



MONTHLY COMMISSION MATERIALS

February 2016

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**JOINT NVTC AND PRTC MEETING
THURSDAY, FEBRUARY 11, 2016
SPEAKER'S CONFERENCE ROOM – 6th FLOOR
General Assembly Building
201 N. 9th Street, Richmond, Virginia 23219
4:00 PM**

NVTC will hold a brief business meeting in the Speaker's Conference Room following the Joint NVTC/PRTC Meeting.

AGENDA

1. Opening Remarks

- Jeff McKay, Vice-Chair, Northern Virginia Transportation Commission
- Frank Principi, Chair, Potomac and Rappahannock Transportation Commission

2. Commonwealth Update

- Jennifer Mitchell, Director, Department of Rail and Public Transportation
- Nick Donohue, Deputy Secretary of Transportation (invited)

3. PRTC and NVTC Update

A. Regional Bus

- Frank Principi, Chair, PRTC
- David Snyder, Commissioner and Immediate Past-Chair, NVTC

B. Virginia Railway Express

- Gary Skinner, Chair, VRE Operations Board (invited)
- Doug Allen, Chief Executive Officer, VRE

C. Washington Metropolitan Area Transportation Authority

- Jim Corcoran, WMATA Board Member
- Catherine Hudgins, WMATA Board Member
- Christian Dorsey, WMATA Board Member
- Paul Smedberg, WMATA Board Member

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**NVTC COMMISSION MEETING
THURSDAY, FEBRUARY 11, 2016
SPEAKER'S CONFERENCE ROOM – 6th FLOOR
General Assembly Building
201 N. 9th Street, Richmond, Virginia 23219**

Immediately Following 4:00 P.M. Joint NVTC/PRTC Meeting

AGENDA

1. ACTION ITEM: Approve the Minutes of the January 7, 2016 NVTC Meeting
2. ACTION ITEM: Resolution #2298: Approve the FY2017 State Transit Assistance Applications
3. Executive Director Report
4. Washington Metropolitan Area Transit Authority
 - A. INFORMATION ITEM: Report of the WMATA Board of Directors
 - B. INFORMATION ITEM: Regional Equity in Regional Funding of Metro Core Capacity
 - C. INFORMATION ITEM: Response from WMATA Regarding NVTC's Recommendations for Improvements to Safety, Reliability, Affordability and Customer Service
5. Virginia Railway Express
 - A. VRE CEO Report and Minutes
 - B. INFORMATION ITEM: Gainesville-Haymarket Extension Project
6. INFORMATION ITEM: Department of Rail and Public Transportation Report
7. INFORMATION ITEM: NVTC Financial Items

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AGENDA ITEM #1

MINUTES
NVTC COMMISSION MEETING – JANUARY 7, 2016
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 8:20 P.M.

Members Present

John Cook
Jim Corcoran
Katie Cristol
Christian Dorsey
Jeff Greenfield
Jay Fisette
John Foust
Catherine Hudgins
David LaRock
James LeMunyon
Matt Letourneau
Tim Lovain
Jeff McKay
J. Randall Minchew
Jennifer Mitchell (Alternate, Commonwealth of Virginia)
Phyllis Randall (Alternate, Loudoun County)
Thomas D. Rust
Paul Smedberg
David F. Snyder
Jennifer Wexton

Members Absent

Richard Black
Sharon Bulova

Staff Present

Karen Finucan Clarkson
Kelley Coyner
Jen Deci
Rhonda Gilchrest
Dan Goldfarb
Scott Kalkwarf
Kate Mattice
Aimee Perron-Seibert
Melissa Walker
Steve MacIsaac (Legal Counsel)
Doug Allen (VRE)
Bryan Jungwirth (VRE)
Sonali Soneji (VRE)
Joe Swartz (VRE)

Opening Remarks

Chairman Snyder welcomed Loudoun County Board Chair Phyllis Randall, Delegate Mark Sickles, WMATA General Manager/CEO Paul Wiedefeld, and NVTA Executive Director Monica Backmon. He also announced that this is Tom Rust's last Commission meeting. Delegate Rust was recognized for his service at the December 10th Joint NVTC/PRTC Legislative and Policy Briefing.

Chairman Snyder introduced new NVTC Commissioners: Katie Cristol and Christian Dorsey representing Arlington County; Tim Lovain representing the City of Alexandria; and Matt Letourneau and Phyllis Randall (Alternate) representing Loudoun County.

Chairman Snyder reviewed several changes to the Agenda, including Agenda Item #17: Proposed Change in the By-Laws to be discussed during Agenda Item #6; Agenda Item #18: Report from the Co-Chairs of the Legislative and Policy Committee to be moved up in the Agenda following Agenda Item #11: NVTA. There were no objections.

Chairman Snyder also announced several upcoming events. NVTC will take advantage of the presence of experts from around the country who are in town for the Transportation Research Board Annual Conference to host a roundtable on best practices in Bus Rapid Transit (BRT) on January 13th at NVTC's office. NVTC's next Commission Meeting will be held in Richmond on February 11th, which is the same day as VACO Government Day. It will be a joint meeting with PRTC and Secretary Layne and DRPT Director Mitchell have been invited to speak.

Chairman Snyder reviewed highlights of NVTC's work in 2015. NVTC held more than 50 outreach sessions focusing on Envision Route 7, I-66 Multimodal Project, the value of transit to the region's communities and businesses, and transit funding and finance. NVTC also initiated a new Regional Bus Agenda and a Transit Means Business program, which includes research, a conference that is being replicated across the state, and a new Transit Means Business Partnership with local business leadership groups. NVTC also held two public forums on WMATA. Chairman Snyder stated that he is particularly proud of NVTC's spotless record on financial management of nearly a quarter of a billion dollars annually. NVTC also initiated the development of new emergency preparedness plans for Metrorail stations in Northern Virginia.

Chairman Snyder reviewed in more detail the recent WMATA Forums hosted by NVTC. During one session, he mentioned bus service between the City of Fairfax and Vienna Metro as an example of gaps in service. For the record, he clarified that these service gaps no longer exists. He stated NVTC needs to do more than just appoint Virginia's members to the WMATA Board. NVTC needs to work with its WMATA Board members and WMATA to provide the kind of service the region deserves and expects.

Chairman Snyder reviewed key NVTC goals for 2016, including operationalizing the I-66 Multimodal Project; collaborating on the transit and TDM study for the I-395/I-95 Corridor; identifying means to sustain and expand VRE, which includes the Gainesville-Haymarket

Extension Project; and ensuring WMATA is on sound footing so that it provides safe and reliable service vital to the region's residents and businesses.

Chairman Snyder stated that 2015 was an exciting year for NVTC. As an agency, NVTC has moved beyond its prior mission and it has been a team effort. He gave special recognition to Jeff McKay and Paul Smedberg for their work. For the future, he would like the represented jurisdictions to get away from an "us versus them" kind of mentality. NVTC provides the greatest benefit to the public when it works together with the Commonwealth. His hope for the future is for everything NVTC does that it will recognize the importance of cooperation and coordination for the benefit to the public.

Oath of Office for New Commissioners

Chairman Snyder administered the oath of office to NVTC's new Commissioners: Katie Cristol, Christian Dorsey, Matt Letourneau, Tim Lovain, and Phyllis Randall (Alternate). Commissioners welcomed them to NVTC.

Consent Agenda

Mrs. Hudgins requested Item #3B "Authorize the Chair to Send a Letter to WMATA Regarding Regional Equity in Regional Funding of Metro Core Capacity" be removed from the Consent Agenda. Delegate LeMunyon requested #3C "Authorize the Chair to Send a Letter to the Congressional Delegation Regarding Federal Legislative Issues" be also removed from the Consent Agenda.

Mrs. Hudgins then moved, with a second by Mr. McKay, to approve the following amended Consent Agenda:

- A. Resolution #2293: Approve NVTC's Official Signatories and Employees' Pension Trustees (copy attached).

The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton.

Letter to the Congressional Delegation Regarding Federal Legislative Issues

Delegate Rust moved, with a second by Mr. Corcoran, to authorize the Chairman to send a letter to the Congressional Delegation regarding federal legislative issues. The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Foust, Hudgins, LaRock, Letourneau, Lovain, McKay, Rust, Smedberg, Snyder and Wexton. Delegate LeMunyon and Delegate Minchew abstained.

Letter to WMATA Regarding Regional Equity in Regional Funding of Metro Core Capacity

Mrs. Hudgins suggested the letter to WMATA regarding Core Station Improvements be removed from consideration and instead she asked NVTC to play a role in working with its WMATA Board Members and the jurisdictions on the issue of regional equity in funding Core Stations before moving forward with a letter to WMATA. A request to send a letter can be brought back at a future meeting.

Mrs. Hudgins moved, with a second by Mr. Smedberg, to direct staff to work with NVTC's WMATA Board Members and jurisdictional staff to develop a policy and a letter to WMATA on the issue of regional equity and the Core Station Improvements. The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton.

Minutes of the December 3, 2015 NVTC Meeting

Mr. Fisette moved, with a second by Delegate Rust, to approve the minutes. The vote in favor was cast by Commissioners Cook, Corcoran, Greenfield, Fisette, Foust, Hudgins, LaRock, LeMunyon, McKay, Minchew, Rust, Smedberg, Snyder and Wexton. Commissioners Cristol, Dorsey, Letourneau and Lovain abstained.

Meeting Summary of the December 10, 2015 Joint NVTC/PRTC Legislative and Policy Briefing

Mr. Corcoran moved, with a second by Delegate Rust, to approve the meeting summary. The vote in favor was cast by Commissioners Cook, Corcoran, Fisette, Hudgins, McKay, Rust, Smedberg and Snyder. Commissioners Cristol, Dorsey, Foust, Greenfield, Letourneau, LaRock, Lovain, LeMunyon, Minchew, and Wexton abstained.

Election of Officers

Chairman Snyder reported that the Executive Committee, serving as the Nominating Committee, recommends the following slate of officers for 2016:

Chairman:	Jay Fisette
Vice-Chairman:	Jeff McKay
Secretary-Treasurer:	Paul Smedberg

Senator Wexton moved, with a second by Mr. Corcoran, to approve the recommended slate of officers. Chairman Snyder asked for any additional nominations.

Delegate Minchew moved, with a second by Delegate Rust, to seal the nominations. The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield,

Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton.

The Commission then voted on the original motion to approve the recommended slate of officers. The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton.

Chairman Snyder administered the oath of office to the new officers and then passed the gavel to Chairman Fisette.

Recognition of 2015 Chairman Snyder

Chairman Fisette recognized Mr. Snyder for his outstanding service as Chairman during 2015. Mr. Fisette noted that Chairman Snyder saw the region through many milestones in 2015 including adoption of Transform 66: Inside the Beltway Memorandum of Agreement; establishment of equitable evaluation measures for funding under HB2; implementation of Phase 2 of the Envision Route 7 Corridor Transit Study; the first annual Transit Means Business Forum; creation of a Regional Bus Agenda; and development of an emergency response program for Northern Virginia's Metrorail stations. Chairman Fisette observed that Mr. Snyder has continued to have a strong consistent and authoritative voice of support for transit on every regional body he serves.

Delegate Minchew moved, with a second by Mr. McKay, to approve the Resolution commending Mr. Snyder for his service. Del Minchew commended Mr. Snyder for his service as Chairman during 2015 noting his grace and statesmanship. The vote in favor was unanimous and cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton. Chairman Fisette presented the framed resolution to Mr. Snyder.

Selection of NVTC Representatives to Various Boards

Chairman Fisette announced the nominations to serve on the WMATA, VRE and VTA Boards. Resolution #2294 would approve these nominations as well as reaffirm the appointments of James Corcoran and Catherine Hudgins to the WMATA Board to continue their terms. Some of these actions may be contingent on subsequent action by local boards and councils as their nominees may not be known by January 7, 2016. The appointments are as follows:

WMATA Board of Directors:

Principals

Jim Corcoran
Cathy Hudgins

Alternates

Paul Smedberg
Christian Dorsey

VRE Operations Board:Principals

Sharon Bulova
John C. Cook
Paul Smedberg
Katie Cristol

Alternates

Jeffrey C. McKay

Jay Fisette

VTA Board:Principals

David F. Snyder
Kelley Coyner

Alternates

Jeffrey C. McKay
(vacant)

Chairman Fisette moved, with a second by Delegate Minchew, to approve Resolution #2294. The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton. (A copy of the resolution is attached.)

Chairman Fisette stated that there is an open seat for an alternate on the VTA Board. Any Commissioner interested in serving should contact Ms. Coyner indicating his or her interest.

Executive Director Report

Ms. Coyner highlighted key issues in the Executive Director Report, which include the first of a series of regular updates on the implementation of the I-66 Multimodal Project. NVTC staff is working with each eligible jurisdiction and regional transit agency in Planning District 8. The expectation is to come to the Commission in March for action on the prioritization process and the call for projects. The Commonwealth Transportation Board (CTB) approved the Memorandum of Agreement (MOA), which has now been executed. The CTB approved the same version that was approved by NVTC and includes a \$5 million advance for initial projects.

Ms. Coyner reviewed key programs and projects of 2015 and what NVTC is looking forward to in 2016. NVTC is proud of its spotless record in financial management. NVTC continues to have a renewed commitment to public engagement and has gone from conducting one or two public events a year to holding more than 50 during 2015.

Ms. Coyner announced some upcoming events, including VTA Legislative Day on January 25th and VACO Government Day on February 11th, which coincides with the joint NVTC/PRTC meeting in Richmond. Secretary Layne and DRPT Director Mitchell are planning to participate in the February 11th meeting.

Delegate LeMunyon observed that the General Assembly will still be in Session when NVTC meets in March. He also asked if the I-66 MOA has been signed. Ms. Coyner stated that Secretary of Transportation and VDOT Commissioner Kilpatrick have signed the MOA. She further stated that the MOA will be signed by NVTC after final legal review. Delegate LeMunyon asked for a copy of the executed MOA.

Public Comment

Chairman Fiset opened the meeting for public comment.

Robert Whitfield from the Fairfax County Taxpayer Alliance thanked Immediate Past-Chair Snyder for all his work over the last year. He also thanked staff for working hard, especially on the Transit Means Business Forum in Tysons Corner. Mr. Whitfield noted that, unfortunately, recent months have been preoccupied with I-66 proposals. He expressed his opinion that the idea of tolls being diverted for use for such things as bike trails, pedestrian trails, and transit operating funds is not a wise use of taxpayer's funds and he hopes the General Assembly will take steps to address this problem during the upcoming Session. Mr. Whitfield stated that NVTC calls itself a "transportation" agency but it should use "transit." He stated it is perfectly legitimate for NVTC to have a mission to promote and implement transit projects, but since in its 50-year history NVTC has not implemented highway improvement projects, he believes it is inappropriate for NVTC to have a role with the I-66 project.

Regarding WMATA, Mr. Whitfield stated that WMATA is forecasting expenses to rise six percent over the next four years but only showing a projected revenue increase of about one percent. He stated that this is a fundamental structural problem. At the last CTB meeting, Mr. Whitfield requested a special committee to be established, which would include federal, state and local officials, to deal with the entire financial situation at WMATA. Mr. Whitfield concluded his remarks by wishing NVTC success in 2016.

There were no additional comments and Chairman Fiset closed the public comment period.

WMATA

Mrs. Hudgins introduced Paul Wiedefeld, WMATA's new General Manager/CEO, who has over 35 years of transit industry experience and is familiar with the Metro system.

Mr. Wiedefeld thanked the Commission for inviting him to share his immediate priorities for WMATA. These priorities center on safety, service reliability and financial stability. Regarding safety, he stated that there are compliance requirements and he is working with the Federal Transit Administration (FTA) to make sure WMATA is meeting safety standards. He said that WMATA does not stop at compliance and will work to ensure safety of riders and employees. There is also a national search underway for a new safety officer at WMATA.

Mr. Wiedefeld stated that when Metro service is not reliable, it hurts its credibility. He noted that WMATA needs to regain the public's confidence by performing better. There are challenges, he said, but there are also some things WMATA can do right now to increase reliability. Mr. Wiedefeld noted that he personally met with the vendor of the Series 7000 railcars. He recognizes that there have been delays over the last two years

and he is actively working to get this procurement moving because WMATA needs these railcars. Mr. Wiedefeld also stated that another obstacle is procuring railcar parts and that WMATA can do a better job at accelerating ongoing repairs. He noted that another improvement is that WMATA recently restored six minute headways on the Silver Line. He also stated that although Metrorail is very important, Metrobus, paratransit and MetroAccess are also important.

Mr. Wiedefeld stated that even though WMATA is a public entity, it needs to run like a business. Even though there are financial issues, he does not believe this is the time to propose a fare increase. To improve customer relations, he has proposed a 15-minute grace period for fare gate transactions. Customers shouldn't pay for something they don't actually receive.

WMATA is continuing to work with the local governments on the Capital Funding Agreement. Mr. Wiedefeld noted that he has asked for a short-term allotment of funding of one year rather than a five-year commitment in order to look at revamping the capital programming process. Mr. Wiedefeld reported that the FY2015 Audit has been completed. WMATA is now back on track to do audits as they should be done.

In review, Mr. Wiedefeld noted that all three elements—safety, service reliability and financial stability—are driven by customer service. The goal is to build customer support. There are issues that WMATA cannot control, such as fuel prices, but WMATA can control the product to the customer.

Mr. Letourneau observed that these are exciting times in Loudoun County as Phase II of the Silver Line progresses. Mr. Letourneau noted that, regarding the new fare payment technology, NEPP, Loudoun County has a significant issue because existing hardware is now obsolete and cannot be installed in new buses. An interim solution is needed and he hopes Mr. Wiedefeld can help expedite a solution. Also, Loudoun County is working on paratransit issues and he asked for information on options. In the future if there are issues with the Silver Line extension, Mr. Letourneau hopes he can come to the General Manager for assistance.

Mr. Wiedefeld stated that regarding NEPP, the pilot phase has concluded and WMATA will conduct an assessment and make a recommendation. There is a timing issue and a decision needs to be made fairly quickly. He is committed to resolve this issue in the near future. Mr. Letourneau asked if WMATA is taking into account costs implication to localities regarding NEPP. Mr. Wiedefeld responded that absolutely WMATA is taking this into consideration.

Delegate LeMunyon noted that Metrorail ridership was down five percent in 2015 compared to 2014. There are also empty spaces at Metro station parking lots/garages. He stated that there was a 2009 Metro study done on parking garage counters with the idea of posting the number of available spaces out on highway to attract riders. WMATA might want to consider this to attract more riders. He asked if there has been any analysis of why Metrorail ridership is down. He also asked if there has been any consideration that Uber and other similar types of transportation are impacting ridership.

Mr. Wiedefeld stated that ridership reductions seem consistent across the board. He believes Metrorail ridership is down primarily because of service reliability. He agreed that there could be other factors, such as lower gasoline prices. WMATA needs to put out a better product to be more competitive. Mr. Corcoran agreed and stated that the recent Management Audit did some analysis and WMATA ridership is trailing other metropolitan transit systems. Mass transit ridership nationwide is not showing a decline. It really is a reliability issue; people can't be late to work.

Mr. McKay stated that he has heard that the reduction in the transit benefit that occurred in 2014 and 2015 reduced ridership by up to 10 percent. Mr. Wiedefeld stated that the good news is that federal legislation now increases the transit tax benefit and makes it equal to the parking benefit.

Chairman Fisetto stated that the Executive Committee met separately with Mr. Wiedefeld before this meeting and they asked him what NVTC could do to help him. Mr. Wiedefeld asked for help to change the tone of the message regarding WMATA; to give a more positive message. Chairman Fisetto observed that sometimes just changing the tone will begin to change views, habits and behaviors.

Mrs. Hudgins reviewed WMATA Board member's station visits with customers. She commended NVTC for hosting the recent forums on WMATA. She stated that it is important to get out into the public and hear their concerns. People want to share their ideas. Mrs. Hudgins noted that NVTC's report on the WMATA Forums will be a good resource for WMATA. She mentioned that WMATA is working to solve the wireless issue in the tunnels, which is a customer service initiative as well as a safety issue. WMATA is also initiating a pilot for a new transit pass.

Mr. Corcoran reported that a local university in the District is piloting a program to include a Metro pass as part of its student fee. He suggested local Virginia universities may be interested in a similar type of pass. He also reported that the full report on the Management Audit is due soon. WMATA is also looking at another firm to help implement the audit recommendations.

Delegate Sickles stated that he is a regular rider of the Metro system. He went to over 30 National's baseball games last year by Metrorail. He observed that service is not always reliable following games. He encouraged WMATA to keep fighting for the Nationals to pay for this service to the public. Since he represents Blue Line riders, Delegate Sickles also asked about the plan to get service back to regular headways, noting that a tunnel into the District also is needed. It is important to address core service before expansion.

Report on Public Forums Regarding WMATA Safety, Reliability, Affordability and Customer Service

Mr. Snyder gave a report on the Forums hosted by NVTC. He thanked Mr. Wiedefeld for his participation. Mr. Snyder noted that reliability is a major concern for riders, and this was articulated at these forums. NVTC compiled a written report on the results of the recent public forums.

Mr. Snyder moved, with a second by Mrs. Hudgins, to authorize the Chairman to send a letter to WMATA with a set of recommendations both on how to regain/retain riders and the importance of long-term financial sustainability of WMATA. The motion included the transmittal of the Report on the Forums to WMATA.

Mr. McKay stated that looking at the responses in the report, it looks like the Blue and Yellow Line are underrepresented. Mr. McKay suggested an online follow-up survey or conducting another forum to reach out to Blue and Yellow Line riders. Ms. Coyner stated that NVTC included data on the Blue and Yellow lines from stakeholder information and input gathered by WMATA. That said, NVTC can take into consideration ways to reach out to these areas in the future.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton.

Report from the Legislative and Policy Committee Co-Chairs

Mr. McKay stated NVTC and PRTC hosted a successful Joint Legislative and Policy Briefing on December 10th in Springfield. Legislators and their staff heard about VRE, Metro and regional bus issues. It was the first joint legislative briefing of both Commissions. Delegate Rust was recognized for his outstanding service to NVTC, the General Assembly and the region. Mr. McKay stated that it is important that the region stick together on legislative issues. He is looking forward to the joint meeting with PRTC in Richmond on February 11th.

Mr. McKay reviewed recent legislation passed by Congress, including the passage of a long-term transportation reauthorization bill, an appropriations bill, and a tax extenders package, which includes permanent parity between commuter transit and parking benefits. The annual appropriations provide the full \$150 million annual PRIIA appropriations for WMATA. There was also a three-year extension on Positive Train Control to December 31, 2018. This will allow time for railroads to comply with the PTC implementation.

Ms. Coyner stated that the General Assembly Session starts on January 13th. NVTC's state legislative initiatives will focus primarily on funding, including a floor on the regional gas tax. It is anticipated that two bills will be filed in the House and Senate that would establish a floor. NVTC will monitor other legislative issues related to I-66, long-term funding for Metro and VRE, as well as other related issues. She reported that Delegate Minchew has introduced a bill that would add another Loudoun County member to NVTC. Senator Wexton has introduced a companion bill.

Ms. Coyner stated that NVTC will work to address long-term capital funding needs for both WMATA and VRE during the General Assembly Session. In FY2019, the

Commonwealth Transportation Board will allocate the last of the Transportation Revenue bonds, creating an anticipated \$75 million annual shortfall thereafter unless another source of revenue is identified. It is unlikely that there will be legislation introduced on the bond funding issue except for identifying needs in order to be well positioned for the 2017 Session.

Northern Virginia Transportation Authority

Ms. Backmon reported that NVTA has initiated the process of updating TransAction, which is Northern Virginia's long-range transportation plan. In order to be eligible to receive HB2313 funding, projects must be included in TransAction. The TransAction process is a two-year process and has not been updated since HB2313 was passed. NVTA did a benchmark survey of approximately 600 residents throughout the region to get their thoughts about transportation in the region. Ms. Backmon introduced Keith Jasper, who gave an overview of the survey results. Mr. Jasper stated that NVTA plans to approve the TransAction plan in late summer or early fall 2017. This survey was conducted as a benchmark and NVTA will conduct another survey in a year.

Delegate LeMunyon asked if there is some guiding strategy or objective to meet when this is completed, such as a transportation system that combines bus and rail. He also asked how this survey will guide selection of projects. Mr. Jasper stated that NVTA approved a vision statement and goals at its December meeting. These goals will trickle down into objectives and performance measures. NVTA is at the early stages on formulating these objectives and performance measures.

Delegate LeMunyon asked to what extent the Commonwealth Transportation Board is involved in TransAction. Ms. Backmon stated NVTA has coordinated with regional entities and has talked with the Commonwealth about the HB2 and HB599 process. NVTA has coordinated with Deputy Secretary Donohue to streamline the system with HB2 and HB599 to make it less confusing for the public.

Mr. Snyder commended both NVTC and NVTA staff for working closely together to avoid duplication of effort. He noted cooperation is needed for success. He asked how TransAction will take into account environmental factors and how the region will meet air quality standards. Mr. Jasper stated environmental factors will be taken into account in the objectives and performance measures, which are being formulated. NVTA hasn't reached this level of detail yet.

Mr. Snyder asked if the survey meets scientific state of the art survey results. Mr. Jasper stated that the survey is representative of the distribution of population, age, gender and ethnicity. It is hard to say if it is completely statistically significant because of the way the survey was conducted, but it is representational.

Mr. Snyder noted that teleworking can play a big role in reducing congestion. It is not just about building more lanes of traffic. Mr. Jasper stated NVTA is working with Transit and TDM groups as well as the jurisdictions on telework initiatives.

Mr. Foust left the meeting at 9:49 P.M. and did not return.

Virginia Railway Express

CEO Report. Mr. Allen reported that on-time performance for the month of November was 91 percent with average daily ridership of 18,200. He reviewed recent federal legislation effecting VRE, including extension of the Positive Train Control deadline. VRE is now focused on state issues, such as a floor to the gas tax, long-term funding and modifying contract law to assist VRE in its contract process.

Mr. Allen stated moving forward into 2016, VRE will be adopting a Financial Plan to accompany its System Plan. Mr. Allen encouraged Commissioners to view the display boards on the Gainesville-Haymarket Extension Project. The project is an 11-mile extension with three proposed VRE stations. VRE has initiated four different levels of involvement, including officials, staff and the public. VRE is working closely with Norfolk Southern who owns the right-of-way. VRE will be required to satisfy Norfolk Southern's needs since it is an important corridor for freight traffic.

VRE Revised FY2016 and Proposed FY2017 Operating and Capital Budgets. Mr. Cook stated the VRE Operations Board recommends the Commission approve Resolution #2296, which would adopt and refer the budgets to the jurisdictions. VRE's recommended FY2017 Operating and Capital Budget totals \$130.5 million. A five percent increase to the jurisdictional subsidy is included, with no projected fare increase.

Mr. Cook moved, with a second by Mr. Smedberg, to approve Resolution #2296 (copy attached). The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton.

In response to a question from Mr. Cook, Mr. MacIsaac confirmed that the Commissions adopt (and not "accept") the VRE budget.

Property Lease Agreement with Norfolk Southern Railway Corporation. The VRE Operations Board recommends that the Commission authorize VRE's CEO to execute a property lease agreement, in a form approved by legal counsel, with Norfolk Southern (NS) for the purpose of installing a fence and gates adjacent to the Burke Centre VRE Station. Resolution #2297 would accomplish this.

Mr. Cook moved, with a second by Mr. Smedberg, to approve Resolution #2297 (Copy attached). The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton.

DRPT's Commonwealth Report

Ms. Mitchell referred Commissioners to the written report. She stated that the Commonwealth Transportation Board will be meeting in two weeks and it is expected that the preliminary HB2 scores will be released at that time.

Commonwealth Transportation Board

There were no comments or questions.

Transportation Planning Board

There were no comments or questions.

Financial Items for November 2015

The Financial Report was provided to Commissioners and there were no questions.

Proposed Change in the By-Laws

Chairman Fisette stated that NVTC's Executive Committee recommends an amendment to the By-Laws to add an At-Large member to the Executive Committee. The current By-Laws require presentation of the proposed amendment at one meeting and action on the proposed changes to be taken at the following or subsequent meetings.

Ms. Mitchell left at 9:57 P.M. and did not return.

Executive Director's Contract Amendment

Chairman Fisette stated that the Executive Committee has met and discussed the Executive Director's performance review. Mr. Smedberg gave an overview of the process which included a survey of committee members. Ms. Coyner received high marks for her work to transform NVTC as an organization. Highlights include partnering with the Commonwealth on I-66 Inside the Beltway, the Route 7 Corridor Study, Transit Means Business Forum, the stabilization and professional development of staff, and the Fellows Program. Moving forward, NVTC should continue to strengthen its relationship with WMATA, Board member communication, budget management and taking on new projects.

Mr. Smedberg stated that the Executive Committee recommends that Ms. Coyner's contract be amended to include an increase in salary by \$8,000 and deferred compensation by \$2,000. Chairman Fisette stated that if Commissioners wish to discuss this further, they should go into Closed Session.

Mr. Smedberg moved, with a second by Delegate Rust, to approve the second amendment to the Executive Director's contract amendment to adjust her salary by \$8,000 and increase deferred compensation by \$2,000. The vote in favor was cast by Commissioners Cook, Corcoran, Cristol, Dorsey, Greenfield, Fisette, Hudgins, LaRock, LeMunyon, Lovain, McKay, Minchew, Rust, Smedberg, Snyder and Wexton. Commissioners Letourneau and Greenfield abstained.

Mr. Greenfield stated that all Commissioners should be given the chance to provide feedback. Mr. Smedberg explained that the Executive Committee was tasked with performing the Executive Director's performance review. The evaluation process is still being formalized. Mr. Greenfield stated that in previous years Commissioners were given an opportunity to participate in the process. Mr. Cook stated that while he voted yes, he agreed with Mr. Greenfield that the evaluation should be done by the entire Commission and hopes that will occur next year.

Adjournment

Without objection, Chairman Fisette adjourned the meeting at 10:06 P.M.

Approved this 11th day of February 2016.

Jay Fisette
Chairman

Paul Smedberg
Secretary-Treasurer



RESOLUTION #2293

SUBJECT: Designation of NVTC Signatories and Pension Trustees.

WHEREAS: The Honorable Paul C. Smedberg has been elected Secretary-Treasurer of NVTC for 2016; and


WHEREAS: NVTC desires that the person holding the office of Secretary-Treasurer be designated as an official signatory as well as a pension trustee.

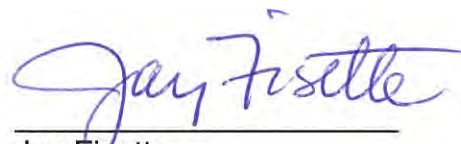
NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission hereby selects the following persons to serve as NVTC signatories (who are eligible to sign individually for any transaction of less than \$5,000 and with one other signatory for transactions of \$5,000 or greater):

Hon. Paul C. Smedberg	Secretary-Treasurer
Kelley Coyner	Executive Director
Scott C. Kalkwarf	Director of Finance and Administration

BE IT FURTHER RESOLVED that the individuals listed above shall serve as NVTC employees' pension trustees, with the addition of NVTC's Assistant Financial Officer, Colethia Quarles.

Approved this 7th day of January, 2016.


Paul C. Smedberg
Secretary-Treasurer


Jay Fisette
Chairman



RESOLUTION #2294

SUBJECT: Selection of NVTC Representatives to Various Boards.

WHEREAS: NVTC is empowered to make appointments to the Board of Directors of the Washington Metropolitan Area Transit Authority (WMATA), the Virginia Railway Express (VRE) and the Virginia Transit Association (VTA);

WHEREAS: Some of NVTC's jurisdictions may not formally appoint their NVTC members prior to NVTC's January meeting and some may not be ready with recommendations for appointment to various boards;

WHEREAS: Secretary Aubrey Layne designated James Corcoran to be the Secretary's designee on NVTC and the WMATA Board to fill the unexpired term of James W. Dyke, Jr., which expires January 9, 2018 and that appointment became effective February 1, 2015;

WHEREAS: Catherine M. Hudgins was appointed to the WMATA Board for a three-year term which expires January 9, 2017; and

WHEREAS: James Corcoran and Catherine M. Hudgins will continue to serve their terms on the WMATA Board.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby appoints the following persons to serve as Alternates to the WMATA Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2016 and their recommendations for members of the various boards:

WMATA Board:

Alternates

Paul Smedberg
Christian Dorsey

4-year term (expires January 2, 2020)
1-year term (expires January 7, 2017)

BE IT FURTHER RESOLVED that NVTC hereby appoints the following persons to serve on the VRE Operations Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2016 and their recommendations for members of the various boards:

VRE Operations Board:

Principals

Sharon Bulova
John C. Cook
Paul Smedberg
Katie Cristol

Alternates

Jeffrey C. McKay

Jay Fisette

BE IT FURTHER RESOLVED that NVTC hereby appoints the following persons to serve on the Virginia Transit Association Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2016 and their recommendations for members of the various boards:

VTA Board:

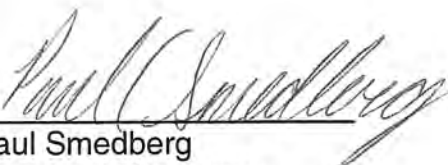
Principals

David F. Snyder
Kelley Coyner

Alternates

Jeffrey C. McKay
_____ (vacant)

Approved this 7th day of January, 2016.


Paul Smedberg
Secretary-Treasurer


Jay Fisette
Chairman



RESOLUTION #2296

SUBJECT: Adoption and Referral of the Revised FY2016 and Recommended FY2017 VRE Operating and Capital Budgets to the Jurisdictions

WHEREAS: The VRE Master Agreement requires that the Commission be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year;

WHEREAS: The VRE Chief Executive Officer has provided the VRE Operations Board with the FY2017 Operating and Capital Budget within the guidelines developed in concert with the jurisdictional chief administration officers;

WHEREAS: The FY2017 Budget proposes a five percent jurisdictional subsidy increase and no fare increase;

WHEREAS: VRE staff recommends a budget built on an average daily ridership of 19,100 and 34 trains; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby adopts the FY2017 VRE Operating and Capital Budget in the following amounts and forwards this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement:

Operating Budget	\$ 82,483,433
Capital Budget	\$ 48,028,443
Total Operating and Capital	\$130,511,876

BE IT FURTHER RESOLVED that NVTC adopts the amended FY2016 Operating and Capital Budget in the following amounts:


Operating Budget	\$ 81,567,080
Capital Budget	\$ 64,897,861
Total Operating and Capital	\$146,464,941


BE IT FURTHER RESOLVED that NVTC authorizes the Executive Directors of both the Potomac and Rappahannock Transportation Commission and the Northern Virginia Transportation Commission to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY 2016 and FY 2017.

BE IT FURTHER RESOLVED that NVTC authorizes its Executive Director to submit to the Commonwealth the approved budget as part of the FY 2017 state aid grant applications.

BE IT FURTHER RESOLVED that NVTC authorizes the VRE Chief Executive Officer to submit appropriate projects to the Northern Virginia Transportation Authority or other funding authorities on behalf of the Commission.

Approved this 7th day of January 2016.



Paul C. Smedberg
Secretary-Treasurer

Jay Fisette
Chairman



RESOLUTION #2297

SUBJECT: Authorization to Execute a Property Lease Agreement with Norfolk Southern Railway Company

WHEREAS: VRE is working with Norfolk Southern Railway and CSX Transportation on effective right of way management and station operating practices;

WHEREAS: VRE has identified several projects as part of this collective effort;

WHEREAS: Additional fencing and access gates have been identified for the area adjacent to the Burke Centre Station;


WHEREAS: The area identified adjacent to the Burke Centre Station is on the Norfolk Southern Railway right-of-way;

WHEREAS: In order to install additional fencing and access gates Northern Southern Railway requires a separate property lease agreement; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED by the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to execute a property lease agreement with Norfolk Southern Railway in a form approved by legal counsel.

Approved this 7th day of January 2016.



Paul C. Smedberg
Secretary-Treasurer



Jay Fisette
Chairman

Agenda Item #2: State Transit Assistance Applications



TO: Chairman Fisette and NVTC Commissioners

FROM: Kelley Coyner and Scott Kalkwarf

DATE: February 4, 2016

SUBJECT: State Transit Assistance Applications

ACTION: Resolution #2298: Approve the FY2017 State Transit Assistance Applications

Resolution #2298 authorizes NVTC staff to submit state operating and capital transit assistance applications to the Virginia Department of Rail and Public Transportation (DRPT) on behalf of NVTC's five WMATA jurisdictions for their local bus systems, and the NVTC jurisdictions' share of WMATA subsidies. The applications total \$568.8 million in eligible operating costs and \$192.5 million in total capital expenses.

The resolution also authorizes NVTC to submit state assistance applications on behalf of VRE, including \$51.1 million in eligible operating costs, \$79.1 million in total capital costs, and \$1.5 million in preliminary engineering costs under DRPT's Rail Enhancement Fund.

Detailed tables are attached showing the amounts of each form of assistance being requested for each jurisdiction and for VRE, with comparisons to FY2016.

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RESOLUTION #2298

SUBJECT: Approval of FY2017 NVTC and VRE State Operating, Capital, and Related Grant Applications and Authority to Apply for Funds from the Commonwealth Transportation Board, Federal Transit Administration and other Grant Agencies.

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

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission's Executive Director is authorized, for and on behalf of NVTC and as an agent for its members: 1) to execute and file an application to the Virginia Department of Rail and Public Transportation (DRPT) for grants of public transportation assistance for the FY2017 commencing July 1, 2016 in the amount of \$568.8 million in eligible operating costs to defray a portion of the public transportation cost of NVTC and its members for operations; 2) to accept from DRPT and execute grants in such amounts as may be awarded; and 3) to furnish DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC's Executive Director is authorized, for and on behalf of NVTC and its members: 1) to file an application to DRPT for grants of public transportation assistance for FY2017 for capital expenses totaling \$192.5 million in costs (\$118.5 million non-federal) to defray the costs borne by NVTC and its members for equipment, facilities and the associated expenses of any approved capital grant, with a minimum four percent local participation required; 2) to revise the capital portion of the application to reflect refined estimates by WMATA or local governments when they become available; 3) to accept from DRPT and execute grants in such amounts as may be awarded; and 4) to furnish to DRPT such documents and other information as may be required for processing the grant request.

BE IT FURTHER RESOLVED that NVTC's Executive Director is authorized, for and on behalf of NVTC and PRTC and their members: 1) to file FY2017 VRE applications to DRPT in the amount of \$51.1 million for operating costs, \$79.1 million in total costs for capital (\$30.9 million non-federal), and \$1.5 million under the Rail Enhancement Program; 2) to revise the application to reflect refined estimates by VRE; 3) to accept from DRPT and execute grants in such amounts as may be awarded; and 4) to furnish to DRPT such documents and other information as may be required for processing the grant request.

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

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

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

Approved this 11th day of February, 2016.

Jay Fisette
Chairman

Paul C. Smedberg
Secretary-Treasurer

NVTC
SUMMARY OF STATE CAPITAL AND OPERATING FORMULA GRANT ASSISTANCE APPLICATIONS
FOR FY 2017

	<u>FY 2017</u>		<u>FY 2016</u>		<u>Increase (Decrease)</u>	
<u>NVTC</u>						
<u>CAPITAL ASSISTANCE APPLICATIONS</u>						
	<u>Total Cost</u>	<u>Non-Federal</u>	<u>Total Cost</u>	<u>Non-Federal</u>	<u>Total Cost</u>	<u>Non-Federal</u>
Local Systems Capital (Schedule A)						
Alexandria	12,400,000	12,400,000	8,403,000	8,403,000	3,997,000	3,997,000
City of Fairfax	-	-	-	-	-	-
Fairfax County	34,540,000	34,540,000	47,850,000	47,850,000	(13,310,000)	(13,310,000)
Arlington	13,760,000	13,760,000	10,626,837	10,626,837	3,133,163	3,133,163
Falls Church	-	-	-	-	-	-
Total	<u>60,700,000</u>	<u>60,700,000</u>	<u>66,879,837</u>	<u>66,879,837</u>	<u>(6,179,837)</u>	<u>(6,179,837)</u>
WMATA Capital (Schedule B)						
Capital Improvement Program	127,358,260	53,310,597	165,456,353	61,009,001	(38,098,093)	(7,698,404)
Metro 2025	<u>-</u>	<u>-</u>	<u>31,880,114</u>	<u>31,880,114</u>	<u>(31,880,114)</u>	<u>(31,880,114)</u>
Subtotal - CIP	127,358,260	53,310,597	197,336,467	92,889,115	(69,978,207)	(39,578,518)
WMATA Debt Service	-	-	-	-	-	-
Metro Matters Program	52,943	52,943	52,936	52,936	7	7
Debt Service - MMs opt out	2,597,361	2,597,361	2,617,332	2,617,332	(19,971)	(19,971)
Project Development	1,800,000	1,800,000	825,000	825,000	975,000	975,000
Total	<u>131,808,564</u>	<u>57,760,901</u>	<u>200,831,735</u>	<u>96,384,383</u>	<u>(69,023,171)</u>	<u>(38,623,482)</u>
Total Capital	<u>192,508,564</u>	<u>118,460,901</u>	<u>267,711,572</u>	<u>163,264,220</u>	<u>(75,203,008)</u>	<u>(44,803,319)</u>

OPERATING ASSISTANCE APPLICATIONS

Prior Year Actual Expenses			
WMATA (Schedule C)	455,630,399	516,674,038	(61,043,639)
Local (Schedule D)	113,193,981	106,200,975	6,993,006
Total	<u>568,824,380</u>	<u>622,875,013</u>	<u>(54,050,633)</u>

VRE

CAPITAL ASSISTANCE APPLICATION (see schedule E)

	<u>Total Cost</u>	<u>Non-Federal</u>	<u>Total Cost</u>	<u>Non-Federal</u>	<u>Total Cost</u>	<u>Non-Federal</u>
Budgeted Costs	<u>79,105,526</u>	<u>30,910,575</u>	<u>84,778,428</u>	<u>39,635,686</u>	<u>(5,672,902)</u>	<u>(8,725,110)</u>

OPERATING ASSISTANCE APPLICATION

Prior Year Actual Expenses	<u>51,075,520</u>	<u>51,354,486</u>	<u>(278,966)</u>
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NVTC
STATE CAPITAL GRANT ASSISTANCE
FY 2017

SCHEDULE A

LOCAL CAPITAL

CITY OF ALEXANDRIA

	<u>Total & Non-Federal Costs</u>	<u>Federal</u>	<u>Non-Federal Costs</u>
Van Dorn Metro Station Improvements	\$ 1,500,000	\$ -	\$ 1,500,000
Design of West End Transitway	7,000,000	-	7,000,000
Purchase Replacement Buses 40-ft (6)	3,900,000	-	3,900,000
		-	-
Total	12,400,000	-	12,400,000

CITY OF FAIRFAX

Total	-	-	-
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FAIRFAX COUNTY

Bus 3rd Party Contract Audit	450,000	-	450,000
Bus Construction Admin/Maint Facility - West Ox	5,500,000	-	5,500,000
Bus Construction Admin/Maint Facility - Springfield CBC Parking Garage	365,000	-	365,000
Bus Construction Admin/Maint Facility - GMU Transit Center	800,000	-	800,000
Construction of Rail Related Facilities - Innovation Center Garage	2,000,000	-	2,000,000
Construction of Rail Related Facilities - Herndon Garage	12,300,000	-	12,300,000
Purchase ADP Hardware	900,000	-	900,000
Purchase Expansion Buses 40-ft (12)	6,000,000	-	6,000,000
Purchase Fare Collection Equipment	1,500,000	-	1,500,000
Purchase Passenger Shelters	1,000,000	-	1,000,000
Purchase Shop Equipment	75,000	-	75,000
Purchase Spare Parts, ACM Items	450,000	-	450,000
Rehabilitate/Rebuild Buses	3,200,000	-	3,200,000
Total	34,540,000	-	34,540,000

ARLINGTON

Bus Stops and Shelters Program	415,000	-	415,000
Bus Stop ADA Accessibility Improvements	1,610,000	-	1,610,000
Transit ITS and Security Program	1,025,000	-	1,025,000
Off Vehicle Fare Collection Implementation Plan	75,000	-	75,000
Extension of CCPY Transitway to Pentagon City	50,000	-	50,000
Bus Bay Expansion at East Falls Church Metro Station	507,000	-	507,000
Art Heavy Maintenance Facilities	8,038,000	-	8,038,000
Rehabilitate/Rebuild Buses	2,040,000	-	2,040,000
Total	13,760,000	-	13,760,000

CITY OF FALLS CHURCH

Total	-	-	-
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TOTAL LOCAL CAPITAL

\$ 60,700,000	\$ -	\$ 60,700,000
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NVTC
APPLICATION FOR STATE CAPITAL GRANT ASSISTANCE
WMATA CAPITAL SUBSIDIES
FY 2017

SCHEDULE B

	<u>Alexandria</u>	<u>Arlington</u>	<u>Fairfax City</u>	<u>Fairfax County</u>	<u>Falls Church</u>	<u>Total</u>
FY 16 CIP Program (a)						
Total Cost	\$ 20,348,595	\$ 37,824,445	\$ 1,196,976	\$ 66,551,872	\$ 1,436,372	\$ 127,358,260
Federal Share	11,830,923	21,991,599	695,937	38,694,079	835,125	74,047,663
Non-Federal Share	8,517,672	15,832,846	501,039	27,857,793	601,247	53,310,597
WMATA Debt Service (c)	-	-	-	-	-	-
Metro Matters Program (d)	-	-	-	-	52,943	52,943
Jurisdiction Debt Service - MM Opt Out (e)	993,464	1,603,897	-	-	-	2,597,361
Project Development (f)	290,182	569,455	13,091	909,818	17,455	1,800,000
Reimbursable Projects (g)	-	-	-	-	-	-
Total	<u>\$ 9,801,318</u>	<u>\$ 18,006,198</u>	<u>\$ 514,130</u>	<u>\$ 28,767,611</u>	<u>\$ 671,645</u>	<u>\$ 57,760,901</u>

(a) Virginia Compact members' share of FY16 Capital Improvement Program included in the Capital Funding Agreement eligible to be funded by DRPT, excluding PRIIA matching funds which are contracted directly with WMATA. Preventative maintenance has been excluded from the capital assistance request, but included in the operating assistance request according to DRPT requirements. The assistance request is based on the WMATA's proposed budget, with a contingency for potential changes to the actual program for the fiscal year.

(c) Long Term debt anticipated to be issued FY17. No debt service is included in the FY17 proposed budget.

(d) Balance due under Metro Matters program for those members who did not opt out of the FY09 debt issue.

(e) Debt Service to be incurred directly by jurisdictions on their share of debt used to opt out of the Metro Matters FY09 debt issue.

(f) Project Development - a regional reimbursable capital program stated separately from the FY16 CIP

(g) Reimbursable projects - Non-regional projects that the individual jurisdictions include on their respective jurisdiction state capital grant requests based upon their understanding of the current year budgeted expenditures.

NVTC
OPERATING FORMULA ASSISTANCE
FY 2017

SCHEDULE C

	WMATA					Total
	Alexandria	City of Fairfax	Fairfax County	Arlington County	City of Falls Church	
FY 2017 Application						
FY 2015 Actual Operating Expenses	<u>72,380,601</u>	<u>4,440,104</u>	<u>242,251,750</u>	<u>131,756,864</u>	<u>4,801,080</u>	<u>455,630,399</u>
FY 2016 Application						
FY 2014 Actual Operating Expenses	70,057,801	4,390,813	241,088,622	130,661,735	4,807,606	451,006,577
Additional Expenses for New Start Funding	<u>9,955,508</u>	<u>719,204</u>	<u>34,111,266</u>	<u>20,226,282</u>	<u>655,201</u>	<u>65,667,461</u>
	<u>80,013,309</u>	<u>5,110,017</u>	<u>275,199,888</u>	<u>150,888,017</u>	<u>5,462,807</u>	<u>516,674,038</u>

NVTC
APPLICATION FOR OPERATING FORMULA ASSISTANCE
FY 2017

SCHEDULE D

	LOCAL SYSTEMS				
	<u>Alexandria</u>	<u>City of Fairfax</u>	<u>Fairfax County</u>	<u>Arlington County</u>	<u>Total</u>
FY 2017 Application					
FY 2015 Actual Operating Expenses	<u>16,839,860</u>	<u>3,153,227</u>	<u>81,081,664</u>	<u>12,119,230</u>	<u>113,193,981</u>
FY 2016 Application					
FY 2014 Actual Operating Expenses	<u>15,875,556</u>	<u>2,919,668</u>	<u>76,175,336</u>	<u>11,230,415</u>	<u>106,200,975</u>

**NVTC
VRE
STATE CAPITAL ASSISTANCE
FOR FY 2017**


SCHEDULE E

	<u>Total Cost</u>	<u>Federal</u>	<u>Non-Federal</u>
Debt Service for Rail Projects - 11 Cab Cars	1,931,357	1,545,086	386,271
Debt Service for Rail Projects - 60 Railcars	4,673,071	3,738,457	934,614
Construction of Rail Related Facilities - Midday and Overnight Storage	7,769,143	4,816,869	2,952,274
Security Cameras	692,300	553,840	138,460
Upgrade Station Lighting	105,000	84,000	21,000
Fare Collection EMV Compliance/Upgrade	1,200,000	960,000	240,000
Construction of Rail Related Facilities - Midday and Overnight Storage	3,106,278	2,485,022	621,256
Construction of Rail Related Facilities - Midday and Overnight Storage	121,629	97,303	24,326
Rehabilitate Rail Cars or Locomotives	4,900,000	3,920,000	980,000
Rehabilitation of Rail Related Facilities	3,930,000	3,144,000	786,000
Rehabilitation of Rail Related Facilities	12,600,000	7,812,000	4,788,000
Track Lease Payments	38,076,748	19,038,374	19,038,374
	<u>79,105,526</u>	<u>48,194,951</u>	<u>30,910,575</u>

Executive Director Report



February 4, 2016

 In January, we turned our attention to state grants for FY 2017. NVTC submitted grant applications for operating and capital assistance totaling \$893 million in eligible costs for WMATA, VRE and local systems. These grants are essential to the successful operation and expansion of our transit systems. Here are key stats for FY 2016:

- \$236M in total assistance
- 40 percent of the total is for capital funding for buses, railcars, fare boxes, hybrid bus batteries and bus shelters; the rest is for operating expenses
- \$23M capital and \$20M operating assistance for NoVa bus systems
- \$14M capital, mostly to match federal grants, and \$9M operating assistance for VRE
- \$61M capital and \$99M operating assistance for WMATA

In April, the Commonwealth will release the draft Six-Year Improvement Program. In the meantime, we will work on updates to the applications.

Kelley Coyner
Executive Director

General Assembly in Brief

- [A floor on the regional gas tax](#) to stem losses of 40 percent and the need to address the [impending transit capital funding crisis](#) are our top priorities. Del. Peace introduced [HB1359 to establish a committee within DRPT](#) to examine the effects of transit capital funding reductions and identify potential funding sources.
- The House Rules Committee is expected to consider [HJ109, requiring the Governor to study WMATA issues](#).
- [Del. Michew's bill, HB181](#), to add a Loudoun Commissioner passed the House. Sen. Wexton patroned a companion bill in the Senate.
- Three bills by Del. LeMunyon related to NVTC membership and decision making passed the House. We continue discussions about these and [HB723, a bill to consolidate NVTC into NVTa](#).

[Updates on all bills of interest](#)

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NVTC Annual Meeting Agenda



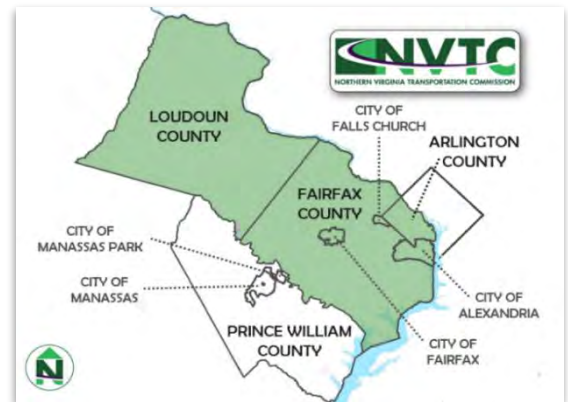
2300 Wilson Blvd., Ste. 620
Arlington, VA 22201
703-524-3322
info@nvtc.org
www.novatransit.org

Transform 66 Multimodal Project Update

NVTC's team, led by Kate Mattice, is working with the counties, cities and regional transit providers in Planning District 8 to develop projects eligible for the initial I-66 Multimodal Program. For projects to be in place by Summer 2017, we recommend issuing a call for projects in March. To accomplish this, we will:

- Complete work sessions on evaluation criteria and the selection process
- Brief entities eligible to apply for funding of multimodal components
- [Launch a NVTC I-66 Multimodal Program website](#), describing travel options that will be expanded by the Multimodal Program
- [Continue with public engagement through participation in Design Hearings](#) for the tolling facility; and
- Monitor legislation that may impact the program

Eligible Jurisdictions



[I-66 Multimodal Program Memorandum of Agreement between NVTC and Virginia](#)

NVTC staff will present proposed component evaluation criteria and a call for components at the March Commission meeting.

I-66 Multimodal Program Eligible Transportation Improvements

LOCAL AND COMMUTER BUS SERVICE

- Expanded local and commuter bus service
- Transit signal priority and queue jumping

WMATA TRANSIT SERVICE

- Capital improvements for rail and bus service
- Improved access to Metrorail stations and Metrobus stops

TRAVEL OPTIONS

- Vanpool and carpooling programs and assistance
- Park and ride lots and access or improved access to these facilities
- Transportation Demand Management (TDM)

ACCESS TO TRANSIT

- Trail and walkway improvements to increase bike and pedestrian access to transit.

ROADWAY

- Improvements to address traffic diversion on parallel routes in the Corridor

FOR MORE INFORMATION

- To learn more about previous and current studies and reports on I-66, as well as multimodal project selection, go to www.novatransit.org/i66multimodal

NVTC Programs and Projects Update

Envision Route 7



serve the growing population and employment in this busy corridor.

In April, the Commission will consider a preferred alignment and transit mode as well as a funding strategy for Route 7 from Alexandria to Tysons to better

BRT or LRT on Route 7 would serve 9,000 new riders

Under the leadership of Dan Goldfarb, the project team is refining the financial and funding documentation, travel demand forecast, and analysis of the alternatives. The final report will include these studies and outline a path forward for transit that will meet the needs of businesses, workers and residents.

Over the coming weeks, NVTC will continue to engage with stakeholders through our Envision Route 7 website, public meetings, social media, and briefings of elected officials, transportation groups, and staff in the affected jurisdictions. NVTC will hold another set of meetings so that the public can learn about and comment on the recommended mode and route.

Next Generation Fare System

After the Commission's request for critical information on the New Electronic Payment Program (NEPP), NVTC and the Regional Partners were briefed on a modified approach to funding this program. WMATA proposed that capital costs associated with the design and implementation of the central system be incorporated into the WMATA budget. The Regional Partners would purchase the fare collection equipment for their system. The

overall impact on the WMATA CIP is yet to be determined and this proposal is still under discussion. Details are yet to come on pricing and other issues.

At the same time, NVTC is working on an interim solution that would provide compliant fare boxes for systems that have to make equipment decisions in the near term.

The **Next Generation Fare System Project** is a regional multiyear, multi-million dollar technical-assistance program to procure and implement an open-source New Electronic Payment Program. NoVa Regional Partners include ART, CUE, DASH, Fairfax Connector, LCT, OmniLink/OmniRide and VRE.

Emergency Preparedness

WMATA and the City of Alexandria will conduct a full-scale emergency response drill in March. The live exercise will allow regional first responders to facilitate emergency response training and familiarization. Participation in these exercises is essential to the successful integration of new NVTC transit emergency preparedness plans.

In January, NVTC participated in WMATA's Station Emergency Response and Evacuation Plan (EREP) workshop in Alexandria. WMATA conducts these regional workshops to improve coordination and collaboration with first responders and regional transportation partners. The workshops are designed for participants to learn about, contribute to and enhance the station specific annexes.



Bus Agenda

Although two key members of NVTC's team have moved on to new assignments, Kate Mattice and Dan Goldfarb are maintaining momentum on the development of metrics to assess the region's bus service.

Dan and NVTC Fellow Nobuhiko Daito are developing innovative GIS tools for planning and implementing a regional bus investment strategy. This will include mapping current, planned and potential BRT transitways.

Jen Deci, along with Laurel Hammig, have held conversations about data and visualization of ride-sharing services and first- and last-mile connections. Jen convened a pop-up meeting at the Transportation Research Board conference with Uber's transit data analyst and national accessibility coordinator. This was followed by a scoping discussion with Emily Castor, Lyft's director of transportation policy. Stay tuned for more on this effort.

Transit Means Business

This month, NVTC will officially release its first set of studies on what transit means to business, incorporating information on the value of transit – both bus and rail – in Prince William County. The report focuses on the links between transit, job access and economic competitiveness, and includes Transit Means Business case profiles.

The Transit Means Business Partnership will move forward on corridor-based transit and business studies and assess how to better connect with Transit Means Business activities in Richmond and Hampton Roads. Later in the quarter, NVTC will convene a planning committee for the 2nd Annual Transit Means Business Forum, tentatively scheduled for October.



What Makes BRT a Success?

The answers – provided by experts from Los Angeles, Portland, and Montgomery County – spoke to best practices from around the region, nation and globe. Forty people – including elected officials, state transportation professionals, nonprofits and the press – identified best practices in:

- Dedicated lanes
- Station placement
- Signal prioritization
- Funding
- Phased implementation
- Regional network
- Public engagement

[A video of Best Practices in BRT, NVTC's ninth expert policy roundtable, is available online.](#) A BRT report, resources, and regional map will be online soon.



Cliff Henke with WSP Parsons Brinckerhoff shares lessons learned from BRT system development in Los Angeles.

HB2 Scores at CTB

At its January meeting, the CTB reviewed results of the HB2 scoring. The 287 projects represent total costs of \$12.8 billion and HB2 requests of \$7 billion.

The top projects for total project benefit are:

- I-66 Outside the Beltway
- Hampton Roads I-64 Peninsula Widening
- VRE's Gainesville-Haymarket Extension
- Ballston-MU Metrorail Station West Entrance
- Prince William Telegraph Road-Summit School Road Widening and Extension.

[HB 2 Scoring Work Sheet](#)

NVTA/TransAction

NVTC staff continues to collaborate with NVTA on the development of TransAction to ensure that the plan includes a regional investment strategy for bus and rail. Slated for completion in 2017, TransAction will include an evaluation process that:

- Considers projects on a Corridor basis;
- Groups them by themes; and
- Evaluates them across different scenarios.

Late this spring, the NVTA will issue a call for projects for evaluation under TransAction. In preparation, the project study team is reviewing jurisdictional plans to develop a bottom-up project list. In addition, NVTA will seek stakeholder input on projects that should be evaluated.



TPB News

On January 28th, the [Transportation Planning Board](#) charged a working group with exploring approaches for improving the performance of the [Constrained Long Range Plan \(CLRP\)](#) and developing a methodology for ranking or evaluating proposed CLRP projects according to the goals of the [Regional Transportation Priorities Plan](#) and [Region Forward](#).

The TPB also received a copy of [the I-66 Memorandum of Agreement](#) and [updated project information from VDOT on both I-66 Inside and Outside the Beltway as a part of updates to the CLRP](#).

Mark Your Calendar

Feb. 11	Commission Meeting (Richmond) VACO Day (Richmond)
Feb. 16-17	CTB (Richmond)
Feb. 17	Transportation Planning Board
Feb. TBD	Transit Means Business Partnership Meeting
Mar. 3	Commission Meeting
Mar. 13-15	APTA Legislative Conference (DC)
Mar. TBD	I-66 Toll Design Public Hearings

NoVa Transit by the Numbers

2

Transportation Districts

NVTC and PRTC include Arlington, Fairfax, Loudoun, and Prince William counties and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park

8

Bus Systems

1

Bus Rapid Transit (BRT) System

1

Fixed Rail System/Metrorail

1

Commuter Rail System/VRE

708K

Jobs

within a ¼ mile of a transit stop or station

153M

Passenger Trips

on all modes of transit in FY2014

45

Freeway Lanes Saved

based on 477,000 transit trips per work day

3

Bridges over the Potomac Saved

based on transit trips to core stations in DC

\$24M

Regional Gas Tax Funds Lost in 2015

by NVTC/PRTC jurisdictions to fund transit

35M

Hours of Delay

eliminated by transit each year

\$18B

Private Investment along the Silver Line

50+

Outreach Events

including Rt. 7, I-66, Transit Means Business, BRT and P3s



2016 Annual Commission Agenda

JANUARY 7, 2016

- Election of NVTC Officers and Board Appointments
- Recognition of 2015 Chair
- Public Comment
- Electronic Participation Policy Update
- Transform66 Multimodal Project Update
- NVTC Programs and Projects: A Year in Preview
- TransAction Presentation
- WMATA General Manager/CEO Presentation
- Report from the Virginia Board Members of WMATA
- VRE Report and Action Items
 - VRE FY2017 Budget Presented for Approval
 - Announce 2016 VRE Operations Board Officers
 - Gainesville-Haymarket Extension Project Update
 - Commission Roles and Responsibilities
- NVTC Financial Report
- Committee Meetings: Executive Committee

Monthly WMATA Report includes:

- Safety and Related Issues
- Financial Management
- Budget and Finance
- Capital Funding Agreement
- WMATA Virginia Ridership and Parking Facility Utilization
- Key WMATA Milestones/Dates

Transform66: Multimodal Program dates will be updated monthly. Milestones for 2016 will include:

- Approve prioritization criteria
- Approve Call for Components
- Hold public hearing
- Approve recommended components for initial Multimodal Program
- Submit initial Multimodal Program for inclusion in the Commonwealth's Six Year Improvement Program (SYIP)
- Fund Initial Multimodal components

FEBRUARY 11, 2016 Richmond - *Joint Meeting with PRTC*

- General Assembly Legislative Update
- Submission of State Assistance Request to DRPT
- Transform66 Multimodal Project Update
- Report from the Virginia Board Members of WMATA
- VRE Report
- DRPT Report
- NVTC Financial Report

MARCH 3, 2016

- Approve Six Year Improvement Program (SYIP) Testimony to the Commonwealth Transportation Board (CTB)
- NVTC FY2016 2nd Quarter Ridership Report
- Legislative and Policy Update
- Transform66 Multimodal Project Update
- Briefing on I-395 Managed Lanes Project
- Report from the Virginia Board Members of WMATA
- Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- NVTC Financial Report
- Committee Meetings: Executive Committee

APRIL 7, 2016

- WMATA Budget Session (scheduled annually before adoption of WMATA Budget)
- Envision Route 7 Preferred Alignment and Mode
- Transform66 Multimodal Project Update
- Legislative and Policy Issues
 - General Assembly Update
 - Federal Appropriations Update
- Report from the Virginia Board Members of WMATA
- VRE Report and Action Items
- NVTC Financial Report
- Committee Meetings: Executive Committee

APRIL 2016 (Dates to be Determined)

Public Hearings on Envision Route 7

MAY 5, 2016

- National Transit Database Contract Renewal Presented for Approval
- Report on Commonwealth's Six Year Improvement Program (SYIP)
- Envision Route 7 Locally Preferred Alternative Presented for Approval
- NVTC Annual Transit Performance Update
- NVTC FY2016 3rd Quarter Ridership Report
- Transform66 Multimodal Project Update
- High-Speed Rail (DC2RVA) Update
- Report from the Virginia Board Members of WMATA
- VRE Report and Action Items
- NVTC Financial Report
- Committee Meetings: Executive Committee

JUNE 2, 2016

- VTRANS Update and Comment
- Regional Bus Agenda Proposed Performance Dashboard Proposed for Approval
- Letters of Endorsement for US DOT TIGER Grant Applications Presented for Approval (*tentative*)
- Transform66 Multimodal Project Update
- Report from the Virginia Board Members of WMATA
 - Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- NVTC Financial Report
- Committee Meetings: Executive Committee, Legislative and Policy Committee

JULY 7, 2016

- FY2018 Key Budget Issues
- Transform66 Multimodal Project Update
- Report from the Virginia Board Members of WMATA
- VRE Report and Action Items
- NVTC Financial Report
- Committee Meetings: Executive Committee, Legislative and Policy Committee, Funding Partners Working Group

AUGUST 2016 – No Commission Meeting

SEPTEMBER 8, 2016* (*note meeting is second Thursday of month*)

- FY2018 Key Budget Issues Presented for Discussion
- Transform66 Multimodal Project Update
- Regional Bus Agenda Baseline Report on Performance
- High Speed Rail (DC2RVA) Update
- NVTC FY2016 4th Quarter Ridership Report
- Report from the Virginia Board Members of WMATA
 - Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- NVTC Financial Report
- Committee Meetings: Executive Committee, Legislative and Policy Committee, Funding Partners Group

OCTOBER 7, 2016

- Preliminary NVTC FY2018 Budget Presented for Discussion
- Pre-Allocation Testimony to the Commonwealth Transportation Board (CTB) Presented for Approval
- Updated NVTC Federal and State Legislative and Policy Agenda Presented for Discussion
- 2017 Meeting Schedule Presented for Approval
- Transform66 Multimodal Project Update
- Notice of Direct Contributions to Jurisdictions
- Presentation of Updated NVTC Federal and State Legislative and Policy Agenda
- Report from the Virginia Board Members of WMATA
- VRE Report and Action Items
 - Forward VRE Budget to Jurisdictions
- NVTC Financial Report
- Committee Meetings: Executive Committee, Legislative and Policy Committee, Funding Partners Group

Monthly WMATA Report includes:

- Safety and Related Issues
- Financial Management
- Budget and Finance
- Capital Funding Agreement
- WMATA Virginia Ridership and Parking Facility Utilization
- Key WMATA Milestones/Dates

Transform66: Multimodal Program dates will be updated monthly. Milestones for 2016 will include:

- Approve prioritization criteria
- Approve Call for Components
- Hold public hearing
- Approve recommended components for initial Multimodal Program
- Submit initial Multimodal Program for inclusion in the Commonwealth's Six Year Improvement Program (SYIP)
- Fund Initial Multimodal components

OCTOBER 20, 2016 *(Tentative)*

- FY 2018 NVTC Budget Work Session

OCTOBER 2016 *(May combine with Commission meeting as a daytime event)*

- Second Annual Transit Means Business Forum

NOVEMBER 3, 2016

- FY2018 Budget Presented for Approval
- Updated NVTC Federal and State Legislative and Policy Agenda Presented for Approval
- Transform66 Multimodal Project Update
- Call for Nominations to NVTC Committees
- High-Speed Rail (DC2VA) Update
- NVTC FY2017 1st Quarter Ridership Report
- Report from the Virginia Board Members of WMATA
- VRE Report and Action Items
 - VRE Legislative Agenda Presented for Approval
- NVTC Financial Report
- Committee Meetings: Executive Committee

DECEMBER 1, 2016

- NVTC and VRE Audits Presented for Acceptance
- Transform66 Multimodal Project Update¹
- Report from the Virginia Board Members of WMATA²
 - WMATA Preliminary Budget
 - Quarterly WMATA System Performance (Vital Signs) – prepared by NVTC
- VRE Report and Action Items
- NVTC Financial Report
- Committee Meetings: Executive Committee serving as Nominating Committee and Audit Committee

DECEMBER 7 2016 *(tentative)*

- Joint NVTC/PRTC Federal and State Legislative and Policy Briefing

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TO: Chairman Snyder and NVTC Commissioners
FROM: Kelley Coyner and Laurel Hammig
DATE: February 4, 2016
SUBJECT: Washington Metropolitan Area Transit Authority

A. INFORMATION ITEM: Report of the WMATA Board of Directors ([attachment](#))

The WMATA Board of Directors' report to the Commission has been revised and updated. The information is current as of the day that the meeting materials are transmitted. Any relevant developments after publication date will be reported at the Commission meeting or in weekly NVTC News emails and will be incorporated in the next month's report.

B. INFORMATION ITEM: Regional Equity in Regional Funding of Metro Core Capacity

At its January meeting, the Commission directed the NVTC staff to work with WMATA Board Members and jurisdictional staff to develop a policy and a letter to WMATA on the issue of regional equity and the Core Station Improvements. NVTC staff convened the staff and discussed concerns and options for this policy. The WMATA Board of Directors expects to bring this back to the Commission in March. Jurisdictional and NVTC staff have met and anticipate action coming before the Commission in March.

C. INFORMATION ITEM: Response from WMATA Regarding NVTC's Recommendations for Improvements to Safety, Reliability, Affordability and Customer Service

At its January meeting, NVTC sent a [letter to WMATA with a set of recommendations](#) both on how to regain/retain riders and long-term financial sustainability of WMATA. [WMATA Board Chairman replied on January 26th.](#)

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Report of the Virginia Members of the WMATA Board of Directors



February 4, 2016

#4A

Report Highlights

- ✓ The Board approved new officers for 2016: Chairman Jack Evans, First Vice Chair Keturah Harley, Second Vice Chair Jim Corcoran.
- ✓ WMATA will hold a public hearing on the FY 2017-2022 CIP and FY 2017 Operating budget in February.
- ✓ Staff is working on a one-year extension of the CFA.
- ✓ The legislation to create the Metro Safety Commission (MSC) will not be introduced in the Virginia General Assembly this Session.

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Key WMATA Dates	5

Safety and Security: January Update

- MTPD reported 1,654 Part I crimes, about 13 percent below 2015's target of 1,900.
- WMATA submitted 30-day response to FTA Safety Directive 16-2.
- Legislation required to create the Metro Safety Commission (MSC) will not be introduced in this session of the Virginia General Assembly.

During the January meeting of the Safety and Security Committee, Chief Pavlik, Metro Transit Police Department, presented the [Part I Crime Report for 2015](#). Part I crimes are designated by the Federal Bureau of Investigation (FBI) as being part of a group which includes the following specific crimes: homicide, rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson.

Under the new safety oversight, the Federal Transit Administration issued Safety Directive 16-2 to WMATA in mid-December which required a response from WMATA. WMATA submitted the response by the deadline, [as reported to the Safety Committee on January 28th](#).

As required by MAP-21, a new entity, known as the Metro Safety Commission (MSC), will replace the Tri-State Oversight Commission (TOC). The MSC will be financially independent of WMATA and have investigative and enforcement authority. Legislation required to create the Metro Safety Commission (MSC) will not be introduced in this session of the Virginia General Assembly.

Background on Safety Issues

Safety Oversight

U.S. DOT [Secretary Foxx directed the Federal Transit Administration \(FTA\) to assume enhanced, independent safety oversight authority over Metrorail](#), relieving the Tri-State Oversight Commission of direct oversight.

As required by MAP-21, a new entity, known as the Metro Safety Commission (MSC), will replace the Tri-State Oversight Commission (TOC). The MSC 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. Under the expanded FTA safety oversight, the TOC will remain until the MSC is in place.

FTA issued [Safety Directive 16-2](#) to WMATA requiring the transit agency to take corrective action to resolve 217 open safety findings. These safety findings were previously issued by the Tri-State Oversight Committee (TOC), the existing State Safety Oversight Agency for WMATA Metrorail, but will now be under FTA's direct safety oversight. Once WMATA develops and FTA approves a corrective action plan, these items will be added to a [tracking chart](#) that lists the status of each required action so anyone can monitor WMATA's progress in addressing safety deficiencies.

FTA Safety Audit

Following the smoke and arcing incident at L'Enfant Plaza in January 2015, FTA conducted a Safety Management Inspection (SMI). The SMI identified 54 safety findings and 91 required actions. Subsequently, FTA assumed direct safety oversight over WMATA.

FTA's website provides information on the status of [WMATA implementation progress on the Corrective Action Plan \(CAP\)](#). WMATA submits weekly deliverables to FTA on the status of the 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 is developing a monthly status report on each CAP and it will be posted online. The master schedule shows all CAPs will be completed by September 2019.

Accident and Incident Investigations

WMATA submitted its own proposed findings of the cause of the smoke and electrical arcing accident at L'Enfant Plaza Station in November 2015. The final NTSB report is expected to be published in spring 2016. 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.

On October 14th, WMATA submitted the final derailment report to the Federal Transit Administration on the August derailment of a non-passenger train near Smithsonian Station. The document will become public after FTA completes its review. There is no estimated timeline for this, at this time. On September 3rd the WMATA Safety Committee examined the General Manager's operational investigation report of the August derailment. 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 system-wide track inspection and steps to detect critical safety data.

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, MWCOC 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.

Budget: January Update

- The Board approved staff to advertise and hold a public hearing on the program of projects included in the proposed FY2017-2022 CIP.
- Staff is pursuing a one-year extension of the current Capital Funding Agreement (CFA) with the understanding that next year will return to the traditional six-year agreement.

The Board [approved staff to advertise and hold a public hearing on the program of projects included in the proposed FY2017- 2022 CIP and FY2017 Operating budget](#). The anticipated timeline is that advertisement will begin in late January, public comments accepted beginning in February and the hearing will be the week of February 22nd.

Staff is pursuing a one-year extension of the current Capital Funding Agreement (CFA) with the understanding that next year will return to the traditional six-year agreement.

Background on Budget Issues

FY2017 Operating and Capital Budget

On Monday, November 30, WMATA released the [General Manager's FY2017 Proposed Operating and Capital Budgets](#). The proposed operating budget maintains current fares and service levels while requiring no increase in overall jurisdictional operating subsidy. The proposed CIP maintains current levels of planned capital funding at about \$6 billion over six years. The planned funding for the CIP will come from federal formula and PRIIA grants; required state/local matching funds for those federal grants; and additional system performance and/or debt funding from the jurisdictions.

The WMATA Board will continue to meet to discuss the budget in the coming weeks and prior to the commencement of public hearings. It is anticipated that the final FY2017 operating and capital budgets will be approved in April 2016.

Capital Funding Agreement (CFA)

In the beginning of December, staff reengaged discussions on the renewal of the CFA, which expires on 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. Staff is targeting the execution of the renewed CFA in March 2016.

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 Management: January Update

WMATA released its [Quarterly report on the status of its response to FTA's Financial Management Audit findings to the General Assembly on July 29th](#).

WMATA has submitted all Corrective Action Plan documentation to the FTA for review. The FTA is now performing follow-up reviews to formally close the items and WMATA has met all deliverable deadlines and submitted all materials on time. WMATA continues to work with the FTA to meet all deliverable expectations. A progress report will be provided at the February 11th Finance and Administration Committee.

Background on Key Financial Management Issues

Financial Audit

On December 17th, the [WMATA Audits and Investigations Committee received an unmodified audit opinion on the FY2015 financial statements](#). RSM, the independent auditor of WMATA's financial statements, reported on the Single Audit which is qualified related to two items, payroll and equipment/property management. There were five "material weaknesses," five "significant deficiencies," and five matters of non-compliance. Although many of the findings were similar to those identified in the FY2014 audit, four of the fifteen findings were new this year.

Financial Management Oversight

The Federal Transit Administration's Financial Management Oversight Report identified 25 material weaknesses and 31 significant deficiencies requiring corrective action. As a result of the FMO, FTA limited WMATA's authority to drawdown federal funds under its existing grants without prior written approval, as is the general practice for FTA grantees. The restriction created cash-flow problems for WMATA, forcing it to rely on lines of credit to fund expenses. FTA is testing WMATA's new financial practices reflected in the responses before removing the financial restrictions.

WMATA submitted ten deliverables on time between October 30 and November 30 as part of the FTA for Financial Management (FMO) Correction Action Plan (CAP) testing and validation plan reviews. In order for WMATA to be removed from restricted drawdown, FTA identified action items, due dates, testing completion goals and the testing process itself.

During the 2015 legislative session, the Virginia General Assembly passed an amendment to the 2014-2016 biennium budget (item 439 #1c) requiring the Washington Metropolitan Area Transit Authority (WMATA) to provide quarterly reports on the actions taken to address recommendations cited in the Federal Transit Administration's (FTA) Full Scope of Systems Review of WMATA dated June 10, 2014. WMATA released the 2nd Quarter report to the General Assembly on January 29, 2016.

Financial Dashboard

The following financial reports for FY2015 are now available. The April through June FY2015 reports are not yet available although the [FY2015 Q4 report](#) is posted.

- [January FY2015](#)
- [February FY2015](#)
- [March FY2015](#)
- [July FY2015](#)
- [August FY2015](#)
- [September FY2015](#)
- [October FY2015](#)
- [November FY2015](#)
- [December FY2015](#)

WMATA Virginia Ridership and Parking Facility Utilization

WMATA Virginia Ridership December 2014 – 2015			
	December 2014	December 2015	Percent Change
Metrorail			
Total	8,524,528	7,866,398	-7.7%
Weekday Average	299,027	275,209	-8.0%
Metrobus			
Total	1,648,904	1,598,991	-3.0%
Weekday Average	64,749	63,051	-2.6%
MetroAccess			
Total	26,232	26,635	1.5%

WMATA Virginia Parking Facility Usage December 2014 – 2015				
Station/Lot	December 2014	Y-T-D FY15	December 2015	Y-T-D FY16
Huntington	65%	71%	63%	69%
West Falls Church	56%	68%	49%	55%
Dunn Loring	75%	85%	70%	76%
Vienna	78%	90%	72%	80%
Franconia	64%	70%	61%	68%
Van Dorn	102%	110%	101%	108%
East Falls Church	110%	117%	111%	119%
Wiehle-Reston East	72%	73%	79%	88%
Northern Virginia Total	70%	79%	67%	74%

Key WMATA Milestones/Dates

DATE	MEETING	KEY ISSUES
2/11	Finance and Administration Committee	Lines of Credit Renewal FMO Progress Update FY2016 Q2 Financial Update Budget Work Session
2/11	Customer Service and Operations Committee	Annual Vital Signs
2/25	Safety and Security Committee	Annual 2015 Safety Report Update on FTA Safety Management Inspection Response
2/25	Board of Directors Meeting	

Chairman:

Hon. Jay Fiset

Vice Chairman:

Hon. Jeffrey McKay

Secretary / Treasurer:

Hon. Paul C. Smedberg

Commissioners:**City of Alexandria**

Hon. Timothy B. Lovain

Hon. Paul C. Smedberg

Arlington County

Hon. Katie Cristol

Hon. Christian Dorsey

Hon. Jay Fiset

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. Matthew F. Letourneau

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

January 7, 2016

Mortimer L. Downey, Chair
WMATA Board of Directors
600 5th Street, NW
Washington, DC 20001

Dear Chairman Downey,

I am pleased to convey the Northern Virginia Transportation Commission's report on the results of its recent public engagement effort on the subject of how WMATA can regain and retain rider loyalty. In this process, participants made specific suggestions and the General Manager identified his priorities over the coming year. From participants in this process, the Commission observes that the General Manager's focus on safety, reliability, customer service, and revenue are welcome. Gains in each of these areas over the coming months and year will prove essential to the viability of Metrobus, Metrorail and MetroAccess. Transit service that riders and their employers can count on to get to destinations on time and safely is essential to Northern Virginia's economic competitiveness and quality of life. The General Manager's priorities align well with the priorities identified at public forums and through electronic polling, written comments and an online survey, as well as those reflected in other outreach efforts undertaken by WMATA. Based on these sessions and a focus group with leaders in the Northern Virginia business community, the Commission recommends the following:

- To regain rider confidence, WMATA must first improve the reliability of Metrobus, Metrorail, and MetroAccess. This is most important to riders. Riders must have accurate information about service and be able to count on arriving at their destinations on time.
- Safety of riders and employees must be the guiding principle in operations and priorities for capital investments.
- A strong customer service culture, including fare products that reward loyalty, will build ridership.
- Strong financial management is a cornerstone to restoring confidence in the management of the system.
- Dependable, dedicated revenue sources must be identified to allow WMATA to serve as an integral part of the region's transportation system for decades to come.

By way of context, in October and December respectively, NVTC hosted a meeting with key business leaders as well as two forums open to the general public. These outreach efforts provided valuable opportunities to hear the public's priorities and concerns about Metro service and, most importantly, how best to retain ridership and build loyalty within Metro's current and potential customer base. Support of riders and taxpayers is critical to the long-term success of the Metro system. The attached report describes these forums and related outreach efforts and contains specific suggestions from stakeholders. What follows are a series of general recommendations which are consonant with and are intended to support the work of Virginia's Members of the WMATA Board of Directors.

To regain rider confidence, WMATA must first improve the reliability of Metrobus, Metrorail, and MetroAccess. Business leaders as well as participants in the public forums identified reliability as being the most important service quality. Riders must have accurate information about service and be able to count on arriving at their destinations on time. Reliability includes consistent on time performance, sufficient frequency of service, connectivity and coordination between the rail and bus systems, and dependability. Improved communication that is accurate, understandable and audible is key for riders to rely on Metro. To ensure reliability of service over the longer term, WMATA must improve system performance, including budget and procurement practices that support preventive maintenance, make investments in core capacity and state of good repair, and acquire a modern and expanded fleet of railcars to both replace outmoded and unreliable vehicles and increase capacity through more eight-car trains.

Safety of riders and employees must be the guiding principle in operations and priorities for capital investments. Participants in the survey and public forums ranked safety second in terms of their current concerns. We note that WMATA is addressing safety recommendations of the National Transportation Safety Board, the Tri-State Oversight Committee, and the Federal Transit Administration (FTA) and is taking steps to improve emergency preparedness and cellular access in tunnels. In October, NVTC made a series of recommendations to WMATA regarding safety and called on WMATA to prioritize its investment in state-of-good repair projects and safety improvements and to enact policies and procedures at every level of the agency that support and emphasize safety. We reaffirm those recommendations and encourage WMATA to address the passenger safety concerns raised at the two public forums. (A copy of that resolution is attached for reference.)

A strong customer service culture, including fare products that reward loyalty, will build ridership. Customer service issues must be addressed in order to retain and attract riders. This includes an equitable and easy-to-use fare system. The recent approval by the WMATA Board of a concept test for a new monthly Metrorail pass that allows riders to purchase an unlimited amount of transit usage at a personalized price point is consistent with suggestions by riders at our forums. NVTC supports the Board's continued evaluation of fare practices and experimentation with products that meet customer needs and ensure a seamless transition between bus and rail systems. In addition, comments from riders underscore that WMATA should renew its commitment to a culture of customer service, from station managers to the physical fare equipment, and ensure regular and accurate dissemination of information, especially when communicating about service interruptions and delays.

Strong financial management is a cornerstone to restoring confidence in the system's management. Key components of this include procurement reform, timely responses to the FY 2014 and FY 2015 audit findings and the successful completion of all testing required in order to be removed from FTA's restricted drawdown. Continuous improvement in financial management must be coupled with sound investment strategies, including the adoption of a new Capital Funding Agreement, operation reform, and the securing of a dedicated source of capital and operating revenue.

Dependable revenue sources must be identified to allow WMATA serve as an integral part of the region's transportation system for decades to come. Business stakeholders noted that the long-term success of WMATA depends in large measure on its success in securing a regional, dedicated revenue source. NVTC is committed to exploring options for a dedicated revenue source as well as developing the business case for dedicated funding. In

the meantime, Metro must continue to diversify its funding sources and work closely with the Northern Virginia compact jurisdictions through NVTC to sustain capital funding, make investments in core capacity, improve cost effectiveness of service and project delivery, and maximize alternative sources of capital and operating funds.

WMATA's key task in the coming months is to address reliability and safety concerns as it puts its financial house in order. Long-term success hinges on making prudent investments and securing dependable revenue sources and is predicated on real short-term improvements that will allow riders to depend on the system. NVTC will continue to support its appointees in addressing stakeholder concerns and, through them, monitor progress in each of these areas.

Thank you for the opportunity to share our findings and recommendations. We look forward to working with WMATA as it implements these key improvements. Should you have any questions or need additional information, please contact NVTC Executive Director Kelley Coyner. She may be reached at 703-524-3322 or kelleycoyner@nvtc.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jay Fiset".

Jay Fiset
Chairman

A handwritten signature in blue ink, appearing to read "David F. Snyder".

David F. Snyder
Past Chairman

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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.

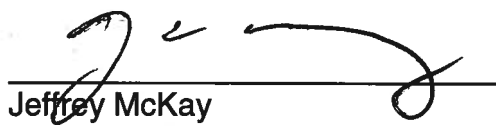
BE IT FURTHER RESOLVED that NVTC hereby urges WMATA to enact policies and procedures, at each level of the agency, that support and prioritize safety.

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.

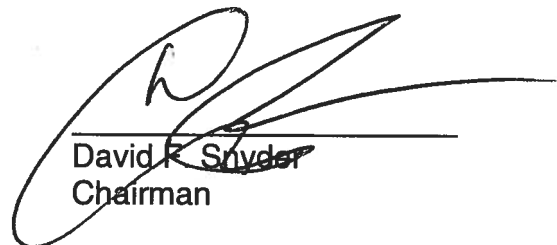
BE IT FURTHER RESOLVED that NVTC, unless Congress provides appropriate funding to the FTA to execute fully the responsibilities for oversight of WMATA's Metrorail, hereby urges the Commonwealth of Virginia to expedite the authorizing legislation required to establish the MSC in order to create an independent 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.



Jeffrey McKay
Secretary-Treasurer



David R. Snyder
Chairman

INTRODUCTION

In an effort to understand how WMATA can retain riders, increase their loyalty and build for future success, the Northern Virginia Transportation Commission (NVTC) conducted a stakeholder engagement effort in fall 2015, which consisted of a focus group with key business leaders, two regional community forums on issues related to WMATA and multiple other channels for comments on priorities and solutions for Metro. These sessions and other opportunities for input built on outreach efforts already underway by WMATA. These included pop-up listening sessions in October and November, where WMATA Board Members met with riders at rail stations across the system to hear passenger concerns firsthand. Also in October, WMATA launched Amplify, its first-ever “customer community.” Amplify members share their experiences as riders and influence how Metro responds to issues affecting those who use the system. These activities complement rider input through public comment, hearings and meetings and through the Riders Advisory Council and Accessibility Advisory Committee. NVTC reviewed the input from these activities and attended related outreach events in preparing its own forums and developing its recommendations.

NVTC, as the regional transit organization in Northern Virginia, is uniquely positioned to convene the region for a discussion on WMATA. NVTC appoints Virginia's Members of the Metro Board, manages state and federal assistance to Metro, conducts Northern Virginia's regional transit preparedness program, and engages in regional transportation planning, data analysis and reporting. Among other things, the Commission:

- secures funding for Metro,
- ensures that funds are spent in compliance with state and federal law, and
- promotes safe, reliable and cost-effective service.

The regional forums provided an opportunity for the public to ask questions and share recommendations on ways to ensure that WMATA is able to meet the region's transportation needs in a safe and reliable manner. The forums were conducted in order to achieve the following three main objectives:

- Provide a common understanding of how WMATA is addressing the concerns of key stakeholders (taxpayers, riders, the business community and local jurisdictions)
- Develop and prioritize short- and medium-term responsive actions to address customer service (reliability and frequency), fiscal constraints, revenue, safety, etc.
- Introduce and provide a listening session for Paul Wiedefeld, the new WMATA General Manager/CEO

OVERVIEW

The forum theme was constructed around the question of **“How can we retain WMATA riders and increase loyalty?”** Each public participation exercise was designed to elaborate upon this theme. In order to prepare for hosting the forums, NVTC staff observed the WMATA Riders' Union Forum with Paul Wiedefeld, the new GM/CEO, held on Monday, December 14, 2015 and reviewed the results of outreach by the members of the WMATA Board of Directors and stakeholder input from Amplify.

To maximize public participation opportunities, the strategic approach focused on providing multiple options and formats, as follows:

- One meeting with key business leaders from Northern Virginia
- An online public survey available from December 10-23, 2015
- Two public meetings held in the Northern Virginia region. Each public meeting included:
 - A dot exercise
 - Two handheld polling exercises
 - A group exercise
 - Paper comment forms

NVTC hosted a special meeting of Northern Virginia business leaders, members of the Transit Means Business Partnership, on October 26, 2015 at NVTC's office. The group included representatives of the Alexandria Chamber of Commerce; Arlington Chamber of Commerce; Committee for Dulles; Comstock Partners, LC; Crystal City Business Improvement District; Dulles Corridor Rail Association; Fairfax County Chamber of Commerce; Falls Church Chamber of Commerce; Greater Reston Chamber of Commerce; Loudoun County Chamber of Commerce; Mount Vernon-Lee Chamber of Commerce; and Greater Springfield Chamber of Commerce. Like the public forums, participants highlighted the need for immediate steady progress in service and financial management. Participants universally noted the criticality of WMATA's success to the regional economy now and in the future. Business leaders underscored that financial sustainability is the key to WMATA's long-term success. Participants noted that through a variety of mechanisms the business community contributes to the capital investment in Metro and that this is insufficient. The Transit Means Business Partnership highlighted the need to develop a dedicated source of funding for the Metropolitan Washington area.

The public meetings were held in accessible regional locations in a two-hour format. The Arlington meeting took place on December 16, 2015 from 7-9 p.m. at Wakefield High School and the Reston meeting was held on December 17, 2015 from 6-8 p.m. at the Reston Station building co-located with the Wiehle-Reston East Metro Station. The first meeting hour included an open house; the dot exercise; remarks from NVTC leadership, Virginia's Metro Board Members and

Paul Wiedefeld; and the first handheld polling exercise. The second meeting hour included the group exercise, the second handheld polling exercise and concluding remarks.

The top Metro operational improvements identified across all public meetings and comment opportunities were:

- Improving service reliability
- Increasing service frequency/less crowding
- Improving safety and security

The top Metro customer service improvements identified across all public meetings and comment opportunities were:

- Improving communication about unanticipated service delays and changes
- Improving the schedule for maintenance and other planned improvements to minimize rider impact
- Improving emergency response

Of the participants whose Metro ridership has changed over the past year, the majority changed due to service reliability issues.

Participants recognized Metro's financial challenges, but their concerns were more heavily focused on reliability and safety as the key priorities going forward. While cost was a consideration, participants ranked potential changes in fares and parking fees last in order of importance in every instance where cost was among the options.

In conclusion, members of the public are motivated to help find solutions to Metro's challenges. They are enthusiastic about the potential to achieve outstanding regional transit service and they would like to continue to use Metro going forward. Their top concerns are service reliability and frequency and safety, and they offered many potential solutions to help address these issues. Based on these public priorities, NVTC has developed specific recommendations and actions for the WMATA Board's consideration.

APPENDIX A- MEETING OVERVIEW

The feedback received through each of these six public participation options was documented and analyzed to develop NVTC's recommendations for WMATA.

Dot Exercise Results

The dot exercise, which was anonymous, solicited public feedback in two areas: 1) the top priorities for Metro improvements and 2) the top customer service priorities for Metro. Participants placed dots on flip charts next to the improvements and customer service priorities that were most important to them. The following tables summarize the dot exercise results.

Question 1 asked participants to rank their top potential Metro improvements in order of importance to them. Options included *Adding More Frequent Trains/Buses on Existing Routes*, *Less Crowding*, *Improving Service Reliability*, *Improving Safety and Security*, *Simplifying the Fare Structure*, *Stabilizing Fare and Parking Costs*, *Improving Facilities (Stations, Parking, Escalators, Elevators, etc.)*, and *Improving Connections to Other Modes of Transportation*.

Arlington's Top Metro Improvement Priorities	Reston's Top Metro Improvement Priorities
1. Improving service reliability	1. Improving service reliability
2. Adding more frequent trains/buses on existing routes	2. Less crowding
3. Improving safety and security	3. (Tie) Adding more frequent trains/buses on existing routes; Improving safety and security

For both locations, *Improving Service Reliability* was the top Metro improvement priority, followed by *Adding More Frequent Trains/Buses on Existing Routes* and *Less Crowding*. Both locations chose *Improving Safety and Security* as their third improvement priority.

Question 2 asked participants to rank their top Metro customer service priorities in order of importance to them. Options included *Improving Communication about Unanticipated Service Delays and Changes*, *Providing Refunds or Rebates for Riders During Severe Delays and Changes*, *Improving the Schedule for Maintenance and Other Planned Improvements to Minimize Rider Impact*, *Improving Communication about Longer Term Improvement Projects So That Riders Know When Projects Are Likely to Be Complete*, *Improving Emergency Response*, and *Improving the Reliability of Access Services Such as Elevators and Escalators*.

Arlington's Top Metro Customer Service Priorities	Reston's Top Metro Customer Service Priorities
1. Improving communication about unanticipated service delays and changes	1. Improving communication about unanticipated service delays and changes
2. (Tie) Improving the schedule for maintenance and other planned improvements to minimize rider impact; improving emergency response	2. Improving the schedule for maintenance and other planned improvements to minimize rider impact
3. Improving the reliability of access services, such as elevators and escalators	3. Improving emergency response

Both locations cited *Improving Communication about Unanticipated Service Delays and Changes* as their top Metro customer service priority, followed by *Improving the Schedule for Maintenance and Other Planned Improvements to Minimize Rider Impact*. Tied and/or third priorities included *Improving Emergency Response* and *Improving the Reliability of Access Services Such as Elevators and Escalators*.

Handheld Polling Exercise Results

The handheld polling exercises gathered public input in two areas: 1) the top Metro service qualities and 2) the top Metro strategic priorities. Participants selected their answers from multiple choice questions in an anonymous, electronic polling format. The tables below summarize the handheld polling exercise results, where participants responded to two multiple choice questions at each meeting to generate anonymous, electronic polling results.

The Arlington meeting consisted mainly of Virginia-based participants, followed by Maryland and Washington, D.C. Reston drew mainly Virginia-based participants, followed by Washington, D.C. and Maryland. The greatest number of participants at both meetings was in the 35-54 year-old age group.

Question 1 asked participants to rank Metro service qualities in order of importance to them. Options included *Reliable Service*, *Frequent Service*, *Competitive Cost*, and *Safety and Security Features*.

Top Metro Service Qualities for Arlington	Top Metro Service Qualities for Reston
Reliable service	Reliable service
Safety and security	(Tie) Frequent service; Safety and security
Frequent service	Competitive cost
Competitive cost	

Among the service qualities, *Reliable Service* was the top priority at both meetings, followed by *Safety and Security Features* and *Frequent Service*, with *Competitive Cost* as the lowest priority. More Arlington participants rated *Reliable Service* as their top service quality than those in Reston, whereas Reston participants rated *Frequent Service* and *Safety and Security Features* as higher service qualities than those in Arlington. *Competitive Cost* rated higher in Reston than in Arlington.

Question 2 asked participants to rank the top Metro strategic priorities among the following options: *Reliability*, *Safety and Security*, and *Financial Stability*.

Top Metro Strategic Priorities for Arlington	Top Metro Strategic Priorities for Reston
Reliability	Reliability
Safety and security	(Tie) Safety and security; Financial stability
Financial stability	

Among the strategic priorities, *Reliability* was the top priority at both locations, followed by *Safety and Security* and *Financial Stability*. The second two priorities tied for second place at the Reston meeting.

Comparing results by strategic priority, *Reliability* was rated the top priority by more participants in Reston than in Arlington, whereas Arlington participants rated *Safety and Security* and *Financial Stability* as higher priorities than did those in Reston.

Meeting Discussion Summary

The group exercise was designed to solicit the public's ideas and recommendations around Metro's top three strategic priorities: safety, reliability, and financial stability. The facilitators led the group in an open dialogue about strategic priorities within these categories.

Appendix B characterizes the discussion within the three strategic priorities. Participant comments mirrored priorities reflected in the other public comment exercises.

Online Survey Results

The online public survey, conducted from December 10-23, 2015, included 15 questions about Metro ridership trends, strategic priorities and customer service priorities. Questions included a combination of multiple choice and ranking queries designed to generate prioritized results. The survey was anonymous and available for anyone with online access. Multiple surveys from the same electronic device were prohibited to reduce the likelihood of duplicates. Data could be sorted in multiple ways to analyze results. This survey was provided in order to maximize participation options. The survey results are anecdotal in nature and not intended to be statistically reliable.

The following summarizes the online survey results.

- There were 126 survey respondents, most of whom were from Virginia, followed by Washington, D.C. and Maryland.
- The most popular Metro service is *Metrorail*, followed by *Both Metrorail and Metrobus*, *None* and *Metrobus*. No participants use *MetroAccess*.
- The most popular Metrorail line was the Orange Line, followed by the Silver Line, the Blue Line, the Red and Yellow lines, which tied, and *None*. No participants used the Green Line.
- Most participants were going *Into Washington, D.C.* on Metro from their starting point, followed by *Within Virginia*; *Into Virginia*; *Within Washington, D.C.*; *Into Maryland*; and *Other/I Don't Use Metro*. No participants were going *Within Maryland*.
- Most participants used Metro for *Getting To/From Work*, followed by *Getting To/From Social Events*, *Getting To/From Other Destinations*, *Other/I Don't Use Metro*, and *Getting To/From School*.
- Most participants used Metro *Daily on Weekdays*, followed by *A Few Times Per Month*, *A Few Times Per Year*, *Every Day*, *Other/I Don't Use Metro*, and *Weekends Only*.
- More than half said that their use of Metro has changed in the past year. Of those, most used it less frequently.
- Of those whose use has changed, most said that it was due to *Reliability Issues*, followed by *Other Changes in My Travel Pattern Not Related to Metro*, *Frequency Issues*, *Safety and Security Issues*, *New Travel Destination Outside the Metro Service Area*, and *Cost Issues*.
- In ranking Metro's top three strategic priorities, *Safety* was rated number one, followed by *Reliability* and *Financial Stability*.
- Among Metro's service qualities, *Reliable Service* was rated number one, followed by *Safety and Security Features*, *Frequent Service* and *Competitive Cost*.
- Among the most important potential improvements, *Improving Service Reliability* was number one, followed by *Adding More Frequent Trains/Buses on Existing Routes*, *Improving Safety and Security*, *Less Crowding*, *Simplifying the Fare Structure*, *Improving Connections to Other Modes of Transportation*, and *Stabilizing Fare and Parking Costs*. No participants selected *Improving Facilities (Stations, Parking, Escalators, Elevators, etc)*.
- Among customer service priorities, there was a tie for first place between *Improving Communication about Unanticipated Service Delays and Changes* and *Improving the Schedule for Maintenance and Other Planned Improvements to Minimize Rider Impact*. Second place was *Improving Emergency Response*, followed by *Improving the Reliability of Access Services Such as Elevators and Escalators*. There was a tie for fourth place between *Providing Refunds or Rebates for Riders during*

Severe Delays and Changes and Improving Communication about Longer Term Improvement Projects So that Riders Know When Projects Are Likely to be Complete.

Paper Comment Forms

Paper comment forms were provided at each meeting to enable participants to share anonymous written comments. Each form provided blank space for participants to write their comments. Completed forms could either be placed in a comment box or mailed to NVTC.

The following summarizes the paper comment form results.

- Improve Blue Line reliability by shifting one train per hour from the Orange/Silver Line to the Blue Line. This would improve the wait time and overcrowding on the Blue Line
- Trains are chronically delayed, especially during peak travel times, and overcrowded
- Trains are jerky when manually operated
- Lack of enforcement of rules against eating and drinking on trains and platforms
- Lighting is uneven on trains
- Temperatures on trains are too warm or too cold
- Platforms are crowded, sometimes due to machinery left on platforms
- Escalators should be set to accommodate peak direction traffic and be able to be controlled by station managers
- Employees can be rude
- "Real time" information and announcements are frequently indecipherable
- There are unused reserved parking spaces in Metro parking lots and garages
- Bus stops are eliminated to increase bus driver convenience and the cost of convenience to riders
- Metro wastes money on consultants that could be used to improve operations
- Problems with the Transit Link Card working properly

APPENDIX B- Detailed Results**Dot Exercise Results**

The following are detailed results of the dot exercise.

Question 1: Which of the following potential Metro improvements is <u>most</u> important to you?		
	Arlington (12/16)	Reston (12/17)
Adding more frequent trains/buses on existing routes	19	28
Less crowding	10	37
Improving service reliability	27	38
Improving safety and security	18	28
Simplifying the fare structure	0	9
Stabilizing fare and parking costs	4	13
Improving facilities (stations, parking, escalators, elevators, etc)	11	26
Improving connections to other modes of transportation	6	21

Question 2: Which of the following Metro customer service priorities is <u>most</u> important to you?		
	Arlington (12/16)	Reston (12/17)
Improving communication about unanticipated service delays and changes	14	23
Providing refunds or rebates for riders during severe delays and changes	0	4
Improving the schedule for maintenance and other planned improvements to minimize rider impact	11	19
Improving communication about longer term improvement projects so that riders know when projects are likely to be complete	8	4
Improving emergency response	11	18
Improving the reliability of access services such as elevators and escalators	9	23

Handheld Polling Exercise Results

The following are detailed results of the handheld polling exercise.

Do you live in Maryland, Virginia or Washington, DC?		
	Arlington (12/16)	Reston (12/17)
Maryland	13.89% (5)	2.78% (1)
Virginia	77.78% (28)	83.33% (30)
Washington, DC	8.33% (3)	13.89% (5)

What is your age group?		
	Arlington (12/16)	Reston (12/17)
Under 25	0.00% (0)	5.71% (2)
25-34	14.29% (5)	14.29% (5)
35-54	40.00% (14)	37.14% (13)
55-64	28.57 (10)	20.00% (7)
65+	17.14% (6)	20.00% (7)
Rather not say	0.00% (0)	2.86% (1)

Question 1: Which of the following service qualities is most important to you?		
	Arlington (12/16)	Reston (12/17)
Reliable service	66.67% (24)	44.12% (15)
Frequent service	13.89% (5)	23.53% (8)
Competitive cost	2.78% (1)	8.82% (3)
Safety and security features	16.67% (6)	23.53% (8)

Question 2: Which of the following Metro strategic priorities is most important to you?		
	Arlington (12/16)	Reston (12/17)
Safety and Security	21.88% (7)	17.24% (5)
Reliability	59.38% (19)	65.52% (19)
Financial Stability	18.75% (6)	17.24% (5)

Meeting Discussion Summary: Public Forums

The following summarizes the main points of discussion during the two meetings.

Discussion (Arlington):

The audience was split between 12 participants who primarily ride Metrorail and seven or eight who primarily ride Metrobus.

The following are comments received about Metrorail:

- Weekend single tracking and delayed bus connections are significant issues. Avoid single tracking
- People are giving up using the system on the weekend due to unpredictability
- Other cities use additional buses and avoid single tracking
- Changes in headways affect trips and bus connections
- Intercom quality, communications and safety
- Half the time the intercom system doesn't work well
- Too loud or too low/garbled
- Can create an issue if the conductor needs to get a message across
- Safety and maintenance
- Many influencing factors include management, work ethic, coordination, communication, concentration, etc.
- Concerns about how Metro is funded, financial stability, costs and resources
- Funding is complex; Metro is the only system in the US without dedicated funding
- A regional transportation agency could be a more efficient provider of bus service
- NVTC is looking at regional bus service
- Prioritize routes to maximize ridership across transit agencies/operators (single operator/regional authority)
- Cleanliness
- Lack of enforcement of the no food/drink rules
- Concerns about Metro's strategic planning capabilities
- Lighting and signage
- Have trouble seeing signs at stations (due to crowding)
- Cannot read signs from inside trains through the windows
- New escalators are out of service
- New ones are out of service most of the time
- Station managers have deflected responsibility
- Blue Line frequency
- Platforms are too crowded
- Lack of consistent spacing in headways
- Need to promote telework as an alternative
- Crime incidents
- Lack of public communication about crime
- Reliability has gone down
- Unpredictable ride time, especially with transfers and at all times of day and particularly slow on weekends/evenings

- Can no longer depend on Metro
- Signage not correct for notification of next train
- Trains jerking as they stop at stations; safety issue because people lose their balance
- Don't stop all trains at the front of the stations
- Communication about delays and issues
- Some trains are too short for the length of the platform, causing riders to run to catch a train, overcrowding on front/back of car, conductor holding train to account for all riders
- Delays/issues are not well communicated
- WMATA needs to clearly define a meaning for 'success'
- Peak period turnstile and escalator use
- WMATA should evaluate changing turnstiles from red to green to facilitate movement during peak periods
- Station managers should be able to control to facilitate easy changes
- Injuries to track workers
- Availability of technology to prevent these types of accidents (reference NTSB investigation)
- Thank you for great service from Washington Nationals fan

The following are comments received about Metrobus:

- Bus shelters
- Most are owned by jurisdictions
- Defects/missing shelters need to be addressed via Metro funding
- Dedicated bus lanes/transit
- With bike lanes
- Authority to make improvements depends on which roads are operated by VDOT
- Stop placement (every block vs. spread out)
- Separating would increase performance
- Riders without a car and who rely on public transit must have a smart phone, which not everyone has access to
- Integrate with Uber/Lyft

Discussion (Reston):

- Metro is the best commuting option, despite safety concerns
- Blue phones need to be fixed
- FTA posting on the web is not understandable
- Buses need to be more frequent and easily tracked with technology
- App for DC Metro doesn't work well and does not show the Silver Line

- Deferred maintenance needs to be addressed before system expansion
- Bathroom maintenance is important
- Have employees take ownership and have a sense of pride
- Creates competition
- Station managers should be known to passengers
- Safety of employees/bus drivers is important
- Protective shields for bus drivers
- Some won't use them because they want to interact with passengers
- No phones at Metro stations; maybe bring back pay phones
- Multiple trains pass by before there is room to get on
- Blue Line wait time at Rosslyn
- Lack of police presence
- Put a ticket/farecard machine at Dulles Airport
- Need the ability to plug in/charge phones on trains
- Difficult for people with disabilities to schedule Metro Access
- Construction in stations starts and stops
- Lack of cell phone service
- Calls with compliments but never hears back. Employees should receive compliments submitted
- Certain days (Mon & Fri) better days to ride. Talk to federal gov about staggered work hours/days
- Procurement processes should be optimized to speed up the delivery of spare parts
- Ability to use cell phone to communicate with Metro personnel when problem arises
- More visual way of communicating with international travelers e.g. rolling text in train cars
- Frequency of trains need to improve, especially on weekends when it is particularly bad. Improved frequency at night and weekends would encourage ridership
- Frequent riders program; make more fun and reward riders
- Empty trains outbound during peak; riders discouraged from using those trains because fares are high
- Increase inbound fares to decrease outbound fares and encourage riders with a reverse commute

Meeting Discussion Summary: Transit Means Business

NVTC hosted a meeting of Northern Virginia business leaders on Monday, October 26, 2015 at the NVTC office. The group engaged in discussion on several topics, including the importance of WMATA to the regional economy. The following points were made during that discussion.

- Concerned about access to downtown D.C. core
 - Capacity on NoVa side of river is a problem that will grow
 - Second river crossing necessary
 - Need support from D.C. for a second river crossing

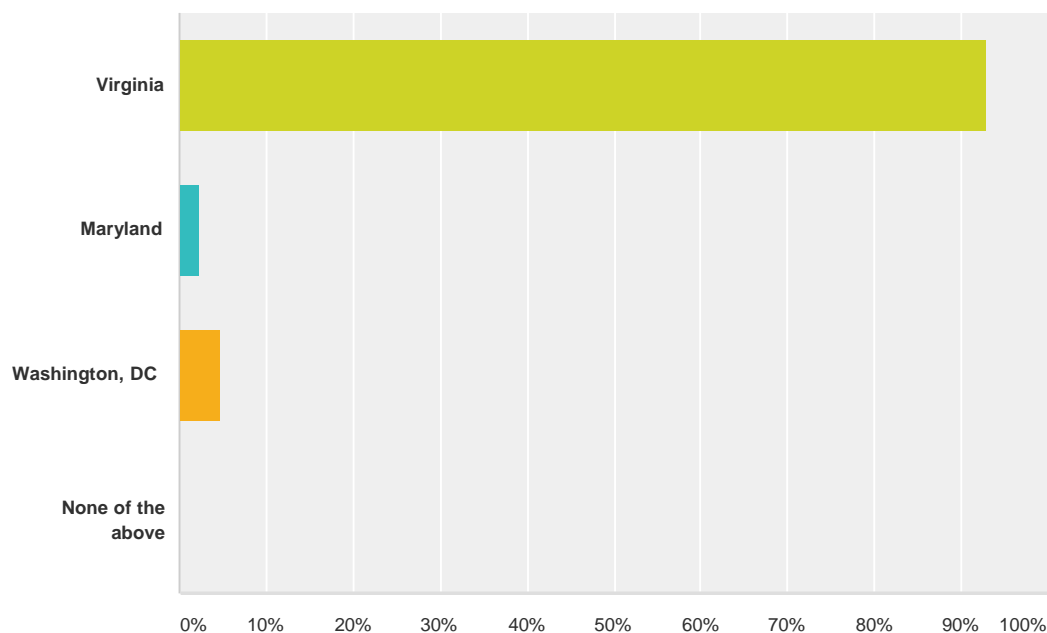
- Need to make sure people understand that the region's economy is built on the Metrorail system
 - Metro is a major component of the multimodal transportation solution in region.
 - Neither transit nor roads alone is a panacea for congestion.
- Need to demonstrate widespread support that currently exists for Metro
- Need reliable, sources of funding
 - Federal government needs to identify and earmark permanent funds
 - Must focus resources on needs that allow for solutions
- Business community has to coalesce around what the source of dedicated funding is going to be
- Lack of regional cohesion is hurting Metro
- Must deal with issue of service reductions on Blue Line

Online Survey Results

The following are detailed results of the online survey. The survey results are anecdotal in nature and not intended to be statistically reliable.

Q1 Do you live in Virginia, Maryland or Washington, DC?

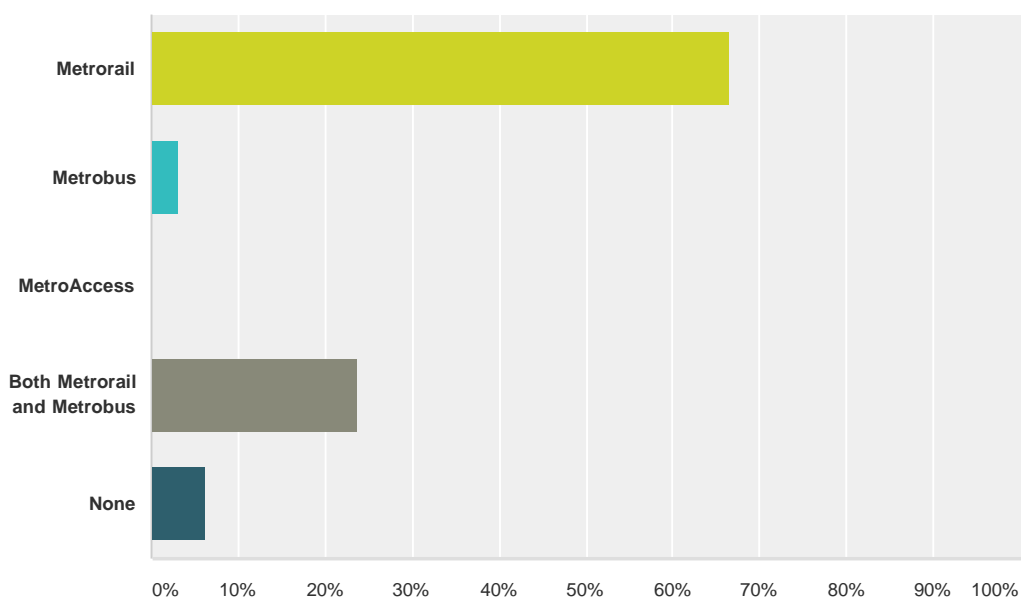
Answered: 126 Skipped: 0



Answer Choices	Responses	
Virginia	92.86%	117
Maryland	2.38%	3
Washington, DC	4.76%	6
None of the above	0.00%	0
Total		126

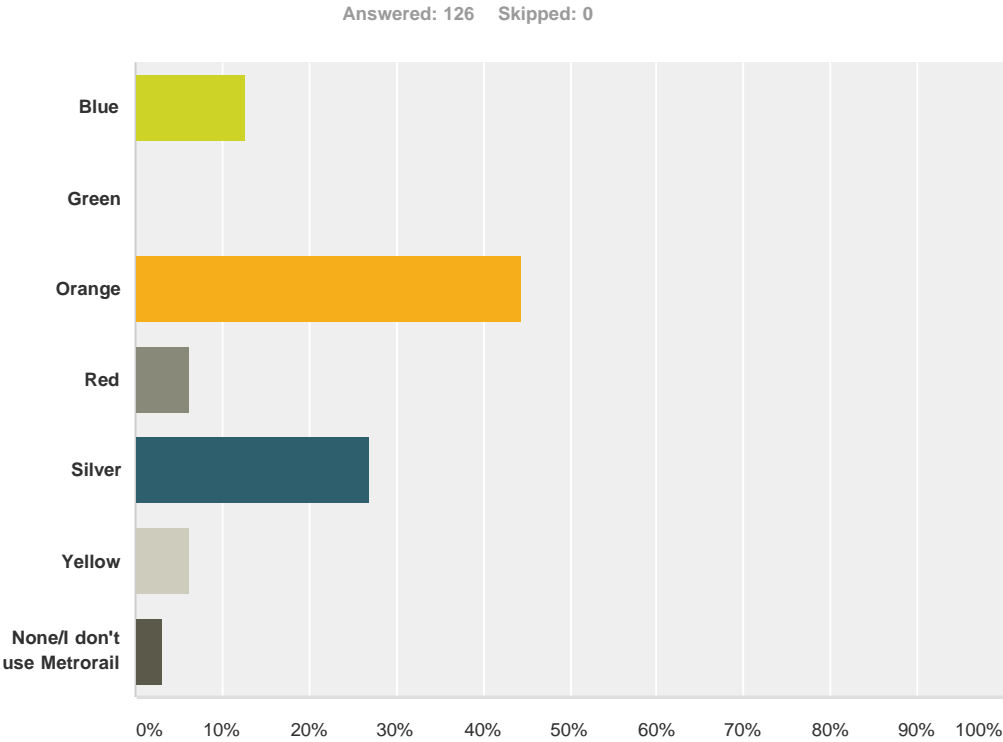
Q2 Which Metro service do you use most often?

Answered: 126 Skipped: 0



Answer Choices	Responses	
Metrorail	66.67%	84
Metrobus	3.17%	4
MetroAccess	0.00%	0
Both Metrorail and Metrobus	23.81%	30
None	6.35%	8
Total		126

Q3 Which Metrorail line do you use most often?



Answer Choices	Responses	
Blue	12.70%	16
Green	0.00%	0
Orange	44.44%	56
Red	6.35%	8
Silver	26.98%	34
Yellow	6.35%	8
None/I don't use Metrorail	3.17%	4
Total		126

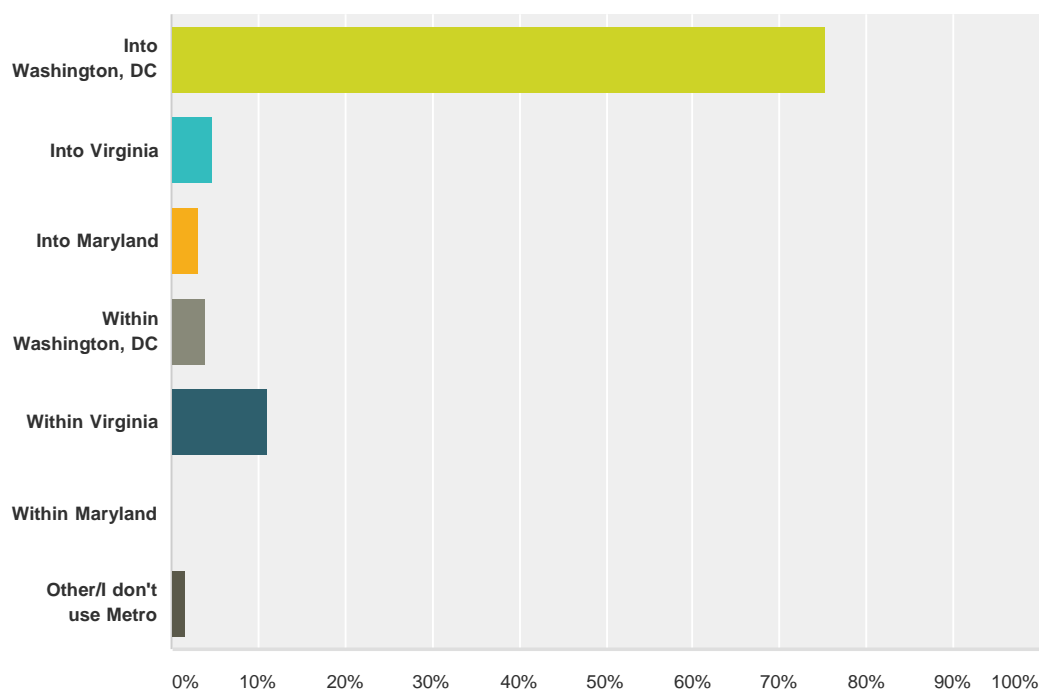
Q4 Which Metrobus number do you use most often?

Answered: 36 Skipped: 90

Fairfax Connector 630, 631, 632
38B
22A
10B
3Y
18P
23
2A
30 line buses that go on Wisconsin ave
28X and 7M equally
Leesburg bus
38B
22C
1C
651
540
38b
5A
3
7M
S2
L2 (but rarely)
25B
26A
G8
15M
29
161/162
422
557
9A
42/43
38B

Q5 Where are you typically going on Metro, from your starting point?

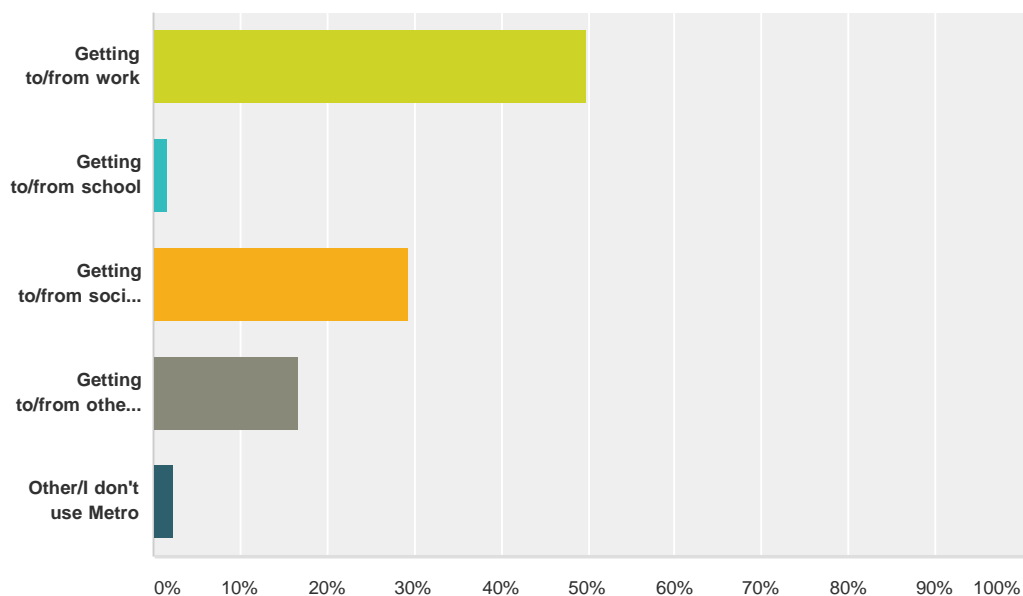
Answered: 126 Skipped: 0



Answer Choices	Responses	
Into Washington, DC	75.40%	95
Into Virginia	4.76%	6
Into Maryland	3.17%	4
Within Washington, DC	3.97%	5
Within Virginia	11.11%	14
Within Maryland	0.00%	0
Other/I don't use Metro	1.59%	2
Total		126

Q6 For which purpose do you typically use Metro?

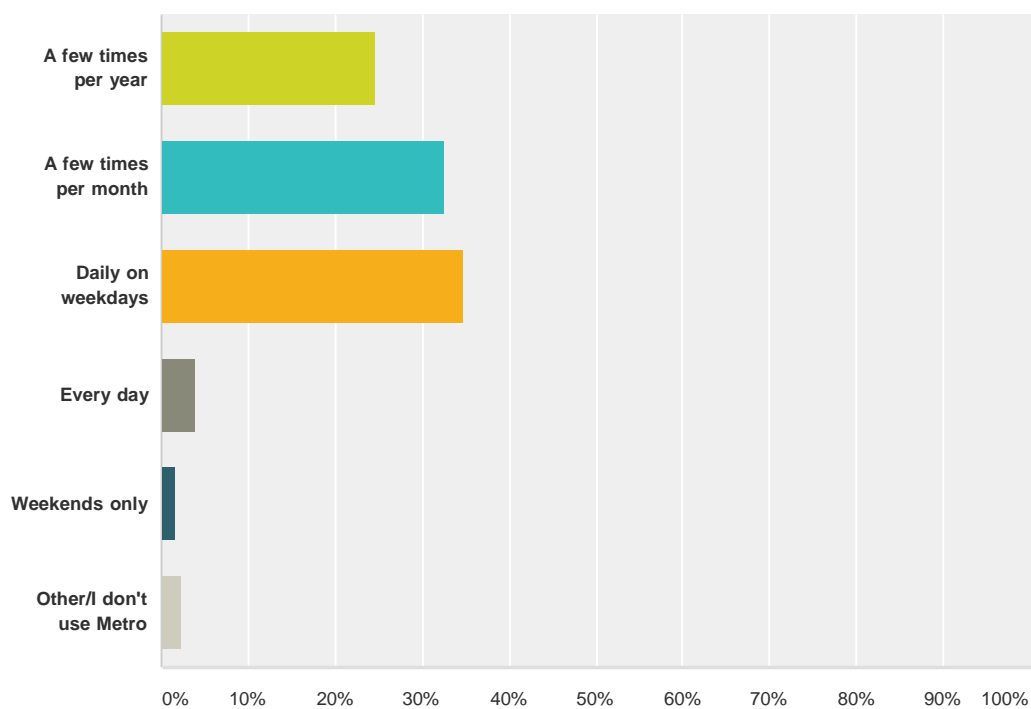
Answered: 126 Skipped: 0



Answer Choices	Responses	
Getting to/from work	50.00%	63
Getting to/from school	1.59%	2
Getting to/from social events	29.37%	37
Getting to/from other destinations	16.67%	21
Other/I don't use Metro	2.38%	3
Total		126

Q7 How often do you use Metro?

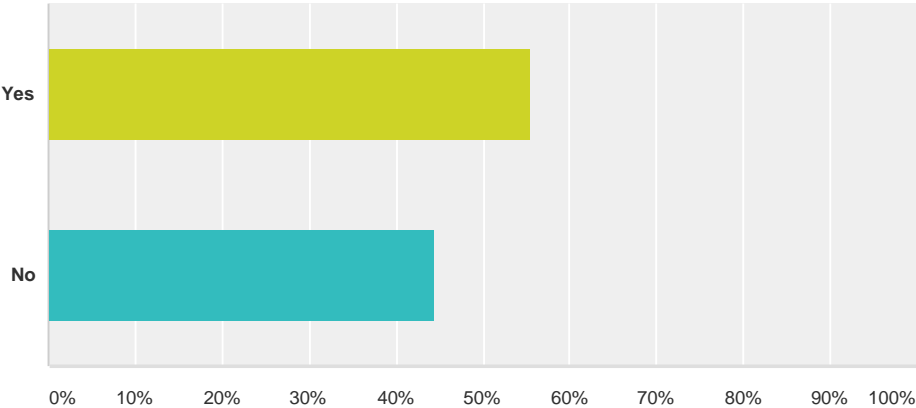
Answered: 126 Skipped: 0



Answer Choices	Responses	
A few times per year	24.60%	31
A few times per month	32.54%	41
Daily on weekdays	34.92%	44
Every day	3.97%	5
Weekends only	1.59%	2
Other/I don't use Metro	2.38%	3
Total		126

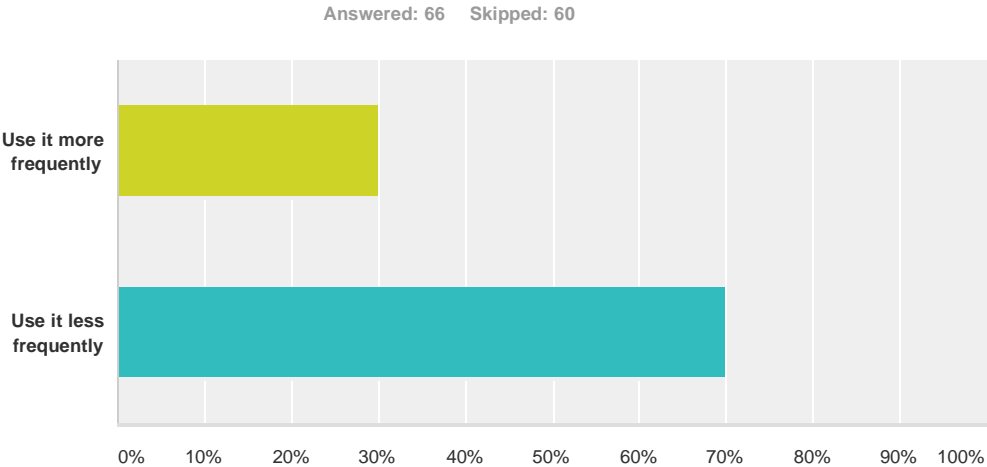
Q8 Has your use of Metro changed in the past year?

Answered: 126 Skipped: 0



Answer Choices	Responses	
Yes	55.56%	70
No	44.44%	56
Total		126

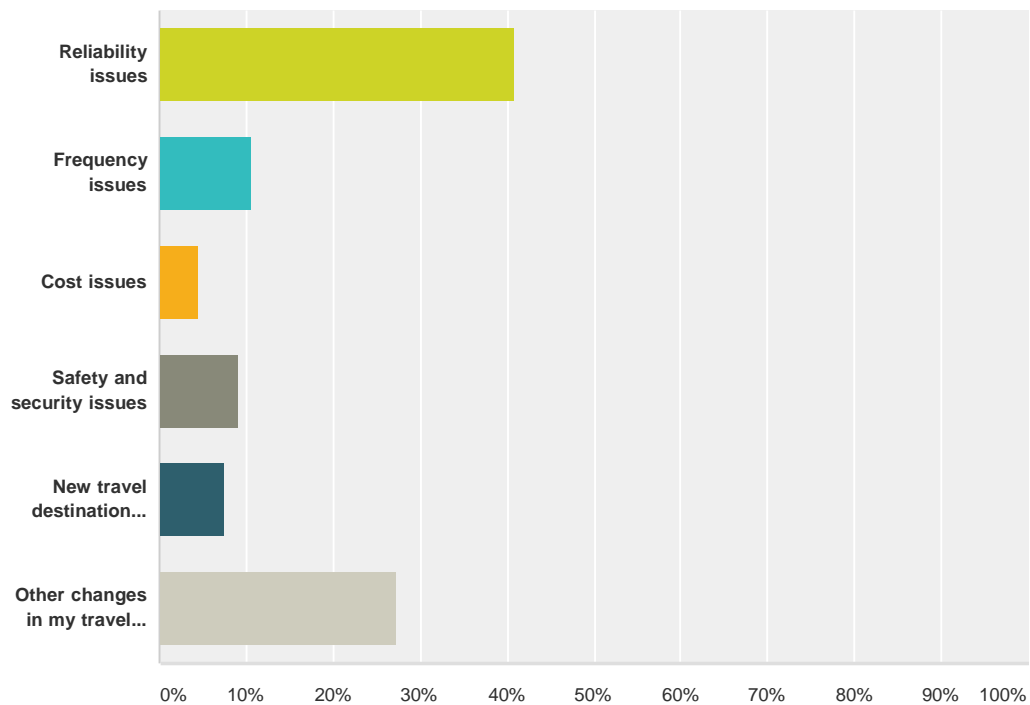
Q9 How has your use of Metro changed?



Answer Choices	Responses	
Use it more frequently	30.30%	20
Use it less frequently	69.70%	46
Total		66

Q10 Why did your use of Metro change?

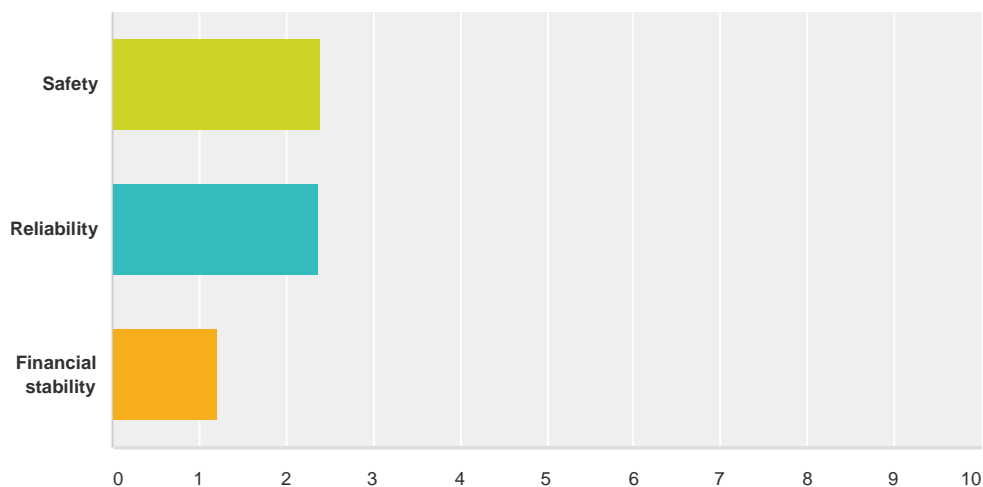
Answered: 66 Skipped: 60



Answer Choices	Responses	
Reliability issues	40.91%	27
Frequency issues	10.61%	7
Cost issues	4.55%	3
Safety and security issues	9.09%	6
New travel destination outside the Metro service area	7.58%	5
Other changes in my travel pattern, not related to Metro	27.27%	18
Total		66

Q11 Rank Metro's top three strategic priorities below from most to least important to you, where 1 is the most important priority.

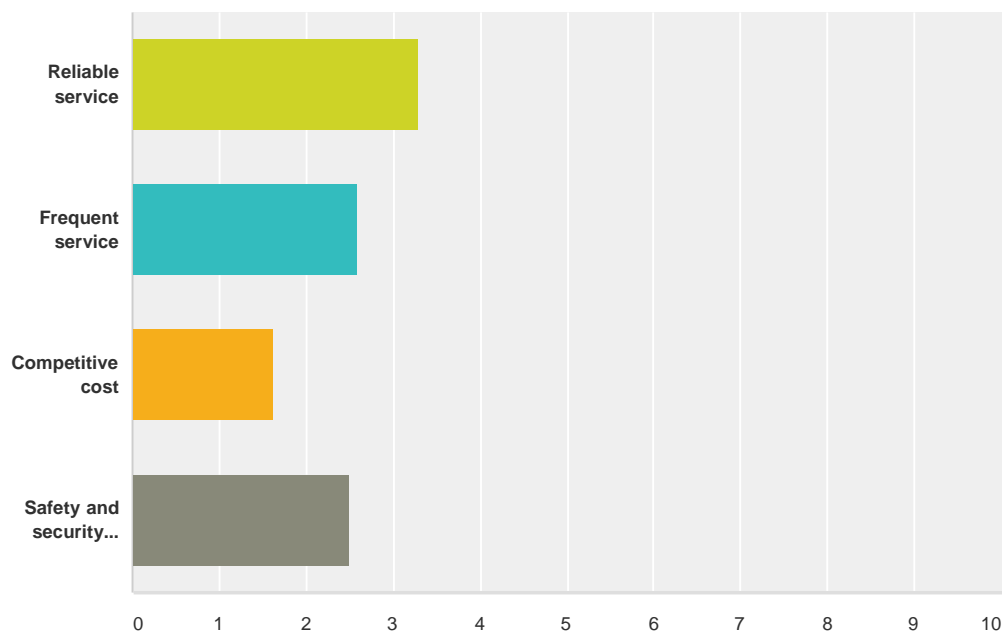
Answered: 116 Skipped: 10



	1	2	3	Total	Score
Safety	55.17% 64	30.17% 35	14.66% 17	116	2.41
Reliability	42.24% 49	53.45% 62	4.31% 5	116	2.38
Financial stability	2.59% 3	16.38% 19	81.03% 94	116	1.22

Q12 Rank the Metro service qualities below from most to least important to you, where 1 is the most important service quality.

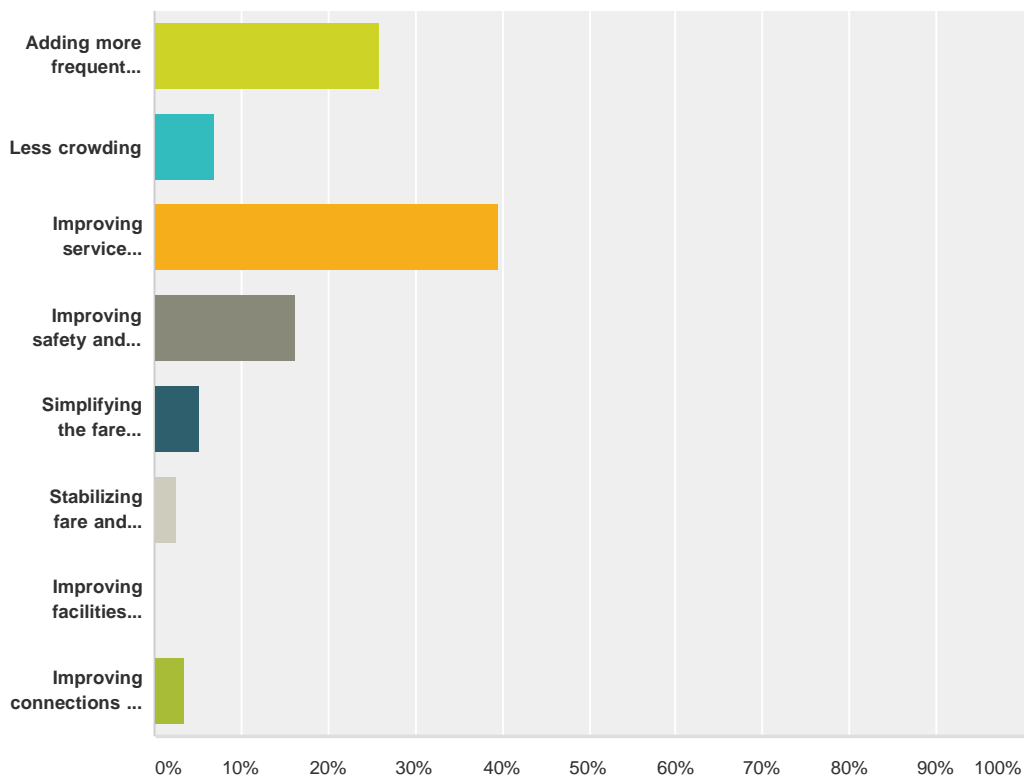
Answered: 116 Skipped: 10



	1	2	3	4	Total	Score
Reliable service	39.66% 46	51.72% 60	6.90% 8	1.72% 2	116	3.29
Frequent service	24.14% 28	25.86% 30	33.62% 39	16.38% 19	116	2.58
Competitive cost	5.17% 6	6.90% 8	32.76% 38	55.17% 64	116	1.62
Safety and security features	31.03% 36	15.52% 18	26.72% 31	26.72% 31	116	2.51

Q13 Which of the following potential improvements is most important to you?

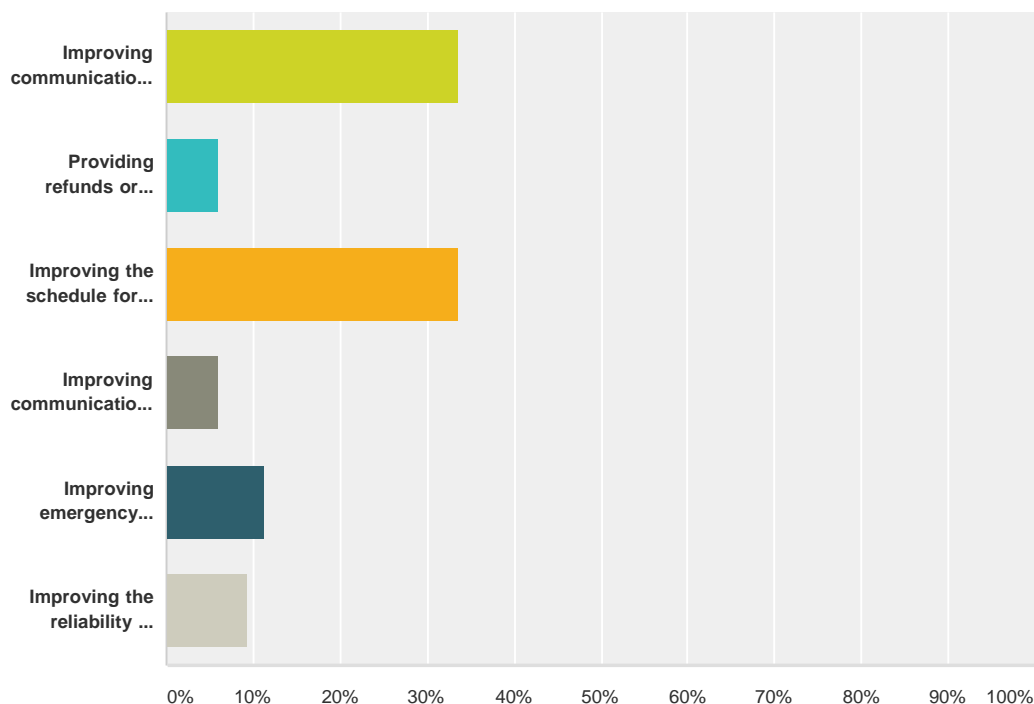
Answered: 116 Skipped: 10



Answer Choices	Responses	
Adding more frequent trains/buses on existing routes	25.86%	30
Less crowding	6.90%	8
Improving service reliability	39.66%	46
Improving safety and security	16.38%	19
Simplifying the fare structure	5.17%	6
Stabilizing fare and parking costs	2.59%	3
Improving facilities (stations, parking, escalators, elevators, etc)	0.00%	0
Improving connections to other modes of transportation	3.45%	4
Total		116

Q14 Which of the following customer service priorities does Metro need to address first to help improve rider trust and loyalty?

Answered: 116 Skipped: 10



Answer Choices	Responses	
Improving communication about unanticipated service delays and changes	33.62%	39
Providing refunds or rebates for riders during severe delays and changes	6.03%	7
Improving the schedule for maintenance and other planned improvements to minimize rider impact	33.62%	39
Improving communication about longer term improvement projects so that riders know when projects are likely to be complete	6.03%	7
Improving emergency response	11.21%	13
Improving the reliability of access services such as elevators and escalators	9.48%	11
Total		116

Q15 If you would like to be added to our contact list, please provide your name and e-mail address below.

Answered: 25 Skipped: 101

- Responses available upon request.



January 26, 2016

The Honorable Jay Fisette
The Honorable David F. Snyder
Northern Virginia Transportation Commission
2300 Wilson Boulevard, Suite 620
Arlington, VA 22201

Dear Chairman Fisette and Commissioner Snyder:

Thank you for providing the Northern Virginia Transportation Commission's (NVTC) recent report and for hosting Metro public engagement forums last month in Northern Virginia. The Board is pleased that Metro's new General Manager/CEO Paul J. Wiedefeld was able to participate in these forums and share his top priorities for Metro. I was pleased to participate in one of the valuable forums, as did Virginia Metro Board members Jim Corcoran, Catherine Hudgins, and former Board member Mary Hynes.

The five areas that you have identified — service reliability, safety, customer service culture, strong financial management, and dependable revenue sources — are all areas the Board is committed to addressing.

As you know, Mr. Wiedefeld has been meeting with many stakeholders and has received a tremendous amount of feedback from riders, employees, community leaders, elected officials, and funding partners across the region. Not surprisingly, many of the same concerns have been heard in these meetings. This report is a great example of the kind of feedback the Board and General Manager can use as we work to improve overall operations and restore collective pride in the system.

We know that the General Manager is committed to taking steps to improve these areas of concern, and we support him in those efforts. We look forward to continuing to work with the NVTC and the Virginia members of the Metro Board as we make progress together toward improving the system.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mortimer L. Downey'.

Mortimer L. Downey
Chairman

**Washington
Metropolitan Area
Transit Authority**

600 Fifth Street, NW
Washington, DC 20001
202/962-1234

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A District of Columbia,
Maryland and Virginia
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TO: Chairman Fisette and NVTC Commissioners

FROM: Kelley Coyner

DATE: February 4, 2016

SUBJECT: Virginia Railway Express

A. VRE CEO Report and Minutes

Mr. Allen will update the Commission on VRE highlights. The [VRE CEO January 2016 Report](#) and the [Minutes of the January 15th Operations Board Meeting](#) are attached.

B. Gainesville-Haymarket Extension Project

Mr. Allen will provide an overview of the [VRE Gainesville-Haymarket Extension Project](#). VRE is currently studying an 11-mile extension of the Manassas Line through Gainesville to the general vicinity of VA Route 15 near Haymarket.

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CEO REPORT

JANUARY 2016



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

I am very proud of VRE's 2015 accomplishments. We provided more than 4.3 million trips on our system and achieved an average on-time performance of 91 percent and an 88 percent "highly satisfied" customer rating.

We continue to expand by opening Spotsylvania Station and increasing operating capacity with an additional train on the Fredericksburg Line. As part of our 2040 System Plan, we initiated a two-year study to evaluate an 11-mile extension of VRE service to the Gainesville-Haymarket area.

To improve technology and communications, we launched the VRE Mobile app, giving our riders a convenient option to use transit benefits and to purchase and validate tickets from a smartphone. We also unveiled our redesigned and user-friendly website.

With a priority on safety and security, in February 2015, we were awarded the 2014 Baseline Assessment Security Enhancement Program Award by the Transportation Security Administration for achieving the highest standard of excellence in security. We participated in the Federal Railroad Administration and the National Transportation Safety Board's forums addressing the dangers of trespassing on the railroad right-of-way. We coordinated first responders' drills and full-scale emergency simulations and delivered our safety message to Virginia motorists through our "Railroad Crossing Safety Blitzes." We made many safety and security improvements throughout our stations including: installation of emergency supply boxes, restriping parking lots, replacing worn stairs and benches and improving lighting.

These accomplishments would not have been possible without the support and efforts of the VRE Operations Board and the staff. Thank you for your contributions to a very productive 2015 at VRE. We're excited to continue our success in 2016.



VIRGINIA RAILWAY EXPRESS
A better way. A better life.

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- 10 Capital Projects Updates
 - L'Enfant Storage Track
 - Alexandria Station Pedestrian Tunnel Project
 - Lifecycle Overhaul And Upgrade Facility
 - Gainesville-Haymarket Extension
 - Fredericksburg-Crossroads Third Track Project
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- 15 Upcoming Procurements
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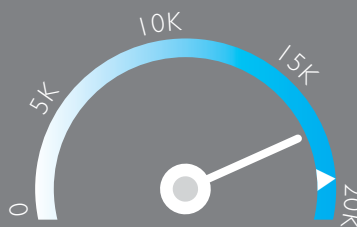
Virginia Railway Express | 1500 King Street | Alexandria, VA 22314 | 703.684.1001 | www.vre.org

SUCCESS AT-A-GLANCE



PARKING UTILIZATION

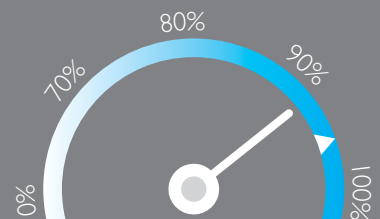
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



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

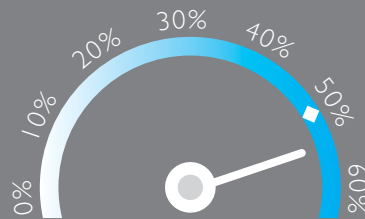
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ 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.

Data provided reflects December 2015 information, except for Operating Ratio which reflects November 2015.

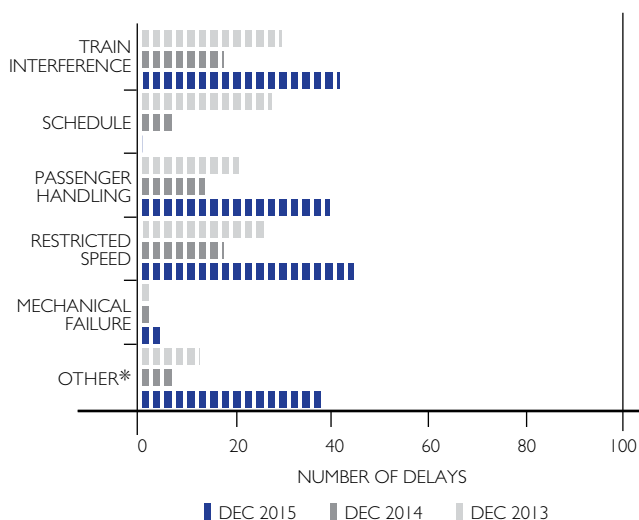
ON-TIME PERFORMANCE

OUR RECORD

	December 2015	November 2015	December 2014
Manassas Line	97%	92%	96%
Fredericksburg Line	87%	90%	95%
System Wide	92%	91%	96%

Restricted speed orders, train interference, passenger handling and maintenance of way were the principal causes of delays and reduced overall OTP.

REASONS FOR DELAYS



In December 2015, VRE operated 624 trains with 50 trains arriving over five minutes late to their final destinations. There were 10 late trains on the Manassas Line and 40 late trains on the Fredericksburg Line. There were a total of 166 delays during the month of December but only 50 late trains.

An overall increase in delays, compared to the same month in previous years, is primarily due to work authority and maintenance of way related to utility work and VRE's third track project on the Fredericksburg Line.

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

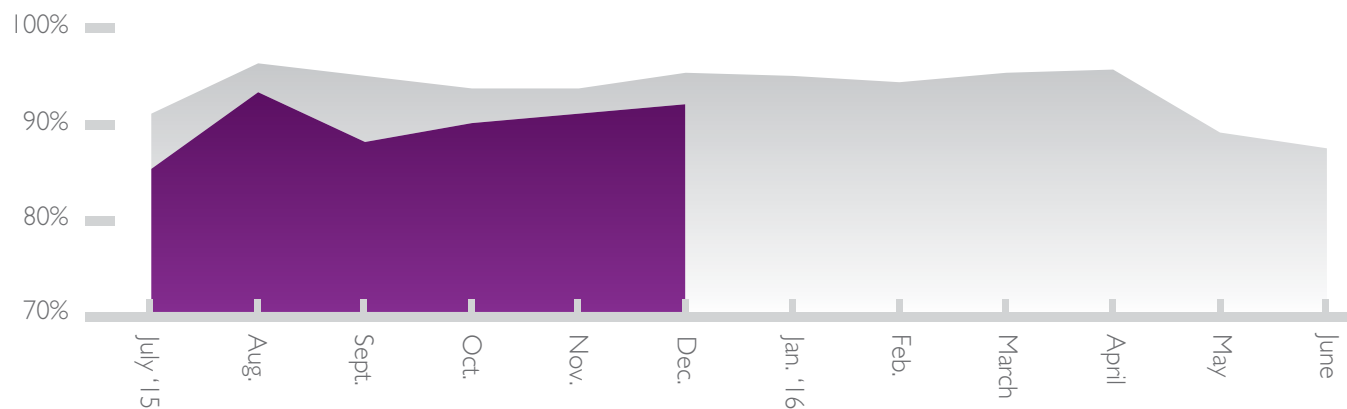
LATE TRAINS

	System Wide			Fredericksburg Line			Manassas Line		
	Oct.	Nov.	Dec.	Oct.	Nov.	Dec.	Oct.	Nov.	Dec.
Total late trains	63	51	50	31	26	40	32	25	10
Average minutes late	12	13	13	13	10	13	10	15	11
Number over 30 minutes	3	4	5	2	2	5	1	2	0
On-time performance	90%	91%	92%	89%	90%	87%	90%	92%	97%
Heat restriction days / total days	0/21	0/19	0/22	—	—	—	—	—	—

ON-TIME PERFORMANCE

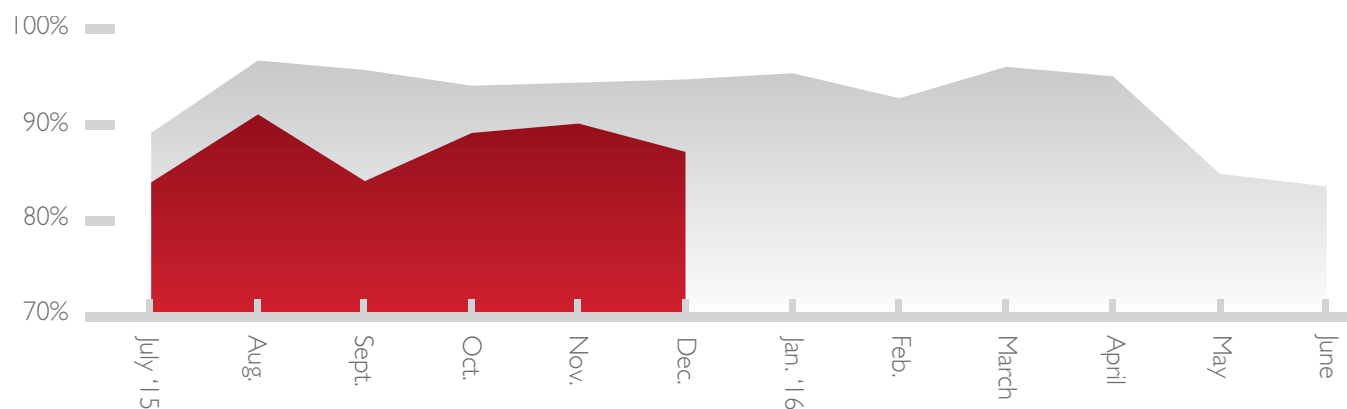
VRE SYSTEM

BOTH LINES ■ Current Stats ■ 3-Year Rolling Average

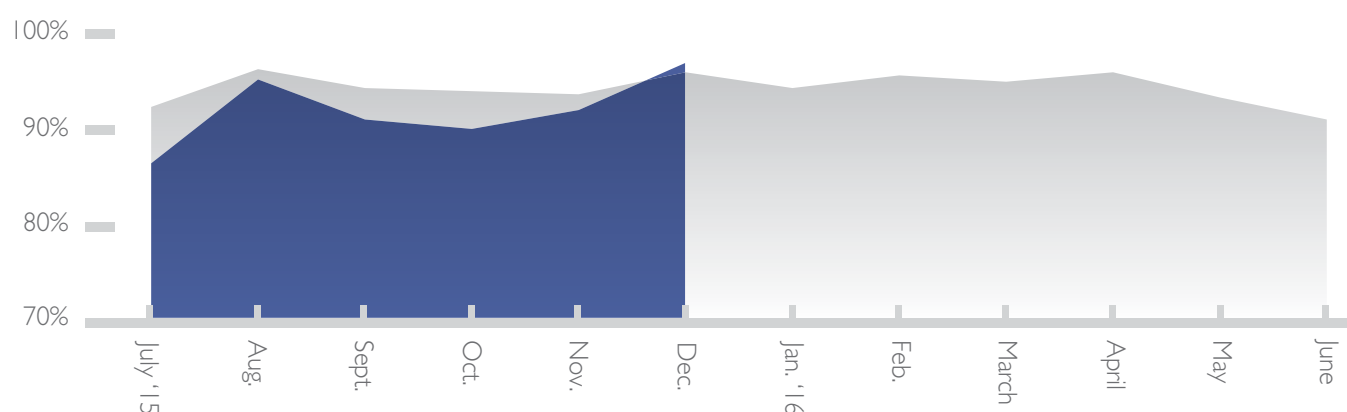


ON-TIME PERFORMANCE BY LINE

FREDERICKSBURG LINE ■ Current Stats ■ 3-Year Rolling Average



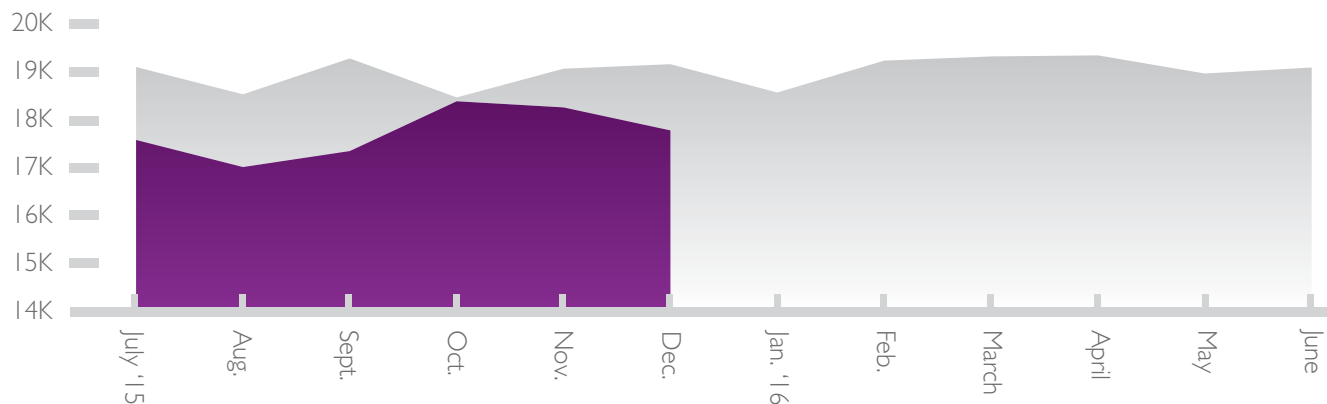
MANASSAS LINE ■ Current Stats ■ 3-Year Rolling Average



AVERAGE DAILY RIDERSHIP

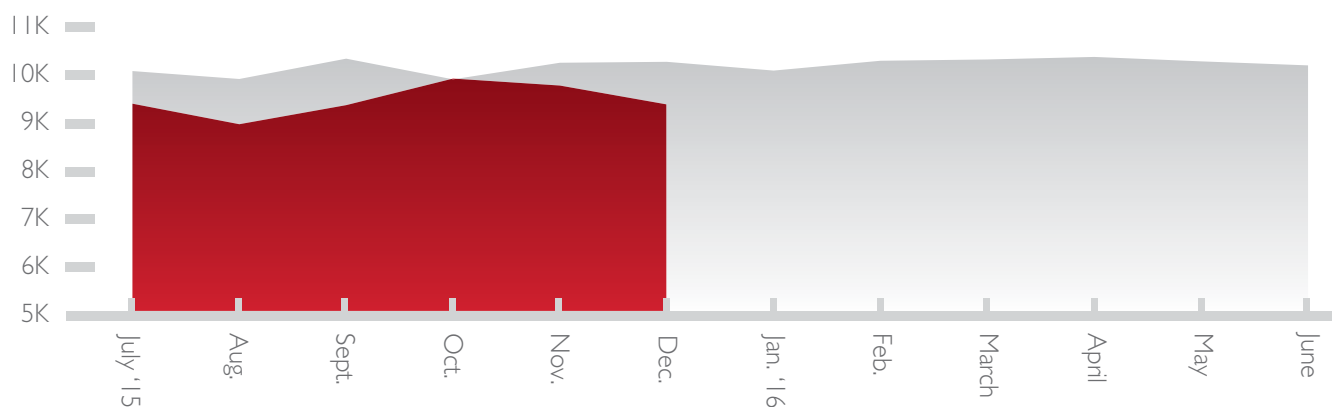
VRE SYSTEM

BOTH LINES ■ Current Stats ■ 3-Year Rolling Average

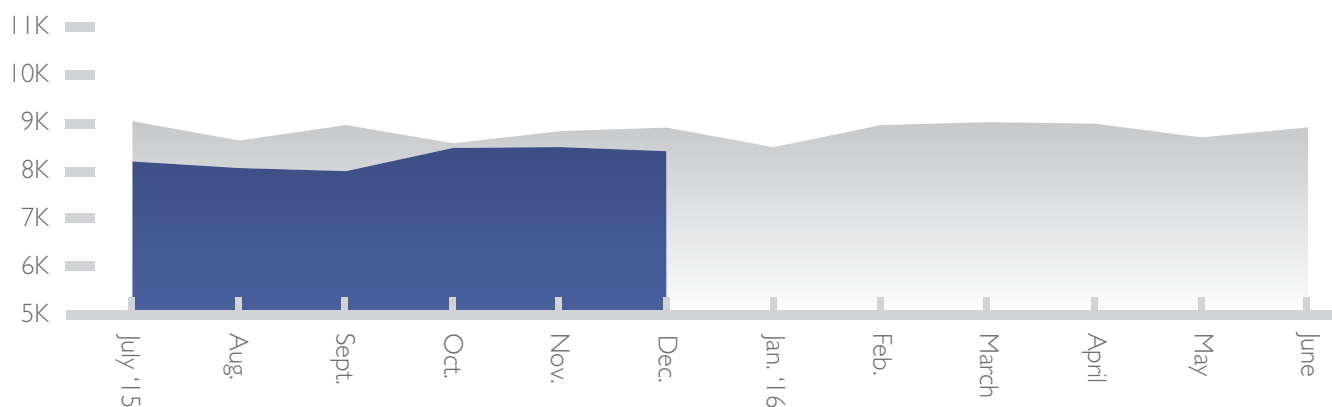


AVERAGE DAILY RIDERSHIP BY LINE

FREDERICKSBURG LINE ■ Current Stats ■ 3-Year Rolling Average



MANASSAS LINE ■ Current Stats ■ 3-Year Rolling Average



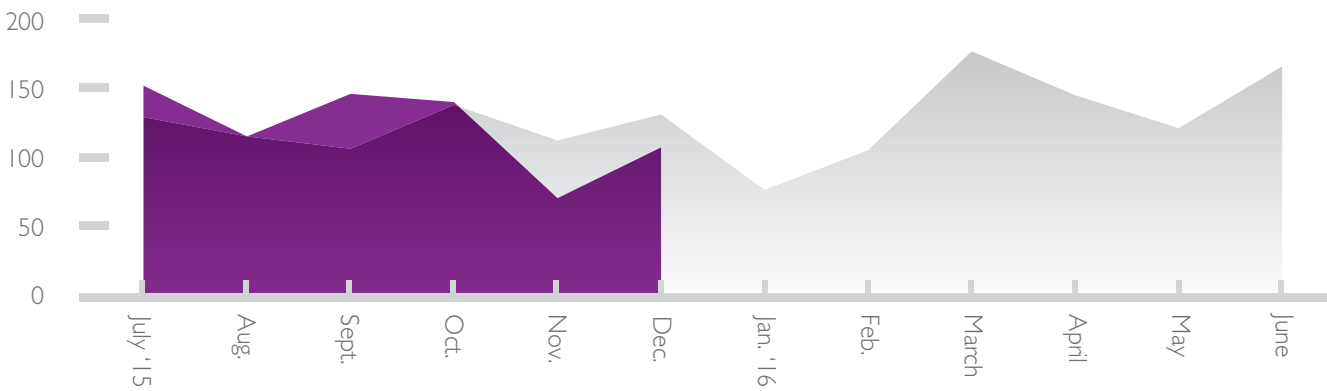
RIDERSHIP UPDATES



	Dec. 2015	Dec. 2014
Monthly Ridership	301,665	367,310
Average Daily Ridership	17,745	19,263
Full Service Days	17	18
"S" Service Days	5	3

CITATIONS

BOTH LINES ■ Current Stats ■ FY 2016

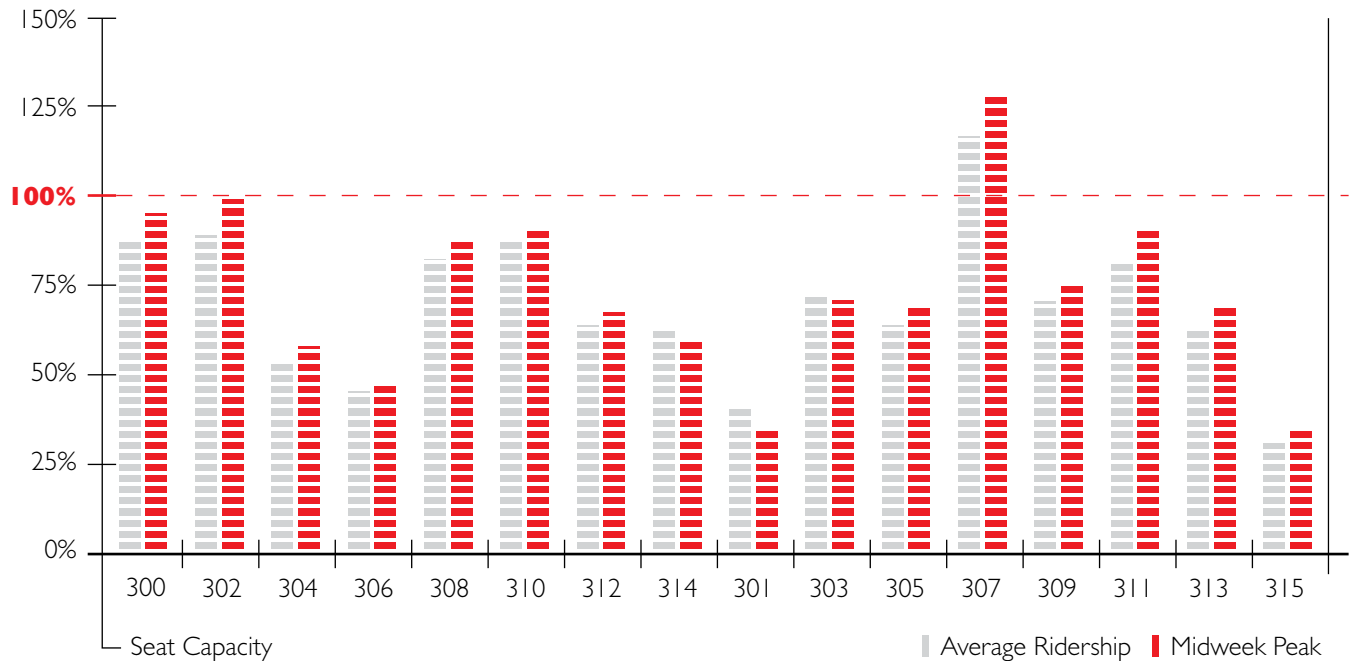


There were no court dates scheduled in December 2015 for VRE fare evasion.

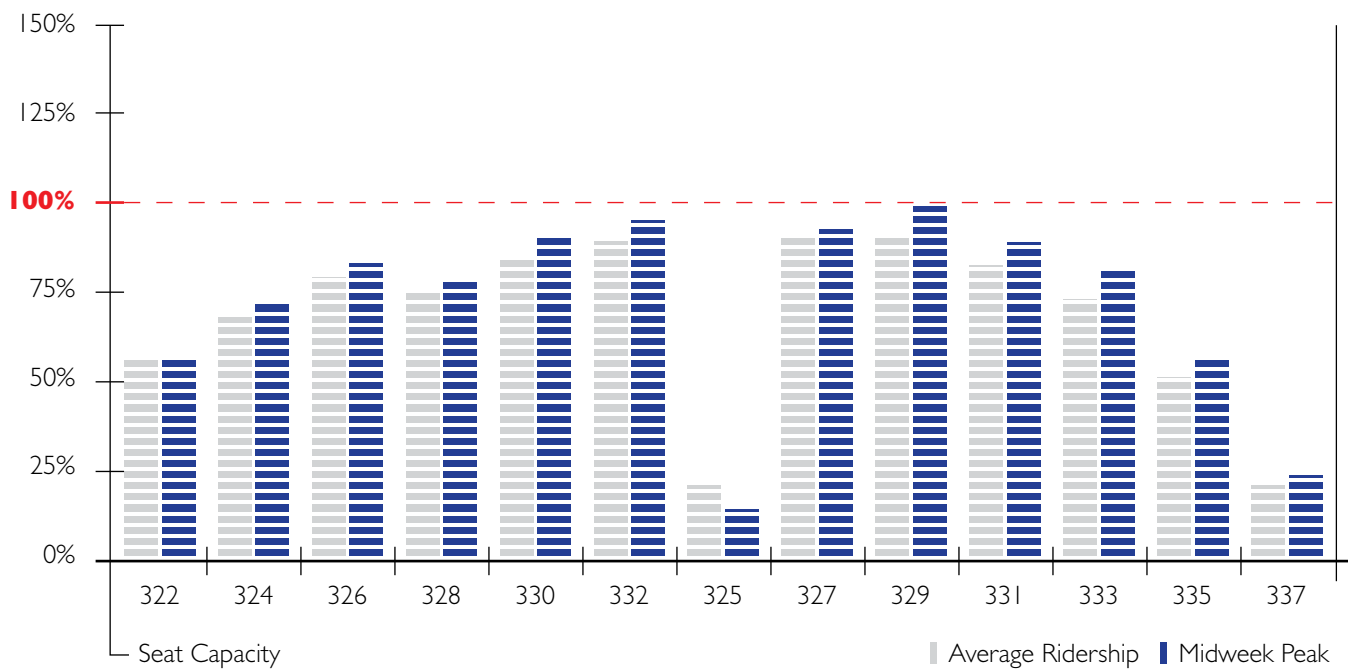


TRAIN UTILIZATION

FREDERICKSBURG LINE

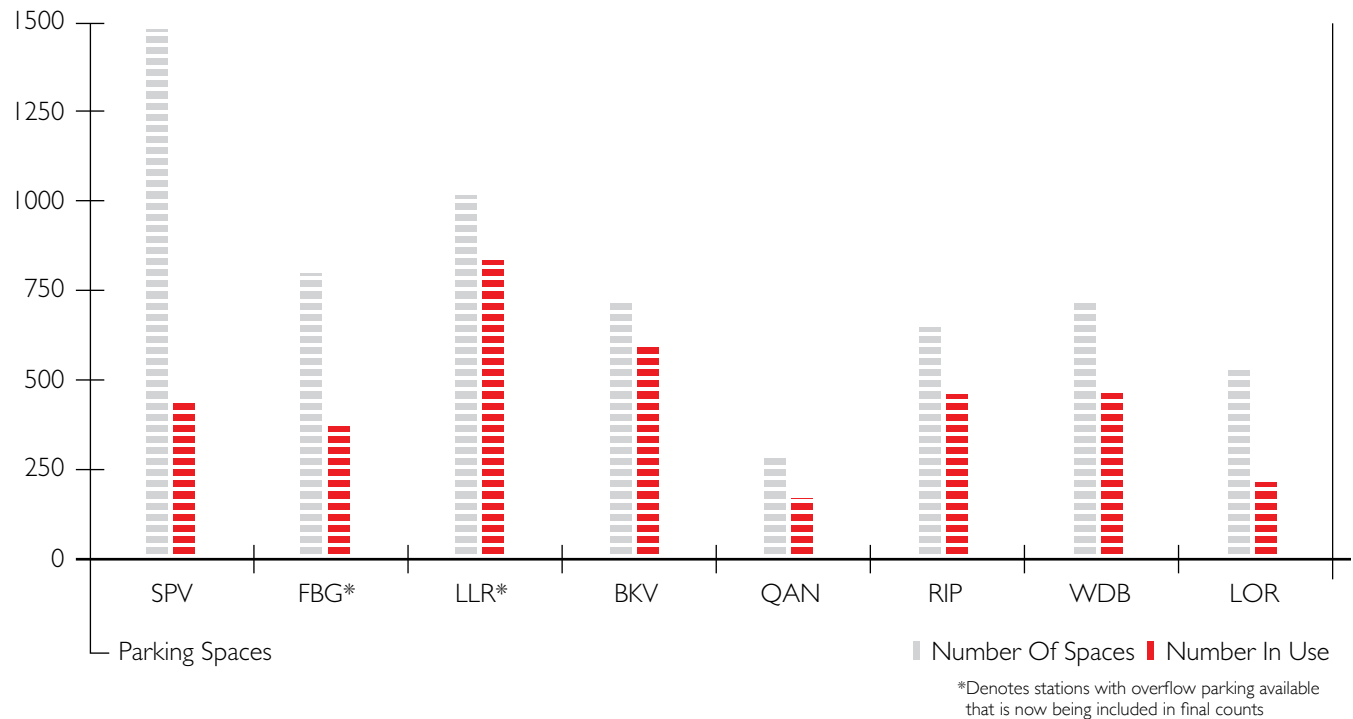


MANASSAS LINE

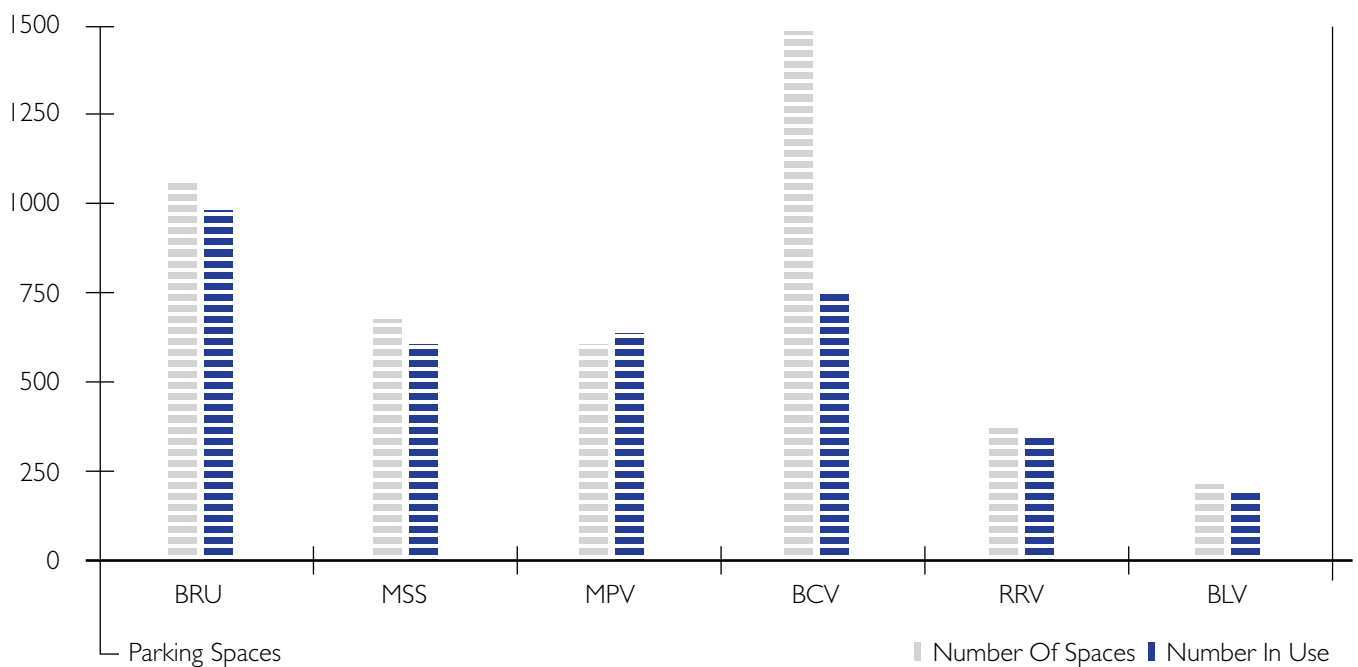


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare income for November was \$102,023 above the budget – a favorable variance of 3.48 percent. The cumulative variance for the year is 3.76 percent or \$603,014 below the adopted budget. Revenue for the first five months of FY 2016 is down 0.9 percent compared to the same period in FY 2015.

The operating ratio is 54 percent. Our budgeted goal ratio for FY2016 is 50 percent.

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

Please Note: These figures are preliminary and unaudited.

Additionally, please be aware that the December 2015 Financial Report will reflect the amended budget adopted at the December 2015 Operations Board meeting.

FY 2016 OPERATING BUDGET REPORT MONTH ENDED NOVEMBER 30, 2015

	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY16 BUDGET
OPERATING REVENUE (\$)							
Passenger Ticket Revenue	3,034,206	2,932,183	15,446,827	16,049,841	(603,014)	-3.8%	38,890,000
Other Operating Revenue	31,715	12,440	110,218	68,095	42,123	61.9%	165,000
Subtotal Operating Revenue	3,065,921	2,944,623	15,557,045	16,117,937	(560,892)	-3.5%	39,055,000
Jurisdct. Subsidy (1)	—	—	8,379,297	8,379,297	—	0.0%	12,991,760
Federal/State/Other	1,864,215	1,828,950	9,804,818	9,605,454	199,363	2.1%	28,979,851
Jurisdct. Subsidy Appn. from Res.	—	—	—	—	—	0.0%	1,070,000
Interest Income	4,635	1,508	20,430	8,254	12,176	147.5%	20,000
Total Operating Revenue	4,934,771	4,775,081	33,761,590	34,110,942	(349,352)	-1.0%	82,116,611
OPERATING EXPENSES (\$)							
Deptml. Operating Expenses	5,127,114	5,474,473	29,011,592	32,706,629	3,695,037	11.3%	75,401,741
Debt Service	486	—	576,999	574,569	(2,430)	—	6,714,870
Other Non-Deptml. Expenses	—	—	137	—	(137)	—	—
Total Operating Expenses	5,127,600	5,474,473	29,588,728	33,281,198	3,692,470	11.1%	82,116,611
NET INC. (LOSS) FROM OPS (\$)	(192,829)	(699,393)	4,172,862	829,743	3,343,118	—	—
CALCULATED OPERATING RATIO	—	—	54%	49%	—	Goal	50%

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



CAPITAL PROJECTS UPDATES

Work progresses on third track project between Fredericksburg and Crossroads Interlockings.

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. CSXT has other track and signal work in the immediate vicinity of the storage track for a stub track and a communications box. The District of Columbia permit hearing, originally scheduled for December, has been deferred until late January. Accounting for this and other potential delays such as weather, the contractor's work cannot begin in earnest until temperatures allow for excavation and concrete work to be accomplished. The new track will be placed in service no sooner than the second quarter of 2016.

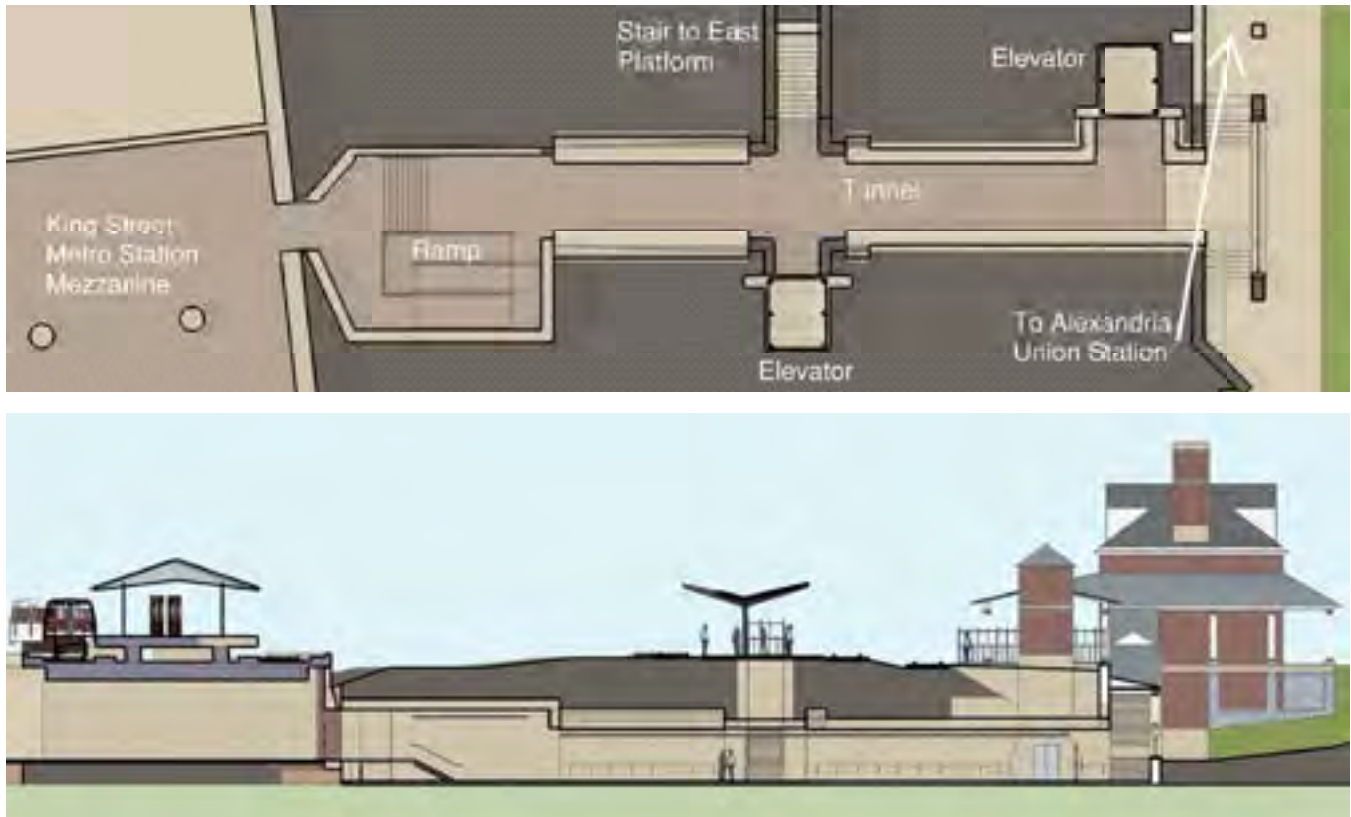
ALEXANDRIA UNION STATION PEDESTRIAN TUNNEL PROJECT

A new pedestrian tunnel at the Alexandria Union Station is planned to 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.

Design coordination continues with the Virginia Department of Transportation (VDOT) helping to facilitate the Federal Highway Administration (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. VRE is seeking to document stakeholder consensus as required by the FHWA grant. WMATA and Amtrak have formally agreed to continue to recommend the tunnel design progress. A meeting is scheduled in early January with CSXT and VDOT to confirm consensus.

Two drainage inlets shown on historical plans are directly in the path of the proposed tunnel. Smoke tests conducted in November 2015 were inconclusive as to their present function, so an all-day exercise will locate the three inlets by hand digging, survey, and additional smoke tests between the inlets. At the end of the exercise the design team will be able to define the existing drainage and address the proposed tunnel design. With consensus and resolution of the drainage issue, the team can complete the 60 percent design.

A Preliminary Archeological Assessment Response from Alexandria Archeology indicated that the proposed tunnel has a “low likelihood for impacting significant historic or prehistoric resources,” which is largely a result of most of the construction being underground.



Cross-section and plan views of the new Alexandria Union Station pedestrian tunnel.

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 Inc. The new LOU building will be almost twice as large as the existing Service and Inspection building. A 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.

Procurement staff issued the advertisement for the Invitations for Bids (IFB) for procurement of the wheel truing machine on December 31 and plans to issue the IFB advertisement for the drop table in January. Both these items require longer lead times to be manufactured. The consultant delivered the LOU final plans, specifications and cost estimate and conducted an in-house review meeting in December. A team review will be held in early January. VRE continues to coordinate with Spotsylvania County and will submit a building permit application in January.

GAINESVILLE-HAYMARKET EXTENSION

The year's end marked the completion of the first round of public and stakeholder dialogues about the VRE Gainesville-Haymarket Extension (GHX). In addition to the series of community participation and project committee events held in October and November, the GHX team met with land developers active in the GHX study corridor on December 15 at the Prince William County Office of Economic Development. The Office of Economic Development organized the meeting to introduce developers to the GHX project and generate interest in possible joint development opportunities at potential GHX station sites or elsewhere in the GHX corridor.

The valuable feedback received from the public, advocacy groups, the business community, Virginia Department of Rail and Public Transportation, local jurisdiction staff and elected officials will be taken into consideration this winter as the GHX team evaluates station locations and railroad alignments, develops service plans, prepares ridership projections, and refines the cost estimate and funding plan for the project.

Public meeting materials and summaries of the November committee meetings are available on the GHX website at www.vre.org/ghx. Additional information about the GHX can be found on Facebook at www.facebook.com/VRE.GHX and Twitter @VRE_GHX.



GHX work session at Prince William County Office of Economic Development.

FREDERICKSBURG-CROSSROADS THIRD TRACK PROJECT

VRE is working with CSXT to provide a new third track, upgrade interlockings and make other capacity improvements to 5.7 miles of the CSXT RF&P Secondary between Fredericksburg and Crossroads Interlockings, including modifications to the lead track for VRE's Crossroads Maintenance and Storage Facility and the new Spotsylvania Station. The improvement is being accomplished by a combination of CSXT force account workers and private contractors under VRE management. After several years of design and preparations, the project is proceeding with earthwork, retaining wall work, new structures as needed and corresponding signal and track work. Phase I of VRE's civil, site, drainage and trackbed work is complete. The remaining effort is focused on the final mile of new third track along Benchmark Rd. south of Mine Rd.

Project work continues on slope stabilization, retaining walls construction, and erecting the Massaponax Creek arch extension. VRE and its contractors collectively resolved complications that arose in driving piles for the new arch foundations in proximity to the original arch. Fair weather and warm temperatures in December have helped keep the project on schedule, with completion of construction scheduled for the first quarter of 2016.



Retaining wall and embankment/trackbed construction progress north of Massaponax Creek.



Third track completed looking toward U.S. 17.

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Removal of beaver-related debris at Crossroads Yard stormwater pond

Projects scheduled to be completed this quarter:

1. Repairs to wayside power at Broad Run Yard
2. Removal and replacement of deteriorated conduits at Burke Centre and Rolling Road stations
3. Issuance of Notice to Proceed for canopy roof and gutter replacement project at L'Enfant and Leeland Road stations
4. Issuance of Notice to Proceed for elevator modernization project at Franconia-Springfield Station (East elevator, VRE side)
5. Installation of bird netting at Woodbridge Station west elevator/stair tower
6. Installation of right-of-way security fencing at Burke Centre Station (awaiting execution of Norfolk Southern lease agreement)
7. Replacement of benches at Alexandria Station east platform

Projects scheduled to be initiated this quarter:

1. Installation of emergency generator at Woodbridge Station west elevator/stair tower
2. Installation of upgraded light fixtures at Woodbridge Station west elevator/stair tower and pedestrian bridge
3. Installation of pathfinder signs for Spotsylvania Station
4. Installation of inter-track warning signs at stations
5. Renovations at Crossroads Warehouse office

Ongoing projects:

1. Issuance of Notice to Proceed for elevator modernization project at Rippon Station (upon completion of modernization work at Franconia-Springfield Station)
2. Installation of platform warning tactile panels at Spotsylvania Station
3. Renovations at Alexandria headquarters
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



Removal of beaver-related debris at Crossroads Yard stormwater pond.



Repairs to wayside power at Broad Run Yard.

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
- 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
- Automatic Parking Counter System
- Automatic Passenger Counter System
- Engineering and Design Services for the New York Avenue Rolling Stock Storage Yard
- Engineering and Environmental Services for the Manassas Park Station Parking Expansion
- Shop and Yard Program Management and Support Services
- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Construction Management Services for the Lifecycle Overhaul and Upgrade Facility
- Positive Train Control System Testing, Coordination and Oversight
- Information Technology Services
- Diesel Fuel Price Risk Management Consulting Services

PROJECTS PROGRESS REPORT

AS OF NOVEMBER 30, 2015

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	◆	—
Rippon Station Improvements	Extend existing platform and construct second platform for 8-car trains.	◆	◆	◆	N/A	—	—
Potomac Shores Station Improvements	New VRE station in Prince William County provided by private developer.	◆	◆	◆	N/A	●	—
Quantico Station Improvements	New island platform, pedestrian bridge, bus facilities, trackwork and extend existing platform.	◆	◆	◆	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	65%	1st QTR 2016	●	Amtrak ready to release procurement.
10,021,865	10,021,865	–	1,814,599	906,858	25%	1st QTR 2017	●	60% design under development.
7,000,000	7,000,000	–	467,500	–	5%	1st QTR 2017	●	Platform design underway. Preparing CXST force account agreement.
2,400,000	400,000	2,000,000	–	–	5%	1st QTR 2017	●	West Platform elevation funded.
13,000,000	13,000,000	–	–	–	5%	TBD	●	Part of Penta-Platform program. Preparing RFP for release.
1,864,000	1,864,000	–	–	–	50%	4th QTR 2016	■	NTP on hold pending CSXT flagging.
16,776,000	10,740,000	–	–	–	5%	3rd QTR 2017	●	Part of Penta-Platform program. Preparing RFP for release.
16,634,000	16,634,000	–	–	–	5%	1st QTR 2020	●	Part of Penta-Platform program. Preparing RFP for release.
16,634,000	16,634,000	–	–	–	25%	3rd QTR 2017	●	Part of Penta-Platform program. Preparing RFP for release.
6,680,968	6,681,338	–	–	–	–	1st QTR 2017	●	Part of DRPT Arkendale-Powells Creek Third Track Project.
14,650,000	9,264,300	5,385,700	–	–	5%	3rd QTR 2020	●	Part of Penta-Platform program. Preparing RFP for release.
14,000,000	9,264,300	4,735,700	–	–	5%	3rd QTR 2020	●	Part of Penta-Platform program. Preparing RFP for release.
3,422,500	3,422,500	–	3,347,489	2,995,565	90%	4th QTR 2015	●	Station opened for revenue service November 16, 2015. Proceeding with close-out.
2,000,000	2,000,000	–	–	–	5%	3rd QTR 2017	●	Preparing RFP for release.
24,420,000	3,420,000	21,000,000	2,031,263	393,120	30%	TBD	■	NEPA documents submitted to FTA for review.

FD – Final Design CN – Construction ◆ Completed ● Underway ■ On Hold

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 IT

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		
4,003,187	4,207,057	–	4,207,057	551,313	65%	1st QTR 2016	■	Construction on hold, ready to resume when District permitting is resolved.
32,500,000	32,823,227	–	32,823,227	22,144,991	–	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	1,423,717	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 2016. Awaiting definition of specifications.
265,000,000	5,823,052	–	5,902,501	1,170,364	13%	–	●	Work agreement executed with NS. First round of stakeholder and public outreach occurred in October.
3,510,307	3,510,307	–	3,510,307	1,325,307	45%	–	●	Phase 2 is underway. Mobile now accounts for about 12% of monthly revenue, @ \$320k/month.
FD – Final Design CN – Construction ◆ Completed ● Underway ■ On Hold								



VIRGINIA RAILWAY EXPRESS

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VRE.ORG





**Virginia Railway
Express**

Gary Skinner
Chairman

Paul Smedberg
Vice-Chairman

Maureen Caddigan
Secretary

Sharon Bulova
Treasurer

John C. Cook
Katie Cristol
John Jenkins
Matt Kelly
Paul Milde
Jennifer Mitchell
Suhas Naddoni
Martin Nohe
Bob Thomas
Jonathan Way

Alternates

Marc Aveni
Jay Fisette
Todd Horsley
Frank Jones
Jeanine Lawson
Jeff McKay
Wendy Maurer
Paul Trampe
Billy Withers

Doug Allen
Chief Executive Officer

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

MINUTES

#5A

VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia January 15, 2016

Members Present	Jurisdiction
Sharon Bulova (NVTC)	Fairfax County
Maureen Caddigan (PRTC)*	Prince William County
John C. Cook (NVTC)	Fairfax County
Katie Cristol (NVTC)	Arlington County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Paul Milde (PRTC)	Stafford County
Jennifer Mitchell	DRPT
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria
Bob Thomas (PRTC)	Stafford County
Jonathan Way (PRTC)	City of Manassas

Members Absent	Jurisdiction
Suhas Naddoni (PRTC)	City of Manassas Park
Martin Nohe (PRTC)	Prince William County

Alternates Present	Jurisdiction
Jeanine Lawson (PRTC)	Prince William County

Alternates Absent	Jurisdiction
Marc Aveni (PRTC)	City of Manassas
Jay Fisette (NVTC)	Arlington County
Todd Horsley	DRPT
Frank C. Jones (PRTC)	City of Manassas Park
Jeff McKay (NVTC)	Fairfax County
Wendy Maurer (PRTC)	Stafford County
Paul Trampe (PRTC)	Spotsylvania County
Billy Withers (PRTC)	City of Fredericksburg

Staff and General Public	
Doug Allen – VRE	Bryan Jungwirth – VRE
Donna Boxer – VRE	John Kerins – Keolis
Joann Carter – PFM	Mason Kushnir – Arlington County
Kelley Coyner – NVTC Staff	Mike Lake – Fairfax County DOT
Rich Dalton – VRE	Lezlie Lamb – VRE
Greg Deibler – VRE	Bob Leibbrandt – Prince William County
John Duque – VRE	Steve MacIsaac – VRE legal counsel
Patrick Durany – Prince William County	Eric Marx – PRTC staff
Rhonda Gilchrest – NVTC Staff	Betsy Massie – PRTC staff
Chris Henry – VRE	Matthew McDermott – Amec Foster Wheeler
Tom Hickey – VRE	Alexis Rice – VRE
Robert Hostelka – VRE	Joe Swartz – VRE
Christine Hoeffner – 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.

Chairman Cook welcomed new Board Member, Katie Cristol, representing Arlington County. Ms. Cristol stated she is looking forward to working with her fellow Operations Board Members. The Crystal City VRE Station plays an important role in Arlington County's redevelopment of the Crystal City area. Chairman Cook also announced Wendy Maurer has been named as an Alternate for Stafford County.

Chairman Cook stated former Board Member Elaine McConnell passed away on January 10, 2016. Ms. McConnell represented the Springfield District on the Fairfax County Board of Supervisors and was a founding Board Member of VRE. Ms. Bulova also gave a tribute and talked about Ms. McConnell's pivotal role in helping get VRE established, especially working hard to gain the support of the freight railroads.

Following a moment of silence in memory of Elaine McConnell, the Board recited the Pledge of Allegiance.

Chairman Cook stated it has been an honor to serve as Chairman over the past year. VRE is a great organization and has a great staff. He passed the gavel to Chairman Skinner.

New Chairman's Comments – 6

Chairman Skinner thanked the Board for their confidence in him serving as Chairman for 2016. On behalf of the Board, he reviewed the highlights of 2015 under the leadership of Chairman Cook:

- In January 2015, VRE received the Management Audit and the Operations Board began implementing the recommendations, which included the creation of a Financial Plan.
- VRE successfully led the effort to seek legislation to extend the deadline for Positive Train Control. The deadline was extended to December 31, 2018.
- VRE initiated a study of the Gainesville-Haymarket Extension Project to identify potential station locations, railroad infrastructure and environmental impact and preliminary engineering.
- VRE established four Gainesville-Haymarket Extension committees comprised of elected officials, jurisdictional staff, and the general public.
- VRE launched Mobile Ticketing in May 2015.
- VRE dealt with contractor safety issues with the Hamilton to Crossroads Third Track Project and under Chairman Cook's leadership, VRE installed a new subcontractor and work resumed in July. There have been no safety violations since then. The project is scheduled for completion in the next several months.
- The Spotsylvania Station opened for service on November 16, 2015.
- A new train was added to the Fredericksburg Line on November 30th.

Chairman Skinner presented Mr. Cook with a framed photo of a VRE train in front of the Burke Centre Station as a token of appreciation for his service as Chairman in 2015. Mr.

Allen also expressed thanks on behalf of all the VRE staff for Mr. Cook's leadership during the past year.

Ms. Bulova thanked Mr. Cook for his leadership and observed he brought a new level of professionalism to the Operations Board by strategically mapping out where VRE is headed and how to pay for it.

Chairman Skinner asked for the Roll call to be taken. There was a quorum present.

Approval of the Agenda – 3

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

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

Mr. Milde moved, with a second by Mr. Kelly, to approve the Minutes. The vote in favor was cast by Board Members Bulova, Cook, Kelly, Jenkins, Lawson, Milde, Mitchell, Skinner, Thomas and Way. Ms. Cristol and Mr. Smedberg abstained.

Installation of New Officers – 5

Chairman Skinner acknowledged the new officers for 2016, which were elected at the December meeting:

Chairman: Gary Skinner
Vice-Chairman: Paul Smedberg
Secretary: Maureen Caddigan
Treasurer: Sharon Bulova
Immediate Past Chairman: John Cook

Chief Executive Officer's Comments –6

Mr. Allen provided highlights of safety and security initiatives over the last year:

- Provided safety training to over 300 first responders.
- Participated in a joint exercise with Amtrak, CSX and Washington, DC first responders in the tunnel approaching Union Station.
- Worked with first responders in Spotsylvania County in anticipation of the new station opening.

Mr. Allen reported overall on-time performance for the month of December was 92 percent system-wide with 97 percent on the Manassas Line and 87 percent on the Fredericksburg Line. Delays on the Fredericksburg Line were caused primarily by heavy freight traffic and track work orders. Ridership for December was 17,700.

Mr. Allen reviewed his spending authority report, which included one purchase order for \$57,000 for 60 lines of cell phone service for 2016. He announced the Amended FY 2016

and FY 2017 VRE Budgets were forwarded to the Commissions and both NVTC and PRTC approved the budgets at their December meetings and forwarded them to the jurisdictions for their consideration.

Mr. Allen gave an update on legislative issues. At the state level, VRE is seeking changes to procurement law. Delegate Minchew has sponsored HB907 to change the general engineering cost threshold. This will help VRE's capital improvement program. VRE is also advocating for new funding sources. Later today a bill will be introduced asking the Commonwealth Transportation Board to review VRE's System 2040 Plan and Financial Plan to assess the impact on I-66 and I-95/395 Corridors, which are Corridors of Statewide Significance. VRE is also working with NVTC and PRTC to seek a floor to the regional gas tax. He also noted VRE is monitoring Delegate Marshall's bill HB901 (regarding NVTA funding) and Delegate LeMunyon's bill HB723 (transfer of NVTC functions to NVTA).

[Ms. Caddigan arrived at 9:26 A.M.]

VRE Riders' and Public Comment – 7

There were no comments.

Authorization to Issue an Invitation for Bids for Station Lighting Enhancements – 9A

Mr. Allen asked the Operations Board to authorize him to issue an Invitation for Bids (IFB) for the supply of light emitting diode (LED) lighting fixtures and associated supplies for seven stations identified for lighting improvements in VRE's most recent Threat and Vulnerability Assessment (TVA). These stations include L'Enfant, Woodbridge, Lorton, Rolling Road, Manassas, Manassas Park and Fredericksburg. Resolution #9A-01-2016 would accomplish this.

Mr. Kelly moved, with a second by Ms. Bulova, to approve Resolution #9A-01-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Kelly, Jenkins, Lawson, Milde, Mitchell, Skinner, Smedberg, Thomas and Way.

Authorization to Execute a Microsoft Volume Licensing Agreement – 9B

Mr. Allen asked the Operations Board to authorize him to execute an agreement with Microsoft, Inc. of Redmond, Washington for Microsoft Volume Licensing in the amount of \$360,000, plus a 10 percent contingency of \$36,000, for a total amount not to exceed \$396,000 for a period of three years. Resolution #9B-01-2016 would accomplish this.

Mr. Milde asked if localities spend these amounts for licensing agreements. Mr. Skinner stated Spotsylvania County does. In response to several questions from Mr. Milde, Mr. Hostelka stated VRE has done piece meal licensing in the past. A volume licensing agreement allows VRE to take advantage of volume discounts and provides the mechanism required to utilize Microsoft Azure cloud based services as VRE moves towards a hybrid cloud infrastructure to provide increase innovation, resiliency, and disaster preparedness. Mr. Hostelka confirmed this is the least expensive way to do it.

Mr. Smedberg moved, with a second by Ms. Bulova, to approve Resolution #9B-01-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Kelly, Jenkins, Lawson, Milde, Mitchell, Skinner, Smedberg, Thomas and Way.

Authorization to Execute an Agreement with Harbor Station Communities LLC for Design of the Potomac Shores Station – 9C

Mr. Allen asked the Board to authorize him to execute an agreement with Harbor Station Communities, LLC, for design of the Potomac Shores Station and design reviews by VRE and CSXT. Resolution #9C-01-2016 would accomplish this.

Mr. Allen stated designs of the new station must be reviewed and approved by VRE and CSXT. This agreement provides for the developer funding both VRE and CSXT to conduct review and approval of designs produced by Harbor Station Communities, LLC. In response to a question from Ms. Caddigan, Mr. Allen stated the Potomac Shores Station is expected to open in 2017.

Ms. Caddigan moved, with a second by Ms. Lawson, to approve Resolution #9C-01-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Kelly, Jenkins, Lawson, Milde, Mitchell, Skinner, Smedberg, Thomas and Way.

Authorization to Execute a Force Account Agreement with CSX Transportation for Design Review of the Potomac Shores Station – 9D

Mr. Allen asked the Board to authorize him to execute a force account agreement with CSX Transportation for design review of the Potomac Shores Station in an estimated amount of \$50,000, plus a 10 percent contingency of \$5,000, for a total amount not to exceed \$55,000. Resolution #9D-01-2016 would accomplish this.

Ms. Caddigan moved, with a second by Mr. Jenkins, to approve Resolution #9D-01-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Kelly, Jenkins, Lawson, Milde, Mitchell, Skinner, Smedberg, Thomas and Way.

Authorization to Execute a Force Account Agreement with CSX Transportation for Design Review of the Quantico Station Improvements – 9E

Mr. Allen asked the Board to authorize him to execute a force account agreement with CSX Transportation for design review of improvements to the Quantico Station in an estimated amount of \$50,000, plus a 10 percent contingency of \$5,000, for a total amount not to exceed \$55,000. Resolution #9E-01-2016 would accomplish this.

Mr. Milde asked if CSXT makes a profit on these types of force account agreements. Mr. Allen answered it is basically a break even scenario and a means to cover their costs.

Mr. Way observed VRE routinely includes a 10 percent contingency on contracts and yet the budget includes only a one percent contingency. He asked if the budget contingency is enough. Ms. Boxer stated some contracts are in the capital budget and are not part of the operating budget. The one percent contingency in the operating budget is sufficient. Mr. Allen explained the ten percent contingency included in Board items are contingencies in

the authorization the board approves, not in the value of contracts. These contingencies give the CEO the authority to make minor adjustments without having to return to the Board for additional authorization.

Ms. Caddigan moved, with a second by Mr. Jenkins, to approve Resolution #9E-01-2016. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Kelly, Jenkins, Lawson, Milde, Mitchell, Skinner, Smedberg, Thomas and Way.

Financial Plan – 10

Mr. Allen stated in February 2015, VRE staff and the consultants, PFM, began work on the development of a long-term Financial Plan to correspond to the adopted System Plan 2040. The purpose of this effort was to create a financial forecast of the varying operational and service profiles VRE might pursue, ranging from maintaining the existing system to the implementation of system improvements and expansion initiatives. At the September meeting, the Operations Board chose the Natural Growth and System Plan Scenarios for further analysis. Since it has been awhile since the Board discussed this plan and due to the complexity of the issues, staff will provide a status of the Financial Pal and the issues at this meeting so the Board can have a more robust discussion at the February meeting to advance the Financial Plan.

Ms. Boxer gave an overview and recapped the issues. A copy of questions raised in September were distributed to Board Members. Staff will add any questions to the list to be addressed at the February meeting. Key conclusions that came out of the work done by PFM:

- Under any service profile, forecast growth in VRE's operational expenses is primarily driven by VRE's contractual agreements with its operator and the obligation to pay access fees to the host railroads.
- Regardless of scenario, VRE has a core level of significant capital investment. Rolling stock will need to be replaced around 2030-2035 timeframe.
- Raising fares to close the financial gap is not a viable solution on its own.
- Higher ridership due to enhanced service levels could defray future operating and capital costs.
- VRE needs additional revenue beyond the sources which exist today, even if it is to maintain the status quo.

Mr. Cook stated demographics will change over time. If fare prices go up it would eventually price people out. Secondly, there is also an issue that as demand increases there would be a greater percentage of riders from outlying jurisdictions, which leads to no room for people to board at the inner stations. This would affect the subsidy since outlying jurisdictions will end up paying more since subsidy is based on ridership. It is not possible to maintain the current demographics of ridership.

Ms. Boxer also stated additional operating costs needed for the Natural Growth Scenario are actually more expensive ultimately on an aggregate basis compared to the full System Plan 2040 Scenario.

In response to a question from Mr. Way regarding incremental costs versus incremental revenue, Ms. Boxer stated staff would like to answer questions comprehensively at the February meeting to be able to put it all into context. She encouraged Board Members to submit additional questions. Mr. Way also asked for comparisons of costs between the Modified Service Expansion Scenario and the System Plan Scenario when adding 12,000 riders but no additional funding.

Ms. Lawson asked about considerations for rail expenses to increase how VRE is forecasting payments to the railroads. Ms. Boxer stated VRE has five-year contracts with the railroads. The assumption is the contracts will be essentially the same as they are now. The major cost is a per-mile charge and it compares to standard industry price. Any contract increase will be based on the ARR Index. Currently, the Commonwealth pays 84 percent of these costs, but the Commonwealth has stated VRE should not assume it can continue with that rate.

Mr. Cook stated as VRE finalizes the Financial Plan it needs to be thinking of the audience beyond just the Operations Board and include the Commonwealth Transportation Board and the General Assembly. Details need to be included backing up the statement that the current baseline shuts down service in the future. He suggested including demographic data and projections for the future. Also, how the permanent parity of the commuter benefit affects financial projections should be included as part of the projections of the baseline assumption.

Mr. Kelly asked why VRE is not looking at the dynamics of the railroad agreements. CSXT may have problems with future expansion because of the impact to their freight traffic. However, millions of dollars of taxpayers' dollars have been spent to build the third track and other improvements to increase capacity without any agreement for service expansion. Mr. MacIsaac explained negotiations with the railroads are extremely difficult. Throughout the U.S. all commuter rails systems have similar agreements. VRE has rigorously scrutinized train mile costs. As capacity is created, such as the third rail, VRE owns that capacity and has the right to run trains on that new capacity. It is there for VRE when VRE is able to fund it. Finding a source of funding to pay for operating costs is a challenge. The real problem is there is no source of funding for the VRE system and its continual growth of the system.

Mr. Cook stated Mr. Kelly's question is legitimate. The Financial Plan needs to be based on baseline presumptions. It would be helpful if Mr. Kelly put together a motion outlining what exactly he wants VRE to specifically study in regards to the host railroad agreements. Mr. Kelly stated he will bring a motion back at a future meeting. Mr. Cook stated these types of questions could also be raised by General Assembly members, so having answers would be helpful.

Following several questions about the freight railroad agreements, Mr. Allen stated VRE has 38 train slots. DRPT is currently using four for the state sponsored rail service. Norfolk Southern currently doesn't have train slot restrictions, but this may change with the Gainesville-Haymarket expansion. DRPT is working with CSXT too for more train slots for the state's rail program. Mr. MacIsaac noted on-time performance will increasingly become more of an issue. VRE also needs to be concerned about the Commonwealth's interest in intercity rail. VRE needs to coordinate with the Commonwealth on how commuter rail and

intercity rail can work together as both grow. Ms. Mitchell agreed and stated the Commonwealth is trying to expand intercity rail but not to diminish freight traffic, which is very valuable to the Port of Virginia and the economy. CSX has said there is no more capacity until the Long Bridge is expanded and significant portions of the third track are completed. Some modeling by the Commonwealth backs up these assumptions. DRPT is looking at ways to deploy state funds in this corridor on a prioritized set of improvements to build out capacity. The Commonwealth will not be able to fund it all.

Chairman Skinner asked staff to provide a written briefing on the status of the third track. Mr. Way stated since VRE is instituting life cycle maintenance, is there a way VRE can stagger and phase in replacements of rolling stock. Mr. Smedberg asked for clarification of Ms. Mitchell's comments about expanding capacity. Ms. Mitchell stated it is important to look at the benefits of different projects that can provide benefits while getting resources together to build the third track. This will need to be prioritized and coordinated with DRPT, VRE and CSXT to agree on a long-term phase-in plan to get incremental capacity. She hopes funds, such as NVTAF funding, can be paired with state funds for projects such as the Long Bridge. Federal funding should also be sought. It will take multiple sources of funding.

Ms. Mitchell explained the General Assembly specifically allocates funding for passenger rail (Amtrak). When funding is used in the I-95 rail corridor, it also has a benefit to VRE as well. Mr. Allen stated this is a good example why intercity, commuter and freight rail should work together.

Ms. Boxer stated staff and the PFM consultants will give a comprehensive presentation on the Financial Plan at the February meeting.

Operations Board Members Time – 11

Ms. Coyner announced NVTC and PRTC are hosting a joint meeting on February 11th in Richmond. The meeting will be held at 4:00 P.M. in the Speakers Conference Room in the General Assembly Building. PRTC is coordinating a bus to take Commissioners down to Richmond. NVTAF has also been invited to participate. This meeting is an opportunity to talk about these very issues discussed today in the context of legislative initiatives.

Adjournment

Ms. Lawson moved, with a second by Ms. Bulova, to adjourn. Without objection, Chairman Cook adjourned the meeting at 10:24 A.M.

Approved this 19th day of February 2016.

Gary F. Skinner
Chairman

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges that the minutes for the January 15, 2016 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Rhonda Gilcrest

DRAFT

**Virginia Railway Express
Operations Board**

**Resolution
9A-01-2016**

**Authorization to Issue an Invitation for Bids for
Station Lighting Enhancements**

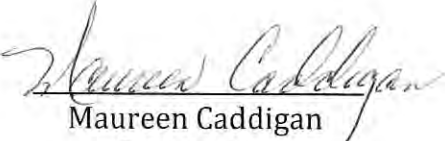
WHEREAS, VRE employs a formal Threat and Vulnerability Assessment (TVA) process to identify measures to improve safety and security; and,

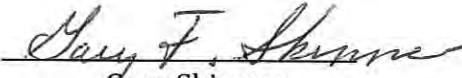
WHEREAS, seven stations currently using legacy lighting system have been identified through the TVA process for lighting improvements as an important step in continuous safety and security improvement; and,

WHEREAS, initial program funding has been provided through the required 1% set aside of each year's Federal Transit Administration (FTA) grants for transit security projects;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for station lighting enhancements.

Approved this 15th day of January 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9B-01-2016**

Authorization to Execute the Microsoft Volume Licensing Agreement

WHEREAS, the VRE requires Microsoft Software Licensing; and,

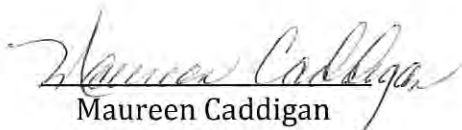
WHEREAS, the Microsoft Volume Licensing Agreement will provide the mechanism that is required to utilize Microsoft software products and Azure cloud based services; and,

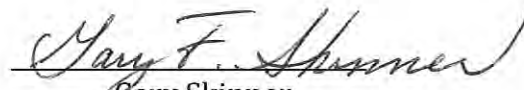
WHEREAS, staff has determined that Microsoft software products and a hybrid cloud infrastructure are necessary for increased innovation, resiliency, and disaster preparedness; and,

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 an agreement with Microsoft Corporation, Inc. of Redmond, WA for Microsoft Volume licensing in the amount of \$360,000, plus a 10% contingency of \$36,000, for a total amount not to exceed \$396,000 for a period of three years.

Approved this 15th day of January 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9C-01-2016**

**Authorization to Execute an Agreement with Harbor Station
Communities LLC for Design of Potomac Shores Station**

WHEREAS, Prince William County accepted a proffer from Harbor Station Communities, LLC on July 15, 2013, for the Potomac Shores Development, which includes provision of a new VRE station on the CSX Transportation (CSXT) RF&P Subdivision; and,

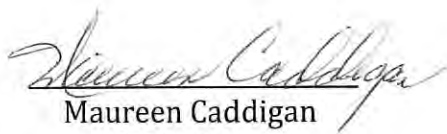
WHEREAS, the *Second Amendment to the Memorandum of Understanding pertaining to Corridor Improvement Project*, between VRE, CSXT, the Virginia Department of Rail and Public Transportation, and the Commissions dated July 10, 2014, allows for the addition of a new VRE station at Potomac Shores; and,


WHEREAS, VRE and CSXT are required to review and approve the design of the improvements; and,

WHEREAS, an agreement between VRE and Harbor Station Communities, LLC is needed for VRE to conduct its design review and to coordinate design reviews with CSXT;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an agreement with Harbor Station Communities, LLC for design of Potomac Shores Station and design reviews by VRE and CSXT.

Approved this 15th day of January 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9D-01-2016**

**Authorization to Execute a Force Account Agreement with CSX
Transportation for Design Review Activities of Potomac Shores Station**

WHEREAS, Prince William County accepted a proffer from Harbor Station Communities, LLC, on July 15, 2013, for the Potomac Shores Development, which includes provision of a new VRE station on the CSX Transportation (CSXT) RF&P Subdivision; and,

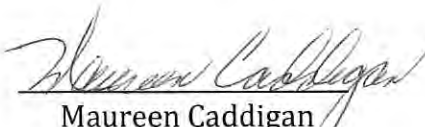
WHEREAS, the *Second Amendment to the Memorandum of Understanding pertaining to Corridor Improvement Project*, between VRE, CSXT, the Virginia Department of Rail and Public Transportation, and the Commissions dated July 10, 2014, allows for the addition of a new VRE station at Potomac Shores; and,

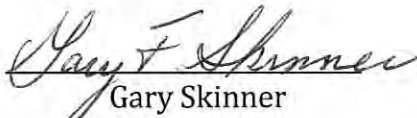
WHEREAS, VRE and CSXT are required to review and approve the design of the improvements; and,

WHEREAS, a force account agreement between CSXT and VRE is needed for CSXT to conduct its design review;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a force account agreement with CSX Transportation to provide design review for Potomac Shores Station in an ***estimated amount of \$50,000, plus a 10% contingency of \$5,000, for a total amount not to exceed \$55,000.***

Approved this 15th day of January 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
9E-01-2016**

**Authorization to Execute a Force Account Agreement with CSX
Transportation for Design Review of Quantico Station Improvements**

WHEREAS, CSX Transportation (CSXT), Virginia Department of Rail and Public Transportation (DRPT), and Virginia Railway Express (VRE) are collaborating to construct 11 miles of third track between Arkendale and Powells Creek in Prince William County; and,

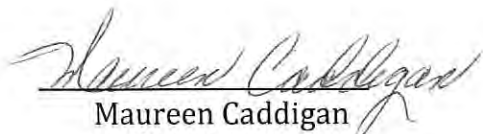
WHEREAS, the scope of the aforementioned project does include improvements to Quantico Station to be constructed by VRE; and,

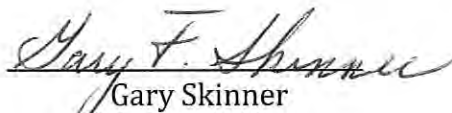
WHEREAS, CSXT is required to review and approve the design of the improvements; and,

WHEREAS, a Force Account Agreement between CSXT and VRE is needed for CSXT to conduct a design review;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a force account agreement with CSX Transportation to provide a design review Quantico Station improvements in an *estimated amount of \$50,000, plus a 10% contingency of \$5,000, for a total amount not to exceed \$55,000.*

Approved this 15th day of January 2016


Maureen Caddigan
Secretary


Gary Skinner
Chairman

**Agenda Item #6: Department of Rail and
Public Transportation Report**



TO: Chairman Fiset and NVTC Commissioners
FROM: Kelley Coyner
DATE: February 4, 2016
SUBJECT: Department of Rail and Public Transportation Report

The [Department of Rail and Public Transportation \(DRPT\) Report](#) is attached.

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COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

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

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

TO: Chairman Fissette and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: February 1, 2016

SUBJECT: DRPT Update

General Update

DRPT's grant application process for FY17 closed on February 1, 2016. Program application guidance remains available in the On-Line Grant Administration (OLGA) section of DRPT's website: <https://olga.drpt.virginia.gov/Documents/forms/FY%2017%20OLGA%20Application%20Packet.pdf>.

The I-395 Seminary Road Ramp opened to traffic on January 11, and the CTB designated it HOV-3+ at its meeting on January 20. PRTC began new 100% DRPT-funded OmniRide commuter bus service from Lake Ridge and Dale City to Mark Center on February 1. The FY16 SYIP also includes funding for I-95 Fairfax Connector service to the Mark Center.

I-66 Corridor Improvements

In December, VDOT Commissioner Charlie Kilpatrick announced that a public-private-partnership under the Public-Private Transportation Act (PPTA) will be the procurement method for the Transform 66 Outside the Beltway project. VDOT will issue a Request for Proposal (RFP) for a design-build-finance-operate-maintain delivery option during the first half of 2016. The revised draft RFP was posted on the Virginia Public-Private Partnerships office (VAP3) website on January 5 and is available at <http://www.p3virginia.org/projects/interstate-66-corridor-improvements/>.

The revised Environmental Assessment (EA) and appendices for the Transform 66 Outside the Beltway project were released on January 21. The documents are available on the project website at <http://outside.transform66.org/meetings/documents.asp> and in person at the VDOT NOVA District office at 4975 Alliance in Fairfax and the offices of the City of Fairfax, Fairfax County Department of Transportation, Prince William County Department of Transportation, Town of Haymarket, Town of Vienna, Fairfax County Supervisor Linda Smyth and Kathy Smith's offices, Prince William County Supervisor Pete Candland's office, and the Bull Run, Centreville, City of Fairfax and Tysons-Pimmit regional libraries. The comment period was extended from February 4 to February 9 because of library closures related to winter weather.

DRPT.Virginia.gov

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

Design public hearings for I-66 inside the Beltway originally scheduled for January 27 through 29 will be rescheduled for alternate dates. Information on how dynamically-priced tolling would operate, proposed locations for toll gantries and pricing signs will be presented. The draft Categorical Exclusion (CE), draft traffic technical report, plans, project schedule, right-of-way, environmental and civil rights information will be available at the meetings. Meeting materials are available at http://inside.transform66.org/meetings/january_2016_design_public_hearing_materials.asp and in person at the VDOT NOVA District office at 4975 Alliance Drive in Fairfax as well as the government offices for Arlington County, the City of Falls Church, Fairfax County, Loudoun County, Prince William County and the Arlington Central, Mary Riley Styles, Ashburn, and Bull Run regional libraries.

HB2 Implementation

Scoring for HB2 applications was released at the CTB workshop on January 19. The Transform 66 outside the Beltway was the highest scoring project for congestion mitigation and was recommended for \$300 million funding from the Statewide High Priority program. The Ballston-MU Metrorail Station West Entrance submitted by Arlington County was the highest scoring project for land use and was recommended for \$10 million in funding from the NOVA District Grant program. Arlington County ART Service Restructuring was the second highest scoring project for land use and was recommended for \$4.5 million in NOVA District Grant funding. The VRE Gainesville-Haymarket Extension was the highest scoring project for accessibility. Overall, the Transform 66 Outside the Beltway was the highest scoring project for total benefit. The Ballston-MU West Entrance and VRE Gainesville-Haymarket Extension were the third and fourth highest scoring projects for overall project benefit. VRE was not recommended for funding in the first round of applications as the extension is still in the planning phase and robust ridership projections were not available for this round of HB2 applications.

A total of \$499 million in funding is recommended for projects in the NOVA District. The CTB is expected to review recommended projects in February, hold public hearings in April and May, and adopt projects into the Six Year Improvement Program (SYIP) in June.

VTrans 2040 Update

The Virginia Office of Intermodal Planning and Investment (OIPI) is currently scoping the efforts to complete VTrans 2040, the Commonwealth's statewide long-range transportation plan. These efforts will include scenario planning to explore potential impacts of long-term socio-economic and environmental trends on statewide transportation needs, and the development of VTrans 2040 Multi-modal Transportation Plan (VMTP) recommendations (which were completed by the end of 2016). Coordination activities will include outreach to key transportation stakeholders such as local and regional agencies through NVTa in addition to broader public outreach and advisory group meetings.

Southeast High Speed Rail (DC2RVA)

The study is currently in the Draft Environmental Impact Statement (DEIS) phase and is scheduled to be released for public comment in late 2016. The DEIS will analyze the reasonable alternatives identified in the earlier screening process in detail to determine a preferred alternative for each segment of the 123-mile corridor. The next round of public meetings are scheduled to be held in late 2016, when the DEIS will be ready for public review and comment. A virtual version of the December

DRPT.Virginia.gov

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

2015 public meeting is available on the project web site at www.dc2rvarail.com/online-meeting. The presentation, display boards and other meeting materials from the December 2015 public meetings are also available on the project web site at <http://www.dc2rvarail.com/resources/public-meeting-archive/>.

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Agenda Item #7: Financial Items



TO: Chairman Snyder and NVTC Commissioners
FROM: Kelley Coyner, Scott Kalkwarf and Colethia Quarles
DATE: February 4, 2016
SUBJECT: Financial Items

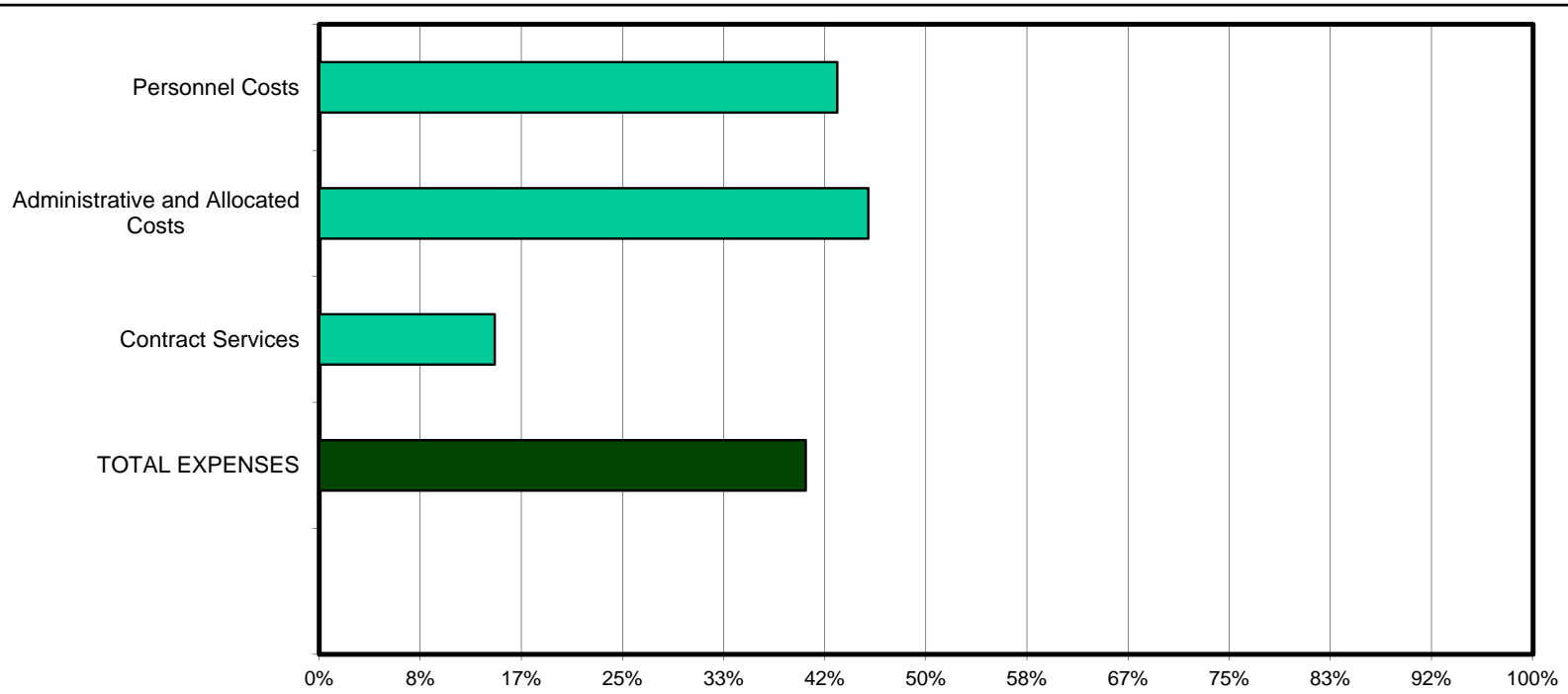
The [financial items for December 2015](#) are provided for your information.

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Northern Virginia Transportation Commission

Financial Reports
December, 2015

Percentage of FY 2016 NVTC Administrative Budget Used
December 2015
(Target 50% or less)



Note: Refer to pages 2 and 3 for details

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
December, 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	\$ 87,410.83	\$ 517,570.22	\$ 1,133,200.00	\$ 615,629.78	54.3%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>87,410.83</u>	<u>517,570.22</u>	<u>1,133,200.00</u>	<u>615,629.78</u>	<u>54.3%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	3,448.72	30,697.60	74,600.00	43,902.40	58.9%
Group Health Insurance	5,170.84	29,721.64	158,500.00	128,778.36	81.2%
Retirement	7,530.00	45,180.00	90,200.00	45,020.00	49.9%
Workmans & Unemployment Compensation	376.60	983.81	4,400.00	3,416.19	77.6%
Life Insurance	433.05	1,330.31	4,900.00	3,569.69	72.9%
Long Term Disability Insurance	432.00	2,418.54	5,300.00	2,881.46	54.4%
Total Benefit Costs	<u>17,391.21</u>	<u>110,331.90</u>	<u>337,900.00</u>	<u>227,568.10</u>	<u>67.3%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	1,446.18	5,496.18	11,100.00	5,603.82	50.5%
<i>Rents:</i>	<i>17,684.75</i>	<i>106,436.52</i>	<i>223,700.00</i>	<i>117,263.48</i>	<i>52.4%</i>
Office Rent	16,733.50	100,534.57	208,000.00	107,465.43	51.7%
Parking & Transit Benefits	951.25	5,901.95	15,700.00	9,798.05	62.4%
<i>Insurance:</i>	<i>510.00</i>	<i>2,360.00</i>	<i>6,100.00</i>	<i>3,740.00</i>	<i>61.3%</i>
Public Official Bonds	200.00	500.00	2,300.00	1,800.00	78.3%
Liability and Property	310.00	1,860.00	3,800.00	1,940.00	51.1%
<i>Travel:</i>	<i>2,947.51</i>	<i>13,136.72</i>	<i>27,600.00</i>	<i>14,463.28</i>	<i>52.4%</i>
Conference / Professional Development	510.34	7,454.76	17,000.00	9,545.24	56.1%
Non-Local Travel	101.38	487.56	1,900.00	1,412.44	74.3%
Local Travel, Meetings and Related Expenses	2,335.79	5,194.40	8,700.00	3,505.60	40.3%
<i>Communication:</i>	<i>708.43</i>	<i>4,332.62</i>	<i>15,700.00</i>	<i>11,367.38</i>	<i>72.4%</i>
Postage	208.40	1,029.38	2,500.00	1,470.62	58.8%
Telephone and Data	500.03	3,303.24	13,200.00	9,896.76	75.0%
<i>Publications & Supplies</i>	<i>1,109.19</i>	<i>7,374.28</i>	<i>11,000.00</i>	<i>3,625.72</i>	<i>33.0%</i>
Office Supplies	511.87	2,514.18	2,500.00	(14.18)	-0.6%
Duplication and Paper	597.32	4,860.10	8,000.00	3,139.90	39.2%
Public Information	-	-	500.00	500.00	100.0%

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

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	3,266.55	14,244.81	42,700.00	28,455.19	66.6%
Furniture and Equipment (Capital)	-	8,935.86	31,300.00	22,364.14	71.5%
Repairs and Maintenance	270.73	270.73	1,000.00	729.27	72.9%
Computer Operations	2,995.82	5,038.22	10,400.00	5,361.78	51.6%
<i>Other General and Administrative:</i>	491.47	3,543.75	9,000.00	5,456.25	60.6%
Subscriptions	-	-	-	-	0.0%
Memberships	79.67	643.35	1,800.00	1,156.65	64.3%
Fees and Miscellaneous	411.80	2,650.40	5,600.00	2,949.60	52.7%
Advertising (Personnel/Procurement)	-	250.00	1,600.00	1,350.00	84.4%
Total Administrative Costs	<u>28,164.08</u>	<u>156,924.88</u>	<u>346,900.00</u>	<u>189,975.12</u>	<u>54.8%</u>
<u>Contracting Services</u>					
Auditing	4,500.00	13,500.00	29,000.00	15,500.00	53.4%
Contract Services and Support	2,500.00	18,162.50	155,000.00	136,837.50	88.3%
Legal	-	-	35,000.00	-	0.0%
Total Contract Services	<u>7,000.00</u>	<u>31,662.50</u>	<u>219,000.00</u>	<u>152,337.50</u>	<u>69.6%</u>
Total Gross G&A Expenses	<u>\$ 139,966.12</u>	<u>\$ 816,489.50</u>	<u>\$ 2,037,000.00</u>	<u>\$ 1,185,510.50</u>	<u>58.2%</u>

NVTC
RECEIPTS and DISBURSEMENTS
December, 2015

Payer/		Wells Fargo	Wells Fargo	VA LGIP	
Date	Payee	(Checking)	(Savings)	G&A / Project	Trusts
RECEIPTS					
2	VRE		\$ 7,124.93		
3	DRPT				138,528.00
14	DRPT				8,315,853.00
16	DMV				818.04
16	DRPT				570,288.00
16	DRPT			5,000.00	
16	DRPT			4,620.00	
16	DRPT			1,091.00	
17	FTA			18,480.00	
17	FTA			4,365.00	
23	VRE		7,217.07		
23	PRTC		342.25		
23	Staff		1.60		
31	DMV				2,309,903.93
31	Banks		5.09	282.20	40,610.45
		-	14,690.94	33,838.20	11,376,001.42
DISBURSEMENTS					
1-31	Various	G&A expenses	(275,254.72)		
17	City of Falls Church	Costs incurred		(5,456.00)	
17	City of Alexandria	Costs incurred		(23,100.00)	
22	Parsons	Consulting - Route 7	(138,730.57)		
22	Kimley-Horn	Consulting - NEPP	(10,000.00)		
31	Banks	Service fees	(44.13)	(50.50)	
		(424,029.42)	(50.50)	(28,556.00)	-
TRANSFERS					
17	Transfer	From LGIP to checking	200,000.00	(200,000.00)	
22	Transfer	From LGIP to checking	160,000.00	(160,000.00)	
		360,000.00	-	(360,000.00)	-
NET INCREASE (DECREASE) FOR MONTH		\$ (64,029.42)	\$ 14,640.44	\$ (354,717.80)	\$ 11,376,001.42

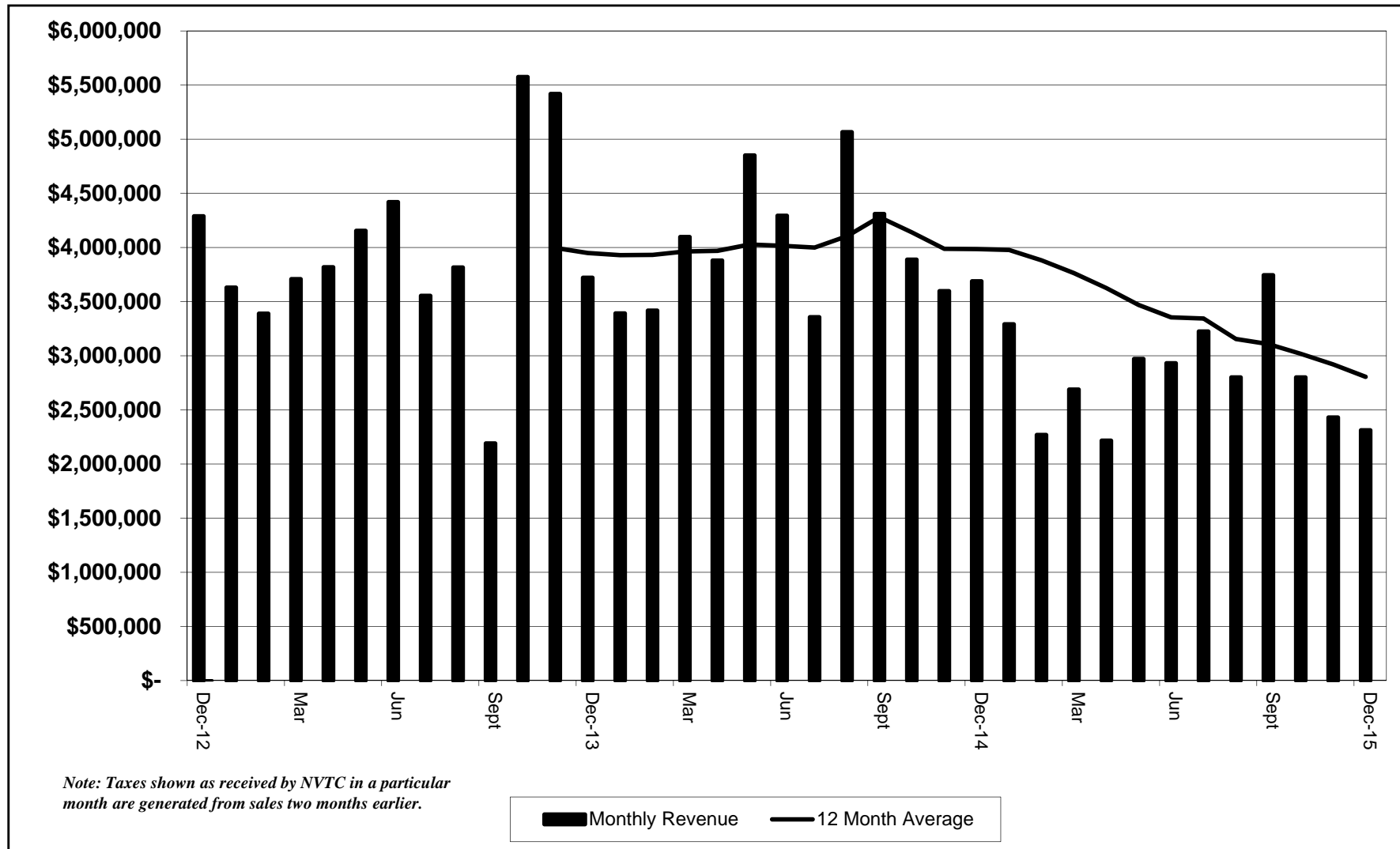
**NVTC
INVESTMENT REPORT
December, 2015**

<u>Type</u>	<u>Rate</u>	<u>Balance 11/30/2015</u>	<u>Increase (Decrease)</u>	<u>Balance 11/30/2015</u>	<u>NVTC G&A/Project</u>	<u>Jurisdictions Trust Fund</u>	<u>Loudoun Trust Fund</u>
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 134,200.31	\$ (64,029.42)	\$ 70,170.89	\$ 70,170.89	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	290,849.00	14,640.44	305,489.44	305,489.44	-	-
<u>Investments - State Pool</u>							
Bank of America - LGIP	0.281%	165,447,904.68	11,021,283.62	176,469,188.30	997,417.35	152,661,395.23	22,810,375.72
		<u>\$ 165,872,953.99</u>	<u>\$ 11,062,318.87</u>	<u>\$ 176,844,848.63</u>	<u>\$ 1,373,077.68</u>	<u>\$ 152,661,395.23</u>	<u>\$ 22,810,375.72</u>

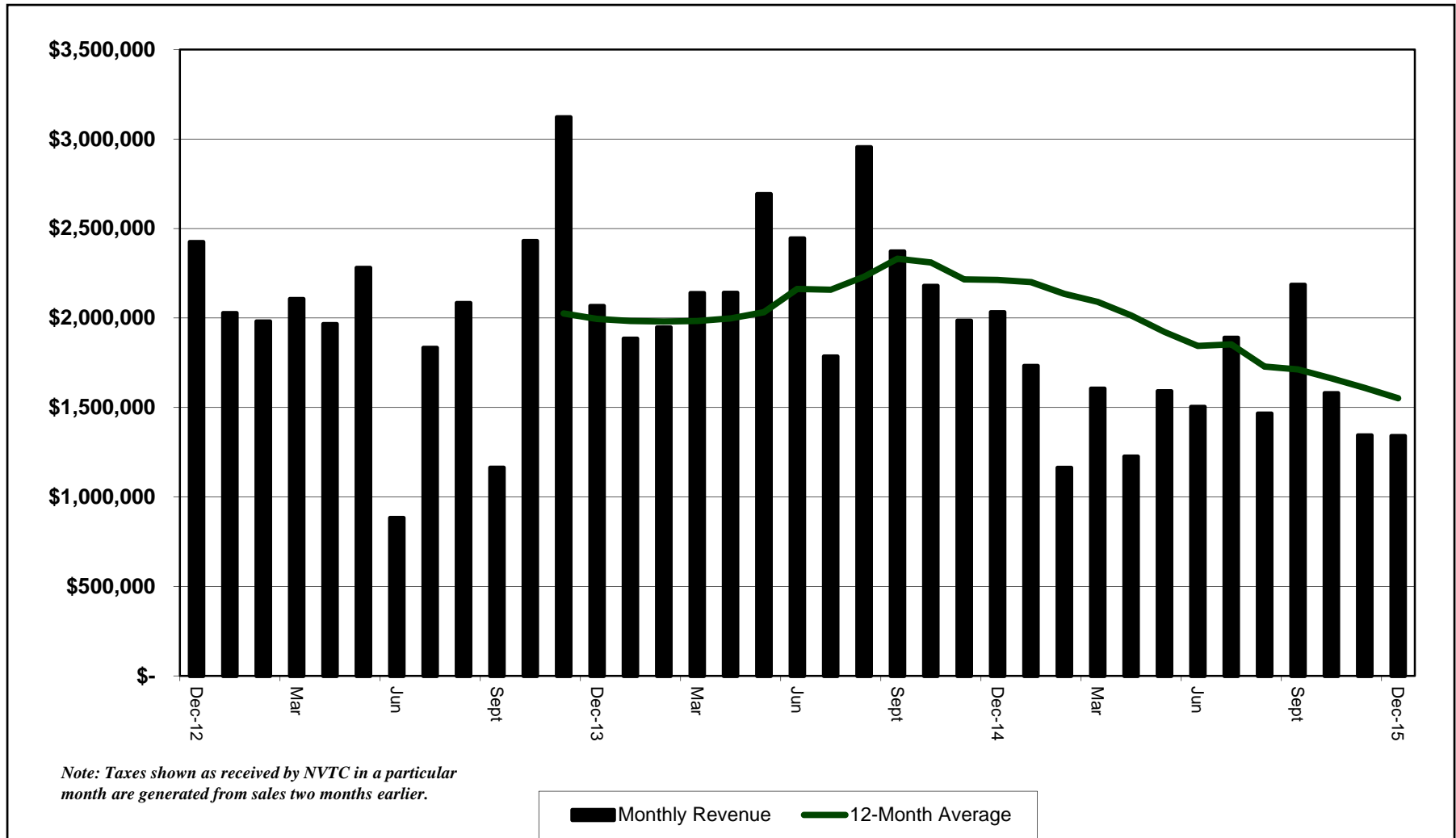
NVTC MONTHLY GAS TAX REVENUE

ALL JURISDICTIONS

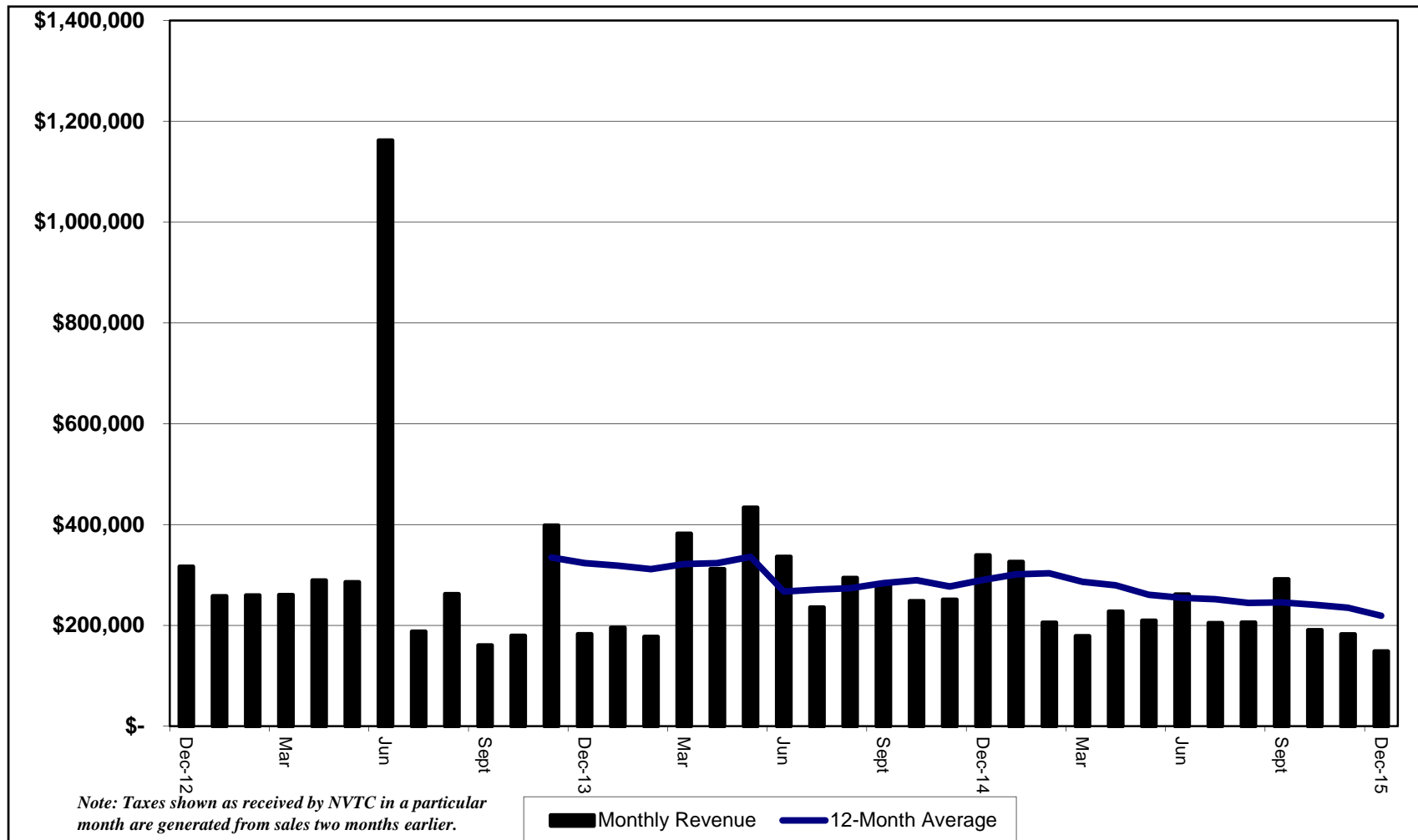
FISCAL YEARS 2013-2016



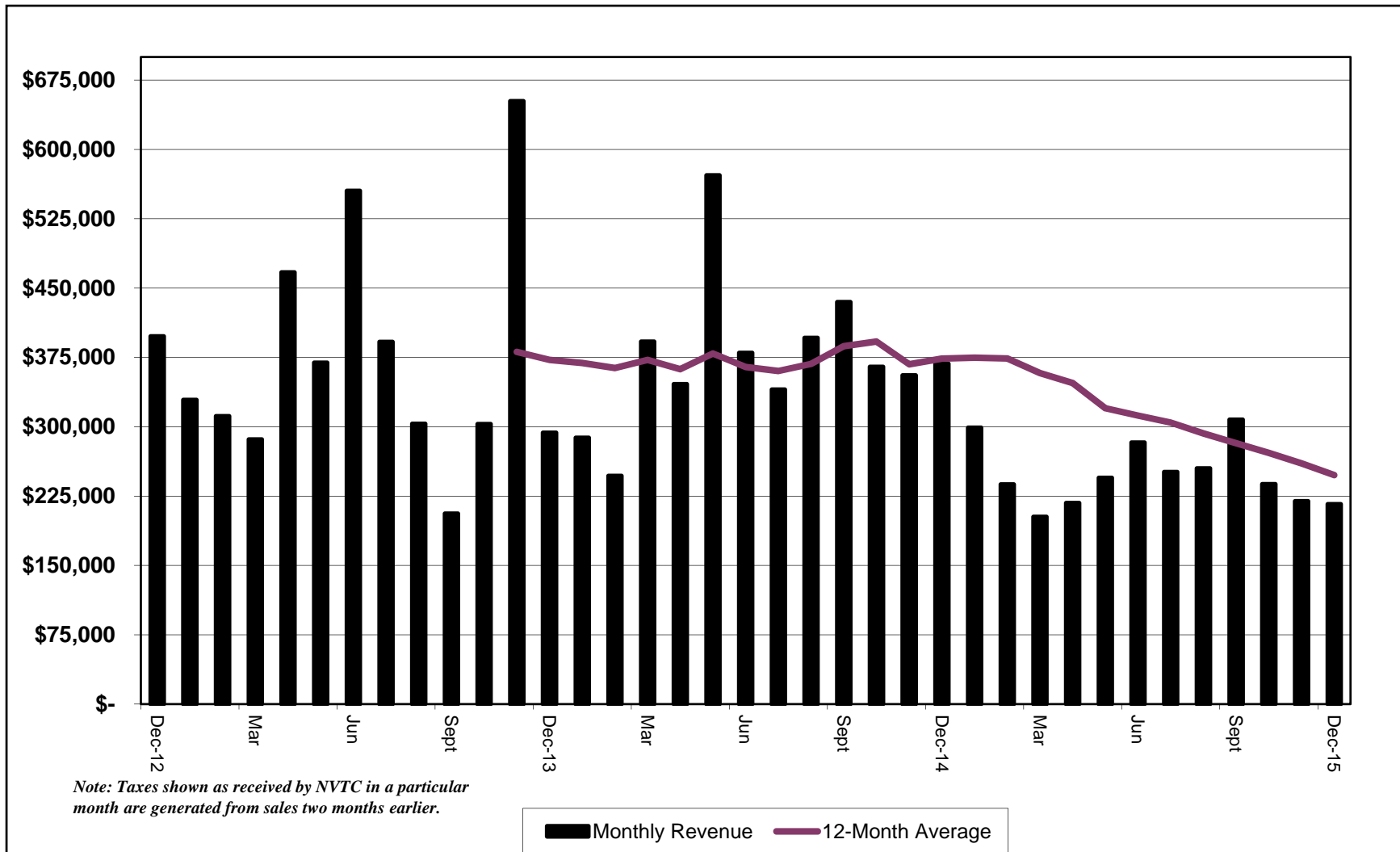
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2013-2016



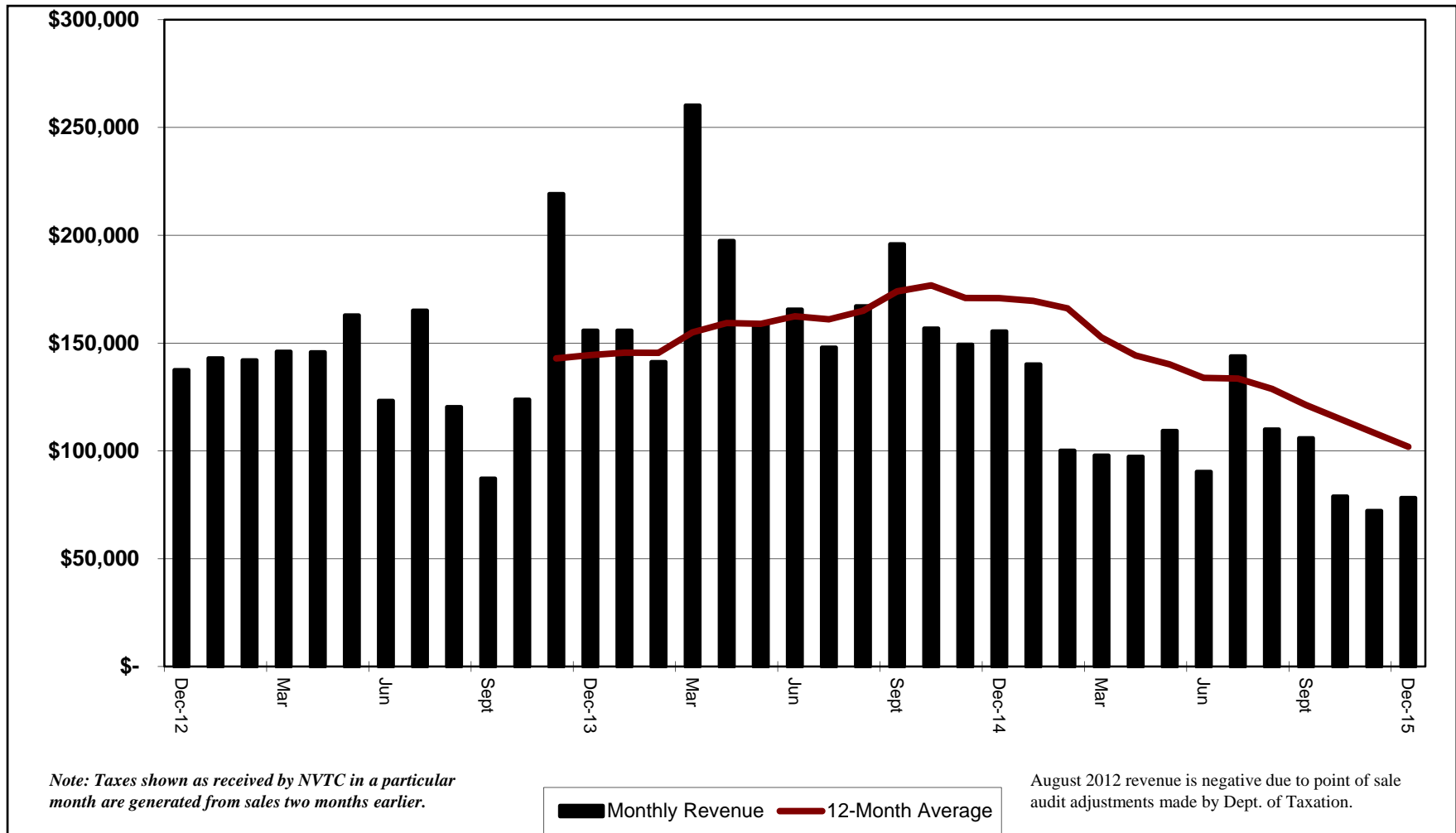
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2013-2016



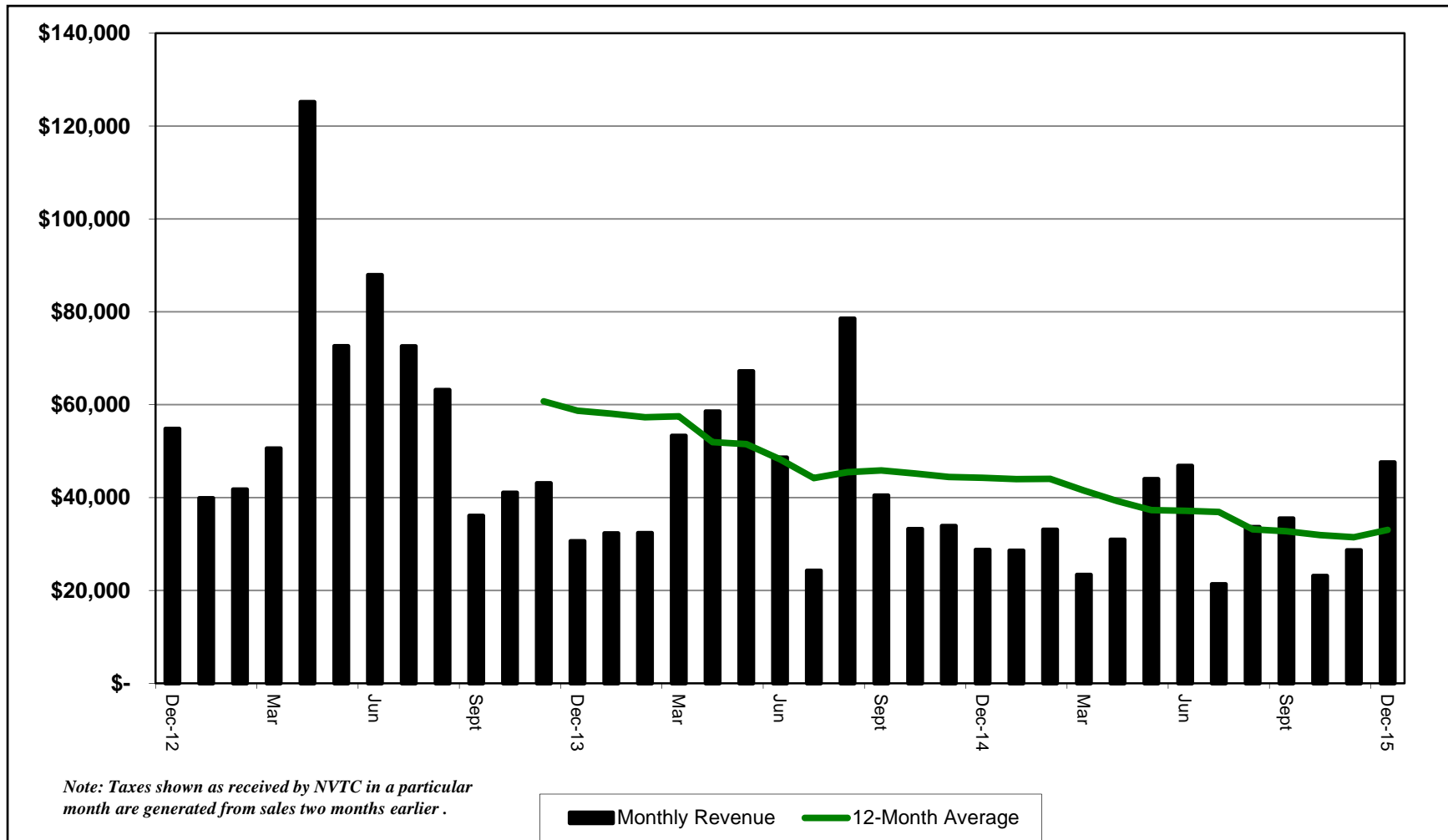
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2013-2016



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

