



MONTHLY COMMISSION MATERIALS

April 2015

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Northern Virginia Transportation Commission

**NVTc COMMISSION MEETING
THURSDAY, APRIL 9, 2015
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd.
Arlington, VA 22201**

8:00 P.M.

**Executive Committee at 7:00 P.M.
Dinner will be available at 6:45 P.M.**

AGENDA

1. WORK SESSION: WMATA Budget Session (Presentation by Mort Downey, Chairman of the WMATA Board of Directors)
2. WMATA: Report of the Virginia Members of the Board of Directors
 - A. Budget
 - B. Capital Funding Agreement (CFA)
 - C. Safety and Related Issues
 - D. Financials (Dashboard)
 - E. Financial Management Oversight (FMO)
 - F. Key WMATA Milestones/Dates
3. ACTION ITEM: Approve the Minutes of the February 5, 2015 Meeting
4. ACTION ITEM: Approve the **CONSENT AGENDA** (subject to approval by Chairman)
 - A. Authorize the Chairman or His Designee to Comment on the HB2 Draft Process Before the Commonwealth Transportation Board
 - B. Authorize the Chairman or His Designee to Comment on the Six Year Improvement Program (SYIP) Before the Commonwealth Transportation Board
 - A. Authorize the Chairman to Submit a Letter to the Virginia Congressional Delegation on Commuter Tax Benefit Parity
 - B. Resolution #2270: Authorize the Executive Director to Negotiate a Contract for NVTc Financial Auditing Services

- C. Authorize the Chairman to Submit a Letter to the Virginia Congressional Delegation on the Solvency of the Federal Mass Transit Account
- D. Authorize the Chairman or His Designee to Request that WMATA's Interim General Manager Address Concerns with Respect to the New Electronic Payments Program
- E. Authorize the Executive Director to Submit Comments to the Office of Intermodal Planning and Investment (OIPI) on VTRANS2040
- F. Authorize the Executive Director to Submit Comments to the Federal Transit Administration on Proposed Policy Guidance on the Capital Investment Grant Program

5. ACTION ITEM: Virginia Railway Express (VRE)

- A. VRE CEO Report and Minutes
- B. ACTION ITEM: Resolution #2271: Amendment to the Rail Enhancement Fund Agreement for the VRE Gainesville-Haymarket Extension Phase II – Environmental Assessment and Preliminary Design
- C. ACTION ITEM: Resolution #2272: Authorization to Execute a Contract for Planning and Engineering Consultant Services for the Gainesville-Haymarket Extension
- D. ACTION ITEM: Resolution #2273: Authorization to Execute an Agreement with Amtrak for Access and Storage at Washington Union Terminal
- E. INFORMATION ITEM: VRE Title VI Service Standards and Policies

6. INFORMATION ITEM: I-66 Inside the Beltway

7. WORK SESSION: Management Audit of the Virginia Railway Express (VRE)

- A. ACTION ITEM: Resolution #2274: Accept the Management Audit Report

8. DISCUSSION ITEM: Proposed NVTC Budget Process

9. ACTION ITEM: Approve NVTC FY2016 General and Administrative Budget

10. Executive Director Report

11. INFORMATION ITEM: State and Federal Legislative Update

12. INFORMATION ITEM: NVTC Annual Agenda

13. INFORMATION ITEM: Commonwealth and Regional Agency Reports

- A. Department of Rail and Public Transportation (DRPT)
- B. Northern Virginia Transportation Authority (NVTA)

14. INFORMATION ITEM: Financial Items for January 2015 and February 2015

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AGENDA ITEM #1: REPORT OF THE WMATA BOARD CHAIRMAN

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and Claire Randall

DATE: April 2, 2015

SUBJECT: Report of the WMATA Board Chairman

WMATA Board of Directors Chairman, Mort Downey, will join the Commission to discuss the proposed FY2016 operating and capital budgets, safety, WMATA's response to the Federal Transit Administration's (FTA) Financial Management Oversight (FMO) findings, the 2014 audit, financial liquidity, and other issues of interest.

Northern Virginia Transportation Commission

2300 Wilson Boulevard • Suite 620 • Arlington, VA 22201

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

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AGENDA ITEM #2: REPORT OF THE VIRGINIA MEMBERS OF THE WMATA BOARD OF DIRECTORS

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and Claire Randall

DATE: April 2, 2015

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

In March, WMATA cancelled plans to reduce service and to raise fares as part of the FY2016 operating and capital budgets. It will hold a public hearing on April 7th with expected passage of the budget in May. WMATA is actively implementing safety actions, including release of new safety preparedness videos. WMATA has completed 62 of the 65 Corrective Action Plan items to address the Federal Transit Administration's (FTA) Financial Management Oversight (FMO) Report. WMATA has not released its financial dashboard information.

A. Budget

FY2016 Operating and Capital Budget

In March, WMATA commenced public participation and outreach efforts on the proposed FY2016 operating and capital budgets. Efforts will culminate with a [public hearing on April 7th focused on Proposed FY2016 Fare and Fee Adjustments, Proposed FY2016 CIP and Federal FY2015 Grant Applications](#). The current schedule calls for the adoption of the FY2016 operating and capital budgets in May.

At a special meeting of the Board on March 12th, the Board voted to approve an [amendment to the draft public hearing docket](#) removing all bus service changes. The remaining items in the draft public hearing docket related to fares and fees include: daily parking fee at the Minnesota Avenue station, parking hours of collection, elimination of the TransitLink Card (TLC) pass, and the proposed FY2016-2021 Capital Improvement Program (CIP). WMATA had presented a [revised draft public hearing docket](#) to the WMATA Board in February; however, the public hearing docket approved by the Board removed fare increases and major service changes.

For reference, WMATA released the GM/CEO's [proposed FY2016 Operating and Capital Budgets](#) in December. The proposed FY2016 operating budget projects:

- Operating revenues of \$931M (-1.6% below FY2015)
- Operating expenses of \$1.824B (+3.9% over FY2015)
- A net operating subsidy of \$862M (+10.7% over FY2015). The Virginia portion of the net operating subsidy totals \$216.6M.

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The proposed FY2016 capital budget and proposed FY 2016-2021 Capital Improvement Program (CIP) projects:

- A FY2016 investment of \$1.314B (+38.8% over FY2015), including an additional jurisdictional investment of \$77.4M in Metro 2025 projects
- The Virginia portion of state and local contributions to the FY 2016 capital program to be \$132.3M
- An total additional jurisdictional investment of \$1.583B from FY 2016-2021 in Metro 2025 projects

B. Capital Funding Agreement (CFA)

In March, the Virginia and Maryland Secretaries of Transportation and the District of Columbia Director of DDOT sent a letter to WMATA requesting more information on the 7000 Series railcar purchase options proposed for inclusion in the new Capital Funding Agreement (CFA). WMATA is currently working to respond to that request and negotiations will continue as that information is provided.

Since last fall, WMATA has been working with jurisdictional funding partners to develop the new CFA which will identify how capital investments will be funded for FY 2016-2021, including the first phase of *Momentum* known as Metro 2025. WMATA has held regular meetings with jurisdictional funding partners with the goal of finalizing the administrative framework for the new CFA.

C. Safety and Related Issues

In March, the Safety and Security Committee received an [update concerning safety actions and external safety reviews](#) related to the January 12th incident. For background, WMATA issued a list of [10 early-action safety items](#) on January 22nd. On March 26th, Metro unveiled [new safety preparedness videos](#). On February 11th, the National Transportation Safety Board (NTSB) released [urgent recommendations to WMATA](#), the FTA, and APTA concerning ventilation procedures during smoke and fire events in tunnels. An [FTA safety review](#) kicked off on March 2nd and NTSB Public Hearings related to the January 12th incident are scheduled for June 23rd-24th.

D. Financials (Dashboard)

Not available.

E. Financial Management Oversight (FMO)

The Finance & Administration Committee received an [update on the status of WMATA's Corrective Action Plan \(CAP\)](#) items to address FTA's Financial Management Oversight (FMO) report in March. To date, documentation has been submitted to FTA for 62 of the 65 CAP items. WMATA has committed to addressing the three outstanding CAP items and implementing long-term compliance monitoring by June 30, 2015.

F. Key WMATA Milestones/Dates

DATE	MEETING	KEY ISSUES
4/7	Public Hearing	Proposed FY2016 Fare and Fee Adjustments Proposed FY2016 CIP and Fed FY2015 Grant Applications
4/9	Finance & Administration Committee	FMO Update Process to Incorporate TIIF Funding into CIP
4/9	Customer Service and Operations Committee	Approval of Silver Line Station Names NEPP Quarterly Update
4/23	WMATA Board Meeting	
5/14	Finance & Administration Committee	
5/28	WMATA Board Meeting	

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AGENDA ITEM #3

MINUTES
NVTC COMMISSION MEETING – FEBRUARY 5, 2015
SPEAKER'S CONFERENCE ROOM – GENERAL ASSEMBLY BUILDING
RICHMOND, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Smedberg at 4:14 P.M.

Members Present

Sharon Bulova
Jim Corcoran
Catherine Hudgins
Jeff McKay
David Meyer (City of Falls Church alternate)
J. Randall Minchew
Jennifer Mitchell (DRPT alternate)
Paul Smedberg
David F. Snyder
Jennifer Wexton

Members Absent

John Cook
William Euille
Jay Fisette
John Foust
Jeff Greenfield
Mary Hynes
Ken Reid
J. Walter Tejada

General Assembly Members

Absent During Session

Richard Black
James LeMunyon
Thomas Rust

Staff Present

Kelley Coyner
Rhonda Gilchrest
Kate Mattice
Aimee Perron Siebert (Hillbridge Group)
Joe Swartz (VRE)

Oath of Office

Chairman Snyder announced that Jim Corcoran has replaced Jim Dyke as the Commonwealth's representative on NVTC. Chairman Snyder administered the oath of office to Mr. Corcoran and Commissioners welcomed him to NVTC.

Minutes of NVTC's January 7, 2015 Meeting

Mr. McKay moved, with a second by Mrs. Bulova, to approve the minutes of the January 7, 2015 NVTC Meeting. The vote in favor was cast by Commissioners Bulova, Corcoran, Hudgins, McKay, Smedberg and Snyder. Commissioners Meyer and Wexton abstained.

Consent Agenda

Mr. Smedberg moved, with a second by Mrs. Bulova to approve the following Consent Agenda:

- Resolution #2265: Approve the FY 2016 State Transit Assistance Applications
- Resolution #2266: Authorization to Apply for FY 2016 Capital Assistance from DRPT for the New Electronic Payments Program (NEPP)

The Commission then voted to approve the Consent Agenda. The vote in favor was cast by Commissioners Bulova, Corcoran, Hudgins, McKay, Meyer, Smedberg, Snyder and Wexton. (Copies of the resolutions are attached.)

Virginia Railway Express (VRE)

VRE Report. Mrs. Bulova stated that VRE conducted an orientation for Cheryl Openshaw, DRPT Deputy Director, and Todd Horsley, DRPT Director of Northern Virginia Transit Programs, on January 28th. Part of the orientation included a train tour to the Ivy City mid-day storage yard. Any Commissioner wishing to have a similar orientation should contact staff. Mrs. Bulova also announced that NVTC will have a presentation on the Management Audit at its March 5, 2015 meeting.

Revisions to the VRE FY 2016 Operating and Capital Budget. Mrs. Bulova stated that Resolution #2267 would approve the Revised FY 2016 VRE Operating and Capital Budget and the Amended FY 2015 VRE Budget and refer them to the jurisdictions for their formal review and adoption. The revisions reflect an increase to the estimate of federal formula funding available in FY 2016. The version of the FY 2016 VRE budget that NVTC adopted at its January 7th meeting included an estimate of federal formula funds of \$21.2 million, a significant decrease from the FY 2015 amount because of considerable uncertainty about federal funding levels. With the passage of the federal Omnibus Appropriations and Continuing Resolution legislation, the new estimate of federal funds has increased by \$6.8 million from \$21.2 million to \$28 million and the

Capital Budget for FY 2016 to be increased by \$8.5 million from \$46.3 million to \$54.8 million, including required match. The CIP Project Description has also been revised to include a more accurate description of the scope and potential funding sources for the Brooke and Leeland platform projects. The resolution explicitly mentions the submission of these projects to the Fredericksburg Area Metropolitan Planning Organization (FAMPO).

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #2267 (copy attached). The vote in favor was cast by Commissioners Bulova, Corcoran, Hudgins, McKay, Meyer, Smedberg, Snyder and Wexton.

Award of the Contract for VRE Maintenance of Equipment and Facilities. Mrs. Bulova stated that the VRE Operations Board recommends approval of Resolution #2268, which would authorize the VRE Chief Executive Officer to award a five-year contract to Keolis Rail Services Virginia, LLC for the VRE Maintenance of Equipment and Facilities Contract. The contract value through June 30, 2016 is an amount not to exceed \$6,410,603. The terms of the contract, exclusive of the mobilization period, shall be for a base period of five years, commencing July 1, 2015 and ending June 30, 2020 with option to extend for two additional five-year periods, not to exceed 15 years. Each year during the base period, VRE will seek Operations Board approval for the contract amount for that year. At the completion of the base period, recommendation for award of the option period will be brought back to the Operations Board for recommendation to the Commissions for authorization. Mrs. Bulova gave an overview of the procurement process.

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #2268 (copy attached). The vote in favor was cast by Commissioners Bulova, Corcoran, Hudgins, McKay, Meyer, Smedberg and Wexton. Chairman Snyder abstained.

Final Master Agreement Amendment Regarding Weighted Voting. Mrs. Bulova reported that all the participating and contributing jurisdictions have approved the amendment to the VRE Master Agreement. Resolution #2269 would authorize NVTC's Chairman to execute the amended agreement on behalf of the Commission. She explained that the General Assembly enacted a statutory requirement amending §15.2-4507 whereby for each year the state contribution to VRE is greater or equal to the highest contribution from a single VRE member jurisdiction, the Chairman of the Commonwealth Transportation Board or his designee shall have a weighted vote equal to the highest contributing jurisdiction. This would go into effect July 2015. This legislation necessitates an amendment to the VRE Master Agreement. In July 2014, both NVTC and PRTC took action to forward the amendment to the VRE member jurisdictions for their approval and execution. NVTC's VRE jurisdictions are Fairfax County, City of Alexandria and Arlington County and they all approved the amendment.

In response to a question from Mr. Smedberg, Mr. Swartz stated that PRTC is expected to take action on this at their February 12, 2015 meeting.

Mrs. Bulova moved, with a second by Mr. Smedberg, to approve the resolution. The vote in favor was cast by Commissioners Bulova, Corcoran, Hudgins, McKay, Meyer, Smedberg, Snyder and Wexton.

Executive Director Report

Ms. Coyner announced that NVTC's Forum on the Benefits of Transit in the Regional and Commonwealth Economy is going to be held on May 8th at the Greensboro Conference Center off the Silver Line in Tysons Corner. Instead of NVTC conducting a business meeting the night before on May 7th, it is anticipated that if a business meeting is needed, it will be held in combination with the Forum.

Ms. Coyner reported that HB2 prioritization scoring is expected to be presented to the Commonwealth Transportation Board (CTB) in February followed by a number of stakeholder meetings. NVTA will hold a stakeholder meeting in Northern Virginia on February 26th. There is an opportunity for NVTC to submit comments. She stated that NVTC staff will work with NVTA and jurisdictional staff and will bring back draft comments for Commission consideration.

Regarding I-66 Outside the Beltway, Ms. Coyner stated that staff has been engaged in the transit portion of this project. She currently serves on the Stakeholder's Executive Committee. Chairman Snyder requested that testimony be drafted for him as Chairman or his designee regarding both I-66 Inside and Outside the Beltway. He stated that he has attended both I-66 Inside and Outside the Beltway briefings and the highway portion seems well developed but the transit portion seems ambiguous. Ms. Mitchell stated that there is a Transit/TDM Advisory Group working on recommendations. Local jurisdictional and NVTC staff have been involved. She stated that comments are welcome.

Mr. Snyder asked if a motion is needed for the Commission to comment on HB2. Ms. Coyner stated that no motion is needed at this point and action can wait until NVTC's March 5th meeting.

Mrs. Bulova moved, with a second by Mr. McKay, to authorize NVTC's Chairman or his designee to submit comments on I-66 Outside and/or Inside the Beltway. Comments will be circulated before submission.

Mr. McKay stated that he understands Chairman Snyder's concern about ambiguity. He appreciates the deliberate action taken by DPRT and VDOT to make sure transit is a significant component of the I-66 project. He expressed his frustration that transit did not end up being a component of the I-95 express lanes project. In light of that experience, NVTC needs to be aggressive to ensure that transit is included. He stated that it may be appropriate at some point to come back and discuss transit issues for I-95. When comparisons are made between these two corridors, they are almost identical (number of vehicles, mileage distance, parameters of the project, etc.). The region cannot afford to not make transit a significant part of the I-66 corridor project. It is important for NVTC to be steadfast in making sure transit is included.

Mr. Smedberg agreed and stated that this is very important to the closer-in jurisdictions because there are concerns of limited space and access for safety vehicles. Mrs. Hudgins stated that the multi-modal piece of the plan is critical. Mr. Meyer stated that he agrees with the previous comments. He stated that this I-66 project will impact many jurisdictions along the corridor, including the City of Fairfax. A rail extension will create significant development. For the City of Fairfax and its long-term planning it is critical to have a clear understanding early on of what is planned. The City of Fairfax is currently planning some major infrastructure investments close to I-66 and it is his understanding that the County is doing the same.

Ms. Mitchell stated that this is a very high priority project for the McAuliffe administration, which is fully committed to making this a multi-modal project. It is likely to be implemented as a public private partnership (P3) and it will be a very large and expensive project. This will lead to decisions of staging and phasing and what is financially viable for the state to afford, as well as any contributions from the local jurisdictions.

Chairman Snyder stated that the long-term plans for the District of Columbia are nowhere near where they need to be in terms of transit. There needs to be connectivity and transit needs to be a major component. He suggested staff work with existing advisory groups as comments are developed.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Bulova, Corcoran, Hudgins, McKay, Meyer, Smedberg, Snyder and Wexton.

Chairman Snyder welcomed Senator Barbara Favola and thanked her for joining NVTC's meeting and for her service in the Senate.

Report from the Virginia Members of the WMATA Board of Directors

Mrs. Hudgins welcomed Mr. Corcoran to NVTC and stated that she looks forward to working with him on the WMATA Board of Directors. She reported that work continues on the budget and action by the WMATA Board is expected in May. Work also continues on the Capital Funding Agreement (CFA).

Mr. Smedberg asked if yesterday's FTA announcement that it is conducting a safety management review of Metrorail and Metrobus following the January 12th smoke incident could impact the WMATA budget process.

Mrs. Hudgins stated that WMATA welcomes FTA's oversight. WMATA continues to meet FTA's requirement under the FMO that all applications be submitted and reviewed ahead of time. Little by little they are being accepted, which means the revenue comes back to WMATA from the grants. WMATA expects further recommendations following FTA's safety management review. The WMATA Board is taking ownership from an operations standpoint and FTA oversight is necessary.

Mrs. Hudgins stated that the Metropolitan Washington Council of Governments (MWCOG) is having a meeting next week on Metro safety. WMATA welcomes this because there is a need to ensure that there is collaboration and coordination of all regional partners when it comes to safety. She stated that safety and finances cannot be disconnected. Mrs. Bulova stated that MWCOG's meeting will discuss communication and how local government systems coordinate with WMATA both above and below ground. She stated that NVTC may wish to have a discussion on communication and safety at a future NVTC meeting. Chairman Snyder agreed and asked Mrs. Hudgins and Mr. Corcoran to organize a WMATA presentation at the March or April meeting, including the communication between first responders and WMATA and what lessons have been learned from the January 12th event. He also clarified that it should not just be about the technological aspects but how public safety agencies and WMATA are integrated to the maximum extent in terms of communication and incident management. It may require reaching out to first responders and seeking their recommendations. Mrs. Hudgins stated that WMATA's new Board Chairman Mort Downey has requested to meet with NVTC Commissioners and this would be a good topic to cover.

Ms. Coyner welcomed Janet Clarke, a member of the Loudoun County Board of Supervisors. Chairman Snyder thanked her for coming and welcomed her to the table.

Financial Items for December 2014

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

Legislative and Policy Developments

Chairman Snyder asked Ms. Mitchell to begin the discussion as they wait for more General Assembly members to arrive. Ms. Mitchell gave an overview of the transit accomplishments for 2014, including completion of the Route 1 Multi-Modal Alternatives Analysis, opening of the I-95 Express Lanes, opening of the Alexandria BRT Project, groundbreaking of the VRE Potomac Shores Station, the opening of the Silver Line, obtaining the Richmond Broad Street BRT TIGER Grant, opening of the Lynchburg Transfer Facility, and the completion of the Harrisonburg Maintenance and Administration Facility.

Ms. Mitchell reviewed the major upcoming priorities for 2015, including the State of Good Repair investments statewide, Metro 2025 investments, I-66 Multimodal Project, I-95 Rail Corridor Improvements, improved transit data collection practices, transit development plans, Blacksburg Multimodal facility, HRT Light Rail expansion to Virginia Beach, Lynchburg Operations and Maintenance Facility, and the Roanoke Intermodal Facility.

Delegate Minchew arrived at 4:49 P.M.

Ms. Mitchell also provided an overview of proposed legislation that is a high priority to the administration. She stated that HB1886 redefines and codifies new guidelines for public

private partnerships. The legislation is intended to provide more transparency and accountability in the P3 process. It is important to establish some true accountability for decision making, which would require the issuance of a Finding of Public Interest which documents that benefits to the public exceed the costs of the project. If there is a major change in the scope, another Finding of Public Interest would be required. This legislation would also require a risk assessment for high risk projects, which almost all P3 projects are considered. She reported that HB1886 passed the House unanimously.

Ms. Mitchell also gave an overview of HB1887 which is the Omnibus budget bill. Part of this legislation would change how CTB members can be removed from the Board. The desire is to have the Commonwealth Transportation Board a truly independent body so that it would no longer allow the Governor to remove a CTB member unless there was cause. The bill also has made some changes on how highway funds are allocated. It will provide approximately \$40 million per year to meet the growing needs of transit. In response to a question from Mr. Smedberg, Ms. Mitchell stated that the \$40 million is an estimate and there is no ceiling or floor to cap this amount, but the revenue sources are not subject to major fluctuations. Ms. Coyner clarified that this \$40 million is for state assistance for mass transit for capital which is primarily allocated for State of Good Repair projects. HB1887 passed the House by a 96-2 vote. Ms. Mitchell stated that this legislation does not fix the funding gap for the future, but it is a step in the right direction. It is not just a transit issue but also a local government issue because if the state assistance goes down it will be up to the jurisdictions to make up the gap. This especially impacts the smaller jurisdictions throughout the Commonwealth.

Ms. Mitchell also reviewed Delegate LeMunyon's budget amendment that would require funds allocated to the Mass Transit Capital Fund earmarked for the construction of new fixed rail projects be subject to HB2 prioritization scoring. This would not impact transit operations funding or capital projects for state of good repair. She explained that many of the new fixed rail projects would have to go through the HB2 scoring anyway because the Mass Transit Capital Fund is not large enough to support these types of projects. The amendment has little to no impact on transit funding.

Ms. Mitchell also gave an overview of some of the budget amendments related to WMATA and state funding for WMATA, in response to the FMOA and certified WMATA audits. She stated that DRPT supports the accountability of WMATA and DRPT already provides a significant amount of oversight of WMATA, as well as through NVTC. It is important for legislators to understand that it is not the Commonwealth that is on the hook for WMATA funding if state funding is held up; it is NVTC and the local jurisdictions. It is not an option to stop running Metrorail. She encouraged Commissioners to speak with legislators on this issue. Mrs. Hudgins agreed.

Chairman Snyder thanked the General Assembly members for their service and asked for their observations and comments on the 2015 Session. Delegate Minchew stated that he looks forward to seeing what action the Senate takes when Crossover occurs on February 10th. He stated that HB1887 is a structurally sound bill that for a long-term basis will lead to more synergy and interdependence between transit and road improvements. This bill will provide more linkages between transit and transportation planning and for more opportunities for NVTC to work with NVTa and the CTB. Delegate Minchew

explained that he has never liked that tax revenue gets collected in Northern Virginia through HB2313 and then has to go back to Richmond, but the region does not know when the revenue will come back or what kind of discounts will be applied to the funds. This is also an issue for local governments. Several legislators are working on this issue to bring more transparency to the process. He reported that the bill he filed for NVTB was tabled. The Commissioner of Revenue has stated that he will work with NVTB's Executive Director on this issue.

Chairman Snyder stated that related to NVTC's Forum, he would like to see those parts of NVTC geographic territory that are not currently well served by transit to play an important role in helping NVTC sketch out priorities and needs that are not being met. Ms. Coyner also stated that NVTC is looking to engage with General Assembly members to help them understand how transit and transportation works in Northern Virginia. Chairman Snyder stated that it is important to look at what NVTC can do to bring service to people who don't have access to transit. NVTC's Forum is a great opportunity to do this.

Ms. Mitchell introduced Cheryl Openshaw, DRPT's new Deputy Administrator. Ms. Mitchell explained that this is a new position at DRPT and Ms. Openshaw will be helping her to run the agency on a day-to-day basis.

Delegate Minchew asked about VRE and the Commissions' liability in the event of a VRE accident. NVTC's VRE Operations Board members reviewed the indemnification agreement with the railroads and VRE's current liability insurance. Chairman Snyder asked Ms. Coyner to coordinate a meeting with Mr. MacIsaac, NVTC's and VRE's legal counsel, and Delegate Minchew to follow up on these and other questions. Chairman Snyder also requested an update on this issue at the Commission's next meeting.

In response to a question from Chairman Snyder about HB1887, Ms. Coyner stated that staff will work with jurisdictional staff on this.

Adjournment

Mr. Smedberg moved, with a second by Mrs. Bulova, to adjourn. Without objection, Chairman Snyder adjourned the meeting at 5:29 P.M.

Approved this fifth day of March, 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



Northern Virginia Transportation Commission

RESOLUTION #2265

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

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

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission's Executive Director is authorized, for and on behalf of NVTC and as an agent for its members: 1) to execute and file an application to the Virginia Department of Rail and Public Transportation (DRPT) for grants of public transportation assistance for the FY 2016 commencing July 1, 2015 in the amount of \$623.7 million in eligible operating costs to defray a portion of the public transportation cost of NVTC and its members for operations; 2) to accept from DRPT and execute grants in such amounts as may be awarded; and 3) to furnish DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC's Executive Director is authorized, for and on behalf of NVTC and its members: 1) to file an application to DRPT for grants of public transportation assistance for FY 2015 for capital expenses totaling \$269.6 million in costs (\$157.9 million non-federal) to defray the costs borne by NVTC and its members for equipment, facilities and the associated expenses of any approved capital grant, with a minimum four percent local participation required; 2) to revise the capital portion of the application to reflect refined estimates by WMATA or local governments when they become available; 3) to accept from DRPT and execute grants in such amounts as may be awarded; and 4) to furnish to DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC's Executive Director is authorized, for and on behalf of NVTC and its members: 1) to file an application to DRPT for a grant of financial assistance under the Intern Program to defray a portion of \$50,000 of costs of the NVTC Fellows Program; 2) to accept from DRPT and execute grants in such amounts as may be awarded; and 3) to furnish to DRPT such documents and other information as may be required for processing the grant request.

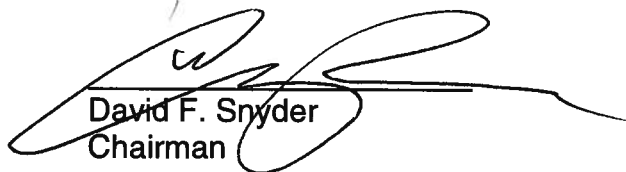
BE IT FURTHER RESOLVED that NVTC's Executive Director is authorized, for and on behalf of NVTC and PRTC and their members: 1) to file FY 2016 VRE applications to DRPT in the amount of \$51.4 million for operating costs, \$84.8 million in total costs for capital (\$41.8 million non-federal); 2) to revise the application to reflect refined estimates by VRE; 3) to accept from DRPT and execute grants in such amounts as may be awarded; and 4) to furnish to DRPT such documents and other information as may be required for processing the grant request.

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

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

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

Approved this 5th day of February, 2015.


David F. Snyder
Chairman


Jeffrey McKay
Secretary-Treasurer



RESOLUTION #2266

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

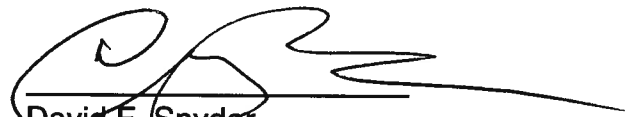
Res #2266 Cont'd

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

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

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

Approved this fifth day of February 2015.


Jeffrey McKay
Secretary-Treasurer
David F. Snyder
Chairman



Northern Virginia Transportation Commission

RESOLUTION #2267

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

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

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

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

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

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

WHEREAS: The VRE Operations Board recommends the following action.

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

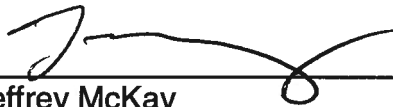
Res. #2267 cont'd

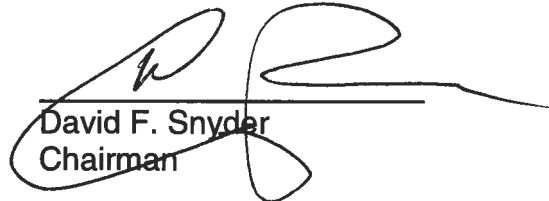
BE IT FURTHER RESOLVED that the Commissions authorize the Executive Director of both PRTC and NVTC to submit to the Transportation Planning Board (TPB) of the National Capital Region, the Fredericksburg Area Metropolitan Planning Organization (FAMPO), and to the Federal Transit Administration (FTA) or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

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

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

Approved this fifth day of February 2015.



Jeffrey McKay
Secretary-Treasurer

David F. Snyder
Chairman



RESOLUTION #2268

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

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

WHEREAS: The current Contract expires in June 2015;

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

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


WHEREAS: Interviews were held with the top three firms;

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

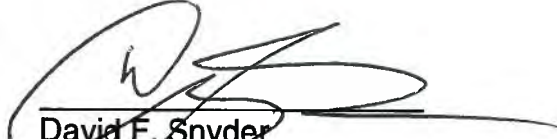
WHEREAS: The VRE Operations Board recommends the following action.

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

Approved this fifth day of February 2015.



Jeffrey McKay
Secretary-Treasurer



David F. Snyder
Chairman



Northern Virginia Transportation Commission

RESOLUTION #2269

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

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

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

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

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

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



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

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

Res. #2269 cont'd

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

Approved this fifth day of February 2015.


David F. Snyder
Chairman
Jeffrey McKay
Secretary-Treasurer

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AGENDA ITEM #4: CONSENT AGENDA

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner

DATE: April 2, 2015

SUBJECT: Consent Agenda

RECOMMENDED ACTION: Approve Consent Agenda

A. Authorize the Chairman to Comment on the HB2 Implementation Policy Guide Before the Commonwealth Transportation Board

The Commission is asked to authorize the Chairman to comment on the [HB2 Implementation Policy Guide](#) during the public comment period, which began on March 18th and concludes in May. The CTB approved the posting of the Guide for comment at its March meeting. The Guide includes a timeline for implementation, project application process, weighting frameworks, and the measures for the project selection factors required by HB2. The factors are congestion mitigation, economic development, accessibility, safety, environmental quality and land use and transportation coordination (in areas over 200,000 in population). The law requires the CTB to select projects for funding based on the prioritization process beginning July 1, 2016. NVTC will develop comments with respect to transit in coordination with its member jurisdictions and the Northern Virginia Transportation Authority. Note that HB2 requires congestion relief be accorded the greatest weight of all rating factors and assigns specific responsibilities to NVTA. [An outline of issues for consideration in NVTC's comments is attached.](#)

B. Authorize the Chairman or His Designee to Submit Testimony on the Preliminary Six-Year Improvement Program (SYIP) for FY2015 at the Commonwealth Transportation Board (CTB) Public Hearing

The Commission is asked to authorize the Chairman to submit testimony on the preliminary Six-Year Improvement Program (SYIP) before the Commonwealth Transportation Board (CTB) on April 28th at the Northern Virginia District Office, 4975 Alliance Drive, Fairfax VA 22030. Staff will prepare draft testimony and will coordinate with local jurisdictions as well as VRE and NVTA. Key issues to be addressed in the testimony are outlined in the attached [proposed comments](#). After considering public comments, the CTB is expected to adopt its final program in June 2014.

Northern Virginia Transportation Commission

2300 Wilson Boulevard • Suite 620 • Arlington, VA 22201

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C. Authorize the Chairman to Submit a Letter to the Virginia Congressional Delegation on Commuter Tax Benefit Parity

The Commission is asked to authorize the Chairman to submit a letter to the Virginia Congressional Delegation renewing its request for a permanent commuter tax benefit parity with parking. Rep. Peter King and Rep. Eleanor Holmes-Norton have introduced two bills which would establish parity between the parking and transit portions of the transportation fringe benefit (H.R. 990, the Commuter Benefit Parity Act of 2015 and H.R.1046, Transit Tax Parity Act of 2015). As of March 31st, 16 Members of Congress including Rep. Whitman have cosponsored H.R. 990, and Reps. Beyer, Connolly and Van Hollen have cosponsored H.R. 1046.

The commuter tax benefit allows employees to withhold money from their paychecks, tax-free, to spend on transit rides. In 2009 and again in 2013, the commuter tax benefit was equal for all employees regardless of whether they drove or took transit. In 2014, Congress decreased the cap on transit benefits from \$245 to \$130 per month, while increasing the cap on parking benefits to \$250 per month starting in 2015. WMATA estimates that the Metro system is losing 9,000 riders every weekday – a 1.3 percent of total system ridership – since the transit tax benefit was reduced. Further, VRE is losing revenue each month, because fewer riders are purchasing monthly passes.

D. Resolution #2270: Authorize the Executive Director to Negotiate and Execute a Contract for NVTC Financial Services

The Commission is asked to authorize the Executive Director to complete negotiations and execute a contract for NVTC financial auditing services. On April 9th before the Commission Meeting, NVTC staff will meet with the Executive Committee, acting as NVTC's Audit Committee, to discuss the outcome of NVTC's financial auditing services procurement process. Staff will also recommend that the Executive Director be authorized to execute a contract with the top ranked firm, PBMAres, LLP, for a base period of three years, with options for two additional two-year periods. The cost of the first year of the contract is not to exceed that provided for in the FY 2016 budget, with remaining years subject to appropriation. A memo from NVTC staff to the Executive Committee in its capacity as the Audit Committee describing the procurement process and recommendation is attached.

E. Authorize the Chairman to Submit a Letter to the Virginia Congressional Delegation on Trust Fund Solvency

The Commission is asked to authorize the Chairman to submit a letter to the Virginia Congressional Delegation renewing its request to that Congress address the long-term financial solvency of the Mass Transit Account of the Highway Trust Fund. The Highway Trust Fund – used to fund highway and some transit projects (through STP and CMAQ) - is expected to be insolvent by summer 2015. The Mass Transit Account – used for all FTA formula programs - will become insolvent in the fall. Insolvency of these federal funds will stall highway transportation construction projects across the Commonwealth, affect

capital and operating assistance for smaller Virginia transit systems, and delay payments to major transit systems around the country such as WMATA.

F. Authorize the Chairman or his Designee to Request that to the WMATA Interim General Manager address concerns of the Northern Virginia Regional Partners on the New Electronic Payments Program (NEPP)

The Commission is asked to authorize the Chairman request that to the WMATA Interim General Manager address concerns of the Northern Virginia Regional Partners with respect the New Electronic Payments Program (NEPP). NVTC represents the Northern Virginia Regional Partners with respect to review of the NEPP pilot, plus the procurement and implementation of NEPP. The Northern Virginia Regional Partners include Alexandria DASH, Arlington ART, Loudoun County Transit, Fairfax CUE, Fairfax Connector, OmniRide, and VRE. Specifically, NVTC requests a fixed timeline for providing information on all aspects of the pilot, and technical specification, pricing information, and other relevant terms in WMATA's contract with Accenture. The Commission requests that the General Manager work with the Northern Virginia Regional Partners directly on the developing a cost effective approach to procuring equipment and services need to ensure full integration across the network of transit systems serving the region.

G. Authorize the Chairman to Submit Comments to the Federal Transit Administration on Proposal Policy Guidance on the FTA Capital Investment Program

The Commission is asked to authorize the Executive Director to submit comments to the Federal Transit Administration on its proposed policy guidance for the [Capital Investment Grants program](#). This biennial policy guidance is used to determine the rating thresholds for projects seeking funding as a New Start, Small Start or Core Capacity project. The proposed Policy Guidance is likely to change the specific thresholds needed for projects to successfully compete for Federal funding and may alter the data required of local projects such as the Route 7 Corridor and the VRE extension to Gainesville-Haymarket. FTA anticipates releasing the updated Policy Guidance on Capital Investment Grants in April with a 30-day public comment period. NVTC will review and assess the proposed policy guidance once it is released.

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Proposed Comments on the CTB's Proposed HB2 Implementation Policy Guide**Background:**

In 2014, the General Assembly required the development and implementation of “a prioritization process for projects funded by the Commonwealth Transportation Board” (CTB) in order “to improve the efficiency and effectiveness of the state's transportation system, transportation safety, transportation accessibility for people and freight, environmental quality, and economic development in the Commonwealth.” Under the statute, “the prioritization process shall be based on an objective and quantifiable analysis that considers, at a minimum, the following factors relative to the cost of the project or strategy: congestion mitigation, economic development, accessibility, safety, and environmental quality.” For areas with population over 200,000, land use and regional transportation must also be taken into account. Further the prioritization process must consider “at a minimum, highway, **transit, rail**, roadway, technology operational improvements, and transportation demand management strategies.” (Emphasis added.)

Comments:

Transit improvements have a critical role to play in addressing all six factors of the law.

The HB2 selection criteria should provide a level playing field for different modes of transportation, including transit. The measures applied for each of the factors must be relevant regardless of transportation mode. Measures, such as safety, should be carefully reviewed to ensure that there are not unintended consequences in the final project ratings.

In addition to cities and counties, all regional transportation entities should be eligible to apply for HB2 funds.

The final process should be transparent and applicable to all areas of the Commonwealth, taking into consideration different development profiles in different regions, and the selected metrics and review methodology should be appropriate across the state. There must be sufficient high-quality data available to support the assessed metrics.

The rating scheme assessment should be feasibly performed by the entity applying for funds, or should be performed by the Commonwealth. Any evaluation performed by the state should be conducted by technically qualified staff well-versed in the subject matter.

The HB2 Yearly Cycle should provide for a review of the performance and outcomes of the assessment and ratings process in advance of the next application cycle.

The statute requires that the CTB consider input provided by the Northern Virginia Transportation Authority when developing the weighting of factors. NVTA and the Hampton Roads Transportation Planning Organization must employ congestion mitigation as the highest factor in the prioritization process. NVTC respects NVTA's special statutory role in regards to the weighting of the different factors.

NVTC will coordinate the development of its comments with its member jurisdictions and the Northern Virginia Transportation Authority.

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Proposed Comments on
Draft FY 2015 –FY2020 Six Year Improvement Program

Recognition of Transportation Leadership (Secretary Layne, Director Mitchell and the Commonwealth Transportation Board)

Recognition of Milestones in Transit Since Last Year including New State Capital Assistance for State of Good Repair (SOGR) & Infrastructure Bank Loan

Document Ridership and the Economic Benefits of Transit

Whether it is commuter rail or Metrorail, commuter buses or local buses, transit provides a way to get people to work and connects businesses to the customers and workers needed for retail, hospitality, health care, and technology businesses. Transit is a cost effective way to ease congestion on roadways. New and improved transit facilities enhance neighborhoods and business centers. Update vital stats and also highlight research results on this topic.

Key Elements of SYIP

Note key local and regional investments in the draft FY2015-2020 Six Year Improvement Program containing projects critical to moving forward in expanding transit capacity and service in the region. This section will be drafted to reflect what is actually included in the SYIP which is typically released on the eve of the hearing. Key items in the NVTC applications include:

- Technical assistance for the NEPP
- Capital assistance for the NEPP
- Funding for the NVTC Fellows Program
- Multi-year funding for track lease funds for VRE
- (Other VRE issues)
- Virginia's match for the federal PRIIA funding
- Capital assistance for WMATA for State of Good Repair and 2025 under the Momentum Initiative

Comment on Pending Policy Issues

Policy or legislative implementation issues currently pending with the CTB include:

- Review of performance metrics for operating assistance and tiering for capital assets
- Adoption of a project selection framework as required by HB2
- Development of new multimodal long range plan known as VTRANS
- Implementation of HB1887

Comment on Key Projects and New Initiatives

Items to be included here are:

- Importance of diversifying and expanding resources for transit funding statewide and for Northern Virginia
- Need for strong transit and TDM component for I-66 Outside the Beltway
- Commitment to working in partnership with VDOT on the implementation of I-66 Inside the Beltway.
- Highlight funding/progress for key transit initiatives in the SYIP, e.g. Route 1 BRT/METRO Hybrid, Route 7 Alternatives Analysis, Potomac Yard Metro

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DRAFT

<date>

Chairman
Hon. David F. Snyder

Vice Chairman
Hon. Jay Fisette

Secretary/Treasurer
Hon. Jeff McKay

Commissioners:

City of Alexandria
Hon. William D. Euille
Hon. Paul C. Smedberg

Arlington County
Hon. Mary Hynes
Hon. Jay Fisette
Hon. Walter Tejada

Fairfax County
Hon. Sharon Bulova
Hon. John C. Cook
Hon. John Foust
Hon. Catherine M. Hudgins
Hon. Jeffrey McKay

City of Fairfax
Hon. Jeffrey C. Greenfield

City of Falls Church
Hon. David F. Snyder

Loudoun County
Hon. Kenneth Reid

Commonwealth of Virginia
Hon. Jim Corcoran

Virginia General Assembly
Sen. Richard Black
Sen. Jennifer Wexton
Del. James LeMunyon
Del. J. Randall Minchew
Del. Thomas D. Rust

Executive Director
Kelley Coyner

Virginia Congressional Delegation

Dear XXXX:

On behalf of the Northern Virginia Transportation Commission (NVTC), I am writing to ask that you support the *permanent* renewal of Commuter Benefit Parity in 2015 to bolster ridership on our regions' transit systems and to treat fairly the Northern Virginians who take 550,000 trips on public transit each workday.

As you know, the commuter tax benefit allows employees to withhold money from their paychecks, tax-free, to spend on transit rides. This benefit helps commuters and -- when transit and driving are treated the same -- encourages transit ridership and reduces congestion. In 2009 and again in 2013, the commuter tax benefit was equal for all employees regardless of whether they commuted by car or transit. In 2014, however, Congress decreased the cap on transit benefits from \$245 to \$130 per month, while increasing the cap on parking benefits to \$250 per month starting in 2015. Transit riders who use this benefit now pay more to commute to work, while those who drive have been unaffected.

As someone who supported the commuter tax benefit in the past, I thought you would be interested in recent information on the impact to Metro and VRE of letting the transit benefit drop.

The new tax rules went into effect January 1, 2014. As such, the Metro System has had an entire year to see how ridership has been impacted. WMATA's data shows a worrying drop-off in their ridership. WMATA estimates that the Metro system is losing 9,000 riders every weekday -- a 1.3 percent of total system ridership -- since the transit tax benefit was reduced.

Not only is WMATA, the agency and the system, being affected; riders are hurt too. WMATA's data show that under the new tax rules, only 25 percent of Metro's riders can ride an entire month using transit benefits alone. The number of riders who must supplement their "SmartBenefits" with their own cash has doubled. As a result, WMATA is seeing a net loss of 10 percent in ridership from their key commuter market.

While this is a national problem, the Northern Virginia region is hard hit due to the large presence of federal employees who receive these transit benefits.

In Virginia, the Virginia Railway Express (VRE) has felt an impact from lower transit benefits as well. About 90 percent of VRE customers use the transit commuter benefits to support their transit fares. Since the reduction in transit benefits, VRE has seen changes in the types of tickets sold, resulting in lower revenues. Specifically, VRE fares from Fredericksburg to Union Station in the District of Columbia are \$305.90 for a monthly pass and \$101.50 for a 10-trip ticket. When the transit benefit was \$245/month, a majority of VRE customers purchased monthly passes. When the benefit reduced to \$130/month, sales of VRE's monthly tickets declined as ridership shifted to the lower-priced 10-trip tickets.

We look forward to working with you to ensure that parity for commuter benefits is reinstated permanently as soon as possible in 2015. Each month without it undercuts needed revenue for WMATA and VRE and puts a financial squeeze on transit riders.

Sincerely,

David F. Snyder
Chairman



RESOLUTION #2270

SUBJECT: Authorize the Executive Director to Negotiate and Execute a Contract for NVTC Financial Auditing Services

WHEREAS: On November 6, 2014, the Commission approved a request to issue a Request for Proposals for financial auditing services for NVTC jointly with VRE and PRTC for a base period of three years, with options for two additional two-year periods;

WHEREAS: On February 2, 2015, NVTC issued a Request for Proposals for financial auditing services on behalf of both Commissions and VRE;

WHEREAS: Five proposals were received and ranked by the selection committee in accordance with the guidelines specified in the RFP;

WHEREAS: The selection committee recommends that the contract be awarded to the PBMares, LLP, the highest ranked proposing firm; and

WHEREAS: The NVTC Executive Committee, acting as the audit committee, recommended approval of this contract award.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the Executive Director to negotiate and execute a contract with PBMares, LLP for NVTC financial auditing services for a base period of three years with options for two additional two-year periods, at a cost for the first audit year of the contract not to exceed that provided for in the FY 2016 budget, with remaining years subject to appropriation.

Approved this 9th day of April 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer

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TO: NVTC's Executive Committee

FROM: Kelley Coyner and Scott Kalkwarf

DATE: March 25, 2015

SUBJECT: Recommendation of Audit Firm for Financial Auditing Services

Summary

On November 6, 2014, the Commission approved a request to issue a Request for Proposals for financial auditing services for NVTC jointly with VRE and PRTC, with the expectation that each entity would enter into individual contracts with the selected firm. Of the five proposing firms, PBMAres, LLP was awarded the highest rank by the selection committee. It is recommended that the Executive Director complete negotiations with PBMAres, LLP, and execute a contract for a base period of three years, effective with the audit of FY 2015, with options for two additional two-year periods. The cost for the first year of the contract is not to exceed that provided for in the FY 2016 budget, with remaining years subject to appropriation.

Background

NVTC's contract for auditing services with PBMAres, LLP (formally PBGH, LLP) expired 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. (PBMAres was also the audit firm for PRTC, but as the result of a separate procurement.)

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. On November 6, 2014 the Commission approved a request for NVTC to issue an RFP with VRE and PRTC, with expected contract terms of three years with options for two additional two-year periods. While the intention is for each entity to contract with the same firm, the RFP does not prohibit contracting with separate firms.

A distribution list of eleven prospective firms was developed by NVTC, PRTC and VRE. To ensure maximum participation, the RFP was also advertised in the Washington Post, and posted on the websites of each entity. On February 2, 2015, NVTC issued the RFP on behalf of both commissions and VRE. Proposals were submitted by five firms by the February 25th due date.

Ranking and Selection

The proposals were evaluated by a selection committee composed of financial staff from NVTC, PRTC, VRE and the Northern Virginia Transportation Authority, using the following criteria and scoring system:

CRITERIA	SCORE
Qualifications and government experience of the firm	15 points
Qualifications and government experience of assigned staff	15 points
Audit understanding, approach and work plan	20 points
Ability to complete audit by required deadlines	10 points
Commitment to provide continuity of audit staff	10 points
Experience with Virginia localities and the public transit industry	15 points
References from clients with similar size and complexity	15 points
TOTAL POINTS	100 points

Interviews were conducted with the three top ranked firms. It was determined that the proposal from PBMAres, LLP was awarded the highest rank by the selection committee. While cost was not a ranking factor or requested for all offerors, a non-binding estimate of costs was requested at the interview stage.

Recommendation

It is recommended that the Executive Director complete the negotiations with PBMAres, LLP, and execute a contract for a base period of three years, effective with the audit of FY 2015, with options for two additional two-year periods. The cost for the first year of the contract is not to exceed that provided for in the FY 2016 budget, with remaining years subject to appropriation.



DRAFT

<date>

Chairman
Hon. David F. Snyder

Vice Chairman
Hon. Jay Fiset

Secretary/Treasurer
Hon. Jeff McKay

Commissioners:

City of Alexandria
Hon. William D. Euille
Hon. Paul C. Smedberg

Arlington County
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Fairfax County
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Hon. Catherine M. Hudgins
Hon. Jeffrey McKay

City of Fairfax
Hon. Jeffrey C. Greenfield

City of Falls Church
Hon. David F. Snyder

Loudoun County
Hon. Kenneth Reid

Commonwealth of Virginia
Hon. Jim Corcoran

Virginia General Assembly
Sen. Richard Black
Sen. Jennifer Wexton
Del. James LeMunyon
Del. J. Randall Minchew
Del. Thomas D. Rust

Executive Director
Kelley Coyner

Virginia Congressional Delegation

On behalf of the Northern Virginia Transportation Commission (NVTC), I want to thank you for your efforts to secure a solution to the pending insolvency of the Highway Trust Fund.

As you know, any shortfall could mean delayed payments or partial payments to Virginia's transportation agencies and many transit systems across the state. In our region, a shortfall in the Mass Transit Account may require some transit systems to initiate additional cash management procedures. Absent additional funding for the Highway Trust Fund, would mean that there would be no new federal funding commitments in FY 2015 for new highway, bridge, or transit projects.

We are encouraged that the House and Senate have taken steps to shore up the trust fund. We remain concerned that reauthorization of a multi-year surface transportation package is still required. Reauthorization is vital to the Washington Metropolitan Area Transit Authority (WMATA) and the Virginia Rail Express (VRE). Federal funding is critical to maintaining a "state of good repair" for Northern Virginia's transit infrastructure and investments, particularly the Washington Metropolitan Area Transit Authority (WMATA) which carries hundreds of thousands of federal workers each weekday. Federal funding is also critical to transit service expansion to meet growing demand for the Virginia Railway Express, which NVTC co-owns. Federal grants comprise 18 percent of VRE's operating budget and about 51 percent of their capital budget. Failure to pass a new authorization bill will delay the purchase of new rolling stock, construction of equipment storage yards, maintenance facility improvements, the extension of station platforms and security enhancements.

Sound transportation systems are essential to the region's economic vitality. Placing the trust fund on sound footing and providing stable, and adequate resources for transit and other modes are keys to building and maintaining high capacity, high quality transit for people and businesses of our region.

Sincerely,

David F. Snyder
Chairman

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AGENDA ITEM #5: VIRGINIA RAILWAY EXPRESS

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and Rhonda Gilchrest

DATE: April 2, 2015

SUBJECT: Virginia Railway Express

A. VRE CEO Report and Minutes

VRE's Chief Executive Officer Doug Allen will be present to update the Commission on VRE highlights. The [VRE CEO March 2015 Report](#) and the [Minutes of the March 20th Meeting of the VRE Operations Board](#) are attached.

B. ACTION ITEM: [Resolution #2271](#): Authorization to Execute an Amendment to the Rail Enhancement Fund Agreement for the VRE Gainesville-Haymarket Extension Phase II – Environmental Assessment and Preliminary Design

The VRE Operations Board recommends the Commissions authorize the VRE Chief Executive Officer to execute the Second Amendment to the Rail Enhancement Fund (REF) Agreement Number 76509-02 for the VRE Gainesville-Haymarket Extension Phase II for the Environmental Assessment and Preliminary Design and to authorize the VRE CEO to execute any future amendments to the scope or schedule on behalf of the Commissions. This amendment will modify the Scope of Work and the Milestone Schedule for the environmental and engineering services that will be completed using grant funds. The total project budget of \$4,285,714, covered by the agreement, remains the same. More information about the history of the REF grant agreement and funding is included in the attached [VRE memorandum](#).

C. ACTION ITEM: [Resolution #2272](#): Authorization to Execute a Contract for Planning and Engineering Consultant services for the Gainesville-Haymarket Extension

The VRE Operations Board recommends the Commission authorize the VRE Chief Executive Officer to execute a contract with AECOM for planning and engineering consultant services for the Gainesville-Haymarket Extension Project in the amount of \$3,968,330, plus a 10 percent contingency of \$396,833, for a total amount not to exceed \$4,365,163. The [attached VRE memorandum](#) provides more information.

Northern Virginia Transportation Commission

2300 Wilson Boulevard • Suite 620 • Arlington, VA 22201

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

www.novatransit.org

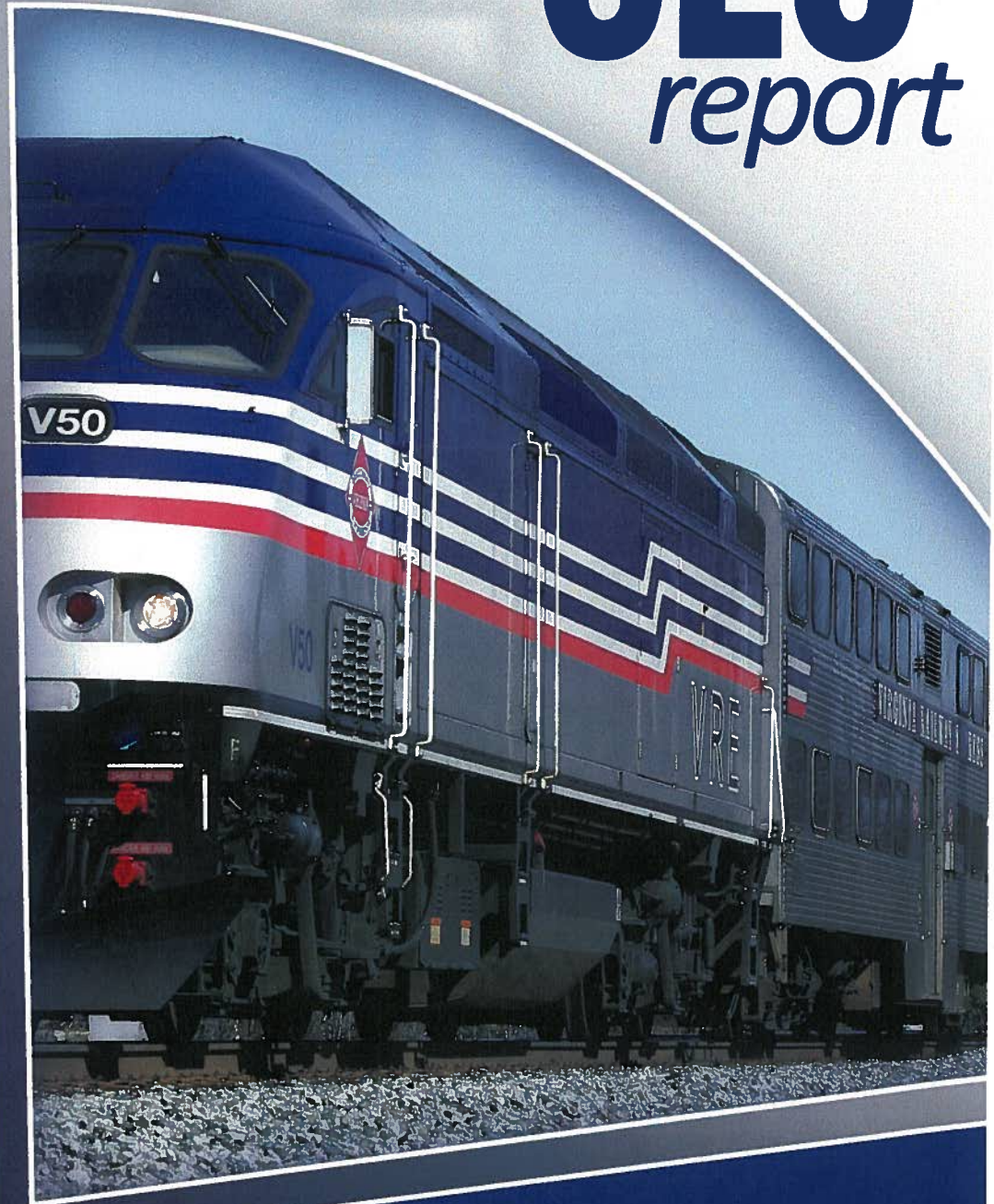
D. ACTION ITEM: [Resolution #2273](#): Authorization to Execute an Agreement with Amtrak for Access and Storage at Washington Union Terminal

The VRE Operations Board has recommended Commission authorization for the VRE CEO to enter into a five-year agreement with Amtrak for access and mid-day storage at Washington Union Terminal. VRE's current agreement with Amtrak will expire on June 30, 2015. The total payment will not exceed \$10,685,184, plus a \$300,000 contingency, for a total amount not to exceed \$10,985,184 during the first year, and will be subject to escalation in each successive year according to the Association of American Railroads (AAR) Quarterly Index of Chargeout Prices and Wage Rates and a three-year rolling average of actual costs for those charges subject to Section 212 of the Passenger Rail Improvement and Investment Act of 2008 (PRIIA). The terms of the agreement include an option to extend for an additional five-year term upon advance notice to Amtrak. [VRE's memorandum outlines the terms of the agreement](#). VRE staff is in the process of working to identify an alternative storage site for mid-day storage. Amtrak has agreed to work with VRE to design and construct the alternative site.

E. INFORMATION ITEM: VRE Title VI Service Standards and Policies

NVTC does not need to take any action on this item; it only goes to PRTC for action. At its February 20th meeting, the VRE Operations Board accepted the results of the [Title VI Service Standards and Policies](#) monitoring and forwarded them to the Potomac and Rappahannock Transportation Commission (PRTC) for inclusion in PRTC's Title VI submittal, which is due March 31, 2015. FTA requires transit providers to monitor the performance of their transit system relative to their system-wide service standards and service policies (i.e., vehicle load, vehicle headway, on-time performance, service availability, vehicle assignment, transit amenities, etc.) not less than every three years. VRE staff conducted the monitoring and compiling of the results. [VRE's memorandum is attached](#). VRE's [Title VI Major Service Change and Fare/Service Equity Policy](#) and [VRE Public Participation Policy](#) will also be incorporated into PRTC's Title VI Program.

CEO *report*



MARCH 2015

VIRGINIA RAILWAY EXPRESS
A Better Way. A Better Life.





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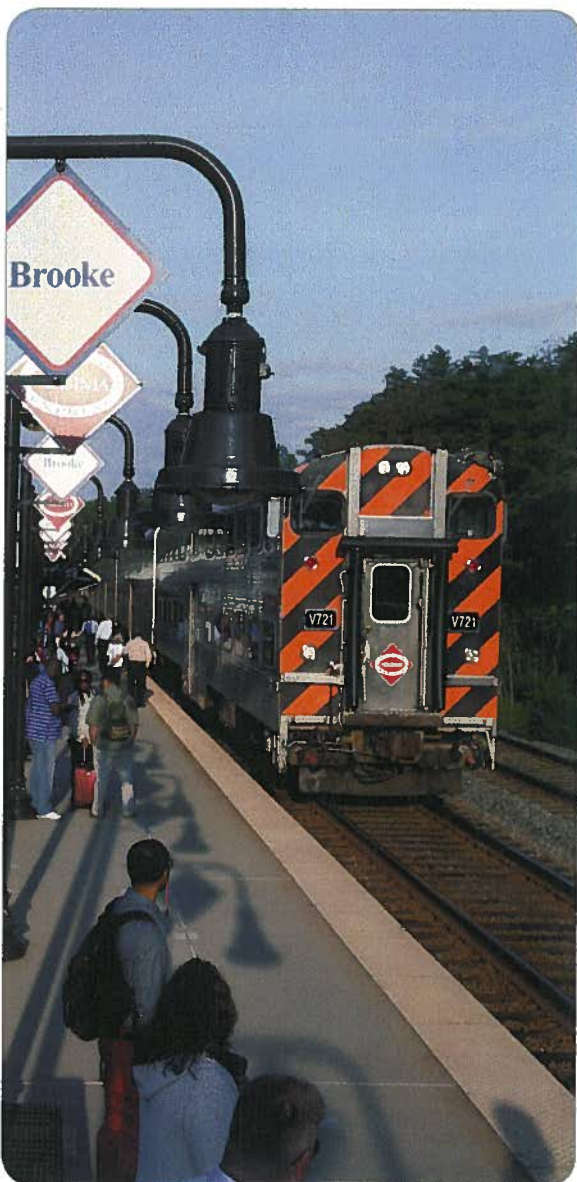
CEO
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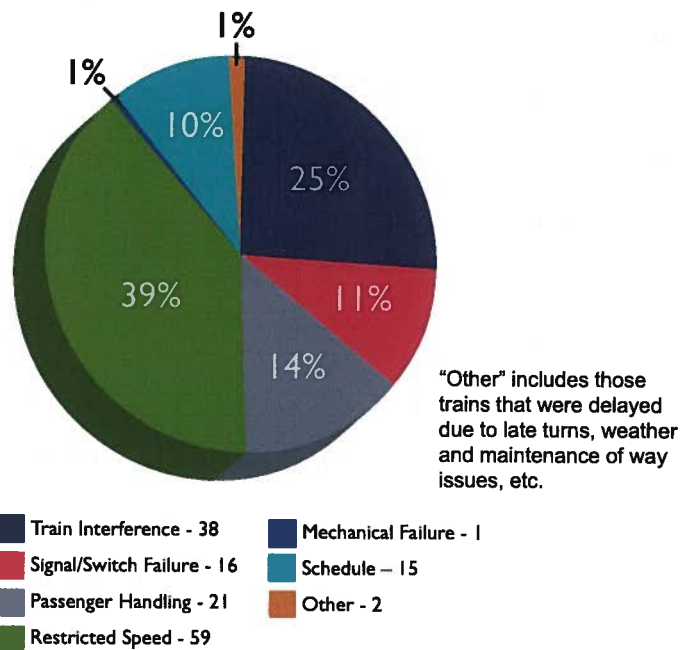
ON TIME PERFORMANCE

On Time Performance (OTP) for February 2015 was 92 percent, down from 95 percent the previous month. The Manassas Line operated at 93 percent while the Fredericksburg Line was 90 percent. Restricted speed orders and train interference were the primary causes of reduced overall OTP. Typical passenger handling and schedule issues were the remaining principal causes of delays.

In February, VRE operated 540 trains with 44 trains arriving over five minutes late to their final destination. There were 19 late trains on the Manassas Line and 25 late trains on the Fredericksburg Line.



REASON FOR DELAYS



Note: There were a total of 152 delays during the month of February but only 44 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	DEC.	JAN.	FEB.
Total delays	25	31	44
Average length of delay (mins.)	14	16	17
Number over 30 minutes	2	2	7
Total Days with heat restrictions	0/21	0/20	0/18
On-Time Performance	96%	95%	92%
FREDERICKSBURG LINE			
Total delays	13	13	25
Average length of delay (mins.)	14	11	13
Number over 30 minutes	1	0	1
On-Time Performance	95%	95%	90%
MANASSAS LINE			
Total delays	12	18	19
Average length of delay (mins.)	13	20	23
Number over 30 minutes	1	2	6
On-Time Performance	96%	94%	93%

RIDERSHIP UPDATE

February 2015 Average Daily Ridership (ADR) was 18,567* compared to 18,645 in February 2014. Monthly ridership decreased by 0.4% compared to February 2014. February 2015 ridership was 334,209*, a decrease from 335,605 in February 2014. The number of service days in February 2014 and 2015 was 18. However, February 2014 service included one "S" schedule day and one cancellation of morning Manassas Line service.

*Using estimated Amtrak ridership

RIDERSHIP MONTH-TO-MONTH COMPARISON

DESCRIPTION	MONTHLY RIDERSHIP
February 2014	335,605
February 2015	334,209*
Service Days (Current/Prior)	18/18
Ridership Percent Change	-0.4% normalized

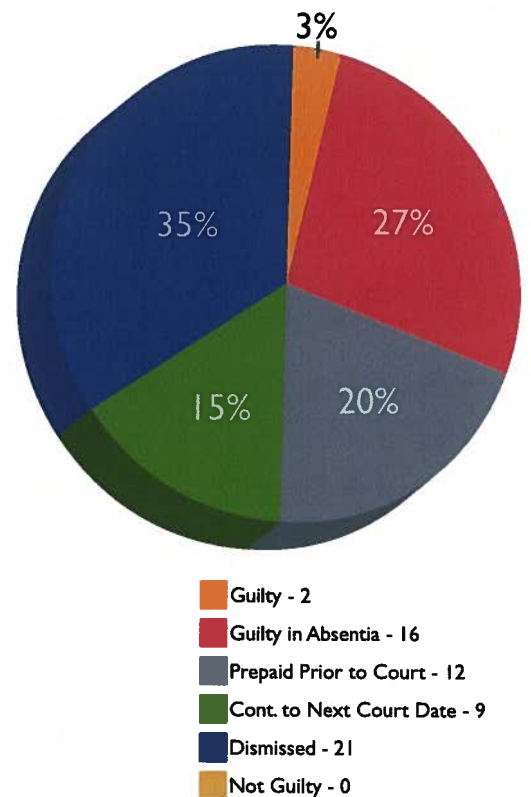
MONTHLY CITATIONS UPDATE

During the month of February, Keolis wrote 109 citations; 29 more than last month. VRE waived 31 citations after riders showed proof of purchase of a monthly ticket and 18 others were waived as a one-time courtesy, per the conductor's request, unique circumstances or other reasons. Of the remaining 60 that did go to court, two were found guilty, zero were found not guilty, 21 were dismissed, 16 were guilty in absentia, 12 were prepaid and nine were continued to next month.

WAIVED CITATIONS

VRE ACTIONS	OCCURRENCES
Waived – Passenger showed proof of a monthly ticket	31
Waived – One Time Courtesy	4
Waived – Per the request of the conductor	8
Waived – TVM Error	0
Waived – Defective Ticket	0
Waived – Per Ops Manager	0
Waived – Unique Circumstances	4
Waived – Insufficient Processing Time	0
Waived – Insufficient Information	0
Waived – Lost and found ticket	0
Waived – Other	2
TOTAL WAIVED CITATIONS	49

FARE EVASION COURT ACTIONS



RIDERSHIP CHART

FEBRUARY 2015

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	4,476	4,283	8,759	69%	4,988	4,970	9,957	93%	18,716	80%
3	4,859	4,649	9,508	94%	5,386	5,459	10,846	86%	20,353	90%
4	4,655	4,745	9,401	100%	5,697	5,133	10,831	79%	20,231	90%
5	4,564	4,643	9,206	94%	5,191	5,340	10,531	93%	19,737	93%
6	3,687	3,706	7,393	94%	4,219	4,303	8,522	93%	15,915	93%
7										
8										
9	4,625	4,795	9,420	100%	4,941	5,021	9,962	100%	19,382	100%
10	4,664	4,762	9,425	94%	5,404	5,597	11,000	86%	20,426	90%
11	4,858	4,600	9,457	100%	5,307	5,345	10,651	100%	20,109	100%
12	4,615	4,558	9,173	100%	5,050	5,394	10,444	100%	19,617	100%
13	3,319	2,616	5,935	100%	3,780	3,710	7,491	79%	13,426	90%
14										
15										
16										
17										
18	4,250	3,840	8,090	94%	4,178	4,244	8,421	79%	16,511	87%
19	4,439	4,587	9,026	100%	5,042	5,308	10,350	100%	19,375	100%
20	3,206	3,523	6,729	56%	3,608	3,933	7,541	57%	14,270	57%
21										
22										
23	4,391	4,775	9,166	94%	4,811	5,020	9,831	93%	18,997	93%
24	4,452	4,951	9,403	100%	5,397	5,439	10,836	100%	20,239	100%
25	4,878	4,735	9,613	100%	4,924	5,195	10,120	93%	19,733	97%
26	3,231	3,505	6,736	100%	3,283	3,257	6,540	93%	13,276	97%
27	4,072	3,977	8,049	94%	3,966	4,182	8,148	100%	16,197	97%
28										
	77,241	77,249	154,489	93%	85,170	86,850	172,020	90%	326,509	92%

Amtrak Trains:	700
Adjusted total:	155,189

Amtrak Trains:	7,000
Adjusted total:	179,020

Amtrak Total:	7,700
Adjusted Total:	334,209

# of Service Days:	18	Full Service Days:	18
Manassas Daily Avg. Trips:	8,583	Adjusted Avg.:	8,622
Fred'burg Daily Avg. Trips:	9,557	Adjusted Avg.:	9,946
Total Avg. Daily Trips:	18,139	Adjusted Avg.:	18,567

Total Trips This Month:	334,209
Prior Total FY-2015:	2,683,588
Total Trips FY-2015:	3,017,798
Total Prior Years:	66,970,373
Grand Total:	69,988,171

Total Number of Service Days to Date:	163
Average Daily Riders to Date:	18,514

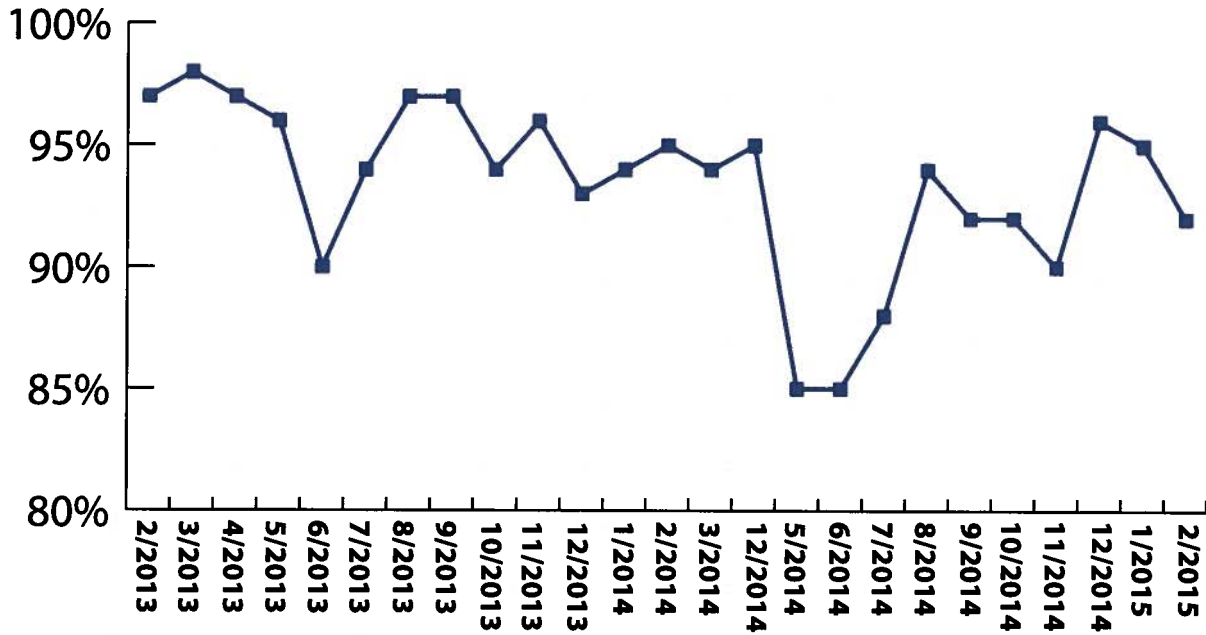
*Numbers in red are estimated.

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



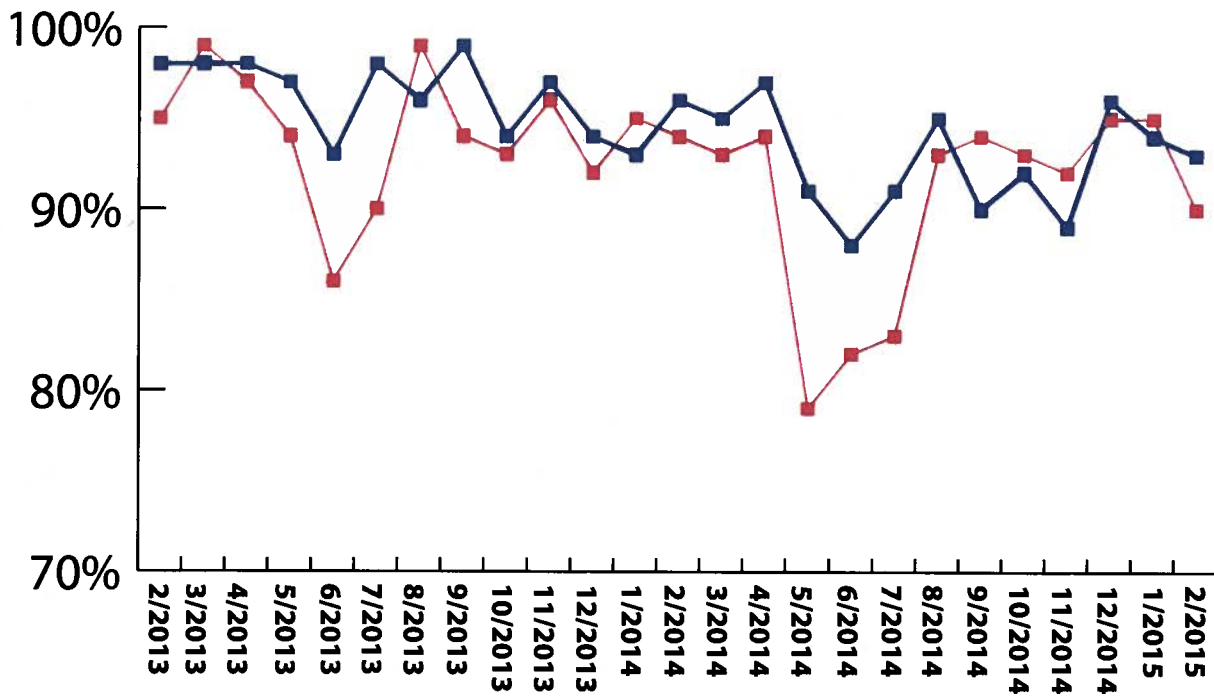
ON TIME PERFORMANCE

SYSTEM PERFORMANCE

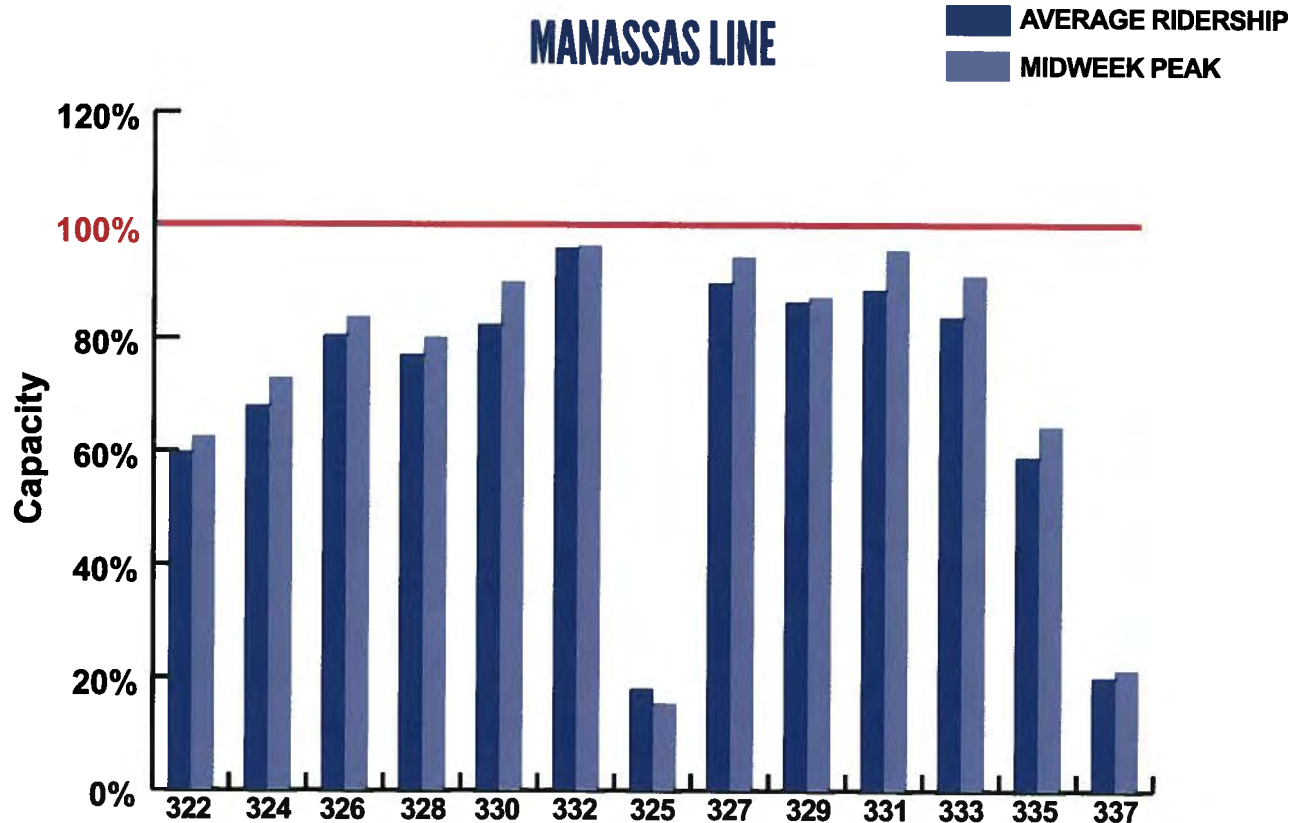
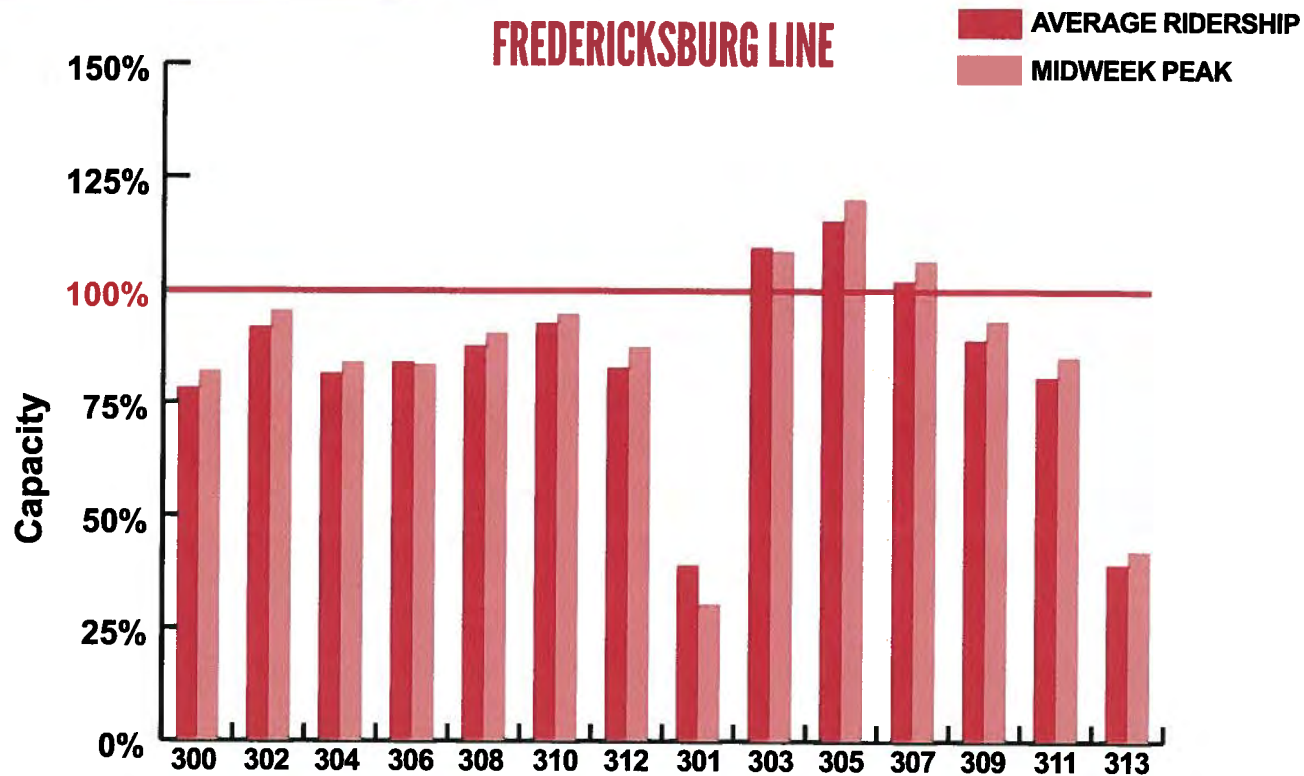


PERFORMANCE BY LINE

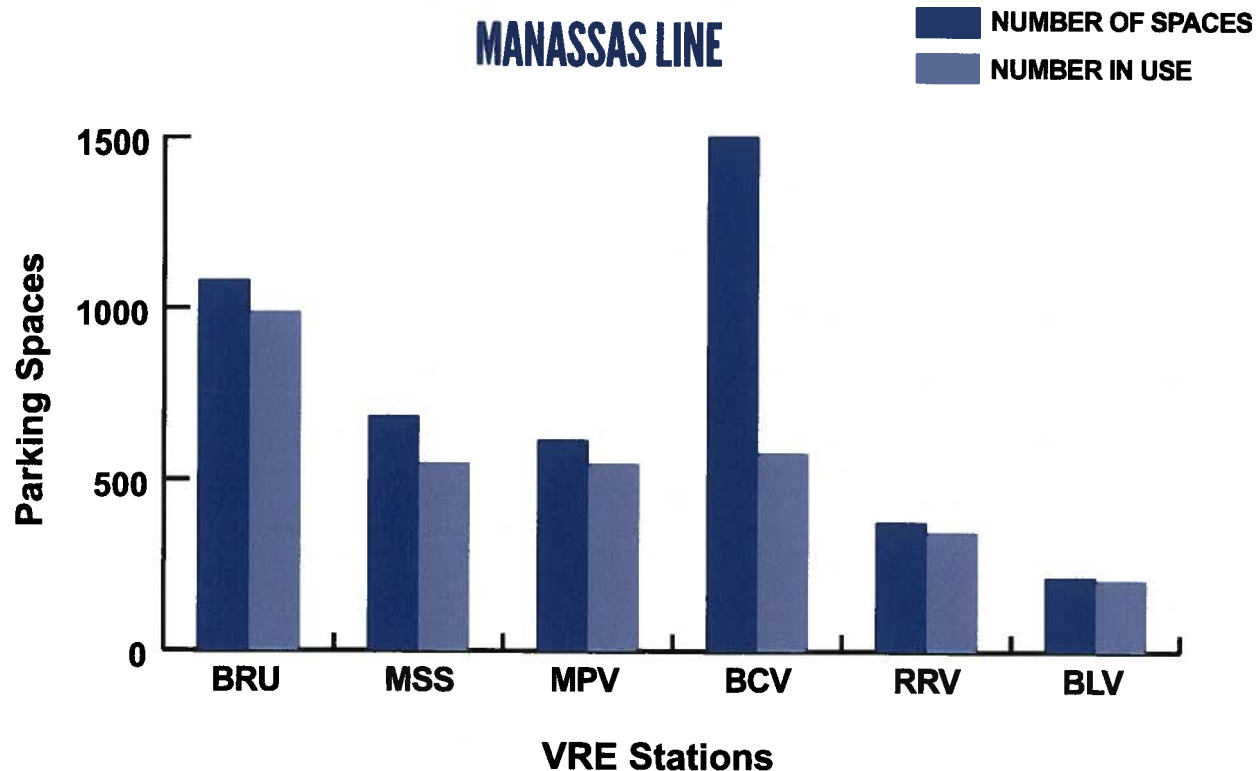
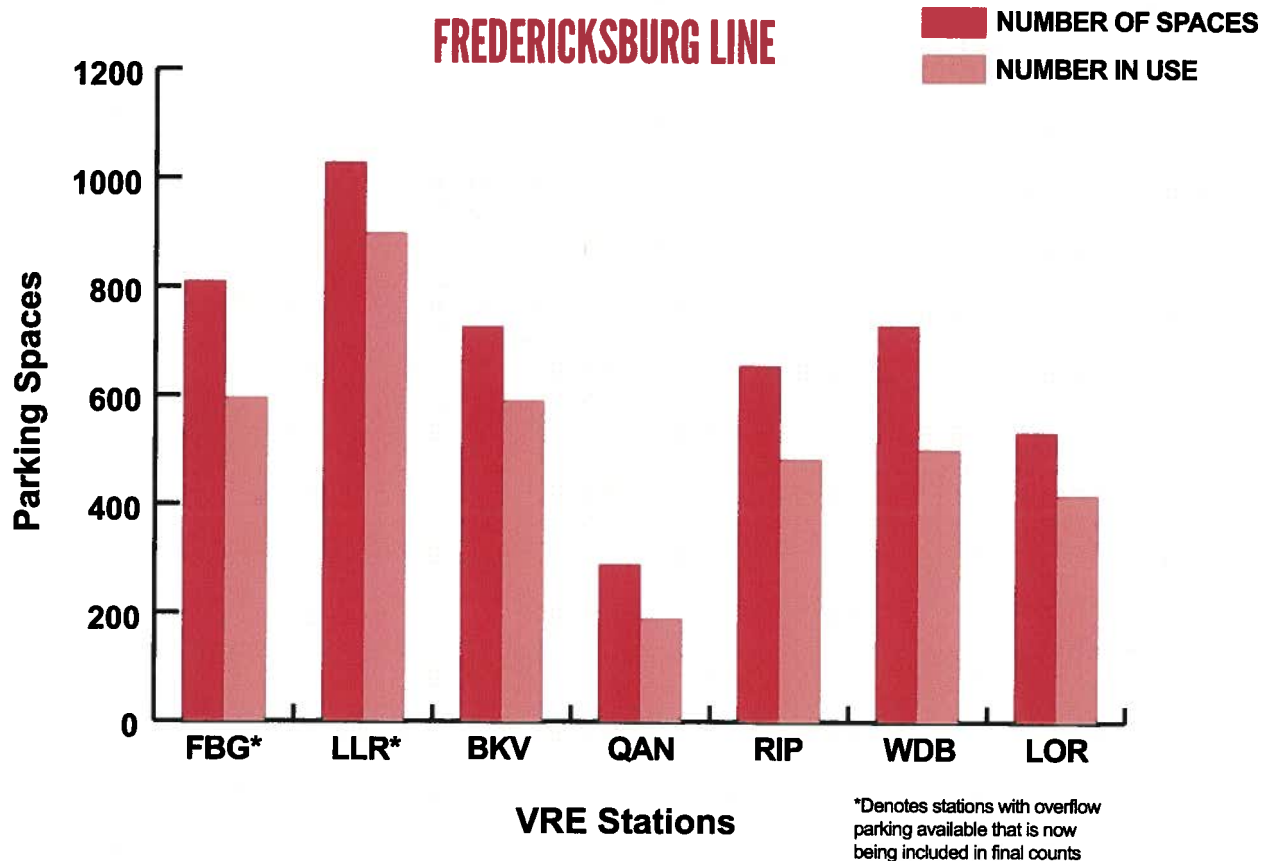
FREDERICKSBURG LINE
MANASSAS LINE



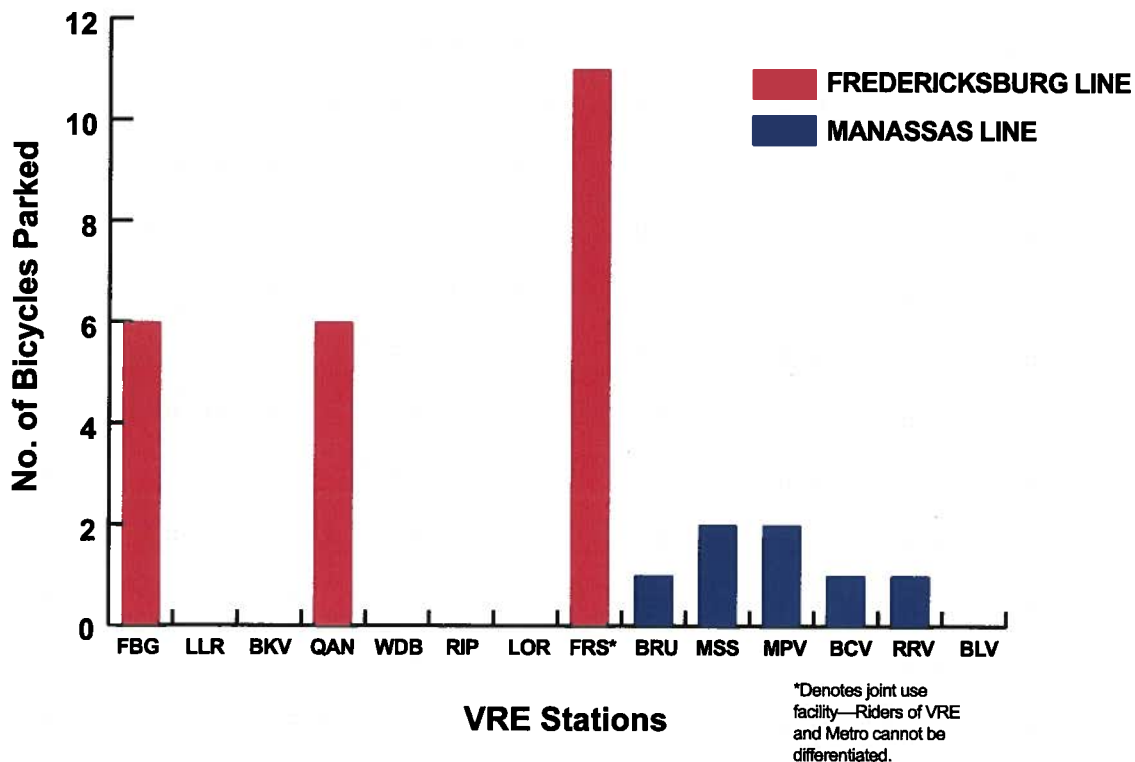
TRAIN UTILIZATION



PARKING UTILIZATION



BICYCLE COUNTS



FINANCIAL REPORT

SUMMARY OF FINANCIAL RESULTS – JANUARY 2015

MEASURES	DOLLARS	GOAL	ACTUAL
Operating Ratio		55%	57%
BUDGETED REVENUE	81,579,601		
Budgeted Revenue YTD	53,297,200		
Actual Revenue YTD	53,679,815		
Cumulative Variance	382,615		382,615
Percent Collected YTD		65%	66%
BUDGETED EXPENSES	81,579,601		
Budgeted Expenses YTD	44,636,093		
Operating Expenses YTD	41,738,980		
Cumulative Variance	2,897,113		2,897,113
Percent Expended YTD		55%	51%
NET INCOME (LOSS) FROM OPERATIONS			3,279,728

Fare income for the month was \$111,239 above the budget – a favorable variance of 3.81 percent. The cumulative variance for the year is 1.44 percent or \$307,397 above the adopted budget. Revenue in FY 2015 is down 2.8 percent compared to FY 2014. The budget reflects the amended budget adopted at the December 2014 Operations Board meeting.

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, JANUARY 31, 2015

	CURR. MO ACTUAL	CURR. MO BUDGET	YTD ACTUAL	YTD BUDGET	YTD VARIANCE		TOTAL FY15 BUDGET
					\$	% y/o	
OPERATING REVENUE							
Passenger Ticket Revenue	3,032,514	2,921,275	21,632,704	21,325,307	307,397	1.4%	36,662,000
Other Operating Revenue	35,863	13,147	171,124	95,976	75,148	78.3%	165,000
Subtotal Operating Revenue	3,068,377	2,934,422	21,803,828	21,421,283	382,545	1.8%	36,827,000
Jurisdictional Subsidy (1)	5,623,027	5,623,027	16,428,800	16,428,800	-	0.0%	12,305,001
Federal/State/Other Jurisdictional Subsidy	2,071,047	2,098,337	15,429,735	15,429,665	70	0.0%	28,472,731
Appropriation from Reserve	-	-	-	-	-	0.0%	2,749,000
Interest Income	3,021	3,021	17,452	17,452	-	0.0%	15,300
Total Operating Revenue	10,765,472	10,658,808	53,679,815	53,297,200	382,615	0.7%	80,369,032
OPERATING EXPENSES							
Departmental Operating Expenses	5,507,262	5,307,016	38,496,394	41,397,532	2,901,138	7.0%	73,255,179
Debt Service	321,893	321,893	3,238,561	3,238,561	-		6,714,870
Other Non-Departmental Expenses	-	-	4,025	-	(4,025)		398,983
Total Operating Expenses	5,829,155	5,628,909	41,738,980	44,636,093	2,897,113	6.5%	80,369,032
NET INCOME (LOSS) FROM OPERATIONS							
	4,936,317	5,029,898	11,940,835	8,661,107	3,279,728		-
CALCULATED OPERATING RATIO							
			57%	52%		Goal	55%
(1) Total jurisdictional subsidy is \$16,428,800. Portion shown is attributed to Operating Fund only.							



CAPITAL PROJECTS

HAMILTON-TO-CROSSROADS THIRD TRACK PROJECT

With Phase 1 site civil, drainage and trackbed preparation work substantially complete, CSX Transportation (CSXT) track workers began their part of the Hamilton-to-Crossroads Third Track project in January 2015. Track and signal work for Phase 1 Cut-In, necessary in order to put the new Spotsylvania Station into service, is scheduled for completion by June 2015. Completion of the overall project is scheduled for the last quarter of 2015.



Snow blankets the project worksite along Benchmark Road in Spotsylvania County where the roadbed is being prepared for the installation of a new third track.

SPOTSYLVANIA STATION PROJECT

Snow and low temperatures had their impact on the project over the past month, but work continued on the new station platform as weather permitted. Hammerhead Construction, VRE's station contractor, began laying concrete for the platform last October which is nearing completion. The station construction project is still on track for completion in the second quarter of 2015.

Spotsylvania County's contractor continued on the parallel effort to build 1,500 parking spaces for the new station. Earthmovers scraped their way through frozen soil to make way for the installation of underground drainage and utility systems. The Spotsylvania Station parking lot remains scheduled to open this summer.



A light covering of snow on the future Spotsylvania Station and 1,500 space parking lot.

CROSSROADS LIFE CYCLE OVERHAUL AND UPGRADE FACILITY

In January 2014, the VRE Operations Board adopted a life cycle maintenance strategy for VRE rolling stock. The basis of this strategy is to maintain VRE locomotives and passenger cars at the highest level of reliability throughout the life cycle of the equipment.

VRE has advertised for a contractor to begin work on a new building and associated track work at VRE's Crossroads Maintenance and Storage Facility (MSF) in Spotsylvania County dedicated to vehicle lifecycle overhaul and upgrade (LOU) activities. LOU activities include removal, repair and reinstallation of main engines, head end power units, under-floor trucks, car bodies, main generators, auxiliary generators and traction motors. The scope of work includes preliminary engineering, final design and environmental screening services necessary for developing contract documents for competitive bidding, as well as limited engineering support services during construction. It will encompass a new pre-fabricated building to house LOU activities along with associated track work to be constructed in the general proximity of the south end of the Crossroads MSF property. A well-attended pre-proposal meeting and site visit was held on February 24, 2015 and the proposals are due on March 24, 2015.

CAPITAL PROJECTS, *CONT.*

FIVE STATION PLATFORM IMPROVEMENTS

VRE staff has packaged platform extensions and second platform improvement projects at five stations—Franconia-Springfield, Lorton, Rippon, Brooke and Leeland Road—into a single project. Funding is available between now and the end of FY2016 for preliminary engineering and environmental studies for all five stations. It will be more efficient and a more effective use of staff and consultant services to advance this work through a single procurement. A single consultant will develop a unified set of design criteria, architectural elements and engineering standards applicable to all five stations, thereby reducing duplicative activities and the overall level of effort for this combined project. This will also facilitate an updated standardized design approach to VRE's station design that will simplify future platform improvement projects.



A VRE train meets a Fairfax Connector bus at Lorton Station, one of five stations to receive platform improvements.

These platform improvements address needs identified in the VRE System Plan 2040 to accommodate ridership growth, improve safety and provide flexibility for railroad operations on the Fredericksburg Line. The second platforms at Lorton, Rippon, Brooke and Leeland Road are also required by CSXT as a prerequisite for opening the new Potomac Shores Station in Prince William County.

L'ENFANT STORAGE TRACK

With midday storage for VRE trains at a premium, this project is converting an existing, manually-operated stub track immediately north of L'Enfant Station into a dual-ended siding track with remotely operated switches. When complete, this will provide additional storage space for a full trainset in proximity to Union Station.

CSXT completed and approved the design of track, switch and signal modifications and a Construction Agreement Addendum has been executed by CSXT and VRE. CSXT has begun ordering material and will schedule construction/installation mobilization during an upcoming 90-day construction window planned in spring 2015. VRE is also working in parallel with PEPCO to install wayside power for stored rolling stock, enabling the system to become operational this summer.



Looking north as VRE train departs L'Enfant Station.

CAPITAL PROJECTS, *CONT.*

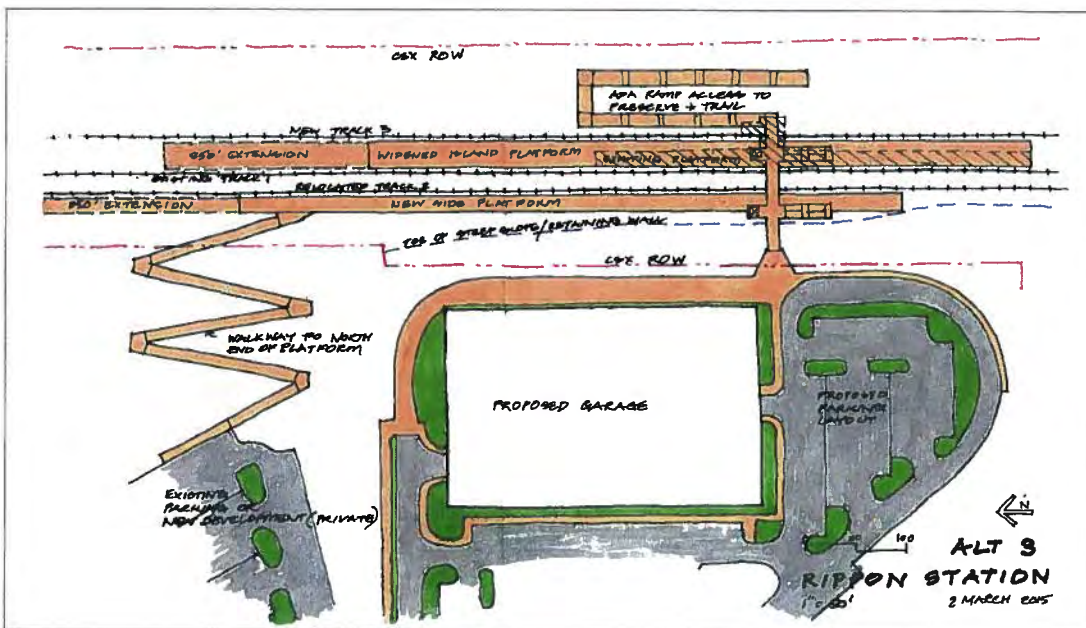
2014 PRELIMINARY STATION ASSESSMENTS

VRE's Project Development section is finishing up its first round of Preliminary Station Assessments (PSAs). Station assessments were started last year as a less formal and less expensive prelude to entering into engineering for new station parking and platforms improvements. Sketch planning-level designs are produced illustrating the massing and alternate arrangements of station elements such as platforms, walkways, pedestrian bridges, stairways and elevators. The exercise also is an opportunity to explore the influence on station design of nearby highway bridges and other railroad facilities such as future third tracks. This understanding helps VRE's staff to prepare a better, more focused scope of work for the engineering work that follows.

In 2014, PSAs were prepared for VRE's Brooke, Leeland Road, Quantico, Rippon and Lorton stations on the Fredericksburg Line. Past planning for these stations did not envision the "side-island" platform configuration that has been adopted by CSXT as the new standard on their RF&P Subdivision. Strengths, weaknesses and opportunity associated with improvements at each station were ascertained, including:

- Physical constraints such as railroad right-of-way lines, topography, track configuration, land ownership, pedestrian and vehicular circulation.
- Proposed development or other improvements proposed adjacent to a station.
- Environmental factors such as wetlands and other protected areas, historic resources, and known archaeological sites.
- Constructability issues with priority given to minimizing interruptions of railroad operations.

With the first round of PSAs complete, VRE's Project Development section is identifying priority stations to be included in the next round.



One of three alternative sketch plans for Rippon Station developed under the Preliminary Station Assessments, showing the size and location of an island and a side platform with pedestrian overpass, railroad property lines and station access.

CAPITAL PROJECTS, *CONT.*

VRE LUNCH-N-LEARN PROGRAM

The VRE's Office of Development has initiated a staff training program covering a range of technical topics pertinent to VRE's operations. As the name suggests, Lunch-n-Learn offers a noon-hour presentation by an expert in a particular subject area.

The purpose of the Lunch-n-Learn program is to develop a better understanding across departmental boundaries of all aspects of VRE's operations, facilities, programs and funding, as well as that of our host railroads. Sometimes the presentation is offered by a consultant working for VRE in some capacity, other times it will be made by a member of VRE. Attendance at Lunch-n-Learn is voluntary and open to all employees of VRE.

The first two Lunch-n-Learn sessions were conducted in February. One was led by VRE's Safety Manager Greg Deibler and introduced the principles of Crime Prevention Through Environmental Design (CPTED), which espouses application of a "see-and-be-seen" approach to the design of stations and other facilities, enhancing passengers' and employees' perceptions of safety and security. Deibler and Elisa Nichols from Kensington Consultant LLC engaged staff in an informed discussion punctuated with photographs and "lessons learned" from other commuter rail properties.

The next session provided an overview of Rail Traffic Controller (RTC), the rail operations simulation software that is the current industry standard and used by Amtrak, CSXT and Norfolk Southern. VRE is acquiring its own RTC software license this spring and will use it to assess the effects capacity improvements have on on-time performance.

Upcoming Lunch-n-Learn topics will include VRE's finance and funding, VRE's procurement practices, private-public partnerships in the rail industry and travel demand forecasting using the Ridership+ tool.

FACILITIES PROJECTS STATUS UPDATE

The following is a status update of VRE facilities projects:

Completed Projects:

1. Installation of new Dominion Power electric service at Broad Run yard.
2. Repair of platform lights at Quantico station.
3. Repairs to fire standpipe at Woodbridge west elevator tower.

Projects scheduled to be completed this quarter:

1. Repair of damaged tactile strip on west platform at Fredericksburg Station.
2. Repairs to gravel parking lot in Fredericksburg.
3. Installation of no trespassing signage along perimeter of gravel parking lot in Fredericksburg.

Projects scheduled to be initiated this quarter:

1. Development of scope of work for tactile warning strip replacement IFB for various stations.
2. Development of scope of work for canopy replacement IFB for L'Enfant and Leeland Road stations.
3. Development of scope of work for platform concrete rehabilitation IFB for Fredericksburg Station.
4. Correction of drainage pipe slope at Crossroads yard.
5. Installation of platform and inter-track warning signs at stations.

CAPITAL PROJECTS, *CONT.*

FACILITIES PROJECTS STATUS UPDATE, *CONT.*

6. Installation of additional benches at various stations.
7. Identification of additional parking lots requiring restriping.
8. Identification of additional stations requiring painting.

Projects Ongoing:

1. Replacement of worn or damaged signage at majority of stations.
2. Development of scope of work for elevator rehabilitation IFB for Franconia-Springfield and Rippon stations.
3. Request for task order proposals from GEC VI firms for plan and specification development, in preparation for upcoming IFB for stair replacement at Rippon Station.
4. Modification of wayside power pedestals at Broad Run and Crossroads yards to increase status light visibility and improve cable storage.

PROCUREMENT

UPCOMING PROCUREMENTS

- Repair and Overhaul of Locomotive Rotating Electrical Equipment
- Stair Replacement at the Rippon Station
- Engineering and Environmental Services for Platform Expansion Projects (Ripon, Brooke, Leeland Road, Franconia-Springfield and Rolling Road Stations)
- General Planning Consulting Services I – Project Development Services
- General Engineering Consulting Services (GEC) VII – Project Implementation Services
- Construction of Wayside Power at L'Enfant Storage Track
- Development of Design Guidelines and Standard Specifications
- Disaster Management Services
- Enhancement of VRE System Safety Program
- Septic Tank Pumping and Flushing Services
- Removal of Contaminated Waste
- Lorton Station Enhancements

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There is no handwriting or other markings on the paper.

COMMUTER STATIONS & PARKING PROJECTS

Project & Code	Description	Task (s)	Task Description (s)	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
Alexandria Station Tunnel and Other	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 CBX track.	Norine Walker	8C-05-2012	100%	4th Quarter 2014
		Site Investigation	Complete 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%	1st Quarter 2015
		Design & Construction Administration	Design & construction administration for pedestrian tunnel and modifications to east platform	Norine Walker	8F-12-2013	13%	2nd Quarter 2017
		Design & Construction Administration	Raise the West Platform	Norine Walker		0%	TBD
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 2020.	Christine Hostetter		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
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	11B-04-2011	30%	TBD
Franconia-Springfield Station Rehabilitation	To make repairs & improvements to the Franconia Springfield Station Eastern Platform & Passenger Walkway	Repairs & Improvements	Infrastructure repairs and improvements to eastern platform and passenger walkway at VRE Franconia-Springfield Station.	Kip Foster	9F-06-2011	100%	Completed 3rd Quarter 2013
		Flagging Services & Protection	Provide flagging services during platform level repairs and overhead pedestrian bridge work.	Kip Foster	9G-06-2011	100%	Completed 2012
	Second Platform			Norine Walker		0%	TBD
Lorton Station Main Platform Expansion	Expansion of station by extending eastern (main) platform	PE and Environmental	EA and PE to extend the existing platform and construct a second platform.	Eric Johnson	16A-10-2010	100%	Completed 4th Quarter 2012
		Station Expansion Design	Prepare construction documents and provide construction administration for 250' platform expansion with upgraded LED lighting	Eric Johnson	8B-05-2012	90%	1st Quarter 2015
		Platform Extension Construction	Construction of 250' platform extension with upgraded LED lighting	Kip Foster	8B-03-2014	0%	2nd Quarter 2015
		Utility Relocation	Relocate CenturyLink communications line to accommodate platform extension and future second platform	Kip Foster	8C-03-2014	0%	4th Quarter 2014
		Construction Management Services	Provide construction management and inspection services during construction of platform extension	Kip Foster	8A-04-2014	0%	2nd Quarter 2015
Lorton Second Platform	Construction of a Second Platform at Lorton Station	Environmental	Prepare Categorical Exclusion for Second Track construction	Norine Walker	TBD	0%	TBD
		Preliminary Engineering	Design of second platform	Norine Walker	TBD	0%	TBD
Rolling Road Platform Extension	250 Foot Platform Extension 100 Foot Canopy Extension	PE / Env Design Construction CM	250' Platform Extension / 200' Canopy Extension / 200' Future Platform Concept Design	Kip Foster			
Spotsylvania Station (New Station)	Development of a new VRE station in Spotsylvania County (Station Only, NO Parking) near the Crossroads Yard	Station Design & CM Services	Design of the new platform and head house/Construction Eng. Support. Full time on site CM services.	Kip Foster	9G-06-2012 & 9F-09-2013	100% and 45%	Completed 2nd Quarter 2013
		Station Construction	Construction of the new platform and head house	Kip Foster	8F-05-2013	40%	2nd Quarter 2015
Brooke and Leeland Road				Norine Walker			
Quantico Station				Kip Foster			

Status	Change Order, Budget & Schedule Change Notice & Updates	Vendor	Total Adopted CIP Budget Thru FY15 (\$)	Total Board Approved Funds (\$)	Contractual Commitments To-Date (\$)	Total Expenditures To-Date (\$)
Distributed final feasibility report and closing out this task.		AECOM	\$ 10,826,000	\$ 182,711	\$ 147,919	\$ 147,737
Soils boring locations revised. Estimate due 3/4/15 and if Board action not req'd will start soils borings 3/14-3/15 pending flagger availability	Supplement No. 1, October 2013, \$26,709. Supplement No. 2, May 2014, \$85,752	AECOM		\$ 173,848	\$ 162,402	\$ 55,625
Selected Alternative A.1 in generally same location as Feasibility Study, 2014 due to cost. Field surveys need to finish on WMATA property and will do so same weekend as borings contractor to optimize flagger use. Concept report and amendment submitted, reviewed and comments sent to GF. Expect to meet with GF to discuss scope of PE within bounds of current budget within two weeks and begin.	Amendment due to completion of required scope not anticipated when awarded contract.	Gannett Fleming	\$ -	\$ 1,814,559	\$ 1,728,151	\$ 229,665
Preparing Scope of Work for stand-alone contract	Transfer funds from Amtrak Joint Recap. project.	TBD	\$278,864	\$278,864	\$ -	\$0
TOTALS			\$ 10,826,000	\$ 2,150,918	\$ 2,038,472	\$ 432,927
Project completed.	Final invoice received 2/28/14; payment authorized 3/20/14.	Amtrak	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 987,825
Project completed.	Last invoice received 4/12/2013	Amtrak	\$ 750,000	\$ 750,000	\$ 750,000	\$ 515,988
Work will resume in Spring of 2015	Revised Contract executed November 2014	Amtrak	\$ 1,172,309	\$ 1,172,309	\$ 1,172,309	\$ 573,853
TOTALS			\$ 2,922,309	\$ 2,922,309	\$ 2,922,309	\$ 2,077,671
No funds available for construction, so on-hold. 30% design submitted. Likely will wait until Gainesville-Haymarket extension project results to determine the future of the Broad Run Station parking expansion.		Dewberry	\$ 3,420,000	\$ 2,031,263	\$ 1,846,603	\$ 393,120
TOTALS			\$ 3,420,000	\$ 2,031,263	\$ 1,846,603	\$ 393,120
Contract closeout pending contractor submittal of closeout payment affidavit requirements.	Change Order # 1, Century Road/Grove Dam/Chapin, \$38,238 Change Order # 2, Bridge Repair/Replacement, \$47,448 Change Order # 3, Broadened Road Expansion/Work, \$43,642 Change Order # 4, Widen/Rebuild Subdivisions, \$4,928 Change Order # 5, Outer Bayou, \$332	Vista Contracting, Inc.	\$ 522,000	\$ 455,950	\$ 448,141	\$ 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
Platform expansion project. Will combine five station expansion projects into one contract. Board item for March Board meeting.		TBD				
TOTALS			\$ 522,000	\$ 587,950	\$ 572,906	\$ 484,872
Completed		HDR		\$ 306,350	\$ 278,500	\$ 271,476
HDR providing permit assistance, coordinating Special Inspections, and providing Construction Engineering to include shop drawing review as needed.		HDR		\$ 103,400	\$ 94,000	\$ 87,694
Received Board approval in March to award construction contract to Hammerhead. Contract awarded in late April. account agreement for design review and flagging during construction. Received Board approval in May to execute CSX force ROE. CSX determining flagging availability and schedule		Hammerhead Construction	\$ 4,820,000	\$ 991,980	\$ 901,800	\$ 26,000
Received Board approval in March to execute communications line relocation agreement with CenturyLink. Agreement executed in early April.		CenturyLink		\$ 68,664	\$ 60,604	\$ -
Received Board approval in April to execute task order with Gannett Fleming for construction management and inspection services during construction of platform expansion. Task order executed in late April		Gannett Fleming		\$ 184,796	\$ 149,805	\$ 9,000
TOTALS			\$ 4,820,000	\$ 1,245,790	\$ 1,072,209	\$ 36,670
Pending NVTA Approval.		TBD	\$ -	\$ -	\$ -	\$ -
Platform expansion project. Will combine five station expansion projects into one contract. Board item for March Board meeting.		TBD	\$ -	\$ -	\$ -	\$ -
TOTALS			\$ -	\$ -	\$ -	\$ -
Platform expansion project. Working with procurement on RFP. Anticipate advertising in March / April 2015			\$ 2,000,000			
TOTALS			\$ 2,000,000	\$ -	\$ -	\$ -
STV under contract for Construction Engineering Support and Shop Drawing Review thru duration of construction as well as CM through project closeout.		STV	\$ 3,422,600	\$ 703,453	\$ 638,503	\$ 470,000
FB and Drainage Operations complete. Utility coordination nearing completion. Station concrete started in November. Platform Concrete anticipated complete by end of February 2015.	Change Orders 1-5 drainage/concrete due to change conditions over year between bid/award and NTP.	Hammerhead Construction		\$ 2,583,900	\$ 2,466,272	\$ 826,260
TOTALS			\$ 3,422,600	\$ 3,287,353	\$ 3,104,775	\$ 1,296,260
Platform expansion project. Will combine five station expansion projects into one contract. Board item for March Board meeting.		TBD	\$2,463,000	\$ 21,790.00		
Platform expansion project		TBD				

TRACK & INFRASTRUCTURE PROJECTS

Project & Code	Description	Task (s)	Task Description (s)	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
L'Enfant Storage Track	Construct ~1,400 feet of Storage Track North of the L'Enfant Station Platform, including Wayside Power (Capacity of 2 Trainsets)	Storage Track Construction	Construct ~1,400 of track north of L'Enfant Station	Eric Johnson	8B-10-2006	100%	Completed 4th Quarter 2010
		Wayside Power Design	Design wayside power for stored train sets	Norine Walker		100%	1st Quarter 2015
		Wayside Power Construction	Construction of wayside power for stored train sets	Norine Walker	N/A	30%	2nd Quarter 2015
		Air Compressor Procurement	Procurement and installation of air compressor equipment for new storage track air system (eVA).	Eric Johnson	N/A	100%	Completed 3rd Quarter 2008
		Switch & Signalization Design	Design of storage track switches and signals	Norine Walker	9B-06-2011	100%	2nd Quarter 2015
Spotsylvania Third Track Expansion (Crossroads to Hamilton - Fredericksburg)	Construct approximately 2.5 miles of third track leading to the new Spotsylvania Station	Third Track Civil Design, Construction Eng. Support, CM & CM	Environmental Analysis and Final Design, Engineering Support through construction, CM Services through Project closeout.	Kip Foster	9D-06-2010 & 9G-09-2013	100% and 65%	Design Completed 2nd Quarter 2013. CM est. completion 4th Quarter 2015
		Third Track Signal Design	CSX Signal design and engineering support	Kip Foster	9E-06-2012	100%	1st Quarter 2014
		Track & Signal Construction	CSX Construction of Signals and Track	Kip Foster	9H-09-2013	65%	4th Quarter 2015
		Track Work & Structures	Abernathy Construction of Civil, Track, & Structures	Kip Foster	9C-06-2013	65%	Phase 1 4th Quarter 2014 Phase 2 3rd Quarter 2015

PLANNING, COMMUNICATIONS & INFORMATION TECHNOLOGY PROJECTS

Project & Code	Description	Task	Task Description	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
Gainesville Haymarket Expansion Planning	Expansion of VRE Service to Gainesville & Haymarket, VA	G/H Expansion Analysis (Feasibility)	Develop expansion alternatives for VRE Service to G/H	Christine Hoeffner	9D-12-2007	Complete	Complete
		G/H Expansion Project Development, Environmental and Design	Perform planning and project development activities, environmental analysis and engineering design	Christine Hoeffner	8E-04-2014 (Auth. For RFP)	0%	TBD
		Construction (Future)	Future Track Construction	TBD		0%	TBD
Mobile Ticketing	Development and Implementation of a Mobile Ticketing System			Chris Henry	8H-09-2013	30.1%	6/30/16
System Planning	Prepare system plan to cover 20+ year planning horizon			Christine Hoeffner	9F-04-2013	100%	Complete

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
Construction Agreement finalized and executed. CSXT to begin ordering long lead time materials. Construction anticipated to begin in Spring 2015.	Supplement to GEC V Task Order 7 in the amount of \$8,600 executed in late December 2012.	HDR		\$ -	\$ 50,925	\$ 50,884
Construction agreement amendment signed and CSXT has begun ordering long lead time items, expect delivery of them in April/May time frame. PEPCO sent notice of fees. Board item for sole source NTE \$110,000 at March Meeting.		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
Anticipate construction to begin in Spring 2015 and 12-16 weeks to complete, as per CSXT		CSX Trans.		\$ 250,000	\$ 225,000	\$ 171,912
TOTALS			\$ 3,219,000	\$ 1,080,000	\$ 1,707,936	\$ 911,511
Design Completed 2nd Quarter 2013. Construction Engineering Services and Support through completion of construction. CM services ongoing for duration of construction and through project closeout.		STV	\$ 32,500,000	\$ 1,750,743	\$ 1,544,198	\$ 1,225,000
Signal Design for Phase 1 and Phase 2 complete. Design checked by CSX. Signal Construction underway.		CSX Trans.		\$ 1,009,800	\$ 917,400	\$ 940,853
Signal Construction over 50 % complete. CSX Track Construction scheduled to begin in January 2015.		CSX Trans.		\$ 20,522,611	\$ 20,522,611	\$ 7,250,000
Phase 1 work complete (other than coordination with CSX for Track Installation). Phase 2 work well underway, scheduled for completion fall 2015.	CA 1.1 - Access from Crossroads Property (11/11/13) CA 1.2 - Land Use for Maintenance (9/1/10) CA 1.3 - Bridge Rehabilitation (10/1/10) CA 1.4 - ADA (11/1/10) - (11/1/10) - (11/1/10) CA 1.5 - Project Station Box (11/1/10) - (11/1/10) - (11/1/10) CA 1.6 - Project Station Box (11/1/10) - (11/1/10) - (11/1/10) CA 1.7 - Underpass (11/1/10) CA 1.8 - Project Station Box (11/1/10) - (11/1/10) - (11/1/10) CA 1.9 - Project Station Box (11/1/10) - (11/1/10) - (11/1/10) CA 1.10 - Project Station Box (11/1/10) - (11/1/10) - (11/1/10) CA 1.11 - Project Station Box (11/1/10) - (11/1/10) - (11/1/10) CA 1.12 - Project Station Box (11/1/10) - (11/1/10) - (11/1/10) CA 1.13 - Project Station Box (11/1/10) - (11/1/10) - (11/1/10) CA 1.14 - Project Station Box (11/1/10) - (11/1/10) - (11/1/10)	Abernathy Construction Corp		\$ 8,880,073	\$8,556,727	\$5,703,150
TOTALS			\$ 32,500,000	\$ 32,163,227	\$ 31,540,936	\$ 15,119,003

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	\$ 5,823,052	\$ 1,537,338	\$ 1,397,338	\$ 1,042,749
RFP published; proposals due 2-18-15. March 2015 Ops Board contract award estimated.	\$1,500,000 allocated in FY14 NYTA regional funding; project agreement approved by NYTA 7/24/14. Amendment of REF grant 76509-02 pending DRPT/VRE execution; increases project funding by \$2,785,714 to \$4,485,714 when combined with NYTA funds as local match to state grant.	TBD		\$ -	\$ -	\$ -
Future Construction Related to Expansion	Funding Sources TBD	TBD		\$ -	\$ -	\$ -
TOTALS			\$ 5,823,052	\$ 1,537,338	\$ 1,397,338	\$ 1,042,749
Alpha version released 02/10/15. Beta test with live transactions and limited passenger use will begin in mid-March.		GlobeSherpa		\$ 3,510,627	\$ 969,310	\$ 969,310
TOTALS			\$ -	\$ 3,510,627	\$ 969,310	\$ 969,310
VRE Ops Board adopted plan 1/17/14. Project complete.	GEC task order (\$35,000) for supplemental public outreach/communications support issued 9/30/13	P.B.	\$ 185,000	\$ 150,000	\$ 185,000	\$ 183,593
TOTALS			\$ 185,000	\$ 150,000	\$ 185,000	\$ 183,593

YARD PROJECTS

Project & Code	Description	Task	Task Description	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
Broad Run Yard Train Wash and Crossroads Yard Warehouse	Design and construction of Broad Run Yard train wash and Crossroads Yard warehouse.	Crossroads Warehouse Design	Conceptual and final design of new Crossroads warehouse.	Eric Johnson	10D-04-2012	100%	Completed 4th Quarter 2012
		Crossroads Warehouse Construction	Construction of new Crossroads warehouse.	Eric Johnson	11E-04-2011	100%	Completed 2nd Quarter 2013
		Broad Run Train Wash Design	Conceptual and final design and construction administration for Broad Run train wash	Norine Walker	9D-06-2012	90%	TBD
		Broad Run Train Wash Construction	Future Construction/Installation Work related to Broad Run train wash	TBD	TBD	n/a	n/a
Crossroads Lifecycle Overhaul and Upgrade Facility	Engineering, Environmental and Construction Services for a Lifecycle Overhaul and Upgrade (LOU) Facility	PE, environmental, final design, construction docs and limited construction services	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.	Norine Walker	9G-09-2014	0%	TBD

ROLLING STOCK PROJECTS

Project & Code	Description	Task	Task Description	Project Manager	Board Item Number	% of Total Task Completion	Calendar Completion Date (Est.)
Passenger Railcar Procurement	To Acquire Fifteen (20) New Railcars from Sumitomo to add to the existing VRE Passenger Car Fleet	New Railcar Manufacture (8 cars)	Base Order of 8 New Passenger railcars	Rich Dalton	10C-01-2012	95%	3rd Quarter 2016
		New Railcar Manufacture (7 cars)	Option Order of 7 New Passenger railcars	Rich Dalton	8B-11-2013	22%	1st Quarter 2018
		New Railcar Manufacture (5 cars)	Option Order of 5 New Passenger railcars	Rich Dalton	9F-09-2014	0%	4th Quarter 2018
		New Railcars Engineering Oversight (7 Cars)	On site engineering through warranty administration under MEC V task order STV-0038 under MEC V	Rich Dalton	10A-01-2014	3%	1st Quarter 2018
		New Railcars Engineering Oversight (8 Cars)	On site engineering through warranty administration under MEC V task order STV-0017 under MEC V	Rich Dalton	9E-02-2012	85%	3rd Quarter 2016
Positive Train Control (PTC)	To Install and implement Positive Train Control (PTC) for all VRE Locomotives	Positive Train Control Installation and Infrastructure	Positive Train Control for all locomotives and cab control cars (total 41), as mandated by the Rail Safety Improvement Act of 2008	Rich Dalton	9E-09-2013	0%	4th Quarter 2015
		Oversight	Oversight - Positive Train Control for all locomotives and cab control cars, as mandated by the Rail Safety Improvement Act of 2008.	Rich Dalton	9A-03-2013	5%	4th Quarter 2015

Status	Change Order, Budget & Schedule Change Notes & Updates	Vendor	Total Adopted CIP Budget Thru FY15 (\$)	Total Board Approved Funds (\$)	Contractual Commitments To-Date (\$)	Total Expenditures To-Date (\$)
	STV Task Order #3 Supplement #1 for \$146,414 for additional Crossroads warehouse engineering services	STV/RWA	\$ 5,723,959	\$ 629,248	\$ 619,334	\$ 619,311
Final payment issued in early April 2013.	Contract Amendment No. 1 - Multiple change orders increasing Contract amount by \$134,409 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 submitted comments to STV on Crossroads Train Wash report. Find and provide as-builts to STV and schedule field trip for them to review operations prior to finalizing the report.	Supplement No. 1 - Increased contract amount by \$3,864 for third party construction cost estimate.	STV/RWA		\$ 307,513	\$ 283,421	\$ 174,875
		TBD		\$ -	\$ -	\$ -
TOTALS			\$ 5,723,959	\$ 3,536,761	\$ 2,995,119	\$ 2,919,818
Ad February 6. Pre-bid in Fredericksburg followed by yard site visit on February 24. Proposals due March 24.		TBD	\$22,500,000	\$ -	\$ -	\$ -
TOTALS			\$ 33,947,918	\$ 3,536,761	\$ 2,995,119	\$ 2,919,818

Status	Change Order, Budget & Schedule Change Notes & Updates	Vendor	Total Adopted CIP Budget Thru FY15 (\$)	Total Board Approved Funds (\$)	Contractual Commitments To-Date (\$)	Total Expenditures To-Date (\$)
Eight (8) base order cars are currently in revenue service. Warranty period ends 3rd Qtr 2016.	The car numbers are designated as V820 - V827, the cars are in revenue service. Warranty expires in September 2016.	Sumitomo - Nippon Sharyo	\$ 52,544,714	\$ 23,140,000	\$ 21,240,000	\$ 20,009,230
Contract Amendment Executed; preliminary delivery schedule submitted by SGOA/Project Kick Off meeting held on March 20, 2014; project status meetings on-going.	Contract Amendment Executed 12/19/2013 to increase the contract amount and number of cars. Progress meetings on-going.	Sumitomo - Nippon Sharyo		\$ 14,805,714	\$ 14,805,714	\$ -
Contract Amendment Executed; preliminary delivery schedule submitted by SGOA/Project Kick Off meeting held on October 28, 2014	The car numbers are V835-V839. Contract Amendment Executed 10-27-14 to increase the contract amount.	Sumitomo - Nippon Sharyo		\$ 10,545,200	\$ 10,545,200	\$ -
On-going project status meetings and document reviews; on-site manufacturing oversight to start in February 2015.	The car numbers are designated as V828-V834. Piece parts are currently in production in Toyota and Rochelle. On site inspector starts in Rochelle in February 2015 for final assembly.	STV		\$ 892,500	\$ 849,245	\$ 102,637
Warranty Oversight	The second four (4) cars were delivered and placed into revenue service on 9-22-14. The two (2) year warranty period expires on 9-21-16.	STV		\$ 1,474,000	\$ 1,250,000	\$ 1,151,473
TOTALS			\$ 52,544,714	\$ 50,857,414	\$ 48,690,159	\$ 21,263,340
WRE submitted executed Contract. VRE reviewing Contract Amendments.	Contract executed for on-board equipment and installation January 2015.	WRE	\$ 10,821,989	\$ 7,980,877	\$ 550,645	\$ 51,475
Task order issued on March 13, 2013 to STV for engineering and oversight work for implementation. MEC IV Task Order 0026	PTC Implementation oversight - Definition Phase - Matrix of tasks was reviewed and approved by VRE for plan development and preparation underway for scope of work including hardware pricing and quotes, STV is also developing back office operation.	STV				
TOTALS			\$ 10,821,989	\$ 7,980,877	\$ 550,645	\$ 51,475



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**Virginia Railway
Express**

John C. Cook
Chairman

Gary Skinner
Vice-Chairman

Paul Smedberg
Secretary

Maureen Caddigan
Treasurer

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

Alternates

Meg Bohmke
Jay Fisette
Frank Jones
Jeanine Lawson
Tim Lovain
Michael May
Jeff McKay
Kevin Page
Paul Trampe
Billy Withers

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 March 20, 2015

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
John C. Cook (NVTC)	Fairfax County
Matt Kelly (PRTC)	City of Fredericksburg
Paul Milde (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)*	City of Manassas Park
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria
Jonathan Way (PRTC)	City of Manassas

Members Absent	Jurisdiction
Maureen Caddigan (PRTC)	Prince William County
John D. Jenkins (PRTC)	Prince William County
Martin Nohe (PRTC)	Prince William County
J. Walter Tejada (NVTC)	Arlington County
Bob Thomas (PRTC)	Stafford County

Alternates Present	Jurisdiction

Alternates Absent	Jurisdiction
Meg Bohmke (PRTC)	Stafford County
Jay Fisette (NVTC)	Arlington County
Frank C. Jones (PRTC)	City of Manassas Park
Jeanine Lawson (PRTC)	Prince William County
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
Billy Withers (PRTC)	City of Fredericksburg

Staff and General Public	
Doug Allen - VRE	Christine Hoeffner - VRE
Gregg Baxter - Keolis	Bryan Jungwirth - VRE
Donna Boxer - VRE	Mike Lake - Fairfax County DOT
Kelley Coyner - NVTC staff	Lezlie Lamb - VRE
Rich Dalton - VRE	Bob Leibbrandt - Prince William County
James Davenport - Prince William County	Steve MacIsaac - VRE legal counsel
Greg Deibler - VRE	Betsy Massie - PRTC staff
John Duque - VRE	Ken McCully - TSA
Patrick Durany - Prince William County	Dick Peacock - Citizen
Rhonda Gilchrest - NVTC staff	Sonya Proctor - TSA
Al Harf - PRTC staff	Alexis Rice - VRE
Chris Henry - VRE	Lynn Rivers - Arlington County
Tom Hickey - VRE	Scott Shenk - Free Lance-Star
Gerri Hill - VRE	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 Cook called the meeting to order at 9:35 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Chairman Cook suggested amending the Agenda to allow him to move up the Closed Session if necessary in order to maintain a quorum. There were no objections.

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

Approval of the Minutes of the February 20, 2015 Operations Board Meeting – 4

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

Chairman's Comments – 5

Chairman Cook stated the Management Audit will be presented to the Commissions at their April meetings since their March meetings were cancelled due to bad weather.

Chairman Cook welcomed Sonya Proctor, Transportation Security Administration's Director of Surface Transportation Division. Ms. Proctor announced VRE has received TSA's Gold Standard Award. VRE participated in a security assessment known as a Baseline Assessment for Security Enhancement. VRE's overall scores exceeded 90 percent across all categories. She read a letter from TSA Acting Administrator Melvin Carraway congratulating VRE on receiving this highest standard of excellence. Ms. Proctor also stated there were several smart VRE practices identified including the use of GPS to track security patrols, public outreach, contract security to ensure consistent security system-wide, and tracking of all security related incidents. Ms. Proctor then presented the award to Chairman Cook, VRE CEO Allen and VRE Manager of System Safety and Security, Greg Deibler.

Mr. Allen acknowledged both Rich Dalton and Greg Deibler for their work and focus on safety and security. VRE is very proud of its safety program. Chairman Cook congratulated staff on VRE's achievement. Ms. Bulova stated VRE should share this information with the riders and the public.

Chairman Cook stated that as a result of recommendations made by the Management Audit, Mr. Smedberg is heading up the development of a formal annual review process for the Chief Executive Officer. The Executive Committee will discuss this process next month and then will bring it to the Operations Board later. He also reported VRE is formalizing the Operations Board Recognition Program by setting an annual process. The Executive

Committee has discussed limiting recognition to two people each year. Mr. Allen also noted staff is working on a date and location for the inaugural recognition ceremony.

[Mr. Naddoni arrived at 9:47 A.M.]

Chief Executive Officer's Comments –6

Mr. Allen reported overall on-time performance for February was 92 percent and ridership remained strong at 18,567 average daily riders. He reported that following Mr. Naddoni's recommendation, VRE has shifted longer train consists to later time slots on days with weather delays.

Mr. Allen reported VRE will begin beta testing of the Mobile Ticketing System, which is targeted for full roll-out for all customers in mid-May. VRE received an overwhelming response of 600 volunteers to participate in the beta testing, although only 100 are needed. VRE is the process of choosing a good cross-section of riders to participate.

Mr. Allen stated he, along with DRPT Director Jennifer Mitchell and Deputy Secretary of Transportation Nick Donohue, met with the District of Columbia's Department of Transportation Director Leif Dormsjo and Deputy Director Greer Gillis to discuss coordination on the Long Bridge Project.

In response to a question from Mr. Milde regarding security and safety, Mr. Dalton stated that uniformed law enforcement officers can ride free on VRE trains and undercover officers are allowed to ride free if they are part of VRE's Law Enforcement Officers' program.

VRE Riders' and Public Comment – 7

Chairman Cook welcomed Dick Peacock back. Mr. Peacock thanked VRE for the cards and prayers as he recovers from brain cancer. He commended VRE for its security award and observed VRE continues to improve security. He referred to Agenda #9B and encouraged VRE to move forward with the Gainesville-Haymarket extension.

Consent Agenda – 8

On a motion by Ms. Bulova and a second by Mr. Kelly, the Board unanimously approved the following Consent Agenda items:

- Resolution #8A-03-2015: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for Platform Improvements at Five Fredericksburg Line Stations
- Resolution #8B-03-2015: Authorization to Issue a Request for Proposals for System Safety and Security Consultant Services
- Resolution #8C-03-2015: Authorization to Issue an Invitation for Bids for Elevator Rehabilitation or Replacement at Franconia-Springfield and Rippon Stations
- Resolution #8D-03-2015: Authorization to Issue an Invitation for Bids for Replacement of Tactile Warning Strips at Station Platforms

- Resolution #8E-03-2015: Authorization to Issue an Invitation for Bids for Rehabilitation of Fredericksburg Station Platforms
- Resolution #8F-03-2015: Authorization to Issue an Invitation for Bids for Replacement of Platform Canopies, Gutters and Downspouts at the L'Enfant and Leeland Road Stations

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

Authorization to Execute a Contract for Financial Auditing Services – 9A

Chairman Cook announced he has asked Mr. Skinner to chair the Audit Committee.

Mr. Allen stated the VRE Operations Board is being asked to authorize him as CEO to execute a contract with PBMares, LLP of Harrisonburg, Virginia for financial auditing services. The contract will be for a base period of three years with options to extend for up to four additional years, in two-year increments, in an amount not to exceed \$385,100 for the seven-year period, plus a contingency of \$30,000 for a total not to exceed \$415,100. Resolution #9A-03-2015 would accomplish this.

Mr. Allen stated PBMares has been VRE's auditor since 2008. Following a competitive solicitation process in which five proposals were received, interviews were conducted with the top three firms. The proposal from PBMares was technically complaint and it was awarded the highest rank by the selection committee made up of financial staff from NVTC, PRTC, VRE and NVRTA. Mr. Skinner reported that the Audit Committee met prior to this meeting and recommends the contract be awarded to PBMares.

Mr. Skinner moved to approve the Resolution with the following amendment to replace "the VRE Chief Executive Officer exercising the option years at his discretion" with "the approval of the Operations Board." Mr. Smedberg seconded the motion. The vote in favor was cast by Board Members Bulova, Cook, Kelly, Milde, Mitchell, Naddoni, Skinner, Smedberg and Way.

Recommend Authorization to Execute a Contract for Planning and Engineering Consultant Services for the Gainesville-Haymarket Extension – 9B

Mr. Allen stated the Operations Board is being asked to recommend the Commissions authorize him to execute a contract with AECOM Technical Services, Inc., (AECOM) for planning and engineering services for the Gainesville-Haymarket Extension project in the amount of \$3,968,330, plus a 10 percent contingency of \$396,833, for a total amount not to exceed \$4,365,163. Resolution #9B-03-2015 would accomplish this.

Mr. Allen stated the project is included in the FY2015 Capital Budget through a Virginia Rail Enhancement Fund (REF) grant and funding from the Northern Virginia Transportation Authority (NVRTA). Mr. Smedberg asked for the breakdown of funding. Mr. Allen replied that \$1.5 million comes from NVRTA funding and the rest from the Rail Enhancement Fund.

Mr. Way stated for this type of contract, experience and knowledge of the consultant is critical. Mr. Allen stated reviewing the credentials of the consultant team members was a

big part of the evaluation. AECOM is extremely qualified to do this work and it is a bonus that they are a local firm.

Mr. Milde moved, with a second by Mr. Smedberg, to approve Resolution #9B-03-2015. The vote in favor was cast by Board Members Bulova, Cook, Kelly, Milde, Mitchell, Naddoni, Skinner, Smedberg and Way.

Recommend Authorization to Execute an Agreement with Amtrak for Access and Storage at Washington Union Terminal – 9C

Mr. Allen stated the VRE Operations Board is being asked to recommend the Commissions authorize him to enter into a five-year agreement with Amtrak for access and mid-day storage at Washington Union Terminal. The total payment will not exceed \$10,685,184, plus a \$300,000 contingency, for total amount not to exceed \$10,985,184 during the first year, and will be subject to escalation in each successive year according to the Association of American Railroads Quarterly Index of Charge-Out Prices and Wage Rates and a three-year rolling average of actual costs for those charges subject to Section 212 of the Passenger Rail Improvements and Investment Act of 2008 (PRIIA). Resolution #9C-03-2015 would accomplish this.

Mr. Allen stated that the current agreement with Amtrak will expire June 30, 2015. He acknowledged Rich Dalton, Donna Boxer and Steve MacIsaac who have been meeting monthly with Amtrak staff to negotiate the new agreement.

Ms. Bulova moved, with a second by Mr. Skinner, to approve Resolution #9C-03-2015.

Mr. Way asked for reassurance on the mid-day storage issue. Mr. Allen stated VRE has already begun an in-depth study of alternative storage locations and is now looking at a site owned by Amtrak, which will be large enough to accommodate VRE's entire fleet. A recommendation will be presented to the Operations Board in the next few months. Also, adding tracks in Ivy City area will accommodate a few more trains and provide more flexibility. Amtrak is committed to working with VRE on the mid-day storage issue. Mr. Allen stated funding for a new mid-day storage location is included in the CIP. Mr. Smedberg asked if there are any concerns with Amtrak about future construction in the rail corridor. Mr. Allen stated Amtrak will work with VRE and both sides are committed to making progress.

Mr. Smedberg asked about the step-up program and if there is concern about price sensitivity for customers with the expected increase. Mr. Allen stated the \$2 increase won't occur until July 1, 2017. VRE does not anticipate seeing a drop-off in usage because the program is very popular with riders. In response to a question from Mr. Smedberg, Ms. Mitchell stated DRPT has not made a decision on whether it will provide future funding for the step-up program.

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

Closed Session – 11

Mr. Skinner moved, with a second by Mr. Smedberg, 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 and necessary staff concerning the contract with Abernathy Construction for Fredericksburg to Crossroads improvements and Case No. CL-15001416 pending in the Circuit Court of Alexandria.

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

The Board entered into Closed Session at 10:08 A.M. and returned to Open Session at 10:49 A.M.

Mr. Skinner moved, with a second by Mr. Smedberg, 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, Cook, Kelly, Milde, Mitchell, Naddoni, Skinner, Smedberg and Way.

Mr. Skinner moved, with a second by Mr. Smedberg, to approve Resolution #11-03-2015, which provides authorization to issue written notice of termination to Abernathy Construction Company for the Hamilton to Crossroads Third Rail Track Contract. He then read the resolution into the record. The vote in favor was cast by Board Members Bulova, Cook, Kelly, Milde, Mitchell, Naddoni, Skinner, Smedberg and Way.

Management Audit Recommendations Update – 10A

Mr. Allen stated the Management Audit Report includes recommendations to VRE's organization structure and practices, VRE's functions and processes, and VRE Operation's Board oversight. A list of short-term actions (less than 12 months) has been developed.

[Ms. Bulova left the meeting at 10:53 A.M. and did not return.]

Financial Plan Update – 10B

Mr. Allen stated the consultant, PFM Group, has begun work on the development of a Financial Plan. Ms. Boxer stated the Operations Board will have a mid-development discussion with the consultant in May and the draft final Financial Plan will be presented to the Operations Board in July 2015. The intent is to have the final product in July so there is time to discuss it in the context of future legislative action if needed.

In response to a question from Chairman Cook, Ms. Boxer explained that the draft final Financial Plan will include the consultants' recommendations and conclusions. It will be a baseline for 2040 with basically no expansion of service and costs associated with continuing VRE's program, as well as two growth scenarios with capital, operating and maintenance costs for those increased levels of service. It will include funding recommendations. Mr. Allen stated ridership and demand forecasting will be done in tandem with the Financial Plan to help identify those long-term recommendations and if they will generate enough ridership. It is anticipated that these recommendations will be presented to the Operations Board in October 2015.

[Mr. Milde left the meeting at 11:04 A.M. and did not return.]

Mr. Way asked if the Financial Plan will include identifying sources of funds as well as the need for funds. Ms. Boxer stated the needs for funds will be presented in July and potential funding sources will be included in October.

Fare Collections Equipment and Software Maintenance Agreement – 10C

Mr. Allen reported that a request for authorization to amend the current Scheidt & Bachmann maintenance agreement will be presented to the Operations Board in April, since the current agreement is set to expire on June 30, 2015. The scope of the agreement will continue to provide on-site technical support.

As he reported earlier, Mr. Allen stated VRE's Mobile Ticketing System will roll-out later this spring, which will have an impact on the current fare collection system. VRE staff is also working with the NVTC Working Group, WMATA and Accenture on future integration with WMATA's New Electronic Payments Program (NEPP). The first phase of integration with NEPP is planned to be through the Mobile Ticketing System. Mr. Way expressed concern that VRE does not get ahead of the region. Mr. Allen assured him that VRE is working with the NEPP partners.

VRE's Proposed Fare Increase: Comments from Public Hearings – 10D

Mr. Allen reminded the Operations Board that the FY 2016 Budget includes a recommended fare increase of up to four percent. Public hearings were held in Washington, DC, Crystal City, Burke, Woodbridge, Manassas, Stafford and Fredericksburg. Comments were received via e-mail and through the public hearings. Mr. Allen stated there was general acceptance of the need for the proposed fare increase as riders understood the need to balance the budget through a fare increase. However, other participants stated their opposition to the fare increase as it is a direct out-of-pocket expense increase for them. In addition to comments about fares, passengers took the opportunity to provide

their opinions about on-time performance, extending service, "S" schedules, and to advocate for additional services and more capacity. Mr. Allen stated that VRE staff will bring forth its fare increase recommendation to the Operations Board at the April meeting along with a final summary of public comments received.

Legislative Update – 10E

Mr. Allen gave a brief update on HB 1887, the omnibus transportation bill that provides an estimated \$40 million annually for transit capital to help address a 62 percent projected drop in funding expected to occur in the next 2-3 years. The Mass Transit Trust Fund will be supplemented by reallocating existing transportation funds from the recent gas tax increase, will take effect on July 1, 2016. It also reallocates \$9 million from the Rail Enhancement Fund to fund structurally deficient bridges.

Mr. Allen reported the budget amendment submitted by Delegate Eileen Filler-Corn and Senator Chuck Colgan was included in the final version of the budget. It strikes the language allowing for the general fund to retain the interest earnings generated in the Commuter Rail Trust Fund at the Department of Treasury. VRE will now receive the interest earnings from the funds invested in the pool.

Discussion of Procurement Authorization and Approval Thresholds –10F

Chairman Cook requested this item be deferred to the April meeting. There were no objections.

Board Members Time – 10

Mr. Skinner reported the opening of the Spotsylvania Station is anticipated for this summer. He invited Scott Shenk from the Free Lance-Star Newspaper to accompany him and Mr. Allen to tour the station.

Mr. Kelly thanked VRE staff for their assistance in finalizing the agreement with the City of Fredericksburg and thanked the Operations Board Members for their patience as they worked through the issues.

Adjournment

Without objection, Chairman Cook adjourned the meeting at 11:13 A.M.

Approved this 17th day of April, 2015.

John C. Cook
Chairman

Paul Smedberg
Secretary

CERTIFICATION

This certification hereby acknowledges that the minutes for the March 20, 2015 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest

DRAFT

**Virginia Railway Express
Operations Board**

**Resolution
8A-03-2015**

**Authorization to Issue a Request for Proposals for Engineering and
Environmental Services for Platform Improvements at Five
Fredericksburg Line Stations**

WHEREAS, due to current ridership demand along with future growth projections, VRE has initiated platform improvements that will include Franconia-Springfield, Lorton, Rippon, Brooke and Leeland Road stations; and,

WHEREAS, second and extended platforms will enhance safety, expedite train operations, accommodate ridership growth, and provide increased flexibility for railroad operations; and,

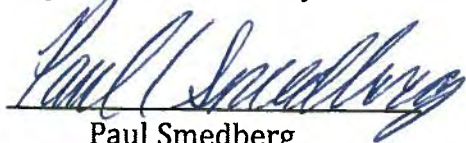
WHEREAS, VRE has specifically committed through the *Second Amendment to the Corridor Improvement Project Memorandum of Understanding* with CSX Transportation and the Virginia Department of Rail and Public Transportation to add second platforms at Lorton, Rippon, Brooke, and Leeland Road stations; and,

WHEREAS, this authorization and anticipated schedule will allow the design process to begin by initiating field survey and geotechnical evaluations, identification and remediation of environmental concerns, and development of design concepts, alternatives, and details;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge that *competitive negotiation is required in accordance with the Virginia Public Procurement Act*.

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does authorize the Chief Executive Officer to issue a Request for Proposals for Engineering and Environmental Services for Platform Improvements at Five Fredericksburg Line Stations.

Approved this 20th day of March 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8B-03-2015**

**Authorization to Issue a Request for Proposals for System Safety
and Security Consultant Services**

WHEREAS, VRE currently contracts the services of a professional System Safety consultant; and,

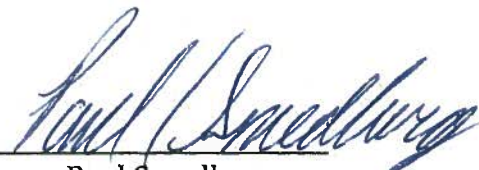
WHEREAS, VRE requires continuing support services as recommended by the National Transportation Safety Board and the FRA; and,

WHEREAS, the current contract will expire on November 12, 2015;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does acknowledge the determination made by the VRE Contract Administrator in accordance with the VRE Public Procurement Policies and Procedures, that competitive bidding is not practicable, nor fiscally advantageous to VRE, and that competitive negotiation is the appropriate method to procure these services.

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does authorize the Chief Executive Officer to issue a Request for Proposals for System Safety and Security Consultant Services.

Approved this 20th day of March 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8C-03-2015**

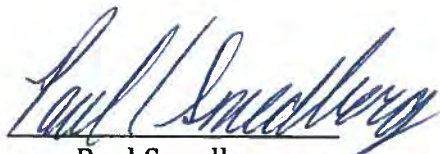
**Authorization to Issue an Invitation for Bids for Elevator
Rehabilitation or Replacement at Franconia-Springfield and
Rippon Stations**

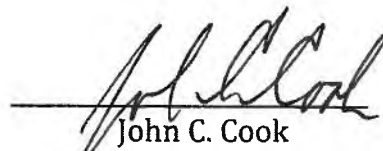
WHEREAS, the elevators at the Franconia-Springfield and Rippon stations have experienced increased failures and required maintenance service calls due to aging elevator cabs and associated equipment; and,

WHEREAS, the scope of work includes the rehabilitation or replacement of elevator cabs, controls, support structures and systems;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for elevator rehabilitation or replacement at the Franconia-Springfield and Rippon stations.

Approved this 20th day of March 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8D-03-2015**

**Authorization to Issue an Invitation for Bids for Replacement of
Tactile Warning Strips at Station Platforms**


WHEREAS, the tactile warning strips at the majority of VRE's stations were installed many years ago; and,

WHEREAS, due to years of exposure to the elements, they have experienced fading, delamination and chipping; and,

WHEREAS, the scope of work includes replacement of the existing tactile strips and the installation of intermittently spaced panels displaying text warning all riders to stay clear of the tracks;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for replacement of tactile warning strips at fourteen (14) station platforms.

Approved this 20th day of March 2015



Paul Smedberg
Secretary



John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8E-03-2015**

**Authorization to Issue an Invitation for Bids for Rehabilitation of
Fredericksburg Station Platforms**

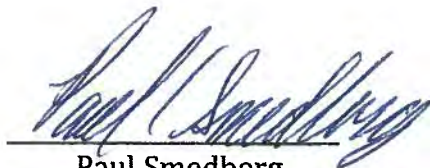
WHEREAS, in 2011, concrete modifications and repairs were performed on both platforms at the Fredericksburg station; and,

WHEREAS, south of these 400-foot platforms are the original platforms, which are rarely used due to their uneven surfaces, cracking and delamination; and,

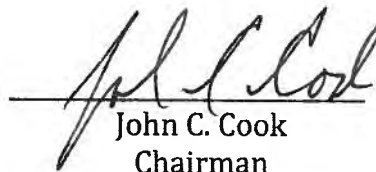
WHEREAS, the scope of work for the IFB includes concrete modifications and repairs extending approximately 125 feet to the south of each of the currently used platforms, increasing the boarding capacity for VRE and Amtrak trains;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for the rehabilitation of the Fredericksburg station platforms.

Approved this 20th day of March 2015



Paul Smedberg
Secretary



John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8F-03-2015**

**Authorization to Issue an Invitation for Bids for Replacement of
Platform Canopies, Gutters and Downspouts at the L'Enfant and
Leeland Road Stations**

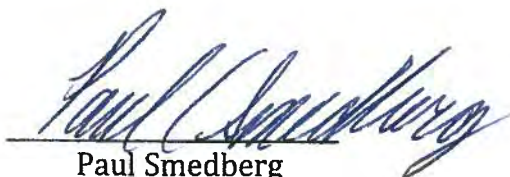
WHEREAS, the platform canopies, gutters and downspout at several VRE stations were installed many years ago; and,

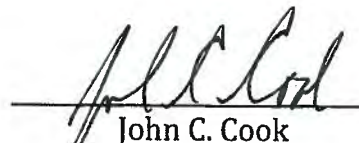
WHEREAS, these items at the L'Enfant and Leeland Road stations have experienced rusting, leaking, peeling and flaking; and,

WHEREAS, the scope of work includes replacement of canopy roofing, gutters and downspouts at both stations;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids (IFB) for replacement of platform canopies, gutters and downspouts at the L'Enfant and Leeland Road stations.

Approved this 20th day of March 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8G-03-2015**

**Authorization to Issue a Purchase
Order for Locomotive Wheels**

WHEREAS, VRE locomotives are aging and in need of wheel replacement; and,

WHEREAS, contracts are currently in place for wheel truing and wheel replacement; and,

WHEREAS, staff has determined the need to replace forty (40) locomotive wheels within the next sixteen (16) to twenty (20) months; and,


WHEREAS, a Request for Quotes (RFQ) was issued in accordance with the PRTC/VRE Procurement Policy; and,

WHEREAS, two (2) responses were received; and,

WHEREAS, VRE has determined ORX returned the lowest quote and is a responsive-responsible vendor;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Purchase Order to ORX of Tipton, PA in an amount not to exceed \$64,890.00.

Approved this 20th day of March 2015



Paul Smedberg
Secretary



John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9A-03-2015**

**Authorization to Execute a Contract
for Financial Auditing Services**

WHEREAS, on December 19, 2014 the VRE Operations Board approved a request for VRE to participate in a joint Request for Proposals (RFP) for financial auditing services to be issued by NVTC on behalf of both Commissions and VRE for a base period of three years with options to extend for up to four additional years, in two year increments.; and,

WHEREAS, on February 2, 2015 NVTC issued a Request for Proposals for financial auditing services on behalf of both Commissions and VRE; and,

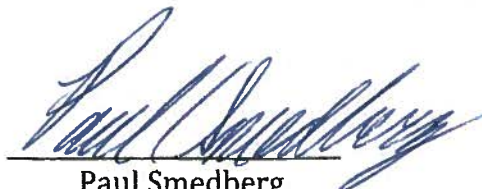
WHEREAS, five proposals were received by NVTC and ranked by the selection committee in accordance with the guidelines established in the RFP; and,


WHEREAS, the selection committee recommends that the contract be awarded to the **PBMares, LLP**, the highest ranked Offeror; and,

WHEREAS, the VRE Audit Committee has recommended approval of this contract award;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the VRE Chief Executive Officer to execute a contract with **PBMares, LLP of Harrisonburg, Virginia** in the amount of **\$385,100**, plus a contingency of **\$30,000**, for a total amount not to exceed **\$415,100**. The contract will be for a base period of three years with options to extend for up to four additional years, in two year increments, with the **approval of the VRE Operations Board**.

Approved this 20th day of March, 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9B-03-2015**

**Recommend Authorization to Execute a Contract for
Planning and Engineering Consultant Services for the
Gainesville-Haymarket Extension**

WHEREAS, the VRE System Plan 2040 recommends extending VRE service to the Gainesville-Haymarket area of Prince William County to improve regional travel choice and mobility; and,

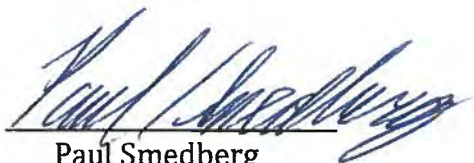
WHEREAS, the VRE Operations Board authorized a Request for Proposals (RFP) on April 18, 2014 for consultant services to assist in undertaking the planning and engineering activities to advance the project development for the VRE Gainesville-Haymarket extension; and,

WHEREAS, on December 22, 2014 an RFP was issued and five (5) responses were received on February 18, 2015; and,

WHEREAS, subsequent to a review by the Technical Evaluation Committee (TET), the TET recommends that the Operations Board award a contract to ***AECOM Technical Services, Inc.***

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby ***recommend the Commissions*** authorize the Chief Executive Officer to execute a contract ***with AECOM Technical Services, Inc.*** for planning and engineering consultant services for the Gainesville-Haymarket Extension project in the amount of ***\$3,968,330***, plus a 10% contingency of ***\$396,833***, for a total amount not to exceed ***\$4,365,163***.

Approved this 20th day of March 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9C-03-2015**

**Recommend Authorization to Execute an Agreement with Amtrak
for Access and Storage at Washington Union Terminal**

WHEREAS, VRE's current access and storage agreement with Amtrak expires June 30, 2015; and,

WHEREAS, the current agreement includes access and mid-day storage at Washington Union Terminal (WUT); and,

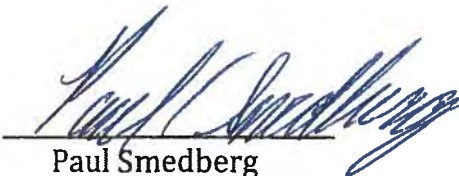
WHEREAS, VRE and Amtrak staff have been negotiating a new access and storage agreement since February of 2014; and,

WHEREAS, a new agreement has been reached for an initial five-year term with an option to extend the term an additional five years upon advanced written notice to Amtrak; and,

WHEREAS, the new agreement will provide VRE with continued access and mid-day storage at Washington Union Terminal (WUT);

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board hereby recommends the Commissions authorize the Chief Executive Officer to enter into a five-year agreement with Amtrak for access and mid-day storage at Washington Union Terminal. The total payment will not exceed \$10,685,184, plus a \$300,000 contingency, for a total amount not to exceed \$10,985,184 during the first year, and will be subject to escalation in each successive year according to the Association of American Railroads (AAR) Quarterly Index of Chargeout Prices and Wage Rates (Table C) and a three year rolling average of actual costs for those charges subject to Section 212 of the Passenger Rail Improvement and Investment Act of 2008 (PRIIA).

Approved this 20th day of March 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

Resolution

**Authorization to Issue Written Notice of Termination
to Abernathy Construction Corporation of
Hamilton to Crossroads Third Track Contract**

WHEREAS, on June 21, 2013, the VRE Operations Board authorized the award of Contract No. VRE-013-012 ("Contract") to Abernathy Construction Corporation ("Abernathy") for construction of the Hamilton to Crossroads Third Track project; and

WHEREAS, during Abernathy's performance of the Contract work, repeated violations of state and federal safety regulations and requirements, as well as safety requirements of both CSX Transportation and VRE, were committed by Abernathy, such violations having been detailed in the materials presented to the Operations Board including, among other materials, the documents attached hereto; and

WHEREAS, the aforesaid violations by Abernathy breach the Contract; and

WHEREAS, as a result of the aforesaid safety violations and the serious concerns about Abernathy's ongoing compliance with all safety requirements under the Contract, VRE suspended the Contract on January 28, 2015, and all work by Abernathy on the project has ceased since then; and

WHEREAS, VRE sent to Travelers Casualty and Surety Company of America ("Travelers"), Abernathy's Performance Bond surety, and Abernathy, a letter dated February 2, 2015, captioned "Intent to Declare Contractor Default and Termination the Contract, because of Abernathy's safety violations, and requested a meeting with Travelers and Abernathy to be held within fifteen (15) days of VRE's letter, which meeting was held on February 19, 2015; and

WHEREAS, as agreed at the February 19, 2015, meeting, Abernathy provided on February 27, 2015, a written response to the safety violations and proposed "Future Steps" to ensure compliance with all safety requirements; and

WHEREAS, staff has consulted with CSX Transportation, as owner of the railroad right-of-way within which much of Abernathy's Contract work is required to be

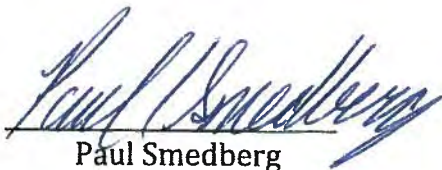
performed, concerning the history of repeated safety violations and Abernathy's response to them and its proposed Future Steps;

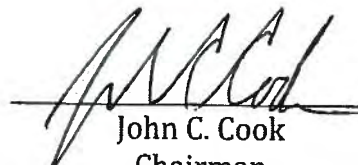
NOW, THEREFORE, BE IT RESOLVED THAT the VRE Operations Board finds that, based on Abernathy's pattern of safety violations in breach of the Contract, Abernathy is in default of the Contract; and

BE IT FURTHER RESOLVED THAT the VRE Operations Board does hereby find that Abernathy's response to the continuing pattern of safety violations and proposed Future Steps are inadequate to remedy the aforesaid safety violations and the serious risks posed by Abernathy's continued breach of the Contract safety requirements; and

BE IT FURTHER RESOLVED THAT, in accordance with Article 14 of the Contract General Conditions, Termination for Default, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a notice of termination of the Contract, effective April 20, 2015, subject to Abernathy's right to cure the default prior to the effective date as set forth in Article 14 of the Contract General Conditions.

Approved this 20th day of March 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

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RESOLUTION #2271

SUBJECT: Authorization to Execute an Amendment to the Rail Enhancement Fund Agreement for the VRE Gainesville-Haymarket Extension Phase II – Environmental Assessment and Preliminary Design

WHEREAS: The Department of Rail and Public Transportation (DRPT) and the Virginia Railway Express (VRE) entered into a Rail Enhancement Fund (REF) Agreement Number 76509-02 on November 12, 2009 for funding of environmental and engineering services for the VRE Gainesville-Haymarket Extension;

WHEREAS: The agreement was amended May 27, 2010 to extend the grant to April 30, 2013;

WHEREAS: VRE was unable to obtain a commitment of the required local match contribution by that date and the grant subsequently expired;

WHEREAS: VRE has now obtained a commitment from the Northern Virginia Transportation Authority (NVTA) to provide the local match for the REF grant;

WHEREAS: DRPT and VRE have reached agreement on the terms for an amendment of the REF Agreement to reflect the current Scope of Work and the Milestone Schedule for the environmental and engineering services that will be completed using the grant; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer (CEO) to execute the Second Amendment to REF Agreement Number 76509-02 for the VRE Gainesville-Haymarket Extension Phase II – Environmental Assessment and Preliminary Design.

BE IT FURTHER RESOLVED that NVT authorizes the VRE CEO to execute any future amendments to the scope or schedule on behalf of the Commissions.

Approved this 9th day of April 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-A
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: February 20, 2015

Re: Recommend Authorization to Execute an Amendment to the Rail Enhancement Fund (REF) Agreement for the VRE Gainesville-Haymarket Extension Phase II - Environmental Assessment and Preliminary Design

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the VRE Chief Executive Officer (CEO) to execute the Second Amendment to the REF Agreement Number 76509-02 for the VRE Gainesville-Haymarket Extension Phase II – Environmental Assessment and Preliminary Design and to authorize the CEO to execute any future amendments to the scope or schedule on behalf of the Commissions. The second Amendment modifies the Scope of Work and the Milestone Schedule for the environmental and engineering services that will be completed using the grant. The Total Project Budget of \$4,285,714, covered by the agreement, remains the same.

Background:

VRE was awarded a Rail Enhancement Fund (REF) grant in 2009 to complete environmental analysis and preliminary engineering for the VRE Gainesville-Haymarket Extension. Grant agreement 76509-02 was executed on November 12, 2009. The first Amendment, executed on May 27, 2010, extended the REF grant expiration date to April 30, 2013.



Northern Virginia
Transportation Commission
2300 Wilson Blvd. #620
Arlington, VA 22201
703.524.3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703.684.1001
VRE.org



Polomac and Rappahannock
Transportation Commission
14700 Polomac Mills Road
Woodbridge, VA 22192
703.580.6121

The Total Project Budget for the work to be completed under the grant was \$4,285,714 with 65% of the budget or \$2,785,714 coming from the Commonwealth of Virginia and a 35% local match contribution in the amount of \$1,500,000. In VRE's original REF grant application to the Department of Rail and Public Transportation (DRPT), Norfolk-Southern (NS) was anticipated to provide the \$1,500,000 local match contribution as in-kind engineering services and other project services. After going through multiple iterations of a VRE-NS In-Kind Services Agreement, by February 2013 the two parties were unable to come to terms on a final agreement.

VRE submitted an application to the Northern Virginia Transportation Authority (NVTa) as part of their FY 2014 Call for Projects for \$1,500,000 to be used as an alternate source of the local match for the Gainesville-Haymarket Extension REF grant. The NVTa Board approved the funding request on July 24, 2013. A Standard Project Agreement (SPA) was approved by the NVTa Board on July 24, 2014 that formalized the NVTa funding commitment.

With the NVTa funding commitment in place as match to the REF grant, VRE staff began working with DRPT staff to amend the REF agreement to reflect the updated Scope of Work and Milestone Schedule to complete the environmental and engineering services for the Gainesville-Haymarket Extension. The second Amendment, attached, reflects the revised scope and extends the grant expiration date to December 31, 2020.

Once the second Amendment is executed, all funding will be in place to proceed with planning and preliminary engineering work for the VRE extension. Procurement is currently underway to select a Consultant to assist VRE in that work. Consultant proposals are due February 18, 2015. It is estimated the VRE Operations Board will be requested to award a contract at its March 2015 meeting.

Fiscal Impact:

There is no fiscal impact associated with executing the amendment to the REF agreement.

Funding for the VRE Gainesville-Haymarket Extension Phase II is included in the FY2016-2021 Capital Improvement Program.

**Virginia Railway Express
Operations Board**

**Resolution
8A-02-2015**

**Recommend Authorization to Execute an Amendment to the Rail
Enhancement Fund (REF) Agreement for the VRE Gainesville-Haymarket
Extension Phase II - Environmental Assessment and Preliminary Design**

WHEREAS, DRPT and VRE entered into REF Agreement number 76509-02 on November 12, 2009 for funding of environmental and engineering services for the VRE Gainesville-Haymarket Extension; and,

WHEREAS, the agreement was amended on May 27, 2010 to extend the grant to April 30, 2013; and,

WHEREAS, VRE was unable to obtain a commitment of the required local match contribution by that date and the grant subsequently expired; and,

WHEREAS, VRE has now obtained a commitment from NVTa to provide the local match for the REF grant; and,

WHEREAS, DRPT and VRE have reached agreement on the terms for an amendment of the REF Agreement to reflect the current Scope of Work and the Milestone Schedule for the environmental and engineering services that will be completed using the grant;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the VRE Chief Executive Officer (CEO) to execute the Second Amendment to REF Agreement Number 76509-02 for the VRE Gainesville-Haymarket Extension Phase II – Environmental Assessment and Preliminary Design, and to authorize the CEO to execute any future amendments to the scope or schedule on behalf of the Commissions.

Approved this 20th day of February 2015

John C. Cook
Chairman

Paul Smedberg
Secretary



RESOLUTION #2272

SUBJECT: Authorization to Execute a Contract for Planning and Engineering Consultant Service of the VRE Gainesville-Haymarket Extension

WHEREAS: The VRE System Plan 2040 recommends extending VRE service to the Gainesville-Haymarket area of Prince William County to improve regional travel choice and mobility,

WHEREAS: The VRE Operations Board authorized a Request for Proposals (RFP) on April 18, 2015 for consultant services to assist in undertaking the planning and engineering activities to advance the project development for the VRE Gainesville-Haymarket extension;

WHEREAS: On December 22, 2014 VRE issued an RFP and five (5) responses were received on February 18, 2015;

WHEREAS: Subsequent to a review by the Technical Evaluation Committee (TET), the TET unanimously recommended that the VRE Operations Board award a contract with AECOM Technical Services, Inc., of Arlington, Virginia;

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer (CEO) to execute a Contract with AECOM Technical Services, Inc. for planning and engineering services for the Gainesville-Haymarket Extension project in the amount of \$3,968,330, plus a 10 percent contingency of \$396,833, for a total amount not to exceed \$4,365,163.

Approved this 9th day of April 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-B
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: March 20, 2015

**Re: Recommend Authorization to Execute a Contract for
Planning and Engineering Consultant Services for the
Gainesville-Haymarket Extension**

Recommendation:

The VRE Operations Board is asked to ***recommend the Commissions*** authorize the Chief Executive Officer to execute a contract with ***AECOM Technical Services, Inc. (AECOM)*** for planning and engineering services for the Gainesville-Haymarket Extension project in the amount of ***\$3,968,330***, plus a 10% contingency of ***\$396,833***, for a total amount not to exceed ***\$4,365,163***.

Background:

On April 18, 2014, the Operations Board authorized issuing a Request for Proposals (RFP) for consultant Planning and Engineering Services for the VRE Gainesville-Haymarket Extension. The consultant will assist in undertaking the following planning and engineering activities to advance the project development for the VRE Gainesville-Haymarket extension: update the ridership forecasts, identify potential station locations, refine the operating plan, confirm the necessary railroad infrastructure requirements, update capital and operating cost estimates, and evaluate extension alternatives to select a preferred extension alternative. The environmental effects of the preferred alternative will be assessed as well as the impact of the extension on system-wide operating and financial capacity.



Northern Virginia
Transportation Commission
2300 Wilson Blvd. #620
Arlington, VA 22201
703.524.3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703.684.1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703.580.6121

Preliminary engineering design for the preferred alternative will also be completed.

In accordance with Virginia Public Procurement Act (VPPA) and the Federal Brooks Act, professional architecture and engineering services must be procured by a competitive negotiation process. Only after first evaluating the technical merit and qualifications of the prospective Offerors can negotiations be initiated with the top-ranked Offeror to determine price.

A mailing list of eighty-four (84) prospective Offerors was established for the solicitation to ensure access to adequate sources of services. Additionally, the RFP was advertise on eVA, the Commonwealth of Virginia's online procurement website.

On December 22, 2014, an RFP was issued with proposals due on February 18, 2015. Five (5) responses were received.

Evaluation of the Proposals received were performed by a Technical Evaluation Team (TET), which consisted of three VRE staff members and one Prince William County Department of Transportation staff member. The TET met to discuss and evaluate the Proposals using the following criteria:

Evaluation Criteria		Possible Points	Weight (Multiplier)	Maximum Possible Score
<i>Proposals may earn up to 1000 points for responses to the requirements of the RFP.</i>				
A.	Demonstrated knowledge and qualifications of the proposed Project Manager including demonstrated experience on similar projects and applicable technical skills.	0 - 10	20	200
B.	Demonstrated knowledge and qualifications of the personnel proposed for the project team including demonstrated experience in complex rail transit planning and design projects.	0 - 10	25	250
C.	Demonstrated project approach and management plan demonstrating an understanding of the project, scope of services, technical requirements and quality assurance/quality control procedures.	0 - 10	25	250
D.	Demonstrated capability and expertise of the proposed firm(s) to perform project development planning, NEPA analyses, and conceptual and preliminary design for major rail transit capital investment projects.	0 - 10	20	200
E.	Availability of the proposed firm(s) and personnel relative to competing workloads and geographic proximity.	0 - 10	10	100

Interviews were conducted with the three (3) highest ranked Offerors. Formal negotiations with the top ranked firm were subsequently conducted. It is determined the proposal from **AECOM** is technically compliant and the best value for the project.

Below is the final ranking of firms who submitted a proposal for Planning and Engineering Services for the VRE Gainesville-Haymarket Extension.

Offerors
1. AECOM, Arlington, VA
2. Kimley-Horn and Associates, Inc., Reston, VA
3. Parsons Transportation Group, Inc., Tysons, VA
4. STV, Inc., Richmond, VA
5. Gannett Fleming/VHB Joint Venture, Baltimore, MD

AECOM's pricing is within approximately 4 percent of VRE's cost estimate for the Contract.

Once the Contract is executed, VRE staff will meet with **AECOM** to develop a detailed project schedule and work plan. It is expected the initial planning phase of the study will be completed within twelve (12) months. The environmental analysis and engineering design is expected to take eighteen (18) months to complete although some tasks may overlap and be completed concurrent with the planning phase. The full study is expected to take about 24 to 30 months to complete.

Fiscal Impact:

The project is included in the FY2015 Capital Budget, through a Virginia Rail Enhancement Fund (REF) grant and funding from the Northern Virginia Transportation Authority (NVTa).

**Virginia Railway Express
Operations Board**

**Resolution
9B-03-2015**

**Recommend Authorization to Execute a Contract for
Planning and Engineering Consultant Services for the
Gainesville-Haymarket Extension**

WHEREAS, the VRE System Plan 2040 recommends extending VRE service to the Gainesville-Haymarket area of Prince William County to improve regional travel choice and mobility; and,

WHEREAS, the VRE Operations Board authorized a Request for Proposals (RFP) on April 18, 2014 for consultant services to assist in undertaking the planning and engineering activities to advance the project development for the VRE Gainesville-Haymarket extension; and,

WHEREAS, on December 22, 2014 an RFP was issued and five (5) responses were received on February 18, 2015; and,

WHEREAS, subsequent to a review by the Technical Evaluation Committee (TET), the TET recommends that the Operations Board award a contract to ***AECOM Technical Services, Inc.***

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby ***recommend the Commissions*** authorize the Chief Executive Officer to execute a contract ***with AECOM Technical Services, Inc.*** for planning and engineering consultant services for the Gainesville-Haymarket Extension project in the amount of ***\$3,968,330***, plus a 10% contingency of ***\$396,833***, for a total amount not to exceed ***\$4,365,163***.

Approved this 20th day of March 2015

John C. Cook
Chairman

Paul Smedberg
Secretary

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RESOLUTION #2273

SUBJECT: Authorization to Execute an Agreement with VRE and Amtrak for Access and Storage at Washington Union Terminal

WHEREAS: VRE's current access and storage agreement with Amtrak expires June 30, 2015;

WHEREAS: The current agreement includes access and mid-day storage at Washington Union Terminal (WUT);

WHEREAS: VRE and Amtrak staff have been negotiating a new access and storage agreement since February 2014;

WHEREAS: A new agreement has been reached for an initial five-year term with an option to extend the term an additional five years upon advanced written notice to Amtrak;

WHEREAS: The new agreement will provide VRE with continued access and mid-day storage at Washington Union Terminal (WUT); and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED by the Northern Virginia Transportation Commission hereby authorize the VRE Chief Executive Officer to enter into a five-year agreement with Amtrak for access and mid-day storage at Washington Union Terminal. The total payment will not exceed \$10,685,184, plus a \$300,000 contingency, for total amount not to exceed \$10,985,184 during the first year, and will be subject to escalation in each successive year according to the Association of American Railroads (AAR) Quarterly Index of Chargeout Prices and Wage Rates (Table C) and a three-year rolling average of actual costs for those charges subject to Section 212 of the Passenger Rail Improvements and Investment Act of 2008 (PRIIA).

Approved this 9th day of April 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-C
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: March 20, 2015

**Re: Recommend Authorization to Execute an Agreement
with Amtrak for Access and Storage at Washington
Union Terminal**

Recommendation:

The VRE Operations Board is being asked to recommend the Commissions authorize the Chief Executive Officer to enter into a five-year agreement with Amtrak for access and mid-day storage at Washington Union Terminal. The total payment will not exceed \$10,685,184, plus a \$300,000 contingency, for a total amount not to exceed \$10,985,184 during the first year, and will be subject to escalation in each successive year according to the Association of American Railroads (AAR) Quarterly Index of Chargeout Prices and Wage Rates (Table C) and a three year rolling average of actual costs for those charges subject to Section 212 of the Passenger Rail Improvement and Investment Act of 2008 (PRIIA).

Background:

The current Agreement with Amtrak will expire on June 30, 2015. Since February of 2014, VRE and Amtrak staffs have met monthly to negotiate a new agreement. Both parties have now reached consensus on the terms of a new five-year agreement that provides VRE with continued access into Washington Union Terminal (WUT) as well as the existing level of mid-day storage. The term of the agreement is for five-years with the option for VRE to extend for an additional five-year term upon advance notice to Amtrak.

The following summarizes the terms of the agreement between VRE and Amtrak:



Northern Virginia
Transportation Commission
2300 Wilson Blvd. #620
Arlington, VA 22201
703.524.3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703.684.1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703.580.6121

1. Schedule – VRE’s train schedule will remain the same. VRE may operate between 7,600 – 8,000 trains into and out of WUT per year. If trains fall below 7,600 or rise above 8,000, the amount paid by VRE will be increased or decreased by \$531.78 per train, as adjusted by the appropriate factor.
2. Access – VRE will pay Amtrak a Terminal Usage Fee for operation into the terminal. This fee includes VRE’s fully allocated costs related to maintenance of way, transportation, police, station capital costs and system enhancements. The Agreement includes provisions to transition to the cost allocation methodology as approved by the Northeast Corridor Commission, currently slated to occur on October 1, 2015. This cost allocation methodology was mandated by Section 212 of PRIIA.
3. Mid-day Storage - Storage rights will remain the same as they are today for the first three years of the Agreement. Amtrak will have the right to reduce the total number of VRE equipment stored for the last two years of the Agreement by no more than twenty units per year in the event the need for Amtrak equipment storage increases, and VRE may request extensions of time in order to complete its relocation to an alternative storage site. Amtrak also agrees to work with VRE to design and construct alternative storage sites.
4. Layover Services – During the mid-day layover, Amtrak will provide coach cleaning and limited maintenance of the equipment including locomotive daily inspections and use of ground power. Amtrak will also provide limited mechanical repairs on an as needed basis to correct defects that would otherwise prevent the movement of the equipment back to VRE maintenance and storage facilities.
5. Dedicated Support Personnel – VRE will fund dedicated support personnel including one Trainmaster, one Station Manager (formerly Customer Service Coordinator), one Sr. Space and Equipment Control Analyst (formerly Customer Service Coordinator) and a part time Assistant Superintendent of Mechanical. A Financial Analyst (.5) and a Sr. Project Specialist (.5) have been added from the former contract. The Financial Analyst position was formerly charged as part of the overhead calculation. The Sr. Project Specialist is added to reflect the higher level of oversight desired for capital projects that benefit VRE.
6. Incentive Payment - VRE will pay Amtrak \$10,000 per month for each month Amtrak achieves 92%-94% and \$11,500 for each month Amtrak achieves

above 94% on-time performance in dispatching VRE trains from WUT. On-time is defined as departing the terminal within three minutes of the scheduled departure time. Incentive payments are contingent upon Amtrak's compliance with Amtrak's Total Efficiency and Safety Test System (T.E.S.T.S) program as applicable to VRE trains operating within WUT. The additional requirement and the potentially higher payment for on-time performance above 94% is an enhancement of the provisions of the current agreement.

7. Management Fees and Other – The fees includes general and administrative costs, management fee, train rescues, and qualifications training, as requested.
8. Step-Up Program – The program, including a \$10 step-up fee, will be maintained for all VRE/Amtrak Cross Honor trains. On July 1, 2017, the step-up fee will increase to \$12.00 for each VRE passenger; on July 1, 2018, the step-up fee will increase to \$13.00 for each VRE passenger; on July 1, 2019 and each year thereafter the step-up fee will be adjusted in accordance with the AAR Quarterly Index of Chargeout Prices and Wage Rates (Table C). The increase may be reduced in the event the Commonwealth participates in a different arrangement for permitting VRE passengers on VRE/Amtrak Cross Honor trains.
9. Amtrak use of VRE Facilities – Amtrak will pay a prorated cost for Amtrak passengers using VRE station facilities.
10. Liability and Indemnification Generally, VRE will indemnify Amtrak for incidents occurring in Washington Terminal that would not have occurred but for VRE service, except for injuries to Amtrak employees and incidents where Amtrak is grossly negligent. Discussions continue regarding language that would apply the current “no fault” arrangement for incidents involving Amtrak and VRE trains on the CSXT and NS rights-of-way to incidents involving Amtrak and VRE passengers at VRE stations.

11. The following summarizes the cost and payment structure for the Agreement:

Payment Structure	Existing Contract	Year 1	Notes
Access Fee & Station Capital Costs	\$4,023,439	\$4,423,298	Annual increases for AAR/average costs (after PRIIA implementation) and \$275K associated with additional Fredericksburg train
Mid-day Storage Fee	\$1,568,643	\$1,615,702	Annual AAR increase

Layover Services	\$2,142,493	\$2,206,768	General Maintenance, Yard Moves, Ground Power, Mid-Day Emergency Mechanical Repairs, Car Wash Services and Materials and Fuel Charge. Annual increases only.
Dedicated Support Personnel	\$579,893	\$785,916	Includes Trainmaster, Station Manager, Sr. Space and Equip. Control Analyst, part-time Asst. Superintendent – Mechanical. Financial Analyst (.5) and Sr. Project Specialist (.5) added to current contract.
Incentive Payment	\$120,000	\$138,000	Enhanced program includes safety component and allows for incentives of up to \$11,500 per month with OTP of 94% or higher. Budget based on maximum incentive amount.
Management Fees and Other	\$468,828	\$515,500	General and administrative costs, management fee, train rescue and qualification of contractors. Annual increases.
Step-up Program	\$1,200,000	\$1,000,000	VRE cost is \$10 per ticket. Number of step-up riders expected to decrease with the end of the state subsidy which reduced rider's cost from \$5 to \$3.
Total:	\$10,103,296	\$10,685,184	

A \$300,000 contingency is recommended to cover variable costs such as ground power, the step-up program, and emergency mechanical repairs and associated material costs. The contingency would only be used to pay actual costs to Amtrak.

Fiscal Impact:

The current budget for FY 2016 includes funding of \$11,030,000 under Amtrak Access and Storage for the first year, which is sufficient to cover all estimated costs plus the requested contingency funding for future years will be included in each proposed annual budget.

**Virginia Railway Express
Operations Board**

**Resolution
9C-03-2015**

**Recommend Authorization to Execute an Agreement with Amtrak
for Access and Storage at Washington Union Terminal**

WHEREAS, VRE's current access and storage agreement with Amtrak expires June 30, 2015; and,

WHEREAS, the current agreement includes access and mid-day storage at Washington Union Terminal (WUT); and,

WHEREAS, VRE and Amtrak staff have been negotiating a new access and storage agreement since February of 2014; and,

WHEREAS, a new agreement has been reached for an initial five-year term with an option to extend the term an additional five years upon advanced written notice to Amtrak; and,

WHEREAS, the new agreement will provide VRE with continued access and mid-day storage at Washington Union Terminal (WUT);

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board hereby recommends the Commissions authorize the Chief Executive Officer to enter into a five-year agreement with Amtrak for access and mid-day storage at Washington Union Terminal. The total payment will not exceed \$10,685,184, plus a \$300,000 contingency, for a total amount not to exceed \$10,985,184 during the first year, and will be subject to escalation in each successive year according to the Association of American Railroads (AAR) Quarterly Index of Chargeout Prices and Wage Rates (Table C) and a three year rolling average of actual costs for those charges subject to Section 212 of the Passenger Rail Improvement and Investment Act of 2008 (PRIIA).

Approved this 20th day of March 2015

John C. Cook
Chairman

Paul Smedberg
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-C
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: February 20, 2015

**Re: Acceptance of Title VI Service Standards and Policies
Monitoring Results**

Recommendation:

The VRE Operations Board is asked to accept the results of the Title VI Service Standards and Policies monitoring and forward them to the Potomac and Rappahannock Transportation Commission (PRTC) for inclusion in PRTC's Title VI submittal.

Background:

As prescribed in Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" FTA requires transit providers to monitor the performance of their transit system relative to their system-wide service standards and service policies (i.e., vehicle load, vehicle assignment, transit amenities, etc.) not less than every three years.

The results of VRE's Service Standards and Policies monitoring must be submitted as part of PRTC's Title VI submittal due March 31, 2015.

VRE staff has conducted the monitoring, the results of which are attached along with the VRE Title VI Service Standards and Policies.

Fiscal Impact:

No Fiscal impact.



Northern Virginia
Transportation Commission
2300 Wilson Blvd. #620
Arlington, VA 22201
703.524.3322



Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314
703.684.1001
VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
Woodbridge, VA 22192
703.580.6121

**Virginia Railway Express
Operations Board**

**Resolution
8C-02-2015**

**Acceptance of Title VI Service Standards and
Policies Monitoring Results**

WHEREAS, FTA requires transit providers to monitor the performance of their transit system relative to their system-wide service standards and service policies; and,

WHEREAS, VRE must submit results of the monitoring of its system-wide service standards and service policies to PRTC for inclusion in PRTC's Title VI submittal;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby accept the results of the system-wide service standards and service policies monitoring and forwards them to the Potomac and Rappahannock Transportation Commission (PRTC) for inclusion in PRTC's Title VI submittal.

Approved this 20th day of February 2015

John C. Cook
Chairman

Paul Smedberg
Secretary

AGENDA ITEM #6: I-66 INSIDE THE BELTWAY

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner

DATE: April 2, 2015

SUBJECT: I-66 Inside the Beltway

Renee Hamilton, Deputy District Administrator for VDOT's Northern Virginia District, will provide a [briefing on the I-66 Multimodal Improvements Inside the Beltway project](#). The I-66 Multimodal Study (Inside the Beltway), which was completed in June 2012, examined potential packages of improvements to multimodal transportation in the I-66 corridor. The Commonwealth has now initiated an environmental assessment process to advance a package of improvements with input from affected communities and stakeholders. Proposed enhancements include conversion of I-66 inside the Beltway to peak period HOT lanes, improving Metrorail and other transit service, completing bicycle and pedestrian facilities, and implementing other transportation demand management initiatives.

[Secretary Aubrey Layne accepted the recommendations](#) of Arlington County, Fairfax County and the City of Falls Church to designate NVTC as the regional partner to help implement the multimodal components of the I-66 Inside the Beltway project.

Northern Virginia Transportation Commission

2300 Wilson Boulevard • Suite 620 • Arlington, VA 22201

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

www.novatransit.org

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Investing in Multimodal Solutions

Northern Virginia Transportation Commission (NVTC)

Renee Hamilton, VDOT, Deputy District Administrator

March 5, 2015



I-66 Multimodal Improvements

- **I-66 Multimodal Study (2012 / 2013)**
- **Tolling element**
- **Multimodal solutions**
- **Future Widening**
- **NEPA documentation**
- **Outreach**
- **Project schedule**

I-66 Multimodal Improvements Beltway to US 29 Rosslyn



TRANSFORM 66

3

I-66 Multimodal Improvements Beltway to US 29 Rosslyn

I-66 Issues Reported in 2012:

- Eastbound & Westbound roadway congestion
- Congestion at interchanges
- Non-HOV users during HOV restricted period
- Orange / Silver Line Metrorail congestion
- Bus service impacted by roadway congestion
- Challenges to intermodal transfers
- W&OD and Custis Trail bottlenecks
- Limitations / gaps in Bike & Ped accessibility and connectivity



TRANSFORM 66

Baseline assumptions for 2040 from Multimodal Study

- HOV changes from HOV-2+ to HOV-3+ throughout region
- I-66 westbound SPOT improvements 1, 2, and 3
- Silver Line Phase I and II (to Dulles)
- New and enhanced Priority Bus services on I-66, US 29, and US 50
- Transportation Demand Management (TDM) elements from the I-66 Transit/TDM Study
- Metrorail core capacity improvements



TRANSFORM 66

5

I-66 Multimodal Improvements Beltway to US 29 Rosslyn

Corridor activity since 2012:

- August 2013 Supplemental Report
 - Refined Package
- Completed or Active Projects
 - Active Traffic Management (ATM) underway
 - Spot 1 Widening WB – Completed 2013
 - Spot 2 Widening WB – Under Construction
 - Bus on Shoulder – Under implementation, operational in 2015
- Outside the Beltway project development
- Dec 9 letter from Secretary Layne
 - Multimodal package of solutions
- CLRP project submission, Jan 2015

TRANSFORM 66

I-66 Multimodal Improvements Beltway to US 29 Rosslyn



The purpose of the I-66 Multimodal Project inside the Beltway is to move more people and enhance connectivity in the corridor by improving transit service, reducing roadway congestion, and increasing travel options.

TRANSFORM 66

Project Scope

**Identify and prioritize improvements
from 66 Multimodal Study (2012/2013)**

- Quickly implementable corridor improvements
- Tolling
- Transit
- Bicycle / Pedestrian
- Transportation Demand Management
- Integrated Corridor Management
- Future Widening



TRANSFORM 66

Tolling

- **Dynamic tolling in both directions during peak periods only**
 - HOV-3+ vehicles ride free; Restricted hours to be determined
 - Facility free to all traffic during off-peak periods;
 - Consistent with current policy, heavy trucks are prohibited;
 - All electronic tolling – no toll booths
 - Clean fuel vehicles no longer exempt from restrictions
- **VDOT owns and operates facility**
- **Excess revenue directed toward multimodal elements**

Transit

- **Review and validate transit recommendations from**
 - DRPT *I-66 Transit / TDM Study, 2009*
 - *I-66 Multimodal Study, 2012/2013*
 - Evaluate proposed enhanced bus service throughout the corridor
 - Local, commuter, and regional bus
 - Consider Metrorail core capacity improvements that would address capacity concerns in the I-66 corridor

Bicycle and Pedestrian Facilities

- Review recommendations from Multimodal Study
- Coordinate with local jurisdictions to prioritize bicycle and pedestrian projects that:
 - Accommodate longer distance commute trips along I-66
 - Accommodate access to Metrorail stations and bus stops
 - Increase the utility and attractiveness of bicycling and walking

- Projects may include

- On-road bicycle facilities
- New or improved off-road paths
- Intersection improvements to enhance crossing safety



Transportation Demand Management

Identify and prioritize best performing strategies to reduce travel demand, increase mobility options, and market transit services

- Marketing and outreach programs
- Vanpool programs
- Financial incentive programs
- Other programs

Integrated Corridor Management

- Review current corridor status and consider elements in the Active Traffic Management project (operational in 2015)
- Consider additional ICM recommendations including:
 - Addition of dynamic merge/junction control
 - Speed harmonization
 - Advanced parking management systems for park-and-ride lots
 - Multimodal traveler information including travel time by mode
 - Implementing signal priority for transit vehicles in the corridor

Future Widening Study

- Included in Recommended Package from I-66 Multimodal Study
- Evaluate capacity improvements west of Ballston in both directions
- Implementation year to be determined based upon travel demand (currently projected to be 2025 or later)
- Develop design to fit within existing right-of-way as much as possible and considering innovative approaches where needed

Environmental Documentation

➤ Environmental documentation to include:

- Tolling Element
- Multimodal improvements that require environmental clearance
- Future widening

Outreach

- **Project Working Group (PWG)**
 - VDOT, DRPT, Arlington County, Fairfax County, City of Falls Church
- **Inside Stakeholder Technical Advisory Committee (iSTAG)**

• Arlington County	• City of Fairfax	• City of Falls Church
• DDOT	• Fairfax County	• FHWA
• FTA	• Loudoun County	• MWAA
• MWCOC	• NVRPA	• NVTA
• NUTC	• PRTC	• Prince William Co.
• Town of Vienna	• VRE	• WMATA
• MDOT		
- **Elected Officials briefings**
- **Public Outreach**
 - Public Information Meetings, Public Hearing(s), Neighborhood groups
 - Website under development

Major Project Milestones

Key Milestones	Dates
Submit Multimodal project to CLRP	January 2015
Level 2 Traffic & Revenue Study	Mid 2015
Prioritize Multimodal solutions	2015
Environmental document and hearing	2015
Tolling Design-Build procurement	Late 2015
Tolling Construction	2016
Begin first phases of multimodal solutions	2016-2017
Toll Day One	2017

Next Steps

- Re-validate corridor issues reported in 2012 Final Report
- Refine project scope with Project Working Group
- Develop and implement early stakeholder and public outreach program
- Initiate Traffic and Revenue Study for tolling element
- Prioritize multimodal elements based on available excess toll revenue and corridor needs through 2040



Investing in Multimodal Solutions

Questions / Comments

THANKS!

I-66 Multimodal Improvements Project



COMMONWEALTH of VIRGINIA

Office of the Governor

Aubrey L. Layne, Jr.
Secretary of Transportation

March 25, 2015

The Honorable Mary Hynes
Chairman
Arlington County Board of
Supervisors

The Honorable Sharon Bulova
Chairman
Fairfax County Board of
Supervisors

The Honorable David Tarter
Mayor
City of Falls Church

Dear Chairman Hynes, Chairman Bulova, and Mayor Tarter:

Thank you for your letter regarding the Transform I-66: Inside the Beltway project. The Commonwealth is excited about the opportunities that this project provides to improve person throughput in this critical, congested corridor.

As we have discussed, the Commonwealth believes that working with a regional partner to identify and help deliver the multimodal components of this project will help maximize the transportation benefits of this project, as measured by the number of persons that are able to travel through the corridor. This will also ensure that these multimodal components are consistent with regional plans and priorities. Based on your letter, I will direct my staff to work with staff at the Northern Virginia Transportation Commission to develop a framework agreement outlining a proposed partnership between the Commonwealth and the Commission on this project.

In high-level terms we envision a basic division of responsibilities as follows:

- Commonwealth will—
 - Manage the design and construct the tolling infrastructure;
 - Manage the maintenance and operations of the facility; and
 - Manage the design and construction of any future widening of the facility, if and when the applicable conditions are met.
- Northern Virginia Transportation Commission, in cooperation with local jurisdictions will—
 - Plan potential multimodal improvements;
 - Select multimodal improvements for funding, consistent with applicable laws and terms of the agreement;

- Coordinate with applicable agencies to ensure the efficient delivery of the projects; and
- Report to the Commonwealth on the use of funds to help improve person throughput in the corridor.

The Commonwealth looks forward to working with your jurisdictions and the Northern Virginia Transportation Commission to make this project a reality.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Layne, Jr.", written over the word "Sincerely,".

Aubrey L. Layne, Jr.

AGENDA ITEM #7: WORK SESSION: MANAGEMENT AUDIT OF VRE

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner

DATE: April 2, 2015

SUBJECT: Work Session: Management Audit of the Virginia Railway Express

RECOMMENDED ACTION: Approve Resolution # 2274: Accept the Management Audit Report

VRE Operations Board Chairman, John Cook, will brief NVTC on the findings and recommendations of NVTC and PRTC's Management Audit Report of VRE. The Management Audit confirms the strengths of NVTC and PRTC's governance and oversight of VRE. The Consultant's report also provides an action plan for building VRE's and the Commissions' capacities to ensure VRE's continued vitality and to meet the requirements of VRE's System Plan. VRE's Management, Counsel to the Operations Board, and each of the Commissions have responsibilities to fulfill in assessing the recommendations and implementing them. NVTC contracted with the consultant Parsons Brinkerhoff team and co-staffed the Joint Audit Committee on this year-long project.

The Commissions and Counsel should take appropriate steps to respond to relevant findings and to support VRE in addressing the recommendations. The VRE Operations Board will be addressing each recommendation from the Management Audit throughout the year. In March, they will be looking at a Business Plan and a Financial Plan. By the end of 2015, VRE aims to issue the VRE System Plan with an attached funding plan that the jurisdictions have endorsed.

Background:

At the September 2013 VRE Operations Board meeting, after discussing the Virginia Auditor of Public Accounts (APA) report "Review of the Governance Structure Over the Virginia Railway Express," the Operations Board recommended the Commissions establish a Joint Audit Committee (JAC) and that the Commissions provide for an outside management audit of VRE. At their respective October 3, 2013 Commission meetings, NVTC and PRTC each passed resolutions creating the JAC and directed that committee to carry out a Management Audit of VRE.

The Commissions jointly issued a request for proposals (RFP) and, following an evaluation of proposals received, authorized the award of a contract to Parsons Brinckerhoff to provide management audit services. The scope of that contract included reviewing governance documents and recently completed audits; conducting interviews to gain a comprehensive understanding of the various issues; reviewing the APA report and providing an assessment of key points and recommended actions; reviewing internal

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controls, and recommending procedural improvements. On May 6, 2014 the consultant team met with the NVTC and PRTC Executive Directors and VRE's CEO for a kick-off meeting. The consultant team met with the JAC on several occasions throughout the year to keep its members abreast of the progress of the audit and to invite feedback.

At its December 19, 2013 meeting, the JAC discussed and accepted the draft Final Management Audit Report. The JAC recommended it be accepted by the VRE Operations Board and the two Commissions. Following a presentation at its January 16th meeting, the VRE Operations Board took action to accept the Management Audit Report and forward it to the Commissions.



RESOLUTION #2274

SUBJECT: Acceptance of the Management Audit Report of VRE

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

WHEREAS: The Commissions recognized that a management audit of VRE was desired;

WHEREAS: The Commissions each passed resolutions creating the JAC and directed the JAC to carry out a management audit of VRE;

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

WHEREAS: The JAC discussed and accepted the final Management Audit Report and recommended it be accepted by the VRE Operations Board and the two Commissions;

WHEREAS: The VRE Operations Board accepted the Management Audit at its January 16, 2015 meeting; and

WHEREAS: The VRE Operations Board recommends the following action.



NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby accepts the Management Audit Report.

Approved this 9th day of April 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer


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VRE Management Audit Findings and Recommendations

April 2, 2015



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AUDIT PURPOSE AND GOALS

Purpose

- Evaluate VRE management, organization, and internal controls
- In terms of its **policies, people, and processes** (success factors)

Goals

- Assess capability and performance in meeting **today's needs**
- Identify policies, processes, plans and organization to achieve **future plans**
- Focus on **key management functions**
 - Oversight and Authority
 - Communications
 - Human Resources
 - Procurement and Program Management
 - Safety Culture




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AUDIT PURPOSE AND GOALS

Goals

- Review prior audit findings
- Understand stakeholder views
- Understand VRE Operations Board views
 - how its issues, perspectives, objectives drive agency performance
 - and shapes management structure
- Review, confirm, **recommend changes** to provide
 - proper accountability
 - oversight
 - internal controls


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RESEARCH METHODOLOGY

Conduct Interviews

- VRE Operations Board Members
- NVTC and PRTC Commissioners
- VRE Management, Staff, and Legal Counsel
- Former VRE CEO
- DRPT Director and Chief Operating Officer

Review 40+ Documents

Survey 9 Peer Transit Agencies

San Francisco, Seattle, Dallas/Ft. Worth, South Florida, Los Angeles, San Diego, Toronto, Phoenix, Hampton Roads

Assess Structures, Roles, and Processes

Consider Best Practices


Develop Recommendations & Implementation Timeframe


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VRE STRENGTHS

- Customer Service
- On-Time Performance
- Safety
- Perception by Internal and External Stakeholders
- Staff and Management Team
- Rolling Stock
- Relationships with Local Governments
- Relationship with Host Railroads
- CEO and Commission Exec. Directors' Relationship



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COMMISSIONS OVERSIGHT

VRE is partnership of NVTC and PRTC

- Assets owned by Commissions
- Commissions bear all responsibility/risks
- Accountable for funds provided by Federal/State/local sources
- Commissions appoint Operations Board Members recommended by jurisdictions
- Commissions delegate authority to Operations Board
- CEO hired by Commissions and reports to Operations Board




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COMMISSIONS OVERSIGHT

Recommendations

- Regular meetings to coordinate joint issues of VRE and Commissions
 - Commissions and Operations Board Chairs
 - VRE CEO and Commission Executive Directors
- Informational Presentation for Commission Members
 - Drawing upon Operations Board member orientation material
 - Commissions Roles and Responsibilities with respect to VRE
 - Including members from jurisdictions not served by VRE


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RECOMMENDATIONS

VRE ORGANIZATION AND PRACTICES

Alignment with Strategic Vision

- Develop strategic business plan, a multiyear financial plan


Capacity/Staffing to Support Strategic Goals

- Lean organization, support staffing changes
- Analyze staffing required for existing, projected workloads

Relationship between Commissions and VRE

- Outline for Commissioners VRE oversight roles/responsibilities
- Commissions lead on regional transit funding, planning
- VRE lead commuter rail planning/funding, coordinated with Commissions

(within 12 months)


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RECOMMENDATIONS

VRE FUNCTIONS AND PROCESSES


Purchasing/Procurement

- Changes in procurement thresholds
- Consider purchasing cards
- Update procurement templates with technology
- Expand use of blanket purchase orders

Human Resources

- New employees required to fulfill System Plan
- Tie employee performance to strategic objectives
- Develop training and development plan
- Streamline human resource manual
- Document CEO evaluation process

(within 12 months)



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RECOMMENDATIONS

VRE FUNCTIONS AND PROCESSES

Finance

- PRTC's financial audits noted weaknesses/deficiencies
- PRTC has developed a detailed schedule for resolving deficiencies
- PRTC is grantee for VRE federal funding, PRTC's failure to clear these deficiencies could impact VRE's future federal funds
- Provide assistance and support to PRTC as it implements new financial management system
- Work with PRTC to implement/monitor improvements in grant process
- Provide VRE Operations Board periodic PRTC progress reports
- Work with external reviewers to optimize audit protocols

(within 12 months)



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RECOMMENDATIONS

VRE FUNCTIONS AND PROCESSES

Legal Counsel

- Build on strengths of existing relationship
- Document timeframes for legal review
- Opportunities for direct support by assistant attorneys

Technology

- Develop strategic approach to IT, including comprehensive assessment of technology and staffing

(within 12 months)



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RECOMMENDATIONS

VRE OPERATIONS BOARD OVERSIGHT

Procurement Authorization

- Revise approval thresholds and re-assess every 2 years

Board Information

- Calendar of major agenda items
- Metrics for strategic business goals


Board Orientation & Training

- Governance responsibilities, effectiveness, and roles
- Full-day orientation program for new members

Board Information to Stakeholders

- Audio/video recording of meetings and post online
- Occasionally hold CAO Task Force/VCC meetings at PRTC

(within 12 months)



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NEXT STEPS

Inventory of Recommendations

- Develop implementation calendar
- To help track and disposition recommendations

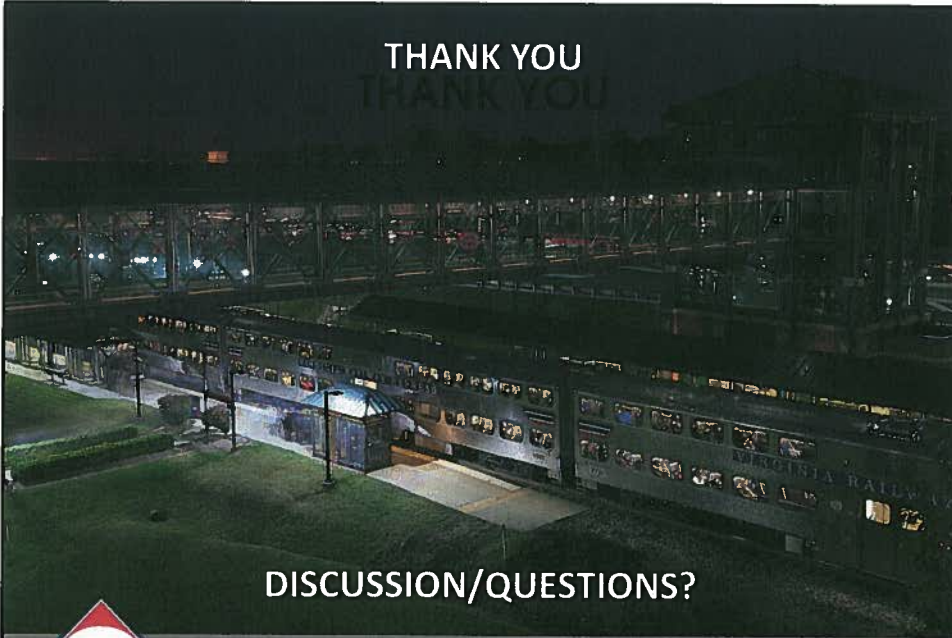
Board Orientation

- New and existing Operations Board members
- Schedule Informational Presentation session with Commissions




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THANK YOU



DISCUSSION/QUESTIONS?



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VRE MANAGEMENT AUDIT RECOMMENDATIONS

Short Term (less than 12 months)				
<u>Recommendation</u>	<u>Description</u>	<u>VRE Lead</u>	<u>Progress Update</u>	<u>Target Date/ Complete</u>
VRE Structure and Practices				
Organizational Alignment with Strategic Plan	Develop a strategic business plan and financial plan to implement the 2040 System Plan and enhance other business processes, including performance measures and a multiyear financial plan.	J. Swartz	Work on the financial plan has begun (Board update at March meeting). A consultant Task Order Request to support staff in development of the business plan has been forwarded to the Management Audit consultant team.	Business Plan: June Financial Plan: July
Capacity/Staffing to Support Strategic Goals	Implement VRE staff changes as proposed in VRE management's FY 2016 budget (including transfer of three employees from the rail maintenance contractor to VRE) and implement a review of staffing needs as part of the annual budgeting process.	D. Boxer	Awaiting jurisdictional approval of VRE's FY16 Budget	July
Relationship Between Executive Directors and CEO	Develop a schedule for regular roundtable discussions between the Executive Directors, the VRE CEO, and chairs of each Commission and the VRE Operations Board (or designee) to coordinate issues jointly concerning VRE and the two Commissions.	D. Allen	Under development	April
Oversight of VRE by Commissions	Develop and deliver an informational presentation to each Commission on members' roles and responsibilities with respect to VRE in their capacity as Commissioners.	S. MacIsaac	Under development	May
VRE Functions and Processes				
Purchasing Cards	Evaluate advantages and disadvantages of replacing its current credit cards with purchasing cards.	D. Boxer	Procurement staff analyzing advantages/disadvantages; writing position paper.	July
Procurement Protocols	Update procurement templates to reflect new technologies and expand use of blanket purchase orders.	G. Hill	New templates are under development	July
Job Descriptions	Develop Job Descriptions/Classifications for New Staff Positions	A. Gotthardt	Under development	July
Training	Develop an annual schedule and guidelines for routine staff training.	A. Gotthardt	Under development	December
CEO Evaluation	Document the process for CEO evaluation.	A. Gotthardt	Under development	TBD
Legal Counsel Review Periods	Document timeframes required for items commonly reviewed by legal counsel to establish reasonable expectations for all parties of how long reviews should take.	J. Swartz	Reviewing information	April
Legal Counsel Review by Assistant Attorneys	Identify assistant attorneys able to directly field inquiries from VRE staff.	S. MacIsaac	On-going	On-going
Legal Staffing Levels	Examine staffing levels and opportunities to quarter legal staff at VRE.	S. MacIsaac	Reviewing information	April

Establish Legal/VRE staff progress meetings	Establish quarterly progress meetings between legal counsel and the VRE management team.	J. Swartz	Agreed on one monthly in-person meeting in addition to weekly conference calls.	COMPLETE
Grant Reimbursement	Support PRTC in exploring options to streamline federal grant reimbursements by better utilizing IT systems such as additional features of the Microsoft SharePoint program to post a draw calendar (including staff absences) so timing can be better coordinated between VRE and PRTC.	D. Boxer	On-going	On-going
PRTC Financial System Progress	As PRTC completes the implementation of a new financial management system and addresses the noted deficiencies, provide support to PRTC as needed. Provide a copy of PRTC's periodic progress reports to VRE Operations Board members as an information item, so that they are kept abreast of progress towards resolution of this issue.	D. Boxer	On-going	On-going
Audits	Work with external reviewers (to the extent that VRE is able) to optimize the efficiency of file sharing and other protocols of the review. Continue to examine additional steps to productively support external reviews, including use of technology and additional staffing.	D. Boxer	On-going	On-going
Technology Management	Hire a senior IT manager-level position, as recommended in VRE management's FY 2016 budget, and consider the appropriate reporting relationship for this hire.	C. Henry	Position was posted with a closing date of February 20	May
Technology Assessment	Perform a detailed assessment of VRE technology needs to understand where technology gaps exist.	J. Duque	This analysis has been started, but is awaiting new IT Director to complete.	TBD
Operations Board Oversight				
Board Involvement in Procurement Process	Provide annual briefing on procurement process.	S. MacIsaac	Being developed	March
Procurement Authorization Thresholds	Review and adopt recommended procurement authorization and approval thresholds	S. MacIsaac	Discussion with Ops. Board at April 20th meeting	April
Board Packets	Develop revised template for board agenda items regarding procurements to provide more detail on the fiscal impacts of purchases and the rationale for the selected procurement approach.	D. Boxer/S. MacIsaac	Under development	April
Board Calendar	Add an information item to each month's Operations Board agenda that summarizes major issues anticipated for the next month's meeting, as well as any known major items planned for discussion at subsequent meetings over the next 12 months.	L. Lamb	A CY2015 Major Board Actions calendar and a Recurring Annual Board Actions calendar have been developed and presented to the Operations Board at the February meeting.	COMPLETE
CEO Report	Augment the existing CEO Report by including a dashboard performance summary, executive letter from the CEO, and additional performance measures for each department tied to the organization's strategic business goals.	B. Jungwirth	Under development	July

Board Orientation and Training	Implement a full-day orientation program for new Operations Board members. Develop comprehensive board orientation and training materials.	J. Swartz	Orientation and training materials are being developed	May
Dissemination of Board Information to Stakeholders	Develop a mailing list to electronically disseminate notice of agendas and meeting packets and other documents to local agency staff, other interested stakeholders, and members of the public.	L. Lamb		COMPLETE
Board Meeting Public Access	Public Access to VRE Operations Board Meetings: Investigate video or audio recording meetings and posting video/audio online for access by the public.	J. Duque	VRE IT staff are working with Commission staff to investigate new technologies that would give VRE this capability.	July
CAO Task Force/VCC Meetings	Develop annual meeting schedule, with meetings in both Woodbridge and Alexandria to facilitate access by all member jurisdictions.	L. Lamb	Under development	July

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AGENDA ITEM #8: PROPOSED NVTC BUDGET PROCESS

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and Scott Kalkwarf

DATE: April 2, 2015

SUBJECT: Proposed NVTC Budget Process (Revised)

Summary: As part of the review of the FY2016 budget, Commissioners requested that the budget development and approval process be updated and formalized to provide all Commissioners an opportunity to review and discuss the proposed budget at least one work session prior to the presentation of the budget for approval. The following outlines the budget development process including formalizing practices over the last two years. After Commission review, this process will be reflected in the Annual Agenda for the Commission. This proposed process has been modified to reflect the input of Commissioners received over the last month. The twin objectives underlying Commissioners' comments were focusing on engagement with the full Commission and establishing a date certain for approval of the budget.

Budget Issues. Building on a practice adopted by other regional transportation boards, NVTC will consider Budget Issues at either the June or July meeting. These discussions will focus on programmatic needs including financial and grants management and external trends affecting the budget development.

Staff Review. Staff of the funding partners will provide technical support on the development of the proposed budget. By August, funding partner staff will discuss options for addressing budget issues, provide input on practices and policies of Northern Virginia cities and counties and alternative sources of revenue.

Budget Materials. In addition to the General and Administrative Budget, Notice of Direct Contributions, and related footnotes, the Executive Director shall provide an Appendix describing the funding of projects and programs by sources.

Direct Contributions. Based on the budget guidance, NVTC shall specify annual direct contributions to member jurisdictions in October of each year. This notice will be authorized by the Commission and forwarded by October 31st so that it is timely for jurisdictions to prepare their individual budgets.

Work Sessions for the Full Commission. The NVTC Executive Director shall develop a proposed annual budget with appropriate technical justifications and a concise description of programmatic objectives. NVTC shall hold work sessions for Commissioners beginning in October for the next fiscal year. The format will be an interactive work session with the Management Team of NVTC and will be scheduled at times other than a regular Commission meeting, including at least one daytime meeting to accommodate Commissioners' schedules. These work sessions will be held prior to the presentation of the budget to the Commission by January. These work sessions are open to all Commissioners and will be public meetings.

Approval of the Annual General and Administrative Budget. As required by NVTC's By-Laws, the General and Administrative Budget will be presented for approval by the Commission by January.

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AGENDA ITEM #9: NVTC FY2016 G&A BUDGET

TO: Chairman Snyder and NVTC Commissioners
FROM: Kelley Coyner
DATE: April 2, 2015
SUBJECT: NVTC FY2016 General and Administrative Budget

RECOMMENDED ACTION: Approve the Proposed NVTC FY 2016 Budget

The proposed budget continues the Commission's commitment to bringing and sustaining high quality transit to all jurisdictions in the transportation district and across Northern Virginia. Population growth, especially in Fairfax and Loudoun Counties, plus economic needs across the region require NVTC to have strong programs in place, while maintaining our tradition of leadership through the Commissioners and their work. The proposed budget supports our expanded role in financial management and grants compliance for state and federal assistance, our compliance and governance responsibilities with respect to VRE and WMATA, and important multi-year projects on Route 7 and the New Electronic Payments Program (NEPP). The NVTC team supports the Commission, its committees, and the Management Advisory Committee. Additional programs in emergency planning, Regional Bus, and diversifying transit funding resources started in the current fiscal year are in the scoping phase and will not be possible to implement without additional resources.

During the discussion of the budget in January, Commissioners requested additional information on NVTC's programs, an annotated organization chart, and alternative approaches with respect to technology and travel. The rationale for two reductions are described below. Commissioners also asked for a documented budget process.

After further review after the January meeting, I recommend deferring the technology upgrades for the first floor and reduce the travel and training budget by deferring half of the representational, professional development, and out of region programmatic travel by the Management Team. Specifically we will not be able to participate in industry activities at a level commensurate with our regional partners. Performance objectives will be adjusted accordingly. We continue to work with the building management on securing an upgraded sound system and related capabilities. We have not been able to reach agreement on a solution that will allow the audience to be able to hear the discussion amongst the Commission members. We will continue to negotiate. This approach is likely to delay this important technology upgrade until Calendar Year 2016. The budget and notes have been amended to reflect these changes.

I welcome further discussion of the proposed FY2016 Budget. Please feel free to contact me at kellycoyner@NVTDC.org or 571-641-9132.

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PROPOSED BUDGET

**FISCAL YEAR
2016**

(July 1, 2015 – June 30, 2016)

-- March 5, 2015 --

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
BUDGETED FISCAL YEAR 2016 REVENUE
Proposed

	<u>FY 2014 Actual</u>	<u>Approved Budget FY 2015</u>	<u>Proposed Budget FY 2016</u>	<u>FY 16-15 Increase (Decrease)</u>	<u>Percent Change</u>
Local Share from State Aid (Note 1)	\$ 916,853	\$ 1,335,553	\$ 1,546,253	\$ 210,700	15.8%
Local Direct Contributions (Note 1)					
Alexandria	32,218	35,246	37,145		
Arlington	52,226	55,685	55,567		
City of Fairfax	6,751	5,212	4,692		
Fairfax County	173,465	167,903	168,142		
Falls Church	2,328	2,549	2,436		
Loudoun	17,259	17,652	16,265		
Total Local Direct	<u>284,247</u>	<u>284,247</u>	<u>284,247</u>	<u>-</u>	<u>0.0%</u>
Total Contributions	1,201,100	1,619,800	1,830,500	210,700	13.0%
Interest and Other Revenue	214	1,500	1,500	-	0.0%
Project Chargebacks (Note 2)	80,000	80,000	80,000	-	0.0%
Project Grant Billings (Note 3)	-	40,000	40,000	-	N/A
Appropriated Surplus (Note 4)	(65,206)	57,000	85,000	28,000	49.1%
Total Revenue	<u><u>\$1,216,108</u></u>	<u><u>\$ 1,798,300</u></u>	<u><u>\$2,037,000</u></u>	<u><u>\$ 238,700</u></u>	<u><u>13.3%</u></u>

*Note: NVTC's WMATA jurisdictions receive and recognize state operating and capital assistance for their annual commitments to WMATA and local transit systems. This revenue is then pooled at NVTC and allocated among the jurisdictions based on NVTC's Subsidy Allocation Model (SAM), and held in trust for the jurisdictions' transit use. Before the funding is allocated, NVTC's SAM resolution states that amounts are to be applied to WMATA debt service, certain NVTC projects, and a portion of the general and administrative budget of NVTC. The amount used for NVTC's general and administrative expenses is determined each year by NVTC's approved budget.

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF FISCAL YEAR 2016 BUDGETED EXPENDITURES
PROPOSED**

	<u>FY 2014 Actual</u>	<u>Approved Budget FY 2015</u>	<u>Proposed Budget FY 2016</u>	<u>FY16 - FY15 Increase (Decrease)</u>	<u>Percent Change</u>
<u>Personnel Costs</u>					
Salaries and Wages (Note 5)	\$ 754,262	\$1,001,000	\$1,083,200	\$ 82,200	8.2%
Fellow Program (Notes 3 & 5)	-	50,000	50,000	-	0.0%
Total Personnel Costs	754,262	1,051,000	1,133,200	82,200	7.8%
<u>Benefits</u>					
Employer's Contributions					
FICA (Note 6)	52,873	70,300	74,600	4,300	6.1%
Group Health Insurance (Note 7)	53,412	143,700	158,500	14,800	10.3%
Retirement (Note 8)	37,314	84,900	90,200	5,300	6.2%
Workers & Unemployment Comp.	3,280	4,000	4,400	400	10.0%
Life Insurance	2,092	4,450	4,900	450	10.1%
Long Term Disability Insurance	3,247	5,050	5,300	250	5.0%
Total Benefit Costs	152,218	312,400	337,900	25,500	8.2%
<u>Administrative Costs</u>					
Commissioners Per Diem (Note 9)	9,585	11,000	11,100	100	0.9%
<i>Rents:</i>	207,131	214,200	223,700	9,500	4.4%
Office Rent (Note 10)	196,472	200,100	208,000	7,900	3.9%
Parking / Metrochek	10,659	14,100	15,700	1,600	11.3%
<i>Insurance:</i>	5,277	6,100	6,100	-	0.0%
Public Official Bonds	1,700	2,300	2,300	-	0.0%
Liability and Property	3,577	3,800	3,800	-	0.0%
<i>Travel, Training and Development</i>	12,434	16,400	27,600	11,200	68.3%
Conferences / Prof. Devel. (Note 11)	1,657	7,800	17,000	9,200	117.9%
Non-Local Travel	1,789	1,800	1,900	100	5.6%
Local Travel, Meetings (Note 12)	8,988	6,800	8,700	1,900	27.9%
<i>Communication:</i>	8,861	11,000	15,700	4,700	42.7%
Postage	2,046	2,900	2,500	(400)	-13.8%
Telephone and Data (Note 13)	6,815	8,100	13,200	5,100	63.0%
<i>Publications & Supplies</i>	9,891	10,800	11,000	200	1.9%
Office Supplies (Note 14)	1,625	2,800	2,500	(300)	-10.7%
Duplication and Paper (Note 15)	7,766	7,500	8,000	500	6.7%
Public Information	500	500	500	-	0.0%
<i>Operations:</i>	11,982	24,800	42,700	17,900	72.2%
Furn.and Equip. (Capital) (Note 16)	3,914	17,000	31,300	14,300	84.1%
Repairs and Maintenance	-	1,000	1,000	-	0.0%
Computer Operations (Note 17)	8,068	6,800	10,400	3,600	52.9%
<i>Other General and Administrative</i>	6,723	8,100	9,000	900	11.1%
Memberships	1,737	1,300	1,800	500	38.5%
Fees and Miscellaneous	3,605	5,600	5,600	-	0.0%
Advertising (Note 18)	1,381	1,200	1,600	400	33.3%
Total Administrative Costs	271,884	302,400	346,900	44,500	14.7%
<u>Contracting Services</u>					
Auditing (Note 19)	22,365	22,500	29,000	6,500	28.9%
Contract Services & Support (Note 21)	15,379	110,000	155,000	45,000	40.9%
Legal (Note 22)	-	-	35,000	35,000	N/A
Total Contract Services	37,744	132,500	219,000	86,500	65.3%
Total Operating Program	<u>\$ 1,216,108</u>	<u>\$1,798,300</u>	<u>\$2,037,000</u>	<u>\$ 238,700</u>	<u>13.3%</u>

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2016 Proposed Budget

1. Revenue: Jurisdictional Contributions

Revenue from Local Direct Contributions

Each NVTC jurisdiction is assigned a share of the local portion of NVTC's administrative budget based on its share of revenue received by NVTC on behalf of jurisdictions from all sources in the previous year. This procedure is required by state statute and results in changes in contributions from one year to another that vary for each jurisdiction depending on relative shares of revenue received. The allocation in this FY 16 budget is based on the FY 15 Subsidy Allocation Model. Note: NVTC jurisdictions received notice in the fall of their share of local direct contributions in the preliminary budget for FY 16.

Revenue from State Assistance

NVTC receives state operating and capital assistance for its WMATA compact members' annual commitments to WMATA and those jurisdictions' local transit systems. NVTC allocates this revenue among the jurisdictions based on NVTC's Subsidy Allocation Model (SAM), and holds the funds in trust for the jurisdictions' transit use. Before the funding is allocated, NVTC's SAM resolution states that amounts are to be applied to WMATA debt service, certain NVTC projects, and a portion of the general and administrative budget of NVTC. The amount used for NVTC's general and administrative expenses is determined each year by NVTC's approved budget.

2. Revenue: Project Chargebacks

This line consists primarily of charges for NVTC staff support for VRE and reimbursed from VRE's budget.

3. Revenue: Project Grant Billings

The FY 16 budget assumes a grant from DRPT's Intern Program that provides funding at 80 percent of the payroll and related costs. NVTC's Transit Fellows program is targeted at college graduates, graduate students and mid-career candidates. The benefit to NVTC is to provide specific technical resources for projects to advance NVTC's objectives of promoting connectivity, core capacity, and commuter rail using strategies emphasizing regional planning and research related to economic benefits of transit in the region and in the Commonwealth.

4. Revenue: Appropriated Surplus

Included as a source of revenue in the FY 16 budget is a projected excess accumulated surplus that is available to offset the proposed operating budget expenses, which is the result of prior year favorable budget variances. This available surplus is in excess of the commission's anticipated minimum operating requirements.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2016 Proposed Budget

Budgeted approved expenditures for the 50th anniversary and research and analytic support related to the forum included in the FY 14 approved budget have been carried over into FY 15 due to a change in the timing of these items.

5. Salaries and Wages - \$82,200 increase

The Strategic Framework and its related Implementation Plan require NVTC to have technical capacity in financial management, planning, project management, and policy. The FY 15 budget provided critical investments designed to rebuild and/or strengthen NVTC's in-house capacities. The FY 16 proposed budget sustains this and looks to targeted use of contracted services and leveraging the NVTC Fellows Program to meet the requirement for strong, diverse skills and knowledge, and staffing for these efforts.

The FY 16 budget includes an 8.2 percent increase in overall compensation over the FY 15 budget, of which 4.2 percent is for existing positions, not existing personnel. The budget assumes that we will be fund all our positions in the low to mid-range of comparable positions, implement a pay plan, and provide performance-based pay increases to existing staff in line with those provided by local governments.

Benchmarking

NVTC has benchmarked all positions based on compensation studies (formal and informal conducted in the last 24 months), position comparisons with member jurisdictions and other transportation organizations, and the review of advertised positions with follow up interviews in select cases to confirm actual compensation versus advertised pay bands. While compensation is now better aligned with comparable positions, NVTC generally continues to lag in comparison with member jurisdictions and state and regional transportation agencies. The increase included in the FY 16 budget, coupled with other management actions will allow NVTC to continue to move to comparable salaries for all positions.

Pay Plan

NVTC has no formal structure for advancement within the organization. Recent restructuring and commitment to aligning positions with prevailing market have provided opportunity for advancement for four members of the existing staff, or more than 40 percent of those who were employees prior to April 2014. In addition, an NVTC fellow was hired into one of the new positions. Preliminary recommendations by a human resources consultant and counsel recommends a three-tier structure that will provide transparency, some predictability for future advancement within the organization, and may enhance retention and recruitment. This simplified structure is most appropriate for an organization of NVTC's size, and will complement succession planning and cross training.

Performance is aligned with performance pay in our member jurisdictions.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2016 Proposed Budget

Additional Position

The salaries and wages include an additional position funded for a half year. This position will allow us to support the increased level of activity anticipated by the new Strategic Framework and the Implementation Plan. (Note to Member Staff: The Chair and Executive Committee considered an alternative approach, namely doubling the Fellows Program. A permanent position was recommended as more consonant with the Board's direction overall, would provide greater continuity, and would better address long term needs in grants management, planning and policy, project management, and financial management.)

Fellows Program

The proposed budget will continue the NVTC Fellows Program by building NVTC's technical capacity and to strengthen its ties with members of the research network. In FY 15 the NVTC Fellows Program was funded through a grant from DRPT. NVTC anticipates applying for a grant in FY 16 at the same level. Secretary Aubrey Layne launched the program at the 50th anniversary celebration and honored our first three fellows.

The Fellows Program provides a cost efficient and flexible way to employ new graduates and mid-career professional to complete specific short-term projects over a one- to six-month period. While the primary purpose is provide high-priority technical expertise for specific projects and products, it has also served as a valuable recruitment tool and created opportunities to connect with university programs within Virginia and nationally. In the first months of operation, the initiative was oversubscribed by qualified candidates and by important projects.

To date, NVTC has appointed three fellows. These Fellows have completed a business outreach plan, planned and supported issues briefings in Richmond, developed a web page of resources on making the business case for transit, conducted a literature survey on the economic benefits of transit, conducted an initial gap analysis and developed a project management tool for regional planning activities, organized a multi-agency panel at the Virginia Transit Association, participated in the VTA planning committee of the 2013 VTA conference on behalf of NVTC, expanded and updated the regional studies inventory, created a timeline of regional planning cycles, and produced an interactive online map of regional transit services.

Currently, we have one Fellow who provides research and analytic support on state legislative matters including setting up and maintaining legislative reporting to the NVTC legislative and policy committee.

For the remainder of FY 15, priority is given to projects such as analysis of gas tax receipts, public outreach related to the Route 7 Corridor project, and the assessment and design of an initiative to update and expand transit and emergency planning in Northern Virginia. In the case of emergency planning, we are seeking a mid-career professional to join us part time for the first few months of the year to kick off what is expected to be a multi-month activity.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2016 Proposed Budget

Such a profession would help us coordinate with the Urban Area Security Initiative or UASI to provide appropriate resources to not only develop and update plans but to train them. Other areas include federal policy and program analysis and innovative finance for transit.

6. FICA (\$4,300 increase)

NVTC's budgeted share of FICA and Medicare taxes is a function of budgeted payroll times the current tax rates.

7. Group Health Insurance (\$14,800 increase)

A provision for health insurance coverage is included for all NVTC staff positions, with the exception of the Executive Director position, regardless of whether or not employees in those positions participate in NVTC's health insurance plan. Unless all eligible employees participate in NVTC's health insurance program, actual expenditures will be less than budgeted.

NVTC's actual health insurance group rates decreased significantly in FY 15. This was caused by the cancelation of NVTC's existing policy, with the substitution of the next closest policy offered by the provider, which has much lower premiums. However, the level of coverage, out of pocket costs and deductibles are quite different from the plan previously offered. NVTC intends to explore other options for FY 16, and for budgeting purposes assumes coverage similar to NVTC's previous health insurance plan.

8. Retirement (\$5,300 increase)

The budgeted amount of employer pension contributions for the target benefit pension plan is based on actuarial formulas using budgeted staff and salary levels for FY16. Because the formulas take into account factors in addition to payroll costs, such as years to retirement and investment return, changes in budgeted contributions do not necessarily change directly with budgeted payroll.

9. Commissioners' Per Diem (\$100 increase)

The FY 16 budget is based upon the regular meeting schedule, and includes per diems at the statutory rate of \$50 for commissioners other than senators and delegates, with a minimal contingency for increased attendance. Effective July 1, 2011, NVTC is no longer responsible for reimbursing the state for the \$200 per diem for senators and delegates.

10. Office Rent (\$7,900 increase)

The administrative office lease was renewed during FY 11 for the period January 2011 through May 2021. Rent expense included in the FY 16 budget is based upon the fixed costs of the lease, with a provision for increases in common area expenses. NVTC is accommodating additional personnel within its existing footprint, and is reconfiguring space

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2016 Proposed Budget

to make it more flexible to accommodate visiting jurisdictional, VRE, DRPT, and NVTA staff, as well as members of the Commission's Board on an occasional or short-term basis.

11. Conference / Professional Development (\$9,200 increase)

This item was eliminated with the FY 10 budget, and was restored with the FY 14 revised budget. Included in this line for FY 16 are the estimated registration, travel and lodging costs for conferences, professional development, in-house training, and accreditation. Unlike the member jurisdictions, NVTC does not have access to in-house training. The budget assumes NVTC staff and leadership will participate in the Governor's Transportation and Economic Development Conferences, and represent the region in conferences hosted by the Virginia Municipal League, Virginia Association of Counties, the Virginia Chapter of the Association of Planners, the Virginia Transit Association, and the Transportation Research Board. It also allows participation in a number of relatively low cost conferences hosted locally with registrations of \$25 to \$100. Participation is in support of the core activities of NVTC, e.g. it is representational not an employee benefit, and is consistent with the levels of representation by our member jurisdictions. Out of region travel permits limited out of state travel for Region III and NTI training as well as representational travel for key national conferences, such as the APTA Annual Meeting and Rail-Volution. Half of the representational, professional development and out of region travel by the management team included in the prior proposed budget has been deferred. The budget assumes no international travel. NVTC seeks to minimize travel expenditures through shared rides and registration fees by participating in panels at conferences.

12. Local Travel, NVTC and Other Meetings (\$1,900 increase)

This line includes the costs of NVTC Commission meetings, hosting regional meetings, and the costs of NVTC staff traveling to meetings elsewhere in the region. The cost for membership in Zip Car and Capital Bikeshare is included.

13. Telephone and Data (\$5,100 increase)

This line includes the fixed contracted cost for phone and data service at NVTC's office and mobile and data service for the executive director. The FY 16 budget adds a provision for the cost of cell phones for all NVTC staff. This will allow us to improve productivity by supporting telecommuting and increasing productivity when employees are working remotely.

14. Office Supplies (\$300 decrease)

The FY 16 budget for this item is based on the average of prior years' actual costs.

15. Duplication and Paper (\$500 increase)

During FY 11, NVTC negotiated a five-year copier lease and service contract for considerable savings over the previous arrangement, which expires during FY 16. The

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2016 Proposed Budget

estimated cost of similar equipment has been included in this line. The duplication expenses of paper and staples, which are not included in the contract, have been budgeted based upon estimated usage levels.

16. Furniture and Equipment (\$14,300 increase)

This budget category provides for the replacement and acquisition of office furniture and equipment, including computer hardware. The FY 16 budget includes funds to complete the office reconfiguration that was begun in FY 15, as well as furniture and equipment required to complete the build out, and to reconfigure existing offices to shared or flex office space. The budget assumes technology investments including computer server replacement and expanded deployment of tablets and laptops to facilitate remote work and telecommuting in inclement weather. A provision for an audio and teleconferencing solution for Commission meetings has been deferred, while NVTC continues to work with the building to secure upgrades to the shared 1st floor meeting space.

17. Computer Operating Expense (\$3,600 increase)

Computer operating expenses include outside network consulting and services, geographic information system (GIS) licensing fees, software upgrades and supplies, web hosting fees, and a provision for disaster recovery efforts. The FY 16 budget is based on an average of prior year actual costs, with a small provision for disaster recovery costs. In an effort to increase usability, dependability, and decrease overall cost, email and related functions were moved from the in-house Exchange server to a cloud-based service. The FY 16 budget reflects the annual costs of this service. Also included for FY 16 is the annual cost of cloud-based contact management services.

18. Advertising (Personnel/Procurement) (\$400 increase)

The FY 16 budget includes a provision for personnel and procurement advertising. An average of prior year costs was used to develop the budgeted amount as this category fluctuates from year to year, with a slight increase for additional requests for proposals (RFPs).

19. Auditing (\$6,500 increase)

NVTC entered into a three-year contract for auditing services beginning with the audit of FY 08, with two, two-year options, which expired with the completion of the FY 14 audit. The FY16 budget is based on the costs included in this contract, including the cost of the bi-annual audit of NVTC's Target Benefit Pension Plan. Increases in this line primarily reflect the biannual audit.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2016 Proposed Budget

20. NVTC Regional Projects

NVTC regularly manages many regional projects that are funded outside of the general and administrative budget; however NVTC generally contributes staff time and related expenses. For FY 16 these projects will include the NTD collection and reporting, Route 7, NEPP, and reporting on the value of transit and bike and pedestrian infrastructure improvements in Virginia. In addition, NVTC will seek support outside of its general and administrative budget for additional efforts.

21. Contract Services and Support (\$45,000 increase)

The FY 16 budget includes a provision for research and technology support efforts, state liaison activities, human resource, procurement and limited administrative support.

Human Resources

Currently NVTC contracts with a payroll service for certain payroll related functions. The payroll service provides limited human resources (HR) support, such as technical advice in the form of training and model practices and manuals. To date, recruitment has been staffed by the Assistant Financial Officer and managed by the Executive Director. NVTC seeks to establish an external EEOC capability and to contract for addition human resource support for reviewing position descriptions and job classifications, assessing new performance management system and training managers on its application, supporting annual performance reviews and the implementation of professional development goals and performance goals for all employees. Management is currently assessing the options of an independent contractor or contracting through a member jurisdiction for this support. NVTC's size does not warrant an HR Manager. This will augment the HR responsibilities of the Assistant Financial Officer, the Program and Policy Director and the Executive Director.

Procurement

From the completion of the SmarTrip Project until this past year, NVTC's procurement activity had been very limited. NVTC's lead for FTA's grant management and as project manager for the New Electronic Payments Project (NEPP) partnership has served as technical support for expanded procurement activities. NVTC requires both administrative and technical support to manage procurements and contracts going forward for this project and other activities. Contract support is sought to assess and revise NVTC's procurement policies, to train staff across the agency in procurement and contract management, and to develop and administer procurements over the course of the fiscal year. Agency requirements do not warrant an additional position in this role; the Executive Director in conjunction with the management team will assess the need for ongoing support in this area dependent on the development of the NVTC work program. The anticipated role of NVTC in the NEPP acquisition may warrant an expansion of this role.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Explanatory Notes to Fiscal Year 2016 Proposed Budget

22. Legal (\$35,000 increase)

In FY 15, the Board of NVTC appointed Arlington's County Counsel as Counsel to the Commission. Appointed Counsel has provided essential services in matters internal to the commission and in relation to the Commission's roles and responsibilities with regard to WMATA. In addition, Counsel has provided advice, drafting, and training with respect to compliance with Virginia FOIA and Open Meetings Act requirements, as well as review of contracts and board resolutions. NVTC's Counsel also serves as counsel for VRE. At that time of the appointment of Counsel, Arlington County requested that the Executive Director assess alternatives for securing services.

Northern Virginia Transportation Commission
Summary of NVTC Projects

NVTC Projects

NVTC adopts an annual operating budget for its general and administrative activities, which is used to determine the annual contributions from the member jurisdictions. In addition, NVTC manages various projects that have their own individual budgets outside of the general and administrative budget. The type and number of projects varies from year to year, and may include federal, state and local funding sources. Certain administrative expenditures included in the general and administrative budget, such as payroll and payroll related expenses, may be included in the project costs if they were incurred directly for a project. These costs are shown as an NVTC local match to the project.

During FY 2014 NVTC managed three projects with funding sources outside of the G&A budget; NTD Bus Data Collection, technical assistance for the New Electronic Payments Program (NEPP), and the Transit Alternatives Analysis Study of the Route 7 Corridor. The following schedule reports the financial activity of these three projects for FY 2014.

SCHEDULE OF PROJECT REVENUES AND EXPENDITURES INCURRED					
Year Ended June 30, 2014					
		NTD			
		Bus Data		Route 7	
		Collection	NEPP	(Phase 1)	Totals
Revenues:					
	Federal	\$ -	\$ -	\$ 104,883	\$ 104,883
	Commonwealth of Virginia	-	1,079	12,996	14,075
	Local	326,918	1,078	13,090	341,086
	NVTC match	1,858	14,826	4,456	21,140
	Total revenue	\$ 328,776	\$ 16,983	\$ 135,425	\$ 481,184
Expenditures:					
	Salaries and wages	\$ 1,306	\$ 10,388	\$ 3,035	\$ 14,729
	Fringe benefits	553	4,402	1,286	6,241
	Consultants	326,917	2,157	131,104	460,178
	Parking	-	36	-	36
	Total expenditures	\$ 328,776	\$ 16,983	\$ 135,425	\$ 481,184

NTD Bus Data Collection

The NTD Bus Data Collection project provides technical assistance to the member jurisdictions in the collection and reporting of data to the National Transit Database. NVTC has a multi-year contract with a consultant that requires approval of the technical scope and budget each fiscal year by the MAC. Funding for the approved budget is taken off the top of state assistance according to NVTC resolution.

The NTD is a reporting system that provides the FTA with valuable service, operation and financial data about transit systems operating throughout the United States. This data is also used to calculate the amount of assistance a region receives through certain FTA formula programs.

New Electronic Payments Program (NEPP)

This project presently provides technical services on behalf of the eight Northern Virginia local transit providers to advise them during WMATA's development, testing and implementation of the New Electronic Payments Program (NEPP) to be implemented throughout the WMATA transit zone. Initial funding is provided by two DRPT Technical Assistance program grants totaling \$500,000 at 50% of costs. The required match is provided through local sources.

Transit Alternatives Analysis Study of the Route 7 Corridor

Phase II of the RT. 7 Corridor evaluates options for high capacity transit along the 13-mile Route 7 corridor from Tysons Corner to the City of Alexandria. Phase I of the study, which was completed during FY 2014, identified several alternatives for further consideration. In Phase II, which started in FY 2015, NVTC managing the work of the consultant, and coordinating public involvement. NVTC received a grant from the Northern Virginia Transportation Authority (NVTA) in the amount of \$838,000 to complete the project. The study is expected to conclude in the summer of 2015.

NVTC: PROGRAM SUMMARY

Financial Management	<p>Management of \$200M in state assistance to WMATA; all state assistance to VRE; grant management of state assistance for Northern Virginia transit providers; federal grant management for member jurisdictions (as needed)</p> <p>Administration of Subsidy Allocation Model and Trust Funds</p> <p>Oversight of \$48M in gas tax receipts</p>
Funding Resources	<p>Technical Support of NVRTA with respect to transit (funding and planning)</p> <p>Development and generation of new funding sources</p> <p>Clearinghouse on funding options</p> <p>Coordination of funding across transit modes/sources of funds</p> <p>Documentation of Transit Needs/Financial Analysis</p>
VRE	<p>Co-owner of Virginia's only commuter rail system that serves 20K riders daily</p> <p>Staffs the Board on Governance and Oversight role</p> <p>Regional multimodal planning activities and regional funding efforts</p> <p>Functional responsibilities include meeting minutes, verification of ridership, and management of state assistance</p>
WMATA	<p>Governance</p> <p>Funding and compliance responsibilities, including capital funding planning</p> <p>Representational support of Cities of Falls Church and Fairfax</p> <p>Reporting on budget and system performance</p>
Regional NEPP	<p>Multi-year/multi-million-dollar/multi-jurisdictional project for regional acquisition of an open payments systems to replace SmarTrip</p> <p>Grant and project management, coordination of a Regional Partners group, procurement, regional technical assistance project</p>
Route 7	<p>Multi-jurisdictional project to develop technically and financially viable high quality transit option for Skyline, Baileys Crossroads, and Sevens Corner to connect Fairfax, Arlington, Alexandria, and Falls Church</p> <p>Leads project management, public information, stakeholder engagement, and technical advisory committee</p>
Emergency Planning	<p>Assessment and improvement of local transit emergency planning for core WMATA system and station plans in Virginia</p>

Note: Emergency planning and Regional Bus Agenda are in the scoping stage as part of the NVTC implementation strategies.

NVTC: PROGRAM SUMMARY

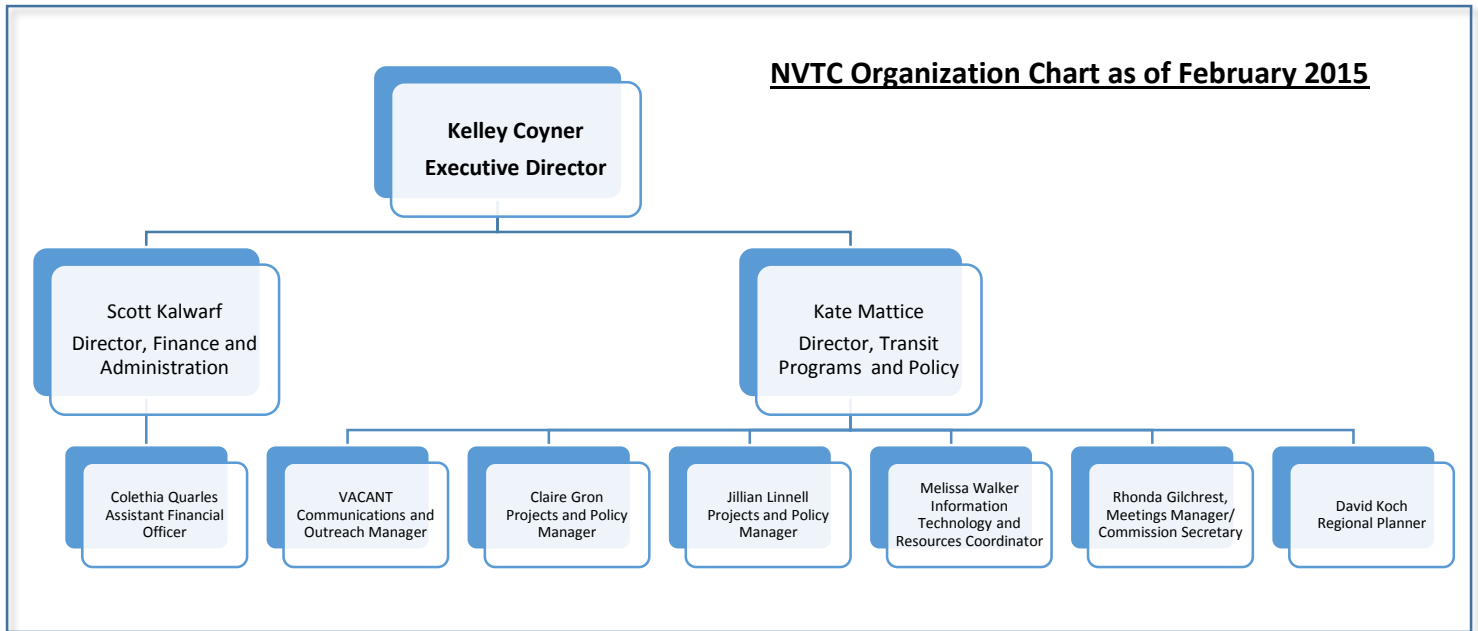
Regional Bus Agenda	<p>Mechanism for common service standards, route coordination, deployment of innovative technologies and coordinate response to shifts in provision of regional bus service</p> <p>Agenda may include regional collaboration on proposed service transfers, branded multi-jurisdictional services, mid-day storage for commuter bus, and fixed guide-way bus rapid transit</p>
Data Analysis & Research	<p>Data collection, analysis and reporting for National Transit Database, ridership and performance data</p> <p>Analysis includes statistical and GIS analysis, mapping, data visualization</p> <p>Research & analysis of regional transit topics including:</p> <ul style="list-style-type: none"> Modeling & Performance Measurement Project Selection Criteria Economic Impact of Transit <p>Virginia based transit research network and the NVTC Transit Fellows Program provides research and technical resources and identifies best practices and transit innovations</p>
Policy Evaluation and Development	<p>Assessment of federal and state legal, legislative, regulatory policies including evaluation of the impact on Northern Virginia transit, development of alternatives, technical assistance for implementation and compliance</p> <p>Policy forums to bring stakeholders, transit experts and policy makers together to create sound programs and policies that advance safe, cost effective, high quality transit</p>
Regional Planning Activities	<p>Corridor planning efforts such as I-66 Multimodal Corridor Projects (Inside/Outside the Beltway), Rt. 1, and West End Transit</p> <p>MWCOG/TPB planning studies and WMATA planning activities</p> <p>Commonwealth efforts such as the Transit Service Delivery Advisory Committee, development of the HB2 Framework of project selection, and VTRANS</p> <p>Long Range planning, including the Constrained Long Range Plan (CLRP), TransAction 2040, VTRANS, and the RTPP</p>

Commission Management

NVTC's Team is also responsible for managing the work of the Commission and its committees. This includes:

- Commission Meetings
- Committees
 - Executive Committee (also serves as Audit and Nominating Committees)
 - Legislative and Policy Committee
 - Governance Committee
- Management Advisory Committee (MAC)

NVTC Staffing and Organization



Description of Positions

Executive Director

CEO. Roles and activities include principal liaison to regional and state transportation partners; economic benefits project. VRE Operations Board support. Stakeholder engagement. Chair, MAC. Liaison to state agency and GA. Staff lead Commission, Executive Committee, Legislative and Policy Committee, Governance Subcommittee. Serves on Executive Committee for I-66. Serves a member of Executive Committee of VTA Board of Directors, VTA representative on HB2. Liaison to the Virginia WMATA Board of Directors. Liaison to Commonwealth Transportation Board members. Facilitates research network and policy forum initiative. Serves on TSDAC. Liaison with NVTA Executive Director. Oversees emergency planning assessment. Responsible for NVTC strategic framework including implementation strategies; agency spokesperson.

Director, Finance and Administration

Maintains all accounting systems and records according to NVTC policy guidelines and appropriate laws and regulations. Allocates state and federal funds, regional gas tax receipts, and other transit aids to appropriate accounts and maintains proper records. Manages external audits of NVTC and NVTC pension plan and coordinate with VRE and PRTC accounting personnel to incorporate VRE audit into NVTC's audit report. Directs NVTC preparation for FTA reviews and related audits by state and federal regulatory and grant funding agencies. Assists in preparation of grant applications, applies for financial assistance, and executes project agreements. Monitors receipts and expenditures of NVTC general and administrative, project and trust funds and manages cash flow. Prepares NVTC administrative budgets. Member of Management Team.

Assistant Financial Officer

Performs accounts payable functions, including preparation of vouchers and disbursements. Monitors G&A cash account balances and request bank transfers. Allocates state appropriations, gas taxes and other transit aids to local jurisdictions and maintains current balances of jurisdictional available funds. Prepares Trust Fund disbursements as directed by jurisdictions and provide documentation. Manages NVTC's time & attendance, commissioner per diem, advertising, facilities, emergency preparedness and employee wellness programs.

Director, Programs and Policy

Manages NVTC efforts related to planning, program management, communications, and support to the NVTC Board. Supervises all program and policy staff. Oversees all of NVTC's regional planning efforts, including Route 7, I-66, TransAction 2040. Guides project management work related to NEPP, Federal grants, NTD reporting. Facilitates NVTC liaison's efforts on WMATA, VRE, TPB, and other regional working groups. Oversees development of the Board work plan and Kit. Serves on NVTA's JACC and Project Implementation Working Group (PWIG). Coordinates NVTC policy forums and research activities. Leads federal and state legislative and policy efforts. Manages NVTC Fellows Program. Member of Management Team.

Commission Secretary/Meetings Manager

Coordinates all aspects of NVTC Board activities including the development of NVTC Board Kit, meeting logistics and minutes. Supports VRE activities including reporting VRE Board minutes, preparing VRE items for the NVTC Board Kit, and VRE address verification for its annual survey. Provides strategic scheduling, administrative support; event logistics policy forums (4-8 annually). Prepares the Commissioner Handbook and provides orientation support for new Commissioners. Serves as NVTC FOIA lead.

Information Technology and Resources Coordinator

Serves as NVTC's webmaster and systems administrator. Developing new NVTC Website. Coordinates all office purchases. Provides graphics and editorial support to all published materials. Responsible for Kit Flipbook publication. Provides contact management, technology training and support, and information technology contract management. Develops and distributes MAC agenda and meeting summary. Serves as staff coordinator on Legislative and Policy Committee. Editorial and technical writing support. Technology planning, training, and internal "help desk."

Projects and Policy Manager (2)

Manages NEPP project, including coordination of regional participants, contract management, and liaison to WMATA NEPP working groups. Manages Route 7 Alternative Analysis study, including coordinating regional participation, contract management, and overseeing community outreach. Manages and ensures compliance for all state-funded transit contracts and federal grants. Serves has liaison to VRE/VCC, WMATA, and TPB. Manages jurisdictional reporting to the National Transit Database. Prepares operational performance statistics, ridership analysis. Supports regional studies and cross-jurisdictional transit efforts. Provides technical expertise to research and planning efforts.

Regional Planner

Serves as NVTC's lead and technical expert on long-range transportation plans, including VTRANS, TransAction 2040, the CLRP, and liaison to VRE/VCC. Provides analysis and technical guidance for the implementation of HB2 projects. Manages NVTC's research portfolio including data visualization and GIS efforts. Serves as NVTC's lead on major corridor planning efforts, including I-66 Inside and Outside the Beltway. Coordinates NVTC's regional bus agenda.

Outreach and Communications Manager

Coordinates all aspects of the agency's communications and outreach efforts, supports Commissioners and senior managers representing the Commission, develops and implements communications and outreach strategies on Commission initiatives, designs graphic print or electronic material and manages communications-related contracts. Also supports community and stakeholder outreach on key initiatives such as the role of transit in the economic vitality of the region, development of high capacity, high quality transit in Route 7 and other key regional corridors, and public engagement in the work of the Commission.

Policy Analyst/Project Specialist (New Position)

Provides project management support to emerging projects ranging from emergency response and planning, regional bus coordination, regional transit planning efforts, and federal policy, grants, and regulatory matters across relevant modes. Supports state and federal policy and legislative analysis. Provides grants management support for state and/or federal projects. Serves as liaison to new or evolving regional planning and/or project-based working groups.

AGENDA ITEM #8: PROPOSED NVTC BUDGET PROCESS

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and Scott Kalkwarf

DATE: April 2, 2015

SUBJECT: Proposed NVTC Budget Process (Revised)

Summary: As part of the review of the FY2016 budget, Commissioners requested that the budget development and approval process be updated and formalized to provide all Commissioners an opportunity to review and discuss the proposed budget at least one work session prior to the presentation of the budget for approval. The following outlines the budget development process including formalizing practices over the last two years. After Commission review, this process will be reflected in the Annual Agenda for the Commission. This proposed process has been modified to reflect the input of Commissioners received over the last month. The twin objectives underlying Commissioners' comments were focusing on engagement with the full Commission and establishing a date certain for approval of the budget.

Budget Issues. Building on a practice adopted by other regional transportation boards, NVTC will consider Budget Issues at either the June or July meeting. These discussions will focus on programmatic needs including financial and grants management and external trends affecting the budget development.

Staff Review. Staff of the funding partners will provide technical support on the development of the proposed budget. By August, funding partner staff will discuss options for addressing budget issues, provide input on practices and policies of Northern Virginia cities and counties and alternative sources of revenue.

Budget Materials. In addition to the General and Administrative Budget, Notice of Direct Contributions, and related footnotes, the Executive Director shall provide an Appendix describing the funding of projects and programs by sources.

Direct Contributions. Based on the budget guidance, NVTC shall specify annual direct contributions to member jurisdictions in October of each year. This notice will be authorized by the Commission and forwarded by October 31st so that it is timely for jurisdictions to prepare their individual budgets.

Work Sessions for the Full Commission. The NVTC Executive Director shall develop a proposed annual budget with appropriate technical justifications and a concise description of programmatic objectives. NVTC shall hold work sessions for Commissioners beginning in October for the next fiscal year. The format will be an interactive work session with the Management Team of NVTC and will be scheduled at times other than a regular Commission meeting, including at least one daytime meeting to accommodate Commissioners' schedules. These work sessions will be held prior to the presentation of the budget to the Commission by January. These work sessions are open to all Commissioners and will be public meetings.

Approval of the Annual General and Administrative Budget. As required by NVTC's By-Laws, the General and Administrative Budget will be presented for approval by the Commission by January.

Northern Virginia Transportation Commission

2300 Wilson Boulevard • Suite 620 • Arlington, VA 22201

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

www.novatransit.org

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Spread the Word: Transit Means Business Forum May 8

Explore our new webpage for the NVTC's Forum: [Transit Means Business!](#) on May 8th, at the Greensboro Conference Center. The website features the preliminary agenda and easy ways you can spread the word with ready-to-use newsletter text and a flyer. The region's business groups and research institutions are partnering with us to highlight what transit means to business and economic competitiveness in our region and in the Commonwealth.



New Home: www.NoVAtransit.org

We went live with a new website and a new url: www.NoVAtransit.org. You can still find information about the Commission and its activities. Plus you will find NoVa transit news, maps, information on VRE and WMATA as well as how to get where you need to go on any of the systems in the region. We are featuring ready access to ridership data and key issues for the region. Let us know what you would like to see and stay tuned as we use this to achieve our vision of providing high quality transit that serve Virginia's riders and businesses.



Comment on HB2 Framework & VTRANS Vision

NVTC is working with member jurisdictions and the Northern Virginia Transportation Authority to assess and provide comments on a the "HB2 Draft Process and Measure" and the recently released "VTRANS Vision for a New Virginia" multimodal long range plan. On March 18th Deputy Secretary of Transportation Nick Donohue, [presented the Commonwealth Transportation Board with an overview of the complete HB2 process. A draft of the HB2 Implementation Policy Guide](#) was released to the public the same day. [HB2](#) provides a framework for the evaluation of new capacity transportation projects focused on six factors, including congestion relief, the most important factor for the Northern Virginia and Hampton Roads districts.

Comprehensive information about HB2 is available at www.virginiahb2.org.

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

www.novatransit.org

Executive Director
Kelley Coyner

WMATA News

Safety and Emergency Planning

March 26th NVTC's Kate Mattice participated in an emergency planning workshop with WMATA and emergency management offices across the region. This resulted in several action steps recommended by NVTC Fellow Andrew Lauland designed to update the surface transit component of WMATA's core emergency plan and station plans.

As noted in last month's report:

WMATA Safety Action Plan: WMATA is implementing [10 early-action safety items](#) to immediately address safety concerns following the L'Enfant Plaza incident on January 12th.

NTSB Recommendations: Acting NTSB Chairman Hart provided [urgent recommendations to WMATA, the Federal Transit Administration \(FTA\), and the American Public Transportation Association \(APTA\)](#) concerning ventilation procedures during smoke and fire events in tunnels. NTSB Public Hearings related to the January 12th incident are scheduled for June 23rd and 24th.

FTA Safety Review: An [FTA safety review](#) is upcoming, and The Metropolitan Washington Council of Governments (MWCOC) Board released a [statement on behalf of the COG Fire Chiefs Committee](#) outlining 10 steps taken by the region's fire departments.

WMATA Virginia Ridership February 2015

	Feb. 2014	Feb. 2015	Percent Change
Metro rail			
Total	7,215,604	7,526,830	4.3%
Weekday Average	289,132	306,738	6.1%
Metrobus			
Total	1,526,866	1,439,479	-5.7%
Weekday Average	72,539	67,352	-7.2%
MetroAccess			
Total	22,927	22,384	-2.4%

2nd Quarter NVTC Ridership Report

WMATA Receives [Approval to Conduct a Public Hearing for the Potomac Yard Metrorail Station Project](#)

Metro has unveiled some [new safety preparedness videos](#), and the Safety & Security landing page will get a new look next week.

WMATA Briefs Board on [Preliminary Results of MetroAccess Long-Term Sustainability Study](#)

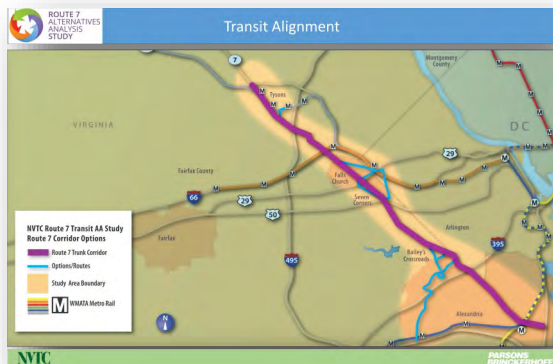
The [first 7000-series train](#) will serve the Blue Line, starting on April 14. It will be an eight-car train.

Route 7 Outreach

On March 22nd Chairman Dave Snyder participated in a panel discussion with the Falls Church League of Women Voters. He was joined by Supervisor Penny Gross. Route 7 Project Manager Claire Randall and Executive Director Kelley Coyner participated as well.

In early April, NVTC will launch the project website and other outreach activities designed to inform communities and business in the corridor about the study and how they can contribute.

Note: We put together a presentation-to-go including a large map of the corridor. Let us know if you would like it.



Secretary Layne Agrees to NVTC Role in I-66 Efforts

Secretary Aubrey Layne accepted the recommendations of Arlington County, Fairfax County and the City of Falls Church to designate NVTC as the regional partner to help implement the multimodal components of the I-66 Inside the Beltway project. The project will involve conversion to dynamic tolling and HOV 3+ during peak periods in both directions, enhanced bus services, Metrorail station improvements, and bike and pedestrian projects. NVTC, in cooperation with local jurisdictions will plan multimodal improvements, select multimodal improvements for funding, consistent with applicable law and terms of the agreement, coordinate with applicable local governments to ensure the efficiency of the projects, and report to the Commonwealth on the use of funds to help improve person throughput in the corridor.

VDOT plans to complete a toll and revenue study in May to identify the anticipated level funding available for the multimodal improvements. VDOT plans public hearings in mid-2015, for construction to begin in 2016, and operations by 2017.

TPB Actions: On February 18, the Transportation Planning Board approved both the Inside and Outside the Beltway projects for [inclusion in the Air Quality Conformity Assessment](#) for the 2015 Financially Constrained Long Range Transportation Plan and the 2015-2020 Transportation Improvement Program.

Outside the Beltway: VDOT has planned public hearings on the environmental assessment for May and June 2015, and has held ongoing briefings with a wide range of stakeholder groups.

Information about I-66 projects both inside and outside the Beltway is available at www.transform66.org.

upcoming [events]

Events:

Stand Up for Transportation Day
April 9

NVTC Forum: Transit Means Business
May 8

VTa Annual Conference
May 20-21

Workshops/Hearings:

Commonwealth Transportation Board (CTB) - tentative dates
Hampton Roads Workshop April 14-15
SYIP Public Hearing April 28
Northern Virginia Workshop May 19-20

Legislative Activities:

General Assembly Veto Session
April 15

Meetings:

Northern Virginia Transportation Commission Meetings
April 9
May 8

NVTC Management Advisory Committee
April 14
May 19

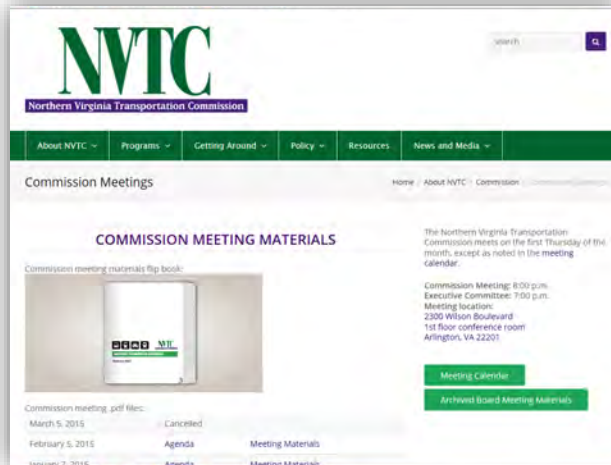
Northern Virginia Transportation Authority (NVTA) Meetings
April 23
May 28

Virginia Railway Express (VRE) Operations Board
April 17
May 15

Transportation Planning Board (TPB)
April 15
May 20

NVTC online has a new look and a new address: www.NoVATransit.org

Click on the images to link directly to key features of the site!



ULI Washington Offers Hands On Assistance

Did you know that [ULI Washington](http://www.uli-washington.com) provides expert, multidisciplinary advice to public agencies and non-profit organizations facing complex land use and real estate issues?

Both Loudoun County and the City of Falls Church have used [ULI Washington's Technical Assistance Panels](http://www.uli-washington.com) to solve land use challenges.

The [Loudoun County Department of Planning](http://www.loudoun.gov) sought ULI's assistance to tackle if the County's Revised General Plan provided recommendations for the County to plan land use to strike a desired and beneficial balance of prompt realization of tax revenues to support future Metrorail operations; maximizing future employment generation; achieving the desired land use pattern; and, minimizing demands on the County's transportation infrastructure.

The [City of Falls Church](http://www.fallschurchva.gov), in cooperation with the Washington Metropolitan Council of Governments, recently completed a ULI TAP effort to determine how to plan for and co-locate 10 acres of commercial development alongside a new, state-of-the-art high school that is intended to serve the City over the next 50 years. The panel proposed a series of development steps that would best realize the City's vision for this new development opportunity.

ULI Washington TAP Program is continually accepting applications for this hands-on effort. Visit the [ULI Washington TAP Website](http://www.uli-washington.com) for more information.



AGENDA ITEM #11: STATE AND FEDERAL LEGISLATIVE UPDATE

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner, Kate Mattice and Aimee Perron Seibert

DATE: April 2, 2015

SUBJECT: State and Federal Legislative Update

On March 27th, Governor McAuliffe signed into law HB1887 (Jones/Rust) Omnibus Transportation Bill that includes \$40 million in transit capital. The [Governor also signed the FY2015-2016 Budget Bill](#) without amendments. The General Assembly will meet on April 15th for its reconvened session to consider the Governor's amendments and vetoes.

The U.S. House and Senate Committees are working on proposals to address the insolvency of the highway trust fund and expiration of surface transportation legislation (MAP-21). The White House released its updated [GROW AMERICA Act](#) proposal to Congress on March 30th. Congress is expected to take some at least short-term action later this spring. Commuter tax parity is also being discussed as part of tax reform efforts.

Key policy and potentially legislative issues for consideration at the state level include:

- A floor on the revenues available from the regional gas tax;
- The funding gap for transit;
- Follow up on FY2015-2016 budget amendments;
- HB2 and HB599 and transit; and
- NVTC Commission membership.

Key issue for consideration at the Federal level include:

- Trust fund solvency;
- Reauthorization of surface transportation programs;
- Permanent reenactment of commuter parity; and
- Proposed changes to the Capital Investment Grant policy guidance as it relates to New Starts, Small Starts, and Core Capacity Grants.

The Legislative and Policy Committee plans to meet in May to discuss updating the Legislative and Policy Agenda and progress on key issues.

Note: Issue Briefs on key state and federal issues are featured on the newly launched NVTC website. Look for this feature at www.NoVaTransit.org.



MONTHLY COMMISSION MATERIALS

April 2015

2015 General Assembly Actions

The 2015 General Assembly Session began with Governor McAuliffe and Delegate Chris Jones joining together to present a plan to revamp the funding formulas for transportation, including a reallocation of funds to provide an infusion of \$40 million for transit into the Mass Transit Capital Fund. We also saw the introduction of several bills focusing on prioritization and rating of transit projects, with some elements to be implemented in the future. We highlight a few bills and a budget amendment below. A [list of all transportation-related legislation considered in the 2015 session is available as a link](#), printable on legal-size paper.

HB1887 (Jones/Rust) Omnibus Transportation Plan

This bill provides an estimated \$40 million annually for transit capital to address a 62 percent projected drop in funding expected to occur in the next two to three years. The Mass Transit Capital Fund will be funded by a reallocation of existing transportation funds from the recent additional gas tax increase. The Fund is mainly used to maintain transit systems in a state of good repair, covering necessary expenses like replacement buses, rail cars, track work, maintenance facilities and technology needs. Other items that affect rail include the reallocation of \$9 million from the Rail Enhancement Fund to fund structurally deficient bridges and it directs the Commonwealth Transportation Board to develop a legislative proposal to revise the public benefit requirements of the Rail Enhancement Fund no later than December 1, 2015.

The Governor signed HB1887 into law without changes.

HB 1470 (LaRock)

This bill requires that the Mass Transit Capital Funds that are part of the 70 percent of the revenues received by the Authority under HB2313 go through the HB599 rating process. Because that process has not been designed for transit projects, the patron agreed to a delayed enactment date of July 1, 2016 to allow test projects to be run through the rating process to allow for necessary adjustments. NVTC along with others is working with DRPT on the selection of those test projects.

The Governor signed HB1887 into law without changes.

HB 2170 (Minchew)

This bill would have consolidated the Northern Virginia Transportation Commission into the Northern Virginia Transportation Authority. The Taskforce on Efficiency and Consolidation (<http://tinyurl.com/ECTFReport>) considered a similar proposal and concluded that there were a number of risks to this approach and that efficiencies could be achieved in other ways. All parties involved have agreed that continue close coordination between NVTa and NVTC. This bill was laid on the table for the year.

SB1023 (Stuart)

SB1023 would have required all transit funding under the Mass Transit Fund to go through the prioritization process developed under HB2. This would include all transit operations, maintenance funding, and funding for state of good repair projects, which are the majority of DRPT's capital program. The HB2 process is not be appropriate for maintenance, operations or state of good repair projects whether for mass transit or for roadways and bridges. The patron heard our concerns and struck his bill.

Budget Amendments

WMATA Financial Accountability

As an approach to improving financial accountability of WMATA, the House budget initially included a proposal to withhold state operating assistance pending resolution of the Financial Management Oversight (FMO) findings. The Members of the Compact Jurisdictions would have remained liable for quarterly operating assistance to WMATA. As a result of discussions between the legislators and NVTC WMATA, the localities and DRPT, the final language will not include withholding of much-needed state assistance to the localities. Instead, it requires WMATA to submit quarterly reports detailing its actions to address and remedy the findings in the FTA Full Scope of System Review and to submit its FY 2014 audit to the Chairmen of the General Assembly Transportation and Money Committees.

Growth in NVTC Administrative Expenses Tied to Growth in Local Contributions

This amendment would have required any increase in growth in NVTC's administrative and personnel costs to be funded by direct contributions from NVTC's member jurisdictions. It was not included in the final budget conference report.

VRE to Retain Interest from the Commuter Rail Trust Fund

Eileen Filler-Corn and Senator Chuck Colgan both submitted budget amendments to strike language allowing for the general fund to retain the interest earnings generated in the Commuter Rail Trust Fund at the Department of Treasury. Interest earnings in that Fund are estimated at \$68,343 each year. Prior to a legislative policy change 2011, VRE received the interest earnings from the funds invested in the pool.

The Senate included the amendment in their budget that was released earlier in Session and the final conference report for the budget also included the language allowing VRE to retain their interest.

The Governor signed the FY2015-2016 Budget Bill without changes.

Note: Issue Briefs on key state issues are featured on the newly launched NVTC website. Look for this feature at www.NoVaTransit.org.

Federal Legislation

The House Transportation and Infrastructure and the Senate Environment and Public Works Committees have initiated hearings on the [reauthorization surface transportation legislation](#), which will expire in May 2015. The most pressing issue for reauthorization is the immediate financial solvency of the Mass Transit Account and the Highway Trust Fund. Without action to extend or shore up the trust fund, highway transportation construction projects across the Commonwealth will stall, capital and operating assistance for smaller Virginia transit systems will be cut off, and payments to major transit systems around the country such as WMATA are likely to be delayed. Additional reauthorization issues affecting the region include a continued commitment to WMATA through State of Good Repair and Core Capacity funding, inclusion of the competitive TIGER and Capital Investment Grants (New Starts/Small Starts) programs, and funding for transit service expansion of the Virginia Railway Express (VRE).

The White House released its updated [GROW AMERICA Act](#) proposal to Congress on March 30th. The legislation, similar to one proposed by the Administration in 2013, would increase average transit spending by 76 percent annually by investing \$115 billion over six years into transit systems and expand transportation options. [The transit provisions of the GROW AMERICA Act](#) seek to enable the expansion of new projects, such as light rail, street cars, and bus rapid transit, in suburbs, fast-growing cities, small towns, and rural communities, while still investing in existing transit systems.

Congress has also initiated actions to [restore parity between transit and parking commuter benefits](#). Two pieces of legislation have been introduced, H.R. 990, the Commuter Benefit Parity Act of 2015 (Rep. King, R-NY) and H.R.1046, Transit Tax Parity Act of 2015 (Rep Holmes-Norton D-DC), both which would establish parity between the parking and transit portions of the transportation fringe benefit. As of March 25, 2015, H.R. 990 is cosponsored by 15 Members of Congress including Rep. Whitman. HR 1046 is cosponsored by Reps. Beyer, Connolly and Van Hollen.

The Federal Transit Administration is updating its policy guidance on the [Capital Investment Grants program](#) that guides funding for New Starts, Small Starts and Core Capacity projects. The proposed Policy Guidance is likely to change the specific thresholds needed for projects to successfully compete for Federal funding and may alter the data required of local projects such as the Route 7 Corridor. FTA anticipates releasing the updated Policy Guidance on Capital Investment Grants in April with a 30-day public comment period. NVTC staff will review and assess the impact of the proposed guidance once released.

Note: Issue Briefs on federal issues are featured on the newly launched NVTC website. Look for this feature at www.NoVaTransit.org.

AGENDA ITEM #12: NVTC 2015 ANNUAL AGENDA

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner

DATE: April 2, 2015

SUBJECT: NVTC 2015 Annual Agenda

The 2015 Annual Commission Agenda provides a calendar of major issues to be addressed by the Commission at its monthly meetings. We will update it each month. In addition, the Annual Agenda will be updated to reflect the budget process as adopted. This budget process is included as a discussion item in this month's agenda.

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Northern Virginia Transportation Commission

2015 ANNUAL COMMISSION AGENDA

JANUARY 2015

- Board Reorganization
- Public Comment
- Acceptance of NVTC Implementation Plan
- NVTC FY2016 G&A Budget
- Work Session: Route 7 Alternatives Analysis
- New Electronic Payments Program (NEPP)
- Update: Status of Pilot and Funding
- WMATA Report*
- VRE Report and Action Items
- Approve VRE FY2016 Budget
- NVTC Financial Report

* Monthly WMATA Report includes:

- Budget
- Capital Funding Agreement (CFA)
- Safety and Related Issues
- Financials (Dashboard)
- Financial Management Oversight (FMO)
- Key WMATA Milestones/Dates

FEBRUARY 2015

- Submission of State Assistance Request to DRPT
- General Assembly Update
- Comments: I-66 Outside the Beltway
- WMATA Report*
- VRE Report and Action Items
- NVTC Financial Report

MARCH 2015 – Meeting Cancelled

- VRE Management Audit
- I-66 Multimodal Corridor Projects
- Consideration of FY2016 NVTC G&A Budget¹
- 2nd Quarter Ridership Report
- Legislative and Policy Issues
 - General Assembly Update
 - Federal Legislation
 - State Planning and Legislative Implementation Items
- Contract for NVTC Financial Auditing Services
- WMATA Report*
- VRE Report and Action Items
- NVTC Financial Report

APRIL 2015

- WMATA Budget Session (Scheduled Annually before Adoption of WMATA Budget)
- VRE Management Audit
- I-66 Multimodal Corridor Projects
- Consideration of FY2016 NVTC G&A Budget¹
- 2nd Quarter Ridership Report
- Legislative and Policy Issues
 - General Assembly Update
 - Federal Legislation
 - State Planning and Legislative Implementation Items
- Contract for NVTC Financial Auditing Services
- WMATA Report*
- VRE Report and Action Items
- NVTC Financial Report

¹Annual calendar to be updated to reflect approved NVTC G&A budget process.



2015 ANNUAL COMMISSION AGENDA

MAY 2015

- NVTC FY2015 3rd Quarter Ridership Report
- Annual Transit Performance Data
- Adopt Annual Budget Process
- WMATA Report*
- VRE Report and Action Items
 - Approve Proposed VRE Fare Increase
 - Approve Option Year for VRE Operating Contract
- NVTC Financial Report

JUNE 2015

- VRE Mobile Ticketing Demonstration
- VTRANS Update and Comment
- WMATA Report*
 - Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- NVTC Financial Report
-

JULY 2015

- Work Session: Draft Regional Bus Agenda
- WMATA Report*
- VRE Report and Action Items
- NVTC Financial Report

AUGUST 2015 – No Commission Meeting

- (Executive Committee Meeting - FY2017 Budget¹)

SEPTEMBER 2015

- Emergency Preparedness and Transit
- NVTC FY2015 4th Quarter Ridership Report
- WMATA Report*
 - Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- NVTC Financial Report

OCTOBER 2015

- Work Session: Route 7
- Approve Pre-Allocation Testimony to the Commonwealth Transportation Board (CTB)
- Notice of Direct Contributions to Jurisdictions
- FY2017 NVTC G&A Budget Work Session (dates/time TBD)¹
- WMATA Report*
- VRE Report and Action Items
 - Forward VRE Budget to Jurisdictions
- NVTC Financial Report



2015 ANNUAL COMMISSION AGENDA

NOVEMBER 2015

- FY2017 Budget Presented for Approval
- Approve NVTC Legislative and Policy Agenda
- NVTC FY2016 1st Quarter Ridership Report
- WMATA Report*
- VRE Report and Action Items
 - Approve VRE Legislative Agenda
- NVTC Financial Report

DECEMBER 2015

- NVTC and VRE Audit Presentations and Acceptance
- General Assembly Legislative Briefing
- Approve 2016 NVTC Meeting Schedule
- WMATA Report*
 - Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- NVTC Financial Report

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AGENDA ITEM #13: COMMONWEALTH AND REGIONAL AGENCY REPORTS

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kelley Coyner and NVTC Staff

DATE: April 2, 2015

SUBJECT: Commonwealth and Regional Agency Reports

A. Department of Rail and Public Transportation (DRPT) ([Attachment](#))

B. Northern Virginia Transportation Authority (NVTA)

On March 25th, the Northern Virginia Transportation Authority (NVTA) held a [Public Hearing on its Draft Two year Program](#). The Authority provided a [project list, maps and detailed project descriptions](#) for the approximately \$351 million in available funding. [Eighteen highway and 16 transit projects](#) were recommended for funding. Additional town halls were held in Prince William County, the Cities of Alexandria and Fairfax, and Arlington and Fairfax Counties. NVTA's March [Authority Board meeting](#) followed the public hearing and included a 2015 General Assembly Session Update and an update on additional CMAQ/RSTP fund allocations.

TransAction2040

NVTA staff are working to develop a Request for Proposals for consultant services to produce the TransAction Update, which will serve as the basis for selecting projects for funding in the FY2018-23 Six Year Program. NVTC staff have worked closely with NVTA and other jurisdictional staff on this effort. NVTA committees reviewed the draft scope of work throughout March 2015, and the RFP is tentatively scheduled to be released in the spring. NVTC staff participated in working groups developing material for portions of the scope of work focused on inventorying regional transportation needs and scenario planning, and will continue to be engaged in the TransAction process.

Key NVTA Dates

Key Dates	Activity
April 12, 2015	Comment period ends on NVTA Draft Two Year Program
April 23, 2015	NVTA Board Meeting
Spring 2015	TransAction 2040 – Target for Releasing the RFP
Summer 2015	TransAction 2040 – Target Project Start

Northern Virginia Transportation Commission

2300 Wilson Boulevard • Suite 620 • Arlington, VA 22201

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

www.novatransit.org



COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

Virginia Department of Rail and Public Transportation
600 E. Main Street, Suite 2102
Richmond, VA 23219

Ph: 804-786-4440
Fax: 804-225-3752
Virginia Relay Center
800-828-1120 (TDD)

TO: Chairman Snyder and NVTC Commissioners

FROM: Commissioner Corcoran

DATE: March 31, 2015

SUBJECT: DRPT Update

General Update

Grant applications for all DRPT programs except FTA Section 5303 Metropolitan Planning were due February 2, 2015. DRPT staff have completed their review of the grant applications and the draft Six Year Improvement Program (SYIP) is scheduled for Commonwealth Transportation Board (CTB) approval on April 15. A draft SYIP public hearing is scheduled for April 28 at the VDOT NOVA District office in Fairfax from 6 PM to 8 PM.

DRPT anticipates a 3% decrease in operating assistance from FY15 to FY16. Background assumptions for the FY16-21 SYIP show total statewide operating assistance estimated at \$174.9 million for FY16, a decrease of \$5.8 million from \$180.7 million in FY15. Capital funding for the FY16-21 SYIP is estimated at \$162.4 million statewide for FY16 with a background assumption for prioritization at 68% state share for Tier 1 (vehicle replacement), 34% for Tier 2 (infrastructure and facilities) and 17% for Tier 3 (support vehicles, shop equipment, spare parts, etc). DRPT anticipates allocating funding to projects in out years of the SYIP for the first time in the FY16-21 SYIP. DRPT is also completing an analysis of the impact of the distribution of tiered funding from FY14 and FY15 and anticipates reporting the results to the Transit Service Delivery Advisory Committee (TSDAC) in April and the CTB in May.

WMATA

DRPT is working with NVTC and the local funding jurisdictions in discussions regarding the new Capital Funding Agreement (CFA). Negotiations over CFA language is essentially complete and the focus of efforts is now on determining the appropriate funding levels for the future capital program. Transportation officials from Virginia, Maryland and the District of Columbia have met to discuss WMATA's capital needs and are now working with their respective staffs and local jurisdictions to reach agreement on funding levels and priorities.

An issue on which there is not yet consensus among VA, MD and DC is the number of new railcars that should be purchased by WMATA under its current contract as well as the distribution of new

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railcars between replacement and expansion. WMATA has contract options to purchase up to 220 new railcars (in increments of 90, 130 or 220) under its current contract, but those options expire in July 2015 and cannot be extended. There is agreement in principle that the railcar options should not be allowed to expire. Information on various railcar purchase scenarios has been requested from WMATA and state and local officials and staff will analyze that information to develop a final purchase recommendation that will then be negotiated with MD and DC.

It is likely that the current CFA, which does not formally expire until June 30, 2016, will continue through FY 2016 to fund regular WMATA capital needs while the new CFA will begin on July 1, 2015 to provide funding for railcars and associated system improvements in FY 2016. Capital improvements to be included in future years of the new CFA (FY 2017-2021) will be evaluated during FY 2016.

I-66 Corridor Improvements

A press conference announcing proposed I-66 Inside the Beltway Corridor Improvements project was held on March 12. The announcement received coverage on WAMU (88.5), WRC (Channel 4), WJLA (Channel 7), WUSA (Channel 9), the Washington Post, the Sun Gazette, the Manassas Local Newsletter and the Connection Newspaper. The project would convert the existing HOV-2 lanes inside the Beltway to toll and HOV-3 lanes by 2017. Tolling is proposed in both directions during the AM and PM peak and toll revenues would be used to implement a variety of multi-modal improvements in the corridor (including I-66 and Highways 29 & 50) to improve travel reliability.

The Transit Technical Advisory Group (TTAG) for the I-66 Outside the Beltway Corridor Improvements project met on March 11. The TTAG was updated on the public information meetings that were held in January and February as well as outreach by the VDOT project team to local homeowner's associations, elected officials and stakeholders. The TTAG also was updated on the proposed I-66 rapid bus and commuter bus service improvements and Travel Demand Management (TDM) strategies that will be implemented as part of the project. The meeting was attended by representatives from Arlington County, City of Alexandria, Fairfax County, Prince William County, MWCOC, NVTC, PRTC, VRE, WMATA, the Dulles Area Transportation Association (DATA), DRPT, VDOT and the VAP3 office. The project team also met individually with four different transit operators in March: PRTC (March 3), WMATA (March 4), Fairfax Connector (March 10) and VRE (March 11).

The next TTAG for the I-66 Outside the Beltway Corridor Improvements project is scheduled for April 8. A recommendation for the commuter bus and rapid bus service are expected to be presented to the TTAG as well as recommended TDM strategies and phasing.

Environmental public hearings for the I-66 Outside the Beltway Corridor Improvements project are scheduled for May 27 at the VDOT NOVA District office in Fairfax, May 28 at Oakton High School in Vienna, June 2 at Battlefield High School in Haymarket and June 3 at Bull Run Elementary School in Centreville. All meetings will be held from 5:30 to 9 PM. The draft Environmental Assessment (EA) will be available for comment from May 12 to June 13. The CTB is expected to take action on a preferred alternative in July 2015.

The I-66 Bus on Shoulders pilot program launched on March 23. PRTC is currently the only operator that has signed the Memorandum of Understanding (MOU) with VDOT to operate buses on the

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shoulders of I-66. VDOT continues to discuss the potential future usage of I-66 Bus on Shoulders with the Fairfax Connector, Loudon County Transit and WMATA on their potential future entry into the I-66 Bus on Shoulders program and is optimistic that other transit operators will sign the MOU. Buses are allowed to use shoulders at a maximum speed of 25 miles per hour in four signed locations when regular lane traffic is operating below 35 miles per hour. The pilot program cost approximately \$600,000.

Southeast High Speed Rail

A scoping summary report from the nearly 2,000 comments that were received during project scoping meetings in November and December is being developed and is anticipated to be completed and posted on the project website (www.DC2RVARail.com) after the Federal Railroad Administration (FRA) review is complete. DRPT is working with FRA to develop the project Purpose & Need. Handouts, display boards and the presentation from the scoping meetings are posted on the project website. The next round of public meetings is anticipated this summer to review conceptual design alternatives and early data collection results.

AGENDA ITEM #14: FINANCIAL ITEMS

TO: Chairman Smedberg and NVTC Commissioners
FROM: Kelley Coyner, Scott Kalkwarf and Colethia Quarles
DATE: April 2, 2015
SUBJECT: Financial Items for January 2015 and February 2015

The financial items for [January 2015](#) and [February 2015](#) are provided for your information.

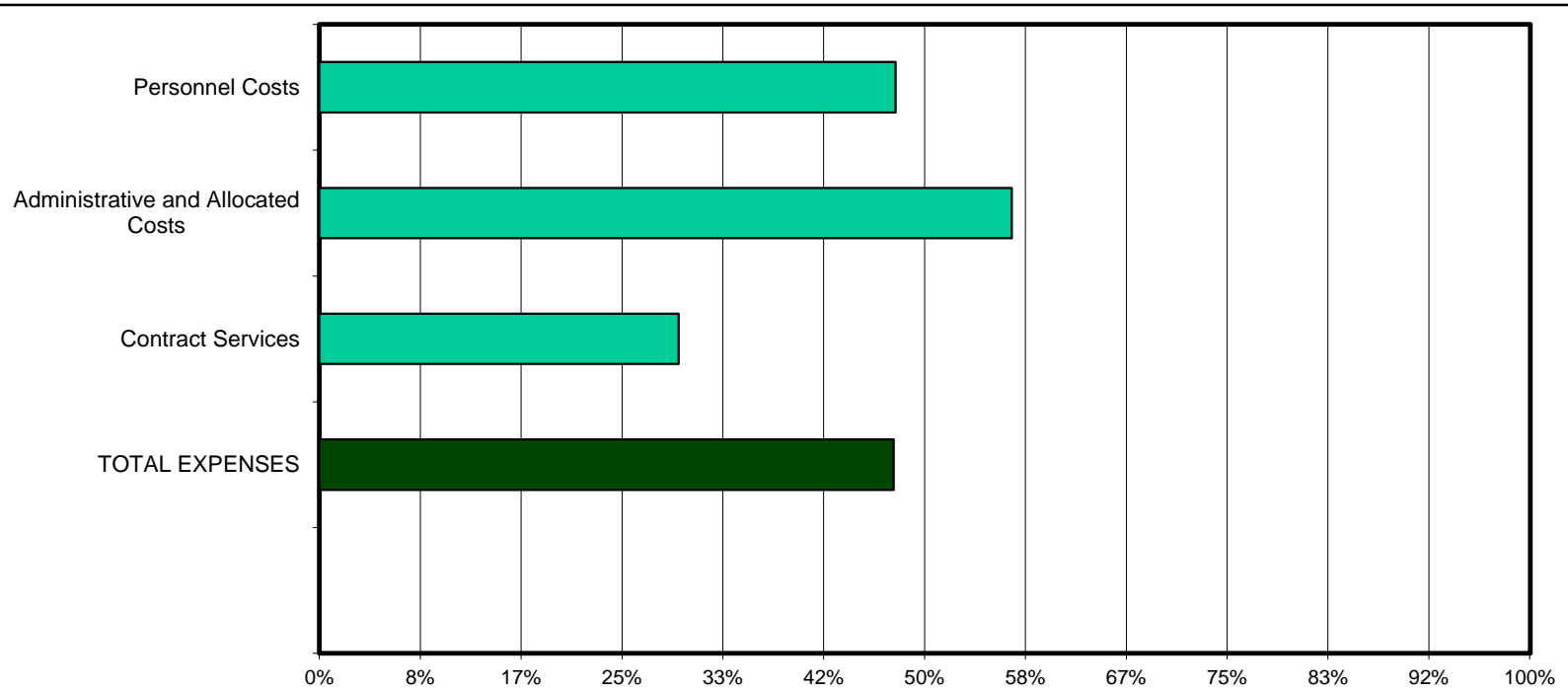
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Northern Virginia Transportation Commission

Financial Reports

January, 2015

Percentage of FY 2015 NVTC Administrative Budget Used
January 2015
(Target 58.33% or less)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
January, 2015

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<u>Personnel Costs</u>					
Salaries and Contract Wages	\$ 86,279.49	\$ 541,547.22	\$ 1,051,000.00	\$ 509,452.78	48.5%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>86,279.49</u>	<u>541,547.22</u>	<u>1,051,000.00</u>	<u>509,452.78</u>	<u>48.5%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	7,714.43	34,204.69	70,300.00	36,095.31	51.3%
Group Health Insurance	1,352.89	19,035.87	143,700.00	124,664.13	86.8%
Retirement	6,705.00	46,935.00	84,900.00	37,965.00	44.7%
Workmans & Unemployment Compensation	2,016.78	3,404.50	4,000.00	595.50	14.9%
Life Insurance	411.05	1,196.37	4,500.00	3,303.63	73.4%
Long Term Disability Insurance	358.62	2,382.70	5,050.00	2,667.30	52.8%
Total Benefit Costs	<u>18,558.77</u>	<u>107,159.13</u>	<u>312,450.00</u>	<u>205,290.87</u>	<u>65.7%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	900.00	5,285.12	11,000.00	5,714.88	52.0%
<i>Rents:</i>	<i>17,378.21</i>	<i>118,290.09</i>	<i>214,200.00</i>	<i>95,909.91</i>	<i>44.8%</i>
Office Rent	16,798.21	113,845.09	200,100.00	86,254.91	43.1%
Parking & Transit Benefits	580.00	4,445.00	14,100.00	9,655.00	68.5%
<i>Insurance:</i>	<i>200.00</i>	<i>2,907.34</i>	<i>6,100.00</i>	<i>3,192.66</i>	<i>52.3%</i>
Public Official Bonds	200.00	700.00	2,300.00	1,600.00	69.6%
Liability and Property	-	2,207.34	3,800.00	1,592.66	41.9%
<i>Travel:</i>	<i>231.35</i>	<i>17,382.11</i>	<i>21,400.00</i>	<i>4,017.89</i>	<i>18.8%</i>
Conference / Professional Development	-	4,630.16	7,800.00	3,169.84	40.6%
Non-Local Travel	150.16	2,658.04	1,800.00	(858.04)	-47.7%
Local Meetings & Related Expenses	81.19	10,093.91	11,800.00	1,706.09	14.5%
<i>Communication:</i>	<i>537.19</i>	<i>4,768.80</i>	<i>11,000.00</i>	<i>6,231.20</i>	<i>56.6%</i>
Postage	-	896.48	2,900.00	2,003.52	69.1%
Telephone and Data	537.19	3,872.32	8,100.00	4,227.68	52.2%
<i>Publications & Supplies</i>	<i>1,561.64</i>	<i>11,824.73</i>	<i>15,800.00</i>	<i>3,975.27</i>	<i>25.2%</i>
Office Supplies	20.49	1,205.31	2,800.00	1,594.69	57.0%
Duplication and Paper	1,041.15	4,510.18	7,500.00	2,989.82	39.9%
Public Information	500.00	6,109.24	5,500.00	(609.24)	-11.1%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
January, 2015

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	626.25	14,054.98	24,800.00	10,745.02	43.3%
Furniture and Equipment (Capital)	-	11,579.03	17,000.00	5,420.97	31.9%
Repairs and Maintenance	-	-	1,000.00	1,000.00	100.0%
Computer Operations	626.25	2,475.95	6,800.00	4,324.05	63.6%
<i>Other General and Administrative:</i>	1,152.07	4,163.22	8,100.00	3,936.78	48.6%
Subscriptions	-	-	-	-	0.0%
Memberships	79.67	633.35	1,300.00	666.65	51.3%
Fees and Miscellaneous	717.40	2,924.87	5,600.00	2,675.13	47.8%
Advertising (Personnel/Procurement)	355.00	605.00	1,200.00	595.00	49.6%
Total Administrative Costs	<u>22,586.71</u>	<u>178,676.39</u>	<u>312,400.00</u>	<u>133,723.61</u>	<u>42.8%</u>
<u>Contracting Services</u>					
Auditing	-	6,520.00	22,500.00	15,980.00	71.0%
Research and Analytic Support	8,165.00	47,637.76	160,000.00	112,362.24	70.2%
Legal	-	-	-	-	0.0%
Total Contract Services	<u>8,165.00</u>	<u>54,157.76</u>	<u>182,500.00</u>	<u>128,342.24</u>	<u>70.3%</u>
Total Gross G&A Expenses	<u>\$ 135,589.97</u>	<u>\$ 881,540.50</u>	<u>\$ 1,858,350.00</u>	<u>\$ 976,809.50</u>	<u>52.6%</u>

NVTC
RECEIPTS and DISBURSEMENTS
January, 2015

	Payer/ Payee	Purpose	Wells Fargo (Checking)	Wells Fargo (Savings)	VA LGIP	
Date					G&A / Project	Trusts
RECEIPTS						
2	City of Alexandria	G&A contribution		\$ 8,811.50		
8	DRPT	Intern grant receipt			5,320.00	
8	DRPT	Capital grants receipts				114,649.00
8	DRPT	Capital grants receipts - Arlington				547,876.00
8	DRPT	Capital grants receipts - VRE			8,122,144.00	
9	Loudoun County	G&A contribution		8,826.00		
14	DRPT	Operating assistance				8,683,450.00
16	DRPT	Capital grants receipts - VRE			300,387.00	
23	DMV	Motor Vehicle Fuels Sales tax receipt				118,123.19
23	Arlington County	G&A contribution		13,921.25		
23	VRE	Reimbursement for staff support and expenses		44,569.02		
26	DRPT	Technical assistance grant receipt - NEPP			16,202.00	
28	DMV	Motor Vehicle Fuels Sales tax receipt				3,171,686.58
30	City of Fairfax	G&A contribution		2,606.00		
30	DRPT	Capital grants receipts - VRE			88,073.00	
31	Banks	Interest income		2.04	80.52	14,676.38
			-	78,735.81	8,532,206.52	12,650,461.15
DISBURSEMENTS						
1-31	Various	G&A expenses	(191,259.92)			
2	WMATA	Metrobus operating				(17,466,335.00)
2	WMATA	Metroaccess operating				(3,157,061.00)
2	WMATA	Metrorail operating				(13,617,973.00)
2	WMATA	Metro FY15 CIP				(7,457,390.00)
2	WMATA	Project development				(102,000.00)
2	WMATA	Direct state capital				(6,750,000.00)
8	VRE	Grant revenue			(8,122,144.00)	
12	Stantec	Consulting - NTD project	(13,551.42)			
12	Kimley-Horn	Consulting - NEPP project	(32,403.89)			
16	VRE	Grant revenue			(300,387.00)	
30	VRE	Grant revenue			(88,073.00)	
31	Banks	Service fees	(73.09)	(23.82)		
			(237,288.32)	(23.82)	(8,510,604.00)	(48,550,759.00)
TRANSFERS						
12	Transfer	From LGIP to LGIP (NTD project)			13,551.42	(13,551.42)
29	Transfer	From LGIP to checking	150,000.00		(150,000.00)	
			150,000.00	-	(136,448.58)	(13,551.42)
NET INCREASE (DECREASE) FOR MONTH			\$ (87,288.32)	\$ 78,711.99	\$ (114,846.06)	\$ (35,913,849.27)

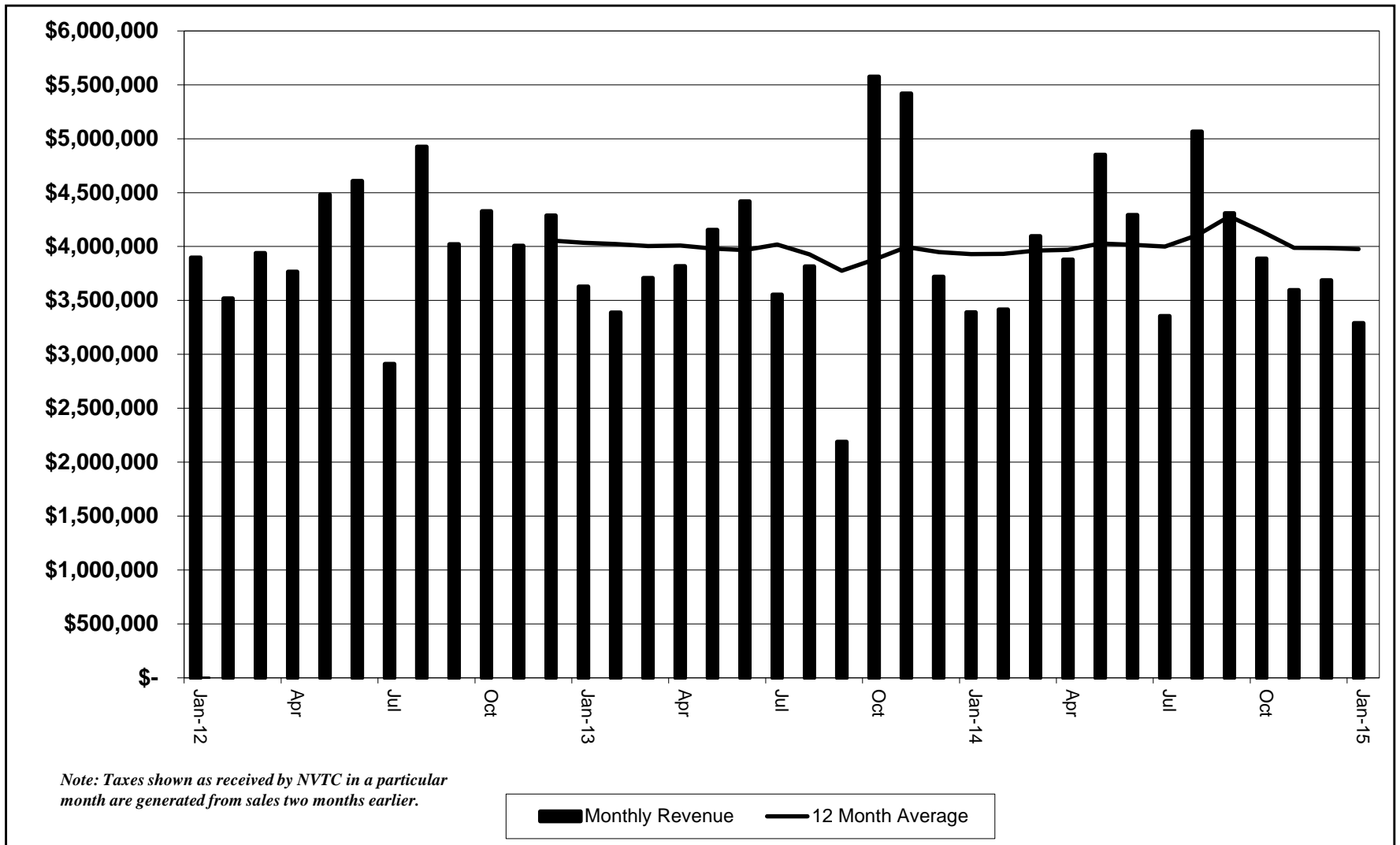
**NVTC
INVESTMENT REPORT
January, 2015**

Type	Rate	Balance 12/31/2014	Increase (Decrease)	Balance 1/31/2015	NVTC G&A/Project	Jurisdictions Trust Fund	Loudoun Trust Fund
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 178,234.37	\$ (87,288.32)	\$ 90,946.05	\$ 90,946.05	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	92,178.84	78,711.99	170,890.83	170,890.83	-	-
<u>Investments - State Pool</u>							
Bank of America - LGIP	0.110%	198,895,892.53	(36,028,695.33)	162,867,197.20	756,220.49	135,504,611.03	26,606,365.68
		<u>\$ 199,166,305.74</u>	<u>\$ (35,946,847.43)</u>	<u>\$ 163,129,034.08</u>	<u>\$ 1,018,057.37</u>	<u>\$ 135,504,611.03</u>	<u>\$ 26,606,365.68</u>

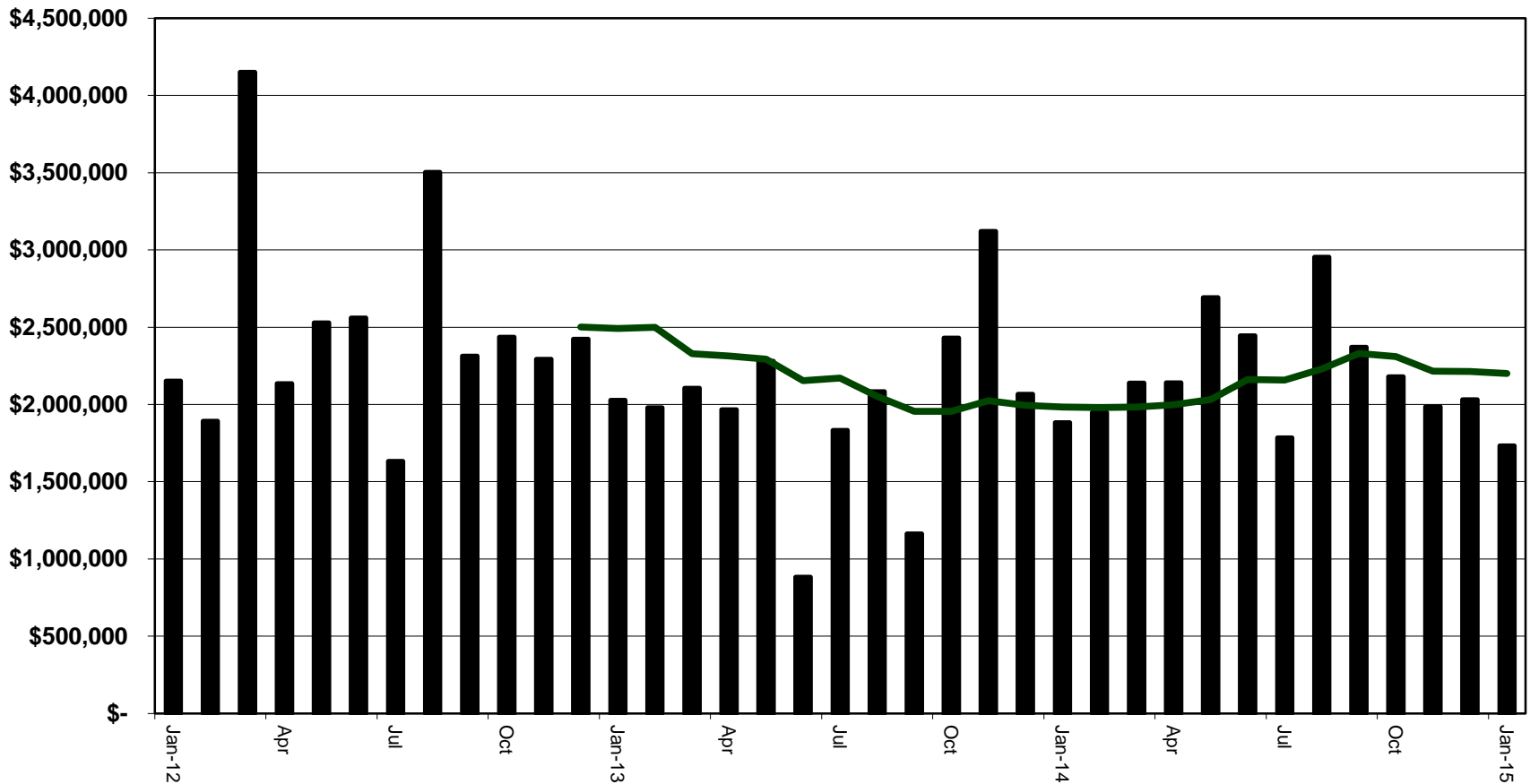
NVTC MONTHLY GAS TAX REVENUE

ALL JURISDICTIONS

FISCAL YEARS 2012-2015



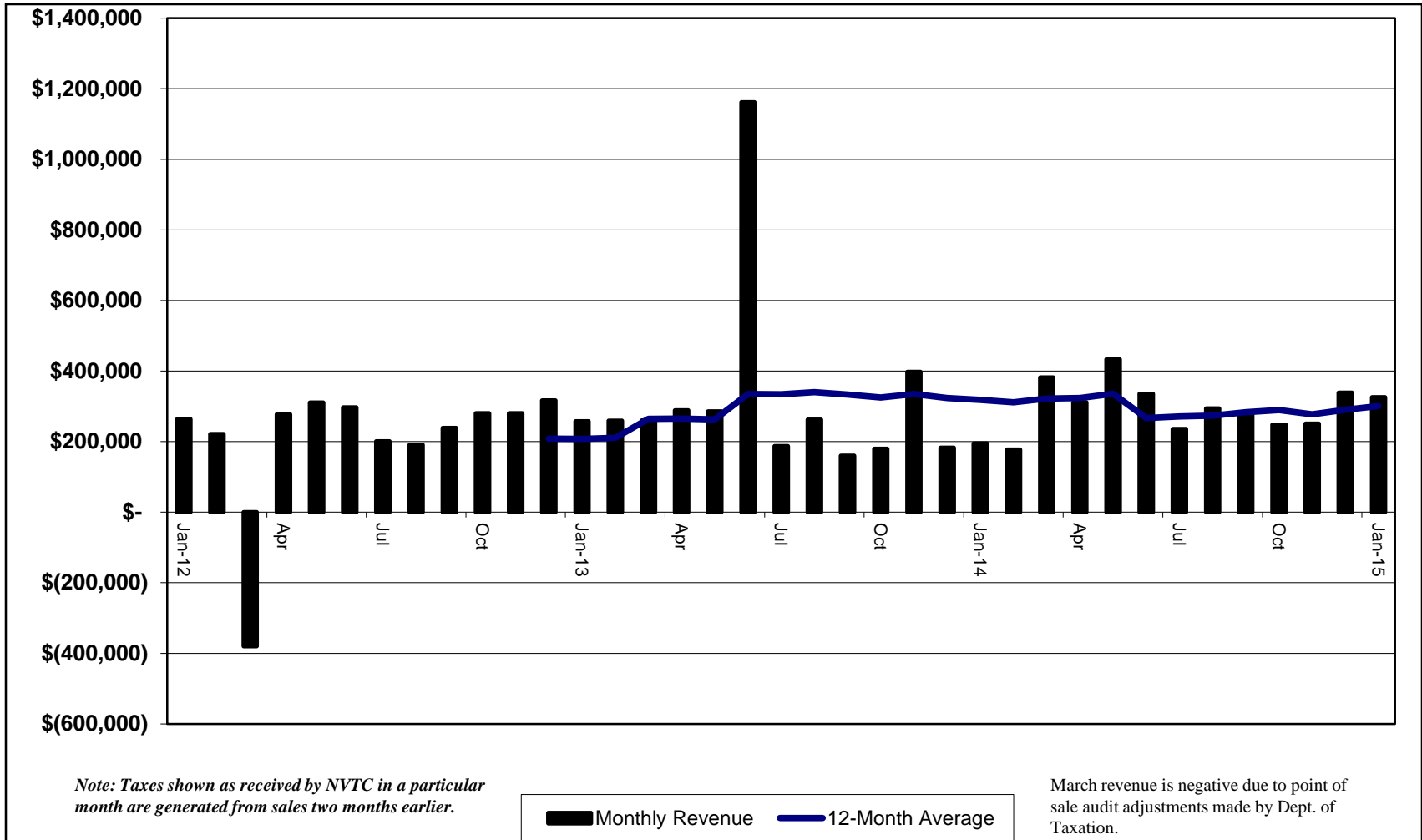
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2012-2015



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

Monthly Revenue
 12-Month Average

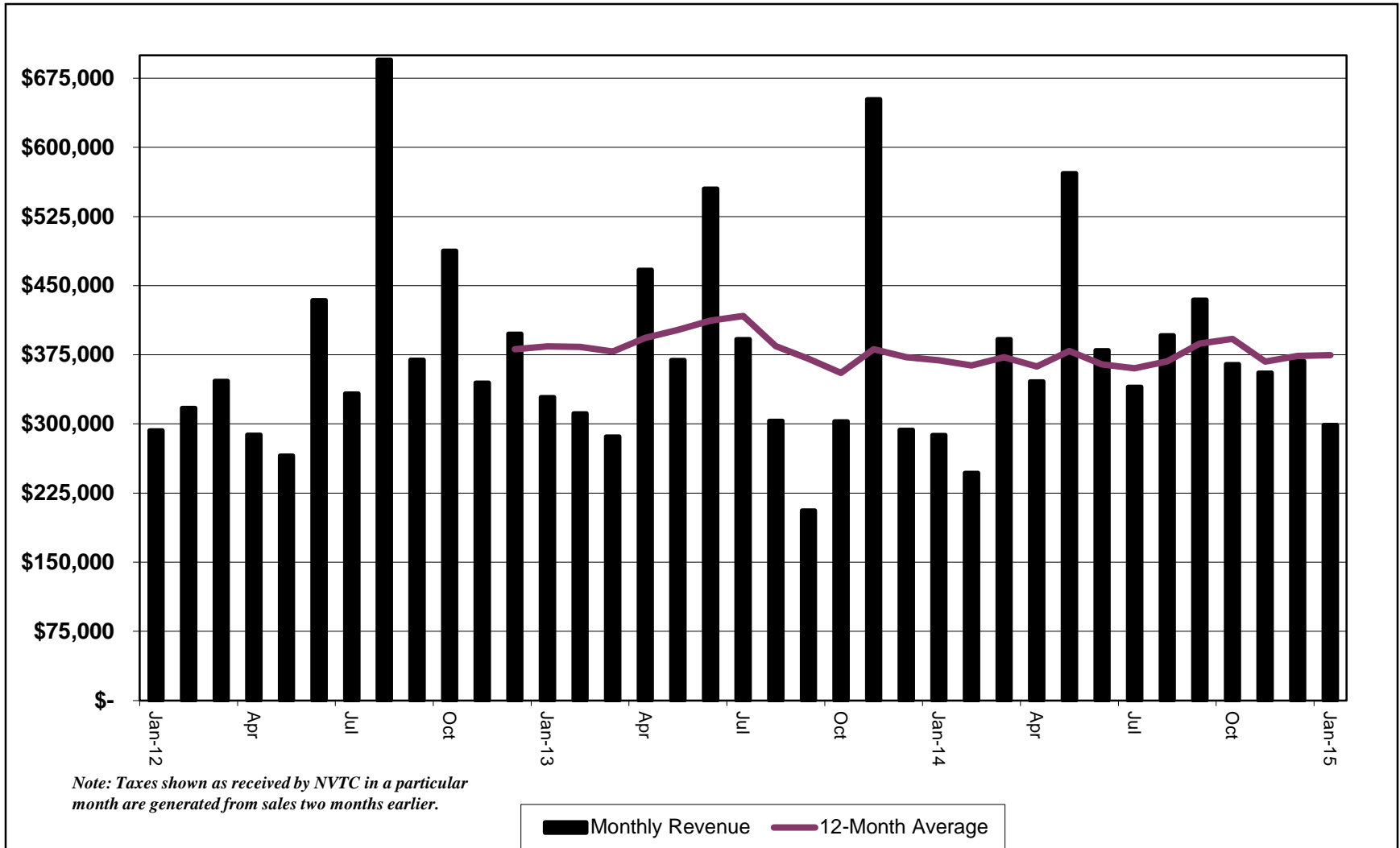
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2012-2015



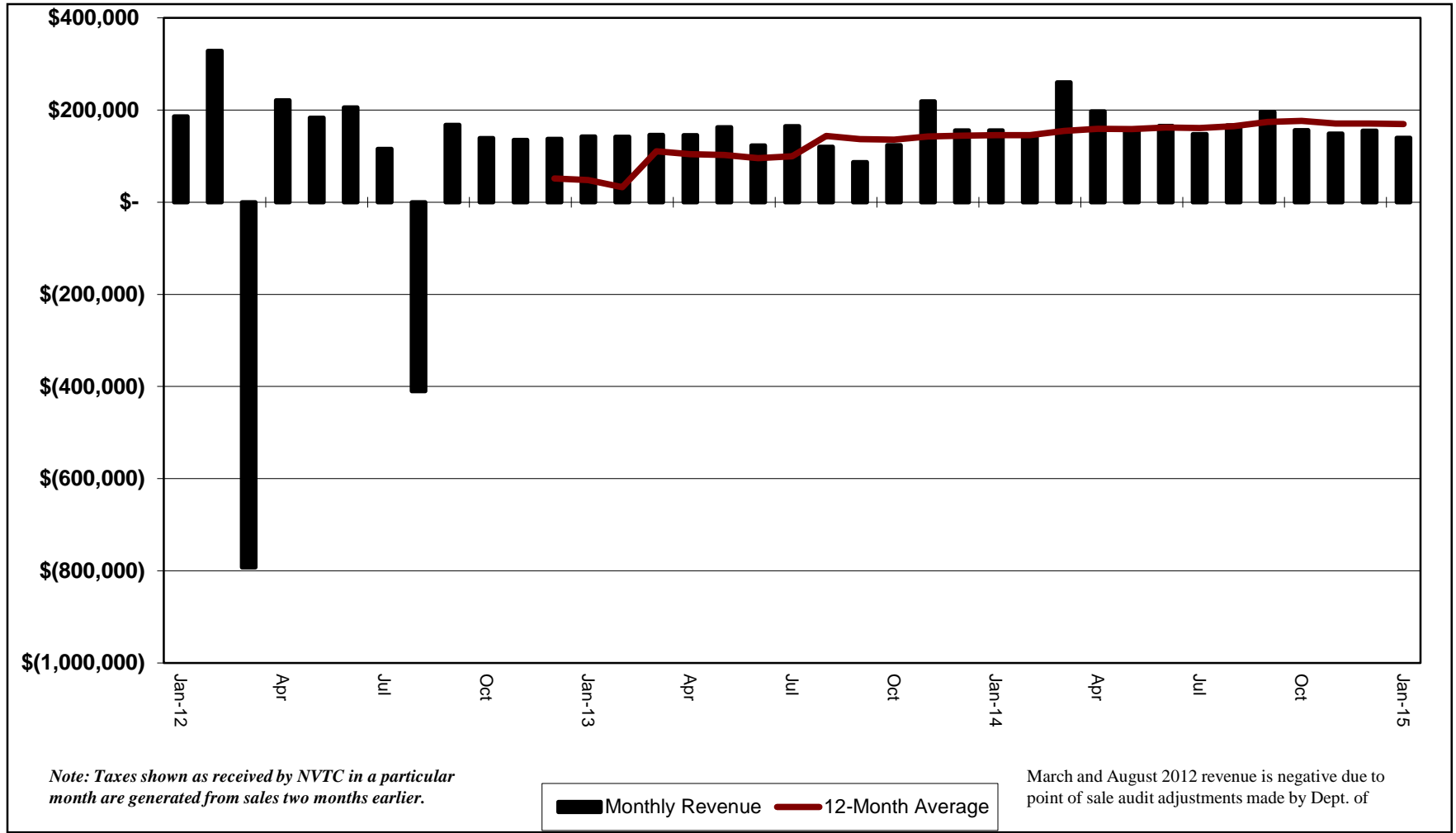
NVTC MONTHLY GAS TAX REVENUE

ARLINGTON COUNTY

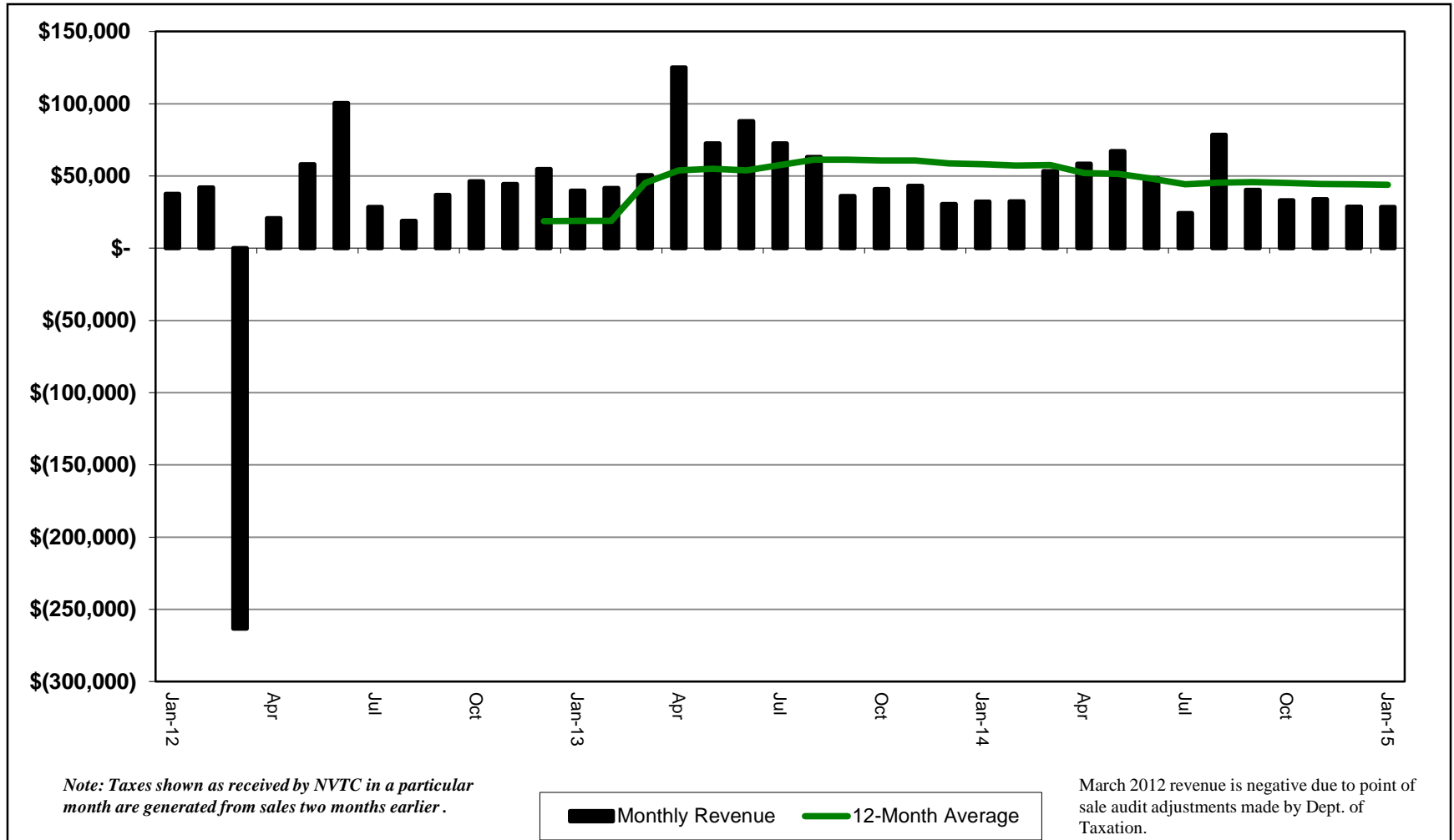
FISCAL YEARS 2012-2015



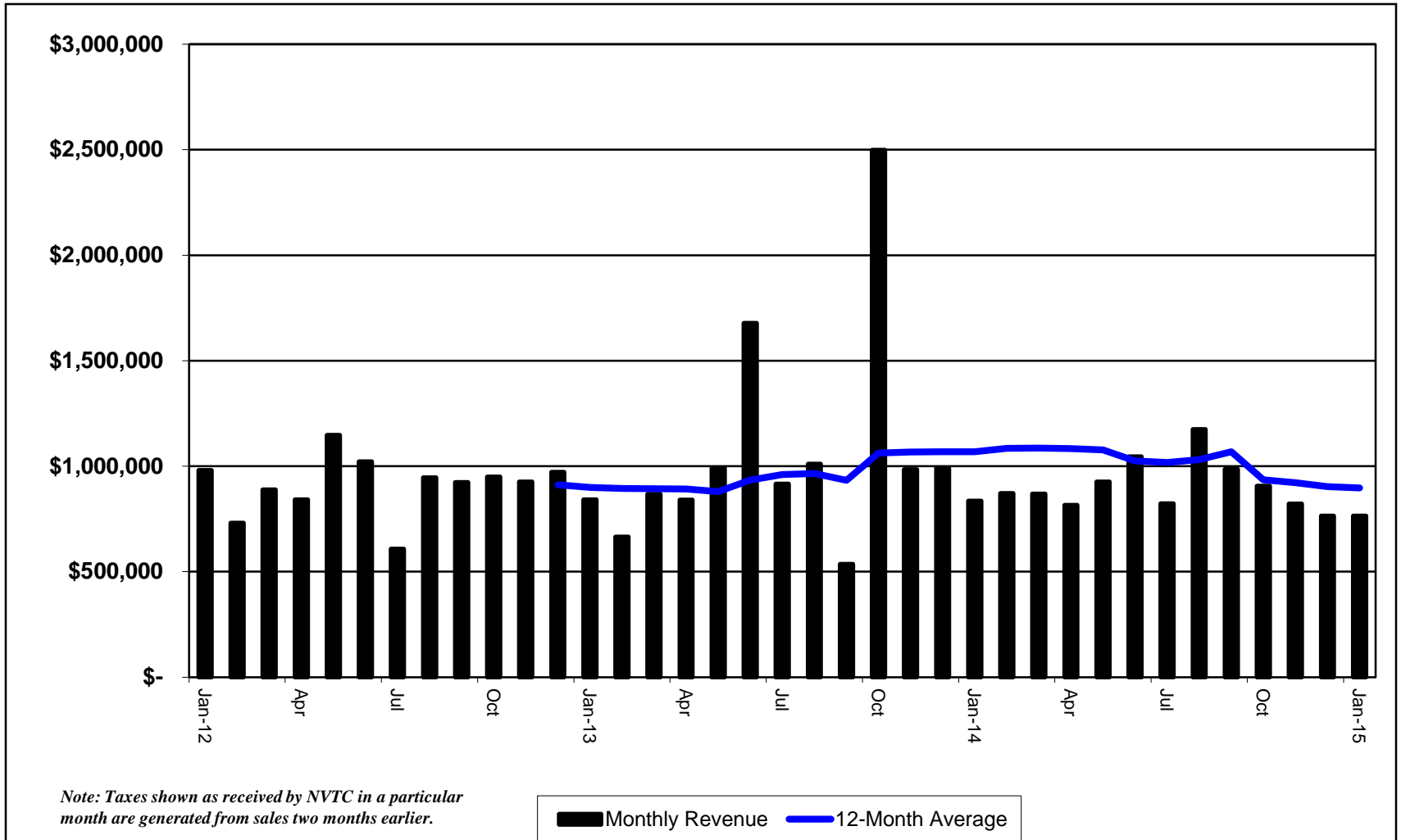
NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2012-2015



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



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



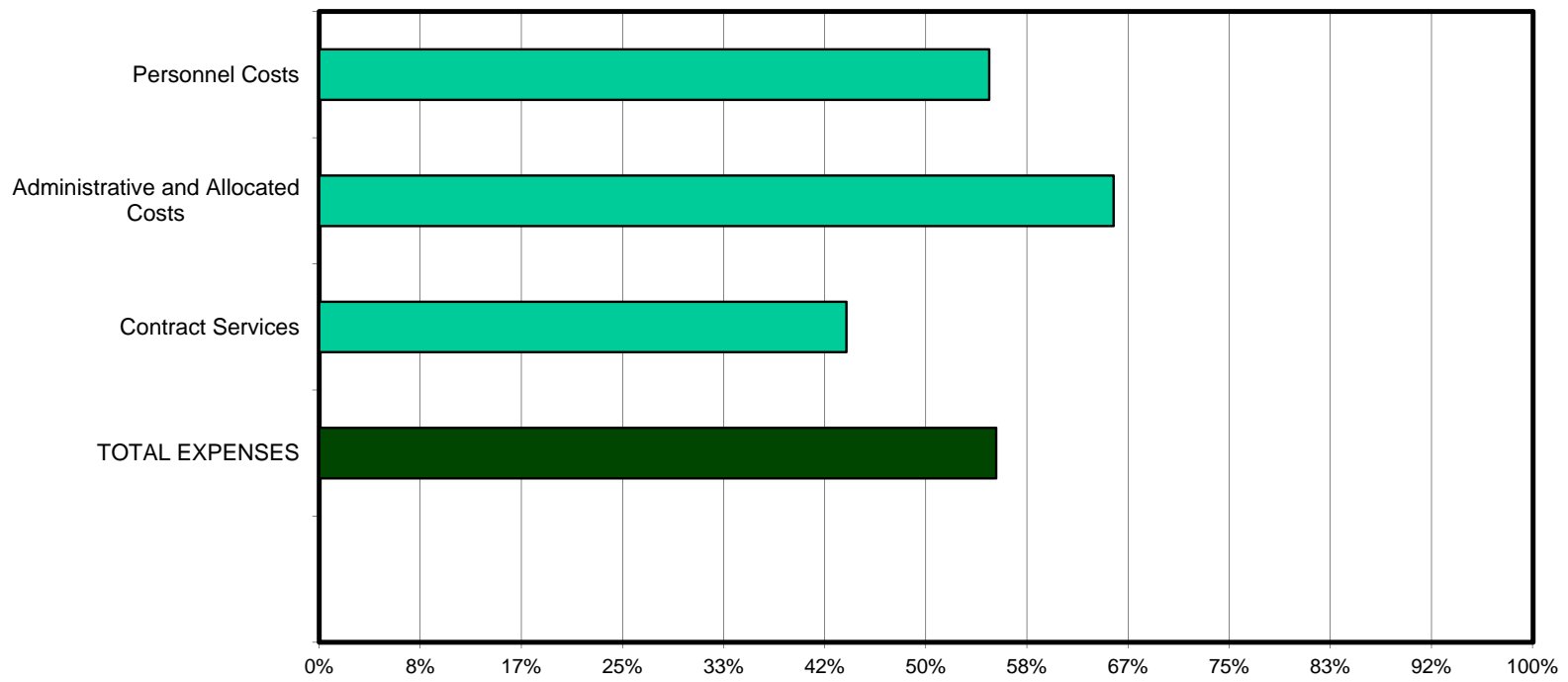
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Northern Virginia Transportation Commission

Financial Reports

February, 2015

Percentage of FY 2015 NVTC Administrative Budget Used
February 2015
(Target 66.67% or less)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
February, 2015

	<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	\$ 83,175.54	\$ 624,722.76	\$ 1,051,000.00	\$ 426,277.24	40.6%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>83,175.54</u>	<u>624,722.76</u>	<u>1,051,000.00</u>	<u>426,277.24</u>	<u>40.6%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	5,103.06	39,307.75	70,300.00	30,992.25	44.1%
Group Health Insurance	6,171.08	25,206.95	143,700.00	118,493.05	82.5%
Retirement	8,225.00	55,160.00	84,900.00	29,740.00	35.0%
Workmans & Unemployment Compensation	468.77	3,873.27	4,000.00	126.73	3.2%
Life Insurance	262.81	1,459.18	4,450.00	2,990.82	67.2%
Long Term Disability Insurance	470.62	2,853.32	5,050.00	2,196.68	43.5%
Total Benefit Costs	<u>20,701.34</u>	<u>127,860.47</u>	<u>312,400.00</u>	<u>184,539.53</u>	<u>59.1%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	650.00	5,935.12	11,000.00	5,064.88	46.0%
<i>Rents:</i>	<i>17,351.07</i>	<i>135,641.16</i>	<i>214,200.00</i>	<i>78,558.84</i>	<i>36.7%</i>
Office Rent	16,699.07	130,544.16	200,100.00	69,555.84	34.8%
Parking & Transit Benefits	652.00	5,097.00	14,100.00	9,003.00	63.9%
<i>Insurance:</i>	<i>192.66</i>	<i>3,100.00</i>	<i>6,100.00</i>	<i>3,000.00</i>	<i>49.2%</i>
Public Official Bonds	-	700.00	2,300.00	1,600.00	69.6%
Liability and Property	192.66	2,400.00	3,800.00	1,400.00	36.8%
<i>Travel:</i>	<i>2,630.74</i>	<i>20,012.85</i>	<i>21,400.00</i>	<i>1,387.15</i>	<i>6.5%</i>
Conference / Professional Development	335.00	4,965.16	7,800.00	2,834.84	36.3%
Non-Local Travel	980.51	3,638.55	1,800.00	(1,838.55)	-102.1%
Local Meetings & Related Expenses	1,315.23	11,409.14	11,800.00	390.86	3.3%
<i>Communication:</i>	<i>603.73</i>	<i>5,372.53</i>	<i>11,000.00</i>	<i>5,627.47</i>	<i>51.2%</i>
Postage	(9.72)	886.76	2,900.00	2,013.24	69.4%
Telephone and Data	613.45	4,485.77	8,100.00	3,614.23	44.6%
<i>Publications & Supplies</i>	<i>843.80</i>	<i>12,668.53</i>	<i>15,800.00</i>	<i>3,131.47</i>	<i>19.8%</i>
Office Supplies	351.72	1,557.03	2,800.00	1,242.97	44.4%
Duplication and Paper	492.08	5,002.26	7,500.00	2,497.74	33.3%
Public Information	-	6,109.24	5,500.00	(609.24)	-11.1%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
February, 2015

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	2,728.68	16,783.66	24,800.00	8,016.34	32.3%
Furniture and Equipment (Capital)	1,464.74	13,043.77	17,000.00	3,956.23	23.3%
Repairs and Maintenance	-	-	1,000.00	1,000.00	100.0%
Computer Operations	1,263.94	3,739.89	6,800.00	3,060.11	45.0%
<i>Other General and Administrative:</i>	780.22	4,943.44	8,100.00	3,156.56	39.0%
Subscriptions	-	-	-	-	0.0%
Memberships	79.67	713.02	1,300.00	586.98	45.2%
Fees and Miscellaneous	375.55	3,300.42	5,600.00	2,299.58	41.1%
Advertising (Personnel/Procurement)	325.00	930.00	1,200.00	270.00	22.5%
Total Administrative Costs	<u>25,780.90</u>	<u>204,457.29</u>	<u>312,400.00</u>	<u>107,942.71</u>	<u>34.6%</u>
<u>Contracting Services</u>					
Auditing	9,000.00	15,520.00	22,500.00	6,980.00	31.0%
Research and Analytic Support	16,111.08	63,748.84	160,000.00	96,251.16	60.2%
Legal	-	-	-	-	0.0%
Total Contract Services	<u>25,111.08</u>	<u>79,268.84</u>	<u>182,500.00</u>	<u>103,231.16</u>	<u>56.6%</u>
 Total Gross G&A Expenses	<u><u>\$ 154,768.86</u></u>	<u><u>\$ 1,036,309.36</u></u>	<u><u>\$ 1,858,300.00</u></u>	<u><u>\$ 821,990.64</u></u>	<u><u>44.2%</u></u>

NVTC
RECEIPTS and DISBURSEMENTS
February, 2015

Payer/			Wells Fargo	Wells Fargo	VA LGIP	
Date	Payee	Purpose	(Checking)	(Savings)	G&A / Project	Trusts
RECEIPTS						
4	FTA	Grant receipt - Falls Church			\$ 4,053.00	
9	DRPT	Capital grant receipt				12,946.00
9	DRPT	Grant receipt - Falls Church			1,013.00	
12	DRPT	Operating assistance - WMATA				8,265,724.00
12	DRPT	Operating assistance - City of Fairfax				166,527.00
12	DRPT	Operating assistance - Alexandria				826,400.00
12	DRPT	Operating assistance - Arlington				593,343.00
12	DRPT	Operating assistance - Fairfax				3,577,880.00
18	DMV	Motor Vehicle Fuels Sales tax				778.19
24	VRE	Reimburse staff support and expenses		7,170.94		
28	Banks	Interest income		2.63	67.68	15,670.03
			-	7,173.57	5,133.68	13,459,268.22
DISBURSEMENTS						
1-28	Various	G&A expenses	(137,657.51)			
4	Falls Church	Costs incurred			(4,053.00)	
10	Falls Church	Other capital				(12,946.00)
12	Falls Church	Costs incurred			(1,013.00)	
28	Banks	Service fees	(50.37)	(28.50)		
			(137,707.88)	(28.50)	(5,066.00)	(12,946.00)
TRANSFERS						
24	Transfer	From LGIP to checking	150,000.00		(150,000.00)	
			150,000.00	-	(150,000.00)	-
NET INCREASE (DECREASE) FOR MONTH			\$ 12,292.12	\$ 7,145.07	\$ (149,932.32)	\$ 13,446,322.22

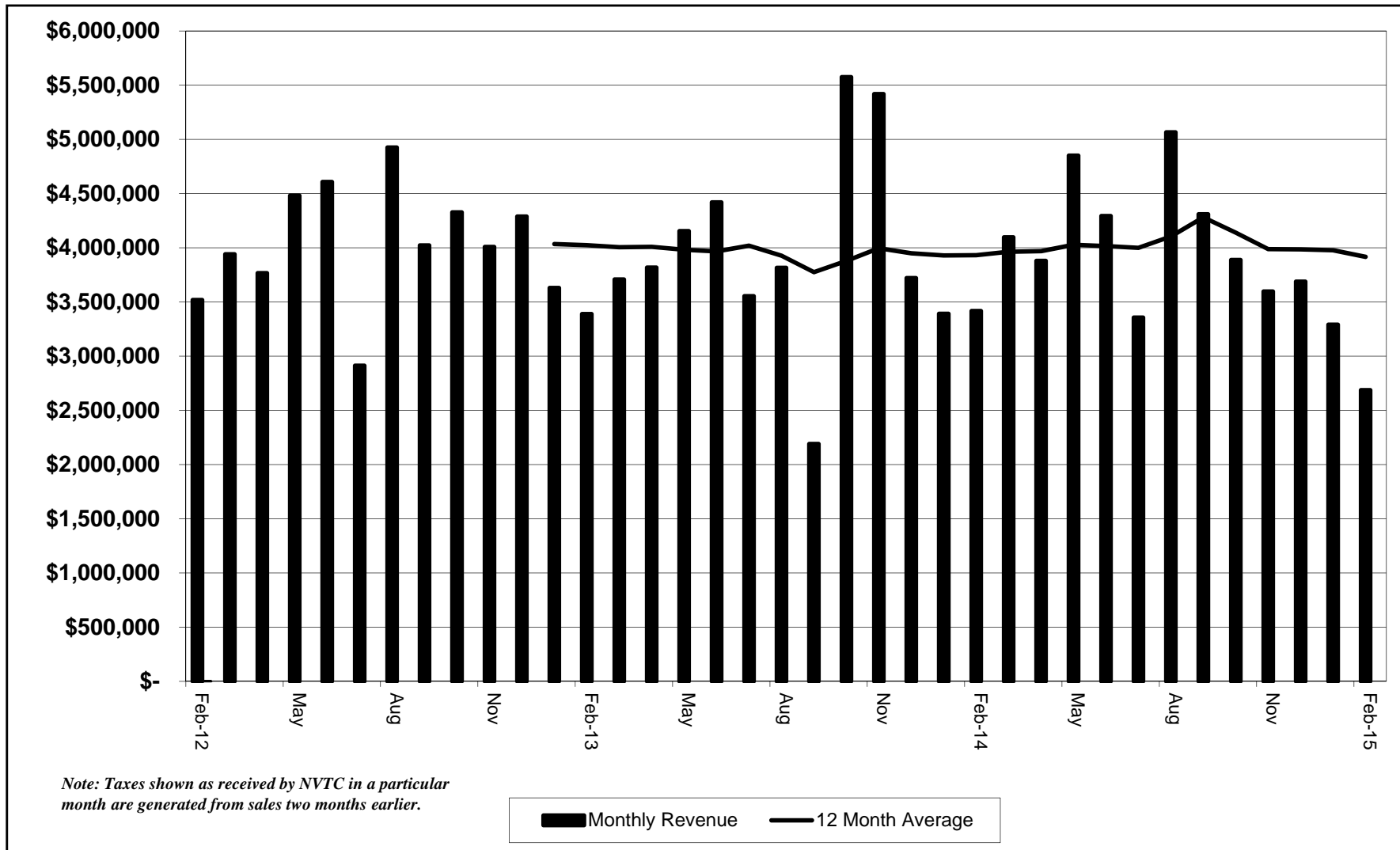
**NVTC
INVESTMENT REPORT
February, 2015**

Type	Rate	Balance 1/31/2015	Increase (Decrease)	Balance 2/28/2015	NVTC G&A/Project	Jurisdictions Trust Fund	Loudoun Trust Fund
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 90,946.05	\$ 12,292.12	\$ 103,238.17	\$ 103,238.17	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	170,890.83	7,145.07	178,035.90	178,035.90	-	-
<u>Investments - State Pool</u>							
Bank of America - LGIP	0.120%	162,867,197.20	13,296,389.90	176,163,587.10	606,288.17	148,948,483.34	26,608,815.59
		<u>\$ 163,129,034.08</u>	<u>\$ 13,406,251.32</u>	<u>\$ 176,444,861.17</u>	<u>\$ 887,562.24</u>	<u>\$ 148,948,483.34</u>	<u>\$ 26,608,815.59</u>

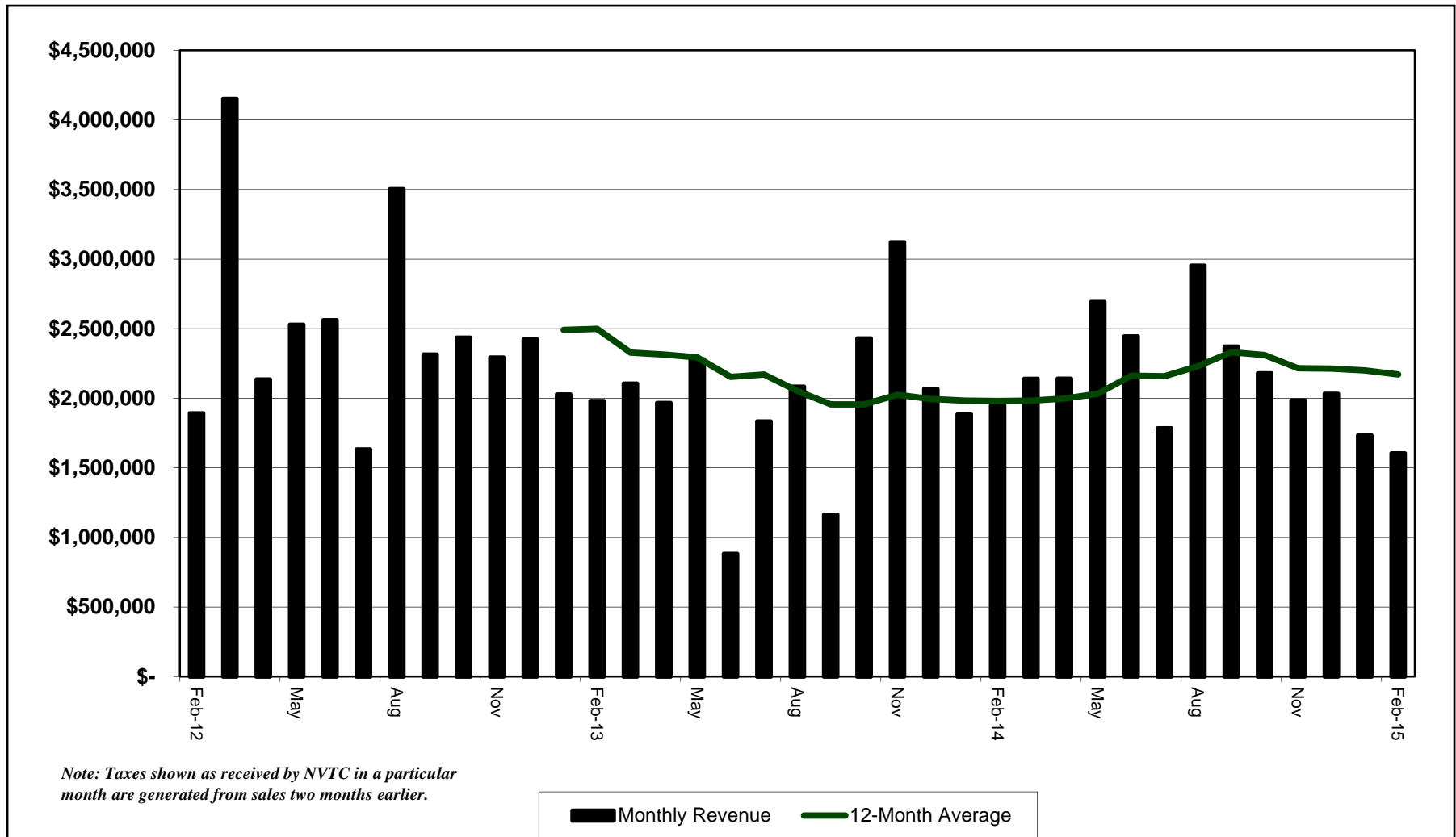
NVTC MONTHLY GAS TAX REVENUE

ALL JURISDICTIONS

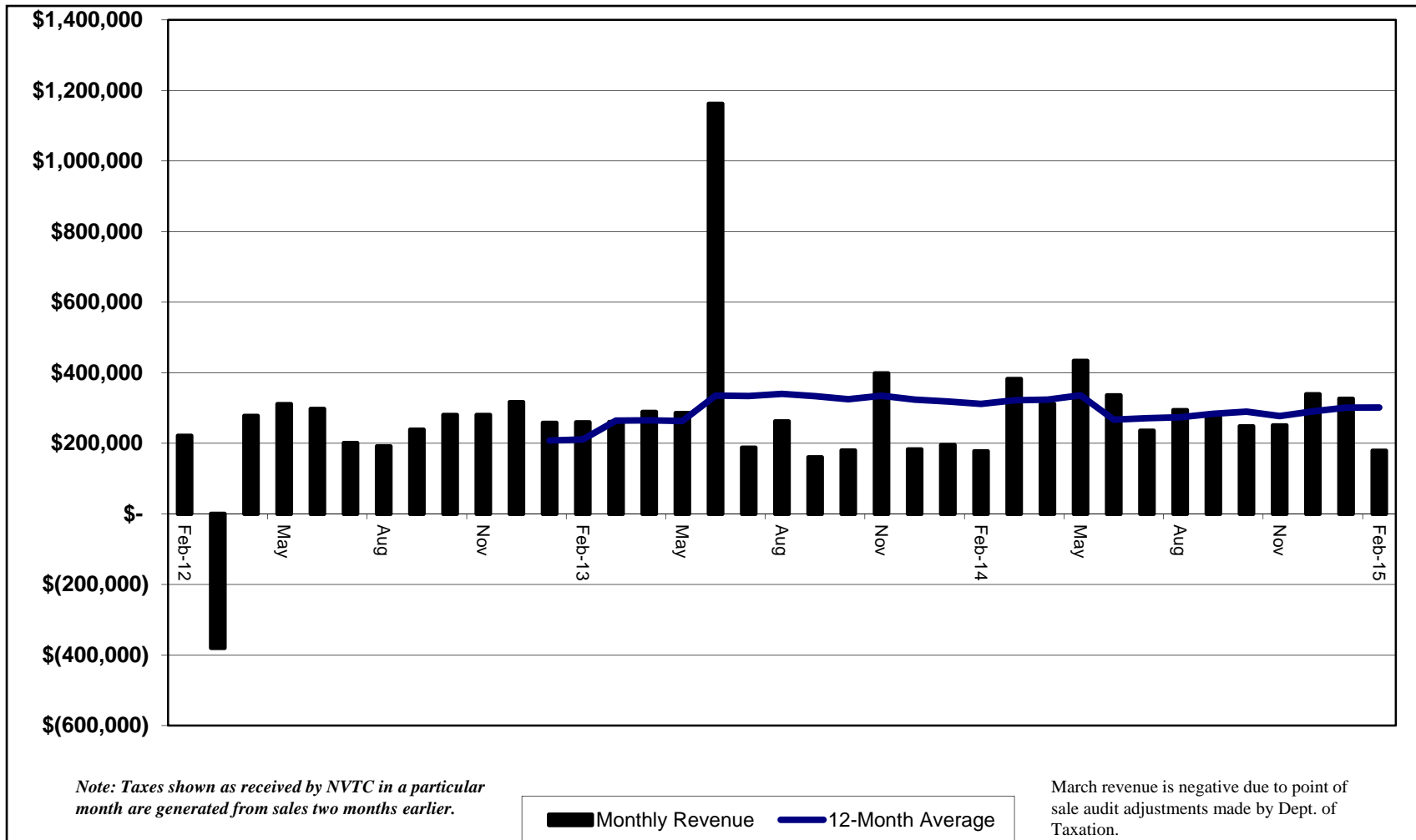
FISCAL YEARS 2012-2015



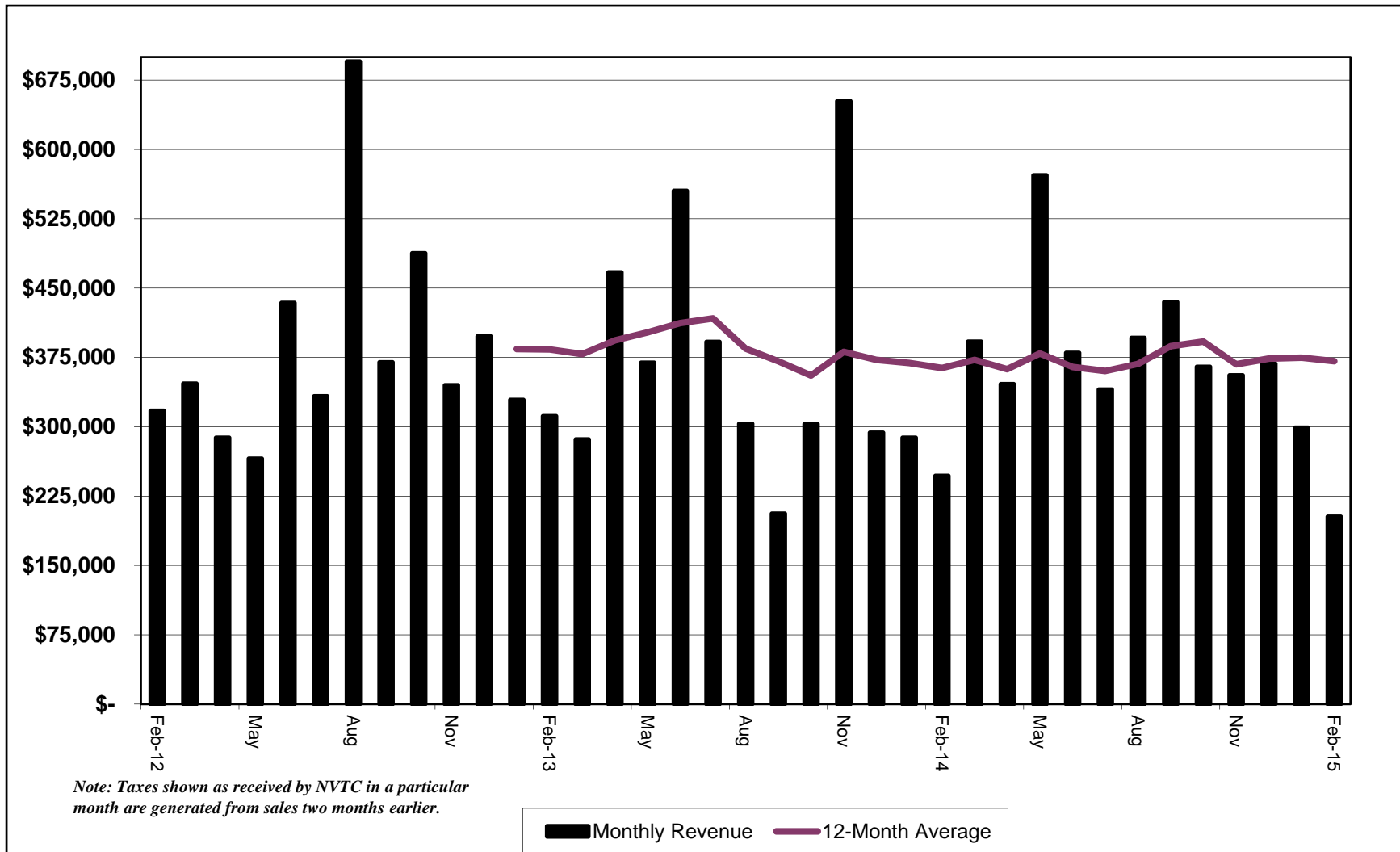
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2012-2015



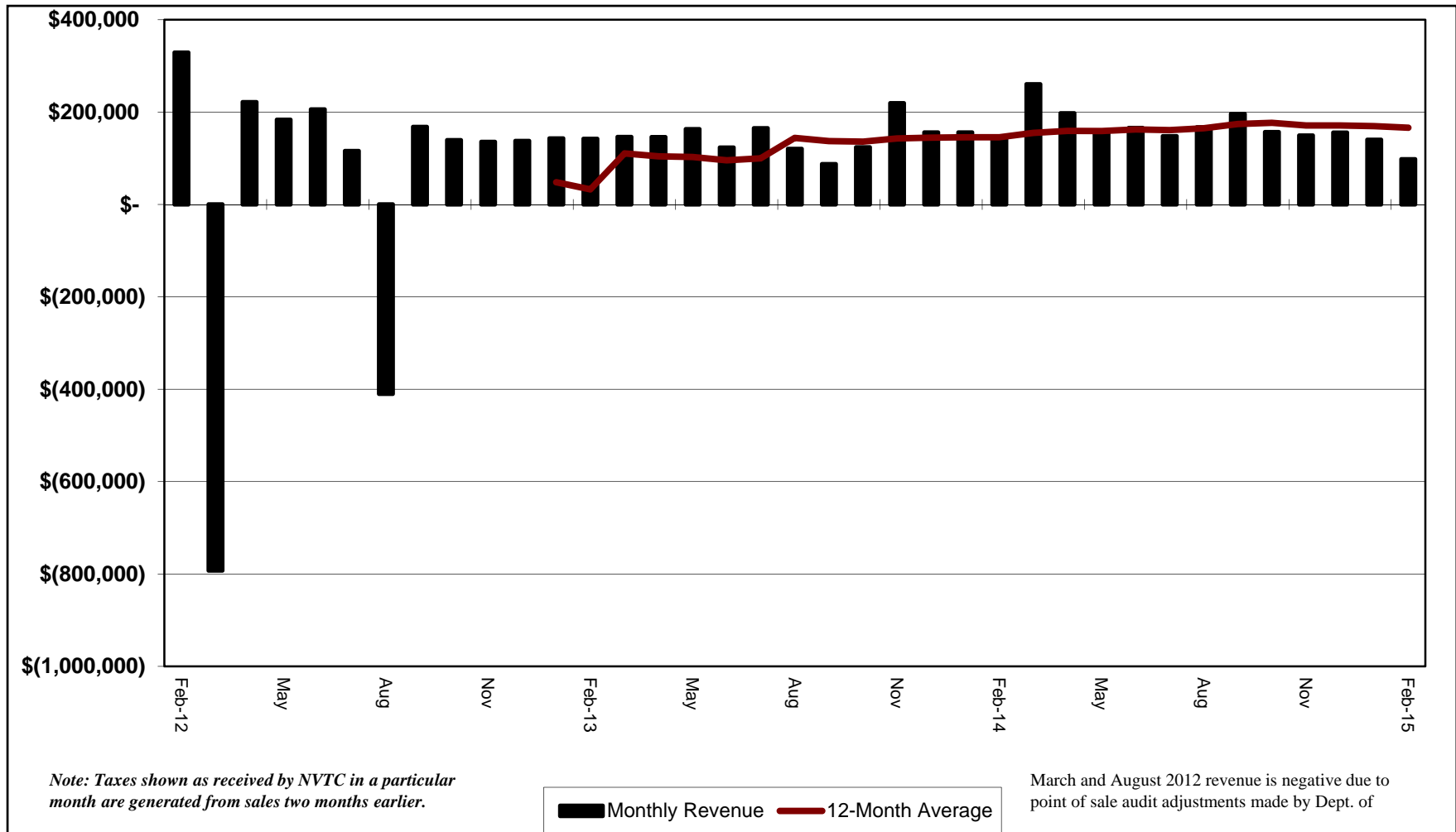
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2012-2015



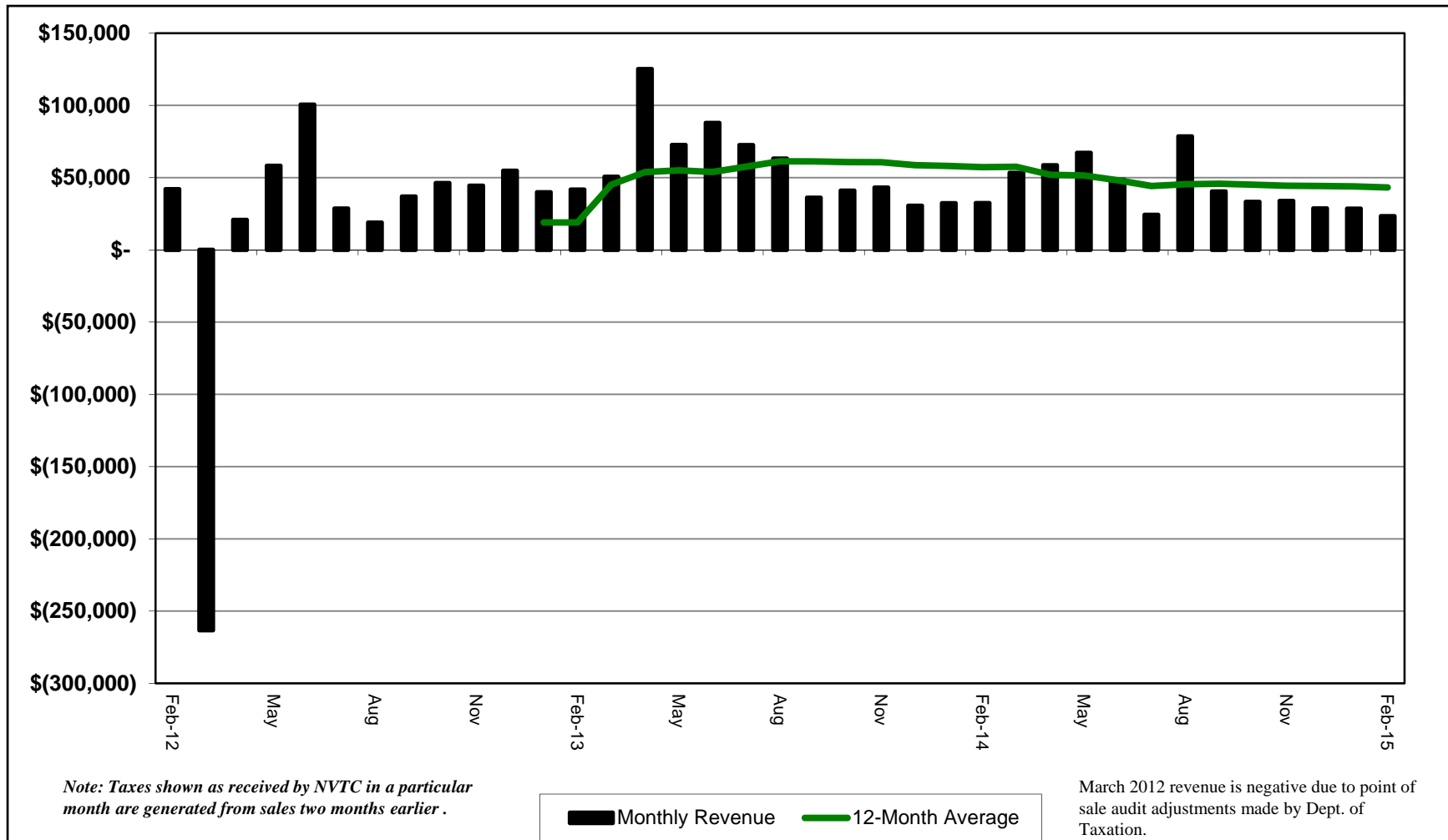
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2012-2015



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

