



MONTHLY COMMISSION MATERIALS

June 2019

MEETING OVERVIEW – June 6, 2019

Action Items Include:

- NVTC Title VI Program and Compliance Report
- Letter to the Washington Area Bus Transformation Project Team
- Contract Award for I-66 and I-395 Commuter Choice Technical Support
- FY2020 I-66 Commuter Choice Program of Projects
- Contract Award for I-66 Commuter Choice Market Research and Marketing Communications Strategy
- VRE Actions:
 - Amend the Amtrak Agreement to Reduce the Cost of the Step-Up Ticket
 - Extend Agreement with CSXT
 - Amend the Operating Services Contract
 - Amend the Maintenance Services Contract

Other Meeting Highlights:

- Presentation on the Infrastructure and FAST Act Reauthorization
- Presentation on the Washington Area Bus Transformation Project
- Report from the NVTC WMATA Committee Chair and Virginia WMATA Board Members
- Reports from the VRE CEO and DRPT Director

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

7:00 P.M.

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

AGENDA

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

7. Commuter Choice Program

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

8. NVTC Resource Center

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

9. Virginia Railway Express (VRE)

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

10. Department of Rail and Public Transportation (DRPT)

11. Executive Director Report

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

MINUTES
NVTC COMMISSION MEETING – MAY 2, 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 7:24 P.M.

Members Present

Canek Aguirre
Elizabeth Bennett-Parker
Sharon Bulova
John Cook
Katie Cristol
Adam Ebbin
John Foust
Libby Garvey
Catherine Hudgins
David LaRock
Matt Letourneau
David Meyer
Ron A. Meyer
Jennifer Mitchell (Alternate, Commonwealth of Virginia)
M. David Skiles
Paul Smedberg
David Snyder

Members Absent

Richard Black
Christian Dorsey
James M. LeMunyon
Jeff McKay
Raul “Danny” Vargas

Staff Present

Kate Mattice, Executive Director
Matt Cheng
Joey de St. Aubin
Andrew D’huyvetter
Allan Fye
Rhonda Gilchrest
Dinah Girma
Patricia Happ
Aimee Perron Seibert
Zach Smith
Brittany Sumpter
Alex Thorup
Jae Watkins
Joe Swartz (VRE)

Opening Remarks

Chairman Letourneau welcomed everyone to the May 2nd NVTC meeting and thanked those that attended the just concluded Commuter Choice Public Hearing. He 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. Chairman Letourneau reviewed the action items and welcomed Washington Metrorail Safety Commission (WMSC) Chief Executive Officer David Mayer, who will give a presentation.

Chairman Letourneau informed the Commission that NVTC was notified by the Virginia Senate Sergeant at Arms that Senator Richard Black has been appointed to NVTC. Senator Black is expected to attend the June meeting.

Minutes of the April 4, 2019 NVTC Commission Meeting

Mr. Skiles moved, with a second by Mr. Aguirre, to approve the minutes of the April 4, 2019 meeting. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Ebbin, Foust, Garvey, Hudgins, LaRock, Letourneau, David Meyer, Ron Meyer, Skiles, Smedberg and Snyder. Ms. Cristol abstained.

Consent Agenda

Chairman Letourneau presented the Consent Agenda for approval:

- A. Authorize the Executive Director to Send a Letter Certifying Receipt of Certain Documents from WMATA Required by State Code
- B. Approve Resolution #2382: Proclamation of Support for the 35th Annual Public Service Recognition Week Taking Place May 5-11, 2019

Mr. Smedberg, with a second by Ms. Bulova, to approve the Consent Agenda. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Ebbin, Foust, Garvey, Hudgins, LaRock, Letourneau, David Meyer, Ron Meyer, Skiles, Smedberg and Snyder.

Washington Metrorail Safety Commission

Chairman Letourneau stated that at last month's NVTC meeting, DRPT announced that the Washington Metrorail Safety Commission (WMSC) was certified by the Federal Transit Administration on March 18, 2019. Over the past two years, NVTC has received regular updates from DRPT Director Mitchell on the progress of establishing the WMSC and meeting the certification deadline of April 15, 2019. NVTC is pleased to have WMSC Chief Executive Officer David Mayer here to brief the Commission on the role and mission of the WMSC.

Before Mr. Mayer's presentation, Chairman Letourneau recognized DRPT Director Mitchell and former Delegate James LeMunyon who played key roles in the establishment of the WMSC. As it was a tremendous accomplishment, a Resolution of Commendation was prepared for presentation recognizing their efforts to help establish the Washington Metrorail Safety Commission. He asked Director Mitchell to join him up front and noted Mr. LeMunyon was not able to attend tonight's meeting and will be recognized at the next meeting.

Chairman Letourneau read the Resolution of Commendation into the record (a copy of the resolution is attached).

Ms. Garvey moved, with a second by Mr. Snyder, to approve the Resolution of Commendation. The vote was unanimous and cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Ebbin, Foust, Garvey, Hudgins, LaRock, Letourneau, David Meyer, Ron Meyer, Skiles, Smedberg and Snyder.

Chairman Letourneau introduced Washington Metrorail Safety Commission Chief Executive Officer David Mayer, who joined the WMSC in June 2018 as its first CEO. Before coming to the WMSC, Mr. Mayer served as the first-ever chief safety officer of the New York Metropolitan Transportation Authority (MTA) from 2014-2018 and for the National Transportation Safety Board (NTSB) beginning in 1991, where he held several different roles including the managing director of the National Transportation Safety Board (NTSB).

Mr. Mayer gave an overview of the establishment of the WMSC, its roles and responsibilities, the staff team, and the certification process. Since certification, the WMSC is accomplishing its six core functions: inspections, safety event investigations, emergency management, audits, corrective action plans and safety certification. He noted that WMATA has been extraordinarily cooperative and transparent with the WMSC.

Ms. Garvey asked if there is an industry standard ratio of mechanical safety problems as opposed to human safety problems. Mr. Mayer stated that every transit agency is different, so it is hard to compare against other agencies.

In response to a question from Mr. Snyder, Mr. Mayer stated the WMSC has a total staff of 11 but is also augmented by two competitively awarded staffing contracts. Since federal grant funds are being used, there was a staffing assessment done to ensure that the WMSC can accomplish its six core function with this staffing level. Mr. Snyder also asked about cyber security. Mr. Mayer stated that the WMSC's authority under the Compact is exclusively safety. Mr. Snyder asked if Mr. Mayer would define safety to include passengers in the stations. He cited an example of a recent stabbing fatality at a Maryland Metro station. Mr. Mayer responded the answer is yes and no. An intentional stabbing does not fall into WMSC's oversight of safety per se, but anytime someone is removed from the Metro system due to a medical reason, it is reported to the WMSC. So that specific event was reported to the WMSC as required but the WMSC does not have an investigative role in that incident. Mr. Snyder asked if the WMSC has a way for riders to confidentially report safety issues. Mr. Mayer replied that the WMSC has a "report" button on its website for the public to confidentially report safety concerns.

Mr. Ron Meyer stated that his concern with adding commissions and layers onto an Inspector General-type role is to not slow down work on safety issues. He asked Mr. Mayer about the balance of getting the work done and done correctly and what is the WMSC's role in identifying problems that need to be fixed. Mr. Mayer stated that the later part is extremely important to push WMATA to look at incidents to find areas of continued improvement. To the first point, WMSC's program standard specifically directs WMATA that where corrective action is necessary it seeks WMSC's approval unless there is an urgency and should start immediately to correct the action. Mr. Meyer asked if there are any prescriptive measures dealing with technology to prevent safety issues. Mr. Mayer observed that WMATA already has a high level of sophistication of its automation.

Ms. Cristol stepped out of the room at 7:53 P.M.

In response to a question from Chairman Letourneau, Mr. Mayer gave a brief overview of how issues are reported and processed. If WMATA and the WMSC don't agree on an issue, the WMSC has broad authority to order WMATA to take action.

Ms. Bulova asked if the WMSC has a role in weighing in on service hours changes if a proposal does not give WMATA sufficient time for maintenance. Mr. Mayer stated that the WMSC would have authority to take an action. Critical inspections also need to occur during non-revenue hours when power can be shut down, so sufficient maintenance and inspection hours are crucial.

Senator Ebbin and Mr. Skiles left the meeting at 7:58 P.M.

Chairman Letourneau thanked Mr. Mayer for his presentation and encouraged him to keep NVTC informed on WMATA safety issues.

Washington Metropolitan Area Transit Authority

Report from the Chair of the WMATA Committee. NVTC's WMATA Committee Chairman Hudgins briefed the Commission on the April 17th WMATA Committee meeting, where staff provided their approach to updating the Annual Report on the Performance and Condition of WMATA. Staff outlined their update to the data chapters and articulated their expectations of WMATA for reporting to NVTC on the uses of the Virginia dedicated capital fund. The committee provided feedback on staff's proposed policy recommendations to improve efficiencies at WMATA by rebuilding ridership through better weekend service and parking and fare policy changes. The next committee meeting is in June. Staff is currently working with jurisdictional staff to prepare research and background material requested by committee members on parking, fare policy, fare pass products, and the role of Metrobus in the region.

Chairman Letourneau encouraged all Commissioners to attend the June WMATA Committee meeting or to provide their input to staff directly. This is the time to make comments at the committee level before the annual report comes to the Commission for approval.

Report from the Virginia WMATA Board Members. Mr. Smedberg reported that the WMATA Board approved the FY2020 budget last month. The WMATA Board also approved parking fee waivers for three Blue and Yellow Line stations (Franconia-Springfield, Van Dorn and Huntington) during the summer shutdown.

Mr. Smedberg reported that the WMATA Executive Committee accepted the Office of Inspector General (OIG) Report that found that WMATA improperly implemented a new timekeeping program. WMATA management is in the process of implementing the OIG's recommendations and the program will be redeployed in 2020. The report included six recommendations and management accepted all six.

Mr. Smedberg announced that WMATA selected two sites, one in New Carrollton and one in Alexandria, for office facilities that are part of the larger office consolidation plan. The WMATA Board decided to put the headquarters site up for a long-term lease. This plan will save tens of millions of dollars over a 10-12 year period. Mr. Cook asked if WMATA did a comparison of sale versus lease for the headquarter site. Mr. Smedberg stated that there was extensive analysis done and the WMATA Board decided this was the best financial decision. There will be income generated from a 90-year lease of the land. He can follow-up with Mr. Cook on information related to the resale value of the land.

Mr. Smedberg also announced that the Blue and Yellow Line Summer Shutdown has been extended six days to September 8, 2019. Following extensive inspections and engineering analysis, WMATA has identified additional work that is necessary to address repairs and other issues at the Braddock Road Station. Mr. Aguirre asked about advertising shuttle routes. Greg Potts of WMATA staff stated that next week they will start distributing specific station information at each station for the two weeks in advance of the shutdown, as well as the first two weeks of the shutdown.

Ms. Cristol returned to the discussion at 8:13 P.M.

Mr. Smedberg announced that wireless access will soon be available in 70 percent of the system. To Mr. Snyder's question about cyber security, Mr. Smedberg stated that WMATA hired a chief information security officer to strengthen its cyber security program.

Delegate LaRock asked for comments on the recent news article about a Freedom of Information Act (FOIA) request regarding the customer satisfaction survey. Mr. Smedberg replied that the WMATA Board has not been briefed on this issue yet. Delegate LaRock asked if the customer survey report would be available to NVTC. Mr. Smedberg stated he believes the report should be available.

Virginia Ridership and Parking Facility Utilization. Chairman Letourneau stated this is information provided to Commissioners each month. The report shows a slight uptick in ridership.

Commuter Choice Program

Chairman Letourneau stated that as presented at the public hearing prior to this meeting, NVTC has been a partner with the Commonwealth since 2017 to help identify and fund projects to help commuters travel on I-66 inside the Beltway. These projects all come from the localities and stem from projects they have identified through their planning processes. Last month NVTC released the full scored list of 22 projects that will be considered for funding under the I-66 Commuter Choice program. These projects were evaluated based upon their technical merit, cost effectiveness, and Commission priorities. VDOT has projected that NVTC will have up to \$20 million available to fund this year's program. There are \$32 million in requests, so NVTC will not be able to fund all the applications received.

Chairman Letourneau stated that NVTC is currently in the midst of a public comment period that ends on May 15th, including the Northern Virginia Spring Transportation Meeting on May 13, 2019. The comments made at tonight's public hearing will be included with all the other comments received and will be provided to the Commission prior to the June meeting. The Commission is not being asked to approve the Program of Projects at this meeting.

Chairman Letourneau explained that in advance of the Commonwealth Transportation Board (CTB) action in June, the CTB has asked to be briefed on the applications received to date at its May 14th workshop. As such, staff is asking for approval to provide the CTB with the complete list of applications and scores prior to NVTC's action in June. It is only after NVTC's action in June that a list of proposed projects for funding will be provided to CTB for its approval.

Mr. Ron Meyer asked about the total revenues generated on an annual basis from the tolls. Ms. Mattice responded that NVTC only receives a portion of the toll revenue to fund transit projects. She does not know the total revenue generated, but will request VDOT provide a report on the use of the revenues, including enforcement, maintenance, administration, etc.

In response to a question from Delegate LaRock, Ms. Mattice explained that start-up costs for the I-66 Commuter Choice program were borne by VDOT, including the use of consultants. Now NVTC administers the entire Commuter Choice program. The cost estimates were based on analysis of what is needed to administer the program effectively. Part of the program includes performance measures and the reporting on that is robust. Chairman Letourneau reminded Commissioners that the Program Advisory Committee was created to provide oversight of this project, including performance data. Ms. Mattice stated that staff is in the process of gathering data in response to Delegate LaRock's prior request by email for information.

Ms. Bulova moved, with a second by Ms. Cristol, to authorize the executive director to present to the Commonwealth Transportation Board projects considered for funding under the FY2020 I-66 Commuter Choice program. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Foust, Garvey, Hudgins, LaRock, Letourneau, David Meyer, Ron Meyer, Smedberg and Snyder.

Mr. Snyder asked when the Program Advisory Committee is planning to meet again. Ms. Mattice stated that staff is trying to schedule a Program Advisory Committee workshop this summer for the committee to discuss with staff the refinement of criteria prior to next I-66 call for projects.

Mr. Snyder stated that Delegate LaRock's questions are relative to that, as well as how to measure an intersection contribution compared to a bus project or parallel bus route compared to feeder bus routes. Chairman Letourneau cautioned of not changing the criteria too much as the program should maintain some level of consistency and predictability for applicants as well as align with the MOA but agreed that it is important to have these discussions.

Virginia Railway Express

Chairman Letourneau noted that there are no VRE action items this month. He asked VRE Operations Board Chair Katie Cristol to give a brief update on Positive Train Control (PTC). Ms. Cristol reported that on-time performance (OTP) has suffered during the month on April, especially on the Manassas Line which has been dipping below 50 percent. The delays are largely related to the federally-mandated PTC implementation but also due to other maintenance events. She provided more details about the delays.

Ms. Cristol reported that VRE staff and its consultants, as well as the host railroads, have been working hard on this and are optimistic that VRE will return to better on-time performance. She offered for her and/or VRE staff to talk to Commissioners or their staff to provide more information on PTC as they interact with their constituents. Meet the Management events are happening in May, which gives VRE a chance to interface with riders as well. VRE understands riders are more interested in a solution than an explanation.

Mr. Cook asked about VRE's efforts to provide information to riders, either through the Train Talk publication or other means. As an Operations Board member, he did not know that there was a problem. Ms. Cristol stated that she will work with VRE staff to get information out to Board members tomorrow. She stated that VRE's website includes information about PTC and VRE has distributed information on social media and other means.

Mr. Swartz stated that VRE has already implemented short-term fixes and saw some improvement on the Manassas Line this morning. Longer term solutions are expected in approximately two weeks. Mr. Smedberg stated this is good to know that a solution is in sight as the Metrorail summer shutdown is right around the corner.

Department of Rail and Public Transportation (DRPT)

Director Mitchell reported that the public hearing on the Six-Year Improvement Plan (SYIP) will occur on May 13th in coordination with the Northern Virginia Spring Transportation Meeting. The VDOT portion of the SYIP includes a Smart Scale recommendation. The SYIP also includes the new capital prioritization process as well as operating based on performance metrics. The rail program allocates significant funding for the Long Bridge. Mr. Snyder asked about private sector involvement and funding of the Long Bridge. Director Mitchell stated they are working through a funding plan with CSXT, which will involve regional and federal funding partners.

Delegate LaRock asked about the definition of land use in the Smart Scale program and if the parameters have changed. Director Mitchell responded that she does not think so but would have to check.

Executive Director Report

Ms. Mattice encouraged Commissioners to read her Executive Director Newsletter. She reported that NVTC staff is engaged and at the table on a number of regional efforts:

- Piloting of farebox upgrades to transit buses (DCU3).
- Scoping of the region's new RM3P initiative, a transportation innovation effort lead by the Secretary Valentine's Office of Transportation Innovation in coordination with the Northern Virginia Transportation Authority.
- Contributing to VDOT's Highway Automation Strategic Plan with a focus on how public fleets and transit programs related to advances in automated vehicle technologies and policies.
- Engaging in WMATA's Bus Transformation Project efforts – at both a technical and strategic advisory level. (The project team have been invited to NVTC's June meeting to provide an overview of its findings and to present the recommended strategies.)

Ms. Mattice reviewed upcoming events, including:

- Northern Virginia Spring Transportation Meeting (joint public meeting with VRE, NVTA, CTB/VDOT NoVa District office) evening of May 13
- Commonwealth Transportation Board Meeting (Northern Virginia) – May 14-15
- Virginia Transit Association's Annual Conference (Norfolk) – May 29-30

Ms. Mattice announced that Sharon Bulova and Cathy Hudgins will be recognized at the VTA Conference for their commitment to public transit.

Ms. Mattice announced that the Open House for the new office space will be on July 11th in conjunction with the Commission meeting.

The Financial Report for March 2019 was provided to Commissioners and there were no questions.

Adjournment

Without objection, Chairman Letourneau adjourned the meeting at 8:45 P.M.

Approved this 6th day of June 2019.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer



RESOLUTION #2382

SUBJECT: Proclamation of Support for the 35th Annual Public Service Recognition Week Taking Place May 5-11, 2019

WHEREAS: Many public servants, including military personnel, police officers, firefighters, border patrol offices, embassy employees, health care professions, government employees, and others, risk their lives each day in service to the people of the United States and around the world;

WHEREAS: May 5-11, 2019 marks the 35th year of celebrating "Public Service Recognition Week" which seeks to show appreciation to the millions of public servants, including federal, state, county, and local employees across the United States;

WHEREAS: The dedicated workforce of the cities, counties, and transit operators represented by NVTC provide a vital public service to residents of and visitors to Northern Virginia by providing safe and reliable transit service; and


WHEREAS: The public servants who provide and support public transit directly contribute to the economic vitality, quality of life, and environmental sustainability of Northern Virginia.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby proclaims its support for Public Service Recognition Week taking place May 5-11, 2019.

BE IT FURTHER RESOLVED that NVTC encourages all residents, businesses, and visitors to recognize the hard work and dedication of public servants across Northern Virginia.

Approved this 2nd day of May 2019.


Matthew F. Letourneau
Chairman


Sharon Bulova
Secretary-Treasurer



RESOLUTION OF COMMENDATION

SUBJECT: Commend DRPT Director Jennifer Mitchell and Former Delegate James LeMunyon for Their Efforts to Help Establish the Washington Metrorail Safety Commission

WHEREAS: In 2012, Congress passed the Moving Ahead for Progress in the 21st Century Act (MAP-21), requiring all states with rail transit systems to identify or establish an independent agency to ensure that the rail transit systems within their borders adhered to a new safety framework, with a deadline of April 15, 2019 to establish an agency to handle the new safety oversight responsibilities and receive federal certification of the oversight program;

WHEREAS: In the 2017 General Assembly Session, Delegate James LeMunyon introduced HB2136 (2017), authorizing Virginia to become a signatory to the Washington Metrorail Safety Commission Interstate Compact, which established an independent state safety oversight authority for the Washington Metropolitan Area Transit Authority (WMATA) Rail System, and was signed into law on March 24, 2017;

WHEREAS: During this same time, Department of Rail and Public Transportation (DRPT) Director Jennifer Mitchell served as an unofficial leader for the regional development of Washington Metrorail Safety Commission (WMSC) enabling legislation, using her expertise to help negotiate compromises between Virginia, Maryland, and the District of Columbia to ensure deadlines were met and the requirements of each jurisdiction were reflected in the legislation;

WHEREAS: Delegate LeMunyon and Director Mitchell's swift actions during the legislative development phase demonstrated to the U.S. Department of Transportation and the local and congressional delegations that progress was being made on passing the legislation;

WHEREAS: In Spring and Summer 2017, the Commonwealth of Virginia, Maryland and the District of Columbia jointly crafted an agreement creating the Washington Metrorail Safety Commission to serve as the state safety oversight agency for the Metrorail system, followed by Congress formally approving the compact which was ratified in August 2017;

WHEREAS: Director Mitchell continued to play an instrumental role in establishing the WMSC by assisting with the development of the Interstate Compact and the WMSC Bylaws and operating policies, and by helping to create a timeline and process to recruit Board members and staff and to elect officers, which culminated in the first WMSC meeting on February 7, 2018; and

WHEREAS: On March 18, 2019, the Federal Transit Administration (FTA) certified the State Safety Oversight (SSO) Program of the WMSC, which is now responsible for overseeing and enforcing safety practices on Metrorail; reviews and approves WMATA's Metrorail safety plans and operations to ensure the rail system complies with federal and state safety rules and regulations; and identifies safety deficiencies and oversees WMATA's efforts to address deficiencies.

NOW, THEREFORE, BE IT RESOLVED by the Northern Virginia Transportation Commission hereby commends DRPT Director Jennifer Mitchell and former Delegate James LeMunyon for their efforts to help establish the Washington Metrorail Safety Commission.

BE IT FURTHER RESOLVED that NVTC prepare copies of this resolution for presentation to Jennifer Mitchell and James LeMunyon as an expression of its gratitude and in appreciation of their work to make the Metro system safer for all commuters in the Washington, D.C. metropolitan region.

Approved this 2nd day of May 2019.

Matthew F. Letourneau
Chairman

TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice and Brittany Sumpter

DATE: May 30, 2019

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

ACTION ITEM: Approve the CONSENT AGENDA

A. Approve Resolution #2383: Approve NVTC's Title VI Program and Compliance Report and Authorize Submission to the Federal Transit Administration

At the June meeting, the Commission will be asked to approve Resolution #2383, which will approve NVTC's updated Title VI Program and Compliance Report.

Title VI of the Civil Rights Act of 1964 requires that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

To document compliance, the Federal Transit Administration (FTA) requires that all primary recipients of federal financial assistance submit a Title VI Program once every three years. The Title VI Program must be approved by the primary recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. Furthermore, subrecipients are to submit their Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

NVTC receives FTA financial assistance on behalf of its member jurisdictions, the cities of Falls Church and Alexandria. Accordingly, NVTC staff worked with the cities to update their Title VI Programs. Both City Councils approved their Programs at their meetings on May 13, 2019 and April 23, 2019, respectively. Subsequently, jurisdictional staff submitted their Title VI Programs to NVTC and NVTC has incorporated the Programs as an attachment to its own Title VI Program and Compliance Report.

NVTC's last Commission-approved Title VI submission was in 2016 and covers the periods August 2016–July 2019. Once approved, this updated Title VI Program and Compliance Report will cover the periods August 2019–July 2022.

**RESOLUTION #2383**

SUBJECT: Approve NVTC's Title VI Program and Compliance Report and Authorize Submission to the Federal Transit Administration

WHEREAS: The Federal Transit Administration (FTA) requires grant recipients to submit a Title VI Program and Compliance Report every three years;

WHEREAS: Title VI of the 1964 Civil Rights Act requires that "No persons in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

WHEREAS: NVTC staff has reviewed these requirements and has prepared a program in compliance with Title VI of the Civil Rights Act of 1964;

WHEREAS: Subrecipients are required to have their own Title VI Programs and to submit their Title VI programs and compliance reports every three years to the direct recipient of FTA funds;

WHEREAS: Both the City of Falls Church and the City of Alexandria, as subrecipients of NVTC, have prepared their own Title VI programs and compliance reports which have been approved by their respective City Councils on May 13, 2019 and April 23, 2019, and both cities have submitted the programs and reports to NVTC; and

WHEREAS: NVTC has incorporated the City of Falls Church's and the City of Alexandria's Title VI programs and compliance reports as attachments to its own report.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the Title VI Program and Compliance Report and authorizes staff to submit it to the Federal Transit Administration.

Approved this 6th day of June 2019.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer



Title VI Program

INTRODUCTION

The Northern Virginia Transportation Commission (NVTC or the Commission) was established to manage and control the functions, affairs, and property of the Northern Virginia Transportation District—which was created by the Transportation District Act of 1964 (§ 33.2-1900 through 33.2-1935 of the Virginia Code). The purpose of the Act is to facilitate “the development of transportation systems [...] for the orderly growth and development of the urban areas of the Commonwealth; for the safety, comfort and convenience of its citizens; and for the economical utilization of public funds.”

NVTC is comprised of 21 Commissioners and four Alternates. Fourteen are locally elected officials from its six-member jurisdictions: Arlington (3), Fairfax (5), and Loudoun (2) counties, and the cities of Alexandria (2), Fairfax (1), and Falls Church (1). Six of the 21 commissioners are appointed from the General Assembly (two senators and four House of Delegates members or appointees). Additionally, one Commissioner is appointed by the Virginia Secretary of Transportation. NVTC officers are appointed in January and serve for one year.

NVTC is a strong advocate of adequate, stable, and reliable funding to finance public transit and supports improved efficiency of the region’s transportation system. NVTC provides a policy forum for the region and allocates up to \$200 million in state, regional and federal transit assistance each year among member jurisdictions. NVTC’s budget is funded primarily by its member jurisdictions. NVTC appoints Virginia’s two principal and two alternate members to the Board of Directors of the Washington Metropolitan Area Transit Authority (WMATA) and, as a co-owner of the Virginia Railway Express (VRE), appoints three voting members and an alternate to VRE’s Operations Board.

Federal Transit Administration (FTA) funded transit projects performed by NVTC’s subrecipients, the Cities of Alexandria and Falls Church include studies, new infrastructure, and facilities and amenities for WMATA.

POLICY STATEMENT

NVTC has established a Title VI Program in accordance with regulations of the U.S. Department of Transportation (USDOT), 49 CFR Part 21. The Commission has received federal financial assistance from the Department of Transportation and, as a condition of such assistance, the Commission will comply with 49 CFR Part 21.

The primary goal of the Commission’s Title VI Program is to ensure all management, staff, contractors, and service beneficiaries are aware of the provisions and the responsibilities associated with Title VI of the Civil Rights Act of 1964.

FTA requires recipients to report certain general information to determine compliance with Title VI. The collection and reporting of this information constitutes the recipient’s Title VI Program. To ensure compliance with 49 CFR 21.9 (b), FTA requires that all recipients document their compliance by submitting a Title VI Program to the agency’s regional civil rights officer once every three years. The following is NVTC’s Title VI Program:

ASSURANCES

NVTC's most recent certifications & assurances have been uploaded in TrAMS. NVTC also requires its subrecipients to sign certifications & assurances, which are kept on file.

NOTICE TO THE PUBLIC REGARDING TITLE VI OBLIGATIONS

NVTC has copies of its Title VI notice to the public on its website and in its reception area. See **Attachment 1**

The notice states in English that the Commission operates its programs without regard to race, color, and national origin. It informs the public on how to request additional information regarding NVTC's Title VI obligations. It directs the public to a copy of NVTC's procedures for filing, receiving, and tracking complaints. The notice also includes a Title VI complaint form. The Google Translate feature on the website allows the notice to be translated into over 100 languages. See **Attachment 2**

TITLE VI COMPLAINT INVESTIGATION AND TRACKING PROCEDURES

Attachment 3 is NVTC's internal procedures for handling and processing Title VI Complaints.

TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS

Neither NVTC nor its subrecipients have had any transportation- related Title VI investigations, complaints, or lawsuits filed since the last submission in 2016.

NVTC's PUBLIC PARTICIPATION STRATEGY

NVTC seeks out and considers the viewpoints of minority, low-income, and limited English proficient (LEP) persons in the course of its public outreach and involvement activities for each of its projects. It considers the composition of the population affected by the project, the type of practical public outreach to be undertaken, and the resources available to NVTC. NVTC seeks to overcome linguistic, institutional, cultural, economic, historical, or other barriers that might prevent minority and low-income people from effectively participating in NVTC's decision-making process.

To that end, NVTC:

1. Conducts its meetings at locations convenient to low-income and minority populations (i.e. within walking distance of a Metrorail station and/or bus routes).
2. Conducts its meetings at times convenient to low-income and minority populations.
3. Distributes media releases broadly to include news outlets tailored to such communities.
4. Encourages its members to establish and maintain contacts within those communities.
5. Implements fully its policies on reaching out to LEP persons (see policy below).
6. Advertises its new programs and initiatives in non-English publications and media outlets, as applicable.
7. Identifies outreach opportunities in schools and universities; places of worship; ethnic marketplaces; and neighborhood and cultural centers, when appropriate to the project.

In the last three years NVTC conducted the following outreach activities:

- NVTC hosted three open houses and public hearings related to the I-66 Commuter Choice Program. NVTC also engaged in enhanced traditional outreach efforts by launching a social media campaign that was geo-targeted to each I-66 project and partnered with jurisdictional staff by attending local events to increase visibility and awareness of the public comment period. Translation services were available upon prior request.
- NVTC hosted three outreach events for the Virginia members of the WMATA Board in 2017. All meetings were held within a short walk from either a Metrorail station or a bus stop.
- NVTC hosted three public hearings to discuss NVTC's budget and annual work plan.

NVTC's LIMITED ENGLISH PROFICIENCY (LEP) PLAN

See **Attachment 4** for the Four Factor Analysis.

See **Attachment 5** for the Limited English Proficiency (LEP) Plan.

RACIAL BREAKDOWN OF NON-ELECTED PLANNING BOARDS

NVTC is comprised of 21 Commissioners and four Alternates. Fourteen are locally elected officials from its six-member jurisdictions, six are appointed from the General Assembly, and one is appointed by the Virginia Secretary of Transportation.

The membership of the Commission is not determined by NVTC. Thus, the requirement to provide a table depicting the racial breakdown of the membership is not applicable.

NVTC'S TITLE VI SUBRECIPIENT MONITORING PROCESS

The City of Alexandria and the City of Falls Church are NVTC's subrecipients which receive federal funding for transit-related projects.

NVTC requires its subrecipients to sign certifications and assurances annually to certify that they will comply with all Federal statutes relating to nondiscrimination, including, but not limited to, Title VI of the Civil Rights Act of 1964. Every three years, NVTC reviews drafts of its subrecipient's Title VI programs and suggests changes where needed to ensure compliance with the FTA requirements. Furthermore, NVTC ensures its subrecipients are exploring all opportunities to deliver competent and accurate language services as they have more direct interaction with the general public.

In the event that there are any transportation-related Title VI investigations, complaints, or lawsuits filed against its subrecipients, NVTC is promptly notified and included in the review and response preparation process.

The City of Alexandria and the City of Falls Church's Title VI Programs are included in **Attachment 6**.

EQUITY ANALYSIS FOR FACILITY CONSTRUCTION

NVTC has not constructed a facility. Thus, the requirement to include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility is not applicable.

REQUIREMENTS FOR FIXED ROUTE TRANSIT PROVIDERS

The following requirements apply to all providers of fixed route public transportation that receive Federal financial assistance:

- Set system-wide standards and policies
- Collect and report data
- Evaluate service and fare equity changes
- Monitor transit service

While NVTC is part of a large urbanized area, neither NVTC nor its subrecipients are transit providers. Therefore, these requirements do not apply to NVTC.

NVTC'S NOTICE TO THE PUBLIC

The Northern Virginia Transportation Commission (NVTC) is committed to ensuring that no person is excluded from participation in, is denied the benefits of, or is subjected to discrimination under its services on the basis of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964. For more information, please contact NVTC at 703-524-3322 or via email at NVTC@novatransit.org.

It is NVTC's objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

The Executive Director and all NVTC staff share the responsibility for carrying out NVTC's commitment to Title VI.

A copy of this notice is posted on NVTC's website (novatransit.org) in English and can be translated into 100+ languages through the use of the Google Translate tool.

NVTC will provide appropriate assistance to individuals who are limited in their ability to communicate in English.

NVTC'S TITLE VI COMPLAINT PROCEDURES

Any person who believes that they have been subjected to an unlawful discriminatory practice by NVTC on the basis of race, color, or national origin may file a Title VI complaint within 180 days from the date of the alleged discrimination. Complaints may either be filed with NVTC or with the Federal Transit Administration.

Filing a Complaint with NVTC

- Title VI Complaint Form English
- Title VI Complaint Form Spanish
- Online: Complaints may be filed via e-mail at NVTC@novatransit.org
- By Mail: Complaints may be filed with NVTC in writing and may be addressed to:

NVTC
Executive Director
2300 Wilson Blvd #230
Arlington, Virginia 22201

Once the complaint is received, the complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated.

Within 30 days from receipt of the complaint, NVTC's Executive Director will provide a response containing findings and remedies or, if such a response cannot be completed, a progress report to the complainant with an estimate of when the response will be completed. NVTC will endeavor to complete its investigation and issue its findings and remedies within 180 days of receipt of the complaint and additional information it may request.

Filing a Complaint Directly to the Federal Transit Administration

A complainant may file a Title VI complaint with the Federal Transit Administration by contacting the FTA Office of Civil Rights at:

Federal Transit Administration
Office of Civil Rights
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

Complete a [FTA complaint form](#) and attach:

- A summary of your allegation and any supporting documentation.
- Sufficient details for an investigator to understand why you believe a public transit provider has violated your rights, with specifics such as dates and times of incidents.
- Any related correspondence from the transit provider.

NVTC'S TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that “no persons in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

If you believe you have been discriminated against by NVTC, you may file a signed, written complaint within 180 days of the date of alleged discrimination. You may use the form below, which includes the necessary information to process your claim. When completed, please return this form to the Executive Director, NVTC, 2300 Wilson Boulevard, Suite 230, Arlington VA 22201.

SECTION I

Complainant's Information

Name:

Phone Number (work):

Address:

Phone Number (home):

E-mail Address:

Victim's Information (if different than above)

Name:

Phone Number (work):

Address:

Phone Number (home):

E-mail Address:

Confirm you have obtained the permission of the aggrieved party. ☐

Explain why you have filed for a third party:

SECTION II

Date of alleged discrimination:

Do you believe that the reason for the alleged discrimination was based on: Race ☐

Color ☐

National Origin ☐

SECTION III

Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

Yes ☐

No ☐

If yes, mark all appropriate boxes: Local Agency ☐

State Court ☐

State Agency ☐

Federal Court ☐

Federal Agency ☐

Contact information for the agency/court where the complain was filed:

Name:

Phone Number:

Address:

SECTION IV

Describe in your own words the alleged discrimination. Please explain what happened and who you believe was responsible. Provide all details and pertinent facts and circumstances surrounding the alleged discrimination that will help NVTC investigate your complaint. You may also attach any written materials and other information that you think is relevant to your complaint.

SECTION V

Complainant's Signature:

Date:

Formulario de queja de Título VI

El Título VI del Decreto de los Derechos Civiles de 1964 dispone que “ninguna persona en los Estados Unidos debe ser excluida de participar en, negada de los beneficios de sus servicios en base a su raza, color u origen étnico, o ser sujeto(a) a discriminación bajo cualquier programa o actividad que reciba ayuda económica federal.”

Si cree que ha sufrido discriminación, puede presentar una queja por escrito y firmada en un plazo de 180 días de la fecha de la presunta discriminación. Puede utilizar el formulario a continuación, que incluye la información necesaria para procesar su queja. Cuando termine, favor de entregar este formulario a Ejecutivo Director, NVTC, 2300 Wilson Boulevard, Suite 230, Arlington VA 22201.

SECCIÓN I

Datos Del Reclamante

Nombre:

Número telefónico (trabajo):

Dirección:

Número telefónico (casa):

Dirección electrónica:

Datos de la Víctima (si es diferente del anterior)

Nombre:

Número telefónico (trabajo):

Dirección:

Número telefónico (casa):

Dirección electrónica:

Confirmar que ha obtenido la autorización de la parte perjudicada. ☐

Explicar por qué usted ha presentado para un tercero :

SECCIÓN II

Fecha de la presunta discriminación:

Cree que la razón para la presunta discriminación es debido a: Raza ☐

Color ☐

Origen étnico ☐

SECCIÓN III

¿Ha entregado esta queja a cualquier otro organismo local, estatal, o federal o con cualquier tribunal estatal o federal? Sí ☐ No ☐

De ser así, marque todas las cajas apropiadas : Tribunal estatal ☐

Organismo local ☐

Organismo estatal ☐

Tribunal federal ☐

Organismo federal ☐

Información de contacto para el organismo/tribunal donde se present la queja:

Nombre :

Número telefónico:

Dirección :

SECCIÓN IV

Describa en sus propias palabras la presunta discriminación. Favor de explicar qué fue lo que sucedió y quién cree que es responsable. Proporcione todos los detalles y hechos pertinentes, y circunstancias en torno a la presunta discriminación que ayudarán a MTS a investigar su queja. También puede añadir cualquier material escrito u otra información que considere relevante a su queja.

SECCIÓN V

Firma del reclamante :

Fecha :

NVTC'S INTERNAL PROCEDURES FOR HANDLING AND PROCESSING TITLE VI COMPLAINTS

1. NVTC's Executive Director will issue notification to the person submitting the complaint of its receipt by NVTC within 2 working days.
2. Within 15 working days from receipt of the complaint, NVTC's Executive Director will initiate a review of the complaint. The Executive Director may request additional relevant information from the complainant.
3. Within 30 days from receipt of the complaint, NVTC's Executive Director will provide a response containing findings and remedies, or if such a response cannot be completed, a progress report to the complainant with an estimate of when the response will be completed. NVTC will endeavor to complete its investigation and issue its findings and remedies within 180 days of receipt of the complaint and additional information it may request.
4. Upon completion of the response and notice to the complainant, NVTC will record the findings and inform FTA in NVTC's next Title VI Program submission.
5. Complainant will be informed of NVTC's appeal procedure, which is consistent with the Code of Virginia.
6. If the complaint results in a modification to NVTC policies, procedures, or practices, compliance with the change will be monitored by the Executive Director or their designee and recorded at least twice each year for a period of at least three years.

NVTC'S FOUR FACTOR ANALYSIS

NVTC has performed a USDOT Four-Factor Analysis of its program to ensure meaningful access to benefits, services, information, and other important portions of its programs and activities for individuals who are limited English proficient (LEP). An individual who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English can be limited English proficient, or "LEP," and, therefore, are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter.

This Four-Factor Analysis helps NVTC to determine if it communicates effectively with LEP persons and informs language access planning. The analysis is an individualized assessment that balances the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by NVTC;
2. The frequency with which LEP persons come into contact with NVTC programs;
3. The nature and importance of NVTC's services and programs in people's lives; and
4. The resources available to NVTC for LEP outreach, as well as the costs associated with that outreach.

FACTOR 1. NUMBER OF LEP PERSONS IN THE SERVICE REGION

Persons "eligible to be served, or likely to be directly affected by" a recipient's programs or activities are those who are in fact, served or encountered in the eligible service population. This population includes persons who are in the geographic area that is part of the recipient's service area.

The guidance provides that recipients should first examine their prior experiences with LEP individuals and determine the breadth and scope of language services that are needed. NVTC does not operate transit service and has limited direct interaction with the general public, including LEP individuals. Furthermore, NVTC has not been approached, to date, for information from anyone who does not appear to understand the English language.

Therefore, to conduct the analysis, NVTC evaluated the types of languages spoken at home for the people in the NVTC service region and the level at which those individuals did not speak English "very well." Data for the review was collected for NVTC's six jurisdictions (counties of Arlington, Fairfax, and Loudon and the cities of Alexandria, Falls Church, and Fairfax) as it represents the individuals most likely served or encountered in the NVTC service population. NVTC consulted the United States Census Bureau 2013-2017 American Community Survey 5-year estimates to retrieve the data. See [Table 1](#)

According to the data, the most common language spoken other than English is Spanish, which is the primary language of 29,639 residents in Arlington County (13.73% of the population); 140,175 residents in Fairfax County (13.13% of the population); 37,568 residents in Loudon County (10.85% of the population); 20,168 residents in Alexandria City (14.06% of the population); 3,179 residents in Fairfax City (14.5% of the population); and 771 residents in Falls Church City (5.95% of the population). Other common categories of languages spoken in the NVTC service region include Other Indo-European languages, Chinese, Other Asian and Pacific Island languages, and Other unspecified languages. However, these languages represent, on average, less than 5% of the total NVTC service region.

Of these top 5 languages spoken in the NVTC service region, an analysis was conducted to determine the number of individuals that did not speak English “very well.” See **Table 2**. This data revealed the LEP persons likely to be encountered by NVTC.

Map 1 is provided to demonstrate where in the region populations of LEP persons reside.

FACTOR 2. FREQUENCY OF LEP USE

NVTC does not operate transit service and has limited direct interaction with the general public. Moreover, NVTC has not been approached, to date, for information from anyone who does not appear to understand the English language.

However, despite the unpredictable or infrequent basis in which NVTC comes in contact with LEP persons, NVTC takes proactive steps to ensure it is prepared to provide language assistance should it be needed.

For example, NVTC is prepared to use the services of a translator or sign language interpreter for public hearings, free -of-charge, when given seven days advance notice.

FACTOR 3. IMPORTANCE TO LEP PERSONS OF NVTC’S PROGRAMS, ACTIVITIES AND SERVICES

Although NVTC’s primary focus is not the provision of transit services, it does focus on funding, policy, and research that benefits transit users. Decisions made by the Commission can influence the types of transit available in the region and the routes they follow. Public transportation is a primary need of LEP individuals, many of whom do not have personal vehicles to access jobs, health care, government services, and recreation. Therefore, providing opportunities for the LEP population to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions is paramount. NVTC fully believes that limited English proficiency should not be a barrier to participating in the transportation decision-making process, as access to all points of view allows the Commission to make informed decisions on policies, funding, studies, and analyses.

FACTOR 4. RESOURCES AVAILABLE FOR LEP OUTREACH

NVTC serves as a regional forum for discussion and analysis of transit issues that are critically important to the region and our economy. However, despite its smaller size and limited direct interaction with the general public, NVTC is committed to exploring the most cost-effective means of delivering competent and accurate language services.

To that end, NVTC has adopted the following cost- efficient and reasonable practices:

- Translating informational brochures into languages other than English when appropriate;
- Offering, with seven days notice, the services of a translator or sign language interpreter for public hearings, free-of-charge;
- Providing a Google Translator link on the website to translate the Title VI notice and other key NVTC policies;
- Using visual aids, such as maps and charts, to illustrate topics and concepts; and
- Avoiding technical jargon and targeting presentations to a general audience.

Currently, the costs associated with these efforts are found within the NVTC General and Administrative budget.

TABLE 1

TYPES OF LANGUAGES SPOKEN AT HOME IN THE NVTC SERVICE REGION

| | Arlington County | | Arlington County Percentages | | Fairfax County | | Fairfax County Percentages | | Loudoun County | | Loudoun County Percentages | | Alexandria City | | Alexandria City Percentages | | Fairfax City | | Fairfax City Percentages | | Falls Church City | | Falls Church City Percentages | |
|--|------------------|--------|------------------------------|--------|----------------|--------|----------------------------|--------|----------------|--------|----------------------------|--------|-----------------|--|-----------------------------|--|--------------|--|--------------------------|--|-------------------|--|-------------------------------|--|
| English Only | 152,092 | 70.46% | 658,313 | 61.66% | 237,696 | 68.63% | 95,670 | 66.71% | 14,521 | 66.25% | 10,502 | 81.00% | | | | | | | | | | | | |
| Spanish | 29,639 | 13.73% | 140,175 | 13.13% | 37,568 | 10.85% | 20,168 | 14.06% | 3,179 | 14.50% | 771 | 5.95% | | | | | | | | | | | | |
| French, Haitian, or Cajun | 2,541 | 1.18% | 8,860 | 0.83% | 2,181 | 0.63% | 2,428 | 1.69% | 272 | 1.24% | 56 | 0.43% | | | | | | | | | | | | |
| German or other West Germanic languages | 1,368 | 0.63% | 5,429 | 0.51% | 1,684 | 0.49% | 644 | 0.45% | 86 | 0.39% | 115 | 0.89% | | | | | | | | | | | | |
| Russian, Polish, or other Slavic languages | 1,968 | 0.91% | 9,112 | 0.85% | 3,184 | 0.92% | 897 | 0.63% | 87 | 0.40% | 191 | 1.47% | | | | | | | | | | | | |
| Other Indo-European languages | 8,698 | 4.03% | 70,880 | 6.64% | 25,381 | 7.33% | 4,597 | 3.21% | 1,157 | 5.28% | 535 | 4.13% | | | | | | | | | | | | |
| Korean | 1,340 | 0.62% | 34,589 | 3.24% | 3,281 | 0.95% | 1,113 | 0.78% | 612 | 2.79% | 115 | 0.89% | | | | | | | | | | | | |
| Chinese (incl. Mandarin, Cantonese) | 3,991 | 1.85% | 24,958 | 2.34% | 4,405 | 1.27% | 1,107 | 0.77% | 609 | 2.78% | 90 | 0.69% | | | | | | | | | | | | |
| Vietnamese | 1,340 | 0.62% | 26,960 | 2.53% | 4,291 | 1.24% | 335 | 0.23% | 321 | 1.46% | 76 | 0.59% | | | | | | | | | | | | |
| Tagalog (incl. Filipino) | 1,327 | 0.61% | 10,624 | 1.00% | 3,383 | 0.98% | 1,308 | 0.91% | 45 | 0.21% | 103 | 0.79% | | | | | | | | | | | | |
| Other Asian and Pacific Island languages | 4,245 | 1.97% | 30,719 | 2.88% | 15,934 | 4.60% | 1,260 | 0.88% | 456 | 2.08% | 194 | 1.50% | | | | | | | | | | | | |
| Arabic | 2,657 | 1.23% | 22,508 | 2.11% | 4,346 | 1.25% | 2,769 | 1.93% | 354 | 1.62% | 90 | 0.69% | | | | | | | | | | | | |
| Other and unspecified languages | 4,638 | 2.15% | 24,500 | 2.29% | 3,024 | 0.87% | 11,107 | 7.75% | 219 | 1.00% | 127 | 0.98% | | | | | | | | | | | | |
| TOTAL | 215,844 | | 1,067,627 | | 346,358 | | 143,403 | | 21,918 | | 12,965 | | | | | | | | | | | | | |

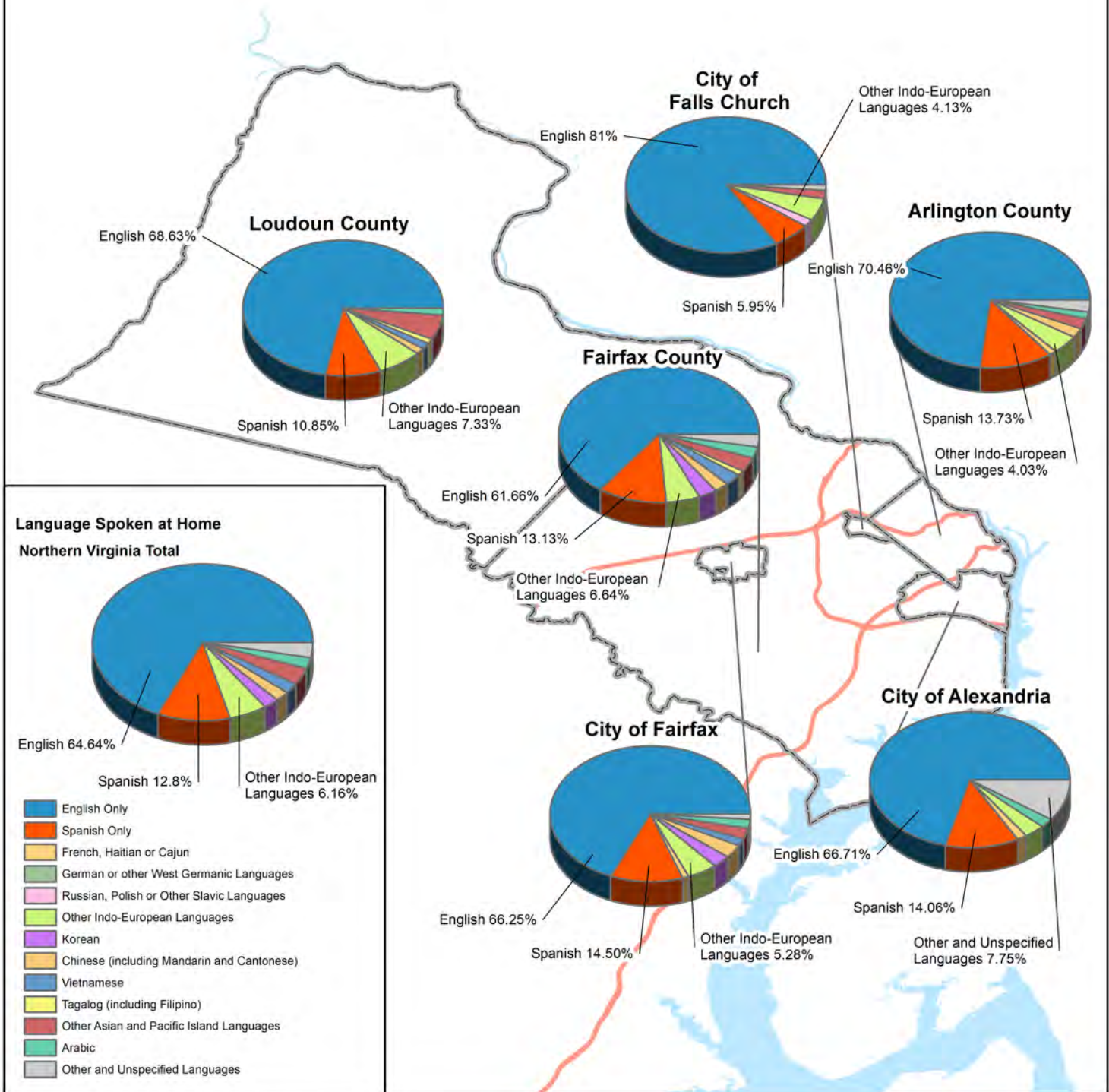
TABLE 2

INDIVIDUALS WITHIN TOP 5 LANGUAGE CATEGORIES THAT SPEAK ENGLISH "LESS THAN VERY WELL"

| | Arlington County, Virginia | Fairfax County, Virginia | Loudoun County, Virginia | Alexandria city, Virginia | Fairfax city, Virginia | Falls Church city, Virginia |
|--|----------------------------|--------------------------|--------------------------|---------------------------|------------------------|-----------------------------|
| Spanish | 7,699 | 63,119 | 15,198 | 9,303 | 1,512 | 295 |
| Other Indo-European languages | 1,473 | 19,316 | 6,141 | 1,595 | 490 | 128 |
| Chinese | 1,346 | 11,547 | 1,891 | 399 | 356 | 53 |
| Other Asian and Pacific Island languages | 1,404 | 9,093 | 3,140 | 433 | 124 | 46 |
| Other and unspecified languages | 1,203 | 7,163 | 602 | 3,553 | 9 | 43 |

MAP 1

2013-2017 American Community Survey 5-Year Estimates Languages Spoken at Home for the Population 5 Years and Older



NVTC'S LIMITED ENGLISH PROFICIENCY (LEP) PLAN

After completing the Four Factor Analysis, NVTC used the results of the analysis to determine which language assistance services are appropriate and developed an assistance plan to address the identified needs of the LEP population it serves. The following is NVTC's Limited English Proficiency (LEP) Plan:

FOUR FACTOR ANALYSIS

The complete Four Factor Analysis can be found in **Attachment 4**.

The results of the analysis determined that Spanish is the LEP population that will most likely come in contact with NVTC.

LANGUAGE ASSISTANCE SERVICES

The following are the responsible steps NVTC will take to ensure meaningful access to its programs and activities:

1. NVTC will translate informational brochures into languages other than English when it is cost-effective to do so.
2. NVTC will, within seven days of notice, offer the services of a translator or sign language interpreter for its public hearings free-of-charge.
3. NVTC will provide a Google Translator link on its website to translate the Title VI notice and other key NVTC policies; and
4. NVTC will work closely with its subrecipients to ensure that they are exploring all opportunities to deliver competent and accurate language services to its LEP population(s).

NOTICE OF THE AVAILABILITY OF LANGUAGE ASSISTANCE

The following are the ways in which NVTC provides notice to LEP persons that language assistance services are available free of charge:

1. Stating in the Title VI Notice to the Public, which is available on NVTC's website and in its reception area, that assistance is available to individuals who are limited in their ability to communicate in English.
2. Stating in outreach documents, when appropriate, that language services are available from NVTC .

MONITORING, EVALUATION, AND UPDATES TO THE LEP PLAN

NVTC will monitor the following on an ongoing basis:

- Frequency of encounters with LEP language groups.
- Nature and importance of activities to LEP persons.
- Whether existing assistance is meeting the needs of LEP persons.
- Whether identified sources for assistance are still available and viable.

In the event that changes or additions are made to its LEP Plan, NVTC will provide notice to the LEP public.

NVTC EMPLOYEE TRAINING

NVTC ensures that current and new staff understand the LEP Plan and how to implement it.

NVTC also included the Title VI Program compliance requirement into the Staff Work Plan as well as the NVTC Handbook, which is updated and distributed annually to Commissioners and staff.

VITAL DOCUMENTS AVAILABLE IN SPANISH

NVTC provides the Google Translator link on the website so all NVTC webpages can be translated. Vital documents on the NVTC website that are able to be translated include:

- Title VI Notice;
- Title VI Complaint Form; and
- Advertisements for public hearings and select public meetings.

NVTC also posted its proposed overall DBE goal in the EL TIEMPO LATINO newspaper to ensure that LEP persons were informed about the DBE goal-setting rationale and given the opportunity to provide feedback.

NVTC'S SUBRECIPIENT'S TITLE VI PROGRAMS

| | Title VI Submission Approved by Respective Councils | Considerations of Approval by NVTC Commission |
|----------------------|--|--|
| City of Alexandria | April 23, 2019 | June 6, 2019 |
| City of Falls Church | May 13, 2019 | June 6, 2019 |

The City of Alexandria's Title VI Program

The City of Alexandria (the "City") is an independent City in the Commonwealth of Virginia which was founded in 1749. The City receives Federal Transit Administration ("FTA") funds as a sub recipient of both the Northern Virginia Transportation Commission ("NVTC") and of the Metropolitan Washington Council of Governments ("MWCOC"). The FTA funded transit projects performed by the City include studies, new infrastructure, or facilities for the Washington Metropolitan Area Transit Authority ("WMATA"), which, in its role as a direct recipient of FTA funds, produces its own Title VI report.

The City has established a Title VI Program to comply with the US Department of Transportation ("DOT") Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in the DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency ("LEP") Persons (70 FR 74087, December 14, 2005).

On October 1, 2012, FTA issued Circular 4702.1B which supersedes Circular 4702.1A and requires sub recipients to have their own Title VI program. The Title VI program shall follow all the requirements of Chapter III-3 of the Circular and must be approved by the sub recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions. Sub recipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

1.0 Annual Assurance to MWCOC/NVTC that the City of Alexandria is Complying with Title VI of the Civil Rights Act of 1964

Assurance of Compliance

It is the policy of the City of Alexandria not to discriminate against any employee because of race, color, religion, age, sex, national origin, ancestry, or disability.

Title VI Assurance

In accordance with 49 CFR Section 21.7, every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. The City of Alexandria will fulfill this requirement by submitting the annual assurance to NVTC prior to receiving FTA funds. The City of Alexandria provides this assurance in consideration of and for the purpose of obtaining FTA grants, loans, contracts, property, discounts or other FTA financial assistance.

The City has signed the certifications and assurance document required by FTA and has forwarded it to NVTC as required by the sub recipient agreement signed between the parties.

2.0 Notice to the Public Regarding Title VI Obligations

The City of Alexandria has chosen to adopt the MWCOC notice, which has been changed to accommodate the City's information. It is included in Appendix A.

The notice states in English and Spanish that the City operates its programs without regard to race, color, and national origin. It informs the public how to request additional information on

the City of Alexandria's Title VI obligations. It directs the public to a copy of the City's procedures for filing, receiving, and tracking complaints. The notice also includes the Title VI complaint form (see Appendix B). The notice states further that the City will translate it into other languages on request.

This notice was posted in or proximate to large facilities having many transit patrons, such as the City Hall, all of the City's libraries, and such major transit facilities as the King St-Old Town Metrorail station, and on the City's web site.

3.0 Investigations of Alleged Discrimination

The City of Alexandria has a staffed Office of Human Rights which investigates any allegations of discrimination by the City. The City of Alexandria will record any Title VI investigations, complaints, or lawsuits. This list shall include the date of the investigation, lawsuit, or complaint filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the City of Alexandria in response to the investigation, lawsuit, or complaint. The City will use the complaint form attached in Appendix B to catalogue any complaints received by the Office of Human Rights.

4.0 Title VI Investigations, Complaints, and Lawsuits

The City of Alexandria has had no Title VI complaints since its last submittal in 2016. No Title VI complaints had been filed prior to 2016.

5.0 Public Participation Plan

The City of Alexandria believes public participation is an integral part of transportation planning and decision making. The City of Alexandria provides access to minority, low-income, and LEP populations to opportunities for public participation in transportation decisions. By providing such access, the City of Alexandria offers an inclusive, representative, and equal opportunity for two-way communication resulting in appropriate action that reflects public involvement. The City of Alexandria's Department of Transportation & Environmental Services has and will continue to coordinate with the City of Alexandria's Office of Communications and Public Information and the City of Alexandria's Office of Human Rights and other organizations to implement strategies to reach out to members in affected minority, low-income, and LEP communities on proposed transportation decisions.

The City employs a wide variety of means to involve citizens in transportation planning. Examples are the following:

- Meeting with groups who have expressed interest in different projects, such as presentations to civic associations to provide information and solicit feedback on specific projects.
- Holding project-specific public meetings to solicit input. In areas of the City with large populations of LEP people, the city provides written materials in appropriate languages, such as Spanish and Amharic, and tries to have translators present at these meetings.
- Performing pop-up meetings at locations and times where large numbers of minority, low-income and LEP individuals who could be affected by a transportation project are present.

- Employing the City's general website and the City's GoAlex website to provide announcements of public meetings and to provide information to the general public about issues which were raised at the meetings. In addition, the City announces meetings using the eNews service and social media where appropriate.
- Before transportation surveys are administered, ensuring that all people affected by the action who may have Limited English Proficiency, have surveys available in their native language. In the past, we have printed transportation surveys in Spanish and Amharic, which is one of the languages of Ethiopia. This will be done by pulling down corridor level demographic information, prior to the survey being administered to ensure that it is in the appropriate language. The City also provides people with disabilities with opportunities to fill out surveys. For example, when we conducted one of the Alexandria Transit Vision surveys, there was a Section 508 compliant survey on the webpage for with those with visual impediments.
- In corridors with a large LEP population, translators will be available at all public meetings and any written materials which will be distributed at the meeting will be available in the second predominant language as well as English.
- Releasing news releases on important meetings which may be are picked up by the Washington Post and local newspapers.
- Distributing information monthly about transportation issues on the City's GoAlex website.
- In some cases, distributing paper flyers to the houses and/or businesses in the travel corridors being analyzed.
- Using ad hoc committees of citizens and elected officials to assist staff in gauging transportation decisions.
- City Council meetings.
- Web proceedings from City Council meetings.
- Sometimes providing information on the local cable television station.
- Information is distributed through such social media as Twitter and Facebook.

6.0 A Plan for Meaningful Access for Persons with Limited English Proficiency (LEP)

Four Factor Analysis

The City of Alexandria has performed a USDOT Four-Factor analysis of its program to encourage people with Limited English Proficiency (LEP) to become more involved in the process of planning transportation services.

This analysis consists of these four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the grantee;
2. The frequency with which LEP individuals come into contact with the City of Alexandria's plans, programs, and activities;
3. The nature and importance of the program, activity, or service provided by the City of Alexandria to the LEP population; and
4. The resources available to the City of Alexandria and overall cost to provide LEP assistance.

Factor 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the grantee;

In order to get the total number of LEP people in the City the results of the 2013-2017 Public Use Microdata Sample (PUMS) conducted by the U.S. Census were used. According to these figures, 120,110 residents (77.6% of the population) speak English only. The most common language other than English is Spanish, which is the primary language of 20,800 residents (13.2% of the population). Other Indo-European languages are used by 2,000 residents (1.0% of the population). Asian and Pacific Islanders languages are spoken at home by 1,400 residents (1.0% of the population). People speaking other languages, such as Amharic or Arabic, constitute 7.0 % of the City's population (10,400 residents).

Appendix C shows the census tract maps that indicate where the four major groups of languages most spoken at home other than English. Attached in Appendix D are maps which indicate the percentage of Black or African American people and the percentage of Hispanics in each census tract in the City.

For specific projects, the City or its contractor will perform a demographic analysis of the service area impacted by the project. As an illustration of this, the City reviewed the U.S. Census for part of the area which was analyzed as part of the FTA-funded Van Dorn Beauregard Alternative Analysis/Environmental Assessment. City staff compared the demographics of Zip Code 22311, west of I-395 with the rest of the City by using the American Community Survey (2007-2011 5-year estimate), and found that this area has a higher percentage of Hispanics than the City as a whole. According the U.S. Census, 3,052 residents (18.2%) in this Zip Code are Hispanic, in contrast to 21,093 residents (15.4%) in the City as a whole.

The City also reviewed another piece of data from the American Community Survey and it indicated for those households where English was not spoken at home, respondents answered whether they could speak English less than very well. For those speaking Spanish in the City, 8,516 residents (50.2% of those speaking Spanish at home) stated that they can speak English less than very well. For those in Zip Code 22311, 1,131 residents (or 49.3% of those speaking

Spanish at home) indicated that they can speak English less than very well. In attempting to gauge the LEP population, it was suggested that the level of literacy of the population should be gauged. Doing a cross-tabulation of ability to speak English well and levels of education would have provided the best information. However that information was not obtainable. Comparing low levels of education (less than 9th grade education) in Zip Code 22311 with the City as a whole finds them to be almost identical, with 4.6% of people in Zip Code 22311 having low levels of education while in the entire City the number is 4.5% (578 residents in Zip Code 22311 and 4,664 residents in the City as a whole). Based on this data, the City developed a public outreach plan that included methods to actively solicit the input of LEP people.

Factor 2: The frequency with which LEP individuals come into contact with the City of Alexandria's plans, programs, and activities;

The City has provided translation services and appointed representatives of non-English speaking groups to commissions; however it has not documented previously how many LEP individuals actually interface with the City. The City will make an effort to document the number of LEP people who wish to be involved in the transportation planning process and how these people became involved in the process.

Factor 3: The nature and importance of the program, activity, or service provided by the City of Alexandria to the LEP population

The transit programs which are assisted by the City's Department of Transportation and Environmental Services are of critical importance to many in the LEP community. These services oftentimes represent the only means of transportation to members of this community, which enable them to find and keep jobs, and to take advantage of the many benefits provided for citizens of Alexandria. The City's Transportation Demand Management program, GoAlex regularly engages with the Limited English Proficiency population at several multi-cultural events that are held in the City. Examples include the Alexandria Chiriluagua Festival and the Cambodian Festival. The City will continue to reach out to this important group in providing transit services and facilities which can improve their travel experience.

During the past few years, the City has been engaged in two projects to determine its transit system for the future or to construct a key transit improvement. The first of these was the Transit Vision Study, which started in 2018 and is scheduled to be finished in 2019. This is an effort that is reviewing the entire transit network provided in the City by both the Alexandria Transit Corporation and by WMATA. This effort is determining whether the current alignment of bus routes is providing enough service to make transit a natural option for all people, or if the type of transit needs to be changed to focus more service in some corridors and replace these bus routes with another type of transit. This study encompasses the entire City and is using all possible vehicles for obtaining public opinion. These have included staff distributing materials in both English and Spanish at a variety of locations where large groups of transit patrons are likely to congregate, holding public meetings at many locations, and administering automated surveys to all in the City in different languages. After a decision has been made, the full community participation effort will occur again, before a decision is finally made.

The second effort the City is also currently engaged in is a project to rebuild all of the access facilities at the King Street-Old Town Metrorail station, the largest transit facility in the City. Prior to the construction, the City was engaged in an extensive effort to involve all citizens of the

City is the design of the facility. After the design was determined, the City amassed an extensive effort to notify all people in the City of the impending construction. The City published a brochure in English, Spanish, and Amharic, the three predominant language groups in the City, which explains to people receiving it when the construction will begin, what the impacts to customers will be, and what the final outcome will be. The City assembled a multilingual team that passed out the brochure weeks before the construction and after the construction commenced. The City also worked to notify all shuttle bus operators and taxi cab operators of this construction and tried to minimize the adverse impacts on all groups using the King St-Old Town Metro. The City also published materials that described the construction and placed the material on buses and used other media outlets to distribute the information. Since this work will occur in two primary phases, the City expects to do a similar effort when phase 2 begins.

The City will make an effort to ensure that important projects which will affect LEP populations are identified and will increase its efforts to get these people involved in the transportation planning process.

Factor 4: The resources available to the City of Alexandria and overall costs to provide LEP assistance.

The City worked with the United Way to develop a Hispanic Assessment in 1999. This study determined that that City needed to provide better interpretive services to Hispanic persons, to fully provide them with all City services. In response to these findings, the City developed its Language Assistance plan in 2003 and was updated in 2008. This plan, provided in Appendix E, indicates all of the resources which the City has available to those who have Limited English Proficiency. The City has historically provided an extensive amount of resources for interpretive services. The City invested over \$55,000 in language interpretation in FY2018.

7.0 Analysis of Non-Elected Transportation Boards and Commissions Appointed in Alexandria

The City of Alexandria has had three city commissions or advisory groups which deal with transit issues. These are the Transportation Commission, the Potomac Yard Metrorail Implementation Work Group, and the Alexandria Transit Company Board of Directors. The following table illustrates the composition of these groups:

Table of the Composition of Transit-Related Citizen Groups

| Name of Group | No. of Caucasians | No. of African-Americans | No. of Hispanics | No. of Asians/Pacific Islanders | Total |
|---|--------------------------|---------------------------------|-------------------------|--|--------------|
| Transportation Commission | 7 | 2 | 2 | 0 | 11 |
| Potomac Yard Metrorail Implementation Work Group | 12 | 1 | 1 | 0 | 14 |
| Alexandria Transit Company Board of Directors | 7 | 2 | 0 | 0 | 9 |

The Transportation Commission helps the City Council develop transportation policies. The Transportation Commission has two African-American representatives, Councilmember John Chapman and Alyia Gaskins. The Transportation Commission also has two Hispanics, Councilman Canek Aguirre and Oscar Gonzalez. There are a total of eleven people on the Commission, whose members are appointed by other City commissions and the City Council. Its meetings are widely publicized in various local and city media. In the development of the Potomac Yard Metrorail Station, citizen work groups have provided an important forum for community and stakeholder input. A Metrorail Station Feasibility Work Group was established in 2008 and met through 2010. In 2011, the Potomac Yard Metrorail Station Feasibility Work Group was re-convened as the Potomac Yard Metrorail Implementation Work Group (PYMIG) to ensure a thorough technical analysis of a potential new Metrorail station. In September 2015, City Council revised PYMIG's responsibilities and composition to enable PYMIG to function as a forum for the public outreach process through station opening and allow the group to consider the variety of issues that will arise as the project moves into design and construction. The group includes two members of City Council, one of whom is Hispanic, four representatives from other City commissions, one business representative, and four community representatives, one of whom is African-American.

The Alexandria Transit Company is governed by a nine member Board of Directors that is elected annually by the Alexandria City Council, acting in the capacity of the sole stockholders. Board members include residents and City staff. Two members of the ATC Board are African-Americans.

The City will renew its efforts to identify both members of minority groups and people with LEP who will be affected by major City actions. These people will be strongly considered for appointment to the community service boards which provide the City with policy guidance regarding some of these major transportation issues. The City will review the make-up of these boards and ensure that such representation is provided on these Boards, as vacancies become available.

8.0 Requirement to Collect Demographic Data

The City is not a transit service provider, and therefore is not required to collect demographic data. The Alexandria Transit Company is independent of the City and does not accept FTA capital and operating funds. Nevertheless, the City has performed demographic analyses during the planning stages of **FTA Funded Projects** in Alexandria and projects for which the City is applying for federal funding, including the Crystal City-Potomac Yard Transitway (completed), the Potomac Yard Metrorail Station, the West End Transitway, and the King Street Old Town Metrorail Access Improvements. This demographic analysis helped to guide outreach strategies by identifying populations who might require additional outreach.

Appendix A

Notice to the General Public

In order to comply with 49 CFR Section 21.9(d), the City of Alexandria shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. The paragraph below will be inserted into all significant publications that are distributed to the public. The text will be placed permanently on the City's website: <http://alexandriava.gov>.

“The City of Alexandria fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to file a Title VI related complaint, see <http://alexandriava.gov> or call (703) 746-3140. Para información en español, llame al (703) 746-3140.”

Apéndice A

Aviso al Público en General

A los fines de cumplir con la Sección 21.9(d) del 49 CRF, la Ciudad de Alexandria le proporcionará al público información relacionada con las obligaciones de esta ciudad con respecto al Título VI y hará saber a todos las protecciones anti-discriminatorias que les brinda esta ley. El párrafo citado a continuación va a ser insertado en todas las publicaciones importantes que se distribuyen al público. Dicho texto también ocupará un lugar permanente en el sitio Web de la ciudad en: <http://alexandriava.gov>.

“La Ciudad de Alexandria cumple a plenitud con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 y los estatutos y regulaciones afines en todos los programas y actividades. Para más información, o para presentar una queja relacionada con el Título VI, visite: <http://alexandriava.gov> o llame al (703) 746-3140. Para información en español, llame al (703) 746-3140.”

Appendix B

INSTRUCTIONS FOR FILING A COMPLAINT AND COMPLAINT FORM

Procedures

1. Any individual, group of individuals, or entity that believes he/she, they, or it have been subjected to discrimination prohibited by Title VI nondiscrimination procedures may file a written complaint with the City of Alexandria's Title VI Officer. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements:
 - a. Complaint shall be in writing and signed by the complainant(s).
 - b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
 - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
 - d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or e-mail transmittal for the City to be able to process it.
 - e. Complaints received by telephone will be entered into a log listing time, date, and complainant. Complainants will be informed to file a complaint in writing and will be directed to the website or other templates suggesting complaint form.
2. Upon receipt of the complaint, the Title VI Officer will refer the matter to the City Attorney who will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. Complaints against the Alexandria will be referred by the City Attorney to the appropriate state or federal agencies for proper disposition pursuant to their procedures. In special cases warranting intervention to ensure equity, these agencies may assume jurisdiction and either complete or obtain services to review or investigate matters.
3. In order to be accepted, a complaint must meet the following criteria:
 - a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
 - b. The allegation(s) must involve a covered basis such as race, color, natural origin, gender, disability, or retaliation.
 - c. The allegation(s) must involve a program or activity of a Federal-aid recipient, sub-recipient, or contractor, or, in the case of ADA allegations, an entity open to the public.

- d. The complainant(s) must accept reasonable resolution based on the City's administrative authority (reasonability to be determined by Alexandria).
4. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The complainant cannot be located after reasonable attempts.
5. Once Alexandria or a state or federal agency decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged in the records of Alexandria or the agency referred to identifying its basis and alleged harm, and the race, color, national origin, and gender of the complainant.
6. In cases where Alexandria assumes the investigation of the complaint, Alexandria will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of Alexandria's written notification of acceptance of the complaint to furnish his/her response to the allegations.
7. In cases where Alexandria assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, the City Attorney, with assistance from the appropriate Title VI Coordinator will prepare an investigative report for review by the City Manager. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.
8. The City Attorney and the appropriate Title VI Coordinator will discuss the report and recommendations with the City Manager within 10 calendar days. The report will be modified as needed and made final for its release.
9. Alexandria's final investigative report and a copy of the complaint will be forwarded to the appropriate state agency within 60 calendar days of the acceptance of the complaint.
10. Alexandria will notify the parties of its preliminary findings, which may be subject to concurrence from the appropriate Commonwealth agency.
11. Once a Commonwealth agency issues its final decision, Alexandria will notify all parties involved about such determination. State determinations are not subject to an appeal.

**City of Alexandria
Title VI Complaint Form**

March 12, 2019

Name: _____

Address: _____

Telephone Numbers:

(Home) _____ (Work) _____

Electronic Mail Address: _____

Accessible Format Requirements?

Large Print _____ Audio tape _____

TDD _____ Other _____

Are you filing this complaint on your own behalf?

Yes _____ No _____

[If you answered "yes" to this question, go to Section III.]

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party. _____

If you are filing on behalf of a third party, have you have obtained the permission of the aggrieved party?

Yes _____ No _____

Section II

Have you filed this complaint with any other federal, state or local agency, or with any federal or state court?

Yes _____ No _____

If Yes, please list:

Federal agency _____

State Agency _____

Local Agency _____

Federal Court _____

Have you filed a lawsuit regarding this complaint? Yes _____ No _____

If you answered "yes" to either of the two previous questions, please provide a copy of the complaint form or lawsuit.

[Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court, and Alexandria will not take action.]

Section III

Name of office or department you believe discriminated against you:

Office or Department _____

Name of Individual (if applicable) _____

Address _____

City _____ State _____ Zip code _____

Telephone _____

Basis(es) for complaint, check all that apply:

☐ Race ☐ Color ☐ National Origin

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Please sign here: _____

Date: _____

[Note - We cannot accept your complaint without a signature.]

You may attach any written materials or other information that you think is relevant to your complaint.

Please mail your completed form to: Office of Human Rights, City of Alexandria, and 421 King Street, Suite 230, Alexandria, VA 22314

Alternative formats of this form can be made available by request: jean.kelleher@alexandriava.gov: Phone: 703-746-3140 or please use the free Virginia Relay System at 7-1-1. Please allow seven (7) working days for preparation of the material.

Apéndice B

INSTRUCCIONES PARA PRESENTAR UNA QUEJA Y FORMULARIO DE QUEJA

Procedimientos

1. Toda persona, grupo de personas o entidades que crean que han sido objeto de un acto discriminatorio prohibido en los procedimientos sobre no discriminación del Título VI, podrán presentar una queja por escrito ante el Oficial del Título VI de la Ciudad de Alexandria. La queja formal tiene que ser presentada dentro de los 180 días calendarios siguientes a la supuesta ocurrencia, o cuando el demandante se enteró de la supuesta discriminación. La queja tiene que cumplir los requisitos siguientes:
 - a. La queja tiene que: estar por escrito y firmada por el demandante o demandantes.
 - b. Incluir la fecha del presunto acto discriminatorio (fecha en que el demandante o demandantes se enteraron de la supuesta discriminación; o la fecha en que se discontinuó esa conducta o la última vez que ocurrió.)
 - c. Presentar una descripción detallada de los actos, incluyendo los nombres y títulos de cargos ocupados por las personas de las que se percibió que fueron partes del incidente objeto de la queja.
 - d. Se acusará recibo de las acusaciones enviadas por fax o correo electrónico, y se procesarán una vez que se haya(n) establecido la(s) identidad(es) del demandante o demandantes y su intención de seguir adelante con la queja. Para esto, el demandante tiene que enviar por correo una copia original firmada del fax o correo electrónico, para que el la Ciudad pueda procesarla.
 - e. Las quejas recibidas por teléfono serán anotadas en un registro indicando la hora, fecha y naturaleza de cada queja. A los demandantes se les informará que presenten la queja por escrito, para lo cual serán dirigidos al sitio Web para obtener plantillas que sugieren el formulario para la queja.
2. Una vez recibida la queja, el Oficial del Título VI la enviará al Procurador de la Ciudad, quien determinará su jurisdicción, aceptabilidad y si se necesita más información, además de investigar los méritos de la misma. Las quejas contra la Ciudad de Alexandria serán remitidas por el Procurador de la Ciudad a las agencias estatales o federales correspondientes para su debido procesamiento conforme a sus procedimientos. En casos especiales que justifiquen una intervención para asegurar equidad, estas agencias podrán asumir jurisdicción, o bien completar u obtener servicios para examinar o investigar los hechos.
3. Para que sea aceptada, una queja tiene que cumplir los criterios siguientes:
 - a. La queja tiene que ser presentada dentro de los 180 días calendarios siguientes a la presunta ocurrencia, o cuando el demandante se enteró de la supuesta discriminación.

- b. La acusación o acusaciones tienen que referirse a un hecho previsto en la ley, tal como raza, color, nacionalidad, género, discapacidad o represalia.
 - c. La acusación o acusaciones tienen que estar relacionadas con un programa o actividad de un beneficiario o sub-beneficiario de ayuda federal, o contratista, o en el caso de acusaciones relacionadas con la Ley de Americanos con Discapacidades (ADA), una entidad abierta al público.
 - d. El demandante o demandantes tienen que aceptar una resolución razonable basada en la autoridad administrativa de la Ciudad (la calidad de razonable será determinada por Alexandria).
- 4. Una queja podrá ser rechazada por las razones siguientes:
 - a. El demandante solicita la retirada de la queja.
 - b. El demandante no responde a repetidas solicitudes de información adicional necesaria para procesar la queja.
 - c. No se puede localizar al demandante después de varios intentos razonables.
- 5. Una vez que Alexandria o una agencia estatal o federal decidan aceptar la queja e investigarla, el demandante y el demandado serán notificados por escrito de dicha determinación en el plazo de cinco días calendarios. A la queja se le asignará un número de caso y luego será asentada en los registros de Alexandria o de la agencia a donde fue enviada para identificar su fundamento y el supuesto perjuicio ocasionado, así como la raza, color, nacionalidad y género del reclamante.
- 6. En los casos en que Alexandria asuma la investigación de la queja, la Ciudad brindará al demandado la oportunidad de responder por escrito a las acusaciones. El demandado tendrá diez (10) días calendarios a partir de la notificación escrita de Alexandria de haber aceptado la queja, para responder a las acusaciones.
- 7. En los casos en que Alexandria asuma la investigación de la queja, y dentro de los 40 días calendarios siguientes a la fecha de su aceptación, el Procurador de la Ciudad, con la asistencia del correspondiente Coordinador del Título VI, preparará un informe de la investigación para que lo examine el Administrador de la Ciudad. Este informe incluirá una descripción narrativa del incidente, la identidad de las personas entrevistadas, los resultados y recomendaciones para su disposición.
- 8. El Procurador de la Ciudad y el Coordinador correspondiente del Título VI discutirán el informe y recomendaciones con el Administrador de la Ciudad dentro de un plazo de diez días calendarios. El informe será enmendado en la medida necesaria y se redactará en forma final para su publicación.
- 9. El informe final de la investigación realizada por Alexandria, junto con una copia de la queja, serán enviados a la agencia estatal correspondiente dentro de los 60 días calendarios siguientes a la aceptación de la queja.
- 10. Alexandria notificará a las partes sus conclusiones preliminares, las cuales podrán estar sujetas al acuerdo de la agencia estatal correspondiente.

11. En cuanto una agencia del Estado emita su decisión final, Alexandria notificará esa determinación a todas las partes involucradas. Las determinaciones del Estado no están sujetas a apelación.

Ciudad de Alexandria
Formulario de Quejas sobre el Título VI

12 marzo 2019

Nombre: _____

Dirección: _____

Números de teléfono:

(Casa) _____ (Trabajo) _____

Dirección de correo electrónico: _____

¿Requisitos de formato accesible?

Letra de imprenta grande _____ Cinta de audio _____

Dispositivo telefónico para sordos (TDD) _____ Otro _____

¿Está usted presentando esta queja en su propio nombre?

Sí _____ No _____

[Si contestó que "sí" a esta pregunta, pase a la Sección III.]

Si contesta que no, por favor dé el nombre y relación de la persona por quien usted está presentando la queja: _____

Por favor explique por qué está presentando la queja a nombre de un tercero. _____

Sección II

Si está presentando la queja en nombre de un tercero, ¿ha obtenido el permiso de la parte agraviada?

Sí _____ No _____

¿Ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal?

Sí _____ No _____

Si contestó que sí, por favor indique cuál:

Agencia federal _____

Agencia estatal _____

Agencia local _____

Tribunal federal _____

¿Ha presentado usted una demanda sobre esta queja? Sí _____ No _____

Si contestó que "sí" a cualquiera de las dos preguntas anteriores, por favor proporcione una copia del formulario de queja o demanda.

[Nota: La información arriba mencionada es útil para los fines de seguimiento administrativo. No obstante, si está pendiente un pleito sobre los mismos problemas, deferiremos nuestra decisión a la del tribunal, y Alexandria no tomará ninguna acción al respecto.]

Sección III

Nombre de la oficina o departamento que usted cree que discriminó contra usted:

Oficina o Departamento _____

Nombre de la persona (si procede) _____

Dirección _____

Ciudad _____ Estado _____ Código postal _____

Teléfono _____

Base(s) de la queja. Marque todas las que correspondan:

☐ Raza ☐ Color ☐ Nacionalidad

Haga el favor de describir su queja en horas separadas. Usted deberá incluir detalles específicos, tales como nombres, fechas, horas, testigos y cualquier otra información que nos ayude en nuestra investigación de sus acusaciones. Sírvase también proporcionar cualquier otra documentación pertinente a esta queja.

Favor de firmar aquí: _____

Fecha: _____

[Nota – No podemos aceptar su queja sin una firma.]

Usted puede adjuntar cualquier

material escrito u otra información que considere que es importante para su queja.

Por favor envíe su formulario debidamente llenado a: Office of Human Rights, City of Alexandria, 421 King Street, Suite 230, Alexandria, VA 22314

Puede obtener otros formatos diferentes a este solicitándolos a: jean.kelleher@alexandriava.gov; Teléfono: 703-746-3140 o por favor use el sistema gratuito de relevos de Virginia (Virginia Relay System) en el 7-1-1. La preparación de estos materiales tomará siete (7) días hábiles.

Appendix C

Largest Groups of Languages Spoken at Home Other than English in Alexandria

Languages other than English Spoken at Home in Alexandria

2013-2017 American Community Survey (ACS) data indicate the number of residents ages five and older who speak languages other than English at home.¹ Specific languages are reported at the state level whereas four language categories reported at sub-state geographies:

1. Spanish (including Spanish Creole)
2. Other Indo-European languages
 - French
 - French Creole
 - Italian
 - Portuguese
 - Creole
 - German
 - Yiddish
 - Scandinavian Languages
 - Greek
 - Russian
 - Polish
 - Serbo-Croatian
 - Armenian
 - Persian
 - Gujarati
 - Hindi
 - Urdu
 - Other Indo-European languages
3. Asian and Pacific Island Languages
 - Chinese
 - Japanese
 - Mon-Khmer (Cambodian)
 - Hmong
 - Thai
 - Laotian
 - Vietnamese
 - Tagalog
 - Other Asian or Pacific Island languages
4. Other languages
 - Navajo
 - Hungarian
 - Arabic
 - Hebrew
 - African languages
 - Other and unspecified language

Table 1 shows City-wide estimates for the number of residents age 5 and older who speak languages in each of these categories. Figures 1-4 show the share of residents age five and older who speak languages in each of these categories, by Census Tract.

9.0 Table 1. Estimated number of Alexandria residents over age 5, by language spoken at home

| Language | Estimate | Margin of error | Share of the population |
|---|----------|-----------------|-------------------------|
| Spanish | 20,168 | +/- 779 | 14 percent |
| Other Indo-European Languages | 8,566 | +/- 932 | 6 percent |
| Asian and Pacific Island Languages | 5,123 | +/- 434 | 4 percent |
| Other languages | 13,876 | +/- 1,180 | 10 percent |

¹ Residents who speak another language at home may be proficient in English. Separate statistics are available to identify residents who have Limited English Proficiency (LEP) if needed.

Source: 2013-2017 ACS 5-year estimates

Public Use Microdata Sample reports ACS data by individual and household, and can be used to identify more detailed statistics at the City-level. Table 2 shows City-wide estimates for the top five languages, other than English, spoken at home.

10.0 Table 2. Estimated number of Alexandria residents over age 5, top 5 languages

| Language | Estimate | Share of the population |
|-----------------|-----------------|--------------------------------|
| Spanish | 20,800 | 14 percent |
| Amharic | 7,600 | 5 percent |
| Arabic | 2,800 | 2 percent |
| French | 2,000 | 1 percent |
| Tagalog | 1,400 | 1 percent |

Source: 2013-2017 Public Use Microdata Sample (PUMS) 5-year estimates

Figure 1. Residents age 5 and older who speak Spanish at home

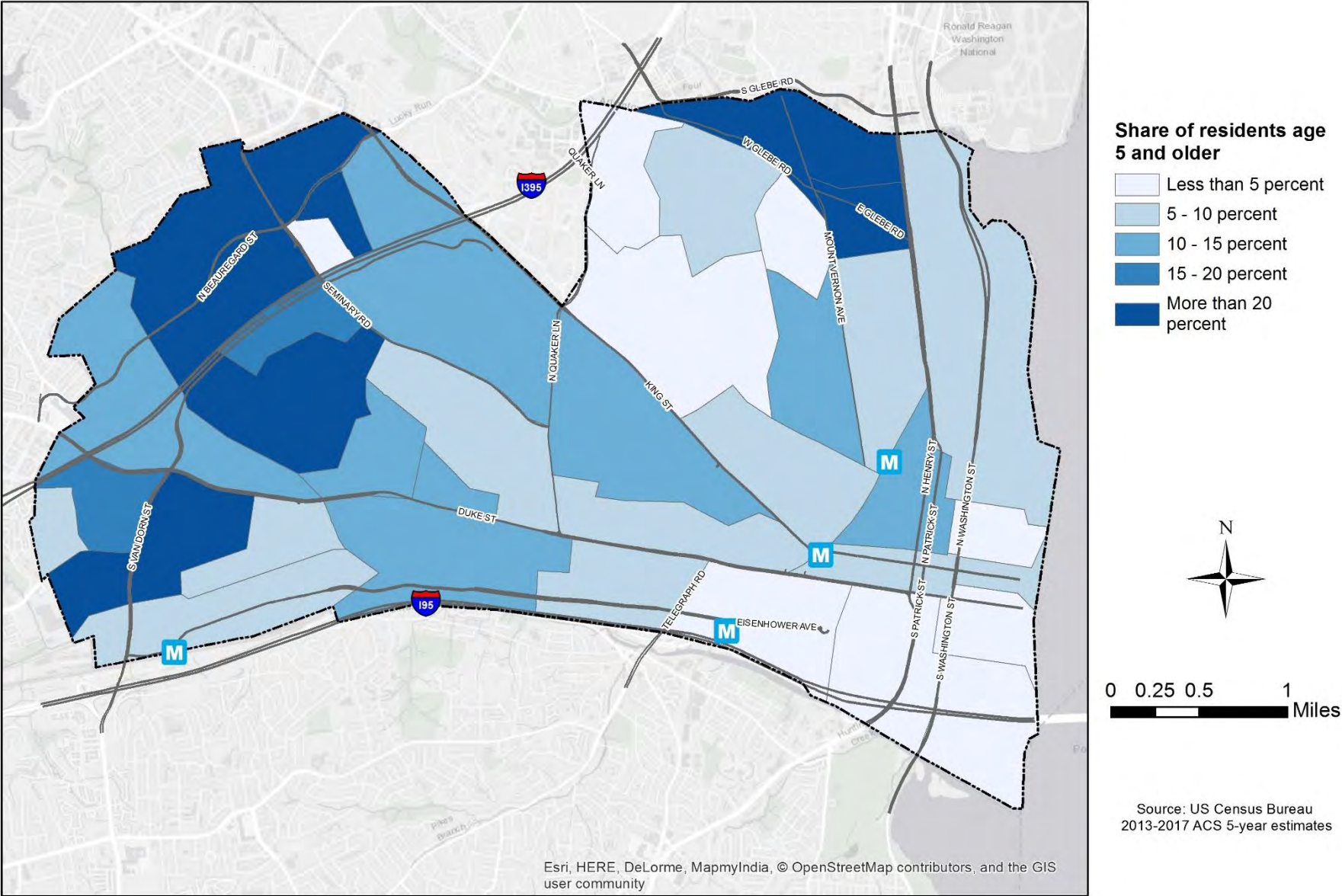


Figure 2. Residents age 5 and older who speak an Indo-European language other than Spanish at home

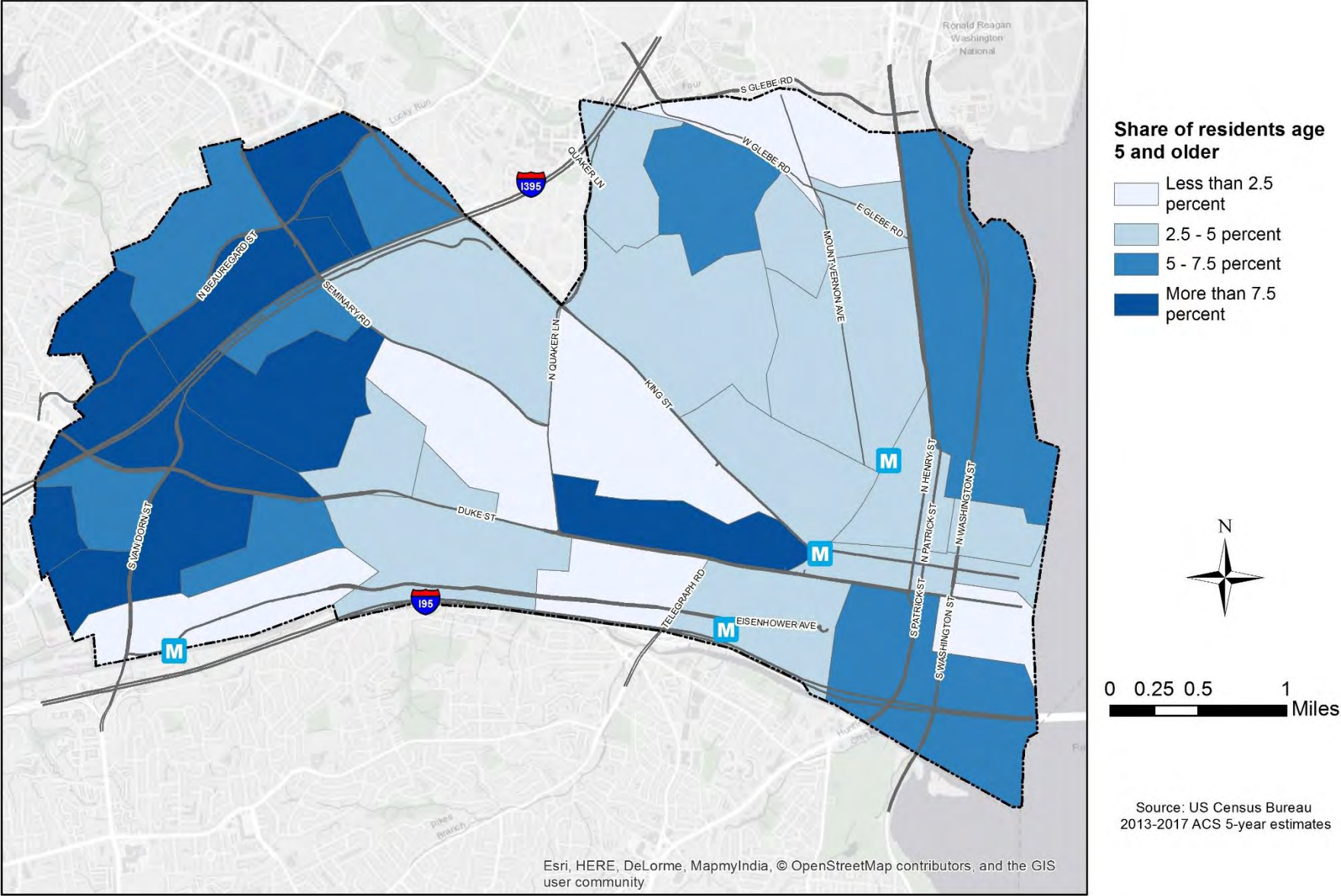


Figure 3. Residents age 5 and older who speak an Asian or Pacific Island language at home

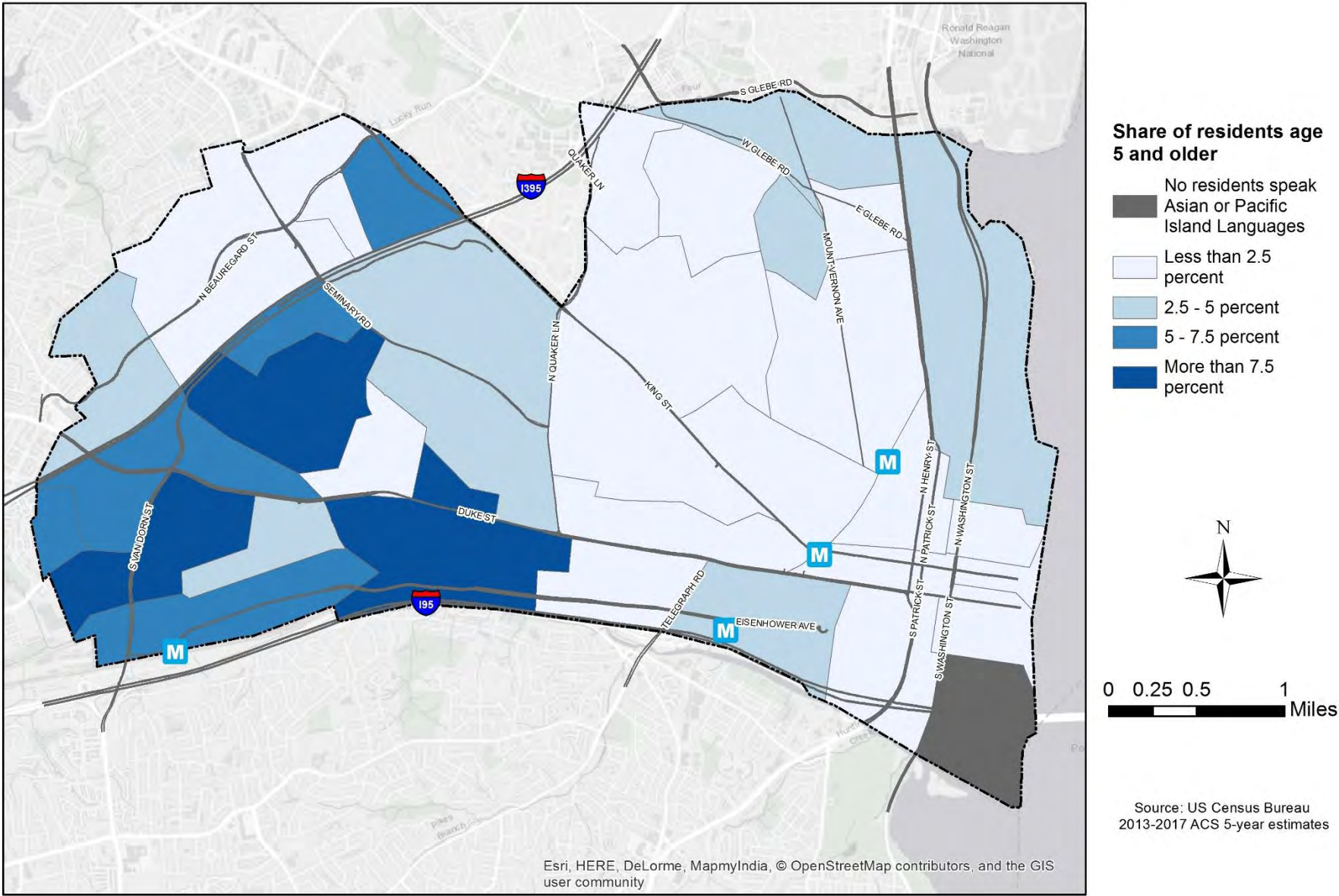
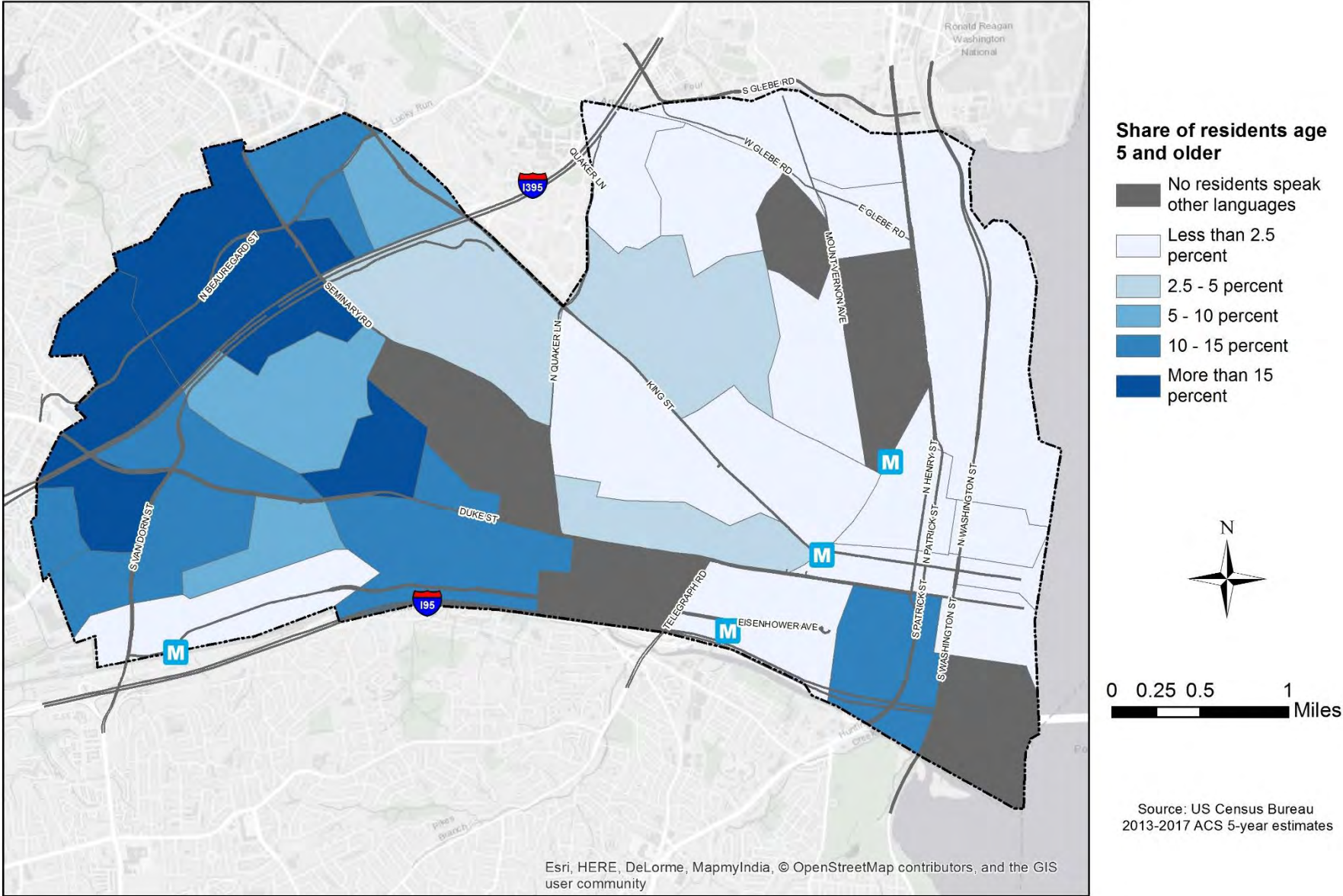


Figure 4. Residents age 5 and older who speak a language other than English, Indo-European, Asian or Pacific Island languages at home



Appendix D

Percentages of Ethnic Groups by Census Tracts in Alexandria

Race and Ethnicity

About 22 percent of Alexandria's residents identify as non-Hispanic Black or African American, and nearly 17 percent identify as Hispanic of any race. Figures 5 and 6 shows these statistics at the Census Tract-level, respectively.

Figure 5. Share of residents who are non-Hispanic Black or African American

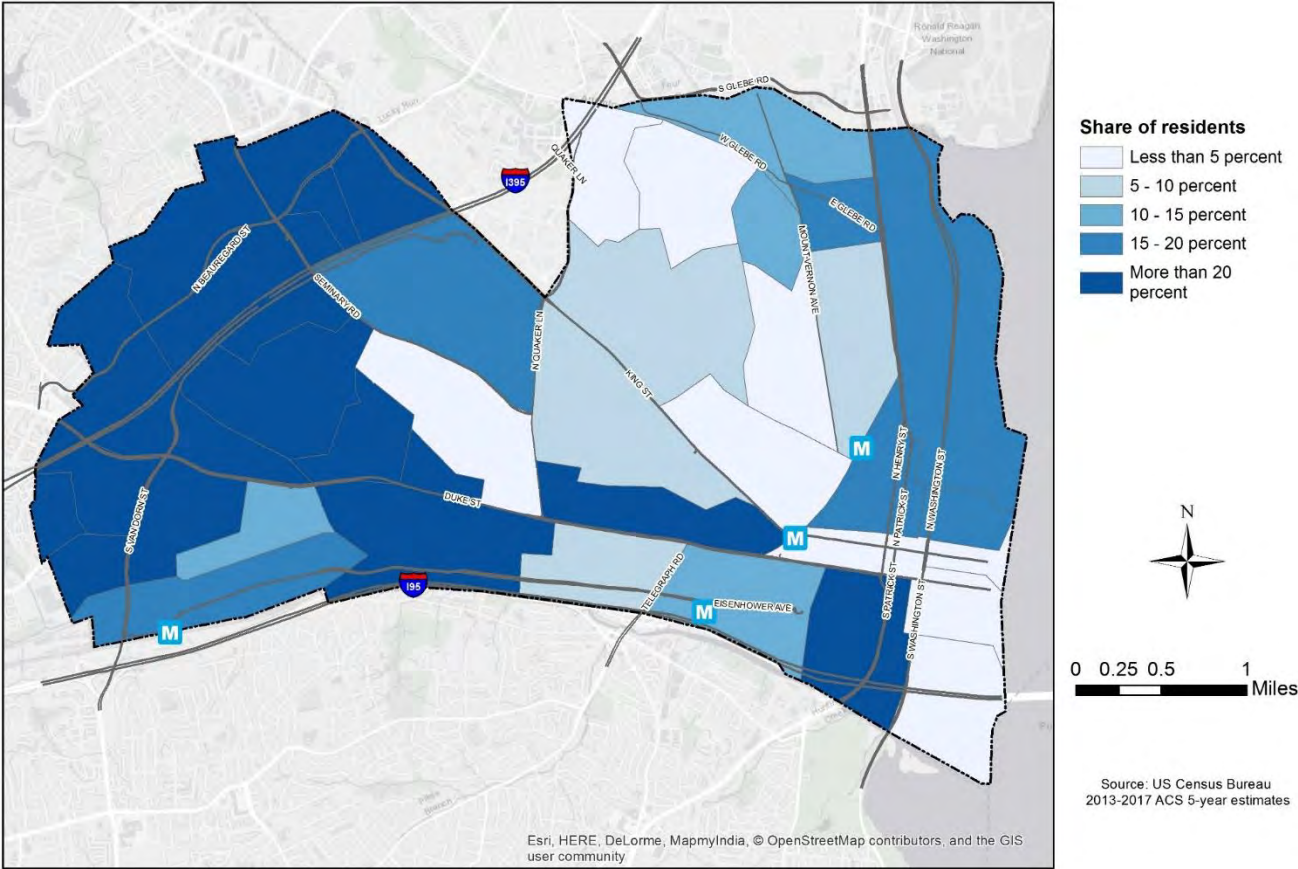
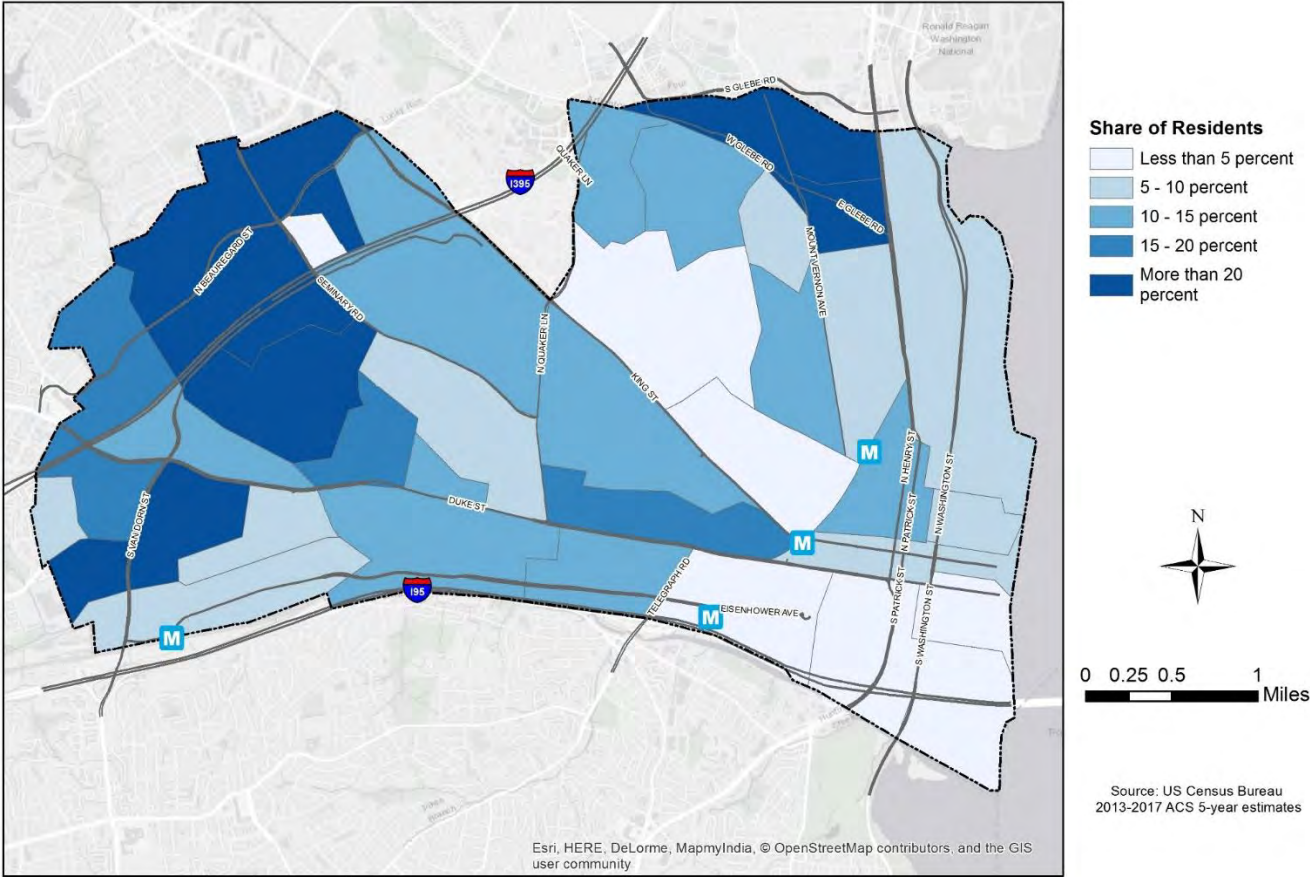


Figure 6. Share of residents who are Hispanic (of any race)



Appendix E

The City of Alexandria's Language Access Policy

- Policy:** All City departments will ensure that Persons with Limited English Proficiency (LEP) receive the language assistance necessary to allow access to services through individual department language assistance plans.
- Title:** Title VI of the Civil Rights Act of 1964; Policy on the Prohibition against National Origin Discrimination as it Affects Persons with Limited English Proficiency
- Staff:** The City of Alexandria has people in different departments facilitating this plan, with one person in the Communications and public Information/Community Relations coordinating all LEP services provided by the City.

1.0 CITY'S LANGUAGE ASSISTANCE PLAN

A. Persons covered by this plan

This plan was developed to serve all City of Alexandria residents who do not speak, read, write or understand English or who do on a limited basis. A city resident has Limited English Proficiency (LEP) when he/she is not able to speak, read, write or understand the English language to the extent that allows him/her to interact effectively with English-speaking City staff.

B. City of Alexandria Commitment to Program Access

No person will be denied access to City information, programs or services because he/she does not speak English or communicates in English on a limited basis. City staff will provide effective communication with Limited English Proficiency (LEP) residents and staff by making appropriate language assistance services available when city residents need these services. The City of Alexandria will provide its resident's access to City information, programs and services in a timely manner at no cost to the resident.

C. Affirmative Offer of Language Assistance

City staff will initiate an offer for language assistance services to residents who have difficulty communicating in English. In many offices, bilingual City employees are available to assist LEP people. If a person is not available, the Language Line can also be used to provide interpretive services to LEP people. In addition, when residents ask for language assistance, staff must offer free interpretation services in a language they understand, in a way that **preserves confidentiality**, and in a timely manner. Whenever possible, staffs are encouraged to follow the Limited English Proficiency (LEP) person's preferences.

2.0 USING AN INTERPRETER

A. General Requirements

- **Document Use of Language Assistance Services**

Staff must always document in the Limited English Proficiency (LEP) person's file, keeping appropriate records when an interpreter is used or when a Limited English Proficiency (LEP) person makes use of another form of language assistance. Accurate documentation is especially important for direct service staff. If the Limited English Proficiency (LEP) person has been offered free interpretive services and chooses to utilize their own interpreter, i.e. friend, family member or community member, the Limited English Proficiency (LEP) person must sign a waiver indicating that they are giving up their right to free interpreter services. The waiver will be in effect for the time period indicated on the form (to be determined jointly between the staff person and the Limited English Proficiency (LEP) person but will not exceed the period of one year. **Staff should never require, suggest, or encourage a Limited English Proficiency (LEP) person to use family members or friends as interpreters.**

- **Do Not Use Minor Children**

At no time will anyone under 18 years of age, including friends, family members or children, be utilized to provide interpretive services.

- **In-Person Interpreter Services**

If an interpreter is needed in-person, rather than over the telephone, staff will make every reasonable effort to have an interpreter available at a time and place that is convenient for both the interpreter and the Limited English Proficiency (LEP) person. Staff may arrange for in-person interpreting by contacting City-approved Language Assistance Services vendors directly.

- **Limited English Proficiency (LEP) person cannot read or write in their own language**

When confronted with a situation in which the Limited English Proficiency (LEP) person is illiterate – cannot read or write in his or her own language – the staff person, with assistance from an interpreter, will assist the Limited English Proficiency (LEP) individual in the completion of necessary forms and documents. Preferably, an in-person interpreter will be used. However, if that is not possible, a contracted Language Assistance Services interpreter will be utilized.

3.0 INTERPRETER RESOURCES (by Order of Preference)

As much as possible, staff should use interpreter services in the following order of preference:

1. Bilingual Staff

- a.** City departments will use their best efforts to assign Limited English Proficiency (LEP) persons to bilingual staff who speaks their language. In the event that there are not enough direct service bilingual staff available to assist with spoken language needs, the department's staff interpreters will augment available language assistance services on an as-needed basis. As not all departments have staff interpreters on site, the protocol may vary from department to department. Each department/unit must maintain a current and accessible list of staff with language interpretation capacity.

2. Volunteers and Interns

- a.** In the event that an insufficient number of permanent staff is available to assist with spoken language needs, volunteers and interns for that department are accessed for services for these language groups. As not all departments have volunteers or interns on site, the protocol may vary from department to department. Each department/unit must maintain a current and accessible list of volunteers and interns with language interpretation capacity.

3. Telephone Interpreter Services- Language Line Services

- a.** Language Line Services, formerly known as AT&T Language Line, provides telephone interpretation in over 150 languages 24 hours a day, seven days a week.
- b.** Staff should use Language Line Services when bilingual staff, volunteer staff interpreters or volunteers and interns are not available.
- c.** Access to Language Line:
 - Users of Language Line are charged on a per-minute basis.
 - Current flat rate is a \$1.30 per minute for all languages.
 - To access Language Line Services, staff are provided an ID number and access code.
 - All staff should be given the opportunity to familiarize themselves with the Language Line before they actually need to use it.

4.0 TRANSLATION RESOURCES (WRITTEN MATERIALS)

A. Translation of Written Materials

Each Department must translate written material, including vital documents for each Limited English Proficiency (LEP) language group that constitutes 5% or 1,000 (whichever is less) of population eligible to be served. The City of Alexandria has identified Spanish as one language that currently meets the above criteria for translation of vital documents.

1. Vital Documents or Information

Vital documents or information are those that are critical for accessing City services.

2. Limited English Proficiency (LEP) person cannot read or write in their native or preferred language

When confronted with a situation in which the Limited English Proficiency (LEP) person is illiterate – cannot read or write in his or her own language – the staff person, with assistance from an interpreter, will assist the Limited English Proficiency (LEP) individual in the completion of necessary forms and documents. Preferably, an on-site interpreter will be used. However, if that is not possible, a contracted service interpreter will be utilized.

RESOLUTION NO. 2875

**Resolution Adopting a Title VI Plan for the
City of Alexandria**

WHEREAS, the City of Alexandria is a subrecipient of Federal Transit Administration (FTA) funds from both the Northern Virginia Transportation Commission;

WHEREAS, any recipient or subrecipient of FTA funds must provide information which quantifies how the recipient and its subrecipients are complying with Title VI of the Civil Rights Act of 1964;

WHEREAS, the FTA has promulgated a new set of regulations that clarifies the requirements which must be met to demonstrate compliance with Title VI of the Civil Rights Act of 1964;

WHEREAS, City staff have reviewed these requirements, and have prepared a plan that indicates the City's compliance with Title VI of the Civil Rights Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY
COUNCIL OF ALEXANDRIA, VIRGINIA**

That the City Council of Alexandria, Virginia:

Adopt the attached plan for Title VI compliance and transmit it to the Northern Virginia Transportation Commission for submission to the Federal Transit Administration.

Adopted: April 23, 2019



JUSTIN M. WILSON MAYOR

ATTEST:



Gloria A. Sitton, CMC City Clerk



CITY
OF **FALLS**
CHURCH

***TITLE VI PROGRAM
FOR
CITY OF FALLS CHURCH
VIRGINIA***

***U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION***

Adopted May 13, 2019

THE CITY OF FALLS CHURCH TITLE VI PROGRAM

The City of Falls Church (the “City”) is an independent city in the Commonwealth of Virginia which receives Federal Transit Administration (FTA) funds as a subrecipient of the Northern Virginia Transportation Commission (NVTC). The FTA-funded transit projects performed by the City are either studies, or are used to provide amenities for the Washington Metropolitan Area Transit Authority (WMATA), which, in its role as a direct recipient of FTA funds, produces its own Title VI report.

The City has established a Title VI Program to comply with the US Department of Transportation (“DOT”) Title VI regulations (49 CFR part 21) and to integrate into their programs and activities considerations expressed in the DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Persons (70 FR 74087, December 14, 2005).

FTA Circular 4702.1B requires subrecipients to have their own Title VI program. The Title VI program shall follow all the requirements of Chapter III-3 of the Circular and must be approved by the subrecipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions. Subrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

I. General Policy Statement

The City of Falls Church (City) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Toward this end, it is City’s objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low income populations and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

The City Manager and all City employees share the responsibility for carrying out the City’s commitment to Title VI.

II. Annual Assurances to NVTC that the City of Falls Church Is Complying with Title VI of the Civil Rights Act of 1964

The City of Falls Church has signed the certifications and assurances document required by FTA and has forwarded it to NVTC as required by the subrecipient agreement signed between NVTC and the City.

III. Notice to the Public

The City of Falls Church has posted notices regarding its Title VI obligations and the protections afforded to the public by Title VI. See Appendix A for posting locations and a copy of the notice. The notice indicates that the City complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Included in the Appendix is a list of locations where the policy is posted.

IV. Complaint Procedures

See Appendix B for a copy of the City of Falls Church's instructions to the public regarding how to file a Title VI discrimination complaint and a copy of the complaint form.

V. Previous Investigations, Complaints, and Lawsuits

The City of Falls Church has had no Title VI Complaints since its last submission in 2016.

VI. Public Participation Plan

The City of Falls Church will continue to seek out and consider viewpoints of minority, low-income, and Limited English Proficiency persons in the course of its public outreach and involvement activities. The City will continue to consider the composition of the population affected by the project, the type of practical public outreach to be undertaken and the resources available to the City. The City will continue to seek to overcome linguistic, institutional, cultural, economic, historical or other barriers that might prevent minority and low-income people from effectively participating in the City's decision-making process. To that end, the City will continue to:

- Provide opportunities for individuals and groups in these communities who can assist the City in communication;
- Maintain portions of the City's website in audio format and include other best practices to keep the website accessible to persons with disabilities compliant with federal, state, and local requirements;
- Advertise new City programs and initiatives in non-English publications and media outlets;
- Conduct meetings at locations and times convenient to low-income and minority populations and accessible to persons with disabilities; and
- Distribute media releases broadly to include news outlets tailored to such communities and make those releases accessible to persons with disabilities.
- Fully implement the City's policies on reaching out to persons with Limited English Proficiency as well as those with disabilities.

In the last three years (2016-2019), public engagement has been focused on large public safety and private development projects in the City. The City is in the design phase for a new high school and public library renovation, and just completed a major renovation of City Hall. The

City is also in the design phase of several large private development projects. All of the projects include transportation components and considerations for accessibility. Public meetings are being held to discuss project scope, design, and accessibility impacts. Public comments will be received at these meetings held in March 2019, April 2019, and May 2019. All meetings will be advertised to the public at large including small locally owned businesses, and low income and minority groups. For each meeting, reasonable accommodations for persons with disabilities will be available including assistive listening devices for persons with hearing impairments. All City meeting minutes and project information materials are publicly available on the website and accessible through reasonable accommodation requests for any type of disability, from the City.

VII. Meaningful Access for LEP Persons

Four Factor Analysis

The City of Falls Church has performed a US DOT Four-Factor analysis of its program to encourage LEP people to become more involved in the process of planning transportation services. This analysis consists of these four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the grantee;
2. The frequency with which LEP individuals come into contact with the City's plans, programs, and activities;
3. The nature and importance of the program, activity, or service provided by the City to the LEP population; and
4. The resources available to the City and overall cost to provide LEP assistance.

Factor 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the grantee.

The following data comes from the 2013-2017 American Community Survey 5-year estimates. This data is collected by the U.S. Census.

English – 81%

81% (10,502) of the population of the City speaks English at home.

Spanish – 5.9%

The most common language other than English is Spanish, which is the primary language of 5.9% (771) of the population. Approximately 38% (295) of the population who primarily speak Spanish speak English less than very well.

Other 6.9%

Other Indo-European languages are used by 6.9% (897) of the population, and approximately less than a quarter of who do not speak English very well.

Asian and Pacific Islanders languages – 4.5%

Asian and Pacific Islanders languages are spoken at home by 4.5% (578) of the population, with approximately a third not speaking English well.

Other – 1.7%

People speaking other languages, such as Amharic, constitute 1.7% (217) of the population, roughly a fifth of who do not speak English well.

Factor 2. The frequency with which the LEP individuals come into contact with the City's plans, programs, and activities.

The City provides translation services. The City does not have a documented count of how many LEP individuals interface with the City.

Factor 3. The nature and importance of the program, activity, or service provided by the City to the LEP population.

The City acknowledges that residents use the transportation network for getting to work, medical appointments, and many other activities of daily life. The City has specialized programs for the elderly and disabled through a partnership with WMATA and its paratransit program; and Fare Wheels, a supplemental transportation program that allows eligible City residents to stretch their transportation dollars. The City also provides transportation services to residents of the Aurora House, a residential counseling center for at-risk girls ages 13-17.

Factor 4. The resources available to the City and overall cost to provide LEP assistance.

The City invests more than \$3,000 in language interpretation and document translation per year. The City will continue to adhere to its existing LEP policy and ADA policies. See Appendix D and E for copies of these policies.

VIII. Membership of Non-Elected Committees

The City of Falls Church's Citizens Advisory Committee on Transportation (CACT) considers traffic calming cases, provides recommendations to the City Manager on traffic calming, reviews Impact Studies for development proposals, and makes policy recommendations to the City Manager on transportation related issues. The committee is composed of 7 members appointed by the City Council for 3-year terms, with liaisons from the Planning Commission and the School Board.

| Attribute | Value | City of Falls Church* | | CACT | |
|--------------------|--|-----------------------|-------|------|--------|
| | | # | % | # | % |
| Sex | Male | 6,801 | 49.1% | 6 | 85.7% |
| | Female | 7,042 | 50.8% | 1 | 14.3% |
| Housing Tenure | Owner Occupied Units | 3,178 | 59.8% | 6 | 85.7% |
| | Renter Occupied Units | 2,130 | 40.1% | 1 | 14.3% |
| Race | White | 9,968 | 72% | 6 | 85.7% |
| | Hispanic or Latino | 1,474 | 10.6% | - | 0.0% |
| | Black or African American | 625 | 4.5% | 1 | 14.3% |
| | American Indian and Alaska Native | 0 | 0.0% | - | 0.0% |
| | Asian | 1,282 | 9.2% | - | 0.0% |
| | Native Hawaiian and Other Pacific Islander | 0 | 0.0% | - | 0.0% |
| | Some Other Race | 0 | 0.0% | - | 0.0% |
| | Two or More Races | 494 | 3.5% | - | 0.0% |
| Hispanic or Latino | Hispanic or Latino | 1,474 | 10.6% | - | 0.0% |
| | Not Hispanic or Latino | 12,639 | 91.3% | 7 | 100.0% |

*US Census. 2013-2017. American Community Survey 5-Year Estimates.

The City will renew its efforts to identify both members of minority groups and people with LEP who will be affected by major City actions. These people will be strongly considered for appointment to the community service boards which provide the City with policy guidance regarding some of these major transportation issues. The City will continue to promote board and committee vacancies to media outlets that represent a wide variety of audiences including the Spanish and Vietnamese population.

IX. Requirement to Collect Demographic Data

The City is not a transit service provider and therefore is not required to collect demographic data.

X. Monitoring of Subrecipients

The City of Falls Church is not a primary recipient, and does not have any subrecipients to monitor.

XI. Equity Analysis of Facilities

The City of Falls Church is not a transit provider and has not constructed any facilities requiring an equity analysis.

XII. Resolution Approving this Policy

Attached as Appendix C, you will find the resolution from the City Council authorizing the City of Falls Church's Title VI program.

Appendix A: Notice to the Public

This appendix lists the location where The City of Falls Church Title VI Program is displayed and includes a copy of the public notice in English and Spanish.

Posting Locations

The City of Falls Church posts its Title VI policy notifications in the following places:

- The City's website
 - <http://www.fallschurchva.gov/470/Title-VI-Transportation-Equity>
- The City's public library; and
- The City's planning department.

The City will post its Title VI policy notification at its Multimodal Transit station once it is constructed.

Public Notice

- The City of Falls Church, Virginia operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Falls Church.
- For more information on the City of Falls Church's civil rights program, and the procedures to file a complaint, contact 703.248.5004 (TTY 711); email citymanager@fallschurchva.gov; or visit our administrative office at 300 Park Avenue, Suite 221E, City of Falls Church, Virginia, 22046.
- A person may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- For information in your language, please call 703 248-5040 (TTY 711).*

***All City of Falls Church staff is trained to use the Language Line Services if needed. The City also has a contract to provide interpretation and/or translation services.**



City of Falls Church Title VI Program

The City of Falls Church (City) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Toward this end, it is the City's objective to:

- Ensure that the level and quality of transportation service is provided without regard to race, color or national origin,
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- Promote the full and fair participation of all affected populations in transportation decision making,
- Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations, and
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- For information in your language, please call 703 248-5040 (TTY 711).



The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability call 703-248-5040 (TTY 711).



Programa del Título VI de la Ciudad de Falls Church

La Ciudad de Falls Church (la Ciudad) está comprometida a garantizar que no se excluya la participación de nadie y que no se nieguen a ninguna persona los beneficios de sus servicios por motivos de raza, color o nacionalidad, según lo establece el Título VI de la Ley de Derechos Civiles de 1964 y sus enmiendas. Con este fin, los objetivos de la Ciudad son los siguientes:

- Garantizar que el nivel y la calidad del servicio de transporte se proporcione sin distinción de raza, color o nacionalidad;
- identificar y abordar, conforme sea necesario, impactos ambientales y en la salud humana desproporcionadamente elevados y adversos, entre ellos efectos sociales y económicos de programas y actividades en poblaciones minoritarias y de bajos ingresos;
- fomentar la participación equitativa e integral de todas las poblaciones afectadas en las decisiones relacionadas con el transporte;
- prevenir la denegación, reducción o retraso de beneficios relativos a programas y actividades que favorecen a poblaciones minoritarias o de bajos ingresos, y
- garantizar un verdadero acceso a programas y actividades de personas con dominio limitado del idioma inglés (LEP, por sus siglas en inglés).

El administrador municipal y todos los empleados de la Ciudad comparten la responsabilidad de implementar el compromiso de la Ciudad con el Título VI.

Aviso al público

- La Ciudad de Falls Church, Virginia, administra sus programas y servicios sin distinción de raza, color o nacionalidad, según lo establece el Título VI de la Ley de Derechos Civiles. Cualquier persona que se considere agraviada por cualquier práctica discriminatoria ilegal, de acuerdo con el Título VI, puede presentar una queja ante la Ciudad de Falls Church.
- Para obtener más información sobre el programa de derechos civiles de la Ciudad de Falls Church y sobre los procedimientos para presentar una queja comuníquese al 703-248-5004 (TTY 711); escriba a citymanager@fallschurchva.gov; o visite nuestras oficinas administrativas en 300 Park Avenue, Suite 221E, Ciudad de Falls Church, Virginia, 22046.
- Una persona puede presentar una queja directamente ante la Administración Federal de Tránsito presentando una queja ante la Oficina de Derechos Civiles, a la atención del Coordinador del Programa del Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC 20590.
- Para obtener información en su idioma por favor llame al 703 248-5040 (TTY 711).



La Ciudad de Falls Church está comprometida con la letra y el espíritu de la Ley sobre Estadunidenses con Discapacidades. Si desea solicitar una adaptación razonable para cualquier tipo de discapacidad llame al 703-248-5040 (TTY 711).

Appendix B: Complaint Procedures and Complaint Form

This appendix describes the City of Falls Church's complaint procedures and includes a copy of the complaint form in both English and Spanish.

Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Falls Church ("herein referred to as "the City") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The City investigates complaints received no more than 180 days after the alleged incident. The City will process complaints that are complete.

Once the complaint is received, the City's Director of Development Services will review it to determine the City office has jurisdiction. The Complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City. If the complaint will be investigated, the Director of Development Services will assign an investigator to the case.

The City has 180 days to investigate the complaint. If more information is needed to resolve the case, the investigator may contact the complainant. The complainant has 25 business days from the date of the letter to send the requested information to the investigator. If the investigator is not contacted by the complainant or does not receive the additional information within 25 business days, the City can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training, or other action will occur. If the complainant wishes to appeal the decision, she/he has 25 business days after the date of the letter of the LOF to do so. Appeals should be made to the City Manager.

A person may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

COMPLAINT FORM

Section I:

| | | |
|-------------------------------------|-------------|------------------|
| Name: | | |
| Address: | | |
| Telephone (Home): | | Telephone(Work): |
| Electronic Mail (email) Address: | | |
| Accessible Format Requiriements? | Large Print | |
| | TDD | |
| | Audio Tape | |
| | Other | |

Section II:

| | | | |
|---|--|------|----|
| Are you filing the complaint on your own behalf? | | Yes* | No |
| *If you answered "yes" to this question, go to Section III. | | | |
| If not, Please supply the name and relationship of the person for whom you are | | | |
| Please explain why you have filed for a third party: | | | |
| Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of the third party. | | Yes | No |

Section III

| | |
|---|--------|
| I believe the discrimination I experienced was based on (check all that apply): | |
| Race | [] |
| Color | [] |
| National Origin | [] |
| Date of Alleged Discrimination (Monthly, Day, Year): _____ | |

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. Please write on the back of this form.

Section IV

| | | |
|--|-----|----|
| Have you previously filed a Title VI complaint with this City? | Yes | No |
|--|-----|----|

Section V

| | | | |
|---|----------------|----|--------|
| Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? | | | |
| Yes | [] | No | [] |
| If yes, check all that apply: | | | |
| [] | Federal Agency | | |
| [] | Federal Court | | |
| [] | State Agency | | |
| [] | State Couty | | |
| [] | Local Agency | | |

Please provide information about a contact person at the agency/court where the complaint was filed.

| |
|------------|
| Name: |
| Title: |
| Agency: |
| Address: |
| Telephone: |

Section VI

| |
|--------------------------------------|
| Name of agency complaint is against: |
| Contact person: |
| Title: |
| Telephone number: |

You may attach any written materials or other information that you think is relevent to your complaint.

Signature and date requied below.

Signature

Date

FORMULARIO DE QUEJA

Sección I:

| | | |
|---|----------------|---------------------|
| Nombre: | | |
| Dirección: | | |
| Teléfono (casa): | | Teléfono (trabajo): |
| Dirección de correo electrónico (e-mail): | | |
| ¿Necesita un formato más accesible? | Letra grande | |
| | TDD | |
| | Cinta de audio | |
| | Otro | |

Sección II:

| | | | |
|--|--|-----|----|
| ¿Presenta esta queja a nombre propio? | | Sí* | No |
| *Si respondió "Sí" a esta pregunta, pase a la Sección III. | | | |
| Si respondió "No", proporcione el nombre de la persona por quien presenta esta queja y su relación con dicha persona: | | | |
| Explique el motivo por el cual presenta la queja a nombre de una tercera persona: | | | |
| Si presenta esta queja a nombre de otra persona, por favor confirme que ha obtenido el permiso de dicha persona agraviada: | | Sí | No |

Sección III

| | |
|---|--------------------------|
| Creo que la discriminación que sufrí es por motivos de (marque todas la que se apliquen): | |
| Raza | <input type="checkbox"/> |
| Color | <input type="checkbox"/> |
| Nacionalidad | <input type="checkbox"/> |
| Fecha en la que ocurrió la supuesta discriminación (mes, día, año): | |
| Explique lo más claramente posible lo que ocurrió y por qué considera usted que sufrió discriminación. Describa a todas las personas participantes. Si lo sabe, incluya el nombre y la información de contacto de la(s) persona(s) que la/lo discriminó(aron), así como el nombre y la información de contacto de cualquier testigo. Por favor escriba al reverso de este formulario. | |

Sección IV

| | | |
|---|----|----|
| ¿Ha presentado anteriormente una queja con base en el Título VI ante esta Ciudad? | Sí | No |
|---|----|----|

Sección V

| | | | |
|---|--------------------------|----|--------------------------|
| ¿Ha presentado usted esta queja ante alguna otra agencia federal, estatal o local, o ante algún tribunal federal o estatal? | | | |
| Sí | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Si respondió "Sí", marque todas las que se apliquen: | | | |
| <input type="checkbox"/> | Agencia federal | | |
| <input type="checkbox"/> | Tribunal federal | | |
| <input type="checkbox"/> | Agencia estatal | | |
| <input type="checkbox"/> | Tribunal estatal | | |
| <input type="checkbox"/> | Agencia local | | |

Proporcione información de una persona de contacto en la agencia/tribunal en donde presentó la queja.

| |
|------------|
| Nombre: |
| Cargo: |
| Agencia: |
| Dirección: |
| Teléfono: |

Sección VI

| |
|--|
| Nombre de la agencia contra la que se presenta la queja: |
| Persona contacto: |
| Cargo: |
| Teléfono: |

Puede anexar a su queja cualquier material escrito u otra información que considere pertinente.

Debe firmar y fechar este formulario a continuación.

Firma _____

Fecha _____

RESOLUTION TO ADOPT THE CITY OF FALLS CHURCH TITLE VI
PROGRAM

WHEREAS, the City of Falls Church is a sub-recipient of the Northern Virginia Transportation Commission (NVTC) and receives Federal Transit Administration (FTA) funds;
and

WHEREAS, the FTA issued Circular 4702.1B dated October 1, 2012 which requires sub recipients to have their own Title VI programs and to submit the Program to the direct recipient, in this case NVTC; and

WHEREAS, the City of Falls Church staff has developed a Title VI Program in adherence to Circular 4702.1B dated October 1, 2012 so that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program receiving federal financial assistance; and

WHEREAS, the Title VI Program has been reviewed by City of Falls Church and Northern Virginia Transportation Commission staff members and their comments have been incorporated into the Plan.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Falls Church, Virginia, that the Title VI Program is hereby adopted; and that the City Manager is hereby authorized and directed to implement the Title VI Program in compliance with Federal Law.

Reading: 05-13-19
Adoption: 05-13-19
(TR19-18)

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Falls Church, Virginia on May 13, 2019 as Resolution 2019-16.

A handwritten signature in blue ink that reads "Celeste Heath". The signature is written in a cursive style and is positioned above the printed name and title.

Celeste Heath
City Clerk

Appendix D: Language Access Plan



I. PURPOSE

Administrative Regulation 8-34 is the City's policy regarding effective communication for all employees interacting with Limited English Proficiency (LEP) customers. The City supports and encourages language access for all employees interacting with LEP customers.

II. AFFECTED EMPLOYEES

All City employees and employees of Constitutional Officers included in the City's personnel system.

III. POLICY

No person is denied equal access to City services based on his inability, or limited ability, to communicate in the English language. Quality service to LEP customers requires all City employees to utilize professional interpreter/translation resources as the primary means of communication. This ensures that the communication is accurate, complete, impartial, and confidential and meets or exceeds professional interpreter qualifications. Vital documents will be identified and translated as appropriate.

Bilingual staff may be utilized, with their permission and that of their supervisor, on a limited basis to provide basic instructions or schedule appointments. Professional interpreters should be secured for complex and detailed interactions such as information gathering or providing complicated instructions. Volunteers or family and friends of the client should not be used to interpret unless the client specifically requests their services.

Authority. Title VI of the Federal Civil Rights Act of 1964 and its implementing regulations provide that no individual shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance. The courts have held that Title VI of the Civil Rights Act prohibits recipients of Federal financial assistance from denying individuals with Limited English Proficiency (LEP) access to programs, on the basis of their national origin. Executive Order 13166 issued in 2000 further addresses providing meaningful access to LEP persons and thus complying with Title VI. All organizations or individuals that receive Federal financial assistance, either directly or indirectly, through a grant, contract or subcontract have an obligation to ensure that individuals with LEP have meaningful and equal access to benefits and services.

IV. DEFINITIONS

Interpretation: The conversion of an oral language message from one language into another. This includes face-to-face interpretation and telephone interpretation. Interpretation may be simultaneous ("on the heels of each phrase spoken") or consecutive which requires that the speaker pause after a few sentences and wait for the interpreter to transmit the message before proceeding.

Limited English Proficient Individual (LEP): Person who does not speak English as his/her primary language and who has a limited ability to read, write, speak, or understand English.

EFFECTIVE DATE: 13 March 2007

REVISION DATE:

Qualified Interpreter/Translator: Person formally trained (certified or qualified) in converting oral or written language between persons who do not share a common language.

Sight Translation/Interpretation: The transmission of written materials from one language into another spoken language.

Translation: The conversion of written text from one language into another.

V. RESPONSIBILITIES

The following describes the responsibilities of various City Departments. The responsibilities are tiered to ensure the most complete level of compliance with this Regulation.

A. Office of the City Manager.

1. Provide leadership and sponsorship of the Language Access Policy and initiative;
2. Provide direction for Language Access goals and procedures; and
3. Provide information and guidance through the Housing and Human Services Division/ Human Services Specialist.

B. Housing and Human Services Division.

1. Maintain resources and materials related to language issues;
2. Disseminate updates to Division Directors on advances in software, equipment, resources and materials;
3. Recommend interpretation and translation contracts as well as new technology;
4. Provide education and training to employees about language resources, accessibility of services, and effective use of interpretation and translation services as well as available equipment and materials;
5. Provide guidelines for translated documents; and
6. Provide guidance on Web page accessibility.

C. Division Directors

1. Consult with Housing and Human Services Division;
2. Disseminate Language Access information and resources to all employees;
3. Ensure that all employees are aware of, have access to and understand how to use available language resources including, but not limited to: telephone interpretation services, and speaker phones/conference call capability and cell phones for field workers;
4. Disseminate access codes provided by vendor(s);
5. Direct employees to proactively inform LEP customers of the availability of language access services and utilize telephone interpretation services as primary means of communication; monitor compliance;
6. Promote professional development in cultural competency and foreign language skills; and
7. Identify vital documents for translation; work with identified vendor(s);

D. Employees

1. Understand and utilize language access resources such as telephone interpretation services;
2. Seek and attend language access training;
3. Proactively inform LEP customers of the availability of language services in their primary language;

4. Request professional development in the areas of cultural competence, foreign languages, or interpreter certifications, if desired;
5. Utilize bilingual staff on a limited basis only (Appropriate use of bilingual staff includes simple interactions only and requires the permission of the employee and his supervisor); and
6. Utilize volunteers, family and friends only if requested by the customer.


F. Wyatt Shields, City Manager

May 15, 2019
Date

Appendix E: Americans with Disabilities Act Policy

City of Falls Church



ADMINISTRATIVE REGULATION 8-30

Americans with Disabilities Act

I. PURPOSE

Administrative Regulation 8-30 is the City's policy to provide reasonable accommodations to qualified job applicants and employees with disabilities consistent with the provisions of Title I of the Americans with Disabilities Act (ADA).

II. AFFECTED INDIVIDUALS

All City departments and offices are covered by the accessibility and notification requirements cited in the ADA, and all qualified job applicants, permanent, probationary, and term employees are covered by the reasonable accommodation requirements. This Federal law also covers elected and appointed City officials and their employees.

III. POLICY

By a Resolution adopted January 10, 1992, the City affirms its commitment to the letter and to the spirit of the Americans with Disabilities Act. It is the City's policy to ensure equal employment opportunity to all individuals, including those with disabilities. The City of Falls Church will provide reasonable accommodation to qualified job applicants and employees, in accordance with the provisions of the Act, when: an applicant requests a reasonable accommodation during the application process; and an employee requests a reasonable accommodation to enable him/her to perform essential job functions.

The City of Falls Church has designated the Human Resources Director and the ADA Compliance Officer as responsible for enacting this policy and administering the program. Job applicants and employees needing reasonable accommodation should contact the Human Resources Director or the ADA Compliance Officer.

The City of Falls Church will process requests for reasonable accommodation in a timely manner and, as appropriate, provide accommodation promptly.

IV. DEFINITIONS

Disability: Defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities.

Person with a disability: Refers to any person who has a disability, has a record of a disability, or is regarded as having a disability.

Has a 'record of disability': Means the person has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Is 'regarded as having a disability': Means the person has a physical or mental impairment that does not substantially limit a major life activity but is treated by others as constituting such a limitation; has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others toward such impairment; or has no physical or mental

EFFECTIVE DATE:

REVISION DATE:

impairment but is treated by others as having such an impairment.

Short-term conditions, such as a broken ankle, do not constitute a disability covered under the ADA.

Essential Functions: The basic job duties that an employee must be able to perform with or without reasonable accommodation, as defined by the employer and outlined in job descriptions. Essential functions can be determined as follows: 1) the position exists to perform the function, 2) the number of other employees that may be available to perform that task, 3) the position requires a certain degree of skill or specialization.

Major Life Activity: Everyday activity that an average person can perform with little or no difficulty. Major life activity means a function such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Qualified Job Applicants and Employees: Person with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position. Only qualified job applicants and employees with disabilities must be accommodated.

Reasonable Accommodation: Any change or adjustment to the job application process, job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. It is not necessary to provide a reasonable accommodation if doing so would cause an undue hardship, as defined below.

Reasonable accommodations may include, but are not limited to: modifying work sites, e.g., to provide wheelchair access; acquiring or modifying equipment, devices or software; adjusting work schedules to facilitate medical treatment; job restructuring; reassignment to a vacant position for which the employee with a disability is qualified; flexible leave options, including unpaid leave; providing readers or sign language interpreters; and providing materials in alternative format.

Undue Hardship: An accommodation that would be unduly costly, extensive, substantial, or disruptive, or would fundamentally alter the nature or operation of the business. Among the factors to be considered in determining whether an accommodation is an undue hardship are the cost of the accommodation, the overall financial resources of the City, and the nature and structure of its operation. The City Manager makes all final decisions regarding reasonable accommodation and undue hardship.

V. ADA COMPLIANCE OFFICER

The City's ADA Compliance Officer is the Senior Human Services Specialist in the Housing and Human Services Division. This position provides technical assistance and monitors the City's compliance with the ADA.

VI. REASONABLE ACCOMMODATION PROCESS FOR EMPLOYEES

The process for identifying and providing reasonable accommodation for employees is:

1. Using the Reasonable Accommodation Request form (attached), an employee submits a reasonable accommodation request, in writing, to the Human Resources Director and to the ADA Compliance Officer. The request should include an explanation of how his/her disability affects job duties and specify the accommodation the employee is seeking. The Human Resources Director and the ADA Compliance Officer reserve the right to request medical documentation of the nature and the extent of the disability.
2. The Human Resources Director and the ADA Compliance Officer in consultation with the employee's supervisor evaluates the employee's job to determine its purpose and essential functions, and remains in contact with the employee and his/her supervisor throughout the reasonable accommodation process.
3. The Human Resources Director and the ADA Compliance Officer consult with the employee to determine his/her physical or mental abilities and limitations, as they relate to the job's essential functions.
4. The Human Resources Director and the ADA Compliance Officer determine if the employee has a disability covered by the ADA, and whether the employee is qualified with or without a reasonable accommodation.
5. The Human Resources Director and the ADA Compliance Officer determine, based on objective medical or other evidence, whether an employee with a disability poses a direct threat of harm to himself or to others, and whether the threat may be removed by a reasonable accommodation.
6. The supervisor and the employee identify potential accommodations. The supervisor may consult with expert resources such as the ADA Compliance Officer or the Job Accommodation Network (800 526-7234 voice, 877 781-9403 tty).
7. While the employee's preference should be considered, the supervisor, in consultation with the Human Resources Director and the ADA Compliance Officer, may choose an alternate accommodation that is less expensive or easier to provide.
8. Should the Human Resources Director and the ADA Compliance Officer determine that a particular accommodation would impose an undue hardship on the City; the supervisor may consider whether an alternative accommodation imposes such a hardship.
9. If a reasonable accommodation is available, the supervisor, in consultation with the Human Resources Director and the ADA Compliance Officer, selects and implements the accommodation, requesting any additional funds necessary to accommodate the employee.

VII. APPEAL PROCEDURE FOR EMPLOYEES AND JOB APPLICANTS

The City provides an appeal procedure for timely resolution of potential disputes for reasonable accommodation made by employees and job applicants.

1. The employee or job applicant files a written appeal request with the City Manager and provides copies to the Human Resources Director and to the ADA Compliance Officer.
2. The City Manager or his/her designee consults with the Human Resources Director, the ADA Compliance Officer, and the City Attorney, and sets a hearing date, conducts a hearing, gathers any necessary information and/or documentation, and conducts any pertinent interviews.
3. The City Manager renders a decision, in writing, to the employee or job applicants within 30 calendar days of the filing of the request for reconsideration. The City Manager is the final authority on all appeals for reasonable accommodation.
4. Any employee dissatisfied with the City Manager's decision may contact the US Department of Justice or the US Equal Employment Opportunity Commission for additional guidance.

VIII. REASONABLE ACCOMMODATION PROCESS FOR JOB APPLICANTS

An applicant for employment submits, in writing, a request for reasonable accommodation to the City's Human Resources Director and to the ADA Compliance Officer, to include requests for reasonable accommodation in pre-employment testing. The Human Resources Director and the ADA Compliance Officer review the request and advise the applicant of the decision. Reasonable accommodation is provided, if indicated, in accordance with the provisions of the ADA.

IX. STAFF RESPONSIBILITIES DURING THE REASONABLE ACCOMMODATION PROCESS FOR EMPLOYEES

A. Supervisors. Supervisors will cooperate with the Human Resources Director and the ADA Compliance Officer in all aspects of the process of determining reasonable accommodation. Supervisors will provide information, as requested, to the Human Resources Director and to the ADA Compliance Officer regarding the purpose and the essential functions of the employee's job. Supervisors will work to identify potential reasonable accommodations. Supervisors will inform their immediate supervisor, Division Director, and General Manager of the request and the process for reasonable accommodation.

Supervisors with responsibility for hiring also ensure that pre-employment inquiries of a job applicant relate solely to the applicant's ability to perform job-related functions and not to whether the applicant is an individual with a disability or to the nature and the severity of such disability.

B. Division Directors and General Managers. Subordinate supervisors should advise Directors and Managers of requests for reasonable accommodation and the process involved. Directors and Managers may request to be included in the efforts by the Human Resources Director and the ADA Compliance Officer to provide reasonable accommodation. Division Directors and General Managers will cooperate with the Human Resources Director in identifying vacant positions that may be appropriate for a qualified employee with a disability. Directors and Managers may request additional funds, if needed, to provide reasonable accommodation to qualified employees with disabilities.

C. Human Resources Director. The Human Resources Director coordinates all requests for reasonable accommodation with the ADA Compliance Officer, in consultation with the employee and his/her supervisor; complies with all steps in the Reasonable Accommodation Process referenced above; and requests that the ADA Compliance Officer research available resources to provide recommendations on potential accommodations for a qualified applicant or employee with a disability.

D. ADA Compliance Officer. The ADA Compliance Officer monitors the City's compliance with all aspects of the ADA with regard to requests for reasonable accommodation; coordinates with the Human Resources Director on all requests for reasonable accommodation; and researches and provides technical assistance, to include recommendations of potential accommodations.

E. City Manager. The City Manager rules on all appeals for reasonable accommodation and makes a final determination on whether the City can provide reasonable accommodations

without causing undue hardship.

X. PRE-AND POST-EMPLOYMENT GUIDANCE

A. Pre-Employment Medical Issues

1. It is unlawful to: ask an applicant whether he/she is disabled; ask about the nature or severity of a disability; or require the applicant to take a medical examination before making a job offer.
2. It is lawful to: ask applicants questions about their ability to perform job-related functions, so long as the questions are not phrased in terms of a disability and to ask applicants to describe or to demonstrate how, with or without reasonable accommodation, they will perform job-related functions.

B. Post-Employment Medical Issues

1. It is unlawful to require a medical examination or to ask an employee questions about a disability unless the supervisor can demonstrate that these requirements are job-related and necessary for the conduct of business.
2. It is lawful to require a medical examination prior to commencement of employment duties, if an examination is required of everyone who will be working in the job category prior to employment; and to request a medical examination after an employee asks for a reasonable accommodation.

C. Pre-Employment Substance Abuse Issues

1. Alcoholism is a covered disability under the ADA. It is unlawful to ask applicants how much alcohol they drink or whether they have participated in any program to curb alcohol consumption.
2. It is lawful to ask applicants about illegal drug use. Current illegal drug users are excluded from protection under the ADA. However, the ADA does protect persons who are no longer illegally using drugs including those who have successfully completed or who are currently in a rehabilitation program.


F. Wyatt Shields, City Manager

May 15, 2019
Date

Attachment:

11ADA18-30-0-ADA final 2009.doc

LEGISLATIVE UPDATE & SUMMARY MINUTES

Actions of the City Council for May 13, 2019

The following legislation was considered and acted upon by the City Council of the City of Falls Church. Copies of legislation are available from the City Clerk cityclerk@fallschurchva.gov or 703-248-5014.

Call to Order: Mayor Tarter called the meeting to order at 7:31 p.m.

Roll Call: Upon roll call, the following members were present: Mayor Tarter, Vice Mayor Connelly, Mr. Duncan, Ms. Hardi, Mr. Litkenhous, Mr. Snyder, and Mr. Sze.

Proclamations and Special Presentations:

The City Council heard the following special presentation:

- OPERATION EARTHWATCH STUDENT RECOGNITION

Mayor Tarter issued the following Proclamations:

- PROCLAMATION DECLARING MAY 2019 AS BRAIN TUMOR AWARENESS MONTH
- PROCLAMATION DECLARING MAY 2019 AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH
- PROCLAMATION DECLARING MAY 12-18, 2019 AS POLICE WEEK AND MAY 15, 2019 AS PEACE OFFICERS MEMORIAL DAY
- PROCLAMATION DECLARING MAY 2019 AS BUILDING SAFETY MONTH
- PROCLAMATION DECLARING MAY 19-25, 2019 AS PUBLIC WORKS WEEK
- PROCLAMATION DECLARING MAY 2019 AS WATERSHED AND FLOODPLAIN AWARENESS MONTH

Second readings of ordinances and other items requiring public hearings

(TR19-17) RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A COMPREHENSIVE AGREEMENT WITH FALLS CHURCH GATEWAY PARTNERS FOR THE WEST FALLS CHURCH ECONOMIC DEVELOPMENT PROJECT IN THE FORM PRESENTED WITH SUCH AMENDMENTS AS WILL NOT ADVERSELY AFFECT THE VALUE TO THE CITY
MOTION to adopt (TR19-17) PASSED 7-0. (Res. 2019-15)

(TR19-08) RESOLUTION TO GRANT SPECIAL EXCEPTION ENTITLEMENT FOR A MIXED-USE DEVELOPMENT PROJECT WITH A BUILDING HEIGHT UP TO FIFTEEN (15) STORIES ON APPROXIMATELY 10.38 ACRES OF LAND LOCATED AT 7124 LEESBURG PIKE (PORTIONS OF REAL PROPERTY CODE NUMBER 51-221-001) ON APPLICATION BY FALLS CHURCH GATEWAY PARTNERS
MOTION to defer (TR19-08) to July 8, 2019 for public hearing and action and refer (TR19-08) to the Economic Development Authority and School Board for comment, and to the Planning Commission for a recommendation.

(TR19-14) RESOLUTION APPROVING THE ACQUISITION OF APPROXIMATELY 10.32 ACRES OF LAND FROM THE FALLS CHURCH CITY SCHOOL BOARD BEING A PORTION OF RPC 51-221-001 LOCATED AT 7124 LEESBURG PIKE
MOTION to defer (TR19-14) and (TR19-15) to July 8, 2019 for public hearing and action and to refer (TR19-14) and (TR19-15) to the Planning Commission for a recommendation.

(TR19-15) RESOLUTION APPROVING THE CONVEYANCE OF PARCELS A AND B, APPROXIMATELY 9.97 ACRES, BY THE CITY OF FALLS CHURCH TO THE FALLS CHURCH

Watch City Council meetings and view agenda materials at <http://www.fallschurchva.gov/CouncilMeetings>.

CITY SCHOOL BOARD BEING RPCS 51-221-002 AND 51-221-003 LOCATED AT 7124
LEESBURG PIKE **MOTION to defer (TR19-14) and (TR19-15) to July 8, 2019 for public hearing
and action and to refer (TR19-14) and (TR19-15) to the Planning Commission for a
recommendation.**

Consent items

(TR19-18) RESOLUTION TO ADOPT THE CITY OF FALLS CHURCH TITLE VI PROGRAM
MOTION to approve the items on the Consent Agenda PASSED 7-0. (Res, 2019-16)

Adjournment

Upon proper motion and unanimous voice vote, the meeting ADJOURNED at 10:15 p.m.

| | Legislation | Action |
|--|-------------|-------------------|
| | (TR19-17) | Res. 2019-15 |
| | (TO19-18) | Res, 2019-16 |
| | (TO19-08) | Defer to 07-08-19 |
| | (TO19-14) | Defer to 07-08-19 |
| | (TR19-15) | Defer to 07-08-19 |

RESOLUTION TO ADOPT THE CITY OF FALLS CHURCH TITLE VI
PROGRAM

WHEREAS, the City of Falls Church is a sub-recipient of the Northern Virginia Transportation Commission (NVTC) and receives Federal Transit Administration (FTA) funds;
and

WHEREAS, the FTA issued Circular 4702.1B dated October 1, 2012 which requires sub recipients to have their own Title VI programs and to submit the Program to the direct recipient, in this case NVTC; and

WHEREAS, the City of Falls Church staff has developed a Title VI Program in adherence to Circular 4702.1B dated October 1, 2012 so that no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program receiving federal financial assistance; and

WHEREAS, the Title VI Program has been reviewed by City of Falls Church and Northern Virginia Transportation Commission staff members and their comments have been incorporated into the Plan.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Falls Church, Virginia, that the Title VI Program is hereby adopted; and that the City Manager is hereby authorized and directed to implement the Title VI Program in compliance with Federal Law.

Reading: 05-13-19
Adoption: 05-13-19
(TR19-18)

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Falls Church, Virginia on May 13, 2019 as Resolution 2019-16.

A handwritten signature in blue ink that reads "Celeste Heath". The signature is written in a cursive style and is positioned above the printed name and title.

Celeste Heath
City Clerk

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Agenda Item #4: Infrastructure and FAST Act Reauthorization Presentation



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: May 30, 2019

SUBJECT: Infrastructure and FAST Act Reauthorization Presentation

At the June meeting U.S. Department of Transportation (USDOT) Deputy Assistant Secretary for Government Affairs Anthony Bedell will present the Trump Administration's priorities for infrastructure investment in anticipation of the reauthorization of the Fixing America's Surface Transportation (FAST) Act.

In 2015, Congress authorized the [Fixing America's Surface Transportation \(FAST\) Act](#) to invest \$61.5 billion in projects funded by the Federal Transit Administration over five fiscal years (FY2016 – FY2020). The legislation supported the implementation of capital investments and critical safety improvements through formula and discretionary grant programs. The FAST Act also authorized the Capital Investment Grants program, which supports new major transit expansion activities such as future bus rapid transit routes throughout Northern Virginia. The FAST Act is set to expire at the end of FY2020 unless it is reauthorized by Congress.

Anthony Bedell brings over 20 years of experience in business and government relations to USDOT. Mr. Bedell's previous federal government experience includes serving as associate administrator for Congressional Affairs at the U.S. Small Business Administration, as well as, a senior legislative officer at the Department of Labor.

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Agenda Item #5: Washington Area Bus Transformation Project



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice and Andrew D’huyvetter

DATE: May 30, 2019

SUBJECT: Washington Area Bus Transformation Project

At the June meeting Rich Davey of the Boston Consulting Group will brief the Commission on the [Washington Area Bus Transformation Project](#), a plan aimed at transforming bus in the Washington region to improve service and the customer experience with a goal of creating a more cohesive area-wide system. The Commission will be requested to authorize the Chairman to send a letter to the Washington Area Bus Transformation Project Team.

A. Presentation by the Washington Area Bus Transformation Project Team

The Commission will receive a presentation from Rich Davey of the Boston Consulting Group on the [Washington Area Bus Transformation Project](#). 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. The Bus Transformation Project is focused on local bus service in the WMATA compact area region, which includes nine bus service providers. The Draft Strategy Report identified congestion, affordability and mobility as challenges facing the region and identified ways to meet those challenges. The report will continue to be refined as input from the public and stakeholders is incorporated, and the project team will develop steps for implementation.

The project, managed by the Washington Metropolitan Area Transit Authority, is being led by an executive steering committee comprised of transit officials, experts and advocates from Virginia, Maryland and D.C. to develop a vision for the region’s buses. The group prioritized regional connectivity, rider experience, financial stewardship, sustainability, and equity as goals for transforming the bus network. The group then developed the strategy elements and recommendations based on stakeholder input, public engagement and best-practices from transit agencies around the world to achieve the goals they set.

B. ACTION ITEM: Authorize the Chairman to Send a Letter to the Washington Area Bus Transformation Project Team

The Commission will be asked to authorize the chairman to send a [letter to the Washington Area Bus Transformation Project Team](#) providing comments on the [Draft Bus Transformation Strategy Report](#). The letter provides support for most of the draft recommendations and emphasizes recommendations that prioritize bus and make the bus system more customer focused. The letter also articulates concerns around the need for wholesale changes to the balance of responsibilities between local and regional providers in Northern Virginia.

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June 7, 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

Bus Transformation Project Team
c/o NeoNiche Strategies
4501 Ford Avenue, Suite #501
Alexandria, Virginia 22302

Re: Comments on Draft Bus Transformation Project Recommendations

Dear Bus Transformation Project Team:

The Northern Virginia Transportation Commission (NVTC) appreciates the seriousness with which the Washington Metropolitan Area Transit Authority (WMATA) has tasked the Bus Transformation Project Team to transform the region's bus system and create a strategic framework to combat declining ridership and slower bus speeds. With over 150,000 riders on Northern Virginia's buses every weekday, we cannot underscore the importance of a bus network to transportation in Northern Virginia. As a regional entity tasked with coordinating transit policy and funding in Northern Virginia, NVTC is supportive of the Project's effort but does share some words of caution on the strategies prepared to date.

NVTC generally supports the spirit and direction of the study recommendations but does not see the need for wholesale changes to the **balance of responsibilities between local and regional providers** in Northern Virginia. We strongly support the recommendations to **prioritize buses** to make the bus system more **customer focused** and welcome the opportunity to support ongoing coordination between WMATA and jurisdictions to improve bus service in Northern Virginia. We also recommend that the Project Team and WMATA consider the development of a Virginia-specific roadmap for the implementation of the study.

We broadly support the recommendations to make the bus system more **customer focused**, provide **convenient bus service**, and **streamline back-office functions and sharing innovation**. NVTC also strongly supports the study recommendations to **prioritize bus** service on major roads and to make the bus system more **customer focused**. Many of these recommendations are consistent with NVTC's [2018 Regional Fare Collection Strategic Plan](#) and policy recommendations contained in NVTC's [2018 Annual Report on the Performance and Condition of WMATA](#). In addition, NVTC and several Northern Virginia jurisdictions are already moving forward on components of these recommendations through such projects as [Envision Route 7](#), the [transitway extension to Pentagon City](#), [Richmond Highway BRT](#), and the [Alexandria Transit Vision Plan](#)

NVTC agrees that local transit operators are better equipped to respond to local needs when **balancing the responsibilities of local and regional providers.**

However, we do not see a problem with the current balance of local and regional transit providers in Northern Virginia. Northern Virginia localities have already voluntarily and gradually rebalanced these responsibilities over the last two decades. Given our experience, we do not see the need to significantly alter the policy framework around the role of Metrobus in Virginia. We do respect the desire of individual jurisdictions to engage with WMATA on jurisdiction-specific delivery of service but do not see the need for systemic changes.

We are also concerned that WMATA may see the rebalancing of local and regional provision of transit as a means to satisfy the three percent operating cap (imposed by the Virginia dedicated funding legislation) by simply moving the cost of service from one side of the ledger to the other instead of making fundamental changes to WMATA's unsustainable cost structure. We urge WMATA to engage with NVTC, the jurisdictions, and transit operators to ensure that any changes to how bus service is provided does no harm to our localities and ensures that jurisdictions' investment in WMATA-provided service is commensurate with the level of service being provided.

NVTC is the voice of transit in Northern Virginia and works closely with member jurisdictions and transit providers. We encourage the region's leaders to empower existing organizations and structures, including NVTC, in transforming **or incorporating changes in bus service** in the region and in Northern Virginia.

NVTC shares the goal of an affordable, reliable, equitable, and financially sustainable bus system that connects the region. Thank you for the opportunity to comment and we look forward to additional engagement in the study process.

Best regards,

Matthew F. Letourneau
Chairman

cc: Shyam Kannan, WMATA
Allison Davis, WMATA

Agenda Item #6: Washington Metropolitan Area Transit Authority (WMATA)



TO: Chairman Letourneau and NVTC Commissioners

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

DATE: May 30, 2019

SUBJECT: Washington Metropolitan Area Transit Authority (WMATA)

At the June meeting the Commission will receive reports from the Chair of the NVTC WMATA Committee as well as the Virginia WMATA Board members.

A. Report from the Chair of the NVTC WMATA Committee

In coordination with jurisdictional staff, NVTC staff are working to respond to feedback from the committee in preparation for a second work session at the June WMATA Committee meeting. The WMATA Committee meeting has been rescheduled to June 27th at 5:00 PM. Staff will prepare the report over the summer in anticipation of Commission action at its October meeting to meet the November 1st legislative deadline.

B. Report from the Virginia WMATA Board Members

1. WMATA Board Actions

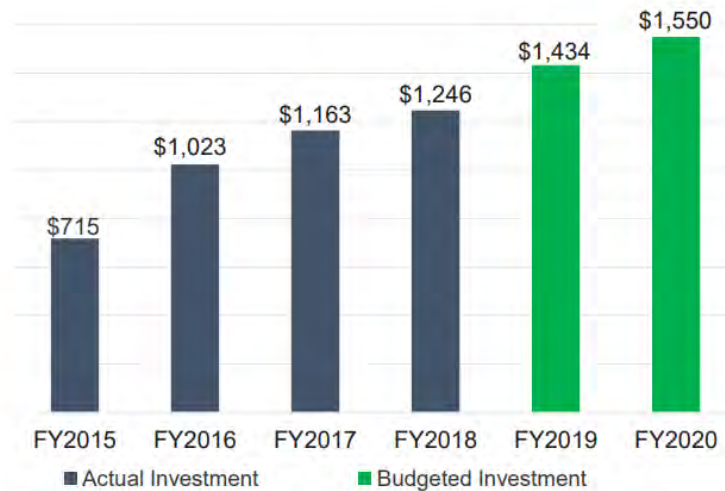
▪ Rail Heavy Repair and Overhaul Facility

On May 23rd the WMATA Board amended the Mass Transit Plan to include a [new rail heavy repair and overhaul facility](#) in New Carrollton. Daily and heavy overhaul maintenance functions are currently performed at the Greenbelt and Brentwood Rail Yards, and a study concluded that a consolidated facility was necessary to streamline maintenance functions and properly store railcars. This facility will free up storage space and maintenance capacity at the existing yards and allow WMATA to facilitate a new railcar maintenance regime that will eliminate major predicted failures in railcars and result in greater railcar availability. WMATA conducted a search across the region and staff have selected a site in New Carrollton, MD.

2. WMATA Committees

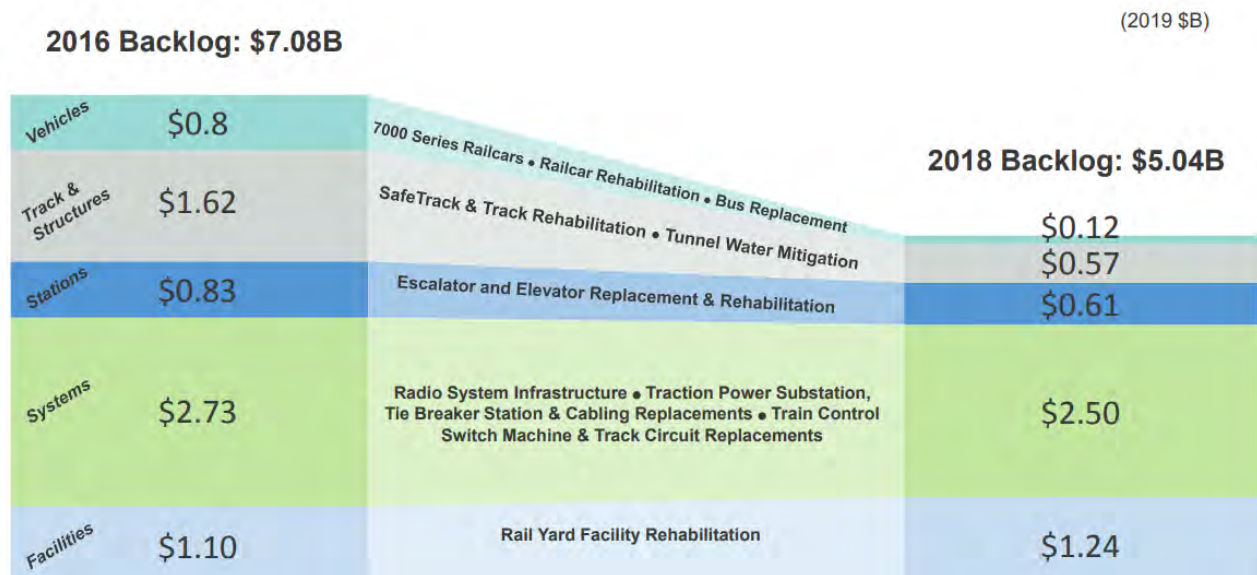
▪ Quarterly Capital Plan Execution Update

On May 23rd WMATA staff provided the WMATA Finance and Capital Committee with a [quarterly update on capital plan execution](#). WMATA has scaled up its level of capital investment from \$715 million in FY2015 to a budgeted \$1.55 billion in FY2020 (Figure 1).

Figure 1: WMATA's Capital Investment from FY2015-FY2020 (in millions)

Source: [WMATA Quarterly Capital Execution Update](#)

This ramp up in investments has allow WMATA to meet critical needs and reduce its state of good repair backlog by \$2.1 billion – from \$7.1 billion to \$5.0 billion (Figure 2). The largest decreases in the backlog were in vehicles and track and structures. Facilities was the only category where the backlog grew, and WMATA plans investments around the office consolidation strategy and bus garage replacements to address this deficiency.

Figure 2: WMATA's Capital Investment from FY2015-FY2020 (in millions)

Source: [WMATA Quarterly Capital Execution Update](#)

In March 2019 the WMATA Board approved the \$1.55 billion FY2020 capital budget and the six-year \$9.2 billion FY2020-2025 Capital Improvement Program. WMATA's FY2020 capital budget includes \$150 million of federal dedicated funding authorized by the Passenger Rail Investment and Improvement Act of 2008 (PRIIA). The reauthorization of this funding is critical to WMATA's ongoing capital programs. WMATA is also continuing to develop its capital planning process by

building its capacity to plan and execute more capital projects, implement an FTA-compliant Transit Asset Management Plan, refresh a prioritized Capital Needs Forecast, and formalize program management policies and procedures for FY2021-2026.

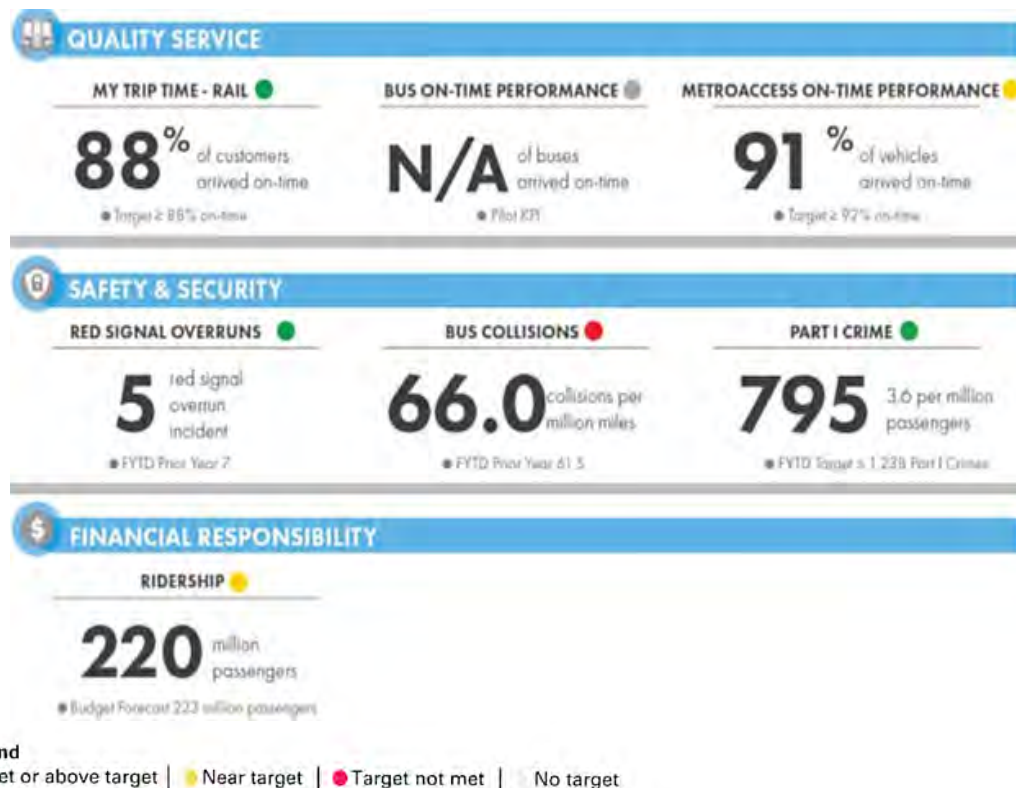
C. Other WMATA News

▪ Q3 FY2019 Metro Performance Report

WMATA released its [Q3 FY2019 Performance Report](#) that details system-wide performance measures in the areas of quality service, safety, security and financial responsibility. WMATA includes performance targets and comparisons to previous fiscal years to provide context for the performance data.

In Q3 FY2019 to Date (July 2018 - March 2019) Metrorail achieved 88 percent on-time performance (OTP) meeting WMATA's target (Figure 3). Weekday performance is above target at 89 percent, while weekend on-time performance is lower at 76 percent this fiscal year due to trackwork disruptions. During the first three quarters of FY2019 there were several major planned trackwork outages which negatively affected OTP: the 45-day shutdown of the Red Line in July through August; the 16-day continuous Orange, Blue and Silver Lines single-tracking in August; and the 14-day shutdown of the Yellow Line bridge in November, which lowered overall OTP at least four percent.

Figure 3: FY2019 Fiscal Year to Date Performance (July 2018 - March 2019)



Source: [Q3 FY2019 WMATA Performance Report](#)

Ridership for all modes fiscal-year-to-date is 220 million, 1.7 percent below budget forecast of 223 million (Figure 4). Metrorail weekday average ridership of 594,000 is down 0.9 percent compared to the same period in FY2018. Weekday average ridership for Metrobus (356,000) is down 3.2 percent compared to FY2018. Average weekend ridership is down for both Metrorail and Metrobus with averages of 190,000 and 154,000 respectively—a decline of 1.9 percent for Metrorail and 3.4 percent compared to FY2018.

Figure 4: Q3 FY2019 Year to Date Ridership*

| | FYTD19 Actual (millions) | Variance from Forecast | FYTD19 Average Weekday | Change from Prior Year | FYTD19 Average Weekend | Change from Prior Year |
|--------------------|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Metrorail | 127 | -0.7% | 594,000 | -0.9% | 190,000 | -1.9% |
| Metrobus | 91 | -3.0% | 356,000 | -4.0% | 154,000 | -3.4% |
| MetroAccess | 2 | -2.3% | 8,000 | 0.9% | | |
| | 220 | -1.7% | | | | |

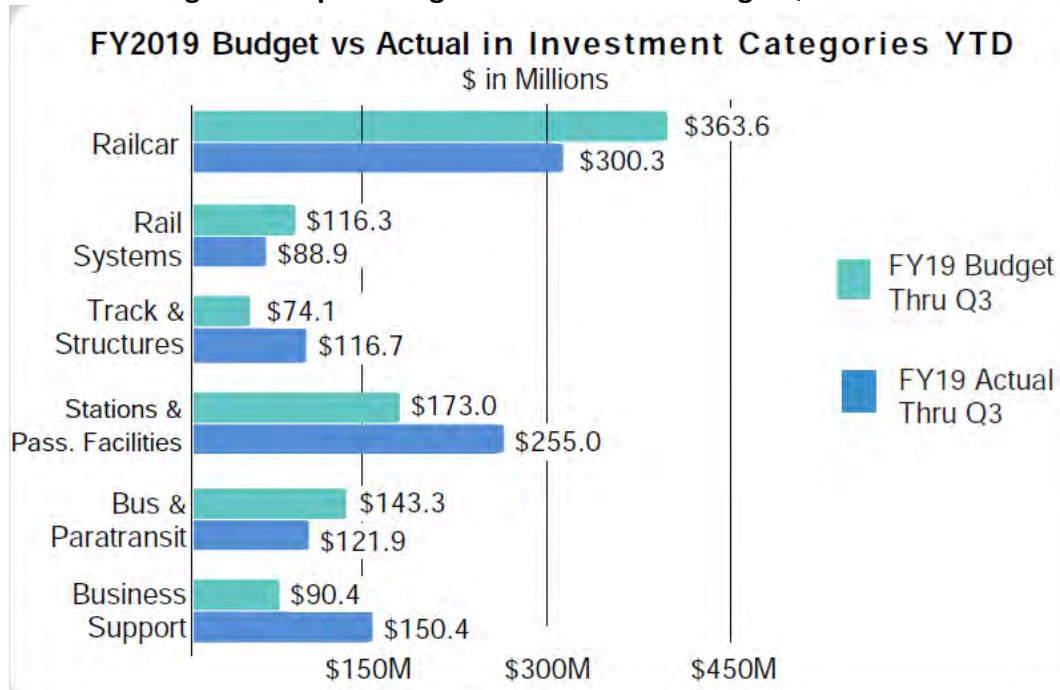
Source: [Q3 FY2019 WMATA Performance Report](#)

*WMATA is transitioning to using an automatic passenger counter as the source of official Metrobus ridership totals. In the above table, Metrobus FYTD19 Actual totals use APC and Metrobus average weekday and weekend totals use farebox.

▪ Q3 FY2019 Financial Report

WMATA recently released its [Q3 FY2019 Financial Report](#). The operating budget through the third quarter was \$53.2 million favorable, and the full year operating budget is forecast to be \$6 million favorable. Operating revenues through the third quarter of FY2019 were \$564.6 million, or \$23.4 million below budget. Operating revenues were impacted by lower ridership, outages for capital projects and the federal government shutdown in January 2019. Operating expenses totaled \$1.3 billion, or \$75.7 million below budget. The favorability was primarily driven by savings in salaries and wages due to lower spending on services contracts.

WMATA made \$1.03 billion in capital investments through the third quarter, with a full year capital investment ranging between \$1.4 and \$1.5 billion. For FY2019 to date, expenditures were \$72 million greater than budget for station improvements – in part to prepare for station improvements south of Ronald Reagan Washington National Airport Station. Capital expenditures in railcar investments have resulted in the conditional acceptance of 44 new 7000 series railcars in Q3 FY2019. Delivery of all 748 7000-series railcars is now planned for completion by the end of Q2 FY2020.

Figure 2: Capital Program Investment through Q3 FY2019

Source: Q3 FY2019 WMATA Financial Update

- Wireless Service Available in Two-Thirds of Metrorail Tunnels

On May 1st WMATA, along with AT&T, Sprint, T-Mobile and Verizon Wireless, announced that two-thirds of Metro's [tunnels are now wired for cellular and data service](#). Underground wireless service is nearly complete in Northern Virginia. Only one tunnel segment remains, between Tysons Corner and Greensboro on the Silver Line. The project began in February 2016 and is expected to be completed by June 2020 at a cost of \$120 million.

- WMATA to Extend Yellow Line Service to Greenbelt Beginning May 25th

WMATA announced that it will [begin running Yellow Line trains to Greenbelt on May 25th](#), more than a month earlier than expected. This is to coincide with the start of the Platform Improvement Project at six stations south of Ronald Reagan Washington National Airport Station. The service adjustment will allow WMATA to provide more reliable service between the airport station and points north during the summer shutdown.

- Office of Personnel Management Releases Telework and Alternative Work Schedule Guidance for Federal Employees Impacted by the Upcoming WMATA Platform Work

The [Office of Personnel Management released a memo](#) to agencies releasing telework and alternative work schedule guidance for federal employees who will be affected by the upcoming WMATA [Platform Improvement Project](#). OPM is encouraging agencies to permit excepted employees to telework more frequently and permit flexible start and stop times under a flexible work schedule.

D. Virginia Ridership and Parking Facility Utilization

The following tables show WMATA ridership by mode in Virginia and parking utilization for April 2019. When evaluating ridership statistics, it is important to note any major service disruptions due to planned capital projects or weather. Between March 14th and April 14th, WMATA announced a four-week break from weekend track work during Cherry Blossom season. There was also a weekend shutdown of the Orange Line between Vienna and West Falls Church Stations on April 27th and April 28th.

| WMATA Virginia Ridership April 2019 | | | |
|--|-------------------|-------------------|---------------------------------------|
| | April 2018 | April 2019 | Percent Change (2018-2019) |
| Metrorail | | | |
| Total¹ | 8,008,960 | 8,561,062 | 7% |
| Weekday Average² | 298,617 | 307,047 | 3% |
| Saturday Average² | 140,418 | 159,181 | 13% |
| Sunday Average² | 88,271 | 93,932 | 6% |
| Metrobus | | | |
| Total¹ | 1,447,994 | 1,450,876 | 0% |
| Weekday Average¹ | 59,752 | 57,703 | -3% |

Source: WMATA

1: Unlinked Passenger Trips

2: Based on station entries and exits

| WMATA Virginia Parking Facility Usage (Weekday) April 2018 and 2019 | | | | |
|--|-------------------|-------------------------|-----------------------|-------------------------|
| Station/Lot | April 2018 | Y-T-D FY2018 | April 2019 | Y-T-D FY2019 |
| Huntington* | 75% | 68% | 84% | 72% |
| West Falls Church | 59% | 45% | 64% | 54% |
| Dunn Loring** | 74% | 71% | 49% | 44% |
| Vienna*** | 78% | 71% | 82% | 72% |
| Franconia | 61% | 55% | 61% | 55% |
| Van Dorn | 108% | 103% | 107% | 100% |
| East Falls Church | 121% | 113% | 119% | 115% |
| Wiehle-Reston East | 98% | 89% | 105% | 93% |
| Northern Virginia Total | 75% | 68% | 76% | 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.

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TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice, Allan Fye, Jae Watkins and Patricia Happ

DATE: May 30, 2019

SUBJECT: Commuter Choice Program

At the June meeting the Commission will be asked to take action on a number of key elements necessary for the implementation of NVTC's Commuter Choice program:

- 1) To authorize the executive director to award two Commuter Choice program-related contracts;
- 2) To approve a resolution adopting the I-66 Commuter Choice FY2020 program of projects, to refer the program of projects to the CTB for approval, and to authorize the executive director to execute the Standard Projects Agreements; and
- 3) To receive an update on the I-395/95 Commuter Choice FY2020 Inaugural program.

A. ACTION: Authorize the Executive Director to Award a Contract for I-66 and I-395/95 Commuter Choice Technical Support

The Commission will be 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.

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.

B. I-66 Commuter Choice Program

- **ACTION: Approve Resolution #2384: Approve the FY2020 I-66 Commuter Choice Program of Projects and Forward to the Commonwealth Transportation Board and Authorize the Executive Director to Execute the Standard Project Agreements**

At the June meeting, the Commission will be asked to approve the I-66 Commuter Choice FY2020 Program of Projects, which includes 13 projects totaling \$19,649,539. The recommended FY2020 Program of Projects (Table 1) represents 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.

FY2020 I-66 Commuter Choice Program Benefits

Collectively, the recommended FY2020 Program of Projects:

- ✓ Moves an additional 3,170 people through the corridor during the morning peak period
- ✓ Saves approximately 485,000 hours of travel delay per year during the commuter peak periods
- ✓ Connects people to more than nine activity centers in Virginia and the District of Columbia
- ✓ Provides four new bus routes and enhances service on five existing bus routes
- ✓ Encourages the use of transit, carpool, and vanpool through awareness and marketing campaigns and commuter incentives

FY2020 I-66 Commuter Choice Program Characteristics

- Eighty-seven percent of the program (\$17.0 million) will fund new or enhanced bus service
- Thirteen percent of the program (\$2.6 million) will support transit incentives and alternate ways to travel such as carpool and vanpool, and program administration

The FY2020 I-66 Commuter Choice call for projects produced 20 applications for a total of \$32 million in requests for projects designed to expand transportation capacity in the I-66 corridor inside the Beltway. Applications were received from the counties of Arlington, Fairfax, Loudoun, and Prince William, the cities of Fairfax and Falls Church, PRTC (OmniRide), and the Town of Vienna.

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, regional outreach and program administration. Three of the new and enhanced bus service projects continue successful services from the Initial I-66 Commuter Choice program. Table 1 provides a summary of projects and funding.

Table 1: 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 |

The [I-66 Commuter Choice program](#) invests toll revenues in projects to expand transportation capacity in the I-66 corridor inside the Beltway. In January 2017, the Commonwealth Transportation Board (CTB), the Virginia Department of Transportation (VDOT), and the Northern Virginia Transportation Commission (NVTC) signed a 40-year [Amended Memorandum of Agreement \(MOA\) for the Transform 66: Inside the Beltway Project](#) allowing NVTC to use toll revenues from I-66 inside the Beltway to fund multimodal projects. The I-66 Commuter Choice program is designed to benefit toll payers by easing travel through the congested I-66 inside the Beltway corridor.

The principal objective of the I-66 Commuter Choice program is to select projects that meet improvement goals identified in the MOA, which are to move more people, enhance transportation connectivity, improve transit service, reduce roadway congestion, and increase travel options. Eligible applicants include all jurisdictions and other public transportation providers in Virginia Planning District 8.

Upon approval by NVTC, the Program will be submitted by NVTC to the Commonwealth Transportation Board (CTB) for adoption into the Commonwealth's FY2020 Six-Year Improvement Program (SYIP).

FY2020 I-66 Commuter Choice Project Summaries

The following projects are recommended for funding under the FY2020 I-66 Commuter Choice program. [Profiles of each proposed project can be found at the FY2020 I-66 Commuter Choice website.](#)

Enhanced Bus Service on Metrobus 3Y: Lee Highway-Farragut Square

Arlington County (\$ 1,040,000)

This project increases the peak-period frequency of Metrobus 3Y, a peak-direction route that operates between the East Falls Church Metro and downtown Washington, D.C. via Lee Highway.

Enhanced Bus Service - Government Center to D.C.*

Fairfax County (\$ 1,939,500)

This project enhances the service of the in-demand 699 on 66 bus, which runs from the Fairfax County Government Center to major employment areas in Washington, D.C. including the George Washington University campus, U.S. Department of State, and the World Bank. By adding three morning and three evening peak-direction trips to the existing 10 trips in each direction per day, the project offers commuters more travel choices.

* continuation of funding from previous I-66 Commuter Choice program

Enhanced Bus Service - Stone Ridge to D.C.*

Loudoun County (\$ 532,031)

This project will fund operating costs to run two additional morning and two additional evening peak-direction buses from the Stone Ridge Park and Ride lot to major employment areas in Washington, D.C. including the State Department and the Ronald Reagan Building and International Trade Center.

* continuation of funding from previous I-66 Commuter Choice program

Enhanced Bus Service from Gainesville to D.C.

PRTC/OmniRide (\$ 1,519,100)

This project will fund the purchase of two new buses and operating costs to run two additional morning and two additional evening peak-direction buses between the Cushing Road Gainesville Commuter Lot and major employment areas in Washington, D.C. including the State Department, the World Bank and the Ronald Reagan Building and International Trade Center.

Enhanced Bus Service - Gainesville to Pentagon*

PRTC/OmniRide (\$ 4,671,700)

Funded in the inaugural year of the Commuter Choice program, this project supports and enhances the Gainesville to Pentagon OmniRide Express bus, which averages 300 daily riders. The route enhances connectivity as riders can access multiple Metrorail lines, other regional bus providers and government shuttle routes at the Pentagon. Funds will cover the purchase of three new buses and add eight trips to the route.

* continuation of funding from previous I-66 Commuter Choice program

New Bus Service from Haymarket to Rosslyn

PRTC/OmniRide (\$ 776,700)

This project will fund a new express bus service between the Haymarket Park and Ride lot and the Rosslyn-Ballston corridor. Completed in December 2018, this new lot offers 230 parking spaces and access to buses that connect to the Ballston, Clarendon, Courthouse, and Rosslyn Metrorail stations and the Arlington campus of George Mason University.

New TDM Outreach to the I-66 Corridor

Prince William County (\$ 200,000)

In a partnership with the Virginia Railway Express (VRE), the Virginia Department of Transportation (VDOT) and the Potomac and Rappahannock Transportation Commission (PRTC / OmniRide), Prince William County will establish a commuter-focused transportation demand management (TDM) program that will increase awareness and promote regional travel choices.

New Bus Service - Stringfellow to Constitution Center

Fairfax County (\$ 4,326,000)

This project will fund the purchase of six new buses and operating costs for new express bus service from the Stringfellow Park and Ride to the Constitution Center in Washington, D.C. The route will feature 10 morning and 10 evening peak-direction trips and provide access to major employment areas in Washington, D.C. including federal agencies along the National Mall and Seventh Street SW.

I-66 Slug Line Campaign

PRTC / OmniRide (\$ 287,800)

This project will encourage the regional tradition of slugging in the I-66 corridor and includes the development of a marketing and communications plan to promote slug lines at four commuter lots. The marketing plan will consist of social media management, engagement with regional stakeholders and outreach to the public.

New Bus Service - Stone Ridge to Pentagon

Loudoun County (\$ 1,257,226)

This project will fund operating costs for new express bus service from the Stone Ridge II Park and Ride lot to the Pentagon and capital costs for a new bus. This service enhances connectivity as riders can access multiple Metrorail lines, other regional bus providers and government shuttle routes at the Pentagon. The route will feature two morning and two evening peak-direction trips.

New Bus Service - Purcellville to D.C*Loudoun County (\$ 949,482)*

This project will fund the purchase of a new bus and support operating costs for new express bus service from the Purcellville Park and Ride lot to major employment areas in Downtown Washington, D.C. including the State Department and the Ronald Reagan Building and International Trade Center. The route will feature one morning and one evening peak-direction trip.

Expanded TDM Outreach to the I-66 Corridor*Arlington County (1,350,000)*

This project will continue to support the marketing and outreach efforts of Arlington County Commuter Services (ACCS) for three years. ACCS will continue to conduct a successful commuter program that works to ease congestion, move more commuters in fewer vehicles, maximize efficiencies of transportation systems and increase ridership on transit.

I-66 Commuter Choice: Marketing and Outreach, Program Administration, Evaluation and Oversight*NVTC (\$800,000)*

NVTC will fund the responsibilities of coordinating outreach and marketing to encourage the use of transit and carpools for commuters using the I-66 corridor inside the Beltway. This item funds a project manager for I-66 Commuter Choice outreach and marketing to coordinate efforts across jurisdictions, identify gaps in efforts, and initiate a campaign to expand knowledge of transportation alternatives along this corridor.

This also will fund the administration, evaluation and oversight efforts necessary for NVTC to successfully manage the I-66 Commuter Choice program. As this is a competitive program with required reporting of near and long-term outcomes, these funds will support the call for projects, technical evaluation, financial and program management, and project and program evaluation. Initially, VDOT funded consulting services to support these efforts, and this funding will continue to support the efforts in-house to be managed and funded directly by NVTC.

Public Comment

NVTC solicited public comment for the I-66 Commuter Choice FY2020 Program from April 5th to May 15, 2019. During the comment period, NVTC hosted or participated in three open house/public hearings. NVTC received a total of 110 comments during this period, a majority (88%) of which were received online, an indication that the targeted online outreach approach was effective method of engagement.

Figure 1: FY2020 I-66 Commuter Choice Public Comment Period Responses by Mode

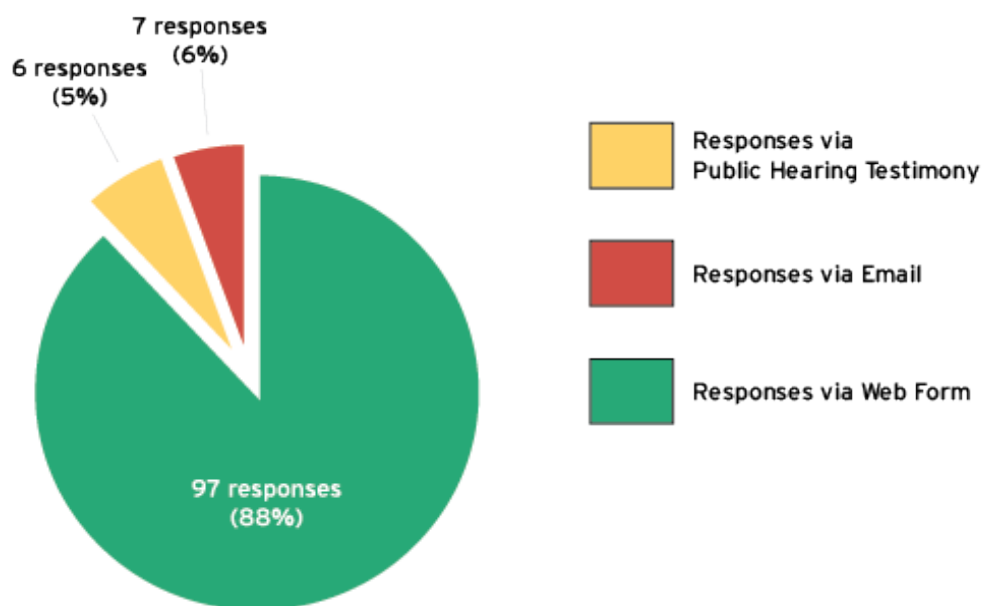
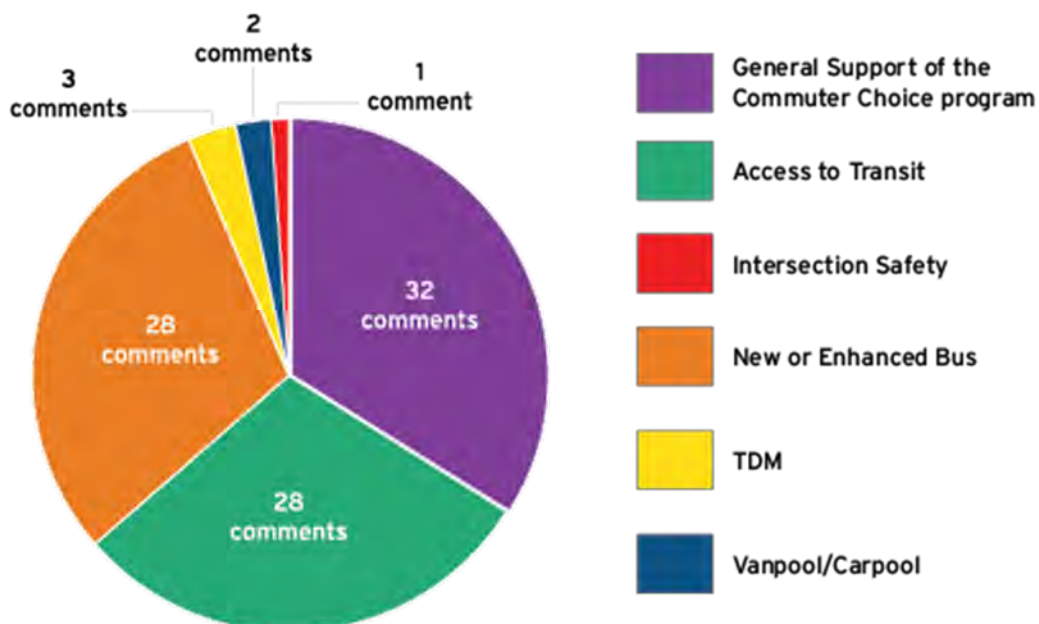


Figure 2: FY2020 I-66 Commuter Choice Breakdown of Public Comments by Project Type



The [Executive Summary of Public Comment Period for the I-66 Commuter Choice FY2020 Program](#) provides a detailed overview of the feedback received during the public comment period.

▪ **ACTION: Authorize the Executive Director to Award a Contract for the I-66 Commuter Choice Market Research and Marketing Communication Strategy**

The Commission will be 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.

In June 2018, NVTC and Commonwealth Transportation Board [approved funding for NVTC to conduct marketing and outreach activities in support of the I-66 Commuter Choice program](#). The Commission approved NVTC staff to issue a request for proposals for this effort at its January 2019 meeting.

The overall objectives include providing market research and identifying areas where the Commuter Choice program adds value to existing TDM programs in the corridor and developing a strategic marketing communications plan and resources for implementation across the region. For the FY2020 and FY2021 I-66 Commuter Choice programs, 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.

NVTC has 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.

C. I-395/95 Commuter Choice Program

▪ **Information: I-395/95 FY2020 Project Applications and Program Status**

The [I-395/95 Commuter Choice FY2020 inaugural program call for projects](#) was open from April 5, 2019 to May 15, 2019. During the application period, NVTC received 17 applications for \$31.3 million in funding. Table 2 below provides an overview of the types of applications received.

Table 2: Summary of I-395/95 FY2020 Applications

| I-395/95 FY2020 Project Applications | # Applications Submitted |
|--|---------------------------------|
| Arlington County | 4 |
| City of Fredericksburg - Fredericksburg Regional Transit | 1 |
| DASH (Lead) & City of Alexandria | 2 |
| Fairfax County | 2 |
| Prince William County | 1 |
| PRTC | 5 |
| Stafford County | 1 |
| NVRC | 1 |
| Total | 17 |

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.

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 and PRTC staff are coordinating to develop a robust public engagement process along the I-395/95 corridor.

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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.

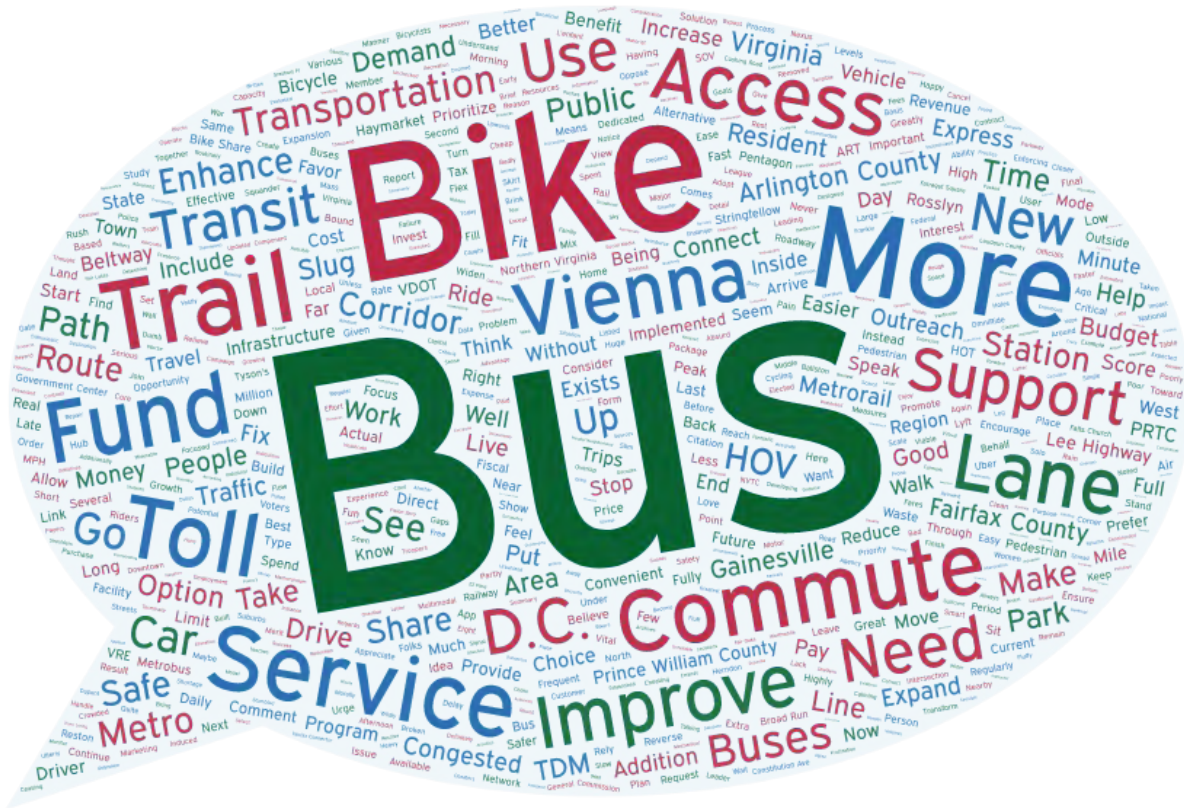
Approved this 6th day of June 2019.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer

**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 |



Executive Summary of Public Comments

NVTC received 110 responses during the Public Comment period for the I-66 Commuter Choice FY2020 program, open from April 5 – May 15, 2019. In addition to hosting two events and co-hosting the third event, staff conducted a targeted outreach strategy to increase public engagement in the project selection process.

Of the 110 responses, 97 comments were received via the web form hosted at www.novatransit.org, seven comments via email and the remaining six remarks were delivered during the Public Hearing on May 2. Of the total comments, 85 percent were supportive. A portion of the supportive comments noted comprehensive support for the Commuter Choice program while others mention support for distinct projects and/or project categories. Around 60 percent of the comments in support of the Commuter Choice program specifically mention projects in the 'Access to Transit' and 'New or Enhanced Bus Service' categories.

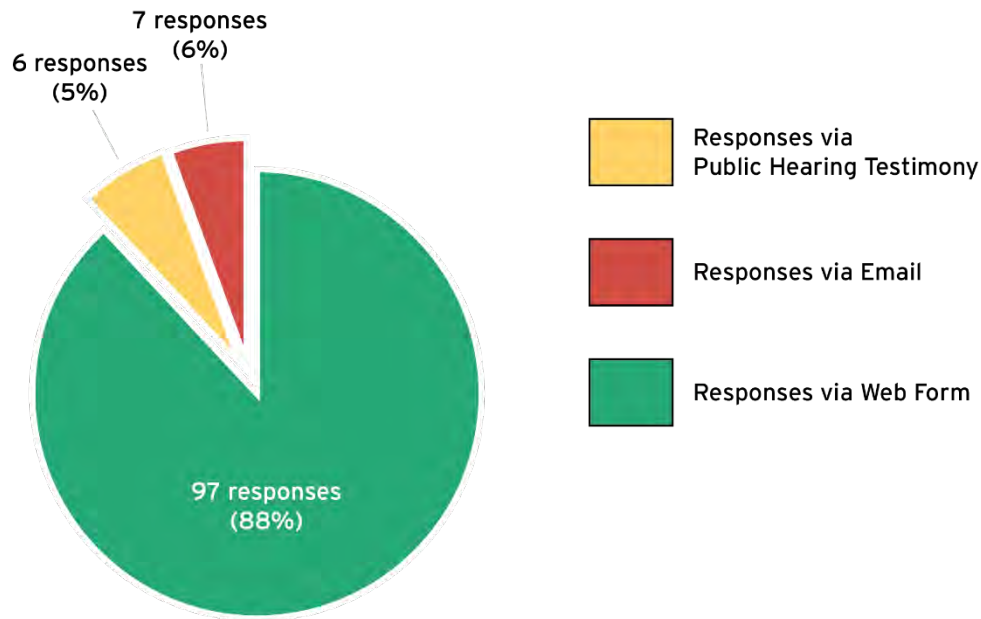


Figure 1 Public Comment period responses by web form, email, and delivered during the Public Hearing.

Some of the negative responses described a wish to see projects that fall outside of the scope of the I-66 Commuter Choice program. Others included project ideas that could lead to future applications from jurisdictions and transit agencies. NVTC staff will refer comments for future projects to the respective jurisdictions, state entities, or transportation advocacy groups.

Some of the received comments listed 'no' or 'none' in the comment section but included an email address. Our team assumed that members of the public used the form to add their email address to the Commuter Choice mailing list.

This document lists the comments in the following categories:

- Comments from the May 2 Public Hearing
- Comments Supporting Specific Projects
- Comments with General Support of the Commuter Choice Program
- Comments Supporting a General Increase in Bicycle Infrastructure in Northern Virginia
- Responses with Neutral or Adverse Comments



Comments from the May 2 Public Hearing

NVTC staff recorded six comments during the Public Hearing following the Open House event on May 2. The comments shared during the Public Hearing were very supportive of the program, and a few suggested a continued focus on increasing connectivity in the region and incorporating new technologies and innovation in future funding cycles.

The following comments are listed in speaker order and have not been edited.

- My name is Deb Wake and I'm speaking on behalf of the National Capital Area League of Women Voters. Thank you for the opportunity to express our support for the Commuter Choice program. The League of Women Voters uses their position, formed through consensus or concurrence of our members, in order to advocate good practice or policies. Our transportation positions can be found on the League of Women Voters of the National Capital Area website and agree with the principal objectives of the I-66 Commuter Choice program to move more people, enhance transportation connectivity, improve transit service, reduce roadway congestion, and increased travel options. We support the use of tolls, fares, and other user fees to provide mass transportation for the benefit of a larger community. We welcome the reduction of air pollution resulting from the use of mass transit as opposed to single person vehicles. In addition, we believe regional planning should consider and include options for connectivity between modalities, whether the industrial, bike, water, rail, or bus. Thank you.
- Thank you, Stewart Schwartz, from the Coalition for Smarter Growth. First of all, I commend you on this package of projects which we strongly support. The commuter bus, the bike access to transit, the slug lines is just terrific. Demand management and especially the bus lane, dedicated bus lane, of which we need many more. I think a brief mention when it comes to the future discussion of 395/95 projects, that we [will] put in a letter to NVTC and to Arlington and Alexandria about incorporating some advanced transit signal priority but I won't go into that in any detail. I understand some are concerned about this package for focusing on transit, bike and pedestrian projects and would rather that money go to additional widening. Instead a focus on roads and road expansion over the years that has contributed so much to our traffic problem and honestly it's doomed to failure. The problem of induced demand is very real. The Victoria Transportation Policy Institute has documented every study ever done on that to show the case that most roads within a Metro area fill up within about five years. That's why demand management-type solutions, pricing like we do, transit, land use, all have to be part of the package and a core part of the package. The problem of induced demand exists with HOT-lanes as well. They may have temporary benefit for our congestion, but that congestion certainly returns in the general-purpose lanes and on all approach roads to the HOT-lanes. So, it's fully appropriate that we fund transit, ped, bike, [and] demand management with this package. Lastly, there are some folks who have been talking in various venues like this about challenging SMART Scale and removing the land use component to that. What I'm talking about today is exactly how important the land use component is to everything that we do. So, it must remain a critical part of our SMART Scale evaluation, which is saving the taxpayers money and using the tax dollars more wisely. Thank you.



- Hello, I'm Audrey Clement. I'm speaking on my own behalf as an Arlington Coalition of Sensible Transportation director and not as a member of the Arlington Transportation Commission, on which I sit. I certainly endorse the projects that I've seen tonight, particularly those with a bussing component. But I want to remind you that unless tolling continues on I-66, many of these projects will not be funded in the future. Therefore, I'd like to report that recently an ACS teammate FOIA'd [sic] an inquiry with the Virginia State Police, VSP, and VDOT to determine whether toll cheating on I-66 by solo motorists is inflating toll prices. Reportedly pursuant to the attached redacted memorandum of understanding between VDOT and VSP during the first year of tolling, VDOT reimburse aggressively \$550,000 for I-66 toll revenue for new DSP enforcement activities, including at least four additional state troopers to monitor the gantries along I-66 virtual cheaters. Under this memorandum of understanding the VSP area commander is supposed to issue daily, monthly, and quarterly HOV enforcement reports with vehicle information and the time data violations to VDOT's I-66 inside the beltway facility manager. VSP indicated that it does not routinely do this, instead it produces database generated summary reports on request showing incidents and citation by incident type. The incident summary report for the first 53 weeks of I-66 tolling shows that 1,326 HOV stops resulted in 702 citations. Dividing those 702 citations by 253 eight-hour tolling days in this 53-week period yields an average of 2.77 HOV citations for every eight hours of tolling, a 99 percent HOV compliance rate among the I-66 facilities 14,000 daily trips take it with an EZ Flex pass set in the HOV mode would equate to 140 cheaters per day, whereas VSP has cited fewer than three. Moreover, ACST suspects that HOV enforcement on I-66 is largely limited to the westbound travel lane, allowing eastbound solo motorist to routinely cheat. Populist outrage over the sky-high eastbound tolls threatens to undo transform I-66 leading to more traffic congestion in Arlington and D.C. and an even wider I-66 in the future. Unless elected officials and VDOT get serious about enforcing I-66 tolls I fear that will happen. Thanks.
- Good evening. I'm Allen Muchnick. I'm speaking on my own behalf. Thank you for this opportunity to speak on the I-66 Commuter Choice projects. I support the Transform 66 project to toll I-66 Inside the Beltway during peak commuting hours and to reinvest the total revenues in multimodal alternatives for I-66 commuters. This transform project was based on a 2011 to 2013 two-year I-66 multimodal study in which local stakeholders, including the transportation agency staff and local governments and regional agencies met monthly to review the various alternatives for the future of I-66 and reinvesting the total revenue was determined by far to be the most effective both in reducing congestion on I-66, moving more people, and reducing congestion on parallel routes. Tolling I-66 Inside the Beltway has been wildly unpopular among elected officials outside the beltway in part because their constituents believe that they don't have alternatives to driving alone on I-66. And that's partly true because the governments outside the Beltway have not invested in these alternatives for 30 years. Finally, the toll revenue from the Commuter Choice program is actually providing these much-needed alternatives for express bus service and I appreciate that these projects are being evaluated for the cost effectiveness and for moving more people. So, I support the project scores that are assigned by staff to the various projects. That said I think the I-66 express bus projects would be much more cost-effective if they weren't being delayed and required to deadhead on congested I-66 outside the Beltway until the express lanes are built there and going in the reverse commute direction in which there is not tolls. If you could



move the buses twice as fast going 60 mph instead of 30 mph you could run twice as many routes with the same number of buses and the same driver expense. So, thank you for this opportunity to comment on the projects. And again, I'll echo Audrey Clement's previous comments that the toll cheating Inside the Beltway is a serious problem that needs to be examined in the morning period. Because of the construction that's going on right now there are no shoulders for four miles to the Beltway, people are not being pulled over. It's crazy that state troopers have to sacrifice their lives and endanger people to stop people for something that's not endangering the public, but there needs to be a better solution and there needs to be accountability for what the Virginia State Police are being reimbursed for. Thank you.

- Good evening. I'm Douglas Stewart. I'm speaking for the Virginia Sierra Club. We fully support the I-66 Inside the Beltway HOT lanes program and the allocation of toll revenue to increase people's options and ability to travel in the corridor. With the I-66 Commuter Choice program, the Commonwealth and NVTC have established a competitive and transparent process of investing toll revenue in improvements that cost-effectively benefit both actual and potential toll ratepayers. Among the top scoring projects under consideration this round are enhanced express bus service from Gainesville and Stone Ridge Center, benefiting commuters from all over the region. We cannot build our way out of congestion. It's fiscally and environmentally unsustainable and it doesn't work. The Commuter Choice program is a model for addressing congestion by providing lasting benefits in a fiscally responsible manner. Thank you.
- Hi, my name is Jason Stanford. I'm the executive director of the Northern Virginia Transportation Alliance. As the visionary leader for regional transportation solutions in Northern Virginia for more than 30 years, the Alliance appreciates the opportunity to comment on the proposed projects for fiscal year 2020 of the I-66 Commuter Choice Program. I-66 is an extremely important transportation corridor for Northern Virginia, connecting Virginia's first, second, and fourth largest jurisdictions to employment, recreation, and other opportunities in Arlington and Washington, D.C. While I-66 Inside the Beltway for many years was limited to high-occupancy vehicles (HOV) during peak periods the decision to expand access to drivers of single-occupancy vehicles (SOV) willing to pay a toll price for congestion has been tremendously beneficial to our region. While, SOV drivers now have access to a new travel option, the tolls paid by these drivers can be used to improve travel options for everyone in the I-66 corridor. The Alliance has long supported establishing a regional express bus network as one of the most beneficial investments for our region. To that end, we applaud the Northern Virginia Transportation Commission's prioritization process, which identifies new and enhanced regional bus service in the I-66 corridor serving Prince William, Loudoun, Fairfax, and Arlington Counties as the top priorities. Of the \$20 million available for the fiscal year 2020, the Alliance urges you to adopt all \$17 million in requested funding for enhanced and expanded bus service. In addition, the Alliance encourages the Commission to consider prioritizing Arlington County's request to fund the Lee Highway HOV and bus-only lane project over Arlington County's request to fund expanded TDM outreach to the I-66 corridor. Both projects had similar I-66 Commuter Choice program scores and funding request, however Arlington County commuter services currently receives millions in federal, state, local, and regional dollars each year to support TDM services in Arlington County, which



includes the I-66 corridor. In contrast the Lee Highway HOV and bus lane project will improve bus service for up to 25 ART, Metrobus, and Loudoun County Transit buses per hour during peak periods for the foreseeable future. As a result, the project complements the other new and enhanced bus services that will be funded in Fiscal Year 2020 by the I-66 Commuter Choice program. Thank you for your time and consideration of these comments. I hope that the Northern Virginia Transportation Commission will continue to invest in the projects that will do the most to relieve congestion and move more people throughout the I-66 corridor. Thank you.



Comments Supporting Specific Projects

Of the supportive responses received, 60 percent of the comments advocate for projects that will improve access to transit and add new or enhanced bus service to the region. Responses that mention more than one project are only listed once in the section below. The following comments were received via email or web form and were minimally edited for punctuation and to correct typos.

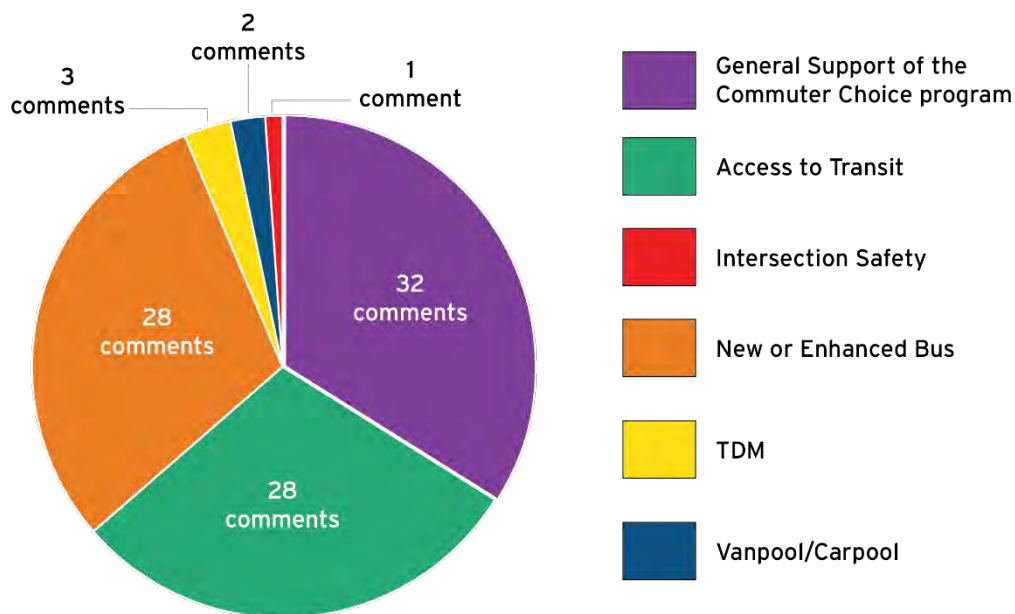


Figure 2 Display of Supportive Comments by Project Category for the FY 2020 I-66 Commuter Choice program

Arlington County - Enhanced Bus Service on Metrobus 3Y: Lee Highway – Farragut Square

- I am a fan of increased public transportation options, such as "Enhanced Bus Service on Metrobus 3Y: Lee Highway - Farragut Square" and similar projects. However, I would like greater options of *where* the buses start and finish, or at least start. For instance, it takes me about 20 minutes during rush hour to drive to the Vienna Park and Ride, or 30 minutes to East Falls Church, so I know that I'll never end up using the enhanced bus options until there is an option closer to my homes, such as Dunn Loring or Tysons. I would prefer funds to be spent to add or enhance bus routes rather than improving intersections or additional road improvements that will increase driving.



- Fully support expanded 3Y bus service.
- The first regards the proposal to convert a lane on Lee Highway in Arlington to an HOV/bus only lane. I don't see how any rational person could view this as anything but a congestion multiplier. Thanks to decades of unchecked growth, Rosslyn is already a choke point for vehicles of all types -- Metro, buses, bicycles, and cars. Designating a lane for 24 buses/hour (3 vehicles per minute???) is absurd. Even more ridiculous is the idea of making a lane HOV. I commute via bus on a daily basis through Rosslyn. I don't see how this would benefit me, the drivers of cars, bicyclists, or frankly, anyone else, including toll payers (which I occasionally am). This is just another example of the county's morally bankrupt war on cars by purposely engineering congestion. The second regards the increased 3Y bus service on Lee Highway. This is badly needed. Since Arlington County unadvisedly removed the 3A bus in favor of a contracted bus service. Since then, the service has regularly declined to an on-time rate of less than 70%, due *not* to traffic but to mechanical failures. On any given day, the county will cancel bus service, usually without notice, leaving commuters no choice but to use the 3Y, which is already crowded. There needs to be far more 3Y buses on this route to handle the commuters regularly displaced by Arlington's utterly ineffective contract bus service. My final comment has to do with this process. Where does one find the actual language of the proposals? There are no unbroken links to allow anyone to actually read the proposals. I would have thought I could find them here: <http://www.novatransit.org/i66commuterchoice/fy2020-program/> but apparently not. They aren't listed -- at least not prominently -- under the Resources link, either. I stumbled on them once, several weeks ago, but they are certainly well hidden now.

[follow-up email]

Thanks so much for the link. Honestly, I've clicked every link on the page, and none take me to the profiles. But I don't have further comments.

- The 3Y increased service doesn't help me because I reverse commute from Arlington to Falls Church. [The] 3Y only goes D.C. bound in morning and VA bound in evening. But if the increased service means going both directions, I like this one the best.

Fairfax County - Enhanced Bus Service from Government Center to D.C.

- Improved bus service between Government Center and D.C. would be greatly appreciate. The current Fairfax Connector bus 699 is quite crowded for a commuter bus. Additionally, anything that could make bike commuting safer would be greatly appreciated. Getting from 22030 zip code to the W&OD trail is not easy.
- Preferred projects:
 - FAIRFAX COUNTY - Enhanced Bus Service from Government Center to D.C
 - PRTC / OMNIRIDE - Enhanced Bus Service from Gainesville to D.C.
 - PRTC / OMNIRIDE - Enhanced Bus Service from Gainesville to Pentagon



- TOWN OF VIENNA - Access to Transit Bike Share Implementation
- CITY OF FAIRFAX - Access to Transit Bike Share Implementation
- FAIRFAX COUNTY - Access to Transit Trail Access to Vienna Metrorail Station

[PRTC / OmniRide - Enhanced Bus Service from Gainesville to D.C.](#)

- I live in Prince William County and feel that the Enhanced Bus Service Gainesville - D.C. project is critical for improving the commuter experience and keeping commuters using public transit instead of going back to driving individually. Due to the shortage and delay of buses traveling from Gainesville to D.C. and back, I leave my home in nearby Haymarket (less than 10 mi away) a full 45 minutes before the bus is expected to arrive, and leave my office in D.C. (which is right next to the bus stop) a full 20 minutes before the bus is expected to arrive, because the lines are so long and you just aren't able to get a seat if you're not there extra early. When buses are late, you end up standing there for a long time - there have been times when I have been in-line for upwards of an hour. I have also experienced times when D.C.-Gainesville buses are so full that standing room is not even available. I know from speaking to other commuters in line that I am not alone in my frustration with this. The new TDM Outreach to the I-66 Corridor project and I-66 Slug Line Campaign project are a waste of time and resources and should not be funded. Money should be directed toward improving the actual bus experience, which means having several more buses running to accommodate the high levels of demand, ensuring that buses are running properly (my afternoon bus has broken down in the middle of the city before), providing some additional bus shelters so commuters in line don't all have to stand in the rain for 30 minutes, developing an app with accurate and regularly updated estimated times of bus arrival (especially in the afternoon/evening), and working out a better arrangement with BestBus and the other long-distance travel buses that also use the Cushing Commuter Lot so that PRTC commuters are not always competing with BestBus customers for very limited parking space in the mornings (even in the overflow lot). The current situation often makes for a miserable bus commuting experience. I also think it is worthwhile for transit officials to consider a new Haymarket-D.C. PRTC bus that would spread out the current demand for the Gainesville-D.C. bus. It could operate out of the Heathcote lot.
- I strongly support Enhanced Bus Service from Gainesville to D.C. I am strongly opposed to wasting money on social media campaigns for slugging. All of the slugging funds should go toward expanding tangible bus service or other real infrastructure and not squandered on marketing. While not one of the options presented, I would like to support New Bus Service from Haymarket to D.C to take advantage of parking capacity there and reduce congestion at the Gainesville parking lots that sometimes reach capacity as well as unnecessary congestion on I-66 from 40 to 44 caused by commuters travelling from points west to Cushing lot. I oppose New Bus Service from Stringfellow to Constitution Center and Enhanced Bus Service from Gainesville to Pentagon at their proposed funding levels. Each of these projects would spend over \$4 million. I would like to see some of this money used to create a new Haymarket to D.C. bus route, in order to take



advantage of the new parking lot and better move more people, enhance transportation connectivity, improve transit service, reduce roadway congestion, and increase travel options.

- I support the purchase of new buses necessary to facilitate additional trips during peak hours from Gainesville (Cushing Lot) to D.C.

PRTC / OmniRide - Enhanced Bus Service from Gainesville to Pentagon

- Definitely support the addition of buses to the Gainesville / Pentagon routes. There's [a] sufficient time gap to fit in the 3 extra buses. The area west of Gainesville is growing exceptionally fast and commuter traffic is nearly impossible without this service. Buses are nearing capacity already. By the time this is funded, purchased and in service, it will be almost too late.

PRTC / OmniRide - New Bus Service from Haymarket to Rosslyn

- As someone who lives in Prince William County and uses PRTC OmniRide from the Haymarket Park and Ride to Arlington, I am very interested in additional routes to and from Haymarket each morning (having only four limits the ability to flex your time in the morning and afternoon as needed). I am also interested in the SLUG line effort that would be from the Gainesville lots -- so long as they weren't JUST for commuters into the City (D.C.). I would be happy to provide SLUG service to the Ballston/Rosslyn corridor in Arlington if it was on the table as an option.

Fairfax County - New Bus Service from Stringfellow to Constitution Center

- Stringfellow Park and Ride to D.C. This will encourage so many people to use these services since buses to Vienna and then going forward [to] D.C. takes up lots of time. Direct bus will be packed with people like us who daily commute to D.C.
- Stringfellow to D.C.
- Start express bus from Stringfellow Park and Ride to D.C., and back.
- I am interested in the bus from Stringfellow Road to D.C. According to the plan, it would terminate at L'Enfant Plaza. My suggestion would be to continue the bus to Constitution Ave, NW, and then run it westward as it turns back to the suburbs. It is basically on the way, and you can benefit riders who work at Archives Federal Triangle, etc. In the afternoon, you can either do the same or run the bus in reverse (e.g., start at Constitution Ave, go down to L'Enfant, and then to Stringfellow). Thank you for considering my comments!

PRTC / OmniRide - I-66 Slug Line Campaign

- Preference for I-66 TDM and Slugging in Prince William County. Many people commute to Fair Lakes/Fair Oaks but all bus proposals go to Arlington or D.C. We need more options in PWC and western FC! Slugging, more vanpools or bus routes between Gainesville and Government Center area would be great!



Loudoun County - New Bus Service from Purcellville to D.C.

- I really like the enhanced bus services like:
 - Enhanced Bus Service from Government Center to D.C. Love this option!
 - Enhanced Bus Service from Stone Ridge to D.C. Great option!
 - New Bus Service from Stone Ridge to Pentagon Yes, this is a busy corridor without a ton of driving options.
 - New Bus Service from Purcellville to D.C. Also, great! Not a huge fan of the slug lines, as that to me promotes Uber/Lyft since they seem to hang out in those areas during Metro issues. It also still pushes driving and relying on there being people around to take you places. Buses are on schedules and you know when one is coming.

Arlington County - Expanded TDM Outreach to the I-66 Corridor

- I support the following projects:
 - * Arlington County, Expand Transportation Demand Management Outreach to the I-66 Corridor;
 - * Fairfax County, Trail Access to Vienna Metrorail Station
 - * Prince William County, Residency Road Trail Access to Virginia Railway Express Broad Run Station
- I love the Enhanced Bus Service on Metrobus 3Y! I also really like expanded TDM outreach! The Lee Highway HOV Bus project is really dumb. The logistics of accessing turn lanes would be a pain, too. Really, we need to holistically get traffic to flow through Rosslyn more efficiently rather than give the bus its own lane.

Arlington County - Lee Highway HOV & Bus-only Lane in Rosslyn

- The Lee Highway bus only lane would be fantastic, along with the Vienna Metro bike trail access.
- Projects that ease Lee highway congestion are needed, as well as more frequent bus service to downtown D.C.
- I highly support the Lee Highway HOV2 Lane project in Rosslyn. Members of my family and I regularly commute on this road and would be likely to commute together if incentivized by an HOV2 ability to skirt some of this horrible congestion that this area is prone to. Also, 3 lanes for much of Lee Highway seems excessive. Even as a bike, I cannot believe how expensive the PW County Trail Access project would be - and the nexus between that and I-66 congestion seems slim at best!
- Project with greatest impact would be "Lee Highway HOV & Bus-Only Lane in Rosslyn"



Several projects have poor cost-effectiveness: "New Bus Service from Stringfellow", "Trail Access to Vienna Metrorail", "Residency Road Trail Access to VRE", and "Enhanced Bus Service from Gainesville to Pentagon". Please do not squander scarce resources on expensive projects with low benefit. Need a better online survey form (this one is terrible).

- Since I-66 tolls were implemented the traffic on Lee Highway seems worse. As such, I support Lee Highway HOV and Bus-only lane in Rosslyn. I use the 3Y most days and would also support additional bus options during the 8:00 am hour.
- The Lee Highway HOV/Bus lane proposal has enormous potential to improve transit service along a corridor of Arlington that is on the brink of ceasing to be car-dependent. I'm a native of Arlington, and I know that for the most part it's easy to get around Lee without a car - except that buses, which get caught in traffic, are unreliable and slow. This project, which would greatly improve Lee Highway's connection to the rest of our transit network, should be prioritized.
- These are the projects that would be most useful:
 - 1) Lee Highway HOV & Bus-Only Lane in Rosslyn
 - 2) Enhanced Bus Service on Metrobus 3Y: Lee Highway - Farragut Square
 - 3) Enhanced Bus Service from Government Center to D.C.
 - 4) Enhanced Bus Service from Stone Ridge to D.C.
 - 5) New Bus Service from Stringfellow to Constitution Center
 - 6) New TDM Outreach to the I-66 Corridor
 - 7) Enhanced Bus Service from Gainesville to Pentagon
 - 8) Enhanced Bus Service from Gainesville to D.C.
 - 9) New Bus Service from Haymarket to Rosslyn
 - 10) Vehicle Presence Detection Enhancements on Lee Highway

City of Fairfax and Town of Vienna Bike Share Implementation (combined)

- Although I rely on my own bicycle for most trips, I am especially enthusiastic about the two proposed Bike Share projects: one in City of Fairfax and the other in Vienna. Taken together, these expansions of Bike Share could encourage bicycling to the north and south of the Vienna Metro, perhaps leading to support for better bicycle infrastructure in those directions.

Fairfax County - Trail Access to Vienna Metrorail Station

- I really support trail access to Vienna Metrorail station. As a former regular Metrorail customer, this would have greatly improved my commuting options to D.C. by allowing me to bike to the Metro in a safe manner without having to take a motor vehicle.



- I would like to throw my support behind the Vienna Metrorail trail access project, which is in my neighborhood. In addition to increasing access to the Metro station, this trail will provide a necessary 'bypass' for the station and make the I-66 parallel bike/ped viable. (It's not viable without it). I would additionally like to support the two bike share expansion projects (Vienna, City of Fairfax) as I feel increasing bike mode-share is vital to our future transportation issues. Lastly, several of the projects that improved intersection/streets for bikes/pedestrians and that included traffic calming measures are vitally important towards achieving #VisionZero goals. Thanks for the opportunity to comment.
- The Trail Access to Vienna Metrorail Station will allow bike commuters easier access to the Vienna Metro Station from the multipurpose trail running along I-66. Those commuters who bike part of the way and then use Metro for their second leg will be have a safer commute. It's important to ensure that the proposed trail be more than harrows on the road, which motor vehicle drivers see as impeding "their road." A separate trail dedicated for pedestrians and bicyclists is needed to ensure this project is a success.
- Although most of the projects have merit I support in particular the Trail Access to Vienna Metrorail Station project and implementation of bike sharing in Fairfax and Vienna.
- Trail access to Vienna Metro is very important.
- I strongly urge funding of the Trail Access to Vienna Metrorail Station. I ride my bike to the Vienna Metro Station but avoid Country Creek Rd because the road is dangerous for bike riders. The project is important for three reasons:
 1. Improve bicyclists and pedestrian safety.
 2. Connect the Vienna Metro Station to the new I-66 bike/ped path.
 3. Encourage more drivers to bike/walk to the Vienna Metro Station.

Currently WMATA is building a bike facility at the Vienna Metro Station. The county should join them in encouraging non-driving alternatives to this important transportation hub.

- I am a resident of Town of Vienna, Virginia and a daily commuter to Washington, D.C. I am also a League of American Bicyclists Cycling Instructor who teaches cycling classes throughout the region. My primary modes for commuting are cycling and Metro. When I ride Metro, I get to the station by bike. I strongly support funding trail access to the Vienna Metro station and bike share for Town of Vienna. Interest in bicycle or mixed mode commuting is high in our area, both for work and for errands and shopping, but people prefer to have safe and convenient means of access. In addition, the Trail project would complement the I-66 side path that is being constructed and vastly improve both commuting options and recreation in our region.
- Please fund the various I-66 Marketing and Outreach programs, Bike Share implementation, and Trail access in Vienna.



- I believe that the I-66 Commuter Choice program should prioritize the projects it funds based on how they will improve community connectedness and reduce use of cars on I-66. Based on these priorities, I think the first four projects that should be funded are

- (1) Trail Access to Vienna Metrorail Station
- (2) Fairfax Bike Share Implementation
- (3) Vienna Bike Share Improvements
- (4) the Lee Highway HOV & Bus-Only Lane in Rosslyn

After these four projects are fully funded, we should apply the remaining funds to new or improved bus service from the outlying suburbs to Arlington and D.C. As job growth continues in Virginia's more urbanized suburbs we need ways to get people to these new job centers and all bus lines should stop in major job centers like Tyson's Corner instead of just stopping once in D.C. or Arlington.

City of Falls Church - N Washington St & Gresham Pl Intersection Improvements

- My preferences are for the traffic calming on 29 near Gresham and the increased 3Y bus service.

Prince William County - Residency Road Train Access to VRE Broad Run Station

- As a resident of Northern Virginia, I support projects in the 2020 transportation budget that would fund bike infrastructure improvements. Safe and convenient access to paths and trails would make it easier to bike more often and would help me connect to public transit without the need for a car. The projects that I support in the 2020 transportation budget are:

Prince William County, New Transportation Demand Management Outreach to the I-66 Corridor

Town of Vienna, Bike Share Implementation

City of Fairfax, Bike Share Implementation

Arlington County, Expand Transportation Demand Management Outreach to the I-66 Corridor

Fairfax County, Trail Access to Vienna Metrorail Station

Prince William County, Residency Road Trail Access to Virginia Railway Express Broad Run Station



Comments with General Support for the Commuter Choice Program

Majority of the responses collected during the public comment period for this round of the Commuter Choice program included positive and encouraging messages about the program's ability to move more people, enhance connectivity within our existing network, and reduce congestion. Over half of the respondents included their email address and agreed to receive future updates on the program. The comments in the following section were collected via email or web form and have been minimally edited for punctuation and to correct typing errors.

- I am in favor of ANY policy that discourages driving and Uber/Lyft. And I would like to see Tyson's Corner and Galleria mall parking become revenue sources.
- I think all of these options are a good start, but they are just that, options. Some of the literature and marketing comes across with this one-sided message but there is a negative and that comes at the cost of folks who just want to drive themselves. Maybe people don't want someone they don't know riding with them, so they won't bring on a slug. Maybe there are only two people that enjoy HOV right now, but once the lanes are complete they'll have to pay or sit in traffic. The tolls are a bad idea (poorly executed from the start within the beltway, changes to HOV times, toll pricing that are not justified in relation to costs other days of similar traffic volumes). The improvements to 66 (expansion and new access ways) are good.
- As a resident of the Lee Hwy corridor who works downtown, I frequently use all modes in the area - bus (ART 55, Metrobus 3Y, and D.C. Circulator Rosslyn-Dupont too!), Metrorail (Rosslyn and Ballston most frequently), personal bike, bike share, walk, and drive. I strongly support expanded Metrobus 3Y service, which scored highly, and the Lee Highway bus lane, which scored surprisingly low. The latter project is incredibly important to prioritizing travel to/through Rosslyn by other than SOVs. It's often so backed up that the ART & Metrobus have to either wait for up to 20 minutes just to go a few blocks or divert into the neighborhood on streets and through intersections that aren't designed for heavy bus traffic. Please prioritize this project too! Also, as evidence that I do think beyond Arlington & D.C., I support the increased commuter bus service from Fairfax, especially the government center which has such an absurd amount of parking it may as well be used as a Park-and-Ride lot.
- It's important to provide additional express bus service from locations outside the beltway.
- They are needed.
- More transit, bike and walking options. Less highway improvements.
- Need more transit on 123/dolly Madison the rough McLean all the way through to GW Parkway.
- Dedicated bus lanes would improve all bus routes, not just select routes. Also, more trails, please!



- Fix the roads and add buses. Don't waste money on fluff projects like bikes.
- In short, favor funding expanded Express Bus services from Fairfax County, Loudoun County and western Prince William County using I-66 but not any new TDM administrative support programs. Fairfax County DOT continues to favor funding of discounted expanded service on I-66 corridor for residents in western parts of County but repeatedly fails to do anything in Dulles Toll Road corridor to expand express bus service or reduce express bus fares from Herndon and Reston to Crystal City, D.C., The Pentagon, Crystal City and Reagan National Airport. Any new express buses from here would also use I-66 Inside the Beltway. Do not favor funding of any I-66 Commuter Choice program projects in Arlington County and City of Falls Church until such time as residents in those areas are tolled on reverse commuter trips on I-66.
- It would be nice to see Haymarket to Gainesville buses.
- More commuters should be on Metro trains. For example, bus from Gainesville to Vienna not D.C. Adding more travel lanes to I-66 will never resolve congestion. I've seen the problem since 1979.
- Please use this money to improve bus service with either more service or dedicated bus lanes.
- Several of the projects seem interesting but have little to do with reducing the congestion on I-66. As such, I don't believe they should be considered. The ones that add additional commuter options that take cars off the road make sense—expanded bus service, etc.
- What about expanded TDM for Fairfax County? Bike share is being expanded to Fairfax City and Vienna. What about safe routes for bikes and pedestrians between those cities? Many times, I will drive to Vienna from Fairfax City because there are not safe routes. What about a multi-use trail on Blake Lane? What about improvements to some poorly maintained multi-use trails like Braddock Road from Centreville and east, Roberts Road, Shirley Gate Road?



Comments Supporting a General Increase in Bicycle Infrastructure in Northern Virginia

NVTC staff received 26 comments in support of an increase in bicycle infrastructure in Northern Virginia and along the I-66 corridor. The following comments were collected via email or web form and were minimally edited for punctuation and to correct typos.

- Fund more bike share and get more people on bikes for those last mile trips.
- I support all projects that provide bike lanes and better bike availability.
- More Bike paths/routes/roadways/etc.!!!
- Please add more PROTECTED bike lanes and safe bike storage.
- I support biking related projects.
- Please build more bike infrastructure in NOVA.
- I am all for the improvements, but we also need projects to make it easier to bike to work. I commute [from] Old Keene Mill Road and that is not a safe road to bike.
- Make sure there is room for bikers and walkers.
- The focus on bike transportation is well-noted and supported.
- Encouraging bike lanes so I can feel safer during a bike ride. I would bike more of there were more lanes, or safer lanes [with] guards.
- Happy to see more cities adopting bike shares. Would love to see more projects involving bike lane additions and related bike-focused initiatives.
- I strongly support better bicycle and pedestrian access to transit. That includes better bike facilities, both getting to transit and having good bike parking at transit. I also strongly support bike share that allows transit users to take short trips after arriving at their transit destination. This has worked well in Reston where many transit users use bike share to reach nearby employment destinations.
- Great commute route and for bicycling, but please make it safe.
- I like the trail access projects. We need to make walking/biking/transit work together. Right now, the only transit network that isn't full of holes is the driving network.
- When the tolls were originally put in place, Northern Virginia wanted to make sure that toll money went to improving transit, biking, and walking. These projects do a lot to improve bus service, but because of the way the criteria are written, no ped/bike project will score as highly as a transit



project--even though biking and walking are part of a regional network that depend on each piece being strengthened. I'd like to see some bike share or trail expansion, particularly where bike share and trails connect to Metro or major bus routes. It's a first-mile/last-mile solution out in Fairfax and west. Thanks.

- Bike and intersection improvements should take priority.
- As a resident of Northern Virginia and frequent commuter to work via bicycle, I support projects in the 2020 transportation budget that would fund bike infrastructure improvements. Safe and convenient access to paths and trails would make it easier to bike more often and would help me connect to public transit without the need for a car.
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- I support projects in the 2020 transportation budget that would fund bike infrastructure improvements. Safe and convenient access to paths and trails would make it easier to bike more often and would help me connect to public transit without the need for a car.
- Good mix of projects. Most are not near where I live or work. I would like to see bike improvements in the Tysons area and more bike lanes in Reston and Herndon.
- As a resident of Northern Virginia, I support projects in the 2020 transportation budget that would fund bike infrastructure improvements. Safe and convenient access to paths and trails would make it easier to bike more often and would help me connect to public transit without the need for a car. The projects that I support in the 2020 transportation budget are:

Prince William County, New Transportation Demand Management Outreach to the I-66 Corridor
Town of Vienna, Bike Share Implementation
City of Fairfax, Bike Share Implementation
Arlington County, Expand Transportation Demand Management Outreach to the I-66 Corridor
Fairfax County Trail Access to Vienna Metrorail Station
Prince William County Residency Road Trail Access to Virginia Railway Express Broad Run Station

- As a resident of Northern Virginia, I support projects in the 2020 transportation budget that would fund bike infrastructure improvements. Safe and convenient access to paths and trails would make it easier to bike more often and would help me connect to public transit without the need for a car. I would like to see more dedicated bike lanes. The projects that I support in the 2020 transportation budget are:

Prince William County, New Transportation Demand Management Outreach to the I-66 Corridor
Town of Vienna, Bike Share Implementation
City of Fairfax, Bike Share Implementation
Arlington County, Expand Transportation Demand Management Outreach to the I-66 Corridor
Fairfax County Trail Access to Vienna Metrorail Station



Prince William County Residency Road Trail Access to Virginia Railway Express Broad Run Station

- As a resident of Northern Virginia, I support projects in the 2020 transportation budget that would fund bike infrastructure improvements. Safe and convenient access to paths and trails would make it easier to bike more often and would help me connect to public transit without the need for a car. I would like to see more dedicated bike lanes. The projects that I support in the 2020 transportation budget are:

Prince William County, New Transportation Demand Management Outreach to the I-66 Corridor
Town of Vienna, Bike Share Implementation

City of Fairfax, Bike Share Implementation

Arlington County, Expand Transportation Demand Management Outreach to the I-66 Corridor

Fairfax County Trail Access to Vienna Metrorail Station

Prince William County Residency Road Trail Access to Virginia Railway Express Broad Run Station

- I am a long-time resident of Northern Virginia, and I support projects in the 2020 transportation budget that would fund bike infrastructure improvements. Safe and convenient access to paths and trails would make it easier for many people like me to bike more often, and they would help people make car-free connections to public transit. In particular, I support the “Arlington County, Expand Transportation Demand Management Outreach to the I-66 Corridor project.” Your support for these projects is critical to help make Northern Virginia better for bike riding. Thank you to our local leaders for promoting bike projects in the 2020 transportation budget.

- As a resident of Northern Virginia, I support projects in the 2020 transportation budget that would fund bike infrastructure improvements. Safe and convenient access to paths and trails would make it easier to bike more often and would help me connect to public transit without the need for a car. I would like to see more dedicated bike lanes. The projects that I support in the 2020 transportation budget are:

Prince William County, New Transportation Demand Management Outreach to the I-66 Corridor
Town of Vienna, Bike Share Implementation

City of Fairfax, Bike Share Implementation

Arlington County, Expand Transportation Demand Management Outreach to the I-66 Corridor

Fairfax County Trail Access to Vienna Metrorail Station

- Please include better bike access and bus routes in the I-66 corridor. Buses are cheap, fun, and clean. Same times a thousand for bikes. Multimodal routes will relieve congestion and keep the air clean.



Responses with Neutral or Adverse Comments

While an overwhelming majority of the comments received during the Public Comment period were positive, some comments identified opportunity areas for additional messaging and clarification on project eligibility and use of funds from the I-66 Commuter Choice program. The following comments were received via email or web form and were minimally edited for punctuation and to correct typos.

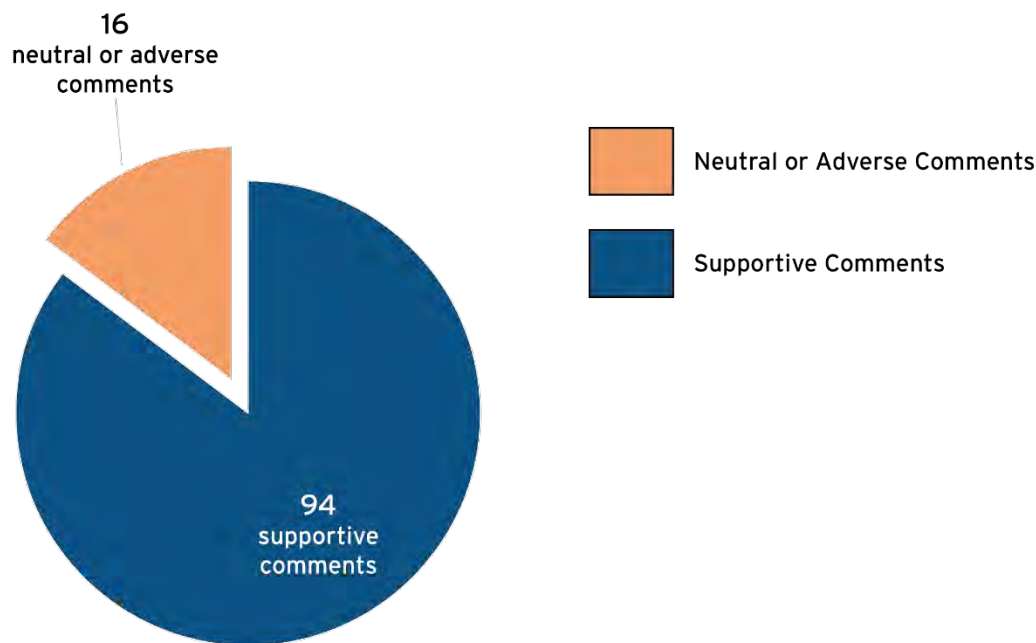


Figure 3 Fifteen percent of comments received were neutral or adversarial.

- A lot of money spent on buses, but no one uses buses.
- Don't spend so much toll money on red tape and consultants. Skip the transit promotion and fund road improvements and buses. Fund road improvements. Don't spend toll money on TVs; people can get the information they need from their phone. Fix roads and put new buses on the road where the demand exists and let people buy their own bikes. Fix roads and let Arlington pay for their own stop lights. Fix roads and put new buses on the road where the demand exists.
- Express Lanes on I-66 outside the Beltway
- I live in Manassas Park. I don't see anything to help people like me. Not happy about that at all.



- I think that more focus needs to be put on improving the roadways and a focus on VRE. There are not many options available for someone commuting from the West end of PWC to Tysons.
- I would like to see more invested in road improvement. Our roads need to be widened (like Rt. 15 north of Battlefield Parkway and New Valley Church Road--where someone is going to be killed in a head on collision as the curves are blind and the road is narrow) to promote safety and ease congestion. Existing roads should also be paved (like Montessor leading to Stumptown). Please spend money first on improving the existing roads.
- Most of the options get you to D.C. or to the Pentagon. What about Gainesville to Fairfax? There needs to be more options to reduce the traffic between Gainesville/Haymarket and Fairfax.
- Need to get rid of tolls not expand to Haymarket. Extend Metro to Gainesville. Increase bus routes. Increase speed limit through Fairfax County.
- Please put the money toward fixing roads and widening roads without more tolls.

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Agenda Item #8: Transit Resource Center



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice, Dan Goldfarb and Dinah Girma

DATE: May 30, 2019

SUBJECT: NVTC Resource Center

At the June meeting the Commission will receive an update on FY2019 3rd quarter transit ridership.

A. FY2019 3rd Quarter Ridership Report

The FY2019 3rd Quarter Ridership Report shows that overall ridership among Northern Virginia transit agencies declined by less than one percent in the third quarter of FY2019 when compared to the same time period in FY2018. Due to the federal government shutdown, the systems that serve primarily commuters showed greater impacts to ridership. Ridership in February for many of the systems was greater than in January due to the government shutdown. Typically, January would have higher ridership as compared to February. Both Fairfax County Connector and Metrorail show a modest improvement in the 3rd quarter.

| Ridership in Virginia by System - 3 rd Quarter FY 2019 | | | |
|---|-------------------|-------------------|--------------------------|
| System | FY18 Q3 | FY19 Q3 | Percent Change (2018-19) |
| Arlington Transit | 696,501 | 655,703 | -5.9% |
| Alexandria DASH | 852,579 | 833,956 | -2.2% |
| Fairfax County Connector | 1,897,939 | 1,926,510 | 1.5% |
| Fairfax City CUE | 145,461 | 145,101 | -0.2% |
| Loudoun County Transit | 394,790 | 389,269 | -1.4% |
| PRTC Omni Ride & Omni Link | 570,507 | 546,670 | -4.2% |
| Virginia Railway Express | 1,126,439 | 1,016,731 | -9.7% |
| Metrobus | 4,008,393 | 3,768,895 | -6.0% |
| Metrorail | 21,200,425 | 21,328,236 | 0.6% |
| Total | 30,893,034 | 30,611,071 | -0.9% |

Source: WMATA, NVTC, and local and regional transit providers. Ridership is in unlinked passenger trips.

| Average Weekday Ridership in Virginia - 3rd Quarter FY 2019 | | | | |
|---|---------------------|----------------------|-------------------|----------------|
| System | January FY19 | February FY19 | March FY19 | FY19 Q3 |
| Metrorail ¹ | 255,387 | 265,072 | 280,480 | 266,980 |
| Metrobus ² | 54,599 | 58,184 | 57,448 | 56,744 |

1: Based on Station Entries and Exits

2: Unlinked Passenger Trips

Source: WMATA and NVTC.

A [breakdown of ridership by Metrorail station in Virginia for the 3rd quarter of FY2019](#) is attached.

Metrorail Ridership by Station in Virginia
3rd Quarter FY2019



| Line/Station | Year | January | February | March | Q3 Total | Percent Change FY18-19 |
|--------------------------|-------------|------------------|------------------|------------------|------------------|------------------------|
| Silver | | | | | | |
| Greensboro | FY18 | 49,890 | 57,141 | 51,427 | 158,457 | 18.4% |
| | FY19 | 62,889 | 59,726 | 64,960 | 187,575 | |
| McLean | FY18 | 78,591 | 72,185 | 78,839 | 229,616 | 20.6% |
| | FY19 | 90,272 | 88,728 | 97,922 | 276,922 | |
| Spring Hill | FY18 | 49,769 | 43,984 | 54,810 | 148,562 | 2.0% |
| | FY19 | 49,066 | 46,848 | 55,546 | 151,460 | |
| Tysons Corner | FY18 | 154,719 | 140,054 | 168,045 | 462,817 | 5.9% |
| | FY19 | 162,891 | 150,422 | 176,900 | 490,212 | |
| Wiehle-Reston East | FY18 | 335,987 | 299,890 | 367,180 | 1,003,056 | 1.6% |
| | FY19 | 319,656 | 319,975 | 379,350 | 1,018,980 | |
| Total Silver Line | FY18 | 668,955 | 613,254 | 720,300 | 2,002,509 | 6.1% |
| | FY19 | 684,774 | 665,698 | 774,678 | 2,125,150 | |
| Orange | | | | | 0 | |
| Dunn Loring | FY18 | 171,939 | 155,262 | 180,383 | 507,584 | 0.1% |
| | FY19 | 161,918 | 161,587 | 184,364 | 507,870 | |
| West Falls Church | FY18 | 108,751 | 99,544 | 115,994 | 324,289 | 0.5% |
| | FY19 | 99,336 | 106,467 | 120,256 | 326,059 | |
| Vienna | FY18 | 410,519 | 373,785 | 439,886 | 1,224,190 | -5.3% |
| | FY19 | 354,967 | 374,723 | 429,880 | 1,159,570 | |
| Total Orange Line | FY18 | 691,210 | 628,590 | 736,263 | 2,056,063 | -3.0% |
| | FY19 | 616,221 | 642,777 | 734,500 | 1,993,498 | |
| Silver/Orange | | | | | 0 | |
| Ballston | FY18 | 419,395 | 383,085 | 438,926 | 1,241,406 | 5.3% |
| | FY19 | 420,934 | 420,552 | 465,556 | 1,307,042 | |
| Clarendon | FY18 | 204,923 | 186,802 | 214,610 | 606,336 | 10.1% |
| | FY19 | 219,926 | 211,214 | 236,686 | 667,826 | |
| Court House | FY18 | 301,382 | 275,454 | 317,828 | 894,664 | 1.1% |
| | FY19 | 294,353 | 287,843 | 322,206 | 904,402 | |
| East Falls Church | FY18 | 181,935 | 161,013 | 191,890 | 534,839 | -2.6% |
| | FY19 | 162,956 | 166,063 | 192,148 | 521,166 | |
| Rosslyn | FY18 | 568,898 | 528,334 | 629,735 | 1,726,966 | 5.8% |
| | FY19 | 586,114 | 578,954 | 662,576 | 1,827,644 | |
| Virginia Square | FY18 | 172,854 | 157,540 | 177,028 | 507,422 | 5.3% |
| | FY19 | 171,999 | 172,130 | 190,346 | 534,474 | |
| Total | FY18 | 1,849,386 | 1,692,228 | 1,970,018 | 5,511,632 | 4.6% |
| | FY19 | 1,856,281 | 1,836,756 | 2,069,518 | 5,762,555 | |

Source: WMATA. Ridership is based on Station Entries and Exits

| Line/Station | Year | January | February | March | Q3 Total | Percent Change FY18-19 |
|--------------------------------|-------------|------------------|------------------|------------------|-------------------|------------------------|
| Blue | | | | | | |
| Arlington Cemetery | FY18 | 27,171 | 24,925 | 87,903 | 140,000 | -6.0% |
| | FY19 | 30,643 | 22,451 | 78,496 | 131,590 | |
| Franconia Springfield | FY18 | 265,626 | 236,653 | 295,730 | 798,009 | -3.0% |
| | FY19 | 238,423 | 246,000 | 289,350 | 773,773 | |
| Van Dorn | FY18 | 114,978 | 103,894 | 119,375 | 338,248 | 0.5% |
| | FY19 | 108,240 | 110,080 | 121,566 | 339,886 | |
| Total | FY18 | 407,775 | 365,473 | 503,008 | 1,276,257 | -2.4% |
| | FY19 | 377,306 | 378,531 | 489,412 | 1,245,249 | |
| Yellow | | | | | 0 | |
| Eisenhower Avenue | FY18 | 80,487 | 76,187 | 90,090 | 246,764 | -8.5% |
| | FY19 | 62,248 | 73,494 | 89,960 | 225,702 | |
| Huntington | FY18 | 311,779 | 283,661 | 329,235 | 924,676 | -6.8% |
| | FY19 | 267,630 | 280,689 | 313,080 | 861,400 | |
| Total | FY18 | 392,266 | 359,849 | 419,325 | 1,171,440 | -7.2% |
| | FY19 | 329,879 | 354,183 | 403,040 | 1,087,102 | |
| Blue/Yellow | | | | | 0 | |
| Braddock Road | FY18 | 197,038 | 178,467 | 202,705 | 578,210 | 4.2% |
| | FY19 | 199,140 | 191,099 | 212,326 | 602,566 | |
| Crystal City | FY18 | 483,604 | 442,310 | 546,036 | 1,471,950 | -0.4% |
| | FY19 | 459,624 | 462,503 | 543,248 | 1,465,375 | |
| King Street | FY18 | 289,702 | 276,131 | 354,164 | 919,996 | -7.9% |
| | FY19 | 261,080 | 265,077 | 321,144 | 847,301 | |
| National Airport | FY18 | 257,725 | 244,790 | 327,298 | 829,813 | 1.9% |
| | FY19 | 260,233 | 243,252 | 342,224 | 845,710 | |
| Pentagon | FY18 | 615,486 | 546,409 | 603,149 | 1,765,044 | -2.5% |
| | FY19 | 567,622 | 555,079 | 597,586 | 1,720,287 | |
| Pentagon City | FY18 | 549,552 | 517,976 | 646,199 | 1,713,727 | -1.5% |
| | FY19 | 510,363 | 535,221 | 641,892 | 1,687,476 | |
| Total | FY18 | 2,393,107 | 2,206,083 | 2,679,551 | 7,278,740 | -1.5% |
| | FY19 | 2,258,062 | 2,252,232 | 2,658,420 | 7,168,714 | |
| Total Virginia Stations | FY18 | 6,402,699 | 5,865,478 | 7,028,465 | 19,296,642 | 0.4% |
| | FY19 | 6,122,523 | 6,130,177 | 7,129,568 | 19,382,268 | |

Source: WMATA. Ridership is based on Station Entries and Exits

TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: May 30, 2019

SUBJECT: Virginia Railway Express (VRE)

At the June meeting the VRE Chief Executive Officer (CEO) will update the Commission on VRE activities. The Commission will be asked to take action to authorize amendments to the Amtrak Access and Storage Agreement to reduce the cost of the Amtrak Step-Up ticket; amendments to VRE's Maintenance Services and Operating Services contracts; and an extension to CSXT Transportation Agreement.

A. VRE CEO Report and Minutes

VRE CEO Doug Allen will provide his report, including an update on VRE's implementation of Positive Train Control (PTC). The [minutes of the May 17th VRE Operations Board meeting](#) and the [VRE CEO Report for May 2019](#) are attached.

B. ACTION ITEM: Approve [Resolution #2385](#): Authorize the VRE CEO to Amend the Amtrak Access and Storage Agreement to Reduce the Cost of the Amtrak Step-Up Ticket

The VRE Operations Board recommends the Commissions retroactively authorize the VRE Chief Executive Officer to amend the Amtrak Access and Storage Agreement to reflect an agreed upon change to the cost of an Amtrak Step-Up ticket effective May 1, 2019 until Metrorail's platform improvement work is complete. The authorization is retroactive since Amtrak can only change its fare structure and acceptance on the first of each month.

In an attempt to create capacity on VRE trains during WMATA's summer 2019 Platform Improvement Project, Amtrak agreed to reduce the cost VRE pays for each Step-Up ticket from \$13 to \$4, allowing VRE to lower the price per Step-Up ticket to the rider to \$4. The reduced cost should incentivize additional monthly and multi-ride users to ride Amtrak regional trains, creating capacity on VRE trains to accommodate Metrorail riders displaced by the closure of stations on the Yellow and Blue lines.

The authorization is retroactive since Amtrak can only change its fare structure and acceptance on the first of each month. Hence, for Step-Up tickets to be valid for Amtrak trains when the shutdown starts on May 25th, VRE staff had to proceed with the ticket change on May 1st, before

the VRE Operations Board and Commissions could meet. More information is provided in the [attached VRE memorandum](#).

C. ACTION ITEM: Approve [Resolution #2386](#): Authorize the VRE CEO to Execute an Extension of the Existing Amended and Restated Operating/Access Agreement with CSX Transportation

The VRE Operations Board recommends the Commissions authorize the VRE Chief Executive Officer to execute a one-year extension of the existing Amended and Restated Operating/Access Agreement with CSX Transportation (CSXT) through June 30, 2020. VRE's current Amended and Restated Operating/Access Agreement expires on June 30, 2019, and staff recommends extending the current agreement for one-year. During the one-year extension, VRE staff will continue to work with CSXT on a long-term agreement. More information is provided in the [attached VRE memorandum](#).

D. ACTION ITEM: Approve [Resolution #2387](#): Authorize the VRE CEO to Execute an Amendment for the Fifth Year of the First Option Period of the Contract with Keolis Rail Services Virginia, LLC for Operating Services for Commuter Rail

The VRE Operations Board is asked to recommend the Commissions authorize the VRE Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) 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. This action will authorize contracted services for management, supervision and certified locomotive engineers and conductors to operate VRE commuter rail trains for FY2020. More information is provided in the [attached VRE memorandum](#).

E. ACTION ITEM: Approve [Resolution #2388](#): Authorize the VRE CEO to Execute an Amendment for the Fourth Year of the Contract with Keolis Rail Services Virginia, LLC for Maintenance Services for Commuter Rail

The VRE Operations Board is asked to recommend the Commissions authorize the VRE Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total contract authorization by \$8,889,465, for a total amount not to exceed \$30,908,103, through June 30, 2020. This action will authorize contracted services for the maintenance, inspection and repairs of VRE locomotives, passenger rail cars and maintenance facilities for FY2020. More information is provided in the [attached VRE memorandum](#).



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING
May 17, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

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

Members Absent

Jennifer Mitchell (DRPT)
Gary Skinner (PRTC)

Alternates Present

*Michael McLaughlin (DRPT)
*Paul Trampe (PRTC)

Alternates Absent

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

Jurisdiction

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

Commonwealth of Virginia
Spotsylvania County

Commonwealth of Virginia
Spotsylvania County

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
Stafford County
Spotsylvania County
City of Manassas

*Voting Member

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

Staff and General Public

Khadra Abdulle – VRE
Doug Allen – VRE
Monica Backmon – NVTA
Paolo Belito – Prince William County
Alexander Buchanan - VRE
Matt Cheng – NVTC
Karen Finucan-Clarkson - VRE
Greg Deibler - VRE
Rich Dalton – VRE
Xavier Harmony - DRPT
Chris Henry – VRE
Christine Hoeffner – VRE
Robert Hostelka - VRE
Todd Johnson – First Transit
John Kerins – Keolis
Cindy King - VRE

Mike Lake – Fairfax County
Lezlie Lamb – VRE
Bob Leibbrandt – Prince William County
Steve MacIsaac – VRE Legal Counsel
Betsy Massie – PRTC
Kate Mattice - NVTC
Becky Merriner – PRTC
Charlotte Nourse - VRE
Kristin Nutter – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Steve Sindiong – City of Alexandria
Alex Sugatan - VRE
Joe Swartz – VRE
Detrius Williams - VRE

Chair Cristol called the meeting to order at 9:06 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

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

Approval of the Minutes of the April 12, 2019 VRE Operations Board Meeting – 4

Maurer moved, with a second by Mr. Kelly, to approve the minutes from November 16, 2018. The vote in favor was cast by Members Banks, Bennett-Parker, Caddigan, Cook, Cristol, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner. Ms. Bulova abstained.

Chair's Comments – 5

- Chair Cristol reported she had represented VRE at the NoVa Spring Transportation Meeting, which is a joint CTB, NVTA, NVTC, and VRE public meeting on projects proposed for Planning District 8. Public comment about the VDOT and DRPT Draft FY20-25 Six-Year Improvement Plan was heard. Many comments addressed latest SmartScale recommendations.
- VRE has been recommended for FY20 funding for track access fees and debt service for railcars, as well as for operating assistance. Chair Cristol thanked DRPT for their continued support of VRE.
- VRE applied for but were not recommended for Rail Enhancement Funds (REF) to begin construction improvements to the Crystal City Station. DPRT has prioritized REF funding for the Long Bridge project.
- Staff is looking for alternative funding for Crystal City, including upcoming NVTA call for projects.
- Chair Cristol attended the annual Meet the Management event at Crystal City station on Wednesday.
- Chair Cristol stated she wants VRE to initiate an online public comments option.

- Chair Cristol offered the following reminders:
 - The Finance Committee will meet after the Operations Board meeting. The Agenda includes discussions about fuel hedging, C-ROC funding, among other issues.
 - The Audit Committee will meet at 8:45 am on June 21st, just before the June Operations Board meeting.
 - The CEO Evaluation Committee will also meet on June 21st, just after the Operation Board meeting.

Chief Executive Officer's Report – 6

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

- Safety and Security activities for April included the following:
 - Staff met with MARC counterparts for the first of regular meetings to share best practices and lessons-learned.
 - Staff attended the SecureRail conference and gave a presentation on the advanced security camera and access control program deployment currently underway.
 - FRA leaders have re-chartered the Rail Safety Advisory Committee to allow industry and labor leaders to discuss proposed regulations with FRA in a public forum. VRE attended and committed to support APTA in the RSAC's Passengers Rail Safety Working Group.
- Customer Service Survey
 - The annual Survey will be conducted on all morning trains on Wednesday, May 22nd.
- Meet the Management
 - The annual events began at Union Station on May 1st
 - Will hold the event at Alexandria on May 29th and at Franconia-Springfield on June 5th
- Performance for April
 - Average Daily Ridership was just below 19,000
 - On-Time Performance was only 57% overall
 - 76% for the Fredericksburg Line
 - 39% for the Manassas Line
- Metro Shutdown plans
- Rich Dalton reported on the issues impacting service reliability.
 - Positive Train Control (PTC) Implementation:
 - Manassas Line trains were experiencing delays transitioning from Norfolk Southern to CSX tracks. VRE worked with both railroads to identify a way to enhance that transition.
 - Train turnarounds are unique to the Manassas Line and presented another challenge VRE and NS had to work through.
 - Train Congestion along with Signal issues has also impacted on-time performance.
 - Some delays were caused by air-brake issues and VRE got the manufacturer involved to address that issue.
 - Weekend track maintenance work on Norfolk Southern tracks had encountered some weather-related delays and impacted the speeds trains could operate.
 - Board Members' Questions:
 - Q: Mr. Banks asked if there are lingering problems and when will they be fixed?

- A: The PTC implementation issues encountered thus far have been addressed and resolved. There may be sporadic minor communications issues going forward; but the operational issues have been resolved. The mechanical issues have also been addressed and the manufacturer has assisted addressing the air brake issues.
- Q: Ms. Sebesky asked if PTC operations could have been suspended in order to mitigate the delays to passengers?
- A: The specific issues had to do with operating conditions within the full-service schedule. As each issue presented, it provided data to the railroads that was essential to developing solutions.
- Q: Ms. Lawson referenced a 70-minute delay she'd heard about from constituents, and asked if it was an outlier or if it was typical of the delays encountered?
- A: Mr. Dalton indicated he would get information on specific delays and provide details for the Members.
- Q: Ms. Bennett-Parker asked if PTC and track maintenance issues might impact VRE service during the upcoming Metro Shutdown.
- A: Mr. Dalton explained the NS track work was major work that is now done. It is always possible maintenance can occur if routine track inspections identify an issue that needs to be addressed.
- Q: Mr. Kelly stated that PTC seems to be magnifying routine issues and asked if that was a fair analysis.
- A: Railroad capacity issues and train congestion make recovery from any issue more challenging. PTC implementation and familiarization just an added to those challenges.
 - Mr. McLaughlin discussed railroad capacity projects such as Long Bridge and 4th Track.
 - Mr. Dalton also discussed the larger view of scheduling coordination with CSX and Amtrak, to mitigate railroad congestion.
- Q: Mr. Cook asked about potential dwell time delays that may be anticipated with increased passenger loads during the upcoming Metro Shutdown
- A: The congestion issues are already making our schedules very tight; however, we don't know what the impact is going to be. It is unknown how many Metro riders will be absorbed by VRE or whether platform crowding will impact dwell times. VRE plans on having staff at stations to help unfamiliar new riders.
- Q: Mr. Cook asked about heat restrictions and when that is going to start impacting service.
- A: Mr. Dalton said heat restrictions could begin right away and that's going to add a new element.
- Q: Ms. Cristol asked about how VRE communicates with passengers about delays.
- A: Mr. Henry described how the VRE communications room operates. When a "Train-Talk" message is sent, it automatically posts to Facebook and Twitter. The timing of the messages is biggest challenge. Often a delay can be made up over the course of the trip; so, a delay at one point doesn't necessarily mean an

actual delay impacting riders at another point. That fluidity is factored into when and how messages are composed and sent.

- Ms. Bulova states that the discussion illustrates how complicated each situation can be. She suggested VRE make a concerted effort to educate the public on the complexity and help them to understand.
- Ms. Cristol proposed VRE Staff develop a communications plan and bring it to the Board for feedback.

Public Comment Time – 7

Chair Cristol opened the floor for public comment time. There were no speakers. There was one comment submitted via email from Andrew Whitesell (Attached.)

Approval of the Consent Agenda – 8

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

- Authorization to Issue an Invitation for Bids for Forklift Trucks – 8A
- Authorization to Issue a Request for Proposals for Website Management Services – 8B
- Authorization to Execute a Standard Project Agreement with the Northern Virginia Transportation Authority for Crystal City Station Improvements – 8C

Action Items – 9

Authorization to Execute Contracts for the Delivery of Diesel Fuel for VRE Locomotives– 9A

Ms. Bulova moved, with a second by Ms. Maurer, to authorize the CEO to execute a contract for the delivery of diesel fuel to the Crossroads Yard with James River Solutions and a contract for the delivery of diesel fuel to the Broad Run Yard with Griffith Energy Services.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Trampe

Authorization to Execute a Sole Source Contract for Maintenance, Software, and Hosting Services for the Automated Fare Collections System – 9B

Ms. Bulova moved, with a second by Mr. Nohe, to authorize the CEO to execute a sole source contract with Scheidt and Bachmann, Inc. for maintenance, software, and hosting services for the automated fare collections systems.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Trampe.

Authorization to Amend the Contract for Engineering, Environmental and Construction Services for the Lifecycle Overhaul and Upgrade Facility– 9C

Ms. Bulova moved, with a second by Ms. Maurer, to authorize the CEO to amend the contract with STV, Inc. to complete design services for the Lifecycle Overhaul and Upgrade facility.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Trampe.

Authorization to Amend VRE's Passenger Tariff – 9D

Mr. Nohe moved, with a second by Mr. Kelly, to authorize the CEO to retroactively amend the Passenger Tariff to reduce the cost of the Amtrak Step-Up ticket from \$8 to \$4 effective May 1, 2019; and to authorize the CEO to amend the Passenger Tariff to restore the passenger cost for the Amtrak Step-Up tickets to \$8 when the Metrorail work is completed.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Trampe.

Recommend Authorization to Amend the Amtrak Access and Storage Agreement to Reduce the Cost of the Amtrak Step-Up Ticket – 9E

Mr. Nohe moved, with a second by Mr. Kelly, to recommend the Commissions retroactively authorize the CEO to amend the Amtrak Access and Storage Agreement to reflect an agreed upon change to the cost of the Amtrak Step-Up ticket from \$13 to \$4 effective May 1, 2019 until Metrorail's platform improvement work is complete.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Trampe.

Recommend Authorization to Execute an Amendment for the Fifth Year of the First Option Period of the Contract for Operating Services for Commuter Rail – 9F

Ms. Bulova moved, with a second by Ms. Maurer, to recommend the Commissions authorize the CEO to amend the contract for operating services for commuter rail with Keolis Rail Services Virginia, LLC for the fifth year of the first option period.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Trampe.

Recommend Authorization to Execute an Amendment for the Fourth Year of the Contract for Maintenance Services for Commuter Rail – 9G

Mr. Kelly moved, with a second by Ms. Maurer, to recommend the Commissions authorize the CEO to amend the contract for maintenance services for commuter rail with Keolis Rail Services Virginia, LLC.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Trampe.

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 – 9H

Mr. Nohe moved, with a second by Mr. Kelly, to support and endorse the application by Prince William County to the Northern Virginia Transportation Commission FY 2020 I-395-95 Commuter Choice Program for the I-395/95 Mobility Education Campaign and Transportation Demand Management Project.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Trampe.

Recommend Authorization to Extend the Amended and Restated Operating/Access Agreement with CSX Transportation – 9I

Ms. Bulova moved, with a second by Mr. Nohe, to recommend the Commissions authorize the CEO to execute a one-year extension of the existing Amended and Restated Operating/Access Agreement with CSX Transportation.

The vote in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Cristol, Lawson, Maurer, McLaughlin, Nohe, Sebesky and Trampe.

Information Items – 10

Spending Authority Report – 10A

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

- A Purchase Order in the amount of \$86,350 to Powersolv, Inc. to provide support services for VRE's project controls system, e-builder.

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 10:44 A.M.

Approved this 21st day of June 2019

Katie Cristol
Chair

John Cook
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the May 17, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

From: Andrew Whitesell [REDACTED]
Date: May 16, 2019 at 12:15:28 PM EDT
To: [REDACTED]
Subject: Public Comment for VRE Board of Operations

Good afternoon Ms Cristol,

I recently saw a comment on Twitter that you were willing to bring public comments to the upcoming VRE Board meeting for those unable to attend. I would like to submit such a comment.

It is no secret that since mid-march the VRE's On Time Performance has been well below standards. I do not fault them for having to implement PTC (it was, after all, a federal mandate). Any complex system is going to have bugs, and simulations and testing on off hours will only go so far in terms of catching those bugs.

However, while I don't fully blame the VRE for facing issues with the PTC, I do fully blame them for the way they have handled the roll out of the system. It only takes a few moments worth of scrolling through comments on Facebook or Twitter to see how negatively affected VRE riders have become in the past few months.

Doctors appointments have been missed, child care pick up times have been missed, meetings have been missed. People are losing money and losing reputation at work because of the way the VRE has handled things.

Yes, not all delays are the VRE's fault. One could hardly blame them for Norfolk Souther or CSX speed restrictions, however, warnings and notices often go late, if not at all.

For example, on May 4th, the VRE issued an update on the PTC issues. In this update, they also indicated there was planned track work on the Manassas Line which was scheduled to be completed that weekend, saying "The track maintenance work on the Manassas line should be completed before the start of Monday's service. We thank our host railroad, Norfolk Southern, for performing this important work safely and expeditiously."

Track work had not been completed that weekend, and the first notice of that went out at 6:22 when Manassas 322 was already running 15 minutes late. Again, it wasn't like the VRE didn't know that there was scheduled track work. It seems as though it should have been easy enough to see if the speed restrictions remained in place and sent out a notice that the work hadn't finished and it would be likely all trains from Manassas would be delayed.

This is not an isolated incident. From my personal experience, I

recently talked with the VRE management at one of their meet the management receptions that was at L'Enfante station. I spoke with the communications administrator about a recent delayed train that I had in which no "Train Talk" notices had gone out, only the GPS "train status" page showed us as being delayed. He confirmed that had happened, that because the train was north of Alexandria, no notice had gone out, as the train was likely done picking up passengers. He did say he would pass along my comments about the need for better communication.

The next Monday, I arrived at my train station about a minute too late to catch the "early for me" train from Leeland (Train 306). Having gotten there slightly late, and seeing a train pulling into the station, I figured I had just missed it as I had received no notices that the train was late. In actuality, the train that was arriving was actually train 304. I sat in my car waiting for what I thought was 308 when the real 306 came into the station. I attempted to make a run for that train, but ended up missing that one as well. Once I had made it to the platform, I saw the board was showing 302, 304, and 306 as being delayed. So the VRE already knew, or should have known, those trains would be delayed.

Instead of getting a notice promptly when the train was delayed (again, the delayed 304 pulled out of Leeland around 5:51-5:53am, around 15 minutes behind), I got the first notice that those trains were behind at 6:15am. Which would mean that notice went out no less than 20 minutes after the delay. That is an unacceptable delay in communication from the VRE. Furthermore, the notice that did go out indicated that 302 was delayed due to "following a freight train." On the monthly on time performance page, 302 is indicated as being late because "due to PNA passengers." The fact that these two reasons do not match makes it hard to trust the information that the VRE does put out.

Finally, I would like to end on the issue of Free Ride Certificates. Generally, it has been the policy of the VRE to hand out FRCs to riders when the train is delayed 30 minutes or more (it used to be 20 minutes). I know it has been brought up multiple times on the online question and answer forums that the majority of VRE riders are monthly ticket holders. For those of us who do purchase monthlies, FRCs are worse than useless. And to be honest, when dealing with the constant delays only made worse from the VRE's lack of communication, they are equivalent to a slap in the face.

Again, this has been brought up multiple times in the VRE's online forums. Normally the VRE's answer is to save them up. If that is the only option, I would suggest the VRE move immediately to implement a policy that FRCs will never expire. Barring that, there should be some

way for riders to trade in their FRCs for a cash value. Otherwise, they are not worth much of anything to your most steady ridership.

Again, I would like to reinforce that at no point during these past few months of delays has the VRE's communication resembled anything close to adequate. With fare prices set to rise, the least they could do would be to issue timely, and accurate information to it's riders.

Finally, Ms Cristol, I would like to thank you for bringing this issues, and any other of my fellow rider's issues, to the board meeting for us.

-Andrew

**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,

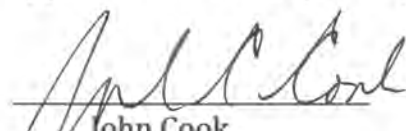
WHEREAS, a provision within the Agreement allows for Amtrak to change the cost VRE pays to Amtrak for each Step-Up ticket sold if notified in writing by the Virginia Department of Rail and Public Transportation to make this change; and,

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

MAY 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 | MAY 2019

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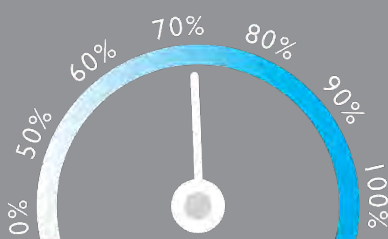
RIDE ISSUE 2, 2019 23



VIRGINIA RAILWAY EXPRESS
A better way. A better life.

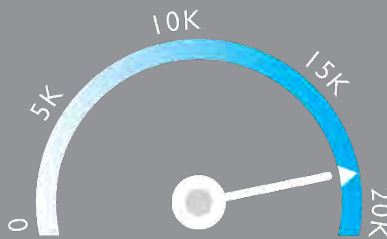


SUCCESS AT A GLANCE



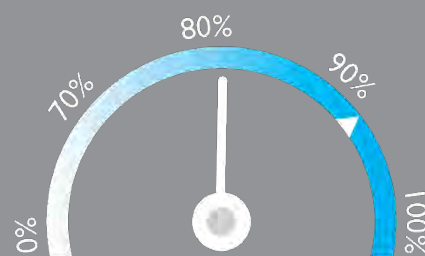
**PARKING
UTILIZATION**

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



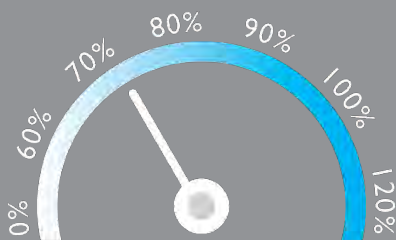
**AVERAGE DAILY
RIDERSHIP**

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



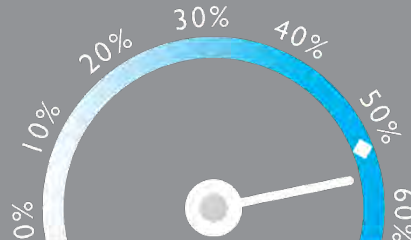
**ON-TIME
PERFORMANCE**

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



SYSTEM CAPACITY

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



OPERATING RATIO

The monthly operating revenues divided by the monthly operating expenses, which depicts the percent of operating costs paid by the riders.
◆ Board-established goal.

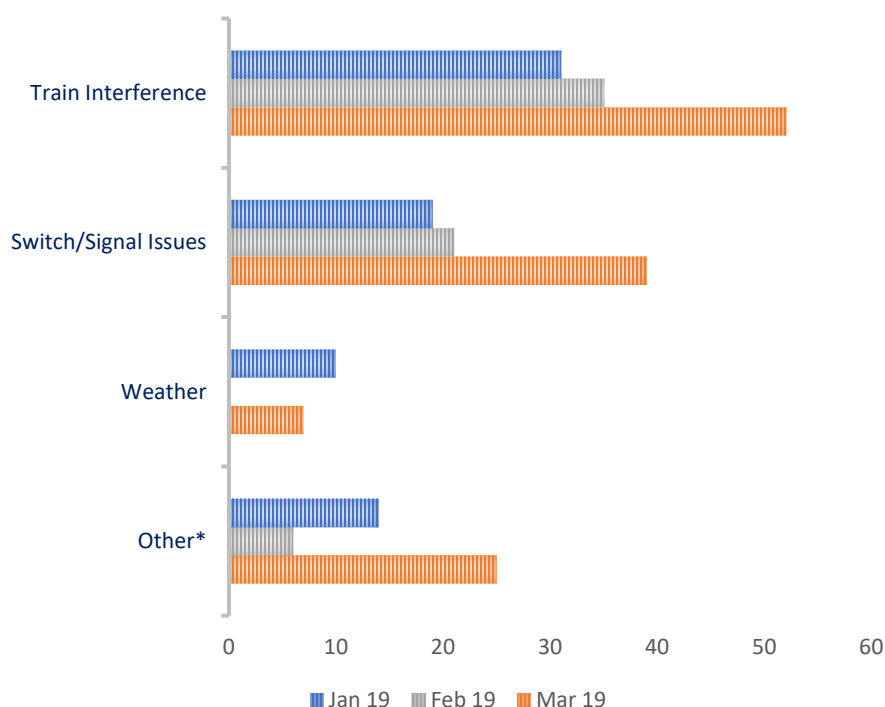
MARCH 2019

ON-TIME PERFORMANCE

OUR RECORD

| | March 2019 | February 2019 | March 2018 |
|---------------------|------------|---------------|------------|
| Manassas Line | 87% | 89% | 96% |
| Fredericksburg Line | 76% | 89.9% | 89% |
| System Wide | 81% | 89% | 92% |

PRIMARY REASON FOR DELAY



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

VRE operated 672 trains in March. Our on-time rate for March was 81%.

One hundred twenty-six of the trains arrived more than five minutes late to their final destinations. Forty-five of those late trains were on the Manassas Line (87%), and eighty-one of those late trains were on the Fredericksburg Line (76%).

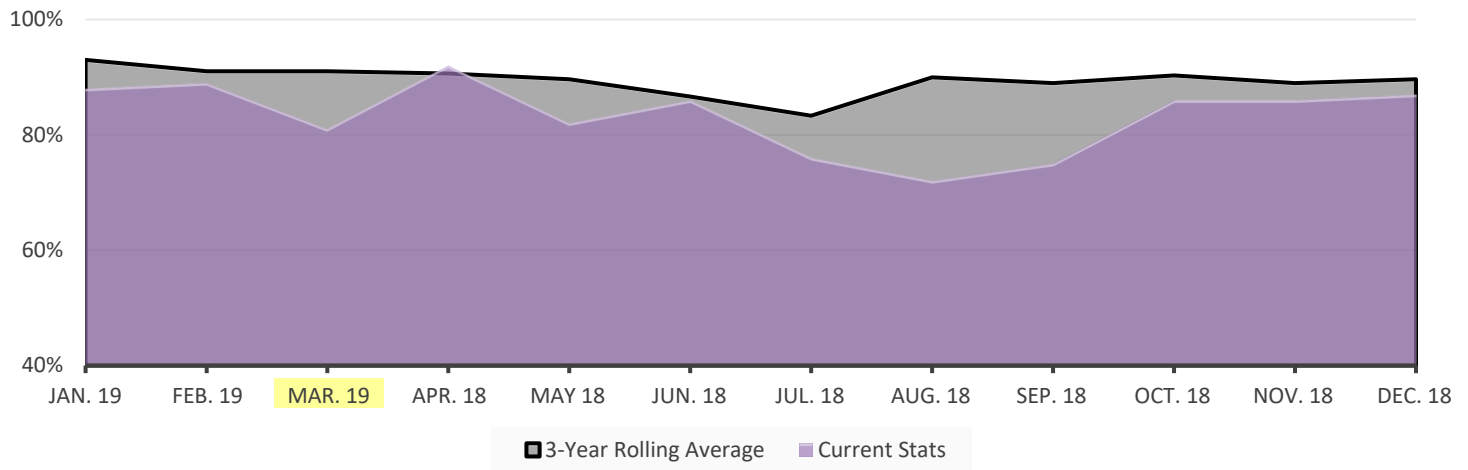
This month brought significantly higher delays in all categories. Positive Train Control (PTC) implementation impacted service, and that is reflected in every category except Weather. Directly, it is reported as a Signal Issue, or is categorized in Other (sub-category Equipment Issue) depending upon the situation. Indirectly, it had an impact on Train Interference. Along with the typical reports of interference, there was an increased number associated with PTC. As trains ran at lower speeds, they bunched together causing further delay, either following trains or waiting to meet opposing traffic.

LATE TRAINS

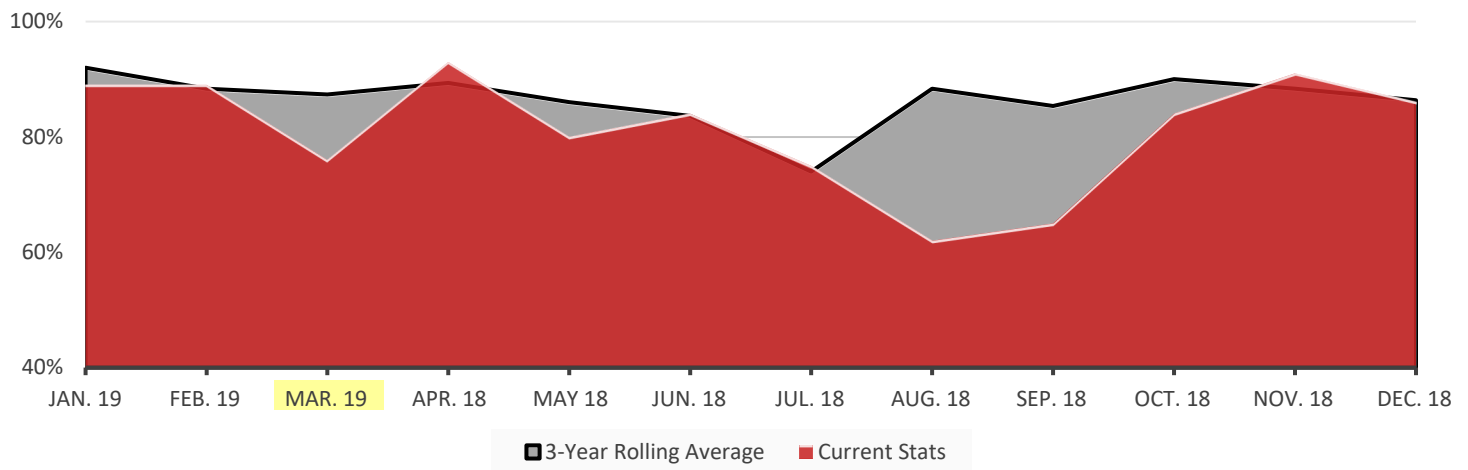
| | System Wide | | | Fredericksburg Line | | | Manassas Line | | |
|------------------------|-------------|------|------|---------------------|------|------|---------------|------|------|
| | Jan. | Feb. | Mar. | Jan. | Feb. | Mar. | Jan. | Feb. | Mar. |
| Total late trains | 74 | 62 | 126 | 36 | 29 | 81 | 38 | 33 | 45 |
| Average minutes late | 23 | 13 | 18 | 29 | 11 | 20 | 17 | 14 | 16 |
| Number over 30 minutes | 10 | 2 | 15 | 6 | 0 | 13 | 4 | 2 | 2 |

MAY 2019
ON-TIME PERFORMANCE

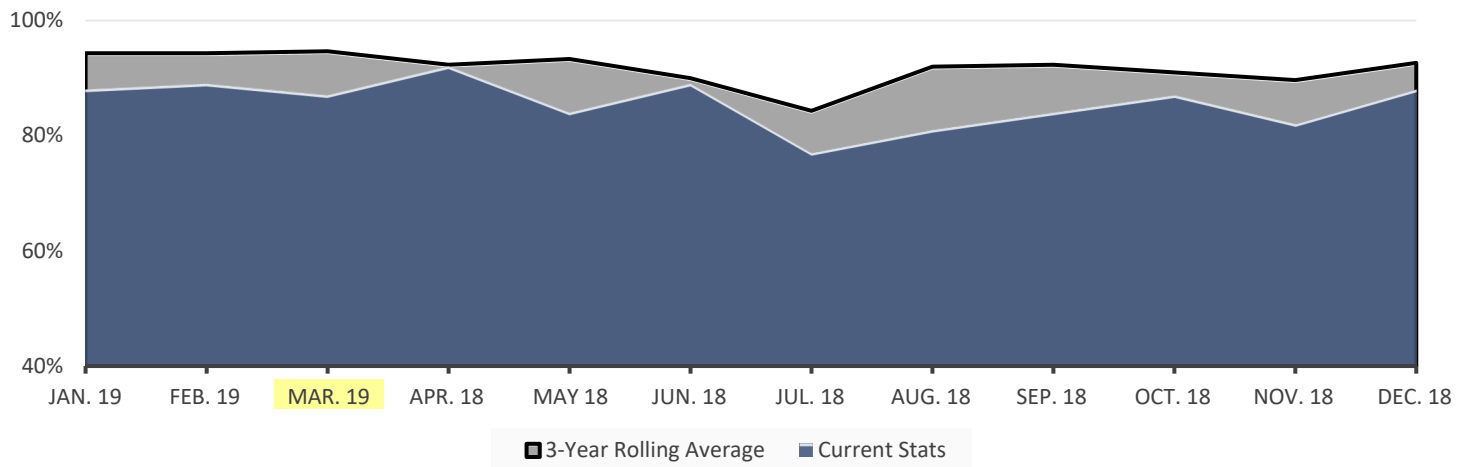
VRE SYSTEM



FREDERICKSBURG LINE

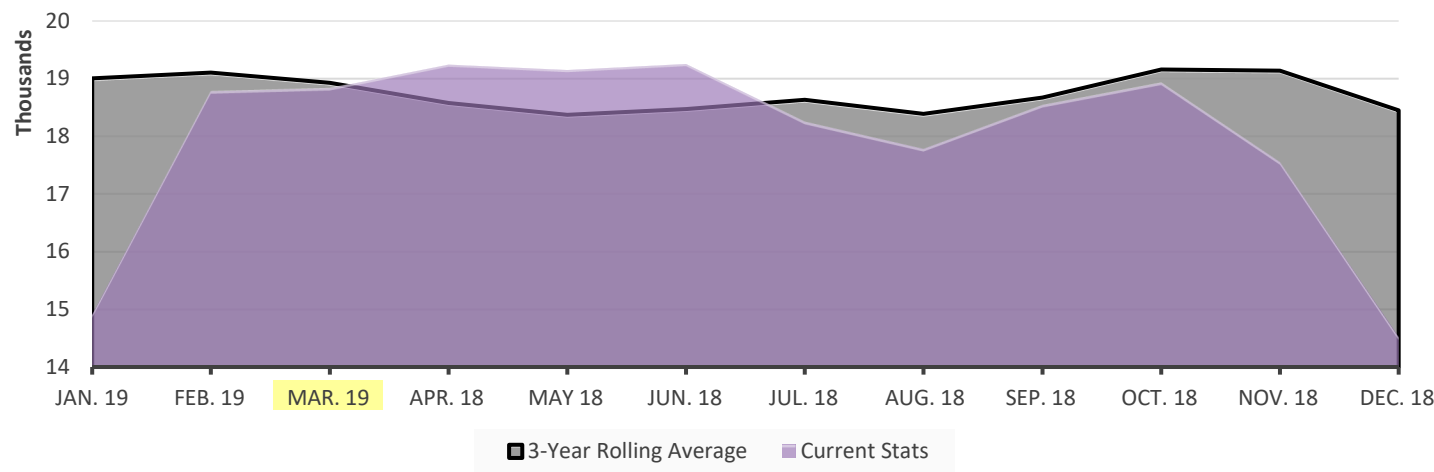


MANASSAS LINE

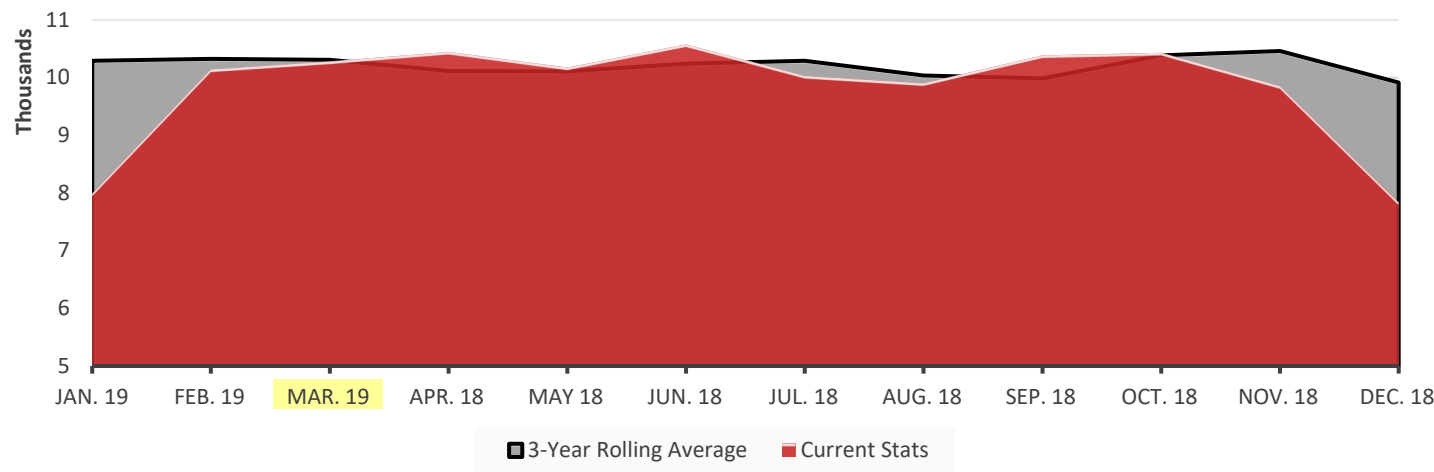


AVERAGE DAILY RIDERSHIP

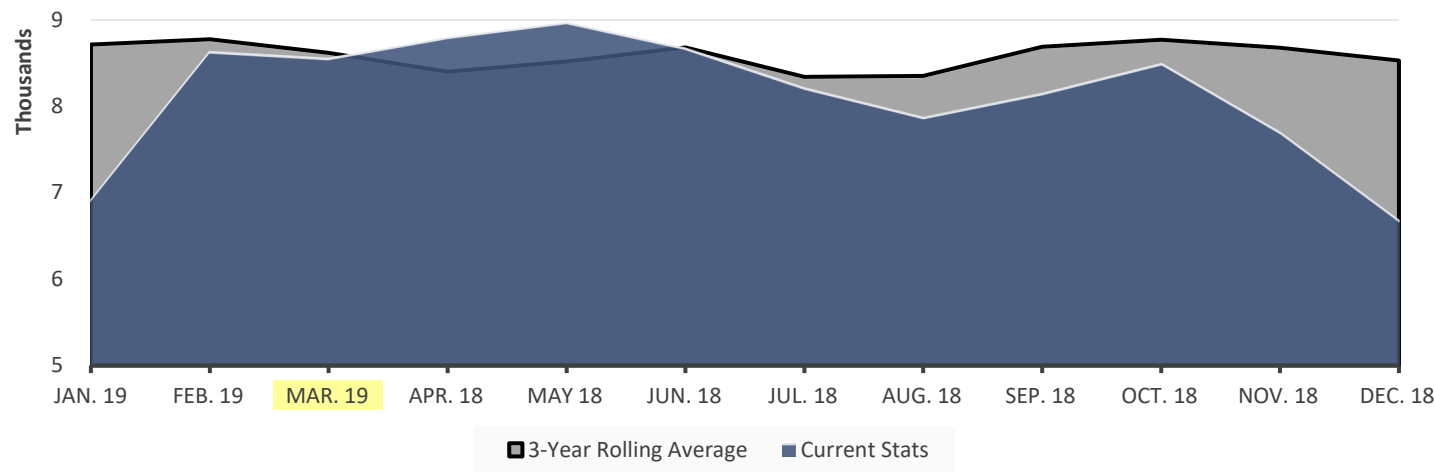
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



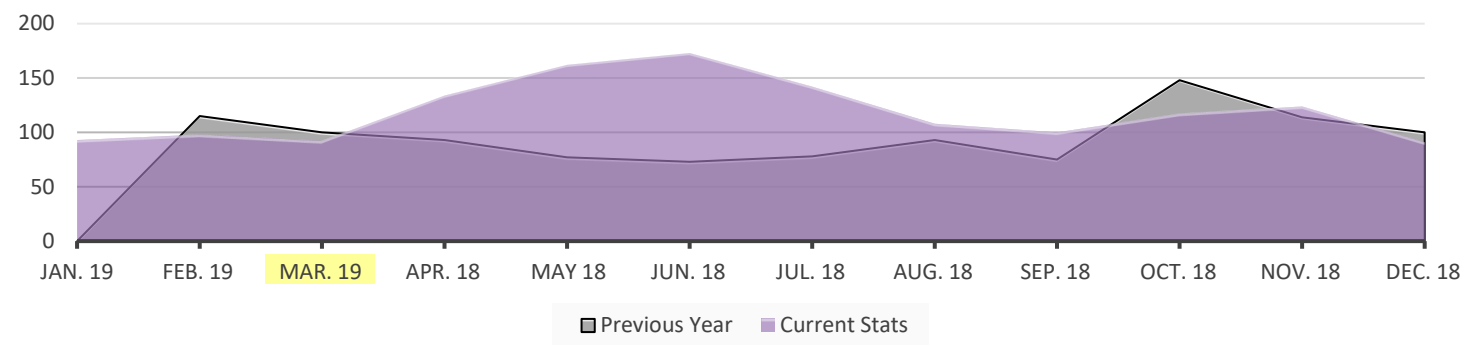
MAY 2019
RIDERSHIP UPDATES

Average daily ridership (ADR) in March was approximately 18,800.

| | March 2019 | February 2019 | March 2018 |
|-------------------------|------------|---------------|------------|
| Monthly Ridership | 395,563 | 337,964 | 382,411 |
| Average Daily Ridership | 18,836 | 18,776 | 18,835 |
| Full Service Days | 21 | 18 | 20 |
| "S" Service Days | 0 | 0 | 0 |

SUMMONSES ISSUED

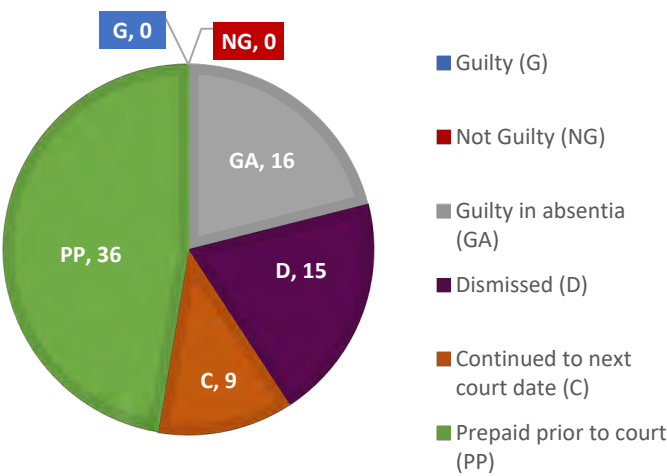
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

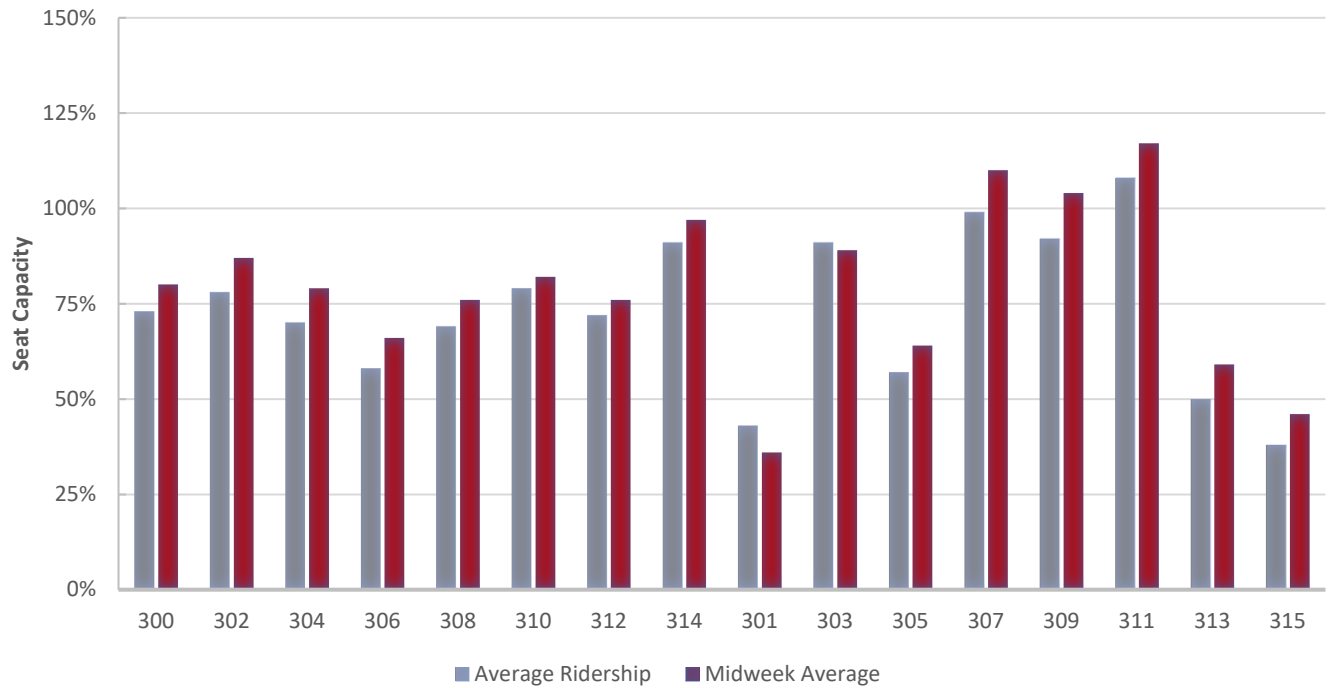
| Reason for Dismissal | Occurrences |
|--|-------------|
| Passenger showed proof of a monthly ticket | 21 |
| One-time courtesy | 7 |
| Per the request of the conductor | 22 |
| Defective ticket | 0 |
| Per Ops Manager | 0 |
| Unique circumstances | 1 |
| Insufficient information | 2 |
| Lost and found ticket | 0 |
| Other | 0 |
| Total Waived | 53 |

MONTHLY SUMMONSES COURT ACTION

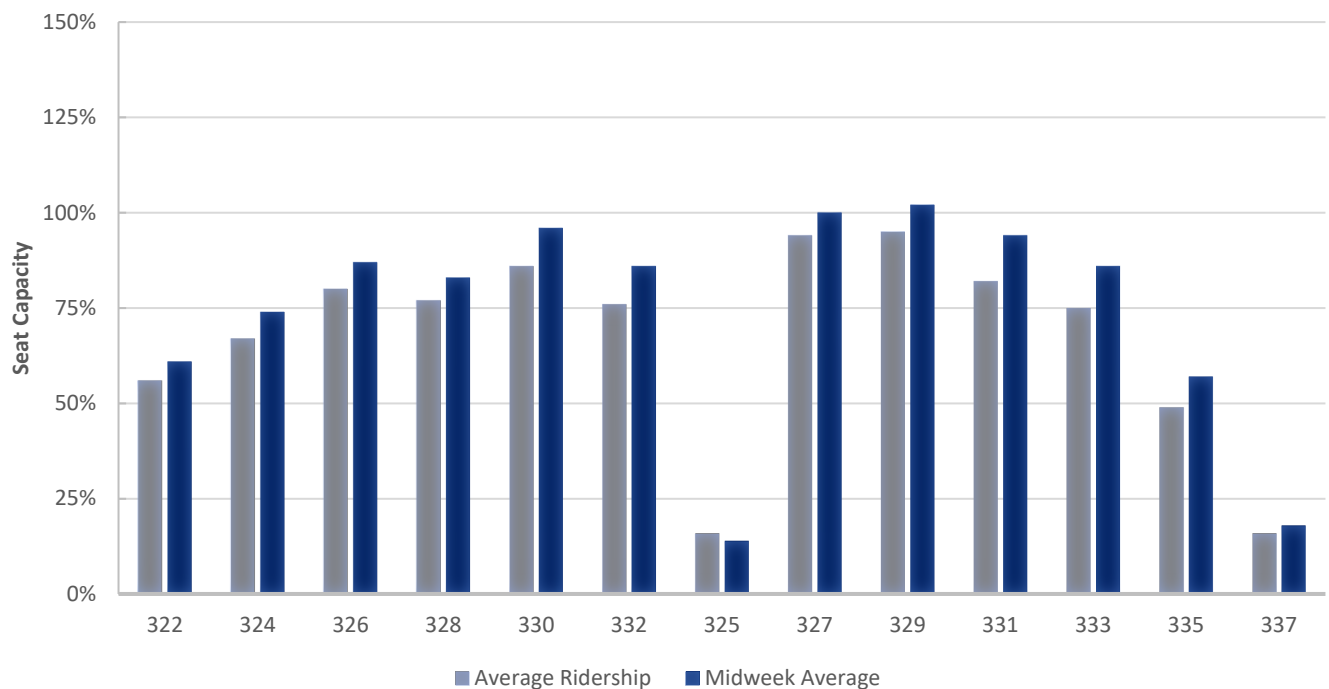


TRAIN UTILIZATION

FREDERICKSBURG LINE

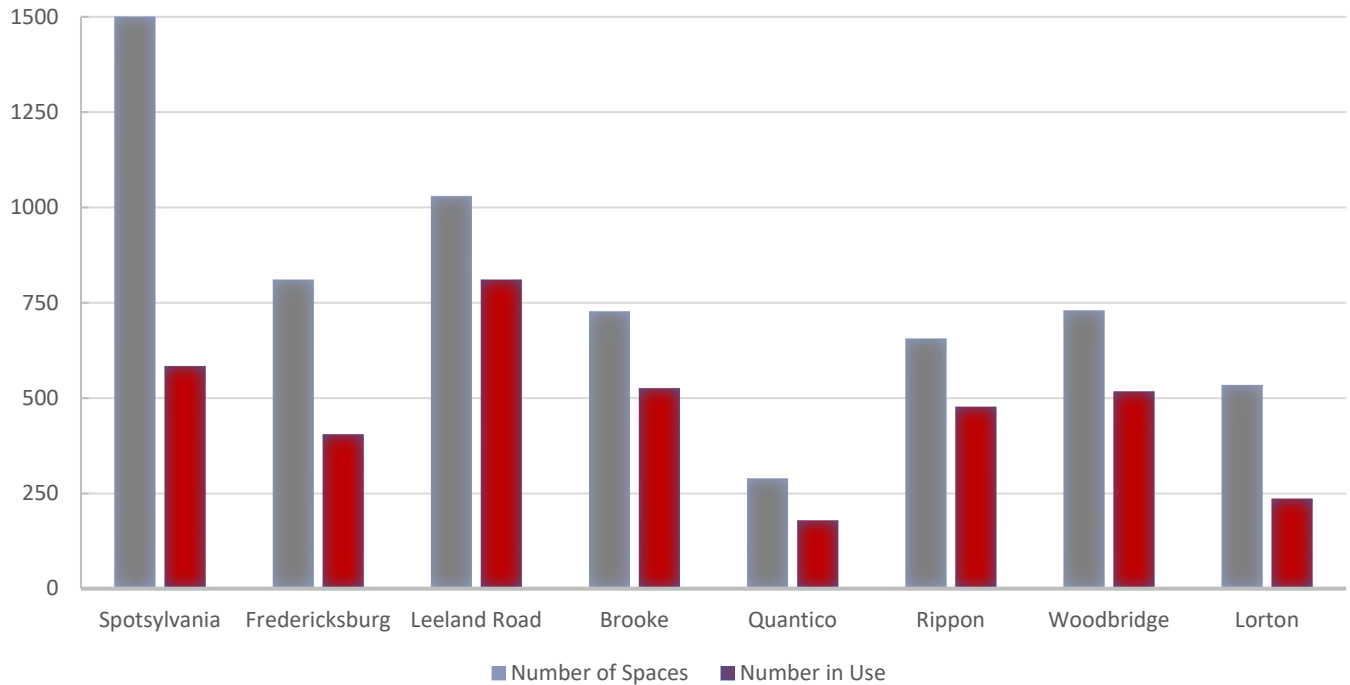


MANASSAS LINE

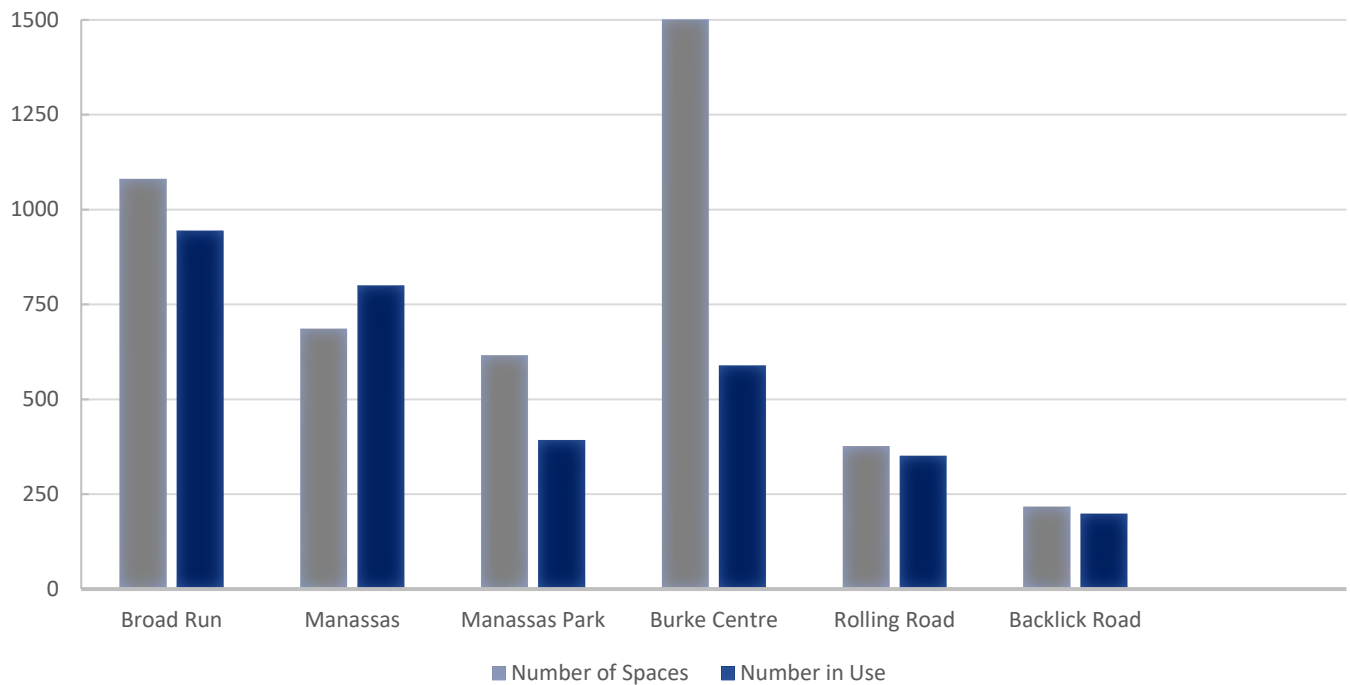


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first nine months of FY 2019 is approximately \$379,000 below budget (an unfavorable variance of -1.2%) and is 1.5% below the same period in FY 2018.

Ridership for most of January was down approximately 20-25% from normal levels due to the partial federal government shutdown from December 22, 2018 through January 25, 2019. However, revenue for the month was down only 5-10% due to the significant majority of customers who had preordered multi-ride passes. Since late January, ridership and revenue have returned to and maintained pre-shutdown levels.

The operating ratio through March is 55%, which is above VRE's budgeted operating ratio of 52% for the full twelve months of FY 2019. VRE is required to budget a minimum operating ratio of 50%.

A summary of the FY 2019 financial results through March 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 March 31, 2019 | | | | | | | |
|---|---------------------|---------------------|-------------------|-------------------|--------------------|--------------------------|----------------------|
| | CURR. MO. ACTUAL | CURR. MO. BUDGET | YTD ACTUAL | YTD BUDGET | YTD \$ VARIANCE | YTD % VARIANCE | TOTAL FY19 BUDGET |
| Operating Revenue | | | | | | | |
| Passenger Ticket Revenue | 3,543,396 | 3,561,600 | 31,166,989 | 31,545,600 | (378,611) | -1.2% | 42,400,000 |
| Other Operating Revenue | 3,800 | 18,900 | 308,647 | 167,400 | 141,247 | 84.4% | 225,000 |
| Subtotal Operating Revenue | 3,547,196 | 3,580,500 | 31,475,636 | 31,713,000 | (237,364) | -0.7% | 42,625,000 |
| Jurisdictional Subsidy (I) | - | - | 17,767,748 | 17,767,748 | - | 0.0% | 13,116,039 |
| Federal/State/Other Jurisdictional Subsidy | 2,591,273 | 2,652,701 | 23,043,014 | 23,280,698 | (237,684) | -1.0% | 31,388,025 |
| Appropriation from Reserve/Other Income | - | 83,160 | - | 736,560 | (736,560) | 0.0% | 990,000 |
| Interest Income | 149,807 | 16,800 | 1,025,995 | 148,800 | 877,195 | 589.5% | 200,000 |
| Total Operating Revenue | 6,288,275 | 6,333,161 | 73,312,393 | 73,646,806 | (334,412) | -0.5% | 88,319,064 |
| Operating Expenses | | | | | | | |
| Departmental Operating Expenses | 6,013,516 | 6,676,386 | 57,364,462 | 61,340,923 | 3,976,461 | 6.5% | 82,050,714 |
| Debt Service | 510,334 | 510,273 | 4,593,253 | 4,592,459 | (795) | 0.0% | 6,222,350 |
| Other Non-Departmental Expenses | - | 3,864 | 11,737 | 34,224 | 22,487 | 0.0% | 46,000 |
| Total Operating Expenses | 6,523,850 | 7,190,523 | 61,969,452 | 65,967,606 | 3,998,154 | 6.1% | 88,319,064 |
| Net income (loss) from Operations | (235,574) | (857,362) | 11,342,942 | 7,679,200 | 3,663,742 | | - |
| Operating Ratio | | | 55% | 52% | | Budgeted Goal | 52% 50% |

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

VRE Investment Portfolio

As of March 31, 2019

| Investment Type | Institution | Amount | Comments | Rate |
|---|-------------|----------------------|--|----------|
| Checking Account | PNC | \$ 7,009,597 | Operating checking account | 0.00% |
| LGIP (Local Government Investment Pool) | LGIP | \$ 60,130,221 | Operating and capital reserve | 2.57% |
| LGIP (Local Government Investment Pool) | LGIP | \$ 1,113,747 | Proceeds from Woodbridge Kiss & Ride Lot | 2.57% |
| LGIP (Local Government Investment Pool) | LGIP | \$ 55,402 | Revolving account for small liability claims | 2.57% |
| LGIP (Local Government Investment Pool) | LGIP | \$ 7,552,272 | Commuter Rail Operating and Capital (C-ROC) Fund | 2.57% |
| VRA Debt Service Reserve Fund | U.S. BANK | \$ 2,000,111 | VRA Bond Payable - Debt service reserve fund | Var.Rate |
| Insurance Trust Fund | DRM | \$ 10,451,605 | Minimum required balance of \$10 million | 1.24% |
| Total portfolio | | \$ 88,312,955 | | |

Notes:

PNC contract allows for earnings credit of 0.35% on average monthly balance as an offset to banking service costs. Earnings credit through March was 0.18%.

LGIP account earnings calculated based on the monthly average balance.

VRA Debt Service Reserve interest earnings are at multiple variable rates applicable to individual investments held by the money market fund.

Insurance trust fund rate based on interest earned through three quarters and annualized to the full fiscal year.

Percentage of portfolio:

| | |
|--------------------------|-------|
| Checking-PNC | 7.9% |
| LGIP | 78.0% |
| VRA Debt Service Reserve | 2.3% |
| Insurance trust fund | 11.8% |

FY 2019 YEAR-END FINANCIAL FORECAST

Each month, the VRE Operations Board receives a summary of year-to-date operating revenues and expenses relative to budget. At the midpoint of the fiscal year, an amended budget is prepared for Board approval based on actual results as of that date. This FY 2019 year-end forecast of revenues and expenses is based on the amended budget presented to the Board in December 2018.

Based on revenues and expenses to date, as well as projected activity over the final three months of the fiscal year, the operating net position for FY 2019 is forecast at a surplus of \$4.1 million. Approximately \$0.2 million of this surplus is associated with unspent project expenses that may be carried forward into the next year. The primary drivers of the forecasted year-end variance are described below.

Operating Revenues – \$1.0 million negative variance

- Fare Revenue in FY 2019 is forecast at \$41.9 million for the year, approximately \$0.5 million (or 1.2%) under budget. Ridership was negatively affected by (a) service disruptions in July and August and (b) the partial federal government shutdown which started in late December 2018 and continued through most of January 2019.

- Other Revenues (which includes leases, advertising, interest on investments, and other internal and external non-fare sources) are forecast to be above budget by \$0.3 million or 19%. Within this category, interest earnings are above budget due to higher interest rates, the new C-ROC funding, and conservative budgeting. This positive variance is largely offset by the decision not to utilize budgeted operating reserves for certain one-time costs that are now not expected to occur in FY 2019.
- Federal and State Revenue is forecast to be below budget by \$0.8 million or 2.5%, primarily due to (a) lower than budgeted access fee costs and (b) lower than expected grant and project management reimbursement.

Operating Expenses – \$3.1 million positive variance

- The largest single projected expense variance is in Diesel Fuel, which was budgeted at \$4.3 million for FY 2019 and is forecast to be under budget by \$0.4 million or 9%. Diesel fuel prices stayed within a relatively narrow range in FY 2019, and VRE continues to mitigate price variability through the use of fixed-price delivery contracts.
- All other operating expenses are forecast to be under budget by \$2.7 million, or 3.9% of budgeted operating expenditures:
 - System Safety & Security costs are forecast to be \$0.7 million below budget. This variance is due to a vacant staff position for much of FY 2019; savings related to the renewal of certain security contracts, and planned activities that did not move forward due to staffing constraints.
 - CSX Transportation access costs are forecast to be \$0.5 million below budget. This is related to changes in the timing of Positive Train Control (PTC) implementation and associated costs, as well as a lower contractual cost increase than was forecast for the FY 2019 contract.
 - Project Development and Project Implementation costs are projected to be \$0.5 million under budget, primarily due to lower expenditures on Consulting (under budget by \$0.3 million).
 - Executive Management costs are projected to be \$0.4 million below budget, primarily due to lower expenditures on Legal Fees (under budget by \$0.2 million).
 - Projected savings for Maintenance of Equipment (Keolis) is projected to be \$0.3 million, primarily due to delays in completion of the Lifecycle Overhaul and Upgrade (LOU) Facility and therefore delays to other expected increases in maintenance services.
 - Total projected savings for Finance, Accounting and Human Resources is projected to be \$0.3 million, due primarily to reduced ticket vendor commissions and card processing costs (under budget by \$0.2 million).
 - Other net departmental savings are projected at \$0.1 million, including \$0.2 million of furniture and fixtures for the VRE Office and LOU Facility that were not made that are expected to roll over to FY 2020.

Non-Operating Expenses – \$1.9 million positive variance

Certain 'non-operating' expenses that are not part of the Capital Improvement Program (CIP) are also included in the year-end forecast. The forecast of \$1.9 million combined positive variance on these items includes unspent Contingency of \$1.6 million; unused Bad Debt expense of \$50,000; and Insurance expenses that are under budget by \$0.3 million.

A recommendation on the use of the projected surplus will be presented as part of the Proposed FY 2021 Budget in December 2019. Preliminary uses for the projected surplus are to carry forward \$0.2 million into the FY 2020 budget for uncompleted projects, to fund one-time items in FY 2021, and to increase the Capital Reserve.

The chart below summarizes actual to budget data by major category:

| FY2019 Year End Operating Budget Projection (in millions) | | | | |
|--|-----------------------|-------------------------|-----------------|----------|
| Description | Revised Budget | Current Estimate | Variance | % |
| Fare Revenue | \$42.4 | \$41.9 | -\$0.5 | -1.2% |
| Local Subsidy* | 13.1 | 13.1 | 0.0 | 0.0% |
| Fed/State Revenue | 31.4 | 30.6 | -0.8 | -2.5% |
| Other Revenue | 1.4 | 1.7 | 0.3 | 18.6% |
| Total Revenue | \$88.3 | \$87.4 | -\$1.0 | -1.1% |
| Operating Expenses | \$76.4 | \$73.3 | \$3.1 | 4.2% |
| Non-Operating Expenses | 5.7 | 3.7 | 1.9 | 51.8% |
| Debt Service | 6.2 | 6.2 | 0.0 | 0.0% |
| Contribution to Reserve | 0.0 | 0.0 | 0.0 | 0.0% |
| Total Expenses | \$88.3 | \$83.3 | \$5.0 | 5.7% |
| Net Income (Loss) | \$0.0 | \$4.1 | \$4.1 | |

*The local subsidy amount shown here is the amount needed for operations; total subsidy is \$17.76M.

COMMUTER RAIL OPERATING AND CAPITAL (C-ROC) FUND QUARTERLY REPORT

Background

Dedicated C-ROC funding for VRE began on July 1, 2018. The C-ROC Fund currently receives \$15 million annually (\$1.25 million monthly) from gasoline taxes collected in the NVTC and PRTC regions. C-ROC funds are received from the Department of Motor Vehicles (DMV) and are held by NVTC/VRE in a separate Local Government Investment Pool (LGIP) account, in accordance with §33.2-1525.A of the Code of Virginia. The VRE Operations Board and the Commissions must approve the list of projects that are to be funded in whole or in part by the C-ROC Fund, and NVTC/VRE must provide a quarterly update on the C-ROC Fund, including disbursements received, amounts expended, the purpose of the expenditures, and investment and interest earnings.

C-ROC Fund as of March 31, 2019

A summary of the C-ROC Fund is presented below. Due to lags in the determination of total gasoline tax revenue by DMV and the transfer of funds from DMV to NVTC/VRE, total C-ROC funds received through March are less than total funds earned. As of March 31, 2019, six months of FY 2019 C-ROC funding has been received by NVTC/VRE.

C-ROC Fund as of 03/31/2019

| Period | Funds Earned | Funds Received | Interest Earned | Expenditures | C-ROC Account Balance (LGIP) |
|--|---------------------|--------------------|-----------------|--------------|------------------------------|
| FY 2019 (Jul-Mar) | \$11,250,000 | \$7,500,000 | \$52,272 | \$0 | |
| Life to Date (sum of all periods) | \$11,250,000 | \$7,500,000 | \$52,272 | \$0 | \$7,552,272 |

As part of the adoption of the FY 2019 Amended and FY 2020 Approved budgets in December 2018, the VRE Operations Board approved the commitment of a total of \$45 million in current and future C-ROC funds to key capital projects – \$30 million for the L'Enfant Station and Fourth Track project and \$15 million for the Crystal City Station project. The Commissions subsequently gave their approval to this project list in January 2019. This commitment reflects three years of expected C-ROC funding (FY 2019 through FY 2021), and expenditures will be reflected above when construction commences on these projects.

FACILITIES UPDATE

The following is a status update of VRE facilities projects:

Completed projects:

1. Renovations to Alexandria Headquarters Suite 201
2. Repairs to Fredericksburg Lot E

Projects scheduled to be completed this quarter:

1. Replacement of tactile warning strip at L'Enfant Station
2. Repairs to platform concrete at L'Enfant Station
3. Issuance of IFB for painting of Franconia-Springfield Station
4. Repairs to erosion near Leeland Road Station retaining walls
5. Repairs to platform concrete at Manassas Station
6. Issuance of IFB for pavement repairs and striping at Rippon and Leeland Road Stations and Fredericksburg Lot G
7. Installation of automated parking count system at stations with parking lots

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 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



Renovations Complete at VRE Headquarters Suite 201(1)



Renovations Complete at VRE Headquarters Suite 201(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
- Graphic Design 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
- 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
- Engineering and Environmental Services for the VRE Crystal City Station Improvements

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—scheduling field visit with Amtrak to review key project elements relative to preliminary design activities; conducting due diligence 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 Improvements – Draft 60% Complete Plans
4. Franconia-Springfield Station Improvements – Draft 60% Complete Plans

Projects or project phases scheduled to be initiated this quarter:

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

Ongoing projects:

9. Broad Run Expansion (BRX)
10. Manassas Park Parking Improvements
11. Rolling Road Station Improvements
12. Crossroads Maintenance and Storage Facility (MSF) – Land Acquisition
13. Lifecycle Overhaul & Upgrade Facility (LOU)
14. Leeland Road Station Improvements
15. Brooke Station Improvements
16. Quantico Station Improvements
17. Rippon Station Improvements
18. Lorton Station Improvements
19. Franconia-Springfield Station Improvements

- 20. Alexandria Station Improvements
- 21. Alexandria Station Track I Access (Slaters Lane)
- 22. Crystal City Station Improvements
- 23. L'Enfant Train Storage Track - South
- 24. L'Enfant Station Improvements
- 25. New York Avenue Midday Storage Facility
- 26. Potomac Shores VRE Station – *design by others*
- 27. Long Bridge Project Environmental Impact Statement (EIS) - *study by others*
- 28. Washington Union Station Improvements Environmental Impact Statement (EIS) - *study by others*
- 29. 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 | - | - | 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. Completion of PE design & EC pending execution of REF grant by DRPT. |
| 70,650,000 | 62,465,721 | 8,184,279 | 130,501 | 59,770 | 46% | 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 | 141,500 | 5% | TBD |  Submitted documentation to Spotsylvania County Planning and Zoning with follow-up County Board approval to be scheduled. |
| 89,666,508 | 89,666,508 | - | 3,588,305 | 1,519,300 | 40% | 4th QTR 2020 |  Preliminary design is underway and scheduling site visit; Reviewing title/appraisal work; NEPA documentation submitted to FTA. |
| 75,264,693 | 75,264,693 | - | 69,457,809 | 47,915,644 | 70% | 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 | 80% | 4th QTR 2018 |  Onboard installations ongoing. |
| 137,230,000 | 83,825,501 | 53,404,499 | 5,222,796 | 4,468,476 | 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 MAGAZINE

RIDE

ISSUE 2, 2019

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IMPROVEMENT PROJECT
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**PTC REALITY & MYTHS
(PAGE 4)**



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ANNUAL SURVEY IS APPROACHING

VRE's Customer Satisfaction Survey will be May 22nd this year. Surveys will be distributed on morning trains.



ADVERTISING IN RIDE MAGAZINE

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PLEASE RECYCLE THIS MAGAZINE



Editor in Chief: Cindy King

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FROM THE CEO

AN EXCITING YEAR OF CONSTRUCTION



DOUG ALLEN
Chief Executive Officer

RIDE readers are aware of many VRE system improvement projects on the horizon. From yard expansions that will help us lengthen our trains to parking expansions that will support station growth – we are actively working every day to increase system efficiency and serve the region.

This year is very exciting for our team as we will be advertising many projects for design and construction, as well as breaking ground on Quantico station improvements and two platform extensions. Additionally, new station lighting continues to be installed throughout the system as safety is at the heart of everything we do.

"Triple tracking" is an important component to increasing system efficiency by reducing rail congestion. Together with the Department of Rail and Public Transportation, we are planning for a future with a third track the length of our Fredericksburg line. Many of our projects directly include laying a third track.

These construction projects are essential to maintaining a safe and efficient system. They also will allow us to enhance and expand our service. As many of these projects move ahead, it's nice to take a moment to reflect on our progress and consider how, when the projects are complete, they will improve the commutes of our riders.

Sincerely,

DOUG ALLEN
Chief Executive Officer
Virginia Railway Express

HOLIDAY SCHEDULE REMINDER

Memorial Day, May 27: No service

Independence Day, July 4: No service



Cover image: Training activity to help law enforcement and canine units become familiarized with VRE equipment and security procedures.

MEET THE MANAGEMENT THE WHAT, WHEN & WHY

If you've never happened into one of our Meet the Management events, you may be asking yourself – what is this all about? Meet the Management is more than a good opportunity to grab a cold drink and something tasty. It's an easy way for you to ask our management any and all of your VRE-related questions.

Simply, Meet the Management is ...

WHAT: Meet the Management is comprised of several staffed tables at evening departure stations. Riders may line up for a chance to select items from the tables and ask questions.

WHEN: Meet the Management is held most Wednesday afternoons in May, and the first Wednesday in June.

WHY: We value our riders and wish to collect feedback firsthand.

2019 MEET THE MANAGEMENT SCHEDULE

ALL EVENTS SCHEDULED FOR AFTERNOON SERVICE

MAY 1: UNION STATION

MAY 8: L'ENFANT STATION

MAY 15: CRYSTAL CITY STATION

MAY 29: ALEXANDRIA STATION

JUNE 5: FRANCONIA-SPRINGFIELD STATION

METRO PLATFORM IMPROVEMENT PROJECT WHAT VRE RIDERS SHOULD EXPECT

From this Memorial Day (5/27) to September 8, Metro will shutdown six Metrorail stations in Virginia on the Yellow and Blue lines for platform reconstruction and other major capital work. The partial closure of these lines is expected to have significant impacts throughout the region, and transit partners have adjusted summer service where possible to transport displaced Metro riders.

Due to limited railroad availability, VRE is not able to offer expanded service during this time. However, VRE will offer assistance to Metro riders by providing information on how our service may be utilized to travel between our northern-most stations.

What does this mean for long-distance riders?

Please expect new riders to begin boarding northbound trains at Franconia-Springfield/Burke Centre and north. Likewise, please expect more riders needing to detrain at the northern-most stations during our southbound service. We will ask able-riders who are traveling short distances to offer seats to riders traveling long distances, so that we may more quickly and easily deliver people to their stops. The standing means detraining policy will become

especially important during the Metro summer shutdown as we need passengers to remain seated until just prior to their stop to allow new riders to board.

Is there a bright side?

First and foremost, the upside is Metro will complete important safety rehabilitations.

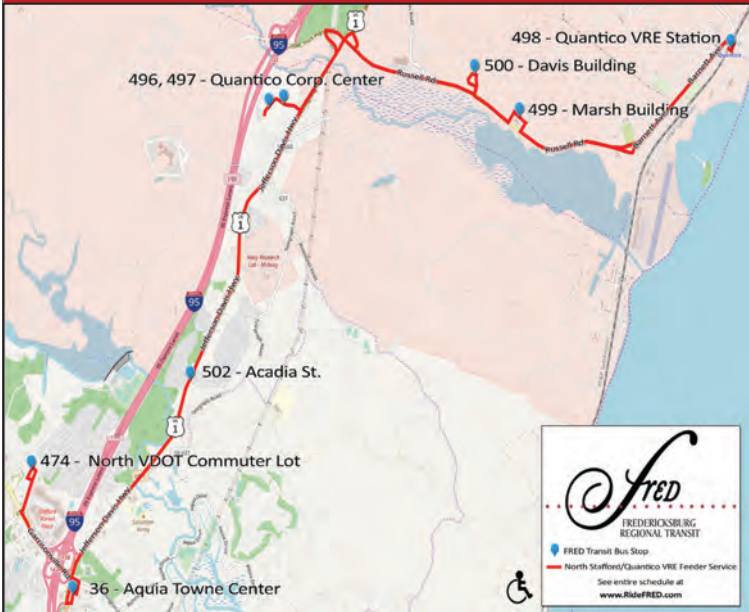
Second, Metro announced the non-rider parking fee will be waived during the shutdown, which should help VRE riders as well as other riders utilizing alternate transportation departing from the Franconia-Springfield station.

Third, area transit partners are adding additional bus services to our stations. FRED will begin a new "feeder" service to Quantico, and Omniride will add feeder services to Rippon and Woodbridge.

What about the other construction at the King Street Metro station?

The project outside the station is expected to be completed in mid-to late 2020. For more information, visit: alexandriava.gov

NEW Weekday Shuttle! N. Stafford/Quantico VRE Feeder Service



FRED Transit now offers early morning and evening bus service between N. Stafford and the Quantico VRE Train Station.

Bus stops at N. Stafford commuter lot, along Rt.1 and Quantico Corporate Center.

See RideFRED.com for route and schedule. Operates M-F, except Federal holidays.

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(All riders need a current photo id to travel onto the base).

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FREDERICKSBURG REGIONAL TRANSIT

History in Motion

Northern Virginia Supplemental Service

Alexandria/DASH

- Enhanced AT3 & AT4 Service
- Expanded King Street Trolley and Water Taxi Service
- Bus & HOV changes on Washington St

Fairfax Connector

- Additional 393/394 Express Bus Service
- Promotion of existing Connector routes and Fairfax commuter options

OmniRide/PRTC

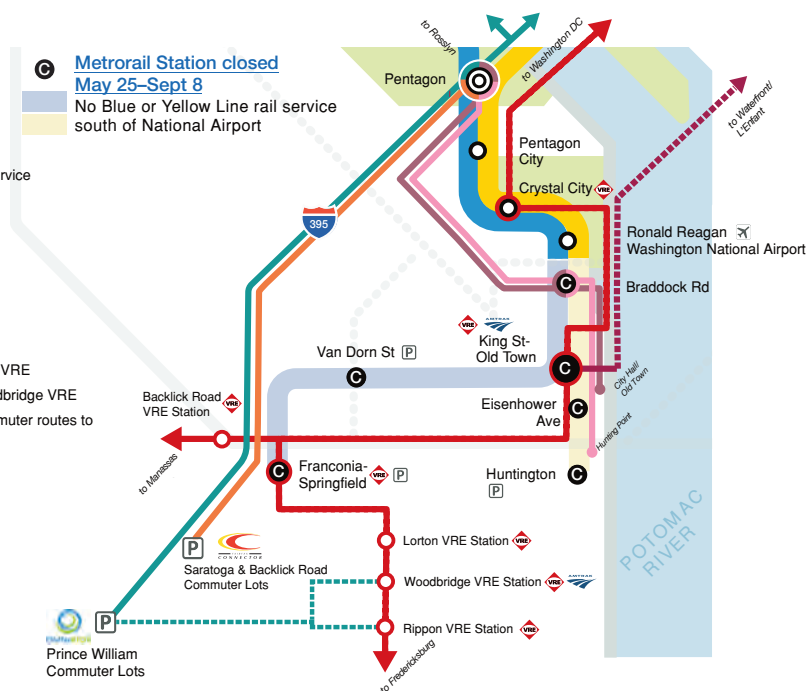
- Free Shuttle - Dale City Commuter Lot to Rippon VRE
- Free Shuttle - Lake Ridge Commuter Lot to Woodbridge VRE
- Promotion of existing, underutilized express commuter routes to Pentagon, Rosslyn, DC

Virginia Railway Express (VRE)

- Utilization/promotion of existing train capacity at Franconia-Springfield and King-Street/Old Town Stations
- Subsidized Amtrak step-up fare available



Source: CTB Supplemental Service Plan



Partial Metro shutdown affected area and alternative transportation options.

Copy of 4/27/19 Train Talk

SERVICE DISRUPTION FOLLOW UP

VIRGINIA RAILWAY EXPRESS (VRE)

As discussed in previous Train Talks, VRE began the rollout phase of our Positive Train Control (PTC) implementation on February 14th. We spent the remainder of February and all of March getting PTC fully operational on all Fredericksburg Line trains. PTC is a new and very complex technology and has required changes in operating practices and procedures. As the train crews, mechanical crews, host railroad dispatchers and everyone else involved in the daily operation of VRE trains were gaining familiarity with the new system and procedures, it affected our on-time performance. In mid-March, we saw OTP drop to around 60%, and for the month of March we finished at 76%.

Rollout on the Manassas Line trains began April 1st. This part of the rollout brought additional challenges. First, we have train sets that operate multiple trips, so they "turn" at the completion of one trip, re-initialize PTC along with the other procedures involved in swapping controls of the train to the other end, and operate back in the opposite direction. Any delay on the initial trip or in the processes involved in "turning" the train can cause a cascading of delay, not just for that train, but throughout the system.

Over the past few weeks, enhancements to the re-initialization process and procedures followed by the train crews have improved the turn time. While we may ultimately have to make slight schedule adjustments to accommodate the new procedures, delays directly attributable to the turn process should be minimal going forward.

A second challenge for the Manassas Line trains is the transition from the Norfolk Southern railroad to the CSX railroad. Currently, as trains move between the two host railroads, we must slow down. In some cases, we have seen this transition take an additional 5-8 minutes. We are working with our host railroads to enable this transition to be more "seamless" without the need to slow down and hope to have that improvement in place by early May.

Finally, both lines are experiencing a PTC/Cab Signal synchronization issue as a result of implementing PTC. The issue has resulted in trains operating at slower speeds at certain points even though the conditions ahead are favorable for higher speeds. A software update due out as soon as next week should result in improving the timely synchronization of both systems.

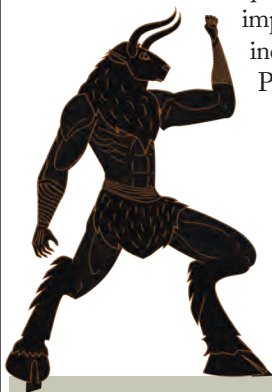
We continue to focus on completing the PTC rollout phase and working with our host railroads on minimizing the negative effects of congestion to VRE trains. We appreciate you taking the time to read this explanation of why VRE's reliability has been off for the last several weeks, but we want to be clear about the challenges we have been facing and what we are doing to improve. We understand the frustration and empathize with those who have been impacted by this necessary change. Please know we have teams from VRE, Keolis, and our host railroads working around the clock to resolve each issue as quickly as possible so we can get back to the reliable service our riders deserve and have come to expect.

RELATED LINKS

- [Train Status Map](#)
- [Operational Testing](#)
- [Heat Restrictions](#)
- [Flash Flood Restrictions](#)
- [Daily Performance Reports](#)

**PTC MYTHS VS REALITY**

With Positive Train Control (PTC) fully operational on all VRE trains and as we complete the burn-in phase, riders can expect a decline in train delays associated with the new safety technology. VRE has received numerous inquiries from passengers over the last few months as it implemented PTC. Those questions, many based on incomplete information, have informed RIDE's list of PTC myths.

**PTC MYTHS**

MYTH #1:
PTC slows trains, which results in delays

MYTH #2:
PTC implementation was the sole reason for recent delays

MYTH #3: **VRE's rush to implement PTC to meet a federal mandate resulted in train delays**

MYTH #4:
PTC should virtually eliminate all rail accidents

MYTH #5:
VRE implemented PTC on passenger trains without first testing it on non-revenue trains



REALITY #1: PTC only slows or stops trains in the rare instance where an engineer has not taken suitable action for a given situation. The technology is designed to prevent train-to-train collisions and derailments caused by excessive speed.

REALITY #2: Freight and Amtrak train congestion as well as signal and mechanical issues were other factors driving delays in March and April.

REALITY #3: VRE has been working methodically with its host railroads for more than a decade, since Congress mandated the adoption of PTC by 41 railroads nationwide, to ensure an effective and timely roll out of the technology. When other railroads implemented PTC, they experienced delays which abated over time as train crews and other personnel became familiar with the technology. VRE's experience has been similar.

REALITY #4: PTC monitors things that are known, such as a train's speed and its location in relation to other trains and work zones. Because it cannot detect people who trespass, vehicles that stall or trees that fall on the tracks, incidents may still occur.

REALITY #5: VRE, along with our host railroads, spent most of January and February testing PTC at night on non-revenue trains.

GOOGLE TRANSIT

We're excited to announce our schedules are going live on Google Transit. This means checking the schedule for your station just got a little easier, as Google Maps will display the next scheduled train time.

We are also working on a realtime feed with Google Transit. The realtime feed will use the same tracking as in the Train Status on our site.



I-66 CORRIDOR SURVEY

The Department of Rail and Public Transportation is conducting work to continue improving the travel experience on I-66 outside the beltway, and is asking our Manassas line riders to provide input.

Learning more about what makes you choose the travel modes you do – I-66 express lanes, carpool, vanpool, rail or bus – will help develop the plan to keep traffic congestion down and quality of life up.

Go to i66plan.metroquest.com to find out about the changes, share your opinion, and qualify for one of 66 prizes. Keeping pollution and stress levels down is a community effort, so please take the survey and spread the word.

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OLD TOWN ALEXANDRIA COCKTAIL W E E K



As the weather warms and the sun shines longer each day, we encourage you to take advantage of attractions near your office. The final southbound VRE trains leave Union Station at 6:40PM (Fredericksburg) and 6:50PM (Manassas) – giving you time to grab a bite with coworkers, walk an historic area, or shop before heading home.

The first-ever Old Town Cocktail Week will be May 3-11, delivering more than craft drinks. If Alexandria isn't your stop, consider deboarding your usual train in Alexandria and then continuing your trip on a later train (you will be able to use one ticket though you are splitting your trip).

Old Town Cocktail Week kicks off with Art on the Rocks on May 3, presented by The Art League at the Torpedo Factory Art Center, and culminates with a Meet the Makers Virginia Spirits Tasting Event on May 11 at Gadsby's Tavern Museum.

More than 20 events at boutiques, historic sites and restaurants will include special tastings, cocktail seminars and more. Events include the Kentucky Breakfast Stout Derby Party at Mason Social on May 4; the Old Town Drinks book release party at The Hour on May 7 with tastings of cocktails featured in the book; a Hoptails event at Chadwicks with Port City Brewing Company on May 8; Bubbles, Barrels, and BBQ at George Washington's Distillery & Gristmill on May 10; and a trio of cocktail seminars at Columbia Firehouse on May 11.

Admission varies depending on the event. For more information and to plan your Old Town Cocktail Week experience, visit OldTownCocktailWeek.com. Join the conversation online by using #OldTownCocktailWeek and #visitALX.

WHAT: Old Town Cocktail Week

WHEN: 9 days, May 3-11, 2019

WHERE: Restaurants, boutiques and historic sites in Old Town Alexandria, VA

ADMISSION: Varies depending on the event; check website for details

INFO: OldTownCocktailWeek.com

Special note: While VRE encourages bonding time with co-workers and catching up with old friends, we in no way endorse drinking and driving or any other illegal and unsafe activity.

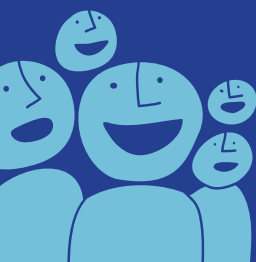
RECENT **ONLINE FORUM** ACTIVITY



My only major complaint is about the unreliability of your ticket vending machines.

VRE Response: Thanks Courtney. The ticket vending machine are being upgraded to include new technology on the touch screens which will not be affected by dust and weather, new pin pads to accept chipped cards, and all new internal components. Installation should begin this summer.

Courtney from Spotsylvania



Have questions? Join VRE's **Online Forum** the first Wednesday of each month at noon.
vre.org/chatterbox

Why hasn't a fence been installed at Fredericksburg between Track 2 & Track 3? People regularly ignore the posted signs about the danger of crossing the tracks.

VRE Response: The track centers are too close to allow proper clearance for an inter-track fence like you see at Woodbridge and Springfield. There are signs posted which say "Do Not Cross The Tracks."

Sean from Spotsylvania



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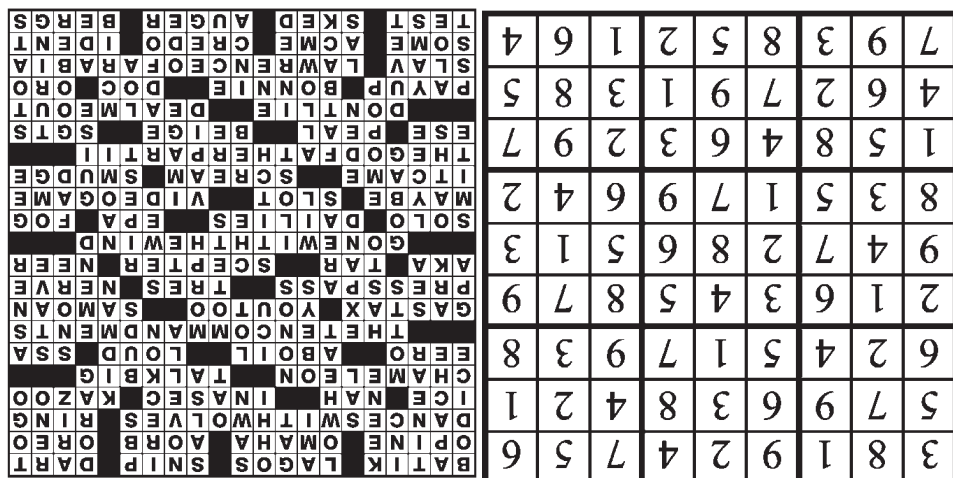
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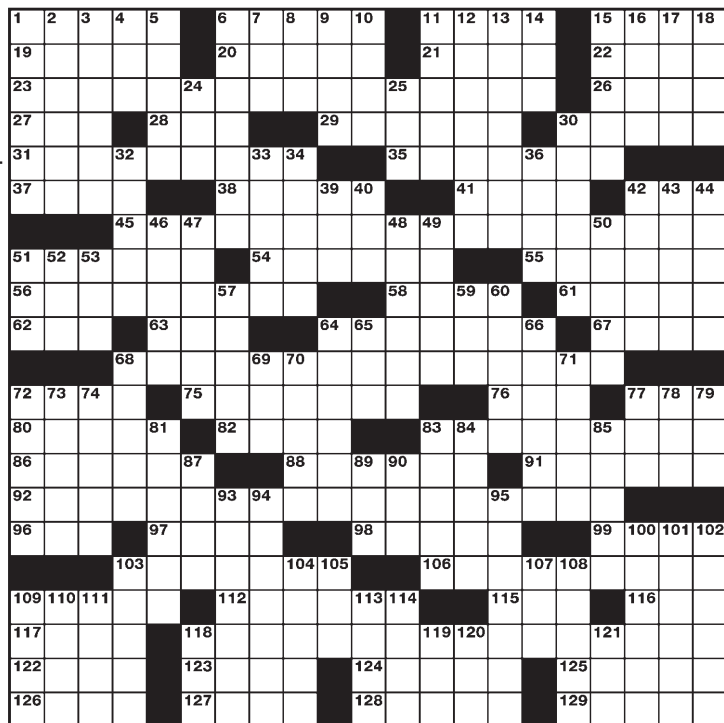
- 1 Fabric-dyeing technique
6 Most populous African city
11 Sound of scissors
15 Missile on a board
19 Speak one's piece
20 City on the Missouri
21 Simple binary choice
22 Three-layer cookie
23 1990 Best Picture Oscar film (3:01)
26 Super Bowl champ's prize
27 Party supply
28 Informal turndown
29 Almost immediately
30 Musical buzzer
31 Color-changing reptile
35 Brag boldly
37 Architect Saarinen
38 Bring to ___ (start bubbling)
41 Overamplified
42 Retirement fund agcy.
45 1956 Best Picture Oscar nominee (3:40)
51 Pump surcharge
54 "Have a good day" reply
55 Polynesian language
56 Reporter's credential
58 Very: Fr.
61 Audacity
62 Assumed-name introducer
63 Road material
64 Royal wand
67 ___-do-well
68 1939 Best Picture Oscar film (3:40+)
72 Four-time film role for Ford
75 Film's raw footage
76 Energy Star org.

- 77 Low-lying clouds
80 Noncommittal response
82 Datebook opening
83 Arcade fixture
86 "My package is here!"
88 Real hoot
91 Makeup mishap
92 1974 Best Picture Oscar film (3:20)
96 Compass reading
97 Burst, as of laughter
98 Brown shade
99 Some PD officers
103 Demand for the facts
106 Poker break request
109 Settle accounts
112 Clyde's partner in crime
115 Brother of Sneezzy
116 Conquistador's gold
117 Czech or Croat
118 1962 Best Picture Oscar film (3:42+)
122 A few
123 Very top
124 Statement of belief
125 Dog tag, for short
126 Audition, for instance
127 Event list, briefly
128 Boring tool
129 Ice mountains

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3 Hindrance to musicianship
4 Company designation
5 New Hampshire city
6 Oven setting
7 Parisian pal
8 Capone-era weapon
9 Greeting showing slight surprise
10 Cut in a lumber mill
11 Tex-Mex condiment

- 12 *Of Mice and Men*, e.g.
13 Opinion introducer
14 *Great Performances* ailer
15 Hip-hop headwear
16 N. Mex. neighbor
17 City near Tahoe
18 Drive-thru order
24 *On the Road* narrator
25 Granola morsel
30 Oscar winner as Woolf
32 Apple products giant
33 Follows orders
34 They're highly frowned upon
36 Latter-day pals
39 Where some RNs work
40 Auction grouping
42 Nose noise
43 Repel, with "off"
44 Edward heard in *Up*
46 Must
47 Add more branches
48 Sacred choral music
49 Transform, in sci-fi
50 Edit
51 Collegian's no.
52 Genesis floater
53 Body for buoys
57 Two-dimensional measures
59 Hot *saison*
60 Did tailoring
64 Do tailoring
65 Guerrilla Guevara
66 Most mature
68 Emergency supplies holder
69 Actor Wheaton
70 Admission of defeat
71 Supermodel Campbell
72 Strike down, in the Bible

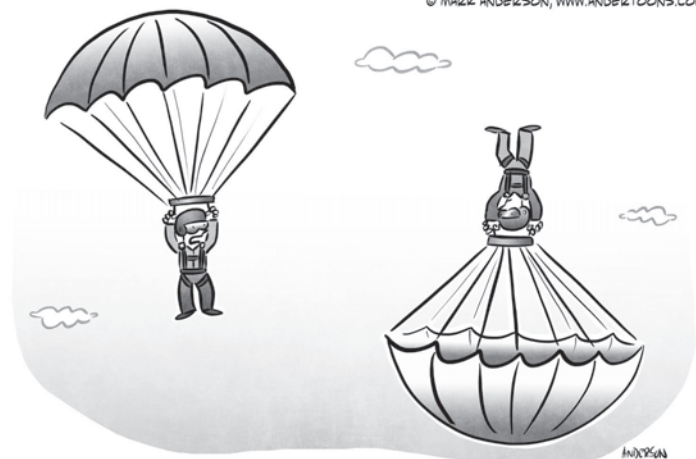
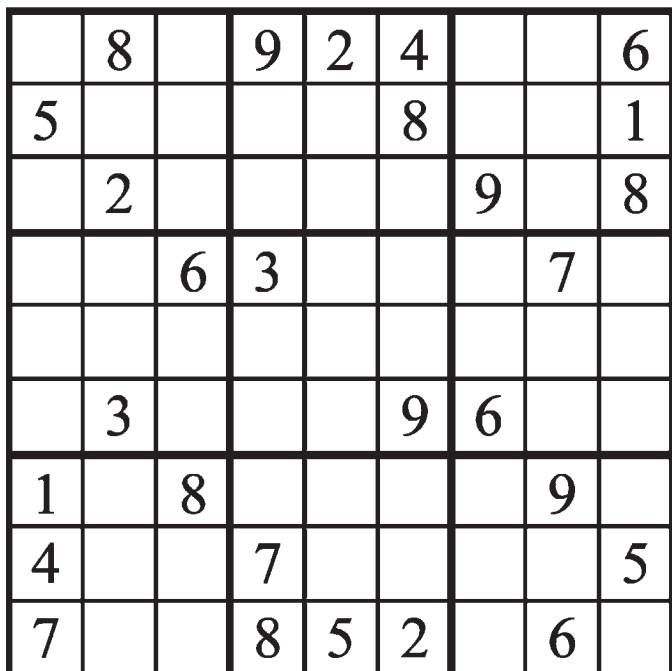


- 73 Solemn pledges
74 French prep school
77 Temporary rage
78 Texter's 79 Down
79 Sound of surprise
81 Confessional music genre
83 Empty-headed
84 External appearance
85 External appearance
87 Heaven on earth
89 Civil War soldier
90 Poetic preposition

- 93 Salt-cured pork
94 "I'll do that for you"
95 ___ a part (audition)
100 Peanut
101 Cumberbatch, in *The Imitation Game*
102 Short-tailed weasels
103 Bag on a bed
104 How a teacher may mark mistakes
105 Organic compound suffix
107 Mauna ___

- 108 Seasonal fast-food sandwich
109 Whispered call
110 Spiny houseplant
111 Marshmallow-topped tubers
113 Ancient Andean
114 Shade of socks
118 ___ Cruces, NM
119 MD's brain test
120 Admiration in verse
121 Suffix for stock

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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.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-E
Action Item

To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: May 17, 2019

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

Recommendation:

The VRE Operations Board is asked to recommend the Commissions retroactively authorize the Chief Executive Officer to amend the Amtrak Access and Storage Agreement to reflect an agreed upon change to the cost of an Amtrak Step-Up ticket from \$13 to \$4 effective May 1, 2019 until Metrorail's platform improvement work is complete.

Summary:

In an attempt to create capacity on VRE trains during WMATA's summer 2019 Platform Improvement Project, Amtrak has agreed to reduce the cost VRE pays for each Step-Up ticket from \$13 to \$4, allowing VRE to lower the price per Step-Up ticket to the rider to \$4. The reduced cost should incentivize additional monthly and multi-ride users to ride Amtrak regional trains, creating capacity on VRE trains to accommodate Metrorail riders displaced by the closure of stations on the Yellow and Blue lines.

Background:

The Access and Storage Agreement with Amtrak provides the ability to access and store VRE trains at Washington Union Station. The Agreement also provides the ability for VRE passengers to ride certain Amtrak trains with a Step-Up ticket in conjunction with a



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properly validated VRE multi-ride ticket (Monthly, Ten-Ride, Five-Day Pass, or Transit Link Card.) Approximately 250 to 300 VRE passengers per day ride Amtrak trains using the Step-Up tickets.

Per the Access and Storage Agreement, VRE pays Amtrak \$13 for each Step-Up ticket sold, of which passengers pay \$8 and VRE subsidizes the remaining \$5. 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 (DRPT) to make a change.

In order to create capacity on VRE trains during WMATA's summer 2019 Platform Improvement Project, Amtrak and DRPT, with the support of the Commonwealth Transportation Board, have agreed to lower the cost VRE pays for each Step-Up ticket to \$4 to attempt to incentivize additional monthly and multi-ride VRE passengers to ride Amtrak trains. VRE has lowered the price per Step-Up ticket to \$4 for riders. This should create capacity on VRE trains to accommodate Metrorail riders displaced by the closure of stations on the Yellow and Blue lines.

Fiscal Impact:

Given current utilization of 250 to 300 Step-Ups per day, VRE expects to save approximately \$25,000 per month in net Step-Up expense while the reduced fare is in effect. If more current VRE riders choose to utilize the Amtrak Step-Up option, this will have no net impact on VRE's financial position. If current WMATA patrons choose to ride VRE during the shutdown, this will have a positive impact on VRE's revenues and overall financial position.

**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 Cristol
Chair



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.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-I
Action Item

To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: May 17, 2019

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

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to execute a one-year extension of the existing Amended and Restated Operating/Access Agreement with CSX Transportation (CSXT) through June 30, 2020.

Summary:

VRE's current Amended and Restated Operating/Access Agreement expires on June 30, 2019, and staff recommends extending the current agreement for one-year. During the one-year extension, VRE staff will continue to work with CSXT on a long-term agreement.

Background:

The VRE has an Operating Access Agreement with CSXT related to VRE Operations in the Fredericksburg to Washington corridor. That agreement, entered in 1994, has been amended and extended several times. In June 2011, a new amended and restated agreement was executed with a five-year term ending June 30, 2016.

In May of 2016, the VRE Operations Board recommended, and the Commissions subsequently authorized, the VRE CEO to execute an Amendment to extend the current Agreement through June 30, 2017. In May of 2017, the VRE Operations Board



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recommended, and the Commissions subsequently authorized, the VRE CEO to execute an Amendment to extend the current Agreement through June 30, 2018. In April of 2018, the VRE Operations Board recommended, and the Commissions subsequently authorized, the VRE CEO to execute an Amendment to extend the current Agreement through June 30, 2019.

As part of VRE's commitment to the third main line construction, VRE, CSXT and DRPT worked to identify additional capacity enhancement projects in the corridor including constructing a third main track. Currently, VRE, CSXT and DRPT are in discussions to further identify potential capacity improvement projects, funding sources and funding mechanisms for capital improvement projects.

Throughout the one-year extension period, VRE, CSXT and DRPT will continue to work to determine capacity enhancement projects, prioritize these projects, establish methodologies to identify how the capacity enhancements will result in additional service for VRE and identify potential funding sources. VRE anticipates these elements will be integrated into the new Amended and Restated Agreement. Furthermore, CSXT has requested during the one-year extension period VRE and CSXT continue to work to identify a mutually agreed upon cost sharing methodology for the implementation and ongoing operations for Positive Train Control (PTC) and update the Master Facilities Lease Agreement. VRE will also work with CSXT to incorporate processes to simplify the billing and reconciliation process.

Fiscal Impact:

Funding is provided for in the approved FY 2020 budget for CSXT track access fees.

**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

Katie Cristol
Chair

John Cook
Secretary

**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.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-F
Action Item

To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: May 17, 2019

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

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Operating Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) 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.

Summary:

This action will authorize contracted services for management, supervision and certified locomotive engineers and conductors to operate VRE commuter rail trains for FY 2020.

Background:

When VRE service was initiated in 1992, commuter rail operations and maintenance services were provided by Amtrak on a sole source basis. In October 2009, following a competitive solicitation, the VRE Operations Board recommended, and the Commissions subsequently authorized, a new contract with KRSV for commuter rail operations and maintenance. The maintenance activities were then removed from this contract in 2016



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and subject to a separate competitive solicitation (which was also ultimately awarded to KRSV).

The commuter rail operations contract with KRSV has a five-year base period and two five-year option periods. The VRE Operations Board gave its approval in May 2015 to exercise the first five-year option period, which was subsequently authorized by the Commissions. The fifth and final year of the first option period for operating services will start July 1, 2019. The total amount requested for authorization is equal to the total amount budgeted for FY 2020.

The work performed under this contract includes providing certified locomotive engineers and conductors to operate VRE commuter rail trains. The contract scope of work also includes Federal Railroad Administration reporting and claims management. Below is a list of the amendments, contract modifications and proposed actions for this contract:

| Date | Description | Amount | Authorized Value (Cumulative) |
|------------|---|--------------|-------------------------------|
| 10-16-2009 | 1 st Contract Year & Mobilization | \$18,459,348 | \$18,459,348 |
| 12-17-2010 | Amendment (a) | \$2,085,000 | \$20,544,348 |
| 5-20-2011 | 2 nd Contract Year | \$17,954,527 | \$38,498,875 |
| 4-20-2012 | 3 rd Contract Year (b) | \$18,008,591 | \$56,507,466 |
| 4-19-2013 | 4 th Contract Year | \$18,974,041 | \$75,481,507 |
| 4-18-2014 | 5 th Contract Year (c) | \$20,115,047 | \$95,596,554 |
| 5-15-2015 | 1 st Year of the First Option Period (6 th Contract Year) | \$20,931,000 | \$116,527,554 |
| 5-20-2016 | 2 nd Year of the First Option Period (7 th Contract Year) (d) | \$15,463,003 | \$131,990,557 |
| 4-21-2017 | 3 rd Year of First Option Period (8 th Year) | \$15,416,000 | \$147,406,557 |
| 4-20-2018 | 4 th Year of the First Option Period (9 th Year) | \$15,718,000 | \$163,124,557 |
| 5-17-2019 | 5 th Year of the First Option Period (10 th Year) (e) | \$16,287,000 | \$179,411,557 |

(a) Amendment included service enhancements, higher than anticipated insurance costs; items included in the original negotiations, contingency funds, and removed the requirement that Keolis indemnify VRE for all liability claims arising from the contract service with a value of up to \$5,000,000.

(b) FY 2013 budget amended mid-year for service enhancements resulting in the lengthening of two trains. This increased the FY 2013 contract budget amount to \$18,248,591. Authorization available from prior year approvals.

(c) FY 2015 budget includes adding the new Fredericksburg line train for half of the fiscal year.

(d) FY 2017 budget reflects the amended agreement removing the maintenance of equipment and facilities maintenance functions.

(e) Pending Approval

This action will increase the contract value by \$16,287,000, for a cumulative amount not to exceed \$179,411,557. The year over year increase is due to a contractually mandated increase of 2.52% based on the Consumer Price Index for the fixed cost components of the contract and additional train crew cost for the storage of VRE trains at the L'Enfant Storage facility.

Fiscal Impact:

Funding for the fifth year of the first option period (10th year) is included in the FY 2020 operating budget. The total amount budgeted for train operations is \$16,287,000.

**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

Katie Cristol
Chair

John Cook
Secretary

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**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.

Matthew F. Letourneau
Chairman

Sharon Bulova
Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 9-G
Action Item

To: Chair Cristol and the VRE Operations Board

From: Doug Allen

Date: May 17, 2019

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

Recommendation:

The VRE Operations Board is asked to recommend the Commissions authorize the Chief Executive Officer to amend the Contract for Maintenance Services for Commuter Rail with Keolis Rail Services Virginia, LLC (KRSV) by increasing the total contract authorization by \$8,889,465, for a total amount not to exceed \$30,908,103, through June 30, 2020.

Summary:

This action will authorize contracted services for the maintenance, inspection and repairs of VRE locomotives, passenger rail cars and maintenance facilities for FY 2020.

Background:

On January 15, 2015, the VRE Operations Board recommended, and the Commissions subsequently authorized, the CEO to execute a Contract with KRSV for Maintenance Services for Commuter Rail.

The work performed under this contract includes daily and periodic servicing, inspection and repairs of locomotives and passenger rail cars. Life Cycle maintenance and extensive rolling stock repair work are included in this contract through a task order process. In addition to locomotive and passenger rail car work, the scope of work includes



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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

inspection, maintenance and repair of facilities equipment including yard tracks and buildings.

On May 20, 2016, the VRE Operations Board recommended, and the Commissions subsequently authorized an amended start date for the first year of the Contract to July 1, 2016, and the total Contract amount for the first year of \$7,252,371. Below is a list of the amendments, contract modifications and proposed action for this Contract:

| Date | Description | Amount | Authorized Value (Cumulative) |
|------------------|--|-------------|-------------------------------|
| May 20, 2016 | 1 st Contract Year & Mobilization | \$7,252,371 | \$7,252,371 |
| April 21, 2017 | 2 nd Contract Year | \$7,092,267 | \$14,344,638 |
| April 20, 2018 | 3 rd Contract Year | \$7,674,000 | \$22,018,638 |
| May 17, 2019 (a) | 4 th Contract Year | \$8,889,465 | \$30,908,103 |

(a) Pending Approval

This action will increase the contract value by \$8,889,465, for a cumulative amount not to exceed \$30,908,103, through the fourth year of the base five-year contract. The year over year increase is primarily due to:

- a contractually mandated increase of 2.52% based on the Consumer Price Index
- an increase in the projects planned for FY 2020 as part of the Life Cycle Maintenance program and for the installation of automatic passenger counters

Fiscal Impact:

Funding is provided for in the FY 2020 Operating budget for Maintenance Services for Commuter Rail and the CIP budget for Asset Management – Rolling Stock Equipment and Asset Management- Facilities includes funding for the fourth year of this work.

| | |
|--|--------------------|
| FY 2020 Operating Budget: Maintenance Services for Commuter Rail | \$6,868,000 |
| FY 2020 CIP Budget: Asset Management – Rolling Stock Equipment and Asset Management - Facilities | \$1,636,465 |
| FY 2020 CIP Budget: Asset Management – Automatic Passenger Counters | \$385,000 |
| Total: | \$8,889,465 |

**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

Katie Cristol
Chair

John Cook
Secretary

Agenda Item #10: Department of Rail and Public Transportation (DRPT)



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: May 30, 2019

SUBJECT: Department of Rail and Public Transportation (DRPT)

At the June meeting DRPT Director Jennifer Mitchell will give her report. The [monthly Department of Rail and Public Transportation \(DRPT\) Report](#) is attached.

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COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

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

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

TO: Chairman Letourneau and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: May 29, 2019

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

The Commonwealth Transportation Board (CTB) met on May 14 & 15, 2019 in Arlington. Jen DeBruhl, DRPT Chief of Public Transportation, joined NVTC Executive Director Kate Mattice in a workshop presentation of the draft FY 2020 I-66 Commuter Choice Program. Following approval of the program by NVTC on June 6, DRPT will recommend final approval of the program and the allocation of funding for the program in the FY 2020-2025 Six Year Improvement Program (SYIP) to the CTB at its meeting on June 19 in Richmond.

DRPT will also recommend final approval of its FY 2020-25 Six Year Improvement Program (SYIP) to the CTB at its meeting on June 19. The Draft SYIP can be found at: <http://www.drpt.virginia.gov/media/2745/fy-2020-drpt-draft-syip.pdf>. DRPT's FY 20 grant awards will be made available for execution by recipients shortly after approval of the SYIP.

The 2019 Spring Transportation Meeting was held on May 13 at the VDOT NOVA District Office in Fairfax (4975 Alliance Drive). The 2019 Spring Transportation Meeting served as the joint public meeting with NVTA, NVTC and VRE that the CTB is now required to hold each year per § 33.2-214.3 of the Code of Virginia. The formal public meeting began at 6 p.m. and was preceded by an Open House at 5 p.m. at which each organization made information available for review and comment related to their individual project evaluation processes. The Office of Intermodal Planning and Investment (OIPI) also participated in the Open House portion of the evening with information and opportunities to comment on the next update to VTrans, the statewide multimodal transportation plan.

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,

DRPT.Virginia.gov

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

which will double train capacity over the Potomac. DRPT will provide updates on these projects as they become available.

DRPT has initiated 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 expands the study area to include I-66 Inside the Beltway to consider corridor wide needs and support NVTC's I-66 Commuter Choice Program as well as new consideration of commuter rail which was not considered in the previous study. DRPT held its second Regional Stakeholder Group meeting on May 20 and will continue to meet with the group 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 will present more information on the update to the I-66 Corridor Transit/TDM Plan at a future NVTC meeting.

TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: May 30, 2019

SUBJECT: Executive Director Report

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

A. Executive Director Newsletter

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

This month's newsletter highlights the conclusion of the I-66 Commuter Choice public comment period, events attended by NVTC staff, and proposed legislation on Metro funding reauthorization.

B. NVTC Financial Report

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

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We have all heard the quote that states, “the only thing predictable about life is its unpredictability.” It continues to ring true in the world of regional public transportation, as we continue to move toward new technologies, new partners, and new opportunities. But, these things will take the industry further.

Several events of the last month highlighted the need for the transportation industry to engage – and perhaps embrace - this unpredictability. On April 29, I had the opportunity to join colleagues from across the region at the [Virginia Department of Transportation’s Dialogue on Highway Automation Workshop](#). At first, I was puzzled by the invitation to a highway event. Why should a transit commission engage in these discussions? What would our role be?

It quickly became apparent that automation and the role of automation on our highways has a lot to do with transit. From the potential of connected transit vehicles to data-intensive highway corridors to the nuances of funding eligibility and liability, our public transit fleets need to be engaged in this discussion and partner with our highway administrations. We look forward to continued engagement with VDOT and DRPT on this important topic.

We also saw the launch of a [new mobile ticketing application from our colleagues at DASH this month](#). Just in time for the summer shutdown for the Metrorail Platform Improvement Project, DASH launched its new app that will allow customers to not only connect to DASH bus rides speedily but to also connect to the Potomac Riverboat Company water taxis. This mobile ticketing app demonstrates innovation moving into practice by our transit providers.

Finally, many of the transit innovations mentioned earlier were front and center at this year’s [Virginia Transit Association meeting](#) held in Portsmouth, Virginia last week. Participants had the chance to meet and discuss the opportunities and challenges of autonomous transit vehicles, integrated mobility, the ‘gig economy’ and at a session facilitated by NVTC staff, the progress in mobile ticketing.

Unpredictability is truly predictable. As we see all these new technologies and innovations coming into the transit space, let’s both embrace and learn from it.



Executive Director

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Key Dates

| | |
|------------|---|
| June 6 | NVTC Monthly Meeting |
| June 13 | WMATA Board Meeting |
| June 18-19 | CTB Monthly Meeting |
| June 19 | Transportation Planning Board |
| June 21 | VRE Operations Board Meeting |
| June 27 | WMATA Board Meeting |
| June 27 | NVTC WMATA Committee |
| July 11 | NVTC Monthly Meeting |

I-66 Commuter Choice Public Comment Wraps Up

NVTC received over 100 public comments for the [FY2020 I-66 Commuter Choice](#) program public comment period that wrapped in May. Comments from people across Northern Virginia highlighted sound interest in supporting projects that improved access to transit, like bike infrastructure and bike share, and projects that provide new and enhanced bus service to the region. Local citizens and representatives from nonprofit organizations engaged in the process through public statements during the two hearings held on May 2 and May 13 respectively. NVTC Chair Matt Letourneau

presented opening remarks on NVTC and its administration of the Commuter Choice program alongside other state transportation leaders from the Commonwealth Transportation Board (CTB), Department of Rail and Public Transportation (DRPT), Virginia Department of Transportation (VDOT), and the Virginia Railway Express (VRE). The final list of projects (up to \$20 million) will be presented for approval to the Commission at the June meeting and then for final approval at the CTB action meeting later in the month.

Thank you for your comments!



I-395/95 Commuter Choice Update

NVTC received applications for eligible projects for the inaugural round of the [I-395/95 Commuter Choice program](#). The I-395/95 Commuter Choice program began when NVTC, OmniRide/PRTC, DRPT, VDOT and the Commonwealth signed a Memorandum of Agreement (MOA) providing a minimum of \$15 million annually to fund transit-related improvements on the I-395/95 corridor. The scoring methodology for the initial round of funding focuses on projects that are operational on or near the first day of tolling, currently scheduled for late October. The deadline for applications was Wednesday, May 15. Seventeen applications were submitted by eight unique applicants with a total request for \$31.3 million.



Northern Virginia Spring Joint Transportation Meeting

NVTC joined our Northern Virginia regional partners in May for the annual Northern Virginia Spring Transportation Meeting on May 13. The legislatively-mandated meeting served as the joint public hearing featuring NVTC, the Northern Virginia Transportation Authority (NVTA), Virginia Railway Express, VDOT, DRPT and the Commonwealth Transportation Board. Staff from each organization presented their projects in an open house followed by a public hearing where elected officials and members of the public could voice their thoughts and concerns to the panel consisting of representatives from each organization. The hearing also served as the final public hearing for the I-66 Commuter Choice FY 2020 public comment period. The

meeting was presided by Virginia Secretary of Transportation Shannon Valentine.



NVTC And DRPT Present to the CTB

NVTC Executive Director Kate Mattice and Virginia Department of Rail and Public Transportation's Jennifer DeBruhl updated the Commonwealth Transportation Board (CTB) on the I-66 Commuter Choice program at the CTB's May workshop on May 14. Their presentation highlighted details about the scored projects, the status of public comment received to date, and the upcoming steps as the project moves into its 3rd round of projects. The board was excited to hear about the large amount of public comments submitted. DRPT Director Jennifer Mitchell was particularly interested in comments received that could help guide the upcoming Outside the Beltway program. A final list of proposed projects will be presented to the CTB at their action meeting in June.



NVTC Staff Attend VRE/MARC Integration Panel

NVTC's Matt Cheng and Joey de St. Aubin attended a regional discussion about the future of through service integration between MARC and VRE. The event, which was hosted by Greater Greater Washington on April 30, was anchored by a panel featuring VRE's Marc Schofield, Prince George's Dannielle Glaros, and Herb Harris from the Brotherhood of Locomotive Engineers and Trainmen. The discussion centered on the opportunities and challenges of integration between the region's commuter rail systems and what might such expanded service look like. The key to such service, as stressed by all panelist, was increasing the capacity on the Long Bridge as it currently has no ability to carry any

additional trains. The panel discussion was followed by questions and discussion from the audience.



Federal Subsidies to Metro Introduced on The Hill

Legislation reauthorizing and increasing federal financial support for Metro was introduced to both houses of Congress in May. In the Senate, Virginia Senators Mark Warner and Tim Kaine are joining with their Maryland counterparts to [introduce a bill](#) reauthorizing the federal subsidy for Metro that was created by the Passenger Rail Investment and Improvement Act (PRIIA) of 2008. The bill would increase the subsidy to \$200 million a year, up from \$150 million under PRIIA. Most of the additional funds, \$45 million, would be set aside for capital spending and preventive maintenance, the remaining \$5 million would help to fund the Office of the Inspector General (OIG). In the House, Representative Gerry Connolly of Northern Virginia joined with all other members of the National Capital Region delegation to file a reauthorization [bill of their own](#). Under their proposal, WMATA funding under PRIIA would be reauthorized at \$2 billion over 10 years beginning in FY2020. The \$150 million per year federal commitment would be available for capital expenses contingent upon a 50 percent match from the local jurisdictions. An additional \$50 million per year would be for operating expenses, \$10 million of which would be dedicated to the WMATA Office of the Inspector General (OIG). Unlike the Senate

bill, the House bill also includes the possibility of an additional \$100 million in annual federal capital funding for 20 years, provided continued investment from local jurisdictions and performance standards are met. The Senate proposal would block the federal subsidy if Metro buys its next generation of rail cars from China. Northern Virginia House Representatives have also voiced support for the block. NVTC staff will continue to monitor the developments of both pieces of legislation.



NVTC Participates In Bike to Work Day

On Friday, May 17, experienced and new riders alike participated in the region's annual [Bike to Work Day](#) festivities. The event encourages people to give biking to work a try and celebrates people who already regularly use pedal power. Across the region, 115 'pit stops' promoted bicycle culture and handed out 'Bike to Work Day' T-shirts to those that registered in advance. Each pit stop featured local giveaways and upbeat music bringing a little joy to the morning and afternoon commutes. NVTC staff engaged with over 75 participants, sharing information about the Commission and its programs.



Pentagon Commuter Improvements Open

The reconfigured Pentagon south parking lots and commuter improvements project celebrated its completion in May. The ceremony, attended by representatives of the Pentagon, VDOT, and local jurisdictional staff, marked the opening of new bus-only lanes and reconfigured slug lanes to improve traffic flow into the region's largest building.



Press Conference Held Ahead of Summer Shutdown

The Washington Metropolitan Area Transportation Authority (WMATA) joined with NVTC and our regional partners to hold a press conference during the week leading up to the summer Blue and Yellow Line shutdown. The May 22 conference highlighted the hard work that regional partners had done to prepare travel alternatives during the shutdown, which is needed to repair crumbling and wheelchair inaccessible platforms. In particular, WMATA Board Member Paul Smedberg highlighted the work of our own Matt Cheng, who worked with WMATA, transit providers, police departments, and transportation demand management groups across Northern Virginia to ensure that the region will keep moving during the closure. The shutdown began on May 25th and is scheduled to end on September 8th.



NVTC Gets The Word Out On Shutdown Alternatives

NVTC's Matt Cheng, who continues to work tirelessly with our regional partners to prepare for this summer's Blue and Yellow Line shutdown, [published a blog](#) for the Arlington Chamber of Commerce on May 8 highlighting the alternatives and options available for displaced riders. The article focuses on the free shuttles provided by

WMATA, the enhanced Metrobus service on existing routes, and expanded service by local providers in Northern Virginia. Cheng also encourages regional employers to allow teleworking flexibility during the shutdown and touted the teleworking assistance services of Arlington Transportation Partners.

Northern Virginia Supplemental Service

Alexandria/DASH

- Enhanced AT3 & AT4 Service
- Expanded King Street Trolley and Water Taxi Service
- Bus & HOV changes on Washington St

Fairfax Connector

- Additional 393/394 Express Bus Service
- Promotion of existing Connector routes and Fairfax commuter options

OmniRide/PRTC

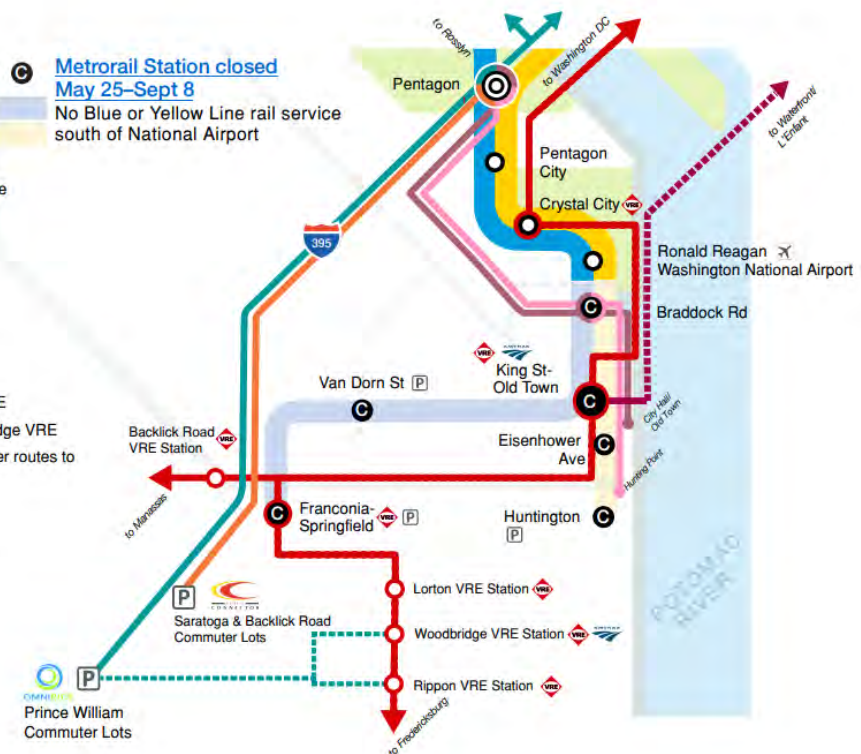
- Free Shuttle - Dale City Commuter Lot to Rippon VRE
- Free Shuttle - Lake Ridge Commuter Lot to Woodbridge VRE
- Promotion of existing, underutilized express commuter routes to Pentagon, Rosslyn, DC

Virginia Railway Express (VRE)

- Utilization/promotion of existing train capacity at Franconia-Springfield and King-Street/Old Town Stations
- Subsidized Amtrak step-up fare available



Source: CTB Supplemental Service Plan



Capital Bikeshare



In May, Falls Church became the [7th jurisdiction to join the Capital Bikeshare network](#) with the addition of 11 bikeshare stations at key points throughout the city, including West Falls Church Metro station. The expansion of the system was aided by toll revenues from the I-66 Commuter Choice program as it aims to improve access to Metro and other destinations for commuters in the city and along the I-66 corridor. The 11 Falls Church stations will bring the total number of Capital Bikeshare stations in the Capital Region to over 550.



Arlington County



Arlington County is seeking public feedback on its shared mobility devices pilot which began last October. The pilot permitted a limited number of dockless bikes and e-scooters to operate on Arlington streets. The feedback received will help Arlington County officials to determine the effects of the pilot and decide the future of such devices in the County. The survey can be found [here](#).



Sustainable Transportation Competition



Zach Smith, a Program Analyst at NVTC, volunteered to judge a [national transportation competition](#) for middle school students in May. The event, called the Garrett Morgan Sustainable Transportation Competition features teams of middle schoolers who create a sustainable transportation project to submit to the U.S. Department of Transportation. The winning team will receive a \$1,000 cash prize and a trip to San Jose, CA to be honored at the Mineta Transportation Institute awards banquet.



DASH



Alexandria's DASH and the Center for Transportation and the Environment (CTE) have joined forces to conduct a [zero-emission bus fleet feasibility and planning study](#). The study will evaluate the economic cost, risks, and performance of transitioning to an all zero-emissions fleet and the steps that would be needed to achieve that goal. This study builds on prior work by DASH to gain a better understanding of various types of low- to zero-emission bus technology.

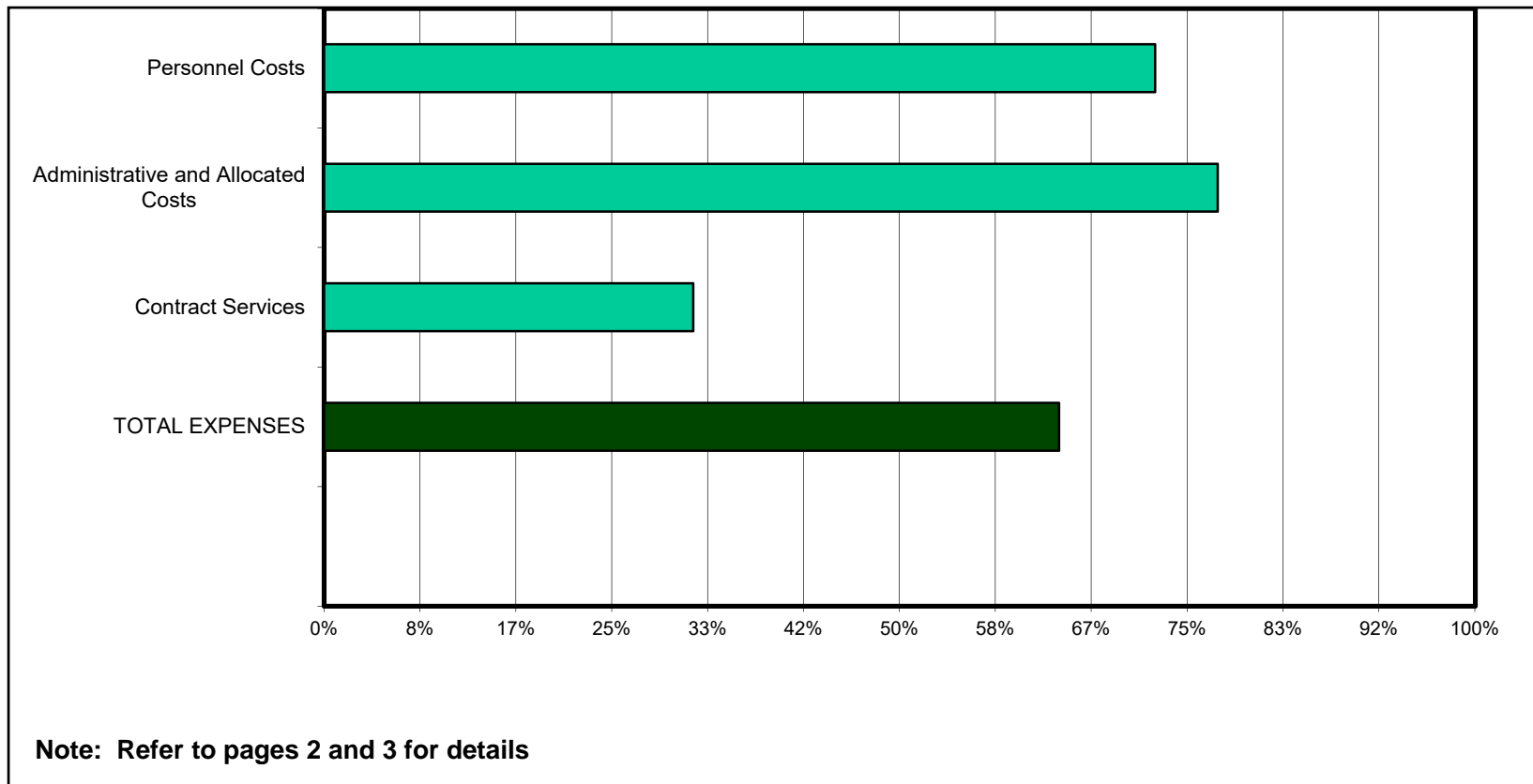


Northern Virginia Transportation Commission

Financial Reports

April, 2019

Percentage of FY 2019 NVTC Administrative Budget Used
April 2019
(Target 83.3% or less)



NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
April 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 | \$ 126,650.52 | \$ 1,178,963.81 | \$ 1,634,700.00 | \$ 455,736.19 | 27.9% |
| Temporary Employee Services | - | - | - | - | |
| Total Personnel Costs | <u>126,650.52</u> | <u>1,178,963.81</u> | <u>1,634,700.00</u> | <u>455,736.19</u> | <u>27.9%</u> |
| <u>Benefits</u> | | | | | |
| Employer's Contributions: | | | | | |
| FICA | 10,014.41 | 83,473.12 | 110,300.00 | 26,826.88 | 24.3% |
| Group Health Insurance | 10,195.07 | 89,222.95 | 157,300.00 | 68,077.05 | 43.3% |
| Retirement | 11,747.00 | 117,470.00 | 126,900.00 | 9,430.00 | 7.4% |
| Workmans & Unemployment Compensation | 124.91 | 1,159.36 | 5,600.00 | 4,440.64 | 79.3% |
| Life Insurance | - | 3,258.52 | 6,200.00 | 2,941.48 | 47.4% |
| Long Term Disability Insurance | 596.73 | 5,754.30 | 7,900.00 | 2,145.70 | 27.2% |
| Total Benefit Costs | <u>32,678.12</u> | <u>300,338.25</u> | <u>414,200.00</u> | <u>113,861.75</u> | <u>27.5%</u> |
| <u>Administrative Costs</u> | | | | | |
| Commissioners Per Diem | 850.00 | 10,150.00 | 13,700.00 | 3,550.00 | 25.9% |
| <i>Rents:</i> | <i>23,417.15</i> | <i>212,781.04</i> | <i>256,000.00</i> | <i>43,218.96</i> | <i>16.9%</i> |
| Office Rent | 21,246.65 | 196,043.99 | 236,300.00 | 40,256.01 | 17.0% |
| Parking & Transit Benefits | 2,170.50 | 16,737.05 | 19,700.00 | 2,962.95 | 15.0% |
| <i>Insurance:</i> | <i>433.35</i> | <i>5,527.35</i> | <i>7,000.00</i> | <i>1,472.65</i> | <i>21.0%</i> |
| Public Official Bonds | - | 1,800.00 | 2,200.00 | 400.00 | 18.2% |
| Liability and Property | 433.35 | 3,727.35 | 4,800.00 | 1,072.65 | 22.3% |
| <i>Travel:</i> | <i>2,294.35</i> | <i>22,786.38</i> | <i>35,900.00</i> | <i>13,113.62</i> | <i>36.5%</i> |
| Conference / Professional Development | 945.67 | 10,872.74 | 19,800.00 | 8,927.26 | 45.1% |
| Non-Local Travel | 652.41 | 1,853.34 | 4,300.00 | 2,446.66 | 56.9% |
| Local Travel, Meetings and Related Expenses | 696.27 | 10,060.30 | 11,800.00 | 1,739.70 | 14.7% |
| <i>Communication:</i> | <i>2,534.52</i> | <i>11,615.31</i> | <i>14,700.00</i> | <i>3,084.69</i> | <i>21.0%</i> |
| Postage | 12.35 | 1,181.22 | 1,500.00 | 318.78 | 21.3% |
| Telephone and Data | 2,522.17 | 10,434.09 | 13,200.00 | 2,765.91 | 21.0% |
| <i>Publications & Supplies</i> | <i>1,225.38</i> | <i>21,366.84</i> | <i>32,000.00</i> | <i>10,633.16</i> | <i>33.2%</i> |
| Office Supplies | 1,080.75 | 2,585.07 | 2,700.00 | 114.93 | 4.3% |
| Duplication and Paper | 144.63 | 8,686.77 | 9,300.00 | 613.23 | 6.6% |
| Public Engagement | - | 10,095.00 | 20,000.00 | 9,905.00 | 49.5% |

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

| | <u>Current Month</u> | <u>Year To Date</u> | <u>Annual Budget</u> | <u>Balance Available</u> | <u>Balance %</u> |
|---|---------------------------------|--------------------------------|---------------------------------|-------------------------------------|-----------------------------|
| <i>Operations:</i> | 6,201.04 | 21,368.98 | 36,800.00 | 15,431.02 | 41.9% |
| Furniture and Equipment (Capital) | 4,406.20 | 10,873.30 | 20,100.00 | 9,226.70 | 45.9% |
| Repairs and Maintenance | (50.00) | 688.50 | 1,000.00 | 311.50 | 31.2% |
| Computer Operations | 1,844.84 | 9,807.18 | 15,700.00 | 5,892.82 | 37.5% |
| <i>Other General and Administrative:</i> | 541.79 | 8,649.77 | 8,700.00 | 50.23 | 0.6% |
| Memberships | 80.75 | 1,185.25 | 1,400.00 | 214.75 | 15.3% |
| Fees and Miscellaneous | 461.04 | 5,544.52 | 5,800.00 | 255.48 | 4.4% |
| Advertising (Personnel/Procurement) | - | 1,920.00 | 1,500.00 | (420.00) | -28.0% |
| Total Administrative Costs | <u>37,497.58</u> | <u>314,245.67</u> | <u>404,800.00</u> | <u>90,554.33</u> | <u>22.4%</u> |
| <u>Contracting Services</u> | | | | | |
| Auditing | - | 17,710.00 | 31,200.00 | 13,490.00 | 43.2% |
| Contract Services and Support - Commuter Choice | 5,741.26 | 80,812.71 | 527,800.00 | 446,987.29 | 84.7% |
| Contract Services and Support - Other | 3,750.00 | 101,343.19 | 120,000.00 | 18,656.81 | 15.5% |
| Legal | 2,916.67 | 29,166.70 | 35,000.00 | 5,833.30 | 16.7% |
| Total Contract Services | <u>12,407.93</u> | <u>229,032.60</u> | <u>714,000.00</u> | <u>484,967.40</u> | <u>67.9%</u> |
| Total Gross G&A Expenses | <u>\$ 209,234.15</u> | <u>\$ 2,022,580.33</u> | <u>\$ 3,167,700.00</u> | <u>\$ 1,145,119.67</u> | <u>36.1%</u> |

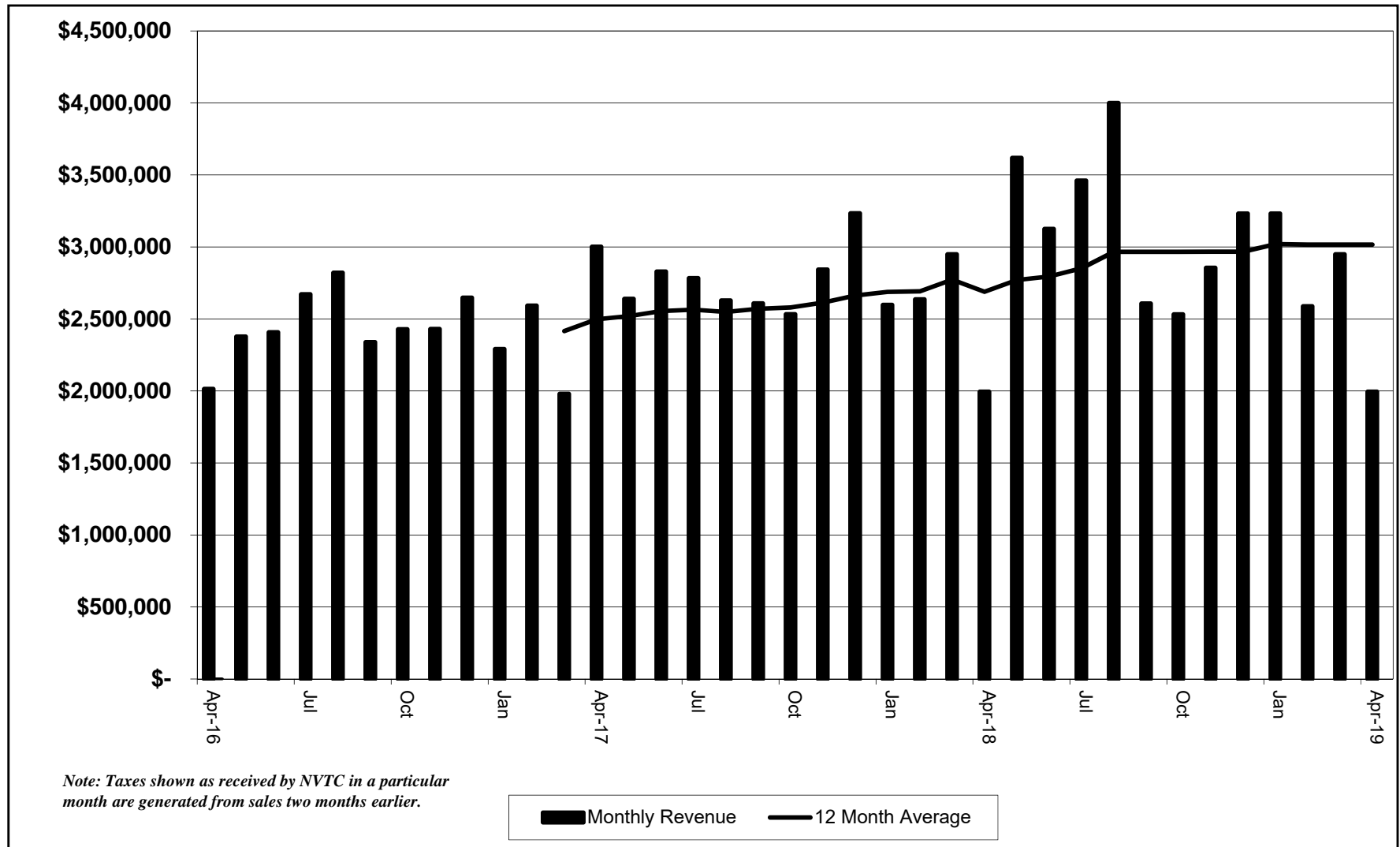
NVTC
RECEIPTS and DISBURSEMENTS
April 2019

| | | | Wells Fargo | Wells Fargo | Virginia LGIP | |
|-----------------------------------|---------------|--|-----------------|--------------|-----------------|--------------------|
| Date | Payer / Payee | Purpose | Checking | Savings | G&A / Project | Trusts |
| RECEIPTS | | | | | | |
| 1 | DMV | Motor Vehicle Fuels Sales tax receipts | | | | \$ 2,951,427.17 |
| 1 | Alexandria | G&A contribution | | \$ 9,922.25 | | |
| 1 | DMV | CROC funding receipt | | | \$ 1,250,000.00 | |
| 5 | DRPT | Capital grant receipt - Falls Church | | | | \$ 1,159.00 |
| 5 | DRPT | Capital grant receipt - Falls Church | | | 4,703.00 | |
| 5 | DRPT | Capital grant receipt - VRE | | | 156,914.00 | |
| 10 | FTA | Grant receipt - Falls Church | | | 18,813.00 | |
| 17 | VRE | Staff support | | 7,168.87 | | |
| 17 | Docushread | Refund | | 100.00 | | |
| 17 | Staff | Expense reimbursement | | 2.00 | | |
| 18 | VDOT | I-66 toll revenue receipt | | | 3,505,204.00 | |
| 22 | DRPT | Capital grant receipt - VRE | | | 49,888.00 | |
| 22 | DRPT | Capital grant receipt - Arlington | | | | 21,407.00 |
| 22 | DRPT | Capital grant receipt | | | | 25,721.00 |
| 23 | DRPT | Capital grants receipts - VRE | | | 7,206.00 | |
| 23 | DRPT | Intern grant receipt | | | 5,735.00 | |
| 24 | DRPT | Capital and operating assistance - WMATA | | | | 12,856,088.00 |
| 29 | DRPT | Capital grant receipt - VRE | | | 870,870.00 | |
| 30 | DRPT | Capital grants receipts - VRE | | | 380,506.00 | |
| 30 | Banks | Investment earnings | | 22.89 | 45,203.38 | 263,150.60 |
| | | | - | 17,216.01 | 6,295,042.38 | 16,118,952.77 |
| DISBURSEMENTS | | | | | | |
| 1-30 | Various | G&A expenses | (280,003.65) | | | |
| 1 | VRE | CROC funding | | | (1,250,000.00) | |
| 1 | WMATA | Metrobus operating | | | | (23,371,682.00) |
| 1 | WMATA | Metroaccess operating | | | | (3,593,004.00) |
| 1 | WMATA | Metrorail operating | | | | (22,677,235.00) |
| 1 | WMATA | CIP funding | | | | (6,839,391.00) |
| 1 | WMATA | Project development | | | | (6,334.00) |
| 1 | WMATA | Debt service | | | | (2,949,284.00) |
| 5 | VRE | Grant revenue | | | (156,914.00) | |
| 8 | Falls Church | Other capital | | | | (1,159.00) |
| 8 | Falls Church | Costs incurred | | | (23,516.00) | |
| 10 | Kimley-Horn | Consulting - Fare collection project | (21,669.99) | | | |
| 12 | Falls Church | Commuter choice project reimbursement | | | (211,000.00) | |
| 22 | VRE | Grant revenue | | | (49,888.00) | |
| 23 | VRE | Grant revenue | | | (7,206.00) | |
| 29 | VRE | Grant revenue | | | (870,870.00) | |
| 30 | VRE | Grant revenue | | | (380,506.00) | |
| 30 | Banks | Service charges | (53.46) | (13.38) | | |
| | | | (301,727.10) | (13.38) | (2,949,900.00) | (59,438,089.00) |
| TRANSFERS | | | | | | |
| 24 | Transfer | From LGIP to checking | 200,000.00 | | (200,000.00) | |
| | | | 200,000.00 | - | (200,000.00) | - |
| NET INCREASE (DECREASE) FOR MONTH | | | | | | |
| | | | \$ (101,727.10) | \$ 17,202.63 | \$ 3,145,142.38 | \$ (43,319,136.23) |

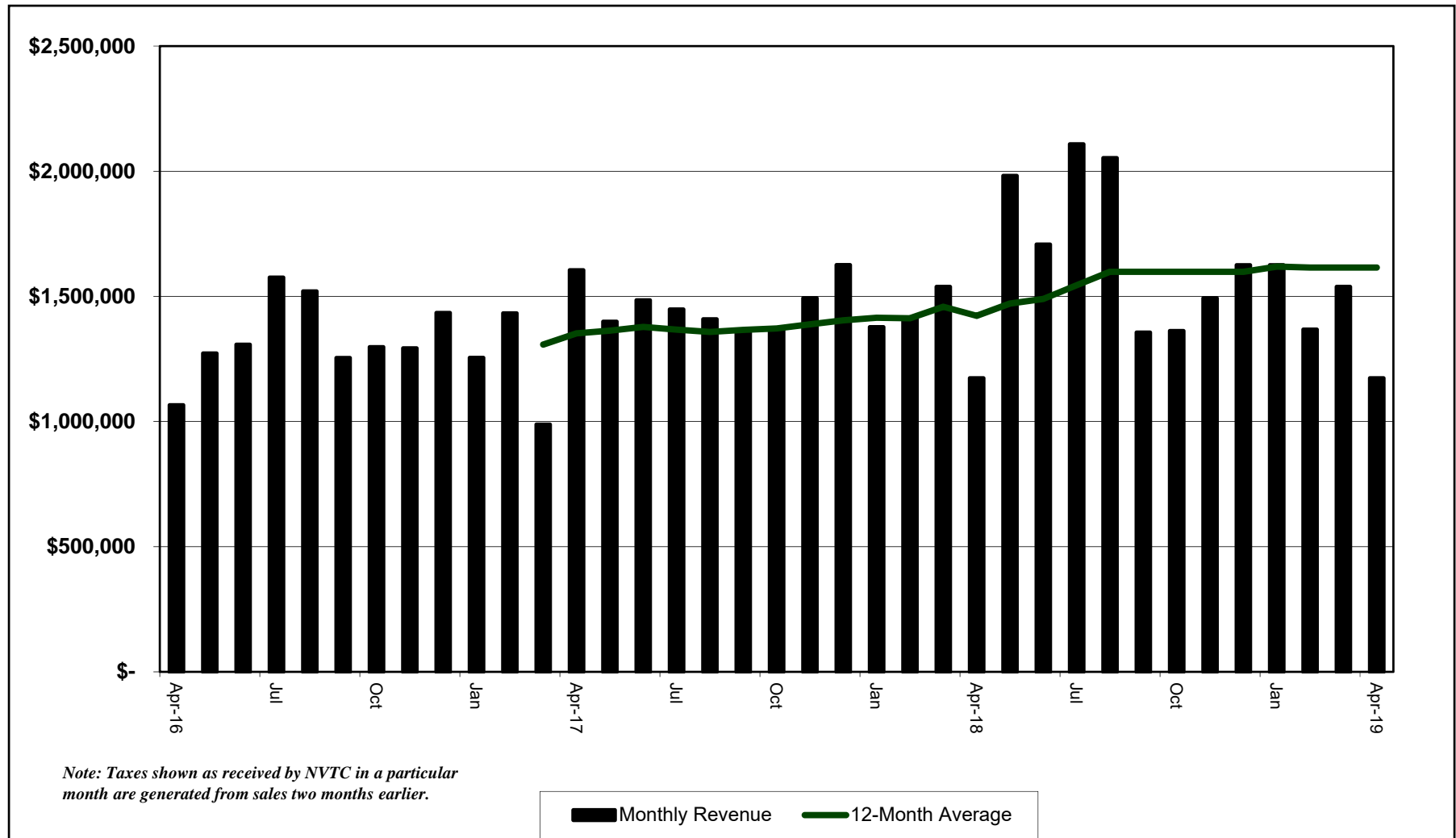
**NVTC
INVESTMENT REPORT
April 2019**

| Type | Rate | Balance 3/31/2019 | Increase (Decrease) | Balance 4/30/2019 | Balance | | | |
|--|--------|--------------------------|---------------------------|--------------------------|-------------------------|-----------------------------|-------------------------|--|
| | | | | | NVTC G&A/Project | Jurisdictions Trust Fund | Loudoun Trust Fund | |
| <u>Cash Deposits</u> | | | | | | | | |
| Wells Fargo: NVTC Checking | N/A | \$ 239,049.72 | \$ (101,727.10) | \$ 137,322.62 | \$ 137,322.62 | \$ - | \$ - | |
| Wells Fargo: NVTC Savings | 0.200% | 125,882.49 | 17,202.63 | 143,085.12 | 143,085.12 | - | - | |
| <u>Investments</u> | | | | | | | | |
| Bank of America: Virginia Local Government Investment Pool (LGIP) | 2.608% | 197,778,699.87 | (40,173,993.85) | 157,604,706.02 | 23,156,027.46 | 105,294,295.60 | 29,154,382.96 | |
| | | <u>\$ 198,143,632.08</u> | <u>\$ (40,258,518.32)</u> | <u>\$ 157,885,113.76</u> | <u>\$ 23,436,435.20</u> | <u>\$ 105,294,295.60</u> | <u>\$ 29,154,382.96</u> | |

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



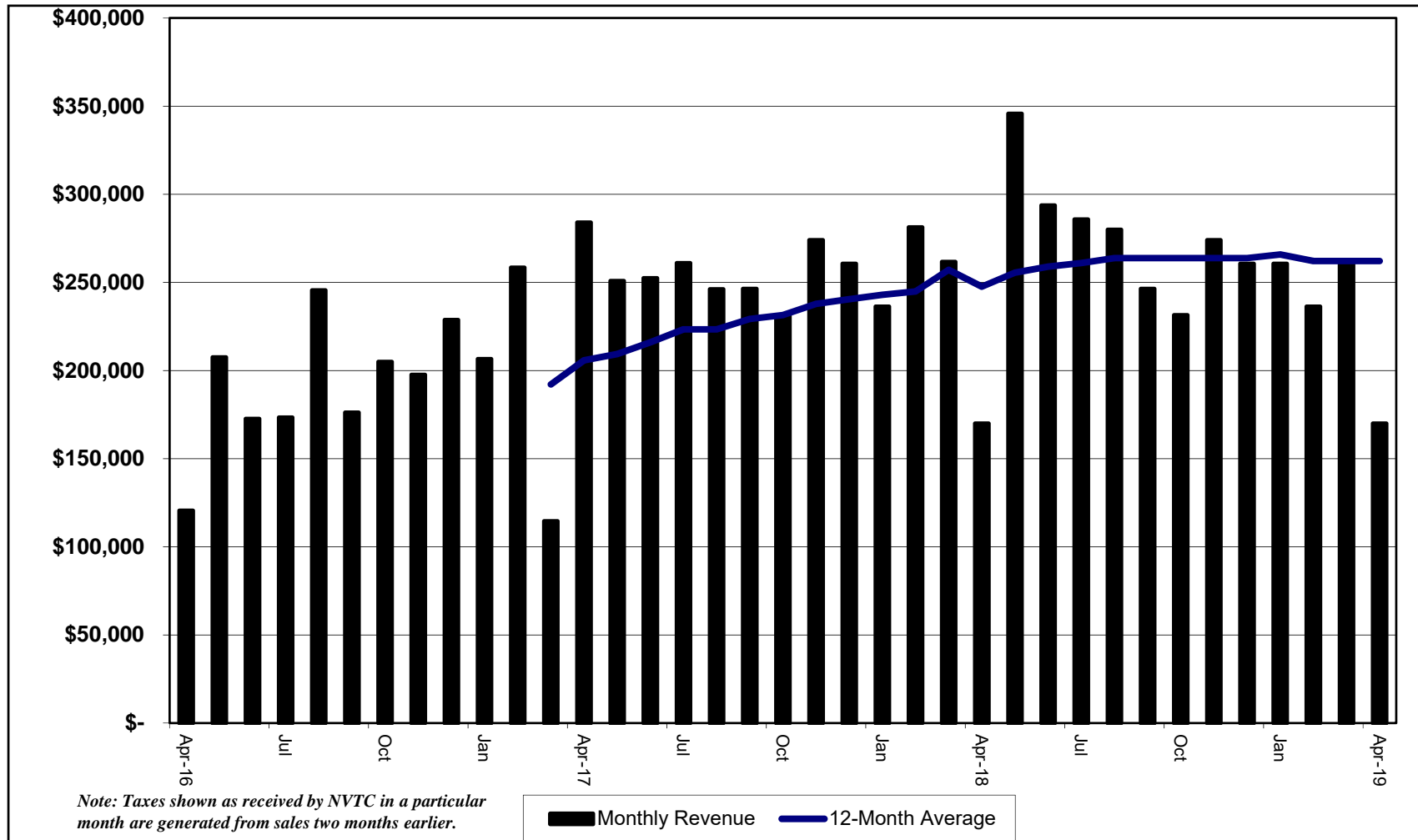
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2016-2019



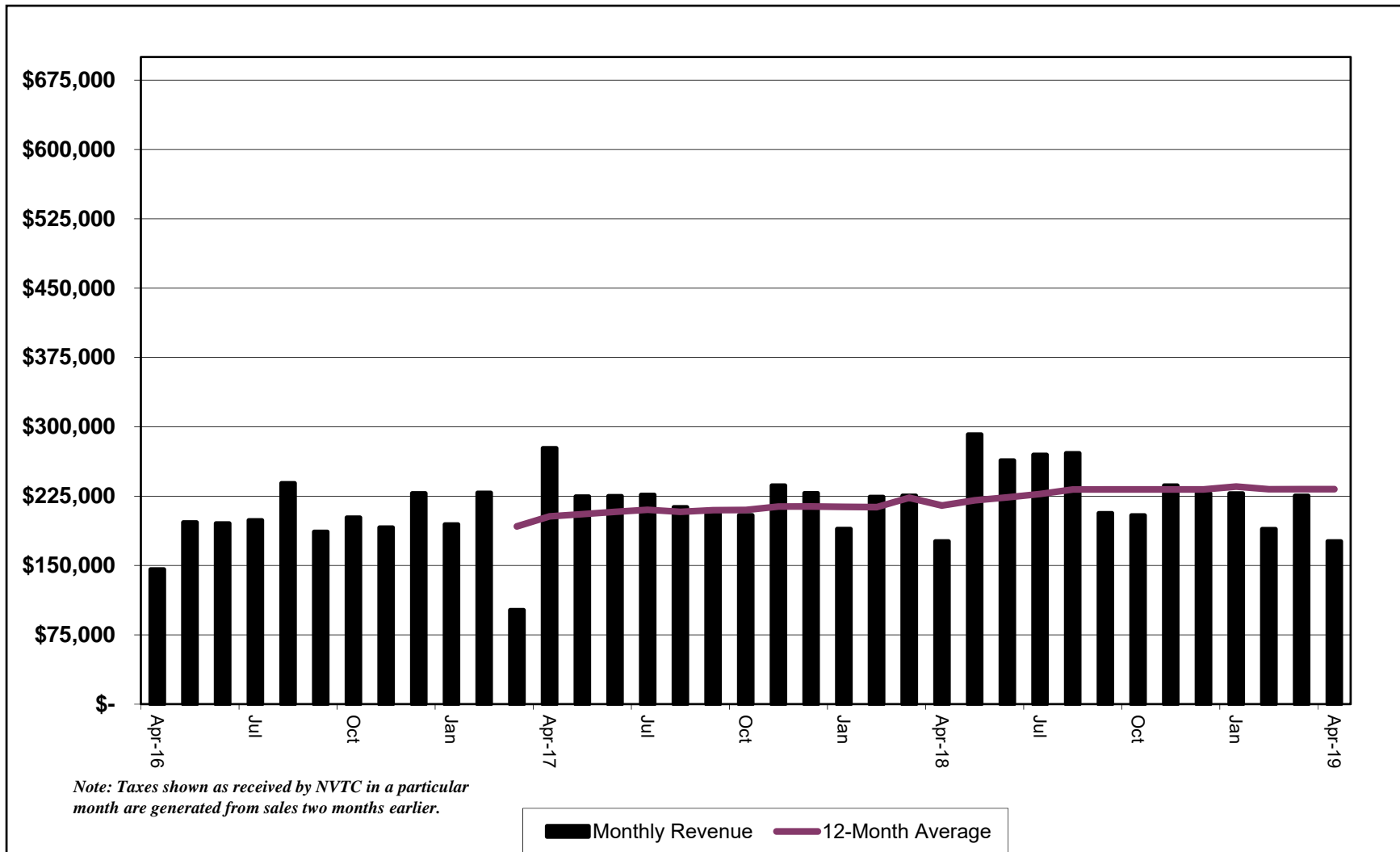
NVTC MONTHLY GAS TAX REVENUE

CITY OF ALEXANDRIA

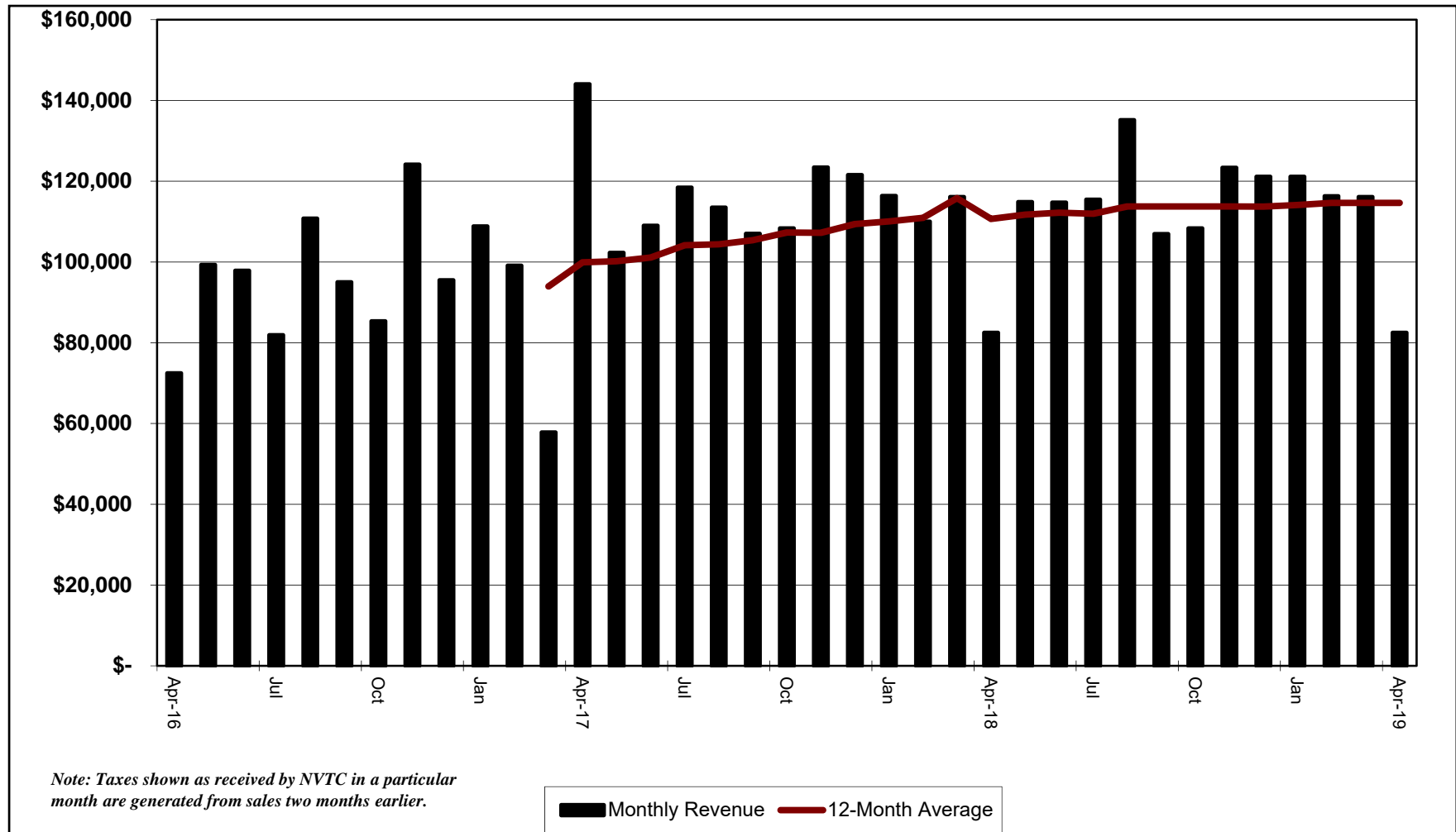
FISCAL YEARS 2016-2019



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



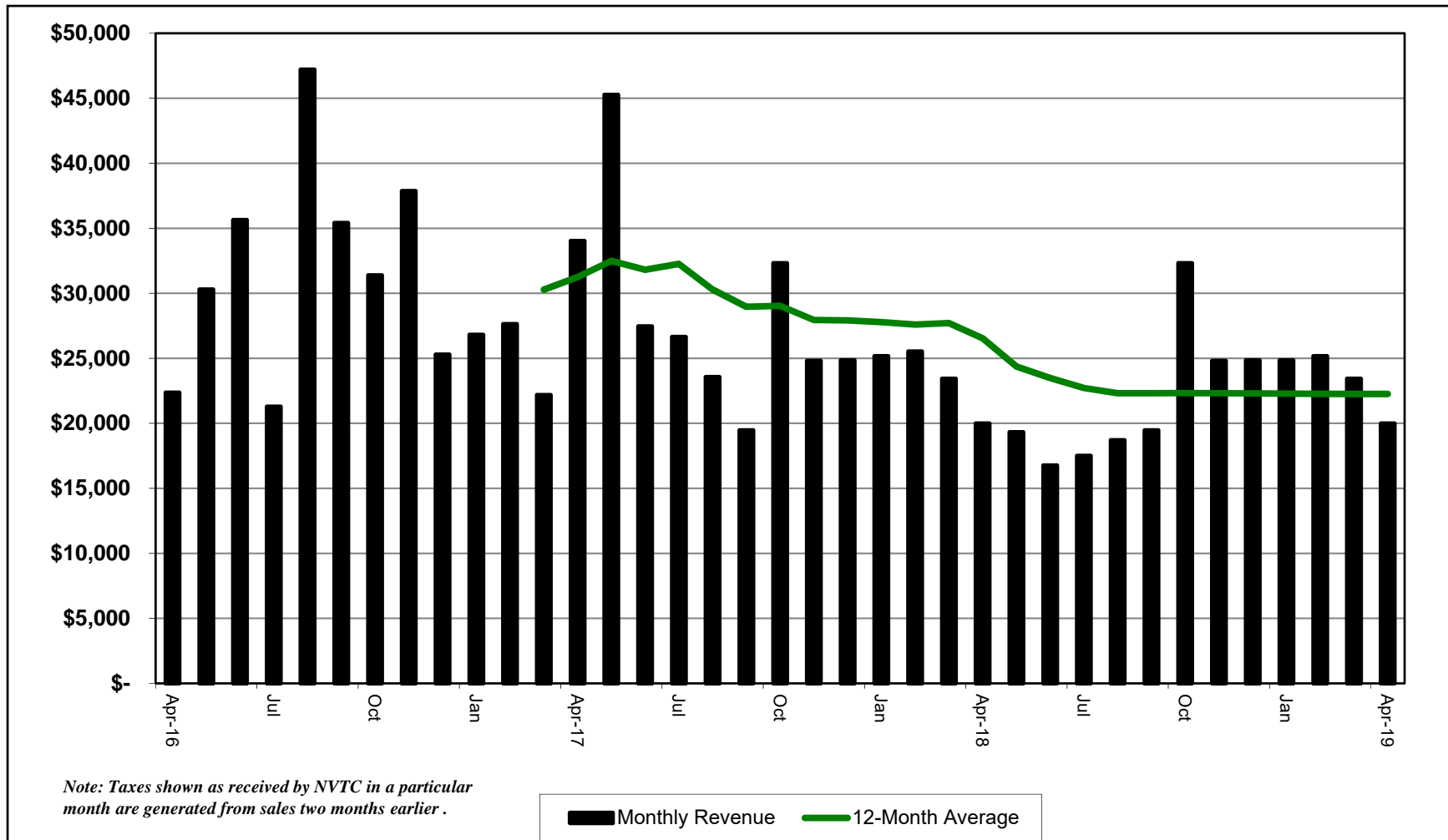
NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2016-2019



NVTC MONTHLY GAS TAX REVENUE

CITY OF FALLS CHURCH

FISCAL YEARS 2016-2019



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

