



**NVTC EXECUTIVE COMMITTEE MEETING  
THURSDAY, MARCH 7, 2019  
Navy League Building - First Floor Small Conference Room  
2300 Wilson Blvd., Arlington, VA 22201**

**6:15 P.M.**

**AGENDA**

1. Summary of the January 3, 2019 Executive Committee Meeting
2. Review of the December and January MAC Meeting Summaries
3. Report from the NVTC Committee Chairs
4. Review of the March 7, 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  
NVTC Office Suite #620  
Navy League Building – Arlington, Virginia  
January 3, 2019**

**NVTC Executive Committee Members Present:**

Paul Smedberg, Chair  
Sharon Bulova  
Katie Cristol  
Christian Dorsey  
Catherine Hudgins  
Matt Letourneau

**NVTC Executive Committee Members Absent:**

Adam Ebbin  
Jeff McKay

**Other NVTC Commissioners Present:**

David Meyer

**Staff and Others Present:**

Kate Mattice  
Penny Newquist  
Bob Brown  
Sree Nampoothiri  
Noelle Dominguez

Chairman Smedberg called the Executive Committee meeting to order at 6:22 P.M.

The December 6<sup>th</sup> Executive Committee Meeting Summary and the November Management Advisory Committee (MAC) Meeting Summary were provided. There were no changes to the December 6<sup>th</sup> Executive Committee Summary.

The Executive Committee discussed the NVTC FY2020 General and Administrative Budget and 2019 Work Plan, which are being presented at tonight's full Commission meeting for action. The Commission will hear public comment on the Work Plan before action is requested.

Ms. Hudgins arrived at 6:26 P.M.

Ms. Cristol moved, with a second by Mr. Letourneau, to approve the FY2020 G&A Budget and 2019 Work Plan and recommend Commission approval of both documents. The vote in favor was cast by Ms. Bulova, Ms. Cristol, Mr. Dorsey, Ms. Hudgins, Mr. Letourneau and Mr. Smedberg.

The committee discussed the February 7<sup>th</sup> Commission meeting, which is scheduled to be held in Richmond, and whether it would be the best use of Commissioners' time to hold the meeting in Richmond with the lack of transit-related legislation for this General Assembly Session. They discussed an alternate option to encourage Commissioners to participate in the Virginia Transit Association's (VTA) Transit Advocacy Day on January 28<sup>th</sup> as well as request a meet and greet meeting with Secretary Valentine for Commissioners on that day. NVTC could then hold committee meetings on February 7<sup>th</sup> in Arlington, which would allow the committees to focus on broader strategic goals and future Commission direction.

Ms. Mattice then quickly reviewed the January 3<sup>rd</sup> Commission Agenda.

The meeting adjourned at 6:55 P.M.



## **Management Advisory Committee**

### **Meeting Summary**

**December 18, 2018**

**1:30-3:00 p.m.**

**In attendance:** Chris Ziemann and Hillary Orr (City of Alexandria), Tim Roseboom (Arlington), Malcolm Watson (Fairfax), Chloe Ritter (City of Fairfax), Bob Brown (Loudoun County), Lucy Gaddis (VRE), NVTC Staff: Kate Mattice, Karen Finucan Clarkson, Nobuhiko Daito, Allan Fye, Patricia Happ, Matt Cheng, Andrew D'huyvetter, Melissa Walker, Jae Watkins, Joey de St. Aubin

**Phone:** Scott Gross and Penny Newquist (Loudoun), Jeff Sykes (Falls Church), Greg Potts (WMATA), Sree Nampoothiri (NVTA), Chuck Steigerwald (PRTC), Fatemeh Allahdoust (VDOT)

### **Introductions**

Tim Roseboom let everyone know about the launch of the new bus route 72 that runs from Shirlington to north Arlington funded by SMART SCALE. ART has redesigned their system map to include the route.

### **Approval November MAC Meeting Summary**

Summary was approved with no comments or corrections.

### **Overview of the January 2019 Commission Meeting Agenda**

Allan Fye reviewed the draft Commission meeting agenda with the committee. He reminded everyone that the location of the meeting is again across the street, as the Navy League undergoes renovations in its conference room.

The Legislative and Policy Committee will have its first meeting of the year on January 3<sup>rd</sup>. Aimee Perron Seibert will give an overview of what has been happening legislatively. NVTC does not have any big asks as it did last year at the General Assembly. Staff and jurisdictions are interested in a delay to implementing changes to DRPT operating assistance, as discussed at TSDAC.

The potential slate for this year's NVTC leadership will be Matt Letourneau for chairman, Katie Cristol as vice-chairman and Sharon Bulova as secretary-treasurer.

The annual Work Plan discussion at the meeting will include an opportunity to receive public comment. The most recent addition to the work plan was inclusion of more description language regarding marketing.

The Commission will be asked to approve a MOA between NVTC and PRTC for the distribution and allocation of I-395 annual transit investment funds. As Kate Mattice explained, this MOA is modeled from the I-66 MOA, the main goal of the program being to benefit the toll-payers. The I-395/95 corridor is

longer than I-66, but goals are the same. The MOA will set forth how the two Commissions will work together to administer the program. The exact start date of toll day one is unknown but may be as early as October 23, 2019. Ms. Mattice encouraged the jurisdictions to think of projects that could be ready to implement by toll day one. The initial program will fund projects up to \$15 million. The kick-off meeting will be January 11<sup>th</sup> of this year. NVTC anticipates holding more of these meetings to ensure that staff and other stakeholders are as prepared and knowledgeable about the program as possible.

#### **Preview of WMATA Interim Committee on December 19**

Andrew D'huyvetter reviewed the agenda for the WMATA Committee meeting that would occur the next morning. The group is expected to have a high-level discussion of the WMATA FY2020 budget. Jennifer Mitchell will attend so they can discuss with DRPT the three percent cap on operating. The group will also review a draft letter on the budget that is expected to be approved at the January Commission meeting and submitted during the WMATA public comment period. Patricia Happ will also present a review of what has occurred with the regional fare payment program and give information on program delays. Matt Cheng will update the group on the summer 2019 Metrorail shutdown south of National Airport.

#### **I-66 Commuter Choice Marketing/TDM Request for Proposals**

Jae Watkins briefed members on the RFP that the Commission will be asked to approve at the January meeting. The goal of the RFP is to conduct a wholistic look at the current TDM outreach and marketing provided by the jurisdictions. NVTC will then use this assessment to see where we can create additional value and stressed that NVTC will not duplicate efforts.

#### **Proposed NVTC Applications for DRPT Demonstration Grant**

NVTC is looking at two potential applications for DRPT grants. One would be transit marketing in Northern Virginia for after the major platform work is completed by WMATA. The audience would not just be WMATA riders, but for other potential transit riders, like VRE.

The other application proposal is to look at a couple of mobile ticketing structures, and to think through what transit systems might want to be involved in.

#### **Regional Partner Update**

WMATA: The FY2020 WMATA budget is out and has been approved for public hearing, which will be opening soon. At the next WMATA Board meeting on January 10<sup>th</sup> there will be a work session on the capital budget. WMATA is still working closely with NVTC on the platform project. Several bus route changes will be happening December 30<sup>th</sup>, which are detailed online.

VRE: VRE is preparing a response to WMATA's discontinuation of the tradition of MARC and VRE riders who were able to flash their tickets to be able to ride the Metrobus. The letter asks WMATA to not discontinue the practice until there is a regional fare payment system or other solution. Greg Potts from WMATA stated that WMATA had received the letter and is preparing a response. They also received a similar letter from the Maryland Transit Authority.

DRPT: DRPT staff were not in attendance but provided an update via an email to Allan Fye. The jurisdictions were reminded that applications for FY2020 grants are due February 1<sup>st</sup>. There is also a webinar tomorrow for grant managers. DRPT asks anyone with questions about their grants to please reach out to DRPT staff.

NVTA: Many standard project agreements have been approved and there are a few more to complete. The funding application deadline for CMAQ/RPST was last week and the staff is now preparing to review the applications.

### **Other Business**

Kate Mattice reminded the group that the DRPT scenarios for allocation will soon be open for public comment. The CTB will then act in February. NVTC will not be taking a position on the operating assistance scenarios but asks that jurisdictions please prepare theirs. Right now, there is general consensus to seek a delay in action to study the financial implications.

The meeting adjourned at 2:26 P.M.

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## **Management Advisory Committee**

### **Meeting Summary**

**January 15, 2019**

**1:30-3:00 p.m.**

**In attendance:** Chris Ziemann (City of Alexandria), Tim Roseboom (Arlington), Joe Swartz (VRE), Clinton Edwards and Todd Horsley (DRPT), NVTC Staff: Scott Kalkwarf, Karen Finucan Clarkson, Allan Fye, Patricia Happ, Matt Cheng, Andrew D’huyvetter, Dan Goldfarb, Melissa Walker, Jae Watkins, Joey de St. Aubin

**Phone:** Penny Newquist and Bob Brown (Loudoun), Chloe Ritter (City of Fairfax), Malcolm Watson (Fairfax County), Greg Potts (WMATA), Sree Nampoothiri (NVTA), Fatemeh Allahdoust (VDOT), Ciara Williams (DRPT)

### **Approval of the December**

The summary was approved.

### **Overview of Committee Meetings**

Allan Fye informed the group that since there were no major legislative avenues that NVTC is following this year that the scheduled February meeting in Richmond is cancelled. Staff and some Commissioners will attend VTA day in Richmond on January 28<sup>th</sup>. Two committee meetings will be held on February 7<sup>th</sup>: Legislative & Policy Committee and the Program Advisory Committee. The Legislative & Policy Committee will focus on a strategic level discussion. NVTC does not have a specific ask of the legislature this year. The Program Advisory Committee will be hearing an update on the I-66 Commuter Choice program, which has an application deadline of January 16<sup>th</sup>, and an overview of the new I-395/95 Commuter Choice program.

The WMATA Committee is scheduled to meet January 16<sup>th</sup> at 8:30 a.m. Andrew D’huyvetter reviewed the agenda and the materials that were sent out to the committee the previous Friday. The main topic will be to discuss the 2019 schedule for the committee and a proposed realignment of the committee to meet the recently changed NVTC By-Laws. There will be five suggested meetings for the year.

### **Commuter Choice Program**

Summary of Applicant Workshop: On Friday, January 11<sup>th</sup> NVTC held an applicant workshop. NVTC explained the program to attendees and used the opportunity to get feedback and answer any questions. The next steps will be to form working groups, create a timeline and assign a point of contact for each organization. Mr. Fye reiterated that the Joint Commission Working Group will come up with one list, not one for each Commission. The goal is to develop a program that serves the entire corridor. This is a 70-year program and the focus must be on the best interests of the corridor, not just jurisdictions. NVTC hopes to hold regular meetings at PRTC, starting this February.

The I-66 Commuter Choice program deadline for this round is tomorrow, January 16<sup>th</sup> at 5:00 p.m. We are expecting twenty applications and \$32 million funding request. Estimated funding for this round is \$20 million. Staff will be meeting this week to scope out the rest of the program, especially the schedule. We

do plan on having a call next year, but at some point, we will go to every other year. As more time goes by we will know the revenue streams better.

### **Regional Partner Updates**

WMATA: The FY20 budget is now available online. Comments will be taken until February 5<sup>th</sup>. There is one public hearing in Virginia, on January 30<sup>th</sup>, the other two are in Maryland and D.C. There will be an update on the Bus Transformation Project on January 24<sup>th</sup>. WMATA plans on posting information about the summer shutdown by the end of February.

VRE: There is an Operations Board meeting this Friday. VRE is issuing a task order for design services for the Alexandria station. A decision has been made to not move forward with a tunnel connecting the King Street-Old Town Metrorail station at this time.

DRPT: DRPT will be advancing their February operating payments by a month, for everyone, not just those receiving federal funding. The FY20 cycle is now open and applications are due February 1<sup>st</sup>. There is a CTB workshop today and SMART SCALE scores are also expected to be released today.

NVTA: The Authority has approved all but one of the standard project agreements. The next one should be approved at the next meeting.

Meeting adjourned at 2:31 p.m.



**NVTC COMMISSION MEETING  
THURSDAY, MARCH 7, 2019  
MAIN FLOOR CONFERENCE ROOM  
2300 Wilson Blvd.  
Arlington, VA 22201**

**7:00 P.M.**

**5:30 P.M. Program Advisory Committee Meeting – First Floor Small Conference Room  
6:00 P.M. Dinner Available for Commissioners and Staff  
6:15 P.M. Executive Committee Meeting – First Floor Small Conference Room**

**AGENDA**

1. Opening Remarks
2. **ACTION ITEM: Approve the Minutes and Meeting Summary**
  - A. Approve the Minutes of the January 3, 2019 NVTC Meeting
  - B. Approve the Meeting Summary of the January 28, 2019 NVTC Meet and Greet Opportunity with the Secretary of Transportation
3. **CONSENT AGENDA (Subject to approval of the Chairman)**
  - A. Approve Resolution #2375: Approve the FY2020 State Transit Assistance Applications to DRPT
  - B. Authorize the Chairman to Send a Letter of Support to DRPT for DASH's Demonstration Project Grant Application for a Mobile Ticketing Pilot
  - C. Approve Resolution #2376: Appoint Elizabeth Bennett-Parker as an Alternate to the Virginia Transit Association's Board of Directors
  - D. Approve Resolution #2377: Delegate Authority NVTC's Executive Director to Execute the VRE Concessionaire Grant Agreements with DRPT
4. Washington Metropolitan Area Transit Authority (WMATA)
  - A. Discussion with WMATA General Manager/CEO Paul Wiedefeld
  - B. Report from the Chair of the WMATA Committee
  - C. Report from the Virginia WMATA Board Members

5. Commuter Choice Program

- A. I-66 Commuter Choice: FY2020 Call for Projects Update
- B. I-395/95 Commuter Choice: Outline of Schedule and Process for the FY2020 Inaugural Program
- C. **ACTION: Authorize the Executive Director to Issue a Request for Proposals for Commuter Choice Technical Support**

6. Legislative Update

7. Virginia Railway Express (VRE)

- A. VRE CEO Report and Minutes
- B. VRE's FY2020-2025 Transit Development Plan

8. Department of Rail and Public Transportation (DRPT)

9. Transit Resource Center

- A. Overview of NVTC's Transit Resource Center
- B. NVTC FY2019 2<sup>nd</sup> Quarter Ridership Report

10. Executive Director Report

- A. Executive Director Newsletter
- B. NVTC Financial Reports