberg and NVTC Commissioners

FROM: Commissioner Dyke and incoming Commissioner Corcoran

DATE: October 22, 2014

SUBJECT: DRPT Update

DRPT Staffing Update

DRPT has hired a new Deputy Director, Carol Openshaw, who will be starting on November 4. Ms. Openshaw has over 30 years experience in the transportation industry including three in Washington, DC with the Federal Transit Administration and nine with Hampton Roads Transit.

DRPT has also hired Todd Horsley as Director of Northern Virginia Transit Programs, who will be starting on December 1. Mr. Horsley has nearly twenty years of experience in the transit industry. He is joining DRPT after serving as the Chief Operating Officer of Roaring Fork Transit in Aspen, CO, where he helped oversee implementation of the region's first bus rapid transit system. He has also held planning and management positions with Triangle Transit Authority in Raleigh, NC and the Georgia Regional Transit Authority in Atlanta, GA. Mr. Horsley will be based in the DRPT offices in the VDOT Northern Virginia District office in Fairfax.

SYIP Update

Secretary Layne, DRPT and the VDOT staff participated in a public meeting for the Six Year Improvement Plan (SYIP) on October 16 at the NoVA District Office. The purpose of the meeting was to take comments on transportation projects regarding as well as the prioritization process signed into law in HB2. Meetings were held in all Commonwealth Transportation Board (CTB) districts beginning on September 23 in Lynchburg and ending on October 22 in Bristol.

A draft update of SYIP for the fall meetings was released on September 24 and it is posted on the DRPT website. The Columbia Pike streetcar was revised to be shown as a separate project from the Virginia Beach LRT with \$130 million in the six year total in the Multi Year Capital Funding section. In the FY15 Northern Virginia District detail, state funding for Columbia Pike streetcar was shown in Arlington County – NVTC at \$35.9 million and Fairfax County – NVTC at \$8.9 million in addition to the Preliminary Engineering and Project Development funding that was shown in the adopted SYIP. The

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www.drpt.virginia.gov

revised SYIP also includes \$6.8M in additional flexible STP funding for VRE rail cars. The CTB is expected to act on the revised SYIP at its November 12th meeting in Roanoke.

WMATA

DRPT is continuing to work on an agreement with WMATA for the \$9 million in direct state assistance for Metro 2025. WMATA has submitted a track changes version of the original agreement back to DRPT as well as a new Appendix 3 “Metro 2025 Projects”. WMATA had previously provided their FY15 Capital Improvement Program (CIP) and work plan. The revised agreement is currently under DRPT review and is being transmitted to the Attorney General’s Office. DRPT is also participating in meetings regarding updating the Capital Funding Agreement (CFA). A schedule of weekly meetings through the end of 2014 has been distributed. To date the meetings have focused on language in the agreement.

I-66 Corridor Improvements

The second Stakeholder Technical Advisory Group (STAG) was held on October 7. The project team presented right of way impacts for Alternatives 1 and 2a and 2b. The STAG recommended setting aside Alternative 1, which included a barrier separated managed lanes with full shoulders and a median reserved for future transit. Alternative 2a includes managed lanes separated by bollards as well as a median reserved for future transit. All alternatives would be designed not to preclude Metrorail.

A third Transit Technical Advisory Group (TTAG) was held on October 15. Staff from NVTC, NVTA, VDOT, WMATA, VRE, PRTC, Fairfax County and City of Manassas participated. The TTAG was presented existing conditions, proposed park and ride lots and access points, 2022 and 2040 proposed service levels for commuter bus and rapid bus, potential Measures of Effectiveness (MOEs) and was asked for input on those items as well as designing high, medium and low service scenarios. The next TTAG meeting will be held on November 19.

Route 1 Multimodal Alternatives Analysis

Public meetings were held on October 8 at Belmont Elementary School in Woodbridge and October 9 at the South County Government Center in Fairfax County. 40 people attended the Woodbridge meeting and 75 people attended the Fairfax County meeting, including Fairfax County Supervisor Jeff McKay. A draft recommendation of a short term Bus Rapid Transit (BRT) system that would open in three phases between 2026 and 2032 and a long term extension of the Yellow Line to Hybla Valley by 2040 was presented. The study also recommended updating the local comprehensive plans, the region’s Constrained Long Range Plan (CLRP) and the TransAction 2040 plan to include the project.

Members of the public who attended the meeting were generally supportive of the recommendation although some attendees at the Woodbridge meeting expressed a desire for the study to extend to Quantico and some attendees at the Fairfax County meeting expressed a desire for earlier implementation. Presentations from both meetings, all project boards and a video of the Fairfax County meeting can be found on the project website (www.route1multimodalaa.com). A short survey is also still on the project website. The final Executive Steering Committee (ESC) meeting is on October 27 and the draft recommendation is expected to be presented for adoption.

Rail

The Richmond Area to Potomac Segment (RAPS) Tier II EIS has been renamed Washington DC to Richmond Southeast High Speed Rail and has launched a new website (www.DC2RVARail.com). In October project staff presented to the Metropolitan Washington Council of Governments (MWCOC) Transportation Planning Board (TPB) Technical Committee as well as the Fredericksburg Area Metropolitan Planning Organization (FAMPO) Technical Advisory Committee. Both MPOs are expected to be invited as participating agencies in the EIS. The November public scoping meeting locations have been finalized. The Northern Virginia meeting is in Arlington at the Westin Crystal City on November 13. Other scoping meetings are November 5 in Ashland, November 6 in Richmond and November 10 in Quantico at the National Museum of the Marine Corps.

AGENDA ITEM #9: FINANCIAL ITEMS

TO: Chairman Smedberg and NVTC Commissioners
FROM: Kelley Coyner and Scott Kalkwarf
DATE: October 30, 2014
SUBJECT: Financial Items

Attached is the financial report for September, 2014.

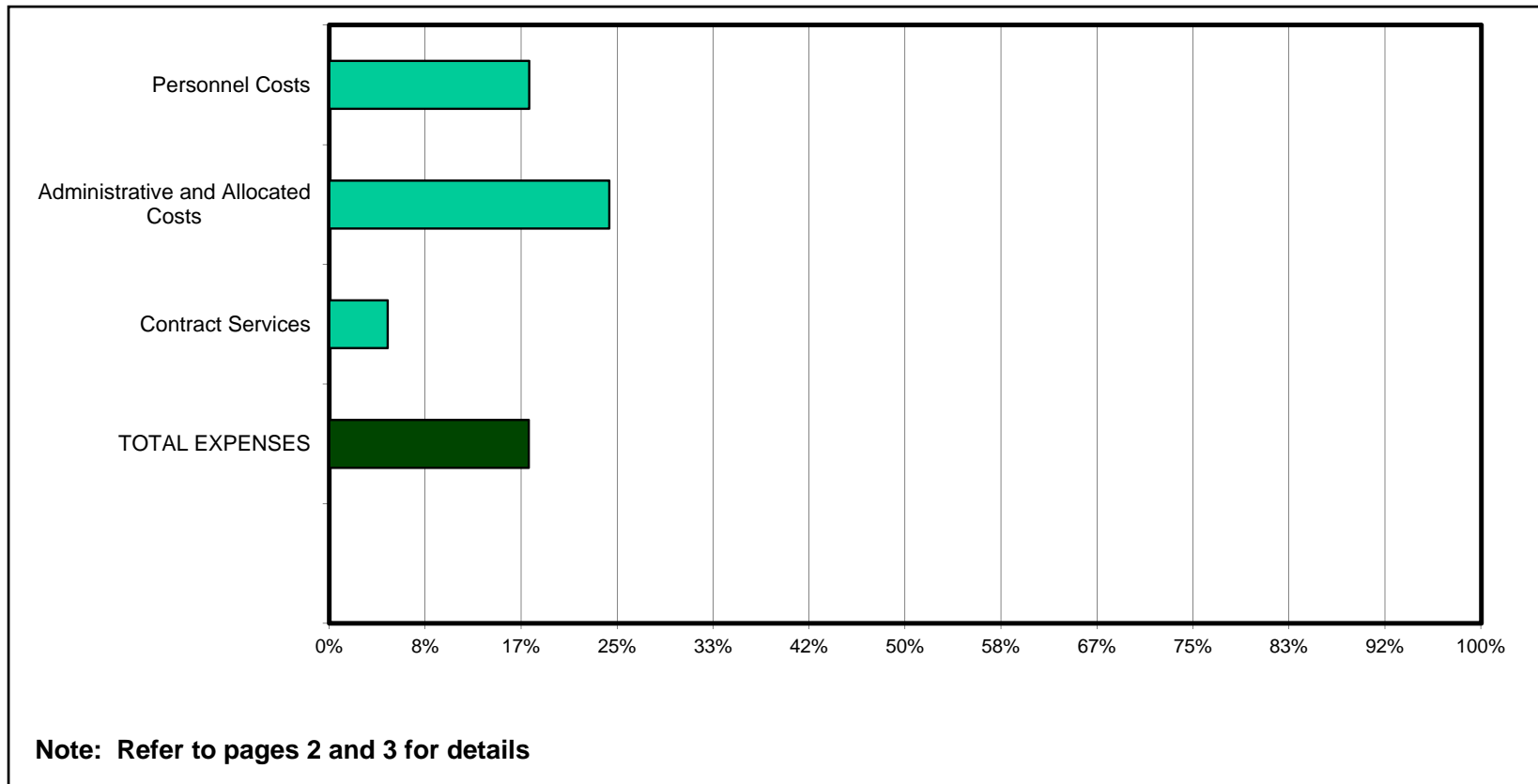


Northern Virginia Transportation Commission
2300 Wilson Boulevard ▪ Suite 620 ▪ Arlington, VA 22201
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Northern Virginia Transportation Commission

Financial Reports
September, 2014

Percentage of FY 2015 NVTC Administrative Budget Used
September 2014
(Target 25% or less)



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

| | <u>Current Month</u> | <u>Year To Date</u> | <u>Annual Budget</u> | <u>Balance Available</u> | <u>Balance %</u> |
|---------------------------------------|--------------------------|-------------------------|--------------------------|------------------------------|----------------------|
| <u>Personnel Costs</u> | | | | | |
| Salaries and Contract Wages | \$ 62,517.87 | \$ 192,906.73 | \$ 1,051,000.00 | \$ 858,093.27 | 81.6% |
| Temporary Employee Services | - | - | - | - | |
| Total Personnel Costs | <u>62,517.87</u> | <u>192,906.73</u> | <u>1,051,000.00</u> | <u>858,093.27</u> | <u>81.6%</u> |
| <u>Benefits</u> | | | | | |
| Employer's Contributions: | | | | | |
| FICA | 4,143.15 | 12,757.05 | 70,300.00 | 57,542.95 | 81.9% |
| Group Health Insurance | 2,943.23 | 8,331.31 | 143,700.00 | 135,368.69 | 94.2% |
| Retirement | 6,890.00 | 20,670.00 | 84,900.00 | 64,230.00 | 75.7% |
| Workmans & Unemployment Compensation | 137.22 | 342.22 | 4,000.00 | 3,657.78 | 91.4% |
| Life Insurance | 134.15 | 631.59 | 4,500.00 | 3,868.41 | 86.0% |
| Long Term Disability Insurance | 323.18 | 981.90 | 5,050.00 | 4,068.10 | 80.6% |
| Total Benefit Costs | <u>14,570.93</u> | <u>43,714.07</u> | <u>312,450.00</u> | <u>268,735.93</u> | <u>86.0%</u> |
| <u>Administrative Costs</u> | | | | | |
| Commissioners Per Diem | 900.00 | 1,735.12 | 11,000.00 | 9,264.88 | 84.2% |
| <i>Rents:</i> | <i>16,287.33</i> | <i>50,712.64</i> | <i>214,200.00</i> | <i>163,487.36</i> | <i>76.3%</i> |
| Office Rent | 16,251.33 | 48,629.64 | 200,100.00 | 151,470.36 | 75.7% |
| Parking & Transit Benefits | 36.00 | 2,083.00 | 14,100.00 | 12,017.00 | 85.2% |
| <i>Insurance:</i> | <i>295.93</i> | <i>887.79</i> | <i>6,100.00</i> | <i>5,212.21</i> | <i>85.4%</i> |
| Public Official Bonds | - | - | 2,300.00 | 2,300.00 | 100.0% |
| Liability and Property | 295.93 | 887.79 | 3,800.00 | 2,912.21 | 76.6% |
| <i>Travel:</i> | <i>6,083.06</i> | <i>10,736.95</i> | <i>21,400.00</i> | <i>10,663.05</i> | <i>49.8%</i> |
| Conference / Professional Development | 825.00 | 3,047.16 | 7,800.00 | 4,752.84 | 60.9% |
| Non-Local Travel | - | 2,205.60 | 1,800.00 | (405.60) | -22.5% |
| Local Meetings & Related Expenses | 5,258.06 | 5,484.19 | 11,800.00 | 6,315.81 | 53.5% |
| <i>Communication:</i> | <i>1,350.60</i> | <i>2,264.73</i> | <i>11,000.00</i> | <i>8,735.27</i> | <i>79.4%</i> |
| Postage | 896.48 | 896.48 | 2,900.00 | 2,003.52 | 69.1% |
| Telephone and Data | 454.12 | 1,368.25 | 8,100.00 | 6,731.75 | 83.1% |
| <i>Publications & Supplies</i> | <i>5,917.71</i> | <i>7,194.58</i> | <i>15,800.00</i> | <i>8,605.42</i> | <i>54.5%</i> |
| Office Supplies | 479.96 | 587.30 | 2,800.00 | 2,212.70 | 79.0% |
| Duplication and Paper | 437.75 | 1,607.28 | 7,500.00 | 5,892.72 | 78.6% |
| Public Information | 5,000.00 | 5,000.00 | 5,500.00 | 500.00 | 9.1% |

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

| | <u>Current Month</u> | <u>Year To Date</u> | <u>Annual Budget</u> | <u>Balance Available</u> | <u>Balance %</u> |
|--|---------------------------------|--------------------------------|---------------------------------|-------------------------------------|-----------------------------|
| <i>Operations:</i> | 120.00 | 712.49 | 24,800.00 | 24,087.51 | 97.1% |
| Furniture and Equipment (Capital) | - | 85.49 | 17,000.00 | 16,914.51 | 99.5% |
| Repairs and Maintenance | - | - | 1,000.00 | 1,000.00 | 100.0% |
| Computer Operations | 120.00 | 627.00 | 6,800.00 | 6,173.00 | 90.8% |
| <i>Other General and Administrative:</i> | 467.83 | 1,690.19 | 8,100.00 | 6,409.81 | 79.1% |
| Subscriptions | - | - | - | - | 0.0% |
| Memberships | 79.67 | 474.01 | 1,300.00 | 825.99 | 63.5% |
| Fees and Miscellaneous | 378.16 | 966.18 | 5,600.00 | 4,633.82 | 82.7% |
| Advertising (Personnel/Procurement) | 10.00 | 250.00 | 1,200.00 | 950.00 | 79.2% |
| Total Administrative Costs | <u>31,422.46</u> | <u>75,934.49</u> | <u>312,400.00</u> | <u>236,465.51</u> | <u>75.7%</u> |
| <u>Contracting Services</u> | | | | | |
| Auditing | - | - | 22,500.00 | 22,500.00 | 100.0% |
| Research and Analytic Support | 4,264.00 | 9,264.00 | 160,000.00 | 150,736.00 | 94.2% |
| Legal | - | - | - | - | 0.0% |
| Total Contract Services | <u>4,264.00</u> | <u>9,264.00</u> | <u>182,500.00</u> | <u>173,236.00</u> | <u>94.9%</u> |
| Total Gross G&A Expenses | <u><u>\$ 112,775.26</u></u> | <u><u>\$ 321,819.29</u></u> | <u><u>\$ 1,858,350.00</u></u> | <u><u>\$ 1,536,530.71</u></u> | <u><u>82.7%</u></u> |

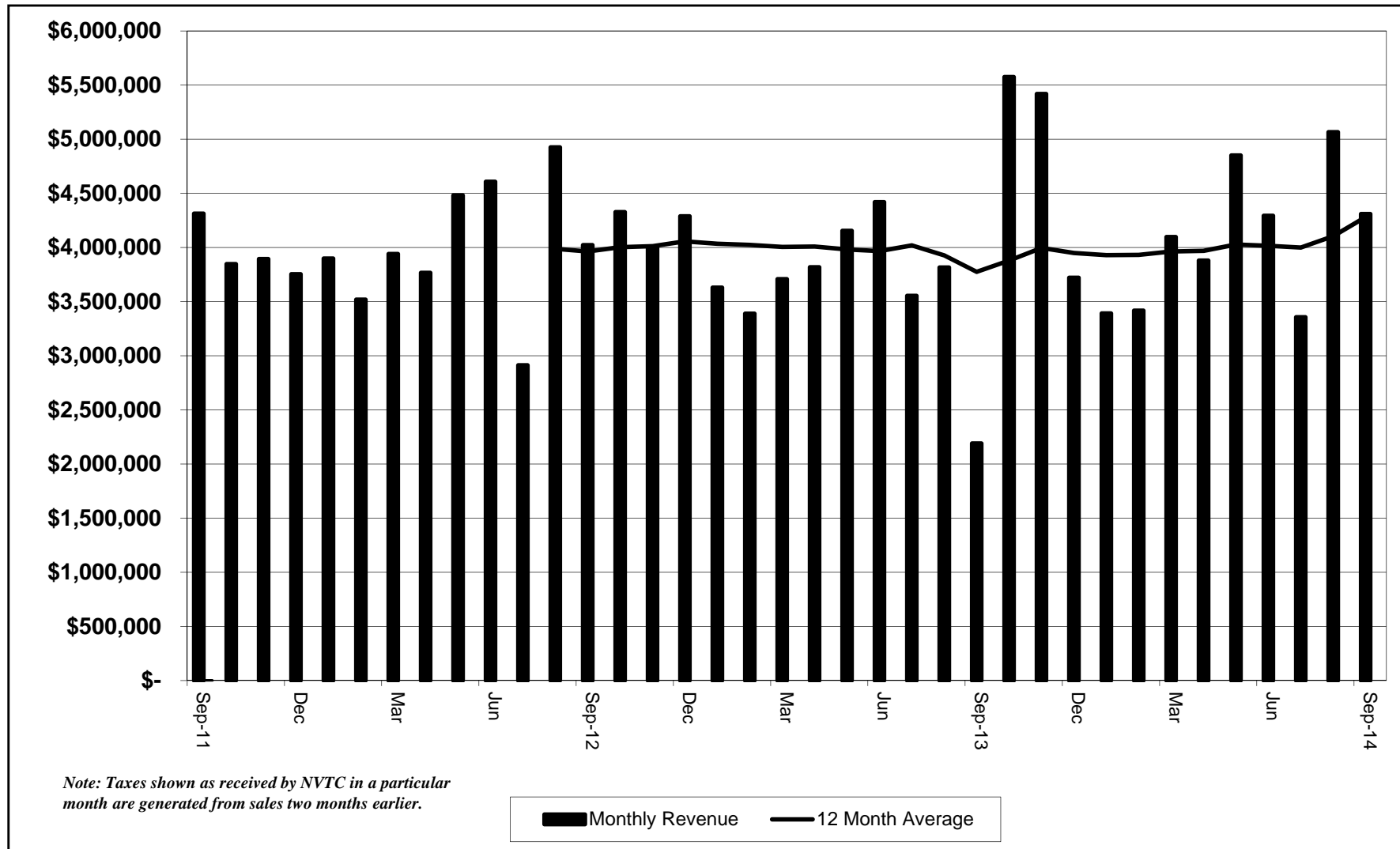
NVTC
RECEIPTS and DISBURSEMENTS
September, 2014

| Payer/ | | | Wells Fargo | Wells Fargo | VA LGIP | |
|-----------------------------------|-----------------|--|----------------|----------------|---------------|------------------|
| Date | Payee | Purpose | (Checking) | (Savings) | G&A / Project | Trusts |
| RECEIPTS | | | | | | |
| 5 | APTA | Refund | | \$ 240.00 | | |
| 11 | DRPT | Operating assistance - Alexandria | | | | 826,399.00 |
| 16 | DRPT | Operating assistance - WMATA | | | | 8,265,724.00 |
| 16 | DRPT | Operating assistance - Arlington | | | | 593,343.00 |
| 19 | DMV | Motor Vehicle Fuels Sales tax revenue | | | | 3,997.93 |
| 30 | DMV | Motor Vehicle Fuels Sales tax revenue | | | | 4,305,162.91 |
| 30 | Banks | Interest income | | 1.45 | 11.51 | 13,925.59 |
| | | | - | 241.45 | 11.51 | 14,008,552.43 |
| DISBURSEMENTS | | | | | | |
| 1-30 | Various | G&A expenses | (112,717.66) | | | |
| 2 | Kimley Horn | Consulting - NEPP technical assistance | (30,202.76) | | | |
| 26 | Stantec | Consulting - NTD project | (15,648.25) | | | |
| 26 | City of Fairfax | Other operating - City of Fairfax | | | | (204,170.97) |
| 26 | WMATA | Other operating - City of Fairfax | | | | (11,047.00) |
| 26 | SIR | Consulting - research / forum | (1,764.00) | | | |
| 30 | Banks | Service fees | (36.86) | (28.96) | | |
| | | | (160,369.53) | (28.96) | - | (215,217.97) |
| TRANSFERS | | | | | | |
| 12 | Transfer | From savings to checking | 100,000.00 | (100,000.00) | | |
| 26 | Transfer | From LGIP to LGIP (NTD project) | | | 16,646.26 | (16,646.26) |
| | | | 100,000.00 | (100,000.00) | 16,646.26 | (16,646.26) |
| NET INCREASE (DECREASE) FOR MONTH | | | \$ (60,369.53) | \$ (99,787.51) | \$ 16,657.77 | \$ 13,776,688.20 |

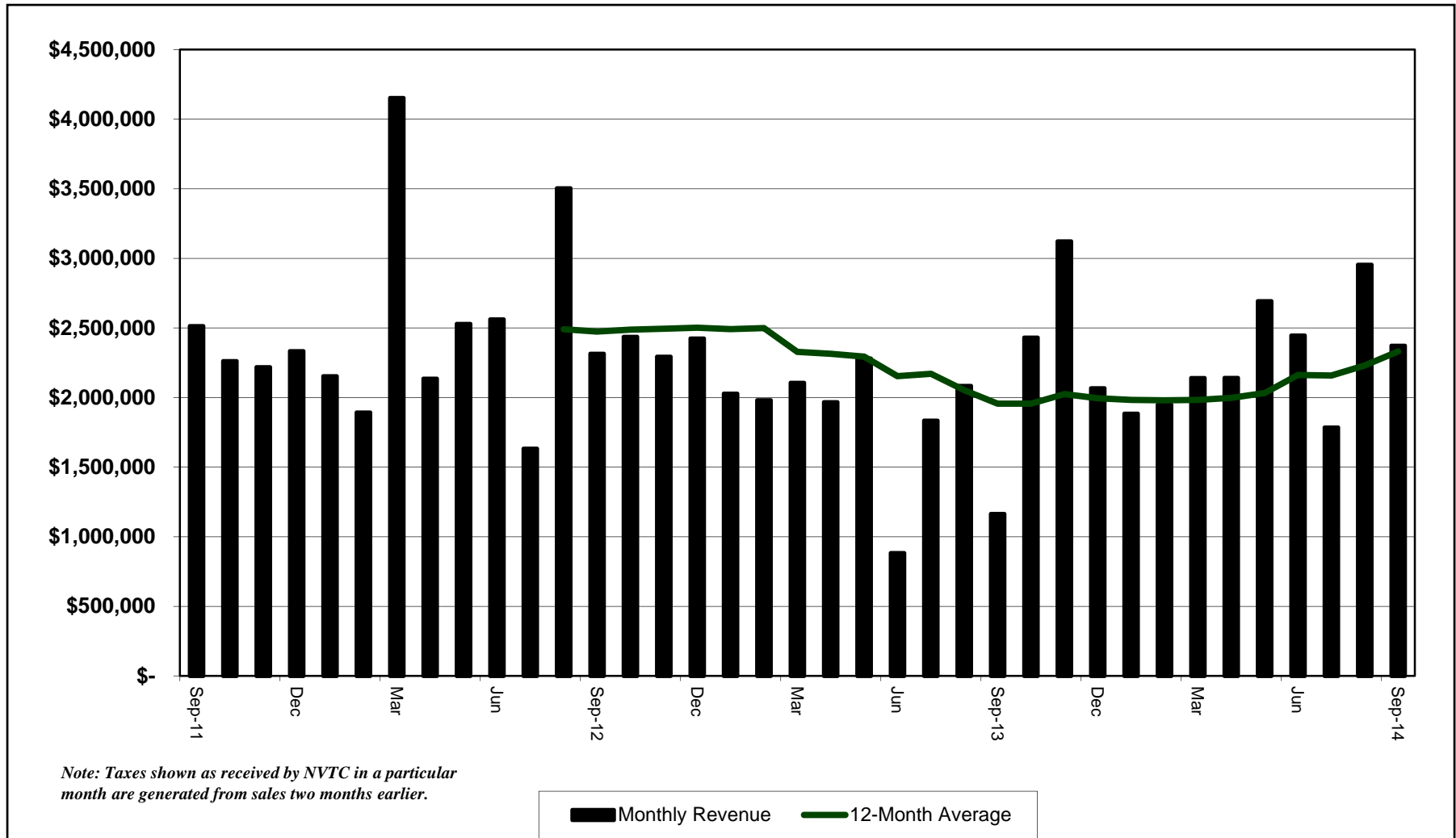
**NVTC
INVESTMENT REPORT
September, 2014**

| <u>Type</u> | <u>Rate</u> | <u>Balance 8/31/2014</u> | <u>Increase (Decrease)</u> | <u>Balance 9/30/2014</u> | <u>NVTC G&A/Project</u> | <u>Jurisdictions Trust Fund</u> | <u>Loudoun Trust Fund</u> |
|--|-------------|------------------------------|--------------------------------|------------------------------|---------------------------------|-------------------------------------|-------------------------------|
| <u>Cash Deposits</u> | | | | | | | |
| Wells Fargo: NVTC Checking | N/A | \$ 75,744.98 | \$ (60,369.53) | \$ 15,375.45 | \$ 15,375.45 | \$ - | \$ - |
| Wells Fargo: NVTC Savings | 0.200% | 151,640.83 | (99,787.51) | 51,853.32 | 51,853.32 | - | - |
| <u>Investments - State Pool</u> | | | | | | | |
| Bank of America - LGIP | 0.101% | 163,965,390.41 | 13,793,345.97 | 177,758,736.38 | 154,357.55 | 154,261,721.49 | 23,342,657.34 |
| | | <u>\$ 164,192,776.22</u> | <u>\$ 13,723,613.16</u> | <u>\$ 177,825,965.15</u> | <u>\$ 221,586.32</u> | <u>\$ 154,261,721.49</u> | <u>\$ 23,342,657.34</u> |

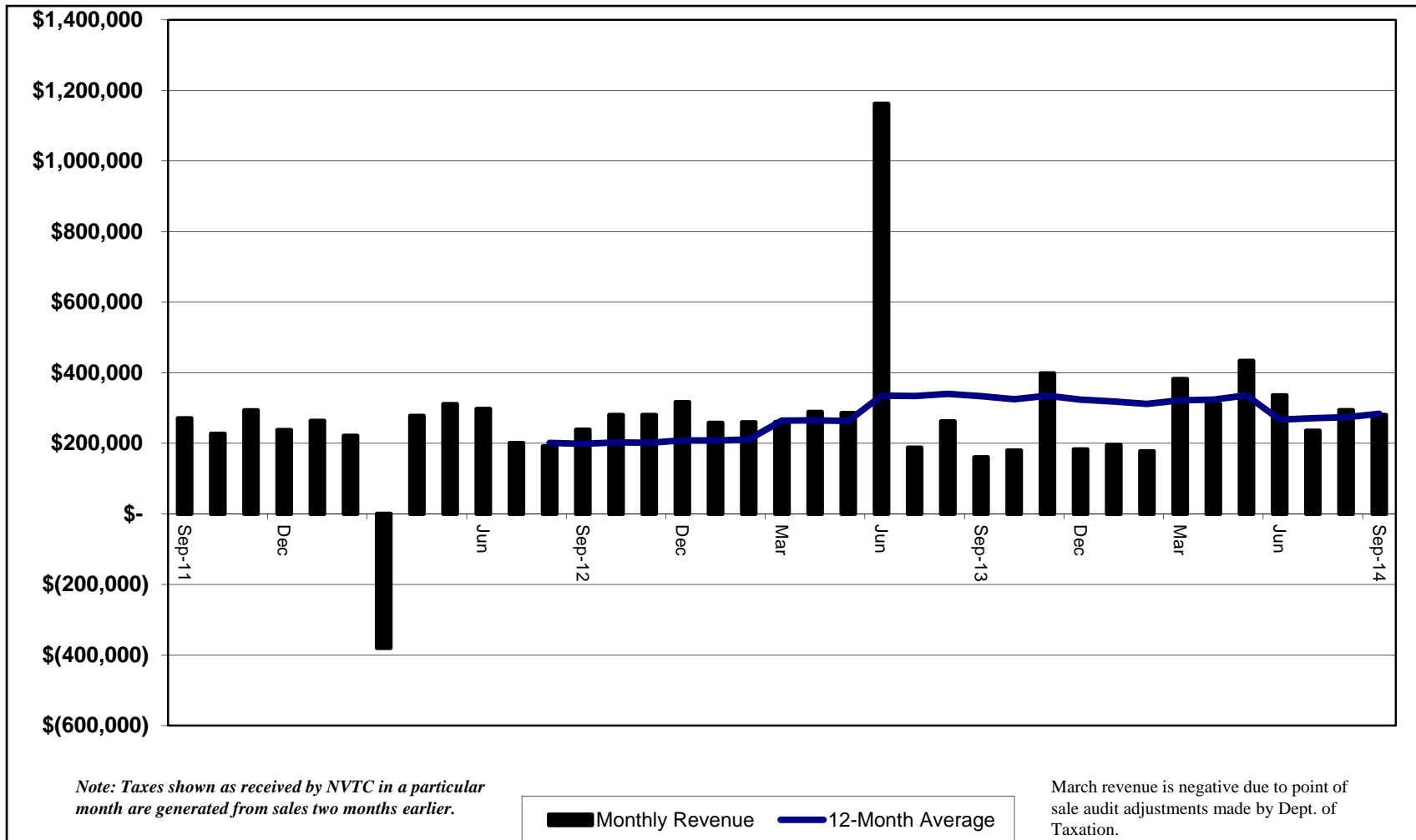
NVTC MONTHLY GAS TAX REVENUE ALL JURISDICTIONS FISCAL YEARS 2012-2015



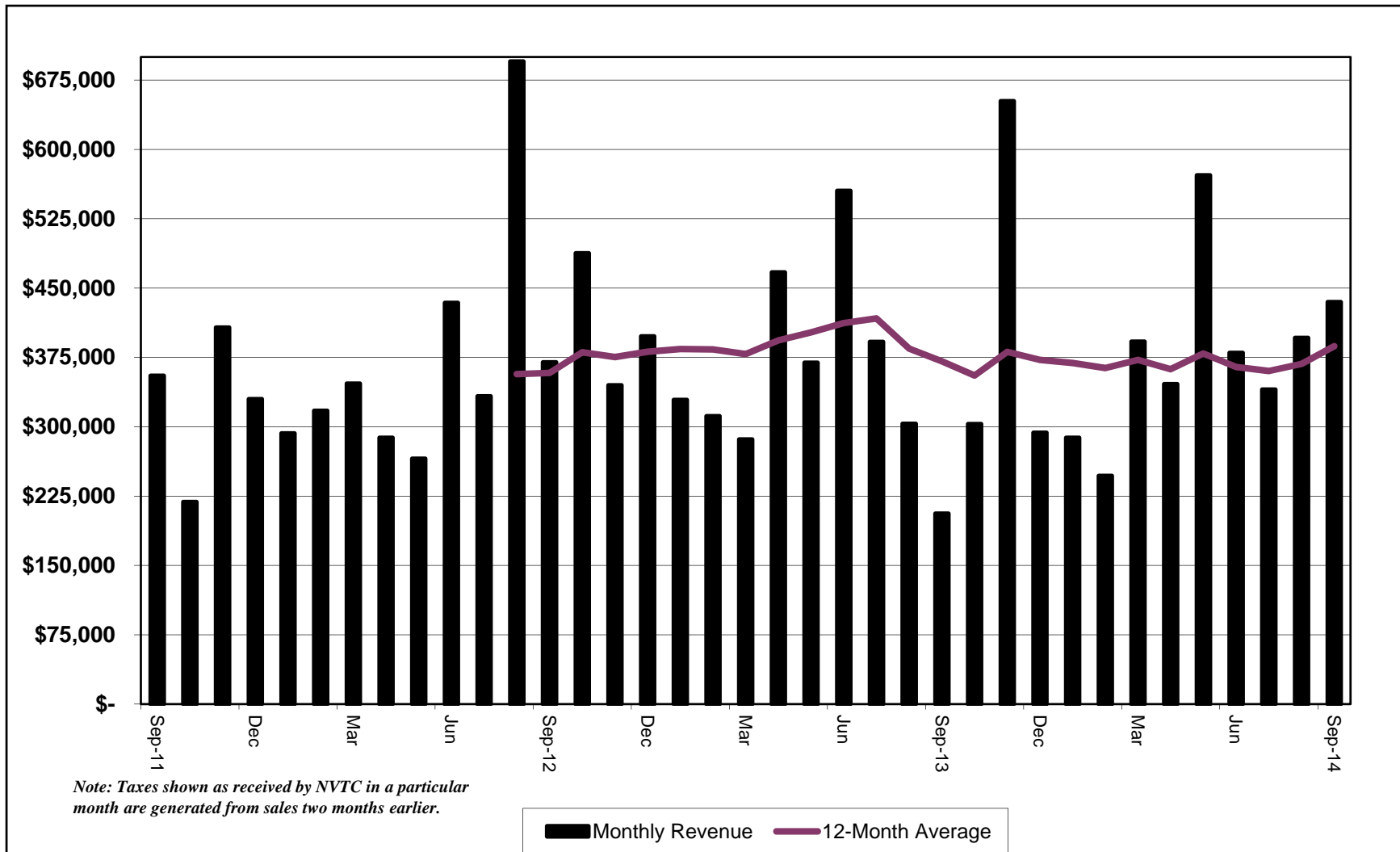
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2012-2015



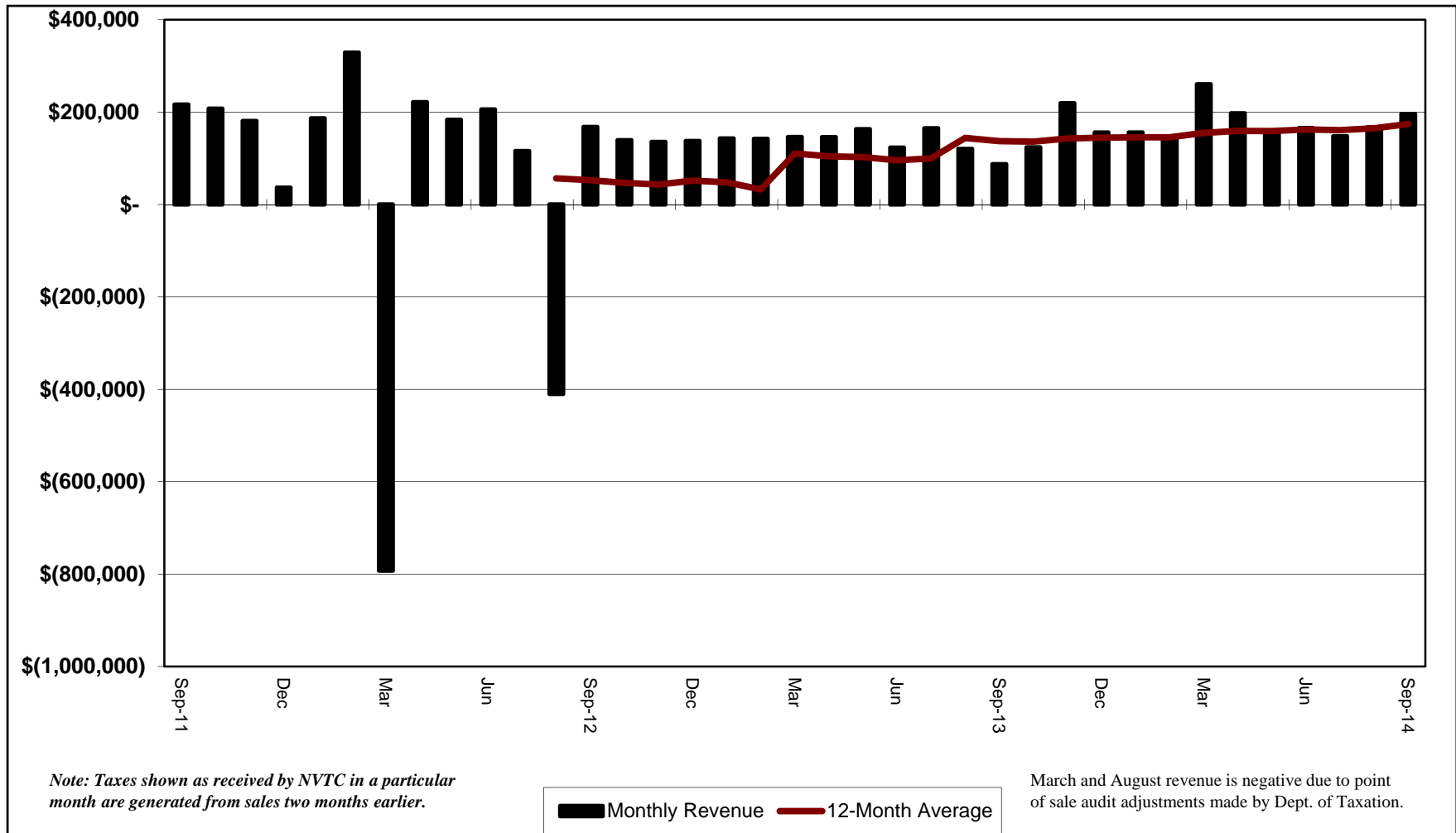
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2012-2015



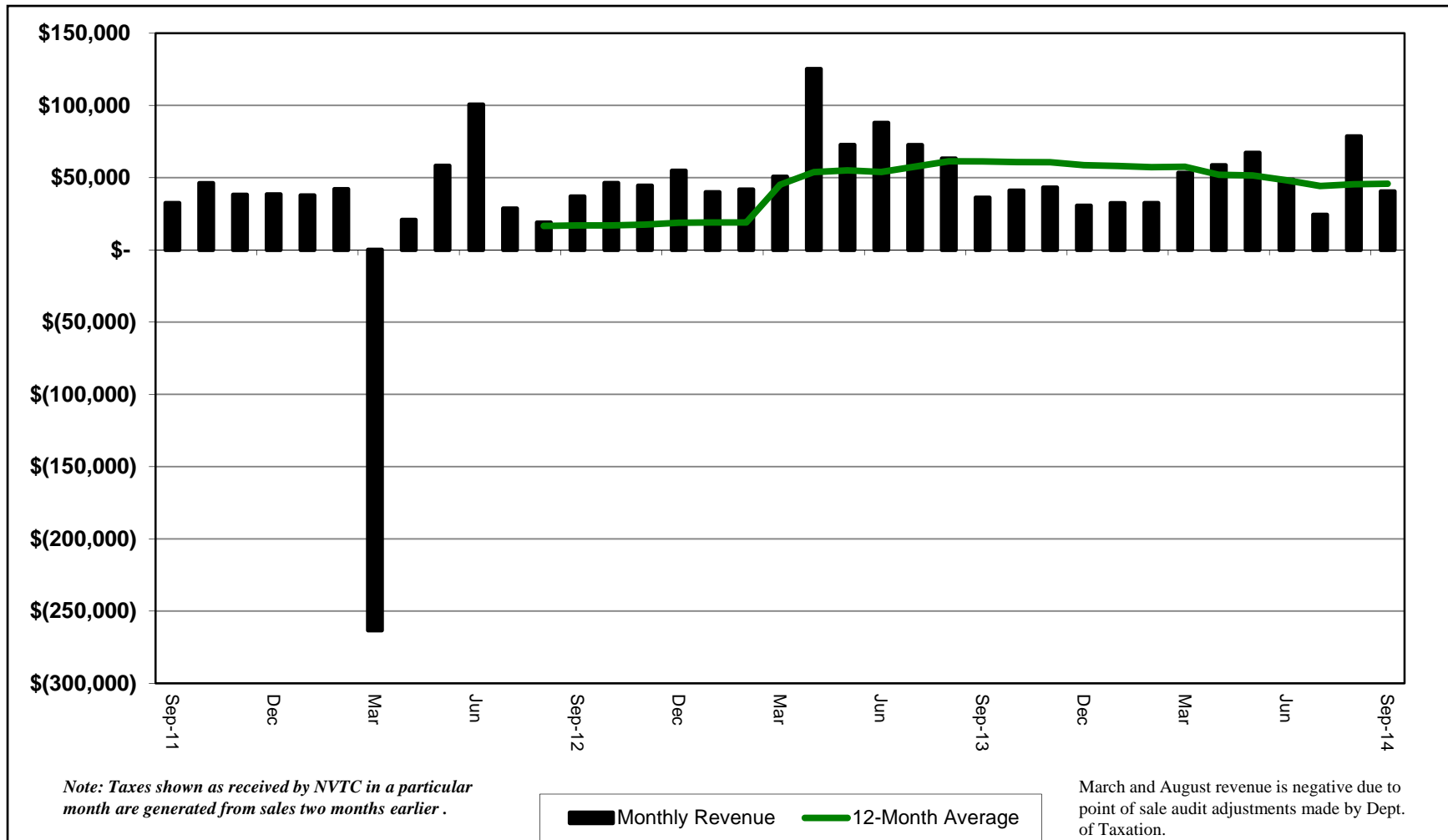
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2012-2015



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



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



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

