



MONTHLY COMMISSION MATERIALS

November 2015

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**NVTC COMMISSION MEETING
THURSDAY, NOVEMBER 5, 2015
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd.
Arlington, VA 22201**

8:00 P.M.

7:00 P.M. Executive Committee (dinner is available at that time)

AGENDA

1. OPENING REMARKS
2. ACTION ITEM: Approve the Minutes of the October 1, 2015 NVTC Meeting and Meeting Summary of the October 19, 2015 Budget Work Session
3. CONSENT AGENDA
 - A. Approve the 2016 Federal and State Legislative and Policy Agenda
 - B. Authorize the Chairman to Send Letters to the Virginia Congressional Delegation Regarding the Reauthorization of the Surface Transportation Programs
 - C. Authorize the Chairman to Submit Written Testimony to the Commonwealth Transportation Board for its Fall 2015 SYIP Public Hearing
4. Executive Director Report
 - A. Regional Public Forums on WMATA
 - B. New Electronic Payments Program
 - C. I-66 Inside the Beltway Framework
 - D. Envision Route 7
 - E. Emergency Preparedness
 - F. NVTC Annual Agenda
5. WMATA
 - A. Report of the Virginia Members of the WMATA Board of Directors
 1. Safety and Related Issues
 2. Financial Management
 3. Budget and Finance
 4. WMATA Virginia Ridership and Parking Facility Utilization
 5. Key WMATA Milestones/Dates
 - B. ACTION ITEM: Resolution #2284: WMATA Safety Oversight and Compliance

6. Virginia Railway Express

- A. VRE CEO Report and Minutes
- B. ACTION ITEM: Resolution #2285: Approve VRE's 2016 Legislative Agenda
- C. ACTION ITEM: Resolution #2286: Authorize the Execution of Amendments to the CSX Operating Access Agreement and Master Facilities Agreement
- D. ACTION ITEM: Resolution #2287: Authorize the Execution of an Amendment to the Norfolk Southern Operating Access Agreement
- E. ACTION ITEM: Resolution #2288: Authorize the Execution of an Amendment to the Amtrak Access and Storage Agreement
- F. ACTION ITEM: Resolution #2289: Approve the Submission of a Request for Funding for Final Design for Parking Expansion at the Manassas Park VRE Station to NVTa for FY2017 Funding Consideration

7. ACTION ITEM: Approve the Proposed NVTC FY2016 Amended and the Proposed FY2017 General and Administrative Budgets

8. INFORMATION ITEM: Washington, D.C. to Richmond High-Speed Rail Project (DC2RVA) Update

9. INFORMATION ITEM: NVTC FY2016 1st Quarter Ridership Report

10. INFORMATION ITEM: Commonwealth and Regional Agency Reports

- A. Department of Rail and Public Transportation (DRPT)
- B. Commonwealth Transportation Board (CTB)
- C. Northern Virginia Transportation Authority (NVTa)
- D. Transportation Planning Board (TPB)

11. INFORMATION ITEM: Financial Items for September 2015

12. CLOSED SESSION



AGENDA ITEM #2

MINUTES
NVTC COMMISSION MEETING – OCTOBER 1, 2015
NAVY LEAGUE BUILDING – FIRST FLOOR CONFERENCE ROOM
ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Snyder at 8:06 P.M.

Members Present

Richard Black
Sharon Bulova
Jim Corcoran
Jay Fisette
John Foust
Mary Hynes
Jeff Greenfield
David LaRock
James LeMunyon
Jeff McKay
J. Randall Minchew
Thomas D. Rust
David F. Snyder
Jennifer Wexton

Members Absent

John Cook
William Euille
Catherine Hudgins
Ken Reid
J. Walter Tejada
Paul Smedberg

Staff Present

Karen Finucan Clarkson
Kelley Coyner
Rhonda Gilchrest
Dan Goldfarb
Laurel Hammig
Scott Kalkwarf
David Koch
Kate Mattice
Elizabeth Patel
Aimee Perron Siebert
Melissa Walker
Steve MacIsaac (legal counsel)
Todd Horsley (DRPT)
Bryan Jungwirth (VRE)
Joe Swartz (VRE)

Chairman's Remarks

Chairman Snyder stated he will reserve his remarks since there is a full agenda. He suggested moving the VRE Agenda Item, which includes an action item, to after the Consent Agenda since Mr. Greenfield has to leave early. There were no objections.

Minutes of NVTC's September 3, 2015 Meeting

Mr. McKay moved, with a second by Mrs. Hynes, to approve the minutes. The vote in favor was cast by Commissioners Black, Bulova, Fisette, Foust, Greenfield, Hynes, LeMunyon, McKay, Rust, Snyder and Wexton.

Consent Agenda

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

- A. Authorization for the Chairman or His Designee to Present Testimony at the Commonwealth Transportation Board's Fall 2015 Hearing
- B. Authorization to Provide Notice of Direct Contribution to NVTC's Jurisdictions
- C. Authorization to Issue a Request for Proposals (RFP) for a Copier Lease and Maintenance Contract
- D. Approval of the 2016 Meeting Schedule

Delegate LeMunyon requested "#A: CTB Testimony" be removed from the Consent Agenda.

The Commission then voted on the amended Consent Agenda to approve B, C and D. The vote in favor was cast by Commissioners Black, Bulova, Fisette, Foust, Greenfield, Hynes, LeMunyon, McKay, Rust, Snyder and Wexton.

Authorization for the Chairman or His Designee to Present Testimony at the Commonwealth Transportation Board's Fall 2015 Hearing

Mrs. Bulova moved, with a second by Mrs. Hynes, to authorize Chairman Snyder or his designee to present testimony at the Commonwealth Transportation Board's fall 2015 hearing. The vote in favor was cast by Commissioners Bulova, Fisette, Foust, Greenfield, Hynes, McKay, Rust, Snyder and Wexton. Senator Black and Delegate LeMunyon voted no. (Delegate LeMunyon noted he objected to a position taken in the testimony.)

Mr. Corcoran arrived at 8:08 P.M.

Virginia Railway Express

Report from the VRE Chief Executive Officer. Mrs. Bulova noted that Mr. Swartz is filling in for Mr. Allen, who was unable to attend. Mr. Swartz reviewed highlights of recent VRE staff activity related to safety and security. VRE hosted a team of researchers from the U.S. Department of Transportation's Volpe Center Research Group who evaluated VRE as part of the development of a new pilot behavior-based safety program being sponsored by the Federal Railroad Administration (FRA); provided classroom and hands-on equipment training to the Nokesville Volunteer Fire Department; and participated in the Washington Union Station Facilities Emergency and Planning Table Talk exercise hosted by Amtrak.

Delegate LaRock arrived at 8:09 P.M.

Mr. Swartz reported on-time performance (OTP) for the month of August was 93 percent and average daily ridership was 17,600. The Spotsylvania Station is scheduled to be completed in the next few months. VRE continues to monitor congressional activity concerning the legislation extending the Positive Train Control (PTC) deadline. The House is expected to vote on a bill that would extend the deadline and the Senate is also expected to take action. Chairman Snyder asked about VRE's schedule for PTC implementation. Mr. Swartz responded that VRE will have its PTC equipment installed by the end of the year. However, since it is interoperable with the host railroads (Norfolk Southern and CSXT) full PTC implementation is dependent on their schedules.

Authorization to Refer VRE's Preliminary FY2017 Operating and Capital Budget to the Jurisdictions. Mrs. Bulova stated that Resolution #2283 would authorize the referral of the VRE preliminary FY2017 budget to the jurisdictions. The budget totals \$119.8 million and includes a proposed five percent subsidy increase with no fare increase. There is a current net unfunded amount of \$2.8 million. As in the past, VRE will submit a balanced budget to the Operations Board in December. The final version of the budget will be presented to the Commissions at their January 2016 meetings.

Mrs. Bulova moved, with a second by Mr. Foust, to approve Resolution #2283 (copy attached). The vote in favor was cast by Commissioners Black, Bulova, Corcoran, Fisette, Foust, Greenfield, Hynes, LaRock, LeMunyon, McKay, Rust, Snyder and Wexton.

VRE Financial Plan. Mrs. Bulova stated that VRE has been working on strategic financial forecasting to develop a long-term Financial Plan in order to identify ways to fund future VRE growth outlined in VRE's Strategic Plan 2040.

Executive Director Report

Ms. Coyner stated there is a handout with key dates of upcoming NVTC activities, including public meetings for the I-66 Inside the Beltway project. NVTC will participate to provide information on the multimodal portion of the proposal. She reported that the Commonwealth has proposed a draft Framework Agreement for the I-66 Inside the Beltway project and the jurisdictions have received a copy of the draft agreement. NVTC

is creating a Working Group to work on the agreement. The Commission will receive an update on the agreement at the November 5th Commission meeting.

Ms. Coyner stated that in advance of next month's Route 7 public meetings, NBC4's Adam Tuss did a feature of the Envision Route 7 project. The story was broadcast on Tuesday night and Wednesday morning.

Ms. Coyner reported that NVTC and the regional partners have not received cost estimates from WMATA or its contractor for the New Electronic Payments Program (NEPP). The estimates are expected in early October. After pricing is received, there will be a regional discussion on how, or if, to move forward with the implementation of NEPP. The NEPP pilot of Metrobus and Metrorail is completed although not accepted by WMATA. A number of questions have been raised by WMATA, NVTC and regional staff regarding the cost effectiveness and regional implementation of the project.

Ms. Coyner also announced that the NVTC Emergency Preparedness Program planning group has reviewed draft plans for three stations (Rosslyn, Wiehle-East, and National Airport) and the draft schedule for completing all the Metrorail stations in Northern Virginia. Rosslyn and Wiehle-East will serve as templates for above and below ground stations. The National Airport plan will be incorporated in a full-scale "boots on the ground" exercise in March. Each plan is designed to ensure the safety and mobility of passengers evacuated from Metrorail stations.

Regional Bus Agenda

Ms. Coyner stated that the NVTC Regional Bus Agenda, a cornerstone of NVTC's Strategic Framework, envisions a Northern Virginia where a high capacity, high quality network of transit systems connects people to businesses of all types, allowing this diverse region to thrive economically. She explained that it is meant to be a tool to assist the Commission and the jurisdictions and it is not meant to step in the role of the transit service providers or the jurisdictions.

Ms. Coyner stated it is exciting that some of the work NVTC has already engaged in is leading edge in using GIS to look at where transit needs are. NVTC will be able to layer additional information as jurisdictions develop their transit plans as we look at investment opportunities for funding in order to make regional connections. The Commission will be periodically updated on the progress being made.

Mrs. Bulova moved, with a second by Mrs. Hynes, to approve the Regional Bus Agenda.

Chairman Snyder stated that the Regional Bus Agenda offers the region a great opportunity to work together to coordinate better, to provide more effective and efficient service to more people.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Black, Bulova, Corcoran, Fisette, Foust, Greenfield, Hynes, LaRock, LeMunyon, McKay, Rust, Snyder and Wexton.

Envision Route 7 Project

Dan Goldfarb, NVTC's Route 7 Project Manager, gave an overview of Phase 2 of the project, which includes looking at the projected ridership and costs associated with light rail transit (LRT) and bus rapid transit (BRT). In addition to these modes, there is an option of implementing transportation systems management (TSM), which involves non-capital intense and lower-cost strategies, such as enhancing existing bus service. Another option is "no build." At the conclusion of this phase, a preferred mode will be identified for a high quality transit option for this corridor.

Mr. Goldfarb stated that Route 7 is one of the nation's oldest and most historic thoroughfares. Today, about 553,000 people live along Route 7. The corridor's population is expected to grow by 34 percent by 2040, which will result in the need for more than 82,000 additional residential units. A 36 percent increase in jobs is expected by 2040. The phenomenal growth in Tysons is a harbinger of growth to come to the Route 7 corridor. Today the size of Tysons is equivalent to the size of the City of Miami. Within 15 years, employment in Tysons will approach 160,000, rivalling Seattle and Houston's central business districts (CBDs) today. Mr. Corcoran asked for information on land densities of the CBDs discussed.

Mike Flood, project consultant with Parsons Brinckerhoff, summarized the travel time projections. With a dedicated guideway, such as LRT or BRT, the transit travel time would be half of what it would be under the no build or Transit Service Management (TSM) options. Mr. Corcoran asked for information on what is today's current travel time. Mr. Flood stated that analysis shows this a viable corridor for transit. Regarding cost estimates, BRT's capital costs are nearly 75 percent lower than LRT and operating costs are about 40 percent below LRT. Construction of needed dedicated structures for LRT contribute to LRT's higher capital costs (\$990 million), which are nearly four times higher than BRT (\$250 million).

In response to a question from Mr. Foust, Mr. Flood stated the primary driver of ridership is travel times savings. There is not a big difference in preference between LRT and BRT.

Mr. Fisette asked if the original purchase price and replacement costs were included in the capital cost estimates. Mr. Flood responded that initial capital costs include only the purchase costs.

Mrs. Hynes asked if BRT would be used in dedicated lanes the entire corridor. Mr. Flood stated they are now testing the viability of the options. Phase 3 will include engineering. The service would operate in different types of a fixed guideway. Both BRT and LRT would operate in median lanes from Tysons to the City of Falls Church. Route 7 through the City of Falls Church is constrained in the right-of-way with buildings right next to the road. The service would operate in Business Access Transit (BAT) lanes, which would be open to buses and any vehicle making an immediate right turn. BAT lanes would be used again on US 29 between Route 7 and the East Falls Church Metrorail Station. From the Metrorail station south, it would use dedicated lanes. Along Route 7, lanes would potentially be curbside transit-only lanes. Once in the City of Alexandria, the vehicle would operate in mixed traffic.

Delegate Minchew arrived at 8:39 P.M.

Mr. Flood reviewed the alignment options that are under consideration. The service would start in Tysons near the Spring Hill Metrorail station and stop at either Mark Center or the King Street Metrorail station in Alexandria. There is some interest in connecting to the Van Dorn Metrorail Station. A mid-corridor connection to the East Falls Church Metrorail station is also being evaluated.

Senator Black asked if there are plan to connect this project to Route 7 west to Loudoun County. Mr. Flood stated that there has been interest expressed in this type of study and he believes VDOT may be considering such a study, but it is not part of this study.

Mr. Flood reviewed the next steps, which include presenting material, entering the alternative analysis phase, funding and financing analysis, and then recommending a mode choice, terminus and alignment.

Mr. Fisette observed that an alignment to the East Falls Church Metrorail station would be advantageous and is important for ridership. Mrs. Hynes asked if this alignment enters into Arlington County. Mr. Flood answered the East Falls Church Metrorail station is located in Arlington County. Mrs. Hynes asked for a clear map/diagram showing the proposed alignment as well as the impacts during the design phase.

Mr. McKay stated that the Route 1 Alternatives Analysis included an economic development component to help explain the costs and benefits to the region. He asked if a similar component is included in this study. Ms. Coyner replied that it is not part of this phase. This analysis focuses on the economic drivers that define the transportation need. It does take into account existing and anticipated development. Typically, the economic development component is done in the next phase. Mr. Fisette stated that looking at the benefits of an investment is helpful to know. He asked about what it would take to include economic development in one of the phases of the project. Ms. Coyner stated that staff will report back on how the technical analysis would support an HB2 application.

In response to a question from Mr. Fisette, Ms. Coyner reviewed the timeline for the project. She also explained that the process calls for identifying a project champion or sponsor. The work being done will also result in a sustainable funding strategy.

Ms. Coyner explained that web-ready information will be made available to Commissioners to reach out to the community to invite them to the upcoming public meetings.

Legislative and Policy Committee Co-Chair Report

Legislative and Policy Committee Co-Chairs, Jeff McKay and Jeff Greenfield, provided an overview of the draft 2016 NVTC Federal and State Legislative and Policy Agenda. Mr. McKay stated that the Agenda was circulated to Commissioners with redlined

changes. It is very similar to last year's agenda with most of the changes being editorial, with the addition of updates reflecting recent legislative and policy changes:

- The need for dedicated funding sources for operating assistance as well as capital;
- A call for a floor on the regional gas tax;
- A request that the bus on shoulder pilot be evaluated with a focus on the condition of the shoulder; and
- A new priority for safety and security items that calls for 1) authorization of the Metro Safety Commission to provide safety oversight of WMATA, 2) coordination and support of emergency planning, and 3) continued support of State of Good Repair as key to safe transit operations, especially with respect to rail.

Mr. McKay explained that the Federal and State Legislative and Policy Agenda will be presented for approval at the November meeting. Commissioners are encouraged to submit comments. The agenda has been coordinated with member jurisdictions, VRE, NVT, WMATA and NVTC's Legislative and Policy Committee.

Mr. Greenfield reported that there are no substantive changes to the Federal portion of the Legislative and Policy Agenda. It reflects the current state of play of the Federal surface transportation authorization. The current extension expires on October 29, 2015. The Senate has passed a six-year bill and the House continues to work on legislation. Regarding Positive Train Control (PTC), which is a key issue for VRE, the House has introduced a bill to extend the deadline.

Mr. Greenfield reported that Maryland and Virginia delegation members introduced a bill that would make the Federal Transit Administration the appointing authority for the Federal member of the WMATA Board. It is anticipated that there will also be legislation introduced in the Senate.

Mr. Greenfield announced that a joint NVTC/PRTC Legislative and Policy briefing will be held on December 9th in the Springfield area. [It has subsequently been rescheduled to December 10th.] Both Federal and state legislators will be invited to attend.

Delegate LeMunyon asked if support for the in-state collection of online retail sales tax needs to stay in the Legislative and Policy Agenda since the deadline for the Federal government to enact legislation passed, which resulted in an increase if the gas tax kicked in January 1, 2015. Delegate Rust stated that it will be in effect until the Federal government enacts an on-line sales tax. Senator Black observed that the bottom line is that there is a funding source. Mr. Fissette suggested taking out the last two sentences under this item in the Federal and State Legislative and Policy Agenda. Mr. McKay agreed this is a good suggestion. There were no objections.

In response to a question from Mrs. Bulova, Mrs. Hynes explained that currently the General Services Administration (GSA) appoints the Federal member to the WMATA Board, but her opinion is that the new legislation introduced in the House to transfer that appointing authority to the Federal Transit Administration (FTA) makes sense.

Mr. McKay stated that it is important for NVTC to make a strong statement on transit safety in the Legislative and Policy Agenda among other places.

Delegate Minchew stated that yesterday the National Transportation Safety Board (NTSB) made two related safety recommendation to the U.S. Department of Transportation. It would designate WMATA as a commuter authority which would subject it to Federal Railroad Administration (FRA) oversight for WMATA's rail system. This would require a legislative change. NTSB also called for the FTA Administrator to develop and implement a plan to transition the oversight within six months. Delegate Minchew suggested it would be helpful to know the pros and cons to designating WMATA as a commuter authority.

Chairman Snyder stated that the theory is that the FRA, as a regulatory agency, already has expertise on railroads. Whether FRA would need to hire inspectors with different expertise than what they have now is the question. He believes that NVTC should make a statement on this issue and what is the best approach on safety with respect to WMATA.

Mr. Greenfield left at 9:12 P.M.

Report of the Virginia Members of the WMATA Board of Directors

Mr. Corcoran reported that the General Manager/CEO search is underway and interviews are being scheduled to begin next week. He also announced the FY2015 Audit will start on October 5th. Final bids have been accepted for a management and operations audit of WMATA. Mr. Corcoran announced that he has been named chair of the Audit and Investigations Committee. He also reported that the WMATA Board has discussed hiring another firm to serve as a corrective action consultant. He believes that things are moving in a better direction at WMATA compared to six months ago.

Mrs. Hynes reported that FTA accepted WMATA's plan to address corrective actions following a FTA safety audit. Since FTA did not have safety powers until after the last MAP-21 authorization was passed, it is difficult to know if the number of corrective actions from FTA audit are normal.

Mr. Fisette suggested that NVTC should host 2-3 sessions across Northern Virginia and invite the public to voice questions, concerns and comments about WMATA service. Mr. Corcoran reported that WMATA Board members are also trying to reach out to the riders through a series of 10 sessions at different Metrorail stations throughout the region. There may be a way to tie into these events. Mrs. Bulova agreed that Mr. Fisette's suggestion is a good idea. WMATA should participate. It is a good opportunity to hear concerns, thoughts and comments, which could culminate into a written report including recommendations. She suggested the presentation could include historical background of WMATA, where does funding come from, how the governance structure works, and what are some of the challenges WMATA is facing. Timing of these public meetings could be strategic with a new General Manager/CEO.

Delegate LeMunyon asked if the management and operations audit is looking at the Compact and WMATA's governance structure. Mr. Corcoran replied it is not part of this audit, which is strictly looking at operations. The corrective action consultant may look at those types of issues. Mrs. Hynes expressed caution about opening the Compact. It has been looked at several times and each time the conclusion that the dangers of opening the Compact outweigh the benefits.

Senator Black left at 9:26 PM.

NVTC FY2015 4th Quarter Ridership Report

Mr. Koch gave an overview of the ridership report, which is cumulative over the four quarters. All of Northern Virginia's transit systems' ridership is basically unchanged from FY2014 to FY2015. During that period, overall Metrobus ridership was down slightly and Metrorail rail ridership is slightly up. He reported that for the last three quarters Metrorail ridership has been down about one percent, which is a general trend. Riders with longer commutes and higher commuting costs are riding less, while there is an increase in ridership growth in the urban areas. There is also a continual shift in ridership from the Orange Line to the Silver Line.

Mr. Koch reviewed data for the local systems. There is an eight percent decline in Fairfax Connector ridership. Fairfax Connector staff thinks the decline is due to riders in the Herndon/Reston area shifting modes to the Silver Line. The City of Fairfax's CUE Bus has seen a six percent decline, which the City of Fairfax staff attribute to overall Metrorail ridership decline and lower gas prices.

Mr. McKay expressed concern about the ridership decline at the end of lines. He requested NVTC, as it has in the past, provide parking utilization data in the monthly meeting materials.

Commonwealth and Regional Agency Reports

Mr. Horsley gave a quick update on DRPT issues. HB2 applications were due September 30th. The projects will be screened and evaluated from October through January by Commonwealth staff. There were no questions.

NVTC General and Administrative Budget

Ms. Coyner stated that the proposed amended FY2016 G&A Budget and a preliminary FY2017 G&A Budget have been provided. A budget work session will be held on October 19 or 20.

Delegate LeMunyon asked what is the basis for the I-66 Inside the Beltway project budget numbers and how do they turn into a revenue source. Mr. Kalkwarf replied that NVTC is planning to seek funding from the Commonwealth to cover I-66 Inside the

Beltway costs since toll revenues will not be available until summer 2017. Mr. Kalkwarf noted that revenue must be accounted with respect to expenditures. Delegate LeMunyon asked about the source of these funds and whether they were appropriated funds. Ms. Coyner noted that she understood that the funds would come from the Regional Toll Facilities Revolving Account.

Ms. Coyner reviewed next steps. It is anticipated that the Commission will be asked to approve the amended budget, authorize the Executive Director to apply and execute a project agreement with the Commonwealth, and possibly authorize the issuance of a RFP for any related contract work. These are all consistent with state guidelines as well as NVTC's accounting policies. The budget footnotes provide more information about how the additional funds being requested would be used. A preliminary job description for a project coordinator is also included in the budget documents.

Financial Items for August 2015

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

Adjournment

On a motion by Delegate Minchew and a second by Mrs. Hynes, the Commission unanimously voted to adjourn. Chairman Snyder adjourned the meeting at 9:35 P.M.

Approved this 5th day of November, 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



RESOLUTION #2283

SUBJECT: Referral of VRE's Preliminary FY 2017 VRE Operating and Capital Budget to the Jurisdictions

WHEREAS: The VRE Master Agreement requires the VRE Operations Board submit to the Commissions a preliminary fiscal year budget by September 30th each year;

WHEREAS: The VRE Chief Executive Officer has provided the VRE Operations Board with the preliminary FY 2017 Operating and Capital Budget;

WHEREAS: At its September 18, 2015 meeting, the VRE Operations Board took action to refer the preliminary FY 2017 Operating and Capital Budget to the Commissions for their consideration; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the preliminary FY2017 VRE Operating and Capital Budget be forwarded to the jurisdictions for their formal review and comment.

BE IT FURTHER RESOLVED that NVTC directs staff to consider and address comments by the jurisdictions and to forward a final recommended budget to the VRE Operations Board at the December 2015 meeting for consideration and referral to the Commissions for adoption in January 2016.

Approved this 1st day of October 2015.



Jeffrey McKay
Secretary-Treasurer



David F. Snyder
Chairman

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AGENDA ITEM #2

MEETING SUMMARY NVTC BUDGET WORK SESSION – OCTOBER 19, 2015 NVTC'S CONFERENCE ROOM, ARLINGTON, VIRGINIA

The Budget Work Session was called to order by Chairman Snyder at 9:09 A.M.

Members Present

Jay Fisette
Paul Smedberg
David F. Snyder

Members Absent

Richard Black
Sharon Bulova
John Cook
Jim Corcoran
William Euille
John Foust
Jeff Greenfield
Catherine Hudgins
Mary Hynes
David LaRock
James LeMunyon
Jeff McKay
J. Randall Minchew
Ken Reid
Thomas D. Rust
J. Walter Tejada
Jennifer Wexton

Staff Present

Karen Finucan Clarkson
Kelley Coyner
Rhonda Gilchrest
Dan Goldfarb
Laurel Hammig
Scott Kalkwarf
David Koch
Kate Mattice
Malcolm Watson (Fairfax County)

Chairman's Remarks

Chairman Snyder opened the Work Session noting that NVTC approved a significant increase in the FY2016 budget. The FY2017 as a current services budget maintains the high impact work initiated by the Executive Director and the NVTC team, plus support of the I-66 Inside the Beltway Project.

Ms. Coyner reviewed the budget process noting that this Work Session is part of the budget process. Under that process, the FY2016 Amended G&A Budget and the FY2017 G&A Budget will be presented at the November 5, 2015 meeting for approval. Mr. Kalkwarf explained that the proposed amendments to the FY2016 Budget are only those related to the I-66 project. Ms. Coyner then reviewed the major components of the budget including the I-66 Inside the Beltway Implementation budget, which calls for a new dedicated staff position (project coordinator) to be complemented by contractor support. It is anticipated that the new position would be hired half-way through FY 2017.

Commissioners noted that the FY2017 Budget is a current services budget except for when excluding the additional resources identified for I-66 implementation and management. Staff was asked to identify several options for the I-66 budget including a separate line item and project budget, to update the footnotes based upon the meeting, and to seek a funding request based upon current status of the project. Further, Commissioners requested that staff seek a commitment from VDOT that expenses from the implementation, administration and management of the project would be funded through the project. Commissioners also suggested that staff develop a five-year plan for management of the project.

Mr. Snyder left the meeting at 9:54 A.M.

The meeting adjourned at 10:06 A.M.

Approved this 5th day of November, 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer

TO: Chairman Snyder and NVTC Commissioners
FROM: Kelley Coyner
DATE: October 29, 2015
SUBJECT: Consent Agenda

A. ACTION ITEM: Approve the 2016 NVTC Federal and State Legislative and Policy Agenda

The Commission is asked to approve the revised NVTC 2016 Federal and State Legislative and Policy Agenda. Note that revisions requested by Commissioners and to better align our agenda with VRE and NVTA's agenda are marked in red.

Metrorail Safety Oversight

The 2016 Federal and State Legislative and Policy Agenda adds a reference to the possibility of continuing the FTA oversight of Metrorail and takes a position that reflects the discussion at the Commission last month. The Legislative and Policy Agenda notes that safety oversight of Metrorail needs to be independent, include enforcement tools, and have sufficient resources to support safety expertise and compliance. Further, the Agenda calls for the state and federal government to fund to the State of Good Repair needs of WMATA.

Marketplace Fairness Act

The 2016 Federal and State Legislative and Policy Agenda calls for the enactment of legislation similar to the Marketplace Fairness Act as integral to Virginia's historic transportation funding package, HB 2313. In response to questions raised at last month's meeting, staff notes that without enactment of such legislation, funding will fall short of needs in Northern Virginia – especially with respect to transit – and the rest of the Commonwealth. On January 1, 2015, the Commonwealth's gas tax increased by 1.6 percent per gallon because the Marketplace Fairness Act had not been enacted, but these funds are primarily directed toward road maintenance.

Other Updates to the Agenda

As noted at the October Commission meeting, the revised Legislative and Policy Agenda includes the following updates:

- The request for dedicated funding sources for operating assistance as well as capital;
- A call for a floor on the regional gas tax;

- A call, requested by Loudoun County, that the bus on shoulder pilot be evaluated with a focus on the condition of the shoulder; and
- A specific priority for safety and security items that calls for authorization of a Metro Safety Commission, to provide safety oversight of WMATA, coordination and support of emergency planning, and continued support of State of Good Repair as key to safe transit operations, especially with respect to rail.

B. ACTION ITEM: Authorize the Chairman to Send Letters to the Virginia Congressional Delegation Regarding the Reauthorization of the Surface Transportation Programs

The Commission is asked to authorize the Chairman to send a letter urging Congress to complete action on a multi-year authorization of highway and transit programs that provides sufficient and reliable funding and enacts policies that support the state of good repair and expansion needs of the regions rail and bus programs. Authorization for the current program will expire on October 29, 2015 and, as of October 26th, Congress has not passed reauthorization legislation.

Both the U.S. Senate and House of Representative have introduced authorization packages. The U.S. Senate passed the DRIVE Act, S.Amdt.2266 to H.R.22, on July 30, 2015, and the U.S. House Committee on Transportation and Infrastructure reported the Surface Transportation Reauthorization and Reform Act of 2015, H.R.3763, on October 22, 2015). Even if the House approves H.R. 3763 prior to the deadline, Congress will need to convene a conference committee to address major differences in funding and policies between these two legislative proposals. It is anticipated that the House and Senate will approve another short term extension before the 29th. We will provide an update on this issue at the November Commission meeting.

C. ACTION ITEM: Authorize the Chairman to Submit Written Testimony to the CTB for its Fall 2015 SYIP Public Hearing

The Commission is asked to approve the submission of comments to the Commonwealth Transportation Board (CTB on the proposed Six-Year Improvement Program (SYIP). The CTB will not receive testimony at the public forums scheduled across the Commonwealth in November. (Note: Northern Virginia's district meeting is scheduled for November 16th.) Instead written comments are invited after the meeting. The Commission is now asked to authorize the Chairman or his designee to submit comments consistent with the positions identified in the attachment.

2016 Federal and State Legislative and Policy Agenda



November 2015

Northern Virginia's economic growth and global competitiveness are directly tied to the region's transit network. Transit links business to employees, customers, suppliers and investors and residents to jobs, school, shopping and entertainment. With nearly 60 percent of jobs within a quarter-mile of a rail station or bus stop, Northern Virginia is among the nation's most transit-accessible areas. For the past five decades, the Northern Virginia Transportation Commission (NVTC) has promoted an efficient, high-quality and innovative transit network in order to fuel the economy and sustain the region's quality of life.

Each day 550,000 Northern Virginians commute via transit, saving the region 35.5 billion hours of congestion-related delays annually. Virginia Railway Express (VRE) riders, nearly 19,000 daily, take the equivalent of two lanes of traffic – one each on I-66 and I-95 – off the highways during rush hour. With eight bus systems extending from Loudoun County to the City of Alexandria and commuter- and fixed-rail systems, Northern Virginia continues to explore new ways to better connect businesses, residents and visitors to area amenities. Demand for rail and bus service, as well as ride sharing, remains strong and is growing.

Transit's benefits extend beyond the economy. It reduces traffic congestion and gasoline consumption, lowers the region's carbon footprint and helps clean the air. The use of transit also is linked to improved mental and physical health. All of this is good for Northern Virginians and the businesses that employ them.

NVTC will support legislation and policies that build our transportation network by:

- ✓ Maintaining and expanding opportunities for dedicated, sustainable funding for transit capital and operations;
- ✓ Enhancing safety and security of riders and systems throughout the region through funding and oversight through a strong independent agency;
- ✓ Using metrics to promote efficiency and maximize capital investments;
- ✓ Promoting and strengthening regional cooperation and accountability;
- ✓ Maximizing use of existing facilities to enhance transit performance and safety; and
- ✓ Fostering innovation and technological integration that improves transit operations and expands service.



Maintain & Expand Opportunities for Dedicated, Sustainable Funding for Capital and Operations

NVTC's top legislative and policy priority is identifying stable, secure and dedicated sources of funding for regional transit systems including WMATA's Metrorail and Metrobus, the Virginia Railway Express, the commuter rail service NVTC co-owns with the Potomac and Rappahannock Transportation Commission (PRTC), and local and commuter bus service. Maintaining and expanding stable, dedicated revenue sources for capital and operations are essential to system safety and to meeting the region's transportation needs. This includes a focus on the following items:

Establish Floor on Regional Gas Tax Revenues

The revenues collected via the regional gas tax --- the only dedicated source of funding for WMATA in Northern Virginia --- are down more than 40 percent since February 13, 2013. NVTC supports establishing a floor on the regional gas tax that would put it on par with the floor established in HB2313.

Full Implementation of HB2313

Virginia's landmark transportation funding legislation, [HB2313](#), provides the first opportunity in a generation to address the backlog of transportation projects that are vital to the economic health of the region and the Commonwealth. In achieving the legislation's aims with respect to congestion reduction, improved emergency preparedness, and increased mass transit capacity, NVTC has the following priorities:

- Balance between investments in roadways, transit and related infrastructure;
- Use of the regionally adopted [TransAction 2040](#) long range transportation plan as the foundation for balanced transportation infrastructure investments across all modes;
- New funds raised in Northern Virginia stay in Northern Virginia; and
- Strong cooperation between the Commonwealth and the region in developing, implementing, and evaluating legislatively mandated assessment tools ([HB2](#) and [HB599](#)) to rate projects including the review of a sufficient number of projects to provide the region with real choices and opportunity for progress.

Maintain Long-Standing Funding Commitments & Prepare to Meet Future Needs

HB2313 builds on an ongoing commitment and should be a catalyst for expanding innovative funding for transit needs. To meet the growing funding needs of NVTC's transit systems, the Commonwealth must continue its financial commitments to WMATA and VRE and work with the region to lay the groundwork for expanded innovative finance and planning.

NVTC supports:

- Providing the Virginia match to the federal Passenger Rail Investment and Improvement Act of 2008 (PRIIA) funding for WMATA;

- Identifying new funding for Virginia's share of WMATA's [Momentum: Long Term Strategic Plan](#);
- Identifying additional sources of revenue for operating assistance for regional transit including VRE and WMATA as well as the local providers in the NVTC and PRTC districts;
- Expanding technical assistance funding for the testing and implementation of the next generation regional fare payment system; and
- Developing and expanding opportunities for innovative finance of transportation infrastructure.

Addressing the Transportation Capital Funding Bond Expiration

In FY2019, the Commonwealth Transportation Board will allocate the last of the Transportation Revenues Bond revenue authorized by the 2007 Act. The capital funding bond gap is a significant concern for continuing to invest in all modes of transportation projects. While HB2313 provided a new source of funds, the loss of bonding funds will have a significant impact on moving projects forward for our regional transit systems.

Enhance Safety and Security

Strong oversight, state of good repair, and emergency preparedness are essential to providing for the safety of all transit riders whether they are customers of WMATA's Metrorail and Metrobus, VRE, or local bus. Additional areas of focus include:

Establishing the Metro Safety Commission (MSC)

Mandated by the FTA, the Metro Safety Commission would replace the Tri-State Oversight Commission with an entity that is financially independent from regional transit agencies with its own investigative and enforcement authority. Legislative action is required by Virginia and its neighboring jurisdictions in order to secure \$4.5 million/year in federal grants.

Integration in State and Regional Emergency Preparedness

Transit must provide key transportation support in the event of an emergency. To do so successfully, Metrorail, VRE and all bus service must be fully integrated in state and regional emergency planning programs.

State of Good Repair

Ensuring that our regional transit systems are maintained in a "state of good repair" is key to providing riders with safe service. To that end, NVTC supports stable state (and federal) funding of transit capital including the \$50 million/year state match required for WMATA to receive \$150 million/year in federal state of good repair funding authorized under the Passenger Rail Investment and Improvement Act of 2008 (PRIIA).

Use Metrics to Promote Efficiency and Effectiveness

HB2 Metrics Should Ensure an Even Playing Field for All Modes of Transportation

Passed in the 2014 Session, HB2 requires the Commonwealth Transportation Board to develop a statewide prioritization process for capacity expansion projects, starting in the FY 2016-2022 Six Year Improvement Program. HB2 applies only to projects that are new construction for expansion purposes. Transit, along with all other modes, are eligible to compete for highway construction funds and therefore, those specific transit projects will be subject to the same HB2 evaluation factors as any other project. HB2 requires that projects be evaluated based on congestion reduction, environmental quality, economic development, accessibility, land use, and safety, with congestion reduction being given the greatest weight in Northern Virginia and Hampton Roads. NVTC will continue to work with the Secretary of Transportation to ensure that transit is an even playing field with other modes of transportation.

Sound Application of New Operating and Capital Funding Formula

NVTC will continue to monitor the implementation of SB1140 to assess how new performance criteria applied to the operating assistance formula are working in practice. In addition, NVTC will analyze the impact of adjustments to the state assistance for capital, including the implementation of changes in the calculation of state participation and the adoption of the tiering structure.

Promote and Strengthen Regional Cooperation and Accountability

NVTC brings together local elected officials from cities and counties to ensure high-level accountability to taxpayers who pay for and benefit from NVTC's transit network. NVTC serves as the transit planning authority for Northern Virginia and brings the localities together to promote and coordinate transit system development, expansion, funding, research and cooperation. NVTC serves as the fiscal agent for seven localities and provides regional expertise on performance metrics, transit finance and technology development.

NVTC takes the lead coordinating with regional partners on the Vanpool Alliance, and the next generation electronic fare payment system for bus and rail. NVTC through regional planning and funding activities promotes high quality, high capacity transit in key corridors including Routes 1, Route 7, U.S. 29 and U.S. 50. NVTC partners with other regional entities such as the Northern Virginia Transportation Authority, the Northern Virginia Regional Commission and the Metropolitan Washington Council of Governments to maximize the transit investments and avoid duplication of effort.

Maximize Use of Existing Facilities to Enhance Transit Performance and Improve Safety

High-performance and high-capacity transit requires smart use of existing facilities, particularly roads. NVTC will work with the General Assembly, the Department of Rail and Public Transportation (DRPT) and the Virginia Department of Transportation (VDOT) to make better use of existing road investments that:

- Invest in multimodal options in key interstate corridors including I-66, I-95, I-495, and I-395;
- Maximize bus service on existing Express Lanes on I-95, I-395, I-495 and any future Express Lanes planned for I-66;

- Evaluate the bus-on-shoulder pilot as well as explore other opportunities to provide safer and faster connections along more than a hundred miles of interstate and other roadways in the region;
- Identify cost-effective vehicle storage solutions for commuter buses;
- Employ full flexibility provided in the urban design standards for transportation system components [[VA Code Sec. 33.1-69.001](#)];
- Provide training to ensure safe and secure transit operations; and
- Develop and integrate transit into WMATA, local, regional, and state emergency management plans as well as drills, training, and exercises.

Foster Innovation & Technology Integration to Improve Transit Operations and Service

Innovation, including deployment and integration of technology, is a critical ingredient to making transit work for riders and maximizing the efficient use of all forms of transportation. Examples include:

- Deploying Active Transportation Demand Management (ATDM) and Intelligent Transportation Systems (ITS) to integrate all modes of transportation and increase the number of commuters willing and able to use transit;
- Acquiring and implementing a new update for the existing regional electronic fare payment system that will decrease costs and make it easy to move seamlessly from VRE to Metro to local bus systems;
- Collaborating with VDOT, the Virginia Department of Technology (VDT), NVTC and its local governments and transit systems, on technology issues from conceptual design and applications to the identification of appropriate funding to execute them;
- Partnering on technology deployment, assessment and finance between academia and the private sector; and
- Expanding telecommuting, ridesharing, and transit ridership during peak and off-peak times through innovative incentives and technology.

Commuter Benefits

NVTC supports legislation that would create permanent parity between the level of tax-free transit benefits employers can provide to employees for using transit to get to work and for parking benefits. This makes transit service more attractive to commuters who currently drive alone.

Multi-Year Reauthorization of Federal Surface Transportation Program

NVTC supports a multi-year programmatic and funding commitment for federal surface transportation programs. Dedicated funding for these programs is integral to insuring sustainable resources for commuter rail and transit in Northern Virginia and the greater Metropolitan Washington area. As discussions on future federal legislation continue, NVTC supports:

- Passing a multi-year commitment to federal surface transportation funding and program authorizations;
- Significantly increasing the level of federal investment in the nation's transportation infrastructure, including maintenance and expansion of the existing system;
- Ensuring that the program and funding structure supports all modes of public transportation and uses of innovative funding techniques;
- Affirming that all interstate toll revenues can be used for transit capital and operations;
- Increasing opportunities for discretionary funding to support major capital investments for all types of public transportation, including TIGER, New and Small Starts, and Core Capacity;
- Simplifying the distribution of the federal flex funding through programs like the Surface Transportation Program (STP) and the Congestion Mitigation and Air Quality (CMAQ) program;
- Reducing the time required to complete the federal review process of significant new transportation projects;
- Providing greater decision-making authority to local governments and regional agencies, such as the Northern Virginia Transportation Commission and the Northern Virginia Transportation Authority to determine how transportation funding is spent;
- Establishing and maintaining adequate timeframes for environmental reviews so that a project's environmental impacts can be identified and adequately addressed; and
- Highlighting safety and security as key outcomes of transportation projects.

Dedicated Funding For WMATA (PRIIA)

NVTC supports continued annual federal appropriations of \$150 million for the Passenger Rail Investment and Improvement Act of 2008 (PRIIA). Under this legislation, Congress committed to \$1.5 billion for WMATA over ten years, if the region adopts a dedicated funding source(s) and provides an additional \$1.5 billion to match the federal funds over the same period. All three signatory jurisdictions have passed the compact amendments required to receive the federal funding, and the non-Federal matches are in place.

Funding for the Virginia Railway Express (VRE)

As a co-owner of the Virginia Railway Express, NVTC supports legislation that contributes to the overall expansion of commuter rail service to meet growing demand in Northern Virginia. NVTC supports efforts to secure federal funding for the following capital projects:

- Positive Train Control so that systems can implement as quickly as possible;
- High capacity railcars;
- Train storage of rail equipment;
- Station parking expansion; and
- Platform extensions and additions.

Limits on Commuter Rail Related Liability

NVTC calls upon Congress to approve legislation to broaden the applicability of existing statutory language (49 USC, 28301) related to commuter rail related liability. The language should be amended to reflect the existing liability standard of a \$200M annual aggregate limit while broadening the cap beyond passenger rail related claims for property damage, bodily injury or death so that they apply to all claims brought by third parties.

Funding for Transportation Emergency Preparedness

NVTC calls upon Congress to provide increased security funding to local and regional transportation agencies in the metropolitan Washington area.

Support for In-State Collection of Online Retail Sales Tax

NVTC supports passage of legislation that would allow the Commonwealth of Virginia to collect sales tax on purchases made with online retailers, such as was introduced with the Marketplace Fairness Act of 2013. *If Marketplace Fairness is enacted in the future, the Commonwealth can begin collecting taxes on remote sales and gas tax will revert to its previous level, while funding for transit projects will increase.*

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Chairman:

Hon. David Snyder

Vice Chairman:

Hon. Jay Fiset

Secretary/Treasurer:

Hon. Jeffrey McKay

Commissioners:**City of Alexandria**

Hon. William D. Euille

Hon. Paul C. Smedberg

Arlington County

Hon. Mary Hynes

Hon. Jay Fiset

Hon. Walter Tejada

Fairfax County

Hon. Sharon Bulova

Hon. John Cook

Hon. John Foust

Hon. Catherine M. Hudgins

Hon. Jeffrey McKay

City of Fairfax

Hon. Jeffrey C. Greenfield

City of Falls Church

Hon. David Snyder

Loudoun County

Hon. Kenneth Reid

Commonwealth of Virginia

Hon. Jim Corcoran

Virginia General Assembly

Sen. Richard Black

Sen. Jennifer Wexton

Del. David LaRock

Del. James LeMunyon

Del. J. Randall Minchew

Del. Thomas D. Rust

Executive Director:

Kelley Coyner

November 6, 2015

DRAFT

Dear Senator XXXX: (Similar letter to be sent to Representatives)

On behalf of the Northern Virginia Transportation Commission, I urge you to complete work on the long-term surface transportation bill to increase overall investment in public transportation and provide dedicated revenues to the Highway Trust Fund for transit programs. Transit has a proven track record not only of moving people, but also of bringing about economic development and growth, supporting access to jobs leading to more equality of opportunity, and helping to create a healthier environment.

We applaud that the DRIVE Act (S.1647) increased transit funding over the six-year authorization period. This increase in investment is essential to addressing the growing demand for public transportation services across the Commonwealth and the country. We also appreciate the proposed increased investment in the bus program, greater opportunities in financing and grant programs for commuter rail, continued commitment to state of good repair programs for heavy and commuter rail, additional funding for Capital Investment Grants (New Starts/Small Starts Core Capacity) as well as the language in extending the Positive Train Control deadline until 2018.

As you work with the House of Representatives on a final bill, we urge that the following be addressed:

- **Sustainable, Long Term Funding for Highway and Transit Programs** –The current DRIVE Act and House proposal only provides funding guarantees for three years. This means that we will face the same uncertainty in three short years, when highway transportation construction projects across the Commonwealth will stall, capital and operating assistance for smaller Virginia transit systems will run out, and payments to transit systems in Northern Virginia, such as WMATA and VRE, will be delayed.
- **Increase the High Intensity Motor Bus State of Good Repair Apportionment from the Current 2.85 Percent to 3.8 Percent** – The current legislative proposals continue to be inadequate to support the needs of commuter bus services. MAP-21 converted the Fixed Guideway Modernization Program of SAFETEA-LU to a two-part State of Good Repair (SGR) Program (one part for rail, one part for commuter bus). While the SGR program in its entirety is more substantial than its Fixed Guideway Modernization predecessor, program changes in MAP-21 had impacts on some providers of High Intensity Motorbus (HIM) services. For Northern Virginia, this change in program has affected funding for commuter services along I-66, I-495, and I-95. The American Public Transportation Association recently estimated HIM needs at a range between 3.5 to 4.45 percent of the total SGR program; as compared to the current 2.85 percent.

- ***HOT Lanes Qualifying for HIM Funding*** – Buses running on HOT lanes should receive the same credit as buses running on HOV lanes. Following enactment of MAP-21, FTA made a policy decision that does not allow HIM transit providers to receive credit in the funding formula for route miles running on HOT lanes, including those lanes that were converted from HOV to HOT. As a result, high-quality bus operations that support key commuter service along I-95 and I-495 are no longer receiving the full promise of funding under this program. As Virginia looks to expand its network of HOT lanes, transit providers operating bus services on converted lanes in Virginia will continue to see their share of federal funding decline.

In addition to those items being considered as part of the surface transportation reauthorization process, NVTC also supports these other legislative actions that support transit:

- ***Full Funding for WMATA under PRIIA*** – NVTC supports the Senate's FY 2016 appropriation that provides the full \$150 million authorized under PRIIA (Passenger Rail Investment and Improvement Act). This annual investment is key to supporting the state of good repair needs of WMATA.
- ***Permanent Parity between Transit and Parking Commuter Benefits*** - NVTC supports Congressional action to restore commuter benefit parity between transit and parking as it boosts transit ridership, eases the cost of commuting, and reduces congestion. Since January 2014, the commuter benefits transit cap has been stuck at \$130/month while the parking benefit has increased to \$250/month. As a result, both Metro and the Virginia Railway Express have experienced loss of work-trip riders and a decline in fare box revenues. As recently as July, the Senate Finance Committee introduced a two-year extension for transit benefit on parity with the parking benefit in its Tax Extenders Bill. Also, several bills have been introduced in the House this session that seek permanent parity between transit and parking benefits.
- ***In-State Collection of Online Retail Sales Tax*** - NVTC supports passage of legislation that would allow the Commonwealth of Virginia to collect sales tax on purchases made with online retailers, such as was introduced with the Marketplace Fairness Act of 2013. Enactment of legislation similar to the Marketplace Fairness Act is integral to Virginia's historic transportation funding package, HB2313. Without it, funding will fall short of needs in Northern Virginia and the rest of the Commonwealth.

Long-term investment in our nation's transportation systems creates jobs and will provide the underpinning for a healthy dynamic economy in the years ahead. Without these investments to maintain and modernize our transportation systems, we risk undermining our future prosperity and may actually face greater costs in the future as our valuable assets deteriorate. Therefore, we ask you to act now to pass a multi-year bill that includes increased funding for all years and addresses our priorities as referenced.

Please do not hesitate to contact us if you need additional information or have questions about transit in your district. Thank you for your consideration of our concerns.

Sincerely,

David F. Snyder
Chairman

Northern Virginia Transportation Commission Comments to the Commonwealth Transportation Board

Ensuring a strong network of transit systems in Northern Virginia requires that the state continue to partner with the region in meeting our transportation needs. The CTB can support this effort by approving sound investments in regional transit and implementing policies for project selection and long-range planning that support the Commonwealth. Let me highlight six key areas where we need to work together:

1. **Provide Funds Needed to Rebuild WMATA's Metro system through PRIIA and related investments.** Continue to meet Virginia's commitment to provide the Passenger Rail Infrastructure Investment Act (PRIIA) match funding of \$50M annually. These funds, combined with state and local assistance for capital and operating expenses, are critical to maintaining service, safe operations and a state of good repair.
2. **Work with us to identify a stable, secure and dedicated source of funding for regional transit projects.** The passage of HB2313 and HB1886 built on an ongoing commitment and should be a catalyst for expanding innovative funding for transit needs. To meet the growing funding needs of NVTC's transit systems, however, the Commonwealth must continue its financial commitments to WMATA and VRE and work with the region to lay the groundwork for expanded innovative finance and planning.
3. **Identify funding for the next phase of Metro's Momentum, WMATA's long-term investment strategy for Metro.** The Commonwealth and the localities made a down payment on WMATA's future with an initial commitment of \$25 million to Phase I of Momentum, known as Metro 2025. Now we need to work together to fund Momentum's remaining priorities of procuring eight-car trains during peak periods, invest in additional crossovers and pocket tracks to provide more flexibility during peak period operations, emergencies and trackwork; and prioritize Metrobus on city streets and highways. These core capacity investments will remove 35,000 cars from the road, saving Virginians both time and worth \$51 million annually and ensuring enough transit capacity to accommodate the region's anticipated population and economic growth.
4. **Address the Capital Funding Gap Caused by Bond Expiration.** In FY2019, the Commonwealth Transportation Board will allocate the last of the Transportation Revenues Bond revenue authorized by the 2007 Act. The capital funding bond gap is a significant concern for continuing to invest in all modes of transportation projects. While HB1886 addressed this gap in part, without additional action, the loss of bond funds will have a significant impact on moving projects forward for our regional transit systems.

5. **Support VRE's needs for a reliable and dedicated funding source to support both its existing and future operations.** These funds are necessary to allow VRE to fund current operational levels as well as construct capacity expansion projects called for in Phase 1 of its recently adopted System Plan. The investments and expansion recommended in the System Plan will enable VRE to provide over 40,000 additional weekday trips by 2040, more than double the current 19,000 daily trips. VRE's recent Financial Plan has noted the clear need for increased funding, even without the proposed expansion of service.
6. **Create a statewide plan and implementation process that maximizes mobility, economic growth and accessibility.** This can be accomplished by integrating transit into Secretary Layne's new approach to the update of the statewide transportation plan known as VTrans.
7. **Ensure that implementation of the HB2 project selection process continues to provide a level playing field for transit investment.** Transit measures up in all categories required by HB2: congestion mitigation, economic development, accessibility, safety, and environmental quality. We ask you to assess the process for evaluation and selection of projects and to make improvements in the process for the next round of evaluations next year.
8. **Establishing the Metro Safety Commission (MSC).** Mandated by the FTA, the Metro Safety Commission would replace the Tri-State Oversight Commission with an entity that is financially independent from regional transit agencies with its own investigative and enforcement authority. Legislative action is required by Virginia and its neighboring jurisdictions in order to secure \$4.5 million/year in federal grants.

As you consider future funding decisions, I ask, on behalf of NVTC, that the CTB continue to give top priority to this region's transit funding needs. The Commonwealth's economic vitality and the growing demand for transit in this region along with the NVTC jurisdictions' record of providing quality transit service merit your continued support and investment in our transit systems. NVTC stands ready to work with the CTB to achieve the goal of a well-funded, fully integrated and connected transit network in Northern Virginia.

We look forward to working with you toward our continued success.

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner

DATE: October 29, 2015

SUBJECT: Executive Director Report

A. Regional Public Forums on WMATA

NVTC staff developed and vetted an initial scope for regional public forums on WMATA, two of which are tentatively scheduled for December 16th and 17th. These regional public forums will include a presentation to frame the discussion and then allow the participants to break out into interactive table-based discussions. Participants will be asked to prioritize what issues should be addressed at the forum, identify their chief concerns, and to provide input on how best to get traction on the short and long term challenges facing WMATA. The outcomes of the public forums will be documented in a report by NVTC which will summarize feedback received and provide recommendations from the Commission to WMATA. NVTC has formed a working group with WMATA and jurisdictional staff as well as stakeholders.

In a related matter, the Transit Means Business Partnership met on October 26th to discuss the Northern Virginia business community priorities with respect to WMATA, ways in which these groups could contribute to the regional public forums, and how the business community could amplify and sustain the discussion about the value of transit to business (noting WMATA, specifically) and how to ensure WMATA's success. The discussion generated an action plan on this topic as well as a scope for advancing research and analysis on value of transit to the region. We will provide an update on preparations for the regional forums at the November Commission meeting.

B. New Electronic Payments Program

NVTC staff expects to receive cost estimates for the regional implementation of NEPP from WMATA and their consultant, Accenture, in mid-November. After pricing is received, there will be a regional discussion on whether and how to move forward with the implementation of NEPP. In addition, NVTC is working closely with the Regional Partners on a proposed interim solution that would provide compliant fare boxes for those systems that have to make equipment decisions in the very near term. More details will be provided at the November Commission meeting.

C. I-66 Inside the Beltway Framework

At the Commission meeting, Kelley Coyner will provide an update on the status of the discussions on the I-66 Multimodal Project Framework agreement. At the direction of Chairman Snyder, NVTC's Executive Director and Counsel have collected comments on the Commonwealth's draft Framework and have been working with designees of the jurisdictions' Mayors and Chairs on the Framework. Earlier this month, VDOT hosted four public meetings in Arlington County, Fairfax County, Loudoun County, and the City of Falls Church to discuss the project including context for the project, the benefits sought, the traffic and toll projections, and the uses of toll revenues.

D. Envision Route 7

In preparation for the public meetings on the ridership forecast and cost estimates next month, the NVTC project team briefed the Falls Church City Council on October 19th as well as jurisdictional staff.

In November, the NVTC project team will share research findings on ridership and cost in November at three public meetings in Alexandria, Falls Church and Fairfax County. The public meetings will provide information about the benefits and costs of light rail, bus rapid transit and improved standard bus service on Route 7 as well as the possible alignments or routes for each. The public will have an opportunity to ask questions and comment on the study. That input will be used to identify a preferred alternative – one that will reduce travel time and move more people through the corridor – in spring 2016.

NOV 4	Wednesday, Nov 4 7 to 9 pm Alexandria Health Department Building 5th Floor Conference Room 4480 King Street, Alexandria, VA 22302
NOV 10	Tuesday, Nov 10 7 to 9 pm Mary Ellen Henderson Middle School Ground Floor Cafeteria 7130 Leesburg Pike, Falls Church, VA 22043
NOV 18	Wednesday, Nov 18 7 to 9 pm Glen Forest Elementary School Ground Floor Cafeteria 5829 Glen Forest Drive, Falls Church, VA 22041

E. Emergency Preparedness

On November 5th, NVTC staff will participate in the Fairfax County Department of Transportation's emergency response tabletop exercise on continuity of operations. The objectives of the exercise are to ensure the continuous performance of the Department of Transportation essential functions/operations during an emergency, evaluate the emergency notification process, and assess the ability to conduct essential operations following the closure of a bus garage facility due to structure damage.

The NVTC Emergency Preparedness Program planning group has reviewed draft plans for five stations (Rosslyn, Wiehle-East, National Airport, Tysons Corner and McLean). The finalized schedule anticipates draft plans for all Northern Virginia Metro stations by fall 2016. The purpose of the plans is to ensure an integrated transportation response in the event of a Metrorail station evacuation. Each plan is designed to ensure the safety

and mobility of passengers evacuated from Metro stations. The plan includes a communications tree, maps and turn sheets, and will be linked to local and regional emergency response plans. These plans will be included in drills, training and exercises. At the next meeting, the group will begin plans for the Pentagon City and Crystal City stations.

F. Annual Agenda

An updated [NVTC Annual Agenda](#) is attached.

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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
- Management Audit
- 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
- Tiger Grant Endorsements
- High-Speed Rail Presentation
- WMATA Report*
- VRE Report and Action Items
- NVTC Financial Report

JUNE 2015

- VRE Mobile Ticketing Demonstration
- VTRANS Update and Comment
- Transit Means Business Forum Report and Next Steps
- WMATA Report*
- Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- Authorization to Execute First Option Period of the Operations and Maintenance Contract
- NVTC Financial Report

JULY 2015

- Draft Regional Bus Agenda
- I-66 Framework Agreement Discussion
- Washington to Richmond High-Speed Rail Project Update
- WMATA Report*
- VRE Report and Action Items
 - Update from Operations Board Chair on Management Audit
 - Positive Train Control Briefing
- NVTC Financial Report

AUGUST 2015 – No Commission Meeting

SEPTEMBER 2015

- I-66 Inside the Beltway Update
- WMATA Report*
- VRE Report and Action Items
- FY2017 Key Budget Issues
- NVTC Financial Report



2015 ANNUAL COMMISSION AGENDA

OCTOBER 2015

- NVTC G&A Budget
- Work Session: Route 7 Transit Corridor Study
- Adopt Regional Bus Agenda
- Approve Pre-Allocation Testimony to the Commonwealth Transportation Board (CTB)
- Notice of Direct Contributions to Jurisdictions
- NVTC FY2015 4th Quarter Ridership Report
- Approve 2016 Meeting Schedule
- WMATA Report*
 - Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
 - Forward VRE Budget to Jurisdictions
- NVTC Financial Report

NOVEMBER 2015

- FY2017 Budget Presented for Approval
- Approve NVTC Federal and State Legislative and Policy Agenda
- Washington to Richmond High-Speed Rail Project Update
- 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
- I-66 Framework Agreement
- WMATA Report*
- Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- NVTC Financial Report

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TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and Laurel Hammig

DATE: October 29, 2015

SUBJECT: Washington Metropolitan Area Transit Authority (WMATA)

A. Report of the Virginia Members of the WMATA Board of Directors

Key WMATA developments this month include:

- On October 27th, [WMATA announced the award of a contract for a top-to-bottom analysis of its business and financial operations](#).
- The U.S. Transportation Secretary Anthony Foxx directed the Federal Transit Administration (FTA) to assume enhanced, independent safety oversight in place direct oversight by the Tri-State Oversight Committee (TOC). The FTA released [Safety Directive 16-1](#) on October 26th outlining how the FTA will exercise leadership over the TOC as part of FTA's direct oversight of the Metrorail system.
- WMATA reached an agreement in principle with the four major cellular carriers to improve cellular access across the Metrorail system.
- WMATA met the deadline to provide the FTA with back-up documentation associated with the reconciliation of the 18 open FMO-related grants.
- As part of the FY2017 budget development, WMATA continues to prepare revenue forecasts based on ridership. The Board will receive a budget preview in November. On a related matter, failure to approve the Other Post-Employment Benefit (OPEB) Trust means pension liability continues to be a budget concern.

1. Safety and Related Issues

National Transportation Safety Board (NTSB): L'Enfant Plaza Accident
[Secretary Foxx directed the Federal Transit Administration \(FTA\) to assume enhanced, independent safety oversight authority over Metrorail](#) relieving the Tri-State Oversight Commission of its direct oversight. This action rejected the NTSB's recommendation to shift safety oversight of Metrorail to the Federal Railroad Administration as called for by the National Transportation Safety Board on September 30th. The [NTSB's recommendation\(s\) are linked here](#). In a related development, the members of the region's Congressional delegation are pursuing legislation that would allow for funding of this special effort by reallocating funding that have been designated for a new independent regional safety organization. FTA is working with WMATA and the Virginia Department of Rail and Public Transportation to institute this change.

As the NTSB expects to complete its investigation into the smoke and electrical arcing accident at WMATA's L'Enfant Plaza Station. In the interim, WMATA is addressing four NTSB recommendations related to the January incident. The recommendations ([R-15-008](#), [R-15-009](#), [R-15-010](#) and [R-15-025](#)) call for WMATA to assess its tunnel ventilation system, develop and train staff in emergency tunnel ventilation procedures, and ensure that all power cable connector assemblies are properly constructed and installed in accordance with engineering design specifications.

Derailment Investigation

WMATA submitted the final derailment report to the Tri-State Oversight Committee in early October on the August derailment of a non-passenger train near Smithsonian Station. On September 3rd the WMATA Safety Committee examined the General Manager's operational investigation report of the August derailment of a non-passenger train near Smithsonian Station. Board members reviewed [technical issues](#) related to failure to correct a track condition "wide gauge" where the running rails are wider than the specified distance with a track geometry vehicle. The General Manager briefed them on immediate safety actions including a systems wide track inspection and steps to detect critical safety data. Three employees resigned following the incident: the operator of the track geometry vehicle, his supervisor, and the Chief Safety Officer Jim Dougherty.

FTA Safety Audit

Subsequent to assuming expanded safety oversight, the FTA issued [Safety Directive 16-1](#) on October 26th outlining how the FTA will exercise leadership over the Tri-State Oversight Committee as part of the FTA's direct oversight of the Metrorail system. WMATA continues to address the key issues raised in the [FTA Safety Management Inspection Report](#), namely improved compliance with WMATA's own safety program; adequate and timely safety training and certification for WMATA employees; and a better balance between safety-critical track work and passenger service. WMATA has submitted the final corrective action plans for all 91 recommendations, as required by the Safety Management Inspection Report, to the Federal Transit Administration.

Metro Safety Commission

To comply with federal requirements, and as noted in [a letter sent from FTA to WMATA on October 26th](#), Virginia, along with Maryland and the District of Columbia, must enact legislation to establish and fund a new state safety oversight agency, known as the Metro Safety Commission (MSC). This new entity, which will replace the Tri-State Oversight Commission (TOC), will be financially independent of WMATA and have investigative and enforcement authority. Establishment of the MSC is essential if the region is to receive \$4.5 million in federal grants. (Note: NVTC's draft Federal and State Legislative and Policy Agenda calls for approval of this legislation.) Under the expanded FTA safety oversight, the TOC will remain until the MSC is in place. WMATA is working closely with FTA on roles and responsibilities under the expanded oversight.

Wireless Service on Metrorail Platforms and Tunnels

WMATA has reached an agreement in principle with four major cellular carriers to improve cellular access across the Metrorail system. WMATA, MWCOG and Metrorail jurisdictions are working with the Cellular Carrier Team to pursue rapid reinstatement and an accelerated build of the Neutral Host System to improve cellular access across the Metrorail system. The importance of improved connectivity was highlighted following the January 12, 2015 incident when riders, stuck in a tunnel, were unable to reach 911 via cellphone. This work began in 2008 but faltered when a contractor hired by the wireless companies filed bankruptcy in 2013 before completing its work in Metro's tunnels. Under the new agreement, WMATA will wire the tunnels and receive reimbursement from the carriers. It is expected to take five years to complete.

2. Financial Management

Financial Audit

WMATA provided a corrective action plan for all the findings identified in [external audit of its FY2014 financial statement](#). WMATA had previously provided management responses and corrective action plans for each finding [three opinions related to the FY2014 Single Audit](#): 1) Auditor's Report on the Financial Statements; 2) the Report on Internal Control over Financial Reporting and on Compliance; and 3) the Report on Compliance for Each Major Federal Program. Most of the material weaknesses identified were already acknowledged through other audits.

Virginia Board member Jim Corcoran was named the chair of the Audits and Investigations Committee, succeeding Anthony Giancola.

Financial Management Oversight

In order for WMATA to be removed from restricted drawdown, FTA identified action items, due dates, testing completion goals and the testing process itself. WMATA will submit its second quarterly report in October to the Director of the Virginia Department of Rail and Public Transportation (DRPT) and the Chairmen of the Virginia House and Senator Transportation Committees on the actions taken to address recommendations cited in the FTA's Full Scope of Systems Review of WMATA.

3. Budget and Finance

FY2017 Budget Development

The Board will receive a budget preview in November and the GM/CEO budget proposal will be presented in December.

October budget discussions focused on the impact of ridership on revenue. [Metrorail fares are the primary non-subsidy](#) revenue source for the operating budget and starting in 2010 through 2015, daily rail ridership has declined by five percent. The most recent system-wide fare changes were implemented in July 2014. As a result, passenger revenues increased in FY2015 by approximately five percent but revenues fell short of projections due to a decline in ridership from the forecasted levels. The WMATA Board

has two different approved resolutions that guide fare policy. One provides seven “fare policy principles” to guide decision-making and the other resolution provides a guideline of considering fare changes on a biannual basis and should be linked to changes in inflation.

While the Board voted 6-2, Maryland exercised its jurisdictional veto to fund the Other Post-Employment Benefit (OPEB) Trust. The OPEB included non-pension costs for retiree medical and prescription drug coverage and life insurance. This means pension liability continues to be a budget concern.

Potomac Yard Metrorail Station

The City of Alexandria began the review and approval phase for the [Potomac Yard Metrorail station](#) concurrently with the conclusion of the environmental evaluation. During the next phase, architectural and engineering design will be advanced and the contract documents will be prepared. On October 22nd, the Board of Directors approved funding to complete the design phase.

Capital Funding Agreement (CFA)

Discussions on the Capital Funding Agreement (CFA) will continue as the WMATA Board works through how to prioritize among the competing needs while ensuring investments benefit all users across the region. The CFA expires June 30, 2016. Key areas of the CFA include additional buses Metrobus Priority Corridor Network, replacement and expansion of railcars and power upgrades, and station access/capacity improvements. The Board is targeting an agreement in principle by December 2015. The December deadline coincides with the with the General Manager’s presentation on the Proposed FY2017 Annual Work Plan (AWP) and Capital Improvement Program (CIP).

A CFA working group completed most of the work on the administrative portion of the new CFA. Staff of WMATA Compact members along with Loudoun County and NVTC and DRPT staff participated in this working group.

Financial Dashboard

The following financial reports for FY2015 are now available. The April through June FY2015 reports are not yet available.

- [July FY 2015](#)
- [August FY 2015](#)
- [September FY 2015](#)
- [October FY 2015](#)
- [November FY 2015](#)
- [December FY 2015](#)
- [January FY 2015](#)
- [February FY 2015](#)
- [March FY 2015](#)

4. WMATA Virginia Ridership and Parking Facility Utilization

WMATA Virginia Ridership September 2014 – 2015			
	September 2014	September 2015	Percent Change
Metrorail			
Total	9,409,696	8,652,938	-8.0%
Weekday Average	341,231	312,527	-8.4%
Metrobus			
Total	1,876,518	1,788,344	-4.7%
Weekday Average	76,927	73,353	-4.6%
MetroAccess			
Total	27,257	27,173	-0.3%

WMATA Virginia Parking Facility Usage September 2014 – 2015				
Station/Lot	September 2014	Y-T-D FY15	September 2015	Y-T-D FY14
Huntington	75%	72%	69%	70%
West Falls Church	68%	75%	56%	56%
Dunn Loring	88%	89%	77%	77%
Vienna	93%	94%	80%	82%
Franconia	71%	72%	68%	70%
Van Dorn	113%	112%	110%	110%
East Falls Church	118%	121%	120%	123%
Wiehle-Reston East	75%	69%	89%	90%
Northern Virginia Total	80%	81%	75%	76%

5. Key WMATA Milestones/Dates

DATE	MEETING	Key Issues
11/5	Customer Service and Operations Committee	NEPP
11/5	Finance and Administration Committee	Budget Preview
11/19	Safety and Security Committee	FTA Oversight of Metrorail
11/19	Board of Directors	

B. ACTION ITEM: Resolution #2284: WMATA Safety Oversight and Compliance

The Commission is asked to approve the attached resolution that articulates NVTC's interest in immediately addressing the safety and investment needs of WMATA. The resolution urges WMATA to prioritize investment in State of Good Repair projects and safety improvements and to enact policies and procedures that support and prioritize safety, supports the action of U.S. Department of Transportation to assume direct oversight of WMATA, urges the Commonwealth of Virginia to expedite the authorizing legislation required to establish the Metro Safety Commission, and requests that the U.S. Department of Transportation and the U.S. Congress provide resources required to complete its commitment to the PRIIA and renew the federal commitment to fund WMATA capital projects.

As noted above, U.S. Secretary of Transportation Anthony Foxx directed the Federal Transit Administration (FTA) to assume temporary, independent safety oversight authority of WMATA Metrorail and provide leadership direction to the Tri-State Oversight Committee (TOC) until the District of Columbia, Maryland, and Virginia establish a Moving Ahead for Progress in the 21st Century Act (MAP-21) compliant, fully functioning, and capable State Safety Oversight Agency (SSOA) that will replace the TOC. Safety Directive 16-1 outlines how the FTA will exercise leadership over the TOC as part of the FTA's direct oversight of the Metrorail system.



RESOLUTION #2284

SUBJECT: WMATA Safety Oversight and Compliance

WHEREAS: NVTC recognizes that independent oversight and enforcement combined with strong safety practices and regular dependable investment in ongoing maintenance and replacement of Metrorail's physical assets are essential to providing safe and reliable rail service;

WHEREAS: Effectively addressing required corrective action plans associated with recent events including the L'Enfant Plaza tunnel fire, the derailment of a non-revenue service train, the fire in the Stadium-Armory power substation, and continued operational issues with the original Series 1000 as well as 4000 train cars is essential to the Agency's future;

WHEREAS: In 2012, the federal Moving Ahead for Progress in the 21st Century Act (MAP-21) provided the Federal Transit Administration (FTA) with greatly enhanced, independent safety oversight authority over rail transit and required the FTA to strengthen the authority of all State Safety Oversight Agencies (SSOA) including the existing WMATA body, the Tri-State Oversight Committee (TOC);

WHEREAS: In 2014, the Governors of Maryland and Virginia and the Mayor of the District of Columbia directed the creation of an independent Metro Safety Commission (MSC) as a legal entity - independent from the three jurisdictions and WMATA - fully authorized to provide independent WMATA safety oversight and enforcement in compliance with MAP-21 to replace TOC;

WHEREAS: On October 16, 2015, the United States Secretary of Transportation directed the FTA to assume temporary independent safety oversight authority of WMATA Metrorail and provide leadership direction to TOC until the new MSC is fully operational;

WHEREAS: The safe and reliable operation of Metrorail depends upon WMATA to prioritize funding for State of Good Repair projects in the FY2017 budget, expeditiously implement needed upgrades, and address all systemic operational issues that jeopardize safety and reliability;

WHEREAS: Under the Passenger Rail Investment and Improvement Act of 2008 (PRIIA), Congress committed to appropriate \$150 million each year for ten years towards improving the state of good repair on the existing Metrorail system, provided that the region matches this contribution; and

WHEREAS: Passage of federal legislation that reauthorizes and increases the federal commitment to maintenance and expansion of the nation's surface transportation infrastructure is critically needed by all transit systems in the nation.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby urges WMATA to prioritize investments in State of Good Repair projects and safety improvements including addressing as priorities the corrective actions identified by the FTA, the National Transportation Safety Board, and the TOC, as these projects are fundamental to averting future safety problems.

BE IT FURTHER RESOLVED that NVTC hereby urges WMATA to enact policies and procedures, at each level of the agency, that support and prioritize safety.

BE IT FURTHER RESOLVED that NVTC supports the action of U.S. Department of Transportation Secretary Anthony Foxx to assume direct oversight of WMATA Metrorail from the TOC until such time that the MSC has been established, as required by federal law.

BE IT FURTHER RESOLVED that NVTC, unless Congress provides appropriate funding to the FTA to execute fully the responsibilities for oversight of WMATA's Metrorail, hereby urges the Commonwealth of Virginia to expedite the authorizing legislation required to establish the MSC in order to create an independent entity, separate from the three jurisdictions and WMATA, with the power to conduct and enforce safety oversight; and with the ability to secure federal formula funds required to conduct a bona fide safety oversight program.

BE IT FURTHER RESOLVED that the U.S. Department of Transportation and the U.S. Congress provide resources required to complete its commitment to PRIIA and renew the federal commitment to fund projects in order to provide a long-term, stable source of funding so that WMATA can safely and reliably serve all the riders in the Nation's Capital.

Approved this 5th day of November 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and Rhonda Gilchrest

DATE: October 29, 2015

SUBJECT: Virginia Railway Express

A. VRE CEO Report and Minutes

Mr. Allen will update the Commission on VRE highlights including status of plans to celebrate the opening of the Spotsylvania Station. The [VRE CEO October 2015 Report](#) and the [minutes of the October 16th Operations Board Meeting](#) are attached.

There will be a Closed Session at the end of the agenda to consult with legal counsel concerning implementation of Positive Train Control (PTC) and the implications of failure to meet the December 31, 2015 implementation deadline.

B. ACTION ITEM: [Resolution #2285](#): Approve VRE's 2016 Legislative Agenda

The VRE Operations Board has recommended the Commissions approve [VRE's 2016 Legislative Agenda](#) and authorize the VRE Chief Executive Officer to actively pursue the elements set forth in the document. VRE's Legislative Agenda was developed in coordination with NVTC, PRTC and member jurisdictions.

C. ACTION ITEM: [Resolution #2286](#): Authorize the Execution of Amendments to the CSX Operating Access Agreement and Master Facilities Lease Agreement

The VRE Operations Board recommends the Commissions authorize VRE's CEO to execute amendments to the CSX Operating Access Agreement and the Master Facilities Lease Agreement required to add the Spotsylvania Station and an additional train on the CSX line and to execute a Completion Agreement with CSX regarding completion of the third track project. [Additional information about these agreements are included in the attached VRE memorandum.](#)

D. ACTION ITEM: Resolution #2287: Authorize the Execution of an Amendment to the Norfolk Southern Operating Access Agreement

The VRE Operations Board recommends the Commissions authorize VRE's CEO to execute an amendment, in a form approved by legal counsel, to the April 30, 2014, Norfolk Southern Operating Access Agreement to reflect schedule changes for the VRE Manassas and Fredericksburg line trains due to opening the Spotsylvania Station and adding one round trip Fredericksburg line train. The attached VRE memorandum provides more information.

E. ACTION ITEM: Resolution #2288: Authorize the Execution of an Amendment to the Amtrak Access and Storage Agreement

The VRE Operations Board is recommending the Commissions authorize VRE's CEO to execute an amendment, in a form approved by legal counsel, to the July 1, 2015, Amtrak Access and Storage Agreement to reflect schedule changes for the VRE Manassas and Fredericksburg line trains to reflect the opening of the Spotsylvania Station. The attached VRE memorandum provides more information.

F. ACTION ITEM: Resolution #2289: Approve the Submission of a Request for Funding for Final Design for Parking Expansion at the Manassas Park VRE Station to NVTa for FY2017 Funding Consideration

The VRE Operations Board recommends the Commissions approve the submission of a request for funding for final design for expansion of parking at the Manassas Park station to the Northern Virginia Transportation Authority (NVTa) for consideration in its FY2017 program. In April 2015, NVTa approved its FY 2015-16 program of highway and transit projects, including \$500,000 for initial study of the parking expansion including preliminary engineering (PE) and National Environmental Policy Act (NEPA) analysis. VRE staff is in the process of initiating the procurement of an engineering and environmental services consultant to assist in undertaking this initial phase of project development. It is estimated it will take 12 months to complete the initial PE/NEPA phase of project study. VRE is seeking \$2 million in NVTa FY 2017 funding for final design, which will allow the design work to continue uninterrupted following completion of PE/NEPA studies. The attached VRE memorandum provides more information.

CEO REPORT

OCTOBER 2015



OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.

MESSAGE FROM THE CEO – DOUG ALLEN

At VRE, safety is always our highest priority, but we can't do it alone. We want the public to be as safety conscious as we are, which is why VRE continues delivering our safety message to motorists in Virginia communities through "Railroad Crossing Safety Blitzes." In September, we joined with the Prince William County Police and CSX Transportation in Woodbridge, and Norfolk Southern and the Fairfax County Police in Burke, to remind motorists to obey traffic laws and exercise caution near railroad tracks through dissemination of railroad safety information.

VRE is fully committed to implementing Positive Train Control (PTC) technology as it will further enhance the safety of our passengers and service. We will have substantially completed installation of PTC components on our locomotives and cab cars prior to year-end, but need additional time to work with our host railroads to ensure interoperability of this new technology. As you know, we will not be able to achieve the year-end deadline for PTC but are pleased the U.S. Senate included a three year PTC extension in the DRIVE Act. Transportation leaders in the U.S. House of Representatives introduced a stand-alone Positive Train Control extension bill – the Positive Train Control Enforcement and Implementation Act of 2015 (H.R. 3651). That bill also provides a three-year extension past the current deadline of December 31, 2015, and we're hopeful it will move quickly through Congress.

The big transportation story in September was of course Pope Francis's visit. VRE staff provided assistance to new riders at many stations on September 23 and 24. Anticipated ridership did not materialize and was down by more than 40 percent compared to average Wednesday and Thursday ridership as OPM encouraged federal employees to telework during the pope's visit. On-time performance (OTP) was affected as trains were delayed in-bound for security sweeps and train congestion was common at Union Station. Overall, for the month of September, OTP was 88 percent while average daily ridership was down 6 percent compared with September 2014 removing the days of the pope's visit.



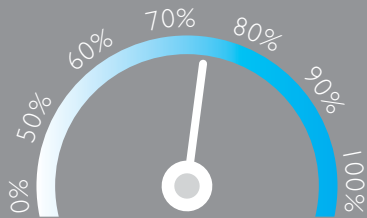
VIRGINIA RAILWAY EXPRESS
A better way. A better life.

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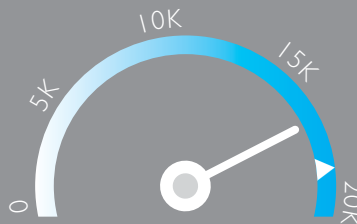
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SUCCESS AT-A-GLANCE



PARKING UTILIZATION

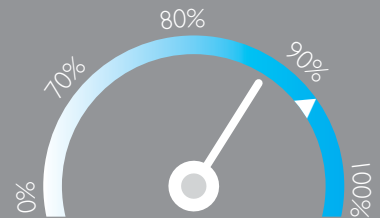
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.

▲ Same month, previous year.



ON-TIME PERFORMANCE

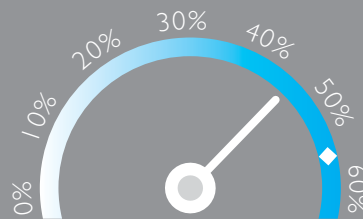
Percentage of trains that arrive at their destination within 5 minutes of the schedule.

▲ Same month, previous year.



SYSTEM CAPACITY

The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.



OPERATING RATIO

The monthly operating revenues divided by the monthly operating expenses which depicts the percent of operating costs paid by riders.

◆ Board-established goal.

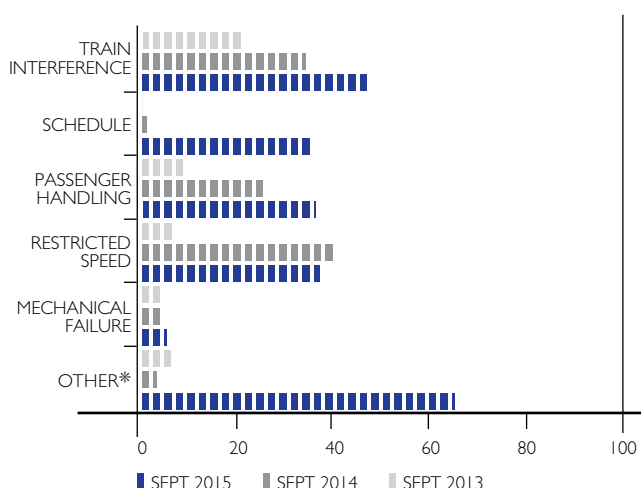
ON-TIME PERFORMANCE

OUR RECORD

	September 2015	August 2015	September 2014
Manassas Line	91%	95%	90%
Fredericksburg Line	84%	91%	94%
System Wide	88%	93%	92%

Restricted speed orders, passenger handling, schedule issues, maintenance of way and train interference were all principal causes of delays and reduced overall OTP. Frequent heat restrictions occurred on the Fredericksburg Line.

REASONS FOR DELAYS



In September, VRE operated 626 trains with 78 trains arriving over five minutes late to their final destinations. There were 31 late trains on the Manassas Line and 47 late trains on the Fredericksburg Line. There were a total of 225 delays during the month of September but only 78 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).

* Includes those trains that were delayed due to late turns, weather and maintenance of way, etc.

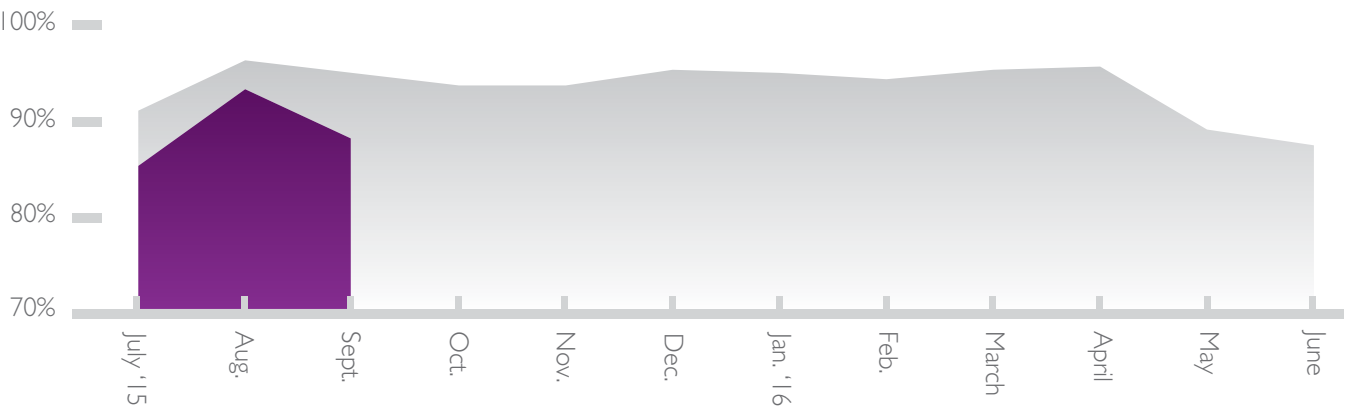
LATE TRAINS

	System-Wide			Fredericksburg Line			Manassas Line		
	July	Aug.	Sept.	July	Aug.	Sept.	July	Aug.	Sept.
Total late trains	98	42	78	50	26	47	48	16	31
Average minutes late	15	39	18	13	44	16	17	32	20
Number over 30 minutes	12	10	11	8	4	5	4	6	6
On-time performance	85%	93%	88%	84%	91%	84%	86%	95%	91%
Heat restriction days / total days	4/22	4/21	5/21	—	—	—	—	—	—

ON-TIME PERFORMANCE

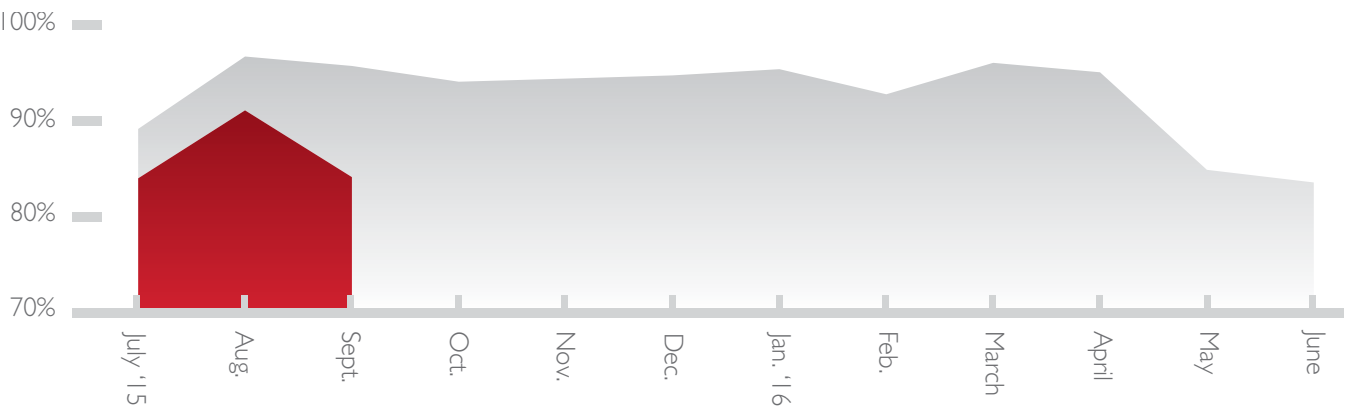
VRE SYSTEM

BOTH LINES ■ Current Stats ■ 3-Year Rolling Average

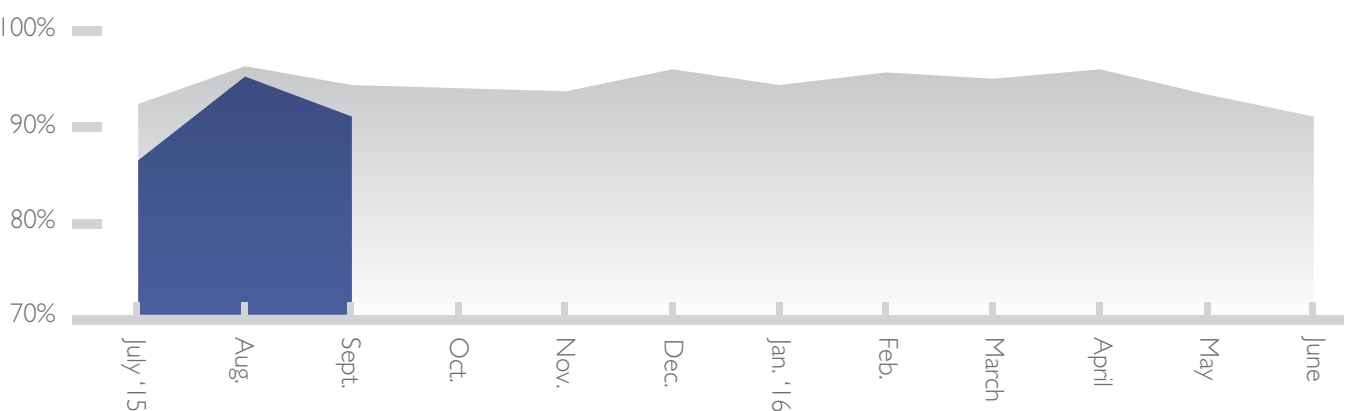


ON-TIME PERFORMANCE BY LINE

FREDERICKSBURG LINE ■ Current Stats ■ 3-Year Rolling Average



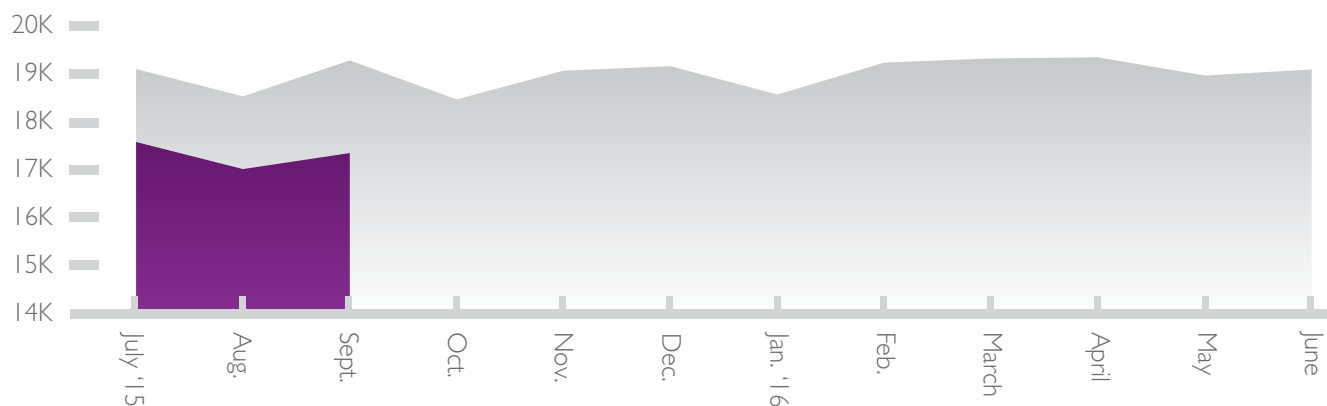
MANASSAS LINE ■ Current Stats ■ 3-Year Rolling Average



AVERAGE DAILY RIDERSHIP

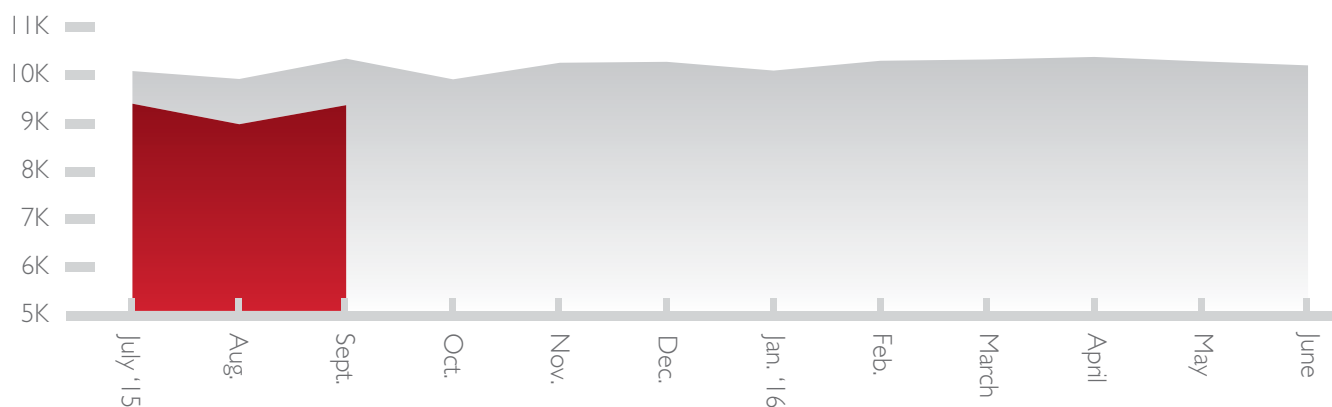
VRE SYSTEM

BOTH LINES ■ Current Stats ■ 3-Year Rolling Average

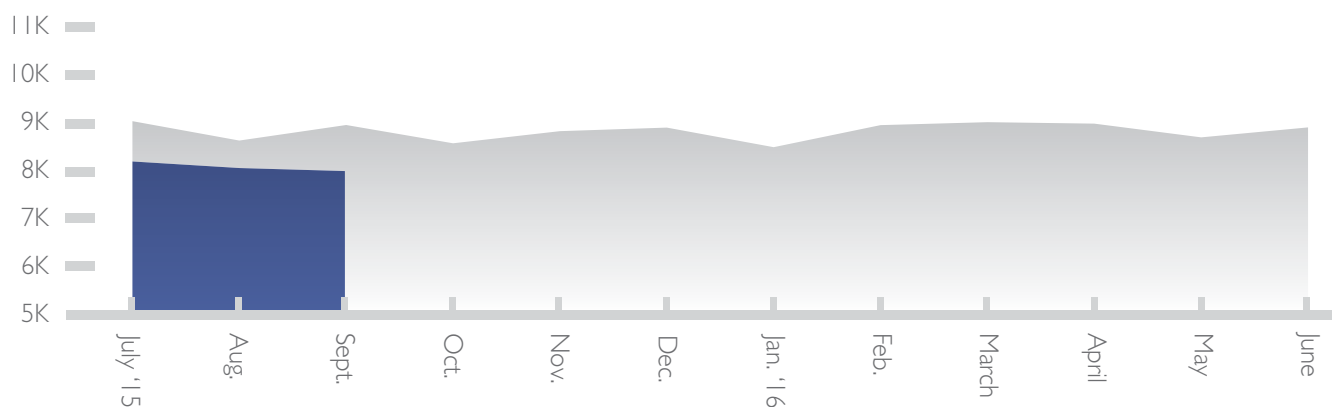


AVERAGE DAILY RIDERSHIP BY LINE

FREDERICKSBURG LINE ■ Current Stats ■ 3-Year Rolling Average



MANASSAS LINE ■ Current Stats ■ 3-Year Rolling Average



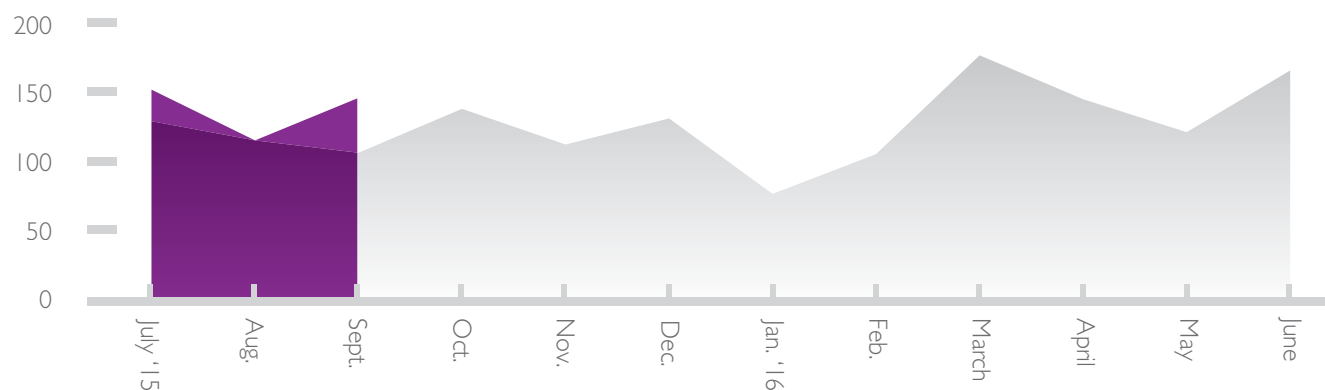
RIDERSHIP UPDATES



	Sept. 2015	Sept. 2014
Monthly Ridership	363,468	403,653
Average Daily Ridership	17,308	19,222
Full Service Days	21	21
"S" Service Days	—	—

CITATIONS

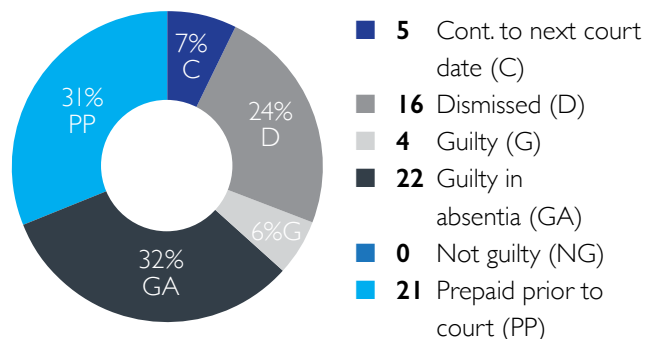
BOTH LINES ■ Current Stats ■ FY 2015



WAIVED CITATIONS

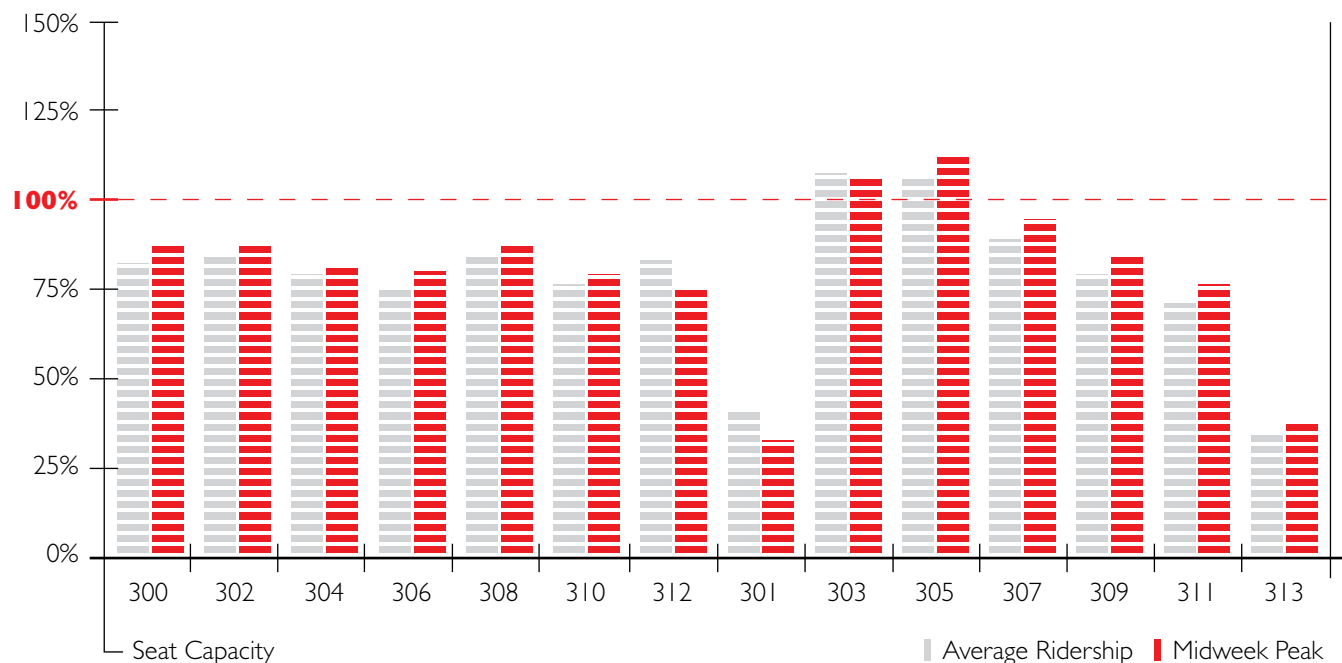
Reason for dismissal	Occurrences
Passenger showed proof of a monthly ticket	40
One-time courtesy	15
Per the request of the conductor	23
TVM error	0
Defective ticket	0
Per Ops Manager	0
Unique circumstances	1
Insufficient processing time	0
Insufficient information	1
Lost and found ticket	0
Other	2
Total Waived Citations	82

FARE EVASIONS COURT ACTIONS

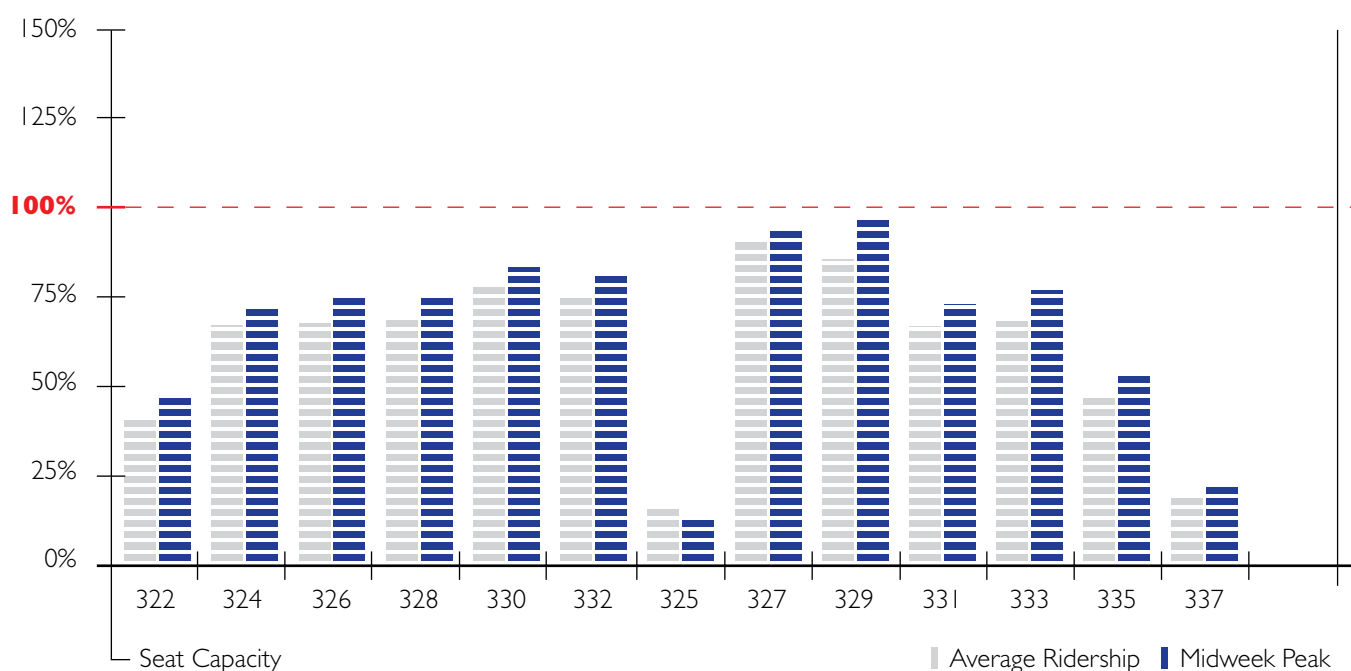


TRAIN UTILIZATION

FREDERICKSBURG LINE

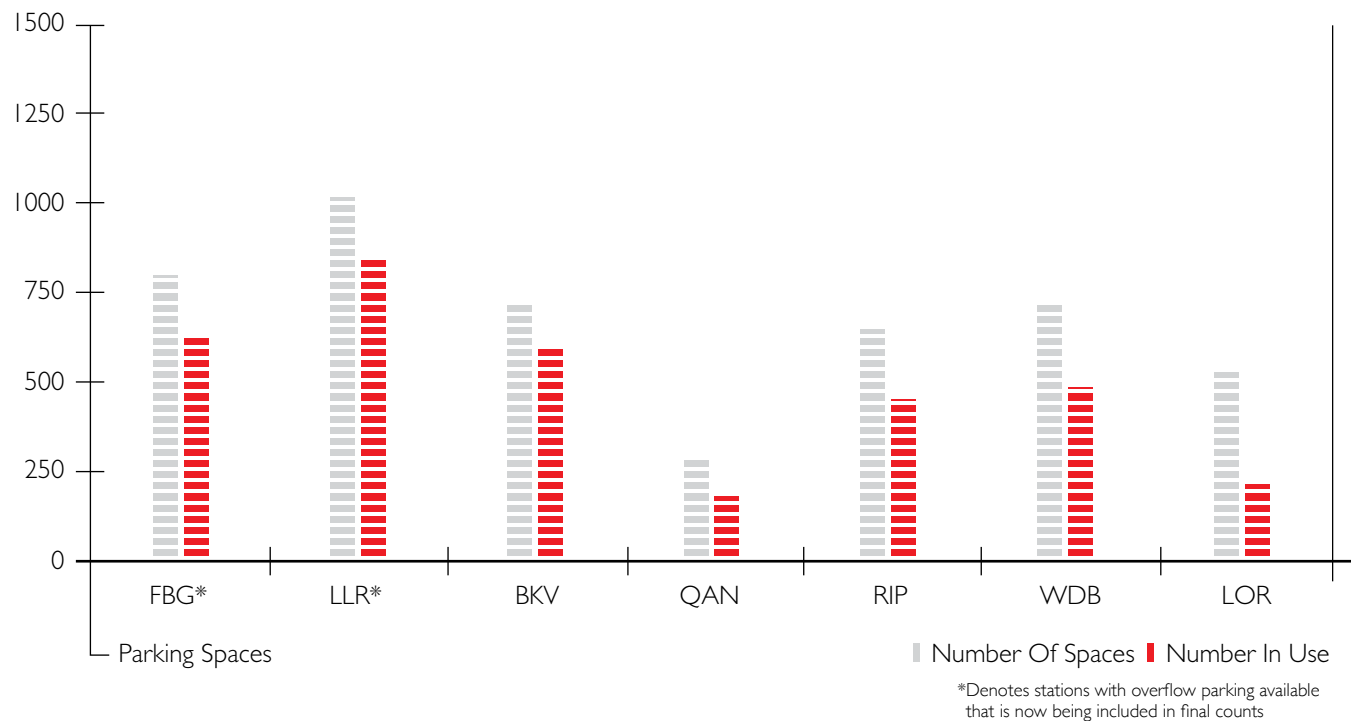


MANASSAS LINE

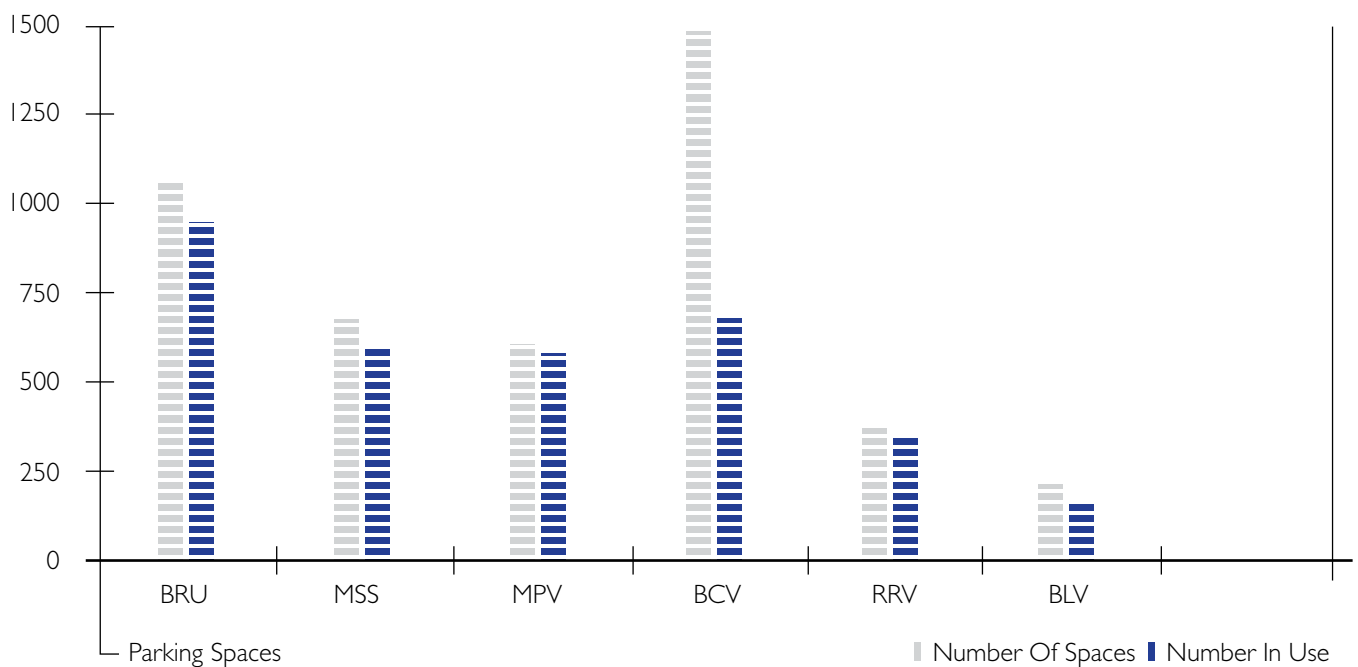


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare income for the month of August was \$220,969 below the budget – an unfavorable variance of 6.82 percent. The cumulative variance for the year is 6.33 percent or \$420,200 below the adopted budget. Revenue for the second month of FY 2016 is down 1.3 percent compared to the same period in FY 2015. We will continue to monitor this closely over the next few months. The operating ratio is 46 percent. The operating ratio is typically lower early in each fiscal year due to the payment into the Insurance Trust Fund in July. These figures are preliminary and unaudited.

SUMMARY OF FINANCIAL RESULTS – AUGUST 2015

MEASURES	DOLLARS	GOAL	ACTUAL
Operating Ratio	–	55%	46%
BUDGETED REVENUE (\$)	82,116,611	–	–
Budgeted Revenue YTD	18,642,995	–	–
Actual Revenue YTD	18,289,745	–	–
Cumulative Variance	(353,250)	–	(353,250)
Percent Collected YTD	–	22.70%	22.27%
BUDGETED EXPENSES (\$)	82,116,611	–	–
Budgeted Expenses YTD	15,550,013	–	–
Operating Expenses YTD	13,719,589	–	–
Cumulative Variance	1,830,424	–	1,830,424
Percent Expended YTD	–	18.94%	16.71%
NET INCOME (LOSS) FROM OPERATIONS (\$)	–	–	1,477,174

FY 2015 OPERATING BUDGET REPORT, AUGUST 31, 2015

	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	YTD \$ VARIANCE	TOTAL FY15 % BUDGET
OPERATING REVENUE (\$)							
Passenger Ticket Revenue	3,019,864	3,240,833	6,215,792	6,635,992	(420,200)	-6.3%	38,890,000
Other Operating Revenue	4,554	13,750	42,093	28,155	13,938	49.5%	165,000
Subtotal Operating Revenue	3,024,418	3,254,583	6,257,885	6,664,147	(406,262)	-6.1%	39,055,000
Jurisdct. Subsidy (1)	–	–	8,379,297	8,379,297	-	0.0%	12,991,760
Federal/State/Other	1,785,598	1,812,238	3,645,108	3,596,138	48,969	1.4%	28,979,851
Jurisdct. Subsidy Appn. from Res.	–	–	–	–	-	0.0%	1,070,000
Interest Income	4,123	1,667	7,455	3,413	4,042	118.4%	20,000
Total Operating Revenue	4,814,139	5,068,488	18,289,745	18,642,995	(353,250)	-1.9%	82,116,611
OPERATING EXPENSES (\$)							
Deptml. Operating Expenses	4,633,913	5,760,336	13,718,509	15,550,013	1,831,504	11.8%	75,401,741
Debt Service	514	–	943	–	(943)		6,714,870
Other Non-Dptl. Expenses	137	–	137	–	(137)		-
Total Operating Expenses	4,634,564	5,760,336	13,719,589	15,550,013	1,830,424	11.8%	82,116,611
NET INC. (LOSS) . FROM OPS (\$)	179,575	(691,848)	4,570,156	3,092,982	1,477,174	–	–
CALCULATED OPERATING RATIO	–	–	46%	43%	–	Goal	55%

(1) Total jurisdictional subsidy is \$16,428,800. Portion shown is attributed to Operating Fund only.



CAPITAL PROJECTS UPDATES

A new signal bridge over CSXT RF&P Subdivision tracks at Crossroads Interlocking.

L'ENFANT STORAGE TRACK

With midday train storage at a premium in Washington, DC, this project will convert an existing siding into a midday storage track for a VRE train set immediately north of L'Enfant Station. CSX Transportation (CSXT) will install the necessary changes to track, turnouts, switches and signals, while VRE will install wayside power appliances on the storage track to permit heating and cooling of trains during layover without running the locomotive. The VRE Operations Board approved award of a contract to C3M Power Systems LLC for construction work. The change proposed by C3M Power to relocate the Pepco power source is being added to the revised plans that will be submitted to DDOT for permitting. The new location will eliminate any impact on street parking and will provide a more direct power connection to the project. In addition, coordination on the track work is required to make sure the switches shown on the plan are consistent and do not interfere with the new power pedestal to be constructed. A property investigation is underway to confirm that the 12' X 12' power pedestal building will be built on CSXT-owned property. The revised District permitting and approvals associated with the change may delay the opening of the storage track until the beginning of 2016.

LIFECYCLE OVERHAUL AND UPGRADE FACILITY

In January 2014, the VRE Operations Board adopted a lifecycle 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 of the equipment. A new building at the Crossroads Maintenance and Storage Facility will be constructed to specifically perform this work and will be fully dedicated to these activities. The Board authorized award of a contract for engineering, environmental and construction services for the Lifecycle Overhaul and Upgrade (LOU) Facility to STV Group Incorporated. The new LOU building will be almost twice as large as the existing Service and Inspection building. The new Track 0 will be added and Tracks 2 and 3 will be reconfigured, with Track 3 ending as a stub track providing additional storage. The two buildings will be separated by about 20 feet.

The main roof will have 26 skylights and windows on the upper walls allow more natural light into the building. Early procurements for two of the long-lead, heavy equipment pieces are underway. The preliminary engineering (30 percent design) plans for the building and site design were reviewed during a two-day session in the VRE offices in early September. Details on the mechanical, electrical, plumbing, material finishes, fire and life safety equipment were all reviewed. Comments were generated



Southward view from the US Route 17 overpass of Crossroad Interlocking, the new Spotsylvania Station, and the relocated lead track serving the new station and VRE's Crossroads Maintenance and Storage Facility.

which required some additional design and research. The accelerated schedule calls for 70 percent design plans to be completed by early October and workshops for the reviews will be held during the week of October 19. In addition to the building and site design, a session will be held to conduct a detailed review of the cost estimate. Environmental coordination is underway with FTA.

ALEXANDRIA STATION PEDESTRIAN TUNNEL PROJECT

A new pedestrian tunnel at the Alexandria Union Station will be constructed just north of and parallel to the original tunnel built in 1906, which will ultimately be removed from service and sealed. The new tunnel will be wider and longer than the existing tunnel and will connect directly to Metro's King Street station. The new tunnel will eliminate an at-grade crossing used by passengers between the station's east and west platforms. This access to the existing east platform will be the only access in compliance with the Americans with Disabilities Act. The project will also widen the existing east platform allowing VRE and Amtrak trains to use Track 1 (the farthest track from the station), which is currently used almost exclusively by freight trains. By adding the tunnel with elevators and stairways, this project will greatly improve safety for passengers moving between the platforms and Metro, add operational flexibility for track usage and improve intermodal transfers between VRE and Metrorail, Metrobus and DASH buses.

Coordination of the design process continues. VDOT is helping facilitate the Federal Highway Administration's (FHWA) partial funding of this project as a part of their at-grade railroad crossing elimination program. As such, VDOT design reviews at multiple levels are required for the project. VDOT is also providing the environmental documentation. Recently, the Virginia Department of Historic Resources confirmed that the tunnel project would have No Adverse Effect to the historic station. The team recently received comments on the preliminary engineering design (30 percent design) from CSXT and are responding to those comments including reasons for a tunnel crossing versus a bridge crossing.

VRE is working with Amtrak to make sure that passengers will be informed both with signage and audio messages of the arrival/departure timing and locations of trains. New monitors may be able to provide both VRE and Amtrak train information which will be a first for Amtrak passengers at this station. Currently, Amtrak passengers rely only on the audio messages. The messaging is even more important as Track 1, the far easternmost track, will be activated for passenger train use as a part of the project. Since passengers on one track may have to quickly move to another track via two sets of stairs or two elevators, it will be necessary to provide timely and clearly understandable messaging. One idea is to work with CSXT for consistency in routing certain trains to specific tracks so that passenger expectations can be enhanced.

MARYLAND MASS TRANSIT ADMINISTRATION VISITS VRE

Representatives of the Maryland Mass Transit Administration (MTA) and MARC Train Service met with VRE staff in late September. The meeting started in Washington, DC then proceeded aboard a midday VRE train to Alexandria, allowing the visitors to observe railroad infrastructure and operations en route. MTA and VRE compared notes regarding the layout and customer service procedures for the VRE and MARC Communications Centers, and then sat down to discuss opportunities for improved information, service and fare coordination between the region's two commuter rail operators. The possibilities for run-through service in the future was discussed but both parties acknowledged that capacity improvements needed from CSXT, including the Long Bridge across the Potomac River and policy boards' approval, would be needed before such services could begin in earnest.



VRE and MARC staff on the platform at Washington's Union Station.

GAINESVILLE-HAYMARKET EXTENSION UPDATE

Work continues on the planning and design study for the VRE Gainesville-Haymarket Extension. The two-year study for a potential 11-mile extension of the Manassas Line along the Norfolk-Southern B Line from the City of Manassas through Gainesville to the Haymarket area in Prince William County was initiated in July 2015.

The study includes a comprehensive community and stakeholder engagement strategy, recognizing the critical importance of designing a VRE extension that serves the needs of corridor residents, current and future VRE riders, and stakeholders throughout the region. A public meeting to seek public input will be held on November 10 from 6–8 pm at Gainesville Middle School.

In addition, VRE is establishing four stakeholder committees to inform the study at various levels. They will meet periodically over the course of the study. The first committee meetings will be November 6, 9 and 10. The structure and roles of the committees are as follows:

- Policy Advisory Committee (PAC): The PAC will include local and state elected officials and VRE Operations Board members who will provide input at key milestones throughout the study.
- Executive Steering Committee (ESC): The ESC will consist of senior jurisdiction and transportation agency staff that will provide policy guidance and input to VRE and the study team on decisions related to the extension.
- Technical Advisory Committee (TAC): The TAC will include jurisdiction and agency technical staff who will review the study's technical materials and provide feedback to ensure they are consistent with applicable jurisdiction or agency plans, policies or regulations.
- Community Advisory Committee (CAC): The CAC will include local community leaders such as Planning Commissioners and will provide study feedback, and assist with community education and outreach ideas to encourage widespread participation.

Other expected study outcomes include: an alternatives analysis of station locations, identification of railroad improvements to support the extension, development of ridership projections and a service plan, a National Environmental Policy Act (NEPA) analysis of potential impacts, and preliminary engineering for stations and railroad infrastructure.

SPOTSYLVANIA THIRD TRACK PROJECT

Abernathy Construction Company, working in conjunction with Facchina Construction Company, has been back at work for nearly two months following a safety stand down with no significant or noteworthy safety violations observed or cited. The VRE Phase I civil, site, drainage and trackbed work is complete and present work is focused on the final portion of new third track. Project work continues on slope stabilization, retaining walls construction and on the Massaponax Creek Arch Extension.

CSXT track workers completed their Phase 2 cut-in of new switches and signals at Crossroad Interlocking over the weekend of September 26, 2015. The subsequent Phase 3 cut-in is presently scheduled for weekend of November 14, 2015. In a related improvement, rehabilitation of the Mine Rd. grade crossing was also completed last month.

The overall project completion is scheduled for the last quarter of 2015.



The new crossover at Crossroads Interlocking was cut-in and placed into service over the weekend of September 26th.

SPOTSYLVANIA STATION PROJECT

Station construction project completion is scheduled for November 2015, in conjunction with Spotsylvania County's 1,500 space parking lot. Paving is progressing on the parking lot and corresponding road improvements including the new signalized intersection at US Route 17 in conjunction with the parking lot completion.

The start of passenger service for the new station will hinge on the installation schedules from Rappahannock Electric and Verizon to complete electric and communications/data work.

Canopy roofing and headhouse/pavilion construction is progressing on schedule.



The walls and roof for the new station waiting room are in place and crews are working on extending sidewalks and setting up the utility room.



Traffic directional signs are erected and paving is complete as Spotsylvania County works on striping the 1,500 space parking lot.



North End of the new Spotsylvania platform looking south across new parking lot and toward the station waiting room and headhouse.

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Painting of L'Enfant and Leeland Road Stations
2. Restriping of far parking lot at Rippon Station and surface parking lot and east kiss and ride loop at Woodbridge Station
3. Replacement of remaining stair pans and landings at Rippon Station
4. Installation of revised signage in Manassas parking garage, in accordance with new parking agreement with City of Manassas

Projects scheduled to be completed this quarter:

1. Painting of Burke Centre Station
2. Painting of Backlick Road and/or Lorton Stations
3. Restriping of select parking lots at Quantico and Broad Run Stations and Crossroads Yard
4. Issuance of Notice to Proceed for canopy roof and gutter replacement project at L'Enfant and Leeland Road Stations
5. Issuance of Notice to Proceed for elevator modernization project at Franconia-Springfield and Rippon Stations
6. Repair of water damaged Woodbridge Station west elevator
7. Installation of signage, benches and waste/recycling receptacles at Spotsylvania Station
8. Installation of platform warning tactile panels at Spotsylvania Station
9. Installation of right-of-way security fencing at Burke Centre Station (awaiting Norfolk Southern approval)
10. Repair of platform concrete deficiencies at Quantico Station
11. Replacement of benches at Alexandria Station east platform

Projects scheduled to be initiated this quarter:

1. Installation of upgraded light fixtures at Woodbridge Station west tower and pedestrian bridge
2. Installation of platform and inter-track warning signs at stations
3. Replacement of dying trees at Broad Run Station parking lot
4. Replacement of dying shrubs at Woodbridge Station
5. Renovations at Crossroads Warehouse office

Ongoing projects:

1. Renovations at Alexandria headquarters
2. Modification of wayside power pedestals at Broad Run and Crossroads yards to increase light visibility and improve cable storage
3. Replacement of worn or damaged signage at various stations
4. Correction of canopy drainage problem at Crystal City Station
5. Development of scope of work for tactile warning strip replacement IFB for various stations
6. Development of scope of work for platform concrete rehabilitation IFB for Fredericksburg Station

UPCOMING PROCUREMENTS

- Repair and Overhaul of Locomotive Rotating Electrical Equipment
- Engineering and Environmental Services for Platform Improvements at Five Fredericksburg Line Stations
- General Planning Consulting Services I – Project Development Services
- Development of Design Guidelines and Standard Specifications
- Engineering and Environmental Services for the Rolling Road Station Platform Extension
- Replacement of Tactile Warning Strips at Station Platforms
- Installation of Security Camera Equipment
- Automatic Parking Counter System
- Automatic Passenger Counter System
- Network Assessment
- Drop Table for the Lifecycle Overhaul and Upgrade Facility
- Wheel Truing Machine for the Lifecycle Overhaul and Upgrade Facility
- Engineering and Environmental Services for Mid-Day Train Storage Facilities
- Delivery of Head End Power Kits

PROJECTS PROGRESS REPORT

STATIONS AND PARKING LOTS

PROJECT	DESCRIPTION	PHASE					
		CD	PE	ES	RW	FD	CN
Union Station Improvements (Amtrak/VRE Joint Recapitalization Projects)	Station and coach yard improvements of mutual benefit to VRE and Amtrak.	◆	◆	◆	N/A	◆	●
Alexandria Station Improvements	Pedestrian tunnel to METRO, improve ADA access, and eliminate at-grade track crossing.	◆	◆	●	N/A	●	—
	Modify Slaters Lane Interlocking, track, and East Platform to accommodate trains on Track #1.	◆	●	—	N/A	—	—
	Extend East Platform for 8-car trains and elevate West Platform.	◆	—	—	N/A	—	—
Franconia - Springfield Station Improvements	Extend both platforms for 8-car trains and widen east platform for future third track.	◆	—	—	N/A	—	—
Lorton Station Improvements	Extend existing platform for 8-car trains.	◆	◆	◆	N/A	◆	■
	New second platform for 8-car trains.	◆	—	—	N/A	—	—
Quantico Station Improvements	New island platform, pedestrian bridge, bus facilities, trackwork and extend existing platform.	◆	●	—	N/A	—	—
Rippon Station Improvements	Extend existing platform and construct second platform for 8-car trains.	◆	—	—	N/A	—	—
Brooke Station Improvements	Extend existing platform and construct second platform for 8-car trains.	◆	—	—	N/A	—	—
Leeland Road Station Improvements	Extend existing platform and construct second platform for 8-car trains.	◆	—	—	N/A	—	—
Spotsylvania Station Improvements	New VRE station in Spotsylvania County near the Crossroads MSF.	◆	◆	◆	N/A	◆	●
Rolling Road Station Improvements	Extend existing platform by 250 feet for 8-car trains.	◆	—	—	N/A	—	—
Broad Run Station Improvements	Parking garage to expand parking by 700 spaces.	◆	◆	■	N/A	—	—

PHASE: CD - Conceptual Design PE - Preliminary Engineering ES - Environment Screening RW - Right of Way Acquisition

ESTIMATED COSTS (\$)					COMPLETION		STATUS	
Total	Funded	Unfunded	Authorize	Expended	Percent	Date		
3,201,176	3,201,176	–	3,201,176	2,077,547	90%	4th QTR 2015	●	Remaining work on platform canopies resumed in Fall 2015.
10,021,865	10,021,865	–	1,814,599	351,489	25%	1st QTR 2017	●	60% design under development.
7,000,000	7,000,000	–	–	–	5%	1st QTR 2017	●	Platform design underway. Preparing CXST agreement for track and signal work.
2,400,000	2,400,000	–	–	–	5%	1st QTR 2017	●	Additional funding needed for East Platform extension
13,000,000	13,000,000	–	–	–	5%	TBD	●	Preparing RFP for PE and NEPA as part of Penta-Platforms Program.
1,864,000	1,864,000	–	–	–	50%	4th QTR 2016	■	NTP on hold pending updated permits and CSXT flagging.
16,776,000	10,740,000	–	–	–	5%	3rd QTR 2017	●	Preparing RFP for PE and NEPA as part of Penta-Platforms Program.
6,680,968	6,681,338	–	–	–	40%	1st QTR 2017	●	In conjunction with DRPT Arkendale-Powells Creek Third Track Project.
14,633,000	16,634,000	–	–	–	5%	1st QTR 2020	●	Preparing RFP for PE and NEPA as part of Penta-Platforms Program.
14,650,000	9,264,300	5,385,700	–	–	5%	3rd QTR 2020	●	Preparing RFP for PE and NEPA as part of Penta-Platforms Program.
14,000,000	9,264,300	4,735,700	–	–	5%	3rd QTR 2020	●	Preparing RFP for PE and NEPA as part of Penta-Platforms Program.
3,442,500	3,442,500	–	3,287,353	2,525,000	90%	4th QTR 2015	●	Completion coordinated with 1500 space County-built parking lot.
2,000,000	2,000,000	–	–	–	5%	3rd QTR 2017	●	Preparing RFP for PE and NEPA.
24,420,000	3,420,000	21,000,000	2,031,263	393,120	30%	TBD	✗	NEPA documents submitted to FTA for review. No funds available for final design or construction.

FD - Final Design CN - Construction ◆ Completed ● Underway ■ On Hold ✗ Suspended / Cancelled

TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PE	ES	RW	FD	CN
L'Enfant Wayside Storage Track	Conversion of existing siding into a midday train storage track.	◆	◆	◆	N/A	◆	●
Hamilton-to-Crossroads Third Track	2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	●

MAINTENANCE AND STORAGE FACILITIES

Broad Run Yard Train Wash	New train wash facility to be added to the Broad Run MSF.	◆	◆	◆	N/A	◆	●
Lifecycle Overhaul and Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	●

ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars. 8 cars in service. 7+5 in construction. 9 additional approved.	◆	N/A	N/A	N/A	◆	●
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●

PLANNING, COMMUNICATIONS, AND INFO. TECHNOLOGY

Gainesville - Haymarket Extension	NEPA and PE for an 11-mile extension of VRE service over the NS B-Line to I-66 near Haymarket.	◆	●	●	—	—	—
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●

PHASE: CD - Conceptual Design PE - Preliminary Engineering ES - Environment Screening RW - Right of Way Acquisition

Total	ESTIMATED COSTS (\$)				COMPLETION			STATUS
	Funded	Unfunded	Authorize	Expended	Percent	Date		
4,283,000	4,283,000	–	4,283,000	384,581	65%	1st QTR 2016	■	On hold, ready to resume when District permitting and property boundaries are resolved.
32,500,000	32,500,000	–	32,163,227	17,290,853	–	1st QTR 2016	●	Work resumed after safety standdown. Second phase track and signal cut-in achieved 9/26/15.
2,494,711	307,513	2,187,198	283,421	174,875	60%	TBD	✗	Design 90% complete
22,500,000	22,500,000	–	3,146,403	180,409	30%	2nd QTR 2017	●	Design 30% complete. Procurement began on purchasing long-lead specialty equipment.
52,544,714	52,544,714	–	50,857,414	21,263,340	46%	4th QTR 2018	●	Base order of 8 cars 95% complete. 7-car option 22% complete. Engineering begun on 5-car option order.
10,821,989	10,821,989	–	7,980,877	51,475	–	–	●	Contract executed to install on-board equipment in January 2015. Awaiting definition of specifications.
265,000,000	5,823,052	–	5,902,501	1,042,749	10%	–	●	Work agreement executed with NS. First round of stakeholder and public outreach in October.
–	32,500,000	–	32,163,227	17,290,853	40%	–	●	System launched May 2015. \$205,000 in sales June 2015. Second phase underway.
FD - Final Design CN - Construction ◆ Completed ● Underway ■ On Hold ✗ Suspended / Cancelled								



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**Virginia Railway
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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

Marc Aveni
Meg Bohmke
Jay Fisette
Todd Horsley
Frank Jones
Jeanine Lawson
Tim Lovain
Michael May
Jeff McKay
Paul Trampe
Billy Withers

Doug Allen
Chief Executive Officer

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

MINUTES

#6A

VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia October 16, 2015

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)	Prince William County
John C. Cook (NVTC)	Fairfax County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Paul Milde (PRTC)	Stafford County
Suhas Naddoni (PRTC)*	City of Manassas Park
J. Walter Tejada (NVTC)*	Arlington County
Bob Thomas (PRTC)	Stafford County
Jonathan Way (PRTC)	City of Manassas

Members Absent	Jurisdiction
Jennifer Mitchell	DRPT
Martin Nohe (PRTC)	Prince William County
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria

Alternates Present	Jurisdiction
Todd Horsley	DRPT
Billy Withers (PRTC)	City of Fredericksburg

Alternates Absent	Jurisdiction
Marc Aveni (PRTC)	City of Manassas
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
Paul Trampe (PRTC)	Spotsylvania County

Staff and General Public	
Doug Allen – VRE Tracy Baynard – McGuire Woods Donna Boxer – VRE Alex Buchanan – VRE Rich Dalton – VRE Greg Deibler – VRE Patrick Durany – Prince William County Rhonda Gilchrest – NVTC Staff Chris Henry – VRE Kimberly Herman – Stafford County Tom Hickey – VRE Gerri Hill – VRE Christine Hoeffner – VRE Bryan Jungwirth – VRE	John Kerins – Keolis Mike Lake – Fairfax County DOT Lezlie Lamb – VRE Bob Leibbrandt – Prince William County Steve MacIsaac – VRE legal counsel Betsy Massie – PRTC staff Eric Marx – PRTC staff Kate Mattice – NVTC staff Dick Peacock – Citizen Alexis Rice – VRE Lynn Rivers – Arlington County Alex Sugatan – 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 9:00 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Ms. Caddigan moved, with a second by Mr. Kelly, to approve the Agenda. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Thomas and Way.

Approval of the Minutes of the September 18, 2015 Operations Board Meeting – 4

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

Chairman's Comments – 5

Chairman Cook gave an update on VRE's work with APTA and the Virginia Congressional delegation on the Positive Train Control (PTC) issue. The House has introduced a stand-alone bill to extend the PTC deadline to 2018. The Senate has included a provision in their long-term Transportation Reauthorization bill.

Chairman Cook announced the Audit Committee will meet at 8:45 A.M. prior to the November Operations Board Meeting and the Capital Committee will meet afterwards.

Chief Executive Officer's Comments – 6

Mr. Allen reviewed VRE's recent staff activity related to safety and security:

- Conducted railroad crossing and trespass abatement safety blitzes with local law enforcement, Keolis, CSXT and Norfolk Southern.
- Conducted tactical training for Fredericksburg's police and SWAT team.

Mr. Allen reported overall on-time performance for the month of September was 88 percent. VRE staff was on hand at the stations to help visitors attending the Pope's visit. Since many regular riders decided to stay home, ridership was lower than projected for the days of the event.

Mr. Allen gave updates on the Master Agreement Survey conducted on October 7th, Gainesville-Haymarket Extension Project, VRE's new website launch on October 30th, and the Spotsylvania Station. He also reported the final FY 2017 budget will be presented in December. Since VRE is seeing slightly lower ridership than projected, the budget may be revised to reflect this.

[Mr. Naddoni and Mr. Tejada arrived at 9:07 A.M. and 9:08 A.M., respectively.]

Mr. Allen noted discussions are starting with CSX since the Access Agreement expires June 30, 2016. If an agreement cannot be reached, VRE has the ability to extend the agreement

for another year. Mr. Kelly asked about VRE's negotiating position. Mr. Allen explained VRE will try to align this agreement similar to the terms of the Norfolk Southern agreement. Mr. Way asked if additional train slots are identified in the agreement. Mr. Allen responded the slots VRE earns are not specified in this agreement but are identified in another agreement. DRPT is already having conversations with CSX about train slots and VRE plans to collaborate with DRPT.

VRE Riders' and Public Comment – 7

There were no comments.

Consent Agenda – 8

Chairman Cook stated that #8B has been removed from the Consent Agenda.

Ms. Bulova moved, with a second by Mr. Kelly, to approve the following Consent Agenda items:

- Resolution #8A-10-2015: Authorization to Issue a GEC VII Task Order for Construction Management Services for the Lorton Station Platform Extension Project
- Resolution #8C-10-2015: Authorization to Issue a Request for Proposals for Engineering and Environmental Services for the Manassas Park Station Parking Expansion Project

The Board then voted to approve the Consent Agenda. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

Recommend Authorization to Amend Agreements with CSX to Add the Spotsylvania Station to VRE's Service Corridor, Add Train Service and Enter into a Completion Agreement for the Third Track Improvements – 9A

Mr. Allen asked the Operations Board to recommend the Commissions authorize him to execute amendments to the CSX Operating Access Agreement and the Master Facilities Agreement required to add the Spotsylvania Station and an additional train on the CSX line and to execute a Completion Agreement with CSX regarding completion of the third track project. Resolution #9A-10-2015 would accomplish this.

Mr. Milde moved, with a second by Ms. Bulova, to approve Resolution #9A-10-2015. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

Recommend Authorization to Amend the Norfolk Southern Operating Access Agreement – 9B

Mr. Allen asked the Operations Board to recommend the Commissions authorize him to execute an amendment to the April 30, 2014 Norfolk Southern Operating Access Agreement, in a form approved by legal counsel, to reflect schedule changes for the VRE

Manassas and Fredericksburg line trains due to opening the Spotsylvania Station and adding one round-trip Fredericksburg line train. Resolution #9B-10-2015 would accomplish this.

Mr. Milde moved, with a second by Ms. Caddigan, to approve Resolution #9B-10-2015. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

Recommend Authorization to Amend the Amtrak Access and Storage Agreement – 9C

Mr. Allen asked the Operations Board to recommend the Commissions authorize him to execute an amendment to the July 1, 2015 Amtrak Access and Storage Agreement, in a form approved by legal counsel, to reflect schedule changes for the VRE Manassas and Fredericksburg line trains to reflect the opening of the Spotsylvania Station. Resolution #9C-10-2015 would accomplish this.

Mr. Milde moved, with a second by Ms. Caddigan, to approve Resolution #9C-10-2015.

Mr. Way asked about VRE's plans for mid-day storage. Mr. Allen stated Amtrak has agreed to find a place for the new Fredericksburg train at Ivy City. VRE is actively seeking a permanent mid-day storage site and is currently looking at a site along New York Avenue, which is owned by the District of Columbia and Amtrak.

The Board then voted on the motion and it passed. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

Recommend Approval of Submission of Manassas Park Parking Expansion to the NVTA for FY 2017 Funding Consideration – 9D

Mr. Allen asked the Operations Board to recommend the Commissions approve the submission of a grant application for final design for expansion of parking at the Manassas Park Station to the Northern Virginia Transportation Authority (NVTA) for consideration in its FY 2017 program. Resolution #9D-10-2015 would accomplish this.

NVTA approved \$500,000 in its FY 2015-2016 program for an initial study of the parking expansion including preliminary engineering (PE) and National Environmental Policy Act (NEPA) analysis. Obtaining FY 2017 funding for final design will allow the design work to continue uninterrupted following completion of PE/NEPA studies. VRE is seeking an additional \$2 million through NVTA's FY 2017 program, which is anticipated to be adopted in July 2016.

Mr. Naddoni moved, with a second by Ms. Caddigan, to approve Resolution #9D-10-2015. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

Recommend Approval of the 2016 Legislative Agenda – 9E

Mr. Allen asked the Operations Board to recommend the Commissions approve the 2016 Legislative Agenda and authorize him to actively pursue the elements set forth in the document. Resolution #9E-10-2015 would accomplish this.

Mr. Way moved, with a second by Mr. Kelly, to approve Resolution #9E-10-2015. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

Authorization to Execute a Contract for Safety and Security Consulting Services – 9F

Mr. Allen asked the Operations Board to authorize him to execute a contract with Kensington Consulting of Kensington, Maryland for the provision of consulting services for a base year and four option years, in a total amount not to exceed \$400,000 with the CEO exercising the option years at his discretion. Resolution #9F-10-2015 would accomplish this.

Ms. Bulova moved, with a second by Ms. Caddigan, to approve Resolution #9F-10-2015. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

Approval of Standardized Language for Contract Authorization – 9G

Mr. Allen asked the Operations Board to approve a resolution directing staff to include certain language in all future resolutions giving the CEO authorization to execute a contract or seek the Commissions' approval to do so. Future resolutions will include language stating the Operations Board does not directly participate in the underlying procurement process, and that the Operations Board incorporates in its action, without independent review or validation, the steps taken by staff leading up to the staff's recommendation. Resolution #9G-10-2015 would accomplish this.

Chairman Cook stated he and Mr. MacIsaac worked on this language over many months. As part of the Management Audit recommendations, VRE was directed to clarify what the Board is doing when it votes on a procurement. The following "whereas" clause will be included in all future contract resolutions:

WHEREAS, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable.

Mr. Kelly moved, with a second by Ms. Bulova, to approve Resolution #9H-10-2015. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

VRE Operations Board Member Recognition Program Update and Approval of Nominees – 9H

Mr. Allen reported the Executive Committee discussed this. Chairman Cook announced the committee recommends the nomination of David Brickley for the VRE Operations Board Member Recognition Program. Mr. Brickley is a former Delegate in the General Assembly representing the southern tip of Fairfax County and eastern Prince William County. He was an early believer in establishing VRE. In the General Assembly, he sponsored the legislation to create PRTC as well as the revenue source for VRE operations. The gasoline tax incentive helped the Counties of Stafford and Prince William, plus the cities of Manassas and Fredericksburg, to be able to afford operations of VRE train service. His leadership on the PRTC Board and VRE Operations Board helped VRE take root.

Ms. Caddigan moved, with a second by Ms. Bulova, to approve Resolution #9H-10-2015, which approves the nomination of David Brickley for the VRE Operations Board Member Recognition Program. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

Financial Plan Update – 10A

Mr. Allen stated VRE staff and our consultants, the PFM Group, continue to work on the development of a long-term strategic financial plan. The Operations Board asked PFM to return in January with full financial plans for the Natural Growth and System Plan 2040 service profiles, which will include a range of possible sources of additional dedicated revenue. Mr. Way emphasized the importance of having both ends of the spectrum included in the analysis.

Mr. Allen also observed the jurisdictional subsidy projections for FY 2016 to FY 2040 are included in the meeting materials, as requested by Board Members at the last meeting.

Management Audit Recommendations Update – 10B

Chairman Cook noted the written materials outlining the activities that have occurred on Management Audit recommendations. Mr. Allen highlighted the new format for the CEO Report, which was part of the Management Audit recommendations. There were no questions.

VRE Riders and Public Comment

Chairman Cook observed Mr. Peacock's arrival and asked him if he would like to make a statement. Mr. Peacock expressed his interest in the seven new railcars arriving in January. He asked if the Legacy railcars will be sold. Mr. Dalton responded VRE will keep some of the Legacy railcars and the rest will be sold. Chicago Metra has expressed interest in purchasing some of these railcars.

Mr. Peacock asked if a date has been selected for the opening of the Spotsylvania Station. Mr. Allen replied there is no firm opening date, but there will be a ceremony on November 16th. The new Fredericksburg train will be coordinated with the opening of the station.

Closed Session – 11

Ms. Caddigan moved, with a second by Mr. Kelly, 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 implementation of positive train control (PTC) and the implications of failure to meet the December 31, 2015 deadline for implementation.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

The Board entered into Closed Session at 9:32 A.M. and returned to Open Session at 10:30 A.M.

Ms. Caddigan moved, with a second by Mr. Kelly, the following certification:

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

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

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Horsley, Jenkins, Kelly, Milde, Naddoni, Tejada, Thomas and Way.

Operations Board Members Time – 11

There were no comments.

Adjournment

Without objection, Chairman Cook adjourned the meeting at 10:31 A.M.

Approved this 20th day of November 2015.

John C. Cook
Chairman

Paul Smedberg
Secretary

CERTIFICATION

This certification hereby acknowledges that the minutes for the October 16, 2015 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Rhonda Gilchrest

**Virginia Railway Express
Operations Board**

**Resolution
8A-10-2015**

**Authorization to Issue a GEC VII Task Order for
Construction Management Services for the
Lorton Station Platform Extension Project**

WHEREAS, due to current ridership demand along with future growth projections, VRE, and Fairfax County have initiated a platform extension and second platform project at Lorton VRE Station that will accommodate ridership growth as well as provide flexibility for railroad operations; and,


WHEREAS, in March 2014, a contract for the Lorton Station platform extension was executed with Hammerhead Construction and Notice to Proceed is expected to be issued in November 2015; and,

WHEREAS, Construction Management Services are necessary to support VRE staff with on-site representation, monitoring construction activities, documenting and reporting daily activities, tracking pay item quantities, and assist in ensuring that quality standards and contract requirements are being met; and,

WHEREAS, STV Incorporated has presented an acceptable proposal to perform said services;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a GEC VII Task Order to STV Incorporated for Construction Management services for the Lorton Station Platform Extension project in the amount of \$163,819, plus a 10% contingency of \$16,382, for a total amount not to exceed \$180,201.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8C-10-2015**

**Authorization to Issue a Request for Proposals
for Engineering and Environmental Services for
Manassas Park Station Parking Expansion Project**

WHEREAS, existing parking utilization and the VRE Manassas Park Station ranges between 94% and over 100%; and,

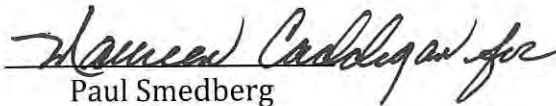
WHEREAS, forecast growth in population and employment as well as future VRE Manassas Line service expansion proposed in the VRE System Plan 2040 will result in increased demand for parking at the Manassas Park Station that exceeds available capacity; and,

WHEREAS, the preparation of environmental and engineering studies are needed to refine the future parking demand estimates for the station, complete required NEPA analyses, and prepare engineering design documents for parking expansion;

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; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals for engineering and environmental services for the Manassas Park Station parking expansion project.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9A-10-2015**

**Recommend Authorization to Amend Agreements with CSX to Add the
Spotsylvania Station to VRE's Service Corridor, Add Train Service and
Enter Into a Completion Agreement for the Third Track Improvements**

WHEREAS, VRE's current Operating Access Agreement with CSX was executed in July of 2011; and,

WHEREAS, the current Operating Access Agreement defines the train schedules and physical characteristics of the rail corridor in which VRE operations; and,

WHEREAS, the current train schedules and physical characteristics of the rail corridor need to be modified to include revised train schedules, the addition of a roundtrip train and update the physical characteristics due to adding the Spotsylvania station to VRE's service corridor; and,

WHEREAS, VRE has a Master Facilities Lease Agreement with CSX for all Stations on the CSX right of way; and,

WHEREAS, the Master Facilities Lease Agreement needs to be updated to include the Spotsylvania station platform located in the CSX right of way and update the VRE Crossroads lead track lease; and,

WHEREAS, VRE is currently constructing a third track between Hamilton and Crossroads interlocks; and,

WHEREAS, VRE anticipates the third track project to be substantially completed by December 31, 2015; and,

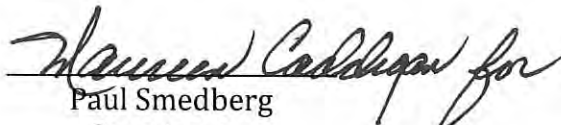
WHEREAS, before service to the Spotsylvania station begins, CSX requires a Completion Agreement to outline a contingency plan if the third track project is not completed within a reasonable time after December 31, 2015;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the current CSX Operating Access Agreement in a form approved by legal counsel to 1) revise the current train schedules; 2) add track maintenance responsibilities and; 3) update the physical characteristics of the rail corridor; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the current Master Facilities Lease Agreement to 1) include the Spotsylvania station platform and; 2) update the lease of the VRE Crossroads lead track in a form approved by legal counsel; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute a Completion Agreement with CSX outlining a contingency plan if the Hamilton to Crossroads third track improvements are not completed within a reasonable time beyond December 31, 2015, in a form approved by legal counsel.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9B-10-2015**

**Recommend Authorization to Amend the
Norfolk Southern Operating Access Agreement**

WHEREAS, VRE has an Operating Access Agreement with Norfolk Southern Railway Company dated April of 2014 for a term of five years; and,

WHEREAS, the Operating Access Agreement, in part, identifies train schedules for the VRE Manassas line trains that intersect with CSX Transportation at the AF interlock; and,


WHEREAS, VRE will modify the train schedules with CSX Transportation to add an additional round trip Fredericksburg line train; and,

WHEREAS, the modified trains schedules with CSX Transportation will directly affect the VRE Manassas line trains; and,

WHEREAS, in order to eliminate train schedule conflicts the VRE Manassas Line trains schedules need to be modified;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the Operating Access Agreement with Norfolk Southern Railway Company to modify the VRE Manassas Line train schedules in a form approved by legal counsel.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9C-10-2015**

**Recommend Authorization to Amend the
Amtrak Access and Storage Agreement**

WHEREAS, VRE has an Operating Access Agreement with Amtrak dated July 1, 2015; and,

WHEREAS, the Access and Storage Agreement, in part, identifies train schedules for the VRE Manassas and Fredericksburg line trains; and,

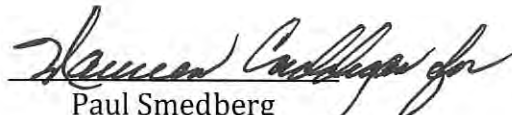
WHEREAS, VRE will modify the train schedules with CSX Transportation and Norfolk Southern Railway Company to add an additional round trip Fredericksburg line train; and,

WHEREAS, the modified trains schedules will directly affect the arrival and departure schedules into and out of Washington Union Terminal; and,

WHEREAS, in order to incorporate the modified train schedules into the current Agreement an Amendment is required;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the Access and Storage Agreement with Amtrak to modify the VRE Manassas and Fredericksburg Line train schedules in a form approved by legal counsel.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9D-10-2015**

**Recommend Approval of Submission of Manassas Park Parking
Expansion to the NVTa for FY 2017 Funding Consideration**

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

WHEREAS, as NVTa approved \$500,000 to initiate study of the Manassas Park parking expansion as part of its Fiscal Year (FY) 2015-16 program in April 2015; and,

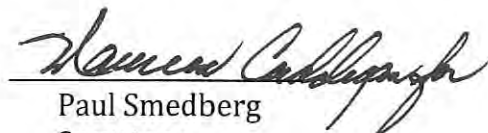
WHEREAS, an estimated additional \$2 million is needed to advance the full project development phase of the project through final design; and,

WHEREAS, NVTa has issued a Call for Projects to agencies and jurisdictions for consideration for funding with expected FY 2017 revenues;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions approve the submission of the Manassas Park parking expansion project, final design phase in the amount of \$2 million, to the NVTa for consideration for funding in FY 2017; and,

BE IT FURTHER RESOLVED THAT, the Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer of VRE to submit the approved project for funding, to make any necessary corrections to project amounts or descriptions, and to execute all project agreements on behalf of the Commissions.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9E-10-2015**

Recommend Approval of the 2016 VRE Legislative Agenda

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

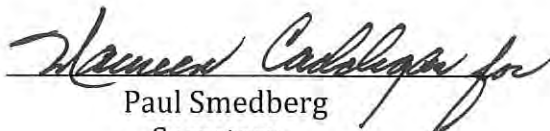
WHEREAS, VRE serves residents throughout the Commonwealth to provide a meaningful public transportation option; and,

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

WHEREAS, VRE has coordinated its Legislative Agenda with the staffs of the Commissions and member jurisdictions;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions approve the 2016 VRE Legislative Agenda and authorize the Chief Executive Officer to actively pursue the elements set forth in the attached document.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9F-10-2015**

**Authorization to Execute a Contract for
Safety and Security Consulting Services**

WHEREAS, VRE currently has retained the services of a professional safety and security consulting services provider; and,

WHEREAS, VRE requires continuing third-party support for safety and security management and as recommended by the National Transportation Safety Board and the FRA; and,

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

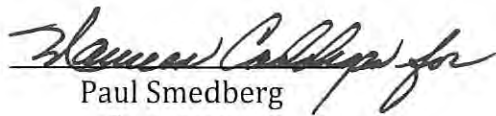
WHEREAS, the VRE Operations Board authorized a Request for Proposals (RFP) on March 20, 2015 for safety and security consulting services; and,

WHEREAS, on August 14, 2015 an RFP was issued and five (5) responses were received on September 14, 2015; and,

WHEREAS, the VRE Operations Board relies upon staff to have complied with all applicable laws, regulations, policies and procurement procedures that pertain to this action in the development of its recommendation to the VRE Operations Board;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with Kensington Consulting LLC for safety and security consulting services for a base year and four option years in a total amount not to exceed \$400,000, with the CEO exercising the option years at his discretion.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9G-10-2015**

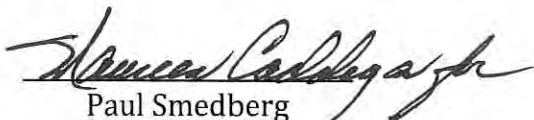
Approval of Standardized Language for Contract Authorizations

WHEREAS, The VRE Operations Board Chairman has sought clarification and a more comprehensive declaration of the extent to which the Operations Board relies on staff in the procurement process;

NOW, THEREFORE, BE IT RESOLVED THAT, all future resolutions giving the CEO authorization to execute a contract or seeking the Commissions' approval to do so, will include the following language:

WHEREAS, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9H-10-2015**

**VRE Operations Board Member Recognition
Program Update and Approval of Nominees**

WHEREAS, the VRE Operations Board is grateful for all Operations Board members' service to the VRE; and,

WHEREAS, the VRE Operations Board wants to recognize extraordinary service and significant accomplishments of early and long tenured Operations Board members; and,


WHEREAS, the VRE Operations Board wants to honor these members by placing their names on VRE locomotives; and,

WHEREAS, the VRE Operations Board's Executive Committee has suggested an update to the previously approved program;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby adopt the updated VRE Operations Board Member Recognition Program, Attachment 1; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby approve the list, Attachment 2, of former VRE Operations Board members nominated by the VRE Operations Board Executive Committee for recognition under the program.

Approved this 16th day of October 2015


Paul Smedberg
Secretary


John C. Cook
Chairman

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RESOLUTION #2285

SUBJECT: Approve VRE's 2016 Legislative Agenda

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

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

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

WHEREAS: VRE has coordinated its Legislative Agenda with the staffs of the Commissions and member jurisdictions; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED THAT, the Northern Virginia Transportation Commission hereby approves the 2016 VRE Legislative Agenda and authorizes the VRE Chief Executive Officer to actively pursue the elements set forth in the document.

Approved this 5th day of November 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer

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VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

VRE 2016 Legislative Agenda

Federal Legislative Issues:

Issue 1: Congressional Approval of an extension to the deadline for Positive Train Control (PTC) Implementation

- Continue working with the Virginia Congressional delegation and other members of Congress to extend the PTC deadline.
- The Rail Safety Improvement Act of 2008 requires the implementation of interoperable positive train control systems for passenger trains and trains carrying hazardous materials by December 31, 2015.
- VRE, as well as most commuter rail agencies and Class I railroads, are not able to comply with the year-end deadline and need to request Congress extend the PTC implementation deadline to allow time to achieve full implementation of PTC.
- Unless Congress acts to extend the December 31, 2015 deadline, VRE will likely be forced to cease service.

Issue 2: Commuter Benefits Equity

- Advocate for legislation to make commuter benefits permanently equal to parking benefits in the Internal Revenue Code.
- On July 21, 2015 the Senate Finance Committee passed a tax extenders bill that proposed to increase the commuter benefit from \$130 to \$250/month, retroactive to January 1, 2015, extending through December 2016.
- U.S. Representative King (D-NY) introduced H.R. 990 that would permanently extend the benefit at \$235/month with an annual inflation adjustment. Representative Holmes-Norton (D-DC) introduced H.R. 1046 a \$250/month plus inflation and permanent parity bill.



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

- While VRE is supportive of both bills, H.R. 990 is revenue positive over ten years and may have a greater chance of success in the House as H.R. 1046 affects the deficit.

Issue 3: Reauthorization of a Long-term Federal Transportation and Infrastructure Authorization Bill

- MAP-21, the current authorization law, expires October 29, 2015.
- Support long-term, dedicated funding mechanisms that ensure the solvency and supplement the Highway Trust Fund and its Mass Transit Account.
- Support robust funding levels for Capital Investment Grants (New Starts & Core Capacity) that may assist VRE in funding major capital expansion projects such as third tracking on the Fredericksburg Line, extension of service to Gainesville – Haymarket, and construction of a new or expanded Long Bridge over the Potomac River from Virginia into Washington, D.C.

Issue 4: Commuter Rail Liability Insurance Limit

- Work with the Virginia Congressional delegation and other members of Congress to oppose the increase to the liability cap.
- The U.S. Senate passed its version of a six year authorization bill which includes language increasing the rail liability award cap from \$200 million to \$295 million and index it to inflation.
- The cost to VRE to increase its liability insurance from \$250 million (the current amount of insurance coverage VRE is contractually obligated to purchase) to \$295 million is estimated at \$225,000-\$250,000 annually.
- Beyond the increased operations costs of this proposed legislation, VRE host railroads and peer agencies oppose the increased cap as it raises the potential for ever larger and continuous costs and liability requirements for the industry.

Issue 5: Definition of the Northeast Corridor (NEC)

- The existing legal definition of the NEC includes the District of Columbia as the southern end of the corridor (49 U.S.C. 24102(5)), but operationally has not included tracks south of CP Avenue where Washington Terminal Company (WTC) territory begins. VRE currently contracts to run on WTC tracks and does not go north of CP Avenue. The Senate passed H.R. 22 on July 30, 2015 with language that appears to extend the NEC to encompass the WTC territory.

- VRE is concerned that extending the NEC to encompass the WTC territory may expose VRE to increased costs and complicate our ability to use the Surface Transportation Board (STB) to intercede on issues regarding access to Washington Union Station. (The STB does not have jurisdiction over Amtrak but does over the WTC).
- Staff proposes to work with the Virginia Congressional delegation and other members of Congress to analyze the effects of this language and pursue options that resolve VRE concerns.

State Legislative Issues:

Issue 1: Protective Floor for the Regional 2.1% Motor Fuels Tax

- VRE will work with its parent commissions on the creation of a “protective floor” for the regional 2.1% motor fuels tax. The existing regional 2.1% motor fuels tax generated less revenue than expected due to the drop in fuel prices.
- We support a “protective floor” similar to what the General Assembly provided for the statewide fuels sales tax as part of HB 2313. The VRE member jurisdictions where the 2.1% tax is levied have seen a drop in the tax yield of 25% in the past year. Enacting a “protective floor” for the regional gas tax will provide an equitable solution for dropping fuel prices and put the regional motor fuels tax in the same posture as the statewide motor fuels tax.

Issue 2: Explore, Identify and Secure Additional VRE Capital and Operating Funding

- As VRE implements the 2040 System Plan, it is developing an accompanying Financial Plan that identifies capital and operating requirements needed to implement the plan.
- One of the key findings in the Financial Plan is the clear need for increased funding, even without the proposed expansion of service.
- The local jurisdiction members of VRE are financially constrained in their ability to fund existing VRE operations and capital needs and will experience even greater challenges in securing funding for operational and capital costs identified in the System Plan. VRE needs to explore, identify and secure a long term, dependable funding source for both existing and future operations and capital costs.
- Options for increased funding will be pursued to fund future operating scenarios.

Issue 3: State Law related to Architectural and Engineering Term Contracting

- Transportation District Commissions, such as NVTC and PRTC, are limited in their ability to contract for Architectural and Engineering (A&E) services for multiple construction projects (e.g. General Engineering Contracts) to \$500,000 in any one year period. Since all VRE contracts are on behalf of and in the name of our parent Commissions, this limitation affects the ability to obtain these services for VRE.
- Staff recommends pursuing an amendment to State law to include Transportation District Commissions in existing exceptions to limits on contracting for A&E services for multiple construction projects so that the sum of all projects performed in a one-year contract term can increase from \$500,000 to up to \$6 million. The suggested change to §2.2-4303.1.B.2 is insertion of the bolded language:
 - 2. Any locality or any authority, sanitation district, metropolitan planning organization, **TRANSPORTATION DISTRICT COMMISSION**, or planning district commission with a population in excess of 80,000, or any city within Planning District 8, the sum of all projects performed in a one-year contract term shall not exceed \$6 million and those awarded for any airport as defined in § 5.1-1 and aviation transportation projects, the sum of all such projects shall not exceed \$1.5 million.



RESOLUTION #2286

SUBJECT: Authorize the Execution of Amendments to the CSX Operating Access Agreement and Master Facilities Lease Agreement

WHEREAS: VRE's current Operating Access Agreement with CSX was executed in July of 2011;

WHEREAS: The current Operating Access Agreement defines the train schedules and physical characteristics of the rail corridor in which VRE operates;

WHEREAS: The current train schedules and physical characteristics of the rail corridor need to be modified to include revised train schedules, the addition of a roundtrip train and update the physical characteristics due to adding the Spotsylvania Station to VRE's service corridor;

WHEREAS: VRE has a Master Facilities Lease Agreement with CSX for all stations on the CSX right of way;

WHEREAS: The Master Facilities Lease Agreement needs to be updated to include the Spotsylvania Station platform located in the CSX right of way and update the VRE Crossroads lead track lease;

WHEREAS: VRE is currently constructing a third track between Hamilton and Crossroads interlocks;

WHEREAS: VRE anticipates the third track project to be substantially completed by December 31, 2015;

WHEREAS: Before service to the Spotsylvania Station begins, CSX requires a Completion Agreement to outline a contingency plan if the third track project is not completed within a reasonable time after December 31, 2015; and

WHEREAS: The VRE Operations Board recommends the following Commission action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to execute an Amendment to the current CSX Operating Access Agreement in a form approved by legal counsel to 1) revise the current train schedules; 2) add track maintenance responsibilities; and 3) update the physical characteristics of the rail corridor.

BE IT FURTHER RESOLVED that NVTC authorizes the VRE Chief Executive Officer to execute an Amendment to the current CSX Master Facilities Lease Agreement in a form approved by legal counsel to 1) include the Spotsylvania Station platform; and 2) update the lease of the VRE Crossroads lead track.

BE IT FURTHER RESOLVED that NVTC authorizes the VRE Chief Executive Officer to execute a Completion Agreement with CSX outlining a contingency plan if the Hamilton to Crossroads third track improvements are not completed within a reasonable time beyond December 31, 2015, in a form approved by legal counsel.

Approved this 5th day of November 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-A
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

Re: Recommend Authorization to Amend Agreements with CSX to Add the Spotsylvania Station to VRE's Service Corridor, Add Train Service and Enter Into a Completion Agreement for the Third Track Improvements

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute Amendments to the CSX Operating Access Agreement and the Master Facilities Lease Agreement required to add the Spotsylvania station and an additional train on the CSX line and to execute a Completion Agreement with CSX regarding completion of the third track project.

Background:

The VRE has an Operating/Access Agreement with CSX Transportation permitting VRE operations in the Fredericksburg to Washington Corridor. This agreement, in part, establishes several train operating criteria. The recommended amendment would incorporate into the existing Agreement the following changes:

- 1) Add scheduled train stops at the Spotsylvania Station and revise the current train schedules to accommodate the additional round trip Fredericksburg line train



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- 2) Add track maintenance and inspection responsibilities as a result of the new Spotsylvania Station and Crossroads lead.
- 3) Update the physical characteristics of the corridor to include the new third track currently under construction between Hamilton and Crossroads Interlocks.
- 4) The VRE also has a Master Facilities Lease Agreement with CSX Transportation for the lease of right of way primarily for property where current station platforms and access roads exist. The recommended amendment would incorporate the addition of the Spotsylvania station platform located in the CSX right of way and update the lease of a segment of track south of the Spotsylvania station known as the VRE Crossroads lead.

Finally, VRE is working to complete the Hamilton to Crossroads third track project. Substantial completion is expected by the end of December 2015. CSX requires a Completion Agreement prior to the opening of the Spotsylvania Station that outlines contingency plans in the event the Hamilton to Crossroads third track project is not completed within a reasonable time frame beyond December 2015. The Completion Agreement provides CSX with the right to complete the third track project at VRE's cost in the unlikely event VRE fails to diligently pursue completion of the project.

Fiscal Impact:

Funding for track access fees for the additional Fredericksburg line train and additional lease of right of way and maintenance has been included in the FY 2016 budget. Funding beyond FY 2016 will be provided for in subsequent budgets.

**Virginia Railway Express
Operations Board**

**Resolution
9A-10-2015**

**Recommend Authorization to Amend Agreements with CSX to Add the
Spotsylvania Station to VRE's Service Corridor, Add Train Service and
Enter Into a Completion Agreement for the Third Track Improvements**

WHEREAS, VRE's current Operating Access Agreement with CSX was executed in July of 2011; and,

WHEREAS, the current Operating Access Agreement defines the train schedules and physical characteristics of the rail corridor in which VRE operations; and,

WHEREAS, the current train schedules and physical characteristics of the rail corridor need to be modified to include revised train schedules, the addition of a roundtrip train and update the physical characteristics due to adding the Spotsylvania station to VRE's service corridor; and,

WHEREAS, VRE has a Master Facilities Lease Agreement with CSX for all Stations on the CSX right of way; and,

WHEREAS, the Master Facilities Lease Agreement needs to be updated to include the Spotsylvania station platform located in the CSX right of way and update the VRE Crossroads lead track lease; and,

WHEREAS, VRE is currently constructing a third track between Hamilton and Crossroads interlocks; and,

WHEREAS, VRE anticipates the third track project to be substantially completed by December 31, 2015; and,

WHEREAS, before service to the Spotsylvania station begins, CSX requires a Completion Agreement to outline a contingency plan if the third track project is not completed within a reasonable time after December 31, 2015;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the current CSX Operating Access Agreement in a form approved by legal counsel to 1) revise the current train schedules; 2) add track maintenance responsibilities and; 3) update the physical characteristics of the rail corridor; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the current Master Facilities Lease Agreement to 1) include the Spotsylvania station platform and; 2) update the lease of the VRE Crossroads lead track in a form approved by legal counsel; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute a Completion Agreement with CSX outlining a contingency plan if the Hamilton to Crossroads third track improvements are not completed within a reasonable time beyond December 31, 2015, in a form approved by legal counsel.

Approved this 16th day of October 2015

John C. Cook
Chairman

Paul Smedberg
Secretary



RESOLUTION #2287

SUBJECT: Authorize the Execution of an Amendment to the Norfolk Southern Operating Access Agreement

WHEREAS: VRE has an Operating Access Agreement with Norfolk Southern Railway Company dated April of 2014 for a term of five years;

WHEREAS: The Operating Access Agreement, in part, identifies train schedules for the VRE Manassas line trains that intersect with CSX Transportation at the AF interlock;

WHEREAS: VRE will modify the train schedules with CSX Transportation to add an additional round trip Fredericksburg line train;

WHEREAS: The modified train schedules with CSX Transportation will directly affect the VRE Manassas line trains;

WHEREAS: In order to eliminate train schedule conflicts the VRE Manassas Line trains schedules need to be modified; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED by the Northern Virginia Transportation Commission hereby authorizes the Chief Executive Officer to execute an Amendment to the Operating Access Agreement with Norfolk Southern Railway Company to modify the VRE Manassas Line train schedules in a form approved by legal counsel.

Approved this 5th day of November 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: October 16, 2015

**Re: Recommend Authorization to Amend the Norfolk Southern
Operating Access Agreement**

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute an amendment to the April 30, 2014, Norfolk Southern Operating Access Agreement to reflect schedule changes for the VRE Manassas and Fredericksburg line trains due to opening the Spotsylvania station and adding one round trip Fredericksburg line train in a form approved by legal counsel.

Background:

The VRE has an Operating Access Agreement with Norfolk Southern Railway Corporation permitting VRE operations in the Manassas to Washington Corridor. This agreement, in part, establishes several train operating criteria including train schedules. The recommended amendment will incorporate into the existing Agreement schedule modifications for VRE Manassas Line trains to eliminate conflicts with VRE trains entering and leaving the Manassas Line to and from the CSX Transportation Fredericksburg line via the AF Interlock. These changes are related to the opening of the Spotsylvania station and adding one round trip Fredericksburg line train.

Fiscal Impact:

There is no fiscal impact.



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**Virginia Railway Express
Operations Board**

**Resolution
9B-10-2015**

**Recommend Authorization to Amend the
Norfolk Southern Operating Access Agreement**

WHEREAS, VRE has an Operating Access Agreement with Norfolk Southern Railway Company dated April of 2014 for a term of five years; and,

WHEREAS, the Operating Access Agreement, in part, identifies train schedules for the VRE Manassas line trains that intersect with CSX Transportation at the AF interlock; and,

WHEREAS, VRE will modify the train schedules with CSX Transportation to add an additional round trip Fredericksburg line train; and,

WHEREAS, the modified trains schedules with CSX Transportation will directly affect the VRE Manassas line trains; and,

WHEREAS, in order to eliminate train schedule conflicts the VRE Manassas Line trains schedules need to be modified;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the Operating Access Agreement with Norfolk Southern Railway Company to modify the VRE Manassas Line train schedules in a form approved by legal counsel.

Approved this 16th day of October 2015

John C. Cook
Chairman

Paul Smedberg
Secretary

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RESOLUTION #2288

SUBJECT: Authorize the Execution of an Amendment to the Amtrak Access and Storage Agreement

WHEREAS: VRE has an Operating Access Agreement with Amtrak dated July 1, 2015;

WHEREAS: The Access and Storage Agreement, in part, identifies train schedules for the VRE Manassas and Fredericksburg line trains;

WHEREAS: VRE will modify the train schedules with CSX Transportation and Norfolk Southern Railway Company to add an additional round trip Fredericksburg line train;

WHEREAS: The modified train schedules will directly affect the arrival and departure schedules into and out of Washington Union Terminal;

WHEREAS: In order to incorporate the modified train schedules into the current Agreement an Amendment is required; 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 to execute an Amendment to the Access and Storage Agreement with Amtrak to modify the VRE Manassas and Fredericksburg Line train schedules in a form approved by legal counsel.

Approved this 5th day of November 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: October 16, 2015

Re: Recommend Authorization to Amend the Amtrak Access and Storage Agreement

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute an amendment to the July 1, 2015, Amtrak Access and Storage Agreement to reflect schedule changes for the VRE Manassas and Fredericksburg line trains to reflect the opening of the Spotsylvania station in a form approved by legal counsel.

Background:

The VRE has an Access and Storage Agreement with Amtrak permitting VRE trains into and out of Washington Union Terminal. This agreement, in part, establishes several train operating criteria including train schedules. The recommended amendment will incorporate into the existing Agreement schedule changes to the VRE Manassas and Fredericksburg line trains to reflect the opening of the Spotsylvania Station and the addition of one round trip Fredericksburg line train.

Fiscal Impact:

The FY 2016 budget includes \$230,000 for additional access costs at Washington Union Terminal related to the new Fredericksburg line train. In future years, the allocation of costs to VRE for use of the terminal will be increased to reflect the additional service, at an estimated annual cost of approximately \$200,000.



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**Virginia Railway Express
Operations Board**

**Resolution
9C-10-2015**

**Recommend Authorization to Amend the
Amtrak Access and Storage Agreement**

WHEREAS, VRE has an Operating Access Agreement with Amtrak dated July 1, 2015; and,

WHEREAS, the Access and Storage Agreement, in part, identifies train schedules for the VRE Manassas and Fredericksburg line trains; and,

WHEREAS, VRE will modify the train schedules with CSX Transportation and Norfolk Southern Railway Company to add an additional round trip Fredericksburg line train; and,

WHEREAS, the modified trains schedules will directly affect the arrival and departure schedules into and out of Washington Union Terminal; and,

WHEREAS, in order to incorporate the modified train schedules into the current Agreement an Amendment is required;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to execute an Amendment to the Access and Storage Agreement with Amtrak to modify the VRE Manassas and Fredericksburg Line train schedules in a form approved by legal counsel.

Approved this 16th day of October 2015

John C. Cook
Chairman

Paul Smedberg
Secretary

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RESOLUTION #2289

SUBJECT: Approve the Submission of a Request for Funding for Final Design for Parking Expansion at the Manassas Park VRE Station to NVTA for FY2017 Funding Consideration

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

WHEREAS: As NVTA approved \$500,000 to initiate study of the Manassas Park parking expansion as part of its Fiscal Year (FY) 2015-16 program in April 2015;

WHEREAS: An estimated additional \$2 million is needed to advance the full project development phase of the project through final design;

WHEREAS: NVTA has issued a Call for Projects to agencies and jurisdictions for consideration for funding with expected FY 2017 revenues; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED by the Northern Virginia Transportation Commission hereby approves the submission of the Manassas Park parking expansion project, final design phase in the amount of \$2 million, to the NVTA for consideration for funding in FY 2017.

BE IT FURTHER RESOLVED that NVTC authorizes the VRE Chief Executive Officer to submit the approved project for funding, to make any necessary corrections to project amounts or descriptions, and to execute all project agreements on behalf of the Commissions.

Approved this 5th day of November 2015.

David F. Snyder
Chairman

Jeffrey McKay
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-D
Action Item

To: Chairman Cook and the VRE Operations Board

From: Doug Allen

Date: October 16, 2015

**Re: Recommend Approval of Submission of Manassas Park
Parking Expansion to the NVTa for FY 2017 Funding
Consideration**

Recommendation:

The VRE Operations Board is asked to recommend the Commissions approve the submission of a request for funding of final design for expansion of parking at the Manassas Park station to the Northern Virginia Transportation Authority (NVTa) for consideration in its Fiscal Year (FY) 2017 program.

Background:

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

VRE submitted a request for funding to expand parking at the Manassas Park Station, in the amount of \$19 million, for NVTa's FY 2015-16 program. The proposed Manassas Park parking expansion project will expand VRE passenger-carrying capacity by providing additional station parking capacity. On April 23, 2015 NVTa approved its FY 2015-16 program of highway and transit projects, including \$500,000 for initial study of the parking expansion including preliminary engineering (PE) and National Environmental Policy Act (NEPA) analysis. VRE staff are in the process of initiating the procurement of an



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engineering and environmental services consultant to assist in undertaking this initial phase of project development. This RFP currently being developed will include an optional phase of work to enable final design to be initiated, contingent on a funding commitment from NVTa, without issuing a new procurement. A request for contract award is anticipated at the January 2016 VRE Operations Board meeting.

It is estimated it will take 12 months to complete the initial PE/NEPA phase of project study; obtaining FY 2017 funding for final design will allow the design work to continue uninterrupted following completion of PE/NEPA studies. To defer final design to a separate procurement could add three to six months or more to the implementation schedule. As the existing parking lot at the Manassas Park station is routinely at or above capacity, obtaining the funding to complete the final design as soon as possible and continue advancing the project is critical to alleviate current capacity constraints.

On September 24, 2015 NVTa issued a Call for Projects for consideration for funding for expected FY 2017 revenues. Project submissions will be due to NVTa on November 30, 2015. The NVTa Board estimates it will adopt its FY 2017 program in July 2016. In order to continue advancing the Manassas Park parking expansion to the final design phase, it is proposed to seek additional NVTa funding, in the amount of \$2 million, through the FY 2017 program.

The Operations Board is asked to recommend the Commissions authorize the VRE CEO to submit the project for funding consideration, to make any necessary corrections to project amounts or descriptions, and to execute all project agreements on behalf of the Commissions. NVTC will provide oversight for the Commissions on the reimbursement of project expenditures.

Fiscal Impact:

The submission of a project funding request has no fiscal impact. If selected for funding, the NVTa funds would allow the total project development phase of the project to be fully funded and to move forward.

**Virginia Railway Express
Operations Board**

**Resolution
9D-10-2015**

**Recommend Approval of Submission of Manassas Park Parking
Expansion to the NVTa for FY 2017 Funding Consideration**

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

WHEREAS, as NVTa approved \$500,000 to initiate study of the Manassas Park parking expansion as part of its Fiscal Year (FY) 2015-16 program in April 2015; and,

WHEREAS, an estimated additional \$2 million is needed to advance the full project development phase of the project through final design; and,

WHEREAS, NVTa has issued a Call for Projects to agencies and jurisdictions for consideration for funding with expected FY 2017 revenues;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions approve the submission of the Manassas Park parking expansion project, final design phase in the amount of \$2 million, to the NVTa for consideration for funding in FY 2017; and,

BE IT FURTHER RESOLVED THAT, the Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer of VRE to submit the approved project for funding, to make any necessary corrections to project amounts or descriptions, and to execute all project agreements on behalf of the Commissions.

Approved this 16th day of October 2015

John C. Cook
Chairman

Paul Smedberg
Secretary

Agenda Item #7: NVTC General and Administrative Budgets



TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and Scott Kalkwarf

DATE: October 29, 2015

SUBJECT: NVTC Proposed FY2016 Amended and Proposed FY2017 General and Administrative Budgets

RECOMMENDED ACTIONS: Approve the Proposed NVTC FY2016 Amended and the Proposed FY2017 General and Administrative Budgets

Attached are the proposed amended [FY2016 NVTC General and Administrative \(G&A\) Budget](#) and the [proposed FY2017 G&A Budget](#). Added to these current service budgets are additional resources that will allow NVTC to move forward with the implementation and management of the Commission's responsibilities with respect to the I-66 Multimodal Funding Program pursuant to a 40-year agreement with the Commonwealth. Budget authority for these I-66 expenditures is contingent upon approval of the agreement.

The Framework Agreement will authorize the Commission to allocate funds to multimodal improvements for the benefit of I-66 toll payers and will require that the Commission, beginning in FY 2016, to establish and administer:

- project selection
- measures of effectiveness
- compliance with applicable state and federal law including eligibility criteria included in the Framework Agreement
- quarterly and annual reporting
- project monitoring
- public outreach

Based upon discussions during work sessions with Commissioners, the FY2016 and FY2017 Budgets presented at the October NVTC meeting were modified so that the I-66 program resources include only a new staff position and related administrative costs for the implementation and management of the I-66 program. Functions related to other areas, such as technical support and outreach, are not funded in either the FY2016 Amended or the proposed FY2017 General and Administrative Budgets.

Proposed Amended FY2016 Budget

The proposed amendments to the FY2016 Budget are only those related to the I-66 project, and includes a new position of multimodal project coordinator with no contractor support for this effort. An equal amount of revenue to cover these expenditures has been budgeted as a source of revenue in the form of bridge funding from the Commonwealth. NVTC staff has formally requested a commitment from the Commonwealth for this funding.

Preliminary FY2017 Budget

The preliminary FY2017 Budget continues the I-66-related resources from the proposed FY2016 Amended Budget. As with the FY2016 Amended Budget, NVTC staff has requested a commitment from the Commonwealth for bridge funding to cover the I-66 related expenditures.

Of the \$186,100 or 8.8 percent increase in total expenses from the amended FY2016 budget, the increase in I-66 implementation costs accounts for \$88,100. The budget net of these costs increased \$98,000, or 4.8 percent from the FY2016 approved budget. The primary components of this increase include budgeting a full year for a new position included mid-year in the FY2016 approved budget, and required retirement plan contributions. Salaries and wages include a \$49,000 provision for performance increases and benchmarking of existing positions at a level consistent with local and regional governments. Of note, a favorable budget variance in prior years is available to more than offset this increase, allowing the total jurisdiction contributions to decrease 1.6 percent from the FY2016 Budget.



PROPOSED AMENDED BUDGET

**FISCAL YEAR
2016**

(July 1, 2015 – June 30, 2016)

-- November 5, 2015 --

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
BUDGETED FISCAL YEAR 2016 REVENUE
Proposed Amended

	Approved Budget FY 2015	Approved Budget FY 2016	Proposed Amended Budget FY 2016	Amended Increase (Decrease)	Percent Change
Local Share from State Aid	\$1,335,553	\$ 1,546,253	\$ 1,546,253	\$ -	0.0%
Local Direct Contributions					
Alexandria	35,246	37,145	37,145		
Arlington	55,685	55,567	55,567		
City of Fairfax	5,212	4,692	4,692		
Fairfax County	167,903	168,142	168,142		
Falls Church	2,549	2,436	2,436		
Loudoun	17,652	16,265	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	1,619,800	1,830,500	1,830,500	-	0.0%
Interest and Other Revenue	1,500	1,500	1,500	-	0.0%
Project Chargebacks (Note 1):					
I-66 Project	-	-	76,000	76,000	N/A
VRE / Other	80,000	80,000	80,000	-	0.0%
Project Grant Billings	40,000	40,000	40,000	-	N/A
Appropriated Surplus (Note 2)	117,000	85,000	85,000	-	0.0%
Total Revenue	<u>\$1,858,300</u>	<u>\$ 2,037,000</u>	<u>\$ 2,113,000</u>	<u>\$ 76,000</u>	<u>3.7%</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 Amended

	Approved Budget FY 2015	Approved Budget FY 2016	Proposed Amended Budget FY 2016	Amended Increase (Decrease)	Percent Change
<u>Personnel Costs</u>					
Salaries and Wages (Note 3)	\$ 1,001,000	\$ 1,083,200	\$ 1,145,700	\$ 62,500	5.8%
Fellow Program	50,000	50,000	50,000	-	0.0%
Total Personnel Costs	1,051,000	1,133,200	1,195,700	62,500	5.5%
<u>Benefits</u>					
Employer's Contributions					
FICA (Note 4)	70,300	74,600	79,300	4,700	6.3%
Group Health Insurance (Note 5)	143,700	158,500	162,000	3,500	2.2%
Retirement	84,900	90,200	90,200	-	0.0%
Workers & Unemployment Comp.	4,000	4,400	4,700	300	6.8%
Life Insurance	4,450	4,900	5,100	200	4.1%
Long Term Disability Insurance	5,050	5,300	5,600	300	5.7%
Total Benefit Costs	312,400	337,900	346,900	9,000	2.7%
<u>Administrative Costs</u>					
Commissioners Per Diem	11,000	11,100	11,100	-	0.0%
Rents:	214,200	223,700	227,700	4,000	1.8%
Office Rent (Note 6)	200,100	208,000	211,100	3,100	1.5%
Parking / Metrochek	14,100	15,700	16,600	900	5.7%
Insurance:	6,100	6,100	6,100	-	0.0%
Public Official Bonds	2,300	2,300	2,300	-	0.0%
Liability and Property	3,800	3,800	3,800	-	0.0%
Travel, Training and Development	21,400	27,600	28,000	400	1.4%
Conferences / Prof. Development	7,800	17,000	17,000	-	0.0%
Non-Local Travel	1,800	1,900	1,900	-	0.0%
Local Travel, Meetings	11,800	8,700	9,100	400	4.6%
Communication:	11,000	15,700	16,000	300	1.9%
Postage	2,900	2,500	2,500	-	0.0%
Telephone and Data	8,100	13,200	13,500	300	2.3%
Publications & Supplies	15,800	11,000	11,000	-	0.0%
Office Supplies	2,800	2,500	2,500	-	0.0%
Duplication and Paper	7,500	8,000	8,000	-	0.0%
Public Information	5,500	500	500	-	0.0%
Operations:	24,800	42,700	42,500	(200)	-0.5%
Furn. and Equip. (Capital) (Note 7)	17,000	31,300	30,900	(400)	-1.3%
Repairs and Maintenance	1,000	1,000	1,000	-	0.0%
Computer Operations	6,800	10,400	10,600	200	1.9%
Other General and Administrative	8,100	9,000	9,000	-	0.0%
Memberships	1,300	1,800	1,800	-	0.0%
Fees and Miscellaneous	5,600	5,600	5,600	-	0.0%
Advertising	1,200	1,600	1,600	-	0.0%
Total Administrative Costs	312,400	346,900	351,400	4,500	1.3%
<u>Contracting Services</u>					
Auditing	22,500	29,000	29,000	-	0.0%
Contract Services & Support	160,000	155,000	155,000	-	0.0%
Legal	-	35,000	35,000	-	0.0%
Total Contract Services	182,500	219,000	219,000	-	0.0%
Total Operating Program	<u>\$ 1,858,300</u>	<u>\$2,037,000</u>	<u>\$2,113,000</u>	<u>\$ 76,000</u>	<u>3.7%</u>

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2016 Proposed Amended Budget

The FY 16 budget is being amended to allow NVTC to move forward with the implementation of the I-66 Inside the Beltway Multimodal Project. Budget adjustments include the addition of a project coordinator. Budget authority for these expenditures is contingent upon the approval of the I-66 Multimodal Project Framework Agreement.

1. Revenue: Project Chargebacks

This category consists primarily of charges for NVTC staff support for VRE and reimbursed from VRE's budget, and reimbursable expenses related to the implementation of the Inside the Beltway Project known provisionally as the regional I-66 Corridor Multimodal Funding Program. NVTC has requested that VDOT fund the implementation costs that will be incurred by NVTC.

2. 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.

3. Salaries and Wages

Implementation of the I-66 project will require additional resources for NVTC. The I-66 project staffing plan assumes existing staff will devote various levels of effort to the project, and a new project coordinator position will be created.

4. FICA Tax

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

5. Group Health Insurance

The FY16 budget includes a provision for health insurance coverage 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. The amended budget includes health insurance costs for one additional staff.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2016 Proposed Amended Budget

6. Office Rent

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 to make it more flexible to accommodate visiting jurisdictional, VRE, DRPT, and NVT staff, as well as members of the Commission's Board on an occasional or short-term basis. Subject to availability, NVTC intends to lease excess furnished office space from an existing tenant to accommodate staff under a short term renewable arrangement. The amended budget reprograms funds from the Furniture and Equipment line, which includes a provision for the additional reconfiguring of the existing office space which will not be necessary if excess office space is leased.

7. Furniture and Equipment

This budget category provides for the replacement and acquisition of office furniture and equipment, including computer hardware. The approved FY 16 budget includes funds to complete the office reconfiguration that was begun in FY 15, and to reconfigure existing offices to shared or flex office space. The amended budget reprograms a portion of these costs to office rent as explained in Note 6, and includes additional telephone and computer equipment costs to accommodate the I-66 project.

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PROPOSED BUDGET

**FISCAL YEAR
2017**

(July 1, 2016 – June 30, 2017)

--November 5, 2015 --

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
BUDGETED FISCAL YEAR 2017 REVENUE
Proposed

	<u>FY 2015 Actual</u>	<u>Proposed Amended Budget FY 2016</u>	<u>Proposed Budget FY 2017</u>	<u>FY16 - FY17 Increase (Decrease)</u>	<u>Percent Change</u>
Local Share from State Aid (Note 1)	\$ 1,335,553	\$ 1,546,253	\$ 1,516,253	\$ (30,000)	-1.9%
Local Direct Contributions (Note 1)					
Alexandria	35,246	37,145	37,846		
Arlington	55,685	55,567	57,038		
City of Fairfax	5,212	4,692	4,855		
Fairfax County	167,903	168,142	170,160		
Falls Church	2,549	2,436	2,336		
Loudoun	17,652	16,265	12,012		
Total Local Direct	<u>284,247</u>	<u>284,247</u>	<u>284,247</u>	<u>-</u>	<u>0.0%</u>
Total Contributions	1,619,800	1,830,500	1,800,500	(30,000)	-1.6%
Interest and Other Revenue	970	1,500	1,500	-	0.0%
Project Chargebacks (Note 2):					
I-66 Project	-	76,000	164,100	88,100	115.9%
VRE / Other	90,069	80,000	80,000	-	0.0%
Project Grant Billings (Note 3)	9,008	40,000	40,000	-	0.0%
Appropriated Surplus (Note 4)	(106,381)	85,000	213,000	128,000	150.6%
Total Revenue	<u>\$ 1,613,466</u>	<u>\$ 2,113,000</u>	<u>\$ 2,299,100</u>	<u>\$ 186,100</u>	<u>8.8%</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 2017 BUDGETED EXPENDITURES
Proposed

		Proposed			
	FY 2015	Amended	Proposed	FY16 - FY17	Percent
	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Increase</u>	<u>Change</u>
		<u>FY 2016</u>	<u>FY 2017</u>	<u>(Decrease)</u>	
<u>Personnel Costs</u>					
Salaries and Wages (Note 5)	\$ 961,640	\$ 1,145,700	\$ 1,302,000	\$ 156,300	13.6%
Fellow Program	11,260	50,000	50,000	-	0.0%
Total Personnel Costs	972,900	1,195,700	1,352,000	156,300	13.1%
<u>Benefits</u>					
Employer's Contributions					
FICA (Note 6))	65,232	79,300	90,300	11,000	13.9%
Group Health Insurance (Note 7)	40,398	162,000	139,500	(22,500)	-13.9%
Retirement (Note 8)	83,056	90,200	145,000	54,800	60.8%
Workers & Unemployment Comp.	4,708	4,700	4,900	200	4.3%
Life Insurance	3,322	5,100	5,300	200	3.9%
Long Term Disability Insurance	4,163	5,600	6,400	800	14.3%
Total Benefit Costs	200,879	346,900	391,400	44,500	12.8%
<u>Administrative Costs</u>					
Commissioners Per Diem (Note 9)	8,400	11,100	9,800	(1,300)	-11.7%
Rents:	209,565	227,700	239,600	11,900	5.2%
Office Rent (Note 10)	201,462	211,100	223,400	12,300	5.8%
Parking / Metrochek	8,103	16,600	16,200	(400)	-2.4%
Insurance:	5,323	6,100	5,800	(300)	-4.9%
Public Official Bonds	1,600	2,300	2,000	(300)	-13.0%
Liability and Property	3,723	3,800	3,800	-	0.0%
Travel, Training and Development	25,468	28,000	29,300	1,300	4.6%
Conferences / Prof. Devel (Note 11)	6,015	17,000	17,000	-	0.0%
Non-Local Travel	4,318	1,900	2,300	400	21.1%
Local Travel, Meetings (Note 12)	15,135	9,100	10,000	900	9.9%
Communication:	8,305	16,000	15,700	(300)	-1.9%
Postage	1,388	2,500	2,000	(500)	-20.0%
Telephone and Data (Note 13)	6,917	13,500	13,700	200	1.5%
Publications & Supplies	17,167	11,000	11,600	600	5.5%
Office Supplies (Note 14)	2,674	2,500	2,500	-	0.0%
Duplication and Paper (Note 15)	8,384	8,000	8,600	600	7.5%
Public Information	6,109	500	500	-	0.0%
Operations:	22,232	42,500	22,900	(19,600)	-46.1%
Furn.and Equip. (Capital) (Note 16)	16,389	30,900	11,500	(19,400)	-62.8%
Repairs and Maintenance	89	1,000	1,000	-	0.0%
Computer Operations (Note 17)	5,754	10,600	10,400	(200)	-1.9%
Other General and Administrative	9,817	9,000	9,000	-	0.0%
Memberships	1,191	1,800	1,800	-	0.0%
Fees and Miscellaneous	6,985	5,600	5,600	-	0.0%
Advertising (Note 18)	1,641	1,600	1,600	-	0.0%
Total Administrative Costs	306,277	351,400	343,700	(7,700)	-2.2%
<u>Contracting Services</u>					
Auditing (Note 19)	29,870	29,000	22,000	(7,000)	-24.1%
Contract Services & Support (Note 21)	103,540	155,000	155,000	-	0.0%
Legal (Note 22)	-	35,000	35,000	-	0.0%
Total Contract Services	133,410	219,000	212,000	(7,000)	-3.2%
Total Operating Program	<u>\$ 1,613,466</u>	<u>\$ 2,113,000</u>	<u>\$ 2,299,100</u>	<u>\$ 186,100</u>	<u>8.8%</u>
I-66 Implementation Included Above	-	76,000	164,100	88,100	
Operating Program Net of I-66 Impl.	<u>\$ 1,613,466</u>	<u>\$ 2,037,000</u>	<u>\$ 2,135,000</u>	<u>\$ 98,000</u>	<u>4.8%</u>

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2017 Proposed Budget

The FY 17 budget includes resources that will allow NVTC to move forward with the implementation of the I-66 inside the beltway project, and includes the addition of a project coordinator. Budget authority for these expenditures is contingent upon the approval of the I-66 Multimodal Project Framework Agreement. An equal amount of revenue to cover these expenses has been budgeted as a source of revenue in the form of bridge funding from the Commonwealth. Of the \$186,100 or 8.8% increase in total expenses from the amended FY16 budget, the increase in I-66 implementation costs account for \$88,100. The budget net of these costs increased \$98,000, or 4.8% from the FY16 approved budget. The primary components of this increase include budgeting a full year for a new position included mid-year in the FY 16 approved budget, and required retirement plan contributions. Salaries and wages include a 4% allowance for performance increases and benchmarking of existing positions. Of note is that a favorable budget variance in prior years is available to more than offset this increase, allowing the total jurisdiction contribution to decrease 1.6 % from the FY 16 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 17 budget is based on the FY 15 Subsidy Allocation Model. Note: NVTC jurisdictions will receive notice in the fall of their share of local direct contributions in the preliminary budget for FY 17 no later than October 31, 2015.

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.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2017 Proposed Budget

2. Revenue: Project Chargebacks

This category consists primarily of charges for NVTC staff support for VRE and reimbursed from VRE's budget, and reimbursable expenses related to the implementation of the Inside the Beltway Project known provisionally as the regional I-66 Corridor Multimodal Funding Program. NVTC has requested that VDOT fund the implementation costs that will be incurred by NVTC.

3. Revenue: Project Grant Billings

The FY 17 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 17 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.

5. Salaries and Wages – (\$156,300 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 approved 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 17 budget includes a \$156,300, or 13.6% increase in overall compensation from the FY 16 amended budget. This change includes a 4.0% increase for existing positions (4.2% between budgets, or \$49,000), and 9.4% or \$107,300 due to including two positions for only part of the year in the FY 16 budget. The budget assumes that all positions will be funded 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.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2017 Proposed Budget

Benchmarking

NVTC has benchmarked all positions based on compensation studies, 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 17 budget, coupled with other management actions will allow NVTC to continue to move to comparable salaries for all positions.

Pay Plan

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.

Additional Position

The salaries and wages line includes a full year of funding for an additional position to provide a dedicated resource for the implementation of the I-66 Inside the Beltway Multimodal Funding program, including management of contract support to be provided as needed. It is anticipated that this position will be funded as an administrative expense by toll revenues beginning July 1, 2017. A draft position description is attached.

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 and FY 16 the NVTC Fellows Program was funded through a grant from DRPT. NVTC anticipates applying for a grant in FY 17 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.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2017 Proposed Budget

To date, NVTC has appointed seven fellows. In the past year Fellows have designed and helped launch NVTCs emergency management planning and exercise program and written content for the relaunched website, provided research and analytic support on state legislative matters including setting up and maintaining legislative reporting to the NVTC legislative and policy committee.

In past, 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.

For the remainder of FY 16, priority is given to projects such as analysis of gas tax receipts, analysis of alternative sources of transit funding including white papers on P3 and transit, value capture and transit, and dedicated sources of funding for operating assistance, and infrastructure bank finance of transit projects.

6. FICA (\$11,000 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 (\$22,500 decrease)

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 the current 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 in FY 16, and for budgeting purposes assumes coverage similar to NVTC's previous health insurance plan.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2017 Proposed Budget

8. Retirement (\$54,800 increase)

The budgeted amount of employer pension contributions for the NVTC Target Benefit Pension Plan is based on actuarial formulas using budgeted staff and salary levels for FY17. 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. The increase in the FY 17 budget is due in part by the recent addition of experienced staff that will be eligible to participate in NVTC's retirement plan, which results in a higher contribution level based on the plan's actuarial formula.

9. Commissioners' Per Diem (\$1,300 decrease)

The FY 17 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 (\$12,300 increase)

The administrative office lease was renewed during FY 11 for the period January 2011 through May 2021. Rent expense included in the FY 17 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 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. Subject to availability, NVTC intends to lease excess furnished office space from an existing tenant to accommodate staff under a short term renewable arrangement. Additional rent has been included in the FY 17 budget for this sublease.

11. Conference / Professional Development (no change)

This item was eliminated with the FY 10 budget, and was restored with the FY 14 revised budget. Included in this line for FY 17 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 limited representational travel for key national conferences... Half of the representational, professional development and out of region travel by the

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2017 Proposed Budget

management team included in the prior proposed budget continues to be 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 (\$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. The increase in this line reflects increased requirements in FY 16 related both to increased travel requirements and event support and an expanded staff.

13. Telephone and Data (\$200 increase)

This line includes the fixed contracted cost for phone and data service at NVTC's office, and mobile and data service for staff.

14. Office Supplies (no change)

The FY 17 budget for this item is based on the average of prior years' actual costs.

15. Duplication and Paper (\$600 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 estimated cost of similar equipment and service contract 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 (\$19,400 decrease)

This budget category provides for the replacement and acquisition of office furniture and equipment, including computer hardware. The FY 17 budget includes funds to replace existing computer equipment, software and furniture.

17. Computer Operating Expense (\$200 decrease)

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 17 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 17 budget reflects the annual costs of this service.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2017 Proposed Budget

18. Advertising (Personnel/Procurement) (no change)

The FY 17 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 (\$7,000 decrease)

NVTC entered into a three-year contract for auditing services beginning with the audit of FY 15, with two, two-year options. The FY17 budget is based on the costs included in this contract. The FY16 budget included the cost of the bi-annual audit of NVTC's Target Benefit Pension Plan. Decreases in this line primarily reflect the biannual audit.

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 17 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 (no change)

The FY 17 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. This will augment the HR responsibilities of the Assistant Financial Officer, the Program and Policy Director and the Executive Director.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Explanatory Notes to Fiscal Year 2017 Proposed Budget

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 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.

22. Legal (no change)

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. .

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MULTIMODAL PROJECT COORDINATOR

The Multimodal Project Coordinator serves as the Project Manager for the I-66 Multimodal Corridor Project. These efforts include program development, regional coordination, facilitating the project selection process, project monitoring and oversight, and related grants management.

Program Development

Develops the Multimodal Funding Program pursuant to the Framework agreement. Tasks include the following:

- Provides technical support and drafting of call for projects;
- Administers project selection criteria adopted by the Commission;
- Creates and maintains an annual program calendar;
- Provides oversight of the development of project profiles;
- Develops necessary project application forms and funding agreements;
- Monitors measures of effectiveness;
- Creates project list and related project profile; and
- Prepares supporting products and processes.

Regional Coordination

Supports the Executive Director in the coordination of the Management Advisory Committee, especially with respect to Multimodal Funding Program project committee. Tasks include the following:

- Develops work plan of this Multimodal Funding Program project committee,
- Develops the committee agenda,
- Provides background and meeting materials,
- Drafts meeting summaries, and
- Reports on the work of the Committee to the Commission through the Executive Director.

In collaboration with Management Advisory Team and NVTC Project Managers, coordinates Multimodal Funding Program with all jurisdictions within Planning District 8, Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (VDRPT), Washington Metropolitan Transportation Authority (WMATA or Metro), Virginia Railway Express (VRE), and National Capital Region Transportation Planning Board (TPB), the metropolitan planning organization for the Washington region.

Project Selection

Implements the NVTC's Multimodal Funding Program, through the following tasks:

- Facilitates the solicitation and review of project applications;
- Manages the screening process to determine projects for initial eligibility;
- Coordinates the evaluation of project applications (*process TBD*); and

- Oversees the development of the recommended project list(s) for the consideration of the Commission including the relevant supporting material such as project profiles and applications.

Monitoring and Compliance

Provides appropriate monitoring of projects selected under the Multimodal Program to ensure compliance with state and federal legislation and regulations. Tasks include the following:

- Collaborates with, and advise, member jurisdictions to ensure compliance with the terms of the Framework Agreement for the Multimodal Funding Program and relevant state and federal law, as well as Commission guidance;
- Reviews member jurisdiction use of funds to ensure compliance with the Framework Agreement for the Multimodal Funding Program and relevant state and federal law as well as Commission guidance;
- Monitors implementation of projects receiving NVTC funds with respect to approved project description, schedule and reimbursement requests;
- Supports NVTC's annual reporting activities and reporting pursuant to the NVTC Strategic Framework and Implementation Plan;
- Develops and staff quarterly reporting of projects, and prepares an annual report on implementation in accordance with the Framework Agreement;
- Solicits public comment and preparing responses to comments received by the NVTC with respect to recommended project list; and
- Serves as FOIA officer for this project.

Grants Management

- Coordinates the execution of Multimodal project agreements;
- Receives requests for project reimbursements from eligible jurisdictions and implementing agencies and coordinate with the Director of Finance and Administration on those requests;
- Supports the Director of Finance and Administration in the preparation of annual debt service and cash flow analysis and any other requirements related to debt issuance; and
- Ensures the Director of Finance and Administration is informed of potential changes to projects that could possibly impact the cash flow analysis.

Project Management for Technical Support

- Serves as project manager for related technical support and communications and outreach contract(s).

TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner

DATE: October 29, 2015

SUBJECT: Washington, D.C. to Richmond High-Speed Rail Project (DC2RVA) Update

Emily Stock, Project Manager for the DC2RVA high-speed rail project, will provide an update on the Tier II Environmental Impact Statement (EIS) process currently underway for the Washington, D.C. to Centralia, Virginia corridor. The Tier II EIS, initiated in the fall of 2014, will include specific rail infrastructure improvements and service upgrades intended to improve the travel time, service frequency, and on-time performance of passenger trains operating between Washington, D.C. and Richmond, VA. The DC2RVA team is currently screening alternatives using a process and criteria vetted through public meetings held in June 2015 to arrive at a set of “reasonable” alternatives that will be carried forward for further analysis.

DRPT will be holding three public meetings in early December in Richmond, Fredericksburg and Springfield to solicit public comment on the screened alternatives. Completion of the Tier II EIS is currently scheduled for late 2017.

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DC2RVA Project Update

Emily Stock, AICP
Project Manager

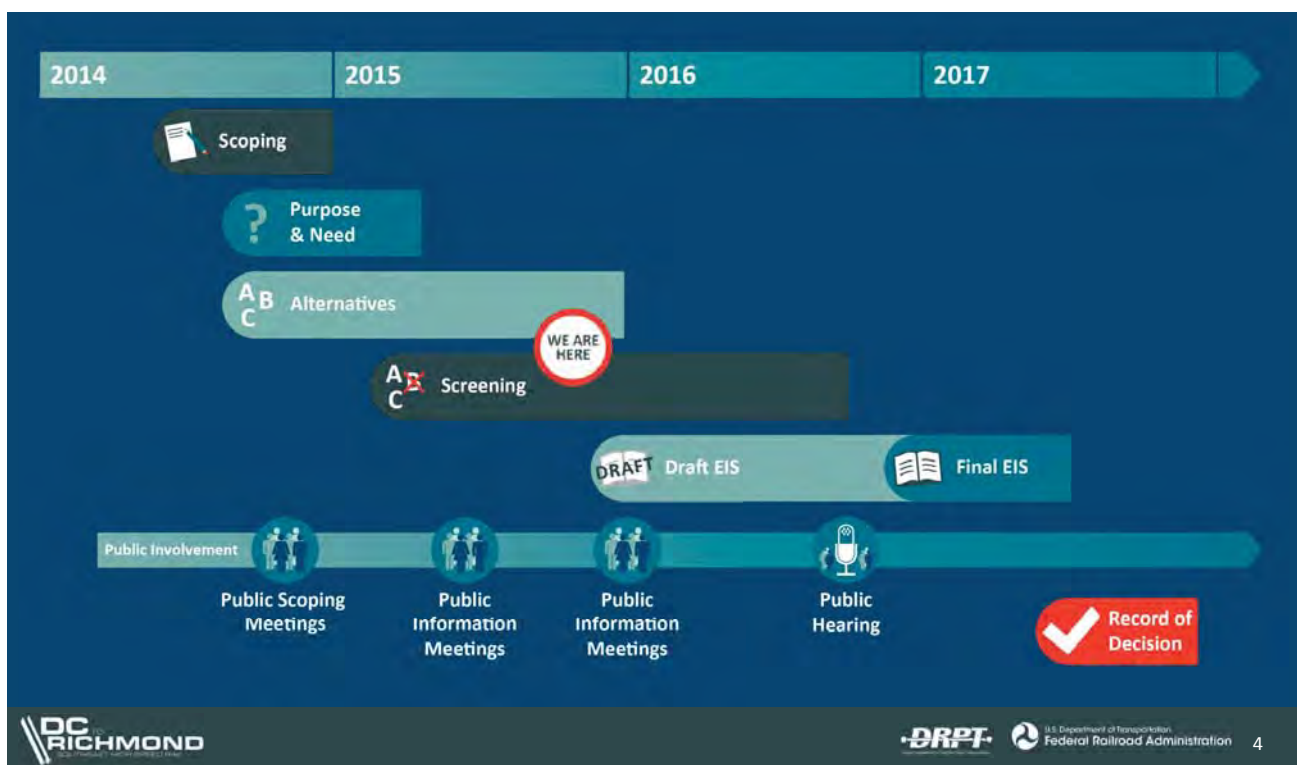
Northern Virginia Transportation Commission
Commission Meeting
November 5, 2015

Agenda

- Project Update
- Alternatives Development Overview
- Screening Results
- Next Steps

Project Update

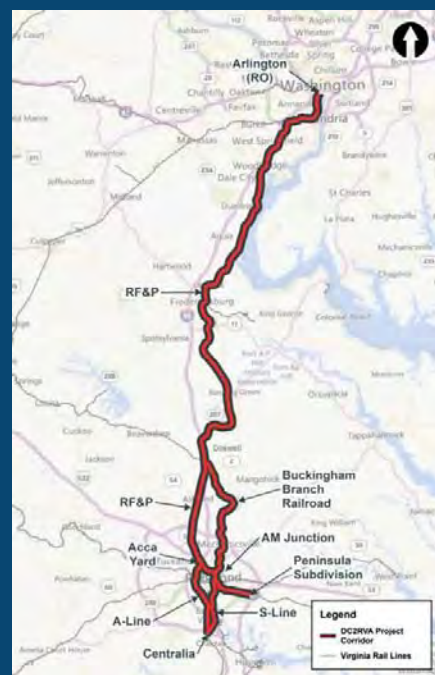
DC2RVA Update | Where Are We Now?



Alternatives Development Overview

Rail Alignment Options Drive the Alternatives Development Process

- Assumptions
 - One additional main track length of corridor
 - New track layout guided by Basis of Design
 - Higher design speeds equate to more robust improvements and potentially higher impacts



Rail alignment options under consideration to add additional track include:

Minor Improvements Option

- Existing two tracks
- No additional capacity



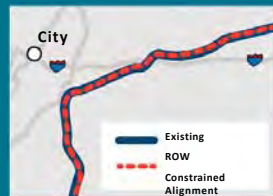
Unconstrained Alignment Option

- Three-track design
- 90 mph
- Follows corridor but can go outside existing railroad right-of-way (ROW)



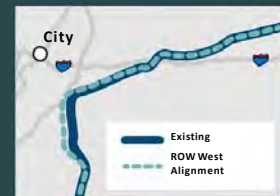
Constrained Alignment Option

- Three-track design
- Maximize speed up to 90 mph reached in some segments
- Within existing railroad ROW constraints



West/East Track Alignment Option

- One-track design
- Add to west/east side of existing main-line
- Match current main-line speed
- May go outside ROW



Rail Alignment Screening Process

A B C Develop Preliminary Track Alignment Options

A C ~~B~~ Stage I Screening - Fatal Flaw

A B ~~C~~ Stage II Screening - Order of Magnitude Impacts

A C ~~B~~ Stage III Screening - Infrastructure Constraints

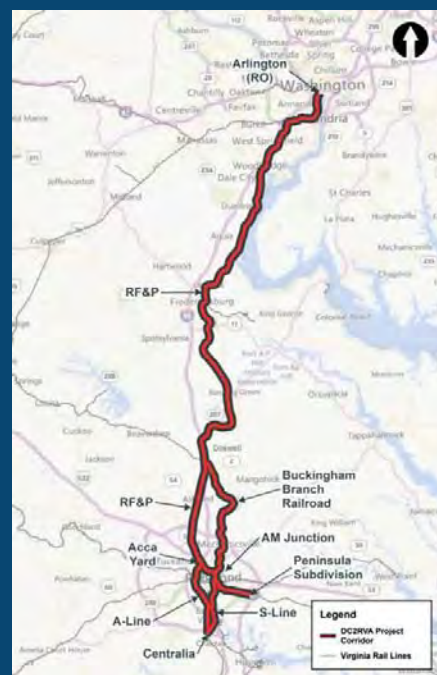
~~A B C~~ Stage IV Screening - Area Options

Additional Options



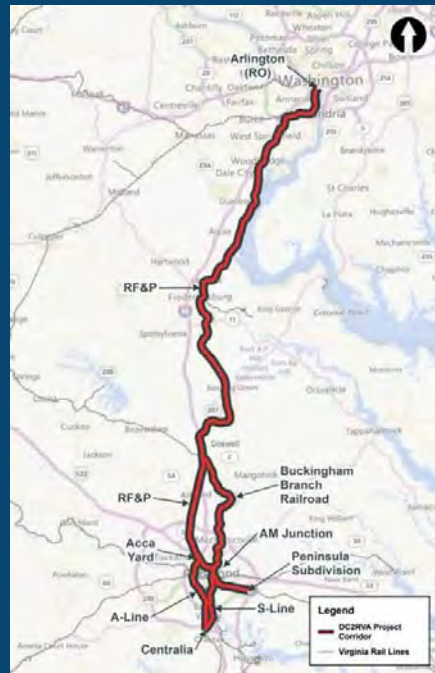
Northern Corridor Rail Alignment Options

- Constraints
 - Waterways
 - Parks/refuges (4f)
 - Urban areas
 - Topography
- Limited opportunity for increased speed
- Add track for capacity
- Fredericksburg bypass



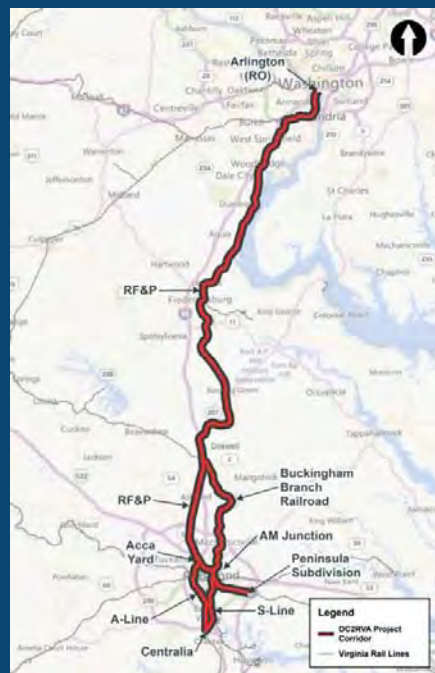
Central Corridor Rail Alignment Options

- Rural area
- Few stations
- Improve trip time
 - Ashland bypass
 - Doswell passenger flyover
 - Straighten curves



Richmond Area Rail Alignment Options

- Station options drive process
 - Main Street
 - Staples Mill Road
 - Broad St/Boulevard
- Considered a new James River crossing
 - Freight bypass
 - Passenger/freight



SCREENING SUMMARY

SCREENING SUMMARY- Northern Virginia

- Alternatives analyzed in segments
- Stage I “fatal flaw” screening complete
- Stage II “order of impact” screening complete

SCREENING SUMMARY: IMPACTS TO 4(F) RESOURCES BY ACREAGE BY SEGMENT (NOV)

	Full Speed	Improved Speed			Existing Speed		2006
		Constrained	Hold BR	Hold BR/Tan	East	West	
Rosslyn to Alexandria (ROMF)	●	●	●	●	●	●	n/a
Alexandria to Franconia (AFRR)	●	●	●	●	●	●	n/a
Franconia to Lorton (FRLO)	●	●	●	●	●	●	●
Lorton to Powells Creek (LOPC)	●	●	●	●	●	●	●
Powells Creek to Ardenville (PCAR)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Ardenville to Oakgrove Junction (AROD)	●	●	●	●	●	●	●
Oakgrove Junction to Fredericksburg (OJFB)	●	●	●	●	●	●	●
Fredericksburg to Hamilton (FBHA)	●	●	●	●	●	●	●
Hamilton to Crossroads (HAUR)	n/a	n/a	n/a	n/a	n/a	n/a	n/a

SCREENING SUMMARY- Northern Virginia

- Alignment options moving forward include:
 - New track east/west of existing tracks at existing speeds
 - New track with some shifts to existing track geometry to achieve higher speeds
 - No-build

Next Steps

Next Steps- Rail Alignment Options

- Continue screening process
- Operations & ridership modeling
- Station facilities planning (terminal, parking, access, etc.)
- Continued stakeholder input
- Further refinement of rail concepts



December Public Information Meetings

Fredericksburg	Springfield	Richmond
Tuesday, December 8	Wednesday, December 9	Thursday, December 10
Dorothy Hart Community Center 408 Canal Street Fredericksburg, VA	Hilton Springfield 6550 Loisdale Road Springfield, VA	Department of Motor Vehicles 2300 W. Broad Street Richmond, VA



Thank you!



U.S. Department of Transportation
Federal Railroad Administration

Agenda Item #9: NVTC FY 2016 1st Quarter Ridership Report



TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner and David Koch

DATE: October 29, 2015

SUBJECT: NVTC FY2016 1st Quarter Ridership Report

The following chart details ridership for the first quarter of FY2016 for Northern Virginia's transit systems:

Ridership in Virginia by System 1st Quarter FY 2016			
System	FY15 Q1	FY16 Q1	Percent Change FY15-FY16
Arlington Transit (ART)	772,672	761,580	-1.4%
Alexandria DASH	1,192,769	1,154,543	-3.2%
Fairfax County Connector	2,731,748	2,456,699	-10.1%
Fairfax City CUE	211,910	173,057	-18.3%
Loudoun County Transit (LCT)	491,758	456,648	-7.1%
PRTC Omni Ride & Omni Link	840,139	727,741	-13.4%
Virginia Railway Express (VRE)	1,179,760	1,099,753	-6.8%
Metrobus	5,653,443	5,412,121	-4.3%
Metrorail	29,488,713	27,449,877	-6.9%
Total	42,562,912	39,692,019	-6.7%

Average Weekday Ridership in Virginia 1st Quarter FY 2016				
System	Jul FY16	Aug FY16	Sep FY16	FY16 Q1
Metrorail	346,019	314,925	312,527	324,490
Metrobus	71,399	71,855	73,353	72,202

Attached is a [detailed breakdown of ridership by Metrorail station in Virginia for the first quarter of FY2016](#).

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Metrorail Ridership by Station in Virginia

1st Quarter FY2016

Line/Station	Year	July	August	September	Q1 Total	Percent Change FY15-16
Silver						
Greensboro	FY15	1,697	45,906	48,220	95,822	67.6%
	FY16	59,340	49,102	52,168	160,610	
McLean	FY15	2,909	8,109	7,861	18,879	470.1%
	FY16	93,465	7,518	6,638	107,621	
Spring Hill	FY15	2,829	71,174	68,245	142,247	46.9%
	FY16	80,716	65,616	62,619	208,952	
Tysons Corner	FY15	9,279	182,377	164,481	356,136	54.2%
	FY16	205,607	176,256	167,204	549,067	
Wiehle-Reston East	FY15	18,345	454,929	435,321	908,595	40.4%
	FY16	477,917	396,760	400,680	1,275,357	
Total Silver Line	FY15	35,059	762,494	724,127	1,521,680	51.3%
	FY16	917,046	695,252	689,309	2,301,607	
Orange						
Dunn Loring	FY15	287,992	240,730	241,825	770,547	-20.2%
	FY16	225,650	190,104	199,295	615,049	
West Falls Church	FY15	490,398	200,481	194,965	885,844	44.0%
	FY16	477,917	396,760	400,680	1,275,357	
Vienna	FY15	707,406	625,702	632,338	1,965,446	-18.2%
	FY16	593,535	494,050	519,666	1,607,251	
Total Orange Line	FY15	1,485,796	1,066,913	1,069,129	3,621,838	-3.4%
	FY16	1,297,102	1,080,914	1,119,641	3,497,657	
Silver/Orange						
Ballston	FY15	612,902	591,547	613,436	1,817,885	-8.7%
	FY16	602,271	522,128	535,801	1,660,200	
Clarendon	FY15	256,894	254,054	261,941	772,889	-6.0%
	FY16	264,941	230,952	230,460	726,353	
Court House	FY15	402,566	392,342	398,052	1,192,959	-9.8%
	FY16	395,838	336,332	343,776	1,075,946	
East Falls Church	FY15	236,578	226,961	231,110	694,649	-8.0%
	FY16	240,104	192,828	206,240	639,172	
Rosslyn	FY15	681,940	581,644	574,562	1,838,146	18.3%
	FY16	816,286	679,294	679,480	2,175,060	
Virginia Square	FY15	201,826	180,389	190,265	572,480	2.0%
	FY16	209,742	182,920	191,084	583,747	
Total	FY15	2,392,705	2,226,936	2,269,367	6,889,009	-0.4%
	FY16	2,529,181	2,144,454	2,186,842	6,860,478	
Blue						
Arlington Cemetery	FY15	167,487	114,708	77,142	359,337	0.4%
	FY16	173,811	109,600	77,447	360,858	
Franconia Springfield	FY15	467,262	428,281	402,560	1,298,104	-9.5%
	FY16	439,690	369,154	365,808	1,174,652	
Van Dorn	FY15	187,172	291,275	286,157	764,605	-36.2%
	FY16	176,478	155,672	155,661	487,812	
Total	FY15	821,922	834,264	765,859	2,422,045	-16.5%
	FY16	789,979	634,426	598,917	2,023,322	
Yellow						
Eisenhower Avenue	FY15	114,684	97,489	92,942	305,115	-13.7%
	FY16	101,543	81,962	79,930	263,435	
Huntington	FY15	449,763	380,843	381,295	1,211,901	-5.6%
	FY16	421,989	362,162	360,290	1,144,441	
Total	FY15	564,447	478,331	474,237	1,517,016	-7.2%
	FY16	523,532	444,124	440,220	1,407,876	
Blue/Yellow						
Braddock Road	FY15	247,347	235,084	243,969	726,400	-5.3%
	FY16	248,874	217,086	222,086	688,046	
Crystal City	FY15	657,651	606,414	621,892	1,885,957	-5.7%
	FY16	670,838	550,454	556,626	1,777,917	
King Street	FY15	531,547	457,044	455,460	1,444,050	-8.4%
	FY16	484,470	421,650	417,129	1,323,249	
National Airport	FY15	536,729	481,023	477,116	1,494,868	-6.3%
	FY16	508,408	450,944	441,122	1,400,474	
Pentagon	FY15	767,688	712,343	734,387	2,214,417	-8.6%
	FY16	724,702	641,064	657,776	2,023,543	
Pentagon City	FY15	875,574	780,467	759,437	2,415,477	-10.0%
	FY16	805,367	693,194	675,827	2,174,388	
Total	FY15	3,616,535	3,272,375	3,292,259	10,181,169	-7.8%
	FY16	3,442,660	2,974,392	2,970,566	9,387,618	
Total Virginia Stations	FY15	8,916,463	8,641,314	8,594,978	26,152,756	-2.6%
	FY16	9,499,500	7,973,562	8,005,495	25,478,557	

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Agenda Item #10: Commonwealth and Regional Agency Reports



TO: Chairman Snyder and NVTC Commissioners

FROM: Kelley Coyner

DATE: October 28, 2015

SUBJECT: Commonwealth and Regional Agency Reports

A. Department of Rail and Public Transportation (DRPT) (attachment)

B. Commonwealth Transportation Board (CTB)

As of this writing, the [CTB is scheduled to hold a Workshop on Tuesday, October 28th](#) featuring presentations on I-66 Inside the Beltway, HB2, and procurement for I-66 Outside the Beltway. Following the workshop and continuing into Wednesday, October 29th, the [CTB will host its October meeting](#) with action expected on a [Six-Year Improvement Program Policy Related to HB2 \(2014\) and HB1887 \(2015\)](#), the [location approval for I-66 Outside the Beltway](#), a new [Rail Enhancement Fund policy](#) to transfer uncommitted Rail Enhancement funds to the Rail Preservation Fund, and approval for [additional funding of \\$3.5 million to support environmental studies for the Southeast High Speed Rail](#).

C. Northern Virginia Transportation Authority (NVTA)

On November 12th, the Northern Virginia Transportation Authority will be asked to approve the criteria and weights for evaluating projects in the FY2017 Program. The Project Implementation Working Group will be meeting in advance of the Authority meeting to finalize recommendations on the cost effectiveness measure and weighting approach. The [FY2017 Program Call for Projects](#) is currently open and will close in early December. Also at its November meeting, NVTA will discuss its annual legislative agenda.

To support evaluation of projects in the FY2017 Program, NVTA completed a pilot evaluation of a cost effectiveness measure to test a methodology for incorporating this metric into the project ranking criteria. In addition, NVTA staff completed sensitivity runs for different weighting scenarios to test possible weightings. The recommendation from the staff was to change the weights for congestion to 45 percent, 15 percent project development, and 10 percent for bike and pedestrian improvements of the final ranking. The rest of the weights stayed the same. The top projects are not impacted by these changes; only the lower ranked projects were impacted.

TransAction 2040

NVTC staff continues to participate in the development of the [TransAction 2040 Update](#). Current efforts focus on the definition of a regional project, defining the study corridors (previous studies used eight corridors, while the new proposal is to have eleven corridors), an overview of the upcoming literature review, and an overview of public involvement. Public involvement will be categorized into three phases: kick-off, public engagement, and approval.

D. Transportation Planning Board (TPB)

The Transportation Planning Board voted to approve the [2015 Amendment to the Constrained Long-Range Transportation Plan \(CLRP\)](#) and its accompanying [Air Quality Conformity Analysis](#). Representatives from VDOT committed to further refining these projects, and will present an update to the TPB at its January meeting. The CLRP, which is updated by the TPB, includes all regionally significant transportation projects and programs that are planned in metropolitan Washington through 2040. This year's amendment included the addition of the I-66 Multimodal Improvement Project Inside the Beltway, I-66 Corridor Improvements Outside the Beltway, and the US 1 Bus Rapid Transit project between the Huntington Metro station and the Woodbridge VRE station in Virginia.



COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

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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: Jennifer Mitchell, Director

DATE: October 26, 2015

SUBJECT: DRPT Update

General Update

DRPT is hosting three grantee workshops in October and November to discuss the 2016 DRPT grant application process, HB2, the agency financial outlook, and a few other topics. The workshops will be held in Hampton Roads at the Virginia Beach Convention Center on October 28 from 8:30 AM to 11:30 AM (immediately prior to the start of the 2015 Governor's Transportation Conference), in Roanoke at RADAR headquarters on November 9 from 10 AM to 1 PM, and in Fredericksburg at the VDOT District Office on November 12 from 1 PM to 4 PM. Grantees should contact Todd Horsley or David Awbrey with questions. An RSVP is requested.

VDOT and DRPT are hosting a series of nine 2015 Fall Transportation Meetings in each of the VDOT districts beginning on November 2. The NoVA District meeting will be held at 6 PM on November 16 at VDOT NoVA District Headquarters, 4975 Alliance Drive, Fairfax. The meeting will be a town hall format, and attendees will have the opportunity to engage Secretary of Transportation Aubrey Layne as well as local CTB members. Attendees will have the opportunity to review projects that were submitted for funding during the HB2 application process. Comments on rail and transit projects can be sent to DRPT at drptpr@drpt.virginia.gov until December 11.

I-66 Corridor Improvements – Outside the Beltway

The 2015 Constrained Long Range Transportation Plan (CLRP) update, including the Transform 66 Outside the Beltway improvements, was approved by the Transportation Planning Board (TPB) on October 21. The comment period closed on October 10, and 22 comments were received by MWCOC and responded to by VDOT and DRPT. In three separate votes, the TPB accepted the public comments, approved the air quality conformity determination, and approved the fiscally constrained CLRP amendment. The CTB is expected to take action on the preferred alternative at its October meeting, which is scheduled for October 27 & 28 in Virginia Beach preceding the Governor's Transportation Conference. The CTB is expected to take action on the project delivery method at its December meeting, which will be held in Northern Virginia.

DRPT.Virginia.gov

Improving the mobility of people and goods while expanding transportation choices.

A Stakeholder Technical Advisory Group (STAG) meeting was held on October 8 at the NoVA District office. The project team presented the preferred alternative, a project video, and updates on the traffic analysis, the new transit service, park and ride facilities, transportation demand management (TDM) strategies, the transportation management plan (TMP) and the procurement process. The meeting was attended by staff from VDOT, DRPT, NVTC, Arlington County, City of Alexandria, Fairfax County, the Northern Virginia Regional Parks Authority (NVRPA), the Northern Virginia Transportation Authority (NVTA), the Potomac and Rappahannock Transportation Commission (PRTC), and Prince William County. The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and National Park Service (NPS) participated via teleconference.

The most recent project Public Information Meetings were held at Oakton High School on October 19, the VDOT NoVA District office in Fairfax on October 20, and Piney Branch Elementary School in Bristow on October 21. A total of 496 people attended the three meetings and 100 submitted comment sheets. The meetings were conducted in an open house format with a presentation by VDOT and DRPT staff but no formal question and answer session.

I-66 Corridor Improvements – Inside the Beltway

The CLRP update approved by the TPB on October 21 also included I-66 Multimodal Improvements inside the Beltway. MWCOG received 11 comments on the project which were responded to by VDOT and DRPT.

Public Information Meetings for this project were held on October 5 at the VDOT NoVA District office, on October 6 at Mary Ellen Henderson Middle School in Falls Church, and on October 7 at Washington-Lee High School in Arlington. An additional meeting was held at the request of Loudoun County on October 15 at Farmwell Station Middle School in Ashburn. A total of 369 people attended the four meetings and 64 comment sheets were submitted.

VTrans Update

VTrans is the long-range, statewide multi-modal policy plan that lays out overarching Vision and Goals for transportation in the Commonwealth. The Virginia Office of Intermodal Planning and Investment (OIPI) is currently developing VTrans2040. OIPI received over 500 comments on the Needs Assessment, including 61 from the NoVA District. 12 comments necessitated substantive revisions to the plan. An addendum posted on September 24 describes the changes and can be found at www.VTrans2040.org. In the NoVA District, comments were received from Arlington County, the City of Falls Church, NVTA, NVTC, the Town of Herndon, VDOT, VRE, and WMATA. Comments were also submitted by the Southern Poverty Law Center and the Virginia Sierra Club. The next phase will be the Multimodal Transportation Plan (MTP) and it is scheduled for completion by the end of the first quarter of 2016.

HB2 Implementation

The HB2 application process closed on September 30. DRPT and VDOT staff are currently validating the applications and making sure the applications meet basic criteria. After the validation and preliminary screening, DRPT and VDOT staff will begin scoring the remaining applications based on the six factors identified in the state code. The point of contact for NoVA District transit projects is Todd Horsley.

DRPT.Virginia.gov

Improving the mobility of people and goods while expanding transportation choices.

A total of 321 applications were submitted, with \$6.95 billion in funding requested. The deadline for HB2 required resolutions is December 1st and VDOT and DRPT anticipate releasing scoring to the CTB at the January 2016 meeting.

Southeast High Speed Rail (DC2RVA)

The DC2RVA Tier II Environmental Impact Statement (EIS) is proceeding with the alternatives screening process. Public meetings are scheduled to present passenger rail improvement alternatives and solicit feedback. The Northern Virginia meeting is scheduled for 5:00 to 7:30PM (presentation at 6:00) on Wednesday, December 9 at the Hilton Hotel, 6550 Loisdale in Springfield. Additional meetings are also scheduled for December 8 in Fredericksburg and December 10 in Richmond, and a virtual public meeting will be available on the project website at www.dc2rvarail.com/online-meeting from December 7, 2015 to January 8, 2016. DRPT is providing MPO updates throughout the corridor in advance of public meetings in the month of November. In addition to the November NVTC meeting, DRPT staff will present project updates to PRTC on November 5, the NVTAs Jurisdiction and Agency Coordinating Committee (JACC) on November 19, the Fredericksburg Area Metropolitan Planning Organization (FAMPO) Technical Advisory Committee on November 2, and the FAMPO Policy Board on November 16.

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TO: Chairman Snyder and NVTC Commissioners
FROM: Kelley Coyner, Scott Kalkwarf and Colethia Quarles
DATE: October 29, 2015
SUBJECT: Financial Items

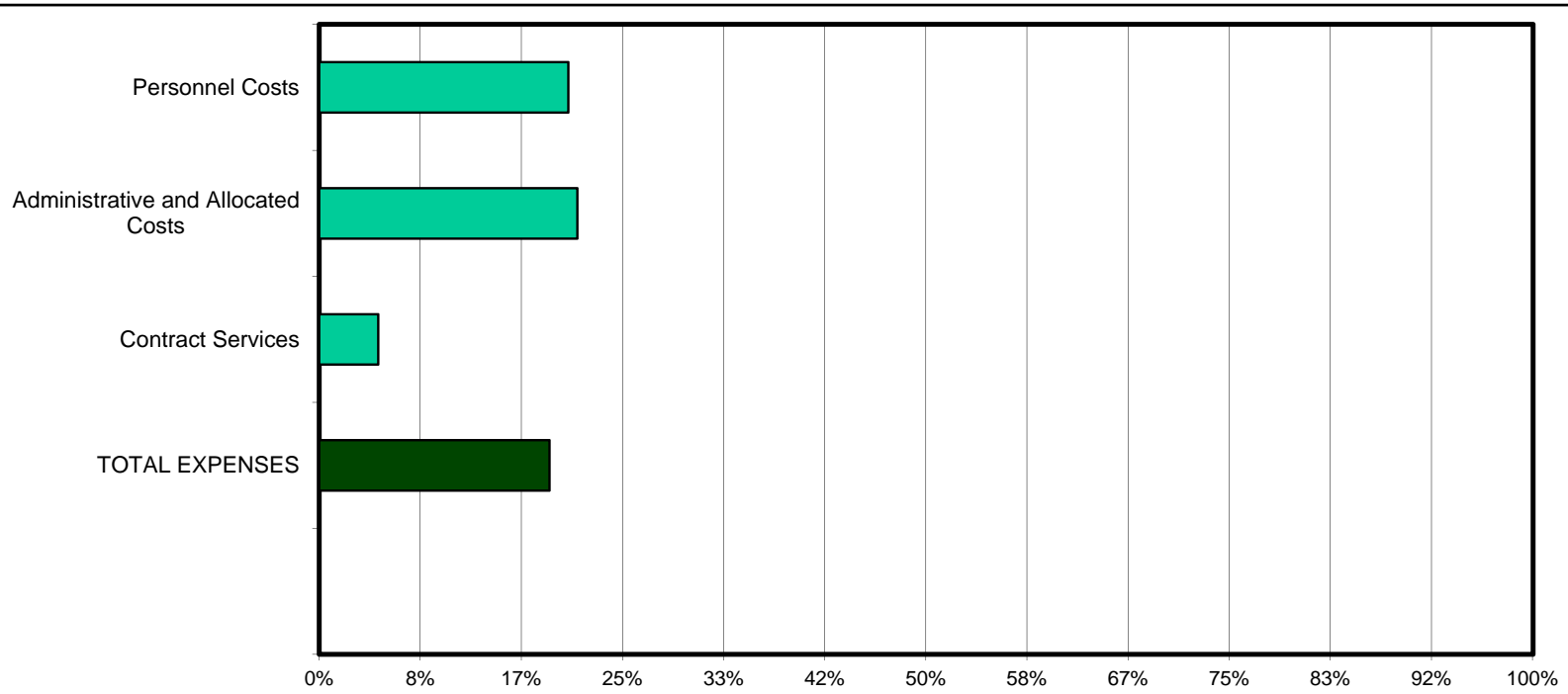
The [financial items for September 2015](#) are provided for your information.

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Northern Virginia Transportation Commission

Financial Reports
September, 2015

Percentage of FY 2016 NVTC Administrative Budget Used
September 2015
(Target 25% or less)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
September, 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	\$ 94,581.58	\$ 246,630.43	\$ 1,133,200.00	\$ 886,569.57	78.2%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>94,581.58</u>	<u>246,630.43</u>	<u>1,133,200.00</u>	<u>886,569.57</u>	<u>78.2%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	5,800.97	16,666.02	74,600.00	57,933.98	77.7%
Group Health Insurance	8,436.13	16,290.76	158,500.00	142,209.24	89.7%
Retirement	6,705.00	20,115.00	90,200.00	70,085.00	77.7%
Workmans & Unemployment Compensation	111.30	438.21	4,400.00	3,961.79	90.0%
Life Insurance	167.03	730.23	4,900.00	4,169.77	85.1%
Long Term Disability Insurance	375.22	1,125.66	5,300.00	4,174.34	78.8%
Total Benefit Costs	<u>21,595.65</u>	<u>55,365.88</u>	<u>337,900.00</u>	<u>282,534.12</u>	<u>83.6%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	950.00	2,200.00	11,100.00	8,900.00	80.2%
<i>Rents:</i>	<i>17,815.05</i>	<i>53,194.69</i>	<i>223,700.00</i>	<i>170,505.31</i>	<i>76.2%</i>
Office Rent	16,733.50	50,250.44	208,000.00	157,749.56	75.8%
Parking & Transit Benefits	1,081.55	2,944.25	15,700.00	12,755.75	81.2%
<i>Insurance:</i>	<i>310.00</i>	<i>930.00</i>	<i>6,100.00</i>	<i>5,170.00</i>	<i>84.8%</i>
Public Official Bonds	-	-	2,300.00	2,300.00	100.0%
Liability and Property	310.00	930.00	3,800.00	2,870.00	75.5%
<i>Travel:</i>	<i>1,186.47</i>	<i>2,526.20</i>	<i>27,600.00</i>	<i>25,073.80</i>	<i>90.8%</i>
Conference / Professional Development	-	624.00	17,000.00	16,376.00	96.3%
Non-Local Travel	-	-	1,900.00	1,900.00	100.0%
Local Travel, Meetings and Related Expenses	1,186.47	1,902.20	8,700.00	6,797.80	78.1%
<i>Communication:</i>	<i>891.52</i>	<i>1,852.24</i>	<i>15,700.00</i>	<i>13,847.76</i>	<i>88.2%</i>
Postage	210.00	210.00	2,500.00	2,290.00	91.6%
Telephone and Data	681.52	1,642.24	13,200.00	11,557.76	87.6%
<i>Publications & Supplies</i>	<i>1,731.27</i>	<i>3,703.80</i>	<i>11,000.00</i>	<i>7,296.20</i>	<i>66.3%</i>
Office Supplies	873.51	1,482.93	2,500.00	1,017.07	40.7%
Duplication and Paper	857.76	2,220.87	8,000.00	5,779.13	72.2%
Public Information	-	-	500.00	500.00	100.0%

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

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	6,022.12	7,651.32	42,700.00	35,048.68	82.1%
Furniture and Equipment (Capital)	5,715.37	6,731.07	31,300.00	24,568.93	78.5%
Repairs and Maintenance	-	-	1,000.00	1,000.00	100.0%
Computer Operations	306.75	920.25	10,400.00	9,479.75	91.2%
<i>Other General and Administrative:</i>	509.81	1,728.85	9,000.00	7,271.15	80.8%
Subscriptions	-	-	-	-	0.0%
Memberships	79.67	484.01	1,800.00	1,315.99	73.1%
Fees and Miscellaneous	430.14	1,244.84	5,600.00	4,355.16	77.8%
Advertising (Personnel/Procurement)	-	-	1,600.00	1,600.00	100.0%
Total Administrative Costs	<u>29,416.24</u>	<u>73,787.10</u>	<u>346,900.00</u>	<u>273,112.90</u>	<u>78.7%</u>
<u>Contracting Services</u>					
Auditing	-	-	29,000.00	29,000.00	100.0%
Contract Services and Support	5,662.50	10,662.50	155,000.00	144,337.50	93.1%
Legal	-	-	35,000.00	-	0.0%
Total Contract Services	<u>5,662.50</u>	<u>10,662.50</u>	<u>219,000.00</u>	<u>173,337.50</u>	<u>79.1%</u>
 Total Gross G&A Expenses	<u><u>\$ 151,255.97</u></u>	<u><u>\$ 386,445.91</u></u>	<u><u>\$ 2,037,000.00</u></u>	<u><u>\$ 1,615,554.09</u></u>	<u><u>79.3%</u></u>

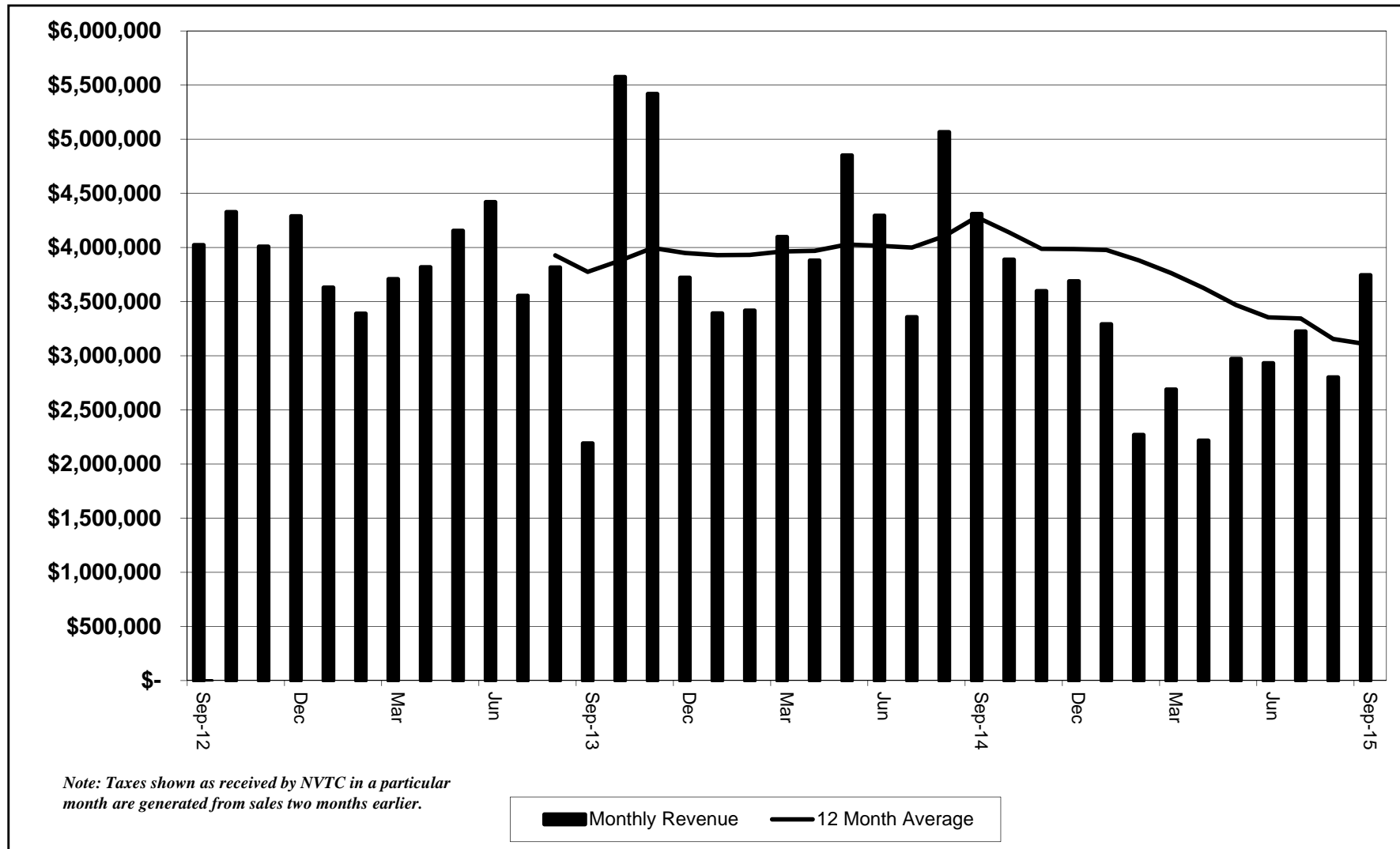
NVTC
RECEIPTS and DISBURSEMENTS
September, 2015

Payer/ Payee		Purpose	Wells Fargo (Checking)	Wells Fargo (Savings)	VA LGIP	
Date					G&A / Project	Trusts
RECEIPTS						
3	DRPT	Capital grant receipt - VRE			\$ 13,159.00	
8	VRE	Reimbursement for staff support		7,143.29		
15	DRPT	Operating assistance - WMATA				8,315,853.00
15	DRPT	Capital grant receipt - VRE			56,912.00	
22	DRPT	Capital grant receipt - Arlington				550,444.00
22	DRPT	Capital grant receipt - Fairfax				110,000.00
22	DRPT	Operating assistance - City of Alexandria				795,006.00
22	DRPT	Capital grant receipt - VRE			175,071.00	
23	DRPT	Capital grant receipt				59,192.00
23	DRPT	Capital grants receipts - Fairfax				1,749,173.00
25	DRPT	Capital grants receipts - Arlington				96,502.00
25	DRPT	Capital grant receipt - Fairfax				82,911.00
25	DRPT	Capital grant receipt				550,774.00
30	DMV	Motor Vehicle Fuels Sales Tax receipt				3,743,988.48
30	Banks	Interest earnings		2.18	20.71	23,626.98
			-	7,145.47	245,162.71	16,077,470.46
DISBURSEMENTS						
1-30	Various	G&A expenses	(125,300.26)			
3	VRE	Grant revenue			(13,159.00)	
15	VRE	Grant revenue			(56,912.00)	
22	VRE	Grant revenue			(175,071.00)	
30	Banks	Service fees	(119.19)	(35.27)		
			(125,419.45)	(35.27)	(245,142.00)	-
TRANSFERS						
21	Transfer	From LGIP to checking	150,000.00		(150,000.00)	
			150,000.00	-	(150,000.00)	-
NET INCREASE (DECREASE) FOR MONTH			\$ 24,580.55	\$ 7,110.20	\$ (149,979.29)	\$ 16,077,470.46

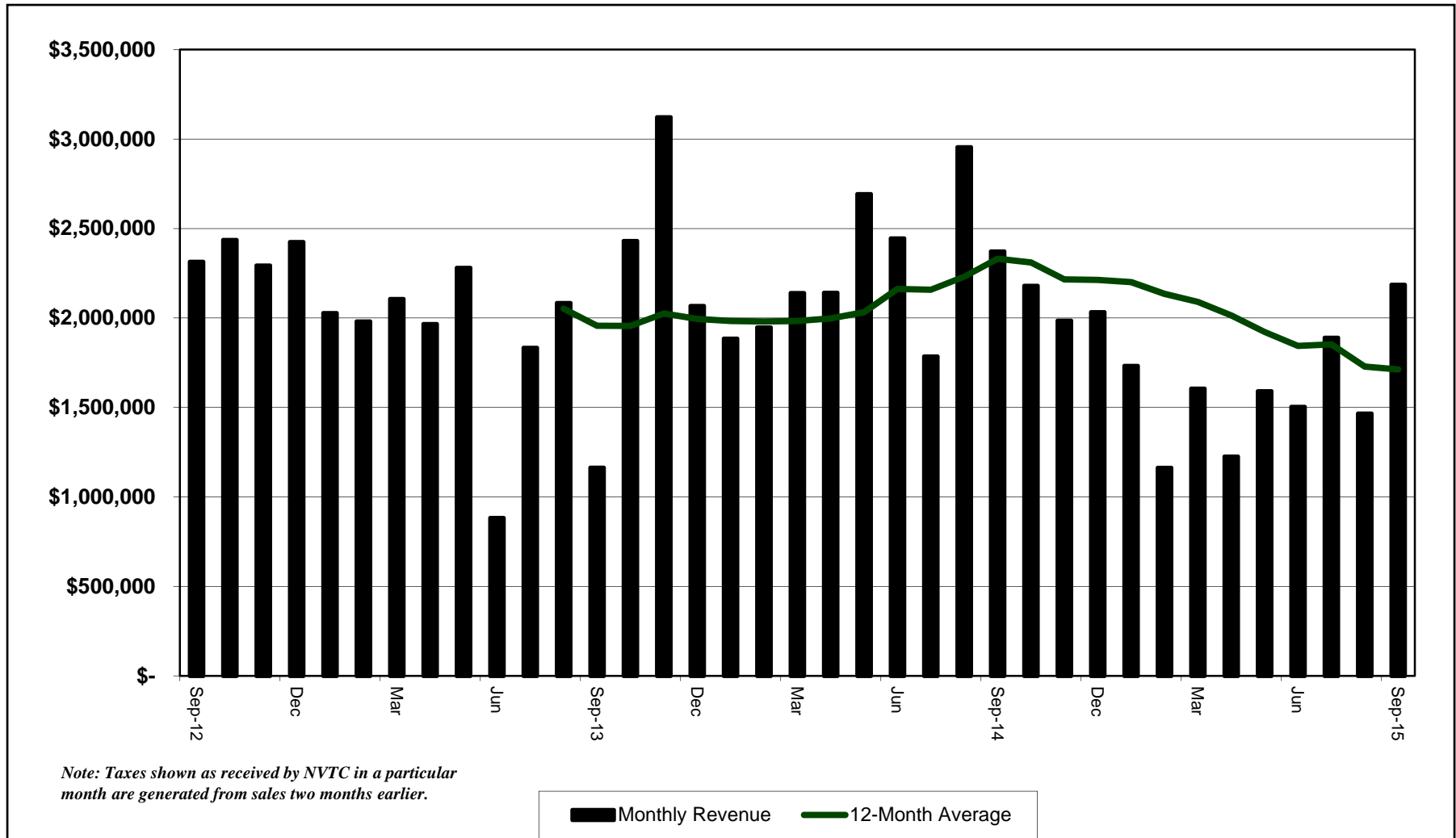
**NVTC
INVESTMENT REPORT
September, 2015**

Type	Rate	Balance 8/31/2015	Increase (Decrease)	Balance 9/30/2015	NVTC G&A/Project	Jurisdictions Trust Fund	Loudoun Trust Fund
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 89,203.89	\$ 24,580.55	\$ 113,784.44	\$ 113,784.44	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	127,594.04	7,110.20	134,704.24	134,704.24	-	-
<u>Investments - State Pool</u>							
Bank of America - LGIP	0.174%	159,850,431.35	15,927,491.17	175,777,922.52	40,325.05	154,690,741.73	21,046,855.74
		<u>\$ 186,495,572.76</u>	<u>\$ 16,049,606.15</u>	<u>\$ 176,026,411.20</u>	<u>\$ 288,813.73</u>	<u>\$ 154,690,741.73</u>	<u>\$ 21,046,855.74</u>

NVTC MONTHLY GAS TAX REVENUE ALL JURISDICTIONS FISCAL YEARS 2013-2016



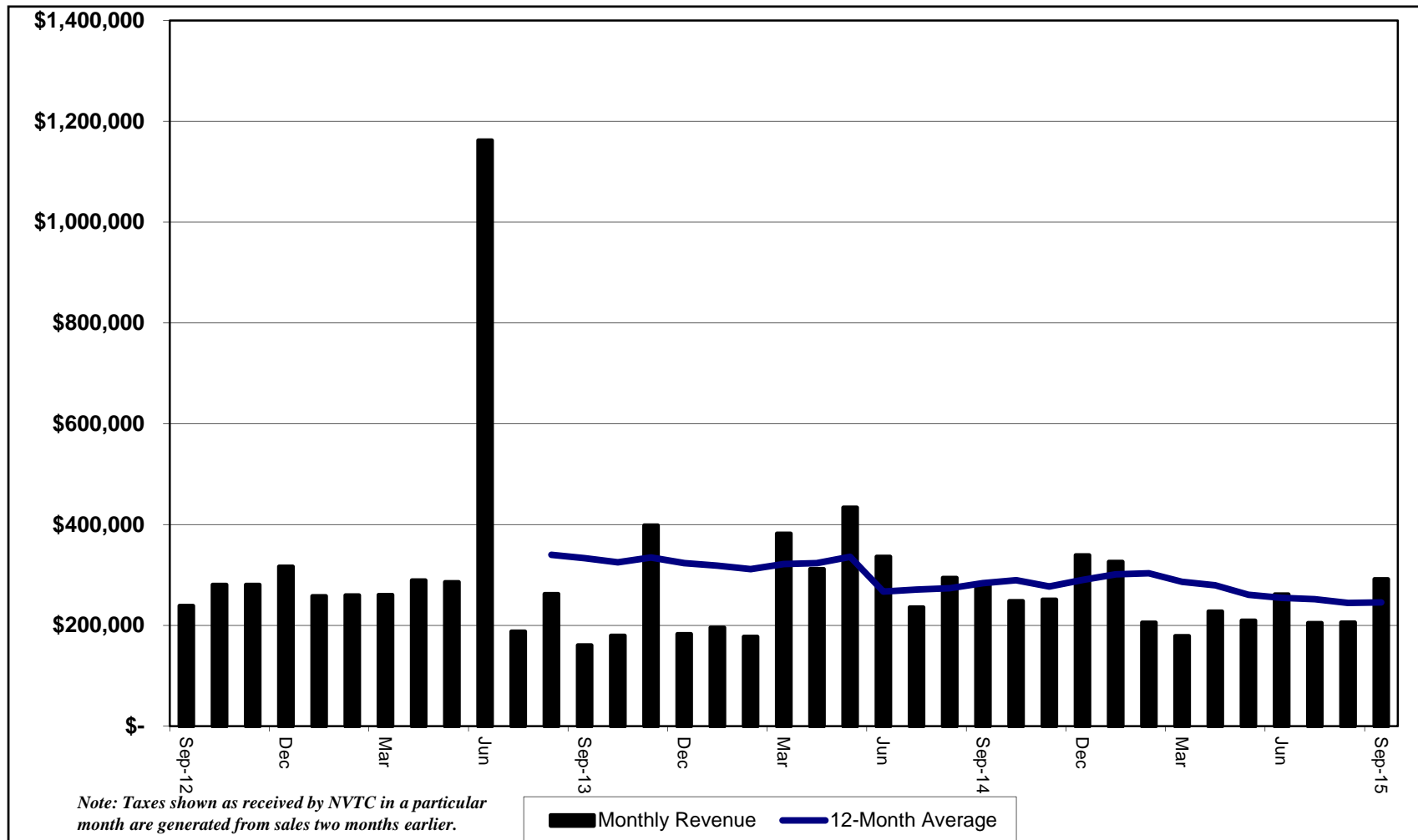
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2013-2016



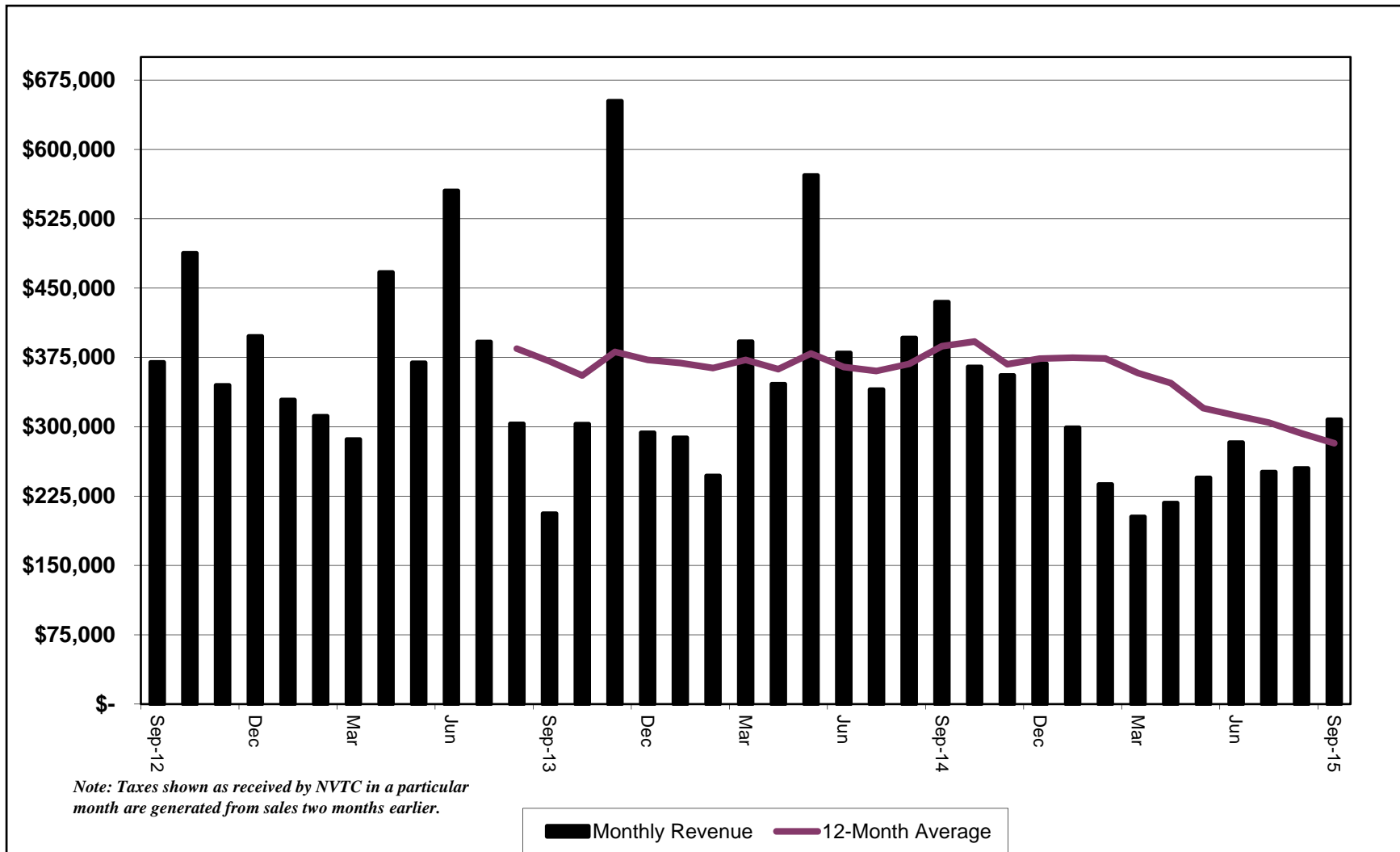
NVTC MONTHLY GAS TAX REVENUE

CITY OF ALEXANDRIA

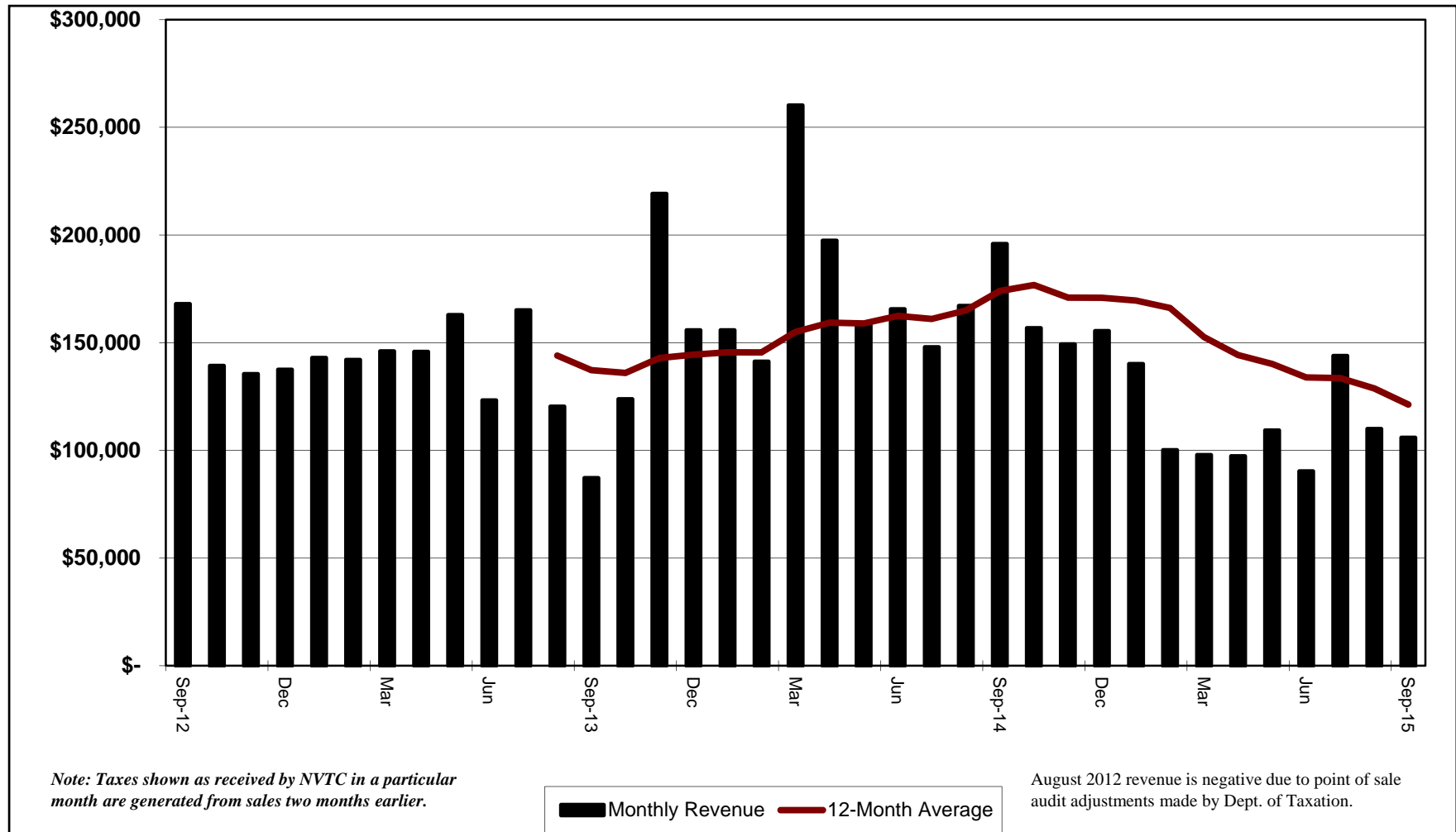
FISCAL YEARS 2013-2016



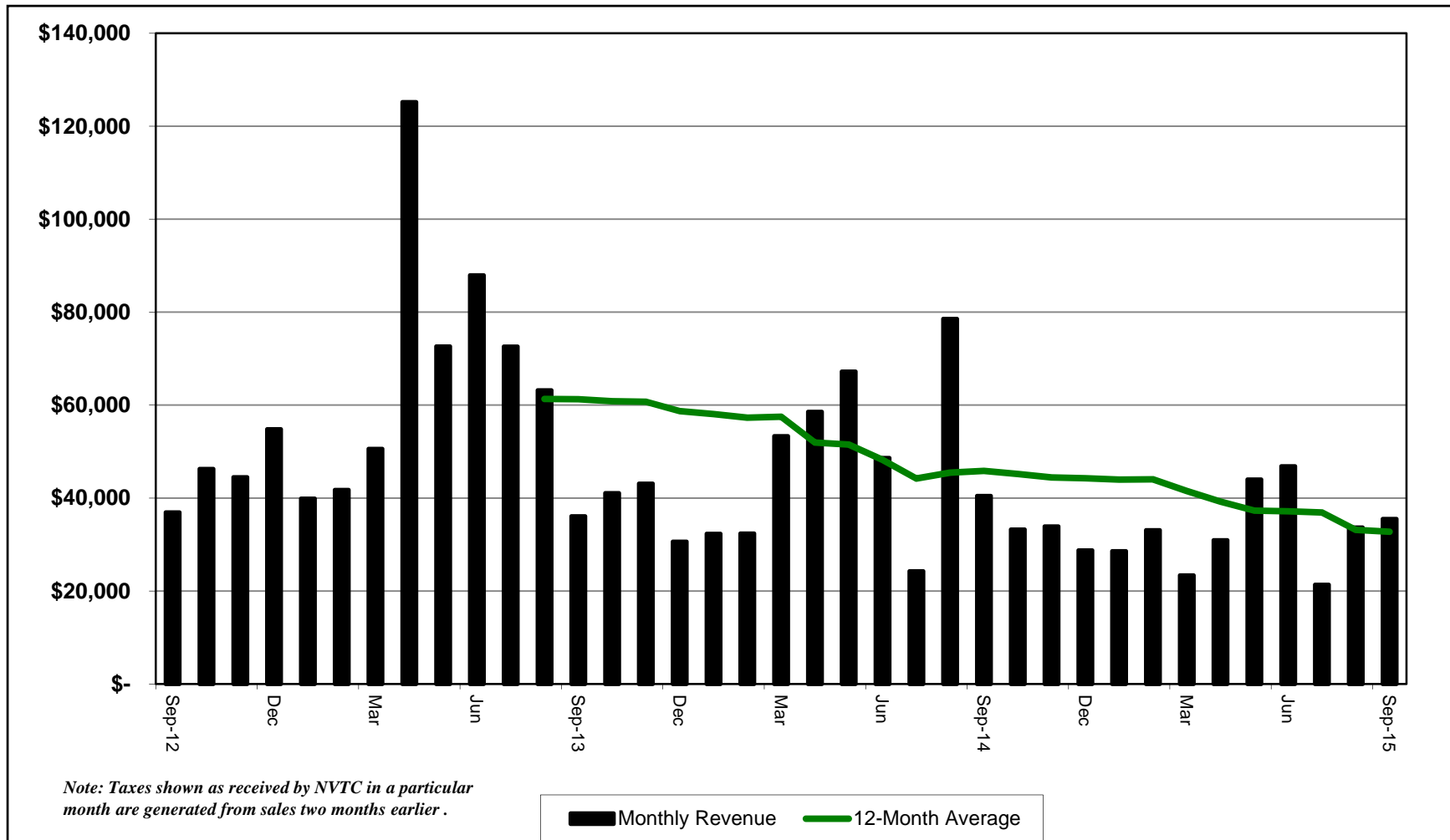
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2013-2016



NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2013-2016



NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2013-2016



NVTC MONTHLY GAS TAX REVENUE LOUDOUN COUNTY FISCAL YEARS 2013-2016

