



## MONTHLY COMMISSION MATERIALS

January 2019

## MEETING OVERVIEW – January 3, 2019

### Action Items Include:

- Annual Leadership and Governance Actions (officers, board and committee appointments, and signatories and pension trust designations)
- FY2020 G&A Budget and Work Plan
- RFP for I-66 Commuter Choice Marketing/TDM Needs Assessment
- MOA between NVTC and PRTC for the Distribution and Allocation of the I-395 Annual Transit Investment Funds
- Comments to WMATA on the FY2020 Budget
- Adopt and Refer VRE's FY2019 Revised and FY2020 Recommended Budgets

### Other Meeting Highlights:

- Recognition of 2018 Chairman and Departing Commissioner
- Public Comment on NVTC's Work Plan
- Overview of Prospective DRPT Funding Opportunities
- Reports from the Interim WMATA Committee & Virginia WMATA Board Members
- Report from the Chair of the Legislative and Policy Committee
- Report from the VRE CEO

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**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. - 2<sup>nd</sup> 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



**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** December 20, 2018

**SUBJECT:** Annual Leadership and Governance

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**A. ACTION ITEM: Approve the Recommended Slate of Officers for 2019**

At the January meeting the Commission will be asked to approve the recommended slate of officers for 2019. The Executive Committee has recommended the following slate of officers:

Matt Letourneau, Chair  
Katie Cristol, Vice-Chair  
Sharon Bulova, Secretary-Treasurer

**B. ACTION ITEM: Approve a Resolution Commending Paul Smedberg for His Service as 2018 Chairman**

Outgoing Chairman Paul Smedberg will be recognized at the January meeting for his outstanding leadership during 2018. A resolution of commendation will be presented to him at the meeting. As was announced at the NVTC-PRTC Joint Legislative Briefing on December 10<sup>th</sup>, [Secretary of Transportation Shannon Valentine selected Mr. Smedberg](#) to replace Jim Corcoran as the Commonwealth's appointed principal director on the Washington Metropolitan Area Transit Authority (WMATA) Board. In this new role, he will continue to serve as an NVTC Commissioner.

**C. ACTION ITEM: Approve a Resolution Commending Jim Corcoran on His Departure from NVTC**

At the January meeting Jim Corcoran will be recognized for his service on NVTC and as the Commonwealth's appointed principle director on the WMATA Board of Directors.

**D. ACTION ITEM: Approve [Resolution #2372](#): Selection of NVTC Representatives to Various Boards**

At the January meeting the Commission will be asked to approve the nominations to serve on the WMATA, Virginia Railway Express (VRE) and Virginia Transit Association (VTA) Boards. The resolution affirms the appointments of the WMATA Board members and their terms. Member terms and requirements are subject to the Code of Virginia §33.2-1907.4. VRE Operations Board appointments are selected by each VRE jurisdiction and then appointed by NVTC. Some of these

actions may be contingent on subsequent action by local boards and councils as their NVTC appointments may not be known by January 3, 2019.

**E. ACTION ITEM: Approve the Recommended NVTC Committee Membership**

At the January meeting the Commission will be asked to approve the recommended appointments to NVTC's committees, including Executive Committee, WMATA Committee, Legislative and Policy Committee, and Programs Advisory Committee. The By-Laws determine the membership of the Executive Committee and also speak to the make-up of the other committees. Some of these actions may be contingent on subsequent action by local boards and councils as their NVTC appointments may not be known by January 3, 2019. The attached [2019 NVTC Committee and Board Appointments](#) reflects the recommended appointments as of December 20, 2018. It will be updated as a Blue Item with the remaining names for the January meeting.

**F. ACTION ITEM: Approve [Resolution #2373](#): Designation of NVTC Signatories and Pension Trustees**

The Commission each January authorizes its executive director, director of finance and administration, and the newly elected secretary-treasurer to serve as signatories for financial transactions exceeding \$5,000. These persons plus the NVTC assistant financial officer are selected to serve as NVTC's employees' pension trustees. The resolution will be updated for its final version with the name of the secretary-treasurer after the election of officers. Sharon Bulova has been nominated to serve as the secretary-treasurer for 2019.



### RESOLUTION #2372

**SUBJECT:** Selection of NVTC Representatives to Various Boards

**WHEREAS:** NVTC is empowered to make appointments to the Board of Directors of the Washington Metropolitan Area Transit Authority (WMATA), the Virginia Railway Express (VRE) and the Virginia Transit Association (VTA);

**WHEREAS:** Some of NVTC's jurisdictions may not formally appoint their NVTC members prior to NVTC's January meeting and some may not be ready with recommendations for appointment to various boards; and

**WHEREAS:** Secretary Shannon Valentine has designated Paul C. Smedberg to be the Secretary's designee on NVTC and the WMATA Board to fill the unexpired term of Jim Corcoran, and Mr. Smedberg's appointment became effective January 1, 2019, with the term expiring January 4, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby appoints and confirms the following persons to serve as principals and alternates to the WMATA Board of Directors, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2019 and their recommendations for members of the various boards:

#### **WMATA Board of Directors:**

##### Principals

Paul C. Smedberg  
(Commonwealth Appointee)  
Term expires 01-04-2022

Christian Dorsey  
(NVTC Appointee)  
Term expires 01-05-2021

##### Alternates

Catherine Hudgins  
Term expires 01-09-2020

Matthew F. Letourneau  
Term expires 01-03-2023

**BE IT FURTHER RESOLVED** that NVTC hereby appoints the following persons to serve on the VRE Operations Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2019 and their recommendations for members of the various boards:

#### **VRE Operations Board:**

##### Principals

Sharon Bulova  
John C. Cook  
Katie Cristol  
\_\_\_\_\_ (Alexandria)

##### Alternates

Jeffrey C. McKay  
  
Libby Garvey  
\_\_\_\_\_ (Alexandria)

**BE IT FURTHER RESOLVED** that NVTC hereby appoints the following persons to serve on the Virginia Transit Association Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2019 and their recommendations for members of the various boards:

**Virginia Transit Association Board:**

Principals

David F. Snyder

Katherine A. Mattice

Alternates

Katie Cristol

\_\_\_\_\_

Approved this 3<sup>rd</sup> day of January 2019.

\_\_\_\_\_

Chairman

\_\_\_\_\_

Secretary-Treasurer



– Proposed for 01-03-19 Commission Action –

## 2019 NVTC COMMITTEE AND BOARD APPOINTMENTS

### NVTC EXECUTIVE COMMITTEE

Chair, Matt Letourneau  
 Vice-Chair, Katie Cristol  
 Secretary-Treasurer, Sharon Bulova  
 WMATA Committee Chair, Catherine Hudgins  
 Legislative & Policy Committee Chair, David Meyer  
 Program Advisory Committee Chair, David Snyder  
 General Assembly Member, Sen. Adam Ebbin

#### *Non-Voting Members:*

WMATA Principal Member, Paul Smedberg  
 (Commonwealth Appointee)  
 WMATA Principal Member, Christian Dorsey  
 (NVTC Appointee)

### NVTC WMATA COMMITTEE

Chair, WMATA Alternate Member, Catherine Hudgins  
 WMATA Principal Member, Christian Dorsey  
 WMATA Principal Member, Paul Smedberg  
 WMATA Alternate Member, Matt Letourneau  
 Commission Members:  
 (drawn from member jurisdictions in a representative manner)  
 City of Falls Church, David Snyder  
 City of Fairfax, David Meyer  
 City of Alexandria, TBD

### NVTC LEGISLATIVE AND POLICY COMMITTEE

Chair, David Meyer  
 Commission Members:  
 (drawn from member jurisdictions in a representative manner)  
 City of Alexandria, TBD  
 Arlington County, Libby Garvey  
 City of Falls Church, David Snyder  
 Fairfax County, Jeff McKay  
 Loudoun County, Matt Letourneau

#### *Non-Voting Member:*

General Assembly Member, Sen. Adam Ebbin

### NVTC PROGRAM ADVISORY COMMITTEE

Chair, David Snyder  
 Commission Members:  
 (drawn from member jurisdictions in a representative manner)  
 City of Alexandria, TBD  
 Arlington County, Libby Garvey  
 City of Fairfax, David Meyer  
 Fairfax County, John Foust  
 Loudoun County, Ron Meyer

### NVTC'S WMATA BOARD OF DIRECTORS

#### **Principals:**

Paul Smedberg  
 (Commonwealth Appointee)  
 Term expires 01-04-2022

Christian Dorsey  
 (NVTC Appointee)  
 Term expires 01-05-2021

#### **Alternates:**

Catherine Hudgins  
 Term expires 01-09-2020

Matt Letourneau  
 Term expires 01-03-2023

### NVTC'S VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD \*

#### **Principals:**

Fairfax County:  
 Sharon Bulova  
 John Cook

City of Alexandria:  
 TBD

Arlington County:  
 Katie Cristol

#### **Alternates:**

Fairfax County:  
 Jeff McKay

City of Alexandria:  
 TBD

Arlington County:  
 Libby Garvey

### NVTC'S VIRGINIA TRANSIT ASSOCIATION BOARD OF DIRECTORS

#### **Principals:**

David Snyder  
 Kate Mattice

#### **Alternates:**

Katie Cristol  
 TBD

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**RESOLUTION #2373**

**SUBJECT:** Designation of NVTC Signatories and Pension Trustees

**WHEREAS:** The Honorable \_\_\_\_\_ has been elected Secretary-Treasurer of NVTC for 2019; and

**WHEREAS:** NVTC desires that the person holding the office of Secretary-Treasurer be designated as an official signatory as well as a pension trustee.

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

Hon. _____	Secretary-Treasurer
Katherine A. Mattice	Executive Director
Scott C. Kalkwarf	Director of Finance and Administration

**BE IT FURTHER RESOLVED** that the individuals listed above shall serve as NVTC employees' pension trustees, with the addition of NVTC's Assistant Financial Officer, Colethia Quarles.

Approved this 3<sup>rd</sup> day of January 2019.

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Chairman

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Secretary-Treasurer

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**MINUTES**  
**NVTC COMMISSION MEETING – DECEMBER 6, 2018**  
**SECOND FLOOR CONFERENCE ROOM – 2311 WILSON BLVD.**  
**ARLINGTON, VIRGINIA**

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Smedberg at 7:19 P.M.

**Members Present**

Sharon Bulova  
John Cook  
Jim Corcoran  
Katie Cristol  
Christian Dorsey  
Adam Ebbin  
John Foust  
Libby Garvey  
Catherine Hudgins  
David LaRock  
James M. LeMunyon  
Matt Letourneau  
Tim Lovain  
David Meyer  
Ron A. Meyer  
Jennifer Mitchell (Alternate, Commonwealth of Virginia)  
M. David Skiles  
Paul Smedberg

**Members Absent**

Jeff McKay  
David Snyder  
Raul “Danny” Vargas

**Staff Present**

Kate Mattice, Executive Director  
Matt Cheng  
Karen Finucan Clarkson  
Nobuhiko Daito  
Joey de St. Aubin  
Andrew D’huyvetter  
Allan Fye  
Rhonda Gilchrest  
Dan Goldfarb  
Patricia Happ  
Scott Kalkwarf  
Andrew Roy  
Aimee Perron Siebert  
Jae Watkins  
Steve MacIsaac (counsel)  
Doug Allen (VRE)  
Joe Swartz (VRE)

### Opening Remarks

Chairman Smedberg welcomed everyone to the December 6<sup>th</sup> meeting. On behalf of the Commission, he thanked Carr Properties for allowing NVTC to use their conference room for the months of December and January, while the Navy League space is being renovated.

Chairman Smedberg stated that in preparation for the January meeting, the Executive Committee is seeking nominations for 2019 officers, appointees to boards, and committee membership. If Commissioners would like to be considered for one of these positions, they should contact him. The Executive Committee will present a recommended slate of officers and board and committee appointments at the January meeting. With NVTC's new By-Laws, nominations are being sought for the following positions:

1. Officers – chair, vice-chair, and secretary-treasurer
2. Members of the WMATA Committee, Program Advisory Committee, and Legislative and Policy Committee
3. Appointments to the Virginia Transit Association Board

Chairman Smedberg explained that the VRE Operations Board appointments are selected by each VRE jurisdiction, but those appointed must be NVTC Commissioners. NVTC's four WMATA Board appointments will serve on the WMATA Committee and the two principal WMATA appointments will also serve on the Executive Committee as non-voting members.

### Recognition of Departing Commissioners

Chairman Smedberg stated that there are two departing Commissioners that he would like to recognize. Tim Lovain did not seek re-election to the Alexandria City Council, so this is his last NVTC meeting. Chairman Smedberg read aloud the Resolution of Commendation prepared for Mr. Lovain. (A copy of the resolution is attached.) On behalf of the Commission, Chairman Smedberg presented Mr. Lovain with the resolution and a trophy award in recognition of his service on NVTC. Mr. Lovain thanked the Commission and stated it has been an honor to serve alongside his colleagues at NVTC.

Chairman Smedberg also noted that Jennifer Wexton is leaving NVTC to assume her new role as a Representative to the United States Congress. Although she was not able to attend tonight's meeting since she is participating in a new member orientation, he read her Resolution of Commendation into the record (a copy of the resolution is attached). The resolution and trophy award will be sent to Senator Wexton.

### Minutes of the November 1, 2018 NVTC Commission Meeting

Ms. Cristol moved, with a second by Ms. Bulova, to approve the minutes. The vote in favor was cast by Commissioners Bulova, Cook, Corcoran, Cristol, Dorsey, Ebbin, Garvey, Hudgins, LaRock, LeMunyon, Lovain, David Meyer, Ron Meyer and Smedberg. Mr. Letourneau abstained.

## Consent Agenda

Chairman Smedberg presented the Consent Agenda Items for approval:

- A. Approve the 2019 Meeting Schedule
- B. Authorize the Executive Director to Amend the I-66 Commuter Choice Technical Consulting Support Services Contract

Ms. Mattice stated that the 2019 Meeting Schedule includes a date change for the July meeting, from the 4<sup>th</sup> to the 11<sup>th</sup> due to the federal holiday. The November 7<sup>th</sup> meeting date is also subject to change, so Commissioners are being asked to hold November 14<sup>th</sup> as well.

Mr. Skiles arrived at 7:29 P.M.

Mr. LeMunyon asked about NVTC's ability to webcast the meetings. Ms. Mattice reminded Commissioners that as part of the renovations of the Navy League conference room space, upgrades are being made to the audio-visual technology. She stated staff has been waiting for the technical specifications being provided by the Navy League. She will report back to the Commission, as well as whether NVTC would need to invest in above and beyond what is being upgraded to accommodate webcasting. The renovations are expected to be completed by NVTC's March meeting. Mr. Cook expressed his opinion that it is important to webcast, and a simple temporary solution is to use an I-Phone on a tripod.

Mr. Foust arrived at 7:32 P.M.

Mr. LeMunyon also asked about the joint meeting required by HB1285 (LaRock). Ms. Mattice stated that NVTC staff is working with the Northern Virginia Transportation Authority (NVTA), Virginia Railway Express (VRE) and the Commonwealth Transportation Board, to hold a joint meeting in the spring of 2019, in coordination with the CTB meeting that is held in Northern Virginia. Ms. Mitchell stated that she believes that meeting will occur in May.

Mr. Letourneau moved, with a second by Ms. Garvey, to approve the Consent Agenda. The vote in favor was cast by Commissioners Bulova, Cook, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, David Meyer, Ron Meyer, Skiles and Smedberg.

## FY2018 NVTC Audited Financial Statements

Chairman Smedberg introduced Mike Garber, Partner at PBMares LLP., NVTC's audit firm. Mr. Garber reported that he met with the Executive Committee (serving as the Audit Committee) prior to the Commission meeting to review the audit in detail. He stated that PBMares 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. He reviewed the audit documents presented to the Commissioners.

In response to a question from Chairman Smedberg, Mr. Garber explained that PBMAres also conducted audits for VRE and PRTC. NVTC and PRTC's financial statements include VRE financial information as well, since the Commissions co-own VRE. He also noted that this is the first year the audit includes the new I-66 Commuter Choice fund which had just over \$3 million in expenditures in FY2018.

Mr. LeMunyon asked about what PBMAres uses as its materiality threshold. Mr. Garber responded that PBMAres sets materiality by specific funds and the threshold dollar amount is not publicly disclosed, but he would be happy to provide it separately to Mr. LeMunyon.

Mr. Skiles moved, with a second by Ms. Bulova, to accept the FY2018 Audited Financial Statements and Compliance Reports and to authorize staff to release the information to the member jurisdictions, regulatory agencies, and the public. The vote in favor was cast by Commissioners Bulova, Cook, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, David Meyer, Ron Meyer, Skiles and Smedberg.

### I-395 Express Lanes Project

Overview of the I-395 Express Lanes Project (VDOT/DRPT Briefing). Ms. Mattice reminded Commissioners that last December NVTC approved a Memorandum of Agreement with the Commonwealth to receive (along with PRTC) \$15 million a year for projects that benefit the toll payers. She stated that the I-395 program is intended to be much like the I-66 Commuter Choice Program. NVTC and PRTC expect to go "on line" with this new program at the end of next year.

Ms. Mattice introduced VDOT's Megaprojects Director Susan Shaw, who will brief the Commission on the I-395 Express Lanes construction. Todd Horsley from DRPT will follow with an update on the recently-completed I-395/95 Transit/Transportation Demand Management (TDM) Study, which identifies projects that may be good candidates for funding. Ms. Mattice stated that NVTC expects to use DRPT's report as a resource as the program rolls out.

Ms. Shaw stated that in June 2017 the Virginia Department of Transportation (VDOT) entered into an agreement with 95 Express Lanes, LLC, for the extension of approximately eight miles of HOT lanes between Turkeycock Run (near Edsall Road) and the vicinity of Eads Street in Arlington. Construction began in August 2017 to convert the two existing High Occupancy Vehicle (HOV) lanes to express lanes and a third lane is being added, providing three reversible express lanes. It is projected that time savings will be an average 6-8 minutes or 15 percent in general purpose lanes. Increased capacity will reduce the potential for congestion-related crashes. It is anticipated that traffic volumes will increase by 35-50 percent.

Ms. Shaw reviewed the construction status of the Express Lanes. The Pentagon south parking area will be reconfigured to enhance circulation for transit buses and carpools. She also reviewed the Transportation Management Plan, which coordinated supplemental transit (bus) service, including Metrobus and OmniRide. Other parts of the plan include employer telework program incentives, a permanent Pentagon commuter store, and vanpool and carpool incentives.

Ms. Shaw explained that as a part of the agreement, 95 Express Lanes LLC agreed to provide the Commonwealth with an annual payment for transit services of \$15 million per year, escalating by 2.5 percent per year, beginning on the commencement of tolling through the life of the 70-year agreement. The initial \$15 million payment will be due when Express Lanes service begins in late fall 2019.

Senator Ebbin stated that with major Metrorail shutdowns coming next summer, he asked if segments north of Huntington or King Street will be open. Ms. Shaw stated that they will not be completed by then. It is difficult to open segments because testing is needed for the entire system. However, the builder is motivated to complete the project because that means revenue will start flowing. Final completion is expected by October 2019.

Regarding enforcement on toll lanes, Mr. Letourneau asked about the rationale of broadcasting targeted enforcement. Ms. Shaw stated that it is to encourage honest commuting and data can be collected to make comparisons with other days. There still continues to be regular enforcement. Mr. Ron Meyer expressed concern about single drivers who drive with their transponders turned to HOV. He encouraged VDOT to look for technology solutions to identify violators. Senator Ebbin asked about the fines for violators and if there is judicial appeal or discretion. Ms. Shaw stated she can research this information.

Mr. Horsley stated that to align with the opening of the new Express lanes, DRPT conducted a study to identify a comprehensive, fiscally unconstrained, set of transit and Transportation Demand Management (TDM) investments on which future toll revenues from the I-395 Express Lanes could be spent. The study identified potential projects such as new and expanded bus and rail transit services, transit capital projects, commuter parking facilities, TDM program enhancements, and technology improvements that support transit and TDM – all with the intent of maximizing person throughput along the corridor. Many of these projects may be strong candidates for funding under the annual transit payment. The Key Stakeholder Group did not make decisions on projects to be funded by the annual transit payments. The cumulative project list totals \$6.6 billion in capital needs and \$140 million in annual operating costs (2016 costs).

Mr. Horsley stated it is expected that DRPT will include the initial funding program established by NVTC and PRTC in the FY2021 Six-Year Improvement Program (SYIP) to be approved by the CTB in spring 2020.

Senator Ebbin asked for a future presentation on how the Amazon Headquarters announcement impacts other projects and financing. DRPT Director Mitchell stated she would be happy to provide more information but she suggested after the General Assembly Session since there are many moving parts right now. Ms. Cristol stated that in the meantime the Northern Virginia Transportation Authority (NVTA) compiled some

useful information about regional funding commitments for projects near National Landing, which can be circulated to Commissioners.

Memorandum of Agreement between NVTC and PRTC for the Distribution and Allocation of I-395 Annual Transit Investment Funds. Chairman Smedberg noted that at the January meeting the Commission will be asked to approve a Memorandum of Agreement (MOA) with PRTC that outlines the distribution and allocation of the annual transit payment under the I-395 Express Lanes project. Ms. Mattice explained that a draft of the MOA has been developed for review and consideration. This agreement would allow for the annual transit investment (ATI) funds to be administered under a joint arrangement, reducing program administration costs and facilitating greater regional cooperation in the selection of projects.

Ms. Mattice stated that through a separate Memorandum of Agreement between the Commonwealth (CTB, VDOT, DRPT) and NVTC and PRTC, the Commonwealth agreed to provide \$15 million annually to NVTC and PRTC to administer a program that funds multimodal projects along the I-395/95 Express Lanes corridor. There is a 2.5 percent annual escalation. The agreement includes the opportunity for NVTC and PRTC to mutually agree on a joint approach for selecting projects. The proposed MOA between NVTC and PRTC would allow the Commissions to collectively select projects, subject to the approval of the Commonwealth Transportation Board. PRTC has asked NVTC staff to administer the program and then the two Commissions jointly decide on the Program of Projects to fund.

Ms. Mattice explained that the agreement proposes an allocation approach that would proportion annual funding based upon the populations of jurisdictions along the corridor. For NVTC, the population calculation is proposed to include the counties of Fairfax and Arlington and the City of Alexandria. For PRTC, the population calculation is proposed to include the counties of Prince William, Stafford, and Spotsylvania and the City of Fredericksburg. The agreement permits NVTC and PRTC to develop an alternate funding approach, subject to approval by the Commonwealth.

Ms. Mattice stated that eligible applicants include all NVTC and PRTC jurisdictions and any public transit providers that serve those jurisdictions. Eligible projects would include transit capital and operations, park and ride lots, Transportation Demand Management (i.e., carpool/vanpool, transit incentives), and roadway operational improvements. Metrorail, Metrobus, and the Virginia Railway Express operations and capital are specifically called out as eligible projects in the proposed agreement.

As with the I-66 Commuter Choice Program, all projects would be required to benefit the toll payers of the corridor. Under the agreement with the Commonwealth, the corridor is inclusive of the entire I-395/95 37-mile Express Lanes corridor. Ms. Mattice then reviewed the key elements of the MOA, which are similar to the elements of the I-66 Commuter Choice Program.

Mr. LeMunyon asked if the I-395 Commuter Choice Program can be synchronized with the I-66 Commuter Choice Program. Ms. Mattice stated that there may be interest in having projects in place by Toll Day One. The intent is to bring the Call for Projects in the spring to align with the Commonwealth's SYIP. Staff has been talking internally about

whether it makes sense to alternate years between I-66 and I-395 call for projects. Mr. LeMunyon stated that NVTC needs to encourage NVTa to sync its call for projects at the same time, so the public can see everything all at once. Ms. Mattice stated that NVTC will likely align the Commuter Choice call for projects in the spring to meet the schedule requirements for CTB approval of the projects in its Six Year Improvement Program approved each year in June.

### Proposed FY2020 G&A Budget and 2019 Work Plan

Mr. Kalkwarf stated that the proposed FY2020 NVTC General and Administrative Budget and 2019 NVTC Work Plan have been reviewed by jurisdiction staff and were discussed by the Executive Committee. Both will be brought back for action at the January meeting, which will include a public comment period on the Work Plan. He stated that the proposed budget totals \$3,674,500, including \$1,200,000 for the administration of the I-66 and I-395 Commuter Choice Programs. Exclusive of Commuter Choice Program costs, the preliminary budget proposes an increase of 4.5 percent from NVTC's FY2019 G&A budget.

Mr. Kalkwarf stated that the preliminary FY2020 G&A budget includes resources to accomplish the NVTC Work Plan, including the administration of the I-66 and the I-395 Commuter Choice Programs, oversight of WMATA, and increased financial management activities. Total expenses are proposed to increase by \$506,800, or 16.0 percent over the approved revised FY2019 budget. Of this increase, \$400,000 is for administration of the Commuter Choice Programs and is funded by toll revenues, leaving a net increase of \$106,800, or 4.5 percent, over the approved revised FY2019 budget for the balance of NVTC's operating program.

Mr. Kalkwarf stated that the increase in the Commuter Choice Program budget is due entirely to resources that will support the administration of the new I-395 program. Costs include contracted services for technical and outreach support. The budget assumes NVTC will administer the program for NVTC and PRTC, and that the first call for projects will be issued during FY2020. The anticipated costs of programs will be included in the Program of Projects for submission to the CTB for toll revenue funding.

Mr. Kalkwarf stated that the budget includes two new positions: 1) A new junior level staff assistant position to provide support to NVTC's financial and other staff; and 2) A new I-395 Commuter Choice Project Manager. Payroll and related costs for this position will be toll revenue funded. The budget also includes a provision for performance-based increases for existing staff.

Ms. Mattice stated that it is important with 23 project agreements for the I-66 Commuter Choice Program, to make sure NVTC has the appropriate staff levels to successfully administer the program. With the I-395 program starting, this is crucial. As for the Work Plan, she stated the highlights include work on the I-395 program and NVTC's new committee structure.

Mr. LeMunyon stated that the Work Plan does not seem to have initiatives to get more people on Metro trains. Ms. Mattice stated that the budget does not include resources for

large scale marketing. Mr. LeMunyon stated that the Commonwealth just handed over a large chunk of money for WMATA, but it will be tough to go back to Richmond and explain spending all that money and people are not riding the trains. He expressed his surprise to see this not more emphasized in NVTC's Work Plan. Mr. Dorsey provided some ridership statistics showing that Metrorail ridership is improving overall. Mr. Corcoran stated that Metrobus ridership is still low. Some of this will be addressed in the WMATA report.

Mr. Letourneau addressed Mr. LeMunyon's point and stated that the issue is NVTC's budget is well constrained by the member contributions and the revenues received. He recalled past discussions regarding marketing and staff received pushback from some Commissioners on spending funds on marketing. In his opinion, if NVTC wants to do more marketing, the funds would need to come from some source to do it. Some individual jurisdictions are doing marketing initiatives to encourage Metro ridership. It really comes down to what funding the jurisdictions would decide to give to NVTC to do more marketing. Chairman Smedberg also noted WMATA is doing major marketing.

Mr. LeMunyon asked if I-66 toll revenue could be used for this purpose. Ms. Mattice explained that toll revenues must benefit the I-66 toll payers. Ms. Bulova suggest including language in the Work Plan for NVTC to support WMATA's efforts to win back riders. She also pointed out that there will be major shutdowns on Virginia Metro lines, so timing of marketing will be important. Mr. LeMunyon stated initiatives such as buying down parking fees at West Falls Church and Vienna would be a win-win situation. Mr. Ron Meyer stated parking buy-downs would benefit Silver Line riders.

In response to a question from Mr. Ron Meyer, Ms. Mattice further explained what is covered under the outreach line item of the Commuter Choice Program. At the direction of the Commonwealth, NVTC is scoping out a needs assessment and what NVTC can do to add value to what the jurisdictions are already doing for marketing.

Ms. Garvey stated that there was a concerted effort to work with WMATA in a coordinated fashion. Mr. Cook expressed his opinion that NVTC has a role in oversight of and coordination with WMATA but not to do WMATA's advertising. However, he does see the role of NVTC's WMATA Committee looking at what WMATA is doing to encourage riders to come back and make comments if appropriate. Since bus service is down for all agencies, NVTC could make an effort to encourage bus ridership overall.

Senator Ebbin thanked staff for including a spring tour for legislators in the Work Plan. He also asked about the closures of Metro service next summer and if NVTC can play an oversight role in making sure its WMATA Board members are conveying what is needed for next summer's closures. He observed that WMATA will lose riders and whether they come back will be linked to what alternatives or incentives are provided.

Chairman Smedberg stated that the Work Plan will be brought back at the January meeting for public comment and action by the Commission.



### Report from the Chair of the Legislative and Policy Committee

Ms. Cristol, Chair of the Legislative and Policy Committee, stated that the Commission was presented with the proposed NVTC 2019 Legislative and Policy Agenda at last month's meeting. There are no new "asks" of the General Assembly for this coming Session, but the document includes some long-term initiatives, such as restoring regional transportation funding and addressing the future state capital fiscal cliff. The federal legislative initiatives include dedicated funding for WMATA (PRIIA), which will expire next year and will leave a \$300 million annual gap. Also, the federal transit program (and highway program) will expire in 2020. The infrastructure package is also of interest.

Ms. Cristol moved, with a second by Senator Ebbin, to adopt the 2019 Legislative and Policy Agenda.

Mr. Skiles stated that depending on how a potential internet sales tax is structured and with the enactment clause of HB2313, it could result in a \$100 million hit to transportation funding. NVTC and NVTa should closely monitor this. Ms. Siebert agreed and assured Commissioners that it will be closely monitored.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Bulova, Cook, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, LaRock, Letourneau, Lovain, David Meyer, Ron Meyer, Skiles and Smedberg. Mr. LeMunyon abstained.

Ms. Cristol encouraged everyone to attend the Joint NVTC-PRTC Legislative Briefing on Monday, December 10<sup>th</sup> at the Embassy Suites Hotel in Springfield (different location from previous years). NVTC has already received close to 100 rsvp's thus far. She announced that Matt Kelly, the CEO of JBG Smith, has agreed to participate as the keynote speaker to talk about the role of transportation in the Amazon HQ2 decision. There will also be a regional transit leader panel moderated by Jennifer Mitchell, with Paul Wiedefeld (WMATA), Doug Allen (VRE), Bob Schneider (OmniRide) and Kate Mattice (NVTC).

### Washington Metropolitan Area Transit Authority

Report from the Interim WMATA Committee. Chairman Smedberg reported that the November 8<sup>th</sup> Interim WMATA Committee meeting was cancelled. The next meeting is scheduled for December 19<sup>th</sup>. Chairman Smedberg stated that there are no WMATA-related NVTC action items this month.

Report from the Virginia WMATA Board Members. Mr. Corcoran reported that the WMATA General Manager introduced the proposed FY2020 budget last month. The jurisdictions came back with questions on the operating budget and held a question and answer session. There will be another question and answer session next week and then another in January on the capital budget. Some criteria guiding the budget include the three percent cap on subsidy, no fare increases, no service cuts, no change in hours of service, and a better Rush Hour Promise. Some proposed enhancements include a flat fare on weekends, marketing more passes, and extending the Yellow and Red lines. He reviewed the parking recommendations, which include returning to free parking on the

weekends (but non-riders will be charged) and collecting parking fees earlier in the morning. Two stations will reduce parking fees as a pilot, one of which is West Falls Church. For regional and special events, WMATA is considering giving the General Manager the ability to charge for special rate parking.

Mr. Ron Meyer asked when was the last time WMATA conducted a pricing study. Mr. Corcoran responded that it is done on a regular basis. He offered to obtain a copy and provide it to NVTC. Mr. LeMunyon asked if there are ridership assumptions in the budget and he would be interested in seeing those assumptions.

Mr. Dorsey reported that the District of Columbia City Council voted to move forward to decriminalize fare evasion. Currently, in Virginia, Maryland and the District of Columbia, not paying a fare on a transit bus or train is a criminal offense. DC's measure would now make it a civil offense punishable by a \$50 fine in the District. There was a pretty broad effort in DC, including many different advocacy groups citing issues related to racial disparity and police standards, that influenced the council to decriminalize fare evasion. Mr. Dorsey stated that the WMATA Board took a unanimous assertive posture to oppose this action. From a rational basis, fare evasion, despite being relatively benign, is theft or stealing, which is punishable by a criminal offense. To take it out of the realm of a criminal offense will have disastrous consequences for WMATA. The agency expects on Metrobuses alone it will result in a loss of \$25 million in uncollected fares and could lead to more crime. WMATA fare evasion data is more readily available for buses because drivers have a button to log every instance where passengers fail to pay.

Mr. Dorsey stated that the WMATA Board wants to know how the District plans to offset the tens of millions of dollars of projected additional expense for WMATA in FY2020 without shifting the burden of subsidy increases to the other jurisdictions (Virginia and Maryland). Ms. Garvey observed that in essence the District of Columbia has decided that Virginia and Maryland will subsidize their residents, which certainly creates jurisdictional unfairness.

Commissioners then had a lengthy discussion about this issue and the impact on Virginia. Mr. Letourneau stated he doesn't think DC Mayor Bowser has signed this legislation yet and asked if NVTC should take any action to convey to her the impact on the other jurisdictions and that this could jeopardize jurisdictional relationships in the future.

Mr. Ron Meyer moved to authorize the Executive Committee to work with the executive director to draft and send a letter to Mayor Bowser expressing NVTC's concerns regarding the D.C. Council's vote to decriminalize fare evasion. Ms. Garvey seconded the motion.

Ms. Cristol asked for the WMATA Board members to weigh in on the merits of a letter. Mr. Dorsey stated that NVTC is on good ground to describe this as not being in the spirit Mayor Bowser has engaged in regional problems over the past few years. Mr. Corcoran asked Ms. Mitchell if the Commonwealth has an opinion on this. Ms. Mitchell stated that she does not want to interpret if this action would jeopardize the three percent cap, but if it results in revenue loss or increased costs, it could potentially impact the cap.

Mr. Foust stated that he does not support the motion since decriminalization as a public policy is good. He hasn't heard a compelling argument that this will result in significant loss of revenue. For toll evaders on a toll road, like the Dulles Toll Road, it is a civil penalty and people pay a fine; it's not a criminal offense. He expressed his opinion that NVTC should stay out of it.

Senator Ebbin wondered how many people are being charged more than \$50 fine and what fines are given in Maryland and Virginia. Delegate LaRock asked about enforcement by Metro police and noted that in his view, enforcement is something WMATA can control. A fine of \$50 seems adequate. He asked if WMATA plans to ramp up enforcement. Mr. Dorsey stated that part of the complexity is that most of the citations are on the rail side. On bus, there are no Metro police on the bus. Currently, there is not much of a deterrent on bus and the fear is that people will now do it with impunity.

Mr. David Meyer asked if there is a correlation between fare evaders and more serious crimes. Mr. Corcoran stated that there is antidotal data. In the last few years there has been a focus on fare evasion and data shows that crime has decreased on Metro. Mr. Dorsey stated that the challenge is to make sure WMATA policies are not discriminatory.

Mr. Skiles asked for clarification of the motion and if there is time to bring the letter back to the Commission. Mr. Letourneau stated that the motion is to authorize the Executive Committee to send NVTC's concerns about the policy to Mayor Bowser and cite past cooperation and Virginia's concerns moving forward how this impacts the other jurisdictions. Timing does not allow it to come back to the Commission, but the letter can be circulated to Commissioners after it is sent.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Bulova, Cook, Corcoran, Cristol, Dorsey, Ebbin, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, David Meyer, Ron Meyer, Skiles and Smedberg. Mr. Foust voted in opposition.

### Regional Bus Agenda Fall Update

Mr. Goldfarb stated that building on the initial work staff did on the Regional Bus Agenda during 2014-2017, staff is now focused on ways to support jurisdictions' planning needs and add value to regional planning activities. This effort is now referred to as Regional Bus Agenda 2.0, which includes three initiatives -- the Envision Route 7 Bus Rapid Transit (BRT) project, regional BRT analyses across Northern Virginia, and a new NVTC Bus Transit Database. He explained that the Transit Boarding Estimation and Simulation Tool (TBEST) is a direct demand modeling tool that provides short-range forecasting and can evaluate changes in service. NVTC is currently working with the City of Alexandria on their transit vision plan. NVTC staff has done a test run of the initial routes and now is waiting for additional information from the consultant. The results will be shared with the City of Alexandria. NVTC will begin working with Fairfax County starting in December on two service areas. He explained that this is an added-value service NVTC provides to the jurisdictions. Next steps include identifying funding sources, continuing development of data and forecasting tools, and initiating a preliminary evaluation of regional BRT corridors.

## Virginia Railway Express

VRE CEO Report. Mr. Allen reported that the Positive Train Control (PTC) deadline is just weeks away (December 31, 2018). However, software has been delayed two weeks. VRE already filed for an extension in case it is needed. These are issues out of VRE's control.

Mr. Allen also reported that on-time performance (OTP) for October was good with ridership around 20,000. As part of the budget process, VRE conducted public hearings on the proposed fare increase, but they were lightly attended. He also reported that VRE is continuing to work on the Crystal City station relocation. This project is well positioned to be part of the new Amazon headquarters. This weekend VRE will run Santa trains on Saturday, December 8<sup>th</sup>. VRE is also collecting toys for the Marine Corps Toys for Tots drive.

VRE's Comprehensive Annual Financial Report (CAFR). Ms. Bulova reported that PBMAres has issued an unmodified opinion that the VRE financial statements, in all material respects, fairly and accurately present the financial position of VRE. Resolution #2370 accepts the VRE's FY2018 CAFR and authorizes the VRE CEO to forward the documents to interested groups, firms and members of the public.

Ms. Bulova moved, with a second by Mr. David Meyer, to approve Resolution #2370 (copy attached). The vote in favor was cast by Commissioners Bulova, Cook, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, Lovain, David Meyer, Ron Meyer, Skiles and Smedberg. (A copy of the resolution is attached.)

VRE 2019 Legislative Agenda. Ms. Bulova moved, with a second by Mr. David Meyer, to approve Resolution #2371, which approves VRE's 2019 Legislative Agenda. The vote in favor was cast by Commissioners Bulova, Cook, Corcoran, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, Letourneau, Lovain, David Meyer, Ron Meyer, Skiles and Smedberg. Delegate LaRock and Mr. LeMunyon abstained. (A copy of the resolution is attached.)

## Department of Rail and Public Transportation (DRPT)

Ms. Mitchell reported that last week the District Department of Transportation (DDOT) held public hearings on the Long Bridge project as part of the environmental process. The locally preferred alternative is a new two-track bridge upstream of the existing bridge. The NEPA process is still on track to be completed spring of 2020. Ms. Cristol stated that it is her understanding that there is a bike and pedestrian element. Ms. Mitchell stated that as part of a potential mitigation measure a bike and pedestrian bridge is part of that as a separate structure.

Delegate LaRock asked about funding for the Amazon HQ2 headquarters. Ms. Mitchell stated that the Commonwealth may use potential concession revenue from the I-95 Express Lanes project. In addition to that, some federal CMAQ funding has been identified. She believes that this is still open for discussion as well as the funding

package, so she will be able to speak to it more in detail after the General Assembly Session.

### NVTC FY2017 Regional Transit Performance Report

Ms. Mattice stated that Nobuhiko Daito has been with NVTC as a program analyst, working on transit performance reports and analytical projects such as the WMATA Performance Report and the Regional Bus Agenda where he configured the TBEST model to Northern Virginia. Mr. Daito will be leaving NVTC since he has been selected for a program in international development at the World Bank. Ms. Mattice thanked Mr. Daito for his work at NVTC.

Referring to the blue sheeted memo, Mr. Daito reported that overall, public transit systems in Northern Virginia experienced a two percent decrease in ridership compared to the first quarter of FY2018. All agencies showed some levels of ridership decrease. Mr. Daito noted that in August WMATA did maintenance activities for Metrorail, reducing service levels. That contributed to the ridership trends seen this quarter. The chart showing Metrorail ridership broken down by stations reflects the impact of maintenance work on the Orange, Silver and Blue lines during the month of August. The Silver Line and Yellow Line stations experienced ridership increases, which is assumed is largely driven by land use changes along the corridors.

On behalf of the Commission, Chairman Smedberg thanked Mr. Daito for his work, especially on the WMATA Report to the General Assembly and Governor. NVTC wishes him well.

Mr. Dorsey and Ms. Mitchell left the meeting at 9:29 P.M. and did not return.

### Executive Director Report

Ms. Mattice introduced Andrew Roy, a sophomore at Carleton University, who is doing a three-week extern program with NVTC. NVTC has participated in this extern program for the past three years.

Ms. Mattice also reported that she had the opportunity to join NVTA Executive Director Monica Backmon to give a presentation on how transportation is funded in Northern Virginia to newly elected officials. Earlier in the week, she travelled to Richmond for a Transit Service Delivery Advisory Committee (TSDAC) meeting. There are a lot of moving parts, but the committee is getting close to completing its work.

Ms. Mattice stated that as part of the Regional Fare Payment plan, NVTC held a Mobile Ticketing Industry Day last week at DASH headquarters, where vendors gave demonstrations on new technology. She thanked Patricia Happ for her hard work to make it a successful event.

Adjournment

Without objection, Chairman Smedberg adjourned the meeting at 9:34 P.M.

Approved this 3<sup>rd</sup> day of January 2019.

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Chairman

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Secretary-Treasurer



## RESOLUTION #2370

**SUBJECT:** Accept and Authorize Distribution of VRE's FY2018 Comprehensive Annual Financial Report (CAFR)

**WHEREAS:** The Virginia Railway Express (VRE) Operations Board has contracted with the firm of PBMares, LLC for the audit of its financial statements;

**WHEREAS:** The audit of the VRE FY2018 financial statements has been completed;

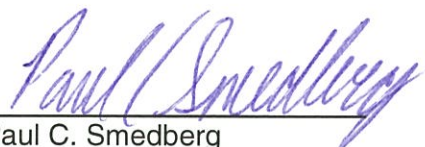
**WHEREAS:** The auditors have issued an unmodified opinion that the VRE statements, in all material respects, fairly and accurately present the financial position of the commuter rail operation; and

**WHEREAS:** The VRE Operations Board recommends the following action.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission accepts VRE's FY2018 Comprehensive Annual Financial Report (CAFR) and associated information from the auditors and hereby authorizes the VRE Chief Executive Officer to forward these documents to interested groups, firms, and members of the public.

Approved this 6<sup>th</sup> day of December 2018.

  
Katie Cristol  
Secretary-Treasurer

  
Paul C. Smedberg  
Chairman



## RESOLUTION #2371

**SUBJECT:** Approve the 2019 VRE Legislative Agenda

**WHEREAS:** The Virginia Railway Express (VRE) is an essential part of a regional transportation network for the Northern Virginia and DC Metropolitan region;

**WHEREAS:** VRE serves residents throughout the Commonwealth to provide a meaningful public transportation option;

**WHEREAS:** It is essential for VRE to educate and advocate for desired legislative/regulatory outcomes with members of Congress and their staff, with staff of federal entities, in the Virginia General Assembly, and with the governor and his administration;

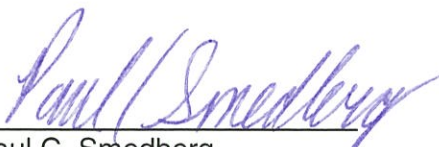
**WHEREAS:** VRE has coordinated its Legislative Agenda with the staffs of the Commissions and member jurisdictions; and

**WHEREAS:** The VRE Operations Board recommends the following action.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission does hereby approve the 2019 VRE Legislative Agenda and authorizes the VRE Chief Executive Officer to actively pursue the elements set forth in the 2019 VRE Legislative Agenda.

Approved this 6<sup>th</sup> day of December 2018.

  
Katie Cristol  
Secretary-Treasurer

  
Paul C. Smedberg  
Chairman





## RESOLUTION

**SUBJECT:** Commending the Honorable Jennifer Wexton on the Occasion of Her Departure from NVTC and the Virginia Senate

**WHEREAS:** The Honorable Jennifer Wexton has served as a Commissioner on the Northern Virginia Transportation Commission since 2014 and as a member of its Legislative and Policy Committee;

**WHEREAS:** NVTC serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public bus and rail systems and ridesharing programs to foster economic vitality in the region and the Commonwealth;

**WHEREAS:** The Honorable Jennifer Wexton has served as a member of the Virginia Senate since 2014 representing the 33rd District and serving constituents in parts of Fairfax and Loudoun counties;

**WHEREAS:** The Honorable Jennifer Wexton has served as a member of the Senate General Laws and Technology Committee, Rehabilitation and Social Services Committee, and Transportation Committee;

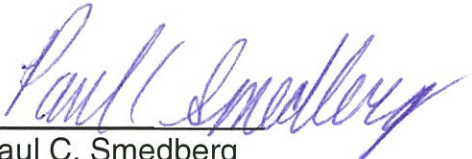
**WHEREAS:** The Honorable Jennifer Wexton supported legislation to provide dedicated funding to the Washington Metropolitan Area Transit Authority and Virginia Railway Express;

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission commends the Honorable Jennifer Wexton for her service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.

**BE IT FURTHER RESOLVED** that NVTC extends its wholehearted support and best wishes for success as Jennifer Wexton assumes her role representing the 10<sup>th</sup> District of Virginia in the United States Congress and looks forward to working with her in this new role.

**BE IT FURTHER RESOLVED** that NVTC prepare a copy of this resolution for presentation to the Honorable Jennifer Wexton as an expression of its gratitude and in appreciation of her leadership and work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 6th day of December 2018.

  
Paul C. Smedberg  
Chairman



## RESOLUTION

**SUBJECT:** Commending the Honorable Timothy Lovain on the Occasion of His Departure from NVTC

**WHEREAS:** The Honorable Timothy Lovain has served as a Commissioner on the Northern Virginia Transportation Commission since 2016;

**WHEREAS:** NVTC serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public bus and rail systems and ridesharing programs to foster economic vitality in the Region and the Commonwealth;

**WHEREAS:** The Honorable Timothy Lovain has served as a member of the Alexandria City Council from 2006 to 2009 and from 2012 to 2018;

**WHEREAS:** The Honorable Timothy Lovain has used his transportation expertise to assist the City of Alexandria and the entire Northern Virginia region in addressing transportation issues;

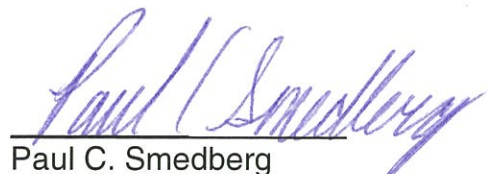
**WHEREAS:** The Honorable Timothy Lovain has represented the City of Alexandria on regional bodies that address transportation issues, including the Alexandria Transportation Commission and the Transportation Planning Board for the National Capital Region, where he served as Chairman, Vice Chairman, and head of the Human Service Transportation Task Force; and

**WHEREAS:** The Honorable Timothy Lovain has championed both transit-oriented development and enhanced public transportation, including the Metroway bus rapid transit service and the future Potomac Yard Metrorail station.

**NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission commends the Honorable Timothy Lovain for his service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.

**BE IT FURTHER RESOLVED** that NVTC prepare a copy of this resolution for presentation to the Honorable Timothy Lovain as an expression of its gratitude and in appreciation of his leadership and work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 6th day of December 2018.

  
Paul C. Smedberg  
Chairman

**MEETING SUMMARY  
JOINT NVTC-PRTC LEGISLATIVE BRIEFING  
DECEMBER 10, 2018  
EMBASSY SUITES by HILTON – SPRINGFIELD, VIRGINIA  
9:00 A.M.**

**NVTC Members Present**

Sharon Bulova  
Katie Cristol  
Libby Garvey  
Tim Lovain  
Jeff McKay  
David Meyer  
M. David Skiles  
Paul Smedberg  
Raul "Danny" Vargas

**NVTC Members Absent**

John Cook  
Jim Corcoran  
Christian Dorsey  
Adam Ebbin  
John Foust  
Catherine Hudgins  
David LaRock  
James LeMunyon  
Matt Letourneau  
Ron A. Meyer  
David Snyder

**NVTC Staff Present**

Kate Mattice, Executive Director  
Matt Cheng  
Karen Finucan Clarkson  
Nobuhiko Daito  
Joey de St. Aubin  
Andrew D'huyvetter  
Allan Fye  
Rhonda Gilchrest  
Dan Goldfarb  
Patricia Happ  
Scott Kalkwarf  
Aimee Perron Seibert  
Andrew Roy  
Colethia Quarles  
Melissa Walker  
Jae Watkins

**PRTC Members Present**

Ruth M. Anderson  
George L. Barker  
Norm Catterton (Alternate)  
Todd Horsley (Alternate, DRPT)  
Jeanette Rishell  
Pamela Sebesky

**PRTC Staff Present**

Bob Schneider, Executive Director  
Kasaundra Coleman  
Tracy Dean  
Althea Evans  
Perrin Palistrant



## Opening Remarks

Jeff McKay, Fairfax County Supervisor representing the Lee District and a NVTC Commissioner, welcomed everyone to the Lee District and to the fourth annual NVTC-PRTC Joint Legislative Briefing. Mr. McKay thanked NVTC and PRTC staff for organizing this event, with special acknowledgement of Kasaundra Coleman and Althea Evans from PRTC and Karen Finucan Clarkson and Rhonda Gilchrest from NVTC.

Mr. McKay then introduced NVTC's Chairman Paul Smedberg. Mr. McKay thanked Chairman Smedberg for his years of service on the Alexandria City Council, NVTC and the WMATA Board of Directors. Mr. McKay announced that Paul Smedberg will continue to serve as a NVTC Commissioner since he has been selected by Secretary of Transportation Shannon Valentine to serve as the Commonwealth's principal member on the WMATA Board of Directors and NVTC.

NVTC Chairman Smedberg stated that this joint briefing is an annual event and it's designed to update elected officials and others on recent and desired changes in the legislative landscape and how they impact transit in Northern Virginia. Before introducing the keynote speaker, NVTC Chairman Smedberg acknowledged state and local elected officials in the audience:

### **General Assembly Members in Attendance:**

Senator George Barker  
 Senator Scott Surovell  
 Delegate Eileen Filler-Corn  
 Delegate Kathleen Murphy  
 Delegate Danica Roem  
 Delegate Vivian Watts

### **Local Elected Officials in Attendance:**

Ruth Anderson, Prince William County Board of Supervisors/PRTC Chairman  
 Elizabeth Bennet-Parker, Alexandria City Council Member-Elect  
 Sharon Bulova, Fairfax County Board of Supervisors Chair/NVTC Commissioner  
 Norm Catterton, Prince William County Board of Supervisors/PRTC Alternate  
 Katie Cristol, Arlington County Board Chair/NVTC Commissioner  
 Libby Garvey, Arlington County Board Member/ NVTC Commissioner  
 Tim Lovain, Alexandria City Council Member/NVTC Commissioner  
 Jeff McKay, Fairfax County Board of Supervisors/NVTC Commissioner  
 David Meyer, Mayor of the City of Fairfax/NVTC Commissioner  
 Jeanette Rishell, Mayor of Manassas Park/PRTC Commissioner  
 Pamela Sebesky, Manassas City Council Member/PRTC Commissioner  
 Allison Silberberg, City of Alexandria Mayor  
 Paul Smedberg, Alexandria City Council Member/NVTC Chairman

### **Others Recognized:**

John Milliken, Chairman of the Virginia Port Authority Board of Commissioners  
 M. David Skiles, NVTC Commissioner  
 Raul "Danny" Vargas, NVTC Commissioner

### Keynote Speaker – Matt Kelly, CEO of JBG Smith

Chairman Smedberg introduced the keynote speaker, Matt Kelly, CEO of JBG Smith, one of the major players in the deal that will bring Amazon's second headquarters (Amazon HQ2) to Crystal City and the City of Alexandria (National Landing). Mr. Kelly will provide an insider's perspective on the importance of the region's transportation infrastructure in securing the Amazon HQ2 for Northern Virginia and the opportunities for innovation in project implementation.

Mr. Kelly stated that JBG Smith was established in 1946 and is the largest real estate operator in the region, focusing on a local portfolio of almost 40 million square feet of office, apartments, retail and land. About two-thirds of the company is invested in Northern Virginia with much of that being land for new development. JBG Smith's bread and butter business is mixed-use urban development, with a heavy focus on what is called place making and concentration and walkable transit. Transit is core to JBG Smith's strategy with over 98 percent of its portfolio within a half mile of a Metrorail station with an average walk score of 84, one of the highest in the industry. JBG Smith cares about smart growth and about the competitiveness of this great region. By definition that means they care deeply about transit.

Mr. Kelly observed that transit is only half of the equation. People want to locate in high density environments that can accommodate growth and where they can be near amenities, such as retail, restaurants and bars, and small shops serving the neighborhood. This is why it is important for private developers to partner with local and state government to create urban locations with transit options that include amenities and walkability.

Mr. Kelly stated that in the pursuit of Amazon and the success of them choosing the National Landing location, Amazon was attracted to that area in part because of its close-in location, access to a deep and educated employee base, and access to transit and the promise for future infrastructure. Amazon was focused on what could be done to accommodate their future growth and how the transit infrastructure already in place could be leveraged by adding connections and improving service for the future. Fortunately, Arlington County shares this vision and has been an indispensable partner.

Mr. Kelly stated that while it required hard choices, particularly in Northern Virginia, the regional agreements to fund WMATA this past year was a powerful demonstration of both the value of the Metro system to our shared economy and also the capacity of our elected leaders to transcend parochial interests in service to the region. He stated that there is no question in his mind that this unprecedented demonstration of regional commitment to transit was a major influence in Amazon's decision to locate here.

Mr. Kelly reviewed several transit projects critical to the success of National Landing. The east entrance to the Crystal City Metro station will leverage the value of one of National Landing's greatest assets. This station can help shift the center of gravity to Crystal Drive, which JBG Smith sees as the neighborhood's true retail Main Street as the focus of a planned multibillion-dollar investment in the submarket. VRE is also planning to relocate its existing commuter rail station in Crystal City. JBG Smith is working closely with VRE

on the design of that station, not just because it will be built in part on JBG property, but also because they see the potential for more robust passenger rail in this corridor and it is important to ensure that investments are made today and to take advantage of those future opportunities down the road. The key to unlocking those opportunities is the Long Bridge project, which JBG Smith strongly supports. It is essential to National Landing's long-term success as a multimodal transit hub.

Mr. Kelly stated that JBG Smith is also thrilled to see the bike and pedestrian connection linked to the Long Bridge project. The pedestrian bridge to Reagan National Airport is also critically important. Amazon has a large percentage of their employees who commute by bike. This is something that is relatively small in scale and scope but has an outsized impact and says a lot about innovation and creativity in our region. Finally, the Potomac Yard Metrorail station will bring new riders and anchor a growing vibrant community around transit and walkability. The combination of existing transit infrastructure and commitments to new improvements are an important part of what gave Amazon confidence to choose this region and the confidence to invest in over \$2 billion in new development at National Landing over the next decade outside of what Amazon will spend on their headquarters buildings.

Mr. Kelly stated that there are still many challenges ahead. The Commonwealth has made an extraordinary commitment to help fund these critical projects. But these investments alone will not solve the region's broader transit funding needs. While it is important to continue to make the case in Richmond on the importance of investing in our transit infrastructure, we must also take steps to deploy the funding we do have as effectively as possible. An important trend that needs to be cultivated is private sector involvement in these initiatives. Private sector involvement can help inform design and functionality, can share risks, can manage costs and timelines, and can drive innovation in the process. This works best when the private sector is a true partner with the public sector and both sides have a stake in a project's success. The Washington D.C. region and Virginia in particular have been leaders in this regard.

Mr. Kelly stated that it is important to reflect and appreciate what a particularly exciting time this is for the region. This region has the third largest economy in the country; seventh largest in the world, with a Gross Domestic Product (GDP) of more than \$650 billion. This region is home to 53 Fortune 500 companies, as well as prestigious universities and a well-educated workforce (#3 in the nation for tech talent). Seventy percent of the world's internet traffic comes through this region. Mr. Kelly observed that as the Wall Street Journal noted last week, Amazon's decision to build its next headquarters in the heart of National Landing reflects the region's emergence as an economic powerhouse. These are phenomenal strengths upon which to build to secure a place as the leading growth economy in the country. JBG Smith looks forward to continuing to build the region with all of you as our partners in this effort. He thanked NVTC and PRTC for inviting him to share his insights.

Mr. Kelly then spent some time answering questions from the audience. Ms. Mattice thanked Mr. Kelly for his remarks.

### Panel Discussion: The Importance of Dedicated Transit Funding

PRTC Chair Ruth Anderson introduced the panel members, including WMATA General Manager Paul Wiedefeld, VRE Chief Executive Officer Doug Allen, and PRTC Executive Director/OmniRide Bob Schneider. Ms. Mattice will serve as the moderator since DRPT Director Mitchell was unable to attend due to bad weather in Richmond.

Ms. Mattice observed that this past year was a landmark year for legislation on transit for Virginia. She asked the panelists what this has meant for their transit agency, including challenges and opportunities resulting from the legislation.

PRTC Executive Director Schneider talked about the benefits from the gas tax floor. If that legislation did not pass the region would be collecting less revenue for transit right now. This not only impacts PRTC's OmniRide service but also other regional transit systems. When fuel prices dropped back in 2013, PRTC had to cut \$1.7 million of service in a single budget year. With the new gas tax floor, it provides flexibility and the ability to better leverage funding.

Mr. Allen stated that VRE serves the corridors of statewide significance along the I-66 and I-95 corridors. VRE provides a tremendous amount of capacity and it's cost effective because VRE operates all its service during rush hour and takes more people off the roads. VRE carries the equivalent of another lane of traffic. VRE is accessible to high concentration employment areas like Crystal City/National Landing as well as L'Enfant Station, Union Station and Capitol Hill. Unless there is funding, VRE is not able to achieve much. VRE is updating its financial analysis to identify what funding VRE needs moving forward in the future. Fortunately, during the last General Assembly Session, a Commuter Rail Operating Fund (C-ROC) was created that provides \$15 million annually to VRE. This funding can be used for capital and/or operating. He thanked the General Assembly and the Northam Administration for creating this fund for VRE.

Mr. Allen noted that VRE is focused on the final design of the Crystal City VRE station and it is anticipated that some of the C-ROC funding will be used for that. Regarding long-term planning, the Long Bridge project is a tremendous game changer for this region. Both projects will be important to improve access to National Landing.

WMATA General Manager Paul Wiedefeld stated that the legislation that was passed providing dedicated funding to Metro allows WMATA to deal with decades of deferred maintenance. WMATA is focusing on track and station work, the propulsion system, signal systems, and customer service initiatives. Funds are also being used to improve Metrobus service. By using these funds, it results in a safe and reliable system, which is the key to driving future revenues, which in turn can drive down the subsidy from the local governments. It also supports the economic development of this region, congestion relief, environmental quality, and quality of life.

Ms. Mattice asked the panelists to talk about the Amazon HQ2 location at National Landing and what it means to their specific transit agency. Mr. Wiedefeld stated that Crystal City and the Potomac Yard stations are key locations for Metro. WMATA is focused on making sure the Potomac Yards project gets moving quickly so the schedule

will be met. This station offers the entire region access to these new jobs. Metro service was part of the larger equation in Amazon choosing National Landing.

Mr. Allen stated that VRE, as a commuter rail system, brings people from all over the service area. With additional funding VRE can run more trains. VRE worked with Arlington County and the community to get consensus on the new location of the Crystal City station.

Mr. Schneider stated that from a multimodal perspective, it's not just about rail and bus. People also want to carpool, vanpool, slug, etc. PRTC/OmniRide is prepared as an organization to put these all together. He also observed that Amazon has a history of coming in and incentivizing transit use, where they work with transit systems, fund operations and do the legwork. OmniRide has much more flexibility on what it can do compared to WMATA and VRE. One of the big issues in the near term is the Horner Road park-and-ride lot along I-95, which has approximately 2,500 spaces. It currently reaches over capacity at close to 2,800 a day, which includes 300 illegally parked cars. There is a new 1400 space parking garage, but it will be at instant capacity with the number of people coming into the region as result of Amazon HQ2, plus the other technology companies that will follow. The good news is that OmniRide service can be flexible.

For the last question, Ms. Mattice asked what single legislative "ask" each transit agency has at the federal and/or state level that would help their transit agencies in the short or long term. Mr. Schneider responded OmniRide needs capital funding. Federal capital funds of \$350 million flow into the region, but 98 percent goes to WMATA and VRE. Mr. Allen stated that VRE won't have an "ask" for a few years, but after it completes its financial analysis, VRE will begin the process of seeking more funding. The Long Bridge project is a critical project and will be transformational. It is important to think regionally on this project. Mr. Wiedefeld stated that the reauthorization of the Passenger Rail Investment and Improvement Act (PRIIA) funding is a priority since it brings in \$150 million per year in dedicated Metro funding. WMATA needs these funds to keep making improvements to maintain a safe and reliable Metro system.

The panel then took several questions from the audience. Delegate Watts asked that as these three transit agencies make their legislative "asks" they do so in terms of new revenues rather than shifting revenues in regard to capital needs.

### Closing Remarks

In closing, Chairman Smedberg stated that there's been an incredible amount of transformation in transit throughout the region. He is proud of the role NVTC has played along with its partners such as PRTC, VRE, WMATA and the Commonwealth to advocate for transit at the local, regional, state and federal levels. These partners helped win major funding from the 2013 transportation funding package to this year's dedicated funding for WMATA and VRE. NVTC oversees new investments for transit along I-66 and soon along the I-395 corridor, expecting more than \$30 million a year for new and expanded transit services. There is work underway to connect Tysons and Alexandria through the creation of a Bus Rapid Transit (BRT) system. New fare technologies and mobile ticketing are



being developed for the region. For the future, there is a framework for a world class transit network and with the arrival of the Amazon HQ2 at National Landing, the region will see increased investment in transit.

NVTC Chairman Smedberg encouraged Virginia General Assembly members to pass a transit package which will be key to fund the expansion of the Metroway, which will connect Amazon HQ2 to Virginia Tech's Innovation Campus in Alexandria; additional entrances to the Crystal City and the Potomac Yard Metro stations; the VRE Crystal City Station; and the pedestrian bridge between National Airport and Crystal City. The Long Bridge project is also key to remove the rail bottlenecks that slow rail service. He agreed with Delegate Watts that the region needs new funding, not just shifted funding.

NVTC Chairman Smedberg thanked everyone for coming.

Approved this third day of January 2019.

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Secretary-Treasurer

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Chairman

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**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** December 20, 2018

**SUBJECT:** Public Comment on NVTC's Work Plan

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At the January 3<sup>rd</sup> Commission meeting, the executive director will provide an overview of NVTC's accomplishments during 2018 and a look ahead to 2019, which is outlined in [NVTC's 2019 Work Plan](#). The 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 coming year. This document supports [NVTC's Strategic Framework](#) and was developed in consultation with the Management Advisory Committee (MAC). The Work Plan will be presented for approval by the full Commission in Agenda Item #5.

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,<br>Contracts & Compliance | G. WMATA                        |
| D. Information & Engagement                                  | H. NVTC Internal Operations     |
|  | I. Commission Management        |

New and enhanced efforts in NVTC's 2019 Work Plan include the launching of the I-395 Commuter Choice Program, administration of new oversight and reporting responsibilities for WMATA, transit service disruption mitigation planning for WMATA station closures, participating in an annual public meeting for Northern Virginia transportation organizations, as well as exploring funding opportunities to support a multi-faceted marketing campaign designed to increase bus and rail ridership in Northern Virginia.

### Public Comment on the Work Plan

At each January meeting NVTC seeks public comment on its Work Plan. The chairman will open the meeting for public comment and ask if anyone in the audience wishes to address the Commission on NVTC's 2019 Work Plan. During the public comment period, any interested parties may step forward to the podium. Speakers must state their name and address for the record and will be provided three (3) minutes to speak.

Speakers may also submit a written statement for the record. If they wish for a written statement to be distributed to Commissioners, speakers should provide twenty-five (25) copies to NVTC staff prior to the start of the meeting. Audio-visual equipment is not available for public use.

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## 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.*

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- |  |                                 |
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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.

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

- 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.

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- 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 2<sup>nd</sup> 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.



**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice and Scott Kalkwarf

**DATE:** December 20, 2018

**SUBJECT:** FY2020 G&A Budget and 2019 Work Plan

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### **ACTION ITEM: Approve NVTC's FY2020 General and Administrative Budget and 2019 Work Plan**

At the January meeting the Commission will be asked to approve the [FY2020 NVTC General and Administrative Budget](#) and [NVTC 2019 Work Plan](#) (following public comment). The budget has been reviewed by jurisdiction staff and was discussed by the Executive Committee in November. The Executive Committee has approved both documents to be provided to the full Commission as presented for action.

The budget totals \$3,674,500, including \$1,200,000 for the administration of the I-66 and I-395 Commuter Choice programs. Exclusive of Commuter Choice program costs, the preliminary budget proposes an increase of 4.5 percent from NVTC's FY2019 G&A budget.

The FY2020 G&A budget includes resources to accomplish the NVTC Work Plan, including the administration of the I-66 and the I-395 Commuter Choice programs, oversight of WMATA, and increased financial management activities. Total expenses are proposed to increase by \$506,800, or 16.0 percent over the approved revised FY2019 budget. Of this increase, \$400,000 is for administration of the Commuter Choice programs and is funded by toll revenues, leaving a net increase of \$106,800, or 4.5 percent, over the approved revised FY2019 budget for the balance of NVTC's operating program.

The NVTC 2019 Work Plan has been updated to include enhanced marketing efforts, including identifying funding opportunities to support a multi-faceted marketing campaign designed to increase bus and rail ridership in Northern Virginia. Details on prospective DRPT funding opportunities are included in Agenda Item #6.

The increase in the Commuter Choice programs budget is due entirely to resources that will support the administration of the new I-395 program. Costs include contracted services for technical and outreach support. The budget assumes NVTC will administer the program for NVTC and PRTC, and that the first Call for Projects will be issued during FY2020. The anticipated costs of programs will be included in the Program of Projects for submission to the CTB for toll revenue funding.

The budget includes two new positions: 1) A new junior level staff assistant position to provide support to NVTC's financial and other staff; and 2) A new I-395 Commuter Choice Project Manager. Payroll and related costs for this position will be toll revenue funded. The budget also includes a provision for performance-based increases for existing staff.

Other notable items in the budget include an increase in funding available for Commissioner per diems to reflect the anticipated increase in meetings from the establishment of the NVTC WMATA and Program Advisory committees. The increase in rent is based on the amended lease for expanded office space that NVTC will occupy effective March 1, 2019. The conferences and professional development line includes resources for staff and includes funding for up to two Commission members to attend a national conference on behalf of NVTC. The increase in the Computer Operations line reflects the addition of staff and increasing software requirements. The Contract Services and Support line includes a provision for research and technical support efforts, human resources support, NVTC's state liaison activities contract, and non-payroll related costs for the Commuter Choice programs.

The budget is funded by contributions from the NVTC member jurisdictions and an amount taken off the top of state assistance as it becomes available to NVTC, as well as toll revenues from I-66 and I-395. Project chargebacks include revenue covering the budgeted Commuter Choice programs costs for anticipated staff time and contracted support. Appropriated surplus above NVTC's minimum operating requirement is also included as a source of revenue, which is the result of positive budget variances in prior years.

Detailed footnotes are included to provide additional information about the various lines, how amounts have been budgeted, and the reason for the more significant changes from the prior year.



**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**

	<b><u>FY 2018 Actual</u></b>	<b><u>Approved Revised Budget FY 2019</u></b>	<b><u>Proposed Budget FY 2020</u></b>	<b><u>Increase (Decrease)</u></b>	<b><u>Percent Change</u></b>
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	<u>284,247</u>	<u>284,247</u>	<u>284,247</u>	<u>-</u>	
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%
<b>Total Revenue</b>	<b><u>\$ 1,992,288</u></b>	<b><u>\$ 3,167,700</u></b>	<b><u>\$ 3,674,500</u></b>	<b><u>\$ 506,800</u></b>	<b><u>16.0%</u></b>
<i>Commuter Choice Programs (Note 25)</i>		<i>800,000</i>	<i>1,200,000</i>	<i>400,000</i>	<i>50.0%</i>
<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 Actual	Budget FY 2019	Budget FY 2020	Increase (Decrease)	Percent 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%
<b>Rents:</b>	<b>245,733</b>	<b>256,000</b>	<b>303,700</b>	<b>47,700</b>	<b>18.6%</b>
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%
<b>Insurance:</b>	<b>6,032</b>	<b>7,000</b>	<b>6,800</b>	<b>(200)</b>	<b>-2.9%</b>
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%
<b>Travel, Training and Development</b>	<b>32,456</b>	<b>35,900</b>	<b>42,800</b>	<b>6,900</b>	<b>19.2%</b>
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%
<b>Communication:</b>	<b>11,379</b>	<b>14,700</b>	<b>13,800</b>	<b>(900)</b>	<b>-6.1%</b>
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%
<b>Publications &amp; Supplies</b>	<b>13,457</b>	<b>32,000</b>	<b>25,600</b>	<b>(6,400)</b>	<b>-20.0%</b>
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%
<b>Operations:</b>	<b>18,046</b>	<b>36,800</b>	<b>36,500</b>	<b>(300)</b>	<b>-0.8%</b>
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%
<b>Other General and Administrative</b>	<b>8,400</b>	<b>8,700</b>	<b>9,300</b>	<b>600</b>	<b>6.9%</b>
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%
<b>Total Operating Program</b>	<b>\$ 1,992,288</b>	<b>\$ 3,167,700</b>	<b>\$ 3,674,500</b>	<b>\$ 506,800</b>	<b>16.0%</b>
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>

## Agenda Item #6: Overview of Prospective DRPT Funding Opportunities



**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** December 20, 2018

**SUBJECT:** Overview of Prospective DRPT Funding Opportunities

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At the January meeting the Commission will receive an overview of two prospective state funding opportunities for the coming year. The first would support a Transit Marketing Plan focused on pre- and post-summer 2019 WMATA station shutdown activities. The second would provide seed funding for a pilot effort related to Mobile Ticketing. The Commission would be asked to approve the applications for these grants at a future Commission meeting.

### Transit Marketing Plan

As discussed by the Commission at its December 2018 meeting, NVTC is vested in the restoration of ridership on WMATA especially during and following periods of major capital construction. In December the Commission instructed staff to include additional marketing elements in the NVTC 2019 Work Plan. As a result, NVTC staff reached out to the Department of Rail and Public Transportation (DRPT) to identify funding opportunities in 2019 that could support a transit marketing plan to align with WMATA's planned summer 2019 station closures.

Under this effort, NVTC would develop and implement a regional marketing plan that would focus on both the service disruptions planned for 2019 as well as encouraging existing riders to use/return to Metrorail after service resumes. The marketing plan would produce original content, leverage existing marketing and communications channels available in each jurisdiction, be coordinated with local jurisdictional staff, and support WMATA's efforts to regain ridership following the summer 2019 shutdown. Materials produced through this grant would be designed to be editable and reused by NVTC and local jurisdictions during future planned shutdowns in 2020 and beyond. Since Metrorail does not serve all transit markets, the marketing plan will include information about other transit providers in Northern Virginia (i.e., VRE, OmniRide, and local operators).

DRPT is currently investigating internal sources funding for this effort so that it can be in place prior to the summer station closures. NVTC will continue to coordinate with DRPT in the development of this effort and will return to the Commission as the effort progresses.

### Mobile Ticketing

Per NVTC's [Regional Fare Collection Strategic Plan](#), approved by the Commission in June 2018, staff is coordinating mobile ticketing activities to potentially support a Northern Virginia multi-agency mobile solution. NVTC staff is exploring DPRT or VDOT innovation funding opportunities for a Northern Virginia coordinated mobile ticketing demonstration platform to supplement WMATA's regional SmarTrip® fare payment system. A mobile ticketing demonstration would allow transit providers to establish proof of concept, while identifying solutions for a regional fare collection mobile ticketing system.

NVTC staff is working with representatives from local jurisdictions and transit providers to refine the demonstration scope, budget, and local match requirements for either a DPRT or VDOT-funded effort. As this effort progresses, NVTC staff will continue to coordinate with DPRT and VDOT and will return to the Commission with any requested action.

## Agenda Item #7: RFP for I-66 Commuter Choice Marketing / TDM Needs Assessment



**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice and Jae Watkins

**DATE:** December 20, 2018

**SUBJECT:** RFP for I-66 Commuter Choice Marketing / TDM Needs Assessment

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### **ACTION ITEM: Authorize the Executive Director to Issue a Request for Proposals for I-66 Commuter Choice Marketing / TDM Needs Assessment**

At the January meeting the Commission will be asked to authorize the executive director to issue a Request for Proposals (RFP) for consulting service to conduct research and develop the Strategic Marketing Communications Plan for the I-66 Commuter Choice Program. The RFP will seek proposals to provide services for market research, strategic planning, creative efforts and technical expertise. Funding for this project was approved under the [FY2018 Commuter Choice Program](#).

The overall objectives include providing market research and identifying areas where the Commuter Choice Program adds value to existing TDM programs in the corridor and developing a strategic marketing communications plan and resources for implementation across the region. The contract will have a value not to exceed \$300,000. Prior to contract award, the executive director will return to the Commission for final approval.

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## Agenda Item #8: I-395 Annual Transit Investment Funds Memorandum of Agreement



**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice and Allan Fye

**DATE:** December 20, 2018

**SUBJECT:** I-395 Annual Transit Investment Funds Memorandum of Agreement

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### **ACTION ITEM: Approve the Memorandum of Agreement (MOA) between NVTC and PRTC for the Distribution and Allocation of I-395 Annual Transit Investment Funds**

At the January meeting the Commission will be asked to approve the Memorandum of Agreement between NVTC and PRTC for the Distribution and Allocation of I-395 Annual Transit Investment Funds, which outlines the distribution and allocation of the annual transit payment under the I-395 Express Lanes project. This agreement would allow for the annual transit investment (ATI) funds to be administered under a joint arrangement, reducing program administration costs and facilitating greater regional cooperation in the selection of projects. The attached MOA is the latest draft; however, staff is finalizing technical details with jurisdictional attorneys and will provide a redline version to Commissioners prior to the meeting.

This MOA would establish a new Commuter Choice program that serves commuters along the I-395/95 corridor. It is anticipated that the first annual transit payment of \$15 million would be available to the Commissions at the commencement of tolling on the I-395 Express Lanes in late 2019. Upon enactment, NVTC and PRTC will jointly establish a program timeline and project selection process for the initial call for projects, anticipating selected projects would commence service on Toll Day One (as early as October 2019).

### **Background**

In June 2017 the Virginia Department of Transportation (VDOT) entered into an agreement with 95 Express Lanes, LLC, for the extension of approximately eight miles of HOT lanes between Turkeycock Run (near Edsall Road) and the vicinity of Eads Street in Arlington. Under this project, the two existing High Occupancy Vehicle (HOV) lanes are being converted to express lanes and a third lane is being added, providing three reversible express lanes. As a part of the agreement, 95 Express Lanes LLC agreed to provide the

**I-395 Express Lanes Project**



Source: Virginia Department of Transportation

Commonwealth with an annual payment for transit services of \$15 million per year, escalating by 2.5 percent per year, beginning on the commencement of tolling through the life of the 70-year agreement. Once the project is completed, vehicles with three or more people will be able to use the express lanes for free while vehicles with fewer than three people have the choice to pay a variable toll and use the express lanes. Construction began in August 2017, with the new extended lanes opening in October 2019 and the entire project set for completion in summer 2020.

Through a separate [Memorandum of Agreement between the Commonwealth \(CTB, VDOT, DRPT\) and NVTC and PRTC](#), (approved by NVTC and PRTC in November 2018 and approved by CTB in December 2017) the Commonwealth agreed to provide \$15 million/year plus escalation to NVTC and PRTC to administer a program that funds multimodal projects along the I-395/95 Express Lanes corridor. The agreement includes the opportunity for NVTC and PRTC to mutually agree on a joint approach for selecting projects and would allow the Commissions to collectively select projects, subject to the approval of the Commonwealth Transportation Board.

The agreement proposes an allocation approach that would proportion annual funding based upon the populations of jurisdictions along the corridor. For NVTC, the population calculation is proposed to include the counties of Fairfax and Arlington and the City of Alexandria. For PRTC, the population calculation is proposed to include the counties of Prince William, Stafford, and Spotsylvania and the City of Fredericksburg. The agreement does permit NVTC and PRTC to develop an alternate funding approach, subject to approval by the Commonwealth.

Eligible applicants include all NVTC and PRTC jurisdictions and any public transit providers that serve those jurisdictions. Similar to the [Transform I-66 agreement](#) between NVTC and the Commonwealth, eligible projects would include transit capital and operations, park and ride lots, Transportation Demand Management (i.e., carpool/vanpool, transit incentives), and roadway operational improvements. Metrorail, Metrobus, and the Virginia Railway Express operations and capital are specifically called out as eligible projects in the proposed agreement.

As with the I-66 Commuter Choice Program, all projects would be required to benefit the toll payers of the corridor. Under the agreement with the Commonwealth, the corridor is inclusive of the entire I-395/95 37-mile Express Lanes corridor.

Selected projects would need to support the goals of the agreement, as follows:

1. Move more people;
2. Enhance transportation connectivity;
3. Improve transit service;
4. Reduce roadway congestion; and
5. Increase travel options.



## **Elements of the Proposed MOA**

The proposed Memorandum of Agreement will establish the implementation of this joint program, including how the annual transit funds are disbursed to the Commissions, and the process by which the Commissions will select projects for funding. Key elements of the proposed agreement are as follows:

### **1. Distribution of ATI Funds**

The proposed MOA designates NVTC as the recipient and manager of the annual transit investment (ATI) funds for purposes of jointly administering the program with PRTC.

### **2. Project Selection Process**

Each year, NVTC and PRTC would jointly agree upon a process for project selection in accordance with the MOA with the Commonwealth. The process shall include a time line such that the projects selected by the Commissions can be sent to the CTB for review at its May workshop and approval at its June meeting.

### **3. Reports**

- a) The NVTC Executive Director and the PRTC Executive Director shall provide joint reports to the Commissions quarterly, and at such additional times as either PRTC or NVTC may request, about the status of project funds.
- b) Annually, and in advance of the required annual report to the CTB, the NVTC Executive Director and the PRTC Executive Director shall provide a joint report to the Commissions of the status of all funded projects.

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**AGREEMENT BETWEEN NVTC AND PRTC  
FOR DISTRIBUTION AND ALLOCATION OF  
I-395 ANNUAL TRANSIT INVESTMENT FUNDS**

THIS AGREEMENT is entered into the \_\_ day of \_\_\_\_\_, 2018, by and between the Northern Virginia Transportation Commission (“NVTC”) and the Potomac and Rappahannock Transportation Commission (“PRTC”), (together, the “Commissions”), for the distribution and allocation of the I-395 annual transit investment funds.

**WITNESSETH:**

**WHEREAS**, on July 31, 2012, VDOT and 95 Express Lanes, LLC (the “Concessionaire”) entered into a comprehensive agreement (the “Comprehensive Agreement”) under which the Concessionaire developed and, since December 2014, operates approximately 29 miles of high-occupancy toll lanes (“HOT Lanes”) in the median of Interstate 95 between the Route 610 interchange (Garrisonville Road) and Turkeycock Run (the “Original 95 HOT Lanes”); and

**WHEREAS**, on June 8, 2017, VDOT and the Concessionaire amended and restated the Comprehensive Agreement (the “ARCA”) to add in the median of Interstate 395 approximately eight miles of HOT Lanes between Turkeycock Run and the Washington D.C. Line (the “395 HOT Lanes”) so that, after the Concessionaire has designed and built the 395 HOT Lanes, the Original 95 HOT Lanes and the 395 HOT Lanes will be operated and maintained by the Concessionaire under the ARCA as a continuous and unified 37-mile HOT Lane facility (the “I-95/I-395 Project”);

**WHEREAS**, beginning upon service commencement of the 395 HOT Lanes, the ARCA requires the Concessionaire to pay to VDOT an annual transit investment (the “ATI”) from toll revenue attributable to the addition of the 395 HOT Lanes (the “395 Revenues”);

**WHEREAS**, the first-scheduled ATI payment is \$15,000,000 and each subsequent scheduled ATI payment escalates at 2.5%, as reflected in Exhibit A; and

**WHEREAS**, the parties entered into a Memorandum of Agreement with VDOT dated December 20, 2017, (the “DRPT MOA”) regarding the distribution and use of the ATI funds; and

**WHEREAS**, in accordance with the DRPT MOA, the parties intend to use the ATI funds for projects along the “Corridor” (herein defined as the stretch of Interstates 95 and 395 along which the Concessionaire operates and maintains HOT Lanes, including Route 1, Virginia Railway Express (“VRE”), and other adjacent and nearby routes) (the “ATI Funded Projects”) to achieve the following goals: (1) maximize person throughput in the Corridor; and (2) implement multimodal improvements to: (i) improve mobility along the Corridor, (ii) support new, diverse travel choices, and, (iii) enhance transportation safety and travel reliability ((1) and (2) collectively the “Improvement Goals”), each of which will benefit the users of the I-95/I-395 Project;

**WHEREAS**, to fund ATI Funded Projects designed to accomplish the Improvement Goals, VDOT desires to transfer periodically to DRPT, and DRPT desires to transfer periodically to NVTC and PRTC, the ATI funds received by VDOT under the ARCA; and

**WHEREAS**, such ATI Funded Projects would be funded in whole or in part from the ATI funds transferred from VDOT to DRPT, and, in accordance with the DRPT MOA, the CTB has delegated to NVTC and PRTC the authority to select and administer the ATI Funded Projects; and

**WHEREAS**, PRTC and NVTC have reached agreement on the manner in which funds from the ATI funds are disbursed to them, and the process by which they will select for CTB approval the specific projects funded with the ATI funds, all in accordance with the DRPT MOA, and wish to set forth that agreement hereafter.

**NOW, THEREFORE,** based upon the foregoing, and other good and valuable consideration, NVTC and PRTC agree as follows:

**1. Distribution of ATI Funds.**

- a. As provided in the DRPT MOA, the ATI funds shall be distributed annually to NVTC and PRTC in accordance with the population based allocation set forth in the DRPT MOA and as provided in Exhibit A. NVTC shall serve on behalf of the Commissions as the recipient of all ATI funds disbursed to them. NVTC shall notify the VDOT Commissioner and the DRPT Director, as well as the Secretary of Transportation, of NVTC's role in this respect, and shall request that the ATI funds be disbursed as directed by NVTC for the benefit of the Commissions. PRTC shall also provide such direction to the foregoing representatives of the Commonwealth regarding how disbursement of the ATI funds to PRTC shall be made as may be necessary for NVTC to be the recipient as described herein.
- b. NVTC shall establish a depository for ATI funds disbursed to the Commissions, and shall receive and manage such funds on behalf of the Commissions, separately accounting for those funds attributable to NVTC and those attributable to PRTC based on the population based allocation set forth in the DRPT MOA. NVTC shall invest those funds in accordance with applicable provisions of law. NVTC shall create and maintain all funds and accounts containing the ATI funds separate and apart from all other funds and accounts of NVTC and PRTC. Said funds shall constitute a "special revenue fund" as defined by the Governmental Accounting Standards Board. The revenues and expenses relating to the use of

the ATI funds and the ATI Funded Projects undertaken shall not be commingled with any other funds, accounts, venues, or expenses of NVTC or PRTC. NVTC and PRTC shall each report for the ATI Funded Projects financed by ATI funds and reported as an applicable special revenue fund within their financial statements. Expenditures will be recorded and reported for each ATI Funded Project and, for accounting purposes, shall be attributed to NVTC and PRTC based on allocation formula set forth in the DRPT MOA. All ATI funds transferred to NVTC and PRTC shall be held in accounts with a financial institution under an arrangement that, to the extent reasonably practicable, preclude such funds from being an asset subject to the claims of creditors of NVTC and PRTC, except as provided in the DRPT MOA.

## **2. Project Selection Process.**

- a. In the years after the year in which tolling begins, by January 31st of each year, the Commissions shall establish a process to be used for the selection of capital and operating projects to be funded, in whole or in part, with the ATI funds anticipated to be disbursed to the Commissions as set forth in Exhibit A. ATI funds attributable to NVTC and to PRTC may be expended for ATI Funded Projects selected as provided herein without regard for whether the ATI Funded Project is located within NVTC or PRTC, and the ATI funds shall not be required to be spent in each Commission's based on the formula in which the ATI funds were distributed. The process shall include a time line such that the ATI Funded Projects selected by the Commissions can be sent to the CTB for review at its May workshop and approval at its June meeting, or such other meetings as the

CTB may prescribe from time to time. The process shall also include at least the following three elements:

(1) A request to the following entities to submit a list of their preferred proposed ATI Funded Projects to NVTC and PRTC:

- (i) all jurisdictions that are members of either NVTC or PRTC, and
- (ii) other public transportation providers providing services in those jurisdictions;

(2) The evaluation, prioritization, and selection of proposed ATI Funded Projects by NVTC and PRTC, the development of a funding strategy for each proposed ATI Funded Project, and the submission of proposed ATI Funded Projects (including a funding strategy for each) by NVTC and PRTC to the CTB, through DRPT; and

(3) A public hearing held by NVTC and PRTC prior to NVTC and PRTC's selection of proposed ATI Funded Projects for submission to the CTB.

b. Each ATI Funded Project selected by the Commissions shall meet each of the following four criteria (the "Project Criteria"):

(1) Must reasonably relate to or benefit the toll-paying users of the I-95/I-395 Project;

(2) Must have the capacity to attain one or more of the Improvement Goals;

(3) Must be one of the following types of multimodal transportation improvements serving the Corridor (which term, for the avoidance of doubt, includes adjacent and nearby routes):

- i. New or enhanced local and commuter bus service, including capital and operating expenses (*e.g.*, fuel, tires, maintenance, labor, and insurance), and transit priority improvements,
- ii. Expansion or enhancement of transportation demand management strategies, including without limitation, vanpool, and formal and informal carpooling programs and assistance,
- iii. Capital improvements for expansion or enhancement of Washington Metropolitan Area Transit Authority rail and bus service, including capital and operating expenses, and improved access to Metrorail stations and Metrobus stops,
- iv. New or enhanced park and ride lot(s) and access or improved access thereto,
- v. New or enhanced VRE improvements or services, including capital and operating expenses,
- vi. Roadway improvements in the Corridor (which term, for the avoidance of doubt, includes adjacent and nearby routes),
- vii. Transportation Systems Management and Operations as defined in 23 U.S.C. § 101(a)(30) on September 30, 2017, or
- viii. Projects identified in Commonwealth studies and plans or projects in the region's constrained long range plan (including without limitation the I-95/395 Transit and TDM Study) or regional transportation plans approved by the Northern Virginia



Transportation Authority, as any such plan may be updated from time to time; and

- (4) Must demonstrate that the ATI Funded Projects will be in compliance with all applicable laws, rules, and regulations and have received or will receive all required regulatory approvals.
- c. Once an ATI Funded Project is approved, the authority to obligate and expend ATI funds for the ATI Funded Project shall be subject to execution of an agreement between the Commissions and the recipient of the ATI funds for the ATI Funded Project.
- d. The Commissions may agree to finance ATI Funded Projects with debt issued by one or both Commissions supported by the annual ATI funds and such other funds as the Commissions deem appropriate. Any such debt shall be subject to the provisions of the DRPT MOA.
- e. In the year in which tolling begins, the Commissions shall establish a process for selection of ATI Funded Projects that meet the foregoing criteria with the objective of implementing the ATI Funded Projects on or before the day tolling begins.

### **3. Reports.**

- a. Not less than semi-annually, and at such additional times as either PRTC or NVTC may request, the NVTC Executive Director and the PRTC Executive Director shall provide a joint report to the Commissions of the status of all ATI Funded Projects for which ATI funds have been allocated, which report shall

include, on a project by project basis, the amount of ATI funds authorized for expenditure on the ATI Funded Project, the amount expended, and the status of the project. Once presented to the Commissions, the annual report shall be provided to the Secretary of Transportation.

- b. NVTC and PRTC shall provide a joint annual report to the CTB within 120 days of the end of NVTC's and PRTC's fiscal year. The report shall contain at a minimum the following four items:

- (1) A description of the ATI Funded Projects selected for funding in the past fiscal year and the benefits that were the basis for evaluation and selection of each such ATI Funded Projects;
- (2) Starting five years after the effective date of this Agreement, a review of the ATI Funded Projects funded in past fiscal years describing the degree to which the expected benefits were realized or are being realized;
- (3) In the event that an ATI Funded Project is not providing substantially similar benefits to those that were the basis for evaluation and selection of the ATI Funded Project, the report shall evaluate the viability of a plan to either (i) modify such ATI Funded Project, or (ii) redeploy assets in such ATI Funded Project to other eligible ATI Funded Projects that are expected to provide greater benefits; and
- (4) The proposed uses of: (i) residual, unobligated balances of ATI funds carried over from prior years, and (ii) interest earned on such ATI funds.

4. **Insurance.** NVTC and PRTC shall each include the Commonwealth of Virginia, the CTB, VDOT, DRPT, and their officers, employees, and agents, (collectively "State

Indemnitees”) as additional insureds on NVTC and PRTC’s insurance policies so the State Indemnitees are protected from and against any losses as defined in the DRPT MOA. In addition, NVTC and PRTC shall contractually require their contractors, subcontractors, vendors, and others providing goods or performing services related to any ATI Funded Project to indemnify the State Indemnitees against any losses as defined in the DRPT MOA.

5. **Disputes.** In the event of a dispute under this Agreement, the Commissions’ Executive Directors agree to meet and confer in order to ascertain if the dispute can be resolved informally without the need of a third party or judicial intervention. If a resolution of the dispute is reached via a meet and confer dispute resolution method, it shall be presented to the Commissions for formal confirmation and approval, as necessary. If no satisfactory resolution can be reached via the meet and confer method, either Commission may pursue all remedies it may have at law, including all judicial remedies.
6. **Amendments.** This Agreement may be modified, in writing, upon mutual agreement of both Commissions.
7. **Incorporation of Recitals.** The recitals to this Agreement are hereby incorporated into this Agreement and are expressly made a part hereof. The Commissions acknowledge and agree that such recitals are true and correct.
8. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia.

**IN WITNESS WHEREOF**, the Commissions have executed this Agreement by their duly authorized agent as of the date and year aforesaid.

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**

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Katherine A. Mattice, Executive Director

**POTOMAC AND RAPPAHANNOCK TRANSPORTATION COMMISSION**

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Robert A. Schneider, Executive Director

## Agenda Item #9: Washington Metropolitan Area Transit Authority (WMATA)



**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice, Andrew D’huyvetter and Matt Cheng

**DATE:** December 20, 2018

**SUBJECT:** Washington Metropolitan Area Transit Authority (WMATA)

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At the January meeting the Commission will receive reports from the NVTC Interim WMATA Committee and the Virginia WMATA Board members. The Commission will be asked to authorize the chairman to submit comments to WMATA on the FY2020 budget.

### **A. Report from the Interim WMATA Committee**

The NVTC Interim WMATA Committee met on December 19<sup>th</sup> to discuss WMATA Board items, WMATA’s FY2020 proposed budget, the Blue and Yellow Line summer shutdown, and an update on the regional fare payment system.

- WMATA’s FY2020 Proposed Budget

#### **ACTION ITEM: Authorize the Chairman to Submit Comments to WMATA on the FY2020 Budget**

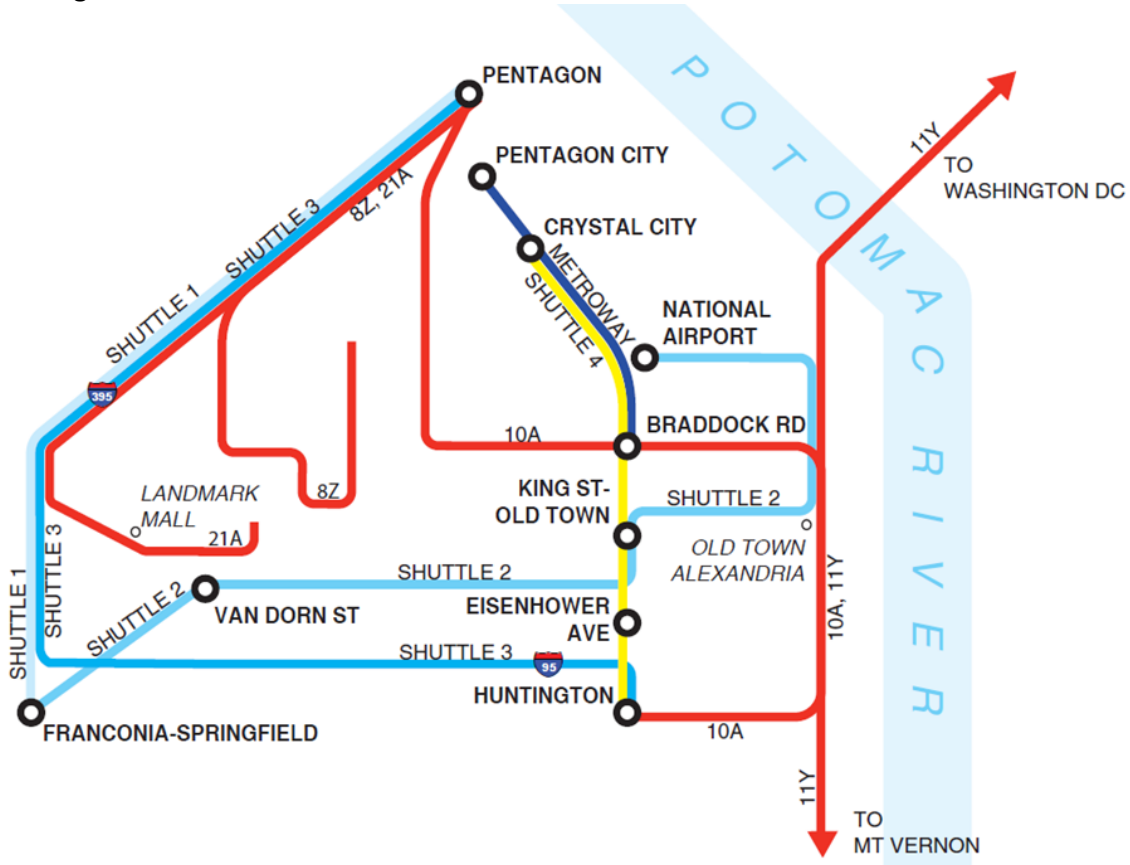
The Interim WMATA Committee discussed a staff draft of comments to submit to WMATA during its public comment period on the proposed FY2020 budget. The committee recommends the Commission authorize the chairman to submit the [attached letter as public comment](#). The letter outlines the Commission’s concerns that WMATA’s proposed FY2020 operating budget exceeds Virginia’s legislatively required three percent cap and would trigger a withholding of state funds. The letter will be submitted during WMATA’s public comment period, which is anticipated to be between the January and February Commission meetings. Since the Commission will be in Richmond for the February Commission meeting, staff recommends that the Commission authorize the chairman to submit comments pending additional review by the WMATA Committee at its January 16<sup>th</sup> meeting.

- Blue/Yellow Line Summer Shutdown Plan

The Interim WMATA Committee discussed a recent presentation to the WMATA Safety and Operations Committee on [WMATA’s platform rehabilitation work which will close six Virginia Metrorail stations on the Blue and Yellow lines](#). Metrorail service will be suspended from May 25<sup>th</sup> to September 2, 2019 at all stations south of National Airport. This Blue and Yellow Line shutdown is part of a larger multi-year platform reconstruction project that will impact various parts of the system.

WMATA staff briefed the committee on service alternatives, customer communications and ridership retention strategies for next summer's 2019 platform work. WMATA has been working with NVTC and the Northern Virginia stakeholder group to develop and coordinate local service plans and enhancements. WMATA presented a preliminary plan to provide free bus shuttles between affected stations and enhanced service on Metrobus routes in the affected area. WMATA also presented customer research highlighting rider preferences on communication, likelihood of usage alternative services and travel preferences. Next steps include evaluation of ridership retention incentives and finalization of service alternatives and communication plans with WMATA, Northern Virginia jurisdictions, and other local and regional transit providers.

**Figure 1: Metrobus Service Alternatives for the Blue and Yellow Line Shutdown**



Source: WMATA [FY2020 Station Platforms Project](#)

#### ▪ Fare Payment Update

Patricia Happ provided an update to the Interim WMATA Committee on the progress of WMATA's DCU Upgrade project. The DCU Upgrade project is an important step to reaching a state of good repair for the regional fare collection system. The current fare collection system components include aging fare box technology, and the SmarTrip system relies on a dwindling supply of obsolete components that are no longer supported or manufactured. If the system is not updated, Northern Virginia transit systems face impacts to their ability to collect revenue and order new buses. NVTC leads the coordination, planning, and technical assistance to Northern Virginia transit systems for the regional fare collection system and is closely monitoring WMATA's progress.

WMATA's original DCU Upgrade project schedule called for development and testing to be completed by December 2017. However, due to software development delays and complications, Northern Virginia agencies have been forced to postpone equipment purchases and upgrades. In March 2018 NVTC requested that WMATA provide and adhere to a timetable for completion of farebox upgrades by January 2019 and provide detailed ongoing transparency into the farebox upgrade schedule and process.

NVTC staff updated the committee to note that while WMATA has recently taken concrete steps to accelerate the software development process to keep existing fareboxes running, the revised upgrade schedule has now slipped to mid-2019. Committee members discussed requesting an update be provided to the WMATA Capital and Finance Committee in early 2019.

- Letter to Mayor Bowser Regarding Fare Evasion Decriminalization

Following action at the December Commission meeting, the NVTC Executive Committee sent [a letter urging the D.C. Mayor and Council to consider the effects of fare evasion decriminalization](#).

## **B. Report from the Virginia Board Members**

### **1. WMATA Board Actions**

- Authorization for a Public Hearing on the FY2020 Operating Budget and FY2020 CIP

On December 13<sup>th</sup> the WMATA Board [authorized a public hearing on the WMATA FY2020 Operating Budget and FY2020-2025 CIP](#). The hearing will include comment on a number of changes to Metrorail weekend fares, enhancements to various pass products, and proposed rail service changes. These rail services include expanded rush hour service periods, including a proposal to charge peak hour fares during the extend peak hour service periods.

WMATA also released the [Proposed FY2020 Budget document](#).

- Acceptance of the Public Hearing Staff Report and Approval of Changes to Parking Programs

On December 13<sup>th</sup> the WMATA Board [approved various changes to parking programs](#). These changes delegate authority to the General Manager to extend weekday hours of revenue collection at parking facilities, to expand multi-day parking, to explore new parking payment technologies, to expand the special event fee to all stations, and to charge for parking on weekends and federal holidays only during regional events.

During the pilot period where WMATA charged \$2.00 on Saturdays, WMATA staff found that there was an estimated 20 percent decrease in parking activity systemwide on Saturdays compared to the prior year, resulting in a net loss in revenue. However, of the revenue collected on Saturdays during the pilot, non-rider fee revenue accounted for more than half. Based on these findings, the Board authorized charging only the non-rider fee on weekends and federal holidays. Parking will continue to be free for transit riders on weekends and federal holidays unless it is major regional event.

The Board also lowered the parking rates at Landover and West Falls Church to \$3.00. Staff found that lowering the rates at these stations increased parking utilization and transit ridership, showing a 27 percent increase in utilization at West Falls Church.

The Board also amended WMATA's parking policies so Metrobus riders and riders of local transit systems operating in the WMATA Transit Zone are exempt from non-rider fees when it is technologically and operationally feasible. The amendment also requires the General Manager to notify the WMATA Board in advance of adding any new stations to the non-rider parking program.

- Approval of Peak Fares for Regional Events

On December 13<sup>th</sup> the WMATA Board [approved a proposal for WMATA to charge peak fares for regional events](#). Given the demands and cost of running peak-period service frequencies for regional events, such as the Women's March, WMATA asked to implement peak-period Metrorail fares to help pay for increased staff time, operations and support during such events. This WMATA Board action also delegated authority to the GM to determine when a regional event requires peak-service levels and peak-fares.

- Extension of the Rush Hour Promise Program

On December 13<sup>th</sup> the WMATA Board [extended the Rush Hour Promise program](#) to June 30, 2019. This aligns the program with the fiscal year, and the continuation of the program will be determined in the FY2020 budget process.

## **2. WMATA Committee Items**

- Preventative Maintenance Update

On December 13<sup>th</sup> the WMATA Safety and Operations Committee received an [update on the progress of the Preventive Maintenance \(PM\) program](#). WMATA staff informed the Board of the cumulative results and progress of the six major PM program areas. The six areas deal primarily with reducing electrical fires and track defects. Several of the program areas are anticipated to take between three and five years to perform an initial pass of the entire system. With the shift from reactive to proactive maintenance, WMATA has reduced the occurrence of unplanned work and more than doubled work hours during non-passenger hours. WMATA staff also detailed other system improvements installed during non-passenger hours, including radio infrastructure replacement, eight-car train power upgrades, and tunnel ventilation and safety infrastructure.

Prior to the WMATA Board meeting on December 13<sup>th</sup> and following extensive press coverage of potential changes to late night service hours, the Metrorail Safety Commission issued the following statement on the current PM hours:

*"Metro has provided data that show that having additional overnight hours to turn off power to inspect cables and test components for electrical safety has enabled it to find and fix problems, thereby reducing the risk of fire and smoke events," said David Mayer, the WMSC's CEO. "Although the WMSC is not currently serving as*



*WMATA's safety oversight agency, we expect to become certified early next year. And we are paying close attention to issues such as whether expanding service hours could erase these safety gains, so that we will be prepared to take action that may be warranted after we are certified."*

A vote to extend the current hours of service until July 1, 2020 and to authorize the General Manager to explore late night service partnerships with Transportation Network Companies was removed from the agenda. The General Manager will report back to the WMATA Board in January 2019 with options to provide the time necessary to accomplish the PM program and options to meet the passenger demand for late night rail service.

### **3. Other WMATA News**

- *Preventative Maintenance and Major Capital Projects*

*-Blue and Yellow Line Station Shutdowns (January 12-13)*

WMATA will close Pentagon, Pentagon City, and Crystal City Metrorail stations for grout pad and track work the weekend of January 12-13, 2019. The Ronald Reagan Washington National Airport Metrorail station will be open with service from Huntington (Yellow Line) and Franconia-Springfield (Blue Line). Customers will need to take a shuttle to travel to points north on the rail system. More information on free bus shuttles is forthcoming.

- *Metro Introduces New Features for MetroAlerts and Real-Time Parking Availability*

WMATA rolled out a [new improved MetroAlerts system](#) to make it easier for customers to get information about delays, service alerts and promotions. New features allow Metrorail and Metrobus riders to customize the alerts they receive by day and time and allow multiple email addresses or phone numbers on one account.

WMATA introduced a new real-time parking availability feature on the [parking page](#). Customers can now see estimated number of spaces available at WMATA parking lots with range status ranging from available (green), limited (yellow) and full (red). The system provides an estimate of spaces available, rather than an exact number and does not differentiate where cars are parked (i.e. reserved, paid or handicap space). WMATA plans to provide real-time parking status in the future.

- *Update on NVTC Certification Pursuant to House Bill 1539/Senate Bill 856 (2018) – Section 33.2-3401*

Virginia's transit omnibus funding bill, HB1539/SB856 (2018), requires that NVTC request certain documents and reports from WMATA. NVTC must certify to the Virginia comptroller receipt of the following:

- WMATA's annual capital budget
- [WMATA's annual independent financial audit](#)
- [WMATA's National Transit Data annual profile](#)
- WMATA's [Single audit reports issued in accordance with the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards \(2 C.F.R. Part 200\)](#)

At this time, NVTC has received all items except for WMATA's annual capital budget, which is anticipated to be approved by the WMATA Board in March 2019. WMATA's annual National Transit Database profile for FY2017 was posted on FTA's website in October 2018. WMATA also posted its most recent Comprehensive Annual Financial Report (CAFR). The most recent Independent Auditor's report starts on page three of the report. WMATA also posted its most recent Single Audit Report for the fiscal year ended June 30, 2018. This report was issued in accordance with the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (2 C.F.R. Part 200).

NVTC staff anticipate that the Commission will certify receipt of these documents and reports at its May 2019 Commission meeting. The certification process will then continue annually on a schedule to match WMATA's fiscal year.

### C. Virginia Ridership and Parking Facility Utilization

The following table shows WMATA ridership by mode in Virginia for November 2018. When evaluating ridership statistics, it is important to note any major service disruptions due to planned capital projects. In order to rebuild track infrastructure, WMATA shut down the National Airport and Crystal City Metrorail Stations between November 9 and November 12. WMATA also shut down the Yellow Line Bridge for capital work between November 26 and December 9.

WMATA Virginia Ridership November 2017 and 2018			
	November 2017	November 2018	Percent Change (2017-2018)
<b>Metrorail</b>			
<b>Total<sup>1</sup></b>	7,394,155	7,239,248	-2%
<b>Weekday Average<sup>2</sup></b>	273,606	269,565	-1%
<b>Saturday Average<sup>2</sup></b>	113,288	98,933	-15%
<b>Sunday Average<sup>2</sup></b>	63,136	63,991	+1%
<b>Metrobus</b>			
<b>Total<sup>1</sup></b>	1,417,739	1,310,004	-8%
<b>Weekday Average<sup>1</sup></b>	60,068	55,055	-9%
<b>MetroAccess<sup>1</sup></b>			
<b>Total</b>	28,166	28,089	0%

1: Unlinked Passenger Trips

2: Based on station entries and exits

Source: WMATA

The following table shows WMATA parking utilization in Virginia for November 2018.

<b>WMATA Virginia Parking Facility Usage (Weekday)</b>				
<b>November 2017 and 2018</b>				
<b>Station/Lot</b>	<b>Nov 2017</b>	<b>Y-T-D FY18</b>	<b>Nov 2018</b>	<b>Y-T-D FY19</b>
<b>Huntington*</b>	70%	70%	72%	75%
<b>West Falls Church</b>	47%	46%	57%	56%
<b>Dunn Loring**</b>	74%	72%	45%	45%
<b>Vienna</b>	72%	73%	78%	71%
<b>Franconia</b>	56%	56%	56%	56%
<b>Van Dorn</b>	103%	105%	98%	102%
<b>East Falls Church</b>	115%	115%	116%	115%
<b>Wiehle-Reston East</b>	93%	91%	96%	96%
<b>Northern Virginia Total</b>	69%	69%	69%	68%

Source: WMATA

\*Huntington garage capacity was recently updated to reflect the closure of the south parking garage. The capacity changed from 3,175 spaces to 2,732 spaces. Transactions at Huntington have remained largely stable year over year, but the downward change in capacity caused increase in the utilization rate.

\*\*Dunn Loring garage capacity was updated in July 2018 after WMATA conducted a capacity verification: the capacity statistics changed from 1,326 in July 2017 to 1,964 in July 2018. Transactions at Dunn Loring have remained stable year over year, but the upward change in capacity caused a drop in the utilization rate.

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– DRAFT –  
January XX, 2019

Ms. Jennifer Ellison  
Board Corporate Secretary  
Washington Metropolitan Area Transit Authority (WMATA)  
600 Fifth Street, NW  
Washington, D.C. 20001

Re: Comments on Proposed Fiscal Year 2020 Budget (Docket XXXX)

Dear Ms. Ellison:

On behalf of the Northern Virginia Transportation Commission (NVTC), I write to convey comments and concerns regarding Washington Metropolitan Area Transit Authority's (WMATA's) proposed FY2020 budget as part of its public comment period.

Overall, NVTC supports the budget's focus on system preservation and state of good repair projects, increasing ridership, maximizing operating efficiency, and increasing non-fare revenues. However, we are fundamentally concerned that without offsets to the operating budget, the proposed new initiatives to drive ridership growth are beyond the three percent cap instituted in Virginia's recently legislation, HB1539/SB586 (2018), and would trigger a withholding of state funds that our jurisdictions use to pay their obligations to WMATA.

Last year's Virginia General Assembly session was a landmark one for WMATA with the passage of dedicated capital funding. Along with the funding commitments also made by Maryland and the District of Columbia, this new dedicated capital fund will put WMATA on the path to achieving a safe and reliable transit system. However, Virginia and Maryland's legislation came with conditions that reflect the regional concern of the unsustainable growth of WMATA's operating costs.

In particular, the Virginia legislation puts a three percent cap on the annual operational subsidy growth to Virginia localities with only limited exceptions. The Commonwealth Transportation Board (CTB) passed policy guidance in September 2018 (attached) that stated the conditions for withholding funds. Based upon the guidance by the CTB, we are concerned that the proposed WMATA FY2020 operating budget does not meet these conditions and could trigger the withholding of Virginia's state funds that are used by our localities to fund both capital and operating subsidies.

Further, in addition to a withholding of vital state funds to our jurisdictions, we are concerned that any violation of the withholding provisions of HB1539/SB586 (2018) could imperil the dedicated capital funding itself. Any decision to withhold funding so soon after the introduction of dedicated funding could damage the regional political consensus that resulted in the landmark dedicated capital funds for WMATA.

#### Proposed FY2020 Operating Budget

NVTC appreciates that the operating budget avoids service cuts and general fare increases, reduces costs through management actions and competitive contracting, increases non-fare revenues, restores some Automatic Train Operations, and caps Virginia's base jurisdictional subsidy increase at three percent. As WMATA continues to refine the operating budget, we are interested in exploring the initiatives proposed to drive ridership and revenue growth that can be achieved within the Virginia required three percent cap, such as various pass enhancements and late-night service partnership. We are supportive of the addition of unlimited Metrobus in various pass products, and we strongly encourage you to engage with our local transit systems in finding an equitable method to including them in WMATA's pass offerings as well.

NVTC appreciates the intent of the new initiatives to drive ridership growth, but Virginia would be required by law to reject any initiatives that would trigger the withholding of state funds under Virginia law. We formally request that you look for additional management efficiencies and/or additional revenues that would enable the most effective of these ridership growth initiatives to move forward, thereby staying within the three percent cap.

#### Proposed FY2020 Capital Budget and FY2020-2025 Capital Improvement Program

NVTC supports the priorities of the FY2020 Capital Budget and FY2020-2025 Capital Improvement Program (CIP) to deliver capital investments that focus on safety, system preservation, and a state of good repair. With the recent passage of dedicated capital funding for WMATA, we look forward to reviewing projections of funding sources and uses for the six-year period of the Capital Improvement Plan as required by the Virginia legislation.

While the passage of dedicated capital funding for WMATA in Virginia was a historic success, the funding solution requires our local jurisdictions to obligate a significant share of local revenues to Virginia's share of dedicated funding. This means our jurisdictions have fewer funding sources available to fund any unexpected gaps in WMATA's budget. As a result, the reauthorization of the Passenger Rail Investment and Improvement Act (PRIIA) is vital to keeping WMATA's capital subsidy growth to a level our jurisdictions can afford and reinforces the importance of WMATA to the federal workforce. We encourage continued and urgent advocacy for the renewal of federal capital funding under PRIIA to allow WMATA to address state of good repair needs.

NVTC and its jurisdictions are invested in WMATA's success. As such, we must continue to ensure that the WMATA budget reflects and supports the priorities of safety and reliability without violating any of the withholding provision under Virginia's HB1539/SB856 (2018). We look forward to working with WMATA and other funding jurisdictions to balance resources and new initiatives as part of the FY2020 budget process.

Sincerely,

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Chairman

Attachment: Approval of Policy and Guidelines for Implementation of Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority (WMATA) – Resolution of the Commonwealth Transportation Board, September 18, 2018.

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# COMMONWEALTH of VIRGINIA

## *Commonwealth Transportation Board*

Shannon Valentine  
Chairperson

1401 East Broad Street  
Richmond, Virginia 23219

(804) 786-2701  
Fax: (804) 786-2940

*Agenda item # 3*

### **RESOLUTION OF THE COMMONWEALTH TRANSPORTATION BOARD**

**September 18, 2018**

#### **MOTION**

**Made By: Mr. Whitworth, Seconded By: Mr. Kasprowicz**

**Action: Motion Carried, Unanimously**

**Title: Approval of Policy and Guidelines for Implementation of Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority (WMATA)**

**WHEREAS**, the Commonwealth Transportation Board (CTB), the Northern Virginia Transportation Commission (NVTC), and the jurisdictions that comprise the NVTC, who provide local funding and receive transit service from the Washington Metropolitan Area Transit Authority (WMATA), are mutually interested in the success of the WMATA; and

**WHEREAS**, WMATA was established pursuant to an interstate compact between Virginia, Maryland, and the District of Columbia to operate a regional mass transit system in the Washington, D.C. metropolitan area; and

**WHEREAS**, NVTC was founded in part to represent the interests of the Commonwealth of Virginia during the establishment of WMATA; and

**WHEREAS**, NVTC's member jurisdictions – the cities of Alexandria, Falls Church and Fairfax and the counties of Arlington and Fairfax – are the current WMATA Compact funding partners, with Loudoun County to become a funding partner in advance of the start of operations on Phase 2 of the Silver Line; and

**WHEREAS**, Section 33.2-1936 of the *Code of Virginia* establishes that the Northern Virginia Transportation District has unique needs and that the operation of the rapid heavy rail mass transportation system and the bus mass transportation system by WMATA provides particular and substantial benefit to the persons living, traveling, commuting, and working in the localities embraced by the NVTC; and

**WHEREAS**, Section 33.2-3401 of the *Code of Virginia*, pursuant to Chapter 854 of the 2018 Virginia Acts of Assembly, establishes a WMATA Capital Fund to provide Virginia's agreed upon share of regional dedicated capital funding to WMATA; and

**WHEREAS**, Section 33.2-1526.1 of the *Code of Virginia*, pursuant to Chapter 854 of the 2018 Virginia Acts of Assembly, restructures the Commonwealth Mass Transit Fund so that 53.5 percent of its funds shall be annually allocated to NVTC for distribution to WMATA on behalf of its local jurisdictions for capital purposes and operating assistance ("Commonwealth Mass Transit Fund WMATA Allocation"), as determined by NVTC; and

**WHEREAS**, the enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly requires the Commonwealth Transportation Board to withhold funding available to WMATA pursuant to Section 33.2-1526.1(C)(3) of the *Code of Virginia* Allocation under the following conditions:

1. The seventh enactment requires the CTB shall withhold 20 percent of the funds available if (i) any alternate directors participate or take action at an official WMATA Board meeting or committee meeting as Board directors for a WMATA compact member when both directors appointed by that same WMATA Compact member are present at the WMATA Board meeting or committee meeting or (ii) the WMATA Board of Directors has not adopted bylaws that would prohibit such participation by alternate directors.
2. The eighth enactment requires that, beginning July 1, 2019, the CTB shall withhold 20 percent of the funds available each year unless (i) WMATA has adopted a detailed capital improvement program covering the current fiscal year and, at a minimum, the next five fiscal years, and at least one public hearing on such capital improvement program has been held in a locality embraced by the NVTC; and (ii) WMATA has adopted or updated a strategic plan within the preceding 36 months, and at least one public hearing on such plan or updated plan has been held in a locality embraced by the NVTC. The first strategic plan adopted to comply with such requirements shall include a plan to align services with demand and to satisfy the other recommendations included in the report submitted pursuant to Item 436 R of Chapter 836 of the Acts of Assembly of 2017.
3. The first enactment requires that, in any year that the total Virginia operating assistance in the approved WMATA budget increases by more than 3 percent from the total operating assistance in the prior year's approved WMATA budget, the Board shall withhold an amount equal to 35 percent of the funds available. The following items shall not be included in the calculation of any WMATA budget increase: (i) any service, equipment, or facility that is required by any applicable law, rule, or regulation; (ii) any capital project approved by the WMATA Board before or after the effective date of this provision; and (iii) any payments or obligations of any kind arising from or related to legal disputes or proceedings between or among WMATA and any other person or entity.

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

**NOW THEREFORE, BE IT RESOLVED** that the Board hereby adopts the following policy and guidelines to govern future Board decisions related to the Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority enacted by the General Assembly of Virginia in 2018:

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

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

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

1. The CTB shall withhold funding if:
  - a. Beginning July 1, 2019, WMATA has not annually adopted or updated by July 1 of each year a detailed capital improvement program covering the current fiscal year and the next five fiscal years, including projections of funding sources and uses for the six-year period.
  - b. Beginning July 1, 2019, WMATA has not annually held by July 1 of each year at least one public hearing on such capital improvement program held in a locality embraced by the NVTC.
2. WMATA shall provide a written notification to the CTB by July 1 of each year that it has: (i) adopted a capital improvement program that complies with the above requirements; and (ii) held a public hearing on the capital improvement program in a locality embraced by the NVTC.

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

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

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

1. The CTB shall withhold funding if:
  - a. The total operating subsidy for Virginia in the current year approved WMATA budget increases (effective July 1) by more than 3 percent over the prior year approved WMATA budget (as of June 30).

2. The following items shall not be included in the calculation of any WMATA budget increase:
  - a. Any service, equipment, or facility that is required by any applicable law, rule, or regulation.
    - i. Includes, but is not limited to, compliance with any safety directives to WMATA issued by the Metrorail Safety Commission (MSC), the Federal Transit Administration (FTA), the National Transportation Safety Board (NTSB) or any other relevant safety oversight agency; actions taken to comply with the Americans with Disabilities Act (ADA); and actions taken to comply with Title VI requirements.
  - b. Any major capital project approved by the WMATA Board before or after the effective date of this provision.
    - i. Includes operating subsidy increases related to major capital projects that improve WMATA's state of good repair, support a major system expansion project (such as the planned Potomac Yard Metrorail Station in Alexandria and the Silver Line Metrorail Phase 2 project in Fairfax and Loudoun Counties), and respond to service disruptions caused by implementation of approved capital projects to address state of good repair needs or from emergency system shutdowns.
  - c. Any payments or obligations of any kind arising from or related to legal disputes or proceedings between or among WMATA and any other person or entity.
  - d. Operating subsidies for specific WMATA transit services that are funded in whole by one or more WMATA member jurisdictions and/or from other non-WMATA funding sources.
  - e. Regularly-scheduled adjustments of the inputs to the regional subsidy allocation formulas by WMATA.
3. WMATA shall provide a written notification to the CTB no later than July 1 of each year of the annual growth in total Virginia operating assistance, including a detailed description of the costs contributing to the increased operating subsidy and a year over year comparison of such costs. WMATA shall also provide a detailed description and justification of costs considered exempt from the calculation of the annual growth rate in operating subsidy. The written notification shall include sufficient documentation to allow the CTB to perform its own verification of the annual growth rate and amount of total Virginia operating assistance.
4. By July 1 of each year, WMATA shall notify the CTB if it is scheduled or plans to adjust the regional subsidy allocation formulas in the budget to be proposed for the next fiscal year.

**Resolution of Withholding of Funds**

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

**Additional Considerations**

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

####

## **CTB Decision Brief**

### **Title: Approval of Policy and Guidelines for Implementation of Governance and Funding Reforms for the Washington Metropolitan Area Transit Authority (WMATA)**

**Issue:** The enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly require the CTB to withhold funding available to WMATA pursuant to Section 33.2-1526.1(C)(3) under certain conditions. The Department of Rail and Public Transportation (DRPT) recommends that the CTB approve the proposed policy and guidelines for determining the conditions under which it must withhold funding from WMATA.

**Facts:** During the 2018 session, the General Assembly established a new WMATA Capital Fund to provide Virginia's share of new regional dedicated capital funding to WMATA. The same legislation restructured the Mass Transit Trust Fund (MTTF) so that 53.5% of the funding from the MTTF shall be allocated to the Northern Virginia Transportation Commission (NVTC) each year for distribution to WMATA on behalf of its member jurisdictions. The legislation also included a number of required reforms and conditions with which WMATA must comply to receive its full amount of annual funding from the Commonwealth. WMATA shall submit the documents required to demonstrate compliance to DRPT each year. The CTB is charged with determining WMATA's compliance with the required reforms and conditions and shall withhold funding in instances of non-compliance as specified in the legislation. The CTB may also restore funding when WMATA returns to a state of compliance. As the funding to be withheld from WMATA for occasions of non-compliance shall be deducted from the annual allocation from the MTTF to the NVTC, DRPT consulted extensively with NVTC in the development of the proposed Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA. The proposed policy and guidelines will assist the CTB in performing an objective annual review of WMATA's compliance with the required reforms and conditions.

**Recommendation:** DRPT recommends that the CTB approve the proposed Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA.

**Action Required by CTB:** Approval of the attached resolution adopting the proposed Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA as an official CTB policy.

**Options:** Approve, Deny or Defer.

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**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** December 20, 2018

**SUBJECT:** Virginia Railway Express (VRE)

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At the January meeting the VRE CEO will update the Commission on VRE activities. The Commission will be asked to adopt and refer VRE's Revised FY2019 and Recommended FY2020 Budgets.

### **A. VRE CEO Report and Minutes**

VRE CEO Doug Allen will provide his report, including an update on VRE's implementation of Positive Train Control (PTC). The [Minutes of the December 14<sup>th</sup> VRE Operations Board Meeting](#) and the [VRE CEO Report for December 2018](#) are attached.

### **B. ACTION ITEM: [Resolution #2374](#): Adopt and Refer VRE's Revised FY2019 and Recommended FY2020 Budgets**

The VRE Operations Board recommends Commission action to adopt VRE's Revised FY2019 and Recommended FY2020 Operating and Capital Budgets and refer them to the jurisdictions. The resolution also authorizes the executive directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding and approves the commitment of funds from the Commuter Rail Operating and Capital (C-ROC) Fund. The recommended budget is balanced, with no funding gap, and with all projected uses of funding in FY2020 supported by reasonably expected sources of funding.

The recommended [FY2020 Operating and Capital Budget](#) totals \$154.2 million. The budget includes a three percent average fare increase and projected average daily ridership of 18,700 passengers, which results in projected annual fare revenue of \$43.8 million. The budget maintains total jurisdictional subsidy at \$17,767,748 in FY 2020, the same as FY2019. The budget includes a [Six-Year CIP Investment by Program Area for FY2020 through FY2025](#).

In accordance with the Master Agreement, VRE conducted its annual passenger survey to determine the jurisdiction of residence of its riders. The results of the survey are used to allocate the local jurisdiction subsidy. The [recommended FY2020 subsidy by individual jurisdiction](#) incorporates data from the passenger survey conducted on October 3, 2018. The chart also includes prior year subsidy and ridership data for comparison.

In accordance with VRE's Public Participation Policy, VRE solicited [feedback from riders and the general public](#) on the proposed three percent average fare increase for FY2020. The public comment period began on October 30 and ran through November 23, 2018. VRE held a total of ten public hearings. VRE received 32 emails during the public comment period and 13 people attended the public hearings. At the public hearings, there was general acceptance of the need for the proposed fare increase, as riders understood the need to balance revenues against increasing expenses. However, some participants stated their opposition to the fare increase due to VRE's reduced on-time performance during the summer months. Public comments received via email were varied but were predominantly in opposition to the proposed fare increase.

As required by VRE's Major Service Change and Fare/Service Equity Policy, VRE conducted a [Title VI Analysis on the Proposed FY2020 Fare Increase](#). This analysis determined that the fare increase will not have a disparate impact based on race, color, or national origin, nor will it have a disproportionate burden on low-income populations.

More detailed information about the FY2019 Amended Budget and the FY2020 budget process is available in the attached [VRE Budget Memorandum](#).

#### Commuter Rail Operating and Capital (C-ROC) Fund

In October 2018 the Commissions authorized the execution of a joint agreement for the distribution and allocation of the C-ROC Fund. In addition to designating NVTC to serve as the recipient of all funds from the C-ROC Fund (following the existing practice of having PRTC receive and manage VRE's federal funds and NVTC receive and manage VRE's state and regional funds), the agreement lays out an annual process for recommending evaluation criteria and a project list for the programming of C-ROC funds.

VRE staff engaged with the Operations Board throughout the FY2020 budget development process to develop a strategy for the use of C-ROC funds. The C-ROC funds are flexible and can be used (a) to support both operations and capital investment, (b) as a match to other state or federal funding sources, and (c) on a pay-as-you-go (PAYGO) basis or as the backing for a debt issuance. Based on strategic guidance provided by the Operations Board, the first criterion is that, until the Operations Board agrees that the financial environment requires otherwise, C-ROC funds should be programmed only for PAYGO capital investments. A long-term commitment of CROC funds to a debt issuance would significantly limit VRE's future flexibility, and a commitment to operating expenses for service expansion should not be undertaken until the sustainability of the new service can be assured.

Given that overarching guideline, the additional criteria developed in conjunction with the Operations Board include:

- C-ROC funds should be prioritized to projects that are not eligible for typical VRE discretionary capital funding sources, such as the Commonwealth's SmartScale program or NVTA regional funding.
- C-ROC funds should be prioritized to projects where a commitment of C-ROC funding could leverage significant state or federal matching funds.

- C-ROC funds should support projects that are necessary in order to allow for future capacity expansion.
- VRE should continue to use the Capital Reserve to fund smaller needs (such as minor cost or scope changes in an existing project) and should use C-ROC funds on 'transformative' projects.
- VRE should consider C-ROC funds as a supplementary funding source for the replacement of major existing assets such as railcars.

In the development of the FY2020 budget and six-year CIP, five major projects were identified as potential candidates for the use of C-ROC funding to fill current funding gaps:

1. L'Enfant Station Improvements (previously two separate projects encompassing the L'Enfant platform expansion and L'Enfant Fourth Track)
2. Crystal City Station Improvements
3. Woodbridge Station Improvements
4. South Manassas Third Track
5. Broad Run Expansion

The November 2018 announcement that Northern Virginia was selected as one of the locations for Amazon's planned new corporate headquarters has the potential to transform the 'National Landing' area of Arlington and Alexandria in and around Crystal City over the next decade, with the infusion of up to 25,000 new Amazon workers and additional job growth expected in supporting industries. Significant transportation investments are planned as part of the initiative, including new Metrorail station entrances, additional bus service, improvements to Route 1, and a pedestrian walkway connecting Crystal City to National Airport. VRE's commuter rail service will also be critical to serving these expected new workers, and the planned relocation and expansion of VRE's Crystal City Station has taken on additional importance.

Following the announcement, VRE staff consulted with DRPT staff about options for achieving full funding of the project and ensuring timely completion. As a result of those discussions, VRE intends to apply for an FY2020 Rail Enhancement Fund (REF) grant to cover the cost of construction for the station improvements (engineering and design costs are already funded). The REF program requires at least a 30 percent local match, and this budget recommends that VRE use C-ROC funds as the source of that match. This would clearly meet the second C-ROC criterion (i.e., leveraging significant state funds), as well as the third criterion regarding future capacity expansion.

Based on the criteria and prioritized projects, the recommended allocations of C-ROC funding are as follows:

- FY2019 (Amended): \$15 million for L'Enfant Station Improvements
- FY2020: \$15 million for Crystal City Station Improvements (match to potential REF grant)
- FY2021: \$15 million for L'Enfant Station Improvements

**C. 2019 VRE Operations Board Officers**

At its December 14<sup>th</sup> meeting, the VRE Operations Board approved the nominees for the 2019 VRE Officers as recommended by the Nominating Committee:

Chair:	Katie Cristol (NVTC)
Vice Chair:	Gary Skinner (PRTC)
Secretary:	John Cook (NVTC)
Treasurer:	Jeanine Lawson (PRTC)
Immediate Past Chair:	Marty Nohe (PRTC)

Installation of the 2019 VRE Officers will occur at the January 18, 2019 VRE Operations Board Meeting. According to the VRE Bylaws, each of the Commissions provide two officers from among its Operations Board Members. The office of chairman is rotated each year between the two Commissions, with the vice-chairman representing the other Commission.



**MINUTES**  
**VIRGINIA RAILWAY EXPRESS**  
**OPERATIONS BOARD MEETING**  
**December 14, 2018**

14700 Potomac Mills Road, Woodbridge, VA 22192

**Members Present**

\*Sharon Bulova (NVTC)  
 \*Maureen Caddigan (PRTC)  
 \*John Cook (NVTC)  
 \*Katie Cristol (NVTC)  
 \*Mark Dudenhefer (PRTC)  
 \*Matt Kelly (PRTC)  
 \*Wendy Maurer (PRTC)  
 \*Suhas Naddoni (PRTC)  
 \*Martin Nohe (PRTC)  
 \*Pamela Sebesky (PRTC)  
 \*Gary Skinner (PRTC)  
 \*Paul Smedberg (NVTC)

**Jurisdiction**

Fairfax County  
 Prince William County  
 Fairfax County  
 Arlington County  
 Stafford County  
 City of Fredericksburg  
 Stafford County  
 City of Manassas Park  
 Prince William County  
 City of Manassas  
 Spotsylvania County  
 City of Alexandria

**Members Absent**

John Jenkins (PRTC)  
 Jennifer Mitchell

Prince William County  
 Department of Rail and Public Transportation

**Alternates Present**

\*Jeanine Lawson (PRTC)  
 \*Michael McLaughlin

Prince William County  
 Department of Rail and Public Transportation

**Alternates Absent**

Ruth Anderson (PRTC)  
 Pete Candland (PRTC)  
 Jack Cavalier (PRTC)  
 Hector Cendejas (PRTC)  
 Libby Garvey (NVTC)  
 Jason Graham (PRTC)  
 Todd Horsley (DRPT)  
 Tim Lovain (NVTC)  
 Jeff McKay (NVTC)  
 Cindy Shelton (PRTC)  
 Paul Trampe (PRTC)  
 Mark Wolfe (PRTC)

Prince William County  
 Prince William County  
 Stafford County  
 City of Manassas Park  
 Arlington County  
 City of Fredericksburg  
  
 City of Alexandria  
 Fairfax County  
 Stafford County  
 Spotsylvania County  
 City of Manassas

\*Voting Member

\*\*Delineates arrival/departure following the commencement of the Operations Board Meeting. Notation of exact arrival/departure time is included in the body of the minutes.

**Staff and General Public**

Khadra Abdulle – VRE  
Doug Allen – VRE  
Monica Backmon – NVTA  
Paolo Belito – PWC  
Alexander Buchanan – VRE  
Matt Cheng – NVTC  
Rich Dalton – VRE  
Greg Deibler – VRE  
Jeremy Furrer – VRE  
Allan Fye – NVTC  
Lucy Gaddis – VRE  
Xavier Harmony – DRPT  
Chris Henry – VRE  
Sarah Higgins – VRE  
Christine Hoeffner – VRE  
Pierre Holloman – Arlington County  
Robert Hostelka – VRE

Todd Johnson – First Transit  
John Kerins - Keolis  
Cindy King – VRE  
Mike Lake – Fairfax County  
Lezlie Lamb – VRE  
Bob Leibbrandt – PWC  
Steve MacIsaac – VRE Legal Counsel  
Betsy Massie – PRTC  
Kristin Nutter – VRE  
Ramon Paez - VRE  
Dr. Bob Schneider – PRTC  
Mark Schofield – VRE  
Steve Sindiong – City of Alexandria  
Alex Sugatan - VRE  
Joe Swartz – VRE  
Justin Ward – VRE  
Detrius Williams - VRE

Chairman Nohe called the meeting to order at 9:14 A. M. The Pledge of Allegiance and Roll Call followed.

**Approval of the Agenda – 3**

Mr. Kelly moved with a second by Ms. Bulova to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

**Approval of the Minutes of the November 16, 2018 VRE Operations Board Meeting – 4**

Ms. Maurer moved, with a second by Mr. Kelly, to approve the minutes from November 16, 2018. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

**Chairman's Time – 5**

Chairman Nohe advised the Operations Board they would be electing new officers for 2019 and explained Ms. Lawson currently serves as an Alternate but had been named by Prince William County to the Operations Board for 2019, replacing Ms. Caddigan who will serve as an Alternate.

Chairman Nohe announced Members Naddoni and Smedberg would not be returning to the VRE Operations Board next year. Chairman Nohe outlined highlights of Mr. Naddoni's nine years on the VRE Operations Board and Mr. Smedberg's eleven years, including two years as Chairman. Mr. Naddoni and Mr. Smedberg were presented with commemorative plaques.

## **Chief Executive Officer's Report – 6**

Mr. Allen briefed the Operations Board on the following items of interest:

- VRE provided First Responder training for Fredericksburg Fire and Rescue Department
- Mr. Dalton provided an update on VRE's Positive Train Control Implementation and informed the Operations Board that VRE will need the "Alternative Schedule" filed with the FRA due to a delay on updated software. VRE will submit an updated implementation plan to the FRA.
- VRE's Average Daily Ridership for November was 17.5K
- On-time Performance for November was 86%
- Mr. Allen congratulated DRPT Director Mitchell on being named one of Railway Age's "Women in Rail" honorees.
- Mr. Allen attended the APTA Industry Leadership Summit held in Washington late in November.
- Mr. Allen participated on a panel at the Joint NVTC/PRTC Legislative Briefing.
- Mr. Allen introduced two new VRE employees.
- VRE held its annual Santa Trains event and Toys for Tots drive.
  - Chris Henry provided a briefing on Santa Trains.
- Mr. Allen announced the passing of long-time VRE ticket vendor, Don Shuemaker of "Don's Depot" at Broad Run Station and expressed the organization's condolences.

## **Public Comment Time – 7**

Chairman Nohe opened the floor for public comment time. There were no speakers.

## **Approval of the Consent Agenda – 8**

Mr. Kelly moved, with a second by Ms. Maurer, to approve the Consent Agenda. There was no discussion on the motion. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

- Authorization to Issue a Request for Proposals for Banking Services and a Line of Credit – 8A

## **Action Items – 9**

### **Referral of the Amended FY 2019 and Recommended FY 2020 VRE Operating and Capital Budget to the Commissions and Localities – 9A**

VRE Chief Financial Officer, Mark Schofield, briefed the Board on the FY 2020 VRE Operating and Capital Budget they are being asked to refer to the Commissions and member jurisdictions for approval. Mr. Schofield stated:

- The FY 2020 operating budget supports 32 trains and projects 18,700 daily riders
- There is no gap – budget is balanced.
- Includes 3% average fare increase and no increase in total jurisdictional contribution
- The total operating expenses plus debt service increased less than 1% over FY 2019.
  - Lower interest expense from debt refinancing
  - Departmental budgets were reduced
- The FY 2019 amended budget was adjusted to reflect
  - \$0.5M more in state operating assistance
  - Minor expense increases

- Larger changes to the FY 2019 Capital budget
  - \$15M added funding from C-ROC
  - \$3M Federal formula funding
  - Changes to timing of SmartScale commitments
  - Use of capital reserves on small projects
- The State's commitment on track access fees has improved the immediate outlook for the Six-Year plan forecast, but VRE still faces a longer-term structural deficit.
- C-ROC funding prioritization criteria was outlined, and five major projects were identified as potential candidates for use of C-ROC funding to fill current funding gaps:
  - L'Enfant Station Improvements
  - Crystal City Station Improvements
  - Woodbridge Station Improvements
  - South Manassas Third Track
  - Broad Run Expansion Project
- Mr. Cook expressed concern about the fare-box recovery rate forecasted in the six-year plan.
  - Requested a commuter mode cost comparison analysis
- Mr. Kelly requested the Board consider the southern jurisdictions when deciding how to prioritize C-ROC funding.

Mr. Bulova moved, with a second by Mr. Kelly, to refer the amended FY 2019 and the recommended FY 2020 VRE Operating and Capital Budget to the Commissions and localities. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

Authorization to Extend the Lease for Office Space at 127 South Peyton Street Through March 31, 2019 - 9B

Ms. Cristol moved, with a second by Ms. Sebesky, to authorize an extension of the lease of office space to allow for the completion of the renovations to VRE's headquarters. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

Authorization to Extend a License Agreement for the Lease of Tower Space for the VHF Radio Communications System – 9C

Ms. Bulova moved, with a second by Mr. Smedberg, to authorize the extension of the license agreement for the lease of tower space for VRE's VHF two-way radio communications between VRE trains and VRE headquarters in Alexandria. The vote in favor was cast by Members Bulova, Caddigan, Cook, Cristol, Dudenhefer, Kelly, Lawson, Maurer, McLaughlin, Naddoni, Nohe, Sebesky and Smedberg.

Approval of 2019 VRE Officers – 9D

Ms. Caddigan moved, with a second by Ms. Bulova, to approve the following nominees for 2019 VRE Officers:

- Katie Cristol – Chairman
- Gary Skinner – Vice Chairman
- John Cook – Secretary
- Jeanine Lawson – Treasurer



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

### **Information Items – 10**

#### **Spending Authority Report – 10A**

In November, the following purchases greater than \$50,000 but less than \$100,000 were made:

- A task order in the amount of \$95,231 was issued to Keolis Rail Services Virginia, for removal and replacement of damaged railcar signage and decals.
- A task order in the amount of \$65,255 was issued to Keolis Rail Services Virginia, for replacement of incandescent lighting in the exterior housing assembly on all Gallery IV cars.
- A sole source purchase order in the amount of \$99,968 was issued to Wabtec Railway Electronics for 4G LTE modems built and modified exclusively for Wabtec to be compatible with their proprietary I-ETMS Positive Train Control System.

Chairman Nohe asked if there was any other business. There was none.

Chairman Nohe adjourned the meeting, without objection, at 10:11 A.M.

**Virginia Railway Express  
Operations Board**

**Resolution  
8A-12-2018**

**Authorization to Issue a Request for Proposals for  
Banking Services and a Line of Credit**

**WHEREAS**, in April 2014, VRE entered into a contract for banking services and line of credit with PNC Bank; and,

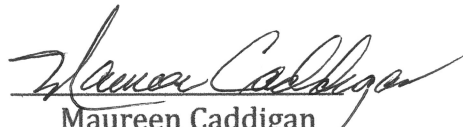
**WHEREAS**, the contract with PNC Bank was for a base period of three years and an option for up to two additional years; and,

**WHEREAS**, the final option year on the contract with PNC Bank will expire on April 28, 2019;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby acknowledge the determination made by the VRE Contract Administrator in accordance with the VRE Public Procurement Policies and Procedures that competitive bidding is not practicable, nor fiscally advantageous to VRE, and that competitive negotiation is the appropriate method to procure these services; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue a Request for Proposals, jointly with the Potomac and Rappahannock Transportation Commission, for banking services and a line of credit for a base period of three years, with an option for up to two additional years.

Approved this 14<sup>th</sup> day of December 2018

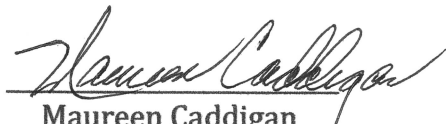
  
Maureen Caddigan  
Secretary



Martin Nohe  
Chairman

**BE IT FURTHER RESOLVED THAT,** in accordance with the C-ROC prioritization criteria and recommended project list, the VRE Operations Board does hereby recommend the Commissions approve the commitment of \$15 million of FY 2019 C-ROC funding and \$15 million of FY 2021 C-ROC funding for construction of the L'Enfant Station Improvements project.

Approved this 14<sup>th</sup> day of December 2018

  
Maureen Caddigan  
Secretary



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Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9B-12-2018**

**Authorization to Extend the Lease for Office Space at  
127 South Peyton Street Through March 31, 2019**

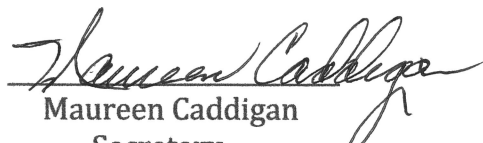
**WHEREAS**, in July 2017, the VRE Operations Board authorized the CEO to execute a lease for office space at 1500 King Street, adjacent to VRE headquarters; and,

**WHEREAS**, VRE took possession of the space at 1500 King Street on May 1, 2018; and,

**WHEREAS**, additional time is needed to accomplish the refurbishment of the newly leased space prior to moving staff from their current office;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute an extension of the lease for office space at 127 S. Peyton Street, Suite 210 through March 31, 2019. The three-month extension will cost \$26,244 or \$8,748 per month.

Approved this 14<sup>th</sup> day of December 2018

  
Maureen Caddigan  
Secretary



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Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9C-12-2018**

**Authorization to Extend a License Agreement for the Lease of  
Tower Space for the VHF Radio Communications System**

**WHEREAS**, on February 1, 2009, a five-year license agreement with American Towers, Inc. commenced to utilize space on their cell tower in Fairfax Station, Virginia; and,


**WHEREAS**, the license agreement was extended for a term of five-years through January 31, 2019; and,

**WHEREAS**, the tower is used as a means of enabling communication through the transmission and receipt of radio frequencies for VRE's VHF two-way radio system; and,

**WHEREAS**, VRE staff is requesting permission to extend the license agreement for five additional years through January 31, 2024;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board authorizes the Chief Executive Officer to extend the license agreement with American Towers, Inc. for a third five-year term at a cost of \$193,503 for this five-year term and a total amount of \$504,424 over the three five-year terms.

Approved this 14<sup>th</sup> day of December 2018

  
Maureen Caddigan  
Secretary



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Martin Nohe  
Chairman

**Virginia Railway Express  
Operations Board**

**Resolution  
9D-12-2018**

**Approval of 2019 VRE Officers**

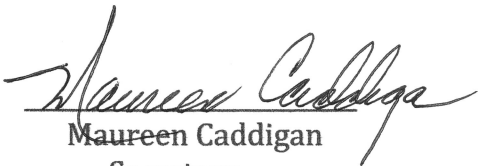
**WHEREAS**, the VRE Bylaws provides for the annual election of Officers to serve as Chairman, Vice Chairman, Secretary and Treasurer; and,

**WHEREAS**, the Office of Chairman shall be rotated each year between the two Commissions; and,

**WHEREAS**, the Chairman appointed a Nomination Committee and that Committee has made its recommendation of 2019 VRE Officers to the Operations Board;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby affirm the election of Katie Cristol as Chairman, Gary Skinner as Vice Chairman, John Cook as Secretary, Jeanine Lawson as Treasurer and Marty Nohe as Immediate Past Chairman, to serve as the 2019 VRE Officers to be installed at the January 18, 2019 Operations Board Meeting.

Approved this 14<sup>th</sup> day of December 2018

  
Maureen Caddigan  
Secretary

  
Marty Nohe  
Chairman

# CEO REPORT

DECEMBER 2018



# OUR MISSION

The Virginia Railway Express, a joint project of the Northern Virginia Transportation Commission and the Potomac Rappahannock Transportation Commission, will provide safe, cost-effective, accessible, reliable, convenient, and customer responsive commuter-oriented rail passenger service. VRE contributes to the economic vitality of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.





CEO REPORT | DECEMBER 2018

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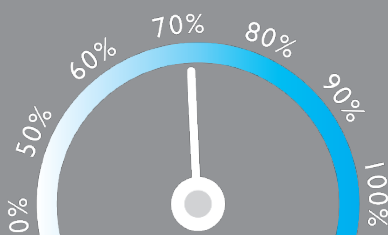


VIRGINIA RAILWAY EXPRESS  
A better way. A better life.



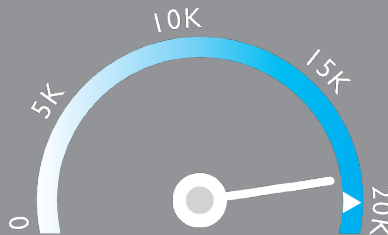
# SUCCESS AT A GLANCE

S



**PARKING  
UTILIZATION**

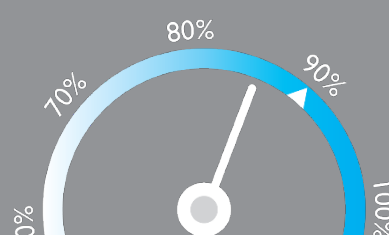
The total number of parking spaces used in the VRE system during the month, divided by the total number of parking spaces available.



**AVERAGE DAILY  
RIDERSHIP**

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.

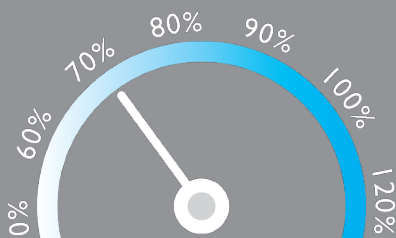
▲ Same month, previous year.



**ON-TIME  
PERFORMANCE**

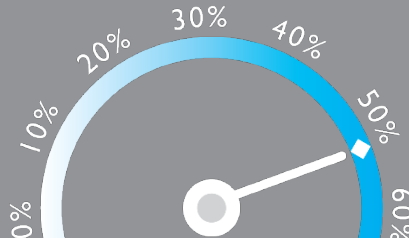
Percentage of trains that arrive at their destination within five minutes of the schedule.

▲ Same month, previous year.



**SYSTEM CAPACITY**

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



**OPERATING RATIO**

The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by the riders.

◆ Board-established goal.

**OCTOBER 2018**

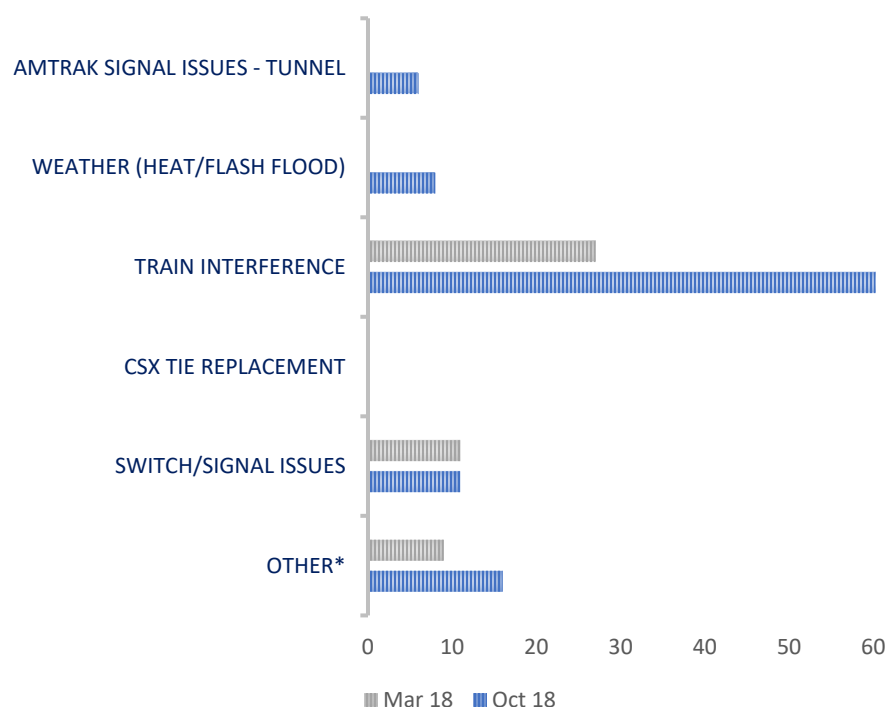


# ON-TIME PERFORMANCE

## OUR RECORD

	October 2018	September 2018	October 2017
Manassas Line	87%	84%	90%
Fredericksburg Line	84%	65%	91%
System Wide	86%	75%	90%

## REASONS FOR DELAYS



VRE operated 704 trains in October.

Our on-time rate for October was 86%.

One hundred-two of the trains arrived more than five minutes late to their final destinations. Forty-seven of those late trains were on the Manassas Line (87%), and fifty-five of those late trains were on the Fredericksburg Line (84%).

For the month, we came up just short of our goal for On-Time Performance (OTP). As compared to March of this year, you can see that weather and signal problems in the tunnel had a smaller influence on the OTP, and that train interference was the primary factor in not meeting the goal.

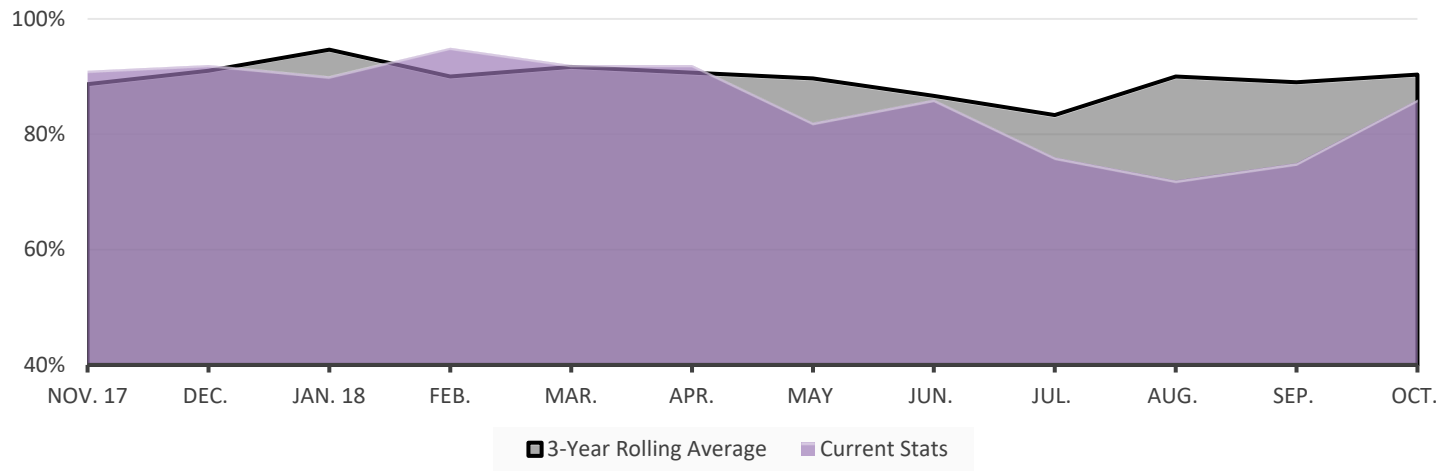
\*Includes trains that were delayed due to operational testing and passenger handling.

## LATE TRAINS

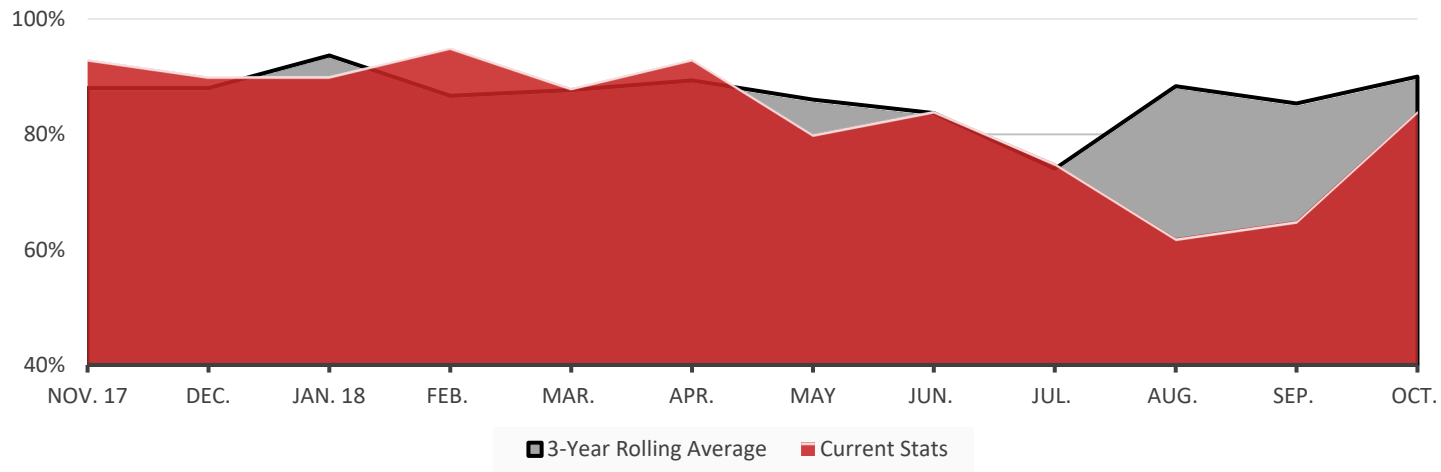
	System Wide			Fredericksburg Line			Manassas Line		
	Aug.	Sep.	Oct.	Aug.	Sep.	Oct.	Aug.	Sep.	Oct.
Total late trains	210	154	102	138	105	55	72	49	47
Average minutes late	21	15	20	21	15	27	21	16	13
Number over 30 minutes	31	13	22	22	6	18	9	7	4
Heat restriction days / total days	7/23	0/19	0/22						

ON-TIME PERFORMANCE

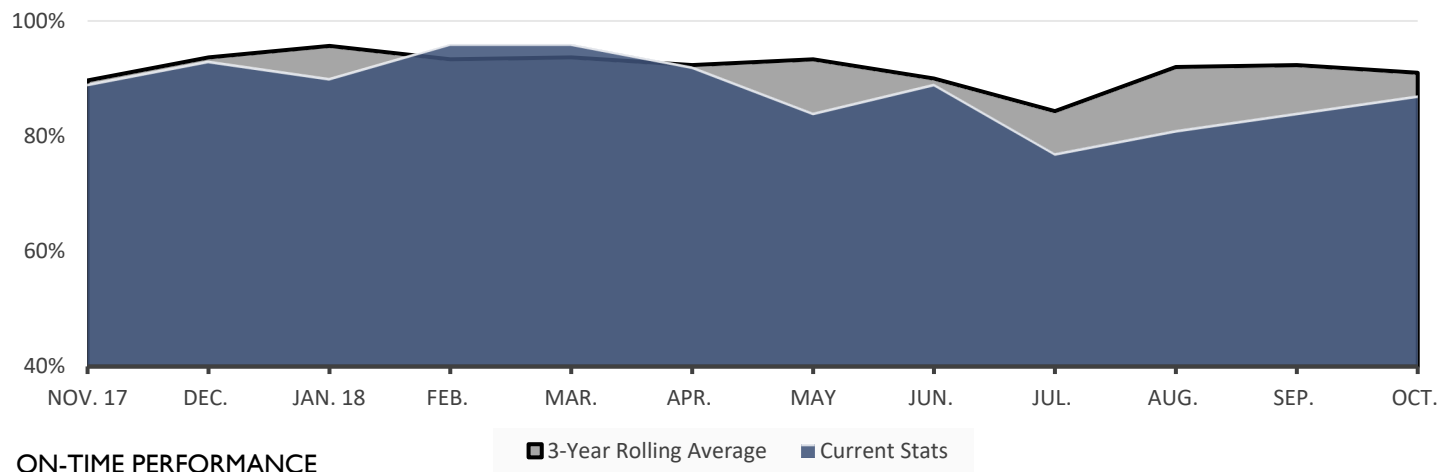
VRE SYSTEM



FREDERICKSBURG LINE

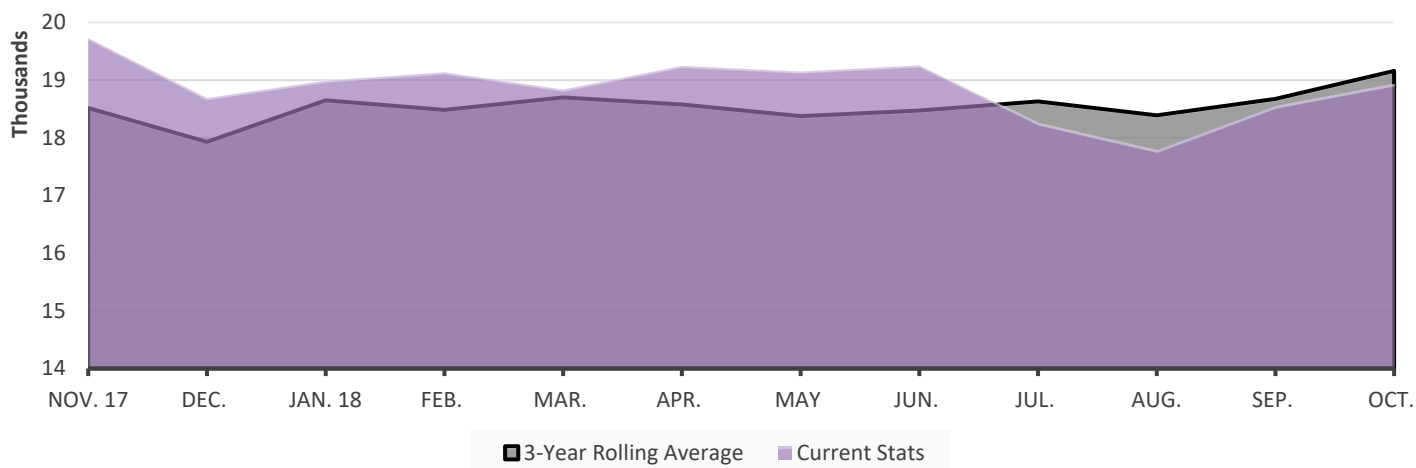


MANASSAS LINE

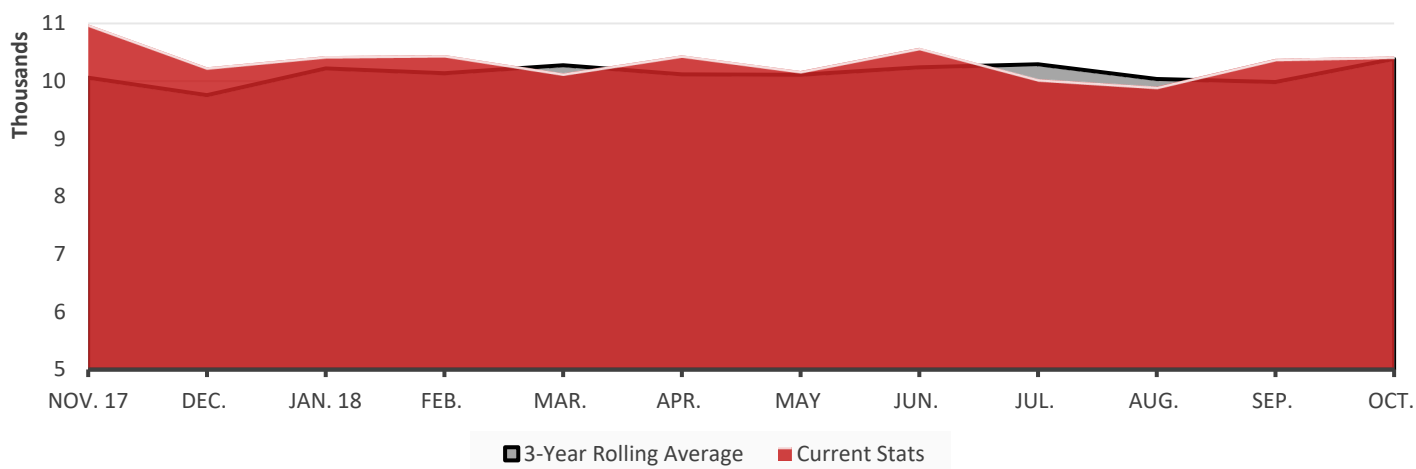


# AVERAGE DAILY RIDERSHIP

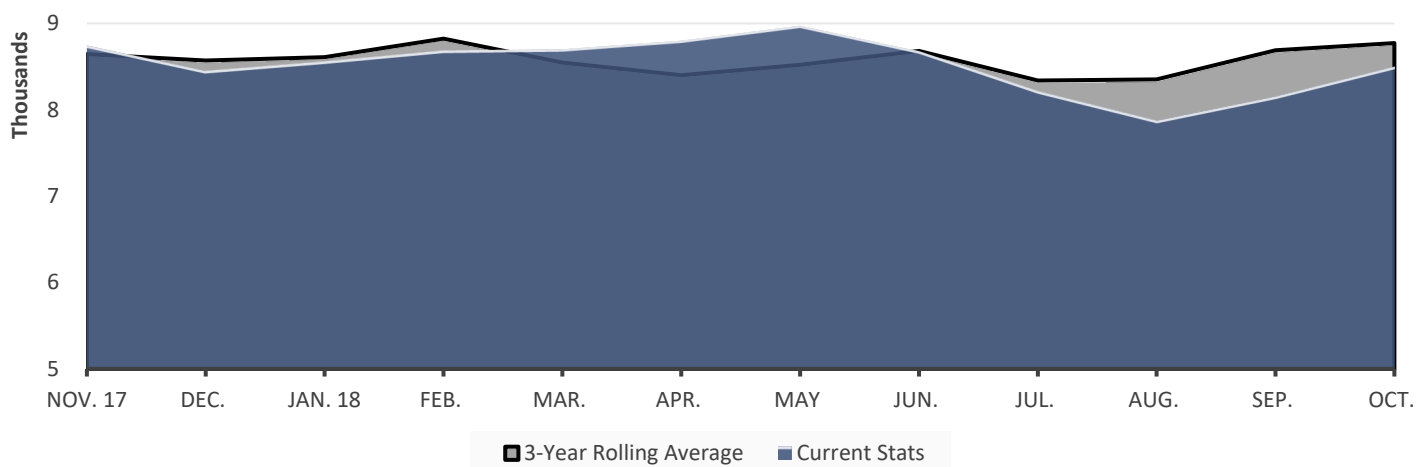
## VRE SYSTEM



## FREDERICKSBURG LINE



## MANASSAS LINE



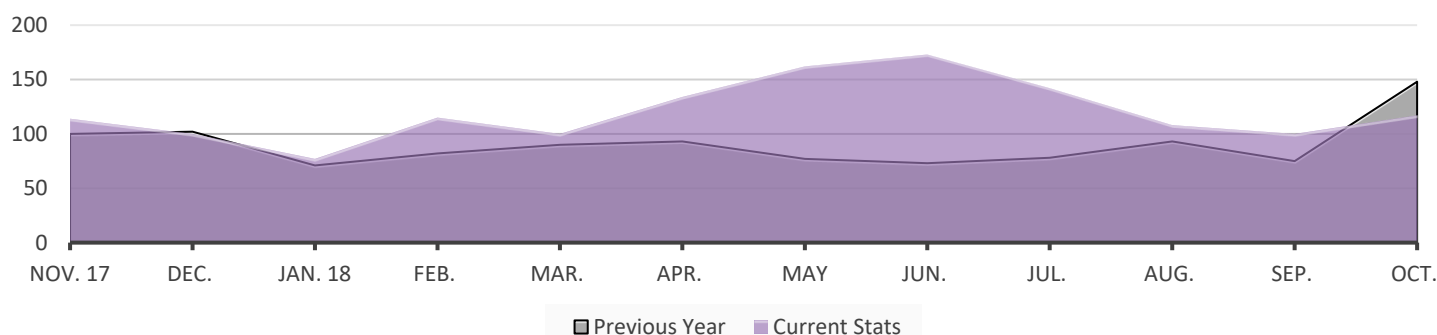
## RIDERSHIP UPDATES

Average daily ridership (ADR) in October was approximately 18,900.

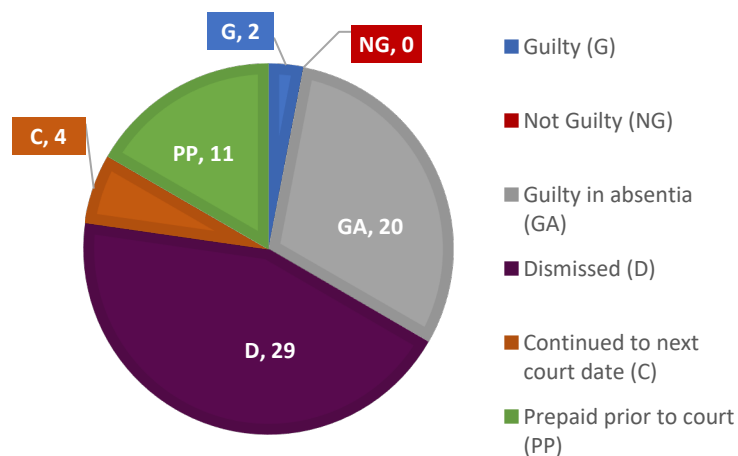
	October 2018	September 2018	October 2017
Monthly Ridership	416,414	352,274	414,506
Average Daily Ridership	18,928	18,541	19,738
Full Service Days	22	19	21
"S" Service Days	0	0	0

## SUMMONSES ISSUED

## VRE SYSTEM

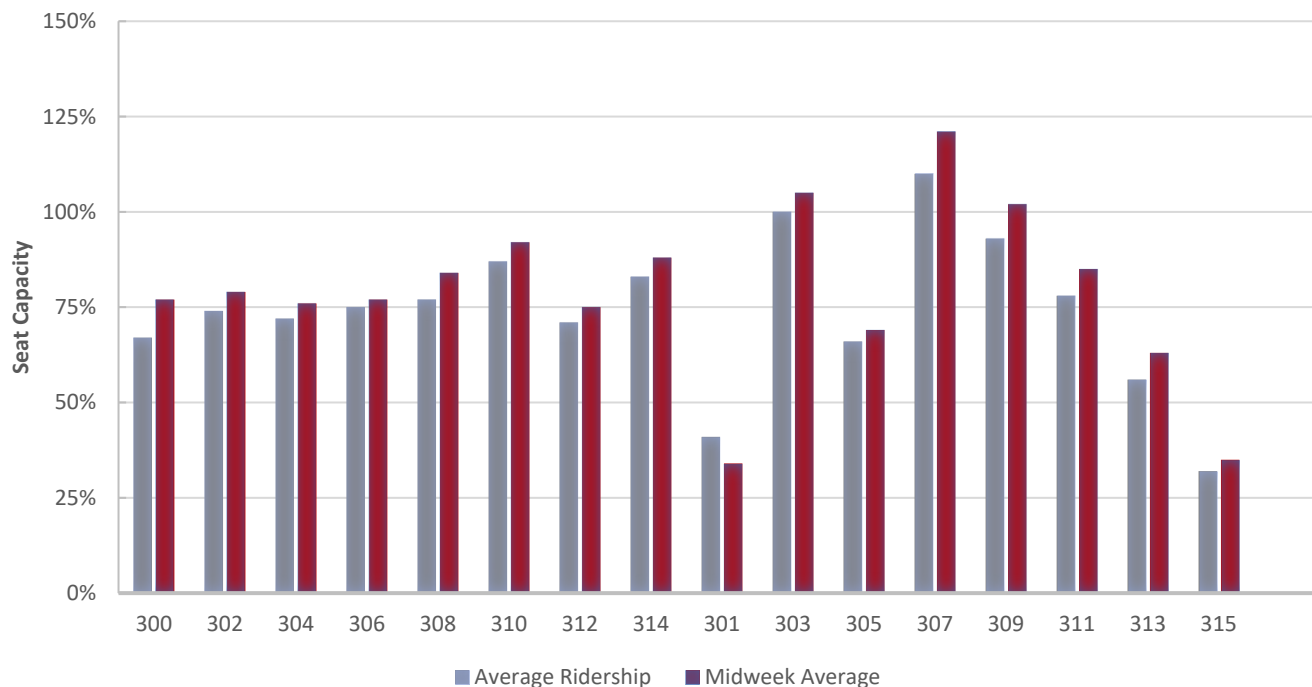
SUMMONSES WAIVED  
OUTSIDE OF COURT

Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	18
One-time courtesy	8
Per the request of the conductor	13
Defective ticket	0
Per Ops Manager	1
Unique circumstances	0
Insufficient information	1
Lost and found ticket	0
Other	1
<b>Total Waived</b>	<b>42</b>

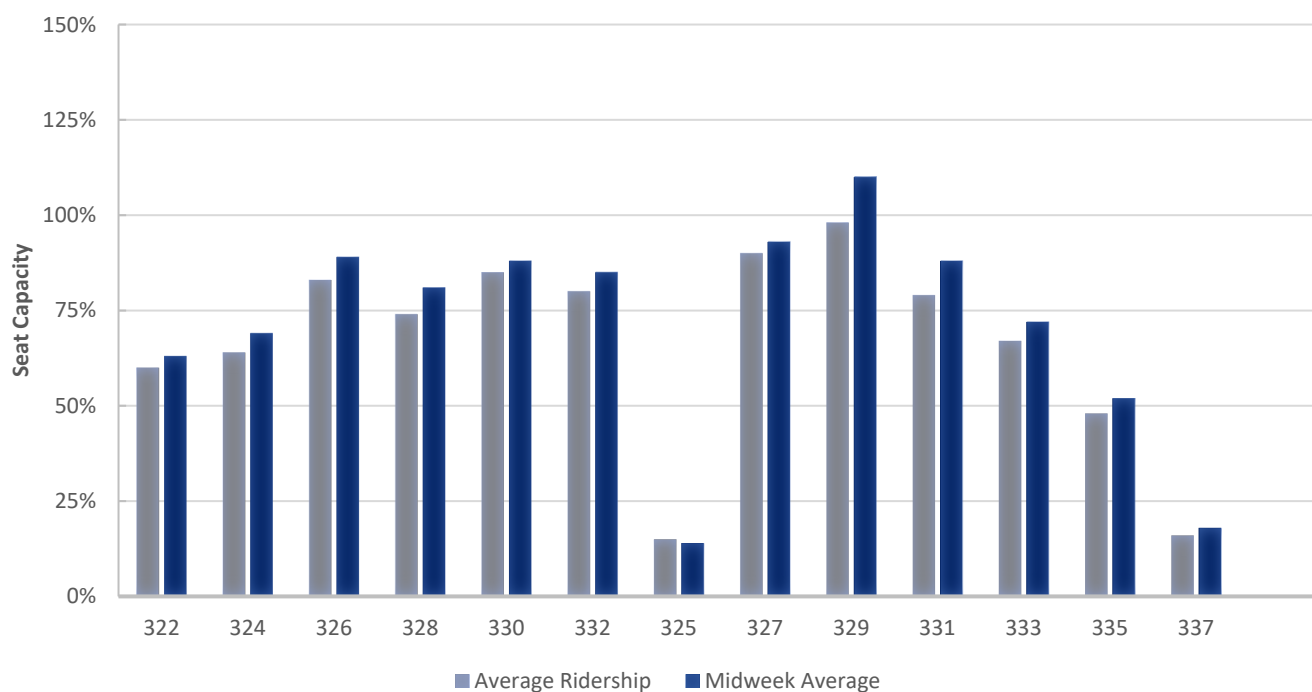
MONTHLY SUMMONSES  
COURT ACTION

# TRAIN UTILIZATION

## FREDERICKSBURG LINE

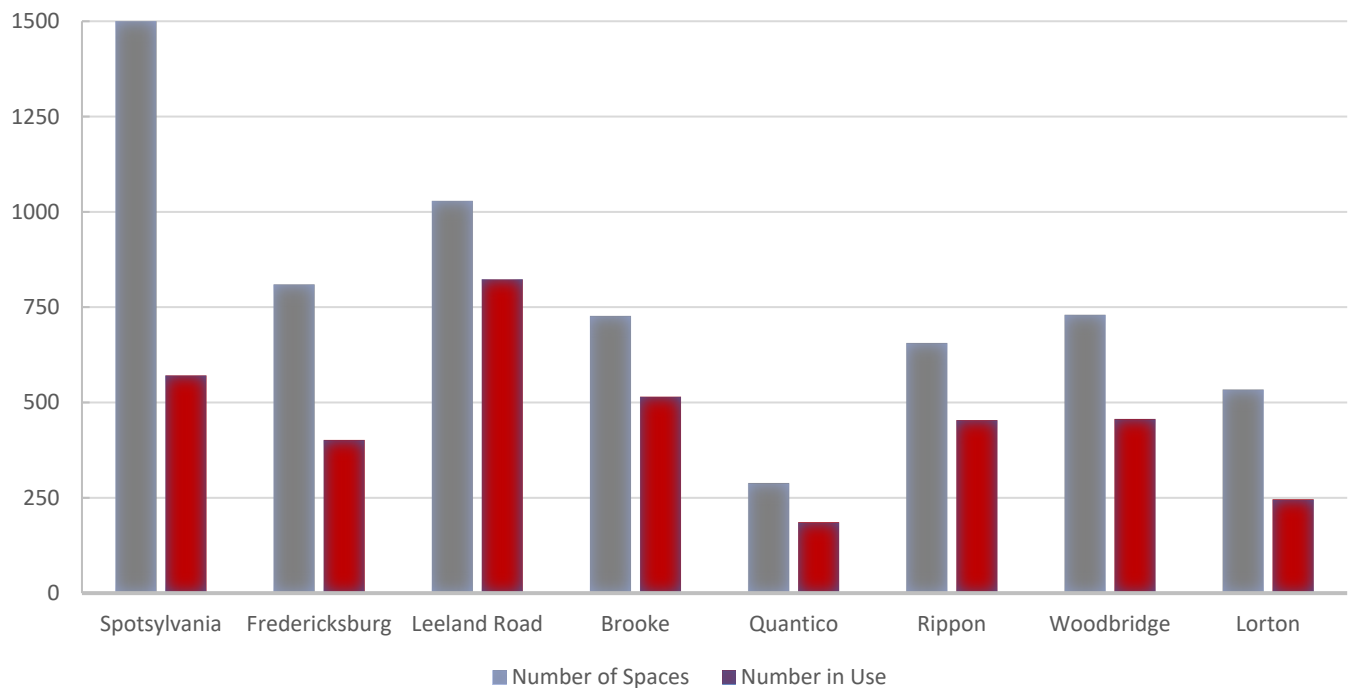


## MANASSAS LINE

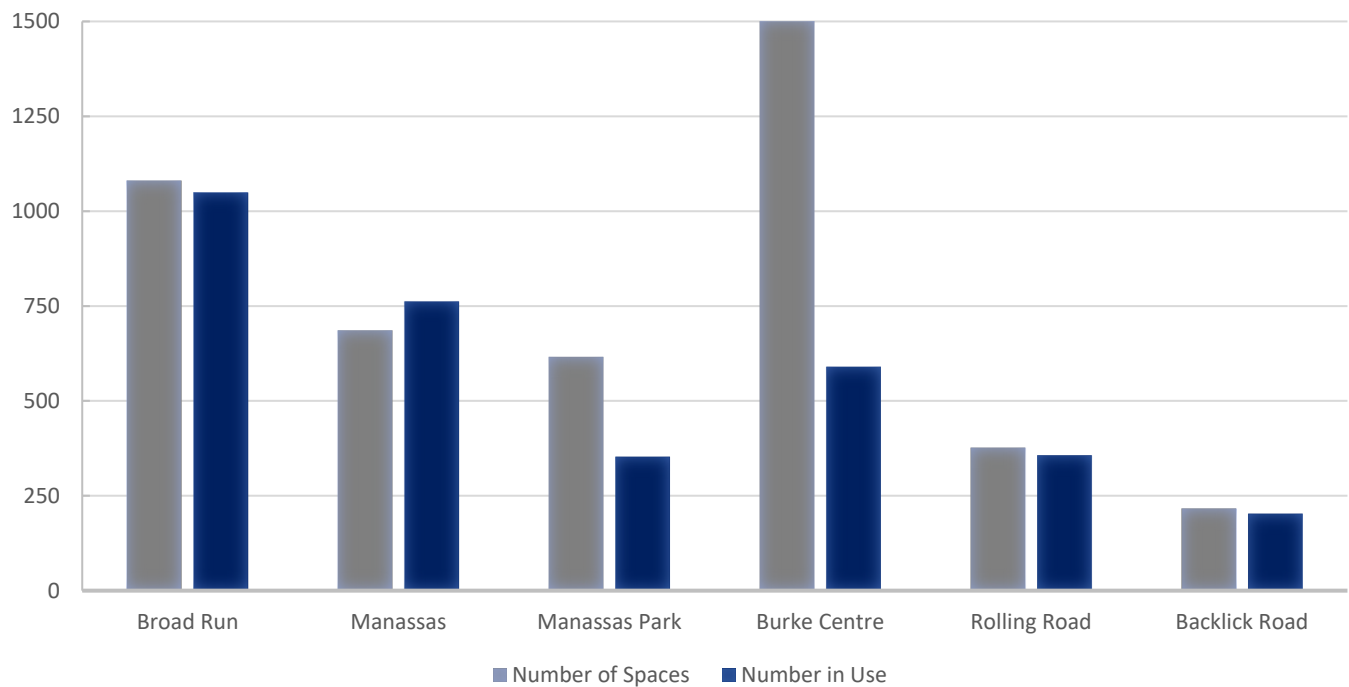


# PARKING UTILIZATION

## FREDERICKSBURG LINE



## MANASSAS LINE





# FINANCIAL REPORT

Fare revenue through the fourth month of FY 2019 is approximately \$200,000 below budget (an unfavorable variance of -1.4%) and is 0.3% below the same period in FY 2018.

The operating ratio through October is 52%, which is equal to VRE's budgeted operating ratio for the full twelve months of FY 2019. VRE is required to budget a minimum operating ratio of 50%.

A summary of the FY 2019 financial results through October follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2019 Operating Budget Report Month Ended October 31, 2018							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
<b>Operating Revenue</b>							
Passenger Ticket Revenue	3,607,329	3,731,200	14,216,049	14,416,000	(199,951)	-1.4%	42,400,000
Other Operating Revenue	600	19,800	9,774	76,500	(66,727)	-87.2%	225,000
<b>Subtotal Operating Revenue</b>	<b>3,607,929</b>	<b>3,751,000</b>	<b>14,225,822</b>	<b>14,492,500</b>	<b>(266,678)</b>	<b>-1.8%</b>	<b>42,625,000</b>
Jurisdictional Subsidy (1)	-	-	9,119,260	9,062,209	57,051	0.6%	13,336,628
Federal/State/Other Jurisdictional Subsidy	2,363,502	2,606,224	10,315,058	10,386,499	(71,441)	-0.7%	31,371,051
Appropriation from Reserve/Other Income	-	87,120	-	336,600	(336,600)	0.0%	990,000
Interest Income	93,194	17,600	364,763	68,000	296,763	436.4%	200,000
<b>Total Operating Revenue</b>	<b>6,064,625</b>	<b>6,461,944</b>	<b>34,024,903</b>	<b>34,345,808</b>	<b>(320,905)</b>	<b>-0.9%</b>	<b>88,522,679</b>
<b>Operating Expenses</b>							
Departmental Operating Expenses	6,038,999	6,506,086	27,572,547	29,746,602	2,174,055	7.3%	81,761,809
Debt Service	518,529	559,573	2,074,500	2,238,290	163,790	7.3%	6,714,870
Other Non-Departmental Expenses	(97,020)	4,048	11,737	15,640	3,903	0.0%	46,000
<b>Total Operating Expenses</b>	<b>6,460,508</b>	<b>7,069,706</b>	<b>29,658,784</b>	<b>32,000,532</b>	<b>2,341,748</b>	<b>7.3%</b>	<b>88,522,679</b>
<b>Net income (loss) from Operations</b>	<b>(395,882)</b>	<b>(607,762)</b>	<b>4,366,119</b>	<b>2,345,276</b>	<b>2,020,844</b>		<b>0</b>
<b>Operating Ratio</b>							
			<b>52%</b>	<b>49%</b>	<b>Budgeted</b>	<b>52%</b>	
					<b>Goal</b>	<b>50%</b>	

(1) Total jurisdictional subsidy is \$17,767,748. Portion shown as budgeted is attributed to Operating Fund only.

# FACILITIES UPDATE

The following is a status update of VRE facilities projects:

## Completed projects:

1. Cleaning of elevator/stair tower glass at Woodbridge Station
2. Replacement of station entrance sign at Woodbridge Station
3. Striping of additional ADA parking space at Leeland Road Station
4. Repairs to potholes at Manassas Park Station
5. Replacement of electrical and communications conduits and electrical panel at Manassas Park Station
6. Fire lane striping at Broad Run station



*Replacement of Station Entrance Sign at Woodbridge Station*

## Projects scheduled to be completed this quarter:

1. Replacement of tactile warning strip at L'Enfant Station
2. Repairs to platform concrete at L'Enfant Station
3. Repairs to fascia and soffit at Woodbridge Station east building
4. Replacement of gutters and downspouts at Rippon Station
5. Repairs to platform concrete at Manassas Station
6. Installation of automated parking count system at stations with parking lots



*Renovations to Alexandria Headquarters Suite 201*

## Projects scheduled to be initiated this quarter:

1. Design of platform widening at L'Enfant Station
2. Replacement of signage at additional stations (locations TBD)

## Ongoing projects:

1. Renovations to Alexandria Headquarters Suite 201
2. Development of specifications for modernization of east elevator at Woodbridge Station
3. Development of IFB for canopy roof replacement at Backlick Road Station
4. Replacement of station posters throughout VRE system

5. Replacement of parking lot entrance signs at various stations
6. Replacement of waste and recycling receptacles at various stations

## UPCOMING PROCUREMENTS

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

# CAPITAL PROJECTS UPDATES

AS OF November 7, 2018

## Broad Run Expansion Study (BRX)

- Preliminary engineering (PE) design and NEPA for maintenance and storage facility (MSF) expansion, platform modifications, 3<sup>rd</sup> track and tunnel underway
- NS design review agreement under development; NS comments pending
- Draft agreements between VRE and Prince William County, City of Manassas regarding Broad Run parking expansion funding and other responsibilities under development
- Bi-weekly Project Management Team (PMT) meetings with BRX consultant

## Manassas Park Station Parking Expansion

- Final design underway
- Value Engineering recommendations being vetted with City
- Safety Plan received from Consultant for Final Design
- Study underway to avoid water line relocation by adjusting garage location
- Coordinating with NS for access to railroad ROW for survey and geotechnical work

## Rolling Road Platform Extension

- Final plans for platform extension complete
- Invitation for Bids (IFB) for platform extension and rehabilitation pending 2019 construction season start

## Crossroads Real Estate Acquisition

- Revised appraisal required

## Crossroads Lifecycle Overhaul & Upgrade Facility (LOU)

- Property negotiations continue to acquire property needed to the east and south of existing Crossroads Yard
- Design 100% complete

## Leeland Road Station Improvements

- DRPT LONP received; execution of REF grant pending
- 30% design underway
- CSXT design review agreement pending

## Brooke Station Improvements

- DRPT LONP received; execution of REF grant pending
- 30% design underway
- CSXT design review agreement pending

## Quantico Station Improvements

- Completion of FD & construction pending execution of IPROC grant by DRPT

#### Rippon Station Improvements

- 30% design plans complete
- CSXT design review agreement pending

#### Lorton Station Improvements (Second Platform)

- Preliminary engineering/30% design plans and NEPA documents are currently under review by CSXT

#### Franconia-Springfield Station Improvements

- Preliminary engineering/30% design plans and NEPA documents are currently under review by CSXT

#### Alexandria Station Improvements

- Investigating proposal for accomplishing tunnel and related improvements at lower cost
- Coordinating with FRA, CSXT and DRPT

#### Slaters Lane/Alexandria Track 1 Access

- CSX forces have begun construction but are on hold until after Jan. 1, 2019

#### Crystal City Station Improvements

- RFP for preliminary engineering design and NEPA under development
- PE/NEPA completion pending execution of REF grant by DRPT
- REF application for construction under development
- Coordination with CC2DCA and DC2RVA projects is ongoing
- CSXT Design Review agreement is under development

#### L'Enfant (South) Storage Track Wayside Power

- Coordinating with PEPCO for power supply

#### L'Enfant Track and Station Improvement

- Phase 1: Background Information technical memorandum is complete
- Initiation of additional work pending execution of REF grant by DRPT
- CSXT Design Review agreement is under development

#### Midday Storage Replacement Facility

- Draft Categorical Exclusion (CE) being revised based on FTA comments
- Framework/agreement pending for real estate acquisition, design and construction activities
- Amtrak site survey completed and being verified; owner permission for site access pending for privately-owned parcels

#### VRE Transit Development Plan Update

- Draft TDP document under development
- Bi-weekly progress meetings continue with TDP consultant

#### Long Bridge Expansion Environmental Impact Statement (EIS)

- Public information meeting held November 29, 2018

- Draft Environmental Impact Statement (EIS) scheduled completion Summer 2019
- Record of Decision (ROD) scheduled completion Spring 2020

Washington Union Station Improvements Environmental Impact Statement (EIS)

- Subbasement, concourse and lower level design continues as well as coordination activities
- Section 106 meeting postponed until 2019

## NOTES

[illegible]



## Projects Progress Report to Follow

## PASSENGER FACILITIES

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















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

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

<sup>1</sup>Total project cost estimate in adopted FY2018 CIP Budget

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

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

Total <sup>1</sup>	ESTIMATED COSTS (\$)			Expended <sup>2</sup>	COMPLETION			STATUS
	Funded	Unfunded	Authorized		Percent	Date		
26,674,365	26,674,365	-	1,814,559	1,714,242	60%	4th QTR 2020		60% design complete. Investigating alternative construction strategies.
7,000,000	7,000,000	-	467,500	90,749	30%	2nd QTR 2019		CSX forces have begun work but are on hold until after Jan. 1, 2019.
2,400,000	400,000	2,000,000	-	-	5%	4th QTR 2020		Design work on East Platform only. West Platform elevation funded.
13,000,000	13,000,000	-	*	337,165	25%	4th QTR 2021		Preliminary engineering plans under review by CSXT and anticipated to be complete in 4th QTR 2018.
16,150,000	16,150,000	-	*	414,788	25%	4th QTR 2021		Preliminary engineering plans under review by CSXT and anticipated to be complete in 4th QTR 2018.
16,632,716	16,632,716	-	*	328,521	20%	4th QTR 2022		30% design underway; CSXT design review agreement pending. Preliminary engineering anticipated complete 2nd QTR 2019.
No costs for VRE. Private developer providing station.					10%	TBD		Design resumed after resolution of DRPT/CSXT/FRA track project issues.
18,350,745	18,350,745	0	-	-	30%	TBD		Completion of FD & construction pending excution of IPROC grant by DRPT.
23,390,976	23,390,976	-	*	259,910	20%	4th QTR 2022		DRPT LONP received; execution of REF grant pending. 30% design underway.
15,527,090	15,527,090	-	*	273,761	20%	4th QTR 2022		DRPT LONP received; execution of REF grant pending. 30% design underway.
25,983,000	25,983,000	0	2,238,144	466,841	30%	4th QTR 2022		Final design initiated.
2,000,000	2,000,000	-	442,900	321,444	50%	3rd QTR 2020		Invitation for Bids (IFB) for platform extension and rehabilitation pending 2019 construction season start.
41,810,000	5,410,000	36,400,000	399,121	393,642	10%	2nd QTR 2023		DRPT LONP received; completion of PD & EC pending excution of REF grant by DRPT.
70,650,000	3,226,000	67,424,000	2,980,000	58,793	10%	2nd QTR 2023		DRPT LONP received; completion of PD & EC pending excution of REF grant by DRPT.

## TRACK AND INFRASTRUCTURE

PROJECT	DESCRIPTION	PHASE					
		CD	PD	EC	RW	FD	CN
Hamilton-to-Crossroads Third Track	2¼-miles of new third track with CSXT design and construction of signal and track tie-ins.	◆	◆	◆	N/A	◆	◆

## MAINTENANCE AND STORAGE FACILITIES

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

## ROLLING STOCK

Passenger Railcar Procurement	Acquisition of 29 new railcars.	◆	N/A	N/A	N/A	◆	◆
Positive Train Control	Implement Positive Train Control for all VRE locomotives and control cars.	◆	N/A	N/A	N/A	◆	●

## PLANNING, COMMUNICATIONS AND IT

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










PHASE: CD - Conceptual Design PD - Preliminary Design EC - Environment Clearance

RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

<sup>1</sup> Total project cost estimate in adopted FY2018 CIP Budget

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

Total <sup>1</sup>	ESTIMATED COSTS (\$)				COMPLETION		STATUS
	Funded	Unfunded	Authorized	Expended <sup>2</sup>	Percent	Date	
32,500,000	32,500,000	-	33,285,519	30,578,003	100%	3rd QTR 2018	 Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,672,293	50%	2nd QTR 2019	 Coordination with PEPCO for power supply underway.
38,183,632	38,183,632	-	3,176,039	2,129,476	90%	TBD	 Design 100% complete. On hold pending property acquisition.
2,950,000	2,950,000	-	2,950,000	139,154	95%	TBD	 Revised appraisal required.
89,666,508	89,666,508	-	3,588,305	1,358,298	35%	4th QTR 2019	 Site survey completed and being verified; finalizing NEPA documentation; owner permission pending to survey private parcels.
75,264,693	75,264,693	-	69,457,809	47,915,644	95%	4th QTR 2020	 All cars received. Completion date reflects end of warranty period.
10,553,000	10,553,000	-	10,294,079	7,984,451	80%	4th QTR 2018	 Onboard installations ongoing.
137,230,000	83,825,501	53,404,499	5,208,845	4,437,003	22%	4th QTR 2022	 Completion of preliminary engineering and NEPA review pending NS design review agreement and comments.
3,510,307	3,510,307	-	3,510,627	2,168,462	65%	2nd QTR 2019	 Rate My Ride is live in app. Big Commerce/Moovel collaboration underway for web based ticketing portal.

VIRGINIA RAILWAY EXPRESS MAGAZINE

# RIDE

DECEMBER 2018



## IN THIS ISSUE:

HOLIDAY SCHEDULE REMINDER (p1)

WASHINGTON UNION STATION UPGRADES (p2)



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## BE AWARE OF NOISE LEVELS

Please be aware and respectful of noise levels when riding, particularly in the morning. You of course are more than allowed to hold conversations in all cars but the quiet car. However, as a courtesy to your fellow riders, we ask that you lower your speaking volume if the rest of the car is quiet.



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Editor in Chief: Cindy King

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Access RIDE online at  
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## FROM THE CEO

### RIDE E-NEWSLETTER



**DOUG ALLEN**  
Chief Executive Officer

**R**iders often share with us how much they enjoy reading our RIDE magazine. Conversely, other riders encourage us to consider moving away from a monthly printed piece.

We currently see the value in both printed and digital mediums to deliver our messages to riders, and as such, we will begin sending a monthly RIDE E-Newsletter through our Train Talk system in addition to printing the hard copy magazine for distribution on the train.

Some may ask, "What about the cost?" We have a great answer to this great question. The e-newsletter will not have any additional associated cost. The cost of producing the printed version of RIDE magazine will continue to be covered by the magazine's ad revenue. So be assured, the information in both formats is delivered at no cost to riders.

The RIDE E-Newsletter will offer abbreviated versions of the VRE system news articles. Additionally, the e-newsletter will link to the full issue online.

Our first RIDE E-Newsletter will be sent soon to complement this issue. Please be on the lookout for the e-newsletter as a Train Talk VRE News item.

Sincerely,

**DOUG ALLEN**  
Chief Executive Officer  
Virginia Railway Express

## HOLIDAY SCHEDULE REMINDER

**Dec 24th:** "S" Schedule  
**Christmas, Dec 25th:** No VRE Service  
**Dec 26-28th:** "S" Schedule  
**Dec 31st:** "S" Schedule

Please note Amtrak will honor Step-Up tickets for designated trains with available seats on days Amtrak runs but VRE trains do not.

Cover image: Inside the cab car



# WASHINGTON UNION STATION PASSENGER AREA UPGRADES

Work continues on upgrades to passenger areas of Washington Union Station. The improvements will accommodate Amtrak and Virginia Railway Express passengers who access the lower platforms via Gate L, Tracks 23 to 28. Once the project has been completed, customers will access new escalators, an elevator, and refreshed platforms. The project is expected to be completed by the end of 2018.

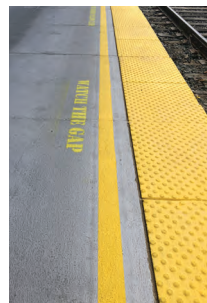
**New elevator leading to platform**



**Recently completed refreshed platform**



**Second platform yet to be refreshed**



**A closer look at the completed refreshed platform**



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Alexandria, Virginia 22314  
Learn more: [visitalexandriava.com](http://visitalexandriava.com)

### WINTER FESTIVAL OF LIGHTS ON LEE HIGHWAY (FREE)

December 1  
11:30 AM – 2:30 PM  
Lee Highway Corridor  
Learn more: [arlingtonmagazine.com](http://arlingtonmagazine.com)

### SPOTSYLVANIA CHRISTMAS PARADE (FREE)

December 1  
1:00 PM – 3:00 PM  
Spotsylvania Courthouse Village, Old Battlefield Blvd.,  
Spotsylvania Courthouse, VA 22553  
Learn more: [spotsylvania.va.us](http://spotsylvania.va.us)

### FREDERICKSBURG CHRISTMAS PARADE (FREE)

December 1  
Starting 5:30 PM  
Downtown, Fredericksburg, Virginia 22401  
Learn more: [visitfred.com](http://visitfred.com)

### UMW PHILHARMONIC HOLIDAY POPS

December 7  
7:30 PM  
Rick Steves' Symphonic Journey  
Learn more: [umwphilharmonic.com](http://umwphilharmonic.com)

# Christmas in Stafford

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a "First" in the Region!  
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Christmas Town Market —  
Arts & Crafts, Seasonal Products  
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Candy Land  
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Annual Christmas Parade



**FREE**  
Admission

Saturday, Dec. 15, Noon – 7:00 pm, Embrey Mill  
[www.ChristmasinStafford.com](http://www.ChristmasinStafford.com)

**TOUR** STAFFORD  
*Virginia*

# TOYS FOR TOTS

Each holiday season, VRE riders prove to be one of the largest contributors to the Marine Toys for Tots program in the Northern Virginia area. VRE will collect toys once again this year, and we hope our riders will continue a tradition of generous support.

To participate:

- 1.) Bring a new, unwrapped toy on your morning train and leave it on the seat for VRE elves to collect after your ride.
- 2.) Or, give a monetary donation to your morning train conductor.

**This year's date: Wednesday, December 5th**



# COLOR-CODED TRAIN TALK ALERTS

Announcing new, more detailed, color-coded Train Talk e-mail alerts. The new format for Train Talks allow for deeper explanations on a number of issues, offer helpful reminders, and provide links to related topics. Plus, the color coding and subject line naming convention will enable riders to quickly recognize the time sensitivity of a message.

## Service Alert: Red

Service Alerts will be sent in the event of a service change or delay.

**SERVICE ALERT**  
VIRGINIA RAILWAY EXPRESS (VRE)

## Service Advisory: Orange

Service Advisories will be sent if an occurrence or anticipated occurrence *may* impact service. This will be sent prior to Service Alerts when possible.

**SERVICE ADVISORY**  
VIRGINIA RAILWAY EXPRESS (VRE)

## Station Update: Blue and Tan

Station Updates will be sent if there is an anticipated or known event or issue related to a specific station.

**STATION UPDATE**  
VIRGINIA RAILWAY EXPRESS (VRE)

## VRE News: Purple

VRE News will be sent for system enhancement updates, to announce Meet the Management meet and greets, and other helpful but non-urgent messages.

**VRE NEWS**  
VIRGINIA RAILWAY EXPRESS (VRE)

## Support System Notifications: Dark Gray

Support System Notifications will be sent if we are experiencing issues with our phone system, website or website tracking GPS.

**SUPPORT SYSTEM NOTIFICATION**  
VIRGINIA RAILWAY EXPRESS (VRE)





## RAILROAD HISTORY: QUANTICO STATION

The Quantico VRE Station, located at 550 Railroad Avenue in the historic town of Quantico, Virginia, is the fifth stop on the Fredericksburg line after Spotsylvania, Fredericksburg, Leeland, and Brooke. The station was originally built by the Richmond, Fredericksburg and Potomac railroad in 1953, and was totally renovated by VRE and re-opened in April of 2005.

The area now known as Quantico (which means “by large stream”) was first inhabited by Native Americans. In 1608, John Smith mapped an area called “Patawomek” and noted with surprise that the Iroquois and some Dogue Indians of the Algonquin Tribe lived there in harmony. Quantico was first visited by European explorers in the summer of 1608. Later in the year, land owners started appearing. After the turn of the century, the area became popular because of tobacco trade in Aquia Harbor. The Quantico Road was opened in 1731, allowing vital access to and from the western part of the state. By 1759 the road stretched across the Blue Ridge Mountains into the Shenandoah Valley.

The first military presence came during the Revolutionary War, when the Quantico Creek village became a main naval base for the Commonwealth of Virginia's 72 vessel fleet on which many Virginia state militia served. The area was first visited by the Marine Corps in 1816 when a group of Marines traveling by ship to Washington was halted by ice in the Potomac, forcing them to debark and march to the town of Dumfries. Here, they met a young captain, Archibald Henderson, who lived close by. Being a generous man, he hired a wagon for them and sent them on their way. During the Civil War, control of the Potomac River became very important to both armies. The Confederates picked the Quantico Creek area on the Potomac to set up their gun batteries. Their artillery could reach anything on the water, thus deterring the Unions' use of the water highway. While battles took place in Manassas and Fredericksburg, the gun positions around Quantico were used until the end of the war.

Following the war, railroads became a more integral part of transportation. In 1872, the Richmond, Fredericksburg and Potomac Railroad was formed when several railroads north and south met at Quantico Creek.

The surrounding village known as Quantico was built by The Quantico Company. This was the start of a thriving tourist and fishing town. A large hotel was built, the beach was cleaned and one street was finished complete with sewers. A dance pavilion was set up with a merry-go-round and small lots were offered for sale. By the summer of 1916, the steamer St. Johns and the train brought more than 2,500 “fun-seekers” each week to the site from Washington and Richmond. The same year, railroad side tracks were extended to the shipping point on Quantico Creek. The Quantico shipyard started up with plans to build ocean freighters and tankers.

Soon, the U.S. entered World War I and the company obtained U.S. Navy contracts to build three wooden ships. In 1917, Marine Corps commander Major General George Barnett was desperate to find a suitable area large enough to train at least 7,000 Marines. By then the Quantico Company was in financial trouble and agreed to lease 5,300 acres surrounding the town of Quantico to the U.S. government for the base which became nicknamed “slippery mud” because of the knee-deep, red, gumbo-like mud which often bogged down ox-carts and wagons. The hotel became the officers quarters later named Walter Hall. Temporary tents and crude wooden barracks were built and some slept in the dance pavilion. By August, enough barracks were built along with a hospital capable of housing 100 patients. Brig. General John A. Lejeune took command of the base in September when the first battalion which had been training since July sailed aboard the USS Henderson for France. During the rush to provide housing, hundreds of skilled workers were needed. Many workers were employed and lived and worked in the town. Many of the descendants of those workers still have businesses there today.

The town was officially incorporated in 1927 and received their charter in 1934. Today, the station serves both Amtrak and VRE trains. The waiting room is open week days from 5:00 a.m. to 10:00 a.m. and 3:00 p.m. to 8:00 p.m. The original waiting room has been transformed into a railroad museum of sorts, with walls covered by framed newspaper articles, photos, posters and memorabilia depicting the rich history of the town, the railroad and the Marines. VRE tickets are available for sale from the kiosk vendor located inside the station.

# PLAYING IT SMART WITH

What do our safety program and football have in common? Safety certainly is no game, however, we can draw similarities between having a system of rules, working together to achieve a common goal, and having a winning plan.

Positive Train Control (PTC) is automated technology to stop a train when necessary, and its implementation is a massive initiative that will increase rail safety across the country. PTC will act as an overlay for many existing processes, and it should be noted that there are several currently enforced protocols that allow the team to work together for your safety and reinforce the lines of defense.

## RAILROAD WORKER SAFETY

## APPLIES SPEED CONTROL

### ROADWAY WORKER PROTECTION



### SAFETY BRIEFINGS



### OPERATING RULES



### EFFICIENCY TESTING



### TIMETABLE SPEED RESTRICTIONS



### LOCOMOTIVE/CAB CAR OVERSPEED



### LOCOMOTIVE/CAB CAR ALERTNESS CONTROL



### CAB SIGNAL



### POSITIVE TRAIN CONTROL (PTC)



### TRAINING & BEST PRACTICES: EXERCISING KNOWLEDGE & SKILL

Conductors, engineers, and other personnel receive frequent training, and must play by the rules. They rely on conditioned skills to deliver professional performances.

### THE EQUIPMENT: ADDED LAYERS OF PROTECTION

All skilled professionals can benefit from being equipped with automated tools. For train crews, this is automated equipment to make sure the train is running according to regulation.

### PTC: THE REFEREE

Positive Train Control (PTC) will step in when all other protocols fail – automatically giving the engineer and his/her train a timeout.



Automated Technology	Technology to Stop Train	Description
		<p>Under certain provisions, workers will establish a “work zone” and trains will have to request permission to enter this section of track.</p>
		<p>Railroad personnel is required to begin the day with a detailed, “all-hands” discussion of safety implications and describe the work to be done. The briefing cannot conclude until everyone understands what is being discussed.</p>
		<p>Railroad operations are governed by a set of rules that describe in detail how nearly all activities are to be undertaken. The rules specify train speeds, signal types and meanings, requirements for braking, acceleration, horn and bell use and other elements.</p>
		<p>Efficiency testing is a collective term for tests the supervisors of railroad crews perform in unannounced situations. These tests ensure train crews understand and comply with the railroad operating rules.</p>
		<p>When there is a deviation from the prevailing speed limit, as in a curve, the railroad timetable book will note this location and prescribe a safe operating speed. Engineers are tested and qualified to understand where to make these speed reductions.</p>
✓		<p>Embedded within the control system of the locomotive. Will limit its operating speeds under a variety of preset conditions.</p>
✓		<p>A system employed in the cab cars and locomotives that will activate a visible and audible alarm if it doesn’t sense operator activity within a short period of time. If the operator fails to acknowledge the alarm, the train’s airbrake system will automatically engage.</p>
✓	✓	<p>Locomotives and cab cars pick up the Cab Signal System broadcast through special receivers, and the signal permissions are displayed in the engineer’s cab. If an engineer were to fail to acknowledge a signal change, the train’s airbrakes would activate.</p>
✓	✓	<p>A processor-based/ communication-based control system designed to prevent railway accidents. PTC technology is designed to automatically control train speeds and movements should an engineer not take suitable action for a given situation.</p> <p><i>Update: Currently, we are coordinating with our host railroads, CSX and Norfolk Southern, on field and system interoperability.</i></p>



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## PUZZLE SOLUTIONS



7	8	5	6	2	4	1	9	3
1	6	4	3	9	7	5	2	8
3	9	2	5	1	8	7	6	4
6	7	8	9	4	5	3	1	2
5	1	3	7	8	2	9	4	6
4	2	9	1	3	6	8	7	5
9	5	7	4	6	3	2	8	1
2	4	1	8	5	9	6	3	7
8	3	6	2	7	1	4	5	9

# RAIL TIME PUZZLES

## ACROSS

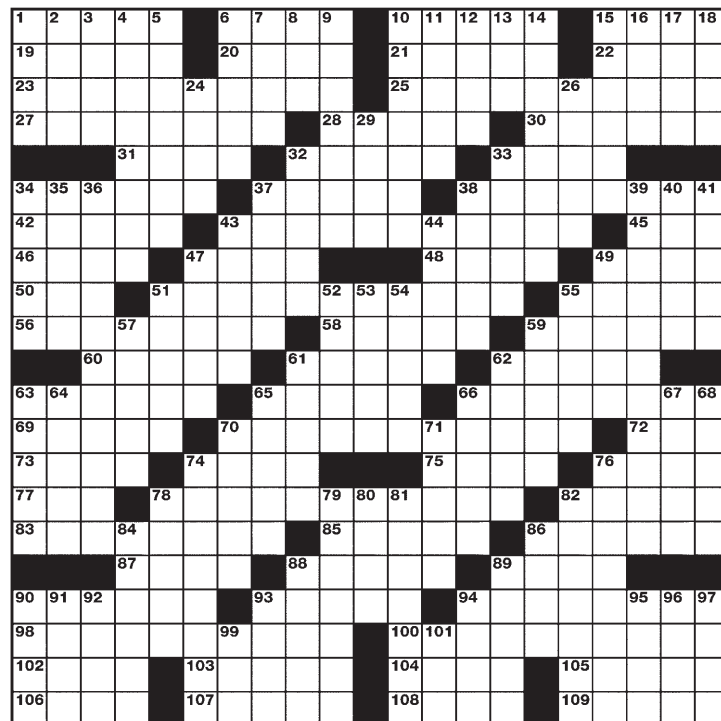
- 1 Surround securely
- 6 Erupt
- 10 Fully awake
- 15 Beans or broccoli
- 19 Part of LED
- 20 Floor space
- 21 Designer Kamali
- 22 Conversant with
- 23 Office-space providers for startups
- 25 Emulate Rumpelstiltskin with straw
- 27 Scones, for instance
- 28 Somewhat wrong
- 30 Obliterates
- 31 Without a warranty
- 32 Playhouse platform
- 33 Wintertime comment
- 34 College sports conference, formerly
- 37 *Très prospère*
- 38 Creative skill
- 42 Small hoppers
- 43 Crafty scheme
- 45 Rainbow segment
- 46 Metal in the rough
- 47 Bowl over
- 48 Damon of cinema
- 49 Gaucho's missile
- 50 Outdo
- 51 Compulsive fire starters
- 55 Countdown device
- 56 Quick quip
- 58 Capital of Belarus
- 59 Metaphor for a mess
- 60 Reduces to granules
- 61 Whips up
- 62 Black water birds
- 63 Oversized luggage
- 65 Narrow boat
- 66 Lefty pitcher
- 69 Puzzle with plus signs
- 70 Affectionate greeting

## DOWN

- 72 Firefighter's tool
- 73 PD alerts
- 74 Novelist Uris
- 75 Overrun (with)
- 76 Paper to pay
- 77 Angry feeling
- 78 Etiquette requirements
- 82 Convention discussion group
- 83 Started vigorously
- 85 Expressed amazement
- 86 Maria's boss in *The Sound of Music*
- 87 Many sports stats.
- 88 Ballet apparel
- 89 Modeling medium
- 90 Russian diplomat
- 93 Erstwhile global airline
- 94 Conduct, as business
- 98 Infamous Old West outlaws
- 100 Italian playwright
- 102 It means "long live"
- 103 Small canyon
- 104 Topics in history
- 105 Mythical fleece finder
- 106 Branch of math
- 107 Hotel visits
- 108 They come from the sun
- 109 Calls off

## ACROSS

- 9 Utah's \_\_\_ Mountains
- 10 Immune-system stimulus
- 11 Good-for-nothing
- 12 Miscalculates
- 13 Presidential monogram
- 14 School cafeteria morsel
- 15 Fructose and glucose
- 16 Milestones for young cos.
- 17 Ration (out)
- 18 Calls off
- 24 Related
- 26 Senator Hatch
- 29 Hawaiian fish, for short
- 32 Order to attack
- 33 Labourites, for instance
- 34 Posting on Flickr
- 35 Biblical brother
- 36 Shoe-sole material
- 37 Common cutter
- 38 Sharp as
- 39 Founding Father pamphleteer
- 40 Game-box insert
- 41 Rather long time
- 43 Female zebras
- 44 Accumulate
- 47 Measures of force
- 49 Blessed event
- 51 Nominates
- 52 Maytag sister brand
- 53 Canon's camera competitor
- 54 Start of a boss' order
- 55 Trumpet sounds
- 57 *Peanuts* kid
- 59 Squeaky scamperer
- 61 Great, on some diplomas
- 62 Hairdos



- 63 Innate attribute
- 64 Printer's proof
- 65 Chris of CNN
- 66 Raced on snow
- 67 Wheel rods
- 68 *The Time Machine* author
- 70 Eastern English county, for short
- 71 Source of the fleece
- 74 Strong yens

- 76 What some parents request at restaurants
- 78 Hawaiian force of TV
- 79 Sitting rooms
- 80 Tiny trace
- 81 Bambi's little pal
- 82 School cafeteria sandwiches, briefly
- 84 Livestock marker
- 86 Milne's first name
- 88 Sharp-flavored
- 89 Without refinement

- 90 \$\$\$ source for mags
- 91 Filmmaker from India
- 92 Mid sixth-century year
- 93 Legal assistant, informally
- 94 Printer insert
- 95 "And don't forget..."
- 96 Sound of a hoofbeat
- 97 Lots and lots
- 99 Understood
- 101 Long-term savings plan

## SUDOKU

8		6			1		5	
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1							2	
	8		6			1		3



"My dad said to tell you that geometry is 'squaresville.' I don't understand what that means but he assured me that was comedy gold."



# RIDE

MONTHLY VRE RIDER E-NEWSLETTER



**Train Talk meets RIDE magazine.**





## VIRGINIA RAILWAY EXPRESS

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### RESOLUTION #2374

- SUBJECT:** Adopt and Refer the Amended FY2019 and Recommended FY2020 VRE Operating and Capital Budgets to the Jurisdictions
- WHEREAS:** The Virginia Railway Express (VRE) Master Agreement requires the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) (the “Commissions”) be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year;
- WHEREAS:** The VRE Chief Executive Officer has provided the VRE Operations Board with the FY2020 Operating and Capital Budget within the guidelines developed in cooperation with the chief administrative officers of the local jurisdictions;
- WHEREAS:** The FY2020 budget recommends a three percent average increase in passenger fares over FY2019 fares;
- WHEREAS:** In accordance with its Public Participation Policy, VRE has held public hearings across the VRE service area and solicited public comment on the recommended FY2020 fare increase;
- WHEREAS:** In accordance with its Major Service Change and Fare/Service Equity Policy, VRE has conducted a Title VI analysis on the recommended FY2020 fare increase and determined that the fare increase will not have a disparate impact based on race, color, or national origin, nor will it have a disproportionate burden on low-income populations;
- WHEREAS:** The FY2020 budget recommends that total jurisdictional subsidy contribution remain unchanged at the FY2019 level of \$17,767,748;
- WHEREAS:** VRE staff recommends a budget based on a service level of 32 daily trains and average daily ridership of 18,700 trips;
- WHEREAS:** In accordance with the joint agreement between the Commissions for the distribution and allocation of Commuter Rail Operating and Capital (C-ROC) funds, the VRE Chief Executive Officer has proposed criteria for the prioritization and programming of C-ROC funds and has developed a list of recommended projects; and
- WHEREAS:** The VRE Operations Board recommends the following action.
- NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby adopts the FY2020 VRE Operating and Capital Budget in the following amounts and forwards this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement:

Operating Budget	\$ 89,228,375
Capital Budget	<u>64,934,700</u>
Total Operating and Capital	\$154,163,075

**BE IT FURTHER RESOLVED** that NVTC adopts the amended FY2019 VRE Operating and Capital Budget in the following amounts:

Operating Budget	\$ 88,319,064
Capital Budget	<u>76,250,383</u>
Total Operating and Capital	\$164,569,447

**BE IT FURTHER RESOLVED** that NVTC authorizes the executive directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY2019 and FY2020.

**BE IT FURTHER RESOLVED** that NVTC authorizes its executive director to submit to the Commonwealth the approved budget as part of the FY2020 state aid grant applications.

**BE IT FURTHER RESOLVED** that NVTC authorizes the chief executive officer of VRE to coordinate with Prince William County on a submission by the county for CMAQ/RSTP funding to complete final design of the Woodbridge Station Improvements project.

**BE IT FURTHER RESOLVED** that NVTC authorize its executive director to submit to the Commonwealth an FY2020 Rail Enhancement Fund (REF) grant application for funding to complete construction of the Crystal City Station Improvements project.

**BE IT FURTHER RESOLVED** that NVTC, in accordance with the C-ROC prioritization criteria and recommended project list, approves the commitment of \$15 million of FY2020 C-ROC funding as the required local match for a potential REF grant for construction of the Crystal City Station Improvements project.

**BE IT FURTHER RESOLVED** that NVTC, in accordance with the C-ROC prioritization criteria and recommended project list, approve the commitment of \$15 million of FY2019 C-ROC funding and \$15 million of FY2021 C-ROC funding for construction of the L'Enfant Station Improvements project.

Approved this 3<sup>rd</sup> day of January 2019.

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Chairman

---

Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS  
OPERATIONS BOARD

**Agenda Item 9-A**  
**Action Item**

**To: Chairman Nohe and the VRE Operations Board**

**From: Doug Allen**

**Date: December 14, 2018**

**Re: Referral of the Amended FY 2019 and Recommended FY 2020  
VRE Operating and Capital Budgets to the Commissions and  
Localities**

---

**Recommendation:**

The VRE Operations Board is asked to adopt the revised FY 2019 VRE Operating and Capital Budget and the recommended FY 2020 VRE Operating and Capital budget and refer them to the Commissions for their consideration and subsequent referral to the jurisdictions for their formal review and adoption; to recommend the Commissions authorize the Executive Directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding; and to approve the commitment of funds from the Commuter Rail Operating and Capital (C-ROC) Fund.

**Summary:**

Following the presentation of the preliminary FY 2020 budget in September and the budget update in November, staff is presenting the recommended FY 2020 operating and capital budget for adoption and referral. The recommended budget is balanced, with no funding gap, and with all projected uses of funding in FY 2020 supported by reasonably expected sources of funding. The FY 2019 budget includes a 3% average increase in passenger fares and no increase in total jurisdictional subsidy.



Northern Virginia  
Transportation Commission  
2300 Wilson Blvd. #620  
Arlington, VA 22201  
703.524.3322



Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314  
703.684.1001  
VRE.org



Potomac and Rappahannock  
Transportation Commission  
14700 Potomac Mills Road  
Woodbridge, VA 22192  
703.580.6121

## **Background:**

In accordance with the VRE Master Agreement, which outlines the process for annual budget approval, the preliminary FY 2020 VRE Operating and Capital Budget was prepared for review at the September 2018 VRE Operations Board meeting. Since that time, it has been discussed at subsequent meetings of the Operations Board, the Chief Administrative Officers' (CAO) Taskforce, and the Capital Committee, which reviewed the capital program in October 2018. The CAO Taskforce met on December 6 to present their final recommendations and discuss VRE responses to those recommendations.

## **Discussion:**

The recommended FY 2020 Operating and Capital Budget totals \$154.2 million. The budget includes a 3% average fare increase and projected average daily ridership of 18,700 passengers, which results in projected annual fare revenue of \$43.8 million. The budget maintains total jurisdictional subsidy at \$17,767,748 in FY 2020, the same as FY 2019.

The recommended FY 2020 operating budget of \$89.2 million (which includes \$6.2 million in debt-related expenses) represents an increase of \$0.7 million or less than one percent over the FY 2019 operating budget. Overall, projected revenue increases largely netted out against increased operating expenses, primarily in the areas of contractual railroad access and train operations and maintenance costs. Debt service costs were also reduced as a result of the May 2018 refinancing of VRE's outstanding debt for the purchase of 60 railcars. Other major assumptions in FY 2020, and significant changes compared to the prior fiscal year, are provided in the FY 2020 Recommended Budget document.

In accordance with the Master Agreement, VRE conducts an annual passenger survey to determine the jurisdiction of residence of its riders. The results of this survey are used to allocate the local jurisdiction subsidy. The recommended FY 2020 subsidy by individual jurisdiction, which incorporates data from the passenger survey conducted on October 3, 2018, is provided as an attachment, which also includes prior year subsidy and ridership data for comparison.

## **Public Comment and Title VI Analysis on FY 2020 Fare Increase**

In accordance with VRE's Public Participation Policy, VRE solicited feedback from riders and the general public on the proposed 3% average fare increase for FY 2020. The public comment period began on October 30 and ran through November 23, 2018. VRE held a total of ten public hearings – four during lunchtime at locations near VRE's four inner stations and six in the evening at convenient locations across the VRE jurisdictions. VRE also encouraged riders who could not attend the hearings to submit comments directly via email.

VRE received 32 emails during the public comment period and 13 people attended the public hearings. At the public hearings, there was general acceptance of the need for the proposed fare increase, as riders understood the need to balance revenues against increasing expenses. However, some participants stated their opposition to the fare increase due to VRE's reduced on-time performance during the summer months. Public comments received via email were varied but were predominantly in opposition to the proposed fare increase.

A summary of the public comments along with a compilation of each individual comment received is included as an attachment.

In addition, as required by VRE's Major Service Change and Fare/Service Equity Policy, VRE conducted a Title VI analysis on the proposed FY 2020 fare increase. This analysis determined that the fare increase will not have a disparate impact based on race, color, or national origin, nor will it have a disproportionate burden on low-income populations. The Title VI memorandum is included as an attachment.

### **Six-Year Financial Forecast**

The FY 2020 budget document includes a six-year financial forecast for the period FY 2020 through 2025. The forecast assumes the continuation of biennial 3% fare increases (in FY 2020, 2022, and 2024) and biennial 3% local subsidy increases (in FY 2019, 2021 and 2023). The forecast assumes modest capacity enhancements through lengthening of some existing trains, but no change in overall service level beyond the current 32 daily trains.

The significant funding gap that manifested in previous versions of this forecast due to a projected decline in funding for track access fees has been largely resolved as a result of actions by the General Assembly and DRPT. These commitments to continue current levels of reimbursement for track access fees have substantially improved VRE's fiscal sustainability in the near-term. However, the long-term structural deficit facing VRE, with projected expenses outpacing revenues, is still apparent in the final year of the six-year forecast when farebox recovery dips below the required 50% threshold.

### **Capital Budget and Six-Year Capital Improvement Program (CIP)**

The FY 2020 – 2025 Capital Improvement Program (CIP) is an integrated set of projects and programs that will improve passenger safety and operational efficiency, maintain the system in a state of good repair, and expand capacity. The six-year CIP includes both fully- and partially-funded projects.

In previous years, VRE chose to include several projects in the CIP that were largely or entirely unfunded. These 'future projects' had been identified as important to VRE's long-term service planning but generally were still in the conceptual stages of project design; did not have identified funding commitments or plans to apply for such funding; and in some cases, were unlikely to be administered by VRE.



Beginning with this FY 2020 budget, VRE has chosen to remove these future projects from the formal six-year CIP and instead describe them separately in the FY 2020 Budget document. The decision to present these future projects separately does not mean the projects are not important; instead, it reflects that the projects are relatively undeveloped and are unlikely to be completed (or even substantially underway) during the six-year CIP period. As the projects move forward and as more reliable cost estimates are developed, they may be candidates to move into the formal six-year CIP in future budget years if VRE is identified as the lead entity responsible for project implementation.

As a result of the significant funding changes at the state level in 2018, the outlook in the FY 2020 to FY 2025 CIP is more positive than in past years. These changes include the creation of the C-ROC Fund and the dedication of \$15 million per year for VRE's operating and capital needs, as well as a commitment by the state to continue current levels of reimbursement for track access fees. However, funding challenges remain for VRE, particularly beyond the immediate six-year period. On the capital side, certain key near-term projects are still partially unfunded, and while C-ROC and Capital Reserve funds may be available to fill some gaps, an ongoing VRE priority for FY 2020 will be to continue to work with local, state and other partners on securing additional funding for the commuter rail system. The statutory limitations on the use of VRE's primary source of federal formula funding (the Section 5337 State of Good Repair program) further complicates the capital funding picture.

Beyond the six-year horizon, major investments such as Long Bridge and the various third track projects are unfunded and will require creative funding approaches that include a range of stakeholders.

Given current cost estimates, full funding of the projects in the FY 2020-FY 2025 CIP (including all costs to complete) will require approximately **\$813.5 million**. Of this total, **\$703.7 million** (86.5%) is already committed from a range of federal, state, regional, and local sources (this includes life-to-date funding through FY 2019). The table below represents VRE's funded and unfunded project costs of \$813.5 million for projects included in the CIP FY 2020 – FY 2025 Six Year Plan.

<i>(amounts in millions)</i>			
<b>PROJECT TYPE</b>	<b>PROJECT COST</b>	<b>FUNDED</b>	<b>UNFUNDED</b>
Asset Management	\$15.6	\$15.6	
Expansion	607.0	528.1	78.9
Replacement and Rehabilitation	190.6	159.8	30.8
Other	0.3	0.3	
<b>Total</b>	<b>\$813.5</b>	<b>\$703.7</b>	<b>\$109.8</b>

Further details on the CIP by project and by funding source are provided in the attachments.



## **Commuter Rail Operating and Capital (C-ROC) Fund – Prioritization Criteria and Recommended Projects**

In October 2018, the Commissions authorized the execution of a joint agreement for the distribution and allocation of C-ROC funds. In addition to designating NVTC to serve as the recipient of all funds from the C-ROC Fund (following the existing practice of having PRTC receive and manage VRE's federal funds and NVTC receive and manage VRE's state and regional funds), the agreement lays out an annual process for recommending evaluation criteria and a project list for the programming of C-ROC funds.

VRE staff engaged with the Operations Board members throughout the FY 2020 budget development process to develop a strategy for the use of C-ROC funds. As noted above, C-ROC funds are flexible and can be used (a) to support both operations and capital investment, (b) as a match to other state or federal funding sources, and (c) on a pay-as-you-go (PAYGO) basis or as the backing for a debt issuance. Based on strategic guidance provided by the Operations Board, the first criterion is that, until the Operations Board agrees that the financial environment requires otherwise, C-ROC funds should be programmed only for PAYGO capital investments. A long-term commitment of C-ROC funds to a debt issuance would significantly limit VRE's future flexibility, and a commitment to operating expenses for service expansion should not be undertaken until the sustainability of the new service can be assured.

Given that overarching guideline, the additional criteria developed in conjunction with the Operations Board are presented below.

- 1) C-ROC funds should be prioritized to projects that are not eligible for typical VRE discretionary capital funding sources, such as DRPT SmartScale or NVTa regional funding.
- 2) C-ROC funds should be prioritized to projects where a commitment of C-ROC funding could leverage significant state or federal matching funds.
- 3) C-ROC funds should support projects that are necessary in order to allow for future capacity expansion.
- 4) VRE should continue to use the Capital Reserve to fund smaller needs (such as minor cost or scope changes in an existing project) and should use C-ROC funds on 'transformative' projects.
- 5) VRE should consider C-ROC funds as a supplementary funding source for the replacement of major existing assets such as railcars.

In the development of the FY 2020 budget and six-year CIP, five major projects were identified as potential candidates for the use of C-ROC funding to fill current funding gaps. These projects are the L'Enfant Station Improvements (previously two separate projects encompassing the L'Enfant platform expansion and L'Enfant Fourth Track), Crystal City Station Improvements, Woodbridge Station Improvements, South Manassas Third Track, and Broad Run Expansion.

The L'Enfant Station Improvements have been identified since the outset of the budget process as a likely candidate for C-ROC funding. The improvements in and around L'Enfant Station – which is VRE's most heavily-used station – are critical to improving existing service reliability and flexibility and must be completed (in conjunction with the expansion of capacity across the Potomac River at Long Bridge) before any future expansion of service can be contemplated. However, the station's physical location in the District of Columbia, rather than in Virginia, presents a major barrier to the pursuit of state- or regional-level funding sources such as NVRTA, which require that the project be in Virginia. In addition, while the project does have replacement and rehabilitation aspects to it, it is primarily an expansion project, which limits the amount of federal 5337 (State of Good Repair) funding that can be applied. Therefore, the L'Enfant Station Improvements project clearly meets the first C-ROC criterion, as well as the third.

In November 2018, the online retailer and technology company Amazon announced that Northern Virginia had been selected along with New York City as the locations for the company's planned new corporate headquarters. This initiative has the potential to transform the 'National Landing' area of Arlington and Alexandria in and around Crystal City over the next decade, with the infusion of up to 25,000 new Amazon workers and additional job growth expected in supporting industries. Significant transportation investments are planned as part of the initiative, including new Metrorail station entrances, additional bus service, improvements to Route 1, and a pedestrian walkway connecting Crystal City to National Airport.

VRE's commuter rail service will also be critical to serving these expected new workers, and the planned relocation and expansion of VRE's Crystal City Station has thus taken on additional importance. Following the announcement, VRE staff consulted with DRPT staff about options for achieving full funding of the project and ensuring timely completion. As a result of those discussions, VRE intends to apply for an FY 2020 Rail Enhancement Fund (REF) grant to cover the cost of construction for the station improvements (engineering and design costs are already funded). The REF program requires at least a 30% local match, and this budget recommends that VRE use C-ROC funds as the source of that match. This would clearly meet the second C-ROC criterion above (i.e., leveraging significant state funds), as well as the third criterion regarding future capacity expansion.

The remaining projects (Woodbridge Station, Manassas Third Track, and BRX) will likely be considered for C-ROC funding in future budget cycles.

Based on these criteria and prioritized projects, the recommended allocations of C-ROC funding are as follows:

- FY2019 (Amended): \$15 million for L'Enfant Station Improvements
- FY 2020: \$15 million for Crystal City Station Improvements (match to potential REF grant)
- FY 2021: \$15 million for L'Enfant Station Improvements

The recommended C-ROC allocations for Amended FY 2019 and FY 2021 are shown in the L'Enfant Station project page later in this document. These allocations of C-ROC funding reduce the unfunded amount for this project (given current cost estimates) from \$38.2 million to \$8.2 million. However, given that the news regarding Amazon and the decision to pursue an REF grant for construction at Crystal City occurred very late in the budget process, as well as the uncertainty around exactly how much C-ROC funding may be needed, the CIP still shows the original funding plan and unfunded amount for Crystal City. VRE staff will work in close coordination with DRPT staff to refine the grant application and determine exactly how much C-ROC funding is needed if the application is successful. VRE staff expect to return to the Operations Board as part of the normal FY 2021 budget process and amend the FY 2020 C-ROC allocation to reflect (a) whether the REF grant application was successful and (b) if so, how much C ROC match funding was needed.

### **FY 2019 Amended Budget**

As part of the annual process of adopting the budget for the upcoming fiscal year, VRE also revises the current year budget to reflect updated projections for revenues and expenses. The revisions for the FY 2019 amended budget are as follows:

#### *Revenue*

- Increase in funding of \$15.0 million to reflect the FY 2019 allocation of C-ROC funds. The General Assembly's actions to create and fund C-ROC occurred after the adoption of the FY 2019 budget.
- Increase in state operating funds in the amount of \$479,000 to reflect a higher funding amount than originally projected.
- Reduction of Virginia SmartScale funding to reflect a shift to fiscal years 2021-2023 for Alexandria Station Improvements (-\$3.0 million), Fleet Expansion Coaches (Fredericksburg Line) (-\$2.0 million) and Quantico Station Improvements (-\$1.0 million).
- A net increase to federal and state grant revenue by a total of \$4.8 million related to additional federal and state grant funding for capital projects and a reduction in grant revenues required for Debt Service due to the railcar debt refinancing.
- Allocation of \$754,000 in Capital Reserve funds for various projects (see below).

#### *Expenses*

FY 2019 operating contingency was reduced by a net \$57,000 for various additions and revisions of current year operating and capital costs and revenue. The notable expense changes were: revision to Facilities Maintenance–Office Lease related to extension of the 127 South Payton Street office space, an increase of \$81,000; an increase of \$63,000 related to a one-year extension of the maintenance service agreement for the Scheidt & Bachmann Fare Collection system; an increase of \$60,000 for the maintenance and service agreement for the PFM financial model.

### *Capital Program*

Capital project obligations in FY 2019 were increased by \$15.3 million to reflect additional available capital funding:

- Allocation of \$15.0 million of Commuter Rail Operating and Capital (C-ROC) funds to the L'Enfant Station Improvements project.
- Reduction of obligations of Virginia Smart Scale funding to reflect a shift to fiscal years 2021-2023 for Alexandria Station Improvements (-\$3.0 million), Fleet Expansion Coaches for the Fredericksburg Line (-\$2.0 million) and Quantico Station Improvements (-\$1.0 million).
- A net increase to federal and state grant obligations of \$5.0 million related to additional federal and state grant funding for capital projects and a reduction in annual debt service associated with the VRA refinancing described above.
- Capital Reserve funds of \$754,000 allocated for the purchase of forklifts (\$290,000), renovation of the VRE Suite 201 office space (\$285,000) and Mobile Ticketing Phase II (\$179,000) projects.

Finally, the FY 2019 Amended and FY 2020 Recommended budgets include \$128.5 million in committed funding for the Manassas Line Capacity Expansion program of projects from the I-66 Outside the Beltway Concessionaire payment. The Operations Board authorized VRE to submit this program of projects to NVTA for funding consideration in June 2017, but formal award of the funding by the Commonwealth Transportation Board did not occur until January 2018, after the approval of VRE's FY 2019 budget by the Operations Board and the Commissions.

### **Authorization to Coordinate on CMAQ/RSTP Grant Applications**

Each year as part of the budget process, VRE requests authorization to submit federal and state aid grant applications. This year, in addition to requesting authorization to apply for REF funding from DRPT to support construction of the Crystal City Station Improvements (as described above), VRE is requesting authorization to coordinate with Prince William County on a submission by the County for CMAQ/RSTP funding to complete final design of the Woodbridge Station Improvements project. The current estimated funding required to complete final design is \$1.2 million.

**Virginia Railway Express  
Operations Board**

**Resolution  
9A-12-2018**

**Referral of the Amended FY 2019 and Recommended FY 2020 VRE  
Operating and Capital Budgets to the Commissions and Localities**

**WHEREAS**, the VRE Master Agreement requires the Commissions be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year; and,

**WHEREAS**, the VRE Chief Executive Officer has provided the VRE Operations Board with the FY 2020 Operating and Capital Budget within the guidelines developed in cooperation with the chief administrative officers of the local jurisdictions; and,

**WHEREAS**, the FY 2020 budget recommends a 3% average increase in passenger fares over FY 2019 fares; and,

**WHEREAS**, in accordance with its Public Participation Policy, VRE has held public hearings across the VRE service area and solicited public comment on the recommended FY 2020 fare increase; and,

**WHEREAS**, in accordance with its Major Service Change and Fare/Service Equity Policy, VRE has conducted a Title VI analysis on the recommended FY 2020 fare increase and determined that the fare increase will not have a disparate impact based on race, color, or national origin, nor will it have a disproportionate burden on low-income populations; and,

**WHEREAS**, the FY 2020 budget recommends that total jurisdictional subsidy contribution remain unchanged at the FY 2019 level of \$17,767,748; and,

**WHEREAS**, VRE staff recommends a budget based on a service level of 32 daily trains and average daily ridership of 18,700 trips; and,

**WHEREAS**, in accordance with the joint agreement between the Commissions for the distribution and allocation of Commuter Rail Operating and Capital (C-ROC) funds, the VRE Chief Executive Officer has proposed criteria for the prioritization and programming of C-ROC funds and has developed a list of recommended projects;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions adopt the FY 2020 VRE Operating and Capital Budget in the following amounts and forward this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement; and,

Operating Budget	\$ 89,228,375
Capital Budget	<u>64,934,700</u>
Total Operating and Capital	\$154,163,075

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions adopt the amended FY 2019 Operating and Capital Budget in the following amounts; and,

Operating Budget	\$ 88,319,064
Capital Budget	<u>76,250,383</u>
Total Operating and Capital	\$164,569,447

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY 2019 and FY 2020; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Director of NVTC to submit to the Commonwealth the approved budget as part of the FY 2020 state aid grant applications; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer of VRE to coordinate with Prince William County on a submission by the County for CMAQ/RSTP funding to complete final design of the Woodbridge Station Improvements project; and,

**BE IT FURTHER RESOLVED THAT**, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Director of NVTC to submit to the Commonwealth an FY 2020 Rail Enhancement Fund (REF) grant application for funding to complete construction of the Crystal City Station Improvements project; and,

**BE IT FURTHER RESOLVED THAT**, in accordance with the C-ROC prioritization criteria and recommended project list, the VRE Operations Board does hereby recommend the Commissions approve the commitment of \$15 million of FY 2020 C-ROC funding as the required local match for a potential REF grant for construction of the Crystal City Station Improvements project; and,

**BE IT FURTHER RESOLVED THAT,** in accordance with the C-ROC prioritization criteria and recommended project list, the VRE Operations Board does hereby recommend the Commissions approve the commitment of \$15 million of FY 2019 C-ROC funding and \$15 million of FY 2021 C-ROC funding for construction of the L'Enfant Station Improvements project.

Approved this 14<sup>th</sup> day of December 2018

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Martin Nohe  
Chairman

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Maureen Caddigan  
Secretary

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### Subsidy by Jurisdiction

Jurisdiction	FY 2019		FY 2020		Change FY19 to FY20	
	Subsidy	Percent	Subsidy	Percent	Net +/-	% Change
Fairfax County	\$ 5,385,794	30.3%	\$ 6,253,022	35.2%	\$ 867,228	16.1%
Prince William County	6,183,745	34.8%	6,098,311	34.3%	(85,434)	-1.4%
Stafford County	2,475,127	13.9%	2,352,820	13.2%	(122,307)	-4.9%
Spotsylvania County	1,632,635	9.2%	1,285,670	7.2%	(346,965)	-21.3%
Manassas	785,898	4.4%	694,742	3.9%	(91,156)	-11.6%
Manassas Park	511,311	2.9%	405,485	2.3%	(105,826)	-20.7%
Fredericksburg	436,568	2.5%	321,028	1.8%	(115,540)	-26.5%
Arlington	211,863	1.2%	211,863	1.2%	-	0.0%
Alexandria	144,807	0.8%	144,807	0.8%	-	0.0%
	\$ 17,767,748	100%	\$ 17,767,748	100%	\$ -	0.0%

Jurisdiction	October 2017		October 2018		Change Oct. 17 to Oct. 18	
	Riders	Percent	Riders	Percent	Net +/-	% Change
Fairfax County	2,122	22.1%	2,512	25.2%	390	18.4%
Prince William County	2,995	31.2%	3,083	30.9%	88	2.9%
Stafford County	1,517	15.8%	1,610	16.2%	93	6.1%
Spotsylvania County	1,159	12.1%	1,080	10.8%	(79)	-6.8%
Manassas	416	4.3%	385	3.9%	(31)	-7.5%
Manassas Park	264	2.8%	221	2.2%	(43)	-16.3%
Fredericksburg	359	3.7%	285	2.9%	(74)	-20.6%
Other	759	7.9%	789	7.9%	30	4.0%
	9,591	100%	9,965	100%	374	3.9%

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## Agenda Item #11: Report from the Chair of the Legislative and Policy Committee



**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** December 20, 2018

**SUBJECT:** Report from the Chair of the Legislative and Policy Committee

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At the January meeting Katie Cristol, chair of NVTC's Legislative and Policy Committee, will update the Commission on pre-filed legislation for the 2019 General Assembly Session, as well as a brief overview of the Legislative and Policy Committee meeting to be held on January 3<sup>rd</sup> prior to the Commission meeting.

For reference, NVTC's [2019 NVTC Legislative and Policy Agenda](#), which focuses on state and federal legislative priorities, highlights include:

### **State Legislative Priorities:**

- ✓ Identify Future Revenues to Address Statewide Transit Capital Shortfall
- ✓ Restore Regional Transportation Revenues
- ✓ Preserve the Dedicated Funding for WMATA and VRE

### **Federal Legislative Priorities:**

- ✓ Reauthorize Federal Funding for WMATA
- ✓ Ensure Labor Arbitration Commitments Reflect Budget Realities
- ✓ Incorporate Transit in a Federal Infrastructure Package
- ✓ Reauthorize the Federal Transit Program and Fully Fund the Mass Transit Account
- ✓ Continue the Commitment to Commuter Tax Benefits

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## Agenda Item #12: Department of Rail and Public Transportation (DRPT)



**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** December 20, 2018

**SUBJECT:** Department of Rail and Public Transportation (DRPT)

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The monthly [Department of Rail and Public Transportation \(DRPT\) Report](#) is attached.

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## COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell  
Director

Virginia Department of Rail and Public Transportation  
600 E. Main Street, Suite 2102  
Richmond, VA 23219

Ph: 804-786-4440  
Fax: 804-225-3752  
Virginia Relay Center  
800-828-1120 (TDD)

TO: Chairman Smedberg and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: December 18, 2018

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

### General Update

On December 12, Secretary Valentine formally appointed Paul Smedberg as the Commonwealth's Principal Member on the WMATA Board of Directors. Mr. Smedberg will replace Jim Corcoran who has served as the Commonwealth's WMATA Board member since 2015. The appointment of Mr. Smedberg will become effective on January 4, 2019. As the Commonwealth's WMATA Board member, Mr. Smedberg will also serve on the NVTC Board.

On December 4, DRPT staff updated the Commonwealth Transportation Board (CTB) on the development of the "Policy for the Implementation of Performance Based State Transit Operating Assistance" that has been developed through coordination with the Transit Service Delivery Advisory Committee (TSDAC). DRPT will provide another update on the policy to the CTB at its workshop on January 15 with final approval of the policy scheduled for the CTB meeting on February 20, 2019. DRPT issued a draft version of its "Performance-Based Operating Assistance Allocation Guidance" that implements the CTB policy for public comment on December 19, 2018.

The next meeting of the TSDAC is scheduled for 10:00 a.m. on January 31, 2019 at the DRPT office in Richmond. The purpose of the meeting will be to review any public comments received on the draft "Performance-Based Operating Assistance Allocation Guidance" that was issued in December.

DRPT's FY 20 Grant Application Cycle opened on December 1 and applications will be due to DRPT by February 1. FY 20 is the first grant cycle during which DRPT will award funding in accordance with its new transit capital prioritization and performance based state transit operating assistance programs that were developed in conjunction with the TSDAC and approved by the CTB. Also beginning with the FY 20 grant cycle, DRPT has renamed/branded its revised grant programs as MERIT (Making Efficient and Responsible Investments in Transit).

*DRPT.Virginia.gov*

*Improving the mobility of people and goods while expanding transportation choices.*

To prepare grantees for applying for grants under the new MERIT programs, DRPT hosted an FY 20 Transit Grant Application Workshop on November 7 at the VDOT District Office in Fairfax. An FY 20 Transportation Demand Management (TDM) Grant Application Workshop was held the following day in the same location. DRPT is also hosting webinars on more in-depth grant application topics during December and January.

The Commonwealth received seven applications requesting approximately \$206 million in SMART SCALE funding from four Northern Virginia jurisdictions for which transit is the primary or only improvement by the August 8, 2018 application submission deadline. Several other applications were received for which transit would be a secondary beneficiary if those projects receive funding. Validation and final screening of applications is now complete and evaluation and scoring are underway. SMART SCALE application scores will be made available to the public on January 15, 2019. SMART SCALE awards will be incorporated into the FY 20-25 SYIP, which will be approved by the CTB in June 2019.

DRPT continues to work on moving various planning and pre-construction elements of the Atlantic Gateway Program forward, which will improve freight and passenger rail service in Northern Virginia, DC, and points south. This includes a third track project from Occoquan to Franconia, a fourth track in Alexandria and Arlington, and improvements to the Long Bridge, which will double train capacity over the Potomac. DRPT will provide updates on these projects as they become available.

DRPT continues to support the establishment of the Metro Safety Commission (MSC). The MSC is now meeting regularly at the MWCOG offices in Washington, DC. The MSC submitted all of the required certification documentation to the FTA by September 30, 2018 to allow for certification by the April 15, 2019 deadline.



## Agenda Item #13: Executive Director Report



**TO:** Chairman Smedberg and NVTC Commissioners

**FROM:** Kate Mattice

**DATE:** December 20, 2018

**SUBJECT:** Executive Director Report

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At the January meeting the executive director will give an update on Commission and staff activities that occurred during the last month, as well as upcoming meetings and events.

### **A. Executive Director Newsletter**

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

This month's newsletter highlights NVTC's annual Legislative Briefing and Mobile Ticketing Industry Day, news from WMATA, updates from I-66 Commuter Choice, and much more.

### **B. NVTC Financial Report**

The [November 2018 Financial Report](#) is provided for your information.

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# Executive Director Newsletter

January 2019



NVTC's accomplishments this past year are many and our 2018 Year in Review, to be released in early January, tells our story through both words and images. It also serves as a launching pad for what is shaping up to be another exciting year for NVTC and transit in Northern Virginia. As we look to 2019, there is no shortage of programs and projects that will allow staff and Commissioners to make their mark and ensure that constituents have access to safe and reliable public transportation.

Once NVTC and PRTC adopt a Memorandum of Agreement between the two commissions, work will begin in earnest on the I-95/I-395 Annual Transit Payment Program. NVTC will administer the program, which will provide a minimum of \$15 million annually to fund transit and related improvements in the interstate corridor. The program will be marketed under NVTC's Commuter Choice brand and modeled on the successful I-66 Commuter Choice program.

Applications for the third round of funding through I-66 Commuter Choice are due January 16. We anticipate requests to support a wide variety of projects that will ultimately benefit I-66 toll payers. Staff will be working with the Commission's new Program Advisory Committee as they move through the recently updated evaluation process.

We will continue to implement the General Assembly's requirements tied to dedicated funding for WMATA. Once state money is deposited into the Washington Metropolitan Area Transit Authority Capital Fund in early 2019, NVTC will be required to obtain certain reports and documents, including budgets and audits, and certify their receipt to the state's comptroller. Come November 1, NVTC will issue its second annual Report on the Performance and Condition of WMATA.

While the 2019 General Assembly session is short, we anticipate working closely with the Northern Virginia delegation, providing support and information as requested. A NVTC-hosted transit tour for members of House and Senate transportation and finance committees is being planned for the spring.

In the meantime, work continues on a host of other programs, including Regional Fare Collection and Envision Route 7. Our research and analysis team remains busy reviewing transit's performance in the region and supporting transit agencies. Our communications team is looking to partner with jurisdictions on a marketing campaign focused on increasing transit ridership. And, unless 2019 is an exception, NVTC will most likely find additional ways to add value to the region. Stay tuned as there will be plenty more to come.

**Executive Director**

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Northern Virginia Transportation Commission  
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Arlington, VA 22201  
[www.novatransit.org](http://www.novatransit.org)



## Key Dates

Jan 3	<a href="#">NVTC Monthly Meeting</a>
Jan 10	<a href="#">WMATA Board Meeting</a>
Jan 10	<a href="#">NVTA Monthly Meeting</a>
Jan 15-16	<a href="#">CTB Monthly Meeting</a>
Jan 16	<a href="#">NVTC WMATA Committee</a>
Jan 16	<a href="#">TPB Monthly Meeting</a>
Jan 18	<a href="#">VRE Operations Board Meeting</a>
Jan 24	<a href="#">WMATA Board Meeting</a>
Feb 7	<a href="#">NVTC Monthly Meeting in Richmond</a>

## Annual Legislative Briefing Focuses on Transit's Relationship to Business

The importance of transit in Northern Virginia was underscored by remarks from JBG Smith CEO Matt Kelly, the keynote speaker at a joint legislative briefing hosted by NVTC and PRTC/OmniRide. Kelly noted that transit access and quality bicycle and pedestrian infrastructure was, in large part, what attracted Amazon to Northern Virginia. He fielded questions from the audience on what the presence of Amazon's second headquarters will mean for future transit funding and housing affordability. [NVTC provided a handout illustrating how transit serves National Landing.](#)

NVTC Executive Director Kate Mattice moderated a regional transit panel that explored the potential impact of dedicated funding to their agencies. When she asked transit agency leaders what topped their legislative wish

list, WMATA CEO and General Manager Paul Wiedefeld said it would be Congress' renewal of \$150 million a year in federal funding, which will soon expire; VRE CEO Doug Allen said it would be a new Long Bridge over the Potomac; and OmniRide Executive Director Bob Schneider said it would be increased capital funding at both the state and federal levels. That financial support, panelists agreed, should come from new rather than existing funding sources.

The December 10 event – attended by nearly 120 state and local elected officials, transit agency and jurisdictional staff, and representatives from the business community and advocacy groups – allowed [NVTC, PRTC/OmniRide and VRE to share their 2019 legislative agendas](#) before the General Assembly convenes in January.



*From left to right: NVTC Executive Director Kate Mattice, NVTC Chairman Paul Smedberg, PRTC Chair Ruth Anderson, WMATA CEO and General Manager Paul Wiedefeld, JBG Smith CEO Matt Kelly, VRE CEO Doug Allen and PRTC/OmniRide Executive Director Bob Schneider*



*JBG Smith CEO Matt Kelly kicked off the legislative briefing with remarks on the importance of transportation infrastructure in securing Amazon HQ2 for Northern Virginia and the opportunities for innovation in project implementation*



*From left to right: WMATA CEO and General Manager Paul Wiedefeld, CEO Doug Allen, PRTC/OmniRide Executive Director Bob Schneider and NVTC Executive Director Kate Mattice*



*The annual legislative briefing hosted by NVTC and PRTC/OmniRide attracted nearly 120 people.*



## NVTC Hosts Mobile Ticketing Industry Day

Representatives from local jurisdictions, DRPT and WMATA learned about current market trends and explored potential features that may be applicable for a regional fare collection mobile ticketing system during NVTC's Transit Mobile Ticketing Industry Day. Seven mobile ticketing vendors presented options for providing mobile ticketing service to transit customers and systems within the context of the challenges that face the

Northern Virginia and Washington, D.C. region. Vendors shared how their platforms could work across multiple systems and how the technology could be implemented on a large, multiagency scale. Participants ranged from young start-ups such as Hopthru, Passport Labs, and Token Transit, to industry giants like INIT, Bytemark, Moovel, and Masabi. The December 5 event included insightful questions and lively discussions.



## NVTC Brochure Illustrates How Transit Serves National Landing



## Commonwealth Appoints New WMATA Board Member



NVTC Chairman Paul Smedberg has been named [Virginia's representative on the WMATA Board of Directors](#).

In announcing the appointment, Virginia Transportation Secretary Shannon Valentine said, "Paul's experience, leadership, keen insights, and integrity make him uniquely qualified to step into this position."

Smedberg has served as an alternate director on the WMATA board since 2016. "Paul's prior experience as an alternate director on the WMATA board will serve the Commonwealth well," said Jennifer Mitchell, Director of the Virginia Department of Rail and Public Transportation. "As chair of the NVTC, he also helped implement many of the reforms included in this year's dedicated funding legislation."

Smedberg replaces Jim Corcoran on the WMATA board effective January 1, 2019.

## WMATA Improves MetroAlerts and Offers Real-time Parking Availability

Improvements to [WMATA's MetroAlerts](#) will make it easier for customers to get information when and where they want it. The new features allow Metrorail and Metrobus riders to customize the alerts they receive by day and time and allow multiple email addresses or phone numbers on one account. These new features are designed to increase the value of information sent to

riders and cut down on unwanted notifications. A separate improvement will allow Metro customers to see which parking lots and garages have open spaces before leaving home. Metro launched a new feature on the parking page at [wmata.com](#) that provides real-time parking availability.

## WMATA to Extend and Improve Rush Hour Fare Credit Program

Metro's [Rush Hour Promise program will be extended through June 2019](#). The program also will be enhanced to include unscheduled delays of 10 minutes or more, rather than the current 15. Beginning January 1, Metrorail or Metrobus customers using a registered SmarTrip® card who experience a rush-hour delay of 10 minutes or more will receive a credit for future travel.

The service guarantee, launched in January, has credited back \$1 million for more than 277,000 trips with delays greater than 15 minutes. This represents 0.3 percent of all rush hour trips during that period, 50 percent lower than original projections. Customer research suggests the Rush Hour Promise has restored confidence in reliability, a key measure to attract new riders and encour-

age existing riders to continue using Metro. Over the past 10 months, 93 percent of customers who received Rush Hour Promise credits returned, reversing past trends when unreliable service drove customers away.

Metro will consider whether to extend the program beyond June as part of the FY2020 budget.



## NVTC to Publish 2018 Year in Review



The past year has been transformative for both transit and NVTC. Building Momentum, NVTC's 2018 year in review, documents the many ways in which the Commission has added value this past year through

its fiscal management, stewardship, programs and policies, and research and data analysis. The publication will be available beginning January 3.

## WMATA Receives \$20 Million to Reconstruct Station Platforms

WMATA's platform reconstruction project will receive \$20 million from [a BUILD grant by the U.S. Department of Transportation](#) (DOT). WMATA's project was one of 91 nationwide to be funded by grants totaling \$1.5 billion. The WMATA repairs focus on eliminating vulnerabilities present in the existing platforms, like deteriorated concrete and uneven surfaces. This project is the first

phase in a broad effort by WMATA to stabilize and improve the foundations of many of the Metro platforms. The project is designed to improve safety and increase regional mobility and access to jobs and essential services. As a result of these repairs, Blue and Yellow Line stations south of Reagan National Airport will be closed from Memorial Day until Labor Day.

# BUILD Grants

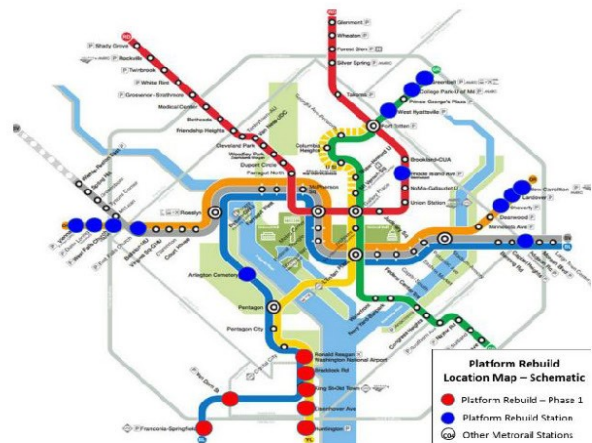
Better Utilizing Investments to Leverage Development Transportation Discretionary Grants Program

Urban

PROJECT NAME:	Metrorail Station Platform Reconstruction Project
APPLICANT/SPONSOR:	Washington Metropolitan Area Transit Authority
BUILD GRANT AWARD:	\$20,000,000
TOTAL PROJECT COST:	\$185,596,150
PROJECT LOCATION:	Washington, District of Columbia and Northern Virginia

### PROJECT DESCRIPTION:

The project will reconstruct platforms and other station elements at seven outdoor Metrorail stations. The scope of the project includes demolishing and rebuilding passenger platforms, correcting height variances to align with railcar floors, and improving and enhancing transit facilities. The project is the first phase of a larger effort to make similar improvements at twenty outdoor Metrorail stations.



## Governor Recommends Increased Funding for Infrastructure Bank

Virginia [Governor Ralph Northam's budget](#) calls for a \$75 million investment in the state's Transportation Infrastructure Bank. The bank, [established in 2011](#), makes loans and grants to localities to finance transportation projects. "It remains critical that we can move goods and people around the Commonwealth. When our roads

become congested, it impacts the quality of life for our citizens and the movement of commerce for our businesses," he said. "This will provide seed money for big projects, like improvements to I-81, that need a down payment to get rolling." The General Assembly must approve a budget when it convenes in January.



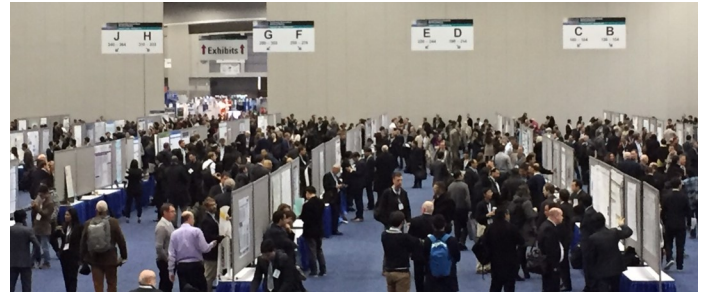
## NVTC to Present Rail Study at Transportation Research Board Meeting

NVTC will present findings of its study during a poster session at the prestigious [Transportation Research Board \(TRB\) Annual Meeting in January](#). Staff, along with NVTC Commissioner Christian Dorsey and nationally recognized transit planning expert Frank Spielberg, submitted a paper to the TRB detailing the unique methodology and findings of a study exploring the revenues received by the Commonwealth due to the presence of Metrorail and Virginia Railway Express.

The information packed program – January 13-17, 2019 at the Walter E. Washington Convention Center, in Washington, D.C. – is expected to attract more than 13,000 transportation professionals from around the world. The program will feature more than 5,000 presentations in nearly 800 sessions and workshops, addressing topics of interest to policy makers, adminis-

trators, practitioners, researchers, and representatives of government, industry, and academic institutions.

NVTC will present its paper – Yes, Virginia, there is a Santa Clause; Tax Revenues Resulting from the Investment in High Capacity Transit – in a poster session on January 15 from 8-9 a.m. in the Convention Center's Hall A. The poster board location code is B327.



## DRPT Opens Grant Application Window

[Grants to support public transit service, commuter and passenger rail projects, and transportation demand management programs](#) are available through Virginia's Department of Rail and Public Transportation. Grant applications, which must be submitted online, are due by 5 p.m. on February 1. Application guidance is available at [olga.drpt.virginia.gov](http://olga.drpt.virginia.gov).

This application period marks the first year the Commonwealth Transportation Board (CTB) will implement the new project-based prioritization process for the statewide transit capital program known as MERIT and

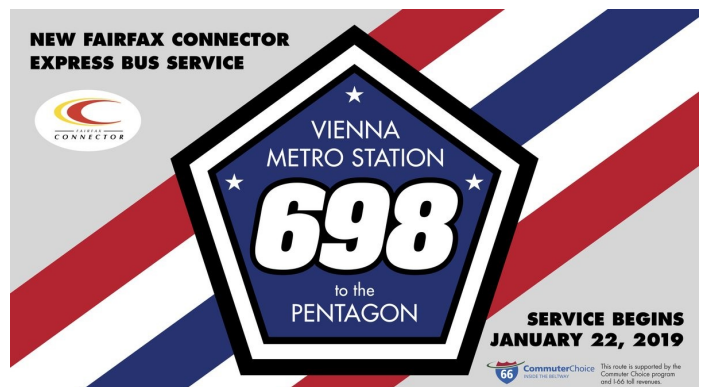
adopted by the 2018 General Assembly. It will also feature a revised allocation process for statewide transit operating funding based entirely upon service delivery factors.

Once the application period closes, DRPT will evaluate all submissions and submit to the CTB in April a list of recommended project funding for the Draft FY 2020-2025 Six-Year Improvement Program (SYIP). A series of nine statewide public hearings will then be held before the CTB considers the final adoption of the FY 2020-2025 SYIP next June.



## New Bus Service Funded by I-66 Commuter Choice to Begin Soon

Fairfax Connector will launch [express bus service between the Vienna Metrorail station and the Pentagon](#) on January 22. Funded through NVTC's I-66 Commuter Choice program, route 698 will make 10 trips during both the morning and evening rush hours. This is the second of 15 projects [funded through the fiscal year 2018 program](#) to become operational. I-66 Commuter Choice is providing over \$3.4 million to support the new bus service.





## NVTC Executive Director Honored for Collaborative Leadership

Northern Virginia Transportation Commission (NVTC) Executive Director Kate Mattice was recognized December 12 by the [Metropolitan Washington Council of Governments \(COG\)](#) for her outstanding leadership. She accepted the prestigious Ronald F. Kirby Award for Collaborative Leadership at COG's annual membership meeting. The award recognizes a non-elected government executive who works collaboratively with elected officials, stakeholders, and their communities to shape a better region. COG noted that "under Mattice's leadership, NVTC's collaboration with COG and regional partners was instrumental in the Metro dedicated funding effort." She is the sixth non-elected leader and first woman to be recognized with this award.

COG Chairman Matt Letourneau, who serves as NVTC vice chairman, presented the award. "I've seen firsthand how effective Kate has been in navigating complex WMATA governance and funding issues. She has quickly become a respected voice throughout the entire region as a subject matter expert, consensus builder, and hard worker for our shared goals," he said. "She is a driving force to bring together Northern Virginia jurisdictions, the Commonwealth of Virginia, WMATA, and other transportation agencies to ensure that transit needs are met."

Kate Mattice has served as NVTC executive director since November 2016, coordinating transit investments across Northern Virginia. She joined NVTC in 2014 as its director of transit programs and policy, leading the organization's data analysis, regional coordination, corridor planning, and legislative efforts. Before coming to NVTC, Mattice spent 13 years at the Federal Transit Administration (FTA). During her last three years at FTA, she served as deputy associate administrator for budget and policy and as deputy chief financial officer.



COG Chairman Matt Letourneau (left) and Executive Director Chuck Bean (right) present the Ronald F. Kirby Award to NVTC Executive Director Kate Mattice (center)

## I-66 Commuter Choice Reflects on First Full Year of Tolling



11

new or expanded bus projects



3

traffic monitoring and  
commuter information  
projects

23

projects since tolling began  
on December 4, 2017



3

bike and bike  
share projects



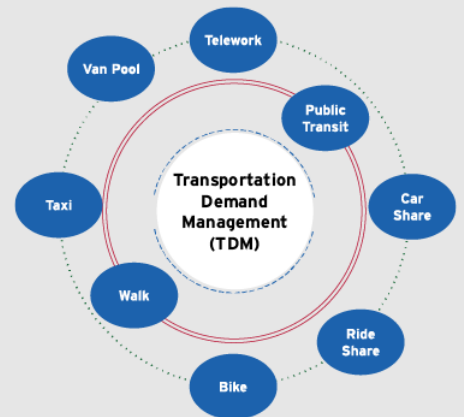
2

new or expanded park  
and ride projects



1

van pool  
project



3

transportation demand  
management projects

## WMATA



Metro has [extended the proposal deadline](#) for vendors looking to operate phase 2 of the Silver Line. Interest has been high, with a preproposal conference and tour attracting 70 individuals from two dozen companies in the United States, Canada, France, Spain, Italy and Japan, and another 115 people virtually. To accommodate the interest, the deadline has been extended from January to March. Metro's general manager has noted that competitive contracting can hold down pension cost growth, while providing quality service for customers.



## District Department of Transportation



The District Department of Transportation has chosen its [preferred design for a new Long Bridge](#) over the Potomac River. The existing bridge, which has just two rail tracks, creates a bottleneck for Virginia Railway Express, Amtrak and freight rail trains going from Northern Virginia into Washington, D.C. The selected option will retain the existing bridge and add another two-track bridge and a separate bicycle and pedestrian bridge. If federal approval comes in 2020 as expected, construction could be complete by 2025.



## City of Alexandria



The City of Alexandria is [looking for feedback](#) on how Metrorail's Blue Line shut-down in summer 2019 will affect residents. WMATA is closing stations south of Reagan National Airport from Memorial Day to Labor Day to repair station platforms. NVTC is working with WMATA, jurisdictions and transit agencies on a mitigation plan.



## Virginia Railway Express



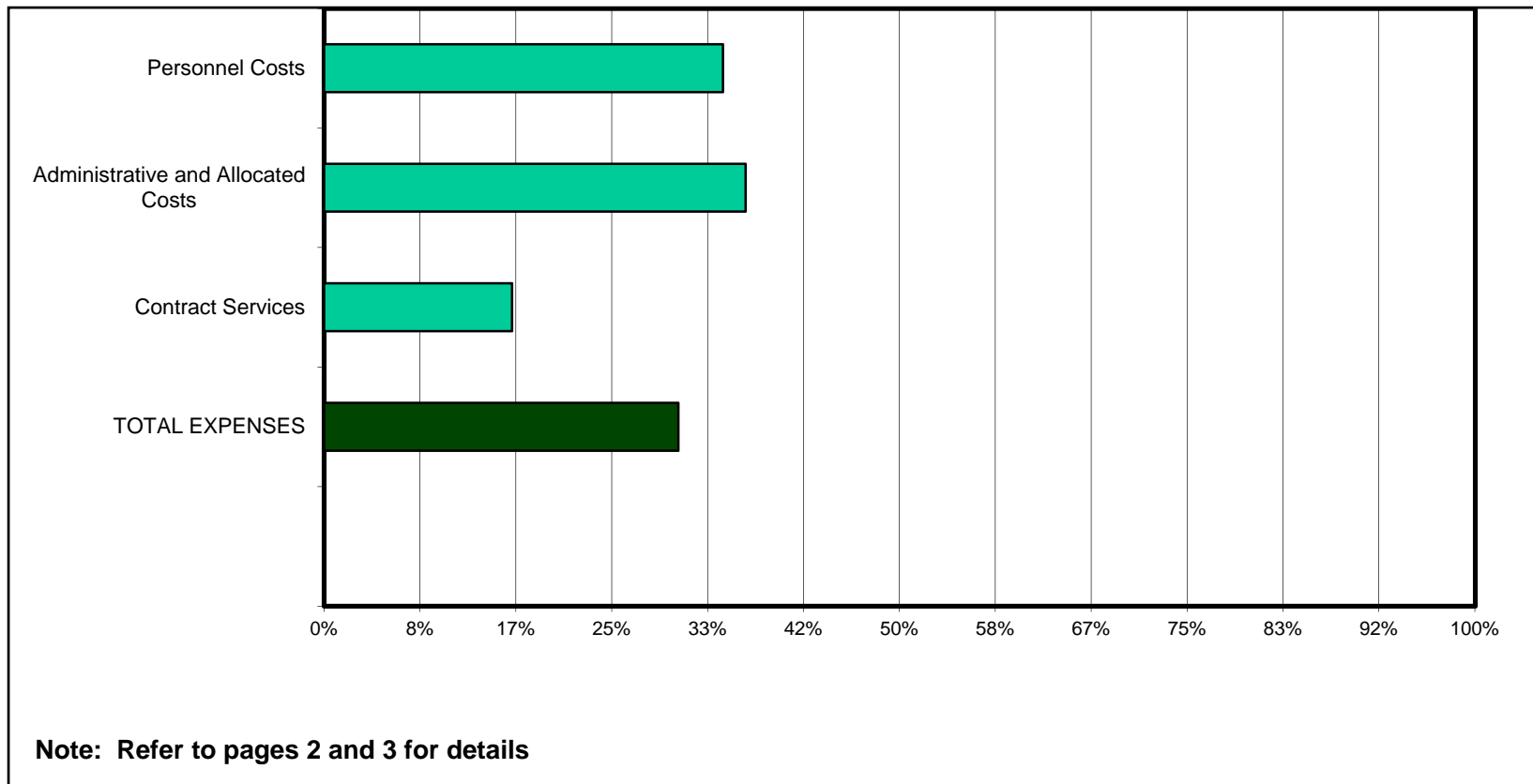
NVTC's Dan Goldfarb rode the popular VRE Santa Train in December, spreading good cheer as an elf. VRE's Santa Trains give children and parents a chance to meet Mr. and Mrs. Claus and learn about rail safety.



# Northern Virginia Transportation Commission

Financial Reports  
November, 2018

Percentage of FY 2019 NVTC Administrative Budget Used  
November 2018  
(Target 41.7% or less)



**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
**November 2018**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<u>Personnel Costs</u>					
Salaries and Wages	\$ 130,340.91	\$ 569,313.98	\$ 1,634,700.00	\$ 1,065,386.02	65.2%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>130,340.91</u>	<u>569,313.98</u>	<u>1,634,700.00</u>	<u>1,065,386.02</u>	<u>65.2%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	6,629.12	37,885.67	110,300.00	72,414.33	65.7%
Group Health Insurance	8,456.70	44,885.51	157,300.00	112,414.49	71.5%
Retirement	10,596.00	52,980.00	126,900.00	73,920.00	58.3%
Workmans & Unemployment Compensation	102.36	523.84	5,600.00	5,076.16	90.6%
Life Insurance	331.22	1,973.90	6,200.00	4,226.10	68.2%
Long Term Disability Insurance	518.48	2,617.40	7,900.00	5,282.60	66.9%
Total Benefit Costs	<u>26,633.88</u>	<u>140,866.32</u>	<u>414,200.00</u>	<u>273,333.68</u>	<u>66.0%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	850.00	4,500.00	13,700.00	9,200.00	67.2%
<i>Rents:</i>	<i>20,852.13</i>	<i>105,356.22</i>	<i>256,000.00</i>	<i>150,643.78</i>	<i>58.8%</i>
Office Rent	19,225.33	97,302.27	236,300.00	138,997.73	58.8%
Parking & Transit Benefits	1,626.80	8,053.95	19,700.00	11,646.05	59.1%
<i>Insurance:</i>	<i>1,166.30</i>	<i>3,030.00</i>	<i>7,000.00</i>	<i>3,970.00</i>	<i>56.7%</i>
Public Official Bonds	800.00	1,200.00	2,200.00	1,000.00	45.5%
Liability and Property	366.30	1,830.00	4,800.00	2,970.00	61.9%
<i>Travel:</i>	<i>3,329.38</i>	<i>9,248.76</i>	<i>35,900.00</i>	<i>26,651.24</i>	<i>74.2%</i>
Conference / Professional Development	2,349.86	5,739.63	19,800.00	14,060.37	71.0%
Non-Local Travel	135.74	247.08	4,300.00	4,052.92	94.3%
Local Travel, Meetings and Related Expenses	843.78	3,262.05	11,800.00	8,537.95	72.4%
<i>Communication:</i>	<i>950.74</i>	<i>5,389.22</i>	<i>14,700.00</i>	<i>9,310.78</i>	<i>63.3%</i>
Postage	-	773.53	1,500.00	726.47	48.4%
Telephone and Data	950.74	4,615.69	13,200.00	8,584.31	65.0%
<i>Publications &amp; Supplies</i>	<i>3,570.24</i>	<i>7,477.67</i>	<i>32,000.00</i>	<i>24,522.33</i>	<i>76.6%</i>
Office Supplies	36.47	710.57	2,700.00	1,989.43	73.7%
Duplication and Paper	838.77	4,072.10	9,300.00	5,227.90	56.2%
Public Engagement	2,695.00	2,695.00	20,000.00	17,305.00	86.5%

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION**  
**G&A BUDGET VARIANCE REPORT**  
**November 2018**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	838.55	8,885.59	36,800.00	27,914.41	75.9%
Furniture and Equipment (Capital)	201.38	5,757.96	20,100.00	14,342.04	71.4%
Repairs and Maintenance	-	357.00	1,000.00	643.00	64.3%
Computer Operations	637.17	2,770.63	15,700.00	12,929.37	82.4%
<i>Other General and Administrative:</i>	517.34	4,368.26	8,700.00	4,331.74	49.8%
Memberships	80.75	667.25	1,400.00	732.75	52.3%
Fees and Miscellaneous	436.59	2,241.01	5,800.00	3,558.99	61.4%
Advertising (Personnel/Procurement)	-	1,460.00	1,500.00	40.00	2.7%
Total Administrative Costs	<u>32,074.68</u>	<u>148,255.72</u>	<u>404,800.00</u>	<u>256,544.28</u>	<u>63.4%</u>
<u>Contracting Services</u>					
Auditing	-	9,050.00	31,200.00	22,150.00	71.0%
Contract Services and Support - Commuter Choice	55,273.47	70,387.47	527,800.00	457,412.53	86.7%
Contract Services and Support - Other	3,750.00	22,593.19	120,000.00	97,406.81	81.2%
Legal	2,916.67	14,583.35	35,000.00	20,416.65	58.3%
Total Contract Services	<u>61,940.14</u>	<u>116,614.01</u>	<u>714,000.00</u>	<u>597,385.99</u>	<u>83.7%</u>
 Total Gross G&A Expenses	<u><u>\$ 250,989.61</u></u>	<u><u>\$ 975,050.03</u></u>	<u><u>\$ 3,167,700.00</u></u>	<u><u>\$ 2,192,649.97</u></u>	<u><u>69.2%</u></u>

NVTC  
RECEIPTS and DISBURSEMENTS  
November 2018

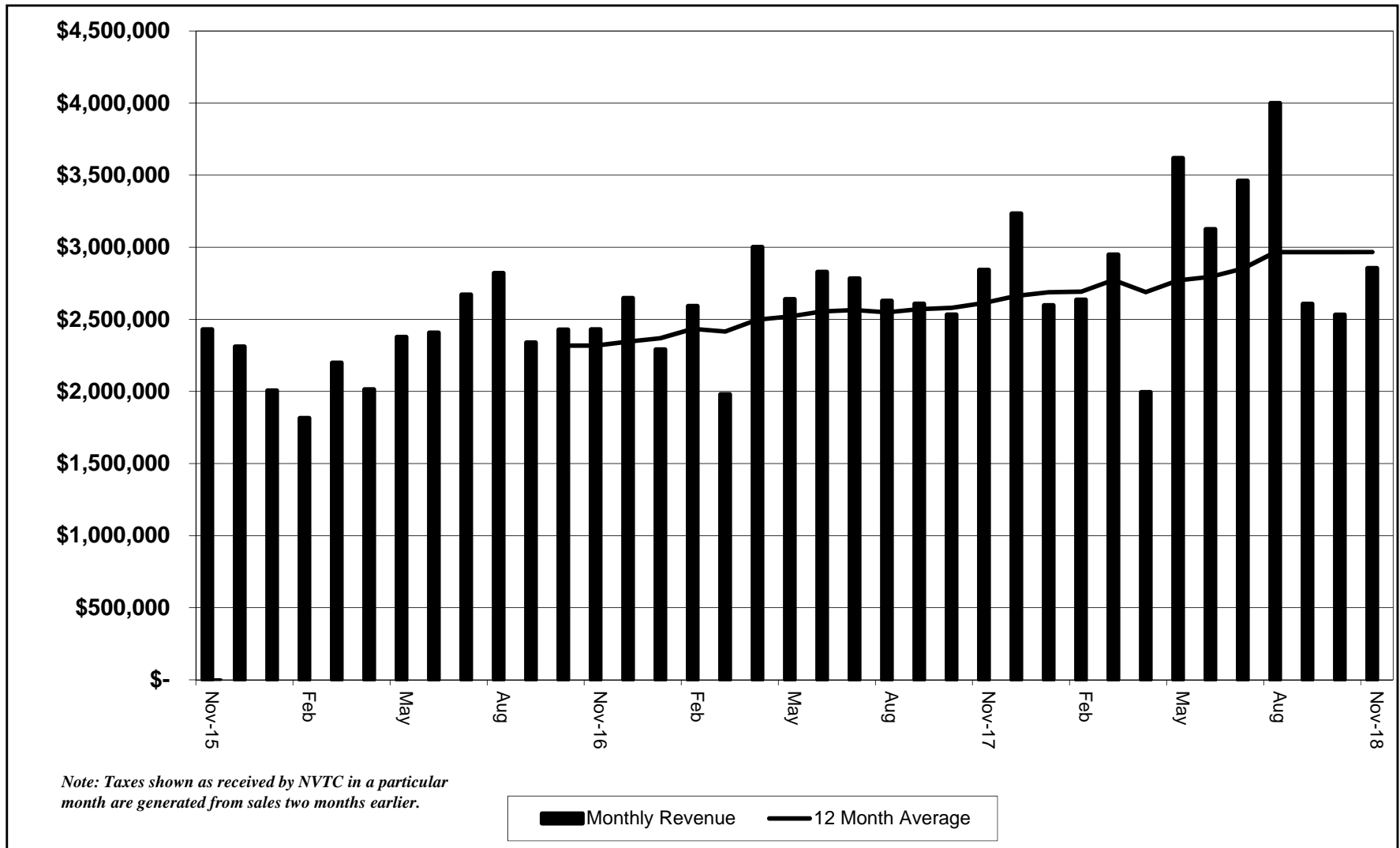
			Wells Fargo	Wells Fargo	Virginia LGIP	
Date	Payer / Payee	Purpose	Checking	Savings	G&A / Project	Trusts
RECEIPTS						
5	DRPT	Capital grant receipt - Fairfax				\$ 84,471.00
5	DRPT	Capital grants receipts - VRE			1,045,537.00	
6	DMV	Motor Vehicle Fuels Sales tax receipt				2,530,836.65
6	DRPT	CROC receipt			1,250,000.00	
7	DRPT	Intern grant receipt			2,232.00	
7	DRPT	Capital grants receipts - VRE			2,390,200.00	
8	VRE	Staff support		7,118.87		
9	DMV	Motor Vehicle Fuels Sales tax receipt				557.92
14	DRPT	Operating assistance - City of Fairfax				204,260.00
14	DRPT	Operating assistance - VRE			2,494,720.00	
15	DRPT	Operating assistance - Arlington				1,822,514.00
15	DMV	Motor Vehicle Fuels Sales tax receipt				24,727.71
19	DRPT	Capital grant receipt - Fairfax				110,761.00
28	DRPT	Technical assistance - New fare collection			10,170.00	
30	DMV	Motor Vehicle Fuels Sales tax receipt				2,841,818.53
30	DRPT	CROC receipt			1,250,000.00	
30	Banks	Investment earnings		3.63	33,461.13	122,588.39
			-	7,122.50	8,476,320.13	7,742,535.20
DISBURSEMENTS						
1-30	Various	G&A expenses	(164,044.25)			
5	VRE	Grant revenue			(1,045,537.00)	
6	Fairfax County	Commuter Choice project reimbursement			(2,041,068.00)	
6	VRE	CROC funding			(1,250,000.00)	
7	VRE	Grant revenue			(2,390,200.00)	
14	VRE	Grant revenue			(2,494,720.00)	
28	Stantec	Consulting - NTD collection	(38,137.36)			
28	Kimley-Horn	Consulting - New fare collection	(20,338.81)			
28	Kimley-Horn	Consulting - I66 Commuter Choice	(22,941.66)			
29	Kittelson & Assoc.	Consulting - Route 7	(34,338.54)			
30	VRE	CROC funding			(1,250,000.00)	
30	Kimley-Horn	Consulting - I66 Commuter Choice	(32,331.81)			
30	Banks	Service charges	(47.56)	(30.87)		
			(312,179.99)	(30.87)	(10,471,525.00)	-
TRANSFERS						
13	Transfer	From savings to checking	30,000.00	(30,000.00)		
20	Transfer	From LGIP to LGIP (G&A contribution)			1,764,453.00	(1,764,453.00)
23	Transfer	From LGIP to checking	250,000.00		(250,000.00)	
30	Transfer	From LGIP to LGIP (NTD data project)			38,137.36	(38,137.36)
			280,000.00	(30,000.00)	1,552,590.36	(1,802,590.36)
NET INCREASE (DECREASE) FOR MONTH			\$ (32,179.99)	\$ (22,908.37)	\$ (442,614.51)	\$ 5,939,944.84

**NVTC  
INVESTMENT REPORT  
November 2018**

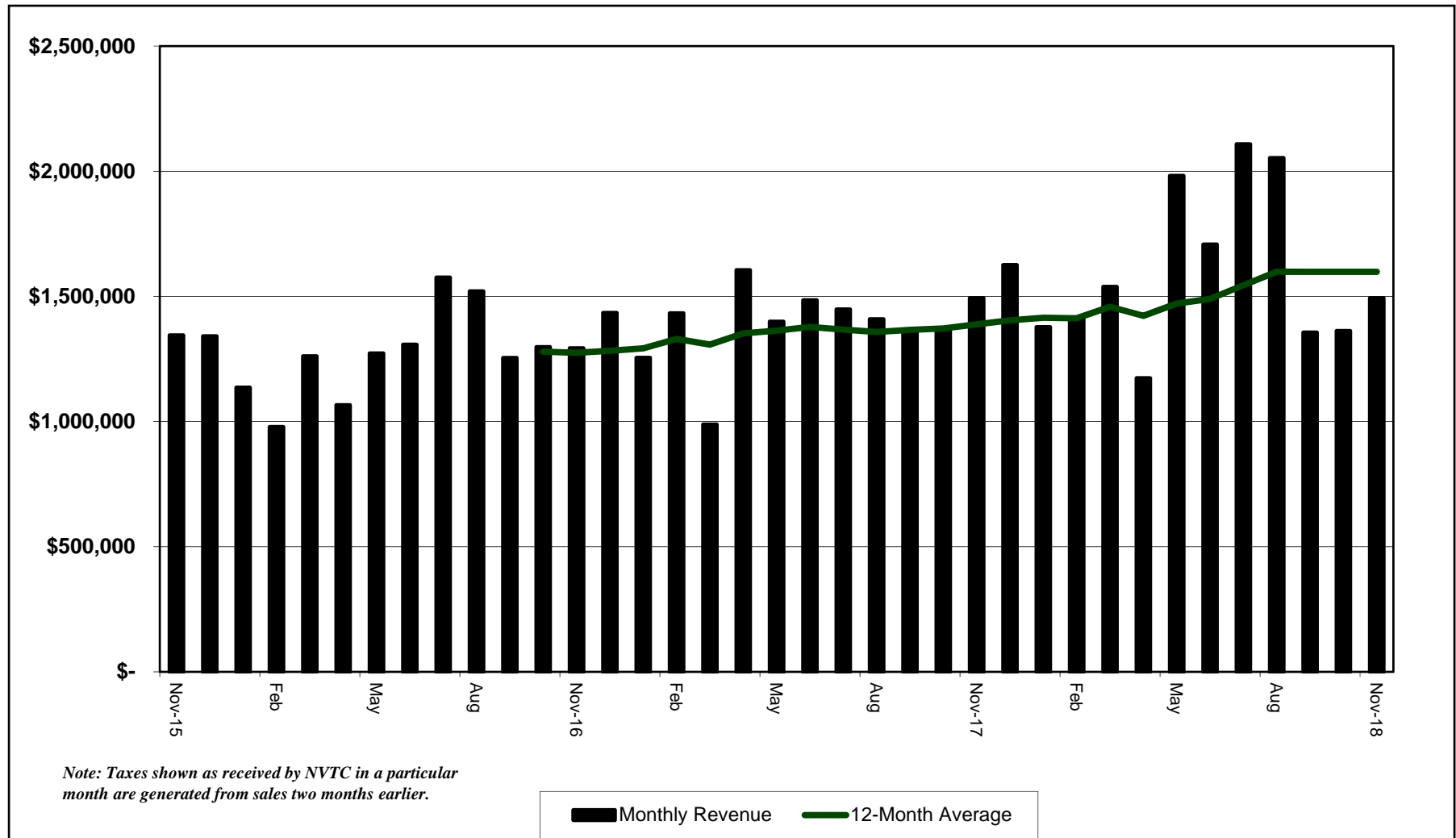
Type	Rate	Balance 10/31/2018	Increase (Decrease)	Balance 11/30/2018	Balance		
					NVTC G&A/Project	Jurisdictions Trust Fund	Loudoun Trust Fund
<b><u>Cash Deposits</u></b>							
Wells Fargo: NVTC Checking	N/A	\$ 40,674.34	\$ (32,179.99)	\$ 8,494.35	\$ 8,494.35	\$ -	\$ -
Wells Fargo: NVTC Savings	0.200%	34,866.20	(22,908.37)	11,957.83	11,957.83	-	-
<b><u>Investments</u></b>							
Bank of America: Virginia Local Government Investment Pool (LGIP)	2.379%	79,016,787.88	5,497,330.33	84,514,118.21	17,972,769.80	40,669,474.01	25,871,874.40
		<u>\$ 79,092,328.42</u>	<u>\$ 5,532,666.20</u>	<u>\$ 84,534,570.39</u>	<u>\$ 17,993,221.98</u>	<u>\$ 40,669,474.01</u>	<u>\$ 25,871,874.40</u>



# NVTC MONTHLY GAS TAX REVENUE ALL JURISDICTIONS FISCAL YEARS 2016-2019



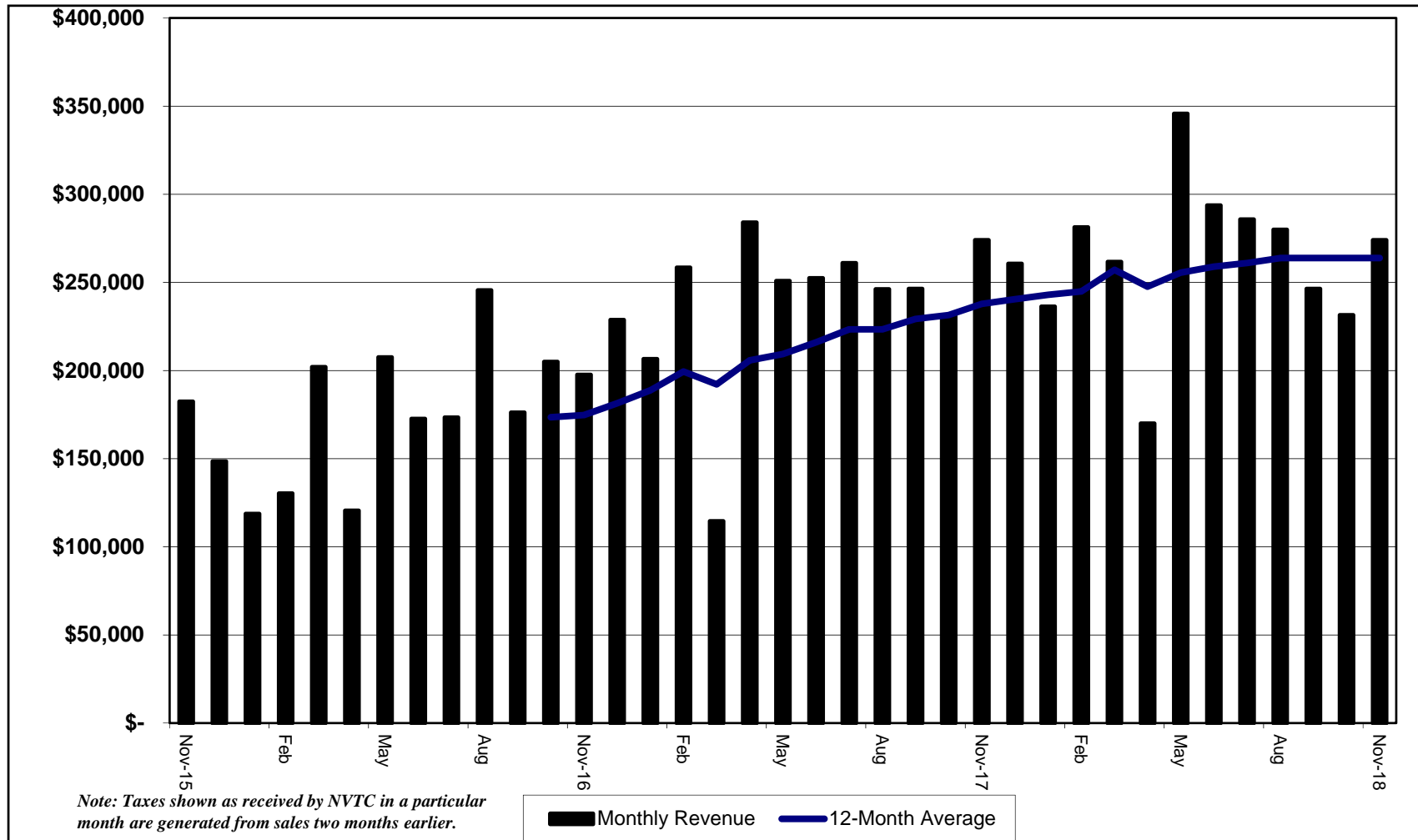
# NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2016-2019



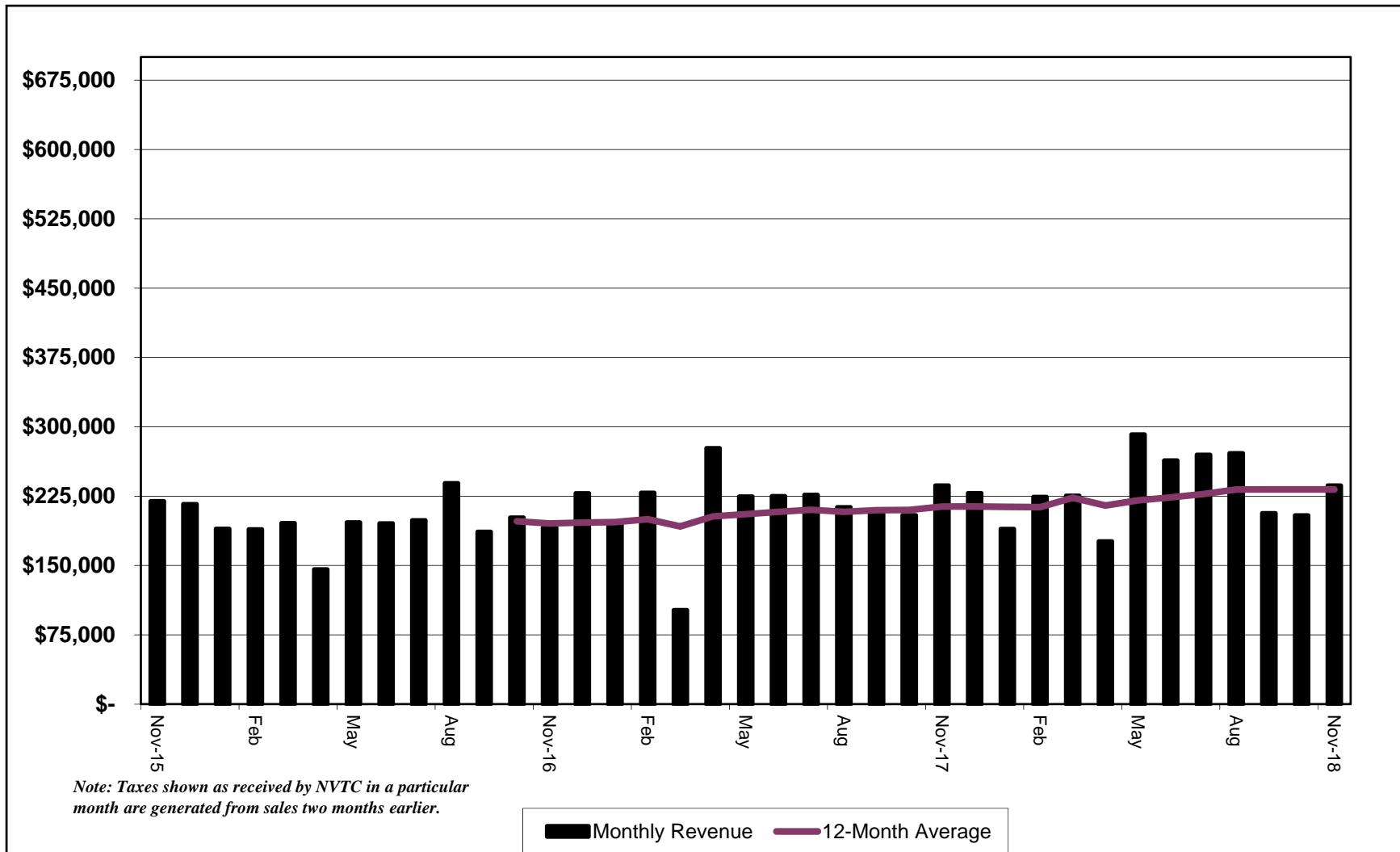
# NVTC MONTHLY GAS TAX REVENUE

## CITY OF ALEXANDRIA

### FISCAL YEARS 2016-2019



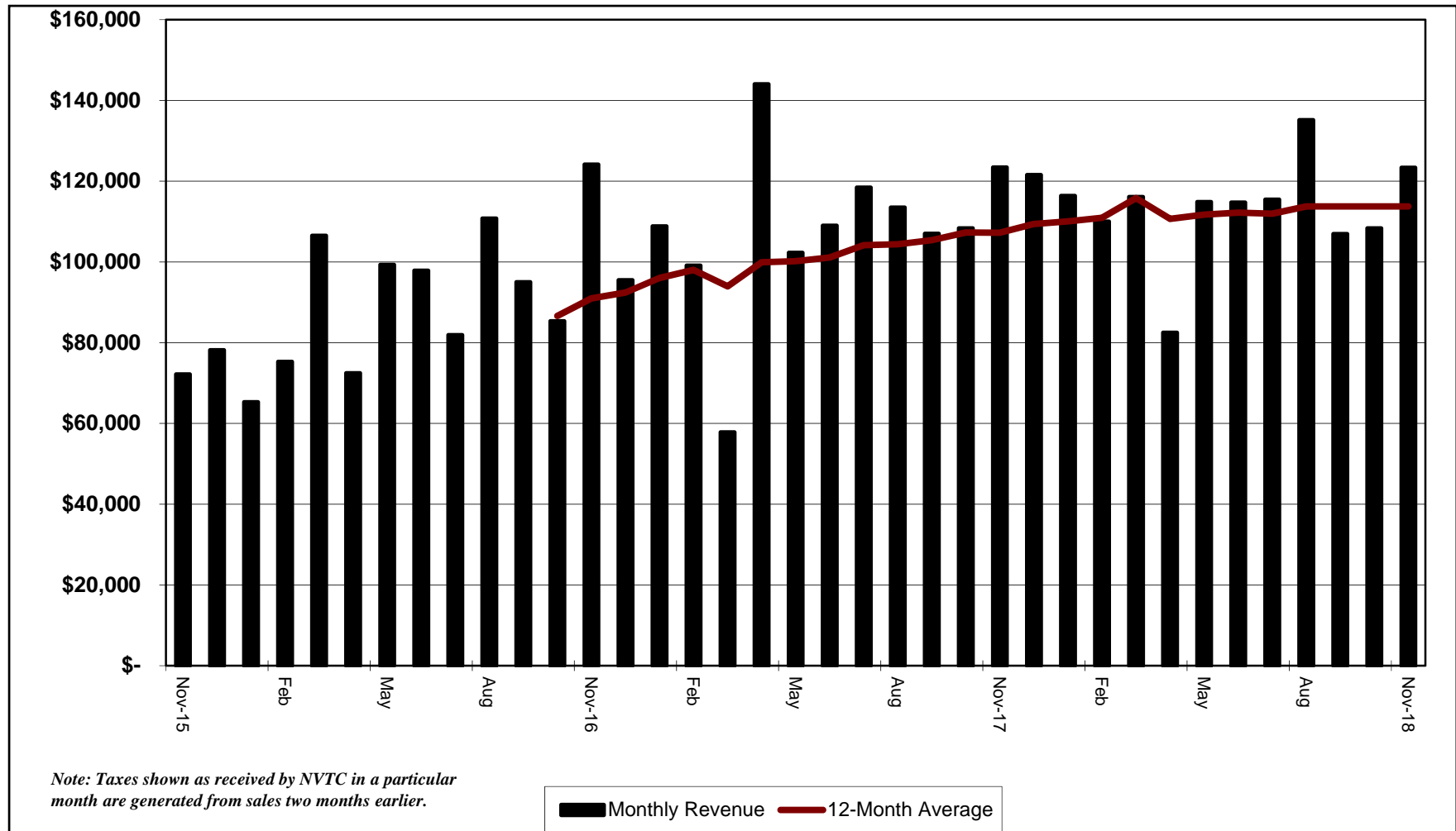
# NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2016-2019



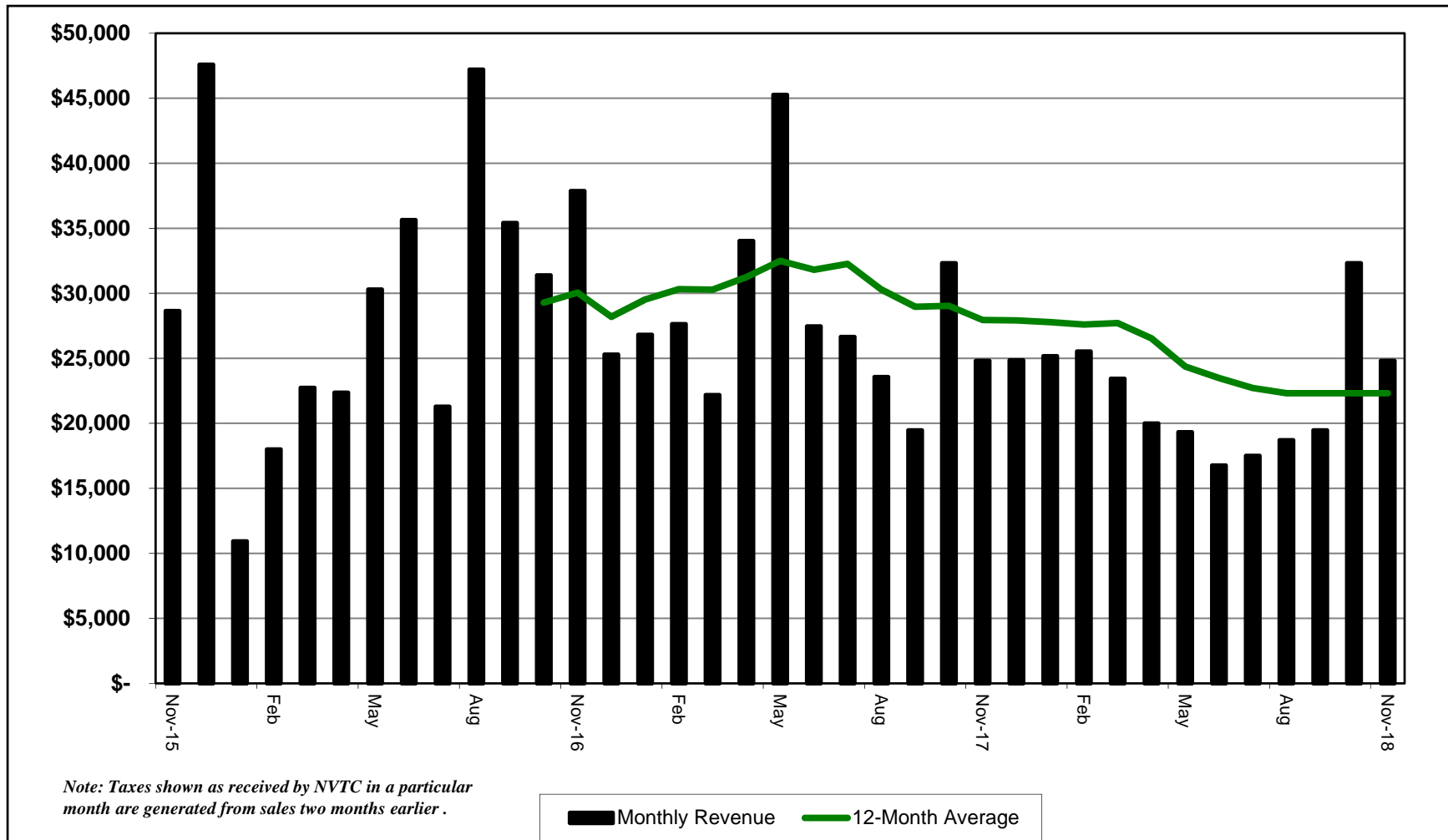
# NVTC MONTHLY GAS TAX REVENUE

## CITY OF FAIRFAX

### FISCAL YEARS 2016-2019



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



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

