



MONTHLY COMMISSION MATERIALS

September 2018

MEETING OVERVIEW – September 6, 2018

Action Items Include:

- Resolution of Support of CTB's Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA
- Letter to WMATA Regarding Parking Pilots and Other Parking Programs
- Testimony to CTB on DRPT's Proposed Prioritization Approach for State Transit Capital Funding and Transit Strategic Plans
- Office Lease Amendment

Other Meeting Highlights:

- Discussion with WMATA Board Chairman Jack Evans
- Reports from the Interim WMATA Committee and the Virginia WMATA Board Members
- Proposed Changes to the NVTC By-Laws
- Updates on the I-66 Commuter Choice Program, the Northern Virginia Transit Response Coordination Program, Transit Ridership, and VRE

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**NVTC COMMISSION MEETING
THURSDAY, SEPTEMBER 6, 2018
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd.
Arlington, VA 22201**

**PLEASE NOTE NEW START TIME
7:00 P.M.**

**5:00 P.M. I-66 Commuter Choice Commissioner Working Group – Suite #620
6:00 P.M. Dinner is Available for Commissioners and Staff
6:15 P.M. Executive Committee – First Floor Small Conference Room**

AGENDA

1. Opening Remarks
2. Oath of Office for New Commissioners
3. **ACTION ITEM: Approve the Minutes of the July 5th NVTC Meeting**
4. Washington Metropolitan Area Transit Authority (WMATA)
 - A. Discussion with WMATA Board Chairman Jack Evans
 - B. Report from the Interim WMATA Committee
 - **ACTION ITEM: Approve Resolution #2365: NVTC Support of CTB Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA**
 - **ACTION ITEM: Authorize the Chairman to Send Comments on WMATA Parking Pilots and Other Parking Programs**
 - C. Report from the Virginia WMATA Board Members
5. Proposed Changes to the NVTC By-Laws
6. **ACTION ITEM: Authorize the Executive Director to Provide Testimony to the Commonwealth Transportation Board on DRPT's Proposed Prioritization Approach for State Transit Capital Funding and Transit Strategic Plans**
7. **ACTION ITEM: Approve Resolution #2366: Authorize the Executive Director to Amend NVTC's Office Lease**

8. I-66 Commuter Choice Program Update
9. Northern Virginia Transit Response Coordination Program Update (formerly the Emergency Preparedness Program)
10. FY2018 4th Quarter Ridership Report
11. Department of Rail and Public Transportation (DRPT)
12. Virginia Railway Express (VRE)
 - A. VRE CEO Report and Minutes
 - B. FY2020 VRE Budget Issues
 - C. Broad Run Expansion Project Update
 - D. 2018 Customer Service Survey Results
13. Executive Director Report
 - A. Executive Director Newsletter
 - B. NVTC Financial Reports

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: August 30, 2018

SUBJECT: Oath of Office for New Commissioners

At the September meeting the oath of office will be administered to new Commissioners in attendance.

Speaker of the House Kirk Cox has appointed James M. LeMunyon and Raul “Danny” Vargas to serve as Commissioners on NVTC. During the 2018 General Assembly Session, legislation was passed that amends [Virginia Code §33.2-1904](#) to provide that the Speaker of the House may appoint non-House members to NVTC. This legislative change, which became effective July 1, 2018, also applies to the Potomac and Rappahannock Transportation Commission (PRTC) and the Northern Virginia Transportation Authority (NVTA).

Oath of Office

I do solemnly swear that I will support the Constitution of the United States and the Commonwealth of Virginia and that I will faithfully discharge all the duties incumbent upon me as a member of the Northern Virginia Transportation Commission, according to the best of my ability.

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**MINUTES
NVTC COMMISSION MEETING – JULY 5, 2018
NAVY LEAGUE BUILDING – FIRST FLOOR CONFERENCE ROOM
ARLINGTON, VIRGINIA**

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Smedberg at 7:31 P.M.

Members Present

Sharon Bulova
Jim Corcoran
Katie Cristol
Christian Dorsey
Adam Ebbin
John Foust
Libby Garvey
Catherine Hudgins
David LaRock
Jeff McKay
Ron A. Meyer
Jennifer Mitchell (Alternate, Commonwealth of Virginia)
Paul Smedberg
David Snyder

Members Absent

John Cook
Matt Letourneau
Tim Lovain
Jennifer Wexton

Staff Present

Matt Cheng
Karen Finucan Clarkson
Andrew D'huyvetter
Nobuhiko Daito
Rhonda Gilchrest
Dan Goldfarb
Patricia Happ
Scott Kalkwarf
Kate Mattice
Joe Swartz (VRE)

Opening Remarks

Chairman Smedberg welcomed everyone to the July 5th NVTC meeting. He acknowledged Deputy Secretary of Transportation Nick Donohue, who is present to update the Commission on I-66 inside the Beltway tolling operations.

Chairman Smedberg thanked the Commissioners who attended the Strategic Retreat on June 22, 2018, where there was a robust and productive discussion of NVTC moving forward in the future as it responds to its new responsibilities resulting from the transit omnibus legislation.

Chairman Smedberg stated that at the retreat Commissioners agreed to the creation of a WMATA Committee. Chairman Smedberg explained that he is convening an Interim WMATA Committee until a formal WMATA Committee can go into effect with changes to NVTC's By-Laws, which will be acted on later this fall or by January 2018. Committee members serving in this interim capacity include himself, Ms. Hudgins, Mr. Dorsey, Mr. Letourneau and Mr. Snyder. The Interim WMATA Committee will provide guidance on the proposed CTB policy and guidelines on WMATA, feedback to NVTC staff on the initial NVTC WMATA performance report due this fall, and immediate support to NVTC's WMATA Board member in advance of the FY2020 WMATA budget cycle this fall.

Chairman Smedberg thanked staff for all their hard work to make the Strategic Retreat a success. He asked Ms. Mattice for her thoughts on the retreat. Ms. Mattice stated she was pleased with the energy and engagement of Commissioners and personally appreciated them taking a whole day to focus on NVTC. Chairman Smedberg stated that Ms. Bulova summed it up well at the retreat when she said that it is truly a new day for NVTC. He noted it is remarkable how much NVTC as an organization has changed in the last two years in its level of activity, responsibility and engagement.

Mr. McKay expressed his appreciation to staff for finding a wonderful venue and for all their hard work planning the retreat. He stated it was a great opportunity to meet the entire staff, since some of them don't attend Commission meetings. Commissioners expressed their appreciation to staff with a round of applause.

Minutes of the June 7, 2018 NVTC Commission Meeting

Mr. McKay moved, with a second by Mr. Corcoran, to approve the June 7, 2018 Minutes. The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol, Dorsey, Ebbin, Garvey, Hudgins, LaRock, McKay, Meyer, Smedberg and Snyder. Mr. Foust abstained.

Minutes of the June 22, 2018 NVTC Strategic Retreat

Ms. Hudgins moved, with a second by Mr. Dorsey, to approve the June 22, 2018 Strategic Retreat Minutes. The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol, Dorsey, Ebbin, Garvey, Hudgins, McKay, Meyer, Smedberg and Snyder. Commissioners Foust and LaRock abstained.

Consent Agenda

Ms. Bulova moved, with a second by Ms. Garvey, the following Consent Agenda items:

- A. Approve Resolution #2363: Adopt NVTC's Disadvantaged Business Enterprise (DBE) Goal and Methodology for FY2018-2020
- B. Authorize the Executive Director to Execute a Contract for Government Relations Services
- C. Approve Resolution #2364: Affirm NVTC Appointments to the WMATA Board of Directors

In response to a question from Delegate LaRock, Ms. Mattice gave more details on the competitively bid procurement conducted by VRE for the government relations services. As has been done for several procurements, NVTC was able to piggy-back on VRE's procurement vehicle for this work.

The Commission then voted on the Consent Agenda and it passed. The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, McKay, Meyer, Smedberg and Snyder. Delegate LaRock abstained. (Copies of the resolutions are attached.)

Change in Start Time for Commission Meetings

Chairman Smedberg stated that the Executive Committee discussed changing the Commission meeting start time to 7:00 P.M. beginning in September. He asked for Commissioners comments. Commissioners enthusiastically agreed to move the start time to 7:00 P.M. There were no objections.

I-66 Inside the Beltway Operations

Chairman Smedberg stated that there are two presentations – Deputy Secretary of Transportation Nick Donohue will discuss the performance of the I-66 inside the Beltway tolling operations and Nobuhiko Daito, from NVTC staff, will discuss transit performance in the corridor. These presentations are in response to a request by the Commission at its January 2018 meeting. Commissioners received written materials at last month's meeting.

Mr. Donohue stated that it has been six months since he met with the Commission and presented preliminary findings of the tolling operations. There is now six months of data. He reminded the Commission that the I-66 tolling project is the result of many years of planning that started during the McDonnell Administration and has spanned multiple administrations. The final plan was the result of a compromise reached by the General Assembly in 2016. He reviewed the four key components of the project. He announced the groundbreaking for the widening of I-66 eastbound from the Dulles Connector Road to Ballston took place last week.

Mr. Donohue reviewed the morning peak period travel speeds on I-66 and parallel arterial roads, with pre- and post-tolling comparisons over the last six months. I-66 Inside the Beltway travel speeds have increased by 20.1 percent (43.8 mph pre-tolling compared to 52.6 mph post-tolling). There are still some slowdowns around the 8:00 – 9:00 A.M. timeframe where the Dulles Connector Road merges with I-66. At the Roosevelt Bridge, the bottlenecks have improved during certain times but there are still times it is severe. He then reviewed the performance of each segment of the I-66 roadway eastbound. Performance on the arterial roadways have also seen improvement. Travel speeds on Route 50 eastbound show an increase of 1.3 percent; Route 29 eastbound shows a 7.7 percent increase; Route 7 eastbound shows a 5.6 percent increase; and the George Washington (GW) Parkway southbound shows a 2.7 percent decrease, with the biggest negative impact in the 9:00-9:30 A.M. timeframe. He explained this is partly due to no merge area coming onto I-66 from the parkway. He has asked VDOT to examine alternatives for a dedicated merge lane, but noted that this may not be feasible.

Mr. Donohue stated that the average travel speeds westbound have also increased 23.6 percent (45.3 mph pre-tolling to 56.0 mph post-tolling). He then reviewed the performance of each segment of the I-66 roadway westbound. He noted that although the information is accurate, the legend in the chart for Segment 2 westbound is different than the other segment graphs. Performance on the arterial roadways westbound have also seen improvement. Travel speeds on Route 50 westbound show a 0.9 percent increase; Route 29 westbound shows a 6.2 percent increase; Route 7 westbound shows a 5.1 percent increase and the GW Parkway northbound shows a 6.3 percent increase. He stated that they are seeing slowdowns prior to the beginning of tolling hours as well as after tolling hours, but they appear to be less than before tolling began. VDOT will continue to monitor this.

Mr. Donohue provided details on toll rates and usage. The average price for a roundtrip is \$13.09 (\$8.49 eastbound; \$4.60 westbound). Only 0.28 percent of all toll payers paid more than \$40 during the first six months. The high toll rates are happening during the height of rush hour between 8:00 – 9:00 A.M. There are 30,184 average daily trips through the I-66 inside the Beltway corridor (13,688 eastbound; 16,496 westbound). Forty-three percent of the trips are High Occupancy Vehicles (HOV). HOV usage peaks between 8:00 – 9:00 A.M. and appears to be increasing during this time as well.

Mr. Donohue also reviewed the time savings for the express lanes versus other arterial roads, which is from data compiled by the University of Virginia's Center for Transportation. He stated that time savings range from 1-3 minutes per mile traveled, depending on the specific parallel route. Data is also showing a 12.1 percent decrease eastbound and 15.0 percent westbound in incidents on I-66 and he attributes the bulk of that to flow of traffic where drivers are experiencing less stop-and-go traffic resulting in fewer crashes.

Mr. Donohue stated that moving forward VDOT will continue to monitor the performance of the express lanes and parallel routes and seek to identify potential operational improvements. Construction on the new eastbound lane is underway and will be completed in 2020. VDOT is testing modifications to the tolling system to evaluate opportunities to move more people through the corridor. The Commonwealth will continue to partner with NVTC to re-invest toll revenues in the corridor.

Mr. Daito gave a presentation on NVTC's report "Transit Performance in the I-66 Inside the Beltway Corridor." He stated that I-66 inside the Beltway is a corridor with lots of transit usage and that prior to tolling, over 40 percent of commuters took public transportation in the corridor. The tolls are encouraging express bus ridership in the corridor. He stated that the data is not sufficient to draw specific conclusions since I-66 is only a portion of their routes, but transit operators report easier travel, as well as improved running times and reliability. NVTC's new I-66 Commuter Choice sponsored bus routes are attracting new riders to transit and increasing person throughput.

In response to a question from Ms. Garvey, Mr. Daito stated that the national and regional trends in transit ridership in general are declining. Some factors include increased teleworking, land use patterns, and reduction in transit benefits. Mr. Dorsey wondered to what extent the increase in I-66 express bus service is the result of new service choices versus behavioral changes of people who used to drive alone and are now using transit to avoid tolls. Mr. Daito provided some data showing PRTC OmniRide and ART-Arlington Transit I-66 corridor routes that are showing increases in average weekday ridership.

Senator Ebbin asked a question about enforcement. Mr. Donohue stated that it is safe to say there are significantly less cheaters on I-66 than before tolling, which was as high as 30 percent. There is no data on how many registered HOV users are cheating, but VDOT will evaluate this during targeted enforcement this summer. He discussed ways to be more effective in enforcement. Ms. Cristol asked about what indicators VDOT is using to track violators. Mr. Donohue stated he does not have this information yet as VDOT is developing an enforcement plan.

Ms. Bulova observed that the data is showing travel speeds have increased and service is not degrading on other parallel routes and is actually increasing on those roads. She asked how this is happening. Mr. Donohue responded that there are several factors, including travel on I-66 inside the Beltway is not reaching the breakdown point; better flow is improving travel speeds; more spread-out travel patterns throughout the tolling hours; and arterial roads had some capacity to increase volume.

Mr. Dorsey stated that he is glad to see the I-66 inside the Beltway tolling project functioning largely as was projected. He noted, however, that the traffic bottlenecks at the Roosevelt Bridge continue to be an issue and as eastbound improvements continue, it will just increase the bottlenecking problem. He asked how this will impact air quality and how the region will mediate it. Mr. Donohue stated that regarding air quality, this project is still a net benefit to the entire corridor. He agreed that the bottlenecking at the bridge needs to be monitored and to find solutions.

Delegate LaRock asked about enforcement and if modern technology is being used, such as cameras. Mr. Donohue stated VDOT does not have authorization to use cameras and would need authorizing legislation to do so. There is also the issue of how to enforce confidently. The Commonwealth is working on these enforcement issues.

Mr. Foust stated this report sounds good but asked if this means VDOT is contemplating no changes, such as lowering the minimum speed limit, which could allow more cars to use the facility at a lower toll rate. Mr. Donohue stated VDOT is currently testing

modifications to the tolling algorithm and modifications could still be instituted. It does not mean there won't be high tolls, since it is based on congestion pricing.

Mr. Meyer stated he merged some of his questions with Mr. Letourneau's written questions that he provided ahead of time since he is out of town. Mr. Meyer asked for more data on Route 123 and Georgetown Pike. Mr. Donohue stated he can request this information from VDOT. Mr. Meyer noted that the tolls are relatively low at the beginning of toll hours in the morning and asked if there is low demand why not reinstate the previous toll hours. Mr. Donohue stated that the goal is not to collect the highest amount of toll revenue, but to have the roadway perform at a high-level to encourage carpooling and transit usage. The region needs a high-capacity way to move more people through this corridor. They are still seeing some breakdowns in the morning and afternoon when the roadway gets congested. If tolling hours were reduced, the result would probably be higher tolls and higher demand resulting in congestion.

Mr. Meyer asked for data going back farther than one year to be able to see context. Mr. Donohue stated that there are broader socio-economic issues with going back that far. Mr. Meyer asked if there is a measurable difference in congestion mitigation when charging a toll of \$30 versus \$40. Mr. Donohue stated that when looking at the average toll rates and travel speeds, people are still getting on the road when the toll rates keep going up. For whatever reasons, some people are willing to pay these high rates.

Mr. Meyer asked if any consideration has been given to doing something similar to WMATA's guaranteed reimbursement if Metrorail is delayed. Mr. Donohue stated this would be hard to do on I-66. He observed that WMATA is a closed system, which makes it easier to do such a program. In response to Senator Ebbin, Mr. Donohue stated that the intent is to retain travel speeds of at least 45 mph for 90 percent of the time, which is the federal standard for express lanes. Ms. Cristol asked if there is a minimum toll without any congestion. Mr. Donohue stated that there is a minimum \$2 toll since there are certain operating expenses that need to be covered.

Chairman Smedberg asked Mr. Donohue to share his responses to Mr. Letourneau's written questions with the executive director so she can distribute them to Commissioners.

Mr. Foust asked for data on two arterial roads (Westmoreland and Old Dominion). Mr. Donohue responded that he can look into these arterial roadways but noted that the roads need to be a certain size to be able to gather sufficient data.

Chairman Smedberg thanked Mr. Donohue and Mr. Daito for their presentations.

Mr. Meyer stepped out of the room.

Washington Metropolitan Area Transit Authority

Chairman Smedberg noted that this is the first NVTC meeting since the new transit funding bill went into effect on July 1, 2018. NVTC has new responsibilities and there are new expectations for the Commission as a result of new dedicated funding for WMATA. The next two action items are directly related to NVTC's responsibilities found within the law.

Letter to WMATA Requesting Documents under Virginia Code. Ms. Mattice stated that the Commission is being asked to authorize her to send a letter to WMATA requesting documents related to WMATA's system, budget, financial performance, and operating characteristics. Receipt of these documents is required, under Virginia Code §33.2-3402, any year that the newly-created WMATA Capital Fund receives revenues. NVTC has the responsibility to coordinate the delivery of these documents to the Commonwealth's Comptroller. The letter is the first step in this new process.

Ms. Bulova moved with a second by Mr. Dorsey, to authorize the executive director to send the letter to WMATA. The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, LaRock, McKay, Smedberg and Snyder.

Contract to Support Development of the 2018 NVTC Report to the General Assembly on the Performance and Condition of WMATA. Ms. Mattice stated that the Commission is being asked to authorize her to execute a contract with WSP USA for data collection, analysis, and report preparation of the first annual *NVTC Report on the Performance and Condition of the Washington Metropolitan Area Transit Authority (WMATA)*. This report is required under Virginia Law (§ 33.2-3403) which directs NVTC to report to the Governor and the General Assembly by November 1st of each year on a number of performance elements related to WMATA's operations and capital expenditures. The contract would run from July to November 2018 with a value not to exceed \$60,000. These funds are included in the revised FY2019 NVTC G&A budget.

Ms. Mattice explained that in coordination with NVTC staff and Commission leadership, the consultant will develop a report outline, coordinate with WMATA staff to acquire the necessary data, develop and prepare text and graphics, and produce draft and final layout that would be suitable for print format. The consultant will also provide data and document templates for use by NVTC staff for in-house development of future annual reports. Throughout the process, the consultant will receive direction from NVTC staff and Commissioners on the scope and depth of data analysis, presentation, and final narrative.

Ms. Cristol moved, with a second by Ms. Garvey, to authorize the executive director to execute a contract with WPS USA. The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, LaRock, McKay, Smedberg and Snyder.

WMATA Board of Directors Report. Chairman Smedberg reported that the WMATA Board ratified the selection of Board officers: Jack Evans, Chairman; Clarence Crawford, First Vice-Chairman; and Jim Corcoran, Second Vice-Chairman. The WMATA

Board also approved revisions to the WMATA Bylaws, which will change the role of alternates to be consistent with Virginia Code.

Senator Ebbin applauded the selection of Mr. Corcoran's appointment as Second Vice-Chair. He asked if the election was from an endorsed slate of officers. Chairman Smedberg stated the Business Oversight Committee recommended the slate of officers and there was some Board discussion during an executive session. Mr. Dorsey explained that under the current and future WMATA Bylaws, WMATA must elect officers annually, so this needed to happen in 2018.

Mr. Dorsey reported that the WMATA Board approved a budget amendment for Metrobus and Metrorail service adjustments. This action allows WMATA to implement changes in service to 25 bus lines, to match ridership with demand, which was a recommendation of the LaHood Study. The net increase is \$700,000 for Virginia, but he noted that the amount of service is in excess of what Virginia pays. The amendment also approved funding in the FY2019 budget for additional Red Line service to address the elimination of the Grosvenor Turnback. This gives the WMATA Board the ability to take further action regarding the elimination of the turnback if it is prudent to do so.

On the capital side, Mr. Corcoran reported that there is major station work scheduled throughout the Metro system. In August, there will be single tracking between the McPherson Square and Smithsonian stations. More track work and station improvements impacting Virginia riders will continue into the future.

Mr. Meyer returned to the room at 9:11 P.M.

Chairman Smedberg stated that WMATA is seeing many changes in committee structure. He observed that with the changes in the role of alternates, WMATA is losing some valuable expertise and experience, which will put pressure on the organization since there is a lot of work for just eight WMATA Board members.

Ms. Hudgins reported that Metrorail ridership increased by three percent, while Metrobus ridership declined by nine percent. With the increase in Metrorail ridership, she is hopeful that the trend will continue and begin to reflect that riders are returning to the system. She also reported that Virginia parking usage slightly increased.

Mr. Dorsey thanked Commissioners for putting their faith in him to serve as the WMATA Board principal representing the region. He reported that NVTC staff organized a conference call with jurisdictional staff, which was a good start to sketch out a timeline and mechanisms for communication. He observed that all these changes are still a work in progress, but it is a good start. Regarding the changes in the role of alternates, Mr. Dorsey stated that it is unfortunate, but he is confident that the four Virginia members will continue to work as a team.

Ms. Hudgins thanked Commissioners and staff for thinking broadly at the Strategic Retreat. Being able to rotate the WMATA Board member seat among the jurisdictions reflects Virginia's work to make sure all jurisdictions can sit at the table.

In response to a question from Ms. Garvey, Mr. Corcoran stated that the new dedicated bus lanes to mitigate service disruptions are proposed by the District Department of Transportation and are for service in the District. It is not a WMATA initiative. Mr. Dorsey noted that the jurisdictions came up with creative ways to move people during SafeTrack, so hopefully some of those lessons learned can be applied to upcoming station closings. Ms. Mattice stated NVTC has already started discussions with jurisdictional staff regarding the “art of the possible” to react to future closings due to track work and station improvements.

Mr. Snyder asked about WMATA’s cyber security. He expressed concern that if WMATA’s operating system gets hacked, it can have significant consequences. Mr. Dorsey stated a recent Inspector General report identified opportunities to strengthen WMATA’s security in this area to be ahead of the curve. WMATA needs to determine the best risk management approach moving forward to be “best in class” from a transit agency perspective.

Department of Rail and Public Transportation

Ms. Mitchell encouraged Commissioners to read the written DRPT Report. She reported that the next meeting of the Transit Service Delivery and Advisory Committee (TSDAC) is scheduled for July 10th to provide input on the development of a capital prioritization process and revision of the operating allocation formula to service development factors, which are due to be fully implemented by the Commonwealth Transportation Board (CTB) by July 1, 2019.

Regarding the Metro Safety Commission (MSC), Ms. Mitchell reported that the new executive director began his duties last month. The MSC is meeting bi-weekly at the Metropolitan Washington Council of Government’s offices and is working to submit all required certification documentation to the Federal Transit Administration by September 30, 2018 to allow for certification by the April 15, 2019 deadline. Job descriptions for 13 positions and a RFP for additional consulting services are in the process of being posted.

Ms. Mitchell then reviewed the proposed CTB resolution “Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA.” She stated that NVTC and jurisdictional staff have been involved in the development of the resolution. She explained that the intent is to have the CTB adopt a policy and guidelines that will clarify in the future how they will interpret the provisions of the WMATA legislation. It is an attempt to provide specific guidance to CTB, but with some flexibility for unexpected conditions in the future. She stated DRPT will ask NVTC to adopt a similar resolution at its September meeting. The plan is to brief the CTB next week in Alexandria and request action in September.

Mr. McKay observed that page four of the resolution references two projects. He doesn’t see any utility to include specific projects by name because it is a longstanding document. He also noted he likes the wording about operating assistance impacting other capital projects. Ms. Mitchell explained that the intent was to cite the major extensions underway since WMATA already knows the operating impact. She is happy to propose other language, but wants it to be clear this does not include things like expanding bus service.

The intent is to provide a way to control operating subsidy. Senator Ebbin suggested adding “for example.”

In response to a comment by Mr. Dorsey, Ms. Mitchell stated that at this time she can't say if something resulting from the Bus Reset Study should be excluded. Unless there is a revenue offset to help offset the cost, it could fall within the subsidy cap. She encouraged Commissioners to propose other language. Senator Ebbin stated he does not understand how a capital facility is an operating cost. Ms. Mitchell explained that the intent of the language is to reflect that any operating cost associated with a facility should not be included. Upgrades for ADA compliance would be an example of an operating expense that would be excluded.

Ms. Cristol expressed her opinion that the concept of aligning service with demand not be codified. She questioned whether there needs to be an explicit reference in the resolution. She stated that NVTC may wish to provide alternative language, such as demand as a function of service so that it doesn't effectively lock WMATA into having to reduce or expand bus service with demand. Ms. Mitchell stated that she doesn't think “aligning service with demand” means cutting service. Ms. Cristol asked if NVTC can work with WMATA staff to find language that would reflect that the execution of the Bus Study would be seen as fulfilling this condition. She wants to make sure it cannot be interpreted as “until cuts are made in bus service.” Ms. Mitchell stated that the strategic planning requirements do not say WMATA must cut bus service. It says WMATA needs to develop a plan on how to address the findings of the report.

Mr. Dorsey noted the LaHood Study recommended the creation of a Reform Board, but presumably the size of the WMATA Board is not being revisited. He asked if it would be helpful to have language in the resolution identifying recommendations that the region is interested in seeing followed, instead of listing all of them. Ms. Mitchell stated that some of the recent activities that address governance issues include recent changes to the WMATA Bylaws, revisiting WMATA's committee structure, and NVTC's changes to its Board representation. These types of governance issues would address the governance section of the LaHood Study. Ms. Mitchell stated that in her opinion the policy statement does not say WMATA must do everything recommended in the LaHood Study.

Mr. Dorsey asked about the section regarding WMATA Board alternate members. He stated that it was insulting at the last WMATA executive session where alternates could not participate or even eat lunch. These are ridiculous consequences to the changes in the alternates' role. He and Mr. Smedberg worked on the operational review for the Riders Advisory Council, which will be presented in executive session. With the new rules, Mr. Smedberg cannot be part of those discussions. In comparison, Mr. Dorsey can invite NVTC staff to attend. He expressed his opinion that this seems punitive. He asked if there is a way to have exceptions codified, where alternates can participate, such as briefings to the WMATA Board.

Mr. Corcoran stated the WMATA Bylaws allow alternates to “contribute.” Chairman Smedberg stated that he serves as an alternate and the message he received from WMATA is that he can't even be in the building. Ms. Mitchell stated the legislative provision allows alternates to attend meetings. Mr. Corcoran stated that all agree that this

is a hardship but this is the hand WMATA has been dealt. Hopefully, there can be a legislative solution in the future.

Chairman Smedberg encouraged Commissioners to forward further comments to Ms. Mattice. NVTC staff will work with DRPT to provide comments on the resolution and it will come back for Commission consideration at the September meeting.

Revised NVTC FY2019 General and Administrative Budget

Ms. Mattice stated that the revised budget includes additional resources to meet new NVTC responsibilities stemming from the transit funding bill (HB1539/SB856), as well as the administration of additional I-66 Commuter Choice program responsibilities approved by the Commonwealth Transportation Board at its June 20th meeting. The proposed increase will fund staff and consultant resources to support NVTC's new responsibilities with WMATA required under HB1539/SB856. Under these new provisions, NVTC will be responsible for determining the allocation of Commonwealth Mass Transit Funds to WMATA, conducting reporting and oversight activities on WMATA's operational and financial performance, and supporting the NVTC-appointed principal and alternate directors on the WMATA Board.

The FY2019 revised budget reflects the addition of three positions that include a new Director of Programs and Policy, a Commuter Choice TDM Outreach and Marketing Coordinator (funded through toll revenues), and a junior Program Manager/Data Analyst.

In response to a question from Chairman Smedberg, Ms. Mattice explained that the budget is funded primarily by contributions from the NVTC member jurisdictions (including direct contributions) and an amount taken off the top of state assistance as it becomes available to NVTC. Project chargebacks include revenue for the I-66 Commuter Choice program for anticipated staff time and non-payroll costs. Appropriated surplus above NVTC's minimum operating requirement is also included as a source of revenue, which is the result of positive budget variances in prior years.

Mr. Corcoran moved, with a second by Ms. Bulova, to approve the revised NVTC FY2019 General & Administrative Budget. The vote in favor was cast by Commissioners Bulova, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, McKay, Smedberg and Snyder. Delegate LaRock and Mr. Meyer voted no.

Virginia Railway Express

Chairman Smedberg stated there are no VRE actions items this month. Since Mr. Allen was not able to attend, Mr. Swartz was asked to give the VRE report. Mr. Swartz reported on recent VRE security and safety initiatives, including partnering with Amtrak to conduct a full-scale emergency simulation in the First Street Tunnel on June 1st. He also gave an update on Positive Train Control (PTC) implementation. VRE and the host railroads are on schedule to have PTC in operation by the December 31, 2018 deadline.

Mr. Swartz reported average daily ridership for the month of May was 19,150 with on-time performance (OTP) of 82 percent. VRE experienced service delays due to weather-related incidents, including heavy rains, high wind and heat restrictions. OTP bounced back in June.

Chairman Smedberg stated he and Ms. Mattice will follow-up with Mr. Allen about NVTC's new meeting start time and how to accommodate his CEO Report, since he attends both PRTC and NVTC Commission meetings on the same night.

Executive Director Report

Ms. Mattice encouraged Commissioners to read her written Executive Director Newsletter. She reported that it has been a very busy month for NVTC staff. Highlights include CTB approval of NVTC's FY2019 I-66 Commuter Choice Program of Projects, which includes 15 projects using \$12 million in toll revenues. NVTC staff is now rolling out on project agreements and will be returning in the fall with new criteria to get ready for the next call for projects. She attended the APTA Rail Conference in Denver where she had the opportunity to meet with leadership from the Denver RTD Commuter Rail "Eagle" P3 and the Denver Union Station P3 team – both examples of successful public-private partnerships for transit construction and operations.

Ms. Mattice stated that TSDAC efforts continue to move forward in an aggressive way as key decision need to be made by the fall. As a reminder, she reviewed what is at stake on how DRPT will provide funding for both transit capital and operating assistance – a shift required by law - from a near-guaranteed funding approach to one that will create a competition for capital and move transit operating funds to be 100 percent based on performance data. She continues to work closely with jurisdictional staff on TSDAC issues.

Ms. Mattice stated NVTC staff is continuing to unpack what was discussed and acted on at the Strategic Retreat – precisely what NVTC's role should entail and what resources are necessary to support the organization's additional responsibilities. Staff is busy setting up and scheduling initial meetings of the committees. There are many key milestones and deliverables to address in the fall. She is working with the Executive Committee to draft proposed changes to the NVTC By-Laws, to create a new committee structure, including a formal WMATA Committee, as well as other follow-ups from the retreat. Any changes to the NVTC By-Laws and/or accompanying resolutions will be discussed and deliberated by the Commission over several months this fall. The plan is to keep existing structures in place until that time. If all goes well, the new NVTC By-Laws can inform the board appointments and committee assignments that would be voted on at or before the January meeting.

Ms. Mattice noted that the Financial Report for April 2018 was provided to Commissioners. There were no questions.

In response to a question from Ms. Garvey, Ms. Mattice stated that staff is continuing to work with Ms. Seibert, NVTC's government relations liaison, to arrange a legislative tour for General Assembly members. She explained the challenges of arranging a tour, which

is a huge endeavor to make it a successful event. NVTC staff resources are spread thin as the focus needs to be on its new mandated responsibilities. Senator Ebbin stated that it is important to do a tour this year and suggested targeting a wide audience. He offered his assistance.

Adjournment

Without objection, Chairman Smedberg adjourned the meeting at 9:58 P.M.

Approved this 6th day of September 2018.

Paul C. Smedberg
Chairman

Katie Cristol
Secretary-Treasurer



RESOLUTION #2363

SUBJECT: Adopt NVTC's Disadvantaged Business Enterprise (DBE) Goal and Methodology for FY2018-2020

WHEREAS: The Federal Transit Administration (FTA) requires recipients of federal transit assistance to adopt a program, policy and goal for procurements from Disadvantaged Business Enterprises (DBE's) to report regularly to the FTA on progress in meeting the goal and to submit an updated DBE goal methodology every three years;

WHEREAS: NVTC previously adopted and FTA approved a DBE policy, program and goal in December 2014;

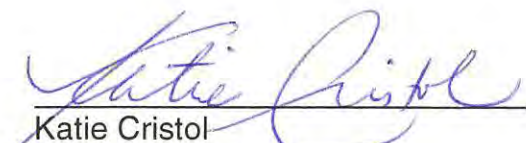
WHEREAS: NVTC is required to submit an updated DBE goal methodology for FY2018-2020;

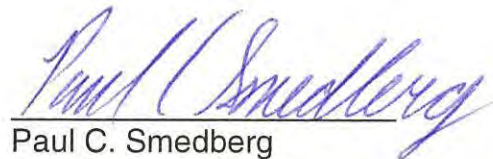
WHEREAS: NVTC has updated its DBE goal and methodology and staff has sought public comment through published newspaper notices and posting on NVTC's website; and

WHEREAS: The FTA has reviewed NVTC's updated goal, including a review of the methodology and public participation requirements and determined that it meets the requirements set out in the U.S. Department of Transportation's DBE regulations.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission, hereby adopts the DBE goal of 10 percent for the three-year period of FY2018-2020 and directs its staff to regularly report to FTA on progress in meeting the goal.

Approved this 5th day of July 2018.


Katie Cristol
Secretary-Treasurer


Paul C. Smedberg
Chairman



RESOLUTION #2364

- SUBJECT:** Affirm NVTC Appointments to the WMATA Board of Directors
- WHEREAS:** NVTC is empowered to make appointments to the Board of Directors of the Washington Metropolitan Area Transit Authority (WMATA);
- WHEREAS:** James Corcoran is the Commonwealth's appointment as a principal member of the WMATA Board of Directors and continues to serve until Governor Northam appoints his representative from the Commonwealth;
- WHEREAS:** In anticipation of a new Virginia law that takes effect July 1, 2018, providing dedicated funding for WMATA and governance reforms, NVTC acted on its WMATA Board appointments at its June 22, 2018 Strategic Retreat;
- WHEREAS:** NVTC appointed Christian Dorsey as a principal member to the WMATA Board of Directors, assuming the term of Catherine Hudgins, which expires in 2021;
- WHEREAS:** NVTC also appointed Catherine Hudgins to serve as the alternate member to Mr. Corcoran;
- WHEREAS:** These appointments became effective June 22, 2018; and
- WHEREAS:** NVTC should affirm these appointments by resolution for transmittal purposes to WMATA as a follow-up to a June 25, 2018 letter informing WMATA of these appointments.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission affirms the following appointments to serve as principals and alternates to the WMATA Board of Directors:

WMATA Board:

Principals

James Corcoran
(term expires 01/04/2022)

Christian Dorsey
(term expires 01/05/2021)

Alternates

Catherine Hudgins
(term expires 01/09/2020)

Paul Smedberg
(term expires 01/02/2019)

Approved this 5th day of July 2018.


Katie Cristol
Secretary-Treasurer


Paul C. Smedberg
Chairman

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TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice and Andrew D'huyvetter

DATE: August 30, 2018

SUBJECT: Washington Metropolitan Area Transit Authority (WMATA)

At the September meeting the Commission will hear from WMATA Chairman Jack Evans and receive reports from the newly created Interim WMATA Committee and the Virginia WMATA Board members. The Interim WMATA Committee will introduce two requested action items, including a resolution in support of the Commonwealth Transportation Board (CTB) Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA and authorization to send a letter to WMATA on parking pilots and other parking programs.

A. Discussion with WMATA Board Chairman Jack Evans

WMATA Board Chairman Jack Evans will brief the Commission on his perspective of the future of WMATA following the recent adoption of dedicated capital funding by the District of Columbia, Maryland, and Virginia.

B. Report from the Interim WMATA Committee

Chairman Smedberg will brief the Commission on the proceedings of the first meeting of NVTC's Interim WMATA Committee held on August 2, 2018 and present two action items to the Commission for consideration.

Following NVTC's Strategic Retreat in June 2018, the Commission created the Interim WMATA Committee to allow the Commission to be immediately focused on responding to NVTC's new WMATA oversight and reporting responsibilities as required under the [HB1539/SB856 \(2018\) \(Virginia Code §33.2-3402 §33.2-3403\)](#). NVTC is in the process of updating its by-laws to create a permanent WMATA Committee.

[HB1539/SB856 \(2018\)](#) made several changes to the statute to increase NVTC's ability to seek increased accountability from WMATA in its financial and operational performance. In addition to NVTC's responsibility for allocating funds from the Commonwealth Mass Transit Fund to WMATA (§33.2-1526.1), the legislation requires NVTC to certify the receipt of key WMATA financial and performance reports (§33.2-3402) and requires NVTC to report to the General Assembly and Governor by November 1st of each year on the financial and operational performance of WMATA (§33.2-3403).

The inaugural meeting of NVTC's interim WMATA Committee was held on August 2, 2018 at 7:00 P.M. The [meeting agenda](#) was posted on Monday, July 30, 2018 and included the following items:

1. Role of the Interim WMATA Committee
2. 2018 NVTC Report to the General Assembly on the Performance and Condition of WMATA
3. Proposed CTB Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA
4. WMATA Parking Pilots and Additional Parking Revenue
5. WMATA Board Staffing Check-In
6. Future Committee Schedule

The Interim WMATA Committee will serve as a venue for discussions of WMATA issues directly affecting the NVTC region including but not limited to WMATA budget decisions that affect jurisdictional subsidies, service changes that affect Virginia riders, and actions that affect Northern Virginia transit providers. The committee will provide NVTC-wide regional guidance to the Virginia appointees to the WMATA Board of Directors and a framework for sharing institutional knowledge. It will also serve as a forum to discuss member jurisdictional interests and issues regarding WMATA. Finally, the committee will discuss and recommend to the Commission NVTC-wide regional positions on WMATA issues through consensus-based deliberations and provide leadership and support to NVTC staff in the development of WMATA related oversight objectives, policies, procedures, and agreements, including but not limited to NVTC's annual report to the General Assembly and Governor on the financial and operational performance of WMATA (§33.2-3403).

NVTC intends to hold monthly meetings of the Interim WMATA Committee on the third Wednesday of the month at NVTC's Offices.

- *Proposed Commonwealth Transportation Board (CTB) Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA*

ACTION ITEM: Approve Resolution #2365: NVTC Support of CTB Policy and Guidelines for Implementation of Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority (WMATA)

The Commission is asked to approve a resolution supporting CTB's policy for implementing the fund withholding provisions found in [HB1539/SB856 \(2018\)](#).

Specifically, the recently-enacted transit omnibus legislation [HB1539/SB856 \(2018\)](#) directs the CTB to withhold Commonwealth Mass Transit Funds that are allocated to NVTC for distribution to WMATA on behalf of its local jurisdictions under certain conditions, as follows:

- Twenty (20) percent of these funds would be withheld if an alternate member participates or takes action at an official WMATA Board or committee meeting when both principal members are present OR the WMATA Board does not adopt bylaws that would prohibit the limited participation of alternate members.

- Twenty (20) percent of these funds would be withheld if WMATA does not adopt a detailed capital improvement program covering the current fiscal year, and at a minimum, the next five fiscal years, and hold at least one public hearing in the NVTC district.
- Twenty (20) percent of these funds would be withheld if WMATA does not adopt or update a strategic plan within the preceding 36 months and hold at least one public hearing in the NVTC district. The first strategic plan of this requirement (due by July 1, 2019) must include a plan to align services with demand and to satisfy other requirements included in the LaHood Study.
- Thirty-five (35) percent of these funds would be withheld if the total Virginia portion of annual operating assistance increases in the WMATA Budget by more than three percent over the previous year, with certain conditions.
- All of these funds would be withheld without annual certification from NVTC to the Comptroller of the receipt of certain WMATA documents.

DRPT, in consultation with NVTC and the local compact funding jurisdictions, developed a CTB policy statement to provide guidance on the implementation of these provisions. [DRPT Director Jennifer Mitchell presented on this policy at CTB's July 2018 meeting.](#)

DRPT staff anticipate that the CTB will adopt a final resolution with policy guidance at the September 18, 2018 CTB meeting. The policy and guidelines reflect changes that were discussed at the August 2nd Interim WMATA Committee meeting. DRPT has requested the Commission's endorsement of the guidelines.

Both the Maryland and Virginia legislation include the same legislative language around the three percent cap on annual increases in operating assistance. The intent of this policy guidance is to provide clear expectations to NVTC, NVTC jurisdictions, the Virginia WMATA Board members, and WMATA on the conditions and criteria that would trigger a withholding of state funds by the CTB.

- *WMATA Parking Pilots and Additional Parking Revenue*

ACTION ITEM: Authorize the Chairman to Send Comments on WMATA Parking Pilots and Other Parking Programs

The Commission is asked to authorize the Chairman to submit comments to WMATA on its proposed parking policy and pilot programs during WMATA's public comment period, anticipated for late September 2018.

On August 2nd NVTC's Interim WMATA Committee discussed the parking programs update that was provided to the WMATA Board at its July 12th meeting. ([A summary of WMATA's parking pilots and other programs is noted below in Item C1.](#)) The committee expressed general support to continuing WMATA's parking pilot to extend the weekday hours of revenue collection and the reduction of parking fees at stations with low utilization. However, the committee noted concern regarding the charging for parking on the weekends with the exception of special events. The committee also shared concern

with the implementation of a non-rider fee for stations where other public transportation services (i.e., local bus or commuter rail) are used by customers.

With a compact public hearing and public comment period anticipated in late September, the September 6th NVTC meeting presents the timeliest opportunity to provide comments from the Commission. It is important to note that the exact contents of the compact public hearing will likely not yet be made public by the time of the September Commission meeting, and NVTC staff anticipate that the October Commission meeting will be too late to provide comment.

While the committee's deliberations that yielded the draft letter represent the most available information and collaboration between NVTC and WMATA staff, there may be additional information provided in the compact public hearing docket that requires additional Commissioner engagement. As such, Chairman Smedberg is seeking authorization from the Commission to send the letter, contingent on further review by the Interim WMATA Committee at its September meeting.

- *2018 NVTC Report to the General Assembly on the Performance and Condition of WMATA*

At the August 2nd meeting, NVTC staff updated the Interim WMATA Committee on the scope and outline of the inaugural NVTC Report to the General Assembly on the Performance and Condition of WMATA. The report is part of NVTC's new responsibilities as part of the passage of [HB1539/SB856 \(2018\)](#). As directed in §33.2-3403, the report will cover the following:

1. The safety and reliability of the rapid heavy rail mass transportation system and bus network.
2. The financial performance of WMATA related to the operations of the rapid heavy rail mass transportation system, including farebox recovery, service per rider, and cost per service hour.
3. The financial performance of WMATA related to the operations of the bus mass transportation system, including farebox recovery, service per rider, and cost per service hour.
4. Potential strategies to reduce the growth in such costs and to improve the efficiency of WMATA operations.
5. Use of the funds provided from the Mass Transit Fund to improve the safety and condition of the rapid heavy rail mass transportation system.
6. Ridership of the rapid heavy rail mass transportation system and the bus mass transportation system.

The report will be presented to the Commission in October for approval to meet the November 1, 2018 legislative deadline. Around the time of the deadline, critical data sources to the report will become publicly available. In order to provide as current a report as possible, staff recommend that an addendum with relevant updated information be sent to the Governor and General Assembly in December 2018. NVTC will consider working with legislators to change the due date of the report to better align the legislative deadline with the availability of the most current data sources.

C. Report from the Virginia WMATA Board Members

WMATA Board members will provide an update on recent WMATA actions and activities.

1. WMATA Board Actions

▪ Approval of Board Committee Assignments

On July 12th the WMATA Board [approved its committee assignments](#). The Virginia principal directors have the following committee assignments:

- Jim Corcoran: Executive Committee and Chair of the Finance and Capital Committee
- Christian Dorsey: Safety and Operations Committee

▪ Approval of Additional Red Line Service

On July 12th the WMATA Board [approved the Title VI Report and approved increased peak period Red Line service](#) so that all trains serve the Shady Grove Station beginning in December 2018. The Title VI Report showed that there is a disproportionate burden but no disparate impact. WMATA staff found that after mitigating the impact with additional service between Silver Spring and Glenmont, the proposal complies with the requirements of Title VI and Environmental Justice. As part of the approval, the Board added additional reporting requirements to the Safety and Operations Committee on the ridership and performance of the increased peak period Red Line Service including that the continuation of the additional peak Red Line service after FY2019 requires affirmation by the Board of Directors.

In June the [WMATA Board approved a budget amendment for Metrobus and Metrorail service adjustments](#). These changes included funding in the FY2019 budget for additional Red Line service to address the elimination of the Grosvenor Turnback. [Board Resolution 2015-37](#) directed staff to prepare for the Board's consideration a proposal for the elimination of the Grosvenor Turnback, such that all peak period Red Line trains would originate or terminate at the Shady Grove Station rather than have some trains terminate and return south at the Grosvenor Station in Maryland.

▪ Approval of Title VI Report for Parking Pilots and Authorization for Public Hearing for Parking Programs

On July 12th the WMATA Board reviewed and took action on [various parking programs](#). This Board action approved the Title VI Report for three parking pilots, extended the pilots to December 31, 2018, authorized a public hearing for parking programs, and exempted VRE and MARC riders from the non-rider fee. The parking pilots are as follows:

- Weekday hours of revenue collection starting at 7:30 A.M. (instead of 9:30 A.M.)
- Weekend parking hours of revenue collection with a \$2 fee (implemented on Saturdays from 10:00 A.M. to 2:00 A.M.)

- And lower weekday parking fees at under-utilized parking facilities (in Virginia this was implemented at West Falls Church Metro)

These pilots were previously authorized until July 31, 2018. These are now extended to December 31, 2018 to avoid customer confusion while embarking on the compact public hearing process and to provide continuity until the Board determines which changes to permanently adopt. The compact public hearing is anticipated in September 2018 and is intended to receive input on the pilots, associated adjustments in fares, revenue collection hours, and revenue collection technology. The public hearing will include established parking rates or a range of rates for daily, weekend, holiday, and special event parking for non-riders. It is important to note that the compact public hearing docket is expected to advertise parking changes that are broader in scope than the aforementioned pilot programs so that WMATA can maximize this opportunity for public input.

Earlier this year, the General Manager extended the non-rider fee to Franconia-Springfield Metrorail Station. This impacted approximately 50-100 VRE riders who do not use the Metrorail system but who park at WMATA parking facilities. The Board action in July also exempted VRE and MARC riders from paying the non-rider fee and provided that MARC and VRE ridership will be afforded the rider parking rates.

- Office Consolidation

On July 12th the WMATA Board reviewed an [office consolidation strategy](#) and authorized the General Manager to negotiate terms and execute documents for the sale of the Jackson Graham Building as well as various purchase transactions and lease transactions. Further Board action will be required to close on any sale, purchase, and lease transactions.

- Approval to Negotiate and Execute a Fairfax County Student Bus Fare Buydown

On July 12th the WMATA Board approved the authorization for WMATA staff to negotiate and execute a [fare buydown program with Fairfax County](#) for a one-school, one-year pilot that will allow Justice High School students to use Metrobus.

2. Other WMATA News

- WMATA Awards Contract for Maintenance and Operation of Buses from the Cinder Bed Road Facility

On August 2nd WMATA announced that it [awarded a contract to TransDev for the maintenance and operation of buses from its new Cinder Bed Road bus facility](#) in Lorton, Virginia. The contract will save WMATA \$15 million over the next five years, without eliminating current union-represented employees. The contract includes key performance metrics that will be used to measure TransDev's performance.

- Panel Awards Arbitration Award

On August 14th the Board of Arbitration awarded an [arbitration decision](#) on the labor agreement impasse between ATU Local 689 and WMATA. [The award](#) raises wages for

represented employees by an annual average of 1.6 percent over four years, which increases operating expenses by \$82 million. The award also increases employee healthcare coverage contributions, for which WMATA expects to save \$21 million. The award is effective retroactively to FY2017, but the first-year wage increase is zero (0) percent. WMATA will pay employees the one percent increase awarded for last fiscal year and the 2.5 percent increase for the current fiscal year as soon as payroll changes are made this fall. The decision also provides an average 2.3 percent wage increase in FY2020. Healthcare benefit changes for active employees are effective January 1, 2019.

The award leaves the current pension structure unchanged. In order to begin to address an unfunded pension liability of \$2.8 billion (including unfunded healthcare costs for retirees), WMATA proposed allowing the pension to continue for current employees but to enroll future employees into 401k accounts. The award also remained silent on a cap on overtime, leaving WMATA as the only large transit agency in the country with no overtime limit towards pension calculations. In the [dissenting opinion to the award](#), the dissenting member of the board of arbitration notes that the award misses the opportunity to control operating costs and results in an award that WMATA cannot pay.

- *WMATA Reaches Agreement with Second-Largest Employee Union*

In July [WMATA and AFL-CIO union OPEIU Local 2, WMATA's second largest employee union representing nearly a thousand administrative and professional employees, reached an agreement](#) through collective bargaining that provides modest wage increases in exchange for greater employee contributions to healthcare. WMATA expects to reduce its healthcare costs by approximately \$2.3 million over the term of the contract by aligning Local 2 health benefits closer to regional benefit levels.

- *Cell Service in Rail Tunnels*

In July [WMATA announced that several carriers have launched commercial wireless service in two additional underground Metrorail tunnel segments](#): The Red Line between Union Station and Dupont Circle stations and the Green/Yellow Lines between Gallery Place and Fort Totten stations.

- *Preventative Maintenance and Major Capital Projects*

WMATA has announced a [revised schedule of major track work for 2018](#). The following major projects will affect Metrorail service in Virginia:

- *Blue and Yellow Lines (November 2 – November 5)*

WMATA will upgrade several switches outside the Reagan National Airport Station and install new concrete pads beneath the rails along the aerial structure of the station. Reagan National Airport and Crystal City stations will be closed.

- *Yellow Line (November 26 – December 9)*

In order to provide structural repairs and rail infrastructure improvements to the Yellow Line Bridge, the Yellow Line Bridge will be closed for 14 days. There will be

no Yellow Line service between Virginia and D.C., as the Yellow Line will only run between Huntington and Reagan National Airport stations.

WMATA has also scheduled additional [planned Metrorail track work](#) that includes single tracking and weekend shutdowns. Like done during SafeTrack, WMATA staff has asked NVTC to again coordinate Northern Virginia jurisdictional response during times of system disruption.

▪ *Corrective Action Plan Monitoring and Tracking, Internal Reviews, and OIG Reports*


WMATA updated its [Overview of Regulatory Compliance Actions](#) on August 24, 2018.

No new audit reports were posted to the [OIG Audit report website](#).

Three new internal reviews were added to WMATA's [Internal Reviews webpage](#). These [reports](#) covered topics including Metrorail New Railcar Manufacturing, Metrobus New Vehicle Acquisition, and Capital Project Contract Requirements.

3. Virginia Ridership and Parking Facility Utilization

The following tables show WMATA ridership by mode in Virginia for June and July 2018. When comparing ridership data to 2017, it is important to reference if there were any service disruptions due to [SafeTrack](#).

May 16 - June 15 31 days  Line Segment Shutdown [New Carrollton to Stadium-Armory](#)

Between May 16th through June 15, 2017, the SafeTrack work on the Orange Line resulted in slightly reduced service frequencies on the Silver Line in Virginia.

WMATA Virginia Ridership June 2017 and 2018			
	June 2017	June 2018	Percent Change (2017-2018)
Metrorail			
Total ¹	8,224,616	8,335,709	+1%
Weekday Average ²	299,588	315,530	+5%
Saturday Average ²	128,335	119,726	-7%
Sunday Average ²	96,387	82,749	-14%
Metrobus			
Total ¹	1,624,319	1,450,822	-11%
Weekday Average ¹	64,520	59,636	-8%
MetroAccess¹			
Total	28,284	28,760	+2%

1: Unlinked Passenger Trips

2: Based on Station Entries and Exits

Source: WMATA

WMATA Virginia Ridership July 2017 and 2018			
	July 2017	July 2018	Percent Change (2017-2018)
Metrorail			
Total ¹	7,872,464	8,475,581	+8%
Weekday Average ²	275,943	303,838	+10%
Saturday Average ²	124,933	131,997	+6%
Sunday Average ²	87,816	86,782	-1%
Metrobus			
Total ¹	1,501,690	1,418,043	-6%
Weekday Average ¹	61,927	57,372	-7%
MetroAccess¹			
Total	25,196	28,475	+13%

1: Unlinked Passenger Trips

2: Based on Station Entries and Exits

Source: WMATA

On February 5th WMATA instituted [new parking changes](#) that include expanding parking revenue collection hours, lowering parking fees at select stations, and charging higher fees for “non-riders” at additional stations. The following table shows weekday parking utilization. As of February 2018, utilization data includes the above parking changes. The new parking revenue collection periods are 7:30 A.M. – 12:30 A.M. (Monday – Thursday) and 7:30 A.M. – 2:00 A.M. (Friday). In July, these changes were extended to December 2018.

WMATA Virginia Parking Facility Usage (Weekday) June 2017 and 2018				
Station/Lot	June 2017	Y-T-D FY17	June 2018	Y-T-D FY18
Huntington	70%	65%	75%	70%
West Falls Church	50%	49%	59%	59%
Dunn Loring	76%	62%	74%	74%
Vienna	76%	65%	80%	80%
Franconia	59%	54%	62%	62%
Van Dorn	108%	97%	105%	103%
East Falls Church	119%	114%	125%	114%
Wiehle-Reston East	94%	84%	102%	92%
Northern Virginia Total	72%	64%	76%	69%

Source: WMATA

WMATA Virginia Parking Facility Usage (Weekday)				
July 2017 and 2018				
Station/Lot	July 2017	Y-T-D FY18	July 2018	Y-T-D FY19
Huntington	67%	67%	72%	72%
West Falls Church	45%	45%	57%	57%
Dunn Loring*	71%	71%	48%	48%
Vienna	72%	72%	75%	75%
Franconia	56%	56%	59%	59%
Van Dorn	104%	104%	106%	106%
East Falls Church	117%	117%	122%	122%
Wiehle-Reston East	90%	90%	98%	98%
Northern Virginia Total	68%	68%	70%	70%

Source: WMATA

*The Dunn Loring garage capacity was updated in July 2018 after WMATA conducted a capacity verification: the capacity statistics changed from 1,326 in July 2017 to 1,963 in July 2018. Transactions at Dunn Loring have remained stable year over year, but the upward change in capacity caused a drop in the utilization rate.



RESOLUTION #2365

- SUBJECT:** NVTC Support of CTB Policy and Guidelines for Implementation of Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority (WMATA)
- WHEREAS:** The Commonwealth Transportation Board (CTB), the Northern Virginia Transportation Commission (NVTC), and the jurisdictions that comprise NVTC who provide local funding and receive transit service from the Washington Metropolitan Area Transit Authority (WMATA) are mutually interested in the success of the WMATA;
- WHEREAS:** WMATA was established pursuant to an interstate compact between Virginia, Maryland, and the District of Columbia to operate a regional mass transit system in the Washington, D.C. metropolitan area;
- WHEREAS:** NVTC was founded in part to represent the interests of the Commonwealth during the establishment of WMATA;
- WHEREAS:** NVTC's member jurisdictions – the cities of Alexandria, Falls Church, and Fairfax and the counties of Arlington and Fairfax – are the Compact funding partners, with Loudoun County becoming a funding partner in advance of the Silver Line Phase 2 becoming operational;
- WHEREAS:** Section 33.2-1936 of the *Code of Virginia* establishes that the Northern Virginia Transportation District has unique needs and that the operation of the rapid heavy rail mass transportation system and the bus mass transportation system by WMATA provides particular and substantial benefit to the persons living, traveling, commuting, and working in the localities embraced by NVTC;
- WHEREAS:** Section 33.2-3401 of the *Code of Virginia*, pursuant to Chapter 854 of the 2018 Virginia Acts of Assembly, establishes a WMATA Capital Fund to provide Virginia's agreed upon share of regional dedicated capital funding to WMATA;
- WHEREAS:** Section 33.2-1526.1 of the *Code of Virginia*, pursuant to Chapter 854 of the 2018 Virginia Acts of Assembly, restructures the Commonwealth Mass Transit Fund so that 53.5 percent of the funds shall be allocated to NVTC for distribution to WMATA on behalf of its local jurisdictions for capital purposes and operating assistance ("Commonwealth Mass Transit Fund WMATA Allocation"), as determined by the Commission;
- WHEREAS:** The enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly requires the Commonwealth Transportation Board to withhold funding available to WMATA pursuant to Section 33.2-1526.1(C)(3) of the *Code of Virginia* Allocation under the following conditions:
- i. The seventh enactment requires the CTB shall withhold 20 percent of the funds available if (i) any alternate directors participate or take action at an official WMATA Board meeting or committee meeting as Board directors for a WMATA compact member when both directors appointed by that same WMATA Compact member are present at the WMATA Board meeting or committee meeting or (ii) the WMATA

RESOLUTION #2365 cont'd

Board of Directors has not adopted bylaws that would prohibit such participation by alternate directors.

- ii. The eighth enactment requires that, beginning July 1, 2019, the CTB shall withhold 20 percent of the funds available each year unless (i) WMATA has adopted a detailed capital improvement program covering the current fiscal year and, at a minimum, the next five fiscal years, and at least one public hearing on such capital improvement program has been held in a locality embraced by the NVTC, and (ii) WMATA has adopted or updated a strategic plan within the preceding 36 months, and at least one public hearing on such plan or updated plan has been held in a locality embraced by the NVTC. The first strategic plan adopted to comply with such requirements shall include a plan to align services with demand and to satisfy the other recommendations included in the report submitted pursuant to Item 436 R of Chapter 836 of the Acts of Assembly of 2017.
- iii. The first enactment requires that, in any year that the total Virginia operating assistance in the approved WMATA budget increases by more than three percent from the total operating assistance in the prior year's approved WMATA budget, the Board shall withhold an amount equal to 35 percent of the funds available. The following items shall not be included in the calculation of any WMATA budget increase: (i) any service, equipment, or facility that is required by any applicable law, rule, or regulation; (ii) any capital project approved by the WMATA Board before or after the effective date of this provision; and (iii) any payments or obligations of any kind arising from or related to legal disputes or proceedings between or among WMATA and any other person or entity.

WHEREAS: The Department of Rail and Public Transportation actively engaged NVTC, its staff and its jurisdictions in the development of the proposed policy; and

WHEREAS: It is in the best interest of the CTB, NVTC, and the jurisdictions that are WMATA Compact funding partners to ensure that WMATA receives the full allocation of funding from the Commonwealth Mass Transit Fund that is distributed by the NVTC on behalf of its jurisdictions.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby supports the attached policy and guidelines proposed for approval by CTB at its September 2018 meeting to guide in future CTB decisions related to the Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority enacted by the General Assembly of Virginia in 2018.

Approved this 6th day of September 2018.

Paul C. Smedberg
Chairman

Katie Cristol
Secretary-Treasurer

Excerpt from the Commonwealth Transportation Board's Resolution: Approval of Policy and Guidelines for Implementation of Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority (WMATA)

Participation by Alternate Directors of the WMATA Board (Enactment Clause 7 of Chapter 854 of the 2018 Virginia Acts of Assembly)

1. The CTB shall withhold funding if the WMATA Board of Directors has not adopted bylaws that prohibit the participation of alternate directors specified in clause (ii) of Enactment Clause 7.
2. When determining whether to withhold funding in response to an action taken by an alternate director that is prohibited by clause (i) of Enactment Clause 7, the CTB shall consider the following as prohibited activities by alternate directors at an official WMATA Board or committee meeting (unless the alternate director is acting in the absence of a Board director who serves on the committee): (i) participating in the discussion among Board directors; (ii) making or seconding a motion; (iii) voting on motions, resolutions or other Board actions; (iv) being counted toward the required quorum; (v) attendance or participation in any Executive Session of the WMATA Board or its committees; (vi) any action in violation of WMATA Bylaws in regards to the activities of alternate directors. Attendance by alternate directors at official WMATA Board or committee meetings, excluding Executive Sessions, shall not be a basis for withholding funding, nor shall the provision of information or reports to directors at a WMATA committee meeting in response to a request to do so by the director chairing the committee meeting.
3. WMATA shall provide a written notification to the CTB by July 1 of each year that it has adopted bylaws that prohibit the participation of alternate directors specified in clause (ii) of Enactment Clause 7 and that no violations of the bylaws by alternate directors have occurred during the previous year.
4. WMATA shall immediately notify the CTB in writing if a violation of its bylaws by an alternate director or some other action prohibited by this CTB policy occurs.

Adoption of a Detailed Capital Improvement Program (Enactment Clause 8(i) of Chapter 854 of the 2018 Virginia Acts of Assembly)

1. The CTB shall withhold funding if:
 - a. Beginning July 1, 2019, WMATA has not annually adopted or updated by July 1 of each year a detailed capital improvement program covering the current fiscal year and the next five fiscal years, including projections of funding sources and uses for the six-year period.
 - b. Beginning July 1, 2019, WMATA has not annually held by July 1 of each year at least one public hearing on such capital improvement program held in a locality embraced by the NVTC.

2. WMATA shall provide a written notification to the CTB by July 1 of each year that it has:
(i) adopted a capital improvement program that complies with the above requirements;
and (ii) held a public hearing on the capital improvement program in a locality embraced by the NVTC.

Adoption or Update of a Strategic Plan (Enactment Clause 8(ii) of Chapter 854 of the 2018 Virginia Acts of Assembly)

1. The CTB shall withhold funding if:
 - a. Beginning July 1, 2019, the WMATA Board has not adopted or updated a strategic plan within the preceding 36 months. After submission of the first strategic plan, WMATA must submit updated plans every 3 years thereafter.
 - b. Beginning July 1, 2019, WMATA has not held at least one public hearing on such strategic plan held in a locality embraced by the NVTC.
2. The first strategic plan adopted to comply with such requirements shall include a plan to align services with demand and to satisfy the other recommendations included in the report submitted pursuant to Item 436 R of Chapter 836 of the Acts of Assembly of 2017.
3. WMATA shall provide a written notification to the CTB by July 1 of the year of any strategic plan update that it has: (i) adopted or updated a strategic plan that complies with the above requirements; and (ii) held a public hearing on the strategic plan or strategic plan update in a locality embraced by the NVTC.

3% Cap on Growth in Total Virginia Operating Assistance (Enactment Clause 1 of Chapter 854 of the 2018 Virginia Acts of Assembly)

1. The CTB shall withhold funding if:
 - a. The total operating subsidy for Virginia in the current year approved WMATA budget increases (effective July 1) by more than 3 percent over the prior year approved WMATA budget (as of June 30).
2. The following items shall not be included in the calculation of any WMATA budget increase:
 - a. Any service, equipment, or facility that is required by any applicable law, rule, or regulation.
 - i. Includes, but is not limited to, compliance with any safety directives to WMATA issued by the Metrorail Safety Commission (MSC), the Federal Transit Administration (FTA), the National Transportation Safety Board (NTSB) or any other relevant safety oversight agency; actions taken to

comply with the Americans with Disabilities Act (ADA); and actions taken to comply with Title VI requirements.

- b. Any major capital project approved by the WMATA Board before or after the effective date of this provision.
 - i. Includes operating subsidy increases related to major capital projects that improve WMATA's state of good repair, support a major system expansion project (such as the planned Potomac Yard Metrorail Station in Alexandria and the Silver Line Metrorail Phase 2 project in Fairfax and Loudoun Counties), and respond to service disruptions caused by implementation of approved capital projects to address state of good repair needs or from emergency system shutdowns.
 - c. Any payments or obligations of any kind arising from or related to legal disputes or proceedings between or among WMATA and any other person or entity.
 - d. Operating subsidies for specific WMATA transit services that are funded in whole by one or more WMATA member jurisdictions and/or from other non-WMATA funding sources.
 - e. Regularly-scheduled adjustments of the inputs to the regional subsidy allocation formulas by WMATA.
3. WMATA shall provide a written notification to the CTB no later than July 1 of each year of the annual growth in total Virginia operating assistance, including a detailed description of the costs contributing to the increased operating subsidy and a year over year comparison of such costs. WMATA shall also provide a detailed description and justification of costs considered exempt from the calculation of the annual growth rate in operating subsidy. The written notification shall include sufficient documentation to allow the CTB to perform its own verification of the annual growth rate and amount of total Virginia operating assistance.
4. By July 1 of each year, WMATA shall notify the CTB if it is scheduled or plans to adjust the regional subsidy allocation formulas in the budget to be proposed for the next fiscal year.

Resolution of Withholding of Funds

- 1. The CTB will release any withheld funding upon approval or implementation of an approved mitigation action.
 - a. The CTB will determine what constitutes an approved mitigation action, except that approval by the WMATA Board of a budget amendment reducing the amount of annual operating assistance required by Virginia to no more than 3 percent greater than the prior year shall be considered an approved mitigation action for a violation of the restriction related to the 3% cap on growth in Virginia operating assistance.

2. The CTB shall retain as a penalty any funding withheld during a fiscal year in response to a violation for which there is no mitigation.

Additional Considerations

1. The CTB, the Virginia Department of Rail and Public Transportation (DRPT), WMATA, the NVTC, and NVTC's member jurisdictions shall proactively collaborate to avoid activities that would require the CTB to withhold funding.
2. WMATA shall submit the documents required to demonstrate compliance to DRPT by the deadlines specified. DRPT will analyze the information received from WMATA and present to the CTB, in September of each year (beginning in 2019), a recommendation on enforcement actions, if any, that are required to be taken by this policy.
3. DRPT will provide regular reports to the CTB on observations related to compliance with this policy throughout the year.
4. After November 1 of each year, the NVTC shall present to the CTB the findings included in its report on the performance and condition of WMATA required under Section 33.2-3403 of the *Code of Virginia*.
5. The CTB reserves the right to approve exceptions to this policy at any time in response to special or extraordinary circumstances.
6. Given that the condition of the WMATA system may change over time, the CTB will consider revisions and/or updates to these guidelines every two years.



September XX, 2018

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Vice Chairman

Hon. Matthew F. Letourneau

Secretary/Treasurer

Hon. Katie Cristol

City of Alexandria

Hon. Timothy B. Lovain

Hon. Paul C. Smedberg

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Sen. Adam Ebbin

Sen. Jennifer Wexton

House of Delegates

Del. David LaRock

Hon. James M. LeMunyon

Mr. Raul "Danny" Vargas

Executive Director

Katherine A. Mattice

Mr. Paul Wiedefeld

General Manager and Chief Executive Officer

Washington Metropolitan Area Transit Authority (WMATA)

600 Fifth Street, NW

Washington, D.C. 20001

Re: Comments on Parking Programs

Dear Mr. Wiedefeld:

I submit this letter to you as part of WMATA's public comment period on parking programs. The Northern Virginia Transportation Commission appreciates WMATA's efforts to optimize revenue sources in order to keep operating subsidy increases within the 3 percent cap as required by recently-passed transit funding legislation. At meetings of our newly created Interim WMATA Committee and our Commission, we have reviewed publicly available material provided by WMATA on the Parking Programs and wish to convey our comments.

Support for Some Parking Programs

NVTC supports additional weekday hours of revenue collection. While the Commission has concerns about charging for weekend parking, we support the application of weekend parking fees for special events.

NVTC also supports the concept of lowering weekday parking fees at stations with low ridership and parking utilization. However, the Commission recognizes that this may draw existing transit riders rather than attract new riders and we acknowledge the need for additional analysis to illustrate the potential revenue and ridership tradeoffs.

Areas of Concern

While NVTC recognizes that there are ongoing revenue and budgetary implications, we have strong concerns about charging fees for parking on weekends. The Commission's concerns center around the potential negative impact of parking fees on weekend rail ridership, especially in light of existing weekend rail service and the possible loss of fare revenue from those who divert from Metrorail due to weekend parking fees.

As you continue to develop a proposal for the WMATA Board regarding regular weekend parking fees and associated rates, NVTC strongly urges you to conduct additional analysis in these areas.

2300 Wilson Boulevard, Suite 620 • Arlington, VA 22201

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www.novatransit.org • Twitter @novatransit • www.facebook.com/novatransit

Through additional consultation with our jurisdictions, NVTC has identified the potential for disparate parking policies along existing and planned Silver Line Metrorail stations with parking facilities. From the Wiehle-Reston East Station to points west, the Loudoun County and Fairfax County boards of supervisors have the authority to set parking policies at existing and planned stations in their jurisdictions. To avoid any unintended consequences, NVTC encourages WMATA to coordinate parking policy decisions with Loudoun and Fairfax counties to ensure they are aligned along the Silver Line as Phase 2 becomes operational.

Non-Rider Fee

While not part of the compact public hearing docket, NVTC has additional comments regarding the non-rider fee that were generated while discussing the parking programs. The Commission recognizes the non-rider fee is a tool to generate additional parking revenue while prioritizing transit riders as users of the facilities. At present, Metrorail riders pay the regular parking fee, while other transit riders, with the exception of recently exempted VRE and MARC riders, pay the higher non-rider fee.

It is our understanding that WMATA is considering exempting Metrobus riders from the non-rider fee so that those riders would pay the regular fee should they park at a WMATA parking facility and ride Metrobus. Given the diversity of transit service providers in Northern Virginia and that WMATA parking facilities are generally under capacity, NVTC supports this direction and asks you to consider or study the concept of extending this exemption to relevant local transit providers that utilize SmarTrip. NVTC is willing to engage with you and local transit providers to further explore this concept.

Lastly, NVTC would like to express our gratitude for finding a solution where VRE riders can pay the regular parking fee and park at the Franconia-Springfield station. Over the last 30 years, transit options in Northern Virginia have grown in diversity and complexity, and the Commission appreciates the resolution of the unintended consequences borne by VRE riders that resulted from the extension of the non-rider fee at this station. Should you consider extending the non-rider fee to additional stations in Northern Virginia, we invite you to coordinate with us to avoid any unintended consequences.

Thank you for the opportunity to comment. We look forward to a WMATA Board decision on parking programs in the fall so that WMATA can provide riders and funding partners with stability and certainty regarding parking policies and their relevant impacts.

Best regards,

Paul C. Smedberg
Chairman

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: August 30, 2018

SUBJECT: Proposed Changes to NVTC By-Laws

At the September meeting the Commission will be presented with proposed changes to NVTC's By-Laws reflecting 2018 General Assembly action and the discussion and actions taken at the June 22nd Strategic Retreat. The Commission will be asked to vote on the proposed changes to the NVTC By-Laws at the October Commission meeting.

The Executive Committee, with the assistance of staff and counsel, reviewed the NVTC By-Laws and recommend the following changes:

1. Revise language in Section 2.C. regarding NVTC's four members representing the House of Delegates to align with the General Assembly budget amendment passed during the 2018 Session which amended Virginia Code Section §33.2-1904 to allow the Speaker of the House to appoint non-House members to NVTC.
2. Revise language in Section 5.B(1) regarding NVTC Officers, adding "The chairman shall not also be an appointee to the WMATA Board of Directors as a principal member."
3. Add new and revised language in Section 10 regarding NVTC's Committees to:
 - a. Articulate general provisions for all committees;
 - b. Revise the membership and provide technical clarification to the charge of the Executive Committee; and
 - c. Establish standing committees for WMATA, Legislative and Policy, and Program Advisory, with language on membership, charge and structure for each committee.

In addition, staff included technical and conforming edits in the redlined document.

Background

Current NVTC By-Laws require presentation of the proposed amended changes at one meeting and action on the proposed changes to be taken at the following or subsequent meetings. NVTC's By-Laws were last updated in July 2016.

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NVTC BY-LAWS

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

BY-LAWS

Adopted 3 Mar. 66

Revised 4 Aug. 66

Revised 9 Jan. 69

Revised 5 Jun. 75

Revised 6 May 81

Revised 11 Jul. 85

Revised 3 Oct. 85

Revised 3 Jan. 90

Revised 1 Mar. 90

Revised 1 Jul. 04

Revised 5 April 12

Revised 7 July 16

Proposed edits 8-30-18

1. PURPOSE

The Northern Virginia Transportation Commission (NVTC) was created by the Virginia General Assembly in 1964. NVTC's mission is to serve the public by providing a forum for elected officials, focusing primarily on public transit; to develop strategies, identify funding sources, advocate for additional funding, prioritize funding allocations, oversee transit systems such as [the Virginia Railway Express \(VRE\)](#) and [the Washington Metropolitan Area Transit Authority \(-WMATA\)](#), and pursue new transit programs and innovations. NVTC works to improve mobility, safety, and transit customer service; reduce traffic congestion; protect the environment; and stimulate the regional economy; all by increasing the use of transit and ridesharing. The duties and powers of the Commission are set forth in the Transportation District Act of 1964, Sections 33.2-1900 through 33.2-1935 of the Virginia Code¹.

2. PARTICIPATING GOVERNMENTS

A. The following local governments comprising the Northern Virginia Transportation District (Section 33.2-1904 of the Virginia Code) are eligible to participate in the Northern Virginia Transportation Commission, with representatives from their respective governing bodies as noted:

- | | | |
|-----|-----------------------------|----------------------------|
| (1) | Fairfax County | --Five members |
| (2) | Arlington County | --Three members |
| (3) | City of Alexandria | --Two members |
| (4) | City of Fairfax | --One member |
| (5) | City of Falls Church | --One member |
| (6) | Loudoun County ² | --Two members ³ |

¹ Previously located in Sections 15.2-4500 through 15.2-4534 of the Virginia Code.

² Loudoun County's membership is governed by the terms of an agreement dated December 14, 1989 between NVTC and the county.

³ Chapter 117 of the 2016 Acts of Assembly amended Section 33.1-1904 of the Virginia Code to add a second Loudoun County member to NVTC.

- B. In addition, the chairman of the Commonwealth Transportation Board or his designee shall serve as an ex officio member of the Commission.
- C. The General Assembly of Virginia is represented by two senators, appointed by the Senate Committee on Rules, and four ~~delegates~~ members appointed by the Speaker of the House of Delegates⁴.
- D. Additional contiguous counties and cities may be added to the transportation district by agreement and shall appoint one representative.
- E. Local governments may appoint alternates from their respective governing bodies to vote in the absence of their principal members ~~from their respective governing bodies~~.

3. MEETINGS

A. Regular Public Meetings

Regular public meetings will be held on the first Thursday night of each month unless two thirds of the members ~~shall~~ consent to an alternate date. If the meeting night occurs on a holiday, the Commission shall designate a substitute night as a matter of business during a prior meeting.

B. Quorum and Action by Commission

Section 33.2-1912 of the Virginia Code stipulates the requirements of a quorum and action by the Commission. A quorum requires ~~eleven~~ 11 members including at least one member from each of four jurisdictions. The chairman of the Commonwealth Transportation Board or his designee shall be included for the purposes of constituting a quorum. However, while the General Assembly is in session, NVTC's General Assembly members shall not be counted in determining a quorum. General Assembly members on the Commission represent the Commonwealth of Virginia and not the jurisdictions from which they are elected. The presence of a quorum and a vote of the majority of the members necessary to constitute a quorum of all the members appointed to the Commission, including an affirmative vote from a majority of the members, shall be necessary to take any action.

Notwithstanding the provisions of Sections 2.2-3708 and 3708.1, members of the General Assembly may participate in the meetings of the Commission through electronic communications while the General Assembly is in session.

4. RULES OF PROCEDURE

Robert's Rules, as amended, shall apply.

⁴ General Assembly budget amendment passed 2018 Session amended Section 33.2-1904 of the Virginia Code to allow the Speaker of House to appoint non-House members to NVTC.

5. OFFICERS

- A. The officers of the Commission shall be elected from the membership of the Commission and shall serve terms of one year, or until their successors are elected, and may succeed themselves.
- B. The officers and their duties shall be as follows:
 - (1) Chairman: The chairman presides at meetings of the Commission, represents the Commission before the United States Congress, the Virginia General Assembly, and other commissions, and is the Commission's spokesman in matters of policy. The chairman shall not also be an appointee to the WMATA Board of Directors as a principal member.
 - (2) Vice Chairman: The vice chairman shall, in the absence or disability of the chairman, perform the duties and exercise the powers of the chairman.
 - (3) Secretary-Treasurer: The secretary-treasurer shall monitor the financial administration of the Commission including the investment of funds and securities of the Commission and monitor financial records and the issuance of such reports as required by law, i.e., annual audit and other financial statements as determined by the Commission. ~~He or she~~ The secretary-treasurer shall direct staff to present monthly reports of ~~fn~~ the financial condition of the Commission, giving the status and basis for all investments and of all money and other valuable effects in the name or in the credit of the Commission.
- C. Election of the officers shall take place annually at the January meeting of the Commission, and the officers shall serve until their successors are duly elected. Notice of meeting must state that election of officers will be a matter of business at the meeting.

6. EMPLOYEES

- A. The Commission shall employ an executive director who shall hire and direct such other employees as may be necessary to perform the functions of the Commission.
- B. The duties, qualifications, terms, compensation and related benefits of employees shall be prescribed in NVTC's Administrative Regulations as adopted and amended from time to time by the Commission and/or executive director.

7. ACCOUNTS AND RECORDS

- A. The Virginia Code stipulates the types of records to be maintained by the Commission.
- B. The annual financial report of the Commission shall be for the fiscal year period.
- C. The official minutes of the Commission shall be in the custody of the executive director of the Commission who shall certify copies and abstracts of the minutes when required.

8. BONDING OF COMMISSIONERS AND EMPLOYEES

- A. The Commission shall secure a public official bond for the faithful performance of duties in the amount of:

- (1) \$5,000 for each member of the Commission except the secretary-treasurer:
- (2) \$25,000 for the secretary-treasurer.

The bonds shall be filed with and preserved by the Comptroller of the Commonwealth.

- B. The Commission shall secure a fidelity bond for the faithful performance of duties in the amount of:

- (1) \$1,000,000 for the executive director; and
- (2) As directed, for other members of the Commission staff and officers ~~as~~ where appropriate.

The executive director's and staff bonds will be held by the Commission.

9. FINANCES

- A. Fiscal Year

The fiscal year shall begin the first day of July in each year.

- B. Budget

- (1) The executive director shall submit a proposed budget for the succeeding fiscal year to the executive committee for approval prior to the month of January.
- (2) The budget approved by the executive committee shall be submitted to the Commission by its January meeting. The notice of this meeting must state that the budget for the coming fiscal year is to be a matter of business at the meeting.
- (3) The administrative expenses of the Commission, to the extent funds for such expenses are not provided from other sources, shall be allocated among the component governments on the basis of the relative shares of state and federal transit aids allocated by the Commission among its component governments, as stated in the Virginia Code (Section 33.2-1915E).

- C. Audit

The books of the Commission shall be audited by a certified public accountant or accountants, and the audit report shall be included in the annual financial report.

10. COMMITTEES

A. General Provisions

- (1) The Commission shall, at its January annual organizational meeting, or thereafter, establish such committees as it deems appropriate. Such committees shall continue throughout the calendar year unless dissolved. The Commission shall designate the chairman and membership of each such committee unless expressly provided for elsewhere in these By-Laws.
- (2) Excluding the Executive Committee, the Commission chairman shall not also serve as the chairman of a committee unless determined otherwise by an affirmative vote that includes (a) not less than two-thirds of the Commission members present and voting and (b) Commission members from not less than two thirds of the member jurisdictions.
- ~~(4)~~(3) To encourage participation by all member jurisdictions, the Commission shall strive to distribute Commission leadership and committee leadership and membership among all members from the member jurisdictions.
- (4) All committees shall adhere to all open meeting requirements contained in the Virginia Code including those pertaining to notice, minutes, and public attendance. All members of NVTC are eligible to attend meetings of all NVTC's committees and subcommittees, and in the case of including closed meetings, to attend and observe but only committee members shall be eligible to vote at committee meetings.

AB. Executive Committee

- (1) Membership: There shall be an executive committee consisting of the chairman, who shall chair the executive committee, the immediate past chairman, if still a member of the Commission; the vice chairman; the secretary-treasurer; the Commission's members of the WMATA Board, the chairman of the Fairfax County Board of Supervisors (if serving on NVTC) the chairs of the WMATA Committee, the Legislative and Policy Committee, and the Program Advisory Committee; and one member of the General Assembly. The Chairman of the Commonwealth Transportation Board or his designee appointed by the Commission as a principal member to the WMATA Board of Directors and the principal member appointed by the Commission to the WMATA Board of Directors shall serve as ex officio members of the Executive Committee.
- (2) The General Assembly member on the executive committee shall be nominated by the Executive Committee and be approved by the Commission as a part of the annual nomination process.
- ~~(1) appointed by the senior member of the General Assembly members on the commission based on length of service in the General Assembly.~~
- ~~(2)~~(3) DutiesCharge: The executive committee shall:
 - (a) Review and approve the proposed annual budget and the work program of the Commission and adviseoversee and provide direction to the executive director on activities within policies set by the Commission.

- (b) Identify and present to the Commission policy issues related to transportation improvements and the administration of NVTC.
- (c) Review the current administration of the Commission including the expenditure and investment of Commission funds.
- (d) Consider and make recommendations to the Commission on the substantive program areas for Commission activity and for the establishment and disestablishment of committees and subcommittees required for each activity.
- (e) Regularly report its deliberations to the Commission.
- (f) Oversee personnel matters and ~~R~~regularly review the performance of the executive director at least annually, including establishing performance goals and recommending any changes in compensation to the full Commission.
- ~~(f)~~(g) Function as an audit committee by reviewing periodic financial reports, responding to recommendations from ~~NVTC's~~ the Commission's auditors and meeting with those auditors as needed.
- ~~(g)~~(h) Serve as or establish the nominating committee for the Commission officers, board appointments, and all Commission committee chairs and members, unless expressly provided for elsewhere in these By-Laws.

~~(4)~~ ~~(3)~~ — Meetings: The executive committee shall meet immediately prior to each monthly meeting of the Commission and at such other times as the committee shall determines or the Commission directs.

~~(a)~~ — Each January the Commission shall establish a meeting schedule for the executive committee.

~~(b)~~ — Quorums, notices, minutes and other open meeting requirements contained in the Virginia Code shall be adhered to.

B. Other Committees

~~— The Commission shall, at its January annual organizational meeting, or thereafter, establish such committees as it deems appropriate. Such committees shall continue throughout the calendar year unless dissolved. The chairman of the Commission shall designate the chairman and membership of each such committee.~~

C. WMATA Committee

~~(1) Membership: There shall be a WMATA committee consisting of the two alternate members appointed by the Commission to the WMATA Board of Directors; one of whom shall be the WMATA committee chair; the Chairman of the Commonwealth Transportation Board or his designee appointed by the Commission as a principal member to the WMATA Board of Directors; the principal member appointed by the Commission to the WMATA Board of Directors; and Commission members drawn from other member jurisdictions not already represented by the foregoing members.~~

~~(2) Charge: The WMATA committee shall:~~

- (a) Provide NVTC-wide regional guidance to the Virginia appointees to the WMATA Board of Directors and a framework for sharing institutional knowledge.
 - (b) Serve as a venue for discussion of WMATA issues directly affecting the NVTC region including but not limited to WMATA budget decisions that affect jurisdictional subsidies, service changes that affect Virginia riders, and actions that affect Northern Virginia transit providers.
 - (c) Ensure that member jurisdictions' interests and issues are elevated to WMATA when appropriate.
 - (d) Discuss and recommend to the Commission NVTC-wide regional positions on WMATA issues through consensus-based deliberations.
 - (e) Provide leadership and support to NVTC staff in the development of WMATA-related oversight objectives, policies, procedures, and agreements, including but not limited to NVTC's annual report to the General Assembly and Governor on the financial and operational performance of WMATA (§33.2-3403.
- (3) Meetings: The WMATA committee shall meet monthly and at such additional times as may be necessary to coordinate with activities of and decisions coming before the WMATA Board of Directors.

D. Legislative and Policy Committee

- (1) Membership: There shall be a legislative and policy committee consisting of a chairman and Commission members drawn from member jurisdictions in a representative manner. One Commission member from the General Assembly shall serve as an ex officio member of the legislative and policy committee.
- (2) Charge: The legislative and policy committee shall:
- (a) Develop the Commission's annual legislative and policy agenda.
 - (b) Serve as a venue for discussion of legislative and policy matters that directly affect the NVTC region and transit in Northern Virginia.
 - (c) Meet with legislative staff and members at the state and federal level both during and outside of session.
- (3) Meetings: The legislative and policy committee shall meet regularly from October through March and as necessary in other months, and shall be available to meet on short notice during the state and federal legislative sessions.

E. Program Advisory Committee

- (1) Membership: There shall be a program advisory committee consisting of a chairman and Commission members drawn from member jurisdictions in a representative manner.
- (2) Charge: The program advisory committee shall:

- (a) Provide leadership and guidance in the development and implementation of Commission-administered programs including but not limited to the Commuter Choice program.
- (b) Discuss and recommend to the Commission policies and the annual program for projects under the Commission's discretionary programs such as I-66 Commuter Choice and I-395/I-95 Commuter Choice.
- (3) Meetings: The program advisory committee shall meet as necessary to align with the processes and decisions associated with the various policy and programs it oversees and Commission decisions related to them.

11. AMENDMENT TO BY-LAWS

- A. The By-Laws may be altered or amended by the presentation of such proposed alterations or amendments at one meeting with explanations of the proposed changes. Action on the proposed changes shall be taken at the following or subsequent meetings. Notice of proposed action to amend the By-Laws shall be included in the meeting notice.
- B. The enactment of a change of the By-Laws requires a majority vote of the full Commission.

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Agenda Item #6: Testimony to the Commonwealth Transportation Board



TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: August 30, 2018

SUBJECT: Testimony to the Commonwealth Transportation Board

ACTION: Authorize the Executive Director to Provide Testimony to the Commonwealth Transportation Board on DRPT's Proposed Prioritization Approach for State Transit Capital Funding and Transit Strategic Plans

At the September meeting the Commission will be asked to authorize the executive director to provide testimony to the Commonwealth Transportation Board (CTB). The CTB will meet on September 18, 2018 to consider a prioritization process for allocating funds for state transit capital projects. The new approach was mandated by the omnibus transit funding bill (HB1539/SB856) (2018), which the Governor signed in May. The Department of Rail and Public Transportation (DRPT) is proposing a process that, while reasonable given the legislative requirement, will create fiscal uncertainty for the Virginia Railway Express and Northern Virginia's six local bus systems.

NVTC's testimony:

- Speaks to our transit agencies' need for predictable funding so that they can replace old buses, upgrade dated technology, and maintain a reliable fleet;
- Notes that the proposed prioritization process is a significant break from the predictable flow of funding that our agencies rely on to invest wisely;
- Calls attention to the fact that transit agencies will be at a disadvantage to Virginia's district highway offices, which have predictable funding for their road maintenance and state of good repair activities; and
- Suggests that the most appropriate application of a prioritization process would be for major expansion projects.

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NVTC Comments on Prioritization Process for State Transit Capital Funding

September 18, 2018

Delivered by NVTC Executive Director Kate Mattice

On behalf of the Northern Virginia Transportation Commission, I appreciate the opportunity to come before you today and share NVTC's regional perspective on the proposed prioritization process for state funding of transit capital projects. Before doing so, I would like to thank each of you – Secretary Valentine, Director Mitchell and members of the Commonwealth Transportation Board (CTB) – for your ongoing commitment to investments in high-quality, high-capacity transit infrastructure and service throughout Northern Virginia.

Northern Virginia has a vested interest in the new state transit capital funding approach proposed by the Department of Rail and Public Transportation (DRPT) as our region's economic vitality depends on transit. Transit in Northern Virginia is more than Metrorail and Metrobus. It also includes the local and commuter bus services provided by our local transit agencies and the Virginia Railway Express (VRE), a commuter rail service that extends as far south as Spotsylvania and west as Manassas.

Sixty-two percent of DRPT's current transit capital funding supports our six Northern Virginia bus systems and VRE. While that percentage may seem high, keep in mind that Northern Virginia jurisdictions put a far greater percentage of local dollars into transit than do municipalities anywhere else in the commonwealth. The funding equation in our region is roughly 37 percent local, 36 percent state and 27 percent federal.

The state capital program is important to our transit systems. The annual allocation from DRPT's capital program provides the necessary and predictable funding our systems need to replace old buses, upgrade dated technology, and maintain a reliable fleet. The existing allocation approach allows our transit systems to do asset management planning and predict when a building, fleet or technology can be repaired or replaced.

Northern Virginia's transit agencies recognize the difficult position in which DRPT has been placed due to changes in law that require state transit capital funding to be competitive. We appreciate DRPT's efforts to engage stakeholders through outreach to the Transit Service Delivery Advisory Committee, on which I sit as a representative of the Virginia Transit Association. Despite our philosophical disagreements with the new law, DRPT's approach seems reasonable given the new requirements.

What is being asked of DPRT in creating a prioritization process to allocate capital funds needs to be recognized as a significant break from the predictable flow of funding that our agencies rely on to invest wisely. It will change the landscape of how local transit systems plan their investments.

Prioritization of transit capital investment is nothing new. It is already done by local transit agencies through fleet and asset management plans. Each transit agency sets priorities for the allocation of its funds. DPRT has been tasked with changing that local prioritization into a statewide competition, effectively undermining transit agencies' asset management efforts and creating uncertainty in fleet and asset management. Budgeting will be difficult when revenues cannot be predicted. Transit agencies will no longer have the same predictability that Virginia's district highway offices have for their road maintenance and state of good repair activities.

That's not to say that there isn't a place for prioritizing capital projects. The approach proposed by DPRT, similar to what is used for SMART SCALE, makes sense for major transit expansion. But expansion projects represent less than 20 percent of the \$65.3 million available through the Department of Rail and Public Transportation (DRPT) for transit capital funding this fiscal year.

As the CTB considers the merits of a prioritization process for funding transit capital projects, it is important to keep in mind the uncertainty surrounding the future of such funding in Virginia. The depletion of revenues from bonds designated for capital projects threatens what has been, up until now, a reliable source of financial support for transit capital investments throughout the state. A loss of funds could threaten the safety and reliability of bus and rail service in the commonwealth. Transit providers could be forced to reduce or eliminate routes or services. A decline in funding could mean a loss of federal transit dollars, as many agencies use state funds to match grants from the Federal Transit Administration. I hope you will join me in urging the General Assembly to dedicate a steady and reliable stream of revenues to fund transit capital investments throughout Virginia.

Transit is not a luxury in Northern Virginia. It is an essential element in the daily lives of hundreds of thousands of residents. Our transit systems provide more than 134 million passenger trips each year. In our region, there are 708,000 jobs within a quarter mile of a bus stop or rail station. Transit saves Northern Virginia \$726 million in congestion-related costs and 35 million hours of delay annually. Without transit, we would need an additional 45 freeway lanes to accommodate commuters. When you consider the demand for transit and the record of NVTC jurisdictions in providing quality transit service, the need for your continued support is clear. The economic health of the region and the commonwealth depends on it.

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: August 30, 2018

SUBJECT: Office Lease Amendment

ACTION: Approve Resolution #2366: Authorize the Executive Director to Amend NVTC's Office Lease

At the September meeting the Commission will be asked to approve Resolution #2366, which authorizes the executive director to sign a second amendment to NVTC's office lease for an additional 2,387 feet to accommodate current and anticipated staff needs. There will be no financial impact of this amendment on NVTC's General and Administrative budget until March 2020. After that time, the net annual impact of this amendment on NVTC's General and Administrative budget will be approximately \$82,000 plus 2.5 percent/year base rent escalation. This increase equates to 2.6 percent of NVTC's FY2019 approved G&A budget.

Background

Due to space constraints of NVTC's present office suite, the Commission approved an amended lease at the March 1, 2018 meeting for a new 5,915 square foot suite on the second floor of the Navy League Building. The final space plan developed by the building's architect allows for 13 offices, space for four workstations, storage, and one large and two small conference rooms. The first lease amendment is effective March 1, 2019, at \$46.50/square foot (a decrease from the present \$56.55/square foot as projected), includes a 2.5 percent/year base rent escalation (a decrease from the 3.0 percent/year included in the current existing lease), seven months of rent abatement over seven years, new construction to NVTC specifications, and an allowance for furniture, equipment and moving costs.

Since the amended lease was approved, several developments occurred that impact NVTC's space needs. HB1539/SB856 (2018) was signed into law, giving NVTC significant additional responsibilities. Further, NVTC received direction from the Commonwealth to establish a TDM/Outreach program for the I-66 Commuter Choice program with dedicated staff and consultant support. These developments, along with NVTC responsibilities and the future staffing needs were discussed at the NVTC Strategic Retreat in June and new staff levels were approved by the Commission in the revised FY2019 General and Administrative budget in July 2018.

With the building's architect, staff and NVTC's broker explored how the March 2018 approved space plan could be modified to accommodate NVTC's additional staff and storage needs. The architect was able to only identify one option using the approved space plan that would convert all open cubical space to one additional office, replace one of the conference rooms with a small interior office, and eliminate most storage space.

Upon review, NVTC staff and the broker determined that these changes to the approved space plan would still not accommodate the approved staff levels, would not provide any storage for NVTC or Commuter Choice efforts, nor would allow for any growth.

Second Lease Amendment

NVTC is in a unique position where the office suite under the approved lease amendment is adjacent to a suite that will become vacant in the very near future, allowing NVTC to capture additional square footage. Due to the design of the building and the future leasing plans of the Navy League, building management has determined that NVTC space could be increased by one structural beam. With this additional space, staff and NVTC's broker have worked with the building architect to develop a proposed space plan that will fit NVTC's current and future requirements.

Obtaining the additional space will allow for six more offices, one more workstation, and additional storage over the final space plan of the first lease amendment. Also included in the space plan is a more functional copier/work area, and a better general layout. The space plan, as proposed, will accommodate NVTC's current and anticipated future staffing levels, consultants and storage needs.

Second Lease Amendment Terms

The second lease amendment increases the square footage from 5,915 to 8,302 at the same cost per square foot as the first lease amendment. The second lease amendment includes a provision that provides the additional 2,387 feet rent free for the first 12 months ending February 28, 2020. Similar to the first lease amendment, one month of escalated rent will be abated over the next six years. A greater allowance will be provided for furniture and equipment. All other terms of the second lease amendment are identical to the approved and executed first lease amendment.

Under the second lease amendment, there is no increase in rent over the first lease amendment for the first 12-month period ending February 28, 2020. Rent expense will increase by \$105,000 over the first amendment for the next 12-month period ending February 28, 2021. Because NVTC charges direct payroll and overhead to the I-66 Commuter Choice program, a portion of this increase would be absorbed by the program, leaving a net impact on NVTC's General and Administrative budget of approximately \$82,000 for the period ending February 28, 2021. This increase equals 2.6 percent of NVTC's FY2019 approved G&A budget.

**RESOLUTION #2366**

SUBJECT: Authorize the Executive Director to Amend NVTC's Office Lease

WHEREAS: The Northern Virginia Transportation Commission resolved to amend the current office lease at the Navy League Building, 2300 Wilson Blvd., Suite 620 in Arlington on March 1, 2018 for a larger suite to accommodate its present needs;

WHEREAS: Due to recent developments, including the enactment of HB1539/SB856 (2018), the addition of a I-66 Commuter Choice TDM/Outreach program directed by the Commonwealth, and desired staffing levels as discussed at the June 2018 Strategic Retreat, NVTC's office space requirements have increased;

WHEREAS: NVTC is in a unique position where the new office suite under the first lease amendment is adjacent to vacant space, and the building management is willing to lease a portion of this space to NVTC;

WHEREAS: The additional space will accommodate NVTC's current and future needs; and

WHEREAS: The second lease amendment provides an additional 2,387 square feet under the same terms as the first amendment, with a provision for the additional space rent free for the first year, and six months of escalated rent abated over the next six years.

NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission authorizes its executive director to execute the second lease amendment, subject to final review by legal counsel, and such further non-substantive modifications as may be approved by the executive director in consultation with legal counsel, with an effective date of March 1, 2019, for an 8,302 square foot suite at the present location, for a period equal to that of the first lease amendment.

Approved this 6th day of September 2018.

Paul C. Smedberg
Chairman

Katie Cristol
Secretary-Treasurer

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TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice and Patricia Happ

DATE: August 30, 2018

SUBJECT: I-66 Commuter Choice Program Update

At the September meeting NVTC staff will provide a brief update to the Commission on the latest developments of the [I-66 Commuter Choice program](#) in anticipation of several action items to be presented at NVTC's October meeting.

At the October meeting the Commission will be 1) asked to authorize the executive director to submit the NVTC I-66 Commuter Choice Program FY2018 Annual Report to the Commonwealth Transportation Board (CTB); 2) presented with the results of the re-examination of the I-66 Commuter Choice program application [Transform 66 Multimodal Project Prioritization Process and Evaluation Criteria](#); and 3) asked to authorize the issuance of this year's I-66 Commuter Choice program Call for Projects.

Background

The [I-66 Commuter Choice program](#) invests toll revenues in projects to expand transportation capacity in the I-66 corridor inside the Beltway. In January 2017, the Commonwealth Transportation Board (CTB), the Virginia Department of Transportation (VDOT), and the Northern Virginia Transportation Commission (NVTC) signed a 40-year [Amended Memorandum of Agreement \(MOA\) for the Transform 66: Inside the Beltway Project](#) allowing NVTC to use toll revenues from I-66 inside the Beltway to fund multimodal projects. The I-66 Commuter Choice program is designed to benefit toll payers by easing travel through the congested I-66 inside the Beltway corridor.

The principal objective of the I-66 Commuter Choice program is to select projects that meet improvement goals identified in the MOA, which are to move more people, enhance transportation connectivity, improve transit service, reduce roadway congestion, and increase travel options. Eligible applicants include all jurisdictions and other public transportation providers in Virginia Planning District 8. Project types eligible for funding include park-and-ride lots, bike share stations, express bus service and transit information screens.

NVTC has established the I-66 Commuter Choice Staff Working Group with the objective of assisting NVTC with the re-examination of the prioritization process and evaluation criteria as well as the development of the program of projects for inclusion into the FY2020 Six Year Improvement Program. The membership of the Staff Working Group includes members from all jurisdictions and transit agencies eligible to apply for funding. NVTC

anticipates that the Staff Working Group will convene for six to eight meetings between September 2018 and May 2019 as part of the program.

Roles and responsibilities of the I-66 Commuter Choice Staff Working Group members include the following:

- Attend working group meetings.
- Serve as a liaison between the jurisdiction or agency and the working group.
- Provide specific details regarding projects submitted by the jurisdiction or agency.
- Review project evaluation scores and assisting with the prioritization of projects.
- Serve as a representative of the jurisdiction or agency for purposes of public outreach, including staffing of meetings or events.
- Coordinate the submission of the jurisdiction's or agency's project applications.

NVTC also established the I-66 Commuter Choice Commissioner Working Group. Committee members are John Foust, Libby Garvey, David Meyer, Ron Meyer and David Snyder. The Commissioner Working Group will meet periodically during the Call for Projects to review and discuss Staff Working Group recommendations.

I-66 Commuter Choice Program FY2018 Annual Report

At the October meeting, the Commission will be asked to authorize the executive director to submit the NVTC I-66 Commuter Choice Program FY2018 Annual Report to the CTB. The MOA states that NVTC must report on the degree to which project benefits are realized through funded projects. The data used in NVTC's Annual Report to the CTB comes from project performance data that each funded entity provides to NVTC each year in June. The purpose of the data collection is to ensure that the funds are being spent appropriately and that projects are performing as they were planned.

As specified in each of the project agreements between funded entities and NVTC, each jurisdiction or agency is required to submit an annual project performance data report. Each project agreement specifies guidelines outlining unique data and reporting requirements for that project, including collection time periods and the structure and deadline for reporting. NVTC developed the performance metrics to minimize data collection burden while maximizing the usefulness of the data and leveraging it with other sources where applicable. The reported data is then compared to the benefits evaluation provided by applicants in the project applications and used in the NVTC Annual Report to the CTB. Staff have received all of the annual reports for funded projects and are currently working to compile the data and prepare the NVTC I-66 Commuter Choice Program FY2018 Annual Report to the CTB.

Prioritization Process and Evaluation Criteria Re-Examination

At the October Commission meeting, staff will present the results of the re-examination of the I-66 Commuter Choice program application [Transform 66 Multimodal Project](#)

[Prioritization Process and Evaluation Criteria](#). The Commission requested a re-examination of the prioritization process and scoring criteria at its May 2018 meeting.

[Section B.2 of the MOA](#) requires NVTC to develop and implement a prioritization process to evaluate projects submitted by eligible applicants. The current measures, the [Transform 66 Multimodal Project Prioritization Process and Evaluation Criteria](#), were approved by NVTC in March 2016. The approved measures were derived from the Improvement Goals articulated in the MOA, giving the greatest weight to those projects which improve travel in the corridor as measured by person throughput, improved connectivity across types of travel, travel time, and access to jobs.

The re-examination process involves input and engagement of technical staff and consultants, the I-66 Commuter Choice Staff Working Group, and the I-66 Commuter Choice Commissioner Working Group. The Project Prioritization Process and Evaluation Criteria were deconstructed, re-examined, and reconstructed in different scenarios for review and discussion at the Staff Working Group meeting on August 28, 2018. The Staff Working Group reached consensus on a recommendation to present to the I-66 Commuter Choice Commissioner Working Group, which is scheduled to meet on September 6th prior to the Commission meeting. The agenda for that meeting includes a discussion of the development of evaluation criteria and update scenarios, reintroduction of the project selection process, and review and discussion of the Staff Working Group recommendation.

Call for Projects

Pursuant to [Section II.B.2\(a\) of the MOA](#), the Commission will be asked at the October meeting to authorize a I-66 Commuter Choice program Call for Projects to be funded under the [I-66 Commuter Choice program](#) for inclusion into the FY2020 Six Year Improvement Program. The I-66 Commuter Choice program follows the selection process prescribed in the [Amended and Restated Memorandum of Agreement Transform66 Inside the Beltway Project \(MOA\)](#), whereby eligible projects are evaluated, prioritized, selected and then submitted by NVTC to the CTB for approval.

The Call for Projects will detail the purpose and funding mechanisms of the program, criteria for funding eligibility, and application requirements and procedures for obtaining funding as part of the project, as established by the MOA, and agreed to by the MOA parties. The Call for Projects will be issued following approval by the Commission and online applications will be accepted via the NVTC website from October 9, 2018 until January 9, 2019.

The project milestones for the new Call for Projects are outlined in the timeline below:



CALL FOR PROJECTS TIMELINE



Staff and the consulting team have been working throughout the summer to prepare for the upcoming Call for Projects. Throughout September, NVTC will hold applicant briefing meetings with staff from each eligible jurisdiction and agency to explain the program in detail, and to discuss plans for applications to fund projects to provide strong benefits to the toll payers of I-66 inside the Beltway.

Agenda Item #9: Northern Virginia Transit Response Coordination Program Update



TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice and Matt Cheng

DATE: August 30, 2018

SUBJECT: Northern Virginia Transit Response Coordination Program Update

At the September meeting NVTC staff will update Commissioners on NVTC's Northern Virginia Transit Response Coordination program, formerly known as NVTC's Emergency Preparedness program. The update will focus on the following NVTC work on coordination of transit response planning as well as adjustments to the scope of the program:

1. Detail of Previous Emergency Preparedness Projects
2. Overview of NVTC's Bus Bridge Coordination Effort
3. Transit Response Coordination Next Steps

Routine regional coordination is critical for transit operation and safety across the region. Through this effort, NVTC serves as a resource and forum for transit operators, provides emergency and alternate service coordination, and evaluates opportunities to further mitigate impacts of major transit disruptions.

Background

Between 2003 and 2007, NVTC conducted a series of planning sessions to prepare emergency response plans for key Metrorail station areas in Northern Virginia. These plans aimed to provide guidance to transit operators, police, fire and rescue, and other personnel involved in incident response for events that affected transit service for Northern Virginia riders. This NVTC effort resulted in the development of detailed station evacuation and emergency coordination plans among regional stakeholders that were previously unavailable.

In the years following this initial planning phase, NVTC continued regular meetings of the Emergency Preparedness Working Group comprised of first responder and transit personnel. Efforts were also made to include the expertise of the group in planned Metrorail service disruptions, such as the SafeTrack surges. NVTC conducted a total of 46 SafeTrack calls with WMATA, local transit agencies, and other stakeholders that covered various areas ranging from rider outreach to bus service coordination. This effort assisted jurisdictions in better planning for current service challenges, as well as set the structure for cooperation on future transit planning during periods of planned Metrorail disruptions.

Metrorail Station Bus Bridge Coordination

In 2015, NVTC's Emergency Preparedness program was restarted to develop surface transit plans to complement WMATA's Emergency Response and Evacuation Plans (EREPs), which were completed by WMATA in 2016. EREPs are comprehensive station evacuation plans developed by WMATA for all stations in the Metrorail system. With the assistance of jurisdictional staff and other stakeholders, the EREPs standardize all safety and first responder areas and procedures during the event of an emergency. However, due to the focus of the EREPs on emergency response and evacuation and due to the complexity of transit providers in Northern Virginia, these plans did not focus on regional transit coordination in the event of a Metrorail station evacuation or bypass. NVTC's effort was geared at complementing the EREPs by focusing on this need. During this time NVTC convened regular meetings of the staff working group to develop these surface plans.

With the completion of the EREPs and lessons learned from the year-long SafeTrack program, NVTC engaged its Emergency Preparedness Working Group in 2017 to update the scope of the Emergency Preparedness program to better respond to the current service conditions and the needs of local transit operators and WMATA. This updated scope focuses on developing clear and consistent plans for bus bridge operation and coordination between stations as well as alternative bus bay assignments in the event of an emergency response that blocks the bus bays.

In the last year, NVTC staff has worked to update the process of the stakeholder group with WMATA and local transit providers. This work includes arranging joint planning sessions with operators, GIS analysis of bus bridge routes as well as translating WMATA's own turn-by-turn bus bridge directions into map form. Recognizing that all unplanned disruptions in service or emergency response incidents are unique, NVTC's efforts aim to provide a standardized framework for transit operators and supervisors managing an incident to determine bus bay assignments, alternate bus stop locations as well as to clarify bus directions between stations. NVTC is currently working to finalize all Arlington County Metrorail station bus bridges and bay assignments and will shortly begin work on Fairfax County and the City of Alexandria stations.

Transit Response Coordination Next Steps

NVTC will continue to serve a coordination role between WMATA and local transit providers, providing technical assistance, producing support material and generally serving as a venue for transit response planning. Immediate next steps are to finalize all surface transit plans with the working group. In the coming years, NVTC staff anticipate updating individual plans based on major capital projects or major changes in the bus service, including future Silver Line Phase II stations.

As was done during SafeTrack, NVTC will continue to serve a coordination role in Northern Virginia for planned disruptions in Metrorail service, such as the summer 2019 shutdown of the Yellow and Blue Lines south of the National Airport Station. NVTC will continue to evaluate additional opportunities to add value to regional efforts in bus bridge planning and mitigating planned Metrorail service disruptions.

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice and Nobuhiko Daito

DATE: August 30, 2018

SUBJECT: FY2018 4th Quarter Ridership Report

At the September meeting NVTC staff will give an update on the ridership report. The FY2018 4th Quarter Ridership Report shows that ridership among Northern Virginia transit agencies increased one percent in the 4th quarter of FY2018 when compared to the same time period in FY2017. Ridership of Metrorail, VRE, and DASH increased by four percent, one percent, and two percent, respectively, while other systems experienced ridership decreases.

From April through June of FY2017, SafeTrack was underway. In response to planned service disruptions to Metrorail, local transit agencies offered additional services. These SafeTrack surges included [Blue and Yellow Lines single tracking between Braddock Road and Huntington/Van Dorn Street](#) (March 4th – April 12th) and an [Orange Line segment shutdown between New Carrollton and Stadium-Armory](#) (May 16th – June 15th). [A complete list of SafeTrack surges and when they occurred can be found on WMATA's website.](#)

Ridership in Virginia by System – 4 th Quarter FY 2018			
System	FY17 Q4	FY18 Q4	Percent Change (2017-18)
Arlington Transit	874,965	745,850	-15%
Alexandria DASH	1,037,662	1,059,888	+2%
Fairfax County Connector	2,211,792	2,171,734	-2%
Fairfax City CUE	154,459	143,081	-7%
Loudoun County Transit	446,702	436,644	-2%
PRTC Omni Ride & Omni Link	647,899	622,628	-4%
Virginia Railway Express	1,211,354	1,217,459	+1%
Metrobus	4,823,378	4,395,689	-9%
Metrorail	23,620,290	24,540,560	+4%
Total	35,028,501	35,333,533	+1%

Source: WMATA, NVTC, and local and regional transit providers. Ridership is in unlinked passenger trips.

Average Weekday Ridership in Virginia – 4th Quarter FY 2018				
System	April FY18	May FY18	June FY18	FY18 Q4
Metrorail ¹	298,617	289,040	315,530	301,062
Metrobus ²	59,707	59,269	59,636	59,537

1: Based on Station Entries and Exits 2: Unlinked Passenger Trips
Source: WMATA and NVTC.

Attached is a [detailed breakdown of ridership by Metrorail station in Virginia for the 4th quarter of FY2018.](#)



Metrorail Ridership by Station in Virginia
4th Quarter FY2018

Line/Station	Year	April	May	June	Q4 Total	Percent Change FY17-18
Silver						
Greensboro	FY17	50,624	54,779	61,166	166,569	13.9%
	FY18	58,272	62,523	68,964	189,759	
McLean	FY17	75,842	81,553	89,976	247,371	9.8%
	FY18	84,728	89,787	97,154	271,669	
Spring Hill	FY17	61,698	62,314	68,610	192,622	-2.1%
	FY18	58,792	62,325	67,432	188,549	
Tysons Corner	FY17	161,034	168,159	182,490	511,683	11.2%
	FY18	179,060	187,535	202,322	568,917	
Wiehle-Reston East	FY17	356,306	378,499	394,906	1,129,711	6.7%
	FY18	382,926	400,143	422,886	1,205,955	
Total Silver Line	FY17	705,504	745,303	797,148	2,247,955	7.9%
	FY18	763,778	802,313	858,758	2,424,849	
Orange						
Dunn Loring	FY17	184,716	189,399	195,402	569,517	-0.5%
	FY18	187,180	191,534	188,224	566,938	
West Falls Church	FY17	112,062	121,790	122,474	356,326	8.7%
	FY18	121,026	125,371	141,072	387,469	
Vienna	FY17	448,704	460,057	474,954	1,383,715	-1.0%
	FY18	459,920	455,932	453,352	1,369,204	
Total Orange Line	FY17	745,482	771,246	792,830	2,309,558	0.6%
	FY18	768,126	772,838	782,648	2,323,612	
Silver/Orange						
Ballston	FY17	460,694	478,347	482,112	1,421,153	-3.8%
	FY18	449,728	455,720	461,534	1,366,982	
Clarendon	FY17	199,118	207,719	213,666	620,503	8.5%
	FY18	219,712	224,265	229,228	673,205	
Court House	FY17	314,396	319,536	327,160	961,092	1.6%
	FY18	324,330	322,387	329,766	976,483	
East Falls Church	FY17	197,814	205,660	213,410	616,884	1.1%
	FY18	202,456	206,715	214,720	623,891	
Rosslyn	FY17	611,492	633,753	656,990	1,902,235	4.5%
	FY18	651,496	657,432	678,344	1,987,272	
Virginia Square	FY17	171,428	180,718	185,320	537,466	4.4%
	FY18	181,386	185,477	194,066	560,929	
Total	FY17	1,954,942	2,025,733	2,078,658	6,059,333	2.1%
	FY18	2,029,108	2,051,997	2,107,658	6,188,763	

Source: WMATA. Ridership is based on station entries and exits



Line/Station	Year	April	May	June	Q4 Total	Percent Change FY17-18
Blue						
Arlington Cemetery	FY17	123,728	118,689	134,422	376,839	-12.0%
	FY18	112,570	109,719	109,402	331,691	
Franconia Springfield	FY17	246,266	299,353	327,684	873,303	10.0%
	FY18	316,096	308,328	336,186	960,610	
Van Dorn	FY17	103,034	127,698	134,518	365,250	5.0%
	FY18	125,696	129,961	127,976	383,633	
Total	FY17	473,028	545,740	596,624	1,615,392	3.7%
	FY18	554,362	548,008	573,564	1,675,934	
Yellow						
Eisenhower Avenue	FY17	63,574	70,789	78,056	212,419	38.2%
	FY18	95,660	98,440	99,556	293,656	
Huntington	FY17	295,380	343,125	350,236	988,741	3.9%
	FY18	330,708	348,625	348,148	1,027,481	
Total	FY17	358,954	413,914	428,292	1,201,160	10.0%
	FY18	426,368	447,064	447,704	1,321,136	
Blue/Yellow						
Braddock Road	FY17	166,882	203,602	204,988	575,472	12.5%
	FY18	209,542	220,899	217,192	647,633	
Crystal City	FY17	520,014	531,276	538,576	1,589,866	4.8%
	FY18	565,554	548,996	551,356	1,665,906	
King Street	FY17	336,714	367,544	388,134	1,092,392	4.4%
	FY18	376,158	380,500	383,692	1,140,350	
National Airport	FY17	327,388	351,353	355,302	1,034,043	-0.4%
	FY18	334,424	348,373	347,152	1,029,949	
Pentagon	FY17	561,782	626,677	614,830	1,803,289	3.1%
	FY18	598,734	646,120	613,572	1,858,426	
Pentagon City	FY17	643,016	662,277	694,434	1,999,727	-1.0%
	FY18	647,830	658,461	672,456	1,978,747	
Total	FY17	2,555,796	2,742,730	2,796,264	8,094,790	2.8%
	FY18	2,732,242	2,803,348	2,785,420	8,321,010	
Total Virginia Stations	FY17	6,793,706	7,244,665	7,489,816	21,528,187	3.4%
	FY18	7,273,984	7,425,567	7,555,752	22,255,303	

Source: WMATA. Ridership is based on station entries and exits



Agenda Item #11: Department of Rail and Public Transportation



TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: August 30, 2018

SUBJECT: Department of Rail and Public Transportation (DRPT)

At the September meeting DRPT Director Jennifer Mitchell will give her report. The monthly [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 Smedberg and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: August 29, 2018

SUBJECT: Virginia Department of Rail and Public Transportation (DRPT) Update

General Update

The September 2018 CTB Workshop and Meeting are scheduled to be held in Winchester on September 17 & 18.

At the CTB workshop on September 17, DRPT will brief the CTB on the proposed policy related to the implementation of state transit capital prioritization and proposed guidelines for urban transit agency strategic plans, both of which will be action items at the CTB's meeting on October 30. Both of these items are requirements of HB 1539 from the 2018 General Assembly session. DRPT worked with the Transit Service Delivery Advisory Committee (TSDAC) to develop both items.

At the CTB meeting on September 18, DRPT will ask the CTB to approve the policy and guidelines for implementation of governance and funding reforms for WMATA, which is also on the current NVTC Board meeting agenda. DRPT worked with NVTC to jointly develop this policy and guidelines for the CTB to use in the future when reviewing compliance by WMATA and NVTC with the requirements of HB 1539, specifically regarding triggers for the withholding of state funding for instances of non-compliance. The CTB was briefed on the policy and guidelines at its workshop in Alexandria on July 17.

The next meeting of the Transit Service Delivery and Advisory Committee (TSDAC) is scheduled for 10:00 a.m. on Friday, September 7, 2018 at the DRPT Office at 600 East Main Street in Richmond (21st floor). TSDAC members continue to provide input on the development of a capital prioritization process and revision of the operating allocation formula to service development factors, both due to be fully implemented by the CTB by July 1, 2019 per HB 1539. The TSDAC is also supporting the development of guidance for development of Transit Strategic Plans by urban transit agencies. The strategic planning guidance must be promulgated by December 1, 2018. The TSDAC meeting on

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September 7 will include a review of the draft CTB Policies for Transit Capital and Strategic Planning and begin discussion of the performance based operating formula. A background briefing for the TSDAC on DRPT's transit operating assistance program was held via webinar on August 29.

The 2018 Governor's Transportation Conference and Innovation Summit is scheduled for October 30 - November 2 in Norfolk at the Main (Hilton). The October CTB workshop and meeting will be held in conjunction with the conference in Norfolk on October 29-30. Information on the 2018 Governor's Transportation Conference and Innovation Summit can be found at:

<http://www.cvent.com/events/governor-s-transportation-conference-2018-innovation-summit/custom-17-df40e9f30c414c3d9734a4fba74fe693.aspx>

The CTB will hold its Fall 2018 Transportation Public Meeting in Northern Virginia on the evening of November 29 at the VDOT District Office at 4975 Alliance Drive in Fairfax. Additional details will be communicated as they become available.

The Commonwealth received seven applications requesting approximately \$206 million in SMART SCALE funding from four Northern Virginia jurisdictions for which transit is the primary or only improvement by the August 8, 2018 application submission deadline. Several other applications were received for which transit would be a secondary beneficiary if those projects receive funding. Validation of applications is scheduled to be completed by September 8. Evaluation and scoring will commence after application validation. A schedule of upcoming SMART SCALE milestones leading to approval by the CTB in spring 2019 will be provided when it becomes available.

DRPT continues to work on moving various planning and pre-construction elements of the Atlantic Gateway Program forward, which will improve freight and passenger rail service in Northern Virginia, DC, and points south. This includes a third track project from Occoquan to Franconia, a fourth track in Alexandria and Arlington, and improvements to the Long Bridge, which will double train capacity over the Potomac. DRPT Director Jennifer Mitchell updated the NVTC Board on these efforts at its meeting on June 7.

DRPT continues to support the establishment of the Metro Safety Commission (MSC). The MSC is now meeting bi-weekly at the MWCOG offices in Washington, DC. The MSC is working to submit all required certification documentation to the FTA by September 30, 2018 to allow for certification by the April 15, 2019 deadline. Sharmila Samarasinghe began work as the Chief Operating Officer of the MSC on August 27. Sharmila was previously DRPT's State Rail Transit Safety Programs Administrator and Virginia's representative on the Tri-State Oversight Committee (TOC), which is the predecessor entity to the MSC for Metrorail safety oversight.

DRPT is pleased to welcome Xavier Harmony to its Northern Virginia office as a Transit Programs Manager. Xavier will provide state program management and oversight services to several transit systems in Northern Virginia, including Fredericksburg Regional Transit (FRED), Loudoun County Transit, PRTC-Omniride, VRE and Winchester Transit. Xavier comes to DRPT from Amtrak where he was a Lead Service Planner. Xavier began work at DRPT on August 10.

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TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: August 30, 2018

SUBJECT: Virginia Railway Express (VRE)

A. VRE CEO Report and Minutes

At the September meeting VRE CEO Doug Allen will update the Commission on VRE activities. The [Minutes of the July 20th VRE Operations Board Meeting](#) and the [VRE CEO Report for August 2018](#) are attached.

There are no action items for the September NVTC meeting.

B. FY2020 VRE Key Budget Issues

VRE staff presented the FY2020 key budget issues to the Operations Board at its July 20th meeting to seek their feedback and direction as staff continues to develop the budget and the six-year Capital Improvement Program (CIP). The nine key budget issues include the following:

General Key Budget Issue:

1. Programming of CROC Funds in FY2019 and FY2020

Operating Budget Key Issues:

2. Planned Fare Increase and Ridership Projections
3. Potential Reduction in State Operating Assistance
4. Renewal of Operating Access Agreement with CSX
5. Diesel Fuel Price Uncertainty

Capital Budget Key Issues:

6. Staffing to Support Growth
7. Changes to State Capital Matching Fund
8. Stakeholder Consensus on Long Bridge
9. Maintenance and Replacement of VRE Assets

The [attached VRE memorandum](#) includes more detailed information on each key budget issue. The preliminary FY2020 VRE Budget will be presented to the Operations Board at its September meeting and to NVTC and PRTC at their October meetings in order to refer the preliminary budget to the jurisdictions. The Commissions will be asked to approve the final budget at their January 2019 meetings.

C. Broad Run Expansion Project Update

At its July 20th meeting, the VRE Operations Board endorsed the site located north of the Broad Run Station and Norfolk Southern (NS) tracks as the preferred location for expanded station parking at an estimated cost of \$25 million. Prince William County will provide up to \$10 million in county funds towards the costs of this parking and is seeking a federal BUILD grant that would increase its contribution to \$25 million. The north site will accommodate 600 parking spaces. Adding the north site location will provide access to the station from both sides of the tracks, as well as an alternate to the Piper Lane entrance. The Operations Board discussed the use of VRE funds for this project if the county does not receive the BUILD grant since 300 existing parking spaces are being lost to the proposed expansion of the existing maintenance yard. The [attached VRE memorandum](#) provides additional information.

D. 2018 Customer Service Survey Results

VRE conducted its annual customer service survey on May 2, 2018 on all morning VRE and Amtrak Step-Up trains. A total of 4,694 surveys were completed out of 10,000 passengers, which is a 47 percent participation rate. The results of the survey were very positive. VRE achieved all-time high satisfaction ratings in several categories:

- Responsiveness of VRE staff – 94 percent
- Overall Service Quality – 93 percent
- Overall Crew Performance – 95 percent

Significant improvements are noticeable in the categories of Customer Email Responsiveness, Social Media Presence and Updates, Website Content Maintenance, and Train Talk Alerts. These categories grew on average of four to six percentage points from last year. On-Time Performance received an 87 percent satisfaction rating, which is the highest rating in the past five years. Train Cleanliness received a 96 percent rating. The [attached VRE memorandum](#) provides more detailed information about the survey results, which includes a “report card” on the results and how they compare to the past four years.



**Virginia Railway
Express**

Martin E. Nohe
Chairman

Katie Cristol
Vice-Chairman

Maureen Caddigan
Secretary

John C. Cook
Treasurer

Sharon Bulova
Mark Dudenhefer
John D. Jenkins
Matt Kelly
Wendy Maurer
Jennifer Mitchell
Suhas Naddoni
Pamela Sebesky
Gary Skinner
Paul C. Smedberg

Alternates

Ruth Anderson
Pete Candland
Jack Cavalier
Hector Cendejas
Libby Garvey
Todd Horsley
Jeanine Lawson
Tim Lovain
Jeff McKay
Michael McLaughlin
Cindy Shelton
Paul Trampe
Billy Withers
Mark Wolfe

Doug Allen
Chief Executive Officer

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

MINUTES

Attachment #12A

VRE Operations Board Meeting PRTC Headquarters – Prince William County, Virginia July 20, 2018

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
Mark Dudenhefer (PRTC)	Stafford County
John D. Jenkins (PRTC)	Prince William County
Matt Kelly (PRTC)	City of Fredericksburg
Wendy Maurer (PRTC)	Stafford County
Martin E. Nohe (PRTC)	Prince William County
Pamela Sebesky (PRTC)	City of Manassas
Gary Skinner (PRTC)	Spotsylvania County
Paul Smedberg (NVTC)	City of Alexandria

Members Absent	Jurisdiction
Jennifer Mitchell	DRPT
Suhas Naddoni (PRTC)	City of Manassas Park

Alternates Present	Jurisdiction
Jeanine Lawson (PRTC)	Prince William County
Michael McLaughlin	DRPT
Cindy Shelton (PRTC)	Stafford County

Alternates Absent	Jurisdiction
Ruth Anderson (PRTC)	Prince William County
Pete Candland (PRTC)	Prince William County
Jack Cavalier (PRTC)	Stafford County
Hector Cendejas (PRTC)	City of Manassas Park
Todd Horsley	DRPT
Libby Garvey (NVTC)	Arlington County
Tim Lovain (NVTC)	City of Alexandria
Jeff McKay (NVTC)	Fairfax County
Paul Trampe (PRTC)	Spotsylvania County
Billy Withers (PRTC)	City of Fredericksburg
Mark Wolfe (PRTC)	City of Manassas

Staff and General Public	
Khadra Abdulle – VRE	Todd Johnson – First Transit
Doug Allen – VRE	Cindy King – VRE
Monica Backmon – NVTA	Mike Lake – Fairfax County DOT
Paolo Belita – Prince William County	Lezlie Lamb – VRE
Alexander Buchanan – VRE	Bob Leibbrandt – Prince William County
Kasaundra Coleman – PRTC	Steve MacIsaac – VRE Legal Counsel
Rich Dalton – VRE	Kristen Nutter – VRE
Andrew D’huyvetter – NVTC	Pat Porzillo – HDR
John Duque – VRE	Mark Schofield – VRE
Julie Elliott – Stafford County	Aimee Perron Seibert – The Hillbridge Group
Lucy Gaddis – VRE	Steve Sindiong – City of Alexandria
Paul Garnet – Keolis	Joe Swartz – VRE
Chris Henry – VRE	Ann Warner – Ann Warner, LLC
Christine Hoeffner – VRE	Ciara Williams – DRPT
Pierre Holloman – Arlington County	

Chairman Nohe called the meeting to order at 9:18 A.M. Following the Pledge of Allegiance, Roll Call was taken.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Mr. Skinner, to approve the Agenda. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Approval of the Minutes of the June 15, 2018 Operations Board Meeting – 4

Ms. Bulova moved, with a second by Mr. Kelly, to approve the Minutes. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, McLaughlin, Sebesky, Skinner and Smedberg. Ms. Maurer and Mr. Nohe abstained.

Chairman's Comments –5

Chairman Nohe announced there will be a Legislative Committee meeting immediately following the Operations Board meeting to begin discussions of the 2019 Legislative Agenda. Members of the Legislative Committee include Ms. Cristol, Mr. Cook and Mr. Kelly. He encouraged all Board Members to attend.

Chairman Nohe regretfully announced the passing of Stephen T. Roberts, who served as VRE Rail Director and Chief Operating Officer from 1993-2000. Chairman Nohe asked Ms. Bulova to say a few words since she worked with Mr. Roberts during the early VRE days. Ms. Bulova stated prior to working at VRE, Mr. Roberts was a long-time NVTC staff member who led the effort to get VRE started. He was instrumental in leading the process of creating the Master Agreement establishing VRE; leading negotiations of operating and access agreements with Amtrak, Conrail, Norfolk Southern and the RF&P Railroad; establishing the Risk Management Program; and managing the design and construction for new stations and yards. Ms. Bulova observed Steve was a character and she shared some fond memories. She concluded by saying the Operations Board has Steve Roberts to thank for building the foundation of VRE.

Chairman Nohe reminded the Board there will be no meeting in August.

Chief Executive Officer's Report –6

Mr. Allen reviewed recent VRE security and safety initiatives, including hosting K-9 unit training for the Transportation Security Administration (TSA). He also announced Robert Easley, a Keolis conductor, earned his engineer's license.

Mr. Allen asked Mr. Dalton to give an update on Positive Train Control (PTC). Mr. Dalton stated all four major milestones are complete, which are needed for final implementation. As of June 23, 2018, VRE completed training for 111 employees (both Keolis and VRE staff). Over the next five months, VRE will complete lab testing of the full system, followed by field testing on the host railroads. The current plan has VRE completing operational testing by December 1, 2018, although it is a tight timeline. Staff anticipates VRE and its host railroads will meet the December 31st PTC deadline. Mr. Allen noted VRE has completed all the extension pre-requisites if needed.

In response to a question from Mr. Smedberg, Mr. Dalton stated VRE has already begun interoperability testing with the host railroads. In response to a question from Mr. Skinner, Mr.

Dalton stated both CSX and Norfolk Southern have certified their systems and CSX has operated trains under full PTC enforcement. Norfolk Southern will conduct end-to-end testing next month primarily using Amtrak equipment.

Mr. Allen reported average daily ridership for the month of June was just over 19,000 with on-time performance (OTP) of 87 percent. Delays were primarily due to heat restrictions and rail congestion. He gave an update on the L'Enfant storage track, which went into service on July 9, 2018. VRE no longer needs to "deadhead" one train on the Manassas Line, thus saving time and fuel.

Mr. Allen reported for the second year VRE hosted a group from the Washington Center for Internships, comprised of college student interns working at the U.S. Department of Transportation. The interns traveled by VRE from Union Station to Broad Run, where they were given a tour of the Maintenance and Storage Facility before an OmniRide bus picked them up and took them to tour the PRTC bus operations yard. VRE also provided a special orientation tour for the Fairfax County Transportation Advisory Commission on June 19th.

Mr. Allen stated VRE is responding to the upcoming single tracking on the Orange and Silver Metrorail lines during August 11-26, 2018. VRE has created a webpage and radio advertisement for potential riders directing them to trains with the most capacity. He stated this is somewhat of a dry run for next summer's major Metrorail shutdowns.

Mr. Allen reported VRE submitted a federal BUILD grant application for design of the L'Enfant Station and Fourth Track projects. Forty-five percent of VRE's riders use this station. Mr. McLaughlin stated the Commonwealth sent a letter of support for VRE's application.

Mr. Allen thanked Chairman Nohe, along with Manassas Park's Mayor Jeanette Rishell, for their assistance getting city-owned property transferred to VRE for the Manassas Park parking expansion project.

VRE Riders' and Public Comment – 7

There were no rider comments.

Authorization to Execute a Sole Source Contract for a Master Product Purchase and License Agreement with Meteorcomm LLC – 8A

Mr. Allen stated the Operations Board is being asked to authorize him to execute a sole source contract with Meteorcomm LLLC for five years in the amount of \$3,446,557, plus a 10 percent contingency of \$344,656, for a total amount not to exceed \$3,791,213. Resolution #8A-07-2018 would accomplish this.

Mr. Allen explained Meteorcomm is the sole provider of software necessary for communications between VRE locomotives/cabs control cars and the host railroads' wayside and back office systems, as required for the implementation and ongoing operations of Positive Train Control (PTC).

Ms. Bulova moved, with a second by Mr. Kelly, to approve Resolution #8A-07-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

FY 2020 Key Budget Issues – 8B

Mr. Allen stated the Operations Board is being asked to provide feedback and direction for the development of the FY 2020 budget and six-year Capital Improvement Program (CIP). Resolution #8B-07-2018 would direct VRE staff to develop the budget and CIP in accordance with the Board's direction.

Mr. Schofield stated the preliminary FY 2020 budget will be presented in September for Board consideration, with final budget approval and referral to the Commissions in December. He then reviewed the nine key budget issues.

Key Budget Issue #1 - Programming of CROC Funds in FY 2019 and FY 2020. Mr. Schofield stated the Capital Committee is providing guidance on the development of principles to guide the use of CROC funds for the immediate programming and longer-term budgeting and planning for major initiatives. Initially, CROC funds will be used for pay-go capital projects that are transformative type projects. While \$15 million annually is a good first step, it does not cover all of VRE's long-term funding needs.

Key Budget Issue #2 – Planned Fare Increases and Ridership Projections. Mr. Schofield stated a three percent fare increase is being proposed for FY 2020. He stated ridership will also be key for this budget. FY 2018 ridership was down slightly from the previous year, although the broader drop-off in ridership that was anticipated after the conclusion of Metro's SafeTrack did not occur. Transit ridership in general has been in decline regionally and nationwide, although VRE has largely avoided these declines.

Key Budget Issue #3 – Potential Reduction in State Operating Assistance. Mr. Schofield stated the recent legislative changes in transit funding, that now requires all transit operating assistance be allocated based on service delivery factors, could result in reduction in funding. VRE staff have been working with NVTC staff on projections and determined state assistance could drop \$1-2 million annually for VRE.

Key Budget Issue #4 – Renewal of Operating Access Agreement with CSX. Mr. Schofield stated as of July 1st VRE has renewed its access agreement with Norfolk Southern for another five years and VRE's agreement with Amtrak goes through June 30, 2020. VRE continues to operate under a series of one-year extensions with CSX. Mr. Skinner asked if it is more advantageous to go with multiple-year contracts with CSX. Mr. Allen stated the best approach is to continue with five-year agreements. However, a five-year agreement was delayed due to changes in CSX leadership and implementation of PTC. VRE, CSXT, and DRPT continue to meet to review planned capacity enhancement projects, determine resources to complete these projects, and prioritize the projects across the coming years.

Key Budget Issue #5 – Diesel Fuel Price Uncertainty. Mr. Schofield stated fuel prices have steadily increased and macroeconomic uncertainty remains. Ms. Cristol asked why fuel volatility is still an issue with VRE's fuel hedging contract. Mr. Schofield explained the hedging contract mitigates some of the short-term volatility, but over the long-term VRE is exposed to risk for fuel price increases.

Key Budget Issue #6 – Staffing to Support Growth. Mr. Schofield explained VRE must ensure it has the resources, through a combination of permanent staff and contracted support, to advance the capital program. VRE management is currently reviewing staffing resources and potential needs for FY 2020.

Key Budget Issue #7 – Changes to State Capital Matching Funding. Mr. Schofield stated VRE staff is working with DRPT on how the changes to the Commonwealth Mass Transit Fund will impact VRE. The Transit Service Delivery Advisory Committee (TSDAC) is still deliberating on its recommendation to the Commonwealth Transportation Board (CTB). TSDAC will likely recommend all projects requiring state capital funding support be categorized as either State of Good Repair (SGR), Minor Enhancement, or Major Expansion. Debt service and track access fees are not expected to be impacted.

Ms. Cristol suggested VRE draft a letter for the chairman's signature to send to TSDAC expressing concerns about a per passenger operating assistance approach. This would uniquely disadvantage VRE since it transports fewer passengers yet for longer distances. It will undercut VRE's success in relieving congestion along corridors of statewide significance. Mr. Smedberg also noted it is important to express concerns that new policies may have unintended consequences. Chairman Nohe stated the proposed changes benefit the smaller transit systems that carry many people a short distance.

Mr. Kelly observed this isn't the first time this issue has come up. While he does not have an issue with sending a letter, he suggested it may be time to address next steps and not just express concerns.

Key Budget Issue #8 – Stakeholder Consensus of Long Bridge. Mr. Schofield explained while the need for additional railroad capacity across the Potomac River at Long Bridge is generally agreed upon, key questions regarding the ownership and funding of an expanded bridge remain to be answered. VRE continues to work with the other stakeholders.

Key Budget Issue #9 – Maintenance and Replacement of VRE Assets. Mr. Schofield stated future replacement of the existing fleet is expected to require significant additional funding beyond available federal funds. VRE's current fleet was purchased during a relatively compressed time. As a result, replacement of the fleet is projected to be needed during a similarly compressed time frame beginning in FY 2030. VRE staff is now working with consultants to assess the trade-offs between undertaking major overhauls versus purchasing new rolling stock. Mr. Skinner asked staff to brief the Board at a future meeting on the life cycle maintenance and how long VRE can extend the life of the equipment.

Mr. Smedberg asked about the impact to VRE's budget due to Metro's extensive shutdowns next summer and if VRE is planning to seek state and federal assistance to offset the costs. Mr. Schofield stated VRE staff is still looking at ways to provide additional service to respond to these shutdowns, but once that is determined, then staff can work on estimates of additional operation costs. VRE will look at all options for funding assistance.

Mr. Cook asked for the timeline for updating the Financial Plan. He stated VRE should look at long-term practices to be realistic considering the economy, including inflation. He stated it is important to analyze factors under VRE's control. He suggested VRE look at the Financial Plan over the course of the next two years.

Mr. Kelly stated VRE already knows at a certain point it will not be able to sustain service without additional funding. He stated it is important to educate passengers on how lack of operating funding will impact service. Mr. Schofield stated VRE staff is working with PFM on a new modeling program and will start running scenarios in August. He stated the wild card is ridership. If VRE can grow ridership it will increase revenues.

Ms. Bulova moved, with a second by Mr. Smedberg, to approve Resolution #8B-07-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Endorsement of the Preferred Concept for the Broad Run Expansion Project Near-Term Improvements – 8C

Mr. Allen stated the Operations Board is being asked to endorse the site located north of the Broad Run Station and Norfolk Southern (NS) tracks as the preferred location for expanded station parking, at an estimated cost of \$25 million. Resolution #8C-07-2018 would accomplish this. Mr. Allen explained Prince William County will provide up to \$10 million in county funds towards the cost of this parking and is seeking a federal BUILD grant that would increase their contribution to \$25 million. If agreement is reached with the county reflecting these commitments, Resolution #8C-07-2018 also directs staff to bring back the agreement for consideration by the VRE Operations Board.

Mr. Allen explained if the county does not receive the grant, VRE would need to pay the additional amount. Mr. Cook asked why Prince William County isn't paying the full amount since VRE's past policy has been jurisdictions pay for parking. Mr. Allen stated the north lot would accommodate 600 parking spaces, which includes 300 spaces to replace the spaces lost from the proposed yard expansion. Prince William County paid for these spaces when the lot was built. In his view, an argument can be made the replacement spaces should be a system cost.

Chairman Nohe stated the heart of the issue is the decision to build parking to the north. This is a policy decision that needs to be made by the Operations Board. If the south option is chosen, Prince William County would not need to pay anything because I-66 Concessionaire funding would cover the costs. He noted these I-66 funds are also being used for the Manassas Park parking expansion project. He stated if the Operations Board does not want to take the risk on grant funding, then VRE could build just 300 spaces at the north site. It wouldn't save \$9 million, but more likely \$3 million because of incremental costs. He argued it is still to the overall system's benefit to put parking on the north site. With better access, it will be easier to get additional riders into empty seats on these trains.

Ms. Bulova stated she can support the strategy but asked if an additional 300 spaces is sufficient. She asked if structured parking is an option for the future. Mr. Allen stated the benefit for choosing the north site is better access and will also provide flexibility to expand parking in the future.

Mr. Kelly agreed this is a policy decision. The decision to choose the north option makes sense. He assumes if future decisions are made to take away parking spaces at other stations because of expansion, the policy will be the same. He also assumes any future parking structure at Broad Run would be the financial responsibility of Prince William County.

Ms. Sebesky stated it is important to think about long-term planning. Choosing the north option provides VRE parking on both side of tracks. Acquiring land now gives VRE options for the future.

Mr. Cook observed it was important to ask the policy question. He can support the north option. He did note this could open the door for future issues and cautioned VRE not to go down a "slippery slope." There are parking issues at Rolling Road that will need to be addressed in the future.

Ms. Maurer asked if VRE does payback analysis regardless of the source of funding. Mr. Allen stated VRE looks at the effect of reducing congestion and compares the costs to road construction costs.

Ms. Cristol noted NVTC did analysis of the economic benefit of VRE to the Commonwealth. Together, WMATA and VRE create \$600 million of tax revenues to the Commonwealth annually. She suggested VRE ask NVTC to go more granular in its data analysis on how much revenue is being generated specifically from VRE for the Commonwealth and individual VRE jurisdictions.

Mr. Kelly stated in response to Mr. Cook's "slippery slope" comment, this is a change in policy that when VRE expands facilities resulting in the loss to the jurisdiction's parking, VRE will step in and take its portion of the impact. It is specific to a specific capital project. This is much better investment than building more roads.

Ms. Caddigan moved, with a second by Mr. Jenkins, to approve Resolution #8C-07-2018. The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

2018 Customer Service Survey Results – 9A

Mr. Henry reported the Annual Customer Service Survey was conducted on May 2, 2018 on all morning VRE and Amtrak Step-Up trains. A total of 4,694 surveys were completed out of 10,000 passengers, which is a 47 percent participation rate. The results of the survey are very positive. Mr. Henry reviewed some of the ratings, including VRE achieving all-time high satisfaction in several categories:

- Responsiveness of VRE staff – 94 percent
- Overall Service Quality – 93 percent
- Overall Crew Performance – 95 percent

Mr. Henry explained over the past year VRE staff focused on improving several areas and the survey results show successful results of those initiatives. Significant improvements are noticeable in the categories of Customer Email Responsiveness, Social Media Presence and Updates, Website Content Maintenance, and Train Talk Alerts. These categories grew on average four to six percentage points from last year. On-Time Performance was 87 percent, which is the highest rating in the past five years. Train Cleanliness received a 96 percent rating. Crew Performance also reached its highest rating at 95 percent. Ms. Bulova suggested VRE staff convey to the crews how pleased the Operations Board is with this rating.

Mr. Henry stated about five years ago VRE staff started capturing data on teleworking trends and how they impact ridership. Thirty-five percent of VRE riders telework as many as 3-4 days a week. VRE has continued to maintain ridership despite many riders not using VRE on a daily basis.

Spending Authority Report –9B

The written report includes the following:

- Blanket Purchase Order, issued to Digilink, Inc., for an amount not to exceed \$100,000, to provide printing services for marketing materials.
- Task Order for \$99,195, to RPI Group, Inc., to install and test 26 security cameras at the Crossroads Maintenance and Storage Facility.

There were no questions or comments.

Operations Board Member Time

There were no comments.

Closed Session

Chairman Nohe moved, with a second by Ms. Bulova, the following motion:

Pursuant to the Virginia Freedom of Information Act (Sections 2.2-3711A (1) of the Code of Virginia), the VRE Operations Board authorizes a Closed Session for the purpose of discussing one personnel matter.

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

The Board entered into Closed Session at 10:58 A.M. and returned to Open Session at 11:24 A.M.

Mr. Skinner moved, with a second by Ms. Maurer, the following certification:

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

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

The vote in favor was cast by Board Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Jenkins, Kelly, Maurer, McLaughlin, Nohe, Sebesky, Skinner and Smedberg.

Adjournment

Without objection, Chairman Nohe adjourned the meeting at 11:25 A.M.

Approved this 21st day of September 2018.

Martin Nohe
Chairman

Maureen Caddigan
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the July 20, 2018 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.

Rhonda Gilchrest

Rhonda Gilchrest

DRAFT

**Virginia Railway Express
Operations Board**

**Resolution
8A-07-2018**

**Authorization to Execute a Sole Source Contract for a Master
Product Purchase and License Agreement with Meteorcomm LLC**

WHEREAS, Positive Train Control (PTC) was mandated by Congress in the Rail Safety Improvement Act of 2008 for all railroads that carry passengers or hazardous materials; and,

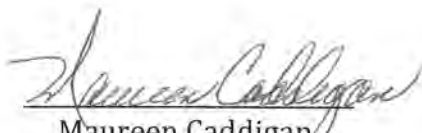
WHEREAS, VRE has worked with CSX, Norfolk Southern and Amtrak (host railroads) to determine the type of equipment and systems to install on VRE locomotives and cab control cars to meet the mandate and ensure system interoperability with the host railroads; and,


WHEREAS, VRE requires various software licenses for the ITCnet® wireless communications platform provided solely by Meteorcomm LLC in order for VRE locomotives, cab control cars, and the hosted back office system to communicate with the host railroads per the mandate; and,

WHEREAS, in accordance with state and federal requirements, and VRE Procurement Policies, a determination has been made, and public notice thereof will be provided, that because Meteorcomm LLC is the only supplier able to provide the ITCnet® wireless communications platform, this qualifies as a sole source procurement;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Sole Source Contract with Meteorcomm LLC for ITCnet® implementation and annual license renewals for five years, in the amount of \$3,446,557, plus a 10% percent contingency of \$344,656, for a total amount not to exceed \$3,791,213.

Approved this 20th day of July 2018


Maureen Caddigan
Secretary


Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8B-07-2018**

FY 2020 Key Budget Issues

WHEREAS, financing planning for the Virginia Railway Express (VRE) is based on a set of budget issues and assumptions discussed by the VRE Operations Board prior to the development of the annual operating and capital budget; and,

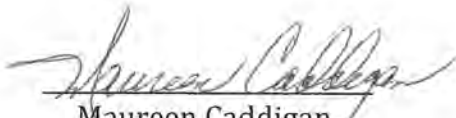
WHEREAS, the VRE Operations Board has directed that the development of each annual budget shall involve consultation and cooperation with the Chief Administrative Officers (CAO) Budget Task Force established by VRE's participating and contributing jurisdictions; and,

WHEREAS, key budget issues and assumptions for the development of the FY 2020 operating and capital budget were reviewed by the CAO Budget Task Force prior to their presentation to the Operations Board; and,

WHEREAS, the Key Issues related to the CIP were reviewed by the Capital Committee prior to their presentation to the Operations Board;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board directs VRE staff to develop the FY 2020 Budget and CIP in accordance with the Board's direction.

Approved this 20th day of July 2018


Maureen Caddigan
Secretary



Martin Nohe
Chairman

**Virginia Railway Express
Operations Board**

**Resolution
8C-07-2018**

**Endorsement of the Preferred Concept for the Broad Run Expansion
Project Near-Term Improvements**

WHEREAS, VRE has initiated planning and engineering studies to evaluate the optimal near- and long-term plans to expand the Broad Run Station and Maintenance and Storage Facility complex as part of the Broad Run Expansion project; and,

WHEREAS, alternative development concepts for expanding the Broad Run Station and MSF have been identified and evaluated relative the established design objectives for the project, preliminary cost estimates, and an expected implementation schedule; and,

WHEREAS, the timely selection of a preferred development concept is necessary for the BRX project to advance on schedule and budget; and,

WHEREAS, the evaluation identified significant benefits attributable to constructing near and long-term parking entirely on the north side of the Norfolk Southern Railway tracks in terms of traffic relief, customer convenience, and Prince William County initiatives to improve Route 28 and develop the Innovation economic development site; and

WHEREAS, the evaluation concluded that constructing near-term parking on the north side would exceed the VRE funding presently committed to near-term improvements; and

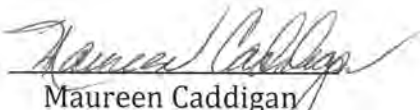
WHEREAS, in consideration of the mutual benefits to Prince William County and VRE, County staff has proposed the possibility of the County providing additional funding to construct the near-term parking on the north side of the Norfolk Southern Railway tracks; and

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby endorse the site located north of the Broad Run Station and Norfolk Southern Railway right-of-way as the preferred location for expanded station parking with other improvements at the Broad Run Station and Maintenance and Storage Facility located south of the tracks, subject to Norfolk Southern Railway's review and approval; endorse Prince William County's proposal to contribute additional funds towards the cost of the parking improvements, in addition to existing committed funding; and, if agreement is reached with Prince William County that reflects this commitment, directs staff to bring back said agreement with Prince William County for consideration by the VRE Operations Board.

Approved this 20th day of July 2018



Martin Nohe
Chairman



Maureen Caddigan
Secretary

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CEO REPORT

AUGUST 2018



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.



CEO REPORT | AUGUST 2018

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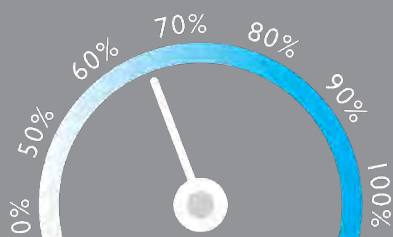


VIRGINIA RAILWAY EXPRESS
A better way. A better life.



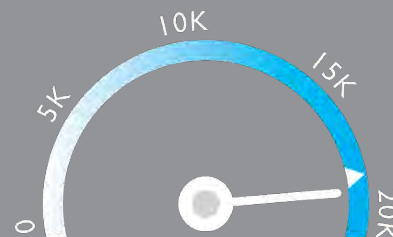
SUCCESS AT A GLANCE

Data provided reflects June 2018 information.



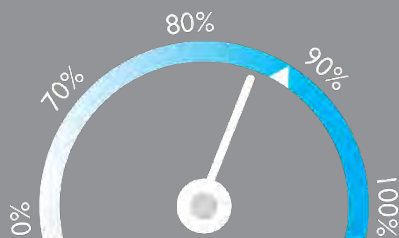
PARKING
UTILIZATION

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



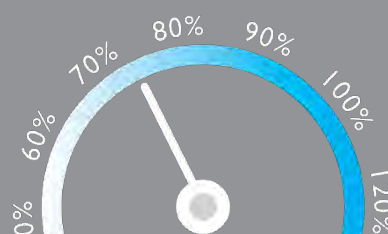
AVERAGE DAILY
RIDERSHIP

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

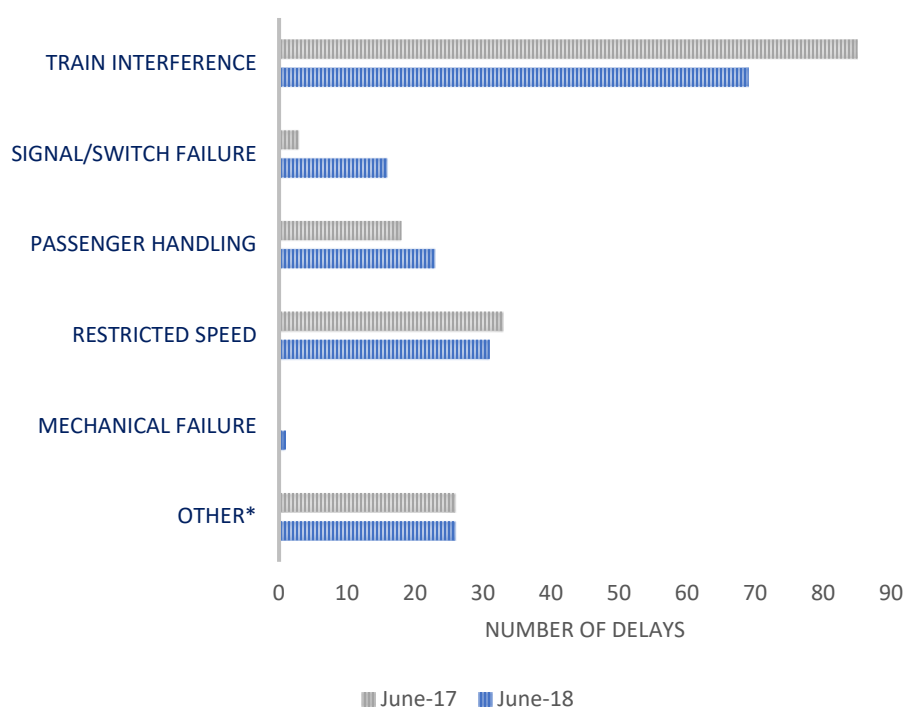
The percent of peak hour train seats occupied. The calculation excludes reverse flow and non-peak hour trains.

ON-TIME PERFORMANCE

OUR RECORD

	June 2018	May 2018	June 2017
Manassas Line	89%	84%	92%
Fredericksburg Line	84%	80%	84%
System Wide	86%	82%	88%

REASONS FOR DELAYS



VRE operated 671 trains in June.

Our on-time rate for June was 86%.

Ninety-two of the trains arrived more than five minutes late to their final destinations. Thirty-eight of those late trains were on the Manassas Line and fifty-four of those late trains were on the Fredericksburg Line. Heat restrictions were in effect on eight of the twenty-one operating days in the month. This contributed to more congestion – leading to higher rates of train interference and trains running on slower signals.

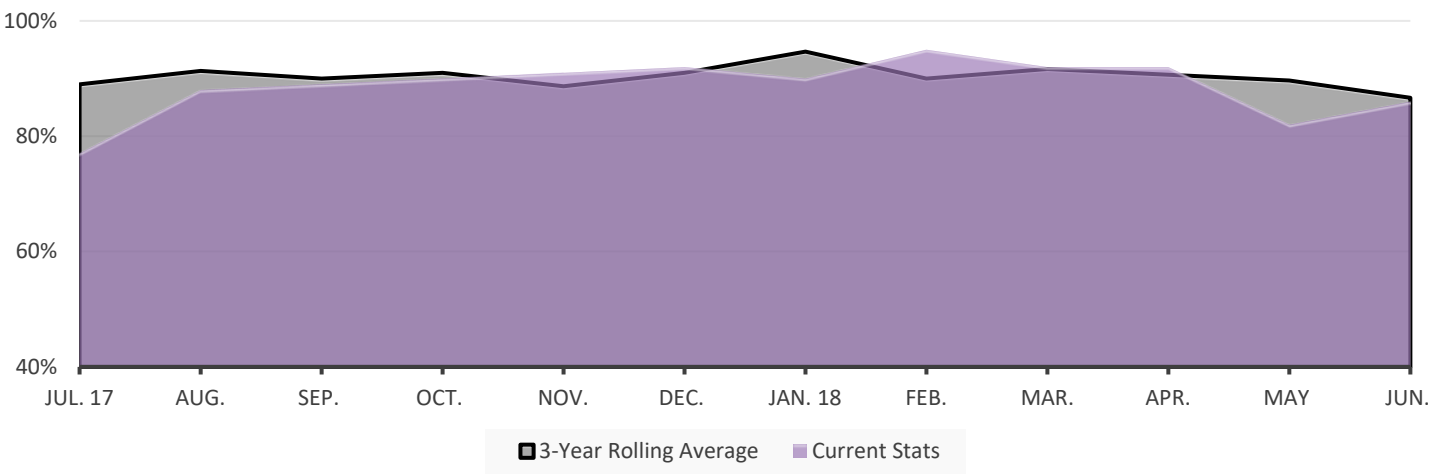
*Includes those trains that were delayed due to late turns, weather, and maintenance of way.

LATE TRAINS

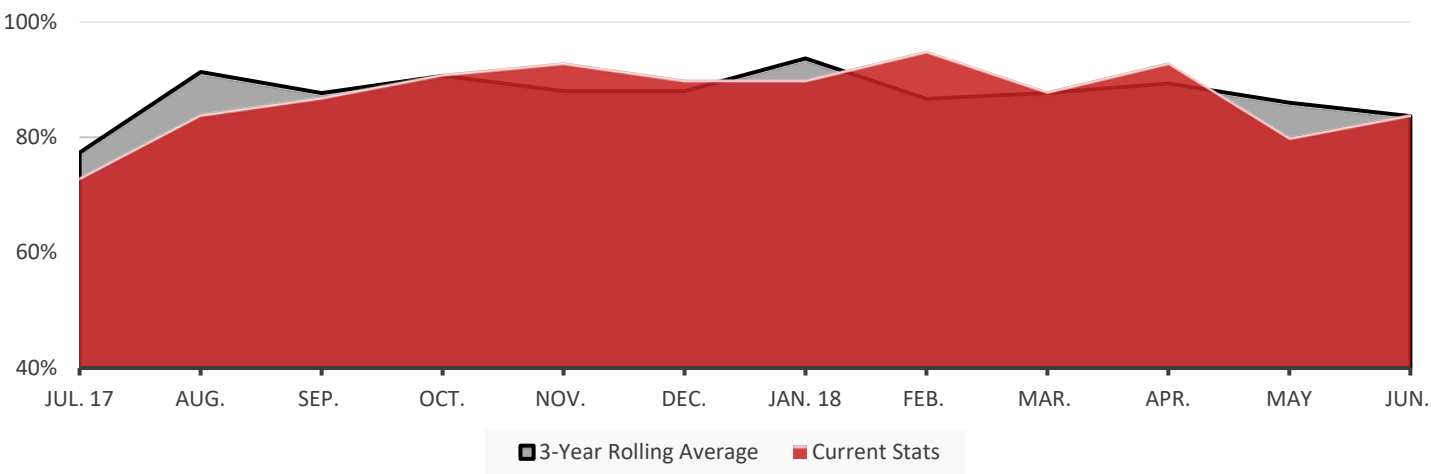
	System Wide			Fredericksburg Line			Manassas Line		
	Apr.	May	Jun.	Apr.	May	Jun.	Apr.	May	Jun.
Total late trains	51	126	92	25	71	54	26	55	38
Average minutes late	19	20	14	22	20	15	15	20	13
Number over 30 minutes	8	21	4	5	13	1	3	8	3
Heat restriction days / total days	0/21	5/22	8/21						

ON-TIME PERFORMANCE

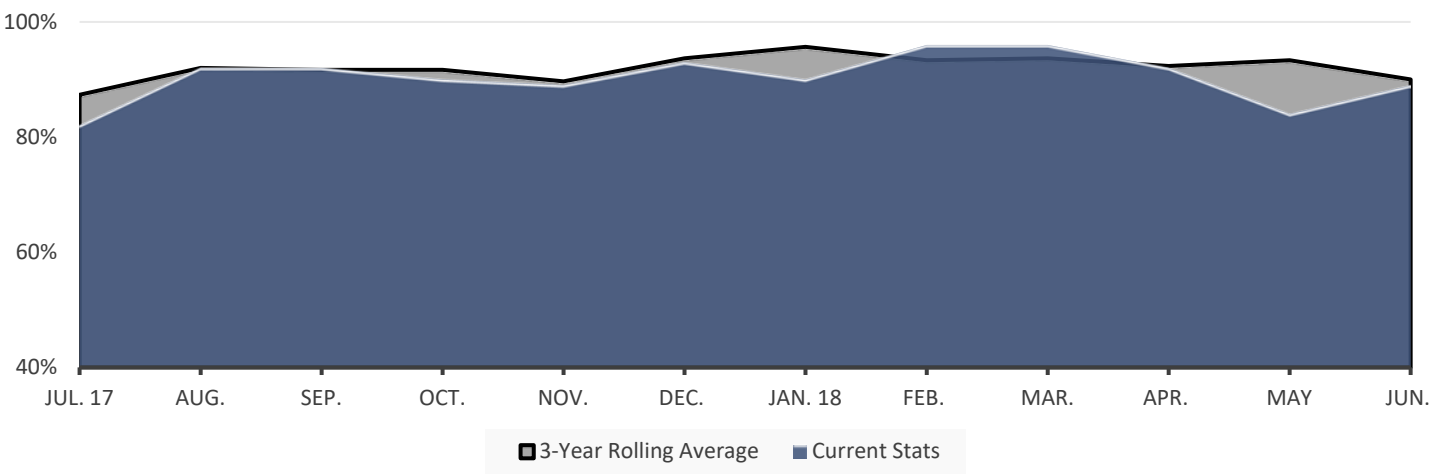
VRE SYSTEM



FREDERICKSBURG LINE

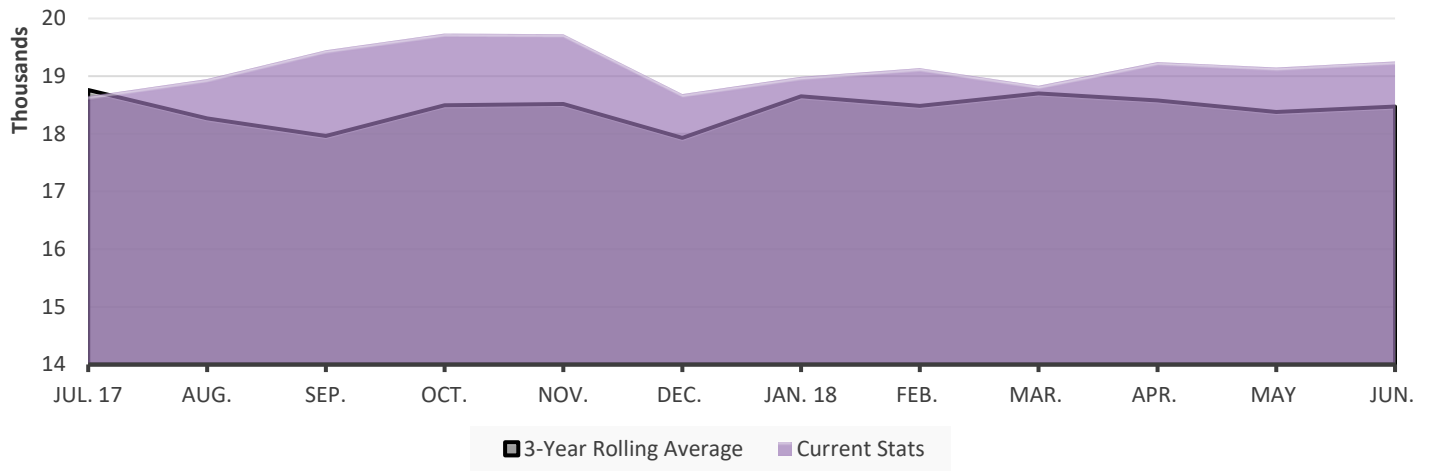


MANASSAS LINE

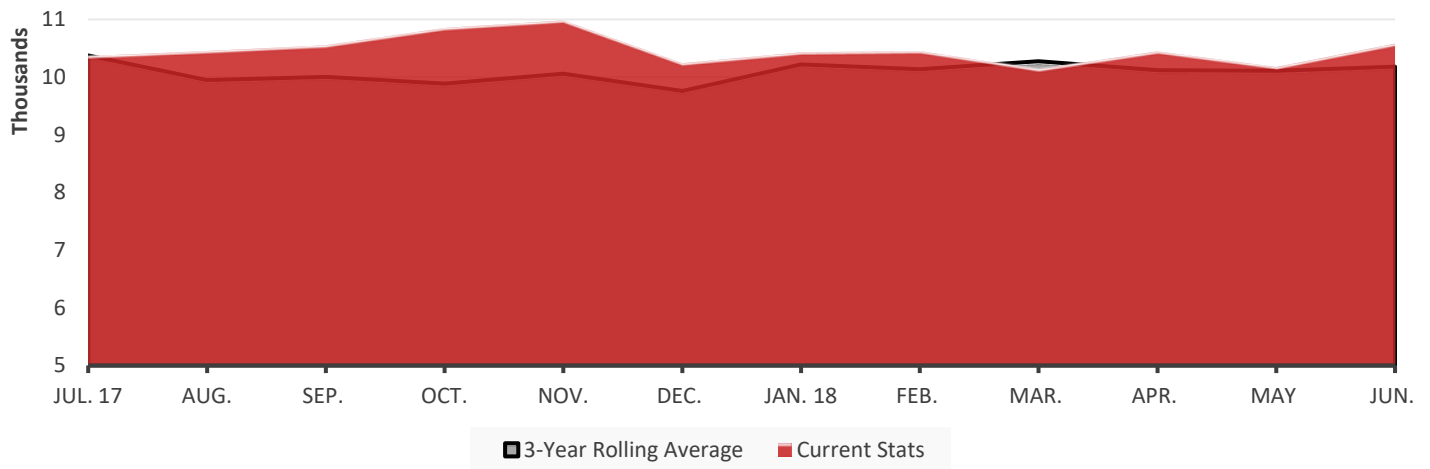


AVERAGE DAILY RIDERSHIP

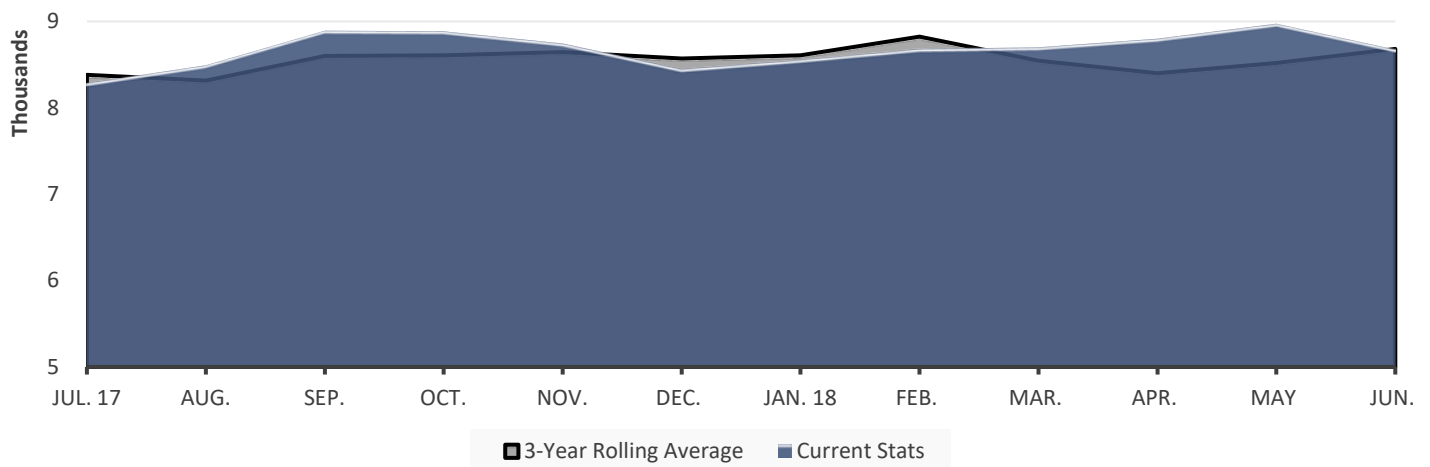
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



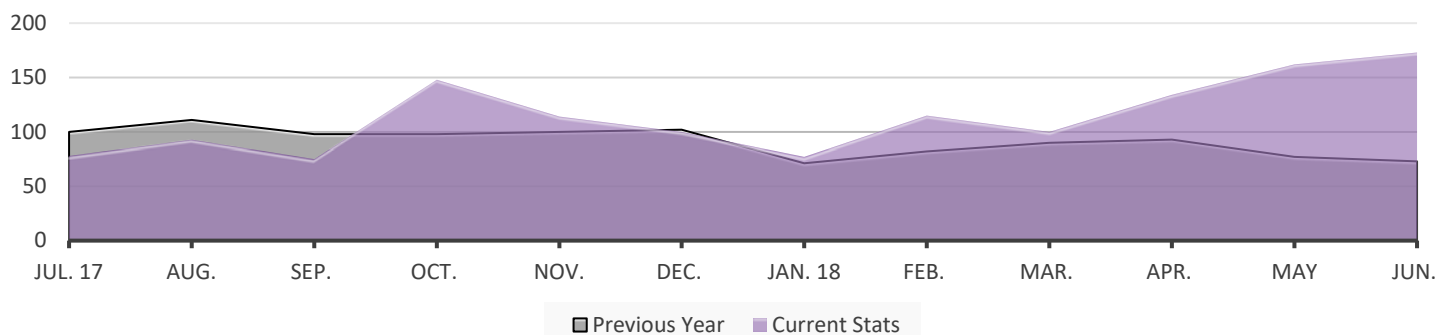
RIDERSHIP UPDATES

Average daily ridership (ADR) in June was approximately 19,300.

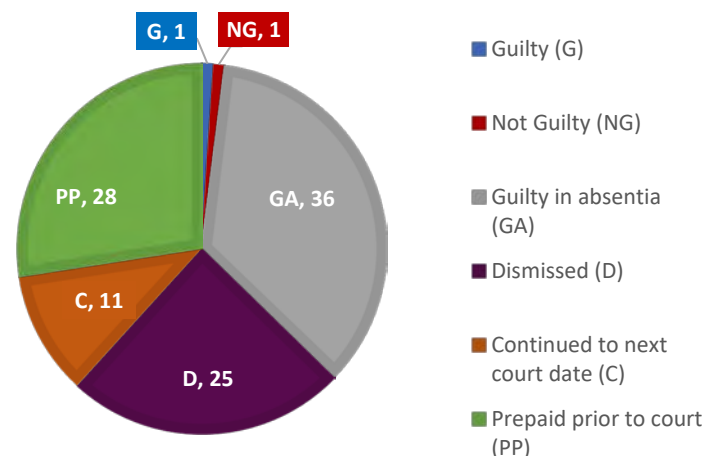
	June 2018	May 2018	June 2017
Monthly Ridership	428,006	421,292	419,499
Average Daily Ridership	19,255	19,150	19,068
Full Service Days	22	22	22
"S" Service Days	0	0	0

SUMMONSES ISSUED

VRE SYSTEM

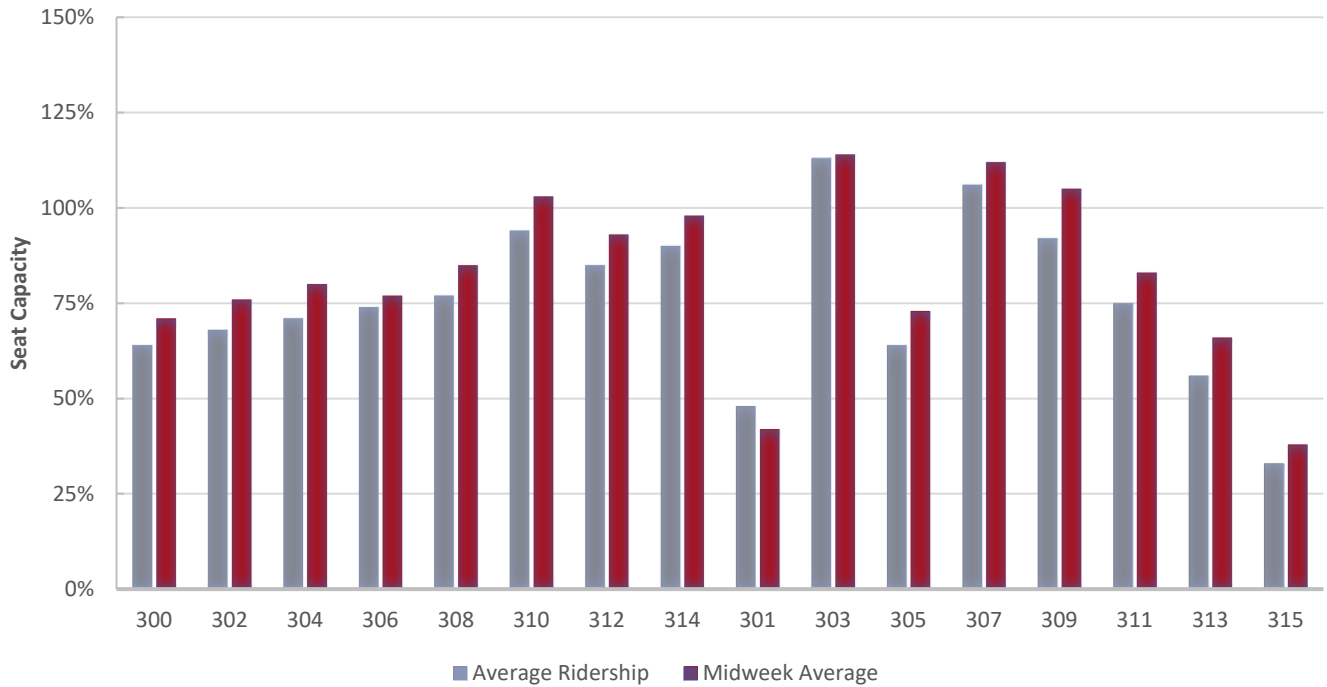
SUMMONSES WAIVED
OUTSIDE OF COURT

Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	61
One-time courtesy	5
Per the request of the conductor	20
Defective ticket	0
Per Ops Manager	1
Unique circumstances	0
Insufficient information	4
Lost and found ticket	2
Other	
Total Waived	93

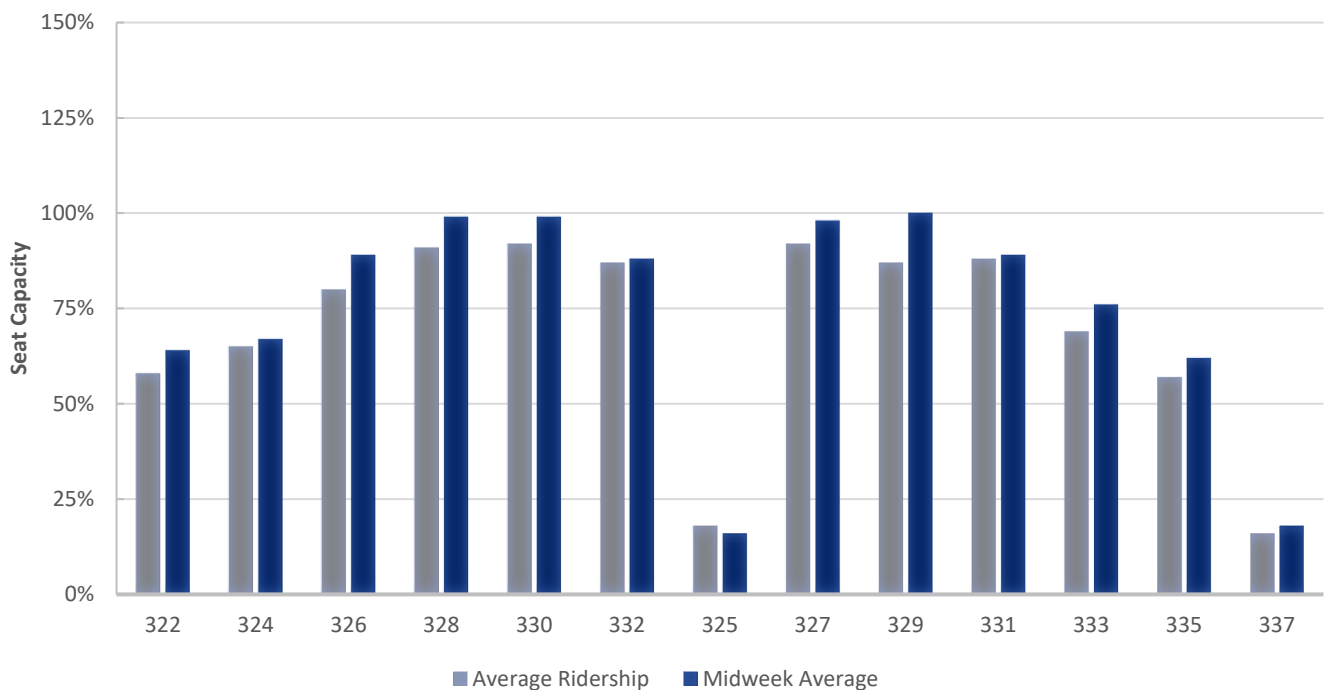
MONTHLY SUMMONSES
COURT ACTION

TRAIN UTILIZATION

FREDERICKSBURG LINE

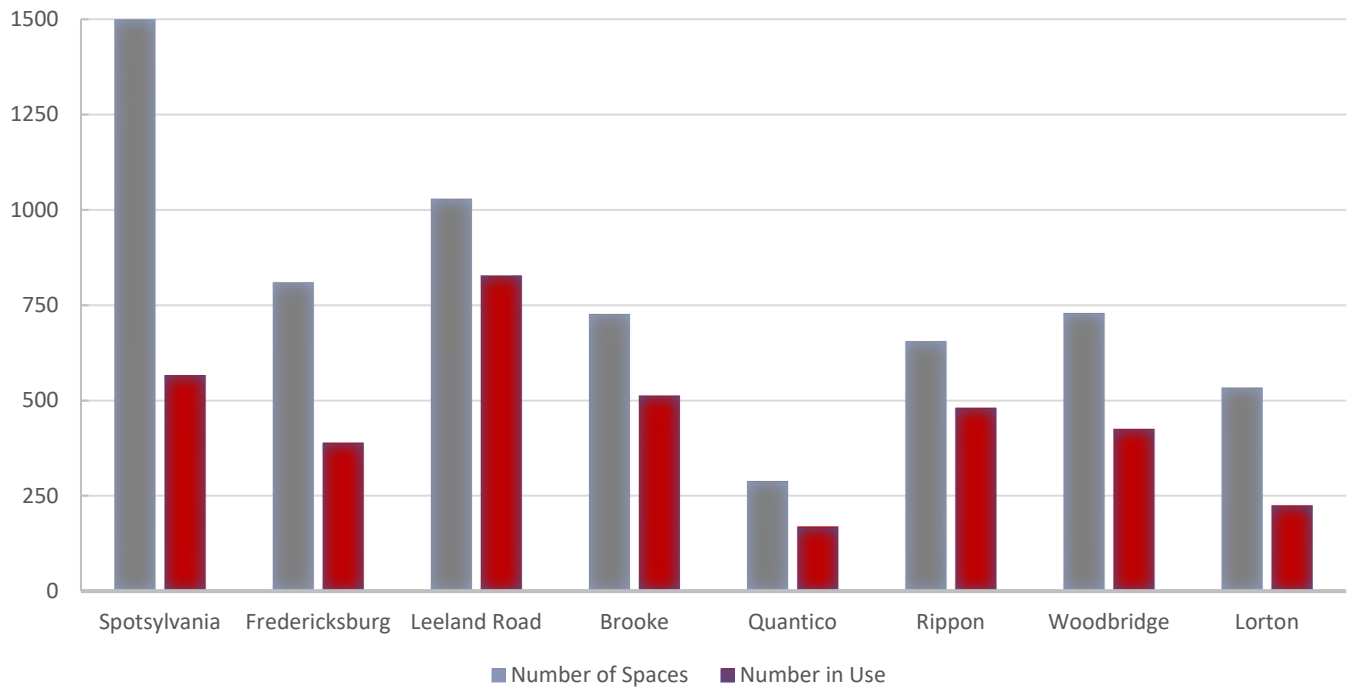


MANASSAS LINE

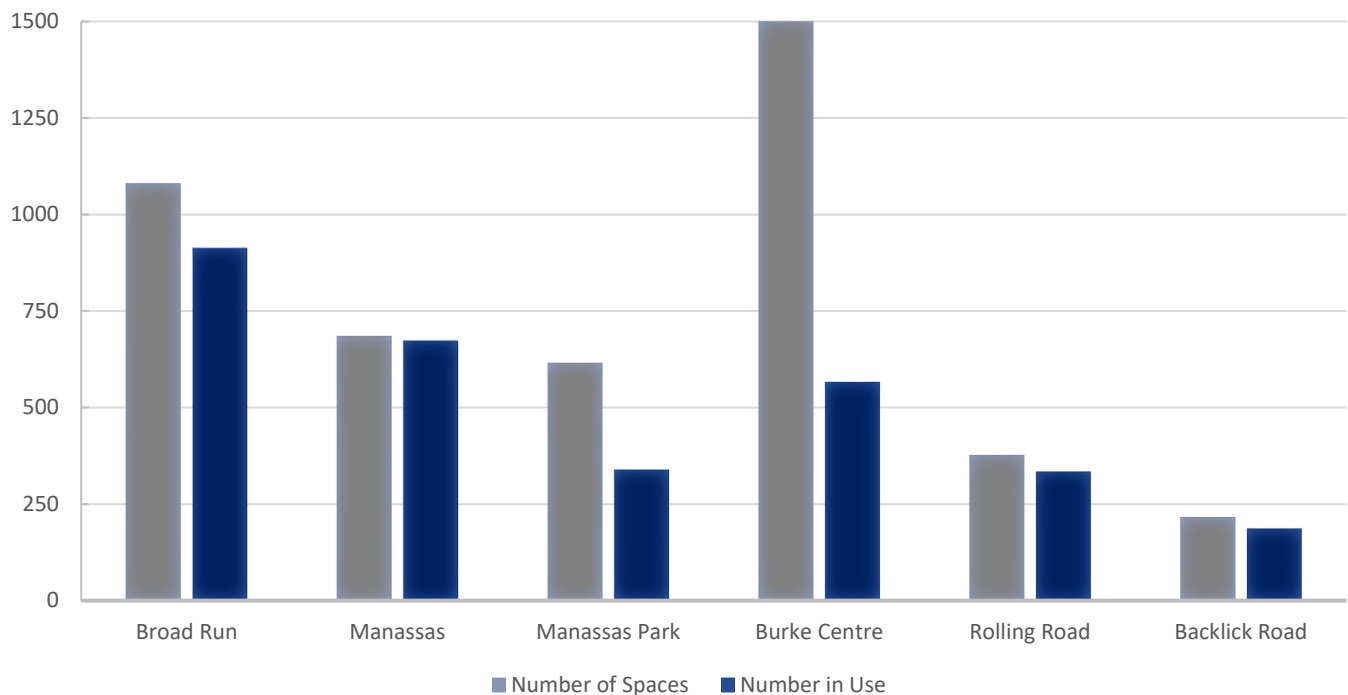


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Due to the end of fiscal year finance audit, the financial report will not appear this month. The reports for July and FY 2018 will appear in the September CEO Report.

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Removal of trees behind platform at Manassas Park Station
2. Repairs to canopy light fixtures at Broad Run Station
3. Repairs to pavement and striping at Crossroads and Broad Run Maintenance and Storage Facilities
4. Installation of inlet pipe grates at Broad Run Maintenance and Storage Facility

Projects scheduled to be completed this quarter:

1. Repairs to fascia and soffit at Woodbridge Station east building
2. Cleaning of windows at Woodbridge Station elevator/stair towers
3. Replacement of ADA parking signage at Leeland Road Station
4. Replacement of light poles and fixtures at Fredericksburg Station
5. Upgrades to electrical power supply for new communication cabinet at Burke Centre Station
6. Repairs to platform concrete at Manassas Station
7. Installation of automated parking count system at stations with parking lots

Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station
2. Replacement of tactile warning strip at L'Enfant Station
3. Continuation of painting of Woodbridge Station
4. Repairs to platform lighting and communications conduits at Manassas Park Station
5. Replacement of signage at additional stations (locations TBD)
6. Replacement of parking lot entrance signs at majority of stations
7. Replacement of waste and recycling receptacles throughout VRE system
8. Replacement of station posters throughout VRE system



Inlet Pipe Grates at Broad Run Maintenance and Storage Facility



Paving at Crossroads Maintenance and Storage Facility

Ongoing projects:

1. Renovations to Alexandria Headquarters (leased Suite 201, adjacent to current VRE offices)
2. Weed control at L'Enfant storage track
3. Development of specifications for modernization of Woodbridge Station east elevator
4. Development of IFB for Canopy Roof Replacement at the Backlick Road Station and second station (TBD)

UPCOMING PROCUREMENTS

- Purchase of Passenger Elevators
- Construction of the Lifecycle Overhaul and Upgrade Facility
- Construction Management Services for the Lifecycle Overhaul and Upgrade Facility
- Program Management Services
- Graphic Design Services
- Canopy Roof Replacement at the Backlick and Rolling Road Stations
- Modernization of VRE Woodbridge Station East Elevator
- Repair and Overhaul of Passenger Car HVAC Assemblies
- Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Construction of Benchmark Road Slope Stabilization
- Construction of Rolling Road Platform Extension
- Platform Lighting Installation Services
- Construction of L'Enfant South Storage Track Wayside Power
- Variable Messaging System Replacement

CAPITAL PROJECTS UPDATES

AS OF July 6, 2018

Broad Run Expansion Study (BRX)

- Preliminary engineering (PE) design underway for Maintenance and Storage Facility (MSF) expansion, platform modifications, 3rd track and tunnel
- Risk Assessment Workshop held on June 13th
- Third track engineering work session held on June 22nd
- Call with real estate consultant on June 28th to discuss property acquisition process
- Call with Prince William County staff on July 2nd to review preferred parking locations
- Bi-weekly Project Management Team (PMT) meetings with BRX consultant
- Weekly schedule review meetings with BRX consultant

Midday Storage Replacement Facility

- Draft Categorical Exclusion (CE) and historic and cultural resources investigations under development
- Framework/agreement pending for real estate, design and construction activities
- Appraisal for property acquisition under legal review

Rolling Road Platform Extension

- Design change of canopy/platform is pending internal review
- VRE Operations Board authorized Invitation for Bids (IFB) for construction, pending completion of final design package
- Construction Management (CM) GEC task order pending notice to proceed (NTP)

Quantico Station Improvements

- FRA Plan Review Discussion held via conference call June 6th
- Progress Meeting held via conference call June 28th
- Monthly Arkendale to Powells Creek conference calls held June 5th and July 3rd
- Intercity Passenger Rail Operating and Capital (IPROC) Funding Agreement review with DRPT held May 31st

Franconia-Springfield Station Improvements

- The 30% Design Plans and Environmental Documents are currently under review by CSXT

Lorton Station Improvements (Second Platform)

- The 30% Design Plans and Environmental Documents are currently under review by CSXT

Rippon Station Improvements

- Continued development of 30% Design Plans and Environmental Documents
- Continued coordination with CSXT concerning the Design Review Force Account Estimate

Leeland Road Station Improvements

- Continued development of 30% Design Plans and Environmental Documents
- Continued coordination with CSXT concerning the Design Review Force Account Estimate

Brooke Station Improvements

- Continued development of 30% Design Plans and Environmental Documents
- Continued coordination with CSXT concerning the Design Review Force Account Estimate

Alexandria Pedestrian Tunnel Project

- Participated on conference call with Amtrak to discuss a solution to provide viable VRE and Amtrak signage in a timeframe to meet Amtrak DOJ's suspense date for response to complaint about Amtrak not having visual signs for schedule at VREs Alexandria and Fredericksburg stations

Crossroads Lifecycle Overhaul & Upgrade Facility (LOU)

- Bid extension accepted by both Drop Table and Wheel Truing Machine manufacturers through September 28, 2018
- Reviewed Safety and Security findings on the Preliminary Hazard Analysis and the Design Criteria Conformance Checklist

L'Enfant (North) Storage Track Wayside Power

- Construction is complete
- Opening date for storage is pending

L'Enfant (South) Storage Track Wayside Power

- Submitted Construction of L'Enfant South Storage Track Wayside Power project ICE to procurement on June 26
- Sent list of comments to HDR on L'Enfant South 100% plans

Slaters Lane/Alexandria Track 1 Access

- Design continues by CSXT

Manassas Park Station Parking Expansion

- Provided 30% plans to J. Tucci, K&J Consulting, LLC., for Safety and Security certification review
- Prepared PowerPoint presentation scheduled for June 26
- Participated in Value Engineering (VE) workshop on June 26 at HDR office in Vienna, VA and field visit at Manassas Park
- Sent documents to HDR for the VE Review
- Discussed advancement of the final design with Chief Engineer

Crystal City Station Improvements

- NVTA approved \$4 million on June 14th for final design for the Crystal City Station Improvements
- Meeting with Crystal City consultant on July 5th to discuss next steps to advance project development, including preliminary engineering and environmental review

L'Enfant Track and Station Improvement

- Draft Phase I: Background Information technical memorandum under review
- Scope of work for continued project development, including preliminary engineering and environmental review, under development

VRE Transit Development Plan Update

- Bi-weekly progress meetings with TDP consultant
- TDP document in progress

NOTES

[illegible]

Projects Progress Report to Follow

PASSENGER FACILITIES

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Alexandria Station Improvements	Pedestrian tunnel to METRO and eliminate at-grade track crossing.	◆	◆	◆	N/A	●	
	Modify Slaters Lane Interlocking for passenger trains on Track #1.	◆	◆	◆	N/A	●	
	Extend and widen East Platform and elevate West Platform.	◆	◆	◆	N/A	●	
Franconia-Springfield Station Improvements	Extend both platforms and widen East Platform for future third track. ◆	◆	●	●	N/A		
Lorton Station Improvements	Construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Potomac Shores Station Improvements	New VRE station in Prince William County provided by private developer.	◆	●	◆	N/A		
Quantico Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass.	◆	◆	◆	N/A	●	
Brooke Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ◆	◆	●	●	N/A		
Manassas Park Parking Expansion	Parking garage to increase parking capacity to 1,100 spaces.	◆	●	●	N/A		
Rolling Road Station Improvements	Extend existing platform.	◆	◆	◆	N/A	●	
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A		
L'Enfant Track and Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A		

PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance
RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ◆ On Hold ◆ part of the "Penta-Platform" program

¹Total project cost estimate in adopted FY2018 CIP Budget

² Does not include minor (< \$50,000) operating expenditures

* \$2,181,630 authorization divided across five "Penta-Platform" program stations

Total ¹	ESTIMATED COSTS (\$)			Expended ²	COMPLETION			STATUS
	Funded	Unfunded	Authorized		Percent	Date		
26,674,365	26,674,365	-	1,814,559	1,714,242	90%	4th QTR 2020	●	60% design complete. Investigating alternative construction strategies.
7,000,000	7,000,000	-	467,500	90,749	30%	4th QTR 2018	●	Construction is anticipated to start as part of CSXT work program.
2,400,000	400,000	2,000,000	-	-	5%	4th QTR 2020	●	Design work on East Platform only. West Platform elevation funded.
13,000,000	13,000,000	-	*	337,165	25%	4th QTR 2021	●	Preliminary engineering plans under review by CSXT and anticipated to be complete in 4th QTR 2018.
16,150,000	16,150,000	-	*	414,788	25%	4th QTR 2021	●	Preliminary engineering plans under review by CSXT and anticipated to be complete in 4th QTR 2018.
16,632,716	16,632,716	-	*	328,521	20%	4th QTR 2022	●	Preliminary engineering is anticipated to be complete in 2nd QTR 2019.
No costs for VRE. Private developer providing station.					10%	TBD	●	Design resumed after resolution of DRPT/CSXT/FRA track project issues.
18,350,745	18,350,745	0	-	-	30%	TBD	●	Completion of FD & construction pending execution of IPROC grant by DRPT.
23,390,976	23,390,976	-	*	259,910	20%	4th QTR 2022	●	Completion of PD & EC pending execution of REF grant by DRPT.
15,527,090	15,527,090	-	*	228,085	20%	4th QTR 2022	●	Completion of PD & EC pending execution of REF grant by DRPT.
25,983,000	25,983,000	0	665,785	606,411	30%	4th QTR 2022	●	Prelim. engineering plans complete. Awaiting proposal for final design.
2,000,000	2,000,000	-	442,900	283,000	50%	3rd QTR 2020	●	Invitation for Bids (IFB) for construction pending completion of final design package.
41,810,000	5,410,000	36,400,000	370,285	359,226	10%	2nd QTR 2023	●	Completion of PD & EC pending execution of REF grant by DRPT.
70,650,000	3,226,000	67,424,000	2,980,000	0	10%	2nd QTR 2023	●	Completion of PD & EC pending execution of REF grant by DRPT.

TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
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

L'Enfant South Storage Track and Wayside Power	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul and Upgrade Facility	New LOU facility to be added to the Crossroads MSF.	◆	◆	◆	N/A	◆	■
Crossroads Maintenance and Storage Facility Land Acquisition	Acquisition of 16.5 acres of land, construction of two storage tracks and stormwater retention and new	◆	N/A	N/A	●	N/A	N/A
Midday Storage	New York Avenue Storage Facility: Planning, environmental and preliminary engineering.	◆	●	●	●		

ROLLING STOCK










Passenger Railcar Procurement	Acquisition of 29 new railcars.	◆	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

Broad Run Expansion (was Gainesville-Haymarket Extension)	NEPA and PE for expanding commuter rail service capacity in Western Prince William County	◆	●	●	-	-	-
Mobile Ticketing	Implementation of a new mobile ticketing system.	◆	N/A	N/A	N/A	◆	●

PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance
 RW - Right of Way Acquisition FD - Final Design CN - Construction
 STATUS: ◆ Completed ● Underway ■ On Hold

² Does not include minor (< \$50,000) operating expenditures

Total ¹	ESTIMATED COSTS (\$)				COMPLETION			STATUS
	Funded	Unfunded	Authorized	Expended ²	Percent	Date		
32,500,000	32,500,000	-	33,285,519	30,578,003	100%	3rd QTR 2018		Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,672,293	50%	3rd QTR 2018		Invitation for Bids (IFB) for construction of wayside power approved June 2018.
38,183,632	38,183,632	-	3,176,039	2,126,399	60%	TBD		Design 100% complete. On hold pending property acquisition.
2,950,000	2,950,000	-	2,950,000	139,154	95%	TBD		FTA approved appraisal; offer package under legal review.
89,666,508	89,666,508	-	3,588,305	1,128,976	25%	4th QTR 2018		Site survey underway to confirm conceptual layout; Conrail appraisal completed and under legal review.
75,264,693	75,264,693	-	69,457,809	47,915,644	95%	4th QTR 2020		All cars received. Completion date reflects end of warranty period.
10,553,000	10,553,000	-	10,294,079	7,984,451	80%	4th QTR 2018		Onboard installations ongoing.
112,489,752	57,815,747	54,674,005	5,230,272	3,442,971	20%	4th QTR 2022		PD for expansion of existing Broad Run complex is underway, including preliminary engineering and environmental review.
3,510,307	3,510,307	-	3,510,627	2,168,462	65%	2nd QTR 2019		Rate My Ride is live in app. Big Commerce/Moovel collaboration underway for web based ticketing portal.



VIRGINIA RAILWAY EXPRESS

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VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-B
Action Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: July 20, 2018

Re: FY 2020 Key Budget Issues

Recommendation:

The VRE Operations Board is asked to provide feedback and direction for the development of the FY 2020 budget and six-year Capital Improvement Program (CIP).

Summary:

VRE staff will present a preliminary FY 2020 budget in September 2018 for the Operations Board's consideration, with final budget approval and referral to the Commissions scheduled for December 2018. VRE's financial planning process provides for initial consideration and discussion of key budget issues and assumptions early in the budget cycle, prior to the preliminary budget.

Background:

VRE has adopted a financial planning process that provides for early consideration of key budget issues and assumptions. During the budget cycle, VRE staff will meet monthly with the member jurisdictions' Chief Administrative Officers (CAO) Budget Taskforce to develop the proposed budget. An independent CAO recommendation will be provided to the Operations Board and Commissions in conjunction with the final budget submission in December. The Capital Committee also reviews major capital needs and issues for referral to the full Operations Board as required. The Capital Committee met in June and discussed several key issues related to the FY 2020 capital program.



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In accordance with the VRE Master Agreement, a consolidated financial projection over a six-year time frame is provided each year as a component of the annual budget. In 2016, a Financial Plan was developed to forecast the cost of current operations and various growth scenarios through 2040. The Financial Plan established that VRE requires substantial additional operating and capital funding (beyond the sources in place at that time) in order to maintain service levels, enhance system capacity, and implement the full System Plan expansion.

In 2018, the Virginia legislature took a significant first step toward addressing this funding need. As part of the passage of HB1539 in March 2018, the legislature approved the creation of the new Commuter Rail Operating and Capital (CROC) Fund. VRE is the only commuter railroad currently operating in Virginia and the only eligible recipient of funding from the CROC Fund. CROC funding may be used to support the cost of VRE's operations as well as to make necessary capital investments and improvements, either on a pay-as-you-go basis or through the issuance of debt.

HB1539 also authorized changes to the regional gasoline tax collected by NVTC and PRTC. These changes raise the gasoline price floor used to determine the total tax collected. From the gasoline tax revenues that are generated, HB1539 dedicates \$15 million annually to the CROC Fund. This \$15 million of new funding will then be disbursed from the CROC Fund to VRE for its use on operating and capital projects. The new price floor went into effect on July 1, 2018.

VRE staff will be working with the members of the Capital Committee over the next few months to develop formal principles to guide the use of the new CROC funds. These new principles will be an important counterpart to the existing *Financial and Debt Management Principles* that were adopted by the Operations Board and Commissions in 2013. Among these existing principles is a statement on prioritization in the CIP, which directs that the budget should prioritize funding towards those projects that meet regulatory requirements, that maintain or improve passenger safety, and that maintain equipment and facilities in support of current service levels. These priorities are directly reflected in the proposed FY 2020 key issues identified below.

Proposed FY 2020 Key Issues

Key Issue #1 – Programming of CROC Funds in FY 2019 and FY 2020: VRE will begin receiving CROC funds following the July 1 change to the gas tax floor, and decisions will be needed about the programming of those funds for current and future needs.

As noted above, VRE staff is working with the Capital Committee to develop principles to guide the use of CROC funds. These principles will inform not only the immediate programming of CROC funds for FY 2019 and FY 2020, but also the longer-term budgeting and planning of the funds for use on major initiatives.

Also, as discussed previously, VRE staff is undertaking an update of the Financial Plan from 2016. This update will refresh key assumptions regarding ridership, project costs, schedules, and funding sources. Once the baseline model has been refreshed and an updated assessment of future funding needs is in place, the new CROC funding will be incorporated into the model and the best opportunities to ‘leverage’ the CROC funds will be identified.

Staff will return to the Operations Board with results from the updated Financial Plan scenarios in the fall as part of the FY 2020 budget process.

Operating Budget Key Issues

Key Issue #2 – Planned Fare Increase and Ridership Projection: *To offset annual operating cost increases in an equitable manner while maintaining a farebox recovery ratio above 50%, VRE generally increases fares and jurisdictional subsidy contributions in alternating fiscal years. After a subsidy increase was approved in the FY 2019 budget, a moderate fare increase of 3% is planned for FY 2020.*

VRE must achieve an annual farebox recovery ratio (that is, the share of operating expenses covered by passenger fares) of at least 50%. In order to maintain this ratio over time as operating costs increase, VRE institutes regular fare increases. VRE has had three fare increases in the last seven fiscal years (FY 2014, 2016 and 2018). In those years where fares are not increased, VRE requests an increase in the jurisdictional subsidy. This alternating pattern of increases in fares and subsidy is generally viewed to produce an equitable sharing of the burden of supporting VRE’s operating expenses. Riders also tend to prefer moderate and predictable increases in fares to larger, irregular increases.

The initial consensus among VRE staff is that a 3% fare increase should be proposed for FY 2020, which would be the same percentage increase that was approved by the Board and instituted for FY 2018. Staff will continue to assess this potential fare increase ahead of the Board’s review of the preliminary FY 2020 budget in September, including consideration of economy-wide inflation (both actual and projected), ridership trends, changes to major VRE expense items, and potential policy changes at the federal or state level.

Ridership will also be a key issue for FY 2020. Ridership in FY 2018 was down slightly from FY 2017, although the broader drop-off in ridership that was anticipated after the conclusion of Metro’s SafeTrack efforts did not occur. Transit ridership in general has been dropping in recent years in the Washington region and nationwide, though VRE has largely avoided those declines and remains a competitive option in the congested I-95 and I-66 corridors. Staff will be watching ridership closely in early FY 2019 to inform the projections for FY 2020.

Key Issue #3 – Potential Reduction in State Operating Assistance: *The recent legislative changes to transit funding in the Commonwealth require all transit operating assistance*

(rather than only a portion) be allocated on the basis of service delivery factors. This may result in a reduction in funding to VRE if the methodology remains unchanged.

Effective July 1, 2019, 100% of statewide operating funds must be allocated on the basis of service delivery factors. The current factors being used are passengers per revenue hour, passengers per revenue mile, and net cost per passenger. Based on preliminary analyses by VRE and NVTC, VRE's state operating assistance (budgeted at \$9.5 million for FY 2019) could be materially reduced if the methodology remains unchanged from the current approach. VRE staff are participating in the Transit Service Delivery Advisory Committee (TSDAC) process that is evaluating how to implement this new requirement, and staff will update the Board as the process moves forward.

Key Issue #4 – Renewal of Operating Access Agreement with CSX: *As of July 1, VRE renewed its access agreement with Norfolk Southern for another five years, and the current access agreement with Amtrak will continue through June 30, 2020. However, following the expiration of a five-year agreement with CSX Transportation on June 30, 2016, VRE continues to operate under a series of one-year extensions with CSX.*

Throughout this third one-year extension period, VRE, CSXT, and DRPT will meet to review planned capacity enhancement projects, determine the resources necessary to complete these projects (including flagging services provided by CSXT), and prioritize the projects across the coming years. VRE anticipates these elements will be integrated into a new Amended and Restated Agreement. The potential fiscal impact will be monitored throughout the FY 2020 budget process and reflected as appropriate.

Key Issue #5 – Diesel Fuel Price Uncertainty: *While diesel fuel prices are below the levels reached in the 2012-2014 period, prices have increased steadily from the lows of 2015-2017, and macroeconomic uncertainty remains.*

Diesel fuel represents about 5% of VRE's total annual operating expenses, but its potential price volatility makes it one of the larger sources of uncertainty in the budget. VRE's positive operating budget performance over the last two fiscal years was due in part to lower than expected diesel fuel prices, with VRE's actual cost at well under \$2.00 per gallon in FY 2016 and 2017. Prices increased steadily in FY 2018, however, and further increases are possible.

VRE is able to enter into fixed-price contracts that can mitigate some of the short-term volatility in fuel price. Over the longer term, however, VRE is exposed to risk from fuel price increases. VRE staff have also been focused on budgeting fuel more conservatively given the variances of the past two years. Staff will be watching the market closely during the budget process and conferring regularly with VRE's fuel consultant about the likely trajectory of prices to determine appropriate price and utilization assumptions for FY 2020.

Capital Program Key Issues

Key Issue #6 – Staffing to Support Growth: VRE must ensure it has the resources – through a combination of permanent staff and contracted support – to advance the capital program in accordance with Board direction and funding commitments.

Since its inception, the safe and efficient administration and oversight of VRE has been accomplished by a relatively small permanent staff, supplemented at times with assistance on a contract or temporary basis. In recent years, as ridership has grown, and as internal and external requirements have increased, VRE has selectively added staffing in key positions. For the current year (FY 2019), VRE added one new position for grant accounting, a reflection of the range of new funding sources that are being tapped to support the expansion of capacity.

VRE management is currently reviewing existing staffing resources and potential needs for FY 2020 to advance the capital program. In particular, DRPT and NVTAA, who are the primary funding partners for many VRE projects, expect to see timely and substantial progress on the projects to which they have committed funding. VRE must have the full range of staffing support, from procurement and project management through grant reimbursement, to ensure that progress. VRE also must continue to make sustained progress on the New York Avenue midday storage project to meet Amtrak-imposed deadlines to move out of the current Ivy City storage facility.

Key Issue #7 – Changes to State Capital Matching Funding: No legislative action was taken in 2018 to address the expiration of the Capital Project Revenue (CPR) bonds that have supported transit capital funding over the past decade, and the Commonwealth is now changing how it allocates its limited capital matching funds.

The Commonwealth Mass Transit Fund is being restructured, with funding for WMATA operating and capital needs now separate from the rest of the statewide program. The TSDAC is still deliberating on its recommendation to the Commonwealth Transportation Board (CTB), but it is likely going forward that all projects requesting state capital funding support will be categorized as either State of Good Repair (SGR), Minor Enhancement, or Major Expansion. Allocation of funding to SGR projects would be based on asset management principles, including the federal requirements for Transit Asset Management, while allocation to expansion projects will follow a ranking process very similar to SmartScale. Most of the funding in the program is expected to go to SGR projects in an effort to reduce the existing backlog.

VRE staff are working with staff from DRPT along with other stakeholders to understand how these changes to the program would likely affect available funding in FY 2020 and future years. Certain key areas of the budget that require state support, including railcar debt service payments and track access fees, are not expected to be impacted by the new program structure. But other projects and programs, such as equipment and facilities asset management, midday storage, and future rolling stock replacements, may be affected. As the expected impacts of the changes are clarified during the budget process, staff will provide updates to the Operations Board.

Key Issue #8 – Stakeholder Consensus on Long Bridge: While the need for additional railroad capacity across the Potomac River at Long Bridge is generally agreed upon, key questions regarding the ownership and funding of an expanded bridge remain to be answered. The funding structure for this mega-project could impact VRE's long-term budgeting and programming of funds.

The expansion of the Long Bridge is critical not just to VRE's future, but to the long-term operation of freight and intercity passenger rail along the East Coast. VRE is working closely with other stakeholders – including CSX, DRPT, DDOT, and federal agencies – not only on the initial planning and environmental studies for the expansion of bridge capacity, but also on a review of potential governance structures for the new asset once it is completed. These structures would incorporate responsibilities for funding of construction, ownership, and ongoing operations and maintenance. Reaching consensus on the likely long-term governance structure of Long Bridge will help VRE to plan for its future financial responsibilities.

Key Issue #9 – Maintenance and Replacement of VRE Assets: The maintenance of rolling stock, equipment, and facilities to support current service levels is a priority in the VRE capital program, and federal formula funds are devoted to maintaining these assets in a state of good repair. However, future replacement of the existing fleet is expected to require significant additional funding beyond the available federal funds.

The federal priority for maintaining transit systems in a State of Good Repair has been continued in the Fixing America's Surface Transportation (FAST) Act, the current federal transportation authorization. VRE will draw on these federal funds to adequately maintain its rolling stock, other equipment, and facilities. VRE will utilize the information in its federally-required Transit Asset Management Plan (TAMP) to prioritize investments, refine cost estimates, and ultimately populate the FY 2020 budget request in this area.

VRE's current fleet of railcars and locomotives was purchased during a relatively compressed time period. As a result, the replacement of the fleet is projected to be needed during a similarly compressed period beginning in FY 2030. VRE is working with consultants now to assess the trade-offs between undertaking major overhauls (which would extend the useful life of the rolling stock but also require expensive upgrades to meet new environmental and crashworthiness standards) and purchasing new rolling stock. Under either approach, hundreds of millions in funding will be required that will exceed the expected available federal and state funding. Although this need falls well beyond the projection period of the six-year CIP, this issue was highlighted in the Financial Plan forecast and is a key input to the assessment of potential uses of the CROC Fund.

Next Steps:

- Continue working with Capital Committee on principles to guide use of CROC funds.
- Continue discussions of FY 2020 budget and CIP with CAO Budget Task Force.

- Provide preliminary FY 2020 budget and CIP to the Operations Board in September 2018 and to the Commissions in October 2018.

Fiscal Impact:

The fiscal impact of the FY 2020 budget and six-year CIP will be addressed at the September Operations Board meeting and as the budget process progresses.

**Virginia Railway Express
Operations Board**

**Resolution
8B-07-2018**

FY 2020 Key Budget Issues

WHEREAS, financing planning for the Virginia Railway Express (VRE) is based on a set of budget issues and assumptions discussed by the VRE Operations Board prior to the development of the annual operating and capital budget; and,

WHEREAS, the VRE Operations Board has directed that the development of each annual budget shall involve consultation and cooperation with the Chief Administrative Officers (CAO) Budget Task Force established by VRE's participating and contributing jurisdictions; and,

WHEREAS, key budget issues and assumptions for the development of the FY 2020 operating and capital budget were reviewed by the CAO Budget Task Force prior to their presentation to the Operations Board; and,

WHEREAS, the Key Issues related to the CIP were reviewed by the Capital Committee prior to their presentation to the Operations Board;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board directs VRE staff to develop the FY 2020 Budget and CIP in accordance with the Board's direction.

Approved this 20th day of July 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-C
Action Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: July 20, 2018

**Re: Endorsement of the Preferred Concept for the Broad Run
Expansion Project Near-Term Improvements**

Recommendation:

The VRE Operations Board is asked to endorse the site located north of the Broad Run Station and Norfolk Southern Railway (NS) tracks as the preferred location for expanded station parking, at an estimated cost of \$25 million. Prince William County will provide up to \$10 million in County funds towards the cost of this parking and is seeking a federal BUILD grant that would increase their contribution to \$25 million.

If agreement is reached with Prince William County that reflects these commitments, staff is directed to bring back said agreement for consideration by the VRE Operations Board.

Summary:

VRE has initiated the design of near-term (2022) improvements for the Broad Run Expansion Project. The purpose of this item is to endorse a preferred location for expanded station parking and reach consensus on Prince William County's proposal to contribute additional funds towards the cost of the parking improvements.



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Broad Run Expansion Project Background:

The Broad Run Expansion continues the operation of Manassas Line service out of a larger Broad Run Station and expands the capacity of the existing Broad Run Maintenance and Storage Facility (MSF). Proposed improvements include:

- Additional railcars and expansion of the existing Broad Run MSF to accommodate more and longer trains;
- Additional parking spaces at Broad Run Station;
- A new third mainline track between Manassas and Broad Run within the existing NS right-of-way, subject to NS review and approval; and
- Adjustments to the Broad Run platform to accommodate the above changes.

Design objectives include: accommodating near-term growth and a long-term focus consistent with proposed System Plan 2040 service expansion; improving vehicular, pedestrian and bicycle access to the station; and mitigating current and future traffic impacts on Route 28 and the surrounding road network. The design process resulted in two concepts for the Broad Run station and MSF expansion:

- “North/South” concept expands the MSF within and adjacent to existing facilities and locates additional station parking north of the Broad Run complex and the NS railroad right-of-way.
- “South” concept expands the Broad Run complex within and adjacent to the existing station and MSF footprint, on land already owned by PRTC or Prince William County.

Selection of a preferred development concept for the Broad Run complex, including the specific location for parking expansion, is needed before more detailed preliminary engineering (PE) plans can be initiated and environmental review completed. The North/South concept, which expands parking north of the NS tracks, provides significant opportunity for improved station access and minimizes traffic impacts on Route 28, Piper Lane, Observation Rd. and adjacent roadways.

Preliminary cost estimates have been developed for both concepts and are summarized below. The estimated cost to build parking north of the NS tracks, including land acquisition, is about \$25 million and exceeds committed funding. The existing, committed funding includes an allocation from the Commonwealth’s I-66 Outside the Beltway (OTB) Express Lanes concessionaire payment and Federal CMAQ and RSTP funds.

Project Element	North/South Sites	South Site
Parking Lot	\$18,360,000	\$19,100,000
Land Acquisition	\$7,000,000	\$0
Total Parking	\$25,360,000	\$19,100,000
Pedestrian Tunnel	\$12,350,000	\$0
Platform Modifications	\$7,770,000	\$7,770,000
MSF Expansion	\$33,580,000	\$33,580,000
Total All Project Elements	\$79,060,000	\$60,450,000
Total Committed Funding	\$57,816,000	\$57,816,000

In May 2018, Prince William County indicated its preference to locate the additional Broad Run parking north of the NS tracks and offered to partner with VRE and identify the additional funds to move forward with parking at that location. Prince William County has committed to provide up to \$10 million in County funds towards the \$25 million cost for the parking lot. Prince William County will also submit a Federal BUILD grant application for the parking lot to the US Department of Transportation on July 19, 2018, which would increase their contribution to the project to \$25 million.

Fiscal Impact:

The Commonwealth's I-66 OTB concessionaire payment will provide \$44.1 million for the project, along with \$13.7 million in Federal CMAQ/RSTP funds that have been committed to improvements at Broad Run. Prince William County's BUILD grant application, if successful, would provide the balance of funds needed to construct parking at the preferred location. Should the project not be selected for the BUILD grant, alternative sources would need to be identified to fund the parking expansion, including Federal, state or local discretionary funding programs and/or additional County or VRE funding sources.

**Virginia Railway Express
Operations Board**

**Resolution
8C-07-2018**

**Endorsement of the Preferred Concept for the Broad Run Expansion
Project Near-Term Improvements**

WHEREAS, VRE has initiated planning and engineering studies to evaluate the optimal near- and long-term plans to expand the Broad Run Station and Maintenance and Storage Facility complex as part of the Broad Run Expansion project; and,

WHEREAS, alternative development concepts for expanding the Broad Run Station and MSF have been identified and evaluated relative the established design objectives for the project, preliminary cost estimates, and an expected implementation schedule; and,

WHEREAS, the timely selection of a preferred development concept is necessary for the BRX project to advance on schedule and budget; and,

WHEREAS, the evaluation identified significant benefits attributable to constructing near and long-term parking entirely on the north side of the Norfolk Southern Railway tracks in terms of traffic relief, customer convenience, and Prince William County initiatives to improve Route 28 and develop the Innovation economic development site; and

WHEREAS, the evaluation concluded that constructing near-term parking on the north side would exceed the VRE funding presently committed to near-term improvements; and

WHEREAS, in consideration of the mutual benefits to Prince William County and VRE, County staff has proposed the possibility of the County providing additional funding to construct the near-term parking on the north side of the Norfolk Southern Railway tracks; and

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby endorse the site located north of the Broad Run Station and Norfolk Southern Railway right-of-way as the preferred location for expanded station parking with other improvements at the Broad Run Station and Maintenance and Storage Facility located south of the tracks, subject to Norfolk Southern Railway's review and approval; endorse Prince William County's proposal to contribute additional funds towards the cost of the parking improvements, in addition to existing committed funding; and, if agreement is reached with Prince William County that reflects this commitment, directs staff to bring back said agreement with Prince William County for consideration by the VRE Operations Board.

Approved this 20th day of July 2018

Martin Nohe
Chairman

Maureen Caddigan
Secretary

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VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-A
Information Item

To: Chairman Nohe and the VRE Operations Board

From: Doug Allen

Date: July 20, 2018

Re: 2018 Customer Service Survey Results

The Annual Customer Service Survey was conducted on Wednesday, May 2, 2018 on all morning VRE and Amtrak Step-Up Trains. VRE, Keolis and PRTC staff members were on each train to help facilitate the survey process and answer questions from riders. A total of 4,694 surveys were completed out of 10,005 passengers from that morning; a 47 percent participation rate.

The results from this year's survey were very positive. We track customer service ratings of "Very Good" and "Excellent" and had increases across the board this year. Responses for the category of Overall Communication with Passengers jumped from 75 percent in 2017 to 80 percent this year.

Over the past year, staff has focused on improving in several areas and the survey results bear out the success of those initiatives. Significant improvements are noticeable in the categories of Customer Email Responsiveness, Social Media Presence and Updates, Website Content Maintenance, and Train Talk alerts. Those categories grew on average four to six percentage points year over year.

We are also pleased to report achieving all-time high satisfaction in several categories:

- Responsiveness of VRE Staff – 94 percent
- Overall Service Quality – 93 percent
- Overall Crew Performance – 95 percent



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Other notable results include an increase in satisfaction with our On-Time Performance going from 76 percent last year to 87 percent this year. The highest rating in the past five years.

Lighting at the stations received a 90 percent satisfaction rating as we continue our work installing upgraded LED light fixtures.

Train cleanliness was rated at 96 percent. A clear validation of the efforts from the Keolis and Amtrak teams who help clean and maintain the equipment.

Staff will continue to analyze the results and look for opportunities for further improvement.

TO: Chairman Smedberg and NVTC Commissioners

FROM: Kate Mattice

DATE: August 30, 2018

SUBJECT: Executive Director Report

At the September Meeting the executive director will give an update on Commission and staff activities that occurred during the summer, as well as upcoming meetings and events.

A. Executive Director Newsletter

NVTC's [Executive Director Newsletter](#) provides updates on specific NVTC projects and programs and highlights items of interest at the federal and state levels and among partners such as the Transportation Planning Board and the Northern Virginia Transportation Authority.

This month's newsletter highlights the Commission's fall priorities and the work of NVTC's Interim WMATA Committee, provides an update on the I-66 Commuter Choice program and mobile ticketing, and includes a synopsis of a study faulting ride-sharing for transit ridership declines.

B. NVTC Financial Report

The [June 2018 Financial Report](#) and the [July 2018 Financial Report](#) are provided for your information.

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Executive Director Newsletter

September 2018



Labor Day, just a week away, marks the official end of summer and kicks off a fall that is perhaps busier than any in NVTC's recent history. Looking ahead I was struck by just how much is on our plate. Before year's end, the Commission will be asked to tackle several major actions, among them:

Reporting on WMATA to the General Assembly and Governor

NVTC is undertaking the research required for our first report on the performance of WMATA. The report, due November 1, will include key performance measures, including finances, operations, safety and ridership. Staff will present the report for Commission approval at our October meeting.

Issuing a Third Call for Projects through I-66 Commuter Choice

With two calls for projects under our belts, NVTC staff is preparing for another. Our I-66 Commuter Choice Commissioner working group will meet prior to our September Commission meeting to discuss project evaluation and scoring. I expect that the Commission will consider the fiscal year 2019 call for projects in October.

Reporting on Projects Funded through I-66 Commuter Choice

As required by our Memorandum of Agreement with the state, NVTC is working on an annual report to the Commonwealth Transportation Board that is due by October 31. The Commission will preview the report in October.

Developing an Administrative Agreement with VRE to Ensure Financial Accountability

The new Commuter Rail Operating and Capital (C-ROC) fund provides \$15 million annually in dedicated funding for the Virginia Railway Express. To ensure VRE's accountability in the use of these funds, NVTC will craft an administrative agreement between the two parties, which will need approval from the Commission and the VRE Operations Board.

Negotiating an Agreement with PRTC on Administering I-95/I-395 Express Lanes Toll Revenues

To implement a Commuter Choice program on I-95/I-395, similar to what we have on I-66, NVTC and the Potomac and Rappahannock Transportation Commission will need to reach agreement on how the program will be run, as our Memorandum of Agreement with the Commonwealth calls for joint administration. The agreement will need approval from both Commissions.

Executive Director

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Key Dates

Sept 6	NVTC Monthly Meeting
Sept 7	TSDAC Meeting
Sept 13	WMATA Board Meeting
Sept 13	NVTA Monthly Meeting
Sept 17-18	CTB Monthly Meeting
Sept 19	NVTC Interim WMATA Committee Meeting
Sept 21	TPB Monthly Meeting
Sept 21	VRE Operations Board Meeting
Sept 21-22	Car Free Days
Sept 27	WMATA Board Meeting

I-66 Commuter Choice Agreements Underway, Call for Projects Planned



While NVTC continues to finalize grant agreements with the jurisdictions and transit agencies receiving funding through the I-66 Commuter Choice program, staff has begun work on a third call for projects. It is anticipated that the proposed fiscal year 2019 call for projects will come before the Commission at its October meeting. In the interim, NVTC's I-66 Commuter Choice Commissioner working group will meet September 6 to discuss the project evaluation and scoring process.

NVTC is also working on an annual report to the Commonwealth Transportation Board (CTB) explaining, among other things, the benefits that were the basis for selecting the funded projects and the degree to which the expected benefits are being realized. The report, which will be shared with the Commission in October, is due to the CTB by the end of that month.

I-66 Commuter Choice has, to date, funded 25 projects totaling nearly \$22 million. The program is a 40-year partnership between NVTC and the Commonwealth of Virginia.

The Washington Post Highlights I-66 Commuter Choice Projects

"By the time heavy construction begins on the \$2.3 billion widening of Interstate 66 outside the Capital Beltway next year, commuters in western Prince William County will be able to sign up and pay for van-pool services through a smartphone app. Others will be able to tap their phones to summon a ride to a commuter bus lot." So begins a July 7 [article in The Washington Post](#) exploring two app-based projects being developed by the Potomac and Rappahannock Transportation Commission with funding from NVTC's I-66 Commuter Choice program.

The piece concludes with a focus on NVTC. "'Part of the appeal of these programs is that they are nimble, flexible and targeted specifically toward the demographics and needs of Prince William County,' said Kate Mattice,

executive director of the Northern Virginia Transportation Commission, which selects the projects to be funded with the I-66 toll revenue. 'They should also provide a strong return on investment.'

Mattice said the initiatives are consistent with the goal of the I-66 Commuter Choice program to move more people through the corridor more efficiently.

'Constraints — such as a lack of available parking or a work schedule that doesn't allow for joining a daily van pool — that prevent people from accessing transit make it more difficult for us to achieve that goal,' she said. 'PRTC's on-demand commuter lot shuttles and flexible van-pool program are great examples of using technology to tackle constraints and get more constituents out of their cars and onto transit.'

Mobile Ticketing Discussions Move Ahead

Following the Commission's approval of the [Regional Fare Collection Strategic Plan](#), NVTC is moving forward with the actions outlined in the plan. NVTC's fare collection team is meeting with all six jurisdictions and their transit agencies to talk in greater detail about mobile ticketing. The purpose of the meetings is to:

- Update the current status of transit system activities related to fare collection
- Discuss WMATA mobile app initiative and mobile platform ideas
- Involve a broad group of organization stakeholders to discuss potential impacts of mobile platforms including senior management, marketing, transit planning, and operations

- Identify opportunities for coordination



NVTC's Interim WMATA Committee Dives into Action

The inaugural meeting of the Interim WMATA Committee on August 2 featured a discussion of the committee's role both within NVTC and as it pertains to WMATA. NVTC Chairman Paul Smedberg noted that the committee exists to discuss WMATA-related issues in order to inform NVTC's principal WMATA board member of areas of jurisdictional concern and to review and provide guidance on any NVTC products stipulated in the [Metro funding legislation](#).

Over the course of the 90-minute meeting, the five committee members reviewed an outline of the annual report that NVTC must send to the General Assembly by November 1 and discussed possible recommendations for the required section on strategies to reduce costs and improve efficiencies. The group also reviewed a draft CTB policy document that will guide implementation of legislatively mandated governance and funding reforms for WMATA. A resolution pertaining to that policy document will come before the Commission in Sep-

tember. A discussion of WMATA's parking pilot program, during which some of our jurisdictions expressed concerns about charging for Saturday parking, wrapped up the meeting.

Going forward, the committee will meet the third Wednesday of each month at 8:30 a.m. in NVTC's office.



Arbitration Panel Rules in Metro Wage/Benefit Case

An arbitration board ruled that Metro must provide \$82 million in wage increases to thousands of union workers by summer 2020. [Metro's Arbitration Board member dissented from the award](#) because it failed to address pensions for future employees represented by AFL-CIO ATU Local 689 (L689), which could worsen the agency's operating structural deficit. Changes to employee healthcare benefits, however, will help Metro with cost containment.

Metro GM/CEO Paul J. Wiedefeld said he is not inclined to appeal because the award provides relief on near term healthcare costs, and he wants closure so Metro workers can focus on safety and customer service.

The award raises wages for employees of Metro's largest union by an annual average of 1.6 percent over four years, which increases operating expenses by \$82 million. WMATA expects to save \$21 million from the award's increase to employee healthcare coverage contributions from 17 percent to 20 percent, and increases in deductibles and prescription copays. For example, employee copays for retail generic drugs will double from \$5 to \$10.

Metro sought, but did not receive, an arbitration award that would allow it to continue pensions for current employees but enroll future L689 employees in 401k accounts, to begin to address an unfunded pension liability of \$2.8 billion, including unfunded healthcare costs for retirees. The award also remained silent on an overtime cap, leaving WMATA as the only large transit agency in the country with no overtime limit toward pension calculations.

"After two years of bargaining and a year of making our best case through binding arbitration, Metro's structural operating deficit remains completely untouched," said Wiedefeld.

The award is effective retroactively to July 1, 2016 (FY2017), but the first year wage increase is 0 percent. WMATA will pay L689 employees the 1 percent increase awarded for last fiscal year and the 2.5 percent increase for the current fiscal year as soon as payroll changes are made this fall. The decision also provides an average 2.3 percent wage increase in FY2020. Healthcare benefit changes for active employees are effective January 1, 2019.

Study: Ride-Hail Services Responsible for Transit Ridership Declines



As we grapple with [transit ridership declines](#) in Northern Virginia, [a report by Schaller Consulting](#) points blame at Uber and Lyft. It examines how these ride-hail services are making traffic congestion worse, constructs a detailed profile of the typical ride-hail user and issues a stark warning to cities. Among its findings are:

- Transportation Network Companies (TNC) transported 2.61 billion passengers in 2017, a 37 percent increase from 1.90 billion in 2016.
- Combined TNC and taxi ridership is likely to surpass local bus ridership in the U.S. by the end of this year, making them among the largest urban transportation providers.
- About 60 percent of TNC users in large, dense cities would have taken public transportation, walked, biked or not made the trip if TNCs had not been available for the trip, while 40 percent would have used their own car or a taxi.
- 70 percent of Uber and Lyft trips are in nine large, densely-populated metropolitan areas (Boston, Chicago, Los Angeles, Miami, New York, Philadelphia, San Francisco, Seattle and Washington D.C.)
- TNCs added 5.7 billion miles of driving in the nation's nine largest metro areas at the same time that car ownership grew more rapidly than the population.
- Shared ride services such as UberPOOL, Uber Express POOL and Lyft Shared Rides, while touted as reducing traffic, in fact add mileage to city streets. Even with these shared services, TNCs put 2.6 new TNC vehicle miles on the road for each mile of personal driving removed, for an overall 160 percent increase in driving on city streets.
- TNCs and microtransit can be valuable extensions of – but not replacements for – fixed route public transit.

Arlington Considers Sewage to Fuel Buses

Arlington County's recently adopted [Solids Master Plan](#) holds forth the prospect that a new sewage treatment facility would generate a product that could fuel ART buses. The new cleaning process would create two by-products, a fertilizer-like biosolid that could be used by the public, the county, or commercial entities for soil treatment, and a biogas compound that could be converted into compressed natural gas. The plan identifies the Arlington Transit bus fleet, conveniently parked across the street from the treatment facility, as a potential customer. The county will implement the new solid waste handling method in 2027.



U.S. Senate Passes Transportation-HUD Appropriations Bill

The U.S. Senate on August 1 passed four appropriations bills, including the annual Transportation-HUD bill. Passed by a roll call vote of 92 to 6, the package provides \$154 billion in discretionary funding, \$130 billion in mandatory funding and \$60 billion in obligation limitations on transportation contract authority. The House

of Representatives, which has yet to consider the Transportation-HUD bill, is expected to take it up when members return from August recess. There were 14 amendments to the transportation portion of the Senate's Transportation-HUD bill. Among them were one banning Chinese railcar and bus procurement and another preventing Amtrak from shuttering the Southwest Chief.

Sharing Lessons Learned from Efforts to Win Dedicated Funding for WMATA



The fight for dedicated funding in Virginia was the title of my presentation at a mid-July seminar in Nashville, Tennessee that focused on how to generate state legislative support for transit by build-

ing broad-based coalitions and being open to compromise. The three-day seminar was organized by Transit Center, a group that facilitates the sharing of information and strategies that support transit. I was joined by transit advocates from across the country, many of whom face challenges and obstacles similar to those we experienced in Virginia.

TSDAC Continues Work on State Transit Funding Prioritization

The [Transit Service Delivery Advisory Committee](#) (TSDAC) has wrapped up discussions on how the Department of Rail and Public Transportation (DRPT) would competitively allocate transit capital funding for major projects. DRPT will present its proposed approach for prioritizing transit capital funding to the Commonwealth Transportation Board in September.

Now the committee has turned its attention to a proposed approach for transit operating funding. During an

August 29 webinar, DRPT staff provided an overview of operating assistance and a briefing on [state appropriations for public transportation](#). TSDAC will continue exploring the prioritization of transit operating funds at a September 7 meeting in Richmond. NVTC Executive Director Kate Mattice, a TSDAC member, is working closely with jurisdictional staff to ensure their concerns and recommendations are heard. In regard to both capital and operating assistance, DRPT intends to implement new approaches for the fiscal year 2020 funding cycle.

Metro Awards Bus Facility Contract

Metro has [awarded a contract](#) for the maintenance and operation of buses from its new Cinder Bed Road bus facility in Lorton, Virginia, in a move expected to control cost growth while delivering quality service and preserving current employees' jobs. The contract was awarded to TransDev, the largest private provider of multiple modes of transportation in North America. To ensure safe and reliable service for customers, the Cinder Bed Road facility contract includes 15 key performance metrics that will be used to measure TransDev's performance.



Capital Bikeshare



Bike Angels are Capital Bikeshare riders who improve the availability of bikes and docks for fellow riders and earn rewards along the way. Angels earn points for taking bikes from crowded stations and bringing them to empty ones or stations expected to soon become empty. They can rack up points by cycling from a full station to an empty station. Points can be redeemed for a 24-hour pass for a friend or for one-week membership extensions.



Transportation Planning Board



The TPB continues to discuss how to support projects, programs, and policies to implement the seven initiatives it endorsed in the winter. Board members recently held an open discussion of ideas from each jurisdiction with the goal of finding out what it would take to implement the seven ideas throughout the region.

The discussion focused primarily on planning ahead for the future. The importance of thinking beyond current conditions was stressed, as retrofitting new infrastructure so that they can accommodate possible future uses.

Another theme was the importance of bringing everyone across sectors of the government together. Transportation can touch education, environment, and everything that is built.

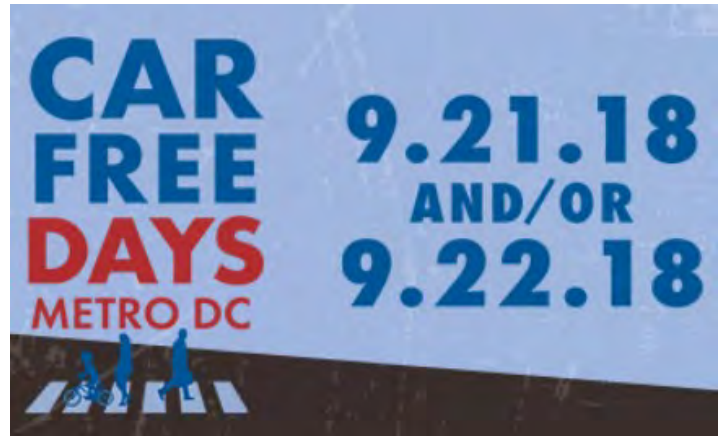
[The discussion can be heard online.](#)



Commuter Connections



Register now for the region's annual Car Free Day event. This year, Commuter Connections has extended the event to two days, Fri., Sept. 21 and Sat., Sept. 22, to allow more people to participate and qualify for prize drawings by taking the free pledge to go car free and be counted for helping make the air cleaner and the roads less congested. [Take the pledge](#) and be entered to win great prizes. Last year, more than 11,000 commuters took the Car Free Day pledge.



Virginia Railway Express



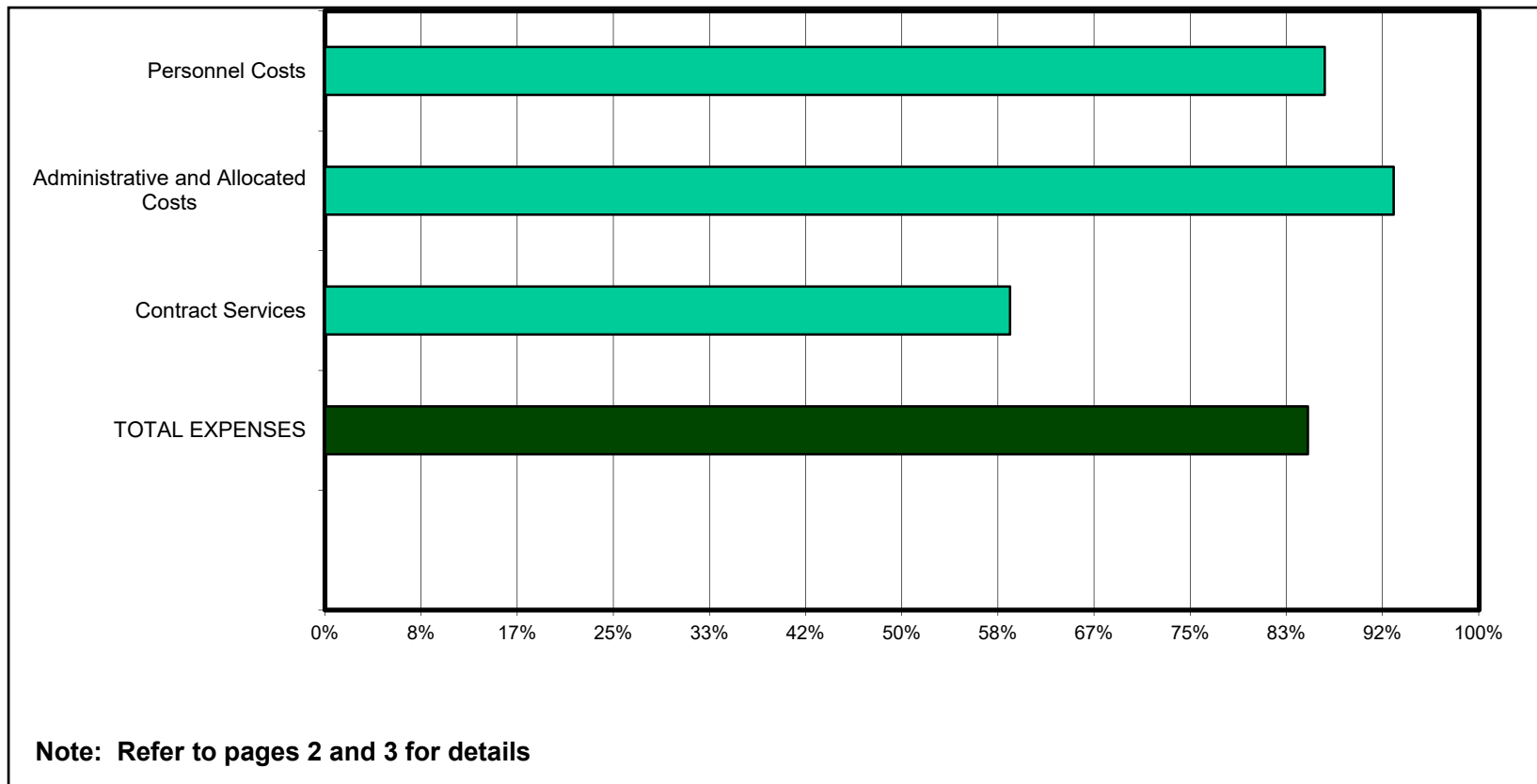
VRE recently hosted the Transportation Security Administration (TSA) for a canine training at the Broad Run train yard in Prince William County. During the event, explosive-detecting canines swept train equipment and a nearby station to help familiarize the dogs and their handlers with railroad operations. For the past several years, the railroad has partnered with the FBI, the U.S. Department of Homeland Security, local law enforcement agencies, CSX and Norfolk Southern Railway to host training activities to detect narcotics and explosives.



Northern Virginia Transportation Commission

Financial Reports
June, 2018

Percentage of FY 2018 NVTC Administrative Budget Used
June 2018
(Target 100% or less)



NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
June, 2018

	<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 Wages	\$ 103,550.64	\$ 1,203,837.67	\$ 1,390,500.00	\$ 186,662.33	13.4%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>103,550.64</u>	<u>1,203,837.67</u>	<u>1,390,500.00</u>	<u>186,662.33</u>	<u>13.4%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	7,624.81	83,524.33	93,500.00	9,975.67	10.7%
Group Health Insurance	8,286.57	94,237.95	130,700.00	36,462.05	27.9%
Retirement	10,592.86	127,148.86	123,500.00	(3,648.86)	-3.0%
Workmans & Unemployment Compensation	109.00	1,914.17	4,900.00	2,985.83	60.9%
Life Insurance	567.16	3,494.38	5,100.00	1,605.62	31.5%
Long Term Disability Insurance	523.88	6,044.16	6,500.00	455.84	7.0%
Total Benefit Costs	<u>27,704.28</u>	<u>316,363.85</u>	<u>364,200.00</u>	<u>47,836.15</u>	<u>13.1%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	1,700.00	13,350.00	12,800.00	(550.00)	-4.3%
<i>Rents:</i>	<i>20,632.08</i>	<i>244,596.54</i>	<i>246,000.00</i>	<i>1,403.46</i>	<i>0.6%</i>
Office Rent	19,048.78	226,975.64	229,700.00	2,724.36	1.2%
Parking & Transit Benefits	1,583.30	17,620.90	16,300.00	(1,320.90)	-8.1%
<i>Insurance:</i>	<i>(698.35)</i>	<i>6,032.10</i>	<i>6,800.00</i>	<i>767.90</i>	<i>11.3%</i>
Public Official Bonds	-	1,633.00	2,000.00	367.00	18.4%
Liability and Property	(698.35)	4,399.10	4,800.00	400.90	8.4%
<i>Travel:</i>	<i>7,130.09</i>	<i>32,455.83</i>	<i>30,300.00</i>	<i>(2,155.83)</i>	<i>-7.1%</i>
Conference / Professional Development	2,789.28	14,787.45	17,000.00	2,212.55	13.0%
Non-Local Travel	510.87	4,193.29	2,500.00	(1,693.29)	-67.7%
Local Travel, Meetings and Related Expenses	3,829.94	13,475.09	10,800.00	(2,675.09)	-24.8%
<i>Communication:</i>	<i>1,037.10</i>	<i>11,379.15</i>	<i>13,000.00</i>	<i>1,620.85</i>	<i>12.5%</i>
Postage	158.10	1,059.94	1,700.00	640.06	37.7%
Telephone and Data	879.00	10,319.21	11,300.00	980.79	8.7%
<i>Publications & Supplies</i>	<i>1,916.30</i>	<i>13,456.87</i>	<i>12,500.00</i>	<i>(956.87)</i>	<i>-7.7%</i>
Office Supplies	172.02	2,519.44	2,700.00	180.56	6.7%
Duplication and Paper	1,744.28	10,437.43	9,300.00	(1,137.43)	-12.2%
Public Information	-	500.00	500.00	-	0.0%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
June, 2018

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	1,018.51	18,046.19	45,500.00	27,453.81	60.3%
Furniture and Equipment (Capital)	237.72	10,860.54	11,000.00	139.46	1.3%
Repairs and Maintenance	-	66.00	1,000.00	934.00	93.4%
Computer Operations	780.79	7,119.65	33,500.00	26,380.35	78.7%
 <i>Other General and Administrative:</i>	725.33	8,402.55	8,600.00	538.45	6.3%
Subscriptions	-	341.00	-	-	0.0%
Memberships	322.97	1,428.97	1,400.00	(28.97)	-2.1%
Fees and Miscellaneous	402.36	5,903.14	5,600.00	(303.14)	-5.4%
Advertising (Personnel/Procurement)	-	729.44	1,600.00	870.56	54.4%
Total Administrative Costs	<u>33,461.06</u>	<u>347,719.23</u>	<u>375,500.00</u>	<u>28,121.77</u>	<u>7.5%</u>
 <u>Contracting Services</u>					
Auditing	6,780.00	22,780.00	22,600.00	(180.00)	-0.8%
Contract Services and Support	6,058.68	65,452.60	150,000.00	84,547.40	56.4%
Legal	2,916.67	35,000.04	35,000.00	(0.04)	0.0%
Total Contract Services	<u>15,755.35</u>	<u>123,232.64</u>	<u>207,600.00</u>	<u>84,367.36</u>	<u>40.6%</u>
 Total Gross G&A Expenses	<u><u>\$ 180,471.33</u></u>	<u><u>\$ 1,991,153.39</u></u>	<u><u>\$ 2,337,800.00</u></u>	<u><u>\$ 346,987.61</u></u>	<u><u>14.8%</u></u>

NVTC
RECEIPTS and DISBURSEMENTS
June 2018

Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	Virginia LGIP G&A / Project	Virginia LGIP Trusts
RECEIPTS						
6	FTA	Grant revenue - Alexandria			\$ 275,838.00	
13	VRE	Staff support		7,061.00		
13	DRPT	Operating assistance - WMATA				8,785,836.00
15	DRPT	Capital grants receipt - Fairfax				172,212.00
19	DRPT	Capital grants receipts - VRE			19,348.00	
25	DRPT	Capital grants receipts - WMATA				17,561,950.00
25	DRPT	Capital grants receipts - Fairfax				4,158,363.00
25	DRPT	Capital grants receipts - WMATA				3,077,866.00
25	DRPT	Capital grants receipts - VRE			10,311,461.00	
26	DRPT	Capital grants receipts - Fairfax				41,520.00
26	DRPT	Capital grants receipts - WMATA				1,362,378.00
27	DRPT	Capital grants receipts - WMATA				11,812,354.00
27	DMV	Motor Vehicle Fuels Sales tax receipts				3,088,962.83
28	Arlington	G&A contribution		13,862.75		
28	Loudoun	G&A contribution		4,793.00		
30	Banks	Investment earnings		13.23	22,375.80	189,930.19
			-	25,729.98	10,629,022.80	50,251,372.02
DISBURSEMENTS						
1-30	Various	G&A expenses	(178,066.57)			
6	Alexandria	Grant revenue			(275,838.00)	
19	City of Fairfax	Other operating			(13,625.00)	
21	Arlington	Other capital				(1,176,406.00)
21	Arlington	Other operating				(4,874,632.00)
19	VRE	Grant revenue			(19,348.00)	
25	VRE	Grant revenue			(10,311,461.00)	
25	Fairfax	Other operating				(15,302,224.00)
30	Banks	Service fees	(57.69)	(12.84)		
			(178,124.26)	(12.84)	(10,620,272.00)	(21,353,262.00)
TRANSFERS						
25	Transfer	From LGIP to checking	150,000.00		(150,000.00)	
			150,000.00	-	(150,000.00)	-
NET INCREASE (DECREASE) FOR MONTH			\$ (28,124.26)	\$ 25,717.14	\$ (141,249.20)	\$ 28,898,110.02

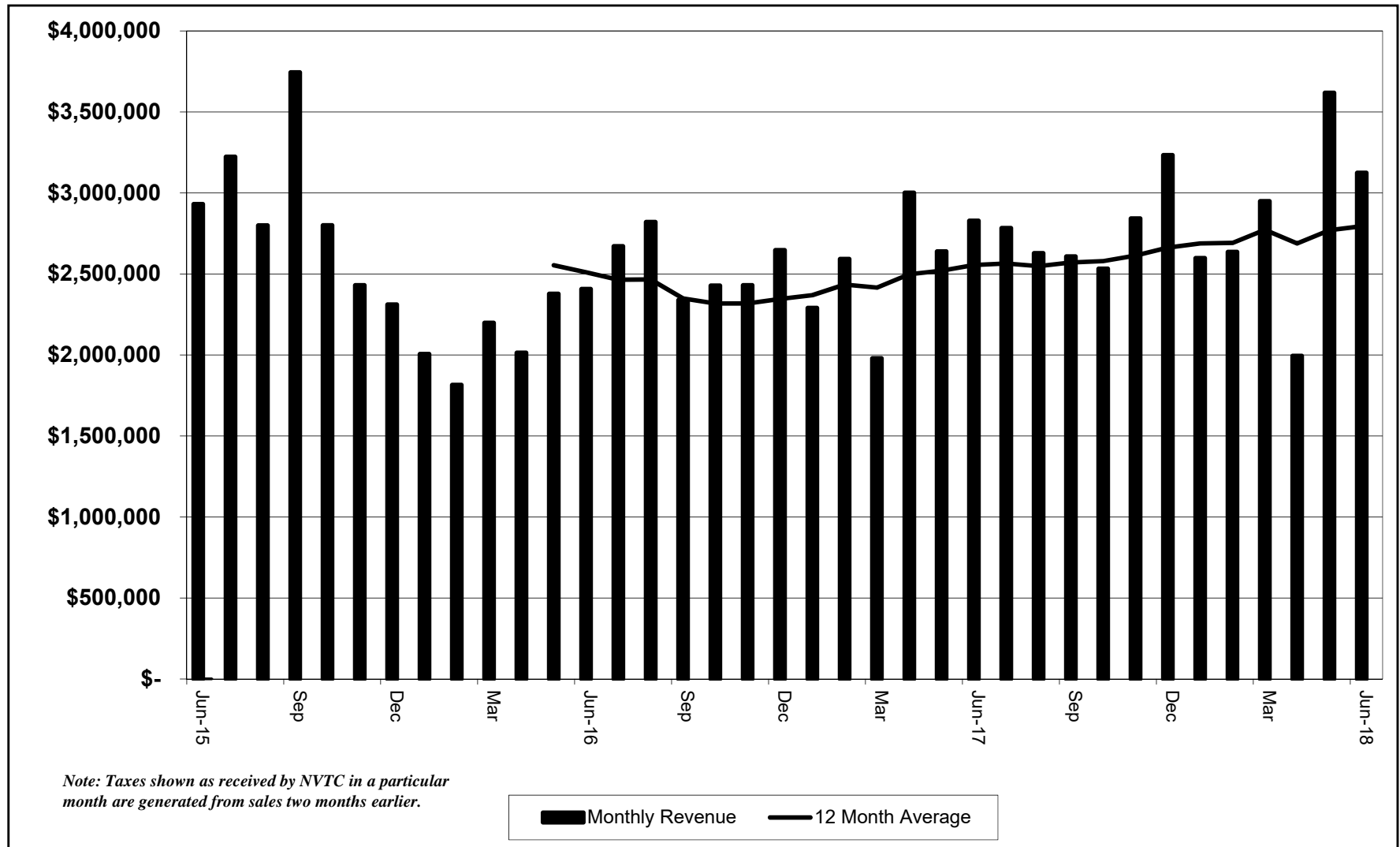
**NVTC
INVESTMENT REPORT
June, 2018**

Type	Rate	Balance 5/31/2018	Increase (Decrease)	Balance 6/30/2018	Balance		
					NVTC G&A/Project	Jurisdictions Trust Fund	Loudoun Trust Fund
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 103,669.20	\$ (28,124.26)	\$ 75,544.94	\$ 75,544.94	\$ -	\$ -
Wells Fargo: NVTC Savings	0.140%	107,477.71	25,717.14	133,194.85	133,194.85	-	-
<u>Investments</u>							
Bank of America: Virginia Local Government Investment Pool (LGIP)	2.013%	119,258,597.61	28,756,860.82	148,015,458.43	13,417,948.43	112,817,890.22	21,779,619.78
		<u>\$ 119,469,744.52</u>	<u>\$ 28,844,877.93</u>	<u>\$ 148,224,198.22</u>	<u>\$ 13,626,688.22</u>	<u>\$ 112,817,890.22</u>	<u>\$ 21,779,619.78</u>

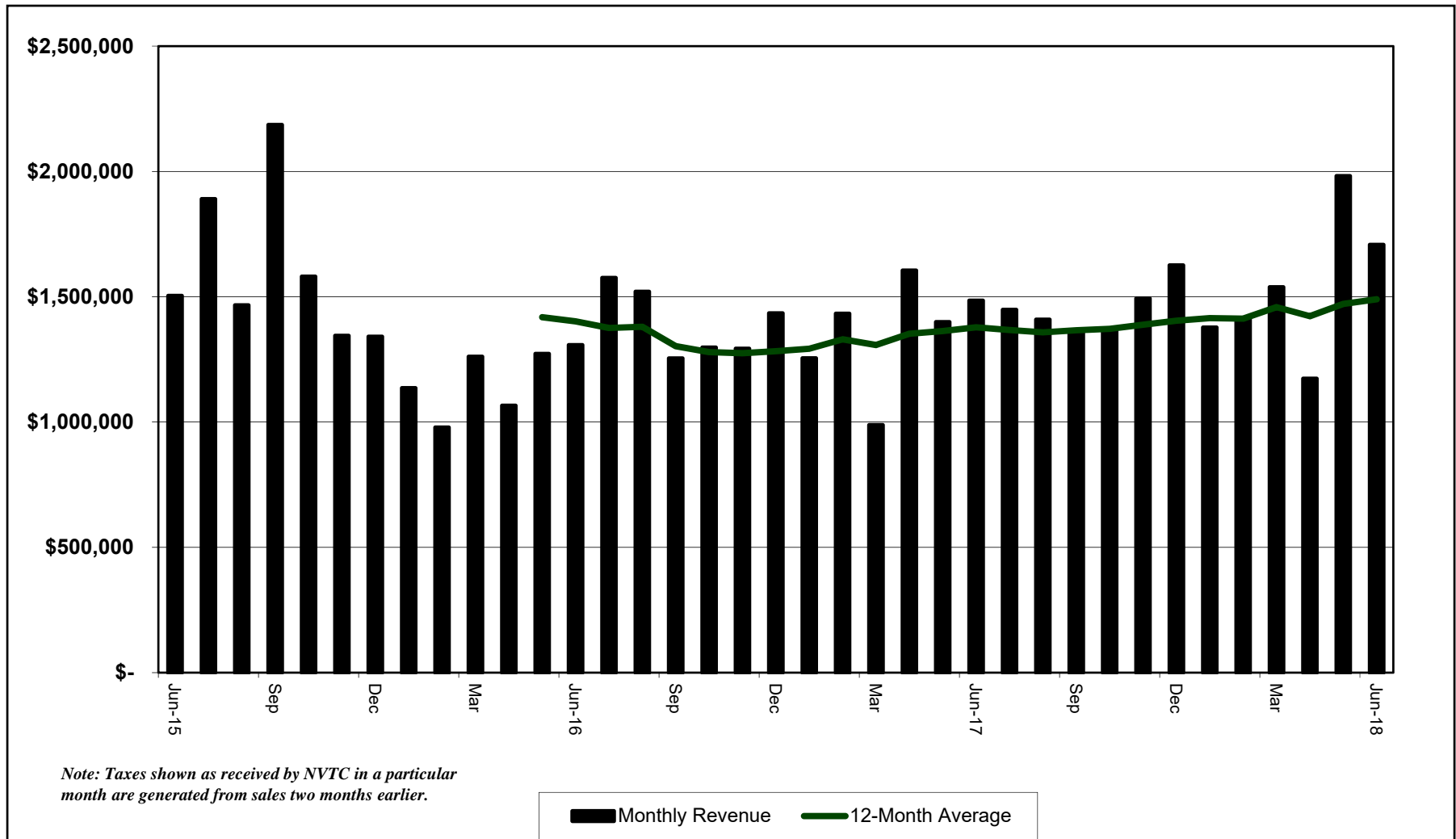
NVTC MONTHLY GAS TAX REVENUE

ALL JURISDICTIONS

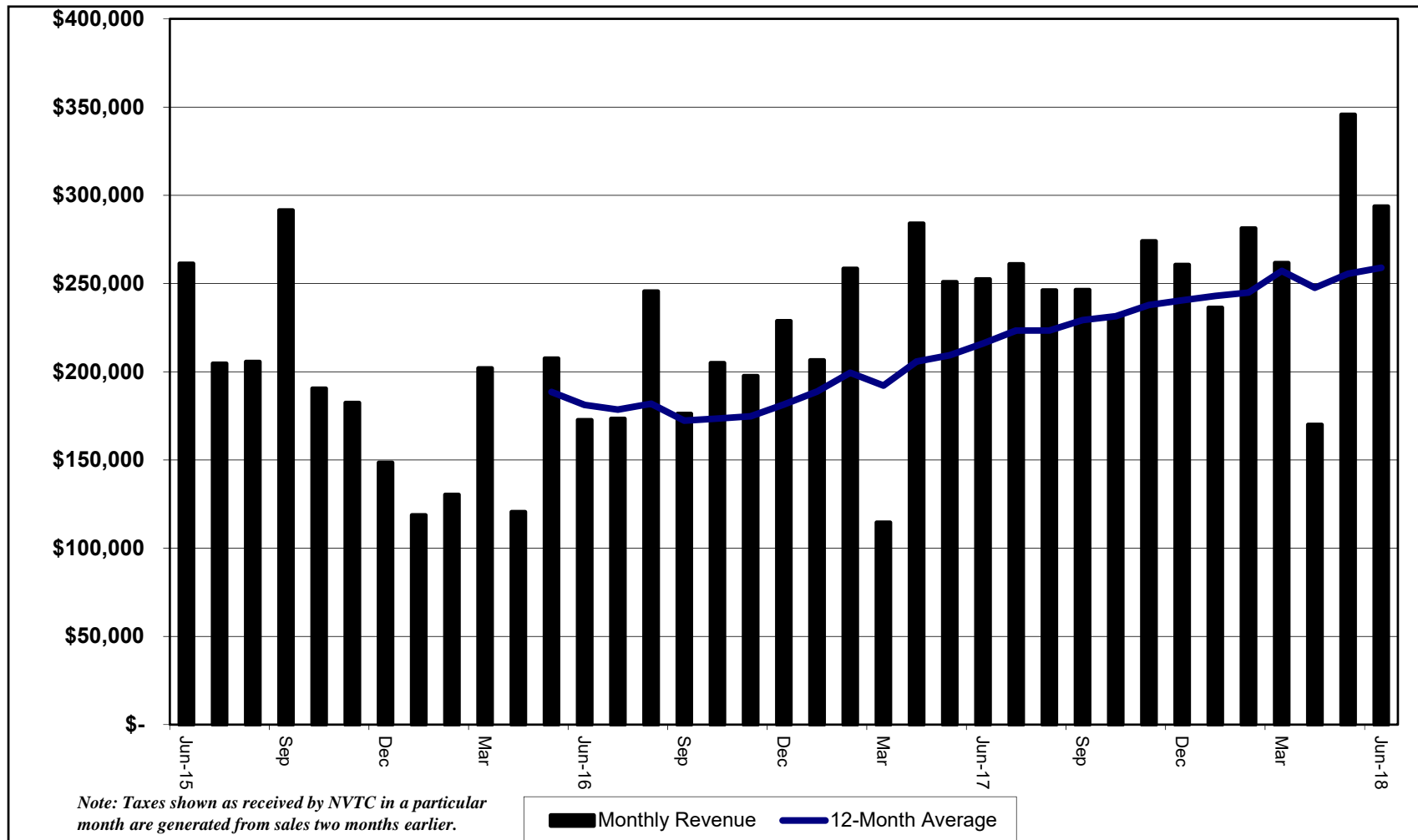
FISCAL YEARS 2015-2018



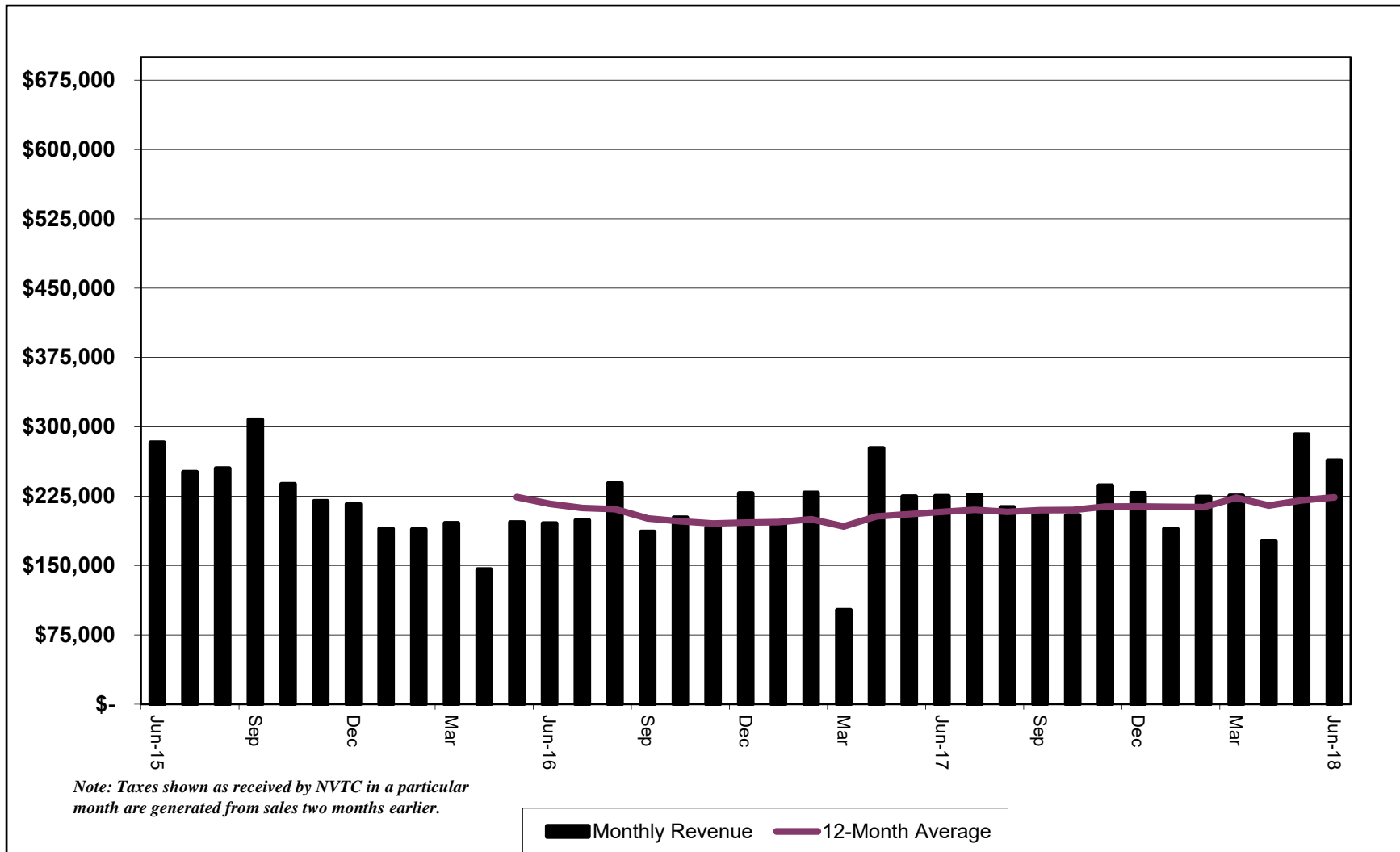
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2015-2018



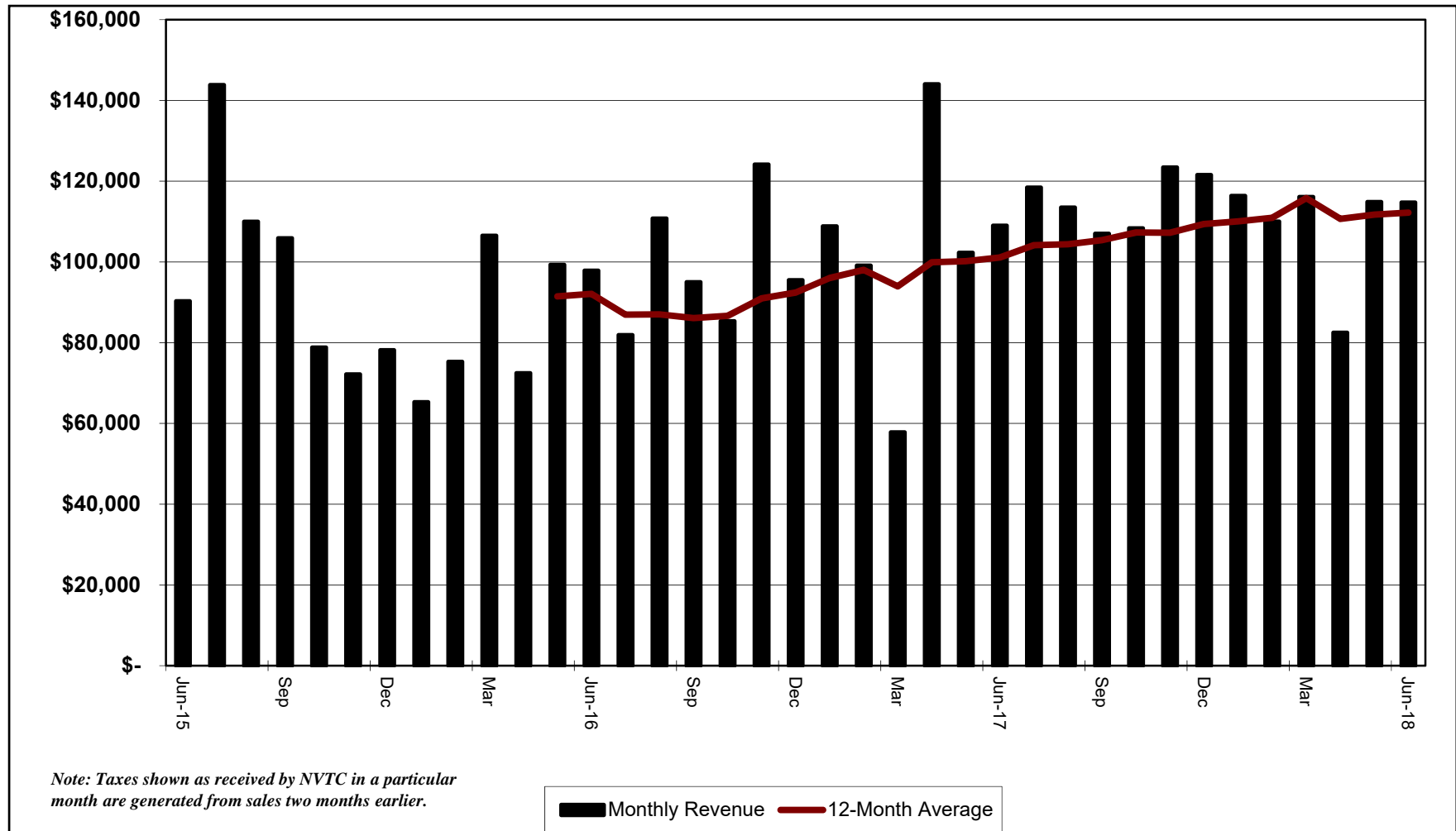
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2015-2018



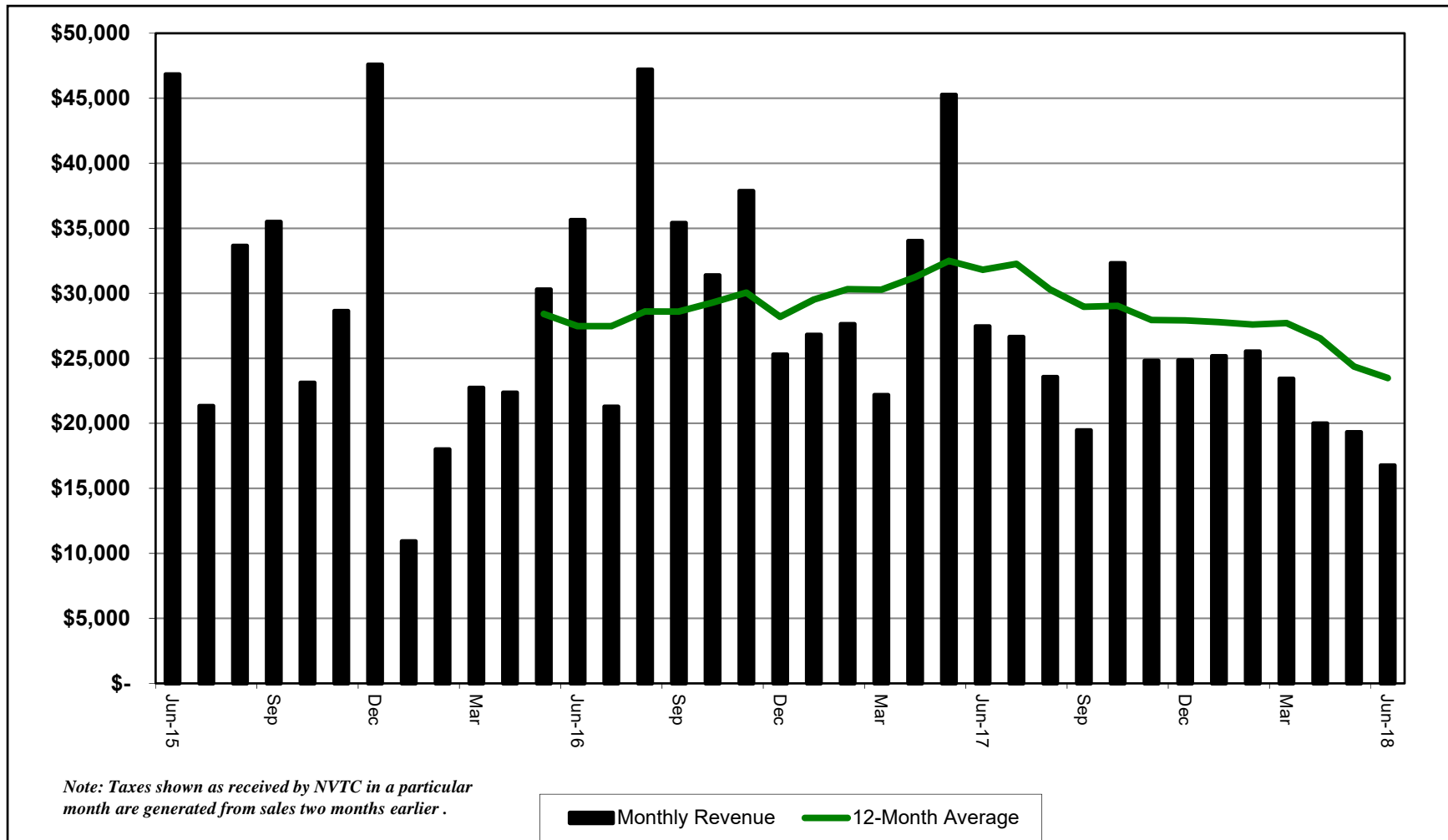
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2015-2018



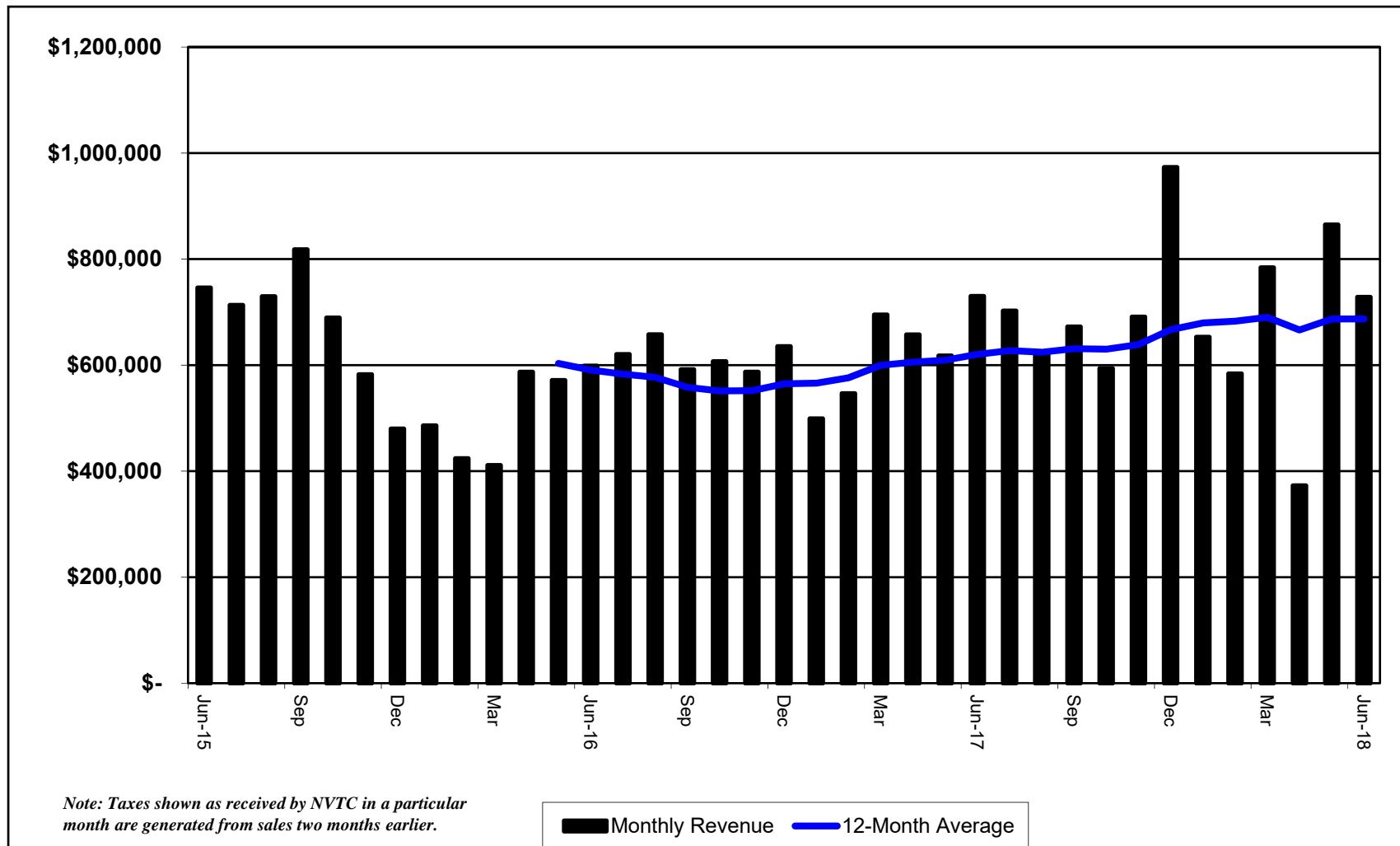
NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2015-2018



NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2015-2018



NVTC MONTHLY GAS TAX REVENUE LOUDOUN COUNTY FISCAL YEARS 2015-2018



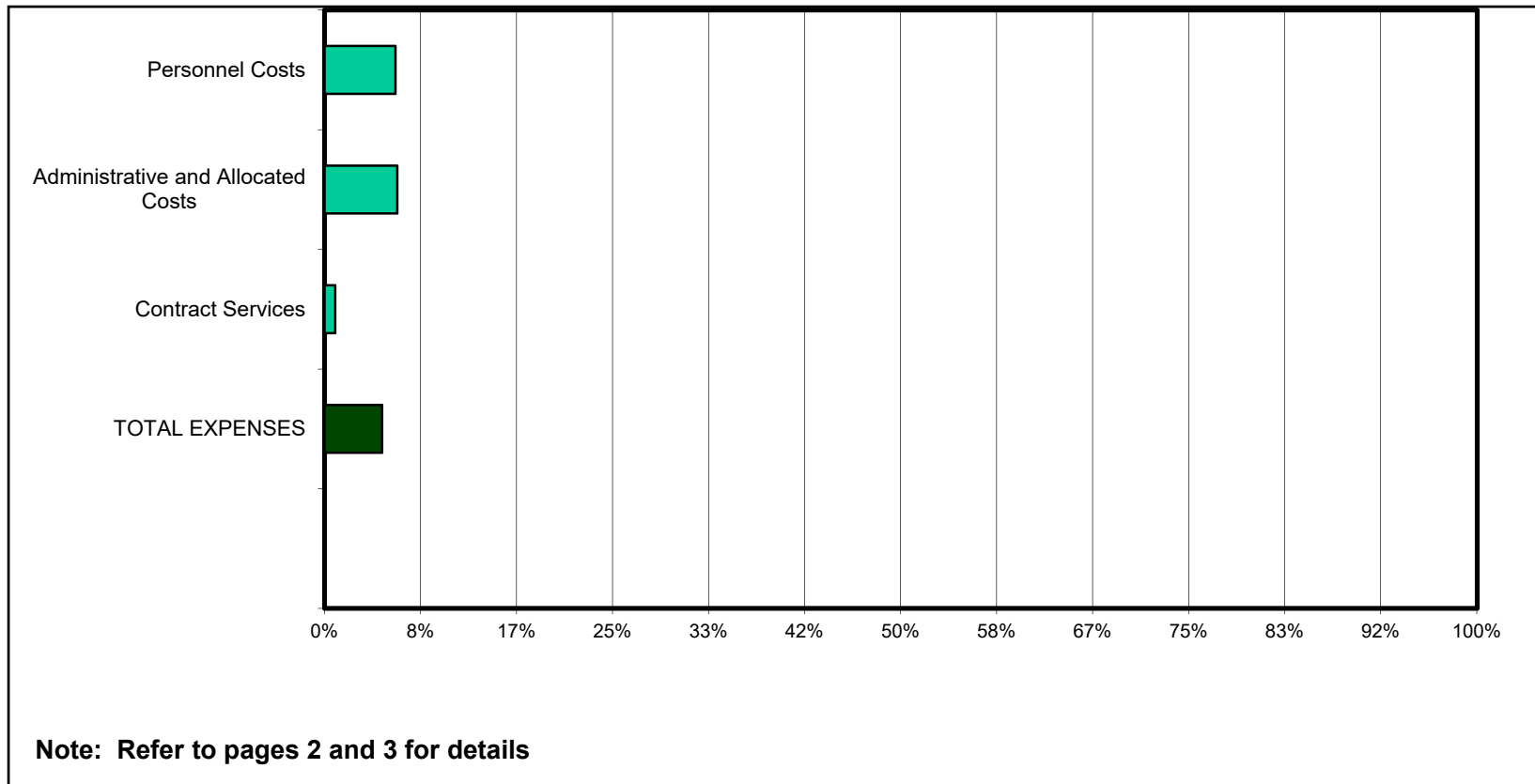
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Northern Virginia Transportation Commission

Financial Reports

July, 2018

Percentage of FY 2019 NVTC Administrative Budget Used
July 2018
(Target 8.3% or less)



NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
July 2018

	<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 Wages	\$ 97,392.81	\$ 97,392.81	\$ 1,634,700.00	\$ 1,537,307.19	94.0%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>97,392.81</u>	<u>97,392.81</u>	<u>1,634,700.00</u>	<u>1,537,307.19</u>	<u>94.0%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	7,114.69	7,114.69	110,300.00	103,185.31	93.5%
Group Health Insurance	9,921.76	9,921.76	157,300.00	147,378.24	93.7%
Retirement	10,596.00	10,596.00	126,900.00	116,304.00	91.7%
Workmans & Unemployment Compensation	101.25	101.25	5,600.00	5,498.75	98.2%
Life Insurance	635.60	635.60	6,200.00	5,564.40	89.7%
Long Term Disability Insurance	523.88	523.88	7,900.00	7,376.12	93.4%
Total Benefit Costs	<u>28,893.18</u>	<u>28,893.18</u>	<u>414,200.00</u>	<u>385,306.82</u>	<u>93.0%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	650.00	650.00	13,700.00	13,050.00	95.3%
<i>Rents:</i>	<i>20,796.03</i>	<i>20,796.03</i>	<i>256,000.00</i>	<i>235,203.97</i>	<i>91.9%</i>
Office Rent	19,264.33	19,264.33	236,300.00	217,035.67	91.8%
Parking & Transit Benefits	1,531.70	1,531.70	19,700.00	18,168.30	92.2%
<i>Insurance:</i>	<i>366.00</i>	<i>366.00</i>	<i>7,000.00</i>	<i>6,634.00</i>	<i>94.8%</i>
Public Official Bonds	-	-	2,200.00	2,200.00	100.0%
Liability and Property	366.00	366.00	4,800.00	4,434.00	92.4%
<i>Travel:</i>	<i>875.00</i>	<i>875.00</i>	<i>35,900.00</i>	<i>35,025.00</i>	<i>97.6%</i>
Conference / Professional Development	875.00	875.00	19,800.00	18,925.00	95.6%
Non-Local Travel	-	-	4,300.00	4,300.00	100.0%
Local Travel, Meetings and Related Expenses	-	-	11,800.00	11,800.00	100.0%
<i>Communication:</i>	<i>878.70</i>	<i>878.70</i>	<i>14,700.00</i>	<i>13,821.30</i>	<i>94.0%</i>
Postage	-	-	1,500.00	1,500.00	100.0%
Telephone and Data	878.70	878.70	13,200.00	12,321.30	93.3%
<i>Publications & Supplies</i>	<i>622.82</i>	<i>622.82</i>	<i>32,000.00</i>	<i>31,377.18</i>	<i>98.1%</i>
Office Supplies	72.23	72.23	2,700.00	2,627.77	97.3%
Duplication and Paper	550.59	550.59	9,300.00	8,749.41	94.1%
Public Engagement	-	-	20,000.00	20,000.00	100.0%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
July 2018

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	627.84	627.84	36,800.00	36,172.16	98.3%
Furniture and Equipment (Capital)	-	-	20,100.00	20,100.00	100.0%
Repairs and Maintenance	222.00	222.00	1,000.00	778.00	77.8%
Computer Operations	405.84	405.84	15,700.00	15,294.16	97.4%
 <i>Other General and Administrative:</i>	 760.82	 760.82	 8,700.00	 7,939.18	 91.3%
Memberships	355.75	355.75	1,400.00	1,044.25	74.6%
Fees and Miscellaneous	405.07	405.07	5,800.00	5,394.93	93.0%
Advertising (Personnel/Procurement)	-	-	1,500.00	1,500.00	100.0%
Total Administrative Costs	<u>25,577.21</u>	<u>25,577.21</u>	<u>404,800.00</u>	<u>379,222.79</u>	<u>93.7%</u>
 <u>Contracting Services</u>					
Auditing	-	-	31,200.00	31,200.00	100.0%
Contract Services and Support	3,750.00	3,750.00	647,800.00	644,050.00	99.4%
Legal	2,916.67	2,916.67	35,000.00	32,083.33	91.7%
Total Contract Services	<u>6,666.67</u>	<u>6,666.67</u>	<u>714,000.00</u>	<u>707,333.33</u>	<u>99.1%</u>
 Total Gross G&A Expenses	<u><u>\$ 158,529.87</u></u>	<u><u>\$ 158,529.87</u></u>	<u><u>\$ 3,167,700.00</u></u>	<u><u>\$ 3,009,170.13</u></u>	<u><u>95.0%</u></u>

NVTC
RECEIPTS and DISBURSEMENTS
July 2018

			Wells Fargo	Wells Fargo	Virginia LGIP	
Date	Payer / Payee	Purpose	Checking	Savings	G&A / Project	Trusts
RECEIPTS						
2	City of Fairfax	G&A contribution		\$ 2,330.00		
2	Alexandria	G&A contribution		9,922.25		
5	VRE	Staff support		7,074.59		
5	Falls Church	G&A contribution		2,325.00		
5	DRPT	Capital grant receipt - WMATA				18,001.00
13	DRPT	Grant receipt - fare collection project			10,758.00	
16	Washington Work.	Refund		237.72		
20	DRPT	Capital grants receipts - Arlington				46,473.00
20	DRPT	Capital grants receipts - VRE			102,940.00	
27	DRPT	Capital grants receipts - Arlington				342,741.00
27	DRPT	Capital grants receipts - VRE			343,164.00	
31	DMV	Motor Vehicle Fuels Sales tax				3,460,116.98
31	ENO	Refund		5,000.00		
31	DRPT	Capital grants receipts - VRE			311,538.00	
31	Banks	Investment earnings		25.47	23,853.89	171,147.46
			-	26,915.03	792,253.89	4,038,479.44
DISBURSEMENTS						
1-31	Various	G&A expenses	(185,315.70)			
1	WMATA	Metrobus operating				(18,056,200.00)
1	WMATA	Metrorail operating				(17,641,018.00)
1	WMATA	Metroaccess operating				(3,317,220.00)
1	WMATA	CIP contributions				(1,354,006.00)
1	WMATA	Program development				(3,959.00)
1	Arlington	Other operating				(211,863.00)
20	VRE	Grant revenue			(102,940.00)	
17	Kimley Horn	Consulting - fare collection project	(21,516.30)			
27	VRE	Grant revenue			(343,164.00)	
31	Stantec	Consulting - NTD project	(2,482.48)			
31	VRE	Grant revenue			(311,538.00)	
31	Banks	Service fees	(57.42)	(14.63)		
			(209,371.90)	(14.63)	(757,642.00)	(40,584,266.00)
TRANSFERS						
9	Transfer	LGIP to checking	150,000.00		(150,000.00)	
30	Transfer	LGIP to LGIP (local fare collection)			35,170.99	(35,170.99)
31	Transfer	LGIP to LGIP (NTD project)			2,482.48	(2,482.48)
31	Transfer	Savings to checking	100,000.00	(100,000.00)		
			250,000.00	(100,000.00)	(112,346.53)	(37,653.47)
NET INCREASE (DECREASE) FOR MONTH			\$ 40,628.10	\$ (73,099.60)	\$ (77,734.64)	\$ (36,583,440.03)

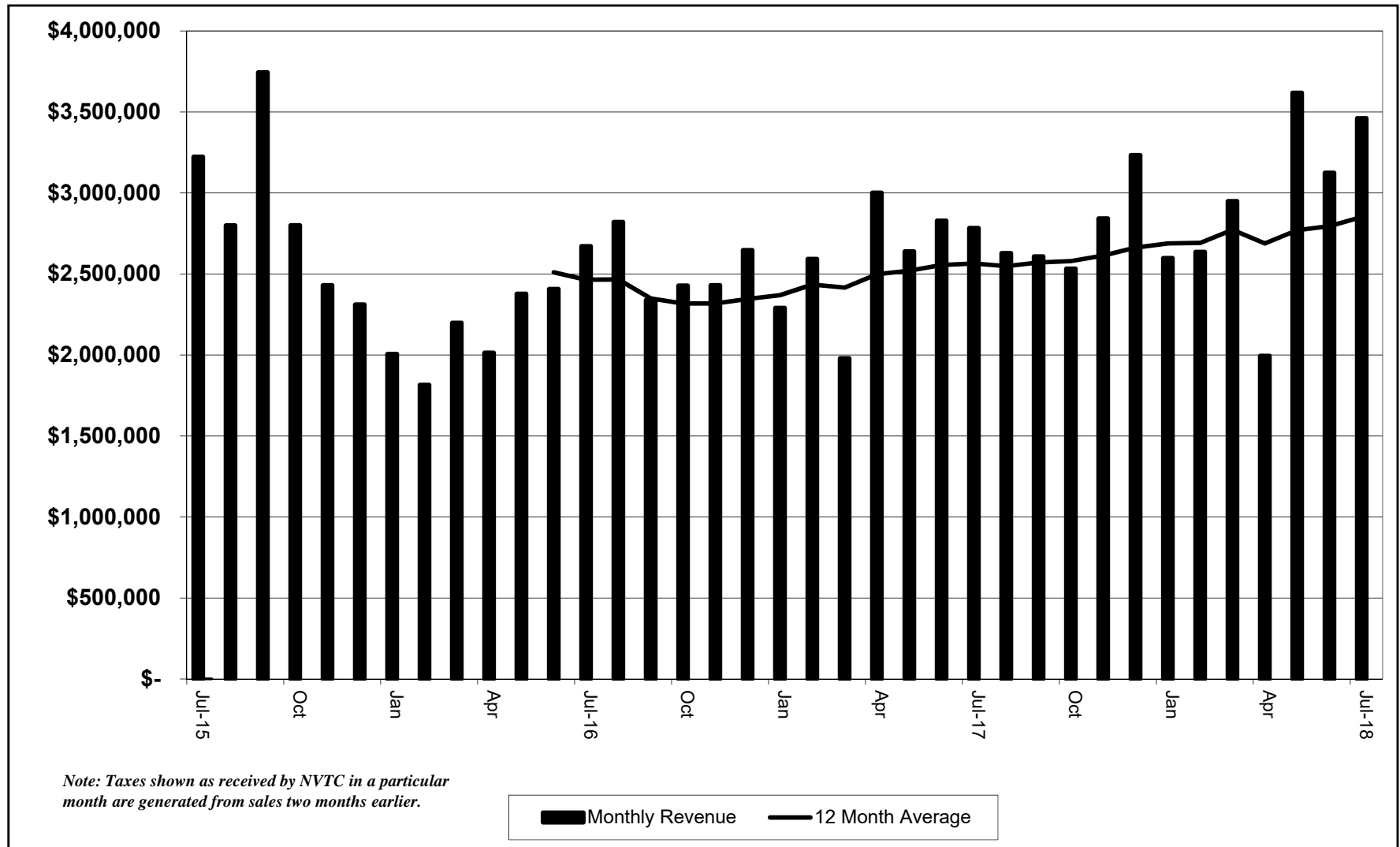
**NVTC
INVESTMENT REPORT
July 2018**

Type	Rate	Balance 6/30/2018	Increase (Decrease)	Balance 7/31/2018	Balance		
					NVTC G&A/Project	Jurisdictions Trust Fund	Loudoun Trust Fund
<u>Cash Deposits</u>							
Wells Fargo: NVTC Checking	N/A	\$ 75,544.94	\$ 40,628.10	\$ 116,173.04	\$ 116,173.04	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	133,194.85	(73,099.60)	60,095.25	60,095.25	-	-
<u>Investments</u>							
Bank of America: Virginia Local Government Investment Pool (LGIP)	2.130%	148,015,458.43	(36,661,174.67)	111,354,283.76	13,340,213.79	75,531,193.82	22,482,876.15
		<u>\$ 148,224,198.22</u>	<u>\$ (36,603,221.94)</u>	<u>\$ 111,530,552.05</u>	<u>\$ 13,516,482.08</u>	<u>\$ 75,531,193.82</u>	<u>\$ 22,482,876.15</u>

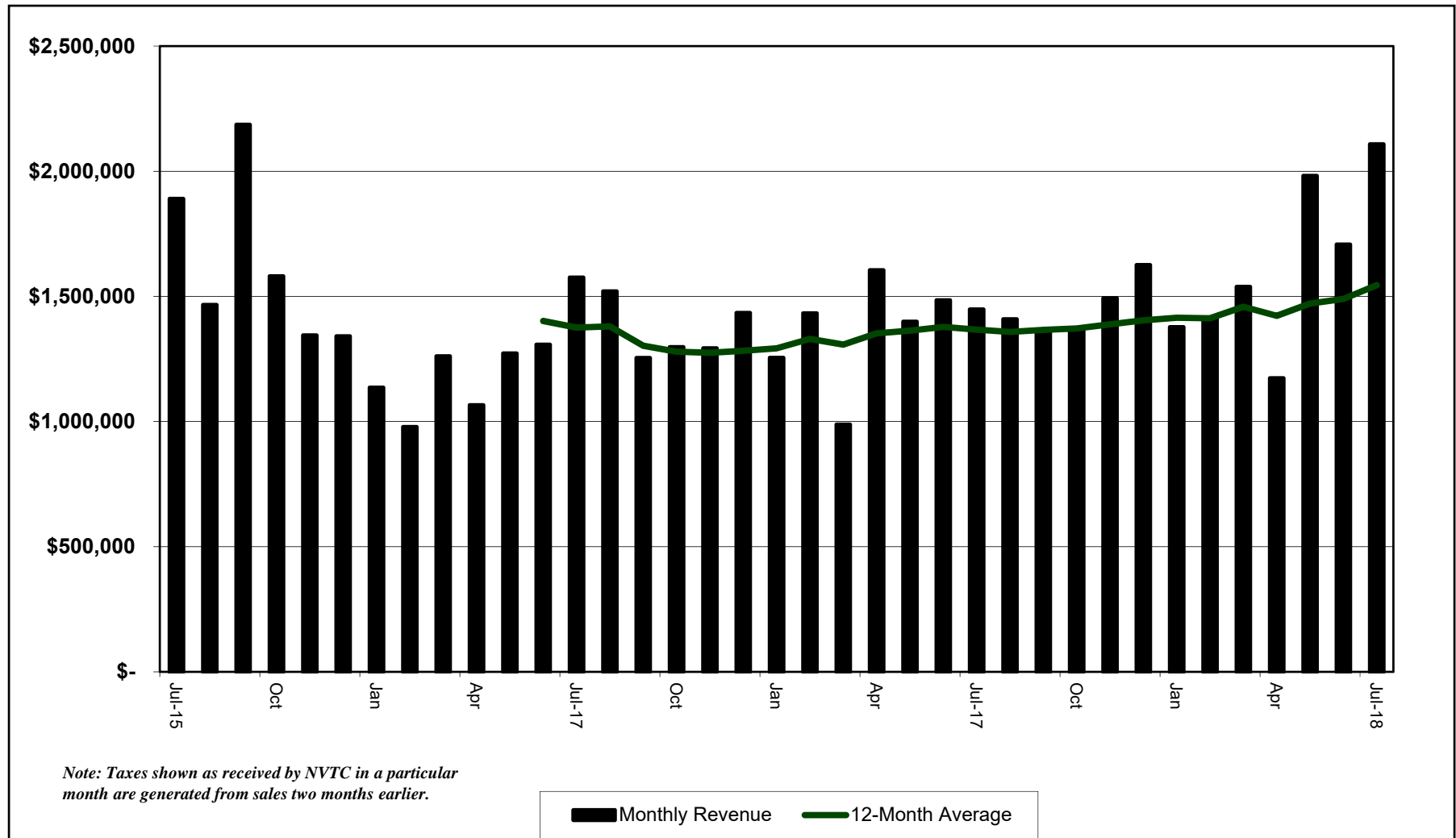
NVTC MONTHLY GAS TAX REVENUE

ALL JURISDICTIONS

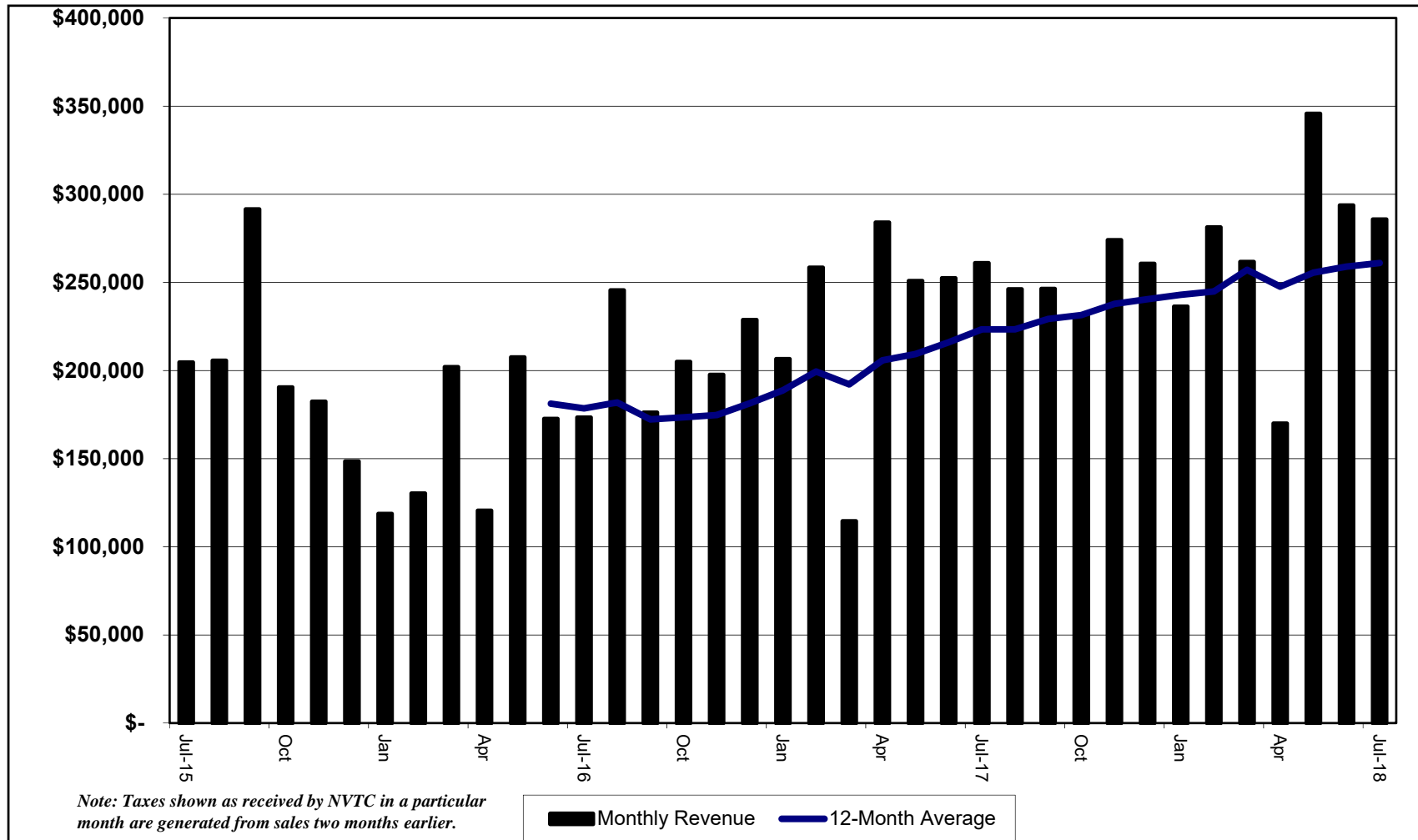
FISCAL YEARS 2016-2019



NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2016-2019



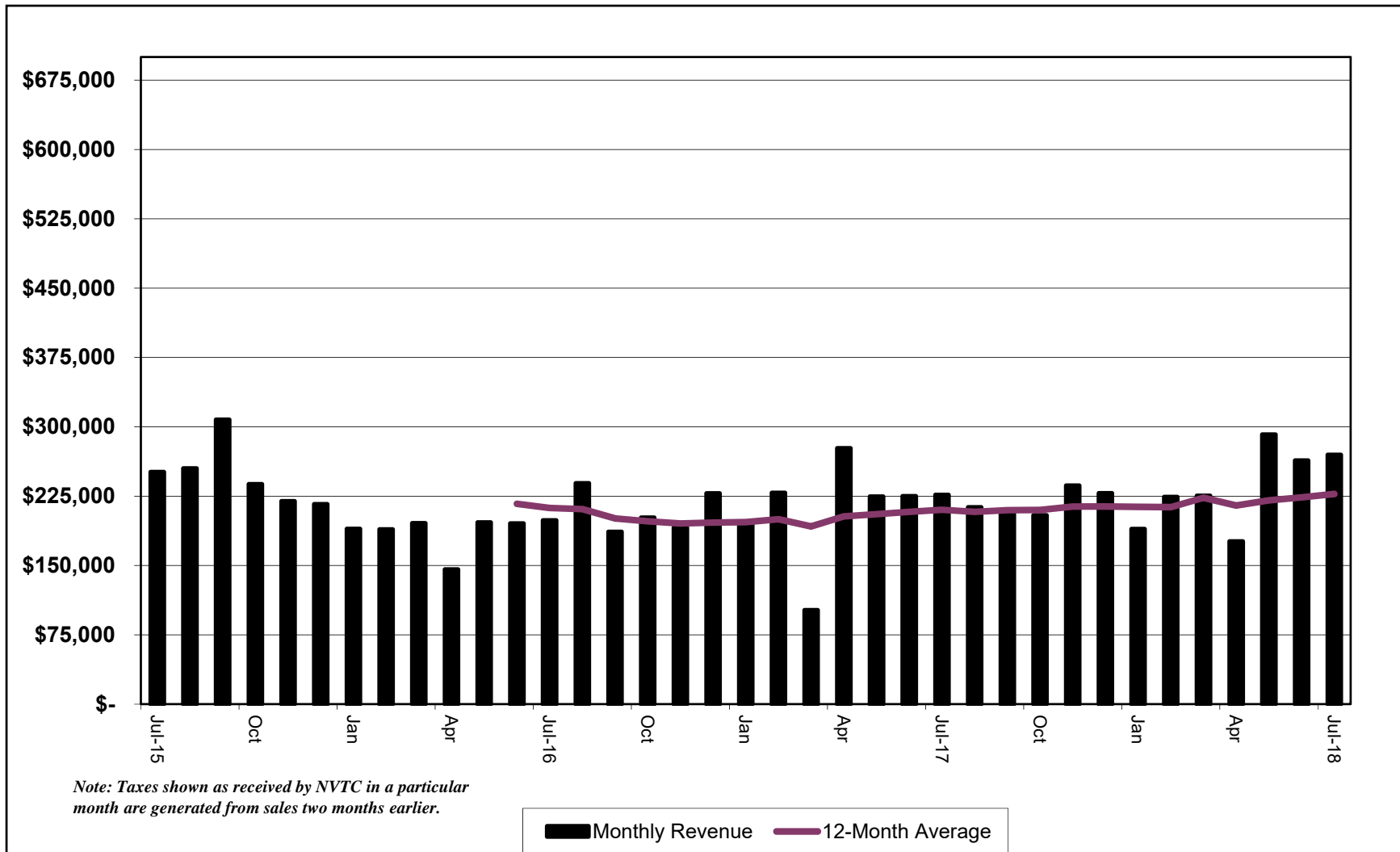
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2016-2019



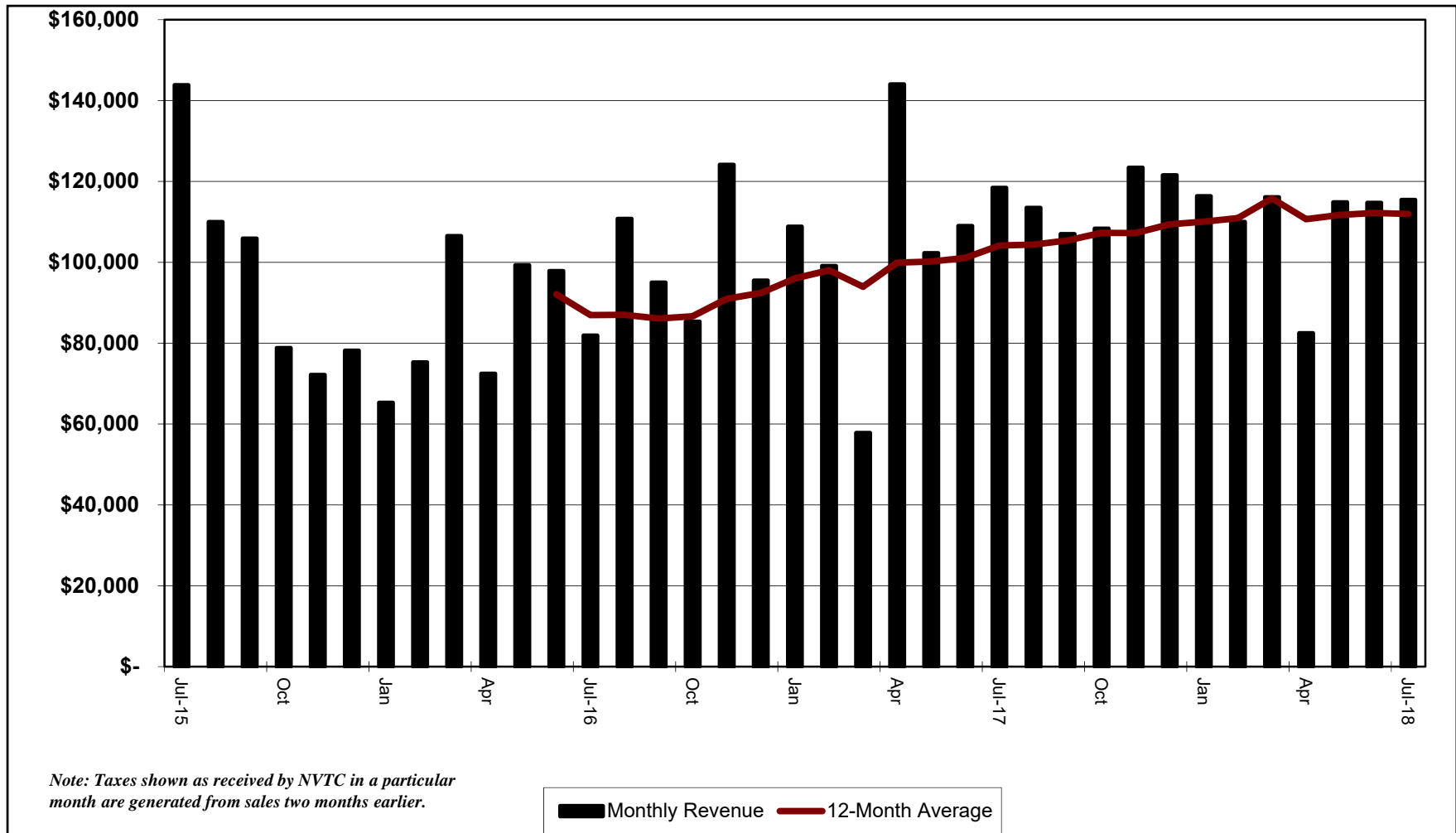
NVTC MONTHLY GAS TAX REVENUE

ARLINGTON COUNTY

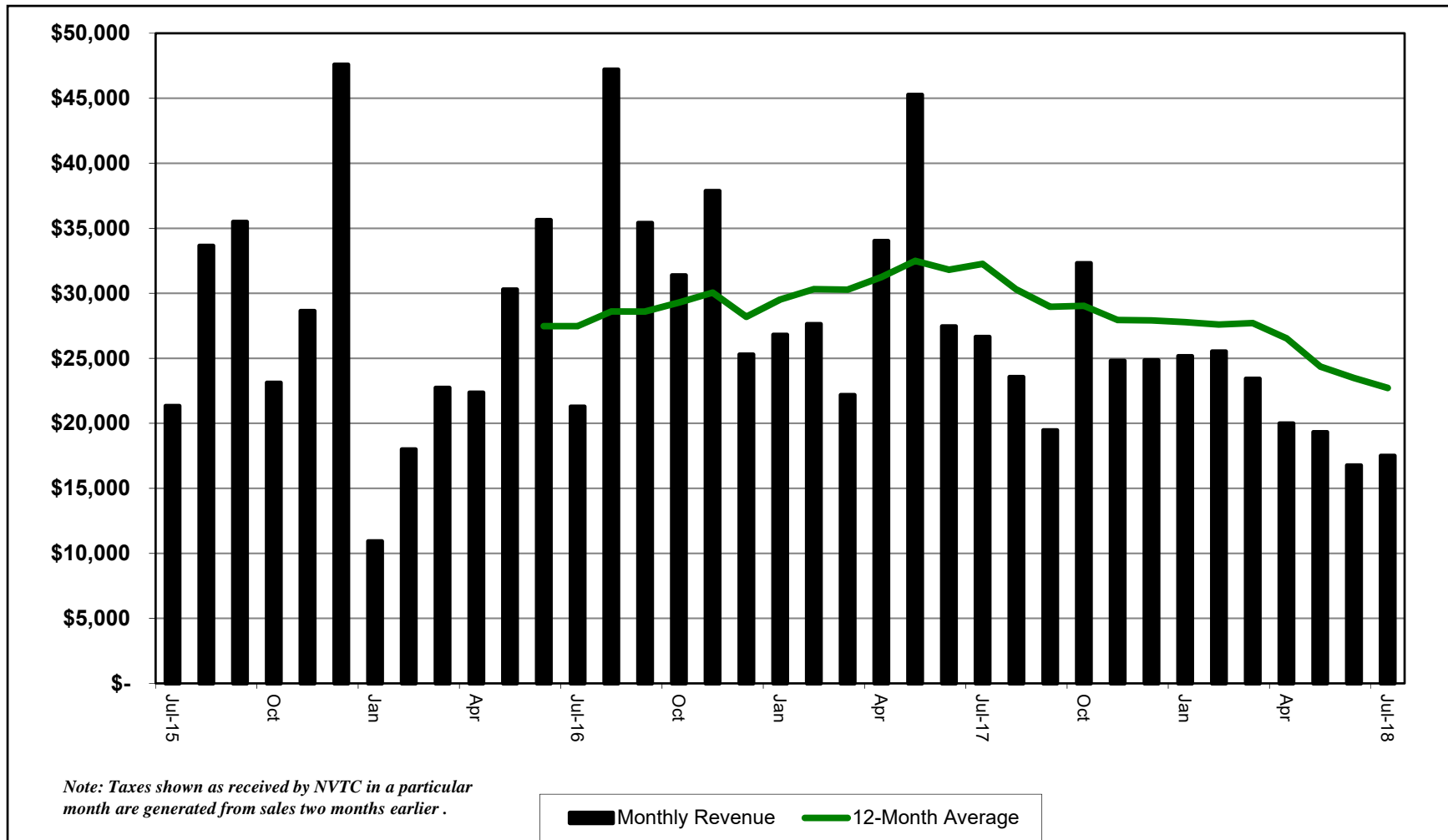
FISCAL YEARS 2016-2019



NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2016-2019



NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2016-2019



NVTC MONTHLY GAS TAX REVENUE LOUDOUN COUNTY FISCAL YEARS 2016-2019

