



**NVTC EXECUTIVE COMMITTEE MEETING
THURSDAY, JANUARY 3, 2019**

**Please Note Location: NVTC Office Suite #620
2300 Wilson Blvd, Arlington, VA 22201**

6:15 P.M.

AGENDA

1. Summary of the December 6, 2018 Executive Committee Meeting
2. Review of the November MAC Meeting Summary
3. **ACTION: Approve the NVTC FY2020 G&A Budget and 2019 Work Plan**
4. Review of the January 3, 2019 NVTC Agenda
5. Upcoming Commission Activities

Members:

Paul Smedberg, Chairman
Sharon Bulova
Katie Cristol
Christian Dorsey
Adam Ebbin
Cathy Hudgins
Matt Letourneau
Jeff McKay

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**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
NVTC Office Suite #620
Navy League Building – Arlington, Virginia
December 6, 2018**

NVTC Executive Committee Members Present:

Paul Smedberg, Chair
Sharon Bulova
Jim Corcoran
Katie Cristol
Christian Dorsey
Adam Ebbin
Catherine Hudgins
Matt Letourneau

NVTC Executive Committee Members Absent:

Jeff McKay

Other NVTC Commissioners Present:

Jennifer Mitchell

Staff Present:

Kate Mattice
Scott Kalkwarf
Mike Garber
Penny Newquist
Deb Wake

Chairman Smedberg called the Executive Committee meeting to order at 6:25 P.M.

The November 1st Executive Committee Meeting Summary and the October Management Advisory Committee (MAC) Meeting Summary were provided. Ms. Bulova moved, with a second by Ms. Hudgins, to approve the November 1st Executive Committee Meeting Summary. The vote in favor was cast by Ms. Bulova, Mr. Corcoran, Ms. Cristol, Ms. Hudgins, Mr. Letourneau and Mr. Smedberg.

The proposed 2019 Meeting Schedule was presented for discussion. The July meeting will be moved one week later since the first Thursday lands on the 4th of July holiday. Mr. Letourneau stated that there is a potential conflict for Loudoun NVTC Commissioners for the November 4, 2019 meeting date. The committee agreed to present the 2019 Meeting Schedule to the full Commission as proposed with the November 4th date, but ask Commissioners to hold the second Thursday (November 11) date as well. Ms. Mattice noted that the Navy League's meeting space is not available on the second Thursdays of the month, so a different meeting location would need to be determined, which also applies to the July 11th date.

Mr. Dorsey arrived at 6:30 P.M. Senator Ebbin joined the discussion later in the meeting (arrival time not noted).

The Executive Committee then discussed nominations for 2019 officers, board appointments and committee assignments. The recommended slate will be presented at the January meeting.

Ms. Mattice quickly reviewed the December 6th Commission Agenda, which includes action on NVTC's and VRE's audits, NVTC's 2019 Legislative and Policy Agenda, and VRE's Legislative Agenda, as well as two Consent Agenda items (2019 Meeting Schedule and an I-66 Commuter Choice Technical Consulting Support Services Contract Amendment).

Mike Garber, Partner of PB Mares, LLP, presented the audit findings to the Executive Committee (serving as the Audit Committee). Ms. Mattice and Mr. Kalkwarf left the room for the discussion. Mr. Garber stated that PBMares, LLP has issued an unqualified (clean) opinion that NVTC's financial statements, in all material respects, fairly and accurately present the financial position and changes in financial position of the organization. PBMares also issued a clean report on the internal control of NVTC's financial reporting, compliance and other matters. Further, PBMares did not identify any internal control deficiencies or other findings. Mr. Garber is also scheduled to present the audit to the full Commission at tonight's meeting.

The meeting adjourned at 7:00 P.M.



**Management Advisory Committee
Meeting Summary
November 20, 2018
1:30-3:00 p.m.**

In attendance: Chris Ziemann and Hillary Orr (City of Alexandria), Tim Roseboom (Arlington), Chloe Ritter (City of Fairfax), Bob Brown (Loudoun County), Fatima Allahdoust (VDOT), Clinton Edwards and Xavier Harmony (DRPT), Greg Potts (WMATA), NVTC Staff: Kate Mattice, Allan Fye, Dan Goldfarb, Karen Finucan Clarkson, Nobuhiko Daito, Patricia Happ, Matt Cheng, Andrew D’huyvetter, Scott Kalkwarf, Melissa Walker, Joey de St. Aubin, Jae Watkins

Phone: Scott Gross (Loudoun), Ciara Williams (DRPT), Penny Newquist (Loudoun)

Introductions and Transit Project Announcements

There were no transit project announcements, but Allan Fye did mention the news of Amazon’s choice of National Landing for part of their new second headquarters.

Approval of the November MAC Meeting Summary

There were no changes or comments.

Overview of December Commission meeting

Allan Fye reviewed the upcoming Commission meeting agenda with MAC. The December Commission meeting will take place across the street at a different location due to construction in the current conference room. Staff was reminded to arrive early enough to check in the security desk. The Executive Committee and dinner will be held in the NVTC office suite.

The audited financial statements for FY2018 will be a part of this month’s action items. NVTC again received a clean opinion. Other action items include the legislative and policy agenda and VRE’s CAFR and legislative agenda. The FY2020 NVTC budget, with the work plan as a supporting document, are also part of the materials, but will be voted on in January. The work plan includes setting up a new 395 program as part of Commuter Choice. Jurisdiction funding partners spoke with staff last week about the proposed budget and there were no concerns.

The FY2019 1st Quarter Ridership report will also be on the upcoming agenda. Tim Roseboom asked what the deadline was to get ridership numbers to staff for the upcoming kit. Jurisdictions were asked to please submit data as soon as possible; the kit will go out on the 29th. The FY2019 Q1 Transit Ridership Report will be included in the monthly materials.

This month also includes the FY2020 NVTC Work Plan with the annual budget as a discussion item. The MAC has seen the plan on a couple of occasions. Staff did not receive any comments or questions

regarding the plan. Ms. Mattice noted that the inclusion of the I-95/395 express lanes program that NVTC expects to set up in the coming year. An assessment of I-66 Inside the Beltway transit service was added.

I-95/395 Express Lanes Transit/TDM Study Overview

Kate Mattice and Clinton Edwards took this opportunity to describe the program, what has happened up to this point and how we will move forward. The Commission will receive this presentation at the upcoming meeting. The I-395 Express Lanes project is a conversion of eight miles of two existing HOV lanes on 395 to three reversible managed express lanes expected for completion in October of 2019. The agreement provides for an annual \$15 million transit payment from toll revenues for multimodal improvements in the corridor. In 2017 DRPT released an executive summary and a final report of a Transit/TDM study. The study extended from the Potomac River south along I-395 and I-95 to the end of the current I-95 Express Lanes at Garrisonville Road. Ms. Mattice explained that the list of services, programs and facilities will be used to inform the program but does not dictate or limit what will be funded. The working group for the program will review the study to see what is useful. The Commission will also receive a presentation on the MOA with NVTC and PRTC on toll revenue allocation for the I-395 transit annual payment. Action on the MOA will be the following month.

Ms. Mattice will investigate for Loudoun County whether they are eligible to submit applications.

If approved, the program will be managed under Commuter Choice by NVTC staff. A single project list developed by a working group, would be developed and presented to the two commissions (PRTC/NVTC), and once approved, submitted to the CTB. Staff is currently working out the timing of the program as to when the first call would be issued.

WMATA FY2020 Budget Overview

Andrew D'huyvetter discussed the FY2020 WMATA proposed budget that was presented to the WMATA Finance and Capital committee on November 1st. The NVTC Interim WMATA Committee did not hold a November meeting, but will have on December 19th and will use it as a budget work session. The group will also discuss the Blue and Yellow Line shut-downs that will occur in the summer of 2019. Staff will be following along the WMATA budget as it goes through its process. A high-level letter of comments on the budget will be previewed at the WMATA committee meeting in December. Greg Potts explained that it is currently being prepared for docket and will soon be out for a public hearing. This year will include an additional public hearing in northern Virginia. The budget is anticipated to be adopted by March of 2019.

Regional Bus Agenda Update

Dan Goldfarb provided an update on the Regional Bus Agenda. The presentation will be given to the Commission at the upcoming meeting. The idea is to remind the commissioners where we are currently and how we plan to move forward. NVTC's regional bus agenda includes the Envision Route 7 project, regional BRT and the development of a transit database. Mr. Goldfarb reviewed staff work on each of

these projects and their applications. Bob Brown expressed interest in regional BRT and any sort of involvement staff may need.

I-66 Commuter Choice Program

Patricia Happ explained that currently the application period is open for the program and will close January 16th. She asked that jurisdictional staff please contact her with any questions or issues. The working group is expected to hold a call on December 6th.

Mobile Ticketing

A mobile ticketing industry day will be held on December 5th at DASH in Alexandria. Regarding the DCU upgrade, WMATA has begun one bus test and next is field testing.

Regional Partner Updates

DRPT: There will be a CTB meeting on December 4th. Grant applications are due December 3rd.

VRE: This month the commissions will authorize the distribution of the FY2018 Comprehensive Annual Financial Report.

WMATA: Mr. Potts reviewed the schedule of meetings, committees and public hearings that would be a part of the budget approval process.

Meeting adjourned: 2:55 p.m.

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PROPOSED BUDGET

**FISCAL YEAR
2020**

(July 1, 2019 – June 30, 2020)

December 6, 2018

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF REVENUE
Proposed Budget FY 2020

	<u>FY 2018 Actual</u>	<u>Approved Revised Budget FY 2019</u>	<u>Proposed Budget FY 2020</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Local Share from State Aid (Note 1)	\$ 1,618,253	\$ 1,764,453	\$ 1,903,253	\$ 138,800	
Local Direct Contributions (Note 1)					
Alexandria	38,378	39,689	39,016		
Arlington	55,451	57,815	61,616		
City of Fairfax	4,841	4,660	4,966		
Fairfax County	173,721	169,598	164,451		
Falls Church	2,270	2,325	2,291		
Loudoun	9,586	10,160	11,907		
Total Local Direct	284,247	284,247	284,247	-	
Total Contributions	1,902,500	2,048,700	2,187,500	138,800	6.8%
Interest and Other Revenue	9,272	5,000	12,000	7,000	140.0%
Project Chargebacks (Note 2):					
I-66 Commuter Choice Program	-	800,000	800,000	-	0.0%
I-395 Commuter Choice Program	-	-	400,000	400,000	
VRE	80,000	80,000	80,000	-	0.0%
Project Grant Billings (Note 3)	30,382	40,000	40,000	-	0.0%
Appropriated Surplus (Note 4)	(29,866)	194,000	155,000	(39,000)	-20.1%
Total Revenue	<u>\$ 1,992,288</u>	<u>\$ 3,167,700</u>	<u>\$ 3,674,500</u>	<u>\$ 506,800</u>	<u>16.0%</u>
<i>Commuter Choice Programs (Note 25)</i>		800,000	1,200,000	400,000	50.0%
<i>Operating Program, Excluding I66/I395</i>	<u>\$ 1,992,288</u>	<u>\$ 2,367,700</u>	<u>\$ 2,474,500</u>	<u>\$ 106,800</u>	<u>4.5%</u>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF EXPENDITURES**

	Proposed Budget FY 2020				
		Approved Revised	Proposed		
	FY 2018	Budget	Budget	Increase	Percent
	Actual	FY 2019	FY 2020	(Decrease)	Change
<u>Personnel Costs</u>					
Salaries and Wages (Note 5)	\$ 1,168,480	\$ 1,584,700	\$ 1,831,500	\$ 246,800	15.6%
Fellow Program (Note 5)	35,358	50,000	50,000	-	0.0%
Total Personnel Costs	1,203,838	1,634,700	1,881,500	246,800	15.1%
<u>Benefits</u>					
Employer's Contributions					
FICA and Medicare (Note 6)	83,524	110,300	128,000	17,700	16.0%
Group Health Insurance (Note 7)	94,238	157,300	169,300	12,000	7.6%
Retirement (Note 8)	127,149	126,900	148,100	21,200	16.7%
Workers & Unemployment Comp.	1,914	5,600	6,000	400	7.1%
Life Insurance	3,495	6,200	6,900	700	11.3%
Long Term Disability Insurance	6,044	7,900	9,100	1,200	15.2%
Total Benefit Costs	316,364	414,200	467,400	53,200	12.8%
<u>Administrative Costs</u>					
Commissioners Per Diem (Note 9)	13,350	13,700	17,800	4,100	29.9%
Rents:	245,733	256,000	303,700	47,700	18.6%
Office Rent (Note 10)	228,112	236,300	283,400	47,100	19.9%
Parking / Metrochek	17,621	19,700	20,300	600	3.0%
Insurance:	6,032	7,000	6,800	(200)	-2.9%
Public Official Bonds	1,633	2,200	2,000	(200)	-9.1%
Liability and Property (Note 11)	4,399	4,800	4,800	-	0.0%
Travel, Training and Development	32,456	35,900	42,800	6,900	19.2%
Conferences / Prof. Devel (Note 12)	14,788	19,800	26,200	6,400	32.3%
Non-Local Travel	4,193	4,300	4,300	-	0.0%
Local Travel, Meetings (Note 13)	13,475	11,800	12,300	500	4.2%
Communication:	11,379	14,700	13,800	(900)	-6.1%
Postage (Note 14)	1,060	1,500	1,400	(100)	-6.7%
Telephone and Data (Note 15)	10,319	13,200	12,400	(800)	-6.1%
Publications & Supplies	13,457	32,000	25,600	(6,400)	-20.0%
Office Supplies (Note 16)	2,519	2,700	2,700	-	0.0%
Duplication and Printing (Note 17)	10,438	9,300	10,900	1,600	17.2%
Public Engagement (Note 18)	500	20,000	12,000	(8,000)	-40.0%
Operations:	18,046	36,800	36,500	(300)	-0.8%
Furn.and Equip. (Capital) (Note 19)	10,860	20,100	14,600	(5,500)	-27.4%
Repairs and Maintenance	66	1,000	1,000	-	0.0%
Computer Operations (Note 20)	7,120	15,700	20,900	5,200	33.1%
Other General and Administrative	8,400	8,700	9,300	600	6.9%
Memberships	1,429	1,400	1,400	-	0.0%
Fees and Miscellaneous	6,242	5,800	6,400	600	10.3%
Advertising (Note 21)	729	1,500	1,500	-	0.0%
Total Administrative Costs	348,853	404,800	456,300	51,500	12.7%
<u>Contracting Services and Other</u>					
Auditing (Note 22)	22,780	31,200	23,800	(7,400)	-23.7%
Contract Services & Support (Note 23)					
Commuter Choice Technical	3,319	218,500	412,600	194,100	88.8%
Commuter Choice Outreach	-	309,300	277,900	(31,400)	-10.2%
Other Technical	62,134	120,000	120,000	-	0.0%
Legal (Note 24)	35,000	35,000	35,000	-	0.0%
Total Contract Services	123,233	714,000	869,300	155,300	21.8%
Total Operating Program	\$ 1,992,288	\$ 3,167,700	\$ 3,674,500	\$ 506,800	16.0%
Commuter Choice Programs (Note 25)	-	800,000	1,200,000	400,000	50.0%
Operating Program, Excluding I66/I395	\$ 1,992,288	\$ 2,367,700	\$ 2,474,500	\$ 106,800	4.5%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Notes to Fiscal Year 2020 Proposed Budget

1. Revenue: Jurisdictional Contributions

Revenue from Local Direct Contributions

Each NVTC jurisdiction is assigned a share of the local portion of NVTC's administrative budget based on its share of revenue received by NVTC on behalf of jurisdictions from all sources in the previous year. This procedure is required by state statute and results in changes in contributions from one year to another that vary for each jurisdiction depending on relative shares of revenue received. The allocation in this FY2020 budget is based on the FY2018 revenue and Subsidy Allocation Model (SAM) formula.

Revenue from State Assistance

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

2. Revenue: Project Chargebacks

This category includes reimbursable expenses related to the administration of the Commuter Choice programs, and charges for NVTC staff support for VRE and reimbursed from VRE's budget. Refer to note 25 for additional information regarding the I-66 Commuter Choice Program.

3. Revenue: Project Grant Billings

The FY2020 budget assumes a grant from DRPT's Intern Program that provides funding at 80 percent of payroll and related costs of NVTC's Transit Fellows program.

4. Revenue: Appropriated Surplus

Included as a source of revenue in the FY2020 budget is projected excess accumulated surplus that is available to offset the budget expenses, which is the result of prior year favorable budget variances. This available surplus is in excess of the Commission's anticipated minimum operating requirements.

5. Personnel Costs

Salaries and Wages

The FY2020 budget includes a new junior level position which will provide support to NVTC's financial and other staff. The budget also adds an I-395 Commuter Choice Project Manager, which will be funded through toll revenues.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2020 Proposed Budget

Fellows Program

The budget continues the NVTC Fellows Program, which began in FY2015, by building NVTC's technical capacity and strengthening its ties with members of the research network. The budget assumes grant funds from DRPT's Intern Program will be available to provide 80 percent of payroll and related costs of this program.

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

6. FICA and Medicare

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

7. Group Health Insurance

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

8. Retirement

The budgeted amount of employer pension contributions for the NVTC Target Benefit Pension Plan is based on actuarial formulas using budgeted staff and salary levels for FY2020. Because the formulas take into account factors in addition to payroll costs, such as years to retirement and investment return, changes in budgeted contributions do not necessarily change directly with budgeted payroll.

9. Commissioners' Per Diem

The FY2020 budget is based upon the FY2018 actual expenditures, recognizing additional per diem costs due to the establishment of the WMATA Committee and the Program Advisory Committee. Commissioners, other than senators and delegates, are paid by NVTC at the statutory rate of \$50.

10. Office Rent

The administrative office lease was renewed during FY2019 for a larger space effective March 1, 2019 to accommodate NVTC's increasing staff levels. Rent expense included in the FY2020 budget is based upon the fixed costs of the lease, with a provision for increases in pass-through expenses, and real estate taxes. Off-site file storage is also included in this line.

11. Insurance: Liability and Property

The FY2020 budget is based on the most recent premium year with a provision for increasing costs.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2020 Proposed Budget

12. Conference / Professional Development

Included in this line for FY2020 are the estimated registration, travel and lodging costs for conferences, professional development, in-house training, and accreditation. The budget includes resources for up to two Commission members to attend a national conference on behalf of NVTC. The budget assumes NVTC staff will participate in the Governor's Transportation Conference, the Virginia Transit Association Conference, and represent the region in conferences hosted by a variety of organizations. With the initiation of the I-66 Commuter Choice Program, our engagement in WMATA reform and funding discussions, and our participation in state-level funding discussion, NVTC staff have been asked to speak at several conference and events outside the Washington, DC region. Wherever possible, NVTC will continue to minimize travel expenditures through locally-sponsored events and maximize opportunities to speak at events where the registration fee is waived for speakers.

13. Local Travel, NVTC and Other Meetings

This line includes the costs of NVTC Commission meetings, hosting regional meetings and events, and the costs of NVTC staff traveling to meetings elsewhere in the region.

14. Postage

This item is based on an average of prior years' actual costs.

15. Telephone and Data

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

16. Office Supplies

The FY2020 budget for this item is based on the average of prior years' actual costs.

17. Duplication and Printing

During FY2016, NVTC negotiated a five-year copier lease and service contract. The FY2020 budget is based on these agreements and projected usage levels. The cost of paper and staples, which are not included in the contract, have been budgeted based upon prior year costs.

18. Public Engagement

The budget includes a provision for costs related to public engagement on WMATA matters as required by HB1539, costs related to public engagement as required by HB1285, and the costs to produce NVTC's annual report.

19. Furniture and Equipment

This budget category provides for the replacement and acquisition of office furniture and equipment, including computer hardware.

20. Computer Operating Expense

Computer operating expenses include outside network consulting and services, software licensing fees, software upgrades and supplies, web hosting fees, hosted email, and a provision for disaster recovery efforts. The FY2020 budget is based on an average of prior year actual costs, recognizing an increase in NVTC's software requirements and staff levels.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2020 Proposed Budget

21. Advertising (Personnel/Procurement)

The FY2020 budget includes a provision for personnel and procurement advertising. An average of prior year costs was used to develop the budgeted amount as this category fluctuates from year to year based on needs.

22. Auditing

NVTC entered into a three-year contract for auditing services beginning with the audit of FY2015, with two, two-year options. The FY2020 budget is based on the costs included in this contract, while the FY2019 budget included the bi-annual pension plan audit.

23. Contract Services and Support

Commuter Choice Programs

I-66 Commuter Choice Program

As part of a 40-year agreement with the Commonwealth of Virginia, NVTC has been assigned the authority to administer a program of projects to be funded using revenue generated by the tolling of I-66 Inside the Beltway. In FY2017, NVTC launched the initial year of the I-66 Commuter Choice Program. The FY2020 budget assumes NVTC will continue to administer this program and provide all program administration and outreach. It is anticipated that the next Call for Projects will be issued during FY2020.

I-395 Commuter Choice Program

In 2017, NVTC and the Potomac and Rappahannock Transportation Commission (PRTC) entered into a 66-year agreement with the Commonwealth of Virginia to fund a program of projects to be funded by revenues generated by the tolling of I-95/I-395. The FY2020 budget assumes NVTC will administer this program on behalf of both NVTC and PRTC and provide all program administration and outreach. It is anticipated that the first Call for Projects will be issued during FY2020.

Other Technical

The FY2020 budget includes a provision for research and technical support efforts, specialized analysis, related publications, and a provision for contracted human resource support. NVTC's state liaison activities contract is also funded in this line item.

Whenever possible, NVTC intends to leverage other funding sources and utilize contracts of other agencies in an effort to reduce costs.

24. Legal

In FY2015, the Commission appointed Arlington County's Counsel as Counsel to NVTC. Appointed Counsel has provided essential services in matters internal to the commission and in relation to the Commission's roles and responsibilities with regard to WMATA. In addition, Counsel has provided advice, drafting, and training with respect to compliance with Virginia FOIA and Open Meetings Act requirements, as well as review of contracts, agreements and board resolutions. NVTC's Counsel also serves as counsel for VRE.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2020 Proposed Budget

25. Commuter Choice Programs Costs

As explained in Note 23, the General and Administrative budget includes costs for the I-66 and I-395 (beginning in FY2020) Commuter Choice programs, which are funded through toll revenues received by NVTC. These costs will be included in the Program of Projects for submission to the Commonwealth Transportation Board for funding under the I-66 and I-395 Commuter Choice programs. A summary of these costs is presented below:

	Approved Revised Budget FY2019	Preliminary Budget FY2020	Increase (Decrease)
Direct Payroll	\$ 190,000	\$ 349,100	\$ 159,100
Other Direct Payroll Costs	47,500	87,300	39,800
Contract Services and Support - Technical	218,500	412,600	194,100
Contract Services and Support - Outreach	309,300	277,900	(31,400)
Other Direct Expenses and Overhead	34,700	73,100	38,400
Total Commuter Choice Programs Costs	<u>\$ 800,000</u>	<u>\$ 1,200,000</u>	<u>\$ 400,000</u>



Proposed NVTC 2019 Work Plan

January 2019 - June 2020

The NVTC Work Plan serves as a guiding document for NVTC staff to support the mission of the Commission. This Work Plan identifies specific programs, projects, and tasks that NVTC staff intend to perform during the period from January 2019 through June 2020 (fiscal years FY2019 – 2020). This document supports NVTC's Strategic Framework, Implementation Plan, and Regional Bus Agenda, and was developed in consultation with the Management Advisory Committee. It is intended to be a living document that can be updated as priorities and projects change.

NVTC's activities in the Work Plan are categorized into the following focus areas:

- | | |
|---|---------------------------------|
| A. Planning & Programs | E. Legislative & Policy Efforts |
| B. Financial Analysis | F. Virginia Railway Express |
| C. Grants Management, Trust Funds, Contracts & Compliance | G. WMATA |
| D. Information & Engagement | H. NVTC Internal Operations |
| | I. Commission Management |
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Northern Virginia Transportation Commission

Mission: As the premier transit organization in Northern Virginia, NVTC brings the region together to plan, coordinate, and secure funding for transit systems that are financially sustainable and high performing.

Vision: Northern Virginia businesses and residents are served by a high capacity, high quality network of transit systems that allows our diverse region to thrive economically.

NVTC Strategic Goals

1. Increase the capacity of the regional transit network by expanding and improving the quality, coverage, and frequency of new and existing systems, including Metro, VRE and new transit services.
2. Improve the access and mobility throughout Northern Virginia by connecting the regional and local transit systems.
3. Promote safe, reliable, and financially sound performance and management of regional transit systems.

NVTC Work Plan

A. PLANNING & PROGRAMS

Support and facilitate safe and reliable transit in Northern Virginia through transit planning, research, data analysis and regional coordination.

Actions:

Data & Research

1) Regional Transit Performance Data Collection and Analysis

- a) Collect and analyze transit data and publish the annual Transit Performance Update. Provide jurisdictional and regional transit performance data through materials and presentations, and on NVTC's website. Work with local governments to coordinate collection of performance data for the Federal Transit Administration's (FTA) National Transit Database (NTD).
- b) Manage the contract for NTD data collection on behalf of Northern Virginia's transit systems. Oversee data collection efforts to facilitate the receipt of federal funds to the region.
- c) Report the Washington Metropolitan Area Transit Authority's (WMATA) monthly ridership and parking utilization to comply with the Department of Rail and Public Transportation's (DRPT) OLGA reporting requirements and report to NVTC Commissioners. Ensure that the data are consistent, timely and accurate.
- d) As requested, provide ad hoc data analysis for NVTC jurisdictions and the Commission on regional and national issues that impact transit planning, operations, organizations and ridership. Use technical tools to perform in-depth, regional and multijurisdictional analyses in support of Northern Virginia transit systems.

2) Regional Bus Agenda 2.0

- a) Continue development and validation of jurisdictional transit network models for demand projection and operational planning analyses.
- b) Collect necessary data from sources including jurisdictions and effectively manage them to enable implementation of the demand projection model.
- c) In consultation with jurisdictions, analyze various operational scenarios including additions, eliminations and modifications of bus routes, service level changes (e.g., increases and cuts), and changes in external circumstances, including demographic changes, macroeconomic shocks and changes in networks of complementing transit systems.
- d) Disseminate findings through authoring reports and presentations.
- e) Enhance the model and conduct regionwide analyses.
- f) Document implementation procedure so any NVTC analyst can implement the model in the Northern Virginia context.

3) Commuter Choice Analyses

- a) Report on Transit Performance in the Corridor
 - i) Conduct annual analysis on the transit ridership and other metrics to understand the performance of transit along the I-66 Inside the Beltway Corridor.
 - ii) Scope potential transit performance analyses in support of the I-395 Express Lanes project and implementation of the I-395 Commuter Choice Program.
- b) Quantification of Transit Access and Transportation Demand Management Projects
 - i) Scope opportunities to quantify the impact of regional pedestrian, bike share, bicycle and TDM efforts on transit ridership and other outcomes on the Commuter Choice program.

Commuter Choice Program (I-66 and I-395/95)

1) I-66 Program Management and Administration

- a) Provide ongoing administration of funded projects to ensure performance and compliance with terms of project agreement.
- b) Continue to work with staff and legal counsel on policy decisions governing future calls for projects and project administration.
- c) Coordinate with eligible applicants and regional and state agencies that administer other competitive funding programs to align program milestones.
- d) Manage submission and evaluation of annual performance reports from grant recipients and reporting to the Commission and the Commonwealth Transportation Board (CTB).
- e) Continue to work with financial counsel and financial advisors on financing issues as needed.
- f) Review and approve requisitions for project reimbursements.

2) I-395/95 Commuter Choice Program Development

- a) Coordinate with PRTC and NVTC jurisdictional staff in the development of a memorandum of agreement between NVTC and PRTC on the selection and administration of the I-395 Commuter Choice Program.
- b) Scope and initiate implementation of the first round of project selections.
- c) Align program management and administration activities with the I-66 Commuter Choice Program, where appropriate.

3) Project Selection Process

- a) Prepare application materials received from the calls to secure Commission approval.
- b) Hold educational briefings with eligible applicants. Provide technical assistance and guidance during application process.
- c) Lead technical and jurisdictional working group and consultants in the eligibility determination, evaluation and scoring of project applications.

- d) Provide program updates at Commission meetings and present final program of projects for Commission approval. Forward Commission-approved projects to CTB for final approval.
- e) Facilitate development of a regional priority list to be used in project selection. Develop project list scenarios for presentation to the staff and Commissioner working groups and consideration by the Commission.
- f) Hold public meetings to explain projects to the public and answer questions about the program.
- g) Prepare project list and supporting materials for Commission and CTB consideration.
- h) Evaluate opportunity to transition Commuter Choice to multi-year programs.

4) Project Agreements

- a) Work with legal counsel, staff, MAC, and jurisdictional working group on updates to project agreements as needed.
- b) Upon program approval, develop performance measures for each funded project. Work with recipients and MAC for concurrence on measures.
- c) Work with funding recipients on performance and financial elements of project agreements (Appendix A and B).
- d) Facilitate execution of agreements for approved projects with awarded jurisdictions and the Commission.

5) Outreach & Marketing

- a) Create, maintain and update the Commuter Choice website to explain the program to the public as well as provide application materials to entities.
 - i) Establish a web presence for the I-395 Commuter Choice Program in advance of the program launch anticipated in late-2019.
- b) Plan and implement public meetings and public input process.
- c) Plan and implement groundbreaking events in collaboration with local jurisdictions and transit providers.
- d) Prepare a fiscal-year annual report to the CTB as required by the MOA.
- e) Promote the Commuter Choice program and events through NVTC's social media and other venues.
- f) Conduct a needs assessment to identify duplication of and/or gaps in existing marketing and outreach efforts and identify best practices among jurisdictions, transit agencies and transportation demand management programs in the corridor.

Envision Route 7

- 1) Conceptual Engineering Study: Complete the technical and financial feasibility of a bus rapid transit (BRT) option in the Route 7 corridor in coordination with member jurisdictions.
 - a) Continue to coordinate with relevant jurisdictional staff to further the study of high quality transit on Route 7.

- b) Complete the conceptual engineering study to help facilitate continued study in the corridor, identify right-of-way needs, as well as preserve existing rights-of-way as redevelopment in the corridor occurs.
- c) Assist in identifying financial resources for continued study and programming for BRT along the Route 7 corridor.
- d) Continue advocating for high quality transit in the Route 7 corridor and inclusion of transit options for the corridor in regional planning studies.

Regional Fare Collection Program

- 1) Farebox/Driver Control Unit (DCU) Upgrade Support:
 - a) Coordinate with WMATA and local jurisdictions on design, testing and procurement to deliver hardware and software upgrades for buses and bus garages.
 - i) Gather functional and technical requirements.
 - ii) Review plans and submittals, overseeing testing and evaluation.
 - iii) Support coordination with WMATA and NVTC jurisdictions through regular updates on activities, progress and analysis and actively seeking input on the entities' needs.
 - iv) Work with the jurisdictions to identify integration capabilities and to review the preferred integration approach from technical and contractual perspectives.
 - v) Identify and negotiate integration capabilities of existing fareboxes to the new Regional Fare Collection program.
 - vi) Review integration conceptual designs and contractual change documents related to this integration.
 - vii) Review pilot and testing activities, plans and results.
- 2) Off-Board Fare Collection:
 - a) Work with jurisdictions to coordinate regional off-board payment activities.
 - i) Analyze vendors and technologies.
 - ii) Assist in evaluation and selection of a strategy considering issues such as networking requirements, payment card industry data security standard compliance, and backend integration with the Regional Fare Collection program.
 - iii) Support procurement of selected technologies to include vendor oversight and coordination, design reviews, backend integration, testing and installation.
- 3) Next Generation Regional Fare Collection:
 - a) Collaborate with jurisdictions to plan a future fare collection system and keep the existing system operational.
 - i) Work with jurisdictions to understand future fare collection vision, needs and timelines.
 - ii) Communicate emerging fare collection technology.

- iii) Lead discussions of a long-term fare collection strategy to include fare collection as a service, mobile payments, payment convergence with other services as needed and other account-based approaches.
- iv) Examine the capabilities to leverage existing fare collection capabilities within the region including mobile ticketing applications.
- v) Coordinate discussions with WMATA and regional partners on fare collection initiatives including reporting system upgrades, new farebox procurement, retail network improvements, and new farebox procurement.
- vi) Coordinate with WMATA and regional partners on the expansion of WMATA's University Pass (U-Pass) Program including revenue sharing model, agreements, and rollout.
- vii) Represent the needs of Northern Virginia transit systems during the development and implementation of WMATA's mobile application initiative, including monitoring the progress of software development and testing, participating in user interface reviews, and assist with regional partner testing.

Northern Virginia Transit Response Coordination (formerly NVTC's Emergency Preparedness program)

1) Northern Virginia Bus Bridge Plans

- a) Finalize Northern Virginia Bus Bridge plans with Transit Response Coordination Group and jurisdictional emergency preparedness personnel.
- b) Facilitate meetings on future multijurisdictional bus bridge operation on completion of major capital projects such as Silver Line Phase 2.
- c) Work with WMATA and jurisdictional partners to ensure NVTC plans are consistent with WMATA's Emergency Response and Evacuation plans.

2) Service Disruption Mitigation Planning

- a) Facilitate the Northern Virginia Transit Response Coordination Group to discuss the impacts and mitigation efforts of WMATA's planned capital work or other major service disruption events on an as-need basis.
- b) Conduct or participate in regularly scheduled after-action review from Metrorail service disruption mitigation activities with WMATA and jurisdictional staff.
- c) Document lessons learned and improvements of post-service disruption mitigation efforts. Compile an after-action summary for Commissioners and staff.
- d) Maintain database of all Northern Virginia transit facilities and operations to serve as a resource for planners and stakeholders in Metrorail disruption coordination efforts.
- e) Provide technical and planning assistance to jurisdictions and WMATA on regional service disruption mitigation coordination efforts.

Regional Collaboration

- 1) Use NVTC's Management Advisory Committee (MAC) as a forum to facilitate cooperative regional solutions and keep local governments informed.
- 2) Participate with the Northern Virginia Transportation Authority (NVTA) on regional planning efforts in order to better provide for regional transit needs.
- 3) Participate and provide regionally focused contributions to technical committees assisting in planning, funding, preliminary engineering and environmental analysis for transit in the region, including but not limited to:
 - a) Transportation Planning Board (TPB) Technical Committee
 - b) TPB Long Range Planning Task Force
 - c) TPB Travel Forecasting Subcommittee
 - d) TPB Regional Public Transportation Subcommittee
 - e) NVTA's Regional Jurisdiction and Agency Coordinating Committee
 - f) DRPT's I-395 Transit/Transportation Demand Management Study Key Stakeholder Technical Advisory Group
 - g) VDOT/DPRT Transform 66 Inside and Outside the Beltway Stakeholder Technical Advisory Groups
 - h) VDOT VTrans, the Commonwealth's long-range transportation plan.
 - i) VRE Coordination Committee
 - j) VRE Chief Administrative Officer's Task Force
 - k) Washington Area Bus Transformation Project

B. FINANCIAL ANALYSIS

Identify and implement cooperative strategies with member governments to maximize transit revenues aimed at achieving adequate, dedicated, stable and reliable financial support from the federal government, Commonwealth, region and private sector.

Actions

- 1) Regional Gas Tax Revenues
 - a) Monitor NVTC's 2.1 percent gas tax receipts from the Division of Motor Vehicles (DMV) for reasonableness of collections in total and by jurisdiction.
 - i) Employ database and spreadsheet models to identify unanticipated discrepancies at the taxpayer level by jurisdiction and in total.
 - ii) Maintain communications with DMV in regard to both unusual activity identified by NVTC and DMV audit activity. Make suggestions for improving the program.
 - iii) Brief the MAC as needed on processes, issues and solutions.
- 2) Ensure the stability of the current sources of transit funding available to NVTC's local governments.
- 3) Serve as the central point of contact for Northern Virginia transit system financial information.
- 4) State Transit Revenues
 - a) Participate on the Transit Service Delivery Advisory Committee (TSDAC) to assist DRPT in reviewing the distribution process for transit capital and operating funds.
- 5) Transit Funding Opportunities
 - a) Produce financial projections and an analysis of the growing gap between transit operating and capital needs versus available financial resources.
 - b) Actively participate in regional and statewide efforts to define public transit needs and identify funding sources.
 - c) Identify and seek to implement stable, reliable, permanent and dedicated funding sources for operating and capital expenses for WMATA, VRE and local transit systems.
 - d) Help coordinate regional efforts and prepare analytic tools, communication materials and editorials to promote such funding.
 - e) Analyze funding proposals produced by regional and statewide studies and identify policy issues for consideration by the Commission.
 - f) Identify and help obtain funding for new transit projects that are recommended by NVTC's jurisdictions.

C. GRANTS MANAGEMENT, TRUST FUNDS, CONTRACTS & COMPLIANCE

Facilitate the fair and equitable allocation of transit assistance among governments. Manage grants, contracts, and trust funds fairly and effectively, according to state and federal laws and NVTC's policies.

Actions:

State Assistance

- 1) Prepare and submit state assistance applications through DRPT's Online Grant Administration (OLGA) system as grantee for the NVTC jurisdictions' share of WMATA operating subsidies and capital requirements.
- 2) Report WMATA annual ridership, operating expenses, performance metrics data, and other information requested by DRPT as a requirement for receiving state assistance. This data is utilized by DRPT in calculating NVTC's operating assistance.
- 3) Review and submit state operating and capital assistance applications for local systems through DRPT's OLGA system as agent for the NVTC jurisdictions.
- 4) Manage NVTC and NVTC jurisdiction state grants, including the preparation and review of timely grant invoicing.
- 5) Participate with VRE and NVTC jurisdictions in quarterly project status review meetings with DRPT.
- 6) Work with DRPT and grantees to achieve the maximum funding available.

I-66 Commuter Choice

- 1) Monitor and reconcile net toll revenue receipts from VDOT with actual collections and Commonwealth Transportation Board (CTB) approved project funding levels.
- 2) Review reimbursement requests for adequate support of eligible expenses; approve and disburse funds.
- 3) Ensure recipient compliance with project agreement provisions.
- 4) Account for direct costs of administering the program.
- 5) Properly account for and report toll revenue activity as a separate Special Revenue fund.

NVTC Subsidy Allocation Model

- 1) Maintain NVTC's subsidy allocation model (SAM) utilizing the most recent WMATA and local budget information on transit costs, revenues and subsidies.
- 2) Determine each local government's share of NVTC assistance using the annual SAM percentages.
- 3) Apportion shares of the direct local contributions to NVTC's administrative budget using the annual SAM percentages.
- 4) Provide projections and other analysis of annual transit assistance to the NVTC members for planning purposes.

NVTC Jurisdiction Trust Funds

- 1) Allocate revenue to NVTC jurisdictions through the NVTC trust fund upon receipt using the annual SAM percentages.
- 2) Prepare timely and accurate quarterly cash flow forecasts of available transit assistance sources and uses for the NVTC jurisdictions.
- 3) Prepare quarterly reports of actual NVTC trust funds activity for use by NVTC jurisdictions.
- 4) Manage and invest trust funds according to NVTC policy by safeguarding assets while maximizing liquidity and investment return.

Commuter Rail Operations and Capital Fund (C-ROC)

- 1) Monitor collections of all C-ROC Funds from the Department of Motor Vehicles (DMV).
- 2) Provide periodic reports to the Commissions about the funds in the C-ROC Fund, including monthly receipts, amounts expended, the amount of funds held and investment earnings.

Financial Reporting, Accounting, Audit, Compliance & Contracting

- 1) Prepare the annual financial statements, disclosures, and supplementary information for NVTC's annual audit.
- 2) Manage a multi-year audit services contract.
- 3) Accomplish unqualified auditors' opinions and provide financial and compliance reports to the appropriate regulatory agencies.
- 4) Maintain up-to-date compilations of state and federal grant regulations and ensure staff is adequately trained in grant, contract and project management.
- 5) Maintain current documents and policies to facilitate prompt procurement in compliance with state and federal laws.
- 6) Perform internal accounting functions, including invoicing, accounts receivable, cash receipts, accounts payable, disbursements and transfers, payroll, general ledger and reconciliations.

Federal Grants

- 1) Apply for and manage federal grants for member jurisdictions as required as a designated recipient for FTA funds. Currently, NVTC is the designated recipient of federal grants for the cities of Alexandria and Falls Church. For these grants, NVTC will:
 - a) Maintain both subrecipient agreements outlining terms, conditions and expectations, and an annual checklist outlining the range of tasks and corresponding completion dates.
 - b) Review reimbursement requests to ensure funding is for eligible activities and in compliance with FTA requirements.
 - c) Host quarterly project management meetings with the subrecipient and FTA.

Proposed NVTC 2019 Work Plan (January 2019 – June 2020)

- d) File quarterly financial and milestone reports (1/30, 4/30, 7/30, 10/30), biannual Disadvantaged Business Enterprise (DBE) reports (6/1, 12/1) and other required documentation in FTA's grants management system (TrAMS).
 - e) Close out completed grants.
- 2) Ensure NVTC and subrecipients are in compliance with all relevant FTA regulations and guidelines in numerous areas such as legal, financial, technical, continuing control, maintenance, procurement, DBE program, Title VI civil rights compliance, and National Transit Database.
 - a) Submit annual certifications and assurances to the FTA.
- 3) Actively administer Title VI and DBE programs with the FTA; manage programs and perform required reporting.

D. INFORM & ENGAGE

Improve the public's understanding and appreciation of transit's role in Northern Virginia and the Commonwealth and increase participation in transit-related decision-making.

Actions:

Partnerships

- 1) Identify opportunities to host or participate in transit-related events with Northern Virginia's chambers of commerce and other business representatives.
- 2) Identify and apply for grants, in partnership with local jurisdictions and transit agencies, to support a multi-faceted marketing campaign designed to increase bus and rail ridership in Northern Virginia.
- 3) Identify opportunities to host a spring transit tour of Northern Virginia for state legislators.
- 4) Partner with government agencies, business groups, and national, state and local associations to promote transit through educational programs, complementary messaging and attendance at conferences, seminars and workshops.
- 5) Develop a network of jurisdictional and agency public information officers to facilitate the sharing of information, work on projects of mutual benefit, and leverage resources.
- 6) Serve on the Virginia Transit Association's (VTA) annual awards and conference planning committees.

Internal & External Relations

- 1) Serve as the point of contact for the news media, interest groups, U.S. Congress and Virginia General Assembly, and public for transit issues in Northern Virginia.
 - a) Keep the news media, interest groups and local jurisdictions apprised of Commission meetings and hearings, actions, analyses, research, reports and events.
 - b) Share transit-related information from external sources – print/broadcast media, online publications and bloggers, transit agencies and state/local governments – with Commissioners, MAC, agency public information officers, transit advocacy groups, and staff.
 - c) Participate and speak at chamber of commerce events, homeowner association meetings, and jurisdictional governing-body and committee meetings as requested.
- 2) Develop and distribute information and resources necessary for Commissioners to fulfill their responsibilities, including the annual member manual, NVTC website, e-newsletters and monthly Executive Director reports.
- 3) Develop and distribute written and visual communications, such as project fact sheets, issue briefs, web content, frequently asked questions, press releases and targeted e-mail communications on transit-related topics, as well as testimony for Commissioners and NVTC senior leadership.

Online Communication

- 1) Maximize NVTC's online presence to further its mission.
 - a) Continue to build NVTC's website as a research and information resource.

- b) Continue to expand NVTC's social media presence to drive traffic to novatransit.org and program pages.
- c) Maintain up-to-date project information on the website to inform the public and Commissioners on the latest project news.
- d) Use online analytics and surveys to monitor the effectiveness of online communication and outreach efforts.
- e) Develop new content, such as podcasts and videos, to enhance NVTC's reputation as the primary source of transit-related information in Northern Virginia and improve the public's understanding of both transit and NVTC's role in the region.

Community Outreach

- 1) Develop and implement communications plans and budgets for transit studies and multimodal grant programs.
 - a) Publicize and solicit public comment through multiple channels, such as meetings and hearings, advertising, pop-up events, online crowdsourcing, email, mail and telephone.
 - b) Plan and promote public meetings and hearings in consultation with local jurisdictions, transportation agencies and transit providers.
 - c) Design and create materials, such as flyers, handouts, infographics, email blasts, display boards, PowerPoint presentations, and videos.
 - d) Establish distinct project- and program-specific social media presence.
- 2) Plan and implement activities that engage the public and promote NVTC programs and initiatives, such as the Virginia WMATA Board Member Forums.
- 3) Participate in and support the annual public meeting for Northern Virginia transportation organizations, as required by HB1285 (2018).

Title VI Civil Rights Compliance

- 1) Ensure NVTC's compliance with the federal Title VI program.
 - a) Use GIS to conduct a demographic analysis to determine the location of concentrations of minority and limited English proficiency (LEP) persons.
 - b) Seek out and consider the viewpoints of minority, low-income and LEP persons during public outreach and involvement activities.
 - c) Strive to overcome linguistic, institutional, cultural, economic, historical or other barriers that might prevent minority, low-income and LEP persons from effectively participating in NVTC's decision-making process.
 - d) Target outlets that support or serve affected populations when soliciting public participation and/or comment.
 - e) Translate printed materials and advertisements into languages other than English and offer translators and sign-language interpreters at public meetings/hearings, when appropriate.

E. LEGISLATIVE & POLICY

Devise, coordinate and implement legislative and policy strategies based on sound policy analysis in coordination with legislative staff from relevant jurisdictions, agencies and partner organizations.

Actions:

State & Federal Legislative Policy Agenda

- 1) Assist NVTC's Legislative and Policy Committee with adopting a state and federal legislative and policy agenda to guide NVTC's legislative support in the coming year.
 - a) Develop strategies to effectively implement NVTC's annual legislative and policy agenda in collaboration with NVTC jurisdictions' legislative liaisons and the Virginia Transit Association (VTA).
 - b) Work with delegations in Richmond and Washington D.C. as needed to promote NVTC's approved agenda. Focus should include, but not be limited to long term, sustainable transit capital funding and maintenance of existing NVTC programs and authorities.
 - c) Identify transit issues that require policy decisions. Assemble data and perform policy analyses to facilitate those decisions (e.g. fare integration, development of new technology, service expansion, customer safety, system security and the business case for and value of public transit).
 - d) Conduct an annual joint NVTC and PRTC legislative briefing.
 - e) Develop messaging and a plan to educate the public about the need for transit funding in Virginia as well as the benefits of public transit throughout the Commonwealth.

Virginia General Assembly Session

- 1) Prepare and support NVTC legislative and policy efforts before and during the General Assembly.
 - a) Reach out to legislators to garner support for NVTC's legislative agenda and educate them about the benefits of public transportation.
 - b) Prepare informative district-specific legislative maps showing transit service and performance for all members of the Northern Virginia delegation.
 - c) Conduct NVTC's February meeting at the General Assembly in Richmond.
 - d) Use an online legislative monitoring service and share access with member jurisdictions.
 - e) Provide legislative alerts to Commissioners and local staff during the session.

Commonwealth Transportation Board

- a) Prepare written statements and deliver testimony at the CTB's semi-annual hearings on transit funding priorities and other hearings as appropriate.
- b) Advocate for NVTC's policies, including balanced transportation and stable and reliable funding.
- c) Support DRPT's Transit Service Delivery Advisory Committee (TSDAC) by following the Commonwealth transit funding reform process, facilitating discussions by jurisdictional staff, and relaying feedbacks of transit agencies to TSDAC discussions.

Transit Industry Groups and Trade Associations

- 1) Participate in analysis and dialogs on local, state and national transit issues with state and national transit industry associations and other bodies, including:
 - a) Virginia Transit Association (VTA)
 - i) Contribute to VTA's state legislative strategy for the transit industry and strengthen VTA's response to Northern Virginia's concerns.
 - ii) Provide technical and communications support regarding the economic benefits of transit.
 - iii) Co-chair VTA events and encourage NVTC Commissioners to serve as VTA officers.
 - iv) Serve as VTA's member of the Transit Service Delivery Advisory Committee (TSDAC), providing technical guidance on performance-based funding for transit capital and operations.
 - v) Serve on VTA's awards and conference planning committees.
 - b) American Public Transportation Association (APTA)
 - i) Provide technical assistance and feedback to APTA on federal transit program implementation issues.
 - ii) Participate in defining and implementing a federal legislative strategy as part of a broad, nationwide pro-transit coalition.
- 2) Provide technical assistance and policy analysis support to state and national boards and committees, including, but not limited to:
 - a) DRPT's Transit Service Delivery Advisory Committee (TSDAC)
 - b) VTA Executive Committee
 - c) The General Assembly's Joint Committee on Transportation Accountability
 - d) APTA Legislative Committee
 - e) APTA Policy and Planning Committee
 - f) APTA Public Private Partnership Committee
 - g) APTA Commuter Rail Committee
 - h) Institute for Transportation Engineers
 - i) Transit Cooperative Research Program (TCRP) Dissemination and Implementation of Research Findings Project Panel

F. VIRGINIA RAILWAY EXPRESS

As co-owner of the Virginia Railway Express, provide oversight of the railway to promote safe, reliable and financially sound performance and management.

Actions:

VRE Operations Board Support

- 1) Facilitate the annual appointment of NVTC's principal and alternate members of the VRE Operations Board. (January)
- 2) Provide staff support, in coordination with jurisdictional staff when necessary, to NVTC-appointed VRE Board members.
- 3) Actively participate on VRE's Coordination Committee (VCC) and Chief Administrative Officer's Task Force and attend VRE Operations Board meetings.
- 4) Review Operations Board materials for consistency with the Master Agreement and approved budgets. Maintain close communications with PRTC and VRE staff to coordinate the writing and presentation of VRE action items to the two Commissions.

Budget and Financial Management

- 1) Facilitate NVTC's approval of VRE's annual operating and capital budgets, including the prioritization of the Commuter Rail Operation and Capital (C-ROC) Fund. Participate and provide technical support at budget review sessions.
- 2) Apply and receive state and regional assistance on behalf of VRE, including DPRT transit capital and operating funding, Rail Enhancement Funds, and HB2/Smart Scale and NVTA funds.
- 3) Provide assistance to VRE planning staff on ridership, travel forecasting, federal funding programs, and other technical items.

Annual Rider Survey

- 1) Provide staff and technical support to VRE for the customer service surveys each spring by assisting with on-board survey distribution.
- 2) Provide staff and technical support to VRE for the annual ridership survey each fall by assisting with on-board survey distribution and conducting the survey address verification process using GIS technology.

Technical and Communications Support

- 1) Amplify and actively share VRE public communications through NVTC social media.
- 2) Serve on technical and policy advisory committees, as requested.

G. WMATA

Exercise leadership through the appointment and support of Virginia's members of the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors to promote safe, reliable and financially sound performance and management of WMATA. Manage the NVTC WMATA Committee and facilitate and represent jurisdictional interests with NVTC's WMATA principal director.

Annual Report on the Performance and Condition of WMATA

- 1) Develop and submit to the General Assembly and the Governor an annual report on the performance and condition of WMATA that includes the following:
 - a) The safety and reliability of the rapid heavy rail mass transportation system and bus network.
 - b) 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.
 - c) 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.
 - d) Potential strategies to reduce the growth in such costs and to improve the efficiency of WMATA operations.
 - e) Use of the funds provided from the Mass Transit Fund to improve the safety and condition of the rapid heavy rail mass transportation system.
 - f) Ridership of the rapid heavy rail mass transportation system and the bus mass transportation system.
- 2) Manage technical staff to ensure that the report will meet expectations of the Commission, the General Assembly, and the Administration.
- 3) Communicate and present this report to the Commonwealth Transportation Board, Governor's Office, General Assembly, and other interested stakeholders.
- 4) Publish the report and associated information on NVTC's website.

Annual Certification of WMATA Documents

- 1) On an annual basis, request from WMATA the following documents:
 - a) Annual capital budget; annual independent financial audit;
 - b) National Transit Data annual profile; and
 - c) Single audit report issued in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R Part 200).
- 2) Certify the receipt of these documents to Commonwealth Comptroller no later than June 30 of each year.

WMATA Committee Support

- 1) Manage and staff the NVTC WMATA Committee to provide a venue for discussion of WMATA issues directly affecting the NVTC region and NVTC jurisdictions.

- 2) Manage and lead a jurisdictional staff working group to provide staff support for NVTC's WMATA Board principal member and members of NVTC's WMATA Committee.
- 3) Keep NVTC Commissioners informed of pending WMATA Board decisions of regional significance.

Virginia WMATA Board Member Support

- 1) Facilitate the annual appointment of Virginia's two principal and two alternate members of the WMATA Board of Directors. (January)
- 2) Provide primary staff support on WMATA related meetings and issues to NVTC's WMATA Board principal member or their designed alternate.
- 3) Facilitate and lead NVTC WMATA Board member preparation calls in advance of WMATA Board and committee meetings. Participate in WMATA-run Board meeting preparation calls and provide input as necessary.
- 4) Ensure communication and facilitation between the Commonwealth and NVTC's principal WMATA Board members.
- 5) Provide staff support to WMATA Board members prior to NVTC Commission meetings.
- 6) Participate on WMATA's Jurisdictional Coordinating Committee (JCC).
 - a) Monitor and report on the development of WMATA's FY2020 budgets.
 - b) Coordinate with jurisdictional staff and DRPT on WMATA's compliance with CTB policy guidelines for the implementation of governance and funding reforms for WMATA.
 - c) Actively participate in the development of the Capital Funding Agreement.

Support to Northern Virginia Jurisdictions

- 1) Participate and provide reports on JCC deliberations and WMATA Board actions to Northern Virginia jurisdictions, as requested.
- 2) Facilitate jurisdictional issues with WMATA that rise to the attention of the NVTC WMATA Board principal member.
- 3) Assist Loudoun County as it transitions to full participation in WMATA leading up to the completion of the Silver Line Phase 2.

See other NVTC WMATA-related efforts in Planning and Projects: Data Analysis; Northern Virginia Transit Response Coordination; Financial Analysis; and Grants Management, Trust Funds, Contracts & Compliance

H. NVTC INTERNAL OPERATIONS

Strengthen NVTC as an organization through improvements of internal policies to ensure a rewarding and equitable work environment.

Actions:

Human Resources and Administration

- 1) In coordination with jurisdictional staff, develop the annual NVTC general and administrative (G&A) budget for consideration by the Commission in the fall.
- 2) Continue to leverage human resources support assistance to enhance and support human resource functions.
- 3) Continue NVTC Transit Fellows Program to attract talent to supplement NVTC staff on specific projects.
- 4) Develop and implement a professional development plan for staff, including appropriate training.
- 5) Develop and implement a staff earning structure and align job descriptions and benefits, such as health and retirement, with NVTC's jurisdictions.
- 6) Administer employee benefit programs, including retirement plan, 457 plan, group health insurance, group life insurance, disability insurance, flex benefit plan, bike share, and Zip Car.

Telework and Office Space

- 1) Relocate offices to 2nd floor including acquisition of furniture and supplies for additional offices.
- 2) Encourage staff utilization of transportation demand management techniques, such as the telework program.

Information Technology

- 1) Office Space Move and Expansion
 - a) Review phone and data cabling requirements, chose, and work with vendor for cable installation and setup of network system and infrastructure.
 - b) Manage purchase and installation of new telecommunications system.
 - c) Manage logistics of relocation of all workstations, printers and copiers and verify that all equipment and lines are working properly.
- 2) Information Technology Management
 - a) Provide ongoing staff support, troubleshooting for all office software and hardware.
 - b) Provide ongoing information technology improvements to ensure a productive and secure working environment for staff.
 - c) Research, order or work with contractors to obtain staff equipment as requested.
 - d) Set up all new IT equipment for current or additional staff.

I. COMMISSION MANAGEMENT

Provide staff support and execute duties to ensure the smooth running of day-to-day operations of the Commission.

Actions:

- 1) Develop and distribute information and resources necessary for Commissioners to fulfill their responsibilities, including the annual member manual, NVTC website, e-newsletters and monthly Executive Director reports.
- 2) Prepare materials for monthly Commission meetings. Coordinate with external speakers to present to the Commission when appropriate.
- 3) Schedule, oversee and take and record minutes of Commission meetings, as well as other NVTC events.
- 4) Provide accurate and timely responses to Commissioners, jurisdictional staff and the public.
- 5) Support NVTC's committees, through the development of agendas, meeting summaries, and handouts.
- 6) Ensure the issuance of per diem payments for Commissioners.
- 7) Verify Commissioner compliance with state regulations regarding economic and financial disclosure statements.
- 8) Conduct new Commissioner orientations.
- 9) Maintain archival Commission materials and provide access to archival documentation when requested.
- 10) Respond to FOIA requests.



**NVTC COMMISSION MEETING
THURSDAY, JANUARY 3, 2019**

Please Note Different Location:

**2311 Wilson Blvd. - Second Floor Conference Room
Arlington, VA 22201**

7:00 P.M.

Meeting Logistics:

Due to renovation construction of the Navy League Conference Room, the NVTC meeting will be temporarily relocated for the month of January to 2311 Wilson Blvd. (across the street). **Please allow extra time.** All attendees will need to check in at the security desk in the lobby of 2311 Wilson Blvd. **A photo ID will be required.**

Committee meetings and dinner for Commissioners/staff will be held in NVTC's offices, Suite #620 (2300 Wilson Blvd.)

5:30 P.M. Legislative and Policy Committee Meeting – NVTC Office Suite #620

6:00 P.M. Dinner available for Commissioners and Staff – Suite #620

6:15 P.M. Executive Committee Meeting – Suite #620

7:00 P.M. Commission Meeting – 2311 Wilson Blvd. - 2nd Floor Conference Room

AGENDA

1. Opening Remarks
2. **ACTION ITEM: Annual Leadership and Governance**
 - A. **Approve the Recommended Slate of Officers for 2019**
 - B. **Approve a Resolution Commending Paul Smedberg for His Service as 2018 Chairman**
 - C. **Approve a Resolution Commending Jim Corcoran on His Departure from NVTC**
 - D. **Approve Resolution #2372: Selection of NVTC Representatives to Various Boards**
 - E. **Approve the Recommended NVTC Committee Membership**
 - F. **Approve Resolution #2373: Designation of NVTC Signatories and Pension Trustees**
3. **ACTION ITEM: Approve the Minutes and Meeting Summary**
 - A. **Minutes of the December 6, 2018 NVTC Meeting**
 - B. **Meeting Summary of the December 10, 2018 Joint NVTC-PRTC Legislative Briefing**

4. Public Comment on NVTC's Work Plan
5. **ACTION ITEM: Approve NVTC's FY2020 General and Administrative Budget and Work Plan**
6. Overview of Prospective DRPT Funding Opportunities
7. **ACTION ITEM: Authorize the Executive Director to Issue a Request for Proposals for I-66 Commuter Choice Marketing/TDM Needs Assessment**
8. **ACTION ITEM: Approve the Memorandum of Agreement between NVTC and PRTC for the Distribution and Allocation of I-395 Annual Transit Investment Funds**
9. Washington Metropolitan Area Transit Authority (WMATA)
 - A. Report from the Interim WMATA Committee
 - ACTION ITEM: Authorize the Chairman to Submit Comments to WMATA on the FY2020 Budget**
 - B. Report from the Virginia WMATA Board Members
10. Virginia Railway Express (VRE)
 - A. VRE CEO Report and Minutes
 - B. **ACTION ITEM: Resolution #2374: Adopt and Refer VRE's FY2019 Revised and FY2020 Recommended Budgets**
 - C. 2019 VRE Operations Board Officers
11. Report from the Chair of the Legislative and Policy Committee
12. Department of Rail and Public Transportation (DRPT)
13. Executive Director Report
 - A. Executive Director Newsletter
 - B. NVTC Financial Report