



**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
Via Electronic Participation
Public Streaming via YouTube
December 3, 2020**

NVTC Executive Committee Members Present:

Katie Cristol, Chair
Canek Aguirre
Matt Letourneau
David Meyer
Paul Smedberg (non-voting member)
David Snyder

NVTC Executive Committee Members Absent:

Eileen Filler-Corn
Jeff McKay

Other NVTC Commissioners Present:

Jennifer Mitchell

Staff and Others Present:

Kate Mattice, Executive Director
Scott Kalkwarf
Melissa Walker
Dwight Buracker (PBMares)

Chair Cristol called the Executive Committee meeting to order at 5:36 p.m. She explained that given the ongoing COVID-19 public health emergency, the Executive Committee meeting is being conducted electronically. This is possible because the governor signed into law on April 22, 2020 a legislative amendment to the budget bill to allow public bodies to meet electronically without a physical quorum present to discuss or transact the business statutorily required or necessary to continue operations of that public body. NVTC staff followed the procedures and guidelines in the legislation to give notice to the Commission, staff and the public.

Chair Cristol reviewed the procedures and instructions for the electronic meeting. The only visual component of the meeting is the presentation slides which are being shown on Webex for Committee members and on YouTube livestream for the public.

Ms. Mattice then called the roll and confirmed a quorum was present.

Mr. Kalkwarf introduced Dwight Buracker, who represents NVTC's audit firm PBMares. Mr. Buracker is a partner at PBMares and the partner in charge of the NVTC audit as well as VRE's

audit. He is present to give a presentation on the audit to the Executive Committee, serving as the Audit Committee.

Mr. Buracker thanked NVTC staff for their cooperation with the audit, especially in light of it needing to be a remote audit due to the COVID-19 pandemic. The remote audit went very smoothly with multiple virtual meetings and screen sharing with NVTC staff to allow PBMares to test the controls in place at NVTC. He stated that the financial audit includes three opinions on the financial statements, internal controls and federal compliance. All three received clean or unmodified opinions, which are the highest that can be issued.

Mr. Buracker also noted that the financial statement includes a section regarding the I-395/95 Commuter Choice funding activity, which is the first year it is being reported. It includes a break down between NVTC and PRTC of the fund, since both Commissions determine how the funding is used. He stated that PBMares issued a management letter that contains upcoming Governmental Accounting Standards Board (GASB) pronouncements, which may impact the Commission in the future. There were no management findings. Committee members had no questions.

Chair Cristol noted that the summary of the November 5, 2020 Executive Committee meeting was provided and there were no corrections.

Mr. Snyder joined the discussion at 5:25 p.m.

Ms. Mattice gave a preview of the agenda for the December 3 Commission meeting. There are two Consent Agenda items including a resolution "Finding Need to Conduct the December 3 NVTC Meeting Electronically." One public comment was received noting concerns about the gravity of Metro funding cuts. The comment was sent to all Commissioners in advance of this meeting. The second Consent Agenda item is the 2021 Meeting Schedule. Staff anticipates that Commission meetings will continue virtually for the foreseeable future. The February meeting will be a regular meeting and not held in Richmond and there is no April meeting.

Ms. Mattice reviewed the other actions on the agenda including approval of the NVTC FY 2020 Financial Statements and Compliance Reports, NVTC's 2020 Report on the Performance and Condition of WMATA, and NVTC's 2021 Legislative and Policy Agenda. There are also five VRE actions, which include VRE's FY 2020 Comprehensive Annual Financial Report, VRE's 2021 Legislative Agenda, an agreement with Manassas Park for the design, construction, operation and maintenance of a parking garage, and two agreements with the Virginia Passenger Rail Authority for 1) rail operations and access and 2) passenger rail improvements and funding.

Ms. Mattice also reviewed the other meeting highlights, which include reports from the Virginia WMATA Board Members, a NVTC staff presentation on the proposed 2021 Northern Virginia Regional Fare Collection Strategic Plan, VRE Commission orientation, and a DRPT staff presentation on the I-495 American Legion Bridge Transit/TDM Study.

Ms. Mitchell joined the discussion at 5:39 p.m.

Chair Cristol stated that the Executive Committee discussed NVTC leadership for 2021 during last month's Closed Session and the recommendation is to keep the current leadership roles for NVTC for 2021, as well as continue with the same committee and board assignments. Chair Cristol stated that the executive director has reached out to the rest of the Commissioners to get their reactions to this approach. The Commission will take action on the recommended slate of officers, as well as committee and board assignments at the January 7 meeting.

Ms. Mattice reviewed upcoming Commission meetings, including the Joint NVTC-PRTC Legislative Briefing on December 7 and the joint public meeting with NVTC, NVTA, VRE and VDOT on December 8. Both meetings will be done virtually. She concluded by noting that the preliminary FY 2022 NVTC General and Administrative Budget and Work Plan will be discussed at the next Executive Committee meeting on January 7, 2021.

The Executive Committee adjourned at 5:51 P.M.