



**NVTC EXECUTIVE COMMITTEE MEETING
THURSDAY, NOVEMBER 5, 2020
Via Electronic Participation
Public Streaming via YouTube**

5:30 P.M.

NVTC is receiving public comment during the declared state of emergency. Persons wishing to provide written public comment should submit comments by 3:00 p.m. on November 5 via [NVTC's website](#). Comments will be provided to Commissioners prior to the November 5 meeting.

AGENDA

1. Summary of the October 1, 2020 Executive Committee Meeting
2. Review of the November 5, 2020 NVTC Agenda
3. Reports from the Chairs of the NVTC Committees
4. Proposed 2021 Meeting Schedule
5. Upcoming Commission Activities
6. Closed Session

Members:

Katie Cristol, Chair
Canek Aguirre
Eileen Filler-Corn
Matt Letourneau
Jeff McKay
David Meyer
Paul Smedberg
Dave Snyder



**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
Via Electronic Participation
Public Streaming via YouTube
October 1, 2020**

NVTC Executive Committee Members Present:

Katie Cristol, Chair
Canek Aguirre
Eileen Filler-Corn
David Meyer
Paul Smedberg (non-voting member)
David Snyder

NVTC Executive Committee Members Absent:

Matt Letourneau
Jeff McKay

Staff and Others Present:

Kate Mattice, Executive Director
Scott Kalkwarf
Melissa Walker
Aimee Perron Seibert

Chair Cristol called the Executive Committee meeting to order at 5:33 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.

The summary of the September 3, 2020 Executive Committee meeting was provided and there were no corrections.

Chair Cristol stated that NVTC's October 1 Agenda is a packed agenda. WMATA General Manager/CEO Paul Wiedefeld is planning to participate. Before reviewing other highlights of the agenda, Ms. Mattice announced that three public comments were provided in advance of this

meeting. Two comments voice concern with cutting WMATA transit service in light of the proposed WMATA budget. She stated that the other comment demands that the Commission provide information regarding a number of items on the proposed Commuter Choice Round Four selection. She noted that this information was included in the meeting materials both in September and this month, as well as the September 17th PAC meeting, and are available on NVTC's website. The commenter also requested data on toll revenue collections and the financial plan for Long Bridge project, but she stated that this information may best be responded to by outside entities. Committee members had no questions or comments.

Ms. Mattice then reviewed the Agenda for the October 1 meeting, which includes two action items on the Consent Agenda (Electronic Meeting Resolution and Notice of Direct Contributions to the Jurisdictions); two actions for Commuter Choice (NVTC Commuter Choice Program FY2020 Annual Report and the Commuter Choice I-66 Initial Round Four (FY 2021) Program of Projects; and one VRE action item (Preliminary FY2022 VRE Operating and Capital Budget to forward to the Jurisdictions). Other highlights include a presentation of the draft 3% cap report, a legislative update, and a brief staff presentation on the Annual Transit Ridership and Parking Utilization Report, which begins to show the true impact of the COVID-19 public health emergency on the local transit systems.

Chair Cristol observed that NVTC's committees have been quite active and she asked the chairs of each committee to give a report. WMATA Committee Chair Aguirre stated that the WMATA Committee met and reviewed the draft 3% report and will meet again on October 29. Legislative and Policy Committee Chair Meyer stated that the committee met on September 19 to develop the 2021 Legislative and Policy Agenda. He reviewed the proposed six state priorities and the four federal priorities. The committee will meet again on October 15.

Program Advisory Committee Chair Snyder stated that the committee and staff were challenged with the significant funding impacts on the Commuter Choice program due to the COVID-19 pandemic. The Round Four for the FY 2021 I-66 Program of Projects, which will be approved at tonight's Commission meeting, is a conservative approach only funding under \$4 million in projects. The Commission will be asked to act on a supplemental program when additional funding becomes available. The projects to be considered for the supplemental program will be from list of projects for Round Four still unfunded. Mr. Snyder stated that he will request at the Commission meeting amended language for the resolution that would make it clearer that the Commuter Choice on the I-66 Corridor Supplemental Round Four (FY 2022) Program in the spring of 2021 will be based upon each project's application score, subject to availability of funding and public comment.

Chair Cristol asked Ms. Mattice to speak to the NVTC general and administrative budget for the next fiscal year (FY 2022). Ms. Mattice stated that the NVTC By-Laws require the next fiscal year budget be presented to the Commission in December for January approval. The Executive Committee may wish to review the budget approval process in the future, but this does mean, however, that the committee is now looking ahead to a budget that wouldn't start until July of next year. She acknowledged that staff knows that this and coming years are going to be tough on budgets and it is hard to predict where things are going to be next fiscal year.

Ms. Mattice reviewed the three major revenue sources for the general and administrative budget, including direct contributions from the jurisdictions (8%), which is part of the Consent agenda for tonight's meeting. The amount being requested is the same total dollar level since 2008. Off the top of DRPT state aid to the jurisdictions makes up 56% of NVTC's revenue source. In FY 2020, NVTC administered \$200 million in state aid. To apply and administer these funds, NVTC's administrative share of these funds has historically been around 1%. NVTC also receives toll revenues from I-66 and I-395 Commuter Choice programs (26%), which must be directly used for the administration of these programs.

Ms. Mattice stated that staff cannot predict DRPT funding for FY 2022 at this time. DRPT is proposing FY 2021 to be the same as FY 2020. However, with the structural changes to the DPRT funding programs from the omnibus transportation bill last year, there is an expectation that FY 2022 would begin to see increases in state funding for transportation that will be further supported by COVID recovery. Commuter Choice funding is also unpredictable. Ms. Mattice explained that there are also usually unallocated/carryover from past balances, typically from salaries/benefits if there is a delay in recruiting following a staff departure. Staff expects that the carryover balance will be considerably lower than previous years, since NVTC is fully staffed and didn't lose any staff last year. NVTC expects the same necessary level of staff effort next year as it did this year.

So, for next year's budget, Ms. Mattice stated that staff is seeking support that the FY 2022 G&A budget be at the same operating level as was approved for FY 2020, which would allow the bottom-line operating budget to be held harmless at \$3.8 million. NVTC staff anticipates increases in rent, benefits, and payroll, holding the same level of staff as this year. But staff would look to cut in other areas to hold the bottom line to this year. With a loss in the carryover balance, it would mean that NVC would need additional funding from state aid to the jurisdictions - approximately \$247,000. If hiring is frozen (there is a current vacancy of a financial manager), that gap could be reduced to \$140,000.

In response to a question from Chair Cristol, Ms. Mattice confirmed that the gap could be funded from off the top state funding and NVTC would not be asking for direct funding from the jurisdictions from their general funds. In response to a question from Mr. Meyer, Ms. Mattice stated that the direct contribution total (\$287,000) from the jurisdictions hasn't changed since 2008, although there has been some fluctuation between the different jurisdiction totals.

Ms. Filler-Corn joined the meeting at 6:03 p.m.

Mr. Meyer stated that it is important for the jurisdictions to recognize that they get a tremendous amount of benefit from NVTC and the direct contribution has not increased since 2008. He expressed his opinion that it is important to affirm NVTC's priorities and then find a way to fund them. Mr. Aguirre agreed and stated NVTC does a whole lot for the jurisdictions. Mr. Snyder stated that it is hard to predict what the next fiscal year will look like for the jurisdictions. He expressed his reluctance to talk about any increases to budget obligations to the jurisdictions. The question could be raised that with the significant drop in transit ridership why is the region still spending funds at the level it is on transit related issues. It's not that he believes this, but the Commission will need to make the case. Chair Cristol directed staff to provide some different budget options for the committee to discuss.

Chair Cristol also noted that committee members received a copy of draft questions for the executive director's annual review. Commissioners will be receiving a survey in the next week.

Ms. Mattice reminded the committee that the virtual annual Joint NVTC-PRTC Legislative Briefing is scheduled for Monday, December 7 at 9 a.m. Shannon Valentine has been invited to participate as the keynote speaker, as well as WMATA General Manager Paul Wiedefeld, VRE CEO Rich Dalton and PRTC Executive Director Bob Schneider for OmniRide. Staff is reaching out to federal legislators too.

The Executive Committee adjourned at 6:13 P.M.



**NVTC COMMISSION MEETING
THURSDAY, NOVEMBER 5, 2020
Via Electronic Participation
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7:00 P.M.**

AGENDA

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NVTC Executive Committee will meet at 5:30 p.m. via electronic participation.

1. Opening Remarks
2. **ACTION ITEM: Approve the CONSENT AGENDA** (subject to approval of the chair)
 - A. **Approve Resolution #2422: Finding Need to Conduct the November 5, 2020 NVTC Meeting Electronically**
 - Includes Public Comments Received During Declared Emergency
 - B. **Authorize the Executive Director to Send the NVTC Report on Virginia's 3% Cap on the Growth in Operating Assistance Payments to WMATA to the Chairs of the Virginia House Appropriations and Senate Finance and Appropriations Committees**
3. **ACTION ITEM: Approve the Minutes of the October 1, 2020 NVTC Meeting**
4. **ACTION ITEM: Approve Resolution #2423: Authorize the Delay in Approving the FY 2022 General and Administrative Budget**
5. **Washington Metropolitan Area Transit Authority (WMATA)**
 - A. WMATA COVID-19 Response
 - B. Report from the Virginia WMATA Board Members
 - C. Other WMATA News
 - D. Report from the Chair of the NVTC WMATA Committee
 - Presentation: NVTC's Draft 2020 Report on the Performance and Condition of WMATA

6. Commuter Choice Program

- A. Report from the Chair of the Program Advisory Committee
- B. **Commuter Choice Program**
 - **ACTION ITEM: Approve Resolution #2424: Approve Policy Changes Governing the Commuter Choice Program in Both Corridors, I-66 Inside the Beltway and I-395/95**
- C. **Commuter Choice on the I-395/95 Corridor**
 - **ACTION ITEM: Approve Resolution #2425: Adopt the Technical Evaluation Process for the Commuter Choice on the I-395/95 Corridor Program and Authorize the Executive Director to Issue a Call for Projects for I-395/95 Corridor Round Two (FY 2022-2023)**
- D. Commuter Choice on the I-66 Corridor Update

7. Legislative Update

- A. Report from the Chair of the Legislative and Policy Committee
 - Presentation: Proposed NVTC 2021 Legislative and Policy Agenda
- B. Virginia General Assembly Update
- C. Federal Update
- D. Annual Joint NVTC-PRTC Legislative Briefing

8. Virginia Railway Express (VRE)

- A. VRE COVID-19 Response
- B. VRE CEO Report and Minutes
- C. **ACTION ITEM: Approve Resolution #2426: Authorize the VRE CEO to Execute an Agreement with the City of Manassas Park for the Design, Construction, Operation and Maintenance of a Parking Garage at the VRE Manassas Park Station**
- D. Draft 2021 VRE Legislative Agenda
- E. Virginia Passenger Rail Authority Agreements

9. Department of Rail and Public Transportation (DRPT)

- A. Monthly DRPT Report
- B. WMATA Annual Reporting Requirements

10. Executive Director Report

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

11. Closed Session

NVTC 2021 MEETING SCHEDULE

— Proposed —

NVTC Commission meetings start at 7:00 p.m. on the first Thursday of the month. Meetings are usually held in the First Floor Main Conference Room of the Navy League Building, 2300 Wilson Blvd, Arlington, Virginia, unless otherwise noted. **However, due to the COVID-19 public health emergency, NVTC is currently meeting virtually, with public livestreaming on YouTube for the public.** The Executive Committee currently meets virtually at 5:30 p.m. Please check our [meeting website page](#) for updates.

January 7, 2021

February 4, 2021

March 4, 2021

April 1, 2021 – No Commission Meeting

May 6, 2021

June 3, 2021

July 1, 2021

August 2021 – No Commission Meeting

September 2, 2021

October 7, 2021

November 4, 2021

December 2, 2021

Other NVTC Meetings:

May/June – Joint NVTC/VRE/CTB Public Meeting - date/location TBD

*December 6, 2021 – Joint NVTC-PRTC Legislative Briefing – Embassy Suites
Hotel, Springfield*