

MINUTES
NVTC COMMISSION MEETING – JANUARY 3, 2019
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 7:11 P.M.

Members Present

Canek Aguirre
Elizabeth Bennett-Parker
Sharon Bulova
John Cook
Katie Cristol
Christian Dorsey
Adam Ebbin
John Foust
Libby Garvey
Catherine Hudgins
David LaRock
James M. LeMunyon
Matt Letourneau
David Meyer
Ron A. Meyer
M. David Skiles
Paul Smedberg
David Snyder
Raul "Danny" Vargas

Members Absent

Jeff McKay

Staff Present

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

Opening Remarks

Chairman Smedberg welcomed everyone to the first meeting of 2019. 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.

Oath of Office for New Commissioners

Chairman Smedberg announced that at its January 2nd meeting, the Alexandria City Council appointed Canek Aguirre and Elizabeth-Parker to NVTC as Commissioners and Mo Seifeldein as an alternate. He welcomed Mr. Aguirre and Ms. Bennett-Parker to NVTC and asked them to come forward for the oath of office.

Chairman Smedberg administered the oath of office to Mr. Aguirre and Ms. Bennett-Parker. Commissioners welcomed them to NVTC.

Annual Leadership and Governance – Election of NVTC Officers for 2019

Chairman Smedberg stated that the Executive Committee recommends the following slate of officers for 2019:

Chairman: Matt Letourneau
 Vice-Chairman: Katie Cristol
 Secretary-Treasurer: Sharon Bulova

There were no additional nominations. Mr. Dorsey moved, with a second by Ms. Garvey, to approve the slate of officers. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Ron Meyer, Smedberg, Snyder and Vargas.

Chairman Smedberg administered the oath of office to the new officers. Chairman Smedberg then passed the gavel to newly elected Chairman Letourneau, who began chairing the meeting.

Annual Leadership and Governance – Recognition of 2018 Chairman and Departing Commissioner

Chairman Letourneau recognized Mr. Smedberg's outstanding service as chairman in 2018 and read a Resolution of Commendation prepared for Mr. Smedberg reflecting NVTC's many accomplishments and milestones during his leadership (a copy of the resolution is attached).

On a motion by Ms. Cristol and a second by Ms. Bulova, the Commission unanimously approved the Resolution of Commendation for Mr. Smedberg. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Ron Meyer, Smedberg, Snyder and Vargas.

Chairman Letourneau presented Mr. Smedberg with a copy of the resolution and an award trophy. Chairman Letourneau noted that Mr. Smedberg will continue to serve as a NVTC Commissioner in a new capacity as the Commonwealth's appointee to NVTC and the WMATA Board of Directors, as Jim Corcoran has stepped down from his role as WMATA Board Principal representing the Commonwealth.

Senator Ebbin also presented Mr. Smedberg with a framed resolution passed by the Virginia Senate commending him for his decades of service to the City of Alexandria.

Mr. Smedberg thanked the Commission and stated it was a pleasure to serve as chairman in 2018. He is amazed by how far the Commission has come in the last 3-4 years and it says a lot about the Commission, staff and the region on what they have done for transit investments in the region. Transit played a major role in bringing Amazon and Virginia Tech to this region. He now looks forward to serving in his new role as the Commonwealth's appointee to the WMATA Board of Directors.

Chairman Letourneau stated that although Jim Corcoran was not able to attend this meeting, he would like to publicly acknowledge Mr. Corcoran's dedicated service to NVTC and WMATA. A copy of the Resolution of Commendation prepared for Mr. Corcoran and an award trophy will be sent to Mr. Corcoran.

On a motion by Chairman Letourneau and a second by Mr. Dorsey, the Commission unanimously approved the Resolution of Commendation prepared for Mr. Corcoran. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Ron Meyer, Smedberg, Snyder and Vargas. (A copy of the resolution is attached.)

Senator Ebbin left the meeting and did not return.

Annual Leadership and Governance – NVTC Appointments to Various Boards

Chairman Letourneau stated Resolution #2372 approves the appointments to various boards. The resolution was updated to include the newly appointed City of Alexandria members. Chairman Letourneau reminded the Commission that the term limits for WMATA Board seats are required under the Code of Virginia, although NVTC can determine each year who will fill those seats.

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

VRE Operations Board:Principals

Sharon Bulova
 John C. Cook
 Katie Cristol
 Elizabeth Bennett-Parker

Alternates

Jeff McKay

 Libby Garvey
 Canek Aguirre

Virginia Transit Association Board:Principals

David F. Snyder
 Katherine A. Mattice

Alternates

Katie Cristol
 (vacant)

Ms. Garvey moved, with a second by Ms. Bulova, to approve Resolution #2372 (copy attached). The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Ron Meyer, Smedberg, Snyder and Vargas.

Annual Leadership and Governance – Committee Assignments

Chairman Letourneau reminded the Commission that with the recent changes to the By-Laws, NVTC's committee structure has changed. NVTC now has four committees: Executive Committee, WMATA Committee, Legislative and Policy Committee, and Program Advisory Committee. The Committee Membership List will be updated and provided to Commissioners reflecting the new members from the City of Alexandria. NVTC committee membership is as follows:

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)

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 Alexandria, Canek Aguirre
 City of Fairfax, David Meyer
 City of Falls Church, David Snyder

PROGRAM ADVISORY COMMITTEE

Chair, David Snyder

Commission Members (drawn from member jurisdictions in a representative manner):

City of Alexandria, Elizabeth Bennett-Parker

Arlington County, Libby Garvey

City of Fairfax, David Meyer

Fairfax County, John Foust

Loudoun County, Ron Meyer

LEGISLATIVE AND POLICY COMMITTEE

Chair, David Meyer

Commission Members (drawn from member jurisdictions in a representative manner):

City of Alexandria, Canek Aguirre

Arlington County, Libby Garvey

Fairfax County, Jeff McKay

City of Falls Church, David Snyder

Loudoun County, Matt Letourneau

Non-Voting Member:

General Assembly Member, Sen. Adam Ebbin

Ms. Bulova moved, with a second by Mr. Smedberg, to approve the NVTC Committee assignments. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Ron Meyer, Smedberg, Snyder and Vargas.

Annual Leadership and Governance – Signatories and Pension Trustees

Chairman Letourneau stated that each January the Commission 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. Resolution #2373, which was updated to add Ms. Bulova's name as the newly elected secretary-treasurer, accomplishes this.

Mr. Dorsey moved, with a second by Mr. Smedberg, to approve Resolution #2373 (copy attached). The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Ron Meyer, Smedberg, Snyder and Vargas.

Minutes of the December 3, 2018 NVTC Commission Meeting

Ms. Bulova moved, with a second by Ms. Garvey, to approve the minutes of the December 3rd meeting. The vote in favor was cast by Commissioners Bulova, Cook, Cristol, Dorsey, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Ron Meyer and Smedberg. Commissioners Aguirre, Bennett-Parker, Snyder and Vargas abstained.

Meeting Summary of the December 10, 2018 Joint NVTC-PRTC Legislative Briefing

Mr. Dorsey moved, with a second by Ms. Bulova, to approve the Meeting Summary of the December 10th Legislative Briefing. The vote in favor was cast by Commissioners Bulova, Cristol, Garvey, David Meyer, Ron Meyer, Smedberg and Vargas. Commissioners Aguirre, Bennett-Parker, Cook, Dorsey, Foust, Hudgins, LaRock, LeMunyon, Letourneau and Snyder abstained.

Public Comment of NVTC's Work Plan

Before opening the meeting for public comment, Chairman Letourneau noted that this meeting is being livestreamed on Facebook. He then asked the executive director to give a review of 2018 and where NVTC is headed in 2019. Ms. Mattice reviewed the highlights of 2018, which were also outlined in NVTC's Year in Review publication provided to Commissioners at the meeting. In 2018 NVTC:

- Allocated \$141 million in state aid to WMATA;
- Managed \$245 million in state aid and \$20 million in federal aid on behalf of NVTC's jurisdictions;
- Received \$35.6 million from the regional gas tax; and
- Allocated the first \$5.9 million of the I-66 Toll Revenue Fund to the Commuter Choice projects.

Ms. Mattice stated that NVTC's staff and Commission organization was restructured to respond to NVTC's new responsibilities for WMATA, creating the new WMATA Committee and releasing the first report to the General Assembly and Governor on WMATA's condition and performance. NVTC launched the new Commuter Rail Operating and Capital (C-ROC) fund on behalf of VRE. An additional 15 projects were selected for the Commuter Choice program that supports commuters on I-66 and NVTC now supports a total of 25 projects in this program. NVTC took bold steps in developing a strategic plan for regional fare collection as well as launched the next phase of analysis on the promising Route 7 Bus Rapid Transit project. NVTC continued its strong cross jurisdictional coordination and training on WMATA shutdown response, National Transit Database training, and its transit planning "T-BEST" tool. NVTC finished the year with a strong financial standing and a clean audit. NVTC staff continues to diversify and grow to respond to its mission and responsibilities.

Ms. Mattice stated that in 2019 NVTC will continue to focus on excellence in financial and grants management, program administration, outreach and communication, and its work with WMATA, VRE and its jurisdictions. New and enhanced efforts in NVTC's 2019 Work Plan include:

- Launching the I-395/95 Commuter Choice program;
- Administering new oversight and reporting responsibilities for WMATA;
- Planning transit service disruption mitigation for WMATA station closures;
- Participating in an annual public meeting for Northern Virginia transportation organizations; and
- Exploring funding opportunities to support a multi-faceted marketing campaign designed to increase bus and rail ridership in Northern Virginia.

Ms. Mattice stated that in addition to public comment on NVTC's annual Work Plan, NVTC solicits public comment on its Commuter Choice program, participates in the Northern Virginia public hearings hosted by the Commonwealth Transportation Board, and engages with the public on WMATA activities through its Virginia WMATA Board member public forums.

Chairman Letourneau opened the meeting for public comment on the Work Plan.

James Pizzurro, a resident of Arlington and a daily commuter on the Silver Line Metrorail, expressed his concerns about Metrorail's ridership and NVTC's plan to address that situation within its Work Plan. He stated that Metrorail ridership is down one percent fiscal-year-to-date compared to FY2018 and FY2017, the latter of which includes almost the entirety of SafeTrack. According to ridership data through November 2018 (available on NVTC's website), ridership in Virginia fiscal-year-to-date is about flat at -0.34 percent compared to the previous fiscal year. Given that it seems Metrorail ridership is either flat or still declining overall, Mr. Pizzurro expressed his concern about NVTC launching or assisting WMATA in a marketing strategy for encouraging people to ride Metro again.

Mr. Pizzurro observed that Metro riders left during and after SafeTrack for a reason. Given that WMATA is still running significantly fewer trains today during rush hour than it was before SafeTrack, he expressed concern that not improving service and running more trains prior to launching such a marketing campaign may discourage those who listen to the advertisements and try to come back and then they realize they are still going to have tremendous trouble, such as navigating off-peak and weekend track work schedules that are not designed to accommodate their needs.

Mr. Pizzurro stated that there is more WMATA can and should do to mitigate the effects track work has on Metro riders. He implored the Commission to explore how NVTC can encourage WMATA to design better train schedules to run trains more frequently—even if that requires additional funds or moving around of funds, which may be discussions that go well beyond this meeting. He stated that good marketing could help Metro's struggling system, but smarter, more frequent train service is really what's required to turn WMATA's ongoing ridership problem around.

There were no more speakers. Chairman Letourneau thanked Mr. Pizzurro for his comments and closed the public comment period.

NVTC's FY2020 General and Administrative Budget and Work Plan

Chairman Letourneau stated that NVTC's budget sets forth the funding levels of priorities for NVTC's activities for July 2019 through June 2020. The FY2020 budget is consistent with what was presented to the Commission at the December meeting, reflecting a proposed operating budget of \$3,674,500. The Work Plan has been updated to include increased efforts in marketing and outreach to promote transit usage during and following the WMATA shutdowns coming this summer.

Ms. Mattice stated that the Department of Rail and Public Transportation (DRPT) may be interested in partnering with NVTC on communication elements related to the Metrorail shutdown. The updated Work Plan reflects this.

Ms. Bulova stated that Mr. Pizzurro raised some good points. She stated NVTC's marketing efforts should be informational and strategic. She suggested the focus should be on sending a message to the public that they are valued as riders of the system, acknowledge that they are going through a tough time with the shutdowns, and provide alternatives in the meantime as WMATA continues these improvements. It will be important how it is messaged. Timing is also important. Ms. Mattice stated that staff is in the initial stages of scoping out the message. NVTC will coordinate closely with WMATA and the other transit agencies. Mr. Dorsey stated that WMATA's message this time will be to encourage riders to stay with transit alternatives to get to their destinations. Chairman Letourneau stated that there is a two-fold opportunity to increase ridership by targeted marketing to those lines/services not impacted by the shutdowns.

Mr. Skiles arrived at 7:47 P.M. and joined the discussion.

Mr. Vargas suggested NVTC form a temporary ad hoc committee of Commissioners who have some marketing experience to help with the messaging. Mr. Ron Meyer suggested interactive maps showing transit alternatives and observed that NVTC's website could be a good central place to direct people for more information on transit options. Ms. Mattice stated that staff would explore what currently exists and look at options on how to provide this type of information.

Mr. Smedberg observed that there were lessons learned from the previous SafeTrack shutdowns, so staff should coordinate with WMATA and the jurisdictions. Ms. Mattice stated NVTC already initiated a working group.

Mr. LeMunyon wondered if there is toll money available to buy-down fares to allow riders to ride transit for free one day a month to encourage them to come back to transit. Ms. Mattice stated I-66 Commuter Choice toll revenues could be used for these purposes. They are currently being used for a fare buy-down program in Loudoun County. Also, the I-66 Outside the Beltway project is also funding transit fare buy-downs during construction for several OmniRide and Fairfax Connector routes.

Ms. Cristol noted Mr. Pizzuro also spoke to the need to improve service. She encouraged NVTC's WMATA Board members to consider service improvements, such as headways, off-peak and weekend service.

Ms. Bulova moved, with a second by Ms. Cristol, to approve the FY2020 General and Administrative Budget and the 2019 Work Plan. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Foust, Garvey, Hudgins, Letourneau, David Meyer, Ron Meyer, Skiles, Smedberg, Snyder and Vargas. Commissioners LaRock and LeMunyon voted no.

Overview of Prospective DRPT Funding Opportunities

Ms. Mattice stated that as a follow-up to last month's meeting, staff have identified two state funding opportunities that could support NVTC's efforts to promote transit ridership as well as fund technology pilots for mobile ticketing. No action is being requested at this time as staff continues to work with DRPT on these potential opportunities. The Commission would be asked to approve the applications for these grants at a future Commission meeting.

Request for Proposals for I-66 Commuter Choice Marketing/TDM Needs Assessment

Chairman Letourneau stated that this is an already approved project under the I-66 Commuter Choice program. Ms. Mattice stated the Commission is being asked to authorize her to issue a Request for Proposals (RFP) for consulting services 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, staff will return to the Commission for final approval.

Mr. LeMunyon asked what a successful proposal would look like. Jae Watkins, program manager, explained that NVTC is looking for creative proposals to leverage and support jurisdictional marketing programs.

Mr. Skiles asked if NVTC's intent is to coordinate with efforts with I-66 Outside the Beltway. Ms. Mattice stated that there is already some jurisdictional staff coordination, but NVTC is legally required to use toll revenues to benefit the I-66 Inside the Beltway toll users.

Mr. David Meyers stated he hopes NVTC focuses on proven strategies and suggested including a performance-based element. Mr. Vargas stated it would be beneficial to select a local firm if possible. Mr. LeMunyon suggested issuing a Request for Information (RFI) prior to a Request for Proposals. Ms. Mattice stated that the RFP's broad scope is in the spirit of Mr. LeMunyon's comments. Ms. Watkins stated that issuing an RFI will delay the timeline.

Ms. Cristol moved, with a second by Mr. Smedberg, to authorize the executive director to issue the Request for Proposals. Ms. Cristol spoke to her motion and stated that she trusts staff's judgement and knows they will take into account Commissioner's comments. To issue an RFI will delay the process. Mr. Smedberg stated that Mr. LeMunyon makes a good point but noted that how the RFP is described is the key. In response to a question from Mr. LeMunyon, Ms. Mattice stated that the contract award will come back for Commission action.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Ron Meyer, Skiles, Smedberg, Snyder and Vargas.

Mr. Ron Meyer left the meeting and did not return.

Memorandum of Agreement between NVTC and PRTC for the Distribution and Allocation of I-395 Annual Transit Investment Funds.

Chairman Letourneau stated that the Commission is being 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 MOA 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. The agreement is for 68 years of annual payments, with a 2.5 percent annual payment 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 (CTB). PRTC has asked NVTC staff to administer the program and then the two Commissions would 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.

In response to a question from Ms. Cristol, Ms. Mattice stated that the criteria for selecting the projects is part of the MOA with the Commonwealth approved in 2017. 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.

Mr. David Meyer moved, with a second by Ms. Garvey, to authorize the executive director to sign the MOA with PRTC.

Mr. LeMunyon stated that he will vote no because he believes the Northern Virginia Transportation Authority (NVTA) is the better entity to administer these funds. He stated that NVTC's focus should be on effective transit operation. He stated that NVTC's work on this is redundant to NVTA's work.

In response to a question from Chairman Letourneau, Ms. Mattice stated that NVTA's geography is different than the I-395/95 program's geography as it goes all the way down to Fredericksburg. Also, NVTC can use toll revenues for transit operations while NVTA can only use their regional funds for capital. Chairman Letourneau stated that the administration of I-66 or I-395 toll revenues is not within NVTA's legal ability. Mr. LeMunyon stated he disagrees. Ms. Bulova observed that Commonwealth entrusted NVTC to allocate these funds, not NVTA.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Foust, Garvey, Hudgins, Letourneau, David Meyer, Smedberg, Snyder and Vargas. Commissioners LaRock and LeMunyon voted no and Mr. Skiles abstained.

Washington Metropolitan Area Transit Authority

Report from the Interim WMATA Committee. Mr. Smedberg, 2018 chair of the Interim WMATA Committee, gave an update on the December 19th committee meeting where they discussed the proposed WMATA FY2020 budget and the Blue and Yellow Lines shutdown next summer, as well as heard a regional fare payment update. He stated that a proposed NVTC letter has been prepared providing comments on WMATA's budget. Mr. D'huyvetter explained that the letter will be submitted during the public comment period. There will be an opportunity to make any necessary technical changes at the January 16th WMATA Committee meeting. The main focus of the letter is that the general manager's proposed budget could trigger withholding provisions, which is a strong concern of the funding jurisdictions.

For new Commissioners, Mr. Dorsey gave a brief overview of the dedicated funding for WMATA and the required three percent subsidy cap.

Mr. Foust asked Virginia's WMATA Board members to direct the general manager to not make these types of budget proposals in the future. Mr. Dorsey noted that the general manager has a duty to propose what is best for the system and it's the WMATA Board's role to deliberate on the budget and make those policy decisions. In response to a question from Mr. Skiles, Mr. Dorsey stated that the WMATA Board is expected to adopt the budget in the March/April timeframe. Mr. Snyder stated that he would not be pleased with any budget that increases the subsidy over three percent.

Mr. Snyder moved, with a second by Ms. Cristol, to authorize the chairman to send the letter to WMATA commenting on the budget.

Mr. Smedberg requested a friendly amendment to strike the last clause of the first sentence of the third paragraph on page two, so it reads: “NVTC appreciates the intent of the new initiatives to drive ridership growth.” Ms. Mattice explained that the original wording could be misinterpreted and that the spirit of staying within the three percent cap is throughout the letter. The maker and seconder of the motion agreed to this friendly amendment.

Mr. LeMunyon stated that the letter mentioned initiatives to increase ridership, but that seems inconsistent with the fact that ridership numbers are going down. Mr. Dorsey stated that the general manager’s proposed initiatives for ridership growth include lowering some fare passes, weekend flat fares, and other service enhancements. Mr. D’huyvetter explained that the letter is deliberately vague since these initiatives are still being vetted through the budget process. Mr. LeMunyon stated he will vote for the letter but noted that all these growth initiatives are just slowing the decline and so far there is no turn around in the ridership numbers.

Chairman Letourneau noted that next month Ms. Hudgins, the new chair of the WMATA Committee, will give the committee report.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Foust, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Skiles, Smedberg, Snyder and Vargas.

Report from the Virginia WMATA Board Members. Mr. Dorsey reported that WMATA will hold a budget public hearing in Virginia on January 30th at the Durant Arts Center in Alexandria. He also reported that the WMATA Board approved a number of parking changes, including extending weekday hours of revenue collection, expanding multi-day parking, exploring new parking payment technologies, expanding the special event fee to all stations, adding the ability to charge parking fees on weekends and federal holidays during special events, lowering the price at West Falls Church to \$3, and keeping parking free on weekends for transit riders (nonriders will pay the nonrider fee). The WMATA Board also amended parking policies so that Metrobus riders and riders of local transit systems are exempt from the non-rider fee when it is technologically and operationally feasible. The WMATA Board will also be deciding in the near future on whether to restore service hours. The District of Columbia wants to see service hours restored. Mr. Dorsey gave a brief update on the proposed capital budget, which includes \$1.35 billion proposed for FY2020. In response to a question from Mr. Foust, Mr. Dorsey stated that WMATA has spent 99 percent of the FY2019 capital budget.

Mr. LeMunyon asked about pilot programs for parking garages. Mr. D’huyvetter stated that the WMATA Board approved lowering the price to \$3 at West Falls Church. Mr. LeMunyon asked how this will be advertised. Mr. Dorsey stated he will find out what outreach is planned. Ms. Garvey asked about signage. Mr. Skiles asked about the status of the fare evasion decision by the District of Columbia and if Mayor Bowser vetoed the decision. Mr. Aguirre asked about data about current return on fines. Mr. Dorsey stated he would follow up on these questions. Mr. Cook stated that in regard to the service hours, there should be a way to commit to restoring service hours in future. It is an economic imperative for a major city to have extended service hours.

Mr. Vargas asked to receive regular updates on Silver Line Phase 2. Chairman Letourneau stated that the Metropolitan Washington Airports Authority (MWAA) is constructing Phase 2 and WMATA will not take over operations until it is completed. There was agreement to invite MWAA to come and give an update to the Commission. There was also some discussion of flat fares. Chairman Letourneau asked about safety as it relates to extending service hours. Mr. Dorsey stated that it is a concern of the WMATA Board and staff to make sure the gains that have been made are not eroded.

Virginia Railway Express

VRE CEO Report. Mr. Allen reported that average daily ridership for the month of November was 17,500 and on-time performance (OTP) is trending in the right direction. During the current federal government shutdown, VRE is seeing ridership at the 13,000 level. Mr. Allen also reported that VRE staff is working on integrating its service into the National Landing Amazon HQ2 development with its new Crystal City station location. Chairman Letourneau noted that VRE and WMATA ridership has been significantly impacted by the government shutdown.

Mr. Skiles asked about VRE's plans during the upcoming Blue and Yellow Lines shutdown next summer. Mr. Allen stated that VRE is limited with the number of trains it can operate on a daily basis but will make trains longer to accommodate more capacity.

VRE's FY2019 Revised and FY2020 Recommended Budgets. Ms. Bulova stated that the VRE Operations Board recommends that the Commission adopt VRE's Revised FY2019 and Recommended FY2020 Operating and Capital Budgets and refer them to the jurisdictions. Resolution #2374 would accomplish this. 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.

Ms. Bulova stated that the recommended FY2020 operating and capital budget is balanced, with no funding gap, and all projected use of funding supported by reasonably expected sources of funding. The recommended 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 Capital Improvement Program (CIP) for FY2020 through FY2025.

Ms. Bulova noted that 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.

Ms. Bulova moved, with a second by Mr. Skiles, to approve Resolution #2374.

Mr. Foust stated that he will abstain since Fairfax County's subsidy is increasing by 16 percent. Ms. Bulova stated that the VRE Operations Board discussed this at its last meeting and the Fairfax County Board of Supervisors also discussed it. VRE ridership did increase in the county. She also

noted that jurisdictional staff worked closely on the VRE budget, which has been vetted by jurisdictional staff and is recommended by the VRE Operations Board. Mr. Allen stated that this type of fluctuation has happened before. Mr. Schofield provided more information about how the subsidy is calculated. There was further discussion of the subsidy and the Master Agreement Survey that was used to determine the subsidy. Mr. Cook stated that this is an “apples and oranges” discussion because the question to how each jurisdiction is assessed its subsidy is based on a formula based on long-term trends and concepts. Just because there is a big fluctuation one year does not mean the subsidy formula is wrong. Having a briefing on how the subsidy is constructed may be beneficial, but it should not be done in the context of the VRE budget.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Garvey, Hudgins, LaRock, LeMunyon, Letourneau, David Meyer, Skiles, Smedberg, Snyder and Vargas. Mr. Foust abstained.

2019 VRE Operations Board Officers. At the December 14th VRE Operations Board meeting, the Board approved the slate of nominees for the 2019 VRE Officers. Installation of the 2019 VRE officers will occur at the January 18th VRE Operations Board meeting. The new officers are:

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

Report from the Chair of the Legislative and Policy Committee

2018 Legislative and Policy Committee Chair Katie Cristol thanked Mr. David Meyer for agreeing to chair the Legislative and Policy Committee for the coming year. She stated that there have been very few transit-related bills introduced for this General Assembly Session. The Legislative and Policy Committee met prior to this meeting and discussed the February 7th NVTC meeting in Richmond. She stated that the committee recommends encouraging Commissioners to attend the January 28th VTA Transit Advocacy Day instead of holding a February NVTC meeting in Richmond this year. The committee also discussed the federal legislative outlook, which includes seeking reauthorization of the Passenger Rail Investment and Improvement Act (PRIIA). The committee heard a PRIIA update from WMATA staff and then discussed strategy and coordination efforts. The committee also discussed a Northern Virginia transit tour for legislators and the benefits of having an informal committee of Commissioners help scope out such a tour.

Ms. Cristol asked Ms. Seibert to give a brief summary of the pre-filed legislation for the upcoming General Assembly Session. Ms. Seibert stated that it has been quiet on the General Assembly front concerning transit. There has been one bill filed on the internet sales tax that she will continue to monitor. Final deadline for filing legislation is next Wednesday, January 9th.

Chairman Letourneau stated that the Executive Committee also discussed the February 7th NVTC meeting, which is usually held in Richmond, and whether it would be the best use of Commissioners’ time to hold the meeting in Richmond with the lack of transit-related legislation.

As Ms. Cristol said, an alternative is to encourage Commissioners to participate in the January 28th Virginia Transit Association (VTA) Transit Advocacy Day. NVTC could then hold committee meetings on February 7th in Arlington. He stated that this would allow time for the committees to focus on broader strategic goals. Staff will follow up with Commissioners and confirm meetings after the legislative filing deadline.

Mr. David Meyer stated NVTC should also monitor federal legislation, including PRIIA reauthorization and possible infrastructure legislation. There are other touchpoints of possible collaboration outside the region related to this legislation, such as manufacturing of railcars in Nebraska and Alabama.

Department of Rail and Public Transportation (DRPT)

Chairman Letourneau stated that DRPT Director Mitchell was unable to attend this meeting. Mr. Horsley announced that the TSDAC meeting has been rescheduled for February 14th.

Executive Director Report

Ms. Mattice encouraged Commissioners to read her newsletter and the brochure “Transit Matters: How Transit Helped Northern Virginia Land Amazon,” which was provided at the meeting. She reminded Commissioners that the location for the March meeting is expected to be back at the Navy League Building. Staff has confirmed that the lease agreement does include technical upgrades that will allow NVTC to livestream its meetings. There will also be a new microphone system. She also noted that March 1st is the projected date for NVTC staff to move into their new office location on the second floor.

The Financial Report for November 2018 was provided to Commissioners and there were no questions.

Adjournment

Without objection, Chairman Letourneau adjourned the meeting at 9:16 P.M.

Approved this 7th day of February 2019.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer



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
Elizabeth Bennett-Parker

Alternates

Jeffrey C. McKay

Libby Garvey
Canek Aguirre

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

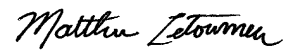
Katherine A. Mattice

Alternates

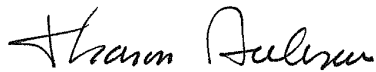
Katie Cristol

(vacant)

Approved this 3rd day of January 2019.



Matthew F. Letourneau
Chairman



Sharon Bulova
Secretary-Treasurer



RESOLUTION #2373

SUBJECT: Designation of NVTC Signatories and Pension Trustees

WHEREAS: The Honorable Sharon Bulova 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. Sharon Bulova	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 3rd day of January 2019.


Sharon Bulova
Secretary-Treasurer


Matthew F. Letourneau
Chairman



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.

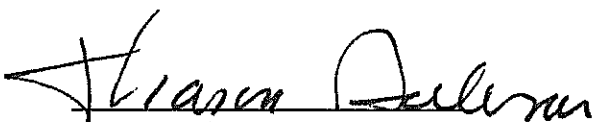
BE IT FURTHER RESOLVED that NVTC, in accordance with the C-ROC prioritization criteria and recommended project list, approves the commitment of \$15 million of FY2020 C-ROC funding as the required local match for a potential REF grant for construction of the Crystal City Station Improvements project.

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 3rd day of January 2019.



Matthew F. Letourneau
Chairman



Sharon Bulova
Secretary-Treasurer



RESOLUTION

SUBJECT: Commending the Honorable Paul Smedberg on the Occasion of His Service as Chairman of the Northern Virginia Transportation Commission for 2018

WHEREAS: The Honorable Paul Smedberg was elected Chairman of the Northern Virginia Transportation Commission (NVTC) for 2018;

WHEREAS: Mr. Smedberg was first elected to the Alexandria City Council in 2003 and he joined NVTC as a Commissioner in 2006, serving as Chairman in 2014 and 2018;

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

WHEREAS: Mr. Smedberg has represented NVTC and the City of Alexandria on many regional bodies, including the Northern Virginia Transportation Authority and the Northern Virginia Regional Commission;

WHEREAS: Mr. Smedberg was appointed to the Virginia Railway Express (VRE) Operations Board since 2007, was the first and only board member from the City of Alexandria and served as Chairman in 2013 and 2017;

WHEREAS: Mr. Smedberg has served as an Alternate Director on the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors since 2016;

WHEREAS: Mr. Smedberg has been an advocate of balanced transit investments in the region, transportation infrastructure enhancements, emergency preparedness, economic development, improved transit service, and pedestrian-friendly initiatives;

WHEREAS: Mr. Smedberg led NVTC during its 54th year of operations and, as Chairman, saw the region through many milestones, including the enactment of dedicated funding for WMATA and VRE, establishment of a floor on the regional gas tax, elevation of NVTC's role and responsibilities in its stewardship of WMATA, increased funding of transit through the I-66 Commuter Choice Program, signing of a Memorandum of Agreement with the Commonwealth of Virginia to administer a transit-funding program in the I-395/I-95 corridor, and selection of transit-rich National Landing as the new home of Amazon's second headquarters;

WHEREAS: During his tenure as Chairman, Mr. Smedberg responded to legislative mandates by convening Commissioners and staff in order to work through changes to NVTC's governance structure, approach to appointing members of the WMATA Board of Directors, and staffing levels to support the new requirements; and

WHEREAS: Mr. Smedberg supported enhanced outreach through NVTC's issuance of new reports and publications; events, such as Mobile Ticketing Industry Day and the annual Legislative Briefing; and a new planning tool to assist transit agencies in estimating and analyzing potential ridership.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission commends the Honorable Paul Smedberg for his leadership of NVTC for 2018 and his service to the citizens of Northern Virginia and to the Commonwealth of Virginia.

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

Approved this 3rd day of January 2019.

A handwritten signature in black ink, reading "Matt Lutz", is written over a horizontal line. Below the line, the word "Chairman" is printed in a small, black, sans-serif font.

Chairman



RESOLUTION

SUBJECT: Commending Mr. Jim Corcoran on the Occasion of His Departure from the Northern Virginia Transportation Commission

WHEREAS: Mr. Jim Corcoran was appointed by Governor Terry McAuliffe in February 2015 to represent the Commonwealth of Virginia on the Northern Virginia Transportation Commission and to serve as a Principal Director on the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors;

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

WHEREAS: Mr. Corcoran, in his capacity as the WMATA Board's Second Vice Chair, served as a member of the Executive Committee and chair of the Finance and Capital Committee, which monitors the financial integrity and viability of WMATA and its programs and services;

WHEREAS: Mr. Corcoran actively participated in NVTC meetings, including the Strategic Retreat, which led to the establishment of an Interim WMATA Committee; a new approach to appointing NVTC's representatives on the WMATA Board of Directors; and outreach events, such as the annual Legislative Briefing and WMATA Board Member Forums;

WHEREAS: Mr. Corcoran, as the former President and CEO of the Northern Virginia Chamber of Commerce, was instrumental in helping the region obtain dedicated funding for WMATA and the Virginia Railway Express as well as a floor on the regional gas tax; and

WHEREAS: Mr. Corcoran has served Northern Virginia and the Commonwealth with distinction.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission commends Jim Corcoran for his service to NVTC and leadership at WMATA.

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

Approved this 3rd day of January 2019.

A handwritten signature in black ink, reading "Matt Litman", is written over a horizontal line.

Chairman