



MONTHLY COMMISSION MATERIALS

July 2019

MEETING OVERVIEW – July 11, 2019

Action Items Include:

- A Letter to WMATA Requesting Data on Uses of Dedicated Capital Funding
- A Resolution of Support for Federal Dedicated Funding for WMATA Capital Needs
- Post Shutdown Marketing Agreements and Contracts
- Letters of Support for the Potomac Yard Metrorail Station, Fairfax County’s Richmond Highway Bus Rapid Transit Project, and Prince William County’s Broad Run Commuter Lot Projects
- Public Comment Period for the I-395/95 Commuter Choice FY2020 Proposed List of Eligible Scored Projects
- Amendment to the PRTC/VRE Public Procurement Policy and Procedure Manual

Other Meeting Highlights:

- Report from the NVTC WMATA Committee Chair and Virginia WMATA Board Members
- Commuter Choice Program Update
- Envision Route 7 Presentation
- Regional Fare Collection Update
- Reports from the VRE CEO and DRPT Director

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**NVTC COMMISSION MEETING
THURSDAY, JULY 11, 2019
PLEASE NOTE DIFFERENT LOCATION:
NVTC CONFERENCE ROOM
2300 Wilson Blvd., Suite #230
Arlington, VA 22201**

7:00 P.M.

**6:00 P.M. Dinner will be available for Commissioners and staff
6:15 P.M. Executive Committee Meeting – Suite #230 Small Conference Room
7:00 P.M. Commission Meeting – Suite #230 Large Conference Room**

AGENDA

1. Pledge of Allegiance and Opening Remarks
2. **ACTION ITEM: Approve the Minutes of the June 6, 2019 NVTC Meeting**
3. **ACTION ITEM: Approve the CONSENT AGENDA (subject to approval by the chairman)**
 - A. **Authorize the Executive Director to Send a Letter to WMATA Requesting Data on Uses of Dedicated Capital Funding**
 - B. **Approve Resolution #2389: NVTC Support for Legislation to Provide Federal Dedicated Funding for WMATA Capital Needs**
 - C. **Authorize the Executive Director to Execute Post Shutdown Marketing Agreements and Contracts**
 - D. **Authorize the Chairman to Send a Letter to the Virginia Department of Environmental Quality in Support of the Potomac Yard Metrorail Station**
 - E. **Authorize the Chairman to Send a Letter of Support for Fairfax County's FY2019 BUILD Transportation Grant Application for the Richmond Highway BRT Project**
 - F. **Authorize the Chairman to Send a Letter of Support for Prince William County's FY2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project**
4. Washington Metropolitan Area Transit Authority (WMATA)
 - A. Report from the Chair of the NVTC WMATA Committee
 - B. Report from the Virginia WMATA Board Members
 - C. Other WMATA News
 - D. Virginia Ridership and Parking Facility Utilization

5. Commuter Choice Program

A. I-66 Commuter Choice Program Update

B. I-395/95 Commuter Choice Program

- **ACTION ITEM: Approve Resolution #2390: Authorize a Public Comment Period to Solicit Comments on the I-395/95 Commuter Choice FY2020 List of Eligible Scored Projects**

6. Envision Route 7 Presentation

7. Regional Fare Collection Update

8. Virginia Railway Express (VRE)

A. VRE CEO Report and Minutes

B. **ACTION ITEM: Approve Resolution #2391: Authorize an Amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual**

9. Department of Rail and Public Transportation (DRPT)

A. DRPT Monthly Report

B. Certification Letters from WMATA to the Commonwealth Transportation Board

10. Executive Director Report

A. Executive Director Newsletter

B. NVTC Financial Report

MINUTES
NVTC COMMISSION MEETING – JUNE 6, 2019
FIRST FLOOR CONFERENCE ROOM – 2300 WILSON BLVD.
ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Letourneau at 7:09 P.M.

Members Present

Elizabeth Bennett-Parker
Richard Black
Sharon Bulova
John Cook
Katie Cristol
Adam Ebbin
John Foust
Catherine Hudgins
David LaRock
James M. LeMunyon
Matt Letourneau
David Meyer
Jennifer Mitchell (Alternate, Commonwealth of Virginia)
M. David Skiles
Raul “Danny” Vargas

Members Absent

Canek Aguirre
Christian Dorsey
Libby Garvey
Jeff McKay
Ron A. Meyer
Paul Smedberg
David Snyder

Staff Present

Kate Mattice, Executive Director
Matt Cheng
Joey de St. Aubin
Allan Fye
Rhonda Gilchrest
Dinah Girma
Dan Goldfarb
Patricia Happ
Aimee Perron Seibert
Zach Smith
Brittany Sumpter
Jae Watkins
Doug Allen (VRE)
Karen Finucan Clarkson (VRE)

Pledge of Allegiance and Opening Remarks

Following the Pledge of Allegiance, Chairman Letourneau welcomed everyone to the June 6th NVTC meeting.

Mr. Meyer observed that today, June 6, 2019, is the 75th anniversary of D-Day, the Allied invasion of Normandy, France during World War II. He asked for a moment of silence to reflect upon the sacrifices made 75 years ago.

Chairman Letourneau noted that the meeting is being streamed on YouTube Live and the public can also access the feed through a link on NVTC's Facebook page. He highlighted several guest speakers, including U.S. Department of Transportation Deputy Assistant Secretary for Governments Affairs Anthony Bedell, who will speak on the Trump Administration's priorities for infrastructure, as well as Dalia Leven and Jason Mumford of AECOM, who will give a presentation on the Washington Area Bus Transformation Project's Draft Report. He also reviewed the action items.

As announced last month, Chairman Letourneau stated that Senator Richard Black has been appointed to NVTC. Chairman Letourneau administered the ceremonial oath of office to Senator Black and welcomed him to NVTC.

Chairman Letourneau also presented Mr. LeMunyon with a Resolution of Commendation, which was approved at last month's meeting, recognizing DRPT Director Mitchell and Mr. LeMunyon for their help in the establishment of the Washington Metrorail Safety Commission.

Minutes of the May 2, 2019 NVTC Commission Meeting

Ms. Cristol moved, with a second by Ms. Bulova, to approve the minutes of the May 2, 2019 meeting. The vote in favor was cast by Commissioners Black, Bulova, Cook, Cristol, Ebbin, Foust, Hudgins, LaRock, Letourneau, Meyer, Mitchell and Skiles. Mr. LeMunyon and Mr. Vargas abstained.

Consent Agenda

Chairman Letourneau presented the Consent Agenda for approval:

- A. Approve Resolution #2382: Proclamation of Support for the 35th Annual Public Service Recognition Week Taking Place May 5-11, 2019

Mr. Skiles moved, with a second by Senator Black, to approve the Consent Agenda. The vote in favor was cast by Commissioners Black, Bulova, Cook, Cristol, Ebbin, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Meyer, Mitchell, Skiles and Vargas.

Infrastructure and FAST Act Reauthorization Presentation

Chairman Letourneau explained that the federal highway and transit programs are authorized under what is called the “FAST Act,” which is set to expire next year. Currently, these two surface transportation programs are supported by a federal gas tax which has not been raised since 1993. That, in addition to the increasing need to invest in our highways and transit, does set up an interesting discussion in the coming months on how to tackle an infrastructure bill – and, most notably – how to pay for it.

Chairman Letourneau stated that NVTC is pleased to have U.S. Department of Transportation Deputy Assistant Secretary for Governmental Affairs Anthony Bedell, who will present the Trump Administration’s priorities for transportation infrastructure. Mr. Bedell was appointed and sworn in by U.S. Secretary of Transportation Elaine Chao on May 1, 2017. His areas of responsibilities include all congressional, intergovernmental and tribal issues for the department.

Mr. Bedell gave an overview of Secretary Chao’s priorities, which include safety, infrastructure, innovation and regulatory reform. He also noted that President Trump issued an Executive Order that designates one single department as the lead agency to approve an environmental impact study. This will reduce the decision-making process from 10 to two years. Anecdotal data is showing that it is working. The goal is to get this order codified. He stated that the FAST Act needs to be reauthorized by December 31, 2020. USDOT’s intention is to roll out proposals starting this June for the highway trust fund, transit, smart cities, rail, ports, innovation (to include addressing autonomous vehicles, drones, and hyperloop), and pipeline safety.

Mr. Bedell stated that Secretary Chao’s mission is to partner with states and localities, such as Northern Virginia and Richmond, on how to make the region successful in a highly congested areas like Northern Virginia. USDOT’s success will be based on the success of the local regions. USDOT wants to hear from localities and Mr. Bedell invited NVTC and its jurisdictions to come and meet with the Secretary Chao for her to hear the region’s transit priorities. USDOT already has a good working relationship with the Commonwealth, including VDOT, the Atlantic Gateway team, Secretary of Transportation Shannon Valentine and Deputy Secretary Nick Donohue, as well as Virginia’s P3 office. He also noted that the USDOT points to Virginia as an example of successfully implementing P3, tolling and congestion pricing.

Ms. Bulova stated that regarding WMATA, one of Northern Virginia’s biggest priorities is the Rosslyn Tunnel project, which cannot be accomplished without federal assistance. She stated it is important to make sure this project is on the Administration’s radar. Ms. Cristol agreed and stated that it is as important to the Metro system as the Long Bridge project is to VRE. She asked Mr. Bedell if a reallocation of transit funding is being considered so that transit funding is allocated to other areas. Mr. Bedell responded that currently 80 percent of transit funding is directed to only five areas/cities. The Washington, DC region is not one of the five. The Administration wants to work with localities on how best to impact and provide funding to transit projects that are highly rated, have ridership that shows that they are needed, and to reallocate funds that impact more than just those five cities.

Mr. Meyer stated that he is pleased to hear Secretary Chao's number one priority is safety. He encouraged the Administration to consider changing the gas tax to a percentage and include an escalation factor so when fuel prices go up, tax revenue would adjust with it.

Mr. Bedell asked staff to share his contact information with Commissioners and he would be happy to meet with them to discuss specific transit projects. Mr. Skiles noted that Virginia is looking at the long-term viability of the gas tax and he asked if the Administration has looked at other funding opportunities to replace the gas tax. Mr. Bedell responded that everything is on the table for consideration.

In response to a question from Mr. Vargas, Mr. Bedell stated that the estimate for the infrastructure package will be over \$1 trillion. USDOT will work with White House counsel on the package. USDOT has proposed a 5-8-year plan, which will help make it easier to stretch the \$1 trillion over a longer period. He stated that everyone agrees that the FAST Act needs to be reauthorized.

DRPT Director Mitchell stated that the Long Bridge project is a mega project that has national and regional significance and benefits transit as well as freight rail and highways. However, this is a project that does not fit into a specific funding program. DRPT is scheduled to meet with USDOT and she looks forward to discussing this important project.

Chairman Letourneau stated that he would like to see more federal assistance for WMATA, which is the second largest rail system in the nation. He echoed the need for federal funding for the Rosslyn Tunnel project, which will help expansion of the Silver Line going into Loudoun County.

Mr. LeMunyon stated that he hopes the Administration understands the infrastructure needs in this region, which functions differently than other areas. There is a concern about safety and cyber safety.

Chairman Letourneau thanked Mr. Bedell for his presentation. NVTC looks forward to working with him in the future.

Washington Area Bus Transformation Project

Chairman Letourneau stated that in September 2018 WMATA embarked on a major study aimed at "transforming" bus in the Washington region. The goals of the effort are to identify a set of recommendations that would improve service and the customer experience with a goal of creating a more cohesive area-wide system. NVTC and jurisdictional staff have been heavily involved in the effort since late last year as the outcomes from this study could have profound impacts on local bus systems as well as Northern Virginia's financial contribution to WMATA moving forward.

Chairman Letourneau stated that on May 6th the project team released a Draft Bus Transformation Strategy Report outlining recommendations for the future of the Washington region's bus network. He welcomed Dalia Leven and Jason Mumford of AECOM, who are the

consultant project managers leading the Bus Transformation Project, to give their presentation. In the room, as well were members of the project team including WMATA Planning staff.

Ms. Leven gave an overview of the draft study, the extensive public engagement and strategic direction. The goal is to incorporate the public comments into the study and create a “roadmap” of action items of how to create a regional bus network over then next 10 years. The project vision is that bus will be the mode of choice on the region’s roads by 2030, serving as the backbone of a strong and inclusive regional mobility system. There are five goals focusing on regional connectivity, rider experience, financial stewardship, sustainable economic health and access to opportunity, and equity. Ms. Leven stated that the strategy to achieve the vision and goals is built around six elements:

- 1) Bus system to be customer focused;
- 2) Priority to buses on major roads;
- 3) Providing frequent and convenient bus service to all areas of the region;
- 4) Balancing local and regional provider responsibilities;
- 5) Streamlining back-office functions and share innovation; and
- 6) Regional steward to transform the bus system.

Mr. Cook observed that from an academic perspective it makes sense, but in reality the localities developed their own bus systems because Metrobus service wasn’t good and the localities could run bus service better and cheaper. He asked what is the outcome the study is trying to accomplish. Ms. Leven stated that the study is to find a more ideal solution than what we have today. There is no recommendation that the Fairfax Connector should stop running service. Now is the time to look at incorporating all service into one system, but not necessarily with one operator.

Ms. Cristol stated she would like to see the concept of the local jurisdictions are the right home for local bus service to continue. There are implications for maintenance and storage. Mr. Mumford stated that many of the comments received reflect the need for a sense of fairness as well as a need for clarity of expectations of a regional service and how it is funded. Ms. Cristol asked if the study will help forward regional fare payment. Ms. Leven stated that off-board fare payment is not really addressed but next generation fare payment is included as part of the recommendations. Ms. Cristol asked for clarification that the study is not making a sweeping recommendation to the WMATA Board and Ms. Leven responded that she does not believe it is.

Ms. Bulova stated that she previously cautioned that the study not be perceived as interfering with local bus systems. If the intent is to help coordinate service, identify gaps in service, etc., then that is helpful. Mr. Mumford stated that the emphasis has been the sharing of best practices.

Chairman Letourneau thanked Ms. Leven and Mr. Mumford for giving their presentation. He then turned the Commission’s attention to a draft letter that was prepared by staff with contributions by jurisdictional staff. In general, the letter provides support for many of the draft recommendations. It articulates support for recommendations that prioritize investment in bus priority, maximize existing and emerging technology, and make the bus system more customer focused. The letter, however, also articulates concerns around the proposal for wholesale

changes to the balance of responsibilities between local and regional providers in Northern Virginia. The NVTC district is home to five other bus systems, all of which support the transit policy priorities of the individual jurisdictions. Local boards have endorsed and financially supported the various levels and types of bus services that each of the jurisdictions is providing. The local bus services are positioned to best serve the unique needs and characteristics of the individual jurisdictions. All of Northern Virginia transit agencies, however, work together to coordinate services when they cross boundaries, all have their regularly-updated transit development plans shared within the region, and routinely work with WMATA bus to coordinate efforts.

Chairman Letourneau also noted that – to the most part – the localities are financially responsible for supporting the bus services provided by WMATA. In a world where there is a legislated operational cap of three percent growth, it is important to emphasize that the recommendations coming from this study should not just be a shift from one budget line item to another but should focus on delivering real operational savings. Further, the outcomes from this study need to recognize the regional coordination work that is already underway in Northern Virginia.

Mr. Cook observed that the letter does not address if the study is trying to fix a specific problem. He asked what the purpose of a regional bus system is. There is the concept that transit serves economic centers not one regional interest.

Ms. Bennett-Parker arrived at 8:20 P.M. and joined the discussion.

Mr. Vargas stated that there is some value in having a clearinghouse of ideas to create a seamless system across the region.

Mr. Skiles moved, with a second by Mr. Vargas, to authorize the chairman to send the letter to the Washington Area Bus Transformation project team, after amending the second paragraph to read “NVTC appreciates the work and looks forward to seeing the further development of these recommendations.”

Mr. Cook observed that NVTC supports the “concepts” but has questions about how the study is trying to get there. Ms. Cristol suggested using “elements” which is a term used in the report. She observed that there are some good recommendations in the study but NVTC should be clear about its concerns. Mr. Skiles agreed to amend the motion to change “recommendations” to “elements.”

Mr. LeMunyon asked for clarification of the what is being amended. Chairman Letourneau stated that the word “recommendations” would be changed to “elements,” and there would be a reference to support economic development and recognize that there are multiple purposes of a bus system and not just one regional purpose.

The Commission then voted on the motion and it passed. The vote in favor was cast by Commissioners Bennett-Parker, Bulova, Cook, Cristol, Ebbin, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Meyer, Mitchell, Skiles and Vargas. Senator Black abstained.

Washington Metropolitan Area Transit Authority

Report from the Chair of the WMATA Committee. NVTC's WMATA Committee Chairman Hudgins reported that the WMATA Committee meeting has been rescheduled to June 27th at 5:00 P.M. NVTC staff met with jurisdictional staff to prepare research and background material requested by committee members on parking, fare policy, fare pass products, and other policy matters. At the June 27th meeting, the committee will provide staff with guidance on updating the strategies chapter of the annual report on WMATA. This is the last opportunity for committee feedback to staff, as staff will update and write the report over the summer.

Report from the Virginia WMATA Board Members. Chairman Letourneau noted that Mr. Smedberg and Mr. Dorsey were unable to attend this meeting. He encouraged Commissioners to read the written materials of recent WMATA actions. He noted that the Blue and Yellow Line Summer Shutdown is underway, and he asked Ms. Bennet-Parker for her insights on how it is going in Alexandria. She responded it is going as expected where people are finding alternatives, but traffic congestion is up and Alexandria retailer and hotel revenues are down. There have been some problems, especially at the Braddock Road station. Mr. Skiles observed that the first days were rough, with misdirected buses and other issues. Mr. Fye stated that NVTC is working closely with WMATA and other partners and there were some operational changes made and things are running smoother this week, which shows that the region is adapting service to respond to problems.

Chairman Letourneau reported that Mr. LeMunyon contacted him about an inquiry about WMATA's Ethics Committee investigation regarding the current board chair. That investigation occurred solely within a subset of the WMATA Executive Committee and the rest of the Board of Directors was only notified that the investigation was closed. There was then a press release noting that the current board chair would not be running for re-election for the WMATA Board chair. There has been no more information provided. He observed that this is concerning that there has not been transparency in the investigation. NVTC has drafted a letter asking the WMATA Board to share, to the greatest extent it can, information about the investigation and its outcome.

Chairman Letourneau moved, with a second by Senator Black, to authorize that the letter, which was amended by the Executive Committee prior to this meeting, be sent to the WMATA Board. Commissioners were provided with a red-lined version of the letter.

Mr. Cook asked if the WMATA Board has ethics rules. Chairman Letourneau, who is an alternate on the WMATA Board, stated that they do have ethics guidelines, which includes signing financial disclosure statements.

Ms. Cristol expressed her support for the letter and observed that the letter is open-ended enough so that a variety of communications from WMATA could satisfy NVTC's inquiry. Delegate LaRock expressed his opinion that the "ask" of the letter is weak and he would like to see it strengthened. He suggested asking for the basis of the investigation and the findings. After a lengthy discussion about what should be asked for and to what degree, the Commission agreed on changing the letter to read "NVTC requests that the Ethics Committee make public information related to the investigation, findings, outcomes, recommendations and actions,

including but not limited to relevant documentation, records, meeting minutes and supporting materials.”

Mr. Skiles called the question. The Commission then voted on the motion and it passed unanimously. The vote in favor was cast by Commissioners Bennett-Parker, Black, Bulova, Cook, Cristol, Ebbin, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Meyer, Mitchell, Skiles and Vargas.

Ms. Cristol then stepped out of the room at 8:55 P.M.

Mr. Skiles noted that the vote was on his motion to call the question and not on the letter itself.

The Commission then voted on the main motion to authorize the chairman to send the letter to WMATA, as amended. The vote in favor was cast by Commissioners Bennett-Parker, Black, Bulova, Cook, Ebbin, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Meyer, Mitchell, Skiles and Vargas.

Chairman Letourneau noted that Ms. Cristol stepped out before the motion on the letter and asked if Commissioners would allow her to cast her vote when she returns, since there was some confusion about what was being voted. He believes she would want to be on record as part of the vote. There were no objections.

Commuter Choice Program

Chairman Letourneau stated that back in 2017, NVTC embarked on the Commuter Choice program – a competitive funding program that uses a portion of the toll revenues from some of Northern Virginia’s tolled express lanes to start and operate new transit and multimodal projects for commuters. NVTC is now in its third round of project selections for the I-66 Commuter Choice program and has just closed the application period for the first I-395/95 Commuter Choice program. The Commission is asked to approve three action items that are key to the continued implementation of these two programs.

Contract for I-66 and I-395/95 Commuter Choice Technical Support. Mr. Fye stated that the Commission is asked to authorize the executive director to execute a four-year contract with Kimley-Horn & Associates to provide technical support services to the Commuter Choice program for an amount not to exceed \$939,799.31. The contract includes the option for two additional two-year extensions, dependent on performance and funding availability. This contract will support technical services for both the I-66 and I-395/95 Commuter Choice programs. Under the scope of work, Kimley-Horn & Associates will provide support for calls for projects, development of program materials, application scoring and program development support and documentation, application and meeting support, and corridor overview research. Mr. Fye explained that the selection of Kimley-Horn & Associates was done as part of a competitive procurement process approved by the Commission at its March 2019 meeting. NVTC received proposals from five firms under the solicitation. Based upon evaluation of the proposals, NVTC determined that Kimley-Horn & Associates is the most qualified firm to perform this work.

Ms. Bulova moved, with a second by Mr. Skiles, to authorize the executive director to award a contract for I-66 and I-395/95 Commuter Choice technical support to Kimley-Horn & Associates. The vote in favor was cast by Commissioners Bennett-Parker, Black, Bulova, Cook, Ebbin, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Meyer, Mitchell, Skiles and Vargas.

I-66 Commuter Choice Program of Projects. Mr. Fye stated that the Commission is asked to approve Resolution #2384, which would approve the FY2020 I-66 Commuter Choice Program of Projects and forward to the Commonwealth Transportation Board, as well as authorize the executive director to execute the Standard Project Agreements. The FY2020 Program of Projects includes 13 projects totaling \$19,649,539 representing a diverse set of projects addressing the needs of the commuter and local bus riders, providing connections to key destinations, and helping encourage ridesharing and transit.

Mr. Fye explained that the proposed projects were selected by NVTC based upon the FY2020 project selection process and criteria approved by the Commission at its November 2018 meeting. This process includes eligibility screening, technical evaluation, prioritization, and a public input process. NVTC conducted a public comment period from April 5th to May 15, 2019. Projects recommended for funding under the FY2020 Program of Projects include nine new and enhanced bus services; three transportation demand management projects; and regional outreach and program administration.

In response to a question from Senator Black, Mr. Fye explained that a Standard Project Agreement is between NVTC and the jurisdiction receiving the funds for the selected project and is not connected to a Project Labor Agreement.

Ms. Cristol returned to the discussion at 9:04 P.M.

In response to a question from Mr. LeMunyon, Mr. Fye stated that jurisdictions are encouraged to move as fast as they can to implement their projects. The MOA calls for funds to be obligated within two years and expended within five years. Chairman Letourneau noted that NVTC tracks projects year to year. Mr. LeMunyon asked if the funds for the bus projects are being used to purchase equipment or for operating. Mr. Fye stated staff can provide the actual breakdown between capital and operating. The program allows well performed projects to be resubmitted for funding. Ms. Mattice stated that three of the projects came back for funding this round.

Delegate LaRock asked if there is a way to identify where public comments originated to determine if those individuals reside in the I-66 corridor. Mr. Fye responded that some can be identified and there were some comments from outside the corridor. Ms. Watkins stated that the webform asked for a residential zip code, so this information can be processed. Some of the bike comments did come from a bike group blast. Chairman Letourneau clarified that no bike project was selected for the FY2020 Program of Projects.

Mr. LaRock requested the projects be separated into two groups for voting purposes.

Chairman Letourneau moved, with a second by Ms. Bulova, to approve Resolution #2384 and to vote separately on two groups of projects. The first vote includes the following group of projects:

Enhanced Bus Service on Metrobus 3Y: Lee Highway-Farragut Square	Arlington County	\$1,040,000
Enhanced Bus Service from Government Center to D.C.	Fairfax County	\$1,939,500
Enhanced Bus Service from Stone Ridge to D.C.	Loudoun County	\$532,031
Enhanced Bus Service from Gainesville to D.C.	PRTC (OmniRide)	\$1,519,100
Enhanced Bus Service from Gainesville to Pentagon	PRTC (OmniRide)	\$4,671,700
New Bus Service from Haymarket to Rosslyn	PRTC (OmniRide)	\$776,700
New Bus Service from Stringfellow to Constitution Center	Fairfax County	\$4,326,000
New Bus Service from Stone Ridge to Pentagon	Loudoun County	\$1,257,226
New Bus Service from Purcellville to D.C.	Loudoun County	\$949,482

The Commission voted unanimously to approve the first group of projects. The vote in favor was cast by Commissioners Bennett-Parker, Black, Bulova, Cook, Cristol, Ebbin, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Meyer, Mitchell, Skiles and Vargas.

The Commission then considered the second group of projects:

New TDM Outreach to the I-66 Corridor	Prince William County	\$200,000
I-66 Slug Line Campaign	PRTC (OmniRide)	\$287,800
Expanded TDM Outreach to the I-66 Corridor	Arlington County	\$1,350,000
I-66 Commuter Choice: Marketing and Outreach, Program Administration, Evaluation and Oversight	NVTC	\$800,000

Delegate LaRock stated that he is comfortable supporting projects that invest in bus and transit, but not in the general category of Travel Demand Management. Also, in his opinion there has not been adequate information about spending another \$800,000 in administrative and marketing without knowing what was yielded in the first two rounds of projects. For those reasons he requested these projects be separated out to allow him to vote for the first group of projects.

In response to a question from Senator Black, Chairman Letourneau explained that in order to execute the Commuter Choice program, funding is needed for staff to administer the program and for the consultant to conduct the scoring and criteria evaluation. The \$800,000 also pays for advertising and marketing.

The Commission then voted on the second list of projects. The vote in favor was cast by Commissioners Bennett-Parker, Bulova, Cook, Cristol, Ebbin, Foust, Hudgins, LeMunyon, Letourneau, Meyer, Mitchell, Skiles and Vargas. Delegate LaRock and Senator Black voted in opposition. (A copy of the resolution is attached.)

Contract for the I-66 Commuter Choice Market Research and Marketing Communication Strategy. Chairman Letourneau stated that the Commission is asked to authorize the executive director to execute a contract with Southeastern Institute of Research, Inc. to provide market research and communications services for the I-66 Commuter Choice program at a cost not to exceed \$300,000 for a two-year period.

Ms. Mattice explained that in June 2018, NVTC and the Commonwealth Transportation Board approved funding for NVTC to conduct these marketing and outreach activities in support of the I-66 Commuter Choice program. NVTC staff will work with the contractor to conduct a gap analysis that will inform an integrated communications and marketing strategy and build Commuter Choice into a highly-visible, recognizable program.

Following the procurement process, NVTC staff determined that Southeastern Institute of Research, Inc. is the most qualified firm to perform this work. With the Commission's approval, NVTC will issue the contract for support services, including the following tasks: regional gap analysis; comprehensive review of existing market research; marketing audience analysis; integrated communications strategy; strategic marketing campaign plan; and earned media plan.

In response to a question from Mr. Vargas, Ms. Mattice stated that a media buy in is not included in this contract. Ms. Watkins stated that staff will be working with the jurisdictions on future media buy ins.

Mr. Skiles moved, with a second by Ms. Cristol, to authorize the executive director to award a contract for the I-66 Commuter Choice Market Research and Marketing Communication Strategy to Southeastern Institute of Research, Inc. The vote in favor was cast by Commissioners Bennett-Parker, Black, Bulova, Cook, Cristol, Ebbin, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Meyer, Mitchell, Skiles and Vargas.

Mr. Meyer left the meeting at 9:20 P.M. and did not return.

I-395/95 Commuter Choice Program. Mr. Fye gave a brief program update. He stated that at the April meeting, the Commission approved staff to issue a call for projects for the initial I-395/95 Commuter Choice program, with a goal to select projects that could be implemented on or near toll day one, scheduled for Fall 2019. During the application period that ended on May 15th, NVTC received 17 applications for \$31.3 million in funding. Applications were received from Arlington County, City of Fredericksburg, City of Alexandria (DASH), Fairfax County, Prince William County, OmniRide, Stafford County, and NVRC. NVTC staff have begun the initial screening for project eligibility and will be in ongoing contact with jurisdictional staff throughout the eligibility and project scoring process. Staff anticipates providing the Joint Commission Working Group, scheduled to meet on June 13, 2019, with an overview of eligible projects and an update on the inaugural I-395/95 program.

Mr. Fye stated that at the July NVTC and PRTC Commission meetings, staff will 1) provide a list of scored projects and 2) request authorization to open a public comment period on the scored projects (tentatively scheduled from August 5 to September 13).

NVTC Resource Center - FY2019 3rd Quarter Ridership Report

Chairman Letourneau noted that this is a written report. He did observe that overall transit ridership was slightly down from 2018 to 2019 (winter). However, Metrorail and Fairfax Connector did see slight improvements. There were no questions.

Virginia Railway Express

Mr. Allen gave his CEO Report, including an update on VRE staff safety and security activities. He noted April ridership was good at 19,000 daily riders, but on-time performance (OTP) was low at 57 percent systemwide. This was largely due to implementing Positive Train Control (PTC), but there were also delays due to train congestion and severe weather. VRE has responded to the delays by implementing an integrated communications plan, which includes more frequent rider notifications and platform announcements and more detailed explanations of delays. Incidents of PTC delays have reduced. On-time performance for this week is currently at 70 percent. Mr. Allen also reported that VRE has seen an increase in ridership since the Metro shut down, especially at the Franconia-Springfield station.

Senator Ebbin left at 9:24 P.M. and did not return.

Ms. Bulova moved, with a second by Ms. Cristol, the following VRE action items:

- Resolution #2385: Authorize the VRE CEO to Amend the Amtrak Access and Storage Agreement to Reduce the Cost of the Amtrak Step-Up Ticket
- Resolution #2386: Authorize the VRE CEO to Execute an Extension of the Existing Amended and Restated Operating/Access Agreement with CSX Transportation
- Resolution #2387: Authorize the VRE CEO to Execute an Amendment for the Fifth Year of the First Option Period of the Contract with Keolis Rail Services Virginia, LLC for Operating Services for Commuter Rail
- Resolution #2388: Authorize the VRE CEO to Execute an Amendment for the Fourth Year of the Contract with Keolis Rail Services Virginia, LLC for Maintenance Services for Commuter Rail

The Commission then unanimously voted to approve all four resolutions (copies attached). The vote in favor was cast by Commissioners Bennett-Parker, Black, Bulova, Cook, Cristol, Foust, Hudgins, LaRock, LeMunyon, Letourneau, Mitchell, Skiles and Vargas.

Mr. Skiles left at 9:34 P.M. and did not return.

Mr. LeMunyon asked about the dip in VRE ridership in FY2018. Ms. Mattice noted that VRE ridership was impacted by the federal government shutdown. Mr. Allen stated that the vast majority of VRE riders are federal employees. Ms. Cristol stated that it is interesting to note that VRE revenues only went down slightly during the shutdown since many riders purchase monthly tickets.

Department of Rail and Public Transportation (DRPT)

DRPT Director Mitchell reported that the Federal Railway Administration (FRA) and DRPT released the final Environmental Impact Statement on the Washington, DC to Richmond Southeast High-Speed Rail project (DC2RVA). The 30-day public comment period started on May 31, 2019. She also reported that the Commonwealth Transportation Board will act on the Six-Year Improvement Program (SYIP) at its June 19th meeting.

Executive Director Report

Ms. Mattice encouraged Commissioners to read her Executive Director Newsletter. She reviewed several upcoming events:

- Commonwealth Transportation Board – June 18-19 (Richmond) – with action on the I-66 Commuter Choice FY2020 Program of Projects
- WMATA Committee Meeting – June 27 (NVTC Conference Room 5:00 P.M.) – with a discussion of NVTC’s Report of the Performance and Condition of WMATA
- Program Advisory Committee Workshop – August 1st (NVTC Conference Room 8:30-10:00 A.M.) – to review scoring criteria

Ms. Mattice reminded Commissioners that the July meeting will be held on July 11th due to the 4th of July holiday. The meeting will be held in Suite #230, which will provide an opportunity for Commissioners to see NVTC’s new office space.

Mr. LeMunyon suggested NVTC’s Report on the Performance and Condition of WMATA include or reference NVTC’s letter to WMATA regarding the ethics investigation.

Ms. Mattice noted that the Financial Report for April 2019 was provided to Commissioners and there were no questions.

Adjournment

Without objection, Chairman Letourneau adjourned the meeting at 9:38 P.M.

Approved this 11th day of July 2019.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer

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RESOLUTION #2384

- SUBJECT:** Approve the FY2020 I-66 Commuter Choice Program of Projects and Forward to the Commonwealth Transportation Board and Authorize the Executive Director to Execute the Standard Project Agreements
- WHEREAS:** Under the *Amended and Restated Memorandum of Agreement Transform66: Inside the Beltway Project* (MOA), NVTC is responsible for selecting and administering multimodal projects that allow more people to travel faster and more reliably through the I-66 Inside the Beltway corridor;
- WHEREAS:** The principle objective of the Transform 66 Multimodal Project is to select projects that meet goals identified in the MOA, which are to (1) move more people, (2) enhance transportation connectivity, (3) improve transit service, (4) reduce roadway congestion, and (5) increase travel options;
- WHEREAS:** NVTC is responsible for component selection; financing and financial management; compliance, including evaluation, reporting, and quality assurance; and providing information to the public;
- WHEREAS:** NVTC's November 1, 2018 FY2020 Call for Projects produced 20 applications for a total of \$32 million in requests for projects designed to benefit toll payers by expanding transportation capacity in the I-66 Inside the Beltway corridor; and
- WHEREAS:** Based upon the evaluation by NVTC staff, the jurisdictional I-66 Commuter Choice Working Group, and the Program Advisory Committee, staff recommends approval of the I-66 Commuter Choice FY2020 Program of Projects, which includes 12 projects and NVTC's administrative and marketing costs, totaling \$19,649,539 (Attachment 1).
- NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby approves the I-66 Commuter Choice FY2020 Program of Projects and authorizes staff to forward the Program of Projects to the Commonwealth Transportation Board for action.
- BE IT FURTHER RESOLVED** that NVTC authorizes the executive director, or her designee, to execute the Standard Project Agreements.

Approved this 6th day of June 2019.

Sharon Bulova
Secretary-Treasurer

Matthew F. Letourneau
Chairman

**Attachment 1: Program of Projects Recommended for Funding
under the FY2020 I-66 Commuter Choice Program**

FY2020 I-66 Commuter Choice Project Name	Applicant	Total Funding Request
Enhanced Bus Service on Metrobus 3Y: Lee Highway-Farragut Square	Arlington County	\$1,040,000
Enhanced Bus Service from Government Center to D.C.	Fairfax County	\$1,939,500
Enhanced Bus Service from Stone Ridge to D.C.	Loudoun County	\$532,031
Enhanced Bus Service from Gainesville to D.C.	PRTC (OmniRide)	\$1,519,100
Enhanced Bus Service from Gainesville to Pentagon	PRTC (OmniRide)	\$4,671,700
New Bus Service from Haymarket to Rosslyn	PRTC (OmniRide)	\$776,700
New TDM Outreach to the I-66 Corridor	Prince William County	\$200,000
New Bus Service from Stringfellow to Constitution Center	Fairfax County	\$4,326,000
I-66 Slug Line Campaign	PRTC (OmniRide)	\$287,800
New Bus Service from Stone Ridge to Pentagon	Loudoun County	\$1,257,226
New Bus Service from Purcellville to D.C.	Loudoun County	\$949,482
Expanded TDM Outreach to the I-66 Corridor	Arlington County	\$1,350,000
I-66 Commuter Choice: Marketing and Outreach, Program Administration, Evaluation and Oversight	NVTC	\$800,000
Total		\$19,649,539



RESOLUTION #2385

SUBJECT: Authorize the VRE CEO to Amend the Amtrak Access and Storage Agreement to Reduce the Cost of the Amtrak Step-Up Ticket

WHEREAS: The Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission (the "Commissions") have an Access and Storage Agreement with Amtrak to access and store VRE trains at Washington Union Station;

WHEREAS: The Agreement includes the ability for monthly and multi-ride VRE passengers to ride Amtrak regional trains by purchasing an additional Step-Up ticket;

WHEREAS: The Agreement establishes the cost VRE pays to Amtrak for each Step-Up ticket sold;

WHEREAS: A provision within the Agreement allows for Amtrak to change the cost VRE pays to Amtrak for each Step-Up ticket sold if notified in writing by the Virginia Department of Rail and Public Transportation to make this change;


WHEREAS: The Department of Rail and Public Transportation, with the support of the Commonwealth Transportation Board, has notified Amtrak in writing and directed Amtrak to reduce the cost VRE pays for each Step-Up ticket to \$4 effective May 1, 2019, and continuing for the expected duration of the Metrorail platform improvement work and associated service disruption; and


WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby retroactively authorizes the VRE Chief Executive Officer to amend the Amtrak Access and Storage Agreement to reflect a change to the cost to VRE for the Amtrak Step-Up ticket from \$13 per ticket to \$4 per ticket in a form approved by legal counsel.

BE IT FURTHER RESOLVED that NVTC authorizes the VRE Chief Executive Officer to amend the Amtrak Access and Storage Agreement to restore the cost to VRE for the Amtrak Step-Up ticket at the cost identified in the existing agreement when the Metrorail work is completed.

Approved this 6th day of June 2019.


Sharon Bulova
Secretary-Treasurer


Matthew F. Letourneau
Chairman



RESOLUTION #2386

SUBJECT: Authorize the VRE CEO to Extend the Amended and Restated Operating/Access Agreement with CSX Transportation

WHEREAS: The Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission (the "Commissions") currently have an Amended and Restated Operating/Access Agreement with CSX Transportation (CSXT) relating to VRE operations in the Fredericksburg to Washington corridor, with the agreement ending June 30, 2019;

WHEREAS: VRE staff is currently engaged in ongoing discussions with CSXT concerning a new agreement and does not anticipate conclusion of these discussions prior to the expiration of the Amended and Restated Operating/Access Agreement;

WHEREAS: The purpose of this extension is to allow time to identify and negotiate additional capacity improvement projects in the corridor;

WHEREAS: Necessary funding has been incorporated into the FY2020 budget to allow VRE to continue its operations over CSXT tracks via this extension; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to execute an extension of the existing Restated and Amended Operating/Access Agreement with CSXT through June 30, 2020 in a form approved by legal counsel.

Approved this 6th day of June 2019.

Sharon Bulova
Secretary-Treasurer

Matthew F. Letourneau
Chairman



RESOLUTION #2387

SUBJECT: Authorize the VRE CEO to Execute an Amendment for the Fifth Year of the First Option Period of the Contract with Keolis Rail Services Virginia, LLC for Operating Services for Commuter Rail

WHEREAS: On October 16, 2009, the VRE Operations Board authorized a five-year contract, with two five-year option periods, with Keolis Rail Services Virginia for VRE operating and maintenance services and mobilization in the amount of \$18,459,348 through June 30, 2011;

WHEREAS: On May 15, 2015, the Operations Board authorized the first year of the first option period, through June 30, 2016, in the amount of \$20,931,000, for a total contract value not to exceed \$116,527,554;

WHEREAS: On May 20, 2016, the Operations Board authorized amending the agreement to remove the requirements for the maintenance of equipment and facilities after doing a procurement for a separate Maintenance Services Contract;

WHEREAS: On May 20, 2016, the Operations Board authorized the second year of the first option period, for operating services only, through June 30, 2017, in the amount of \$15,463,003, for a total contract value not to exceed \$131,990,557;

WHEREAS: On April 20, 2018, the Operations Board authorized the fourth year of the first option period, through June 30, 2019, in the amount of \$15,718,000, for a total contract value not to exceed \$163,124,557; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC by approving up to \$16,287,000 for the fifth year of the first option period, for a total contract value not to exceed \$179,411,557, through June 30, 2020.

Approved this 6th day of June 2019.

Sharon Bulova
Secretary-Treasurer


Matthew F. Letourneau
Chairman




RESOLUTION #2388

- SUBJECT:** Authorize the VRE CEO to Execute an Amendment for the Fourth Year of the Contract with Keolis Rail Services Virginia, LLC for Maintenance Services for Commuter Rail
- WHEREAS:** In 2015 the VRE Operations Board recommended, and the Commissions authorized, a five-year Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC;
- WHEREAS:** The contract start date and total authorization was amended in May of 2016;
- WHEREAS:** On April 21, 2017 the Operations Board recommended, and the Commissions subsequently authorized, the second contract year, through June 30, 2018, in the amount of \$7,092,267, for a total contract value not to exceed \$14,344,638;
- WHEREAS:** On April 20, 2018 the Operations Board recommended, and the Commissions subsequently authorized, the third contract year, through June 30, 2019, in the amount of \$7,674,000, for a total contract value not to exceed \$22,018,638;
- WHEREAS:** The current contract authorization runs through June 30, 2019;
- WHEREAS:** The increase in contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2020; and
- WHEREAS:** The VRE Operations Board recommends the following action.
- NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission hereby authorizes the VRE Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC by increasing the total contract authorization by \$8,889,465, for a total amount not to exceed \$30,908,103 through June 30, 2020.

Approved this 6th day of June 2019.


Sharon Bulova
Secretary-Treasurer


Matthew F. Letourneau
Chairman

Agenda Item #3: Consent Agenda



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: July 3, 2019

SUBJECT: Consent Agenda (subject to approval by the chairman)

ACTION ITEM: Approve the CONSENT AGENDA

A. Authorize the Executive Director to Send a Letter to WMATA Requesting Data on Uses of Dedicated Capital Funding

At the July meeting the Commission will be asked to authorize the executive director to send a letter to WMATA requesting data on the uses of the dedicated funding authorized under [HB1539/SB856 \(2018\)](#). NVTC's legislatively-required ***Annual Report on the Performance and Condition of WMATA*** requires NVTC to report on the uses of Virginia's dedicated capital funding. As dedicated funding was made available to WMATA for the first time in FY2019, this year's update to the Annual Report is the first to include this information. The letter articulates NVTC's request for total actual expenditures of regional dedicated funding by WMATA's Capital Improvement Program (CIP) Program for FY2019.

B. Approve [Resolution #2389](#): NVTC Support for Legislation to Provide Federal Dedicated Funding for WMATA Capital Needs

At the July meeting the Commission will be asked to approve [Resolution #2389](#), which is a resolution of support for legislation to provide federal dedicated funding for WMATA capital needs. This resolution is consistent with the policy priorities approved by the Commission in its [2019 Federal and State Legislative and Policy Agenda](#). The resolution will be sent to members of Virginia's Congressional Delegation urging passage of federal legislation reauthorizing dedicated funding for WMATA.

Congress has introduced two pieces of legislation, the [Metro Accountability and Investment Act \(H.R. 2520\)](#) and the [Metro Safety, Accountability and Investment Act of 2019 \(S. 1663\)](#), which would reauthorize the current federal funding levels and provide additional funding to the system contingent upon WMATA implementing key safety, governance and oversight reforms. Both of these pieces of legislation have been co-sponsored by delegation members from Virginia, Washington, DC, and Maryland.

Dedicated federal funding for WMATA was originally authorized under the Passenger Rail Investment and Improvement Act of 2008 (known as PRIIA, found in division B of [Public Law 110–432](#); 122 Stat. 4968). The legislation authorized \$150 million per year over a ten-year period for dedicated capital funding to bring WMATA to a state of good repair. The federal share required an equal match from the local jurisdictions of \$50 million per year from the Virginia, DC, and Maryland. PRIIA is set to expire in September 2019.

C. Authorize the Executive Director to Execute Post Shutdown Marketing Agreements and Contracts

At the July meeting the Commission will be asked to authorize the executive director to execute the marketing agreements and contracts necessary to support the post shutdown marketing effort funded by the Department of Rail and Public Transportation and approved by the Commission at its April 2019 meeting.

At its March 21, 2019 action meeting, the [Commonwealth Transportation Board \(CTB\) approved state funding for NVTC to conduct a 12-week marketing campaign to encourage the use of public transit following the summer 2019 platform shutdown](#). This effort will be done in concert with WMATA post-shutdown marketing efforts, with a specific emphasis on targeting Northern Virginia communities.

[As approved by the Commission at its April 2019 meeting](#), NVTC will implement a multi-pronged marketing effort to persuade former and potential riders to return to Metrorail and other local public transportation options. To meet commuters where they are most vulnerable to our message – stuck in traffic – the campaign relies heavily on radio. Geo-targeted social media ads, website banner ads, and on-screen cinema advertising will reinforce the drive-time messages throughout the day. NVTC jurisdictions and transit agencies will amplify the messaging via their websites and social media. Messaging will be developed in concert with jurisdictional staff, including public information/affairs officers from the City of Alexandria, Arlington County, Fairfax County, and WMATA (and its public relations consultants) who will work with NVTC staff and creative services consultants to develop content.

The specific marketing agreements and contracts for this effort are as follows:

- Radio broadcast and digital media buys from WAMU for a sum not to exceed \$159,840.00 for a campaign that includes 22 broadcast messages per week for the campaign's duration with an estimated reach of 544,600.
- Radio broadcast and digital media buys from WTOP for a cost not to exceed \$171,000.00 for a campaign that includes 30 ads per week during traffic and weather reports and companion banner ads on the WTOP website. The estimated reach for the WTOP campaign is 1.7 million.
- In-theatre advertising with NCM at eight movie theatres around the region to display 15-second ads during movie previews and throughout the day in the theatre's lobby. The campaign costs are not to exceed \$32,225.00 and include 83,952 projected spots and 716,836 impressions.

- Geotargeted social media and web ads with Facebook and Twitter as well as the costs for campaign creative and formatting through Sagetopia and a video vendor not to exceed the value of \$21,160.00.

D. Authorize the Chairman to Send a Letter to the Virginia Department of Environmental Quality in Support of the Potomac Yard Metrorail Station

At the July meeting the Commission will be asked to authorize the chairman to send a [letter to the Virginia Department of Environmental Quality in support of the draft Water Protection Permit for the Potomac Yard Metrorail station in Alexandria](#). The City of Alexandria requested NVTC support this permit application.

The City of Alexandria has applied for [a new permit for the Potomac Yard Metrorail Station project](#). The project is located east of Potomac Avenue, west of George Washington Memorial Parkway, and north of Potomac Greens Drive in City of Alexandria, Virginia. The permit will allow the applicant to fill surface waters consisting of wetlands. In 2016 the City of Alexandria selected this preferred alternative (Alternative B) as the most suitable location for the station for several reasons. Alternative B does not require the acquisition of land from CSX for construction, has reduced impacts or disruption to CSX, Amtrak, Metrorail and VRE during construction as compared to the other alternatives, is located within walking distance of the highest number of residences, as well as shopping and entertainment destinations, and is anticipated to have 13 percent greater ridership and has the greatest reduction in automobile trips that are shifted to transit compared to the other alternatives.

E. Authorize the Chairman to Send a Letter of Support for Fairfax County's FY2019 BUILD Transportation Grant Application for the Richmond Highway BRT Project

At the July meeting the Commission will be asked to authorize the chairman to send a [letter of support for Fairfax County's FY2019 Better Utilizing Investments to Leverage Development \(BUILD\) transportation grant application for the Richmond Highway Bus Rapid Transit \(BRT\) project](#). Fairfax County requested NVTC support this grant application.

The Richmond Highway BRT project is designed to catalyze the transformation of the Richmond Highway corridor through the implementation of high-quality mass transit and to create opportunities for higher density, mixed-use developments along planned nodes. The project features median running BRT from the Huntington Metrorail Station along North Kings Highway and Richmond Highway (i.e., U.S. Route 1) to Fort Belvoir, approximately 10.3 miles. It includes nine new transit stations, facilities for bicycles and pedestrians, and roadway improvements for vehicle travel.

The [U.S. Department of Transportation's Fiscal Year 2019 BUILD Transportation grants](#) are for investments in surface transportation infrastructure and will be awarded on a competitive basis to projects that will have a significant local or regional impact. BUILD funding can support roads, bridges, transit, rail, ports or intermodal transportation. The deadline to submit an application for the FY 2019 BUILD Transportation Discretionary Grants program is July 15, 2019.

F. Authorize the Chairman to Send a Letter of Support for Prince William County's FY2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project

At the July meeting the Commission will be asked to authorize the chairman to send a [letter of support for Prince William County's FY2019 Better Utilizing Investments to Leverage Development \(BUILD\) transportation grant application for the Broad Run Commuter Lot project](#). Prince William County requested NVTC support this grant application. The VRE Operations Board also endorsed this grant application at its June 21st meeting.

The proposed Broad Run Commuter Lot project is a key element of an expanded Broad Run Station and Maintenance and Storage Facility (MSF) complex at the western end of the VRE Manassas Line. The project consists of a surface parking lot, with approximately 600 parking spaces located on Residency Road just off the Virginia Route 28 corridor, north of the existing VRE Broad Run Station and Maintenance and Storage Facility (MSF) and the Norfolk Southern Railway (NS) railroad tracks. Prince William County is pursuing BUILD grant funding for the additional station parking to supplement existing committed funding for the Broad Run Expansion (BRX) Project.

The [U.S. Department of Transportation's Fiscal Year 2019 BUILD Transportation grants](#) are for investments in surface transportation infrastructure and will be awarded on a competitive basis to projects that will have a significant local or regional impact. BUILD funding can support roads, bridges, transit, rail, ports or intermodal transportation. The deadline to submit an application for the FY 2019 BUILD Transportation Discretionary Grants program is July 15, 2019.



July 12, 2019

Chairman
Hon. Matthew F. Letourneau

Vice Chairman
Hon. Katie Cristol

Secretary/Treasurer
Hon. Sharon Bulova

City of Alexandria
Hon. Canek Aguirre
Hon. Elizabeth B. Bennett-Parker

Arlington County
Hon. Katie Cristol
Hon. Christian Dorsey
Hon. Libby Garvey

Fairfax County
Hon. Sharon Bulova
Hon. John C. Cook
Hon. John W. Foust
Hon. Catherine M. Hudgins
Hon. Jeffrey C. McKay

City of Fairfax
Hon. David Meyer

City of Falls Church
Hon. David F. Snyder

Loudoun County
Hon. Matthew F. Letourneau
Hon. Ron A. Meyer

Commonwealth of Virginia
Hon. Paul C. Smedberg

Virginia General Assembly

Senate
Sen. Richard H. Black
Sen. Adam Ebbin

House of Delegates
Del. David LaRock
Hon. James M. LeMunyon
Mr. M. David Skiles
Mr. Raul "Danny" Vargas

Executive Director
Katherine A. Mattice

Paul Wiedefeld
General Manager/CEO
Washington Metropolitan Area Transit Authority
600 5th Street, NW
Washington, DC 20001

Re: Request for Data on Uses of Virginia's Dedicated Capital Fund for FY2019

Dear Mr. Wiedefeld:

The Northern Virginia Transportation Commission (NVTC) requests that WMATA deliver to NVTC information on the uses of Virginia's WMATA Capital Fund no later than September 1, 2019 in order for NVTC to complete its Annual Report on the Performance and Condition of WMATA.

NVTC is responsible for producing an annual report to the Governor and General Assembly on the Performance and Condition of WMATA. Since Virginia's dedicated funding was utilized by WMATA in FY2019, this year's iteration of the report must include information on the use of Virginia's dedicated funding to improve the safety and condition of the rapid heavy rail mass transportation system. In order to complete this chapter of the report, we request that you provide to us the best available information on the total actual expenditures of regional dedicated funding by CIP Program (such as Railcar Acquisition, Railcar Maintenance/Overhaul, Railcar Maintenance Facilities, Propulsion, etc.) for FY2019.

Virginia's commitment to regional dedicated funding for WMATA provides the authority with a stable revenue source to help bring the system back to a state of good repair. The information you provide will help the Commission articulate the benefits of dedicated funding to the Governor and General Assembly and demonstrate the progress WMATA has made in keeping the system safe, reliable, and affordable.

Best regards,

Katherine A. Mattice
Executive Director

**RESOLUTION #2389**

SUBJECT: NVTC Support for Legislation to Provide Federal Dedicated Funding for WMATA Capital Needs

WHEREAS: The Washington Metropolitan Area Transit Authority (WMATA) is essential to Northern Virginia's transportation network and the continued economic growth of the national capital region and the Commonwealth;

WHEREAS: WMATA is also critical to the daily operation of the federal government;

WHEREAS: Funding for WMATA is part of a federal-state partnership between the federal government and the Commonwealth of Virginia, State of Maryland and the District of Columbia;

WHEREAS: In 2018 the Commonwealth of Virginia, State of Maryland and the District of Columbia came together to pass historic legislation to establish dedicated funding for capital improvements at \$500 million a year demonstrating the local jurisdictions' commitment to make needed improvements to repair the system's aging infrastructure;

WHEREAS: The Passenger Rail Investment and Improvement Act of 2008 (PRIIA) authorizing \$1.5 billion over a ten-year-period in dedicated federal funding for WMATA is set to expire in September 2019;

WHEREAS: Both chambers of Congress have introduced legislation to reauthorize federal dedicated capital funding for WMATA and provide additional funding for operating expenses contingent upon governance, safety and operational reforms; and

WHEREAS: Without dedicated funding, the system would lose the necessary funding needed meet safety needs, move federal employees and support jobs and private investment.

NOW, THEREFORE, BE IT RESOLVED by the Northern Virginia Transportation Commission hereby urges Congress to continue its investment in WMATA and pass legislation to reauthorize dedicated federal funding.

Approved this 11th day of July 2019.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer



July 12, 2019

Chairman
Hon. Matthew F. Letourneau

Vice Chairman
Hon. Katie Cristol

Secretary/Treasurer
Hon. Sharon Bulova

City of Alexandria
Hon. Canek Aguirre
Hon. Elizabeth B. Bennett-Parker

Arlington County
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Del. David LaRock
Hon. James M. LeMunyon
Mr. M. David Skiles
Mr. Raul "Danny" Vargas

Executive Director
Katherine A. Mattice

Ms. Wynn Prusaczyk
Virginia Department of Environmental Quality
Northern Virginia Regional Office
13901 Crown Court
Woodbridge, Virginia 22193

RE: Draft Water Protection Permit for the Potomac Yard Metrorail Station

Dear Ms. Prusaczyk:

On behalf of the Northern Transportation Commission (NVTC), I am writing to you to recommend that the Virginia Department of Environmental Quality (DEQ) approve the draft Water Protection Permit for the Potomac Yard Metrorail Station.

On February 6, 2019, the City of Alexandria submitted a revised Joint Permit Application and supporting materials to the Virginia DEQ, U.S. Army Corps of Engineers, and Virginia Marine Resources Commission for wetland impacts that will occur during construction of the preferred alternative (Alternative B) of the Potomac Yard Metrorail Station. The Potomac Yard Metrorail Station – and specifically the Alternative B location - will increase mobility, reduce congestion both within Alexandria and the region, and increase economic development as well as contribute to smart growth in the region.

Alternative B is the most suitable location for the station as it does not require the acquisition of land from CSX for construction and, as compared to the other alternatives, has reduced impacts or disruption to CSX, Amtrak, Metrorail and VRE during construction. Furthermore, Alternative B is located within walking distance of the highest number of residences, as well as shopping and entertainment destinations, compared to the other alternatives. From an environmental standpoint, Alternative B is anticipated to have 13 percent greater ridership and has the greatest reduction in automobile trips that are shifted to transit compared to the other alternatives. It promotes smart growth and economic development by enabling the highest density and the greatest mixture of uses, including office, to be constructed.

As Northern Virginia's voice for transit, NVTC strongly supports the Potomac Yard Metrorail Station project as it will improve transit access to a rapidly developing neighborhood, serve as a multi-modal hub (featuring local bus service, the region's first Bus Rapid Transit service, Capital Bikeshare, bike trails, and excellent pedestrian access), and serve as a catalyst to increase transit ridership in Northern Virginia.

We appreciate the opportunity to provide comment on the draft Water Protection Permit.

Best regards,

Matthew F. Letourneau
Chairman



July 12, 2019

Chairman
Hon. Matthew F. Letourneau

Vice Chairman
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Mr. M. David Skiles
Mr. Raul "Danny" Vargas

Executive Director
Katherine A. Mattice

The Honorable Elaine Chao
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

RE: Fairfax County's BUILD Grant Application for the Richmond Highway Bus Rapid Transit Project

Dear Secretary Chao:

On behalf of the Northern Virginia Transportation Commission (NVTC), I am writing to express support for Fairfax County's application under the U.S. Department of Transportation's Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program for the Richmond Highway Bus Rapid Transit (BRT) project.

The BUILD grant will allow Fairfax County to implement BRT along Richmond Highway, a vital corridor connecting residents and commuters to major transportation hubs and employment centers.

The project includes over ten miles of median running BRT from the Huntington Metrorail Station along North Kings Highway and Richmond Highway (U.S. Route 1) to U.S. Army Fort Belvoir, the largest employment center in Fairfax County. Nine new transit stations, facilities for bicycles and pedestrians, and roadway improvements for cars will also be constructed as part of the project.

Furthermore, the project directly responds Northern Virginia's transportation goals by making improvements to the existing transportation network, enhancing connectivity to job opportunities throughout the region, and enabling more sustainable, mixed-use development along the corridor.

Thank you for your consideration of this application as it directly responds to the region's goals and priorities outlined in the BUILD grant application. We look forward to BRT along Richmond Highway and its improvements to safety, reduction travel times for transit users, motorists, and cyclists and the increased economic competitiveness of Fairfax County and Northern Virginia.

Best regards,

Matthew F. Letourneau
Chairman

July 12, 2019

Chairman
Hon. Matthew F. Letourneau

Vice Chairman
Hon. Katie Cristol

Secretary/Treasurer
Hon. Sharon Bulova

City of Alexandria
Hon. Canek Aguirre
Hon. Elizabeth B. Bennett-Parker

Arlington County
Hon. Katie Cristol
Hon. Christian Dorsey
Hon. Libby Garvey

Fairfax County
Hon. Sharon Bulova
Hon. John C. Cook
Hon. John W. Foust
Hon. Catherine M. Hudgins
Hon. Jeffrey C. McKay

City of Fairfax
Hon. David Meyer

City of Falls Church
Hon. David F. Snyder

Loudoun County
Hon. Matthew F. Letourneau
Hon. Ron A. Meyer

Commonwealth of Virginia
Hon. Paul C. Smedberg

Virginia General Assembly

Senate
Sen. Richard H. Black
Sen. Adam Ebbin

House of Delegates
Del. David LaRock
Hon. James M. LeMunyon
Mr. M. David Skiles
Mr. Raul "Danny" Vargas

Executive Director
Katherine A. Mattice

The Honorable Elaine Chao
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

RE: Prince William County's BUILD Grant Application for the Broad Run Commuter Lot Project

Dear Secretary Chao:

On behalf of the Northern Virginia Transportation Commission (NVTC), I am writing to express support for Prince William County's application under the U.S. Department of Transportation's Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program for the Broad Run Commuter Lot Project.

The proposed Broad Run Commuter Lot is a key element of an expanded Broad Run Station complex at the western end of the Virginia Railway Express (VRE) Manassas Line. NVTC along with the Potomac and Rappahannock Transportation Commission (PRTC) jointly own and operate VRE.

The project will consist of a surface parking lot, with approximately 600 new parking spaces located on Residency Road just off the Virginia Route 28 corridor. The parking lot will be adjacent to the VRE Broad Run Station on the Manassas Line, and along with the new parking spaces, will include bicycle and pedestrian access along with facilities to accommodate bus stops and provide adequate bus circulation within the commuter lot.

A true multi-modal transportation node, the project will allow commuters to bike, walk or drive to the commuter lot and join up with carpools/vanpools, access buses, or board VRE's commuter rail service.

The project complements the current VRE Broad Run Expansion Project and VRE Manassas Line Capacity Improvements Program that are adding capacity to the Manassas Line service by increasing the length of the Broad Run Station platform, adding additional railcars to Manassas Line trains, and increasing storage at the Broad Run Maintenance and Storage Facility.

Thank you for your consideration of this application as this project is a critical piece of the strategic vision laid out in VRE's System Plan 2040 and we fully support keeping the project moving forward with U.S. DOT's BUILD program funding.

Best regards,

Matthew F. Letourneau
Chairman

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Agenda Item #4: Washington Metropolitan Area Transit Authority (WMATA)



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice, Andrew D’huyvetter and Zach Smith

DATE: July 3, 2019

SUBJECT: Washington Metropolitan Area Transit Authority (WMATA)

At the July meeting the Commission will receive reports from the chair of NVTC’s WMATA Committee as well as the Virginia WMATA Board members.

A. Report from the Chair of the NVTC WMATA Committee

The NVTC WMATA Committee met on June 27th to discuss the update to NVTC’s Annual Report on the Performance and Condition of WMATA and hear from DRPT Director Mitchell. Staff sought direction from the committee on the update to the report section “Strategies to Reduce the Growth in Costs and Improve Efficiencies” and provided responses to committee member’s requests for additional research. Committee members also discussed strategies around parking and fare policy, fare pass products, and the role of Metrobus in the region. Staff also articulated their requests from WMATA regarding the uses of dedicated capital funds that will be included in the updated 2019 Annual Report.

B. Report from the Virginia WMATA Board Members

1. WMATA Board Actions

▪ Board Elections and Committee Assignments

On June 27th the WMATA Board selected new officers but postponed making committee assignments. The WMATA Board elected the following officers:

Chairman: Paul Smedberg (Virginia)
First Vice-Chair: Vacant
Second Vice-Chair: Michael Goldman (Maryland)

▪ FY2019 Budget Amendment

On June 27th the WMATA Board approved a [FY2019 and FY2020 Budget Amendment](#). The amendment increases the FY2019 Operating Budget by \$403,000 to cover additional personnel expenses related to a labor agreement reached with Local 639 for special police. The amendment also increases the FY2019 Capital Budget by \$110 million and the FY2020 Capital Budget by \$190

million. These increases are to accommodate platform rehabilitation, 7000-series railcar payments projected for FY2020 that are now due in FY2019, an accelerated pace of track rehabilitation, an advancement of the Potomac Yard related design and construction during the Blue and Yellow Line shutdown, property acquisition for a rail heavy repair and overhaul facility, and a ramp up of program management capacity. This amendment will not result in an increase to the jurisdiction's capital contributions, as the increase will be covered by a combination of debt funding made possible by dedicated capital funding, increased federal grant funding, reimbursable projects, and additional sources.

- Approval of IBT Local 639 Collective Bargaining Agreement

On June 27th the WMATA Board approved a negotiated [Collective Bargaining Agreement with the International Brotherhood of Teamsters \(Local 639\)](#) and authorized the general manager to execute the CBA. This agreement covers a bargaining unit comprised of approximately 101 special police officers working throughout WMATA.

- Recognition of Board Member Clarence Crawford

On June 27th the WMATA Board recognized the work of Maryland Board Member Clarence Crawford. Mr. Crawford's term expired at the end of June 2019, and he will be replaced by Maryland Secretary of Transportation Pete Rahn.

- Expansion of Montgomery County Kids Ride Free Program

On June 27th the WMATA Board authorized the general manager to enter into negotiations with [Montgomery County on an expansion of the Kids Ride Free Program](#). Currently, the Kids Ride Free Program is open to eligible elementary and secondary school students under the age of 18 who are Montgomery County residents. Eligible students ride on local buses and most Metrobus routes within the County without paying a fare between 2:00 P.M. and 8:00 P.M. weekdays. This expansion, funded by Montgomery County, would expand the free fare to all days and hours of bus operations for eligible participants.

- Indemnification of Fairfax County – Huntington Station Entrance

On June 27th the WMATA Board authorized the general manager to indemnify Fairfax County as part of the permitting process for the construction of a new entrance at Huntington Metro Station. Huntington Station has two entrances at each end of the station and three parking garages. The south garage has reached the end of its useful life and is closed to vehicle traffic. The south garage also includes the south entrance to the station, which is used by those who park in the middle garage to access the station. Demolition and rebuilding of the south garage would necessitate the closure of the south entrance which would cut access to the station from the middle garage. A new entrance is proposed to directly connect to the middle garage of the station that would provide a short, direct path between the garage and the station, aiding those customers with disabilities. The new entrance will also allow for the demolition and reconstruction of the south garage/entrance with minimal impact on commuters.

2. WMATA Committees

- WMATA Board Code of Ethics Reforms

On June 27th the WMATA Ethics Committee [received recommendations on strengthening and improving the Board's Code of Ethics](#). WMATA Board Members Crawford, Smedberg, and Horner recommended several ways that the WMATA Board could amend the Code of Ethics to improve transparency, accountability, and fairness to all parties.

- Audit of WMATA's Software Asset Management Program

On June 27th the WMATA Executive Committee [accepted an audit report from the Office of the Inspector General \(OIG\) on WMATA's Software Asset Management Program](#). The audit found that WMATA has not implemented a comprehensive Software Asset Management Program capable of managing software assets across the enterprise. WMATA management is in the process of implementing the OIG recommendation.

C. Other WMATA News

- NVTC Requested Release of Ethics Investigation of WMATA Board Member

On June 7, 2019, Chairman Letourneau sent a [letter to the WMATA Board requesting disclosure of the ethics investigation findings](#) into a WMATA Board member. On June 17th Governors Hogan and Northam also sent a [letter to the WMATA Board requesting a public release of the information](#) found in the investigation. The same day, Clarence Crawford, WMATA Board Member and Ethics Committee Chair, released a [letter to the governors with a summary of the investigation process, findings, and actions of the Board Ethics Committee](#). On June 20, 2019, WMATA Board Member Jack Evans of the District of Columbia announced his resignation from the WMATA Board. Several members of the WMATA Ethics Committee [wrote a letter to the WMATA Board suggesting improvements to the Board's Code of Ethics](#).

- NVTC Certifies Receipt of Certain Documents from WMATA

In June WMATA provided to NVTC all materials required under Virginia Code [Section 33.2-3402](#) of the Code of the Virginia, pursuant to Chapter 854 of the 2018 Virginia Acts of Assembly. On June 27th NVTC sent a [letter to the Comptroller of Virginia certifying receipt of the required documents and reports](#). All required documents are [posted on NVTC's website](#).

- WMATA Begins Study of the Blue, Orange and Silver Lines

On June 17th [WMATA announced a two-year study](#) of the Blue, Orange and Silver Lines (Figure 1). The goal of the study is to compare different solutions to improve reliability, meet future ridership demand, and better serve customers on all three lines. Stations and trains along these lines already experience crowded conditions, and Metrorail ridership on these three lines is projected to increase by 18 percent (and by 30 percent during peak periods). However, WMATA cannot run more trains because all three lines merge at the Rosslyn Tunnel onto one set of tracks, creating a bottleneck that limits the number of trains per hour that can pass through the tunnel.

Figure 1: Blue, Orange, and Silver Lines Capacity and Reliability Study Area



Source: [Blue, Orange, and Silver Lines Capacity and Reliability Study Project Website](#)

The first phase of the study will assess key issues and trends and document why improvements to the Blue, Orange, and Silver Lines are necessary (Figure 2). The following phases will include the development and evaluation of alternatives, as well as a thorough analysis of costs and benefits, with a recommendation of a preferred alternative in the fall of 2020.

Figure 2: Blue, Orange, and Silver Lines Capacity and Reliability Study Project Timeline



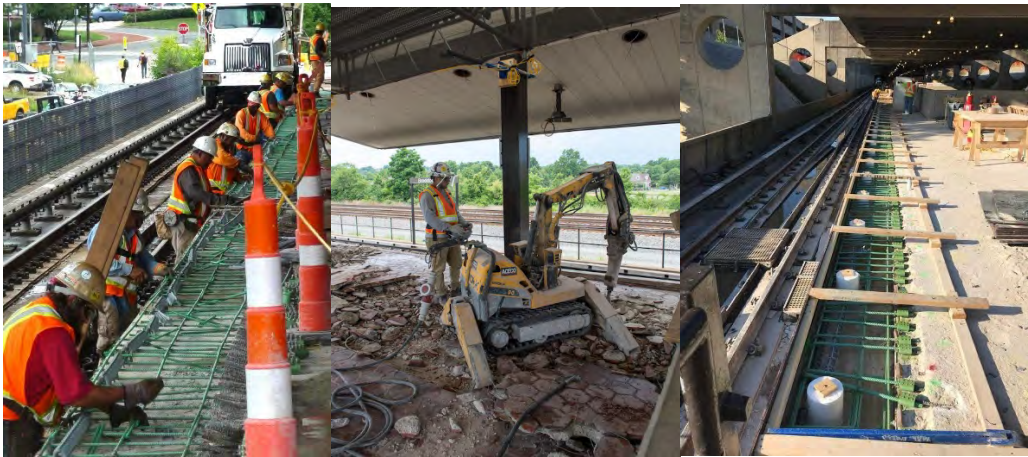
Source: [Blue, Orange, and Silver Lines Capacity and Reliability Study Project Website](#)

WMATA is currently hosting pop-up events at 13 Metrorail stations throughout June and July 2019 to inform riders of the study and to answer questions. NVTC staff are included on both technical and strategic study committees and will provide updates to the Commission in the future.

▪ Update on Platform Improvement Project

The WMATA Platform Improvement Project completed its first full month in June. WMATA has continued to work directly with local jurisdictions on operational improvements, as well as publish regular updates on construction progress and service adjustments on its [Platform Improvement Project Website](#). WMATA has provided construction updates for the first two weeks of the shutdown.

- [First Week Progress](#)
- [Second Week Progress](#)
- [June 26 Progress Update](#)



Source: [WMATA Platform Improvement Project Construction Update](#)

WMATA has also [provided a general update to the public on rail and shuttle ridership data](#) during the first weeks of the Platform Improvement Project. WMATA indicates they are retaining 45-60 percent of all normal rail ridership on their shuttle bus and enhanced local bus service. Shuttle bus ridership has been in the range of 26,000 to 34,000 boardings per weekday for all routes and has directly contributed to rail ridership doubling at National Airport and Pentagon stations served by these shuttles. Metrorail also indicates that no additional train crowding was observed due to Yellow Line train service operating to Greenbelt which helps mitigate overloading during rush hour. Impact to local transit systems is yet to be determined, though the NVTC regional coordination group will assess this data later in the summer.

WMATA is reaching out on social media and through information published on the [Platform Improvement Project webpage](#) about service alerts and changes. In the first week of shutdown service, Metrobus notified customers of [a change at Huntington Station](#) designed to streamline shuttle operations. WMATA has also used social media and blog posts to notify the public about additional bus services being run, delays of shuttles and closures as well as [additional accessible locations to reload SmarTrip card balances](#).

▪ WMATA Announces Counsel to the Inspector General

On June 11th [the WMATA Inspector General announced the appointment of Michael Mobbs](#) to the Office of the Inspector General. Mobbs comes to WMATA from the State Department, where he served as General Counsel to the Inspector General. He first joined the federal government

after being appointed by President Ronald Reagan and confirmed by the U.S. Senate to serve in the U.S. Soviet nuclear arms negotiations as the Secretary of Defense's senior representative at the Strategic Arms Reduction Talks and later shaped policy direction for U.S.-Soviet Arms Control.

- Doors Opening Automatically on Red Line Trains in July

On June 19th WMATA [announced the return to the automatic door-opening](#) feature on the Red Line beginning July 7, 2019. Automatic doors remove the potential for human error that results from "wrong side" door opening. It will also improve the customer experience because the doors will open as soon as the train is stopped in the proper location. WMATA plans to introduce automatic doors on the other five lines later this year.

- WMATA Opens New Bus Garage at Andrews Federal Center

[WMATA announced the opening of a new bus garage](#) at Andrews Federal Center on June 23rd in Forestville, MD. The Andrews Bus Garage will hold up to 175 buses that will operate in Southern Prince George's County and Southeast DC.

- WMATA Ends Cash Free on Route 79 MetroExtra in D.C.

On June 21st [WMATA announced the end of its cash-free pilot](#) on Route 79 MetroExtra in the District. The pilot began in June 2018 to test if going cash-free will make boarding quicker and improve travel times. WMATA's [technical analysis](#) indicated that while dwell time per person improved, there was no discernable running time savings, minimal operating cost savings, and a mildly negative impact on ridership.

- WMATA to Begin On-Demand Transportation Program for Late-Night Commuters

WMATA recently opened registration for the [After-Hours Commuter Service](#) to [support late-night workers who travel between midnight and 4:00 A.M.](#) Beginning July 1st qualified workers, such as those in the hospitality or healthcare industries, can receive a \$3 subsidy per trip (up to 40 trips per month) towards a shared ride on Lyft for trips taken between their home and workplace. This pilot program was authorized in the FY2020 WMATA Budget and is scheduled for one year or until its \$1 million budget is expended.

- Yellow Line Service Extended to Greenbelt Starting on May 25th

Starting on May 25th [WMATA began running all Yellow Line trains to Greenbelt](#). The service adjustment, originally scheduled to take effect in July, allows WMATA to provide more reliable service between National Airport, downtown DC, and points north during the summer shutdown. The service adjustment was approved in the FY2020 WMATA Budget.

D. Virginia Ridership and Parking Facility Utilization

The following tables show WMATA ridership by mode in Virginia and parking utilization for May 2019. When evaluating ridership statistics, it is important to note any major service disruptions due to planned capital projects or weather. Starting on May 25th stations on the Yellow and Blue Lines south of Ronald Reagan Washington National Airport Station are closed until September 8th. On May 4-5 these stations were shut down for the weekend in order to prepare for the summer shutdown. Between May 14th and April 14th, WMATA announced a four-week break from weekend track work during Cherry Blossom season.

WMATA Virginia Ridership May 2019			
	May 2018	May 2019	Percent Change (2018-2019)
Metrorail			
Total¹	8,195,890	8,145,861	-1%
Weekday Average²	289,040	290,723	1%
Saturday Average²	106,778	104,552	-2%
Sunday Average²	87,635	80,847	-8%
Metrobus			
Total¹	1,497,492	1,472,192	-2%
Weekday Average¹	59,269	58,104	-2%
MetroAccess			
Total¹	31,074	30,700	-1%

Source: WMATA

1: Unlinked Passenger Trips

2: Based on station entries and exits

WMATA Virginia Ridership April 2019			
	April 2018	April 2019	Percent Change (2018-2019)
MetroAccess			
Total¹	29,779	30,153	1%

Source: WMATA

1: Unlinked Passenger Trips

Parking Utilization data is shown for May 2019. The shutdown of the Blue and Yellow Lines south of National Airport started on May 25th. While parking is available at no cost at Huntington, Van Dorn, and Franconia-Springfield Stations during the shutdown, construction work at these stations has caused WMATA to suspend parking utilization data collection for this time period. May utilization data includes five weekdays where parking utilization data was suspended.

WMATA Virginia Parking Facility Usage (Weekday) May 2018 and 2019				
Station/Lot	May 2018	Y-T-D FY2018	May 2019	Y-T-D FY2019
Huntington*	75%	68%	65%	72%
West Falls Church	59%	45%	62%	54%
Dunn Loring**	74%	71%	49%	44%
Vienna***	78%	71%	83%	72%
Franconia	61%	55%	45%	55%
Van Dorn	108%	103%	83%	100%
East Falls Church	121%	113%	117%	115%
Wiehle-Reston East	98%	89%	103%	93%
Northern Virginia Total	75%	68%	73%	67%

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 an 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 largely remained stable year over year, but the upward change in capacity caused a drop in the utilization rate.

*** Beginning in November 2018, Metro began a rehabilitation project at the Park & Ride North Garage at Vienna Metrorail Station that is estimated to last 1½ years. Up to 450 daily parking spaces will be unavailable for use each day while the project is underway.

Chairman
Hon. Matthew F. Letourneau

June 7, 2019

Vice Chairman
Hon. Katie Cristol

Secretary/Treasurer
Hon. Sharon Bulava

City of Alexandria
Hon. Canek Aguirre
Hon. Elizabeth B. Bennett-Parker

Arlington County
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Del. David LaRock
Hon. James M. LeMunyon
Mr. M. David Skiles
Mr. Raul "Danny" Vargas

Executive Director
Katherine A. Mattice

Board of Directors
Washington Metropolitan Area Transit Authority
600 5th Street NW
Washington, DC 20001

RE: Request for Disclosure of Ethics Investigation Findings

Washington Metropolitan Area Transit Authority Board of Directors:

As publicly reported in the [Washington Post](#), the Washington Metropolitan Area Transit Authority's (WMATA) Ethics Committee—a subset of the Board of Directors—recently closed an investigation into a Board member, the results of which have not been disclosed. The conduct that necessitated the ethics investigation raises concerns about the behavior of a Board member. Further, the lack of disclosure of the results of the investigation raises concerns about WMATA's transparency. The Northern Virginia Transportation Commission (NVTC) requests that the Ethics Committee make public information related to the investigation's findings, outcomes, recommendations, and actions, including but not limited to relevant documentation, records, meeting minutes and supporting materials.

Over the past several years, WMATA has asked a lot of the region and has also been a contributor to our success. NVTC fought for, and, with the support of Virginia's General Assembly, helped WMATA secure regional dedicated funding. We continue to work to achieve the same success with the renewal of federal dedicated funding.

In return for the investment that Virginia's local and state government and taxpayers are making to WMATA, there must be accountability and transparency. When serious allegations are made and an investigation conducted, the results must be disclosed to the greatest extent possible and the public must be assured that appropriate action has been taken. The stakes are high, and WMATA is under great scrutiny. The failure to act transparently in this matter to date is not consistent with our expectations nor those of our funding partners and the public.

Releasing a report on the findings of the Ethics Committee's recently closed investigation will demonstrate WMATA's commitment to accountability and transparency and help the agency bolster the public's confidence as the region embarks on critical capital projects and funding requests.

On behalf of the Commission, I request that the WMATA Board take swift action to rectify this situation and demonstrate its commitment to transparency, accountability, and sound governance of one of our region's most important assets.

Sincerely,

A handwritten signature in blue ink that reads "Matt Letourneau". The signature is written in a cursive, flowing style.

Matthew F. Letourneau
Chairman

CC: Governor Ralph Northam, Commonwealth of Virginia
Governor Larry Hogan, State of Maryland
Mayor Muriel Bowser, District of Columbia
Chairman Phil Mendelsohn, Council of the District of Columbia



June 17, 2019

Members of the Board of Directors
Washington Metropolitan Area Transit Authority
600 5th Street NW
Washington, DC 20001

Dear Board Members:

On behalf of the citizens of our respective states, we write to express our concern with the recently closed Ethics Committee investigation into the chairman of the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors and to request the public release of information related to the investigation. As Governors of Maryland and Virginia, we have been entrusted by our citizens to provide transparency and accountability in all aspects of government - most importantly, the expenditure of public funds and oversight of institutions and organizations to which public funds are distributed - and we are committed to fulfilling this important responsibility.

As an agency that receives dedicated local, state, and federal funding, WMATA and its appointed leadership must be held to the highest ethical standards. The circumstances that necessitated the investigation are troubling and raise concerns regarding WMATA's overall accountability.

Transparency and accountability, principles that are essential to maintaining public trust, must be preserved. This can only be achieved through the disclosure of investigative findings. We are committed to upholding our responsibility to the public and request the release of the findings of the ethics investigation.

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Hogan".

Governor Larry Hogan
Maryland

A handwritten signature in black ink, appearing to read "Ralph S. Northam".

Governor Ralph S. Northam
Virginia

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June 17, 2019

The Honorable Larry Hogan
Governor
State of Maryland

The Honorable Ralph S. Northam
Governor
Commonwealth of Virginia

Dear Governors Hogan and Northam:

I am in receipt of your joint letter dated today regarding the WMATA Board of Directors' investigation into ethics violations by Mr. Jack Evans.

Under the WMATA Compact and the Board of Directors' Ethics Code, Board Members owe fiduciary duties, including a duty of loyalty, to WMATA and to their respective jurisdictions.

Two of the jurisdictions have requested that the Ethics Committee make public information related to the investigation's findings, outcomes, recommendations, and actions.

Here follows a summary of the investigation process, findings, and actions of the Board Ethics Committee.

The Ethics Committee carefully followed the process that is prescribed in Article 13 of the Board Ethics Code. The Committee's duty is to determine if a Member has knowingly violated the Ethics Code, and if a violation is found, to determine what action is appropriate. Any action by the Committee is based upon the fulsome results of the investigation including: review of documents, presentations, records, and supporting materials.

Process

On March 11, 2019, the Ethics Committee initiated an investigation into published reports that Mr. Evans may have used his position as Chair for personal benefit and/or gain, in violation of the Ethics Code and the Compact.

As required by the Ethics Code, I directed WMATA's General Counsel to retain outside counsel to conduct an independent and impartial investigation. To that end, Schulte Roth & Zabel was retained and conducted the investigation over approximately six weeks. The firm provided an oral briefing of its findings to the

**Washington
Metropolitan Area
Transit Authority**

600 Fifth Street, NW
Washington, D.C. 20001
202/962-1234

*By Metrorail:
Judiciary Square-Red Line
Gallery Place-Chinatown
Red, Green and
Yellow Lines*

*A District of Columbia
Maryland and Virginia
Transit Partnership*

Ethics Committee. During the presentation, the Committee reviewed relevant documentation, records, and supporting materials, and Committee members had an opportunity to ask questions about the firm's investigation. Mr. Evans and his counsel also made a presentation directly to the Ethics Committee.

Throughout the investigation process, I also sought legal advice and counsel from Kevin Orr of Jones Day, who assisted the Board in drafting the Ethics Code, regarding interpretation of the Code and process.

Factual Findings

The Ethics Committee directed the firm to conduct an investigation only with respect to Mr. Evans role as a WMATA Board Member, make factual findings, and provide an opinion as to whether or not the firm believed that violations of the Ethics Code occurred.

The investigation found evidence of multiple violations of the Ethics Code and Compact by Mr. Evans related to three primary areas: (1) Mr. Evans's efforts regarding WMATA on behalf of Colonial Parking; (2) Mr. Evans's actions at WMATA to assist Digi Outdoor Communications & Digi Outdoor Media (collectively, "Digi"); and (3) Mr. Evans's 2018 business plan used in connection with his efforts to obtain a job with a private law firm.

WMATA Code and Compact Violations Regarding Colonial

Based on the evidence, the firm was of the opinion that Mr. Evans violated the following provisions of the Ethics Code and the Compact:

- Opinions Concerning the Code
 - Mr. Evans violated his Duty to Avoid Conflicts (Art. II.D):
 - Mr. Evans did not disclose his consulting agreement with Colonial (i.e., an Actual Conflict of Interest).
 - Colonial was an "Interested Party" under Code Art. III.G as a party "seeking a contract or agreement with WMATA or otherwise has interests that can be directly affected by decisions or actions of WMATA."
 - Mr. Evans did not disclose his close personal friendship with Colonial Parking CEO Rusty Lindner (i.e., an Apparent Conflict of Interest).
 - Mr. Evans violated his Duty of Loyalty (Art. II.A):
 - By working to benefit his friend Lindner and consulting client Colonial, Mr. Evans placed the best interests of these parties above the best interests of WMATA.
 - Mr. Evans violated the ban on Seeking Assistance of WMATA Personnel (Art. IX.A.4):
 - By, among other things, waging a campaign against Laz, including repeatedly initiating investigations by WMATA's OIG, and seeking information from WMATA

- personnel to be shared with Colonial (ridership, etc.).
- Mr. Evans used his Official Position for Personal or Private Gain (Art. IX.A.1):
 - By repeatedly and proactively taking action that would benefit Colonial and Lindner, at or during the same time that Mr. Evans was being paid \$50,000 per year, Mr. Evans improperly used his position at WMATA for his own personal financial gain and/or for the private financial gain of his close friend Lindner and Colonial by virtue of Mr. Evans's consulting agreement.
- Mr. Evans violated the prohibition regarding Restricted Interests as set forth in the Compact (Art. VI):
 - By being financially interested and having a Substantial Interest in an Interested Party.
- Opinions Concerning the Compact
 - Through his Colonial consulting agreement:
 - Mr. Evans had a financial interest in WMATA's existing business relationship with Laz Parking, in violation of Compact Section 10(a)(1).
 - Mr. Evans solicited and accepted money "in connection with" his official duties, in violation of Compact Section 10(a)(2).

WMATA Code and Compact Violations Regarding Digi

Based on the evidence, the firm was of the opinion that Mr. Evans violated the following provisions of the WMATA Ethics Code and Compact:

- Opinions Concerning the Code
 - Mr. Evans violated his Duty to Avoid Conflicts based on his undisclosed consulting agreement with Digi (Art. II.D).
 - Mr. Evans violated the ban on Seeking Assistance of WMATA Personnel by requesting WMATA's assistance on behalf of Mr. Evans's client Digi (Art. IX.A.4).
 - Mr. Evans used his Official Position for Personal or Private Gain (Art. IX.A.1).
 - Mr. Evans violated his Duty of Loyalty (Art. II.A).
 - Mr. Evans violated the prohibition regarding Restricted Interests (Art. VI).
- Opinion Concerning the Compact
 - Mr. Evans violated Compact Section 10(a)(2) by soliciting or accepting money "in connection with" his official duties through his consulting agreement.

WMATA Code and Compact Violations Regarding Evans's 2018 Business Plan

Based on the evidence, the firm was of the opinion that Mr. Evans violated the following provisions of the Ethics Code and the WMATA Compact:

- Opinions Concerning the Code
 - By offering his services to leverage his WMATA connections for Nelson Mullins, Mr. Evans violated the prohibition on using

his official position for his financial gain, or the private financial gain of others with whom he was affiliated (Art. IX.A).

- Mr. Evans violated the prohibition regarding Restricted Interests by violating Compact Section 10(a) (Art. VI).

- Opinion Concerning the Compact

The business plan violated Compact Section 10(a)(2) by soliciting something of value (a job) “in connection with” Mr. Evans’s official duties.

Actions of the Ethics Committee

The Ethics Committee deliberated, and conferred with Schulte Roth and Jones Day. Based upon the deliberations, factual findings, and supporting documents, the Ethics Committee was able to reach a simple majority with regard to one violation of the Ethics Code (Duty to Avoid Conflicts of Interest) related to Mr. Evans’ efforts regarding WMATA on behalf of Colonial Parking.

With respect to Digi and Mr. Evans’ 2018 Business Plan, the Ethics Committee was not able to reach a simple majority on violations of the Ethics Code and the Compact regarding these two matters.

Consistent with these conclusions, the Ethics Committee determined that Mr. Evans would no longer be Chair of the WMATA Board, and would amend his annual disclosure forms from 2016 to the present to list his consulting agreement with Colonial Parking.

According to the WMATA Ethics Code, Section 13C.1, the Ethics Committee will cease its proceedings at any time it determines that the matter has been resolved and no longer presents an issue to be considered under this code.

Sincerely,



Clarence C. Crawford
WMATA Board Member and
Ethics Committee Chair

Cc: Mayor Muriel Bowser, District of Columbia
Chairman Phil Mendelsohn, Council of the District of Columbia
Matthew Letourneau, Chair, NVTC
ANC Commissioners
WMATA Board Members



June 27, 2019

WMATA Board of Directors
600 5th Street NW
Washington, DC 20001

Dear Board Members,

As members of the Washington Metropolitan Area Transit Authority (“WMATA”) Ethics Committee, we are writing the Board to recommend ways to strengthen and improve the Board’s Code of Ethics (the “Code”).

Our recent investigation into Mr. Evans’ conduct was a test of the current Code, as written and adopted by the (then) WMATA Board of Directors in 2016. Through the course of the investigation, deliberations, and reporting process, we identified several areas that should be amended to improve transparency, accountability, and fairness to all parties.

To ensure that the Ethics Committee meets the expectations of its appointing authorities to which we have dual fiduciary responsibilities, and to ensure the Committee conducts and reports on ethics investigations in a timely manner consistent with its oversight of a public agency, we recommend that the Board consider amending the Code to reflect the following:

- The Ethics Committee should be composed of an odd number of members, changing the current configuration from four to five members;
- The Ethics Committee should be required to provide a non-privileged written report of its findings to the full Board in public session;
- A Board resolution should be required to close an ethics matter;
- The Board should consider including a standard of evidence in the Code for finding a violation of the Code, as well as some guidance for evaluating “apparent” conflicts of interest;
- WMATA’s Office of Inspector General should automatically conduct an independent review all Board ethics investigations; and
- Board financial disclosure forms should be revised and completed forms should be posted on WMATA’s website for public inspection annually.

If the opportunity arises in the future for amendments to WMATA’s Compact, we also recommend that the full Board should be required to convene and take action on any ethics matter with the participation of a simple majority, without the need for a quorum in which every signatory jurisdiction is present.

It is in the best interest of WMATA and the region that the Board act timely to amend the Ethics Code and we hereby urge consideration of these recommendations.

**Washington
Metropolitan Area
Transit Authority**

600 Fifth Street, NW
Washington, D.C. 20001
202/962-1234

*By Metrorail:
Judiciary Square-Red Line
Gallery Place-Chinatown
Red, Green and
Yellow Lines*

*A District of Columbia
Maryland and Virginia
Transit Partnership*

Sincerely,

A handwritten signature in black ink, appearing to read "Paul C. Smedberg". The script is fluid and cursive, with the first name being the most prominent.

Paul C. Smedberg
WMATA Ethics Committee

A handwritten signature in black ink, appearing to read "David B. Horner". The signature is written in a cursive style with a large, looping initial "D".

David B. Horner
WMATA Ethics Committee

A handwritten signature in black ink, appearing to read "Clarence C. Crawford". The signature is written in a cursive style with a large, looping initial "C".

Clarence C. Crawford
WMATA Ethics Committee Chair

June 27, 2019

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Vice Chairman
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Del. David LaRock
Hon. James M. LeMunyon
Mr. M. David Skiles
Mr. Raul "Danny" Vargas

Executive Director
Katherine A. Mattice

Mr. David A. Von Moll
Comptroller of Virginia
Office of the Comptroller
Department of Accounts
P.O. Box 1971
Richmond, Virginia 23218-1971

Re: Certification of certain documents and reports from the Washington Metropolitan Area Transit Authority

Dear Mr. Von Moll,

The Northern Virginia Transportation Commission (NVTC) certifies receipt of certain documents and reports from the Washington Metropolitan Area Transit Authority (WMATA) as detailed in Section 33.2-3402 of the Code of Virginia, pursuant to Chapter 854 of the 2018 Virginia Acts of Assembly.

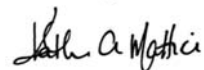
These documents include the following:

- WMATA's Annual Capital Budget;
- WMATA's Annual Independent Financial Audit;
- WMATA's National Transit Database Annual Profile; and
- Single Audit Reports – issued in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200).

We have provided links to the documents on our website:
<<http://www.novatransit.org/wmata/wmata-oversight/>>.

The Commonwealth provides transit capital and operating funding from the Commonwealth Mass Transit Fund to support WMATA. Access to this funding is contingent on upon NVTC providing this annual certification indicating receipt of these documents.

Best regards,



Katherine A. Mattice
Executive Director

cc: Greg Potts, WMATA
Jennifer Mitchell, DRPT

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TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice, Allan Fye, Patricia Happ and Ben Owen

DATE: July 3, 2019

SUBJECT: Commuter Choice Program

At the July meeting the Commission will receive an update on the I-66 Commuter Choice Program and be asked to authorize a public comment period for the I-395/95 Commuter Choice FY2020 Inaugural Program.

A. I-66 Commuter Choice Program Update

On June 19th the Commonwealth Transportation Board (CTB) approved NVTC's FY2020 [I-66 Commuter Choice program](#) of 13 projects, totaling \$19.6 million in toll revenues, that will move 3,170 more people through the I-66 corridor each morning. Approximately 87 percent of the funding, or \$17 million, will support the operation of new or expanded bus service. NVTC received 20 applications totaling \$32.8 million for the FY2020 program.

Staff is working with recipients to execute a Standard Project Agreement (SPA) for each of the approved projects. Recipients may begin to incur expenses on July 1, 2019, the start of the fiscal year 2020.

B. I-395/95 Commuter Choice Program

- **ACTION: Approve [Resolution #2390](#): Authorize a Public Comment Period to Solicit Comments on the I-395/95 Commuter Choice FY2020 List of Eligible Scored Projects**

The Commission will be asked to authorize a public comment period to solicit feedback on the FY2020 list of eligible scored projects for the inaugural [I-395/95 Commuter Choice program](#). The public comment period will run from August 4, 2019 to September 6, 2019 at 5:00 P.M. Members of the public will be able to submit comments via email to comment@commuterchoice.org, through a web form at www.novatransit.org, or by phone at (703) 239-4719.

For the FY2020 Inaugural Program, NVTC received 17 applications from eight applicants. The technical team assessed all applications and determined that each met the eligibility criteria established in the MOA. On June 13th staff reviewed the eligible projects with the Joint Commission Working Group (JCWG). The NVTC technical team, in coordination with applicant staff, then scored the projects using the criteria approved by both NVTC and PRTC in April 2019. The [detailed technical scores](#) reflect \$30.8 million in requests plus NVTC program management costs for a total of \$31.6 million. A total of \$22 million is available for this first round of funding. This amount reflects a 20-month program extending from Toll Day 1 on the I-395 express lanes, which is expected to occur in late October 2019 through June 30, 2021.

NVTC and PRTC will each hold a public hearing to solicit comments on the proposed I-395/95 Commuter Choice projects at their respective September 5th Commission meetings. In addition, NVTC, in coordination with PRTC, plans to enhance traditional outreach efforts by launching a social media campaign that is geo-targeted to each project (i.e. specific communities and neighborhoods of potential transit riders and potential sluggers, etc.) and by partnering with jurisdictional staff to attend local events to increase visibility and awareness of the public comment period.

Table 1: List of Eligible Scored Projects for I-395/95 Commuter Choice FY2020 Inaugural Program

Applicant	Application Title	Application Score (100 Points)	Funding Request	Cumulative Funding Request
NVTC	I-395/95 Commuter Choice Program Administration, Evaluation, Oversight, Marketing and Outreach	-	\$ 800,000	\$ 800,000
OmniRide	Enhanced Bus Service from Dale City to Ballston	100	\$ 251,600	\$ 1,051,600
DASH / City of Alexandria	Enhanced Bus Service on AT-1 Plus: West End to Van Dorn Metro	92	\$ 3,040,000	\$ 4,091,600
OmniRide	Enhanced Bus Service on Prince William Metro Express: OmniRide Transit Center to Franconia-Springfield Metro	85	\$ 562,400	\$ 4,654,000
City of Fredericksburg / Fredericksburg Regional Transit	New Bus Service from North Stafford to Quantico VRE Station	84	\$ 322,619	\$ 4,976,619
OmniRide	Enhanced Bus Service on Route 1 Local: Quantico to Woodbridge VRE	80	\$ 1,133,500	\$ 6,110,119
Fairfax County	New Bus Service to the Pentagon with Gambrill and Backlick North Park and Ride Improvements	80	\$ 3,540,903	\$ 9,651,022
Northern Virginia Regional Commission	New TDM Outreach Campaign for Military Facilities	79	\$ 396,184	\$ 10,047,206
OmniRide	New Bus Service from Staffordboro to Downtown D.C.	77	\$ 3,569,200	\$ 13,616,406
DASH / City of Alexandria	Enhanced Bus Service on AT-9: Mark Center to Potomac Yard	74	\$ 1,949,000	\$ 15,565,406
Arlington County	Operational Enhancements of the Crystal City - Potomac Yard Transitway	67	\$ 150,000	\$ 15,715,406
OmniRide	New Bus Service from Staffordboro to the Pentagon	66	\$ 3,495,300	\$ 19,210,706
Arlington County	Enhanced Bus Service on Metrobus 7Y: McPherson Square to Southern Towers	64	\$ 200,000	\$ 19,410,706
Arlington County	Commuter Store at the Pentagon Transit Center	63	\$ 211,962	\$ 19,622,668
Fairfax County	Enhanced Bus Service to the Pentagon with Saratoga and Backlick North Park and Ride Improvements	57	\$ 3,382,520	\$ 23,005,188
Prince William County	New TDM Outreach to the I-395/95 Corridor	56	\$ 300,000	\$ 23,305,188
Stafford County	Expanded Transit Access to Leeland Road VRE Station	39	\$ 5,268,687	\$ 28,573,875
Arlington County	Roadway Improvements at Glebe Road and I-395 Interchange	18	\$ 3,000,000	\$ 31,573,875
TOTAL FUNDING REQUEST				\$ 31,573,875

Project Descriptions

Program Administration, Evaluation, Oversight, Marketing and Outreach

NVTC (\$800,000)

This funding is used to support two staff positions responsible for the following: program operations and oversight; coordination with the Commonwealth, applicants, and grantees; quarterly and annual reporting; grant and contract management; contracted technical support related to project scoring and analysis; and coordinated outreach efforts along the I-395/95 corridor.

Enhanced Bus Service from Dale City to Ballston

OmniRide (\$ 251,600)

This project adds two morning and two evening trips from eastern Prince William County to employment areas in the Rosslyn-Ballston corridor and the Pentagon. This route serves three commuter lots including Horner Road, Telegraph Road and Dale City.

Enhanced Bus Service on AT-1 Plus: West End to Van Dorn Metro

DASH / City of Alexandria (\$ 3,040,000)

This project increases the frequency, extends hours and improves bus stop amenities on the DASH AT-1 Plus bus service, improving connectivity for riders from the West End/Beauregard area of Alexandria to the Van Dorn Metrorail Station. The route parallels the I-395 corridor and stops at shopping areas, educational centers and the Mark Center.

Enhanced Bus Service on Prince William Metro Express: OmniRide Transit Center to Franconia-Springfield Metro

OmniRide (\$ 562,400)

This project increases rush-hour service frequency on OmniRide's express route connecting the OmniRide Transit Center in Dale City, Potomac Mills Mall and the Franconia-Springfield Metro Station.

New Bus Service from North Stafford to Quantico VRE Station

City of Fredericksburg / Fredericksburg Regional Transit (\$ 322,619)

This project funds operation of a new Fredericksburg Regional Transit rush hour bus service connecting commuters from North Stafford to the Quantico VRE station with stops at the Aquia Towne Center, the VDOT Park and Ride lot near Route 610/Garrisonville Road, Quantico Corporate Center and Marine Corps Base Quantico. The service connects riders to activity centers and transit options, including VRE and OmniLink.

Enhanced Bus Service on Route 1 Local: Quantico to Woodbridge VRE

OmniRide (\$ 1,133,500)

This project increases rush-hour service on OmniRide's Route 1 local route between Woodbridge and Quantico. The project includes the purchase of a bus to provide the additional service.

New Bus Service to the Pentagon with Gambrill and Backlick North Park and Ride Improvements

Fairfax County (\$ 3,540,903)

This project splits Fairfax County Connector Route 395, which provides rush-hour express service between two Springfield park-and-ride lots and the Pentagon, into two separate routes. Funding for this project will create the new 396 express route with direct connections from the Backlick North Park

and Ride lot to the Pentagon. The project supports additional service, the purchase of four buses, and installation of secure bicycle parking and wayfinding improvements at the lots.

New TDM Outreach Campaign for Military Facilities

Northern Virginia Regional Commission (\$ 396,184)

This project, led by NVRC, includes outreach, marketing and educational services to specifically foster ridesharing and transit use by the 115,000 personnel working at local military bases along the corridor, including Joint Base Myer Henderson Hall, Fort Belvoir/Fort Belvoir North and Marine Corps Base Quantico.

New Bus Service from Staffordboro to Downtown D.C.

OmniRide (\$ 3,569,200)

This project introduces OmniRide commuter express bus service between the Staffordboro Commuter Lot, which currently serves slugs and carpools, and major employment areas in downtown Washington D.C. including Metro Center, Archives, Smithsonian and L'Enfant Plaza. The project includes the purchase of four new motor coaches.

Enhanced Bus Service on AT-9: Mark Center to Potomac Yard

DASH / City of Alexandria (\$ 1,949,000)

This project improves service frequency throughout the day and extends the hours of service on DASH's AT-9 local bus route, which serves major employment, shopping and educational sites in the I-395 corridor. The project will also install four real-time bus arrival information displays at bus stops along the route.

Operational Enhancements of the Crystal City - Potomac Yard Transitway

Arlington County (\$ 150,000)

The Crystal City - Potomac Yard Transitway, operating between the Pentagon City and Braddock Road Metrorail stations, provides service along the congested Route 1 corridor in Arlington and Alexandria. This project would apply pavement treatments along Arlington County's portion of the 4.5-mile Crystal City-Potomac Yard Transitway to reduce the occurrence of private vehicles driving in the transitway's bus-only lanes, thereby improving safety and service reliability.

New Bus Service from Staffordboro to the Pentagon

OmniRide (\$ 3,495,300)

This project introduces OmniRide commuter express bus service between the Staffordboro Commuter Lot, which currently only serves slugs and carpools, and the Pentagon. The project includes the purchase of four new motor coaches.

Enhanced Bus Service on Metrobus 7Y: McPherson Square to Southern Towers

Arlington County (\$ 200,000)

This project reroutes afternoon southbound trips on the Metrobus 7Y route, which connects riders traveling to McPherson Square, the Pentagon and areas in Alexandria, to include a stop at the Pentagon City Metrorail Station to match morning northbound service. The extension creates a one-seat ride from McPherson Square in Washington, D.C. to Pentagon City.

Commuter Store at the Pentagon Transit Center

Arlington County (\$ 211,962)

The recently opened Commuter Store at the Pentagon Transit Center provides travel information, sales and assistance to nearly 2000 visitors, employees and commuters each month. This project will fund store operations for 12 months.

Enhanced Bus Service to the Pentagon with Saratoga and Backlick North Park and Ride Improvements

Fairfax County (\$ 3,382,520)

This project adds trips to Fairfax County Connector Routes 393 and 394, which are rush-hour express routes that connect riders from Springfield to the Pentagon. The project includes the purchase of four buses and the installation of secure bicycle parking and wayfinding signage at the Backlick North and Saratoga park-and-ride lots.

New TDM Outreach to the I-395/95 Corridor

Prince William County (\$ 300,000)

This project, led by Prince William County in partnership with OmniRide and Virginia Railway Express, establishes a transportation demand management program that will increase commuters' awareness of mobility options. This project will build upon ongoing TDM efforts along the I-66 corridor which are funded by the I-66 Commuter Choice program.

Expanded Transit Access to Leeland Road VRE Station

Stafford County (\$ 5,268,687)

This project expands and reconfigures Leeland Road south of the Leeland Road VRE station to include continuous bike lanes and sidewalks, as well as a continuous center two-way left turn lane.

Roadway Improvements at Glebe Road and I-395 Interchange

Arlington County (\$ 3,000,000)

This project reconfigures the intersection of South Glebe Road and West Glebe Road to reduce traffic backups that can often extend through an adjacent offramp into I-395's northbound lanes.

Background

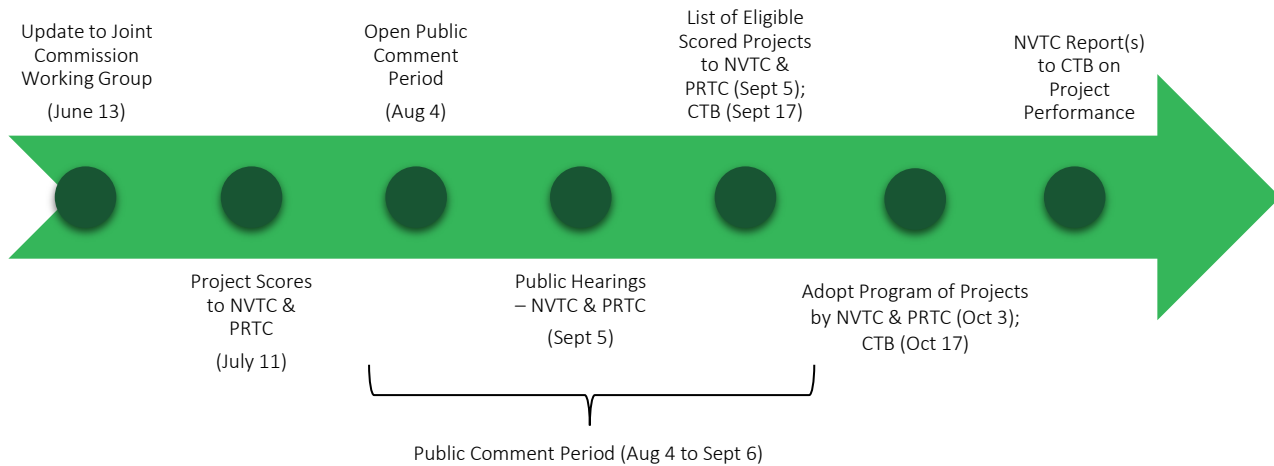
The [I-395/95 Commuter Choice program](#) funds projects to improve the reliability and efficiency of travel along the corridor. The program seeks to move more people through the corridor and support multimodal transportation improvements that improve mobility, increase travel options, and enhance transportation safety and travel time reliability. Funding is available to any NVTC or PRTC member jurisdiction or any other public transit agency providing service in NVTC or PRTC's jurisdiction. Funded projects must benefit toll payers of the 37-mile I-95/395 high-occupancy toll (HOT) lane facility extending between Stafford County and the Virginia/Washington, D.C. line.

In April, both NVTC and PRTC approved the [project selection process and technical evaluation criteria](#) for the FY2020 I-395/95 Inaugural Program. The Commissions also authorized staff to open the [Call for Projects](#) effective April 5th and closing May 15th. The approved selection process and evaluation criteria largely mirror those for the more established I-66 Commuter Choice program. However, for the I-395/95 Inaugural Program, Toll Day 1 readiness is a significant factor in the scoring (in lieu of regional priorities in the most recent I-66 call).

Next Steps

To demonstrate immediate transportation benefits to toll payers, NVTC and PRTC will announce project selections prior to Toll Day 1 on the I-395 express lanes. To meet this expedited schedule, public hearings on the proposed project selections will be held as part of NVTC and PRTC Commission meetings on September 5th, followed by adoption of the program of projects by both Commissions on October 3rd and by the Commonwealth Transportation Board on October 17th.

Figure 2: FY2020 I-395/95 Commuter Choice Program Timeline





RESOLUTION #2390

SUBJECT: Authorize a Public Comment Period to Solicit Comments on the I-395/95 Commuter Choice FY2020 List of Eligible Scored Projects

WHEREAS: The agreement between the Commonwealth and 95 Express Lanes LLC secured an annual payment for transit services of \$15 million per year, escalating by 2.5 percent per year, to fund multimodal projects along the I-395/95 corridor;

WHEREAS: NVTC's April 4, 2019 FY2020 Call for Projects produced 17 eligible applications for a total of \$30.8 million in requests for projects designed to benefit toll payers in the I-395/95 corridor by expanding transportation capacity and options in the corridor;

WHEREAS: NVTC staff has evaluated the 17 applications, and now seeks to open a one-month public comment period on the proposed projects and evaluation results in conjunction with the Potomac and Rappahannock Transportation Commission (PRTC);

WHEREAS: NVTC expects to award up to \$22 million in funding for a 20-month program extending from the first day of I-395 Express Lanes tolling in October 2019 through June 30, 2021; and

WHEREAS: NVTC desires to complete the selection process outlined above and announce project selections prior to the first day of I-395 Express Lanes tolling in late October 2019.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes a public comment period to solicit input on the I-395/95 Commuter Choice FY2020 List of Eligible Scored Projects, to extend from August 4 through September 6, 2019, including a public hearing at both NVTC's and PRTC's Commission meetings on September 5, 2019.

BE IT FURTHER RESOLVED that this authorization is contingent upon the Potomac and Rappahannock Transportation Commission's approval of a comparable authorization.

Approved this 11th day of July 2019.

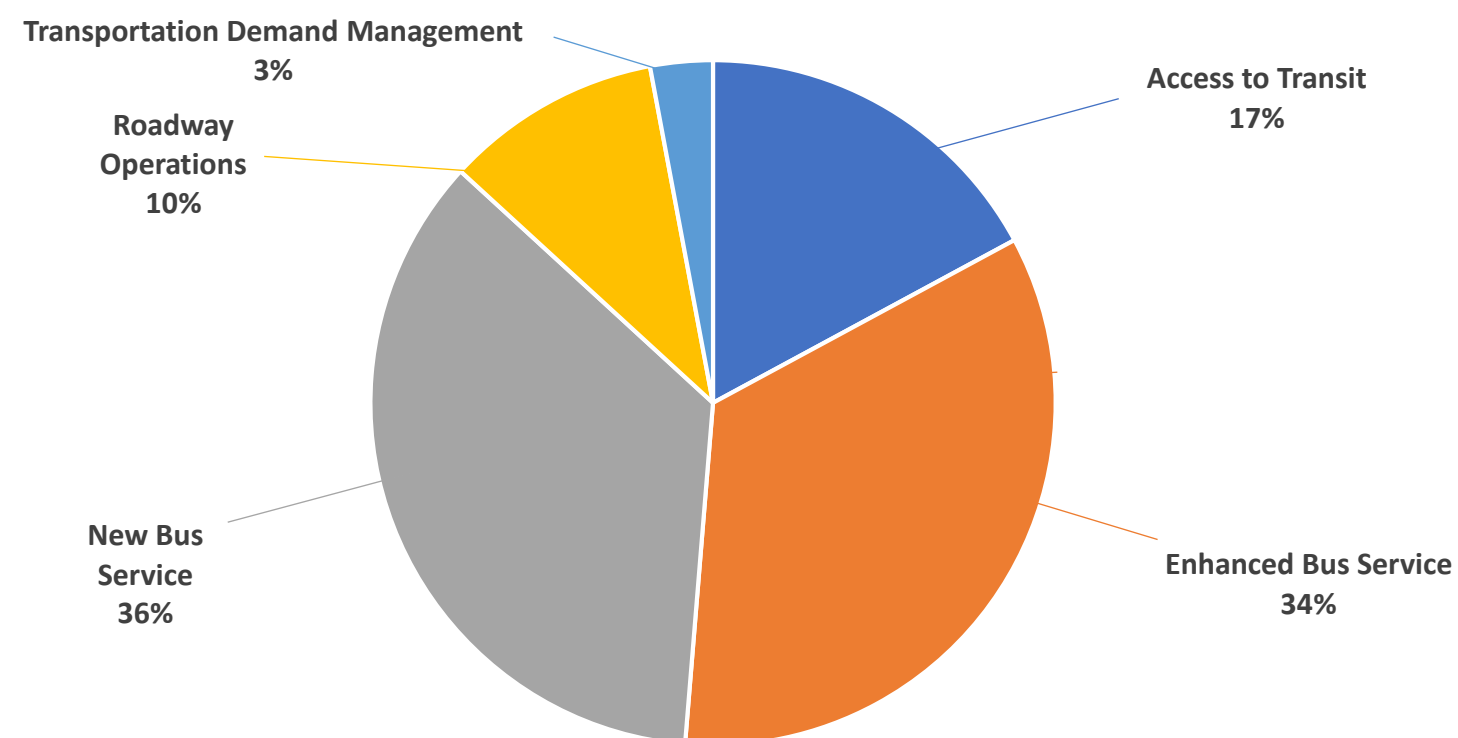
Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer

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Applicant	Application Title	Application Type	Technical Merit (55 Points)	Cost Effectiveness (15 Points)	Project Readiness (20 Points)	Applicant Preference (10 Points)	Application Score (100 Points)	Funding Request	Total Project Cost	Cumulative Funding Request
NVTC	I-395/95 Commuter Choice Program Administration, Evaluation, Oversight, Marketing and Outreach	Program Administration	-	-	-	-	-	\$ 800,000	\$ 800,000	\$ 800,000
OmniRide	Enhanced Bus Service from Dale City to Ballston	Enhanced Bus Service	55	15	20	10	100	\$ 251,600	\$ 251,600	\$ 1,051,600
DASH	Enhanced Bus Service on AT-1 Plus: West End to Van Dorn Metro	Enhanced Bus Service	52	10	20	10	92	\$ 3,040,000	\$ 3,040,000	\$ 4,091,600
OmniRide	Enhanced Bus Service on Prince William Metro Express: OmniRide Transit Center to Franconia-Springfield Metro	Enhanced Bus Service	55	10	20	0	85	\$ 562,400	\$ 562,400	\$ 4,654,000
FRED Transit	New Bus Service from North Stafford to Quantico VRE Station	New Bus Service	39	15	20	10	84	\$ 322,619	\$ 372,666	\$ 4,976,619
OmniRide	Enhanced Bus Service on Route 1 Local: Quantico to Woodbridge VRE	Enhanced Bus Service	50	10	20	0	80	\$ 1,133,500	\$ 1,133,500	\$ 6,110,119
Fairfax County	New Bus Service to the Pentagon with Gambrill and Backlick North Park and Ride Improvements	New Bus Service	55	10	5	10	80	\$ 3,540,903	\$ 3,796,520	\$ 9,651,022
NVRC	New TDM Outreach Campaign for Military Facilities	Transportation Demand Management	39	10	20	10	79	\$ 396,184	\$ 436,184	\$ 10,047,206
OmniRide	New Bus Service from Staffordboro to Downtown D.C.	New Bus Service	52	5	20	0	77	\$ 3,569,200	\$ 3,569,200	\$ 13,616,406
DASH	Enhanced Bus Service on AT-9: Mark Center to Potomac Yard	Enhanced Bus Service	44	10	20	0	74	\$ 1,949,000	\$ 1,949,000	\$ 15,565,406
Arlington County	Operational Enhancements of the Crystal City - Potomac Yard Transitway	Roadway Operations	22	15	20	10	67	\$ 150,000	\$ 150,000	\$ 15,715,406
OmniRide	New Bus Service from Staffordboro to the Pentagon	New Bus Service	41	5	20	0	66	\$ 3,495,300	\$ 3,495,300	\$ 19,210,706
Arlington County	Enhanced Bus Service on Metrobus 7Y: McPherson Square to Southern Towers	Enhanced Bus Service	39	15	10	0	64	\$ 200,000	\$ 245,050	\$ 19,410,706
Arlington County	Commuter Store at the Pentagon Transit Center	Transportation Demand Management	28	15	20	0	63	\$ 211,962	\$ 211,962	\$ 19,622,668
Fairfax County	Enhanced Bus Service to the Pentagon with Saratoga and Backlick North Park and Ride Improvements	Enhanced Bus Service	47	5	5	0	57	\$ 3,382,520	\$ 3,598,520	\$ 23,005,188
Prince William County	New TDM Outreach to the I-395/95 Corridor	Transportation Demand Management	31	15	0	10	56	\$ 300,000	\$ 300,000	\$ 23,305,188
Stafford County	Expanded Transit Access to Leeland Road VRE Station	Access to Transit	24	5	0	10	39	\$ 5,268,687	\$ 8,944,687	\$ 28,573,875
Arlington County	Roadway Improvements at Glebe Road and I-395 Interchange	Roadway Operations	13	5	0	0	18	\$ 3,000,000	\$ 3,000,000	\$ 31,573,875

COMPOSITION OF FY2020 I-395/95 COMMUTER CHOICE APPLICATIONS BY FUNDING REQUEST



This summary table represents the draft I-395/95 Commuter Choice Program FY2020 application evaluations as of July 3, 2019.

Applications have been evaluated based on the information documented in the submitted applications or in subsequent technical clarifications. The evaluation is consistent with the methodology established in the [I-395/95 Commuter Choice Program Project Selection Process](#) and adopted by the Commission (and PRTC) in April 2019.

Transit operating funding requests total \$5,629,002 (18 percent of all requested funds) and are defined based on FTA Circular 9300.1E (urbanized area formula grant program) and FTA Circular 9040 (rural area formula grant program) and includes fuel, oil, driver salaries and fringe benefits, dispatcher salaries and fringe benefits, and licenses.

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TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice and Dan Goldfarb, PE

DATE: July 3, 2019

SUBJECT: Envision Route 7 Presentation

At the July meeting the Commission will receive an update on the status of the [Envision Route 7 project](#), a proposed high capacity transit service that would run along VA Route 7 from Mark Center in the City of Alexandria to the Spring Hill Metro Station in Tysons. NVTC staff are in the final stages of the Phase III Conceptual Engineering Study, a key step in this multi-jurisdictional transit project.

Background

The Phase II Study was completed in early 2017. Based on the findings from that study, the Commission recommended Bus Rapid Transit (BRT) for the Route 7 corridor. The BRT service is proposed to run 11 miles, mostly in a dedicated lane, between the Spring Hill Metro Station in Tysons and Mark Center in City of Alexandria, leaving Route 7 briefly to connect to the East Falls Church Metrorail Station (Figure 1). The results of the Phase II Study showed that this regional solution will expand travel options, provide added mobility, and reduce greenhouse gas emissions and traffic congestion. The BRT benefits a wide range of trip purposes, with two thirds of the new riders traveling for purposes other than commuting.

Phase III: Conceptual Engineering

NVTC and the consultant team led by Kittelson & Associates are in the final stages of the Envision Route 7 Phase III Conceptual Engineering Study. The conceptual engineering study will help to refine the project cost, identify potential areas of concern, develop a potential staging strategy, and provide guidance on preserving the required right-of-way.

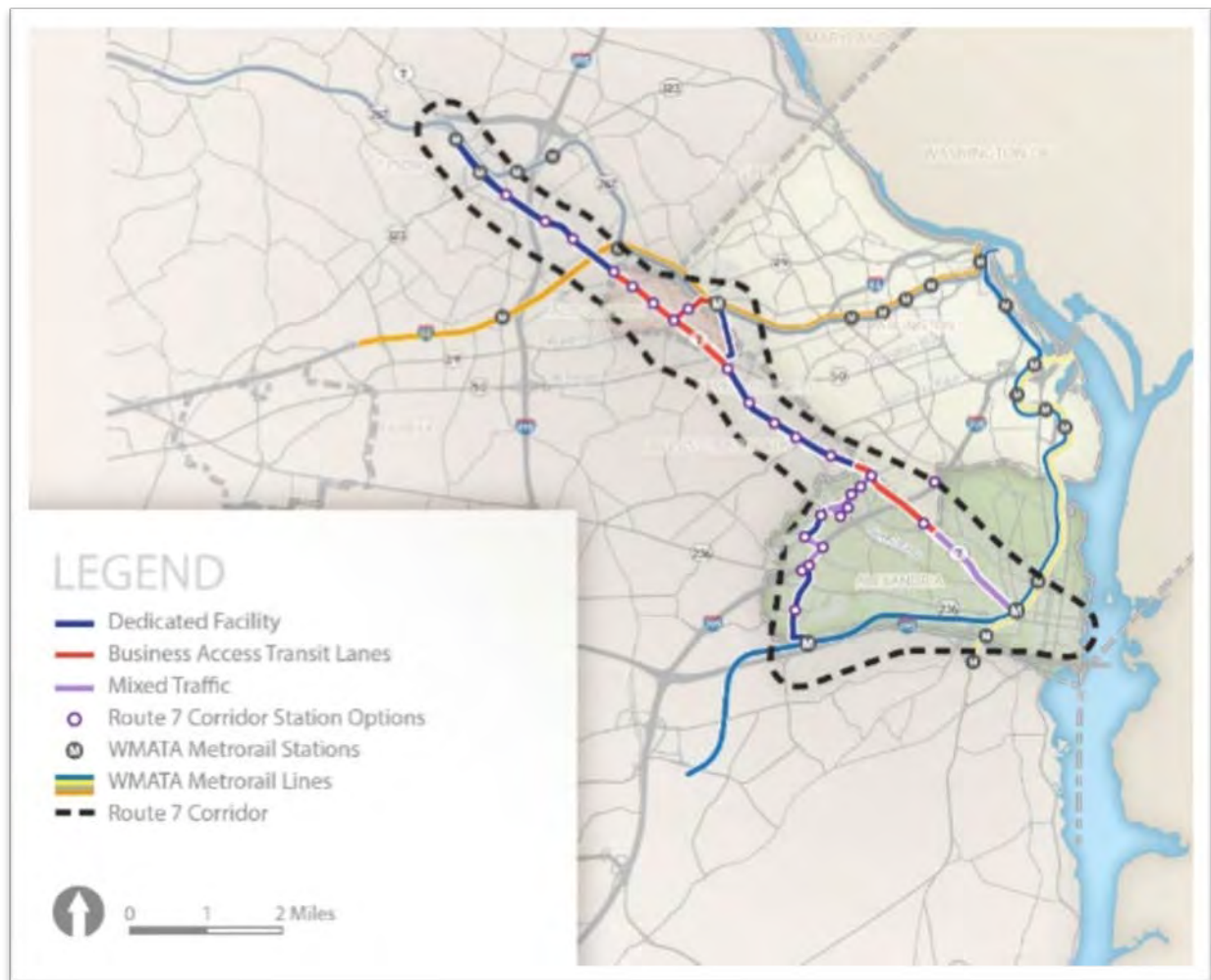
This conceptual engineering study involves the development of planning level drawings of the BRT alignment, right-of-way requirements, and roadway geometry (e.g., typical sections and critical vertical clearance) along the corridor. The development of a concept level design will help identify and allow for mitigation strategies of possible fatal flaws or locations of concerns, including issues related to right-of-way and/or structural limitations that would (or would not) accommodate the proposed BRT (e.g., exclusive lane). This conceptual planning level design will be based around the idea of an approximately 10 percent level of design detail.

The overall objectives of this study are:

- To continue the planning for high quality transit mode along Route 7 from Tysons to Mark Center;
- To identify right-of-way needs and develop a conceptual foot print for the proposed BRT along Route 7 as outlined in the Envision Route 7 Phase II report; and
- To provide a guidance for the local jurisdictions as they pursue redevelopment along the corridor.

NVTC and the consultant team are actively engaged and working with jurisdictional partners. Through a series of technical meetings and work sessions, the project team has reviewed conceptual layouts and cross and engaged with other planners and engineers from across the region so they could provide input based on their experience implementing BRT.

Figure 1: Envision Route 7 BRT Corridor



Next Steps

NVTC anticipates this study will be completed in summer 2019 and that staff will request Commission acceptance of the Phase III Study in fall 2019.

It should be noted that the Phase III effort is limited in scope. Additional analysis will be required to further refine traffic impacts, operational concerns (e.g., median or curb running, etc.), as well as legislative required environmental work. As the project nears the final design stages a service planning study will be needed to determine station configurations and locations and other related details. The Envision Route 7 Phase III Conceptual Engineering Study covers a critical step by identifying right of way concerns for advancing a BRT along Route 7. The Envision Route 7 project will provide additional high-quality transit for Tysons and key centers along the Route 7 corridor.

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TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice and Patricia Happ

DATE: July 3, 2019

SUBJECT: Regional Fare Collection Update

At the July meeting the Commission will receive a staff update on NVTC's Regional Fare Collection program, including an update on DASH's pilot mobile ticketing app called DASHBus App, which was launched in time to provide customers with better service during WMATA's summer Metrorail shutdown south of Reagan National Airport.

Background

NVTC leads the coordination, planning, and technical assistance to the Northern Virginia transit systems on fare collection. In the spring of 2018, NVTC released a [Strategic Plan for the Regional Fare Collection Program](#) with a vision to implement a regionally integrated fare collection system with local flexibility to meet evolving customer expectations.

Mobile Ticketing

One of the actions identified in NVTC's plan was to implement a local platform for mobile ticketing using mobile phone apps for fare payment on local bus services. The first of the region's efforts kicked off this summer with the City of Alexandria's DASH bus service through a platform develop to provide customers with better service during WMATA's summer Metrorail shutdown south of Reagan National Airport. The DASHBus App, providing an option for riders to purchase discounted tickets and use DASH services. The DASHBus App is available for download at the App Store or Google Play.

NVTC assisted DASH in their application for Department of Rail and Public Transportation (DRPT) funding and supported the procurement process to maximize the opportunity for the pilot to serve as the basis for a regional ticketing app. This included developing specifications for regionally desirable options and features, and language to allow the leveraging of the DASH contract and platform for expansion to other regional transit systems. NVTC will continue to support DASH with this pilot as well as any other transit systems which plan on deploying mobile ticketing.



Throughout 2018 and 2019, NVTC has been actively engaged with Northern Virginia transit systems in efforts to identify interest, needs, solutions and strategies for deploying such a regional mobile ticketing system. In December 2018 NVTC organized a Mobile Ticketing Industry Day, providing regional partners with information on the wide variety mobile app options and features, mobile ticket validation technologies, potential for integration with transportation network companies and other fare payment processing options.

Following the industry day, NVTC and the transit systems together identified various scenarios for pursuing a regional mobile ticketing deployment and assessed opportunities and challenges for each. Cost estimates for the scenarios were also prepared to assist agencies in planning and decision making. A flexible approach to deploying a regional mobile ticketing platform was identified which would provide the opportunity for regional transit systems to leverage a common regional platform rather than pursuing standalone incompatible mobile apps. Issues such as regional fare products, transfers, integration with the existing fare collection system and support for SmartBenefits were also considered.

Farebox/DCU Upgrade

NVTC is continuing its fare collection technical support to the Northern Virginia bus systems to test and install upgrades to bus fareboxes and driver control units (DCUs). The Farebox/DCU Upgrade pilot project, which is nearing completion, includes active coordination between WMATA and the regional transit systems, reviewing DCU system design and IT security plans, and tracking current farebox inventory status in Northern Virginia.

Staff continues to participate in related WMATA initiatives such as: WMATA's Fare Payment Systems Vision and Strategy study for improving and modernizing fare payment and collection operations and technology; the Kontron board maintenance contract; WMATA's mobile app development and deployment to ensure concerns of Northern Virginia transit systems are identified and addressed; improvements to the implementation of SmartBenefits; and expansion of the University Pass program.

TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: July 3, 2019

SUBJECT: Virginia Railway Express (VRE)

At the July meeting the VRE Chief Executive Officer (CEO) will update the Commission on VRE activities. The Commission will be asked to authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual.

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) and other challenges to on-time performance. The [minutes of the June 21st VRE Operations Board meeting](#) and the [VRE CEO Report for June 2019](#) are attached.

B. ACTION ITEM: Approve [Resolution #2391](#): Authorize an Amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual

The VRE Operations Board recommends the Commissions authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual to:

- 1) Increase the current threshold for micro-purchases to \$10,000 for all purchases; and
- 2) Change the level of competition for small purchases effective July 1, 2019.

The PRTC/VRE Public Procurement Policy and Procedures would adopt the Federal Transit Administration's (FTA) new \$10,000 threshold as a ceiling for all micro-purchases. VRE's current micro-purchase threshold is \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases. An increase in the micro-purchase threshold will allow for greater flexibility for the procurement of goods typically sold "off-the-shelf" as well as select services. The level of competition for small purchases would also be updated to reflect changes to the Virginia Public Procurement Act (VPPA). The degree of required competition for small purchases will be revised to reflect the \$10,000 micro-purchase limit as well as to adjust the number and type of quotes required based upon the magnitude of the anticipated expenditure.

The [attached VRE memorandum provides more information](#), including tables showing current and revised thresholds as well as the degree of required competition.

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MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
June 21, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
 *Elizabeth Bennett-Parker (NVTC)**
 *Sharon Bulova (NVTC)
 *John Cook (NVTC)
 *Katie Cristol (NVTC)
 *Matt Kelly (PRTC)
 *Jeanine Lawson (PRTC)**
 *Wendy Maurer (PRTC)
 *Martin Nohe (PRTC)**
 *Pamela Sebesky (PRTC)
 *Gary Skinner (PRTC)

Jurisdiction

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

Members Absent

Maureen Caddigan (PRTC)
 Mark Dudenhefer (PRTC)
 Jennifer Mitchell (DRPT)

Prince William County
 Stafford County
 Commonwealth of Virginia

Alternates Present

*Victor Angry (PRTC)
 *Todd Horsley (DRPT)
 *Cindy Shelton (PRTC)

Prince William County
 Commonwealth of Virginia
 Stafford County

Alternates Absent

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

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

Doug Allen – VRE
Monica Backmon – NVT
Paolo Belito – Prince William County
Rich Dalton – VRE
Allan Fye - NVTC
Randy Goruk - Consultant
Chris Henry – VRE
Christine Hoeffner – VRE
Todd Johnson – First Transit
Mike Lake – Fairfax County

Lezlie Lamb – VRE
Bob Leibbrandt – Prince William County
Steve MacIsaac – VRE Legal Counsel
Jim Maslanka – City of Alexandria
Ryan McManus – Prince William County
Becky Merriner – PRTC
Kristin Nutter – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Joe Swartz – VRE

Chair Cristol called the meeting to order at 9:05 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Maurer to approve the agenda as presented. There was no discussion on the motion. The vote in favor was cast by Members Angry, Banks, Bulova, Cook, Cristol, Horsley, Kelly, Maurer, Sebesky, Shelton and Skinner.

Approval of the Minutes of the May 17, 2019 VRE Operations Board Meeting – 4

Ms. Bulova moved, with a second by Ms. Maurer, to approve the minutes from May 17, 2019. The vote in favor was cast by Members Angry, Banks, Bulova, Cook, Cristol, Kelly, Lawson, Maurer, Sebesky, and Skinner, with abstentions by Mr. Angry, Mr. Horsley and Ms. Shelton.

Vice Chair's Comments – 5

- Chair Cristol announced the Commonwealth Transportation Board approved DRPT's FY20-25 Six-Year Improvement Plan.
- The Auditors met with the Audit Committee to receive any direction for the upcoming Financial Audit.
- The CEO Evaluation Committee will meet after the Operations Board meeting adjourns.
- The Legislative Committee will meet after the July Operations Board meeting.
- Chair Cristol introduced and welcomed Supervisor Victor Angry from Prince William County.
- Chair Cristol briefed the Operations Board on progress to develop a plan for virtual public comments.

[Nohe and Ms. Lawson arrived at 9:11 am]

Chief Executive Officer's Report – 6

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

- VRE Staff member Charlotte Nourse was promoted to Safety and Security Administrator. She'll be working to support internal safety and security programs as well as community safety initiatives and regulatory compliance.
- The FTA issued a NEPA determination for the New York Avenue Midday Storage Yard project.
- Average Daily Ridership in May was 18,656 and overall On-Time Performance was 56%.

[Ms. Bennett-Parker arrived at 9:13 am]

- Mr. Dalton briefed the Operations Board on PTC Implementation progress, Metro shutdown ridership impact and developments in On-Time Performance.
 - PTC-related delays are now a small percentage of overall delays.
 - OTP has been improving, however a major weather event caused serious delays at the end of May.
 - Heat restrictions and rail network congestion have been the major cause of delays.
- VRE is seeing an increase in Ridership from the shutdown of 6 Metrorail stations south of Reagan National Airport.
- Mark Schofield reported paper ticket sales (all zone combos) from the TVMs at Franconia-Springfield, Alexandria, and Crystal City approximately doubled (from \$40,000 to \$85,000)
- Mobile ticket sales for zones 1-2, 1-3, and 2-3 increased about 5x (from \$50,000 to \$250,000) and the number of tickets sold increased more than 7x.
- Period of comparison is May 27-June 19, 2019, versus same period last year.
- Amtrak Step-Up sales for the same period increased 45%.

Public Comment Time – 7

Chair Cristol opened the floor for public comment time. There were no speakers.

Action Items – 8

Recommend Authorization to Amend PRTC/VRE's Public Procurement Policy and Procedures – 8A

Ms. Lawson moved, with a second by Ms. Maurer, to recommend the Commissions authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures to a) increase the current threshold for micro-purchases to \$10,000 for all purchases and b) change the level of competition for small purchases, effective July 1, 2019.

The vote in favor was cast by Members Angry, Banks, Bennett-Parker, Bulova, Cook, Cristol, Horsley, Kelly, Lawson, Maurer, Nohe, Sebesky, Shelton, and Skinner.

Resolution of Support for Prince William County's FY2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project– 8B

Ms. Lawson moved, with a second by Ms. Maurer, to support and endorse Prince William County's FY2019 BUILD Transportation Grant Application for the Broad Run Commuter Lot Project.

The vote in favor was cast by Members Angry, Banks, Bennett-Parker, Bulova, Cook, Cristol, Horsley, Kelly, Lawson, Maurer, Nohe, Sebesky, Shelton, and Skinner.

Information Items – 9

Spending Authority Report – 9A

In May 2019, the following purchases greater than \$50,000 but less than \$100,000 were made:

- On May 9, 2019, VRE issued a Purchase Order in the amount of \$61,366 to Pasco Battery Warehouse for new Head End Power (HEP) and Prime Mover starters for VRE locomotives.

Closed Session – 11

There was no closed session.

Chair Cristol asked if there was any other business. There was none.

Chair Cristol adjourned the meeting, without objection, at 9:42 A.M.

Approved this 19^h day of July 2019

Katie Cristol
Chair

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the June 21, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Leslie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
8A-05-2019**

Authorization to Issue an Invitation for Bids for Forklift Trucks

WHEREAS, the Federal Transit Administration (FTA) issued its Final Rule on July 26, 2016 (effective October 1, 2016) which describes the Transit Asset Management (TAM) requirements; and,

WHEREAS, VRE's TAM Plan provides recommendations for capital improvement and maintenance programs to meet service and performance needs as well as to achieve a State of Good Repair (SGR) for capital assets; and,

WHEREAS, VRE's Transit Asset Management Plan defines the Useful Life Benchmark for forklift trucks as seven years; and,

WHEREAS, the forklift trucks at VRE's Maintenance and Storage Facilities have exceeded their Useful Life Benchmark; and,

WHEREAS, program funding has been identified in the FY 2019 Budget amendment using Capital Reserve Funds;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to issue an Invitation for Bids for Forklift Trucks.

Approved this 17th day of May 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8B-05-2019**

**Authorization to Issue a Request for Proposals for
Website Management Services**

WHEREAS, VRE maintains a public facing website to provide real time passenger and service-related information; and,

WHEREAS, website management services, to include monitoring and maintenance as well as change and modification support services are required for the VRE website; and,

WHEREAS, management of the VRE website requires support from subject matter experts to program and update the site on a regular basis to ensure it is current and relevant;

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 for Website Management Services.

Approved this 17th day of May 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8C-05-2019**

**Authorization to Execute a Standard Project Agreement with
the Northern Virginia Transportation Authority for
Crystal City Station Improvements**

WHEREAS, VRE submitted the Crystal City Station Improvements project to the Northern Virginia Transportation Authority for evaluation and consideration in their FY 2018-2023 Six Year Program; and,

WHEREAS, Northern Virginia Transportation Authority adopted its FY 2018-2023 Six Year Program in June 2018 and included the Crystal City Station Improvements among the 44 funded projects; and,

WHEREAS, Northern Virginia Transportation Authority appropriated \$4,000,000 in Fiscal Year 2020 Regional Revenue Funds for the Final Design phase of the Crystal City Station Improvements project in April 2019 and assigned it a project number of 2018-058-2; and,

WHEREAS, VRE and Northern Virginia Transportation Authority wish to execute a Standard Project Agreement and associated appendices for the Crystal City Station Improvements Project;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Standard Project Agreement and associated appendices with the Northern Virginia Transportation Authority for \$4,000,000 of funding for the final design phase of the Crystal City Station Improvements project. (project number 2018-058-2).

Approved this 17th day of May 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9A-05-2019**

**Authorization to Execute Contracts for the
Delivery of Diesel Fuel for VRE Locomotives**

WHEREAS, VRE has a need for diesel fuel delivery services in order to operate daily commuter trains; and,

WHEREAS, the current fuel delivery services contracts are set to expire on June 30, 2019; and,

WHEREAS, the VRE Operations Board authorized the issuance of an Invitation for Bids in November 2018; and,

WHEREAS, the contracts will be structured to allow VRE to lock in future fixed prices for fuel; and,

WHEREAS it was determined Griffin Energy Services was the lowest responsive-responsible bidder for fuel deliveries to the Crossroads Yard; and,

WHEREAS it was determined River Solutions was the lowest responsive-responsible bidder for fuel deliveries to the Broad Run Yard;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract with James River Solutions of Ashland, Virginia (Crossroads Yard) and Griffith Energy Services, Inc. of Columbia, Maryland (Broad Run Yard) for diesel fuel delivery in an amount not to exceed \$2,647,500 for Crossroads and an amount not to exceed \$1,765,000 for Broad Run. The contracts will be for a base year, commencing July 1, 2019 through June 30, 2020, and four option years, with Operations Board approval required for each option year.

Approved this 17 day of May 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9B-05-2019**

**Authorization to Execute a Sole Source Contract for
Maintenance, Software, and Hosting Services for the
Automated Fare Collections System**

WHEREAS, Scheidt and Bachmann, Inc. is the developer and manufacturer of VRE's Automated Fare Collection System; and,


WHEREAS, this contract will provide two full-time technicians for onsite remedial and preventive maintenance on the Ticket Vending Machines and Ticket Office Machines, software support, cloud hosting, and a full upgrade of the backend system from the existing administrative, reporting and remote maintenance interface which is no longer supported; and,

WHEREAS, the technical and software support relate to a proprietary technology; and,

WHEREAS, the hosting services and backend upgrade will improve VRE's cybersecurity posture and provide compliance with industry data security standards;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a Sole Source Contract with Scheidt and Bachmann of Lowell, Massachusetts for Maintenance, Software, and Hosting Services for the Automated Fare Collections System in the amount of \$3,942,444, plus a 5% contingency of \$197,122, for a total not to exceed amount of \$4,139,566, for a term of one base year and three option years, with option years exercised at the CEO's discretion.

Approved this 17th day of May 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9C-05-2019**

**Authorization to Amend the Contract for Engineering, Environmental and
Construction Services for the Lifecycle Overhaul and Upgrade Facility**

WHEREAS, the VRE Operations Board adopted a lifecycle maintenance strategy for VRE rolling stock in January 2014 to maintain VRE locomotives and passenger rail cars at the highest level of reliability throughout the equipment lifecycle; and,

WHEREAS, in April 2015, the VRE Operations Board authorized the CEO to execute a contract for Engineering, Environmental and Construction Services for the Lifecycle Overhaul and Upgrade (LOU) Facility with STV; and,

WHEREAS, in April 2017, the VRE Operations Board authorized an amendment to the contract to provide additional funds to continue monitoring building and site permits and to prepare plats or Subdivision / Boundary Line adjustments; and,

WHEREAS, delays in adjacent property acquisition has caused some required revisions to the design to maintain code compliance and other changes; and,

WHEREAS, limited parking on-site at the Crossroads MSF will require additional parking to be investigated for implementation during construction; and,

WHEREAS, VRE has received a proposal from STV for completion of design services and has deemed it to be fair and reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a contract amendment with STV, Inc. of Fairfax, VA to complete design services as part of the Engineering, Environmental and Construction Services for the Lifecycle Overhaul and Upgrade Facility contract in the amount of \$390,000, plus a 10% contingency of \$39,000, for a total amount not to exceed \$429,000.

Approved this 17th day of May 2019


John Cook
Secretary


Katie Cristol
Chair

Operations Board

Resolution 9D-05-2019

Authorization to Amend VRE's Passenger Tariff

WHEREAS, VRE is working with Amtrak and the Virginia Department of Rail and Public Transportation to create capacity on VRE trains during WMATA's summer 2019 Platform Improvement Project; and,

WHEREAS, lowering the passenger cost of the Amtrak Step-Up ticket will incentivize monthly and multi-ride VRE passengers to take advantage of the Step-Up trains; and,

WHEREAS, creating capacity on VRE trains will allow VRE to accommodate Metrorail riders displaced by the closure of stations on the Yellow and Blue lines; and,

WHEREAS, a provision within the Agreement allows for Amtrak to change the cost VRE pays to Amtrak for each Step-Up ticket sold if notified in writing by the Virginia Department of Rail and Public Transportation to make this change; and,

WHEREAS, the Department of Rail and Public Transportation, with the support of the Commonwealth Transportation Board, has notified Amtrak in writing and directed Amtrak to reduce the cost VRE pays for each Step-Up ticket effective May 1, 2019 and will expire when the Metrorail work is completed;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby retroactively authorize the Chief Executive Officer to amend VRE's Passenger Tariff to reduce the passenger fare for Amtrak Step-Up tickets from \$8 to \$4 effective May 1, 2019; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Chief Executive Officer to amend VRE's Passenger Tariff to restore the passenger fare for Amtrak Step-Up tickets to \$8 when the Metrorail work is completed.

Approved this 17th day of May 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9E-05-2019**

**Recommend Authorization to Amend the Amtrak Access and Storage
Agreement to Reduce the Cost of the Amtrak Step-Up Ticket**

WHEREAS, the Commissions have an Access and Storage Agreement with Amtrak to access and store VRE trains at Washington Union Station, and;

WHEREAS, the Agreement includes the ability for monthly and multi-ride VRE passengers to ride Amtrak regional trains by purchasing an additional Step-Up ticket; and,

WHEREAS, the Agreement establishes the cost VRE pays to Amtrak for each Step-Up ticket sold; and,

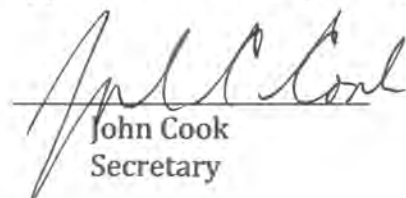
WHEREAS, a provision within the Agreement allows for Amtrak to change the cost VRE pays to Amtrak for each Step-Up ticket sold if notified in writing by the Virginia Department of Rail and Public Transportation to make this change; and,

WHEREAS, the Department of Rail and Public Transportation, with the support of the Commonwealth Transportation Board, has notified Amtrak in writing and directed Amtrak to reduce the cost VRE pays for each Step-Up ticket to \$4 effective May 1, 2019, and continuing for the expected duration of the Metrorail platform improvement work and associated service disruption;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions retroactively authorize the Chief Executive Officer to amend the Amtrak Access and Storage Agreement to reflect a change to the cost to VRE for the Amtrak Step-Up ticket from \$13 per ticket to \$4 per ticket in a form approved by legal counsel; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Amtrak Access and Storage Agreement to restore the cost to VRE for the Amtrak Step-Up ticket at the cost identified in the existing agreement when the Metrorail work is completed.

Approved this 17th day of May 2019


John Cook
Secretary


Katie Cristof
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9F-05-2019**

**Recommend Authorization to Execute an Amendment for the
Fifth Year of the First Option Period of the Contract for
Operating Services for Commuter Rail**

WHEREAS, on October 16, 2009, the VRE Operations Board authorized a five-year contract, with two five-year option periods, with Keolis Rail Services Virginia for VRE operating and maintenance services and mobilization in the amount of \$18,459,348 through June 30, 2011; and,

WHEREAS, on May 15, 2015, the Operations Board authorized the first year of the first option period, through June 30, 2016, in the amount of \$20,931,000, for a total contract value not to exceed \$116,527,554; and,

WHEREAS, on May 20, 2016, the Operations Board authorized amending the agreement to remove the requirements for the maintenance of equipment and facilities after doing a procurement for a separate Maintenance Services Contract; and,

WHEREAS, on May 20, 2016, the Operations Board authorized the second year of the first option period, for operating services only, through June 30, 2017, in the amount of \$15,463,003, for a total contract value not to exceed \$131,990,557; and,

WHEREAS, on April 20, 2018, the Operations Board authorized the fourth year of the first option period, through June 30, 2019, in the amount of \$15,718,000, for a total contract value not to exceed \$163,124,557;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC by approving up to \$16,287,000 for the fifth year of the first option period, for a total Contract value not to exceed \$179,411,557, through June 30, 2020.

Approved this 17th day of May 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9G-05-2019**

**Recommend Authorization to Execute an Amendment for the Fourth
Year of the Contract for Maintenance Services for Commuter Rail**

WHEREAS, in 2015; the VRE Operations board recommended, and the Commissions authorized, a five-year Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC; and,

WHEREAS, the Contract start date and total authorization was amended in May of 2016; and,

WHEREAS, on April 21, 2017, the Operations board recommended, and the Commissions subsequently authorized the second contract year, through June 30, 2018, in the amount of \$7,092,267, for a total contract value not to exceed \$14,344,638; and,

WHEREAS, on April 20, 2018, the Operations Board recommended, and the Commissions subsequently authorized the third contract year, through June 30, 2019, in the amount of \$7,674,000, for a total contract value not to exceed \$22,018,638; and,

WHEREAS, the current Contract authorization runs through June 30, 2019; and,

WHEREAS, the increase in Contract authorization will allow for continued maintenance services and life cycle maintenance work scheduled for FY 2020;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC by increasing the total Contract authorization by \$8,889,465, for a total amount not to exceed \$30,908,103 through June 30, 2020.

Approved this 17th day of May 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9H-05-2019**

**Resolution of Support for Prince William County's FY 2020 I-395/95
Commuter Choice Program Application for the I-395/95 Mobility
Education Campaign and Transportation Demand Management Project**

WHEREAS, the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) issued a Call for Projects for consideration for the FY2020 I-395/95 Commuter Choice program; and,

WHEREAS, Prince William County submitted an application for the I-395/95 Mobility Education Campaign and Transportation Demand Management Project for I-395/95 Commuter Choice Program funding consideration; and,

WHEREAS, if selected for funding, Prince William County will create a transportation demand management program targeting commuters along the I-395/95 corridor that will provide awareness of alternative I-395/95 mobility options to Prince William County residents and other commuters in the region; and,

WHEREAS, the I-395/95 Mobility Education Campaign and TDM Project complements VRE's Fredericksburg Line Improvements, including those at Rippon Station, Quantico Station, and Potomac Shores Station, by informing commuters along the I-395/95 corridor of the enhancements to our system;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby support and endorse Prince William County's FY 2020 I-395/95 Commuter Choice Program application for the I-395/95 Mobility Education Campaign and Transportation Demand Management Project.

Approved this 17th day of May 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
9I-05-2019**

**Recommend Authorization to Extend the Amended and Restated
Operating/Access Agreement with CSX Transportation**

WHEREAS, the Commissions currently have an Amended and Restated Operating/Access Agreement with CSX Transportation (CSXT) relating to VRE operations in the Fredericksburg to Washington corridor, with the agreement ending June 30, 2019; and,

WHEREAS, VRE staff is currently engaged in ongoing discussions with CSXT concerning a new agreement and does not anticipate conclusion of these discussions prior to the expiration of the Amended and Restated Operating/Access Agreement; and,

WHEREAS, the purpose of this extension is to allow time to identify and negotiate additional capacity improvement projects in the corridor; and,

WHEREAS, necessary funding has been incorporated into the FY 2020 budget to allow VRE to continue its operations over CSXT tracks via this extension;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board recommends the Commissions authorize the Chief Executive Officer to execute an extension of the existing Restated and Amended Operating/Access Agreement with CSXT through June 30, 2020 in a form approved by legal counsel.

Approved this 17th day of May 2019



John Cook
Secretary



Katie Cristol
Chair

CEO REPORT

JUNE 2019



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 | JUNE 2019

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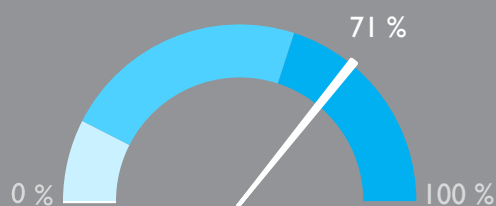
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

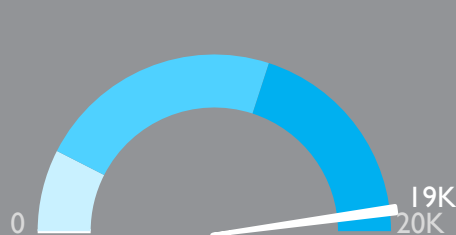


SUCCESS AT A GLANCE



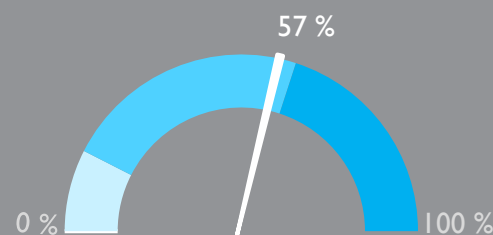
PARKING UTILIZATION

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



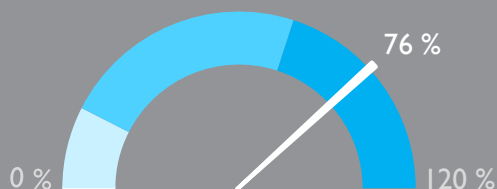
AVERAGE DAILY RIDERSHIP

The average number of boardings each operating day inclusive of Amtrak Step-Up boardings but excluding "S" schedule operating days.
Same month, previous year: 19,246



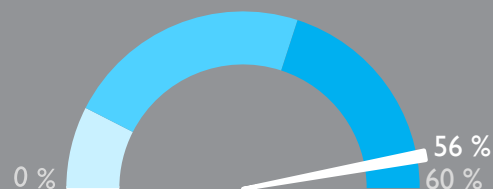
ON-TIME PERFORMANCE

Percentage of trains that arrive at their destination within five minutes of the schedule.
Same month, previous year: 92%



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: 52%

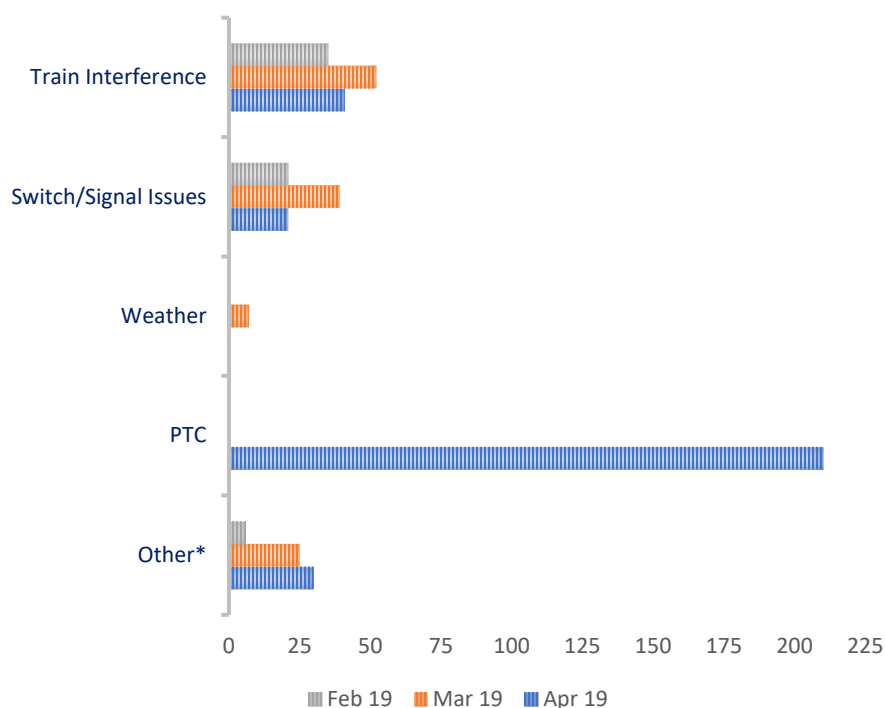
APRIL 2019

ON-TIME PERFORMANCE

OUR RECORD

	April 2019	March 2019	April 2018
Manassas Line	39%	87%	92%
Fredericksburg Line	76%	76%	93%
System Wide	57%	81%	92%

PRIMARY REASON FOR DELAY



VRE operated 704 trains in April. Our on-time rate for April was 57%.

Three hundred two of the trains arrived more than five minutes late to their final destinations. Two hundred sixteen of those late trains were on the Manassas Line (72%), and 86 of those late trains were on the Fredericksburg Line (28%).

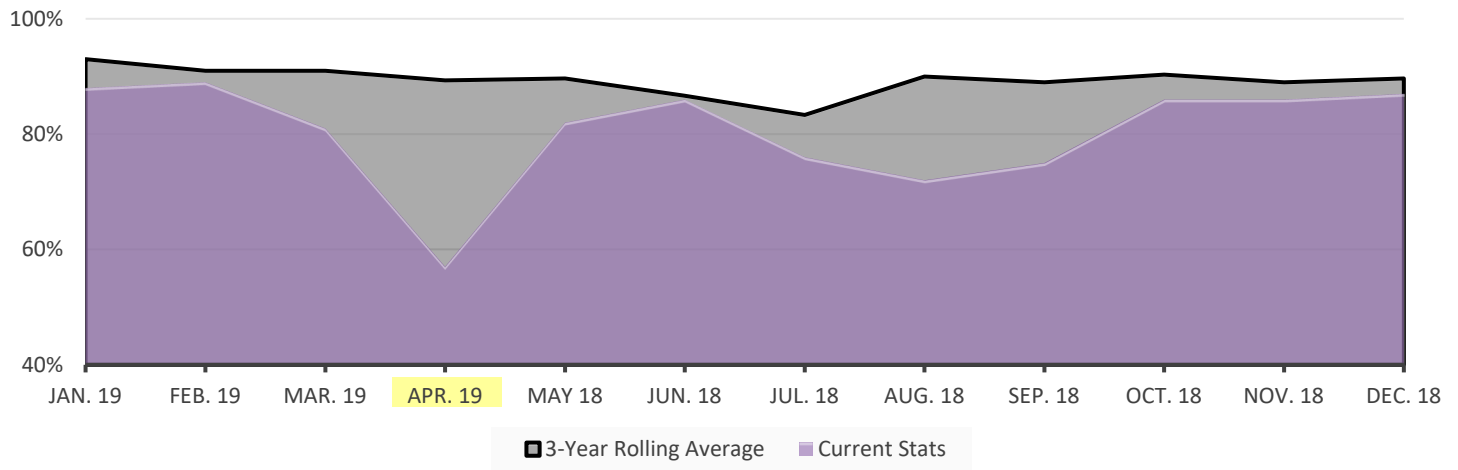
On-time performance is significantly lower than usual this month. Referencing the chart (which has a new category for Positive Train Control [PTC] delays), it is noted that all previously reported groups have delay volumes within the normal ranges. The main factor leading to lower percentages this month is PTC.

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

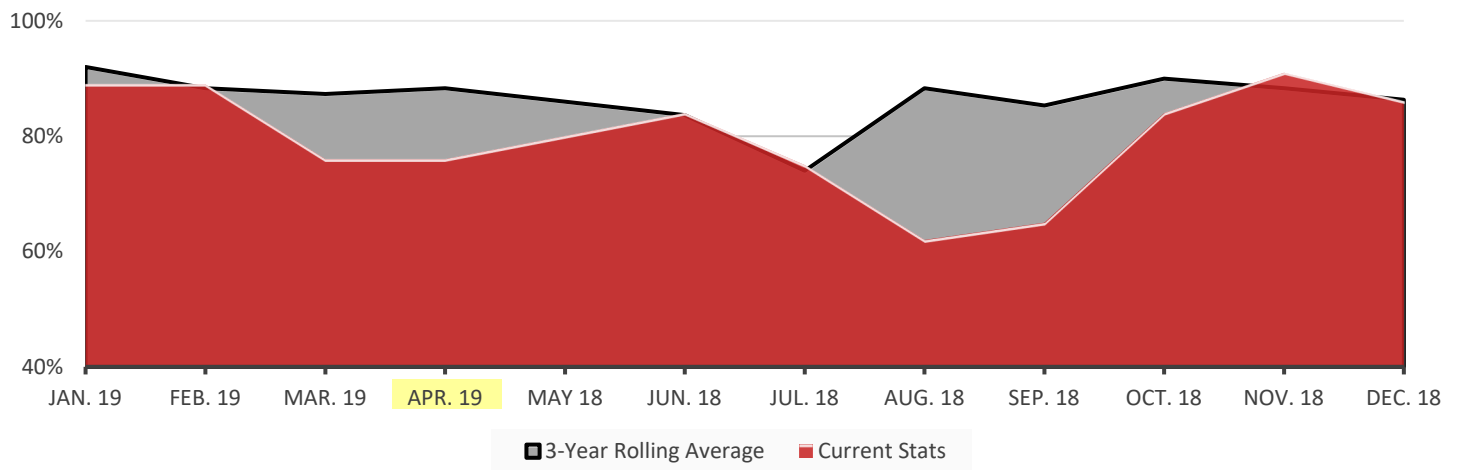
LATE TRAINS

	System Wide			Fredericksburg Line			Manassas Line		
	Feb.	Mar.	Apr.	Feb.	Mar.	Apr.	Feb.	Mar.	Apr.
Total late trains	62	126	302	29	81	86	33	45	216
Average minutes late	13	18	18	11	20	16	14	16	18
Number over 30 minutes	2	15	42	0	13	8	2	2	34

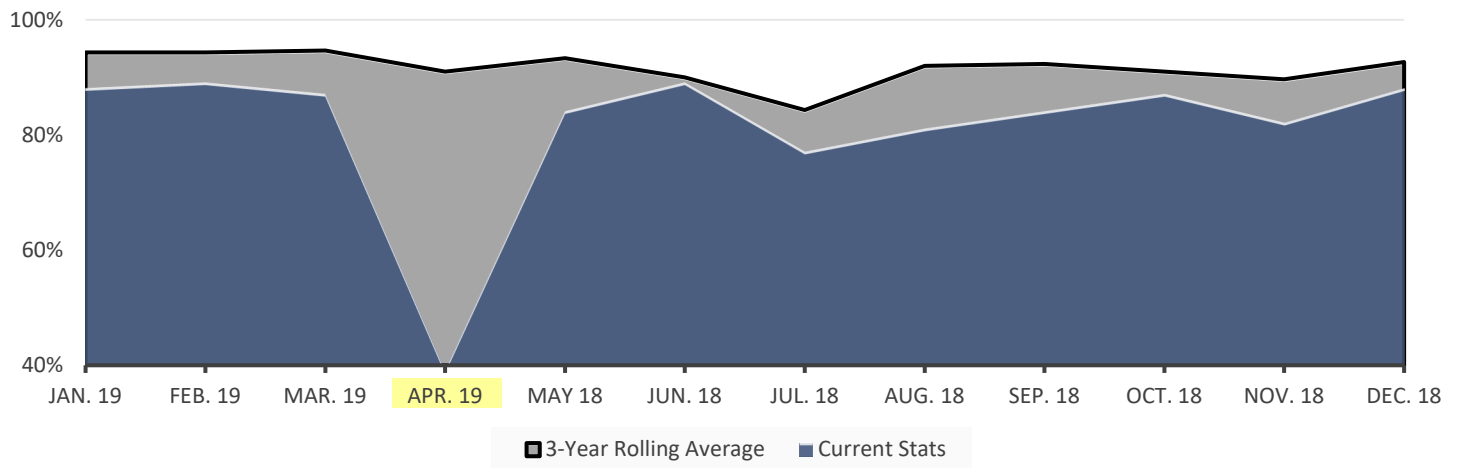
VRE SYSTEM



FREDERICKSBURG LINE

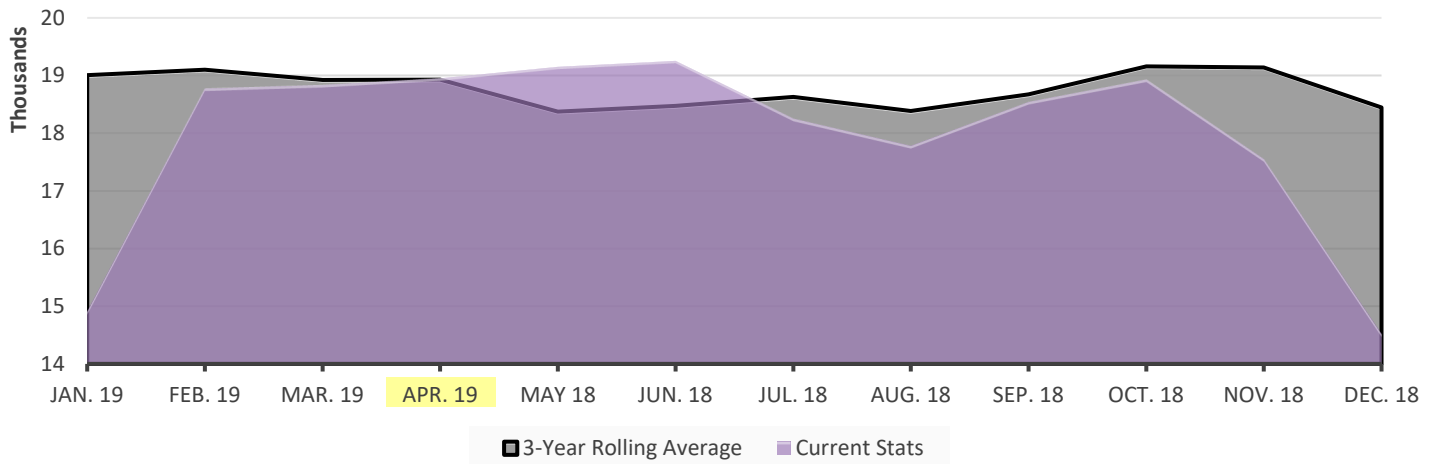


MANASSAS LINE

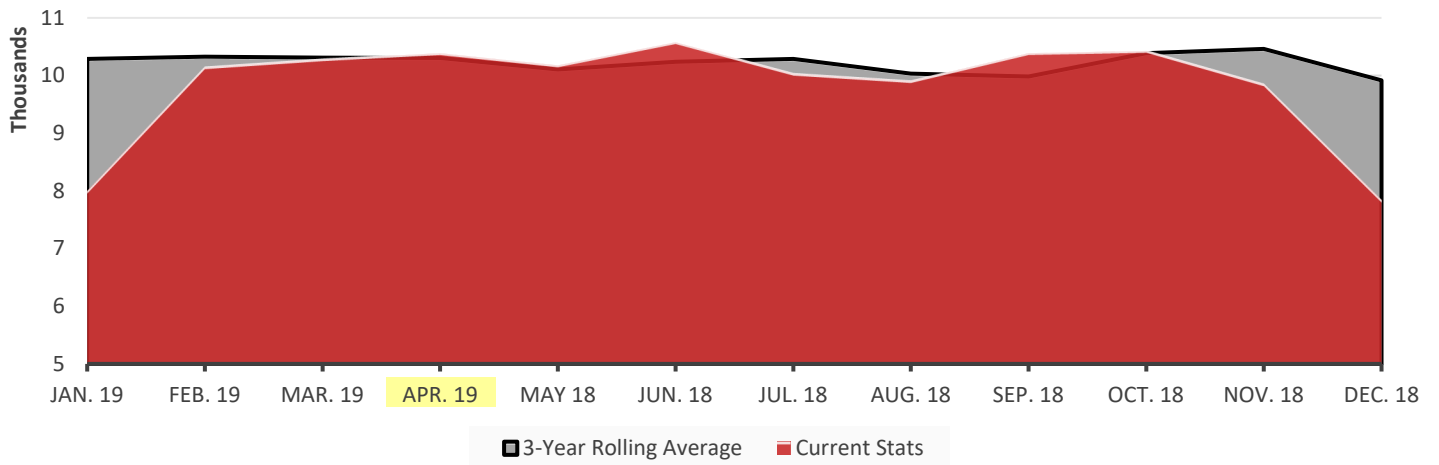


AVERAGE DAILY RIDERSHIP

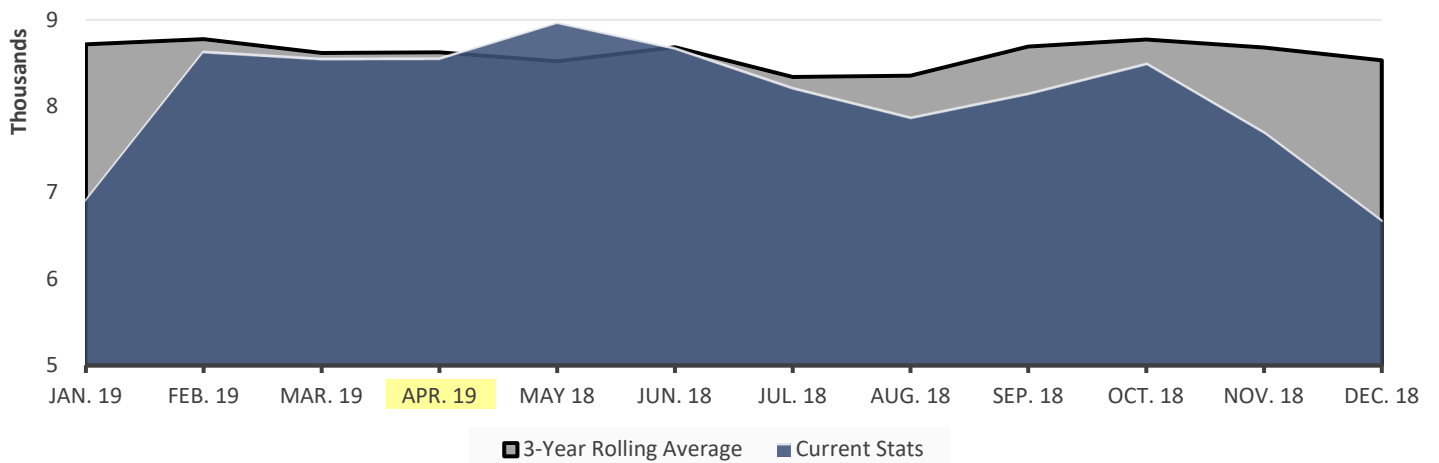
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



JUNE 2019

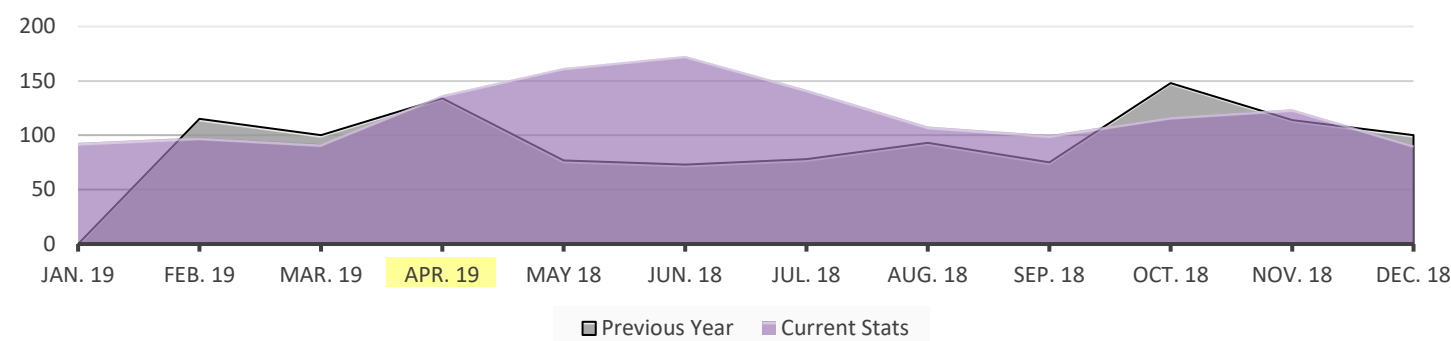
RIDERSHIP UPDATES

Average daily ridership (ADR) in April was approximately 19,000.

	April 2019	March 2019	April 2018
Monthly Ridership	416,890	395,563	404,174
Average Daily Ridership	18,950	18,836	19,246
Full Service Days	22	21	21
"S" Service Days	0	0	0

SUMMONSES ISSUED

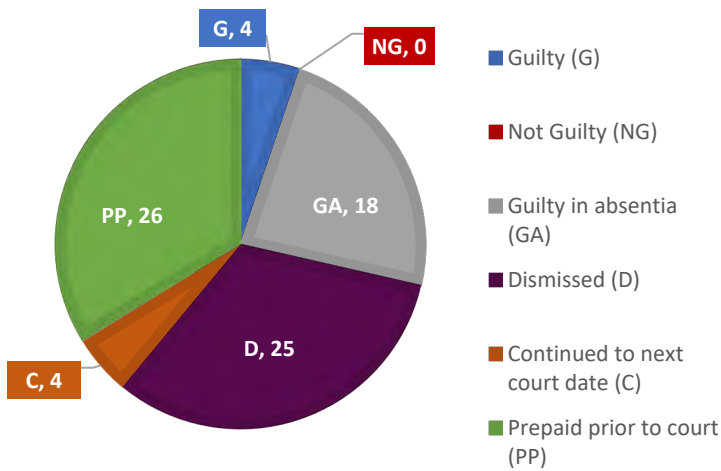
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

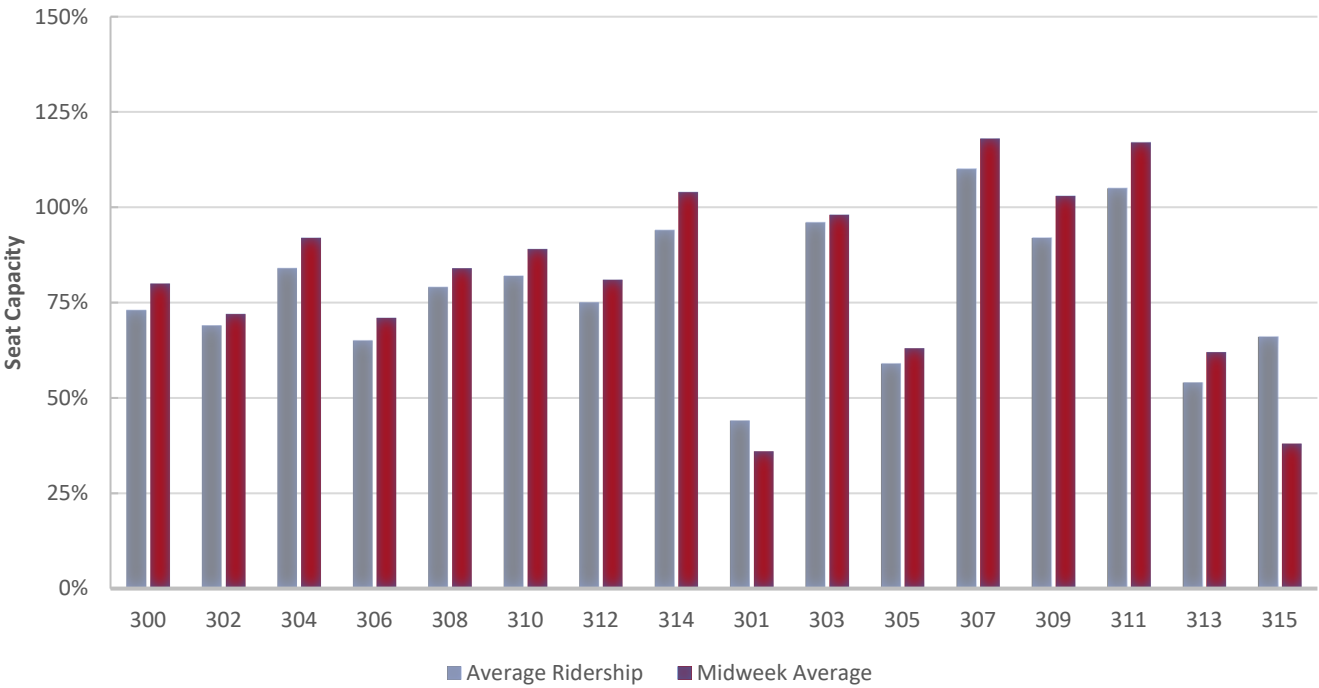
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	40
One-time courtesy	11
Per the request of the conductor	7
Defective ticket	1
Per Ops Manager	0
Unique circumstances	0
Insufficient information	3
Lost and found ticket	0
Other	1
Total Waived	63

MONTHLY SUMMONSES COURT ACTION

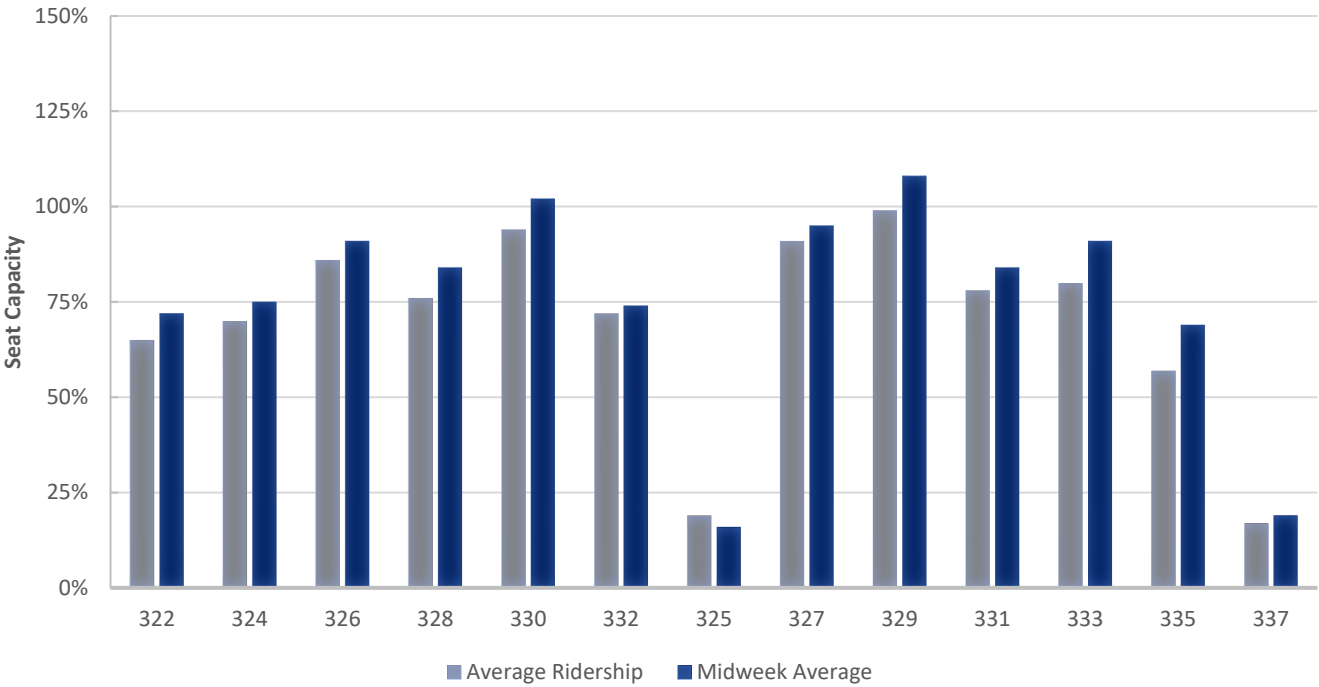


TRAIN UTILIZATION

FREDERICKSBURG LINE

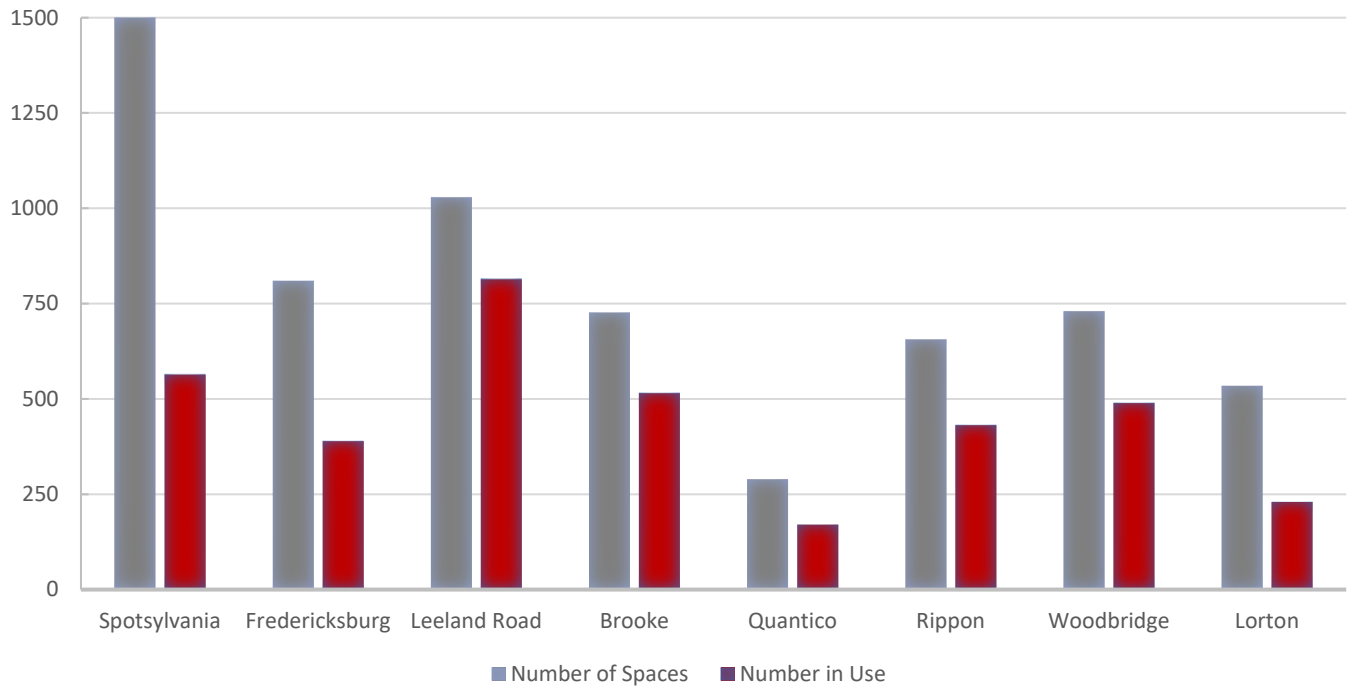


MANASSAS LINE

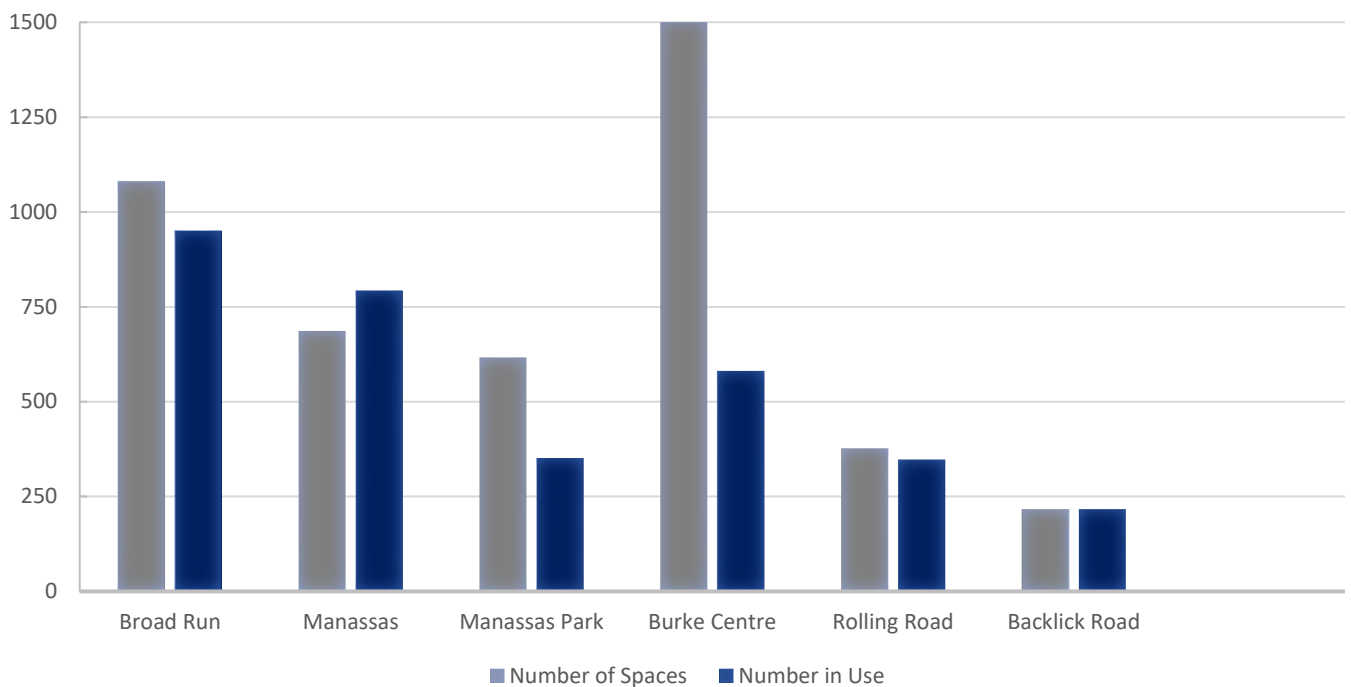


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first 10 months of FY 2019 is approximately \$547,000 below budget (an unfavorable variance of -1.6%) and is 1.2% below the same period in FY 2018.

The operating ratio through April is 56%, which is above VRE's budgeted operating ratio of 52% for the full 12 months of FY 2019. VRE is required to budget a minimum operating ratio of 50%.

A summary of the FY 2019 financial results through April 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 April 30, 2019							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,562,738	3,731,200	34,729,727	35,276,800	(547,073)	-1.6%	42,400,000
Other Operating Revenue	50,978	19,800	359,625	187,200	172,425	92.1%	225,000
Subtotal Operating Revenue	3,613,716	3,751,000	35,089,352	35,464,000	(374,648)	-1.1%	42,625,000
Jurisdictional Subsidy (1)	-	-	17,767,748	17,767,748	-	0.0%	13,116,039
Federal/State/Other Jurisdictional Subsidy	2,624,401	2,618,808	25,667,415	25,899,506	(232,091)	-0.9%	31,388,025
Appropriation from Reserve/Other Income	-	87,120	-	823,680	(823,680)	0.0%	990,000
Interest Income	177,757	17,600	1,203,752	166,400	1,037,352	623.4%	200,000
Total Operating Revenue	6,415,874	6,474,528	79,728,267	80,121,334	(393,067)	-0.5%	88,319,064
Operating Expenses							
Departmental Operating Expenses	5,702,904	6,644,909	63,067,366	67,985,833	4,918,466	7.2%	82,050,714
Debt Service	510,324	510,273	5,103,577	5,102,732	(845)	0.0%	6,222,350
Other Non-Departmental Expenses	-	4,048	11,737	38,272	26,535	0.0%	46,000
Total Operating Expenses	6,213,228	7,159,230	68,182,680	73,126,836	4,944,156	6.8%	88,319,064
Net Income (Loss) from Operations	202,646	(684,702)	11,545,587	6,994,498	4,551,090		-
Operating Ratio							
			56%	52%		Budgeted Goal	52% 50%

(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. Repairs to erosion near retaining walls at Leeland Road Station
2. Installation of automated parking count system at stations with parking lots

Projects scheduled to be completed this quarter:

1. Repairs to platform concrete at L'Enfant Station
2. Issuance of IFB for painting of Franconia-Springfield Station
3. Repairs to platform concrete at Manassas Station
4. Issuance of IFB for pavement repairs and striping at Rippon and Leeland Road Stations and Fredericksburg Lot G

Projects scheduled to be initiated this quarter:

1. Design of Phase 2 renovations to Alexandria Headquarters Suite 202
2. Design of platform widening at L'Enfant Station
3. Replacement of tactile warning strip at L'Enfant Station
4. Repairs to drainage pipe at Leeland Road Station
5. Replacement of signage at additional stations (locations TBD)

Ongoing projects:

1. Development of specifications for modernization of east elevator at Woodbridge Station
2. Development of IFB for canopy roof replacement at Backlick Road Station
3. Replacement of parking lot entrance signs at various stations
4. Replacement of waste and recycling receptacles at various stations



Repairs to Erosion Near Retaining Walls at Leeland Road Station (1)



Repairs to Erosion Near Retaining Walls at Leeland Road Station (2)

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
- Canopy Roof Replacement at the Backlick Road Station
- Modernization of VRE Woodbridge Station East Elevator
- Passenger Car Wheelchair Lift Assemblies
- Seat Bottoms for Passenger Cars
- Construction of Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
- Construction of Rolling Road Platform Extension
- Purchase of LED Light Fixtures
- Construction of L'Enfant South Storage Track Wayside Power
- Variable Messaging System Replacement
- Tactile Strip Replacements
- Pavement Repairs and Striping at the Rippon and Leeland Road Stations and Fredericksburg Lot G
- Franconia-Springfield Station Painting Services
- State Government Relations Services
- Website Management Services
- Purchase of Forklift Trucks

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects:

Completed projects or major project milestones:

1. New York Avenue Midday Storage Replacement Facility—conducted field visit with Amtrak to review key project elements relative to preliminary design activities and to confirm results of ground survey work; continuing due diligence activities on potential property acquisitions in anticipation of environmental clearance by Federal Transit Administration

Projects or project phases scheduled to be completed this quarter:

2. Brooke Station Improvements – Draft 30% Complete Plans
3. Lorton Station Second Platform – Draft 60% Complete Plans
4. Franconia-Springfield Station Improvements – Draft 60% Complete Plans
5. Broad Run Expansion (BRX) 30% Design Plans
6. Construction of temporary platform for Quantico Station Improvements

Projects or project phases scheduled to be initiated this quarter:

7. Invitation for Bids (IFB) for Rolling Road Station Improvements
8. Construction of temporary platform for Quantico Station Improvements
9. RFP advertised for LOU Construction Management
10. RFP advertised for Crystal City Station Improvements

Ongoing projects:

11. Broad Run Expansion (BRX)
12. Manassas Park Parking Improvements
13. Rolling Road Station Improvements
14. Crossroads Maintenance and Storage Facility (MSF) – Land Acquisition
15. Lifecycle Overhaul & Upgrade Facility (LOU)
16. Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
17. Leeland Road Station Improvements
18. Brooke Station Improvements
19. Quantico Station Improvements

- 20. Rippon Station Improvements
- 21. Lorton Station Second Platform
- 22. Franconia-Springfield Station Improvements
- 23. Alexandria Station Improvements
- 24. Alexandria Station Track I Access (Slaters Lane)
- 25. Crystal City Station Improvements
- 26. L'Enfant Train Storage Track - South
- 27. L'Enfant Station Improvements
- 28. New York Avenue Midday Storage Facility
- 29. Potomac Shores VRE Station – *design by others*
- 30. Long Bridge Project Environmental Impact Statement (EIS) - *study by others*
- 31. Washington Union Station Improvements Environmental Impact Statement (EIS) - *study by others*
- 32. DC2RVA Environmental Impact Statement – *study by others*

Projects Progress Report to Follow

PASSENGER

PROJECT	DESCRIPTION	PHASE						
		CD	PD	EC	RW	FD	CN	
Alexandria Station Improvements	Eliminate at-grade track crossing, add elevators, modify platforms.	◆	◆	◆	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 and parking 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 Improvements	Parking garage to increase parking capacity to 1,100 spaces.	◆	◆	●	N/A			
Rolling Road Station Improvements	Extend existing platform and rehabilitate existing station	◆	◆	◆	N/A	●		
Crystal City Station Improvements	Replace existing side platform with new, longer island platform.	◆	●	●	N/A			
L'Enfant Station Improvements	Replace existing platform with wider, longer island platform. Add fourth track (VA-LE)	◆			N/A			

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

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

¹ Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

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

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

ESTIMATED COSTS (\$)						STATUS		
Total ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date		
31,875,014	31,875,014	-	2,382,759	2,193,257	90%	4th QTR 2020	●	Design underway. Stakeholder meetings held 3/1 and 4/3.
7,000,000	7,000,000	-	467,500	270,487	60%	2nd QTR 2019	●	Materials continue to be delivered. Assembly of cross-over has begun.
2,400,000	400,000	2,000,000	-	-	5%	4th QTR 2020	●	Design work on east platform only; west platform improvements unfunded.
13,000,000	13,000,000	-	*	412,269	35%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,150,000	16,150,000	-	*	680,812	35%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,634,793	16,634,793	-	*	384,345	25%	4th QTR 2023	●	PE design/EC completion pending CSXT design review with anticipated completion in 3rd QTR 2019.
No costs for VRE. Private developer providing station.					10%	TBD	●	Potomac Shores VRE Station design underway to include parking structure.
18,372,949	18,372,949	0	111,374.24	830,833	30%	TBD	●	FD start 1st QTR 2019. SMART SCALE grant agreement pending.
23,391,019	23,391,019	-	*	300,523	25%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 3rd QTR 2019.
15,527,090	15,527,090	-	*	313,514	25%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 3rd QTR 2019.
25,983,000	25,983,000	0	2,238,144	670,225	30%	4th QTR 2022	●	Meeting held with Governing Body on 4/3. FD continues.
2,000,000	2,000,000	-	442,900	335,534	80%	3rd QTR 2020	●	Invitation for Bids (IFB) pending start 2019 construction season and NS Construction Agreement.
49,940,000	19,098,463	30,841,537	399,121	393,642	100%	2nd QTR 2023	■	DRPT LONP received. RFP posted for completion of PE & EC, with FD as an optional task.
70,650,000	62,465,721	8,184,279	130,501	65,150	50%	2nd QTR 2023	●	DRPT LONP received. Real estate research in progress under LONP.

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 Train Storage Track - South	Conversion of CSXT Temporary Track to VRE Storage Track (1,350 feet) and Associated Signal Work	◆	◆	◆	N/A	●	●
Lifecycle Overhaul & 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 related site improvements.	◆	N/A	N/A	●	N/A	N/A
New York Avenue Midday Storage Facility	Midday storage facility replacement for Ivy City storage facility.	◆	●	●	●		

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 PE - Preliminary Engineering EC - Environment Clearance RW - Right of Way Acquisition FD - Final Design CN - Construction

STATUS: ◆ Completed ● Underway ■ On Hold

¹ Total project cost estimate in adopted FY2020 CIP Budget; percentage complete based on VRE Operations Board authorization

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

ESTIMATED COSTS (\$)						STATUS	
Total ¹	Funded	Unfunded	Authorized	Expended ²	Percent Complete ¹	Project Completion Date	
32,500,000	32,500,000	-	33,285,519	30,578,003	90%	3rd QTR 2018	 Close-out pending repair of storm damage to embankment.
3,965,000	3,965,000	-	2,937,323	1,699,610	60%	3rd QTR 2019	 CSXT Construction Agreement received. CM underway.
38,183,632	38,183,632	-	3,176,039	2,143,583	70%	TBD	 Completion of FD pending completion of land acquisition.
2,950,000	2,950,000	-	2,950,000	144,549	5%	TBD	 Submitted documentation to Spotsylvania County Planning and Zoning with follow-up County Board
89,666,508	89,666,508	-	3,588,305	1,567,890	40%	4th QTR 2020	 Preliminary design is underway and conducted site visit; Reviewing title/appraisal work; NEPA documentation submitted to FTA.
75,264,693	75,264,693	-	69,457,809	47,915,644	99%	4th QTR 2020	 All cars received. Completion date reflects end of warranty period.
14,191,833	14,191,833	-	10,294,079	7,984,451	95%	4th QTR 2018	 Implementation Completed. Final stabilization and familiarization phase in process.
137,230,000	83,825,501	53,404,499	5,222,796	4,517,966	90%	4th QTR 2022	 Completion of PE design and EC underway.
3,510,307	3,510,307	-	3,510,627	2,282,853	70%	3rd QTR 2019	 Big Commerce/Moovel collaboration underway for web based ticketing portal. Uplift to new platform scheduled for mid-summer.



VIRGINIA RAILWAY EXPRESS

1500 KING STREET, SUITE 202 • ALEXANDRIA, VA 22314 • 703.684.1001

VRE.ORG





RESOLUTION #2391

SUBJECT: Authorize an Amendment to PRTC/VRE's Public Procurement Policy and Procedures Manual

WHEREAS: The acquisition of goods and services below the micro-purchase threshold may be accomplished without competitive quotes;

WHEREAS: The current threshold for micro-purchases is \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases;

WHEREAS: VRE staff seeks to amend the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for all micro-purchases to \$10,000 in accordance with the U.S. Office of Management and Budget memorandum OM-18-18, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance," issued June 2018; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED by the Northern Virginia Transportation Commission hereby authorizes an amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for micro-purchases from \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases to \$10,000 for all purchases and update the level of competition for small purchases, effective July 1, 2019 as shown in Attachment A.

Approved this 11th day of July 2019.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer

Attachment A to Resolution #2391
VRE Levels of Competition for Small Purchases

Degree of Required Competition

Anticipated Expenditure	Degree of Competition Required
Micro: Up to \$10,000	1 Documented Quote; Exempt from Competition
Small: \$10,001 to \$30,000	At Least 2 Verbal Quotes Sought and Documented
Small: \$30,001 to \$100,000 (Goods & Non-Professional Services)	At Least 4 Written Quotes Sought and Documented
Small: \$30,001 to \$80,000 (Professional Services)	At Least 4 Written Quotes Sought and Documented
Greater Than \$80,000 (Professional Services) *	Competitive Negotiation Required; Request for Proposals
Greater Than \$100,000 (Non-Professional Services and Goods) *	Competitive Sealed Bidding (or Competitive Negotiation if permissible and warranted)

****Reflects the current threshold established by the Virginia Public Procurement Act.***



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-A
Action Item

To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: June 21, 2019

Re: Recommend Authorization to Amend PRTC/VRE's Public Procurement Policy and Procedures

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual to a) increase the current threshold for micro-purchases to \$10,000 for all purchases and b) change the level of competition for small purchases, effective July 1, 2019.

Summary:

VRE staff seeks to amend the PRTC/VRE Public Procurement Policy and Procedures Manual to adopt the Federal Transit Administration's (FTA) new \$10,000 threshold as a ceiling for all micro-purchases. VRE's current micro-purchase threshold is \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases. An increase in the micro-purchase threshold will allow for greater flexibility for the procurement of goods typically sold "off-the-shelf" as well as select services. Staff also seeks to update the level of competition for small purchases to reflect changes to the Virginia Public Procurement Act (VPPA).

Background:

Micro-purchases are generally for the procurement of goods typically sold "off-the-shelf" as well as select services (e.g. propane gas for forklifts and water pumps for locomotives). The



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

acquisition of goods and services below the micro-purchase threshold may be accomplished without competitive quotes. An award is made only if it is determined the price is fair and reasonable.

In June 2018, the U.S. Office of Management and Budget issued memorandum OM-18-18, “Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance.” This memorandum raised the threshold for micro-purchases under federal financial assistance awards to \$10,000 for all recipients. The increase applies to FTA-funded procurements made on or after June 20, 2018.

VRE staff seeks to amend the PRTC/VRE Public Procurement Policy and Procedures Manual to adopt the FTA’s \$10,000 threshold as a ceiling for all micro-purchases. VRE’s current micro-purchase threshold is \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases.

The degree of required competition for small purchases will be revised to reflect the \$10,000 micro-purchase limit as well as to adjust the number and type of quotes required based upon the magnitude of the anticipated expenditure as reflected in the tables below. These changes align our policy with the current VPPA.

Degree of Required Competition – Current Thresholds

Anticipated Expenditure	Degree of Competition Required
Micro: Up to \$5,000 (\$3,000 if federally funded)	1 Documented Quote; Exempt from Competition
Small: \$5,001 to \$15,000	At Least 2 Verbal Quotes Sought and Documented
Small: \$15,001 to \$30,000	At Least 3 Written Quotes Sought and Documented
Small: \$30,001 to \$50,000	At Least 4 Written Quotes Sought and Documented
Small: \$50,001 to \$100,000 (Goods & Non-Professional Services)	At Least 4 Written Quotes Sought and Documented
Greater Than \$50,001 (Professional Services)	Competitive Negotiation Required; Request for Proposals

Degree of Required Competition – Revised Thresholds

Anticipated Expenditure	Degree of Competition Required
Micro: Up to \$10,000	1 Documented Quote; Exempt from Competition
Small: \$10,001 to \$30,000	At Least 2 Verbal Quotes Sought and Documented
Small: \$30,001 to \$100,000 (Goods & Non-Professional Services)	At Least 4 Written Quotes Sought and Documented
Small: \$30,001 to \$80,000 (Professional Services)	At Least 4 Written Quotes Sought and Documented
Greater Than \$80,000 (Professional Services) *	Competitive Negotiation Required; Request for Proposals
Greater Than \$100,000 (Non-Professional Services and Goods) *	Competitive Sealed Bidding (or Competitive Negotiation if permissible and warranted)

**Reflects the current threshold established by the Virginia Public Procurement Act.*

This action and subsequent Commission approval will authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual to reflect these changes.

Fiscal Impact:

There is no direct funding impact associated with amending the PRTC/VRE Public Procurement Policy and Procedures Manual.

**Virginia Railway Express
Operations Board**

**Resolution
8A-06-2019**

**Recommend Authorization to Amend PRTC/VRE's
Public Procurement Policy and Procedures**

WHEREAS, the acquisition of goods and services below the micro-purchase threshold may be accomplished without competitive quotes; and,

WHEREAS, the current threshold for micro-purchases is \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases; and,

WHEREAS, VRE staff seeks to amend the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for all micro-purchases to \$10,000 in accordance with the U.S. Office of Management and Budget memorandum OM-18-18, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance," issued June 2018;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize an amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for micro-purchases from \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases to \$10,000 for all purchases and update the level of competition for small purchases, effective July 1, 2019 as shown in Attachment A.

Approved this 21st day of June 2019

Katie Cristol
Chair

John Cook
Secretary

Attachment A to Resolution 8A-06-2019

Levels of Competition for Small Purchases

Degree of Required Competition

Anticipated Expenditure	Degree of Competition Required
Micro: Up to \$10,000	1 Documented Quote; Exempt from Competition
Small: \$10,001 to \$30,000	At Least 2 Verbal Quotes Sought and Documented
Small: \$30,001 to \$100,000 (Goods & Non-Professional Services)	At Least 4 Written Quotes Sought and Documented
Small: \$30,001 to \$80,000 (Professional Services)	At Least 4 Written Quotes Sought and Documented
Greater Than \$80,000 (Professional Services) *	Competitive Negotiation Required; Request for Proposals
Greater Than \$100,000 (Non-Professional Services and Goods) *	Competitive Sealed Bidding (or Competitive Negotiation if permissible and warranted)

**Reflects the current threshold established by the Virginia Public Procurement Act.*

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Agenda Item #9: Department of Rail and Public Transportation (DRPT)



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: July 3, 2019

SUBJECT: Department of Rail and Public Transportation (DRPT)

At the July meeting DRPT Director Jennifer Mitchell will give her report, as well as discuss the highlights of the FY2020 Six-Year Improvement Program (SYIP) and the outlook for long-term transit funding.

A. DRPT Monthly Report

DRPT Director Mitchell will give her report on DRPT activities. The [monthly Department of Rail and Public Transportation \(DRPT\) Report](#) is attached.

B. Certification Letters from WMATA to the Commonwealth Transportation Board

WMATA sent two certification letters to the Commonwealth Transportation Board (CTB) documenting their 1) [compliance with requirements associated with the WMATA Capital Fund](#) and 2) [certifying that no alternate directors violated the WMATA's bylaws regarding alternate participation](#).

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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 Letourneau and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: July 1, 2019

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

DRPT congratulates the Commonwealth's representative to the WMATA Board of Directors, Paul Smedberg, on his election as WMATA Board Chair for the next year.

WMATA has submitted two letters to the Secretary of Transportation providing the information required to demonstrate compliance with Chapter 854 of the 2018 Virginia Acts of Assembly and the September 2018 CTB Policy and Guidelines for Implementation of Governance and Funding Reforms for WMATA. The information required to be submitted by WMATA included a certification that it is in compliance with its revised bylaws related to the participation of alternate Board directors; notification that WMATA has adopted a detailed Capital Improvement Program (CIP) for the next six years and held a public hearing on the CIP in a locality embraced by NVTC; notification that WMATA has adopted a compliant strategic plan and held a public hearing on the strategic plan in a locality embraced by NVTC; and a notification and supporting information to demonstrate compliance with the 3% cap on growth in total Virginia Operating Assistance. DRPT will analyze the information received from WMATA and will present the results of that analysis and a recommendation on enforcement actions, if any, at the Commonwealth Transportation Board (CTB) meeting in September 2019.

The CTB will hold its July 2019 meetings on July 16 & 17 in Lynchburg. The CTB last met on June 18 & 19, 2019 in Richmond and took several significant actions related to transit funding at its action meeting on June 19:

- Allocated \$19,649,539 in funding for the 12 projects recommended by NVTC as part of the FY 20 I-66 Commuter Choice Program
- Approved the DRPT and VDOT Six Year Improvement Programs (SYIP) for FY 20-25
- Approved the DRPT and VDOT Annual Budgets for FY 20

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- Approved a final revision to the SMART SCALE Round 3 Consensus Scenario for the final FY 20-25 SYIP

The FY 20-25 DRPT SYIP projects available state funding of approximately \$4.6 billion over the next six years, including \$800 million for rail programs and \$3.8 billion for public transportation programs. The SYIP programs \$573 million for statewide public transportation programs in FY 20 with \$501.5 million (87% of statewide total) programmed for Northern Virginia. The Northern Virginia state funding amount for FY 20 includes \$363.5 million for WMATA, \$45.7 million for transit operating assistance, \$85.7 million for transit capital projects, \$2.8 million for TDM programs and \$3.8 million for special programs such as technical assistance and demonstration projects.

FY 20 Northern Virginia transit project highlights from the DRPT SYIP include: six electric buses for the City of Alexandria (leveraging funding from the Commonwealth's VW Mitigation Trust Fund); funding for the operation of a Connected Autonomous Vehicle (CAV) shuttle in Fairfax County; a new east entrance to the Crystal City Metrorail Station in Arlington County; Potomac Yard Metrorail Station access improvements in Alexandria; Metroway extensions in Arlington County and Alexandria; continued state support for track access lease payments and debt service for VRE; buses for Loudoun County and Alexandria; and a variety of additional state of good repair and minor enhancement projects for transit systems across the region.

The approved FY 20-25 DRPT SYIP can be found online at:

<http://www.drpt.virginia.gov/media/2801/fy20-final-syip.pdf>

DRPT has already begun making FY 20 grant agreements available to local jurisdictions and transit providers for execution, and DRPT hosted an FY 20 Grant Management webinar/meeting on June 24 at its offices in Alexandria and Richmond.

Transit projects in Northern Virginia receiving state funding from SMART SCALE Round 3 include:

- West End Transitway Corridor Improvements – City of Alexandria - \$57,200,000
- Richmond Highway Bus Rapid Transit (BRT) – Fairfax County - \$50,000,000
- Crystal City Metrorail Station East Entrance – Arlington County - \$25,000,000
- DASH Zero Emission Fleet Expansion – DASH (Alexandria) - \$12,000,000
- Citywide Transit Signal Priority (TSP) on major corridors – DASH (Alexandria) - \$2,110,000

DRPT has awarded four mid-cycle grants to the City of Alexandria, Fairfax County, NVTC and PRTC for state assistance with local transportation mitigation strategies in response to the Summer 2019 Metro Platform Improvement Program. DRPT is providing each recipient with 80% of the cost of their approved mitigation strategies with local funds comprising the remaining 20% of the project costs. DRPT is monitoring the results of the strategies and is working with the recipients to make adjustments to strategies based on utilization.

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DRPT continues to work with regional partners on an update to the I-66 Corridor Transit/TDM Plan that was completed in 2015 as part of the planning and environmental work performed for the Transform 66: Outside the Beltway project. The purpose of this planning effort is to develop an updated program of Transit/TDM services to be funded with the annual dedicated revenues that are available through the project concession agreement. The current plan includes a program of significantly enhanced peak period, point-to-point commuter bus service in the I-66 corridor that will utilize the new Park & Ride Lots and Express Lanes that are being constructed outside the Beltway. The updated plan will give consideration to how it can complement NVTC's I-66 Commuter Choice Program as well as new consideration to the support of commuter rail in the corridor. The next meeting with the Regional Stakeholder Group is scheduled for July 22 and coordination will continue throughout the summer and early fall to receive their input. DRPT plans to have a revised program of potential investment strategies completed by September 1 and an updated plan document completed in November.

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. The most recent DRPT project update to the CTB on April 9 is available at: http://www.ctb.virginia.gov/resources/2019/apr/pres/8_long_bridge.pdf.

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June 27, 2019

The Honorable Shannon Valentine
Secretary of Transportation
Commonwealth of Virginia
P.O. Box 1475
Richmond, VA 23218

Dear Secretary Valentine and Members of the CTB:

On behalf of all Metro customers and employees, as well as the communities we serve, we are grateful that Virginia established the Washington Metropolitan Area Transit Authority (WMATA) Capital Fund to provide Virginia's agreed upon share of regional dedicated capital funding to WMATA (Section 33.2-3401 of the Code of Virginia; Chapter 854 of the 2018 Virginia Acts of Assembly). The enactment clauses of Chapter 854 require the Commonwealth Transportation Board (CTB) to withhold funding available to WMATA if certain conditions are not met.

Consistent with those requirements, I am pleased to provide the following information to the CTB within the statutorily prescribed July 1 deadline.

1. **Adoption of a Detailed Capital Improvement Program (Enactment Clause 8(i) of Chapter 854 of the 2018 Virginia Acts of Assembly):** The WMATA Board of Directors approved a 2020-2025 Capital Improvement Program (CIP) on March 28, 2019 that, as required, includes projections of funding sources and uses for the six-year period. As required, WMATA held a public hearing on the CIP on January 30, 2019 at the Durant Arts Center in Alexandria, Virginia, a locality embraced by the Northern Virginia Transportation Commission (NVTC).
2. **Adoption or Update of a Strategic Plan (Enactment Clause 8 (ii) of Chapter 854 of the 2018 Virginia Acts of Assembly):** On March 28, 2019, the WMATA Board adopted the Keeping Metro Safe, Reliable and Affordable (KMSRA) strategic plan, which is the basis for the FY2020 budget. As required, KMSRA aligns services with demand and satisfies other recommendations included in the report submitted pursuant to Item 436R of Chapter 836 of the Acts of Assembly of 2017 (the LaHood Report). A summary of how WMATA is addressing the LaHood Report recommendations can be found on page 15 of the strategic plan. As required, WMATA held a public hearing on the strategic plan on January 30, 2019 at the Durant Arts Center in Alexandria, Virginia, a locality embraced by NVTC.

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The strategic plan is available on WMATA's website at: <https://www.wmata.com/initiatives/strategic-plans/>. Additionally, the draft report of the ongoing Washington Area Bus Transformation Project is available at: <https://bustransformationproject.com/draft-strategy-eng/>. Extensive outreach, also detailed on the website, has been conducted throughout the region. A final strategy is expected in 2019.

3. **3 Percent Cap on Growth in Total Virginia Operating Assistance (Enactment Clause 1 of Chapter 854 of the 2018 Virginia Acts of Assembly):** The WMATA Board of Directors passed an operating budget on March 28, 2019 that met this requirement. The requested Virginia operating assistance increased from \$274,986,139 in FY2019 to \$285,628,331 in FY2020. **Enclosure 1** is an FY2020 operating budget subsidy table that provides information on the changes between FY2019 and FY2020. The "Virginia Subtotal" increased by 3 percent, from \$274,986,139 to \$283,235,724 (shown as "FY2020 Capped" in Enclosure 1). Legislative exclusions (\$2,821,912) and a change in Metrobus Route 2A (-\$429,305) consist of the remaining items that bring the total FY2020 Virginia operating subsidy to \$285,628,331.

Enclosure 2 provides a summary of major cost drivers including \$82 million in expense growth due to inflation and contractual step increases. To meet the 3 percent cap requirement, WMATA management was required to find \$50 million in management actions to control costs, limiting base subsidy growth to \$32 million.

The Virginia legislative exclusions total \$2,821,912 and the total exclusions for the District of Columbia, Maryland, and Virginia are \$11,497,900. **Enclosure 3** provides a summary of the legislative exclusions by category.

WMATA is also required to 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 (FY2021). The Metrorail subsidy allocation formula uses the number of rail stations in each jurisdiction as a component of the formula. Silver Line Phase 2 will add three stations in Fairfax County (Reston Town Center, Herndon and Innovation Center) and three stations in Loudoun County (Dulles International Airport, Loudoun Gateway and Ashburn). The start of service in Loudoun County also means that the County will be included in formula calculations related to population, density and ridership that currently exclude Loudoun County. The Metrobus Regional allocation formula uses ridership by residence as one of its inputs, based on survey data collected by WMATA. The next budget in FY2021 will use new survey data from the Metrobus Passenger Survey Report completed in May 2019.

The Honorable Shannon Valentine
Page 3

There is a possible change in the MetroAccess subsidy but that will not be determined until there is an agreement with Loudoun County on how paratransit service will be provided in that County.

We hope this information addresses Virginia's statutory requirements in Chapter 854 of the 2018 Virginia Acts of Assembly and please let us know if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul J. Wiedefeld". The signature is fluid and cursive, with a large initial "P" and "W".

Paul J. Wiedefeld
General Manager and
Chief Executive Officer

cc: Members of the Virginia Commonwealth Transportation Board
Jennifer Mitchell, Director, DRPT

Enclosures

Enclosure 1
WMATA FY2020 Operating Budget Subsidy (as of March 28, 2019)

(\$ in Millions)	FY2019 Base	FY2020 Capped	FY2020 Legislative Exclusions	2A Stop Svcs. Savings	FY2020 Total Subsidy	Debt Service	Jurisdictional Operating Subsidy
District of Columbia	\$392,127,171	\$403,890,986	\$3,429,948	\$0	\$407,320,934	\$33,260,444	\$440,581,379
Montgomery County	\$182,118,788	\$186,852,061	\$2,070,991	\$0	\$188,923,052	\$15,403,973	\$204,327,025
Prince George's County	\$231,560,428	\$239,237,532	\$3,175,049	\$0	\$242,412,581	\$15,803,865	\$258,216,446
Maryland Subtotal	\$413,679,215.9	\$426,089,592	\$5,246,040	\$0	\$431,335,633	\$31,207,839	\$462,543,472
City of Alexandria	\$44,841,023	\$45,432,017	\$346,334	\$0	\$45,778,351	\$1,774,173	\$47,552,524
Arlington County	\$75,350,303	\$77,862,623	\$621,226	(\$429,305)	\$78,054,545	\$0	\$78,054,545
City of Fairfax	\$2,489,853	\$2,453,430	\$30,351	\$0	\$2,483,780	\$111,409	\$2,595,190
Fairfax County	\$149,170,432	\$154,278,631	\$1,587,288	\$0	\$155,865,920	\$5,610,981	\$161,476,901
City of Falls Church	\$3,134,528	\$3,209,022	\$236,712	\$0	\$3,445,735	\$176,153	\$3,621,888
Loudoun County	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Virginia Subtotal	\$274,986,139	\$283,235,724	\$2,821,912	(\$429,305)	\$285,628,331	\$7,672,717	\$293,301,048
Total Contribution	\$1,080,792,527	\$1,113,216,302	\$11,497,900	(\$429,305)	\$1,124,284,898	\$72,141,000	\$1,196,425,898

Enclosure 2
Summary of WMATA FY2020 Operating Budget Cost Drivers and Management Actions

(\$ in Millions)	Subsidy Impact
FY2019 Subsidy*	\$1,081
3% Subsidy Growth Cap	\$32
FY2020 Capped Subsidy	\$1,113
FY2020 Cost Drivers	
Inflation & Contractual Steps	\$28
CBA/Labor Settlements	\$27
Overhead & Inventory Management	\$23
Other Cost Drivers	<u>\$4</u>
Subtotal	\$82
Less 3% Subsidy Growth Cap	(\$32)
Management Savings Required	\$50

Enclosure 3
FY2020 Legislative Exclusions by Category

Cost Category	Exclusion Category	Justification	Cost Detail	Operating Subsidy (\$ in millions)
Litigation	Legal Disputes	Expenses that arise from or are related to legal disputes between WMATA and any other person or entity.	Incremental increase in costs from FY2019 to FY2020 for internal and external counsel services for litigation, as well as the associated costs: court reporters, court filing fees, experts' fees, independent medical evaluation, medical records, and private investigators required to support litigation and defend claims made against the Authority.	\$2.5
Occupational Safety & Health	Federal Mandate	FTA and DOT statutes and regulations require medical exams, random drug and alcohol testing, and other exams. FTA recently increased the percent of WMATA employees subject to random drug testing which will double current costs	To comply with these requirements, Metro must add both personnel and contracted services to provide and manage medical exams, random drug and alcohol screening, and other exams to ensure fitness for duty and safe operation of the system.	\$4.1
ADA Paratransit	Federal Mandate	Sec 12143 of the Americans with Disabilities Act (ADA) mandates that public entities operating fixed route systems must have paratransit services as a complement to fixed route service.	Reflects annual contractual cost escalation clauses for Service Delivery Providers, Operations Control Assurance and the Quality Assurance Provider	\$4.7
City of Falls Church Bus Service	Jurisdiction- Requested Services	Commonwealth Transportation Board Policy (Resolution passed 9/18/18) states that the 3 percent calculation shall not include: "Operating subsidies for specific WMATA transit services that are funded by one or more WMATA member jurisdictions and/or from other non-WMATA funding sources."	Metrobus 3T service was requested by the City of Falls Church with all costs paid by the requesting jurisdiction. The Board approved this change in November 2018 and service began in late December 2018. The first half of the \$422,000 annual subsidy (\$211,000) is included in the FY2019 Base and therefore included in the FY2020 base. The second half of the subsidy (\$211,000), for a full year of service in FY2020, is subject to the legislative exclusions. All subsidy (100 percent) is allocated to the City of Falls Church as Non-Regional Bus Subsidy.	\$0.2
			TOTAL	\$11.5



June 27, 2019

The Honorable Shannon Valentine
Secretary of Transportation
Commonwealth of Virginia
P.O. Box 1475
Richmond, VA 23218

Dear Secretary Valentine and Members of the CTB:

As you know, Section 33.2-3401 of the *Code of Virginia*, pursuant to Chapter 854 of the 2018 Virginia Acts of Assembly, establishes a Washington Metropolitan Area Transit Authority (WMATA) Capital Fund to provide Virginia's agreed upon share of regional dedicated capital funding to WMATA. The enactment clauses of Chapter 854 of the 2018 Virginia Acts of Assembly requires the Commonwealth Transportation Board (CTB) to withhold funding available to WMATA under certain conditions.

WMATA is required to provide information to the CTB by July 1 of each year regarding a number of items. The WMATA General Manager and Chief Executive Officer is providing correspondence to you on most of these items, but I will provide an update regarding participation by Alternate Directors of the WMATA Board.

Participation by Alternate Directors of the WMATA Board (Enactment Clause 7 of Chapter 854 of the 2018 Virginia Acts of Assembly): WMATA is required to 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.

On June 28, 2018, the WMATA Board of Directors adopted bylaws (<https://www.wmata.com/about/board/upload/WMATA-Board-Bylaws-Adopted-6-28-2018.pdf>) that prohibit the participation of alternate directors specified in clause (ii) of Enactment Clause 7. Article II, Section 11 of the bylaws states:

Alternate Directors shall be selected as specified under Article III, paragraph 5 of the WMATA Compact. An Alternate Director may participate in, be counted towards a quorum, and vote at a Board meeting only in the absence of the Director for whom he/she has been appointed an alternate, except that either Alternate Director may be an alternate for either Director selected by the District of Columbia. An Alternate Director may participate in an executive session of the Board or an executive session of a Committee only in the absence of the Director for whom he/she has been appointed an

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Red, Green and
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The Honorable Shannon Valentine
Page 2

alternate, except that either Alternate Director may be an alternate for either Director selected by the District of Columbia.

I certify that no violations of the WMATA Board of Directors Bylaws by alternate directors occurred in FY2019.

Sincerely,



Jennifer Ellison
Board Corporate Secretary

Cc: Members of the Virginia Commonwealth Transportation Board
Jennifer Mitchell, Director, DRPT

TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: July 3, 2019

SUBJECT: Executive Director Report

At the July 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 (NVTA).

This month's newsletter highlights Commuter Choice program activities, NVTC staff participation in various events, and the Virginia Transit Association (VTA) Annual Conference.

B. NVTC Financial Report

The [May 2019 Financial Report](#) is provided for your information.

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Executive Director Newsletter

July 2019



It's easy to focus on ribbon cuttings, new program launches, splashy websites and social media feeds. However, at NVTC, many of our activities are focused on our responsibility for managing public funds on behalf of our jurisdictions and interstate toll payers.

The cornerstone of our financial management and accountability efforts is our role as agent for our jurisdictions' state transit funding. Each year, NVTC receives and manages over \$200 million in state transit assistance for WMATA, VRE and five local bus systems. Scott Kalkwarf, Director of Finance and Administration, and his team work diligently with our jurisdictions to provide cash-flow forecasts, quarterly reports of actual NVTC trust funds activity, and manage and invest trust funds, safeguarding the funds' assets. In addition, NVTC receives and manages a 2.1% regional gas tax (\$35.6 million in fiscal year 2018), which is dedicated for WMATA operating and capital requirements as well as for VRE's Commuter Rail Operating and Capital (CROC) Fund.

People often glance over our role with federal money, but NVTC continues to be the direct recipient of Federal Transit Administration funds, with NVTC's Brittany Sumpter managing and conducting compliance reviews for specific capital projects currently underway in the Cities of Falls Church and Alexandria.

NVTC's foray into toll-revenue funded programs, our Commuter Choice program, builds upon our strong financial management and fiscal accountability efforts. In addition to monitoring and reconciling net toll revenue receipts, our Commuter Choice program team, led by Ben Owen and Patricia Happ, reviews reimbursement requests and ensures the projects comply with legal agreement and are meeting their performance targets.

Good financial management includes sound accounting practices and the accurate recording of transactions, not to mention other back office responsibilities such as payroll processing, accounts receivable, accounts payable and disbursements. NVTC Comptroller Colethia Quarles leads the effort to make sure NVTC's disbursements are precise and timely.

Our effective management of the public's money is demonstrated year after year by the trust placed in us by our jurisdictions to manage their state and gas tax revenues, by Alexandria and Falls Church to administer their federal grants, by the Commonwealth in appointing NVTC to manage toll revenues, and, eventually, by the decades of healthy financial audits.

It may not be the shiny and new, but ensuring strong financial management and accountability to the public is a foundation of NVTC efforts. Can we cut a ribbon on that?

Executive Director

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Northern Virginia Transportation Commission
2300 Wilson Blvd., Ste. 230
Arlington, VA 22201
NVTC@novatransit.org
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Key Dates

July 11	<u>NVTC Monthly Meeting</u>
July 11	<u>WMATA Board Meeting</u>
July 16-17	<u>CTB Monthly Meeting</u>
July 19	<u>VRE Operations Board Meeting</u>
July 24	<u>Transportation Planning Board</u>
July 25	<u>WMATA Board Meeting</u>
Aug 1	<u>NVTC Program Advisory Committee Work Session</u>

Virginia's Paul Smedberg Elected WMATA Board Chair

The WMATA Board of Directors elected Virginia's Paul Smedberg as chairman June 27, succeeding Jack Evans whose three-and-a-half year term ended in June. Paul Smedberg previously served on the City Council of Alexandria and chaired NVTC in 2018. Paul served on the WMATA Board as an Alternate Director from 2016-2018. In 2019, Paul was chosen to represent the Commonwealth of Virginia as a WMATA Principal Director. He takes the helm of an evolving agency in the midst of a maintenance and safety transformation. Chairman Smedberg is the first Virginian to chair the WMATA Board since Cathy Hudgins in 2012.



Commonwealth Approves I-66 Commuter Choice FY2020 Program

The Commonwealth Transportation Board (CTB) voted June 19 to allow the Northern Virginia Transportation Commission to award nearly \$20 million in toll revenues to fund 13 projects that benefit commuters in the I-66 corridor. The highly competitive application process resulted in a slate of projects that improve transit service, move more people and enhance transportation connectivity in Northern Virginia. About 87% of the funds, or \$17 million, will support four new bus routes and improve the services of five existing bus routes. Three of the approved bus route projects will continue successful services initiated during the first I-66 Commuter Choice program launched in 2017. The remaining 13 percent, or \$2.6 million, supports transit incentives, alternative travel options and program administration.



I-395/95 Commuter Choice Joint Commission Working Group

The I-395/95 Commuter Choice Joint Commission Working Group (JCWG) met June 13 to hear about the first round of projects being considered for the inaugural program. NVTC received 17 applications totaling \$31.3 million in funding from eight entities. NVTC estimates up to \$22 million in available funding for the first 20 months of the program. The JCWG, chaired by Fairfax County Supervisor Jeff McKay, is comprised of Elizabeth Bennett-Parker and Libby Garvey from NVTC and Gary Skinner, Ruth Anderson, and Frank Principi from PRTC. This body will continue to work together in advance of NVTC and PRTC joint selection of a program of projects for CTB approval in October 2019.



NVTC Welcomes Two New Staff Members

NVTC welcomes Ben Owen as the new lead program manager for the Commuter Choice Program. Ben joins us from the Federal Transit Administration where he worked extensively on the Capital Investment Grants program and administered FTA's Transit-Oriented Development Planning Grant program. Ben will work closely with Patricia Happ, Dan Goldfarb, Jae Watkins, and Brittany Sumpter on the administration of the Commuter Choice program as we launch our third round of I-66 and inaugural round of I-395/95 projects.



Matt Friedman joined NVTC in June as the Communications and Outreach Manager. Matt was a longtime journalist who most recently spent more than a decade at the Associated Press. He's always had an interest in transit and transportation issues and volunteered with Greater Greater Washington for 3 ½ years. There he served as Social Media Editor and was a member of the editorial board. Matt will lead efforts to expand the visibility of NVTC through traditional and social media and will work closely with staff to support the mission of the Commission.

NVTC Hosts Mobile Ticketing Panel At VTA Annual Conference

NVTC staff gathered experts from several organizations at this year's annual Virginia Transit Association conference to discuss mobile ticketing and share best practices, opportunities and challenges and to encourage other transit agencies to adapt and respond to the needs of their customers. The general session, "Mobile Solutions for Virginia Transit Agencies: Challenges and Opportunities" featured Allan Fye as moderator and presentations from our staff expert Patricia Happ, Bob Schneider from OmniRide, Alesia Cain from Hampton Roads Transit (HRT), and Rob Taggart from Greater Richmond Transit Company (GRTC). Transit agencies across the nation are implementing pilot mobile ticketing programs and innovative solutions to satisfy the increasing desire of transit riders to use their phones to pay for their transit trips. Across Virginia, several entities have launched mobile ticketing programs. Highlights from the discussion included a noticeable increase in ridership after implementing mobile payments, a focus on providing the services transit customers want and need today, and moving away from a one-size-fits-all model.



Metro To Study Blue, Orange, And Silver Lines

WMATA announced in June the launch of a [two-year study of the Blue, Orange, and Silver](#) Lines with the goal of identifying long-term options to improve reliability and better serve customers. The study will primarily focus on the bottleneck between the Rosslyn Tunnel and the Anacostia River, where all three lines share tracks. The limited capacity means that Metro cannot easily add more trains and has limited ability to work around service disruptions. The study is intended to identify infrastructure improvements and service alternatives to resolve these issues. The study will involve extensive public outreach.



NVTC Staff Focus on Development

NVTC staff came together in June for a day of staff training and development. Staff participated in ice breaking exercises, discussed workplace practices and brainstormed ways to build upon the good workplace culture that NVTC cultivates. It was a day of fun that brought the team closer together and built excitement for the future of NVTC.



NVTC Participates In Celebrate Fairfax

NVTC staff helped foster community among Northern Virginians at Fairfax's annual county fair, Celebrate Fairfax. NVTC partnered with Fairfax County DOT (FCDOT) to staff the Transportation Station at the event and answered questions about NVTC and Commuter

Choice. NVTC staff also connected with colleagues from Fairfax County, WMATA's Platform Improvement Project Team, VDOT-Mega Projects/Transform I-66 and Virginia Railway Express. NVTC staff engaged with over 200 people over the two-day event.



Bulova, Hudgins Honored by Virginia Transit Association

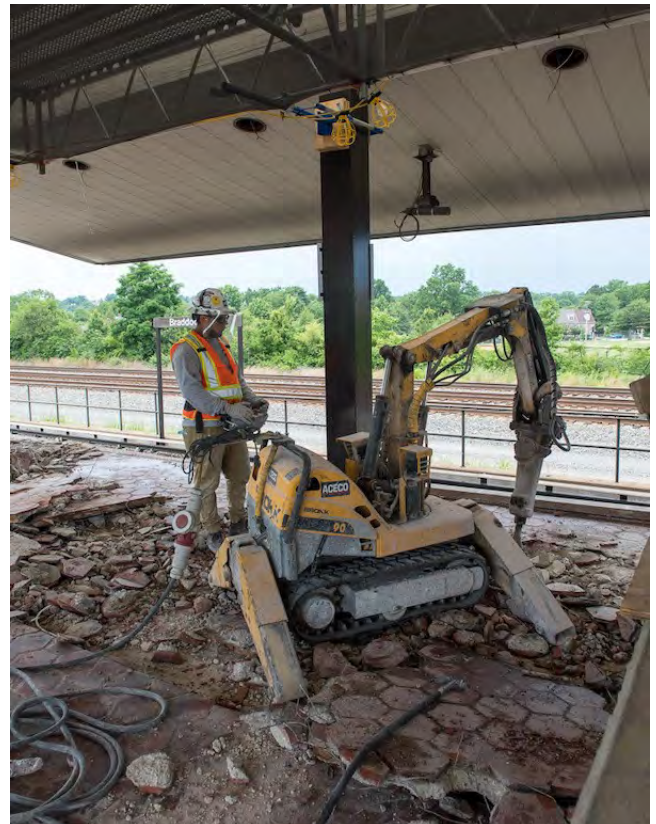
NVTC Commissioners Sharon Bulova and Cathy Hudgins were honored with the Virginia Transit Association's Distinguished Public Official Leadership Award at VTA's Annual Conference. Sharon Bulova, a lifelong champion of the Virginia Railway Express and a trusted leader on many transit agenda items, was selected by the committee for her work with both NVTC and VRE. Cathy Hudgins was recognized for her regional leadership on the WMATA Board and for championing the Silver Line Metro extension. As they were not able to attend the Portsmouth, Virginia awards ceremony, they were presented with their award at the NVTC June meeting.



Blue and Yellow Line Platform Improvement Program Underway

On Saturday, May 25, WMATA closed six Metrorail stations south of National Airport as part of its ongoing [Platform Improvement Project](#). The closure of these Metrorail stations is scheduled to continue until September 8. During the shutdown, WMATA and regional partners are providing bus shuttles and other mitigation services to help riders access the Metrorail stations that remain open. The first commuting days of the shutdown saw commuter delays, high vehicle traffic and opportunities for improvements. WMATA is actively making operational and communications adjustments, as well as working with regional partners, taking feedback from riders and using transportation data to make improvements to service and coordination for the rest of the summer shutdown. NVTC's Matt Cheng continues to be engaged in daily meetings with regional partners and WMATA to identify operation improvements and capture lessons learned.

The construction itself is underway, with WMATA crews beginning the demolition and reconstruction of the platforms. The first pouring of new concrete took place at Eisenhower Avenue platform in the second week of June with many more on the way. NVTC will continue to monitor the progress throughout the duration of the shutdown.



Metrorail



In June, WMATA announced that the automatic door-opening feature on trains would be reactivated starting July 7. The Red Line will be the first to see the feature again, with the rest of the lines coming on line later this year. The automatic door system is beneficial for safety and speed, as it ensures doors open on the correct side and reduces the amount of time between when the train stops and the doors open. More information can be found [here](#).



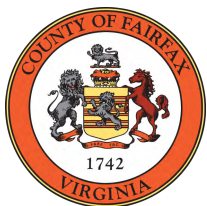
Arlington County



The Arlington County Board voted unanimously in June to extend the county's shared mobility device pilot program. The program, which permits dockless bikes and e-scooters, has been receiving public comment and will continue to do so through the extension. The pilot will now run at least until the end of the calendar year. More than 300,000 trips have been taken on shared mobility devices since the pilot began last October.



Fairfax County



Fairfax County is partnering with Dominion Energy on an autonomous electric shuttle pilot to learn about deploying autonomous vehicles as a part of a public transit system. The pilot is tentatively planned for the Merrifield area. The pilot is supported by a \$250,000 grant from the Department of Rail and Public Transportation (DRPT), making it the first state funded autonomous shuttle demonstration project in Virginia.



DASH



Alexandria's DASH rolls out a \$50 unlimited summer pass for all Alexandria middle and high school students. This is meant to fill the gap of left by the fare free rides which are only available to students during the school year. The pass lasts until Labor Day.

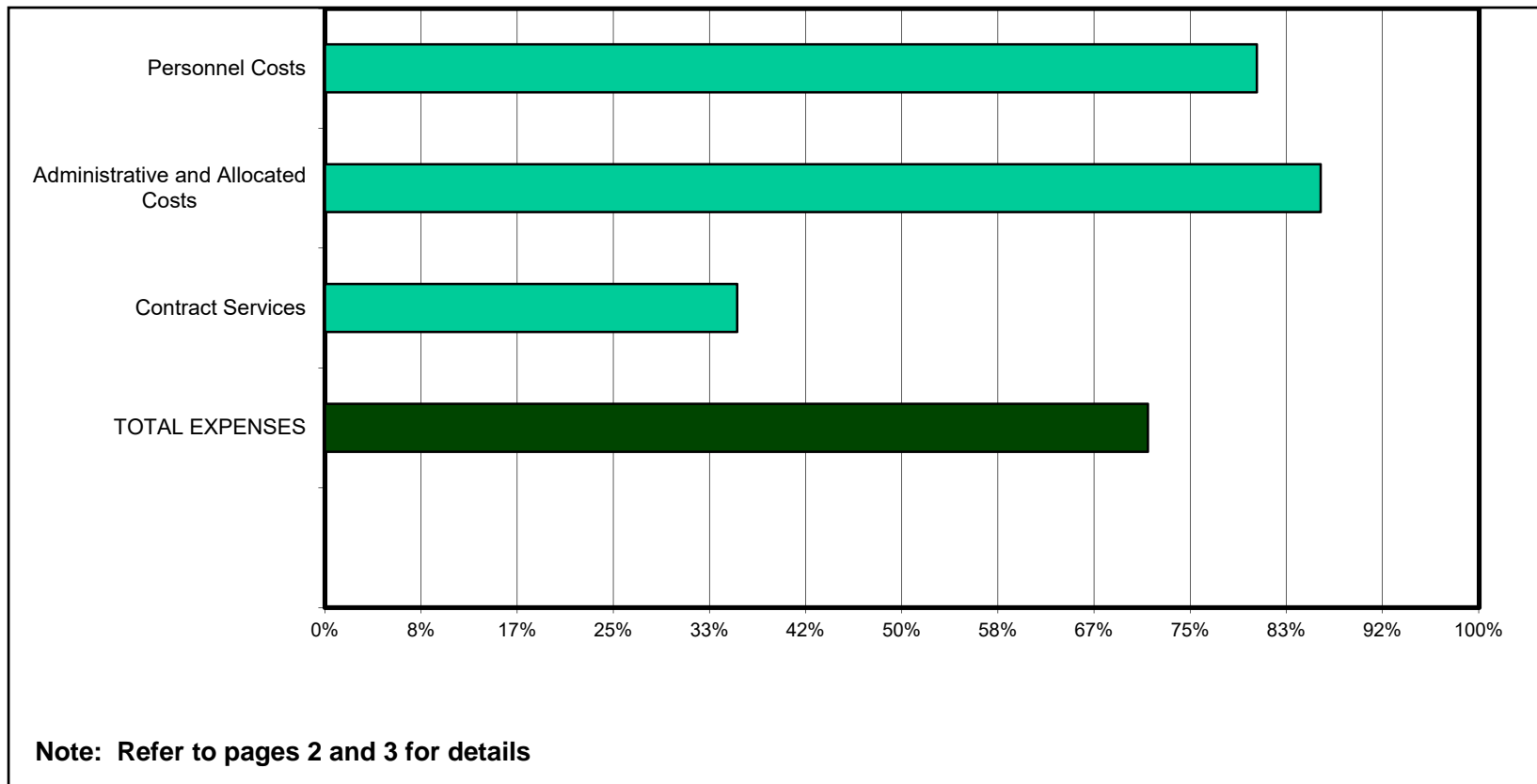


Northern Virginia Transportation Commission

Financial Reports

May, 2019

Percentage of FY 2019 NVTC Administrative Budget Used
May 2019
(Target 91.7% or less)



NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
May 2019

	<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	\$ 143,130.06	\$ 1,322,093.87	\$ 1,634,700.00	\$ 312,606.13	19.1%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	143,130.06	1,322,093.87	1,634,700.00	312,606.13	19.1%
<u>Benefits</u>					
Employer's Contributions:					
FICA	8,796.27	92,269.39	110,300.00	18,030.61	16.3%
Group Health Insurance	10,466.35	99,689.30	157,300.00	57,610.70	36.6%
Retirement	11,747.00	129,217.00	126,900.00	(2,317.00)	-1.8%
Workmans & Unemployment Compensation	103.98	1,263.34	5,600.00	4,336.66	77.4%
Life Insurance	317.80	3,576.32	6,200.00	2,623.68	42.3%
Long Term Disability Insurance	553.23	6,307.53	7,900.00	1,592.47	20.2%
Total Benefit Costs	31,984.63	332,322.88	414,200.00	81,877.12	19.8%
<u>Administrative Costs</u>					
Commissioners Per Diem	850.00	11,000.00	13,700.00	2,700.00	19.7%
<i>Rents:</i>	<i>25,504.80</i>	<i>238,285.84</i>	<i>256,000.00</i>	<i>17,714.16</i>	<i>6.9%</i>
Office Rent	23,068.20	219,112.19	236,300.00	17,187.81	7.3%
Parking & Transit Benefits	2,436.60	19,173.65	19,700.00	526.35	2.7%
<i>Insurance:</i>	<i>566.00</i>	<i>6,093.35</i>	<i>7,000.00</i>	<i>906.65</i>	<i>13.0%</i>
Public Official Bonds	200.00	2,000.00	2,200.00	200.00	9.1%
Liability and Property	366.00	4,093.35	4,800.00	706.65	14.7%
<i>Travel:</i>	<i>3,880.54</i>	<i>26,666.92</i>	<i>35,900.00</i>	<i>9,233.08</i>	<i>25.7%</i>
Conference / Professional Development	2,394.93	13,267.67	19,800.00	6,532.33	33.0%
Non-Local Travel	-	1,853.34	4,300.00	2,446.66	56.9%
Local Travel, Meetings and Related Expenses	1,485.61	11,545.91	11,800.00	254.09	2.2%
<i>Communication:</i>	<i>1,101.23</i>	<i>12,716.54</i>	<i>14,700.00</i>	<i>1,983.46</i>	<i>13.5%</i>
Postage	-	1,181.22	1,500.00	318.78	21.3%
Telephone and Data	1,101.23	11,535.32	13,200.00	1,664.68	12.6%
<i>Publications & Supplies</i>	<i>1,237.42</i>	<i>22,604.26</i>	<i>32,000.00</i>	<i>9,395.74</i>	<i>29.4%</i>
Office Supplies	790.82	3,375.89	2,700.00	(675.89)	-25.0%
Duplication and Paper	446.60	9,133.37	9,300.00	166.63	1.8%
Public Engagement	-	10,095.00	20,000.00	9,905.00	49.5%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
May 2019

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	1,070.42	22,439.40	36,800.00	14,360.60	39.0%
Furniture and Equipment (Capital)	-	10,873.30	20,100.00	9,226.70	45.9%
Repairs and Maintenance	155.00	843.50	1,000.00	156.50	15.7%
Computer Operations	915.42	10,722.60	15,700.00	4,977.40	31.7%
 <i>Other General and Administrative:</i>	 789.80	 9,439.57	 8,700.00	 (739.57)	 -8.5%
Memberships	323.00	1,508.25	1,400.00	(108.25)	-7.7%
Fees and Miscellaneous	466.80	6,011.32	5,800.00	(211.32)	-3.6%
Advertising (Personnel/Procurement)	-	1,920.00	1,500.00	(420.00)	-28.0%
Total Administrative Costs	<u>35,000.21</u>	<u>349,245.88</u>	<u>404,800.00</u>	<u>55,554.12</u>	<u>13.7%</u>
 <u>Contracting Services</u>					
Auditing	-	17,710.00	31,200.00	13,490.00	43.2%
Contract Services and Support - Commuter Choice	19,380.93	100,193.64	527,800.00	427,606.36	81.0%
Contract Services and Support - Other	3,750.00	105,093.19	120,000.00	14,906.81	12.4%
Legal	2,916.67	32,083.37	35,000.00	2,916.63	8.3%
Total Contract Services	<u>26,047.60</u>	<u>255,080.20</u>	<u>714,000.00</u>	<u>458,919.80</u>	<u>64.3%</u>
 Total Gross G&A Expenses	<u>\$ 236,162.50</u>	<u>\$ 2,258,742.83</u>	<u>\$ 3,167,700.00</u>	<u>\$ 908,957.17</u>	<u>28.7%</u>

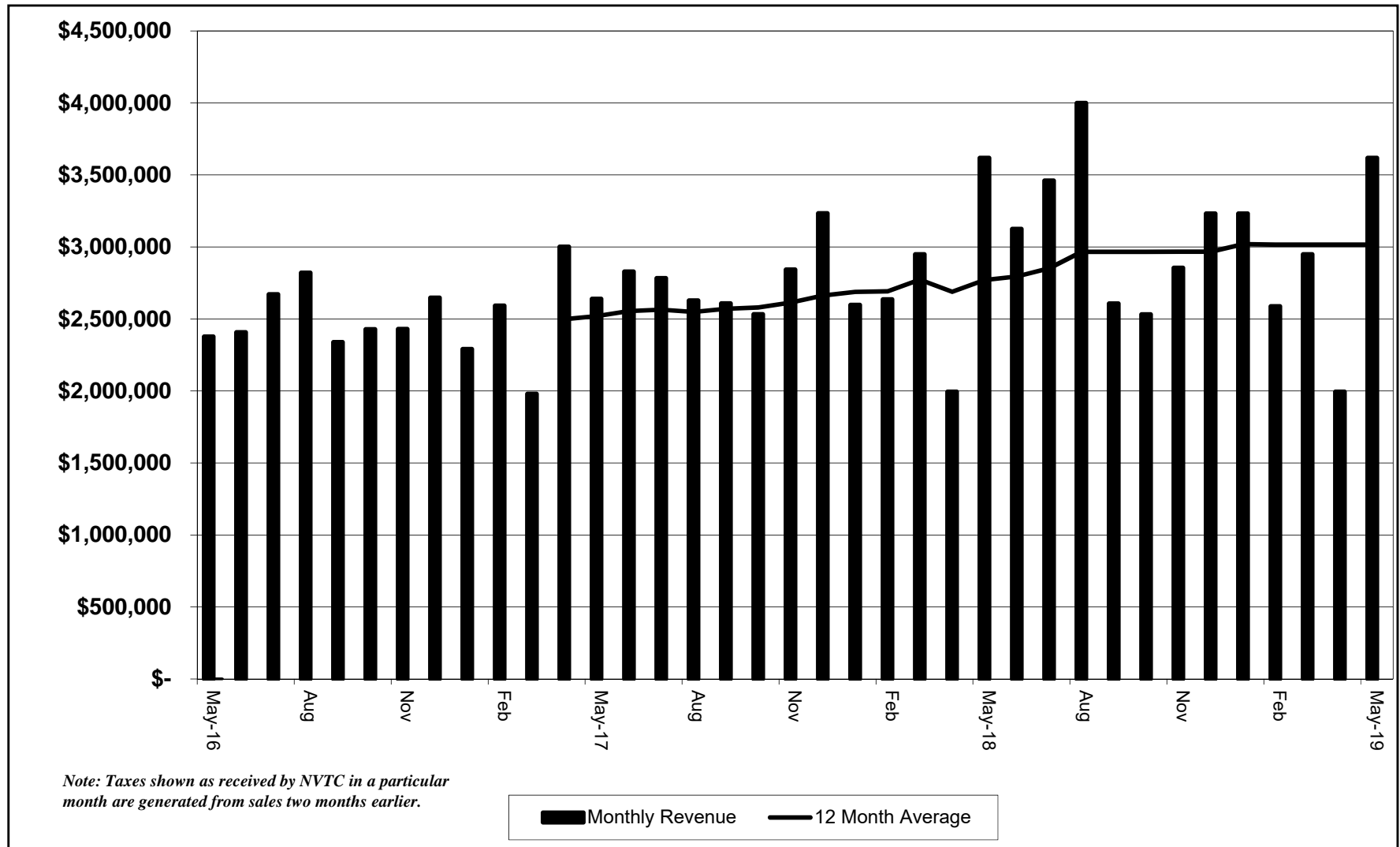
NVTC
RECEIPTS and DISBURSEMENTS
May 2019

			Wells Fargo		Virginia LGIP	
Date	Payer / Payee	Purpose	Checking	Savings	G&A / Project	Trusts
RECEIPTS						
2	DMV	Motor Vehicle Fuels Sales tax				\$ 1,993,871.13
2	DRPT	CROC funding receipt			1,250,000.00	
3	DRPT	Technical grant receipt - Fare collection project			5,779.00	
3	DRPT	Capital grant receipt - Fare collection project			17,083.00	
6	DRPT	Capital grant receipt				80,416.00
6	DRPT	Capital grant receipt - Arlington				97,348.00
6	DRPT	Capital grants receipts - VRE			22,336.00	
6	DRPT	Grant receipt - Alexandria			661.00	
7	Falls Church	Route 7 local match		23,000.00		
8	FTA	Grant receipt - Falls Church			2,642.00	
8	DRPT	Capital grant receipt - VRE			27,820.00	
9	DRPT	Grant receipt - Alexandria			1,080.00	
10	FTA	Grant receipt - Alexandria			4,322.00	
13	DMV	Motor Vehicle Fuels Sales tax				420.00
14	DRPT	Operating assistance - City of Fairfax				204,259.00
14	DRPT	Operating assistance - Arlington				911,258.00
14	DRPT	Operating assistance - Fairfax				3,849,599.00
14	DRPT	Operating assistance - Alexandria				970,768.00
14	DRPT	Capital grant receipt - Arlington				45,815.00
14	DRPT	Grant receipt - Alexandria			33,764.00	
14	VRE	Staff support		7,077.68		
14	DRPT	Operating assistance - VRE			2,494,719.00	
15	FTA	Grant receipt - Alexandria			169,783.00	
21	DRPT	Capital grants receipts - VRE			81,911.00	
23	DRPT	Operating assistance - WMATA				12,856,088.00
23	DRPT	Capital grants receipts - Fairfax				42,872.00
29	DMV	CROC interest receipt				1,882.36
31	Banks	Investment earnings		21.96	49,300.56	309,547.98
			-	30,099.64	4,161,200.56	21,364,144.47
DISBURSEMENTS						
1-31	Various	G&A expenses	(223,547.20)			
2	VRE	CROC funding			(1,250,000.00)	
6	VRE	Grant revenue			(22,336.00)	
7	Kimley-Horn	Consulting, Commuter choice project	(19,380.93)			
7	Kittleson	Consulting, Route 7 project	(27,472.76)			
7	Kimley-Horn	Consulting, Fare collection project	(18,780.65)			
8	VRE	Grant revenue			(27,820.00)	
9	City of Fairfax	Costs incurred			(17,083.00)	
9	Falls Church	Costs incurred			(3,303.00)	
10	Alexandria	Costs incurred			(5,402.00)	
14	VRE	Grant revenue			(2,494,719.00)	
16	Alexandria	Costs incurred			(203,547.00)	
21	VRE	Grant revenue			(81,911.00)	
21	Stantec	Consulting, NTD project	(29,264.69)			
21	Kittleson	Consulting, Route 7 project	(12,001.96)			
21	Kimley-Horn	Consulting, Fare collection project	(18,655.49)			
21	Fairfax	Commuter choice project reimbursement			(330,222.00)	
21	Loudoun	Commuter choice project reimbursement			(130,536.00)	
21	Arlington	Commuter choice project reimbursement			(30,942.00)	
31	Banks	Service charges	(72.70)	(30.42)		
			(349,176.38)	(30.42)	(4,597,821.00)	-
TRANSFERS						
10	Transfer	From LGIP to checking	200,000.00		(200,000.00)	
21	Transfer	From LGIP to LGIP (NTD project)			29,264.39	(29,264.39)
21	Transfer	From savings to checking	100,000.00	(100,000.00)		
			300,000.00	(100,000.00)	(170,735.61)	(29,264.39)
NET INCREASE (DECREASE) FOR MONTH			\$ (49,176.38)	\$ (69,930.78)	\$ (607,356.05)	\$ 21,334,880.00

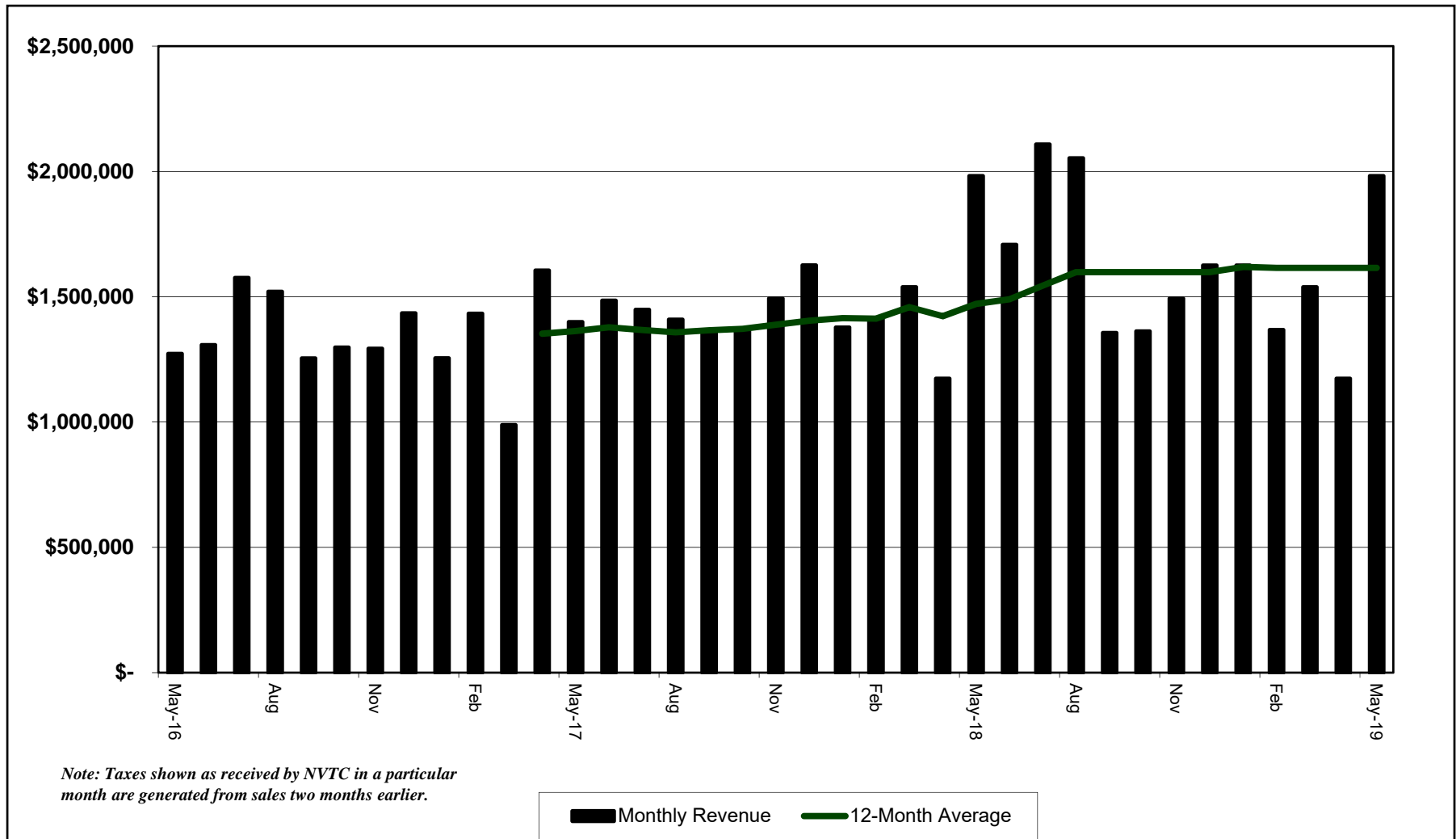
**NVTC
INVESTMENT REPORT
May 2019**

Type	Rate	Balance 4/30/2019	Increase (Decrease)	Balance 5/31/2019	Balance			
					NVTC G&A/Project	Jurisdictions Trust Fund	Loudoun Trust Fund	
<u>Cash Deposits</u>								
Wells Fargo: NVTC Checking	N/A	\$ 137,322.62	\$ (49,176.38)	\$ 88,146.24	\$ 88,146.24	\$ -	\$ -	
Wells Fargo: NVTC Savings	0.200%	143,085.12	(69,930.78)	73,154.34	73,154.54	-	-	
<u>Investments</u>								
Bank of America: Virginia Local Government Investment Pool (LGIP)	2.566%	157,604,706.02	20,727,524.03	178,332,230.05	22,548,671.41	126,192,617.55	29,590,941.09	
		<u>\$ 276,758,973.76</u>	<u>\$ 20,608,416.87</u>	<u>\$ 178,493,530.63</u>	<u>\$ 22,709,972.19</u>	<u>\$ 126,192,617.55</u>	<u>\$ 29,590,941.09</u>	

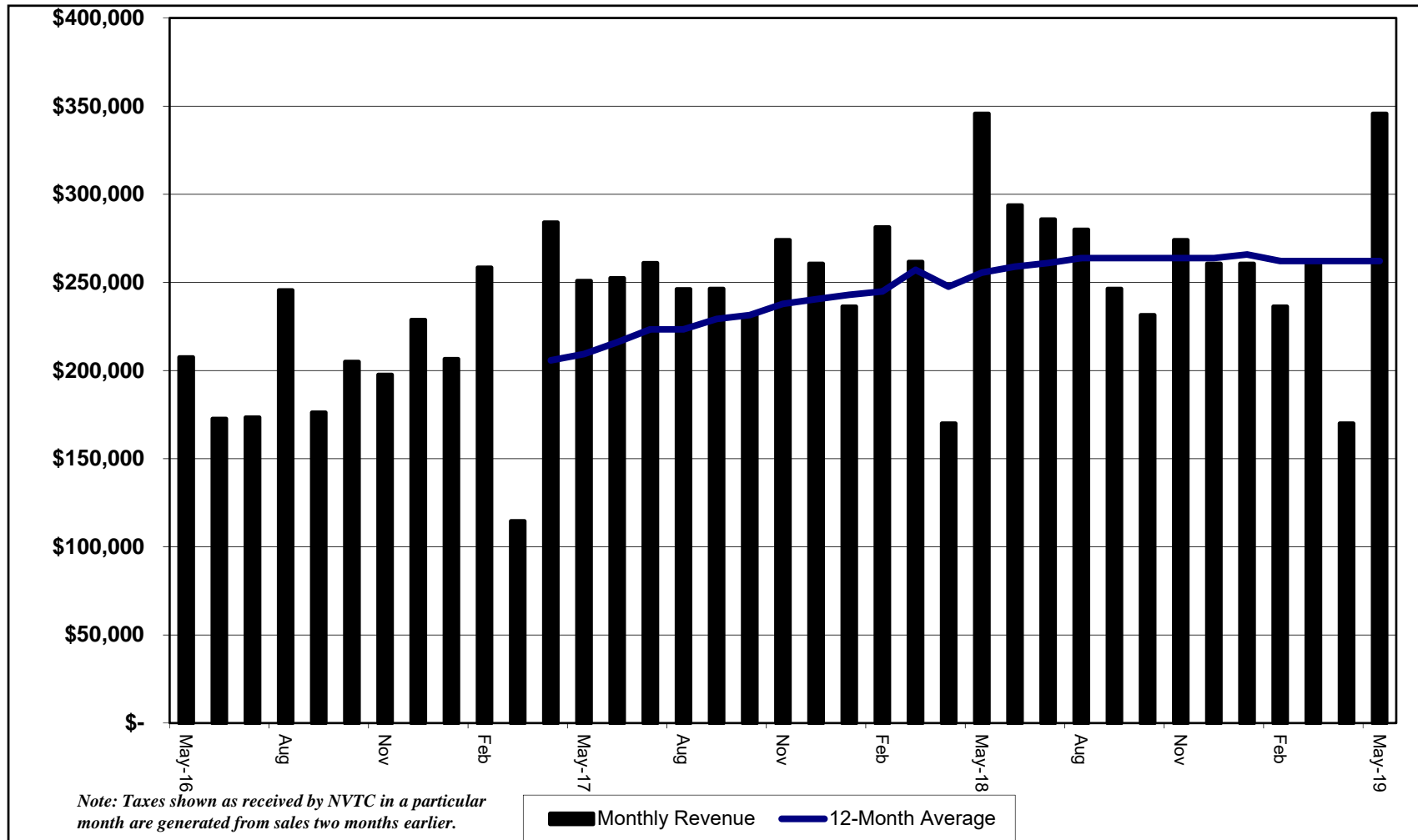
NVTC MONTHLY GAS TAX REVENUE ALL JURISDICTIONS FISCAL YEARS 2016-2019



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



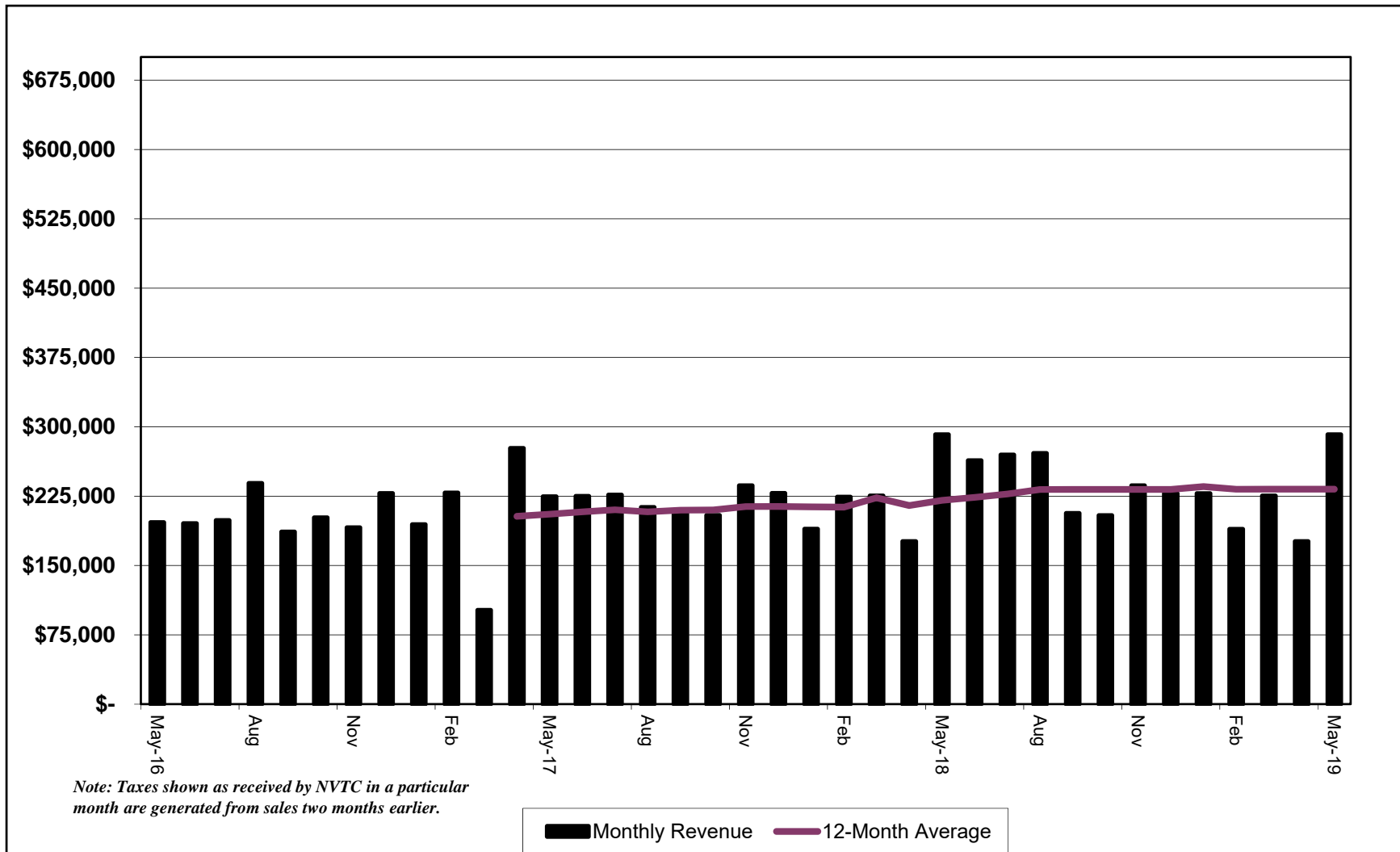
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2016-2019



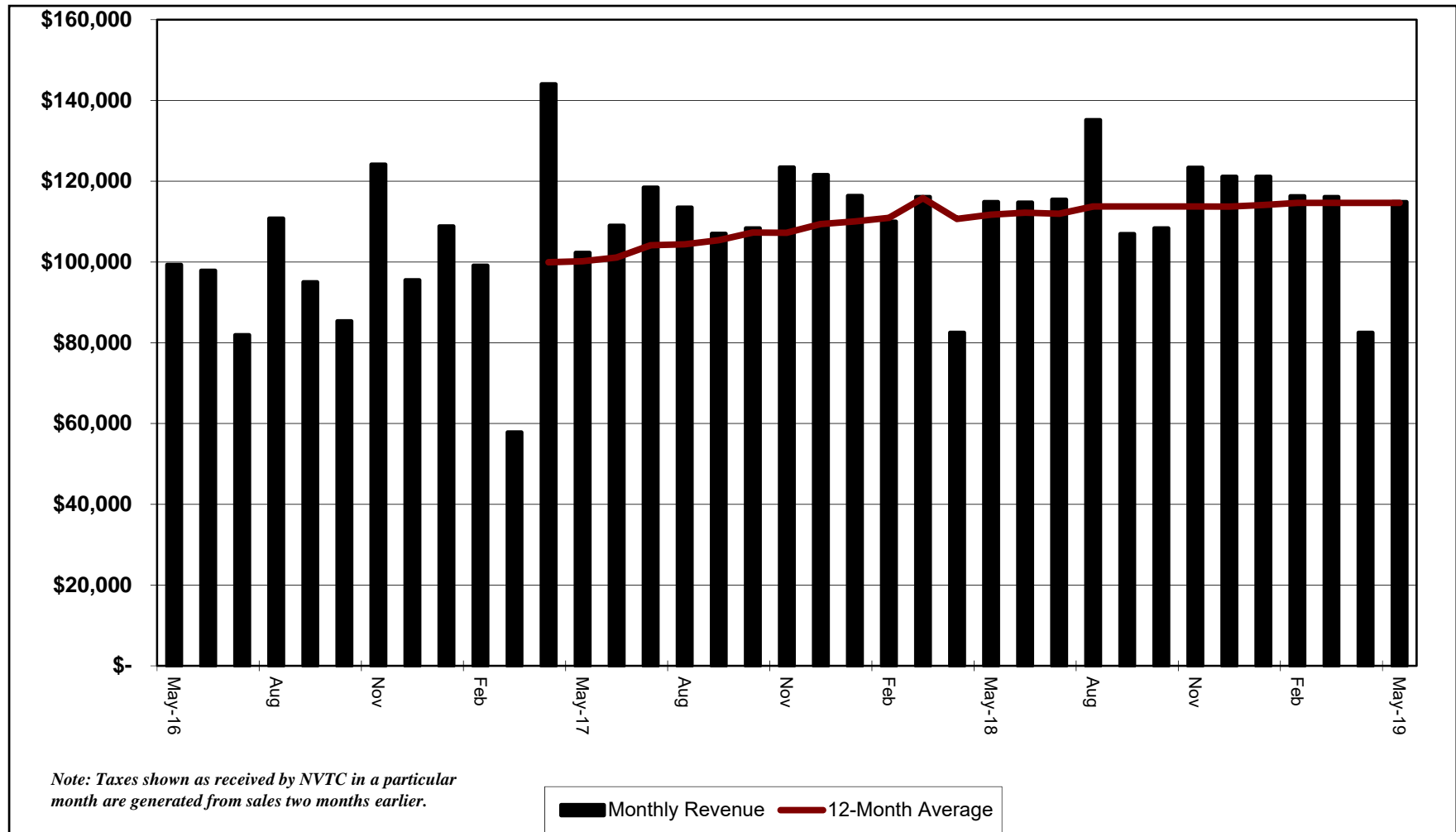
NVTC MONTHLY GAS TAX REVENUE

ARLINGTON COUNTY

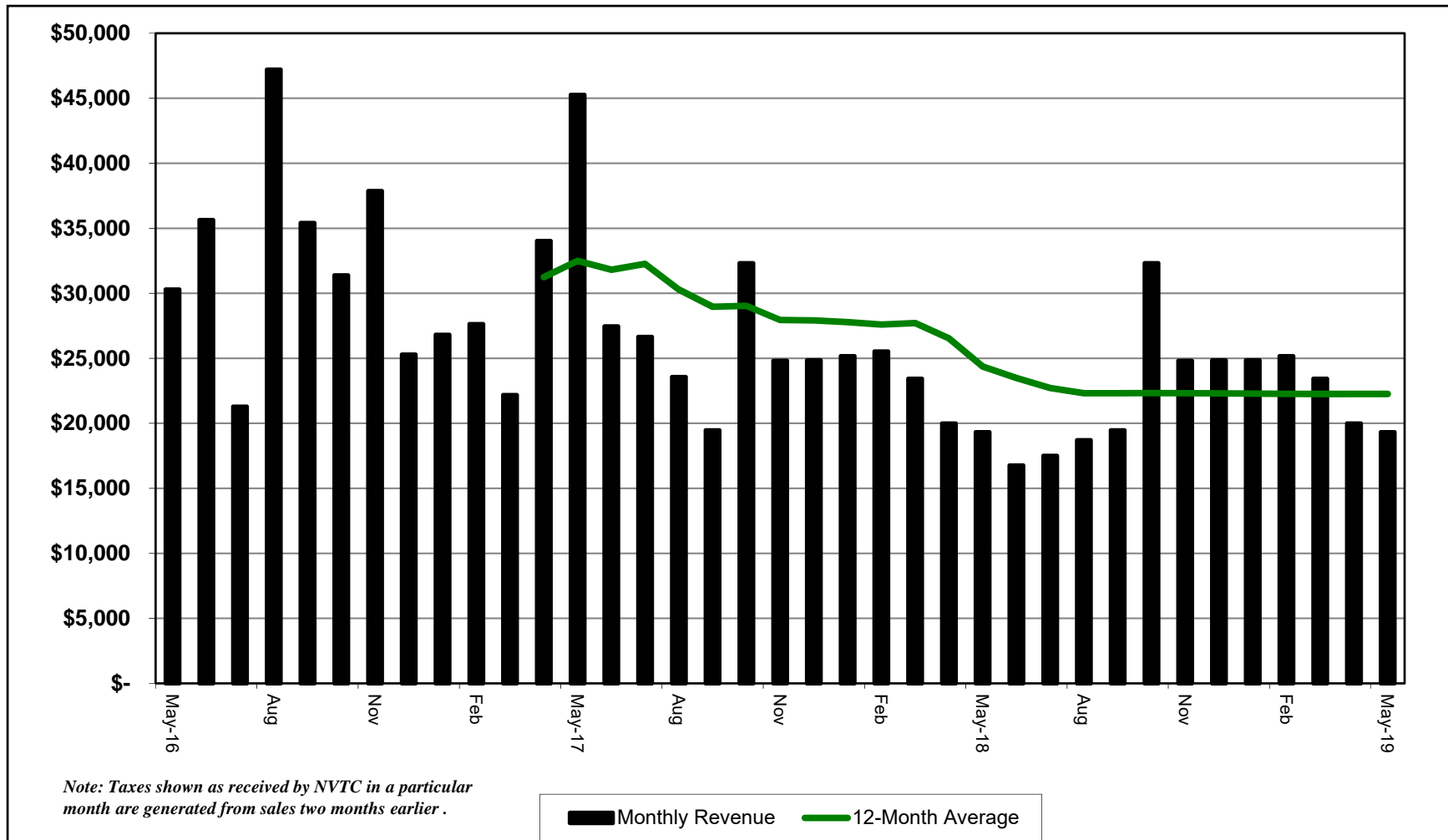
FISCAL YEARS 2016-2019



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

