



**NVTC EXECUTIVE COMMITTEE MEETING  
THURSDAY, JUNE 6, 2019  
Navy League Building – First Floor Small Conference Room  
2300 Wilson Blvd., Arlington, VA 22201**

**6:15 P.M.**

**AGENDA**

1. Summary of the May 2, 2019 Executive Committee Meeting
2. Review of the April MAC Meeting Summary
3. Report from the NVTC Committee Chairs
4. Review of the June 6, 2019 NVTC Agenda
5. Upcoming Commission Activities

**Members:**

Matt Letourneau, Chairman  
Sharon Bulova  
Katie Cristol  
Christian Dorsey  
Adam Ebbin  
Cathy Hudgins  
David Meyer  
Paul Smedberg  
Dave Snyder

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**NVTC EXECUTIVE COMMITTEE  
MEETING SUMMARY  
First Floor Small Conference Room  
Navy League Building – Arlington, Virginia  
May 2, 2019**

**NVTC Executive Committee Members Present:**

Matt Letourneau, Chairman  
Sharon Bulova  
Katie Cristol  
Adam Ebbin  
Catherine Hudgins  
David Meyer  
Paul Smedberg  
David Snyder

**NVTC Executive Committee Members Absent:**

Christian Dorsey

**Other NVTC Commissioners Present:**

Jennifer Mitchell

**Staff and Others Present:**

Kate Mattice  
Allan Fye  
Penny Newquist

Chairman Letourneau called the Executive Committee meeting to order at 6:20 P.M.

The April 4<sup>th</sup> Executive Committee Meeting Summary and the March Management Advisory Committee (MAC) Meeting Summary were provided. Committee members had no changes to the Executive Committee Meeting Summary. Chairman Letourneau moved, with a second by Senator Ebbin, to approve the April 4<sup>th</sup> Executive Committee Meeting Summary. The vote in favor was cast by Mr. Ebbin, Ms. Hudgins, Mr. Letourneau and Mr. Snyder. Ms. Cristol abstained.

Ms. Mattice stated that she would work with Legislative and Policy Committee Chairman David Meyer on prep work for the 2020 Legislative Agenda. WMATA Committee Chair Cathy Hudgins gave a brief update on the April 17<sup>th</sup> WMATA Committee meeting, which included outlining NVTC's Report on the Performance and Condition of WMATA. Commissioner engagement on this report should be at the committee level, so Commissioners will be encouraged to attend the next WMATA Committee meeting in June.

Mr. Meyer and Ms. Bulova arrived at 6:28 P.M. and 6:31 P.M. respectively.

The Executive Committee then reviewed the May 2<sup>nd</sup> NVTC Agenda. The I-66 Commuter Choice Open House and Public Hearing will occur prior to the Commission meeting. Action items include a letter to Virginia's Comptroller regarding receipt of WMATA reports required under the WMATA funding bill; a Resolution of Commendation for DRPT Director Jennifer Mitchell and former Delegate Jim LeMunyon for their contributions in the establishment of the Washington Metrorail Safety Commission (WMSC); and authorization for the executive director to brief the Commonwealth Transportation Board on the FY2020 I-66 Commuter Choice projects considered for funding.

Ms. Mattice reviewed Commission actions for upcoming months:

- For June: Bus Transportation Study presentation, selection of I-66 projects for funding, and the first review of I-395/95 applications.
- For July: I-395/95 project scores to release for public comment, update on Route 7 conceptual engineering.
- For September/October: Selection of I-395/95 projects, approval of NVTC Report on the Performance and Condition of WMATA, and I-66 Memorandum of Agreement amendment discussion.

As VRE Operations Board Chair, Ms. Cristol briefed the Executive Committee on the on-time performance issues VRE is having related to the implementation of Positive Train Control (PTC). She offered to also brief the Commission at its meeting.

DRPT Director Mitchell briefed the committee on the Long Bridge project. She stated that there are funds in the Six-Year Improvement Plan (SYIP) for Long Bridge for the out years. Senator Ebbin noted that WMATA extended the Blue and Yellow Line shutdown by six days to September 8, 2019. Ms. Mattice announced that NVTC's new Communications and Outreach Manager will begin by the first of June.

The meeting adjourned at 7:00 P.M.



## **Management Advisory Committee**

### **Meeting Summary**

**April 16, 2019**

**1:30-3:00 P.M.**

**In attendance:** Jen Schlesinger, Chris Ziemann (City of Alexandria), Tim Roseboom (Arlington), Karen Finucan-Clarkson (VRE), Chloe Ritter (City of Fairfax), Greg Potts (WMATA), Bob Brown (Loudoun), Fatemeh Allahdoust (VDOT), Xavier Harmony (DRPT) NVTC Staff: Scott Kalkwarf, Allan Fye, Patricia Happ, Matt Cheng, Andrew D'huyvetter, Dan Goldfarb, Jae Watkins, Joey de St. Aubin, Dinah Girma, Zach Smith, Brittany Sumpter

**Phone:** Sree Nampoothiri (NVTA), Scott Gross (Loudoun), Ciara Williams (DRPT), Chuck Steigerwald (PRTC)  
Call in number for MAC meetings: 515-603-3148, access code: 472475#

### **Approval of the March MAC Meeting Summary**

There are no comments or changes.

### **Overview of the May Commission Meeting Agenda**

Review of the Draft Agenda as follows:

#### **ACTION Items:**

- Minutes
- Consent Agenda
  - Marketing-Contract Award
  - Forward Draft FY20 Program to CTB (Work Session)
- Commuter Choice Marketing – Contract Award
  - Authorizing
- Public Hearing

Allan Fye reviewed the draft of the May Commission Meeting Agenda, starting with the Executive Committee at 6:15PM on the 2<sup>nd</sup> floor conference room of the new NVTC offices [UPDATE: Executive Committee met in the regular 1<sup>st</sup> floor small conference room]. It will begin with an open house at 5PM for Commuter Choice program projects and followed by an official public hearing, after which will be the start of the Commission meeting. Allan went through the May Agenda, highlighting the WMSC briefing and Commuter Choice-related items.

Tim Roseboom asked about the kit being posted, as this is preliminary. There was discussion regarding the time of PAC meeting creating scheduling issues. Allan explained the challenges of the Executive Committee being concurrent with the Program Advisory Committee due to some Commissioners being on both committees. Joint commission working groups were scheduled several months ahead of time to provide for lead time to accommodate for other schedules.

### **Commuter Choice Update**

The first Open House/Public Hearing is to occur on Tuesday, April 23, 2019. Jae Watkins explained the first open house will begin at 5pm, had reference items (PIO toolkit) to promote the public comment period for staff. Jae is also working with non-profit partners, as well as has a social media campaign to promote the open house and will report about how the marketing campaign worked after the public comment ends. She reviewed the logistics and schedule for open house on April 23 (arrive at 5:30PM; remarks will

be at 6:30PM) and May 2 (public hearing will be before Commission meeting and begins at 6PM; posters will be in the lobby of NVTC building, following the open house there will be a public hearing). The public will be able to sign up and have 3 minutes to speak. The final open house will be at the Northern Virginia Spring transportation meeting with transportation partners on May 13 at 5PM in the VDOT district office. The public comment period is open until May 15, 2019.

I-66 Commuter Choice – Commonwealth Transportation Board (CTB) will be receiving a list of all the projects that have been scored and Kate Mattice will be providing overview of the projects and scoring; no recommendations are expected until June. During the June Commission meeting a decision will be made by the Commission and those projects will then be passed onto CTB, for inclusion into the Six-Year Improvement Plan (SYIP). NVTC is working with the Commonwealth, VDOT, NVTA, and VRE on the legislatively-mandated joint transportation meeting.

I-395/95 Commuter Choice – Two application workshops were held at PRTC and NVTC offices by with NVTC staff to provide information and review of the new online application applications; Patricia Happ will be able to answer any questions regarding the application process.

Fatemeh Allahdoust (VDOT) asked about schedule for I-395/95 Commuter Choice and Allan Fye explained that applications would be closing on May 15 and that NVTC would then score applications. After which the approval process will be in September with PRTC, NVTC and the CTB, with actions occurring in October. The funding for the projects will be 20 months and carry the applicants through the end of FY2021. The program is moving towards alternating calls for projects every other year.

Patricia Happ explained the quarterly meetings will be happening for I-66 on April 30 and May 1 and that she would be sending out a form for each project for the primary point of contact to fill out for their group. Staff would need to bring that to the quarterly meetings to discuss reimbursements and updates. It is expected that the POC will be able to bring all people responsible for reimbursements, grants and compliance.

#### **Fare Payment Update**

Patricia Happ provided updates on the Fare Payment Upgrade and explained the DCU upgrade is in the pilot phase and WMATA is in final stages of testing with Cubic. The pilot testing will be complete at the end of April. DASH is moving forward with mobile development with Moovel; NVTC is participating on feedback regarding regional expansion, if deemed necessary, and is moving forward quickly with development in preparation for the summer Metrorail shutdown. Greg Potts stated that WMATA testing is starting in April.

#### **WMATA Committee Meeting Update**

Andrew D’huyvetter explained that the work session will provide an overview on how staff propose to update the strategy/policy chapter, provide an outline of staff proposals for committee discussion, and remind the committee of the report update timeline. There will be a 2<sup>nd</sup> staff work session after the MAC meeting in May.

#### **Regional Partner Updates**

**WMATA:** Greg Potts discussed the platform project call with Matt Cheng regarding updates on prework at stations, as well relocations and moving bus bays in advance of work in the summer. Maps are available online for upcoming station shutdowns for the platform construction. WMATA is working with regional PIOs on getting word out regarding the shutdown. Greg thanked Matt for NVTC working on the map regarding the transportation service options during shutdown. He also discussed that WMATA Board passed the agenda on 3/28 for FY2020 budget and the complete budget book will be ready by June. Greg

provided an overview of upcoming weekend rebuilding work. Greg is currently working on letters for the CTB, as well as four of the five documents required for NVTC have been completed. Tim Roseboom asked for clarification on the process of the letters, which Greg explained involves Paul J. Wiedefeld (WMATA General Manager) would be writing a letter to Kate Mattice, who will then write the letter to Virginia State Comptroller's office that NVTC has received information on funding.

**VRE:** Karen Finucan Clarkson reported that last Thursday VRE ran all 32 trains on PTC (Positive Train Control), which was a tremendous milestone. She also reminded that "Meet the Management" would be taking place and to check the website for schedule on VRE stations.

**DRPT:** Xavier Harmony reported that the draft SYIP is ready for review on the website and that spring meetings around the state will be occurring in the next month. The final SYIP will be approved on June 19<sup>th</sup>. The Northern Virginia SYIP public hearing on May 13<sup>th</sup> starts at 5PM with an Open House followed by a public hearing at 6PM, NVTC, NVTA, and VRE will also participate as legislatively required. Ciara Williams reminded everyone that Rima Itani sent an email regarding metro quest survey link for the I-66 Outside the Beltway study update. Bob Brown complemented DRPT on CTB meetings regarding the SYIP and how efficiently it was to find and quickly it was posted.

**NVTA:** Sree Nampoothiri provided an update on project appropriations and the adoption of Policy 29. The NVTA May meeting is cancelled; June is the next meeting. NVTA's next call for projects for the six-year project application will be released in July.

**PRTC:** Chuck Steigerwald updated on the status of the double-decker bus that is out and running and has not had any issues. There is pouring of concrete on western facility – with completion TBD. New website will be going live soon, most likely by the May commission meeting. PRTC is having a more active role with Manassas and Prince William County for Bike-To-Work Day, where there will be a bicycle ice cream ride, as well as sponsoring a pit stop at the Rippon VRE station. There will be a bike exchange to be held at the Manassas Farmers market, where rehabbed and donated bikes will be provided to social service organizations.

U-Pass program pilot with NOVA-CC that started in January is currently working with college students on marketing and promotion of the program, through a final year group project. The students are creating a commercial and shooting commercial at PRTC, which will be available via social media for distribution throughout the NOVA-CC campus. Tim Roseboom asked if there are any issues for the double-decker bus and routes with low clearance. Chuck explained there was concern coming out of the Pentagon, due to clearance issues, but there were no problems and that the bus is only be assigned to travel to Washington, DC and service is strictly on I-66. Tim also asked if the Ballston service would go out to the mall on Wilson near new pedestrian bridge; Chuck explained the bus would only be servicing a stop at Fairfax and Taylor.

### **Other**

Allan Fye introduced new NVTC employees Zach Smith, Dinah Girma and Brittany Sumpter.

Karen Finucan Clarkson informed MAC of the April 30<sup>th</sup> seminar by Doug Allen on VRE/MARC interregional service from 6-8 PM.

May 21 – Next MAC meeting

May 2 - Next Commission meeting

Adjourned at 2:23PM

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**NVTC COMMISSION MEETING  
THURSDAY, JUNE 6, 2019  
MAIN FLOOR CONFERENCE ROOM  
2300 Wilson Blvd.  
Arlington, VA 22201**

**7:00 P.M.**

**6:00 P.M. Dinner will be available for Commissioners and staff  
6:15 P.M. Executive Committee Meeting – First Floor Small Conference Room  
7:00 P.M. Commission Meeting – First Floor Large Conference Room**

**AGENDA**

1. Pledge of Allegiance and Opening Remarks
2. **ACTION ITEM: Approve the Minutes of the May 2, 2019 NVTC Meeting**
3. **ACTION ITEM: Approve the CONSENT AGENDA (Subject to Approval of the Chairman)**
  - A. **Approve Resolution #2383: Approve NVTC's Title VI Program and Compliance Report and Authorize Submission to the Federal Transit Administration**
4. Infrastructure and FAST Act Reauthorization Presentation
5. Washington Area Bus Transformation Project
  - A. Presentation by the Washington Area Bus Transformation Project Team
  - B. **ACTION ITEM: Authorize the Chairman to Send a Letter to the Washington Area Bus Transformation Project Team**
6. Washington Metropolitan Area Transit Authority (WMATA)
  - A. Report from the Chair of the NVTC WMATA Committee
  - B. Report from the Virginia WMATA Board Members
  - C. Other WMATA News
  - D. Virginia Ridership and Parking Facility Utilization

7. Commuter Choice Program

- A. **ACTION ITEM: Authorize the Executive Director to Award a Contract for I-66 and I-395/95 Commuter Choice Technical Support**
- B. **I-66 Commuter Choice Program**
  - **ACTION ITEM: Approve Resolution #2384: Approve the FY2020 I-66 Commuter Choice Program of Projects and Forward to the Commonwealth Transportation Board and Authorize the Executive Director to Execute the Standard Project Agreements**
  - **ACTION ITEM: Authorize the Executive Director to Award a Contract for I-66 Commuter Choice Market Research and Marketing Communication Strategy**
- C. **I-395/95 Commuter Choice Program**
  - **INFORMATION ITEM: I-395/95 Project Applications and Program Status**

8. NVTC Resource Center

- A. **FY2019 3rd Quarter Ridership Report**

9. Virginia Railway Express (VRE)

- A. **VRE CEO Report and Operations Board Minutes**
- B. **ACTION ITEM: Approve Resolution #2385: Authorize the VRE CEO to Amend the Amtrak Access and Storage Agreement to Reduce the Cost of the Amtrak Step-Up Ticket**
- C. **ACTION ITEM: Approve Resolution #2386: Authorize the VRE CEO to Execute an Extension of the Existing Amended and Restated Operating/Access Agreement with CSX Transportation**
- D. **ACTION ITEM: Approve Resolution #2387: Authorize the VRE CEO to Execute an Amendment for the Fifth Year of the First Option Period of the Contract with Keolis Rail Services Virginia, LLC for Operating Services for Commuter Rail**
- E. **ACTION ITEM: Approve Resolution #2388: Authorize the VRE CEO to Execute an Amendment for the Fourth Year of the Contract with Keolis Rail Services Virginia, LLC for Maintenance Services for Commuter Rail**

10. Department of Rail and Public Transportation (DRPT)

11. Executive Director Report

- A. **Executive Director Newsletter**
- B. **NVTC Financial Report**