

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 10<sup>th</sup> 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 13<sup>th</sup> at NVTC's office. NVTC's next Commission Meeting will be held in Richmond on February 11<sup>th</sup>, 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 25<sup>th</sup> and VACO Government Day on February 11<sup>th</sup>, which coincides with the joint NVTC/PRTC meeting in Richmond. Secretary Layne and DRPT Director Mitchell are planning to participate in the February 11<sup>th</sup> 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 Fisette 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 Fisette 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 Fisette 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 Fisette 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 10<sup>th</sup> 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 11<sup>th</sup>.

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 13<sup>th</sup>. 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 3<sup>rd</sup> day of March 2016.

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Jay Fisette  
Chairman

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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.

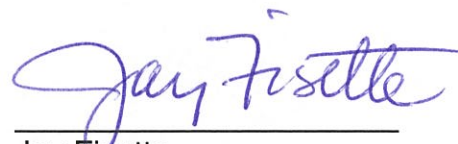
**NOW, THEREFORE BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby selects the following persons to serve as NVTC signatories (who are eligible to sign individually for any transaction of less than \$5,000 and with one other signatory for transactions of \$5,000 or greater):

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 7<sup>th</sup> 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

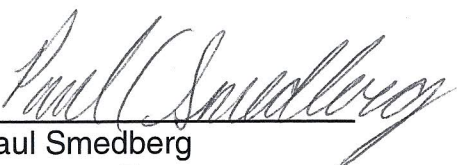
David F. Snyder  
Kelley Coyner

Alternates

Jeffrey C. McKay

\_\_\_\_\_ (vacant)

Approved this 7<sup>th</sup> 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:

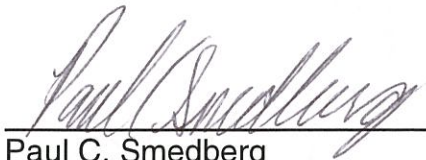
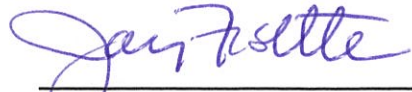
Operating Budget	\$ 81,567,080
Capital Budget	\$ 64,897,861
Total Operating and Capital	\$146,464,941

**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 7<sup>th</sup> 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 7<sup>th</sup> day of January 2016.

  
\_\_\_\_\_  
Paul C. Smedberg  
Secretary-Treasurer

  
\_\_\_\_\_  
Jay Fisette  
Chairman