



**NVTC PROGRAM ADVISORY COMMITTEE MEETING
THURSDAY, FEBRUARY 7, 2019**

**Please Note Location: NVTC Office Suite #620
2300 Wilson Blvd, Arlington, VA 22201**

6:00 P.M.

AGENDA

1. Overview of Committee Structure and Scope
2. Commuter Choice
 - A. Overview of I-395/95 Program
 - B. Update on I-66 Program
3. NVTC Transit Resource Center
4. Other Business

Members:

David Snyder, Chair
Elizabeth Bennett-Parker
John Foust
Libby Garvey
David Meyer
Ron Meyer

Program Advisory Committee
Excerpt from NVTC By-Laws (October 2018)

10. COMMITTEES

A. General Provisions

- (1) The Commission shall, at its January annual organizational meeting, or thereafter, establish such committees as it deems appropriate. Such committees shall continue throughout the calendar year unless dissolved. The Commission shall designate the chairman and membership of each such committee unless expressly provided for elsewhere in these By-Laws.
- (2) Excluding the Executive Committee, the Commission chairman shall not also serve as the chairman of a committee unless determined otherwise by an affirmative vote that includes (a) not less than two-thirds of the Commission members present and voting and (b) Commission members from not less than two thirds of the member jurisdictions.
- (3) To encourage participation by all member jurisdictions, the Commission shall strive to distribute Commission leadership and committee leadership and membership among all members from the member jurisdictions.
- (4) All committees shall adhere to all open meeting requirements contained in the Virginia Code including those pertaining to notice, minutes, and public attendance. All members of NVTC are eligible to attend meetings of all NVTC's committees and subcommittees, including closed meetings, but only committee members shall be eligible to vote at committee meetings.

E. Program Advisory Committee

- (1) Membership: There shall be a Program Advisory Committee consisting of a chairman and Commission members drawn from member jurisdictions in a representative manner.
- (2) Charge: The Program Advisory Committee shall:
 - (a) Provide leadership and guidance in the development and implementation of Commission-administered programs including but not limited to the Commuter Choice program.
 - (b) Discuss and recommend to the Commission policies and the annual program for projects under the Commission's discretionary programs such as I-66 Commuter Choice and I-395/I-95 Commuter Choice.
- (3) Meetings: The Program Advisory Committee shall meet as necessary to align with the processes and decisions associated with the various policy and programs it oversees and Commission decisions related to them.



Adopted 11-06-14

POLICY GOVERNING ELECTRONIC PARTICIPATION IN NVTC COMMITTEE MEETINGS

Occasions may arise when a Commissioner of the Northern Virginia Transportation Commission (NVTC) is unable to be physically present at a committee meeting. Under certain circumstances, Virginia law permits members to participate in meetings through electronic means such as telephone and video conferencing. The law limits the instances in which this may occur, prescribes procedures that must be followed when a member participates in a meeting through electronic means, and requires that a written policy governing such participation be adopted. This Policy, as hereafter set forth, sets forth the instances when a Commissioner may participate in a NVTC committee meeting electronically and the procedures that apply.

Circumstances When Electronic Participation Is Permitted

A Commissioner may participate in a NVTC committee meeting through electronic means from a remote location not open to the public under the following circumstances:

1. A Commissioner shall notify the Chair on or before the day of the meeting that such Commissioner is unable to attend the committee meeting due to an emergency or personal matter, and shall identify with specificity the nature of the emergency or personal matter. NVTC shall record the specific nature of the emergency or personal matter and the remote location from which the Commissioner participated. If the Commissioner's participation from a remote location is disapproved because such participation would violate the provisions of this Policy, such disapproval shall be recorded.
2. Such participation by the Commissioner shall be limited each calendar year to two committee meetings or 25 percent of the meetings, whichever is fewer.
3. A Commissioner may notify the Chair that such Commissioner is unable to attend a committee meeting due to a temporary or permanent disability or other medical condition that prevents the Commissioner's physical attendance. NVTC shall record this fact and the remote location from which the Commissioner participated.

Procedural Requirements

Participation by a Commissioner of NVTC as authorized above shall be only under the following conditions:

1. A quorum of NVTC is physically assembled at the primary or central meeting location.
2. NVTC is able to make arrangements for the voice of the committee member who is participating remotely to be heard by all persons at the primary or central meeting location.
3. This Policy shall be applied strictly and uniformly, without exception, to all Commissioners and without regard to the identity of the Commissioner requesting to participate remotely or the matters that will be considered at the committee meeting.



Adopted 11-06-14

GUIDELINES FOR NVTC's POLICY GOVERNING ELECTRONIC PARTICIPATION IN COMMITTEE MEETINGS

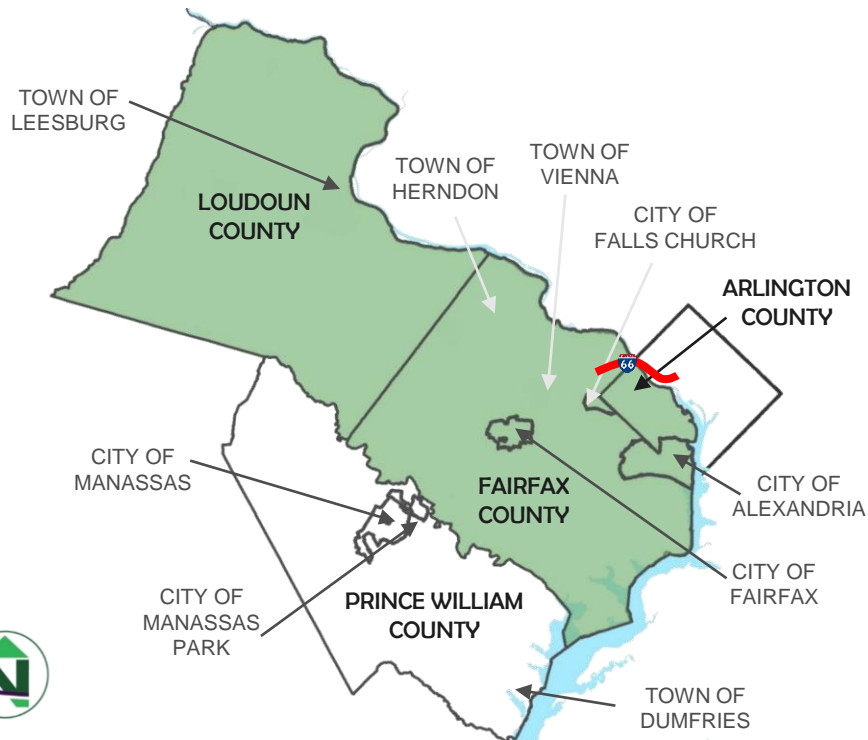
The determination of whether requests by Commissioners to participate in NVTC committee meetings from remote locations complies with NVTC's Policy Governing Electronic Participation in Meetings ("Policy") shall be made by the NVTC Chair subject to final approval by the Commission. The following guidelines shall be used by the Chair and NVTC in considering and acting upon requests:

1. The policy applies only to NVTC committee meetings when the technology is available to accommodate remote participation, which includes NVTC's conference room (Suite #620, 2300 Wilson Blvd., Arlington VA).
2. Notification of the request to participate electronically shall be provided by the Commissioner seeking to participate remotely to the Chair at the earliest practicable time not later than eight hours before the meeting start time. It may be provided verbally but should be followed up in writing as soon as possible.
3. The Commissioner may participate in the committee meeting, including work sessions and closed sessions, using all available electronic means including telephone and video conferencing provided the Commissioner participating remotely can be heard by all those in attendance at the location of the meeting. In the event that the means used for participation in the meeting, or other circumstances at the remote location, are disruptive to the meeting, the Chair, subject to Commission approval, may deny or withdraw the approval to participate remotely, including during the meeting. While not required, the Commissioner participating remotely is encouraged to view the meeting via television or the internet to the extent it is available.
4. For purposes of the Policy, the term "emergency" shall have its common meaning including dictionary definitions defining the term as: "a dangerous or serious situation, such as an accident, that happens suddenly or unexpectedly and needs immediate action." (Cambridge online dictionary).
5. For purposes of the Policy, a personal matter includes circumstances that prevent a member from physically attending a meeting including personal and business travel.

6. For purposes of the Policy, a temporary or permanent disability and a medical condition that prevents physical attendance at the meeting should be evident based on the nature of the disability or the condition.
7. The Commissioner requesting to participate electronically shall provide sufficient specificity as to the nature of the emergency or personal matter as is necessary for the Chair, and the Commission, to determine whether the circumstances warrant remote participation.
8. Medical verification of a medical condition or physical disability shall not be required.
9. More than one Commissioner may participate electronically at the same meeting.
10. Remote participation shall be permitted only under circumstances where all attendees at the regular meeting location, including the public, can, at a minimum, hear and possibly see the remote member.
11. NVTC's Commission Secretary shall be responsible for documenting the request to participate electronically, the reasons why it is necessary, the remote location from which the Commissioner participated electronically, and the Commission's approval or disapproval.
12. NVTC's Commission Secretary shall be responsible for ensuring a Commissioner does not participate electronically for emergency or personal reasons more than two times per calendar year.



I-66 Commuter Choice Program



- Projects must benefit the toll payers of I-66 inside the Beltway
- All applications are scored for how well they move people through the corridor, help reduce congestion, and help address diversion
- Eligible applicants include the jurisdictions in Planning District 8 and agencies providing public transportation within those jurisdictions (VRE, WMATA, PRTC/OmniRide)
- Funding availability varies each year; FY2020 program estimated to be \$20 million
- Application period opens in fall (Oct –Jan)
- CTB approves project list each June



I-395/95 Commuter Choice Program

- Projects must benefit the toll payers of I-395 Express Lanes
- All applications are scored for how well they move people through the corridor, help reduce congestion, and help address diversion
- Eligible applicants include the jurisdictions in NVTC and PRTC (Planning District 8 south to Spotsylvania, as well as agencies providing public transportation within those jurisdictions (VRE, WMATA, PRTC/OmniRide)
- Funding will be \$15 million/year, escalated 2.5% starting in 2019.
- Initial program will developed this year with selections by September
- Application period anticipated to be open in spring (Apr –June)
- CTB approves project list each June



NVTC Transit Resource Center

- Rebranding / reorganization of existing programs and tasks within the annual Work Plan
- Support NVTC programs and projects
- Support to NVTC jurisdictions
- 5 Focus Areas
 - Regional Bus
 - Technical Assistance
 - Transit Data Warehouse
 - Studies & Research
 - Regional Engagement