



**NVTC EXECUTIVE COMMITTEE
MEETING SUMMARY
Via Electronic Participation
Public Streaming via YouTube
November 5, 2020**

NVTC Executive Committee Members Present:

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

NVTC Executive Committee Members Absent:

Matt Letourneau

Other NVTC Commissioners Present:

Jennifer Mitchell

Staff and Others Present:

Kate Mattice, Executive Director
Melissa Walker

Chair Cristol called the Executive Committee meeting to order at 5:37 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.

Chair Cristol stated that there will be a Closed Session at the end of this meeting for the executive director's annual performance review and other personnel matters. Due to time constraints, she proposed foregoing the committee chair reports, since they also are on the Commission Agenda. There were no objections.

The summary of the October 1, 2020 Executive Committee meeting was provided and there were no corrections.

Ms. Mattice reviewed the agenda for the November 5 Commission meeting. Action items include a resolution "Finding Need to Conduct the November 5 NVTC Meeting Electronically;" the NVTC Report on the 3% Cap on the Growth in Operating Assistance to WMATA; a resolution approving delay in FY 2022 NVTC budget process; and two resolutions for Commuter Choice - Commuter Choice Program Policy Changes for the I-66 and I-395/95 Corridors and Commuter Choice on the I-395/95 Corridor Technical Evaluation Process and Call for Projects. VRE staff requested the action for VRE's parking garage in Manassas Park be deferred. She reviewed the other meeting highlights, including presentations on the proposed NVTC and VRE 2021 legislative agendas, the draft Annual Report on the Performance and Condition of WMATA, and a Closed Session.

Ms. Mattice reviewed the reasons for the staff recommendation to delay the budget process. She explained that according to the NVTC By-Laws, the executive director is to submit a proposed budget for the next fiscal year to the Executive Committee for approval prior to January, which is then submitted to the Commission for action by its January meeting. The proposed action would still provide approval of the budget well in advance of the fiscal year that starts in July. As a majority of NVTC's operating revenues come from state revenues received by NVTC's jurisdictions, NVTC relies on the projected DRPT funding in determining its budget. This year, because of economic uncertainties related to the COVID crises and changes in the state budget, staff expect updated DRPT projections in early December. By waiting until after December, NVTC staff will be able to use these updated projections to develop a budget with more certainty as to the state aid available to fund NVTC operations. Staff is proposing to provide the FY 2022 General and Administrative Budget to the Executive Committee early in the new year and to the full Commission for approval no later than the March 2020 Commission meeting.

Chair Cristol stated that she fully supports this recommendation. There were no other questions or comments.

Chair Cristol then asked for committee member's comments on the proposed 2021 NVTC Meeting Schedule, which will be brought to the Commission for action in December. NVTC's February meeting is usually held in Richmond, but staff is proposing holding instead a virtual meeting. With COVID-19 and the way the General Assembly will need to operate during the pandemic, it does not make sense to conduct the February meeting in Richmond next year. Ms. Filler-Corn agreed.

Mr. Snyder joined the meeting at 5:45 p.m., followed by Mr. Smedberg at 5:48 p.m.

Chair Cristol explained that the April 1, 2021 meeting date is problematic, as it is during Passover, the day before Good Friday, and also during the week of spring break for the three largest public-school systems (Arlington, Fairfax and Loudoun Counties). Staff vetted other possible dates for rescheduling, however, with the jurisdictions holding extra budget meetings and the other regularly scheduled regional meetings, there is not another date in April that would work. Therefore, staff recommends cancelling the April meeting as we can work this within the approvals of key actions at either the March or May meetings. There were no objections to this approach.

Ms. Mattice also reviewed upcoming Commission actions, including approval of the WMATA Annual report, NVTC annual audited financial statements, and the 2021 Legislative and Policy Agenda. A number of VRE actions related to access agreements are also anticipated as well as VRE's legislative agenda and audited financial statements. Staff also plans to unveil the proposed updated strategic plan for regional fare technologies, reflecting the move to mobile SmarTrip and opportunities for the region.

Chair Cristol reviewed the Closed Session procedures for the benefit of the listening public. She stated that the livestream will resume when the committee returns to Open Session. Ms. Cristol moved, with a second by Mr. Aguirre, the following motion to go into Closed Session:

Pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A.1 of the Code of Virginia), the Northern Virginia Transportation Commission's Executive Committee moves to convene a Closed Session to discuss personnel matters.

The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Committee members Aguirre, Cristol, Filler-Corn, Meyer, Smedberg and Snyder.

The Executive Committee entered into Closed Session at 5:50 p.m. Ms. Mitchell participated in the in the Closed Session and Mr. McKay joined halfway through the session. The Executive Committee also invited Ms. Mattice to join part way through the session. The Executive Committee returned to Open Session at 6:25 p.m.

Chair Cristol moved, with a second by Mr. Smedberg, the following certification:

The Northern Virginia Transportation Commission's Executive Committee certifies that, to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session:

- 1) Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and
- 2) Only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed or considered.

The vote was conducted by a roll call vote and the motion passed. The vote in favor was cast by Committee members Aguirre, Cristol, Filler-Corn, McKay, Meyer, Smedberg and Snyder.

The Executive Committee adjourned at 6:28 P.M.