



MONTHLY COMMISSION MATERIALS

January 2020

MEETING OVERVIEW – January 16, 2020

Action Items Include:

- 2020 NVTC Officers, Representatives to Various Boards, Committee Membership, and Designation of NVTC Signatories and Pension Trustees
- Request for Proposals for Commuter Choice Marketing Website Services
- NVTC's FY2020 G&A Budget and 2020 Work Plan and VRE's FY2020 Revised and FY2021 Recommended Budgets
- Amendments to the 2017 Amended and Restated Transform66 Inside the Beltway Project Memorandum of Agreement (MOA)
- Letter to WMATA on Its Proposed FY2021 Budget
- Application to DRPT for Envision Route 7 Phase IV Study Funding

Other Meeting Highlights:

- Recognition of 2019 NVTC Chairman
- Public Hearing on NVTC's 2020 Work Plan
- Report from the NVTC WMATA Committee and Virginia WMATA Board Members
- Legislative Update
- Reports from VRE and DRPT

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**NVTC COMMISSION MEETING
THURSDAY, JANUARY 16, 2020
MAIN FLOOR CONFERENCE ROOM
2300 Wilson Blvd.
Arlington, VA 22201**

7:00 P.M.

**5:00 P.M. New Commissioner Orientation – First Floor Small Conference Room
5:50 P.M. Dinner Available for Commissioners and Staff
6:00 P.M. Executive Committee Meeting – First Floor Small Conference Room
7:00 P.M. Commission Meeting (including public comment on Work Plan) – First Floor Large Conference Room**

AGENDA

1. Pledge of Allegiance and Opening Remarks
2. Oath of Office for New Commissioners
3. **ACTION ITEM: Annual Leadership and Governance**
 - A. Approve the Recommended Slate of Officers for 2020
 - B. Approve a Resolution Commending the Honorable Matthew F. Letourneau for His Service as Chairman of the Northern Virginia Transportation Commission for 2019
 - C. Approve Resolution #2400: Selection of NVTC Representatives to Various Boards
 - D. Approve the Recommended NVTC Committee Membership
 - E. Approve Resolution #2401: Designation of NVTC Signatories and Pension Trustees
4. **ACTION ITEM: Approve the Minutes and Meeting Summary**
 - A. Approve the Minutes of the December 5, 2019 NVTC Meeting
 - B. Approve the Meeting Summary of the December 9, 2019 Joint NVTC-PRTC Legislative Briefing
5. **ACTION ITEM: Approve the Consent Agenda (Subject to approval of the Chairman)**
 - A. Authorize the Executive Director to Issue a Request for Proposals for Commuter Choice Marketing Website Services

6. **NVTC's FY2021 General and Administrative Budget and 2020 Work Plan**

- A. Public Comment on NVTC's 2020 Work Plan
- B. **ACTION ITEM: Approve NVTC's FY2021 General and Administrative Budget and 2020 Work Plan**

7. **Commuter Choice Program**

- A. **ACTION ITEM: Approve Resolution #2402: Approve Amendments to the 2017 Amended and Restated Transform66 Inside the Beltway Project Memorandum of Agreement (MOA)**

8. **Washington Metropolitan Area Transit Authority (WMATA)**

- A. Report from the NVTC WMATA Committee
 - **ACTION ITEM: Authorize the Chair to Submit Comments to WMATA on the FY2021 Budget**
- B. Report from the Virginia WMATA Board Members
- C. Other WMATA News

9. **Virginia Railway Express (VRE)**

- A. VRE CEO Report and Minutes
- B. **ACTION ITEM: Approve Resolution #2403: Adopt and Refer VRE's FY2020 Revised and FY2021 Recommended Budgets to the Jurisdictions**
- C. 2020 VRE Operations Board Officers

10. **NVTC Transit Resource Center**

- A. **ACTION ITEM: Approve Resolution #2404: Approve the State Transit Assistance Application to DRPT for the Envision Route 7 Phase IV Study**

11. **Report from the Chair of the Legislative and Policy Committee**

12. **Department of Rail and Public Transportation (DRPT)**

- A. DRPT Monthly Report
- B. Long Bridge Update

13. **Executive Director Report**

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

Agenda Item #2: Oath of Office for New Commissioners



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: January 9, 2020

SUBJECT: Oath of Office for New Commissioners

At the January meeting four new Commissioners and one Alternate will be sworn in as NVTC Commissioners. It is anticipated that the Fairfax County Board of Supervisors will appoint Walter Alcorn, Dalia Palchik, Daniel G. Storck (Alternate) and James Walkinshaw to the Commission. The Loudoun County Board of Supervisors is also expected to appoint Michael Turner to NVTC.

Currently there are four vacancies on NVTC representing the General Assembly, replacing Senator Black and the three House of Delegate appointees, whose terms expired on January 7, 2020.

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TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: January 9, 2020

SUBJECT: Annual Leadership and Governance

A. ACTION ITEM: Approve the Recommended Slate of Officers for 2020

At the January meeting the Commission will be asked to approve the recommended slate of officers for 2020. The Executive Committee has recommended the following slate of officers:

Katie Cristol, Chair
Canek Aguirre, Vice-Chair
Jeff McKay, Secretary-Treasurer

B. ACTION ITEM: Approve a Resolution Commending the Honorable Matthew F. Letourneau for His Service as Chairman of the Northern Virginia Transportation Commission for 2019

Outgoing Chairman Matt Letourneau will be recognized at the January meeting for his outstanding leadership during 2019. A [resolution of commendation](#) will be presented to him at the meeting.

C. ACTION ITEM: Approve [Resolution #2400](#): Selection of NVTC Representatives to Various Boards

At the January meeting the Commission will be asked to approve the nominations to serve on the WMATA, Virginia Railway Express (VRE) and Virginia Transit Association (VTA) Boards. The resolution affirms the appointments of the WMATA Board members and their terms. Member terms and requirements are subject to the [Code of Virginia §33.2-1907.4](#). VRE Operations Board appointments are selected by each VRE jurisdiction and then appointed by NVTC. Some of these actions may be contingent on subsequent action by local boards and councils as their NVTC appointments may not be known by January 16, 2020. [Resolution #2400](#) reflects the recommended appointments as of January 9, 2020. It may be updated as a Blue Item with any remaining names for the January meeting. The recommended appointments are as follows:

NVTC's WMATA Board of Directors**Principals:**

Paul Smedberg
(Commonwealth Appointee)
Term expires 01-04-2022

Christian Dorsey
(NVTC Appointee)
Term expires 01-05-2021

Alternates:

Walter Alcorn
(pending appointment to NVTC)
Term expires 01-04-2024

Matt Letourneau
Term expires 01-03-2023

Virginia Railway Express (VRE) Operations Board**Principals:**

Fairfax County:
Walter Alcorn (pending appointment to NVTC)
Daniel Storck (pending appointment to NVTC)
James Walkinshaw (pending appointment to NVTC)
City of Alexandria:
Elizabeth Bennett-Parker
Arlington County:
Katie Cristol

Alternates:

Fairfax County:
Jeff McKay
City of Alexandria:
Canek Aguirre
Arlington County:
Libby Garvey

Virginia Transit Association (VTA) Board of Directors**Principals:**

David Snyder
Kate Mattice

Alternates:

Katie Cristol
Elizabeth Bennett-Parker

D. ACTION ITEM: Approve the Recommended NVTC Committee Membership

At the January meeting the Commission will be asked to approve the recommended appointments to NVTC's committees, including the Executive Committee, WMATA Committee, Legislative and Policy Committee, and Program Advisory Committee. The [NVTC By-Laws](#) determine the membership of the Executive Committee and also speak to the make-up of the other committees. Some of these actions may be contingent on subsequent action by local boards and councils as their NVTC appointments may not be known by January 16, 2020. The attached [2020 NVTC Committee and Board Appointments](#) reflects the recommended appointments to NVTC's committees as of January 9, 2020. It may be updated as a Blue Item with any remaining names for the January meeting.

E. ACTION ITEM: Approve [Resolution #2401](#): Designation of NVTC Signatories and Pension Trustees

The Commission each January authorizes the executive director, director of finance and administration, and the newly elected secretary-treasurer to serve as signatories for financial transactions exceeding \$5,000. These persons plus the NVTC comptroller are selected to serve as NVTC's employees' pension trustees. The resolution will be updated to its final version after the election of officers. Jeff McKay has been nominated to serve as the secretary-treasurer for 2020.



RESOLUTION

SUBJECT: Commending the Honorable Matthew F. Letourneau for His Service as Chairman of the Northern Virginia Transportation Commission for 2019

WHEREAS: The Northern Virginia Transportation Commission (NVTC) serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public transit and ridesharing programs to foster economic vitality in the region and the Commonwealth;

WHEREAS: The Honorable Matthew F. Letourneau was elected chairman of the Northern Virginia Transportation Commission for 2019;

WHEREAS: Mr. Letourneau was first elected to represent the Dulles District of the Loudoun County Board of Supervisors in November 2011 and joined NVTC in January 2016;

WHEREAS: Mr. Letourneau was the first Loudoun Supervisor to serve as chairman of NVTC;

WHEREAS: Mr. Letourneau has represented NVTC and Loudoun County on many regional bodies, including serving on the Metropolitan Washington Council of Governments (COG) since 2012 where he served as corporate president in 2014; vice-president of the COG Board of Directors in 2016, and a current member of the COG Region Forward Committee. He also represents Loudoun County on the Route 28 Transportation Improvement District Commission;

WHEREAS: Mr. Letourneau serves as an alternate director on the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors; as well as a member of the NVTC WMATA Committee;

WHEREAS: Mr. Letourneau has been an advocate of balanced transit investments in the region, transportation infrastructure enhancements, emergency preparedness, economic development, improved transit service, and pedestrian-friendly initiatives;

WHEREAS: Mr. Letourneau led NVTC during its 55th year of operations and, as chairman, saw the region through many milestones, including the restoration and reopening of six Metrorail stations along the Blue and Yellow Lines south of Ronald Reagan National Airport; commencement of the inaugural I-395/95 Commuter Choice program; awarding a third round of I-66 Commuter Choice funding; the release of the 2nd Annual Report on the Performance and Condition of WMATA to the Governor and General Assembly; and completion of the Envision Route 7 Bus Rapid Transit Phase III project; and

WHEREAS: During his tenure as chairman, Mr. Letourneau was relied upon for his expertise, follow-through and seemingly effortless ability to build consensus among his colleagues to advance high-quality transit in our region.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby commends the Honorable Matthew F. Letourneau for his leadership of NVTC for 2019 and his service to the citizens of Northern Virginia and to the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that NVTC prepare a copy of this resolution for presentation to Mr. Letourneau as an expression of its gratitude and in appreciation for his leadership and work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 16th day of January 2020.

Chair

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RESOLUTION #2400

SUBJECT: Selection of NVTC Representatives to Various Boards

WHEREAS: NVTC is empowered to make appointments to the Board of Directors of the Washington Metropolitan Area Transit Authority (WMATA), the Virginia Railway Express (VRE) and the Virginia Transit Association (VTA);

WHEREAS: Some of NVTC's jurisdictions may not formally appoint their NVTC members prior to NVTC's January meeting and some may not be ready with recommendations for appointment to various boards; and

WHEREAS: Secretary Shannon Valentine has designated Paul C. Smedberg to be the Secretary's designee on NVTC and the WMATA Board, which became effective January 1, 2019 with the term expiring January 4, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby appoints and confirms the following persons to serve as principals and alternates to the WMATA Board of Directors, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2020 and their recommendations for members of the various boards:

WMATA Board of Directors:

Principals

Paul C. Smedberg
(Commonwealth Appointee)
Term expires 01-04-2022

Christian Dorsey
(NVTC Appointee)
Term expires 01-05-2021

Alternates

Walter Alcorn (pending appointment to NVTC)
Term expires 01-04-2024

Matthew F. Letourneau
Term expires 01-03-2023

BE IT FURTHER RESOLVED that NVTC hereby appoints the following persons to serve on the VRE Operations Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2020 and their recommendations for members of the various boards:

VRE Operations Board:

Principals

Walter Alcorn (pending appointment to NVTC)
Daniel G. Storck (pending appointment to NVTC)
James Walkinshaw (pending appointment to NVTC)
Katie Cristol
Elizabeth Bennett-Parker

Alternates

Jeffrey C. McKay
Libby Garvey
Canek Aguirre

BE IT FURTHER RESOLVED that NVTC hereby appoints the following persons to serve on the Virginia Transit Association Board, subject to possible subsequent action by NVTC's jurisdictions that alters their NVTC members for 2020 and their recommendations for members of the various boards:

Virginia Transit Association Board:

Principals

David F. Snyder

Katherine A. Mattice

Alternates

Katie Cristol

Elizabeth Bennett-Parker

Approved this 16th day of January 2020.

Chair

Secretary-Treasurer



2020 NVTC COMMITTEE AND BOARD APPOINTMENTS

NVTC EXECUTIVE COMMITTEE

Chair, Katie Cristol*
 Vice-Chair, Canek Aguirre*
 Secretary-Treasurer, Jeff McKay*
 WMATA Committee Chair and Immediate Past
 Chair, Matt Letourneau
 Legislative & Policy Committee Chair, David Meyer
 Program Advisory Committee Chair, David Snyder
 General Assembly Member, Sen. Adam Ebbin
Non-Voting Members:
 WMATA Principal Member, Paul Smedberg
 (Commonwealth Appointee)
 WMATA Principal Member, Christian Dorsey
 (NVTC Appointee)

NVTC LEGISLATIVE AND POLICY COMMITTEE

Chair, David Meyer
 Commission Members:
 (drawn from member jurisdictions in a representative manner)
 City of Alexandria, Canek Aguirre
 Arlington County, Libby Garvey
 City of Falls Church, David Snyder
 Fairfax County, James Walkinshaw**
 Loudoun County, Matt Letourneau
Non-Voting Member:
 General Assembly Member, Sen. Adam Ebbin

NVTC'S WMATA BOARD OF DIRECTORS

Principals:

Paul Smedberg
 (Commonwealth Appointee)
 Term expires 01-04-2022

Christian Dorsey
 (NVTC Appointee)
 Term expires 01-05-2021

Alternates:

Walter Alcorn**
 Term expires 01-04-2024

Matt Letourneau
 Term expires 01-03-2023

NVTC WMATA COMMITTEE

Chair, WMATA Alternate Member, Matt Letourneau
 WMATA Principal Member, Christian Dorsey
 WMATA Principal Member, Paul Smedberg
 WMATA Alternate Member, Walter Alcorn**
 Commission Members:
 (drawn from member jurisdictions in a representative manner)
 City of Falls Church, David Snyder
 City of Fairfax, David Meyer
 City of Alexandria, Canek Aguirre

NVTC PROGRAM ADVISORY COMMITTEE

Chair, David Snyder
 Commission Members:
 (drawn from member jurisdictions in a representative manner)
 City of Alexandria, Elizabeth Bennett-Parker
 Arlington County, Libby Garvey
 City of Fairfax, David Meyer
 Fairfax County, John Foust
 Loudoun County, Michael Turner**

NVTC'S VIRGINIA RAILWAY EXPRESS OPERATIONS BOARD *

Principals:

Fairfax County:
 Walter Alcorn**
 Daniel G. Storck**
 James Walkinshaw**
 City of Alexandria:
 Elizabeth Bennett-Parker
 Arlington County:
 Katie Cristol

Alternates:

Fairfax County:
 Jeff McKay
 City of Alexandria:
 Canek Aguirre
 Arlington County:
 Libby Garvey

NVTC'S VIRGINIA TRANSIT ASSOCIATION BOARD OF DIRECTORS

Principals:

David Snyder
 Kate Mattice
 *nominated

Alternates:

Katie Cristol
 Elizabeth Bennett-Parker

**pending appointment to NVTC

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RESOLUTION #2401

SUBJECT: Designation of NVTC Signatories and Pension Trustees

WHEREAS: The Honorable Jeffrey C. McKay (nominated) has been elected secretary-treasurer of NVTC for 2020; and

WHEREAS: NVTC desires that the person holding the office of secretary-treasurer be designated as an official signatory as well as a pension trustee.

NOW, THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission hereby selects the following persons to serve as NVTC signatories (who are eligible to sign individually for any transaction of less than \$5,000 and with one other signatory for transactions of \$5,000 or greater):

Hon. Jeffrey C. McKay	Secretary-Treasurer (nominated)
Katherine A. Mattice	Executive Director
Scott C. Kalkwarf	Director of Finance and Administration

BE IT FURTHER RESOLVED that the individuals listed above shall serve as NVTC employees' pension trustees, with the addition of NVTC's Comptroller Colethia Quarles.

Approved this 16th day of January 2020.

Chair

Secretary-Treasurer

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TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: January 9, 2020

SUBJECT: Minutes and Meeting Summary

At the January meeting the Commission will be asked to approve the minutes of the December 5th NVTC meeting and the meeting summary of the December 9th Legislative and Policy Briefing.

A. ACTION ITEM: Approve the Minutes of the December 5, 2019 NVTC Meeting

At the January meeting the Commission will be asked to approve the [Minutes of the December 5, 2019 NVTC Meeting](#).

B. ACTION ITEM: Approve the Meeting Summary of the December 9, 2019 Joint NVTC-PRTC Legislative Briefing

At the January meeting the Commission will be asked to approve the [Meeting Summary of the December 9, 2019 Joint NVTC-PRTC Legislative Briefing](#).

The annual Joint NVTC-PRTC Legislative Briefing was held on Monday, December 9th at the Embassy Suites by Hilton Springfield. Approximately 104 people attended the event, representing local and state elected officials, both current and newly elected, as well as staff from U.S. congressional members, jurisdictions and other transit agencies, and the public. Secretary of Transportation Shannon Valentine was the keynote speaker, followed by a transit leader panel discussion with WMATA Managing Director of Government Relations and Policy Regina Sullivan, VRE Chief Operating Officer Rich Dalton, NVTC Executive Director Kate Mattice and PRTC Executive Director Bob Schneider.

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MINUTES
NVTC COMMISSION MEETING – DECEMBER 5, 2019
FIRST FLOOR LARGE CONFERENCE ROOM – 2300 WILSON BLVD.
ARLINGTON, VIRGINIA

The meeting of the Northern Virginia Transportation Commission was called to order by Chairman Letourneau at 7:14 P.M.

Members Present

Canek Aguirre
Elizabeth Bennett-Parker
Richard Black
Sharon Bulova
John Cook
Katie Cristol
Christian Dorsey
Adam Ebbin
John Foust
Catherine Hudgins
James M. LeMunyon
Matt Letourneau
Jeff McKay
David Meyer
Ron A. Meyer
Jennifer Mitchell (Alternate, Commonwealth of Virginia)
M. David Skiles
Paul Smedberg
David Snyder
Raul "Danny" Vargas

Members Absent

Libby Garvey
David LaRock

Staff Present

Kate Mattice, Executive Director
Matt Cheng
Andrew D'huyvetter
Matt Friedman
Allan Fye
Rhonda Gilcrest
Dinah Girma
Dan Goldfarb
Patricia Happ
Scott Kalkwarf
Tenley O'Hara
Ben Owen
Zach Smith
Brittany Sumpter

Jae Watkins
Steve MacIsaac
Alex Thorup
Rich Dalton (VRE)
Joe Swartz (VRE)

Opening Remarks

Chairman Letourneau welcomed everyone to the December 5th NVTC meeting. He reviewed the highlights and action items for the meeting. He also welcomed back Deputy Secretary of Transportation Nick Donohue, who is present to continue the discussion on proposed changes to the I-66 Memorandum of Agreement. Chairman Letourneau also noted that no Closed Session is needed at the end of the meeting. A copy of the proposed amendment to the executive director's contract has been provided to each Commissioner in a sealed envelope, which will be acted on at the end of the meeting.

Minutes of the November 14, 2019 NVTC Commission Meeting

Ms. Cristol moved, with a second by Ms. Bulova, to approve the Minutes of the November 14, 2019 meeting. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Black, Bulova, Cook, Cristol, Dorsey, Foust, Hudgins, LeMunyon, Letourneau, McKay, D. Meyer, R. Meyer, Snyder and Vargas. Commissioners Ebbin, Skiles and Smedberg abstained.

Recognition of Departing Commissioners

Chairman Letourneau announced that NVTC has eight Commissioners departing this month. Resolutions of commendation have been prepared for each one. He also stated that there is a cake to commemorate their departure that staff will pass out to Commissioners as he presents the Resolutions of Commendation.

Chairman Letourneau asked Mr. M. David Skiles to come to the front and noted that Mr. Skiles was appointed by the Speaker of the House of Delegates in August 2018 to serve on NVTC, with his term expiring on January 7, 2020. Chairman Letourneau recognized Mr. Skiles as a dedicated civic and community leader committed to improving the quality of life in Northern Virginia.

The resolution commending Mr. Skiles on his departure from NVTC was approved by acclamation. Chairman Letourneau presented a copy of the resolution to Mr. Skiles. (A copy of the resolution is attached.)

Chairman Letourneau called Mr. Raul "Danny" Vargas to the front and noted that Mr. Vargas was appointed by the Speaker of the House of Delegates in August 2018 to serve on NVTC, with his term expiring on January 7, 2020. Chairman Letourneau recognized Mr. Vargas for his congeniality and strong commitment to regionalism, as well as promoting sound policies to address challenges facing our transportation network today and in the future.

The resolution commending Mr. Vargas on his departure from NVTC was approved by acclamation. Chairman Letourneau presented a copy of the resolution to Mr. Vargas. (A copy of the resolution is attached.)

Chairman Letourneau called Mr. James LeMunyon to the front and noted that Mr. LeMunyon was appointed by the Speaker of the House of Delegates in August 2018 to serve on NVTC, with his term expiring on January 7, 2020. Prior to that, Mr. LeMunyon served on NVTC from 2014 – 2017 in his role as a member of the Virginia General Assembly representing the 67th District serving parts of Fairfax and Loudoun counties. Chairman Letourneau recognized Mr. LeMunyon for continuing to be a strong advocate for transparency in all aspects of government, as well as an advocate for transit and regional coordination.

The resolution commending Mr. LeMunyon on his departure from NVTC was approved by acclamation. Chairman Letourneau presented a copy of the resolution to Mr. LeMunyon. (A copy of the resolution is attached.)

Chairman Letourneau asked Senator Richard Black to come to the front and noted that Senator Black was appointed by the Virginia Senate to serve as a NVTC Commissioner in 2019 (he previously served on NVTC from 2012-2016). Senator Black has served as a member of the Virginia Senate since 2012 as the representative of the 13th District serving Loudoun and Prince William counties; and prior to that, he served as a member of the Virginia House of Delegates for the 32nd District representing Loudoun County from 1998 to 2006. Chairman Letourneau recognized Senator Black for being a dedicated public servant and long-serving legislator in the Virginia General Assembly and being able to effortlessly navigate challenging regional issues during his tenure at NVTC.

The resolution commending Senator Black on his departure from NVTC was approved by acclamation. Chairman Letourneau presented a copy of the resolution to Senator Black. (A copy of the resolution is attached.)

Chairman Letourneau asked Mr. Ron Meyer to come to the front and noted that as a Loudoun County Board of Supervisor, Mr. Meyer has served as a Commissioner of NVTC since July 2016, filling Loudoun County's second seat on the Commission created by HB181 (2016). Chairman Letourneau recognized Mr. Meyer as an advocate of smart investments in transportation infrastructure to reduce congestion and improve the economic outlook of the region. In addition to strong regional advocacy, he has been a strong advocate for the Washington Metropolitan Transit Authority's (WMATA) Silver Line Phase 2 project and ensuring Loudoun County residents realized the maximum return on their investment in WMATA.

The resolution commending Mr. Ron Meyer on his departure from NVTC was approved by acclamation. Chairman Letourneau presented a copy of the resolution to Mr. Meyer. (A copy of the resolution is attached.)

Chairman Letourneau asked Mr. John Cook to come to the front and noted that as a Fairfax County Board of Supervisor, Mr. Cook has represented Fairfax County on NVTC since 2010, serving as chair of the former Governance and Personnel Committee from 2017 – 2018. He was also appointed to the VRE Operations Board from 2010 – 2019, serving as its chair in 2015 and secretary in 2019.

Chairman Letourneau stated that while serving as chair of the VRE Operations Board, Mr. Cook guided the Operations Board in implementing recommendations of the 2015 VRE Management Audit, which included new governance models for the commuter rail system that have been instrumental in helping VRE achieve remarkable growth and the ability to provide safe, cost effective, and comfortable commuter rail service in Northern Virginia. NVTC and VRE have benefitted from Mr. Cook's ability to synthesize information and build consensus among his colleagues to reach the best conclusion to solve the most challenging issues facing the Northern Virginia region.

The resolution commending Mr. Cook on his departure from NVTC was approved by acclamation. Chairman Letourneau presented a copy of the resolution to Mr. Cook. (A copy of the resolution is attached.)

Chairman Letourneau asked Ms. Catherine Hudgins to come to the front. He noted that Fairfax County Board of Supervisor Catherine Hudgins has represented Fairfax County on the Northern Virginia Transportation Commission since 2004, serving as the chair of the NVTC WMATA Committee in 2019. As a thoughtful, steady and insightful leader who is a voice of reason and an agent for change, Ms. Hudgins has shown her dedication and advocacy for transit by serving as the NVTC principle director to the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors from 2008 – 2018, serving as Board chair in 2011 and 2012; and as the NVTC alternate director to the WMATA Board in 2004, 2018 and 2019.

Chairman Letourneau stated that as WMATA Board chair in 2011, Ms. Hudgins spearheaded several changes to improve WMATA's governance and oversaw a process in which the transit agency adopted its first-ever bylaws and modernized code of ethics during a turbulent time for the transit agency following a fatal train-on-train collision in 2009. She prioritized a safety culture, investing in the equipment, facilities and personnel needed to enhance safety, and establishing policies and procedures that enhance system safety during her tenure as WMATA Board chair. Ms. Hudgins also had a key role in ensuring the completion of the Metrorail Silver Line's first phase to Reston and securing an agreement that allowed for construction of the second phase to Dulles International Airport and Loudoun County.

The resolution commending Ms. Hudgins on her departure from NVTC was approved by acclamation. Chairman Letourneau presented a copy of the resolution to Ms. Hudgins. (A copy of the resolution is attached.) Commissioners gave her a standing ovation. He asked if Ms. Hudgins wanted to make any comments. Ms. Hudgins stated that it has been a joy to work with her fellow Commissioners over the years. She stated that NVTC has been a favored Commission for her to serve on because of its dedication to transit.

Chairman Letourneau asked Ms. Sharon Bulova to come to the front. He noted that Fairfax County Board of Supervisors Chair Sharon Bulova joined NVTC in 1988, serving as chair in 1996 and as secretary-treasurer in 2019. He noted that Ms. Bulova is the Commission's longest serving member, having made an indelible mark on transportation, especially public transit, in the region during her 30-plus years of service.

Chairman Letourneau recognized Ms. Bulova's efforts in founding VRE; bringing Metrorail to Tysons and Dulles International Airport; and advocating for high-quality transportation, which have all contributed greatly to Northern Virginia's quality of life and economic vitality. She is known as a congenial and pragmatic elected official who builds consensus by working individually with each of her fellow Commissioners.

Chairman Letourneau noted that Ms. Bulova is a founding member and the longest-continuously serving member on the Virginia Railway Express (VRE) Operations Board, where she has been instrumental in helping VRE achieve remarkable growth and the ability to provide safe, cost effective, accessible, reliable, convenient and comfortable commuter rail services. She also worked with her colleagues as chair of the Fairfax County Board of Supervisors to obtain the largest Transportation Infrastructure Finance and Innovation Act (TIFIA) loan ever issued by the federal government to help fund the \$5.8 billion Washington Metropolitan Transit Authority (WMATA) Silver Line project.

The resolution commending Ms. Bulova on her departure from NVTC was approved by acclamation. Chairman Letourneau presented a copy of the resolution to Ms. Bulova. (A copy of the resolution is attached.) Commissioners gave her a standing ovation. He asked if Ms. Bulova wanted to make any comments. Ms. Bulova stated that NVTC has been like a family to her over these many years. She joined NVTC when VRE was being studied and is proud now to see the service VRE is providing. NVTC as an organization has changed over the years and she is now leaving with NVTC in the most amazing place. Things are really happening at NVTC -- a key place to make positive changes to the region. She also observed that the issues that NVTC as a Commission wrestles with are not always easy and require collaboration among different jurisdictions, different parties, different perspectives, but it gets ironed out here at NVTC.

Consent Agenda

Chairman Letourneau stated that the Consent Agenda has one action item:

- A. Authorize the Executive Director to Issue a Request for Proposals for Creative Design Services

Mr. Skiles moved, with a second by Mr. R. Meyer, to approve the Consent Agenda. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Black, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, Hudgins, LeMunyon, Letourneau, McKay, D. Meyer, R. Meyer, Skiles, Smedberg, Snyder and Vargas.

NVTC's FY2019 Audited Financial Statements and Compliance Reports

Mr. Kalkwarf introduced Mike Garber, partner with PBMares LLP, who conducted NVTC's audit for FY2019. Mr. Garber stated that he did not get a chance to present the results of the annual audit with the Executive Committee prior to this meeting.

Mr. Garber stated that PBMares issued three opinions that are unqualified (clean) opinions on NVTC's financial statements, internal control of NVTC's financial reporting, compliance and other matters, and federal awards since NVTC received federal assistance during FY2019. Further, PBMares did not identify any internal control deficiencies or other findings.

Mr. Garber commended Mr. Kalkwarf and his team for no journal entries this year. Mr. Garber also reviewed the management letter. He noted that there is a new table (page 53) in the audit which reflects the I-66 Commuter Choice program revenue.

Commissioners had no questions. Chairman Letourneau noted that the auditors are always available to answer Commissioners' questions concerning the audit.

Mr. Skiles moved, with a second by Ms. Bulova, to accept and authorize distribution of NVTC's FY2019 Audited Financial Statements and Compliance Reports. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Black, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, Hudgins, LeMunyon, Letourneau, McKay, D. Meyer, R. Meyer, Skiles, Smedberg, Snyder and Vargas.

Proposed Amendments to the I-66 Memorandum of Agreement

Chairman Letourneau stated that a copy of a red-lined version of the proposed amendments to the I-66 Memorandum of Agreement (MOA) was handed out to Commissioners. He reminded Commissioners that NVTC entered into an agreement with the Commonwealth back in 2015 to accept a portion of the revenues from I-66 Inside the Beltway to select and fund projects that move more commuters through that corridor. To date, NVTC has allocated more than \$40 million in toll revenue funding to 36 projects that are moving 8,000 people through the corridor each morning.

In December 2017, the Commonwealth approached NVTC with a proposal to use a portion of the toll revenues to pay the debt service on major transit improvements that would include the Long Bridge and Metrorail improvements in Rosslyn. The Commission decided to postpone any decision at that time. Last month Secretary Donohue returned to talk about the Commonwealth's proposal which would, again, seek to use a portion of the toll revenues to fund capital projects – including the Long Bridge and Rosslyn Metrorail improvements.

Chairman Letourneau stated that he has asked Ms. Mattice and Deputy Secretary Donohue to walk Commissioners through the proposed changes of the MOA. It is still a work in progress, but the Commonwealth has requested NVTC signal a willingness to continue discussions with the Commonwealth into the new year, which is reflected in Resolution #2396. He explained that it does not bind NVTC to any agreement with the Commonwealth. Any changes to the proposed MOA would require approval by the Commission and the Commonwealth Transportation Board at future meetings.

Ms. Mattice reviewed the elements of current agreement with the Commonwealth – known as the Transform66: Inside the Beltway Project Memorandum of Agreement (MOA). She then reviewed the proposed changes to the MOA. She stated that as was presented at the last Commission meeting, the Commonwealth proposes to use revenues for debt service and pay-go expenses for specific transit capital improvements, with a current focus on the Long Bridge but allows for future opportunities for improvements related to improving Metrorail passenger throughput at Rosslyn. She reviewed the specific changes to sections of the MOA.

Chairman Letourneau stated that the Executive Committee had some discussion on the MOA and a concern was raised about the ability for NVTC to fund Rosslyn improvements in the future from a commitment standpoint with Long Bridge funding. Mr. D. Meyer noted that once the Long Bridge is done, then the focus can pivot to funding Rosslyn; however, it is important to be mindful not to use all the resources on Long Bridge and then struggle to fund other important projects.

Mr. LeMunyon asked if toll money is used for the Long Bridge, will the project be scored like other projects in the Commuter Choice program. Ms. Mattice stated that as the proposed amendments are currently drafted, only the portion of the toll revenue coming to NVTC would go through the scoring process as part of the Commuter Choice program. Mr. Donohue stated that there have been extensive studies of the Long Bridge regarding the project's impacts and benefits to the region. Mr. LeMunyon stated that regardless of how toll revenue is allocated, if some projects have to go through a scoring process, while other projects don't, that is not good policy.

Mr. Donohue stated that the Commonwealth is exploring the viability of using the federal Transportation Infrastructure Finance and Innovation Act (TIFIA) loan program, which provides favorable financing terms. Ms. Cristol asked several questions regarding the TIFIA program.

Chairman Letourneau raised a concern about the Commonwealth proceeding with their plan and then what happens if there is legal challenge and it is successful. Mr. Donohue observed that the Administration would not have let him come to NVTC to present these proposed amendments if they were unsure of the legality. The Commonwealth has extreme confidence that it will meet the Meeks criteria. If it is decided to sell debt, the Commonwealth will sell the debt, and the risk relative to that debt will reside with the Commonwealth or the bond holders. If there was a challenge, there would be no risk to NVTC. Chairman Letourneau stated his concern was more for the Commonwealth and not necessarily the Commuter Choice program.

Mr. Vargas stated that it seems the legal exposure is minimized based on what has been said, but he is more concerned about the public expectation exposure, making sure the Commonwealth is prepared to show the direct benefit of the Long Bridge to the toll payers from Loudoun County, western Fairfax County and Prince William County. He stated that the message needs to be very clear. Mr. LeMunyon stated that VRE clearly benefits from the Long Bridge project, but it is unfortunate that the Commonwealth's proposal creates winners and losers in Virginia. He believes that the people in Northern Virginia deserve better public policy. The Commonwealth needs to go back to the drawing board and come up with a win-win solution; the Commonwealth should not be funding VRE at the expense of all the other projects that won't get funded for the next 35 years.

Chairman Letourneau stated that he shares the concern that western Fairfax and Loudoun users are not going to see the direct benefit compared to the benefit others will see; however, there may be a way in the Commuter Choice program to offset that discrepancy. Mr. Snyder stated that his jurisdiction is also disadvantaged with traffic diversion, upcoming changes to HOV-3, and that reduced pot of Commuter Choice money could be used for projects that would not benefit his jurisdiction.

Mr. Skiles stated that the Long Bridge is a regional priority project, which has been discussed by the region for a long time. There are benefits to the project and a clear need for increased capacity. By investing in increased capacity for VRE, the entire transportation eco system benefits. He understands the concerns, but it is a necessary project that needs to be done.

Mr. Donohue observed that when the original proposal for using toll revenue for transit was presented to the Commission, it was anticipated that \$5-7 million would be available for the Commuter Choice program. The amount now being discussed is double of what was anticipated.

Ms. Mattice stated that the Commonwealth proposes to preserve a minimum payment of \$10 million per year plus 2.5% annual escalation to NVTC for the multimodal program. There are two items that appear to be missing from the proposed changes:

- The “waterfall” does not currently include language that clearly states that NVTC would receive any residual payments after debt service and pay-go commitments are made.
- In addition, the Commonwealth is proposing that NVTC receive an additional \$5 million per year plus 2.5% annual escalation from proceeds related to I-66 Outside the Beltway.

Mr. Donohue stated that it is the Commonwealth’s intent to include these changes in the MOA.

Chairman Letourneau asked for data on where the toll payers are originating from when they begin their commuter using I-66 Inside the Beltway. Deputy Secretary Donohue stated he can ask for this information to be compiled. Ms. Cristol stated that the discussion has lost the thread of what the Commuter Choice program is designed to offer in that it is not to benefit the people of certain jurisdictions from which drivers come from but to provide relief to the toll payers. Relief to the toll payer is when there are fewer cars on I-66, regardless of where they originated. If the Long Bridge results in more capacity for VRE, which takes more cars off the road, then the relief will result in lower tolls and/or more capacity on I-66. This is a benefit to all toll payers. Chairman Letourneau explained that he was asking because of the question of whether the Outside the Beltway toll funds can be used for Inside the Beltway projects. Ms. Cristol stated that is a valid question but cautioned that there is a risk to NVTC’s regionally focused Commuter Choice program if Commissioners try to make this a “tit for tat” about where individual projects are located. Mr. Dorsey agreed with Ms. Cristol and suggested that destination data is more critical to know where toll payers are going to identify projects that will provide relief. Mr. R. Meyer stated that then the Long Bridge project needs to be scored compared to other projects, which would be difficult to do.

Ms. Mitchell stated that the studies on the impact of improvements to the Long Bridge show that VRE ridership can double (1.9 million current annual riders to 4 million riders) and many of those

new riders would be otherwise driving on I-66. The new Long Bridge is a 100-year asset. She stated that NVTC has already discussed adding an annualization factor to the scoring of projects. Mr. LeMunyon suggested raising the price of a VRE ticket by \$3, which would result in an additional \$12 million a year. Deputy Secretary Donohue stated the Commonwealth is in the process of developing a financing plan for the Long Bridge and VRE is part of that process. Ms. Cristol stated that VRE will be finalizing its role in the financing plan, which is anticipated at \$12-13 million. It makes more sense for VRE to use capital funds instead of raising fares since there is a relationship between ridership and how high the fares can go before VRE loses riders.

Ms. Mattice reviewed the remaining proposed amendments, including relief on the operating assistance cap and other technical amendments. Since the Commonwealth proposes that the I-66 MOA be amended to match the I-395 MOA, many of the redlined changes are to align the drafting language to be consistent with the language of the I-395 MOA.

Ms. Bulova stated that it is not just about replacing a bridge; the Long Bridge is a game changer and will go way beyond increasing VRE capacity. It will ultimately open the opportunity for more commuter rail and more rail in general throughout the entire region. She appreciates the Commonwealth looking for ways to cobble together funding from various sources, including funding from the state for rail and not taking away from other sources. The region and the Commonwealth need to work together.

Chairman Letourneau asked about outstanding issues that need to be resolved. Ms. Mattice stated that language needs to be added about the Outside the Beltway payment, tighten up language about remaining revenues come to NVTC after the waterfall, and technical edits.

Ms. Bulova moved, with a second by Mr. McKay, to approve Resolution #2396, which supports ongoing discussions with the Commonwealth regarding the I-66 MOA.

Deputy Secretary Donohue stated that the Commonwealth takes seriously its relationship with NVTC. The Commonwealth would like to move forward with potential legislation during the next General Assembly Session regarding the Long Bridge. The Commonwealth does not want to move forward without some indication that NVTC in general is willing to continue discussing changes to the MOA.

Mr. Snyder stated that he is not against the Long Bridge project, but he is not in favor of funding the Long Bridge in this way and will vote against the resolution. Senator Black stated that he will not support the motion. From the standpoint of Loudoun County and western Fairfax County, he does not see what benefit his constituents gain from this. He believes that if NVTC votes to continue discussions, it is a vote in favor of making it happen. Mr. Foust stated that he will support the resolution but the message to the General Assembly should be that they need to identify new funding sources for transportation. Mr. LeMunyon agreed with Mr. Snyder in that he is not opposed to the Long Bridge project, but he believes the resolution will be interpreted by the General Assembly that NVTC will concede the toll revenue. Mr. Vargas expressed his support for the Long Bridge and finding creative ways to fund it, but he is not sure there needs to be a resolution at this time.

Chairman Letourneau stated that he understands the regionalism of the Long Bridge project. He also thinks it can be easier for some jurisdictions when they don't have constituents paying \$35 in tolls every day. It's a challenge to go back to those toll payers and justify how the tolls are being spent. The region needs to do a better job in addressing the benefits to the toll payers with all the projects. That said, Long Bridge is a project that cannot be done by a single jurisdiction, it requires many players and, in general, he is supportive of NVTC being a part of that.

Mr. R. Meyer expressed his support for the resolution. With Long Bridge, VRE expansion to Haymarket would be possible and also a game changer. If it will take thousands of people off I-66 each day, it will benefit Loudoun County commuters. His biggest concern is that it will lock the region into big tolls for 35 years.

The Commission then voted on the motion and it passed with a 15-4 vote. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, Hudgins, Letourneau, McKay, D. Meyer, R. Meyer, Skiles and Smedberg. The vote in opposition was cast by Commissioners Black, LeMunyon, Snyder and Vargas. (A copy of Resolution #2396 is attached.)

Commissioners Ebbin, D. Meyer and Skiles stepped out of the room.

Washington Metropolitan Area Transit Authority

Report from the Chair of the NVTC WMATA Committee. Ms. Hudgins reported that there was no committee meeting in November. The next NVTC WMATA Committee Meeting is December 18th at 8:30 A.M. The committee will be discussing WMATA's proposed FY2021 budget and reviewing a draft letter of comments. Pending the committee's review, the full Commission will consider the letter at its January meeting.

Report from Virginia WMATA Board Members. Mr. Dorsey stated that WMATA Board will hold a work session on the capital budget. He reviewed the general manager's proposed changes to the operating and capital budgets, including changes to bus service and extended service hours.

Senator Black left the meeting at 8:46 P.M. and did not return.

Mr. Smedberg reviewed the specific changes proposed for fares, transfers and discounts. He stated that jurisdictional staff have conveyed a strong desire for parity in the transfer policy between the local services and Metro system and he and Mr. Dorsey have asked WMATA to look at the policy and revenue implications of this. He also noted that WMATA's general manager is complying with the legislatively mandated 3% cap on operating subsidy. Budget deliberations will continue December through February, with Board adoption in March 2020.

Mr. R. Meyer expressed his dissatisfaction with first hearing about WMATA proposing to change station names in the media. It is problematic that Loudoun County, where one of the stations is located, was not notified or consulted directly by WMATA before it was announced in the media.

He hopes the WMATA Board will address this issue. Mr. Smedberg explained that WMATA was looking at revenue opportunities. He noted that there were lessons learned and the issue has been tabled. Mr. Foust also expressed his disappointment but was pleased with WMATA's response to table it and appreciate their response to his concerns. Mr. Dorsey stated that it was a process fail that all parties weren't brought to the table.

Senator Ebbin returned to the discussion at 8:52 P.M.

Mr. Snyder expressed his concern that the extended hours primarily benefit the District of Columbia but will be paid for by fare increases to Maryland and Virginia riders. Mr. Dorsey stated that the budget process will look at the entire budget with a keen eye of making sure Metro service serves everyone.

Mr. D. Meyer returned to the discussion at 8:55 P.M.

Mr. Cook stated that at the last meeting he politely asked about the Cinder Bed Road Garage strike and now 45 days later nothing has been done, which is not acceptable. He is extremely dissatisfied that his constituents still can't ride the bus. WMATA has a contract with Transdev, which has failed to do its job of providing service and in his opinion Transdev is in breach of contract. He believes NVTC should instruct the Virginia WMATA Board members to bring a motion before the WMATA Board. Mr. Dorsey stated that he would welcome direction from the Commission.

Mr. McKay stated that the frustration level is high because it is not clear why a breach of contract has not been declared. There is a sense of urgency to take action. He reminded Commissioners that the Cinder Bed contract was an experiment with privatization to save money and address the 3% cap. Maryland has a 3% cap too and he is not aware that Maryland has any privatization of its bus system. This was a deliberate decision by the WMATA Board and management to privatize this service and now there has been no service for over a month. There needs to be a justification of why Transdev is not in breach of contract. Ultimately, the issue at Cinder Bed is the reason Fairfax County is now dealing with issues with the Connector going on strike. It now puts at risk all the transit providers in the region.

Mr. Dorsey stated that the General Manager has been delegated the authority to negotiate and execute the contract, so the WMATA Board would not declare a contract to be in breach; the general manager would make that declaration. Mr. Cook stated that the WMATA Board still has oversight. He observed that within two hours of Transdev informing Fairfax County they would not deliver its contracted service for the Connector; the Fairfax County Board of Supervisors scheduled a meeting. WMATA has had 45 days to do something and nothing has been done.

Mr. Cook moved, with a second by Mr. R. Meyer, to direct Mr. Dorsey, as the Northern Virginia representative to the WMATA Board, to call for a motion at the WMATA Board meeting to hold Transdev in breach of contract regarding Cinder Bed.

Ms. Bulova stated that Fairfax County prepared a draft resolution for the Commission to consider, which references the Cinder Bed strike but also raises other concerns. Copies of the resolution

were provided to Commissioners. Mr. Cook requested his motion be kept separate from the resolution. Mr. McKay stated that he is prepared to vote in favor of both Mr. Cook's motion and the resolution.

Chairman Letourneau stated that Mr. Cook's motion will be voted on first.

Mr. Foust stated that he supports the motion, but there should be some caveat since no one has seen the contract. Mr. Cook agreed and if, in fact, legal counsel were to advise that Transdev was not in breach of contract, NVTC should not ask Mr. Dorsey to make the motion.

Mr. McKay observed that it is important not to just look at the date of the strike, since there were issues before that time (workers not reporting, constituents stranded, etc.). It is important to look at the impact on service for the duration of the contract.

The Commission voted to approve the motion. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Ebbin, Foust, Hudgins, LeMunyon, Letourneau, McKay, D. Meyer, R. Meyer, Snyder and Vargas. Mr. Dorsey and Mr. Smedberg abstained. (Mr. Skiles was not present for the vote.)

Ms. Bulova moved, with a second by Mr. McKay, to approve the following resolution prepared by Fairfax County:

SUBJECT: Concerns about Privatization of WMATA Services

WHEREAS: In exchange for providing \$154 million annually to the Washington Metropolitan Area Transit Authority (WMATA) for State of Good Repair needs, the Virginia General Assembly imposed a 3% cap on increases to WMATA's annual operating budget;

WHEREAS: WMATA's management has used, or is considering using, a variety of strategies to reduce annual operating costs, including privatizing the operations at the Cinder Bed Road Bus Garage and is considering privatizing the operations of the Metrorail Silver Line;

WHEREAS: WMATA's private operator and the union have been unable to agree to a labor contract;

WHEREAS: Employees at the Cinder Bed Road Bus Garage have been on strike for more than 45 days; and

WHEREAS: This disruption of service has created significant hardships for transit riders in Northern Virginia.

NOW THEREFORE BE IT RESOLVED that the Northern Virginia Transportation Commission (the Commission) hereby expresses concern about the two-tier wage and benefit structure that has been created by WMATA's decision to contract out the operations of the Cinder Bed Road Bus Garage.

BE IT FURTHER RESOLVED that the Commission urges WMATA management to take a more active role in resolving the labor contract at the Cinder Bed Road Bus Garage, so that bus service can be restored to passengers as quickly as possible.

BE IT FURTHER RESOLVED that the Commission urges that if WMATA Board intends to contract out the Metrorail Silver Line train operations, that it avoids the establishment of a two-tier wage and benefit structure between its own employees and a contractor's employees, which has created problems at its Cinder Bed Road Bus Garage.

BE IT FURTHER RESOLVED that the Commission requests that WMATA seek other strategies to reduce costs to limit its annual operating subsidy increase to 3%.

Mr. Skiles returned to the discussion at 9:11 P.M.

Ms. Bulova stated that the issue is not about not privatizing operations. Fairfax County has also contracted out other county services. However, in this case, there is a two-tiered wage and benefit structure at Cinder Bed so that WMATA employees are working next to contractor employees, but they are receiving different wages and benefits. It is not working and creating friction. Fairfax County wants to make sure this gets resolved and also wants to look ahead at the Silver Line service. WMATA intends to privatize service and the county is concerned that the same issues will result.

Mr. R. Meyer stated that Loudoun County has issues with the resolution. The first issue is that the resolution was not shared ahead of the meeting. There is also problematic language within the resolution.

Mr. R. Meyer made a motion to amend the resolution to delete from the second whereas clause "... and is considering privatizing the operations of the Metrorail Silver Line;" as well as delete the 1st, 3rd and 4th resolve clauses. Chairman Letourneau seconded.

Senator Ebbin asked that the motion be divided for each resolve clause, so he can vote for the resolve clause that "requests that WMATA seek other strategies to reduce costs to limit its annual operating subsidy increase to 3%."

Chairman Letourneau stated that with the greatest respect and understanding the urgency, this is not how NVTC operates. To have a policy decision dropped on the Commission with no notice or prior discussion, is unfair to Loudoun County, staff and the entire Commission. Given the urgency of what happened today with the Connector strike, he thinks taking some action at this meeting is appropriate but NVTC speaking for the entire region on a policy issue cannot happen this quickly. The reason he supports Mr. R. Meyer's amendment is that it takes out the policy references to privatization.

Mr. McKay stated that he can appreciate the chair's comments, but he supports the main motion and not the amendment. Fairfax County just had thousands of people stranded by the Connector strike. It will happen to other systems too. It would have been great to resolve the Cinder Bed issue 45 days ago and it would have been great to circulate the resolution a week ago. He explained that there are two employees at Cinder Bed doing the same job but getting different wages and benefits. This would not happen with a private employer or a local government. It is important for WMATA to take a second look at privatization for the Silver Line because at the end of the day, saving money is important but it is more important to move people. He is not saying don't do privatization of the Silver Line, but that WMATA needs to look at the issue before any decision is made. He stated that he would be happy to change some of the language in the resolution.

Mr. D. Meyer stated that looking back, it was all about a safety culture at WMATA, which cuts across all of this. A 3% operating cap on a complex system as Metro is nonsensical and bad public policy. He suggested going back to the General Assembly to raise the cap limit. He agrees with Mr. McKay's comments regarding two people working side by side and receiving different wages and benefits is not good policy. It is a seed that will bring about a bad safety culture. He cannot support the substitute motion.

Mr. Dorsey reminded the Commission that this privatization issue did not emerge 45 days ago. This issue has been known to all the players for a long time. Mr. Vargas stated that privatization can and does work when done properly. He asked if the first resolve clause was changed to a whereas clause would it be more acceptable to those opposed to the resolution. Mr. McKay disagreed with Mr. Dorsey and stated that knowing about privatization is different than agreeing to a two-tiered system. There were different ways WMATA could have privatized the service.

Senator Ebbin withdrew his request to sever.

Mr. LeMunyon asked if a resolution really needs to be passed tonight to allow Fairfax County and Loudoun County time to collaborate on a resolution. Mr. R. Meyer stated that he would accept this as a friendly amendment. Mr. McKay stated that it would be a terrible option for three reasons: deferring action would be interpreted as Commissioners are okay with 30 more days without service; there will be eight new Commissioners in January who won't know the issues; and the issue of privatization could come up at the WMATA Board before NVTC's next meeting. Mr. Smedberg stated he is not aware that it is on the agenda.

Ms. Cristol stated that she supports the substitute motion but noted that Ms. Bulova and Mr. McKay made excellent points about the problems with a two-tiered system. She can also support it one month from now and agrees with other Commissioners that this is a policy issue and having a divided vote muddles the message. She asked for Commissioner feedback on deferring the resolution.

Mr. Cook stated that he agrees with the chair's general statement about process as a general principle but noted that NVTC only meets once a month and situations can change rapidly. His number one concern is that people can ride the bus and this is above and beyond any other issue raised at this meeting. He expressed concern that this region is getting sucked into a proxy war. There is a nationwide battle between Transdev, the number one strike breaker contractor for transit in the county, and ATU, which is the number one union for transit workers in the country. He does not want to see this region as the "guinea pig" and battle ground for a union war. It will not be just Fairfax County affected as it will move to other transit systems. He suggested changing the wording in the second to last resolve clause from "avoid" to "consider challenges of" or "further evaluate."

Mr. Aguirre expressed his uneasiness with seeing the resolution for the first time tonight, but also understands the urgency. He asked if there is a way to give Mr. Dorsey some direction without taking formal action. Mr. Skiles suggested convening an ad hoc group to wordsmith the language of the resolution. Chairman Letourneau stated that is not possible with the Freedom of

Information Act requirements of a public meeting. Mr. Foust stated that he will oppose the amendment.

Chairman Letourneau suggested calling a recess and there were no objections. He recessed the meeting at 9:48 P.M. During the recess, Ms. Mitchell left the meeting and did not return. The Commission reconvened at 10:11 P.M.

Mr. R. Meyer withdrew his amendment from consideration. Commissioners were provided with a copy of the resolution from the main motion marked with changes. Ms. Bulova withdrew her main motion from consideration.

Ms. Bulova moved, with a second by Mr. McKay, to approve the original resolution, with the suggested changes. She read the new resolution into the record:

SUBJECT: Concerns about Privatization of WMATA Services

WHEREAS: In exchange for providing \$154 million annually to the Washington Metropolitan Area Transit Authority (WMATA) for State of Good Repair needs, the Virginia General Assembly imposed a 3% cap on increases to WMATA's annual operating budget;

WHEREAS: WMATA's management has used, or is considering using, a variety of strategies to reduce annual operating costs, including privatizing the operations at the Cinder Bed Road Bus Garage and is considering privatizing the operations of the Metrorail Silver Line;

WHEREAS: WMATA's private operator and the union have been unable to agree to a labor contract;

WHEREAS: Employees at the Cinder Bed Road Bus Garage have been on strike for more than 45 days; and

WHEREAS: This disruption of service has created significant hardships for transit riders in Northern Virginia;

WHEREAS: The Northern Virginia Transportation Commission (the Commission) hereby expresses concern about the two-tier wage and benefit structure that has been created by WMATA's decision to contract out the operations of the Cinder Bed Road Bus Garage and how it has resulted in service disruptions.

NOW THEREFORE IT BE IT RESOLVED that the Commission urges WMATA management to take a more active role in resolving the labor contract at the Cinder Bed Road Bus Garage, so that bus service can be restored to passengers as quickly as possible.

BE IT FURTHER RESOLVED that the Commission urges that WMATA evaluates the effects of a two-tier wage and benefit structure between its own employees and a contractor's employees in current and future contracting decisions.

BE IT FURTHER RESOLVED that the Commission requests that WMATA seek other strategies to reduce costs to limit its annual operating subsidy increase to 3%.

Mr. Dorsey observed that it would be more accurate in the first resolve clause to use "labor dispute" instead of "labor contract." There were no objections to this wording change.

The Commission then voted on the amended resolution and it was approved. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, Hudgins, Letourneau, McKay, D. Meyer, R. Meyer, Skiles, Snyder and Vargas. Commissioners LeMunyon and Smedberg abstained. (A copy of the resolution, now named Resolution #2399, is attached.)

Ms. Mattice suggested that due to the lateness of the hour, Mr. Cheng could give his presentation on Post Summer 2019 Shutdown Lessons Learned at a future meeting. There were no objections.

Report from the Chair of the Legislative and Policy Committee

Legislative and Policy Committee Chairman David Meyer directed staff to give the report. Mr. Smith gave a brief overview of the NVTC 2020 Legislative and Policy Agenda, which includes the changes suggested by Commissioners at last month's meeting.

Commissioners Hudgins and Smedberg left the meeting at 10:16 P.M. and did not return.

Mr. Aguirre moved, with a second by Ms. Cristol, to approve the 2020 Legislative and Policy Agenda. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, Letourneau, McKay, D. Meyer, R. Meyer, Skiles, Snyder and Vargas. Mr. LeMunyon abstained.

Mr. D. Meyer reminded Commissioners that the annual Joint NVTC-PRTC Legislative Briefing will be held on Monday, December 9th at 8:30 A.M. at the Embassy Suites by Hilton Springfield (8100 Loisdale Road, Springfield, VA). Ms. Mattice stated that the event will provide an overview of federal and state issues affecting transit in Northern Virginia. NVTC has invited Secretary of Transportation Shannon Valentine, WMATA General Manager Paul Wiedefeld, and VRE Chief Operating Officer Rich Dalton, to join NVTC Executive Director Kate Mattice and PRTC Executive Director Bob Schneider, to preview the policy issues and concerns of transit in Northern Virginia.

Ms. Mattice also noted that Virginia Transit Association Legislative Day is January 27, 2020 and Virginia Municipal League/Virginia Association of Counties Legislative Day is February 6, 2020. She also announced that NVTC will not hold a meeting on February 6th, so Commissioners are urged to participate in the VML/VACO day.

Virginia Railway Express (VRE)

VRE CEO Report. Acting CEO Rich Dalton gave his report. He reported that VRE operated 588 trains in November and of that total 125 trains were delayed. VRE's definition of delayed is a train that exceeds the five-minute threshold at the destination station. Seventy-two percent of those delays were due to rail congestion. This has become a real issue for VRE and its service reliability. Ridership for November dropped to 13,000, which is typical for the month of November. He also invited Commissioners to attend the December 14th Santa Trains. Tickets this

year sold out on-line within 3.5 minutes and within two hours at vendor locations. VRE also participates in the annual Marine Corps' Toys for Tots campaign.

VRE's FY2019 Comprehensive Annual Financial Report (CAFR). Ms. Bulova stated that the FY2019 audit was conducted by the firm of PBMares, LLP, the auditor for VRE, PRTC and NVTC. PBMares reviewed the statements and presented their opinion to the VRE Audit Committee prior to the November 15th Operations Board meeting, followed by a presentation to the full Operations Board. The audit opinion letter states that the VRE statements, in all material respects, fairly and accurately present the financial position of the organization. This opinion is the best outcome of a financial audit. Resolution #2397 would approve the VRE CAFR.

Ms. Bulova moved, with a second by Mr. McKay, to approve Resolution #2397 (copy attached). The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, LeMunyon, Letourneau, McKay, D. Meyer, R. Meyer, Skiles, Snyder and Vargas.

2020 VRE Legislative Agenda. Ms. Bulova stated that the VRE Legislative Agenda was presented as an information item at NVTC's November 14th meeting and is similar in content to NVTC's Legislative and Policy Agenda. Resolution #2398 would approve the agenda.

Ms. Bulova moved, with a second by Mr. McKay, to approve Resolution #2398 (copy attached). The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Ebbin, Foust, LeMunyon, Letourneau, McKay, D. Meyer, R. Meyer, Skiles, Snyder and Vargas.

VRE FY2021 Budget Update. Ms. Bulova updated the Commission on the FY2021 VRE budget. The preliminary FY2021 VRE budget presented to the Operations Board in September included a funding gap of \$2.1 million. Since that time, VRE staff was able to eliminate that funding gap and the budget is now currently balanced. VRE staff will continue to refine the operating budget assumptions as needed, but no major changes are expected. The final budget will be presented to the Operations Board on December 20th to be recommended for Commission approval at NVTC and PRTC's January meetings.

Department of Rail and Public Transportation

Chairman Letourneau noted that DRPT Director Mitchell had to leave so he encouraged Commissioners to read her written report.

Proposed FY2021 NVTC General and Administrative Budget and Proposed 2020 Work Plan

Chairman Letourneau explained that Commission action on the budget and Work Plan is not being requested at this meeting. They are just being presented as information items. However, at its meeting earlier in the evening, the Executive Committee approved the FY2021 G&A Budget and 2020 Work Plan for consideration by the Commission. The Executive Committee

recommends the Commission approve the budget version with an additional financial position. NVTC will hold a public hearing on the 2020 Work Plan at its January 16th meeting.

Mr. Kalkwarf reviewed the proposed FY2021 NVTC General and Administrative Budget document contains a base budget, as well as an option for the addition of a new financial staff position. The proposed budget includes resources to accomplish the NVTC Work Plan, including the administration of the I-66 and the I-395 Commuter Choice programs, oversight of WMATA, and increased financial management activities. The proposed budget totals \$3,656,100, including \$984,300 for the administration of the I-66 and I-395 Commuter Choice programs, which is funded entirely with toll related revenue, and \$2,671,800 for the remaining operating program which is funded by other sources, primarily from the member jurisdictions.

Mr. Kalkwarf explained that the total expenses are proposed to decrease by \$18,400, or 0.5% over the approved FY2020 budget. The budget for the administration of the Commuter Choice programs decreased by \$215,700, leaving a net increase of \$197,300, or 8.0%, over the approved FY2020 budget for the balance of NVTC's operating program. The decrease in the Commuter Choice program is due to an expected decrease in contracted technical and outreach support. As the program matures, less outside technical help is anticipated as processes and products which have been developed in prior years will be utilized in the future. The amount included in the prior year budget for outreach support did not materialize, as the budget assumed an earlier start date for the support.

Mr. Kalkwarf explained that another notable item in the budget is the office rent. During FY2019, NVTC's office lease was renewed for a larger space effective March 15, 2019 to accommodate NVTC's growing staff levels. The lease calls for the base rent to increase at 2.5% annually. The lease contains two provisions for the abatement of rent. One provision abates the first month's rent each year for seven years, and the second provision abates the rent on approximately 29% of the leased space for the balance of the first lease year ending March 2020. The FY2021 budget shows a 29.1% increase, largely because the second abatement provision was fully recognized in FY2019 and FY2020.

Mr. Kalkwarf reminded Commissioners that the budget is funded by contributions from the NVTC member jurisdictions and an amount taken off the top of state assistance as it becomes available to NVTC, as well as toll revenues from I-66 and I-395. Project chargebacks include revenue covering the budgeted Commuter Choice programs costs for anticipated staff time, contracted support and related costs. Appropriated surplus above NVTC's minimum operating requirement is also included as a source of revenue, which is the result of positive budget variances in prior years. The \$197,300 increase from FY2020 to FY2021 in the balance of the operating program (which excludes Commuter Choice) is funded using \$66,200 of increased carryover funds, \$1,000 interest and other revenue, and \$130,100 (5.9%) of increased funding from member jurisdictions.

Mr. Kalkwarf then reviewed the budget option that includes the addition of a financial staff position. The Executive Committee asked that staff provide a budget including the costs of this position as an option for the Commission to consider. The position would provide needed assistance to the existing financial staff as NVTC's responsibilities and activity continue to grow. The position would also provide for some redundancy in performing a variety of financial tasks,

as well as a mechanism for succession planning. The new position would increase the operating program (excluding Commuter Choice) by \$107,400, or an additional 4.3% over the prior year, bringing the jurisdiction increase to 10.9% instead of the 5.9 % as included in the base proposed budget.

Chairman Letourneau noted that the budget process included input from the jurisdictions about the subsidy changes. The Commission will be asked to approve the budget and Work Plan at the January 16, 2020 meeting.

NVTC Transit Resource Center

Ms. Girma provided an update on the FY2020 1st Quarter Transit Performance Report and the FY2020 1st Quarter Parking Utilization Report. She explained that the FY2020 Quarterly Transit Performance Report is a reframed effort that provides an overview of the transit service in Northern Virginia focused on quarterly ridership and parking utilization. The report is compiled at the end of each quarter during the current fiscal year and reflects transit boardings for all modes as well as quarterly fiscal year-to-date parking utilization at WMATA rail facilities.

Ms. Girma reported that overall bus and commuter rail ridership in Virginia is trending upwards for this past quarter, with the exception of DASH which reported a 10% decline in ridership during the first quarter of FY2020. This decrease was caused by the 2019 Platform Improvement Project, which resulted in a 13% ridership decline during the closure, as well as a 60% decrease in Bus-to-Rail/Rail-to-Bus transfers. In addition, major construction at the King Street Metro Station bus loop that began in November 2018 has required all buses at that location to be displaced to on-street stops on adjacent streets. Metrorail in Virginia is showing a 1% decrease in ridership, but it is important to note that several large capital projects likely impacted Metrorail ridership in the first quarters of both FY2019 and FY2020. VRE experienced a 3% increase in ridership during the first quarter of FY2020.

Ms. Girma also reviewed the Parking Utilization Fiscal Year to Date (FYTD) data. Parking was available at no cost at Huntington, Van Dorn, and Franconia-Springfield Stations during the Summer 2019 Platform Improvement Project due to construction work and thus eliminated the ability to collect parking utilization data during that time period.

To summarize, Ms. Girma noted that the 2019 Platform Improvement Project has impacted ridership and parking utilization. Mr. Dorsey noted that besides the impact of the Summer Shutdown, ridership and parking are trending upward. Mr. LeMunyon noted that stations not affected by the Summer Shutdown all show a significant increase. This is good news.

Senator Ebbin left the meeting at 10:33 P.M. and did not return.

Executive Director Report

Ms. Mattice encouraged Commissioners to read her Executive Director Newsletter. She reviewed several upcoming meetings, included the NVTC WMATA Committee meeting on December 18th.

NVTC's January meeting will be held on the 16th (not the 2nd). NVTC does not plan to hold a February meeting and instead encourages Commissioners to participate in VACO/VML Legislative Day in Richmond on February 6, 2020.

Executive Director Employment Contract Amendment

Chairman Letourneau reminded Commissioners that they have a copy of the proposed action regarding the executive director's contract. The Commission held Ms. Mattice performance review during a Closed Session at the last meeting and this amendment is reflective of that discussion.

Chairman Letourneau moved, with a second by Ms. Cristol, to approve the third amendment to the employment contract between NVTC and Executive Director Kate Mattice and authorize the chair to execute it on behalf of the Commission. The vote in favor was cast by Commissioners Aguirre, Bennett-Parker, Bulova, Cook, Cristol, Dorsey, Foust, LeMunyon, Letourneau, McKay, D. Meyer, R. Meyer, Skiles, Snyder and Vargas.

Adjournment

Without objection, Chairman Letourneau adjourned the meeting at 10:36 P.M.

Approved this 16th day of January 2020.

Chair

Secretary-Treasurer



RESOLUTION

SUBJECT: Commending M. David Skiles on the Occasion of His Departure from the Northern Virginia Transportation Commission

WHEREAS: Mr. M. David Skiles was appointed by the Speaker of the House of Delegates in August 2018 to serve on the Northern Virginia Transportation Commission, with his term expiring on January 7, 2020;

WHEREAS: Mr. Skiles has served as a Commissioner of the Northern Virginia Transportation Commission from 2018 to 2019;


WHEREAS: NVTC serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public bus and rail systems and ridesharing programs to foster economic vitality in the region and the Commonwealth; and

WHEREAS: Mr. Skiles is a dedicated civic and community leader committed to improving the quality of life in Northern Virginia.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission commends M. David Skiles for his service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that NVTC prepare a copy of this resolution for presentation to Mr. Skiles as an expression of its gratitude and in appreciation of his work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 5th day of December 2019.


Matthew F. Letourneau
Chairman



RESOLUTION

SUBJECT: Commending Raul “Danny” Vargas on the Occasion of His Departure from the Northern Virginia Transportation Commission

WHEREAS: Mr. Raul “Danny” Vargas was appointed by the Speaker of the House of Delegates in August 2018 to serve on the Northern Virginia Transportation Commission, with his term expiring on January 7, 2020;

WHEREAS: Mr. Vargas has served as a Commissioner of the Northern Virginia Transportation Commission from 2018 to 2019;

WHEREAS: NVTC serves as the voice of public transit in Northern Virginia, promoting the region’s transit network through effective and efficient public bus and rail systems and ridesharing programs to foster economic vitality in the region and the Commonwealth;


WHEREAS: Mr. Vargas is known by his colleagues for his congeniality and strong commitment to regionalism; and

WHEREAS: Mr. Vargas promotes sound policies to address challenges facing our transportation network today and in the future.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission commends Raul “Danny” Vargas for his service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that NVTC prepare a copy of this resolution for presentation to Mr. Vargas as an expression of its gratitude and in appreciation of his work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 5th day of December 2019.


Matthew F. Letourneau
Chairman



RESOLUTION

SUBJECT: Commending the Honorable James M. LeMunyon on the Occasion of His Departure from the Northern Virginia Transportation Commission

WHEREAS: The Honorable James M. LeMunyon was appointed by the Speaker of the House of Delegates in August 2018 to serve on the Northern Virginia Transportation Commission, with his term expiring on January 7, 2020;

WHEREAS: Mr. LeMunyon previously served on NVTC from 2014 – 2017 in his role as a member of the Virginia General Assembly representing the 67th District serving parts of Fairfax and Loudoun counties;

WHEREAS: As a member of the General Assembly, Mr. LeMunyon patroned several bills that brought changes to the transit landscape of the Northern Virginia region, including HB2136 authorizing Virginia to become a signatory to the Washington Metrorail Safety Commission Interstate Compact, which establishes a state safety oversight authority for the Washington Metropolitan Area Transit Authority (WMATA) Rail System; HB2136 bringing NVTC to the table to participate in the discussion of WMATA reforms; and HB599 establishing responsibilities for long-range transportation planning for the Northern Virginia Transportation District and requiring projects to be rated and evaluated for congestion reduction among other measures;


WHEREAS: NVTC serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public bus and rail systems and ridesharing programs to foster economic vitality in the region and the Commonwealth; and

WHEREAS: Mr. LeMunyon continues to be a strong advocate for transparency in all aspects of government, as well as an advocate for transit and regional cooperation.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission commends the Honorable James M. LeMunyon for his service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that NVTC prepare a copy of this resolution for presentation to Mr. LeMunyon as an expression of its gratitude and in appreciation of his work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 5th day of December 2019.


Matthew F. Letourneau
Chairman



RESOLUTION

SUBJECT: Commending the Honorable Richard Black on the Occasion of His Departure from the Northern Virginia Transportation Commission

WHEREAS: The Honorable Richard Black has served as a member of the Virginia Senate since 2012 as the representative of the 13th District serving Loudoun and Prince William counties;

WHEREAS: Prior to that, Senator Black served as a member of the Virginia House of Delegates for the 32nd District representing Loudoun County from 1998 to 2006;

WHEREAS: Senator Black was appointed by the Virginia Senate to serve as a Commissioner of the Northern Virginia Transportation Commission in 2019;

WHEREAS: Senator Black previously served on NVTC from 2012-2016;


WHEREAS: NVTC serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public bus and rail systems and ridesharing programs to foster economic vitality in the region and the Commonwealth; and

WHEREAS: Senator Black is a dedicated public servant and long-serving legislator in the Virginia General Assembly, he was able to effortlessly navigate challenging regional issues during his tenure at NVTC.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission commends the Honorable Richard Black for his service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that NVTC prepare a copy of this resolution for presentation to Senator Black as an expression of its gratitude and in appreciation of his work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 5th day of December 2019.


Matthew F. Letourneau
Chairman



RESOLUTION

SUBJECT: Commending the Honorable Ron Meyer on the Occasion of His Departure from the Northern Virginia Transportation Commission

WHEREAS: The Honorable Ron Meyer has served as a Commissioner of the Northern Virginia Transportation Commission since July 2016, filling Loudoun County's second seat on the Commission created by HB181 (2016);

WHEREAS: NVTC serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public bus and rail systems and ridesharing programs to foster economic vitality in the region and the Commonwealth;

WHEREAS: Mr. Meyer has been an advocate of smart investments in transportation infrastructure to reduce congestion and improve the economic outlook of the region;

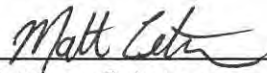
WHEREAS: In addition to strong regional advocacy, Mr. Meyer was also a strong advocate for the Washington Metropolitan Transit Authority's (WMATA) Silver Line Phase 2 project and ensuring Loudoun County residents realized the maximum return on their investment in WMATA;

WHEREAS: Mr. Meyer has played an outsized role in holding both the Commonwealth and local governments accountable to the residents of Northern Virginia; and

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission commends the Honorable Ron Meyer for his service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that NVTC prepare a copy of this resolution for presentation to Mr. Meyer as an expression of its gratitude and in appreciation of his work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 5th day of December 2019.


Matthew F. Letourneau
Chairman



RESOLUTION

- SUBJECT:** Commending the Honorable John Cook on the Occasion of His Departure from the Northern Virginia Transportation Commission
- WHEREAS:** The Honorable John Cook was appointed to serve on the Northern Virginia Transportation Commission in 2010, serving as chair of the former Governance and Personnel Committee from 2017 - 2018;
- WHEREAS:** NVTC serves as the voice of public transit in Northern Virginia, promoting the region's transit network through effective and efficient public bus and rail systems and ridesharing programs to foster economic vitality in the region and the Commonwealth;
- WHEREAS:** Mr. Cook was appointed to the VRE Operations Board from 2010 – 2019, serving as its chair in 2015 and secretary in 2019;
- WHEREAS:** While serving as chair of the VRE Operations Board, Mr. Cook guided the Board in implementing recommendations of the 2015 VRE Management Audit, which included new governance models for the commuter rail system that have been instrumental in helping VRE achieve remarkable growth and the ability to provide safe, cost effective, and comfortable commuter rail service in Northern Virginia;
- WHEREAS:** Mr. Cook is adept at synthesizing information and building consensus among his colleagues to reach the best conclusion to solve the most challenging issues facing the Northern Virginia region; and
- NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission commends the Honorable John Cook for his service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.
- BE IT FURTHER RESOLVED** that NVTC prepare a copy of this resolution for presentation to Mr. Cook as an expression of its gratitude and in appreciation of his work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 5th day of December 2019.

Matthew F. Letourneau
Chairman



RESOLUTION

SUBJECT: Commending the Honorable Catherine Hudgins on the Occasion of Her Departure from the Northern Virginia Transportation Commission

WHEREAS: The Honorable Catherine Hudgins joined the Northern Virginia Transportation Commission in 2004, serving as the chair of the NVTC WMATA Committee in 2019;

WHEREAS: Ms. Hudgins served as the NVTC principle director to the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors from 2008 – 2018, serving as Board chair in 2011 and 2012; and as the NVTC alternate director to the WMATA Board in 2004, 2018 and 2019;

WHEREAS: As WMATA Board chair in 2011, Ms. Hudgins spearheaded several changes to improve WMATA's governance and oversaw a process in which the transit agency adopted its first-ever bylaws and modernized code of ethics during a turbulent time for the transit agency following a fatal train-on-train collision in 2009;

WHEREAS: Ms. Hudgins prioritized a safety culture, investing in the equipment, facilities and personnel needed to enhance safety, and establishing policies and procedures that enhanced system safety during her tenure as WMATA Board chair;


WHEREAS: Ms. Hudgins had a key role in ensuring the completion of the Metrorail Silver Line's first phase to Reston and securing an agreement that allowed for construction of the second phase to Dulles International Airport and Loudoun County; and

WHEREAS: Ms. Hudgins is appreciated by her colleagues for being a thoughtful, steady and insightful leader who is a voice of reason and an agent for change.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission commends the Honorable Catherine Hudgins for her service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.

BE IT FURTHER RESOLVED that NVTC prepare a copy of this resolution for presentation to Ms. Hudgins as an expression of its gratitude and in appreciation of her work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 5th day of December 2019.



Matthew F. Letourneau
Chairman



RESOLUTION

- SUBJECT:** Commending the Honorable Sharon Bulova on the Occasion of Her Departure from the Northern Virginia Transportation Commission
- WHEREAS:** The Honorable Sharon Bulova joined the Northern Virginia Transportation Commission in 1988, serving as chair in 1996 and as secretary-treasurer in 2019;
- WHEREAS:** When Ms. Bulova departs NVTC, she will be the Commission's longest serving member, having made an indelible mark on transportation, especially public transit, in the region during her 30-plus years of service;
- WHEREAS:** Ms. Bulova worked with her colleagues as Chair of the Fairfax County Board of Supervisors to obtain the largest Transportation Infrastructure Finance and Innovation Act loan ever issued by the federal government to help fund the \$5.8 billion Washington Metropolitan Transit Authority (WMATA) Silver Line project;
- WHEREAS:** Ms. Bulova is a founding member and the longest-continuously serving member on the Virginia Railway Express (VRE) Operations Board;
- WHEREAS:** Ms. Bulova was instrumental in helping VRE achieve remarkable growth and the ability to provide safe, cost effective, accessible, reliable, convenient and comfortable commuter rail services;
- WHEREAS:** Ms. Bulova is known as a congenial and pragmatic elected official who builds consensus by working individually with each of her fellow Commissioners; and
- WHEREAS:** Ms. Bulova's efforts in founding VRE; bringing Metrorail to Tysons and Dulles International Airport; and advocating for high-quality transportation have contributed greatly to Northern Virginia's quality of life and economic vitality.
- NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission commends the Honorable Sharon Bulova for her service to NVTC, the citizens of Northern Virginia, and the Commonwealth of Virginia.
- BE IT FURTHER RESOLVED** that NVTC prepare a copy of this resolution for presentation to Ms. Bulova as an expression of its gratitude and in appreciation of her work on the Commission in promoting and funding public transit and ridesharing in Northern Virginia.

Approved this 5th day of December 2019.


Matthew F. Letourneau
Chairman



RESOLUTION #2396

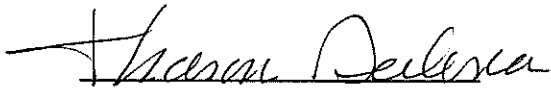
- SUBJECT:** Ongoing Discussions to Modify the 2017 Amended and Restated Transform66 Inside the Beltway Project Memorandum of Agreement (MOA)
- WHEREAS:** The *Transform66: Inside the Beltway Project* consists of dynamic tolling, conversion from HOV-2 to HOV-3, transit service, technology upgrades and infrastructure improvements to increase the number of people traveling in the corridor; and an evaluation of project effectiveness on I-66 and its related arterials;
- WHEREAS:** In 2015, Virginia Secretary of Transportation Aubrey Layne designated NVTC as the regional authority to identify and facilitate the delivery of the multimodal components of this project to maximize the transportation benefits of this project, as measured by the number of persons that are able to travel through the corridor;
- WHEREAS:** In January 2016, NVTC and the Commonwealth of Virginia entered into a Memorandum of Agreement (MOA) allowing NVTC to use toll revenues from I-66 Inside the Beltway to fund multimodal components that support the toll payers of this facility;
- WHEREAS:** In October 2016, NVTC and the Commonwealth of Virginia amended and restated the MOA to remove references to the use of tolls for widening the facility; modify language to enhance the credit-worthiness of the toll revenues; clarify the use of funds for transit operations; and address technical corrections identified by the Commonwealth, NVTC staff and NVTC jurisdictions;
- WHEREAS:** The Commonwealth has identified two projects that support the movement of people along the I-66 Inside the Beltway Corridor and satisfy the requirements for use of toll revenue by benefitting the toll paying users of I-66, which are a new bridge structure that crosses the Potomac River to expand the capacity for commuter and intercity passenger rail service, and new Metrorail-related improvements to, and serving, the Rosslyn Metrorail Station that would facilitate the movement of passengers and relieve train congestion on the Blue, Orange, and Silver Metrorail lines;
- WHEREAS:** NVTC and the Commonwealth continue to recognize that transit operations along I-66 provides the most beneficial option for moving more people through the corridor;
- WHEREAS:** NVTC seeks to ensure there is a minimum guaranteed funding available from the toll revenues to support at least \$10 million/year multimodal Commuter Choice program administered by NVTC through the life of the 40-year agreement;
- WHEREAS:** The Commonwealth has committed to work with NVTC on an agreement that would provide an additional \$5 million per year (with a 2.5% annual escalation) for the Commuter Choice program from I-66 Outside the Beltway funds with advanced funding starting in FY2021; and

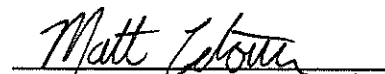
WHEREAS: NVTC and Commonwealth continue to negotiate the terms of the MOA.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby supports ongoing discussions with the Commonwealth to amend the 2017 Amended and Restated Transform66 Inside the Beltway Project Memorandum of Agreement to permit the use of a share of revenues for financing and/or pay-go of rail components related to the Long Bridge and/or Rosslyn Metrorail station.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the results of this discussion, in the form of a Second Amended and Restated Transform66 Inside the Beltway Project Memorandum of Agreement will be provided to the Commission for consideration at a future meeting.

Approved this 5th day of December 2019.


Sharon Bulova
Secretary-Treasurer


Matthew F. Letourneau
Chairman



RESOLUTION #2397

SUBJECT: Accept and Authorize the Distribution of VRE's FY2019 Comprehensive Annual Financial Report (CAFR)

WHEREAS: The VRE Operations Board has contracted with the firm of PBMares, LLC for the audit of its financial statements;

WHEREAS: The audit of the VRE FY2019 financial statements has been completed;

WHEREAS: The auditors have issued an unmodified opinion that the VRE statements, in all material respects, fairly and accurately present the financial position of the commuter rail operation; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission accepts VRE's FY2019 Comprehensive Annual Financial Report (CAFR) and associated information from the auditors and hereby authorizes the Acting VRE Chief Executive Officer to forward these documents to interested groups, firms, and members of the public.

Approved this 5th day of December 2019.

Sharon Bulova
Secretary-Treasurer

Matthew F. Letourneau
Chairman



RESOLUTION #2398

SUBJECT: Approval of the 2020 VRE Legislative Agenda

WHEREAS: VRE is an essential part of the regional transportation network for the Northern Virginia and DC Metropolitan region;

WHEREAS: VRE serves residents throughout the Commonwealth to provide a meaningful public transportation option;

WHEREAS: It is essential for VRE to educate and advocate for desired legislative and regulatory outcomes with members of Congress and their staff, with staff of federal entities, in the Virginia General Assembly and with the Governor and his administration;


WHEREAS: VRE has coordinated its Legislative Agenda with the staffs of the Commissions and member jurisdictions; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby approves the 2020 VRE Legislative Agenda and authorizes the Acting VRE Chief Executive Officer to actively pursue the elements set forth in the attached document.

Approved this 5th day of December 2019.


Sharon Bulova
Secretary-Treasurer


Matthew F. Letourneau
Chairman



RESOLUTION #2399

- SUBJECT:** Concerns About Privatization of WMATA Services
- WHEREAS:** In exchange for providing \$154 million annually to the Washington Metropolitan Area Transit Authority (WMATA) for State of Good Repair needs, the Virginia General Assembly imposed a 3% cap on increases to WMATA's annual operating budget;
- WHEREAS:** WMATA's management has used, or is considering using, a variety of strategies to reduce annual operating costs, including privatizing the operations at the Cinder Bed Road Bus Garage, and is considering privatizing the operations of the Metrorail Silver Line;
- WHEREAS:** WMATA's private operator and the union have been unable to agree to a labor contract;
- WHEREAS:** Employees at the Cinder Bed Road Bus Garage have been on strike for more than 45 days;
- WHEREAS:** This disruption of service has created significant hardships for transit riders in Northern Virginia; and
- WHEREAS:** The Northern Virginia Transportation Commission hereby expresses concern about the two-tier wage and benefit structure that has been created by WMATA's decision to contract out the operations of the Cinder Bed Road Bus Garage and how it has resulted in service disruptions.
- NOW, THEREFORE, BE IT RESOLVED** that the Northern Virginia Transportation Commission urges WMATA management to take a more active role in resolving the labor dispute at the Cinder Bed Road Bus Garage so that bus service can be restored to passengers as quickly as possible.
- NOW, THEREFORE, BE IT FURTHER RESOLVED** that NVTC urges WMATA to evaluate the effect of a two-tier wage and benefit structure between its own employees and a contractor's employees in current and future contracting decisions.
- NOW, THEREFORE, BE IT FURTHER RESOLVED** that NVTC requests that WMATA seek other strategies to reduce costs to limit its annual operating subsidy increase to 3%.

Approved this 5th day of December 2019.

Sharon Bulova
Secretary-Treasurer

Matthew F. Letourneau
Chairman

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Attachment 4B: Meeting Summary of the December 9th Joint NVTC-PRTC Legislative Briefing



MEETING SUMMARY JOINT NVTC-PRTC LEGISLATIVE BRIEFING DECEMBER 9, 2019 EMBASSY SUITES by HILTON – SPRINGFIELD, VIRGINIA 9:00 A.M.

NVTC Members Present

Canek Aguirre
Katie Cristol
Adam Ebbin
Libby Garvey
Jeff McKay
David Meyer
Jennifer Mitchell (Alternate, Commonwealth of Virginia)

NVTC Members Absent

Elizabeth Bennett-Parker
Richard Black
Sharon Bulova
John Cook
Christian Dorsey
John Foust
Catherine Hudgins
David LaRock
James M. LeMunyon
Matt Letourneau
Ron A. Meyer
M. David Skiles
Paul Smedberg
David Snyder
Raul "Danny" Vargas

NVTC Staff Present

Kate Mattice, Executive Director
Matt Cheng
Andrew D'huyvetter
Allan Fye
Rhonda Gilchrest
Dan Goldfarb
Patricia Happ
Scott Kalkwarf
Tenley O'Hara
Ben Owen
Aimee Perron Seibert
Brittany Sumpter
Colethia Quarles
Melissa Walker
Zachary Smith
Jae Watkins

PRTC Members Present

Jennifer Mitchell
Jennifer DeBruhl (Alternate, Commonwealth of Virginia)
Todd Horsley (Alternate, Commonwealth of Virginia)
Jeanette Rishell
Pamela Sebesky

PRTC Staff Present

Bob Schneider, Executive Director
Althea Evans
Doris Lookabill
Becky Merriner
Holly Morello
Perrin Palistrant
Christine Rodrigo
Joe Stainsby

Opening Remarks

Jeff McKay, Fairfax County Supervisor representing the Lee District, welcomed everyone to the annual NVTC-PRTC Joint Legislative Briefing.

Mr. McKay recognized elected officials and their staff in attendance including United States senators and representatives, current and newly-elected members of the Virginia General Assembly, and local elected officials. He also recognized NVTC and PRTC Commissioners and members of the Commonwealth Transportation Board.

Sustainability of Transportation Revenues

Mr. McKay introduced Shannon Valentine, Virginia Secretary of Transportation.

Secretary Valentine presented on the sustainability of transportation revenues. She stated that transit is vital to the economy of Northern Virginia, and the Commonwealth is supportive of multimodal transportation solutions.

Secretary Valentine stated that in FY2018 vehicle miles travelled increased and the motor fuels tax revenue decreased. If fuel tax collections had kept pace with driving in FY2018, fuel tax collections would have been \$31.3M higher. By 2030, transportation fuel tax revenues are estimated to be 30% lower than today. The current sales tax rate collected on diesel fuel is 20.3 cents and the gas rate is 16.2 cents, which is the third lowest in the United States. Since 2013, 21 states have raised their gas tax, but not many states have the scope and complexity of transportation like Virginia. Secretary Valentine then gave an overview of vehicle-miles travelled programs in other states.

Secretary Valentine stated that the CPR bonds are expiring, and the Commonwealth will need to find a way to sustain the budget. While the Commonwealth is exploring different strategies to shore up long-term transportation funding, Virginia is also engaged in identifying funding for major projects. Secretary Valentine explained the funding complexities for the Long Bridge, but that improvements will create the most opportunity. Secretary Valentine stated that adding a lane on Interstate 95 would cost \$12.5 billion, but congestion would be the same one day after its completion. Rail will help unlock congestion.

Secretary Valentine detailed the forthcoming report on the impacts of fuel-efficient vehicles on transportation revenues. Secretary Valentine highlighted additional projects and studies in the region including WMATA's Blue, Orange and Silver Line Study, the recent American Legion Bridge announcement from the Governors of Maryland and Virginia, and innovative mobility projects around the region. She then answered questions from the audience.

Transit Leader Panel

NVTC Director of Programs and Policy Allan Fye introduced the panel members, including NVTC Executive Director Kate Mattice, WMATA Managing Director of Government Relations and Policy

Regina Sullivan, VRE Acting Chief Executive Officer Rich Dalton, and PRTC/OmniRide Executive Director Bob Schneider. Mr. Fye also moderated the session.

Ms. Mattice provided background on NVTC and introduced NVTC's legislative initiatives. Ms. Mattice discussed the economic impact that both WMATA and VRE have on Virginia. At the state level, NVTC has included priorities to ensure that state transit capital and operating programs continue to be adequately funded to support major investments like Long Bridge, BRT routes and more local and express bus networks.

Ms. Mattice also explained how the federal gas tax has not been raised since 1993 and is not indexed to inflation, and that NVTC's federal priorities are focused on sustainable and reliable funding for transit infrastructure.

Ms. Sullivan explained that Paul Wiedefeld, General Manager/CEO of WMATA, was unable to attend. Ms. Sullivan expressed WMATA's appreciation for the Commonwealth's dedicated funding legislation for WMATA in 2018. Ms. Sullivan stated that the funding helped support the first phase of the Platform Improvement Project in the summer of 2019 that allowed platform reconstruction at six Metrorail stations along the Blue and Yellow Lines south of Reagan National Airport.

Ms. Sullivan stated that the WMATA General Manager's proposed FY2021 budget includes \$1.8 billion for capital improvement projects and that the operating budget is within the legislatively mandated 3% operating cap. WMATA is also conducting a study on the Blue, Orange and Silver Lines to identify short and long-term fixes to crowding on those Metrorail lines. WMATA also released its final strategy and recommendations from the recent Bus Transformation Project, which is intended to improve bus service throughout the region.

Mr. Dalton explained VRE's mission to provide safe, reliable and comfortable rail service that contributes to the economy of the region. VRE operates 32 trains on two lines, but the system does not own the tracks. Mr. Dalton said that Long Bridge is important to making rail work. VRE has established partnerships with the railroads to operate on their networks, but improvements to Long Bridge are key to the long-term viability of VRE and passenger rail. Mr. Dalton stated that VRE is also supportive of action to restore funding to NVTA and proposals that increase funding for transit overall.

Mr. Schneider gave an overview of PRTC/OmniRide and the agency's role in providing transit service in the region. PRTC co-owns VRE along with NVTC. PRTC/OmniRide services include local and express buses and vanpools.

Mr. Schneider stated the largest service changes ever undertaken by PRTC/OmniRide took effect this morning. Changes included a complete restructuring of bus services in Prince William County, as well as paratransit service in the areas of Manassas and Manassas Park. Most of the parking lots were full early this morning with riders waiting for the new service.

Mr. Schneider explained how the 2018 gas tax floor legislation benefitted PRTC/OmniRide, but there is a need to continue to focus on how to fund transit and protect existing funding. Mr. Schneider detailed proposals that negatively impact PRTC/OmniRide including the Virginia peer-to-peer rental tax and the loss of revenue due to the FTA policy on HOT lanes.

Mr. Fye asked for questions from the audience. Senator Ebbin asked Ms. Sullivan about the labor issues in Northern Virginia and how WMATA is addressing them. Ms. Sullivan responded that negotiations are ongoing and WMATA is very focused on resolving the issue.

Delegate Danica Roem discussed VRE service, Long Bridge funding issues and the near-term solutions to provide better bus service in her jurisdiction. Mr. Dalton explained VRE's positive train control implementation process in the summer of 2019 and working with host railroads, and that Long Bridge is long-term solution to challenges facing VRE. Mr. Schneider discussed submitting a project for Commuter Choice funding to benefit Northern Virginia and how the agency is working with various counties in the region on improving coordination.

Delegate Kathy Tran commented on the labor issues in Northern Virginia and WMATA bus service. Delegate Vivian Watts also asked if contractual obligations were being met during the labor dispute. Ms. Sullivan responded that WMATA could provide more information to address their concerns.

Mr. Fye asked each of the panelists to share their top concerns. Ms. Mattice discussed the need for long-term sustainability of transit funding at the state and federal levels. Ms. Sullivan discussed the importance of reauthorizing federal dedicated funding for transit and noted that there are proposals currently in both chambers of Congress. Ms. Sullivan also discussed WMATA's positive ridership and reliability metrics. Mr. Dalton highlighted continued customer satisfaction, safety and reliability of VRE. Mr. Schneider discussed a continued focus on regionalism and not having a limited perspective about transit.

Closing Remarks

Mr. Fye thanked all the speakers and highlighted NVTC's accomplishments over the past year.

Approved this 16th day of January 2020.

Chair

Secretary-Treasurer

Agenda Item #5: Consent Agenda



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: January 9, 2020

SUBJECT: Consent Agenda (Subject to Approval by the Chairman)

At the January meeting the Commission will be asked to authorize the executive director to issue a Request for Proposals (RFP) to create and maintain a public-facing and marketing-oriented website for the Commuter Choice program. The website will connect targeted audiences to the Commuter Choice brand and will promote transit and multimodal transportation modes to commuters along both the I-66 and I-395/95 corridors.

ACTION ITEM: Approve the CONSENT AGENDA

A. Authorize the Executive Director to Issue a Request for Proposals for Commuter Choice Marketing Website Services

Staff is seeking authorization to release a Request for Proposals (RFP) to seek support for planning, development, implementation, and maintenance of a website dedicated to marketing transportation alternatives to commuters along both the I-66 and I-395/95 corridors. Funding for this contract was approved by NVTC and the Commonwealth Transportation Board (CTB) in previous rounds of the I-66 Commuter Choice program (Round One and Round Two) and the I-395/95 Commuter Choice program (Round One).

The marketing website has been planned since the inception of the Commuter Choice program, and the ongoing Regional TDM and Marketing Needs Assessment will directly inform the content and messaging of the site. The content-driven and mobile-responsive website will highlight transit, multimodal and TDM services funded through the Commuter Choice program as well as offer resources and tools to nudge commuters towards alternatives to driving in single-occupancy vehicles.

The RFP will seek a contractor for support for up to four years at a cost not to exceed \$150,000. The contract will include options to extend the contract for two additional two-year periods depending on performance and availability of funds.

Staff anticipates returning to the Commission to seek authorization for the executive director to execute a contract with the selected firm in April.

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Agenda Item #6: NVTC's FY2021 G&A Budget and 2020 Work Plan



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice, Scott Kalkwarf and Allan Fye

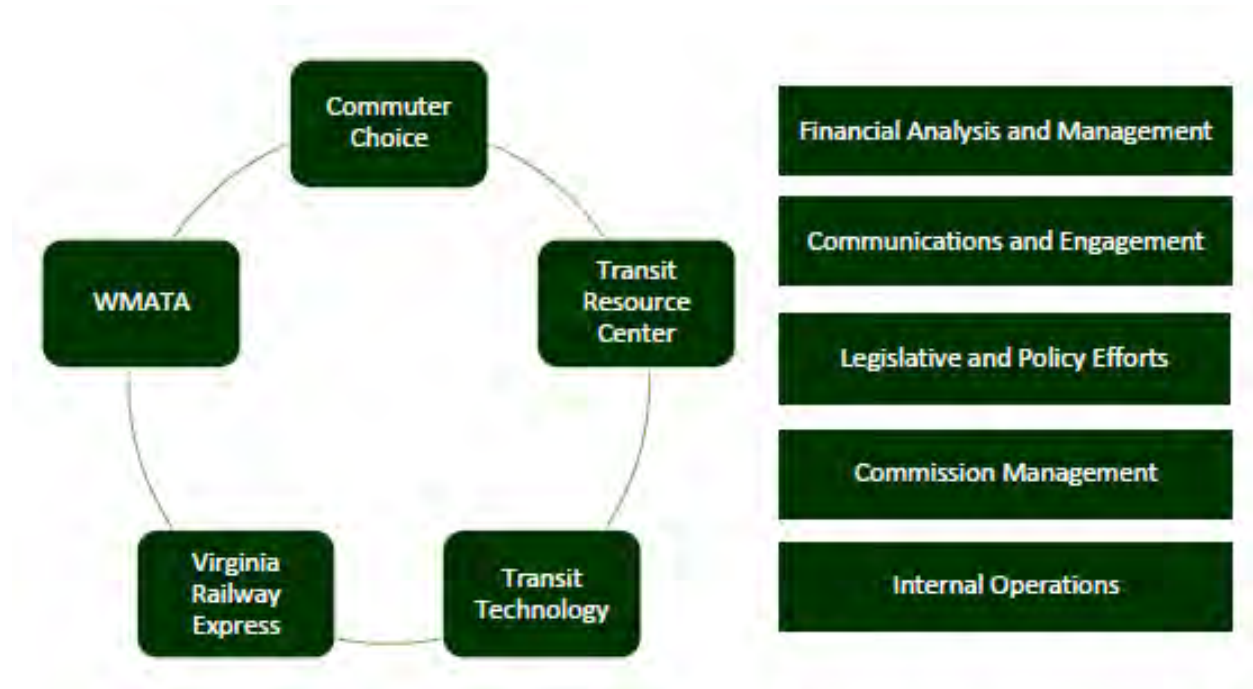
DATE: January 9, 2020

SUBJECT: NVTC's FY2021 General and Administrative Budget and 2020 Work Plan

At the January meeting the Commission will receive public comments and be asked to approve NVTC's FY2021 General and Administrative Budget and 2020 Work Plan.

A. Public Comment on NVTC's 2020 Work Plan

At each January meeting the public is given an opportunity to provide comments to the Commission regarding NVTC's upcoming Work Plan. The proposed [NVTC 2020 Work Plan](#), which covers the time period of January 2020 to June 2021, is consistent with the previous 2019 Work Plan. The initiatives covered in the Work Plan are shown below:



Speakers are requested to sign up to speak prior to the start of the meeting. The chair will open the meeting for public comment and ask if anyone in the audience wishes to address the Commission on NVTC's 2020 Work Plan. During the public comment period, any interested parties may step forward to the podium. Speakers must state their name and address for the record and will be provided three (3) minutes to speak.

Speakers may also submit at the meeting a written statement for the record. If they wish for a written statement to be distributed to Commissioners, speakers should provide twenty-five (25) copies to NVTC staff prior to the start of the meeting. Audio-visual equipment is not available for public use.

NVTC has expanded its public comment period and is accepting [comments via NVTC's website](#) from December 16, 2019 until 5:00 P.M. on January 13, 2020. These comments will be provided to Commissioners at the January meeting.

B. ACTION ITEM: Approve NVTC's FY2021 General and Administrative Budget and 2020 Work Plan

Following the public comment period, Commissioners will be asked to approve NVTC's FY2021 General and Administrative Budget and 2020 Work Plan. At the December meeting the Commission was briefed on the [proposed FY2021 NVTC General and Administrative Budget](#) and the [proposed 2020 NVTC Work Plan](#). The Executive Committee has approved both documents to be provided to the full Commission as presented for action.

General and Administrative Budget

The proposed budget includes resources to accomplish the NVTC Work Plan, including the administration of the I-66 and the I-395 Commuter Choice programs, oversight of WMATA, and increased financial management activities. The proposed budget totals \$3,763,500, including \$984,300 for the administration of the I-66 and I-395 Commuter Choice programs, which are funded entirely with toll related revenue, and \$2,779,200 for the remaining operating program which is funded by other sources, primarily from the member jurisdictions.

Total expenses are proposed to increase by \$89,000, or 2.4% over the approved FY2020 budget. The budget for the administration of the Commuter Choice program decreased by \$215,700, leaving a net increase of \$304,700, or 12.3%, over the approved FY2020 budget for the balance of NVTC's operating program.

The decrease in the Commuter Choice program is due to an expected decrease in contracted technical and outreach support. As the program matures, less outside technical help is anticipated as processes and products which have been developed in prior years will be utilized in the future. The amount included in the prior year budget for outreach support did not materialize, as the budget assumed an earlier start date for the support.

The proposed budget includes a new financial staff position, as reflected in the staffing plan presented at the June 2018 Commissioner Retreat. This position will provide needed assistance to the existing financial staff as NVTC's responsibilities and activity continue to grow. The position will also provide for some redundancy in performing a variety of financial tasks, as well as a mechanism for succession planning.

A provision for cost-of-living (COLA) and performance-based increases for existing staff is included. Another payroll related item of significance is NVTC's retirement plan contributions, which are expected to increase by 17.5% due to recently hired staff becoming eligible to fully participate in the retirement plan during FY2021.

Another notable item in the budget is the office rent. During FY2019, NVTC's office lease was renewed for a larger space effective March 15, 2019 to accommodate NVTC's growing staff levels. The lease calls for the base rent to increase at 2.5% annually. The lease contains two provisions for the abatement of rent. One provision abates the first month's rent each year for seven years, and the second provision abates the rent on approximately 29% of the leased space for the balance of the first lease year ending March 2020. The FY2021 budget shows a 29.1% increase, largely because the second abatement provision was fully recognized in FY2019 and FY2020.

The budget is funded by contributions from the NVTC member jurisdictions and an amount taken off the top of state assistance as it becomes available to NVTC, as well as toll revenues from I-66 and I-395. Project chargebacks include revenue covering the budgeted Commuter Choice program costs for anticipated staff time, contracted support and related costs. Appropriated surplus above NVTC's minimum operating requirement is also included as a source of revenue, which is the result of positive budget variances in prior years.

The \$304,700 increase from FY2020 to FY2021 in the balance of the operating program (which excludes Commuter Choice) is funded using \$66,200 of increased carryover funds, \$1,000 interest and other revenue, and \$237,500 (10.9%) of increased funding from member jurisdictions.

Detailed footnotes are included to provide additional information about the various lines, how amounts have been budgeted, and the reason for the more significant changes from the prior year.

2020 Work Plan

As mentioned previously, the proposed [NVTC 2020 Work Plan](#) covers the time period of January 2020 to June 2021 and is consistent with last year's Work Plan. The primary change to the Work Plan is the organization of the Work Plan to reflect the Transit Resource Center (a strategic re-organization of existing projects and technical assistance) and the Transit Technology Program (a consolidation of ongoing technology-based projects and coordination opportunities).

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Draft NVTC Work Plan

January 2020 to June 2021

The NVTC Work Plan serves as a guiding document for NVTC staff to support the mission of the Commission. This Work Plan identifies specific programs, projects, and tasks that NVTC staff intend to perform during the period from January 2020 through June 2021 (fiscal years FY2020 – 2021). It is intended to be a living document that can be updated as priorities and projects change.

This document supports NVTC's Strategic Framework, Implementation Plan, and, and was developed in consultation with the Management Advisory Committee (MAC). The MAC is a forum to facilitate cooperative regional solutions, to keep local governments informed, and to solicit feedback on ongoing programs, projects, and initiatives.

NVTC's activities in the Work Plan are categorized in the following outline:

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NVTC's Mission, Vision and Strategic Goals

Mission: As the premier transit organization in Northern Virginia, NVTC brings the region together to plan, coordinate, and secure funding for transit systems that are financially sustainable and high performing.

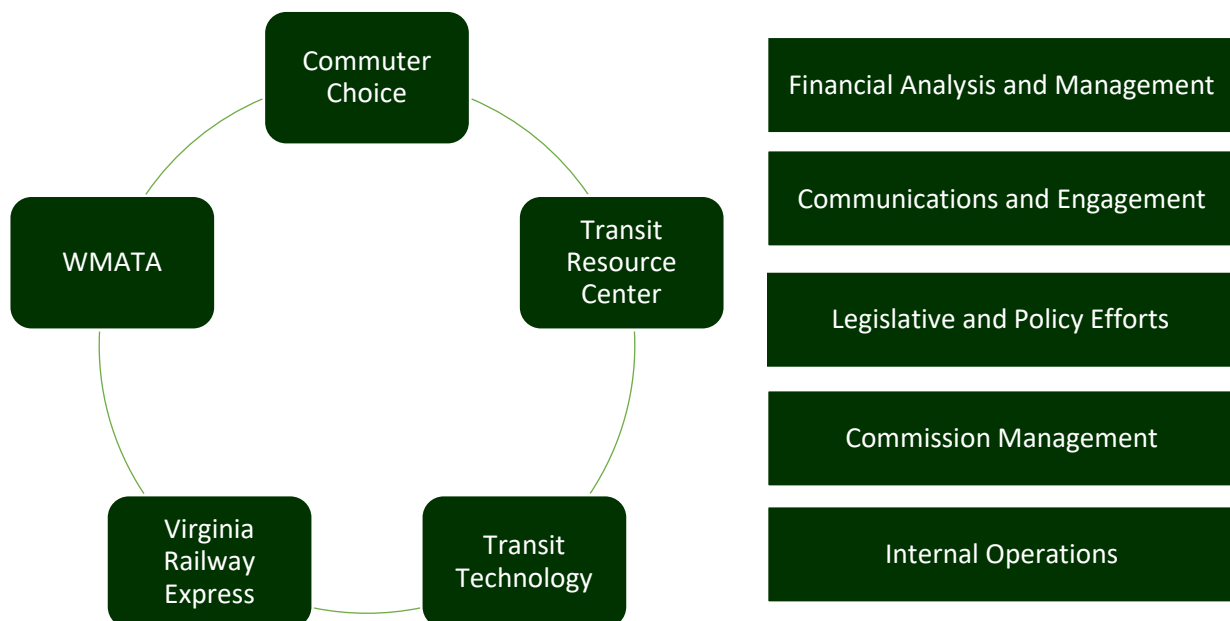
Vision: Northern Virginia businesses and residents are served by a high capacity, high quality network of transit systems that allows our diverse region to thrive economically.

Strategic Goals:

- Increase the capacity of the regional transit network by expanding and improving the quality, coverage, and frequency of new and existing systems, including Metro, VRE and new transit services.
- Improve the access and mobility throughout Northern Virginia by connecting the regional and local transit systems.
- Promote safe, reliable, and financially sound performance and management of regional transit systems.

Programs and Crosscutting Functions

NVTC has five programs that support the implementation of the Commission's mission and vision. These programs provide technical assistance, enable data collection and analysis, facilitate regional engagement and jurisdictional coordination, and manage a groundbreaking funding program. It is important to note that these programs interact with and support each other on a regular basis, enabling NVTC to provide comprehensive support to member jurisdictions, partner agencies, and to the Commission and to provide the best representation for our jurisdictions and to ensure NVTC's work adds value for Northern Virginia, the greater DC region, and the Commonwealth.



1. Programs

Program Advisory Committee Support

All the programs described below fall under the purview of the Program Advisory Committee (PAC), except for the WMATA program which falls under the NVTC WMATA Committee.

Per the Commission's By-Laws, the PAC is responsible for providing leadership and guidance in the development of Commission-administered programs. The PAC is convened as needed and in coordination with the PAC Chair.

NVTC staff is responsible for the development and distribution of Committee materials, meeting logistics (in coordination with the Commission Secretary), and all other responsibilities to support the needs of the Committee.

Commuter Choice

The Commuter Choice program is a groundbreaking program that invests toll revenue into transit service, transportation demand management, and other multimodal improvements along the I-66 Inside the Beltway and I-395/95 toll corridors. NVTC, in partnership with the Potomac and Rappahannock Transportation Commission (PRTC), Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT), and the Commonwealth Transportation Board (CTB), manages this competitive funding program through the tasks outlined in the section below.

1) Program Management and Administration

- a) Provide ongoing administration of the program to ensure compliance with relevant Memorandums of Agreement (MOAs).
 - i. Work with staff and legal counsel on policy decisions governing future calls for projects and program administration.
 - ii. Coordinate with regional and state agencies that administer other competitive funding programs to align program milestones.
 - iii. Coordinate with PRTC (as needed) on the ongoing management and administration of the I-395/95 Commuter Choice Program.
 - iv. Transition Commuter Choice to two-year calls for projects.
 - v. Work with financial counsel and financial advisors on financing issues as needed.
 - vi. Maintain and update the Commuter Choice program website to provide relevant, timely information for applicants, grantees, and stakeholders.
- b) Plan for future changes to program administration
 - i) Develop a framework for multiple-year funding commitments for capital projects.
 - ii) Evaluate program management software tools for applicability to and usefulness in managing the growing portfolio of funded projects.
- c) Prepare annual report and program updates
 - i) Prepare and submit the fiscal year report to the CTB as required by the MOA.

- ii) Prepare and update (as needed) a handbook for funding recipients that provides a comprehensive guide to Commuter Choice program eligibility, policies, and procedures.
- iii) Prepare and submit corridor transit reports to the Commission(s).

Deliverables: I-66 Round Four Call for Projects; Preparation for I-395/95 Round Two Call for Projects; Annual Report to the CTB; Corridor Transit Reports

2) Project Selection Process

- a) Prepare application materials received from the calls to secure Commission(s) approval.
- b) Hold educational briefings with eligible applicants. Provide technical assistance and guidance during application process.
- c) Lead technical consultants (in coordination with DRPT) in the eligibility determination, evaluation, and scoring of project applications.
- d) Provide program updates at Commission(s) meetings and present final program of projects for Commission(s) approval.
- e) Coordinate with DRPT to prepare project list and supporting materials for CTB consideration.
- f) Develop potential project list for presentation to the staff and Program Advisory Committee (PAC)/Joint Commission Working Group (JCWG) and consideration by the Commission(s).
- g) Hold public hearing and facilitate online public outreach efforts to explain projects to the public and answer questions about the program.

Deliverables: Eligibility screening workshop with DRPT; Workshops with eligible applicants; PAC and JCWG briefings

3) Standard Project Agreements (SPA)

- a) Work with legal counsel on updates to SPA as needed.
- b) Monitor funded projects to ensure performance and compliance with terms of SPA
- c) Work with funding recipients on performance measures and financial elements of SPA (Appendix A and B).
- d) Facilitate execution of SPAs for approved projects with awarded jurisdictions and the Commission(s).

Deliverables: Updated SPA for I-66 Round Four and I-395/95 Round Two

4) Reimbursement and Financial Reporting

- a) Host quarterly meetings with grantees to receive required project level reports and ensure projects are meeting implementation, reporting, and financial milestones.
- b) Review and approve project reimbursement requests.
- c) Track expenses and reimbursements by corridor, fiscal year program, project, grantee, etc.
- d) Coordinate with NVTC financial team.

5) Outreach and Marketing

- a) Plan and implement public meetings and public input process.

- b) Plan and implement groundbreaking events in collaboration with local jurisdictions and transit providers.
- c) Promote the Commuter Choice program and events through NVTC's social media and other venues.
- d) Create and maintain a Commuter Choice website focused on marketing of projects and programs to toll facility users and the general public (upon completion of the Needs Assessment Study).

Deliverables: Public outreach report for I-66 Round Four; Completion of Needs Assessment Study; RFP for Commuter Choice marketing website

Internal Coordination: Transit Resource Center, WMATA, Financial Analysis and Management, Communications and Engagement, Legislative and Policy, Commission Management

Transit Resource Center

The Transit Resource Center provides technical assistance to member jurisdictions; collects, analyzes, and reports data from all NVTC's programs; manages the Envision Route 7 Bus Rapid Transit (BRT) project; and supports coordination with other regional transportation organizations. An overview of the tasks within the Transit Resource Center are outlined below.

1) Regional Transit Performance Data Collection and Analysis

- a) Collect and analyze transit data.
 - a. Publish the Annual Transit Performance Report.
 - b. Provide jurisdictional and regional transit performance data through materials and presentations, and on NVTC's website.
 - c. Provide data analysis for NVTC jurisdictions and the Commission on regional and national issues that impact transit planning, operations, organizations and ridership.
 - d. Disseminate findings through authoring reports and presentations.
- b) Support Required data collection efforts.
 - a. Work with local governments to coordinate collection of performance data for the Federal Transit Administration's (FTA) National Transit Database (NTD).
 - b. Manage the contract for NTD data collection on behalf of Northern Virginia's transit systems. Oversee data collection efforts to facilitate the receipt of federal funds to the region.
 - c. Report the Washington Metropolitan Area Transit Authority's (WMATA) monthly ridership and parking utilization to comply with the Department of Rail and Public Transportation's (DRPT) OLGA reporting requirements and report to NVTC Commissioners. Ensure that the data are consistent, timely and accurate.
- c) Develop and Maintain TBEST Model
 - a. Use technical tools to perform in-depth, regional and multijurisdictional analyses in support of Northern Virginia transit systems.
 - b. Develop and validate jurisdictional transit network models for demand projection and operational planning analyses.

- c. Analyze various operational scenarios including additions, eliminations and modifications of bus routes, service level changes (e.g., increases and cuts), and changes in external circumstances, including demographic changes, macroeconomic shocks and changes in networks of complementing transit systems (as requested by jurisdictions or transit providers).
- d. Document implementation procedure so any NVTC analyst can implement the model in the Northern Virginia context.
- e. Collect necessary data from sources including jurisdictions and effectively manage them to enable implementation of the demand projection model.

Deliverables: Annual Transit Performance Report; Model outputs for jurisdiction-led projects

2) Commuter Choice Corridor Analyses

- a) Report on Transit Performance in Commuter Choice Corridors
 - a. Conduct regular analysis on the transit ridership and other metrics to understand the performance of transit along the I-66 Inside the Beltway and I-395/95 Corridors.
 - b. Coordinate with VDOT and TPB to collect corridor-based data necessary for analyses.

Deliverables: Corridor Transit Report

3) Envision Route 7 Bus Rapid Transit (BRT) Study

- a) Complete Phase III work and close out of relevant contracts and grants.
- b) Apply for DRPT Technical Assistance grant to support Phase IV (Traffic Analysis along Virginia Route 7 from approximately I-66 to the Seven Corners area).
- c) Procure consultant services for Phase IV (pending grant and local match approval).
 - a. Continue to coordinate with relevant jurisdictional and stakeholder staff to further the study of high-quality transit on Route 7.
 - b. Assist in identifying financial resources for continued study and programing for BRT along the Route 7 corridor.
- d) Continue advocating for high quality transit in the Route 7 corridor and inclusion of transit options for the corridor in regional planning studies.

Deliverables: Scope of work and budget for Phase IV; Application to DRPT; RFP for Phase IV

4) Regional Coordination and Collaboration

- a) Provide technical support to the NVTA (Northern Virginia Transportation Authority) on regional planning efforts in order to better provide for regional transit needs.
- b) Participate regionally focused technical, program, or study committees assisting in planning, funding, preliminary engineering and environmental analysis for transit in the region, including but not limited to:
 - a. Transportation Planning Board
 - b. Potomac and Rappahannock Transportation Commission
 - c. Northern Virginia Transportation Authority
 - d. Northern Virginia Regional Commission
 - e. Virginia Department of Rail and Public Transportation

- f. Virginia Department of Transportation
- g. Virginia Railway Express
- h. Metropolitan Washington Council of Governments
- i. Washington Metropolitan Area Transit Authority

Internal Coordination: WMATA, Grants Management, Commuter Choice, Communications and Engagement, Legislative and Policy Efforts

Transit Technology

The Transit Technology program provides technical assistance related to fare collection, oversees the implementation of NVTC's Regional Fare Collection Strategic Plan, and engages with regional, state, and national transit technology stakeholders to build Commission knowledge about innovative transit mobility services and emerging technologies. An overview of the tasks within the Transit Technology Program are outlined below.

1) Implementation of the NVTC's Regional Fare Collection Strategic Plan

- a) Provide updates to the Program Advisory Committee and the Commission on the status of the Strategic Plan.
- b) Facilitate regional coordination through the Fare Collection Working Group.
- c) Identify areas of research/analysis that will support implementation of the Strategic Plan.

2) Regional Fare Collection

a) Next Generation Regional Fare Collection:

- i. Collaborate with jurisdictions to plan a future fare collection system and keep the existing system operational.
- ii. Work with jurisdictions to understand future fare collection vision, needs and timelines.
- iii. Lead discussions of a long-term fare collection strategy to include fare collection as a service, mobile payments, payment convergence with other services as needed and other account-based approaches.
- iv. Examine the capabilities to leverage existing fare collection capabilities within the region including mobile ticketing applications.
- v. Coordinate discussions with WMATA and regional partners on fare collection initiatives including reporting system upgrades, new farebox procurement, retail network improvements, and new farebox procurement.
- vi. Represent the needs of Northern Virginia transit systems during the development and implementation of WMATA's mobile application initiative, including monitoring the progress of software development and testing, participating in user interface reviews, and assist with regional partner testing.

b) Farebox/Driver Control Unit (DCU) Upgrade Support

- i. Coordinate with WMATA and local jurisdictions on design, testing and procurement to deliver hardware and software upgrades for buses and bus garages.
- ii. Gather functional and technical requirements.

- iii. Support coordination with WMATA and NVTC jurisdictions through regular updates on activities, progress and analysis and actively seeking input on the entities' needs.
 - iv. Work with the jurisdictions to identify integration capabilities and to review the preferred integration approach from technical and contractual perspectives.
 - v. Review pilot and testing activities, plans, and results.
- c) **Off-Board Fare Collection**
- i. Work with jurisdictions to coordinate regional off-board payment activities.
 - ii. Analyze vendors and technologies.
 - iii. Assist in evaluation and selection of a strategy considering issues such as networking requirements, payment card industry data security standard compliance, and backend integration with the Regional Fare Collection program.
 - iv. Support procurement of selected technologies to include vendor oversight and coordination, design reviews, backend integration, testing and installation.

3) **Grant Management**

- a) Manage DRPT grants that support the regional fare collection project: Technical Assistance (TA) Grant and Capital Grant.
- b) Manage consultant support provided through TA grant, including approving work products and annual work plans, reviewing and approving invoices, coordinating with Northern Virginia DRPT grant staff, etc.

Internal Coordination: Transit Resource Center, WMATA, Financial Analysis and Management

Virginia Railway Express

NVTC, as co-owner (with the Potomac and Rappahannock Transportation Commission) of the Virginia Railway Express (VRE), provides oversight of the railway to promote safe, reliable and financially sound performance and management.

1) **VRE Operations Board Support**

- a) Facilitate the annual appointment of NVTC's principal and alternate members of the VRE Operations Board.
- b) Provide staff support, in coordination with jurisdictional staff when necessary, to NVTC-appointed VRE Board members.
- c) Participate on VRE's Coordination Committee (VCC) and Chief Administrative Officer's Task Force and attend VRE Operations Board meetings.

2) **Budget and Financial Management**

- a) Facilitate NVTC's approval of VRE's annual operating and capital budgets, including the prioritization of the Commuter Rail Operation and Capital (C-ROC) Fund. Participate and provide technical support at budget review sessions.
- b) Apply and receive state and regional assistance on behalf of VRE, including DPRT transit capital and operating funding, Rail Enhancement Funds, and Smart Scale and NVTA funds.

- c) Assist VRE planning staff on ridership, travel forecasting, federal funding programs, and other technical items.

3) VRE Surveys

- a) Provide staff and technical support to VRE for the customer service surveys each spring by assisting with on-board survey distribution.
- b) Provide staff and technical support to VRE for the Master Agreement Annual Ridership Survey each fall by assisting with on-board survey distribution and conducting the survey address verification process using GIS technology.

4) Technical and Communications Support

- a) Amplify and actively share VRE public communications through NVTC social media.
- b) Serve on technical and legislative advisory committees, as requested.
- c) Review Operations Board materials for consistency with the Master Agreement and approved budgets. Maintain close communications with PRTC and VRE staff to coordinate the writing and presentation of VRE action items to the two Commissions.

Deliverables: Audited annual survey report and maps

Internal Coordination: WMATA, Legislative and Policy, Financial Analysis and Management

Washington Metropolitan Area Transit Authority

NVTC exercises leadership through the appointment and support of Virginia's members of the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors to promote safe, reliable and financially sound performance, management, and oversight of WMATA. Staff supports the NVTC WMATA Committee to facilitate and represent jurisdictional interests and to ensure access to NVTC's WMATA principal director.

1) WMATA Committee Support

- a) Develop and implement the committee's annual work plan.
- b) Manage and staff the NVTC WMATA Committee to facilitate committee guidance and feedback, leading to committee endorsement and recommendation for the full Commission to approve of the *Annual Report on the Performance and Condition of WMATA*.
- c) Manage and staff the NVTC WMATA Committee to provide a venue for discussion of WMATA issues directly affecting the NVTC region and NVTC jurisdictions.
- d) Manage and lead a jurisdictional staff working group to provide staff support for NVTC's WMATA Board principal member and members of NVTC's WMATA Committee.
- e) Inform NVTC Commissioners of pending WMATA Board decisions of regional significance.

2) Annual Report on the Performance and Condition of WMATA

- a) Develop and submit to the General Assembly and the Governor an annual report on the performance and condition of WMATA that includes the following:
 - a. The safety and reliability of the rapid heavy rail mass transportation system and bus network.

- b. The financial performance of WMATA related to the operations of the rapid heavy rail mass transportation system, including farebox recovery, service per rider, and cost per service hour.
 - c. The financial performance of WMATA related to the operations of the bus mass transportation system, including farebox recovery, service per rider, and cost per service hour.
 - d. Potential strategies to reduce the growth in such costs and to improve the efficiency of WMATA operations.
 - e. Use of the funds provided from the Mass Transit Fund to improve the safety and condition of the rapid heavy rail mass transportation system.
 - f. Ridership of the rapid heavy rail mass transportation system and the bus mass transportation system.
 - b) Manage technical staff to ensure that the report will meet expectations of the Commission, the General Assembly, and the Administration.
 - c) Communicate and present this report to the Commonwealth Transportation Board, Governor's Office, General Assembly, and other interested stakeholders.
 - d) Publish the report and associated information on NVTC's website.
- 3) Annual Certification of WMATA Documents
- a) Request the following documents from WMATA annually:
 - a. Annual capital budget; annual independent financial audit;
 - b. National Transit Data annual profile; and
 - c. Single audit report issued in accordance with the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (2 C.F.R Part 200).
 - b) Certify the receipt of these documents to Commonwealth Comptroller no later than June 30 of each year.
- 4) Virginia WMATA Board Member Support
- a) Facilitate the annual appointment of Virginia's two principal and two alternate members of the WMATA Board of Directors (January).
 - b) Provide primary staff support on WMATA related meetings and issues to NVTC's WMATA Board principal member or their designed alternate.
 - c) Facilitate and lead NVTC WMATA Board member preparation calls in advance of WMATA Board and committee meetings. Participate in WMATA-run Board meeting preparation calls and provide input as necessary.
 - d) Ensure communication and facilitation between the Commonwealth and NVTC's principal WMATA Board members.
 - e) Provide staff support to WMATA Board members prior to NVTC Commission meetings.
 - f) Participate on WMATA's Jurisdictional Coordinating Committee (JCC).

- a. Monitor and report on the development of WMATA's annual operating and capital budgets and multi-year CIP.
 - b. Coordinate with jurisdictional staff and DRPT on WMATA's compliance with CTB policy guidelines for the implementation of governance and funding reforms for WMATA.
 - c. Actively participate in the development of the Capital Funding Agreement.
- 5) Support for Northern Virginia Jurisdictions
- a) Participate and provide reports on JCC deliberations and WMATA Board actions to Northern Virginia jurisdictions, as requested.
 - b) Facilitate jurisdictional issues with WMATA that rise to the attention of the NVTC WMATA Board principal member.
 - c) Assist Loudoun County as it transitions to full participation in WMATA leading up to the completion of the Silver Line Phase 2.
 - d) Participate in WMATA-led planning studies, including but not limited to the Metrobus Transformation Project, Blue-Orange-Silver Corridor Study, etc.
- 6) Northern Virginia Transit Response Coordination
- a) Facilitate the Northern Virginia Transit Response Coordination Group to discuss the impacts and mitigation efforts of WMATA's planned capital work or other major service disruption events on an as-need basis.
 - b) Conduct or participate in regularly scheduled after-action review from Metrorail service disruption mitigation activities with WMATA and jurisdictional staff.
 - c) Document lessons learned and improvements of post-service disruption mitigation efforts. Compile an after-action summary for Commissioners and staff.
 - d) Maintain database of all Northern Virginia transit facilities and operations to serve as a resource for planners and stakeholders in Metrorail disruption coordination efforts.
 - e) Provide technical and planning assistance to jurisdictions and WMATA on regional service disruption mitigation coordination efforts.

Deliverables: Annual Report on the Performance and Condition of WMATA; Lessons learned from the Summer 2020 Metrorail shutdown; Annual certification letter to Commonwealth

Internal Coordination: Transit Resource Center, Transit Technology, Commuter Choice, VRE, Legislative and Policy Efforts, Financial Analysis and Management, Commission Management

2. Financial Analysis and Administration

Identify and implement cooperative strategies with member governments to maximize transit revenues aimed at achieving adequate, dedicated, stable and reliable financial support from the federal government, Commonwealth, region and private sector. Facilitate the fair and equitable allocation of transit assistance among governments. Manage grants, contracts, and trust funds fairly and effectively, according to state and federal laws and NVTC's policies.

Support for Member Jurisdictions

- 1) Ensure the stability of the current sources of transit funding available to NVTC's local governments.
- 2) Serve as the central point of contact for Northern Virginia transit system financial information.
- 3) Analyze funding proposals produced by regional and statewide studies and identify policy issues for consideration by the Commission.
- 4) Identify and help obtain funding for new transit projects that are recommended by NVTC's jurisdictions.

Financial Analysis

1) Regional Gas Tax Revenues

- a) Monitor NVTC's regional gas tax receipts from the Division of Motor Vehicles (DMV) for reasonableness of collections in total and by jurisdiction.
- b) Employ database and spreadsheet models to identify unanticipated discrepancies at the taxpayer level by jurisdiction and in total.
- c) Maintain communications with DMV regarding both unusual activities identified by NVTC and DMV audit activity. Make suggestions for improving the program.
- d) Brief the MAC as needed on processes, issues and solutions.

2) State Transit Revenues

- a) Participate on the Transit Service Delivery Advisory Committee (TSDAC) to assist DRPT in reviewing the distribution process for transit capital and operating funds.

3) Transit Funding Opportunities

- a) Produce financial projections and an analysis of the growing gap between transit operating and capital needs versus available financial resources.
- b) Participate in regional and statewide efforts to define public transit needs and identify funding sources.
- c) Identify and seek to implement stable, reliable, permanent and dedicated funding sources for operating and capital expenses for WMATA, VRE and local transit systems.
- d) Coordinate regional efforts and prepare analytic tools, communication materials and editorials to promote such funding.

Grants Management, Trust Funds, Contracts and Compliance

1) State Assistance

- a) Prepare and submit state assistance applications through DRPT's Online Grant Administration (OLGA) system as grantee for the NVTC jurisdictions' share of WMATA operating subsidies and capital requirements.

- b) Report WMATA annual ridership, operating expenses, performance metrics data, and other information requested by DRPT as a requirement for receiving state assistance. This data is utilized by DRPT in calculating NVTC's operating assistance.
 - c) Review and submit state operating and capital assistance applications for local systems through DRPT's OLGA system as agent for the NVTC jurisdictions.
 - d) Manage NVTC and NVTC jurisdiction state grants, including the preparation and review of timely grant invoicing.
 - e) Participate with VRE and NVTC jurisdictions in quarterly project status review meetings with DRPT.
 - f) Work with DRPT and grantees to achieve the maximum funding available.
- 2) I-66 and I-395/95 Commuter Choice
- a) Monitor and reconcile net toll revenue receipts from VDOT with actual collections and Commonwealth Transportation Board (CTB) approved project funding levels.
 - b) Review reimbursement requests for adequate support of eligible expenses; approve and disburse funds.
 - c) Ensure recipient compliance with project agreement provisions.
 - d) Account for direct costs of administering the program.
 - e) Account for and report toll revenue activity as a separate Special Revenue fund.
- 3) NVTC Subsidy Allocation Model
- a) Maintain NVTC's subsidy allocation model (SAM) utilizing the most recent WMATA and local budget information on transit costs, revenues and subsidies.
 - b) Determine each local government's share of NVTC assistance using the annual SAM percentages.
 - c) Apportion shares of the direct local contributions to NVTC's administrative budget using the annual SAM percentages.
 - d) Provide projections and other analysis of annual transit assistance to the NVTC jurisdictions for planning purposes.
- 4) NVTC Jurisdiction Trust Funds
- a) Allocate revenue to NVTC jurisdictions through the NVTC trust fund upon receipt using the annual SAM percentages.
 - b) Prepare timely and accurate quarterly cash flow forecasts of available transit assistance sources and uses for the NVTC jurisdictions.
 - c) Prepare quarterly reports of actual NVTC trust funds activity for use by NVTC jurisdictions.
 - d) Manage and invest trust funds according to NVTC policy by safeguarding assets while maximizing liquidity and investment return.
- 5) Commuter Rail Operations and Capital Fund (C-ROC)
- a) Monitor collections of all C-ROC Funds from the Department of Motor Vehicles (DMV).
 - b) Provide periodic reports to the Commissions about the funds in the C-ROC Fund, including monthly receipts, amounts expended, the amount of funds held and investment earnings.

6) Financial Reporting, Accounting, Audit, Compliance and Contracting

- a) Prepare the annual financial statements, disclosures, and supplementary information for NVTC's annual audit.
- b) Manage a multi-year audit services contract.
- c) Accomplish unqualified auditors' opinions and provide financial and compliance reports to the appropriate regulatory agencies.
- d) Maintain up-to-date compilations of state and federal grant regulations and ensure staff is adequately trained in grant, contract and project management.
- e) Maintain current documents and policies to facilitate prompt procurement in compliance with state and federal laws.
- f) Perform internal accounting functions, including invoicing, accounts receivable, cash receipts, accounts payable, disbursements and transfers, payroll, general ledger and reconciliations.

7) Federal Grants

- a) Apply for federal grants on behalf of member jurisdictions and manage grants as the designated recipient for FTA funds. Currently, NVTC is the designated recipient of federal grants for the cities of Alexandria and Falls Church. For these grants, NVTC will:
 - i. Maintain subrecipient agreements which outline terms, conditions and expectations.
 - ii. Ensure subrecipient agreements include all the information required by FTA and 2 CFR 200.
 - iii. Review reimbursement requests to ensure costs are reasonable, allocable, and allowable in accordance with 2 CFR 200 and terms of the award.
 - iv. Host quarterly project management meetings with the subrecipient and FTA.
 - v. File quarterly financial and milestone reports (1/30, 4/30, 7/30, 10/30), semi-annual Disadvantaged Business Enterprise (DBE) reports (6/1, 12/1) and other required documentation in FTA's grants management system (TrAMS).
 - vi. Monitor subrecipients to ensure proper stewardship of federal funds and performance goal attainment.
 - vii. Provide technical assistance as needed.
 - viii. Close out completed grants.
- b) Establish NVTC's FY2021-2023 DBE Overall Goal in accordance with 2 CFR 26.45.
- c) Administer Title VI and DBE Programs and provide technical assistance to subrecipients as needed.
- d) Ensure NVTC and subrecipients are in compliance with all relevant FTA regulations and guidelines in numerous areas such as legal, financial management, technical capacity, continuing control, maintenance, procurement, civil rights, and National Transit Database.
- e) Attend workshops and webinars presented by FTA to maintain awareness of changes in federal requirements and processes.
- f) Submit annual certifications and assurances to the FTA and maintain subrecipient's signed annual certifications and assurances on file.

Deliverables: Annual Audit(s); Annual NVTC Budget; Monthly Financial Report; FY2021-2023 DBE Overall Goal Submission

Internal Coordination: Commuter Choice, Transit Resource Center, Transit Technology, VRE, WMATA, Legislative and Policy Efforts

3. Communications and Engagement

Improve the public's understanding and appreciation of transit's role in Northern Virginia and the Commonwealth and increase participation in transit-related decision-making.

1) Partnerships

- a) Identify opportunities to host or participate in transit-related events with Northern Virginia's chambers of commerce and other business representatives.
- b) Identify and apply for grants, in partnership with local jurisdictions and transit agencies, to support a multi-faceted marketing campaign designed to increase bus and rail ridership in Northern Virginia.
- c) Identify opportunities to host a spring transit tour of Northern Virginia for state legislators.
- d) Partner with government agencies, business groups, and national, state and local associations to promote transit through educational programs, complementary messaging and attendance at conferences, seminars and workshops.
- e) Develop a network of jurisdictional and agency public information officers to facilitate the sharing of information, work on projects of mutual benefit, and leverage resources.
- f) Serve on the Virginia Transit Association's (VTA) annual awards and conference planning committees.

2) Internal and External Relations

- a) Serve as the point of contact for the news media, interest groups, U.S. Congress and Virginia General Assembly, and public for transit issues in Northern Virginia.
 - i. Keep the news media, interest groups and local jurisdictions apprised of Commission meetings and hearings, actions, analyses, research, reports and events.
 - ii. Share transit-related information from external sources – print/broadcast media, online publications and bloggers, transit agencies and state/local governments – with Commissioners, MAC, agency public information officers, transit advocacy groups, and staff.
 - iii. Participate and speak at chamber of commerce events, homeowner association meetings, and jurisdictional governing-body and committee meetings as requested.
- b) Develop and distribute information and resources necessary for Commissioners to fulfill their responsibilities, including the annual member manual, NVTC website, e-newsletters and monthly Executive Director reports.
- c) Develop and distribute written and visual communications, such as project fact sheets, issue briefs, web content, frequently asked questions, press releases and targeted e-mail

communications on transit-related topics, as well as testimony for Commissioners and NVTC senior leadership.

3) Online Communication

- a) Maximize NVTC's online presence to further its mission.
 - a. Build NVTC's website as a research and information resource.
 - b. Expand NVTC's social media presence to drive traffic to novatransit.org and program pages.
 - c. Maintain up-to-date project information on the website to inform the public and Commissioners on the latest project news.
 - d. Use online analytics and surveys to monitor the effectiveness of online communication and outreach efforts.
 - e. Develop new content, such as podcasts and videos, to enhance NVTC's reputation as the primary source of transit-related information in Northern Virginia and improve the public's understanding of both transit and NVTC's role in the region.

4) Public Outreach

- a) Develop and implement communications plans and budgets for transit studies and multimodal grant programs.
 - a. Publicize and solicit public comment through multiple channels, such as meetings and hearings, advertising, pop-up events, online crowdsourcing, email, mail and telephone.
 - b. Plan and promote public meetings and hearings in consultation with local jurisdictions, transportation agencies and transit providers.
 - c. Design and create materials, such as flyers, handouts, infographics, email blasts, display boards, PowerPoint presentations, and videos.
 - d. Establish distinct project- and program-specific social media presence.
- b) Plan and implement activities that engage the public and promote NVTC programs and initiatives.
- c) Participate in and support the annual public meeting for Northern Virginia transportation organizations, as required by HB1285 (2018).
- d) Support and coordinate with Commuter Choice program outreach and marketing efforts.
- e) Complete post-WMATA shutdown marketing effort to return riders to transit; analyze results to gain insights for potential future campaigns.
- f) Update and streamline NVTC website to ensure user friendliness and adherence to usability standards.
- g) Unify NVTC outreach materials to ensure consistent branding and messaging across all platforms.
- h) Expand in-person outreach efforts through networking and attendance at public events.

5) Title VI Civil Rights Compliance

- a) Ensure NVTC's compliance with the federal Title VI program.
 - i. Use GIS to conduct a demographic analysis to determine the location of concentrations of minority and limited English proficiency (LEP) persons.

- ii. Seek out and consider the viewpoints of minority, low-income and LEP persons during public outreach and involvement activities.
- iii. Strive to overcome linguistic, institutional, cultural, economic, historical or other barriers that might prevent minority, low-income and LEP persons from effectively participating in NVTC's decision-making process.
- iv. Target outlets that support or serve affected populations when soliciting public participation and/or comment.
- v. Translate printed materials and advertisements into languages other than English and offer translators and sign-language interpreters at public meetings/hearings, when appropriate.

Deliverables: Daily news clips; Website and social media posts; Post-2020 Metrorail shutdown marketing campaign scope, budget, and RFP; Presentations and handouts; Annual Title VI certification to FTA

Internal Coordination: Commuter Choice, WMATA, Legislative and Policy Efforts, Financial Analysis and Management

4. Legislative and Policy Efforts

Legislative and Policy Committee Support

Per the Commission's By-Laws, the Legislative and Policy Committee is responsible for the development of the annual legislative and policy agenda and serves as a venue for discussion of legislative and policy matters that directly affect NVTC programs, the NVTC region, and transit in Northern Virginia. The committee is typically convened regularly between October and March.

NVTC staff is responsible for the development and distribution of committee materials, meeting logistics (in coordination with the Commission Secretary), and all other responsibilities to support the needs of the committee.

Development of Legislative and Policy Agenda

Devise, coordinate and implement legislative and policy strategies based on sound policy analysis in coordination with legislative staff from relevant jurisdictions, agencies and partner organizations.

1) State and Federal Legislative Policy Agenda

- a) Assist NVTC's Legislative and Policy Committee with adopting a state and federal legislative and policy agenda to guide NVTC's legislative support in the coming year.
- b) Develop strategies to effectively implement NVTC's annual legislative and policy agenda in collaboration with NVTC jurisdictions' legislative liaisons and the Virginia Transit Association (VTA).
- c) Work with delegations in Richmond and Washington D.C. as needed to promote NVTC's approved agenda. Focus should include, but not be limited to long term, sustainable transit capital funding and maintenance of existing NVTC programs and authorities.
- d) Identify transit issues that require policy decisions. Assemble data and perform policy analyses to facilitate those decisions (e.g. fare integration, development of new technology, service expansion, customer safety, system security and the business case for and value of public transit).

- e) Conduct an annual joint NVTC and PRTC legislative briefing.
- f) Develop messaging and a plan to educate the public about the need for transit funding in Virginia as well as the benefits of public transit throughout the Commonwealth.

2) Virginia General Assembly Session

- a) Prepare and support NVTC legislative and policy efforts before and during the General Assembly.
- b) Reach out to legislators to garner support for NVTC's legislative agenda and educate them about the benefits of public transportation.
- c) Prepare informative district-specific legislative maps showing transit service and performance for all members of the Northern Virginia delegation.
- d) Conduct NVTC's February meeting at the General Assembly in Richmond.
- e) Use an online legislative monitoring service and share access with member jurisdictions.
- f) Provide legislative alerts to Commissioners and local staff during the General Assembly Session.

3) Commonwealth Transportation Board

- a) Prepare written statements and deliver testimony at the CTB's semi-annual hearings on transit funding priorities and other hearings as appropriate.
- b) Advocate for NVTC's policies, including balanced transportation and stable and reliable funding.
- c) Support DRPT's Transit Service Delivery Advisory Committee (TSDAC) by following the Commonwealth transit funding reform process, facilitating discussions by jurisdictional staff, and relaying feedbacks of transit agencies to TSDAC discussions.

4) Transit Industry Groups and Trade Associations

- a) Participate in analysis and dialogs on local, state and national transit issues with state and national transit industry associations and other bodies.
- b) Virginia Transit Association (VTA)
 - i. Contribute to VTA's state legislative strategy for the transit industry and strengthen VTA's response to Northern Virginia's concerns.
 - ii. Provide technical and communications support regarding the economic benefits of transit.
 - iii. Co-chair VTA events and encourage NVTC Commissioners to serve as VTA officers.
 - iv. Serve as VTA's member of the Transit Service Delivery Advisory Committee (TSDAC), providing technical guidance on performance-based funding for transit capital and operations.
 - v. Serve on VTA's awards and conference planning committees.
- c) American Public Transportation Association (APTA)
 - i. Provide technical assistance and feedback to APTA on federal transit program implementation issues.
 - ii. Participate in defining and implementing a federal legislative strategy as part of a broad, nationwide pro-transit coalition.
- d) Provide technical assistance and policy analysis support to state and national boards and committees, including, but not limited to:

- i. DRPT's Transit Service Delivery Advisory Committee (TSDAC)
- ii. VTA Executive Committee
- iii. The General Assembly's Joint Committee on Transportation Accountability
- iv. APTA Legislative Committee
- v. APTA Policy and Planning Committee
- vi. APTA Public Private Partnership Committee
- vii. APTA Commuter Rail Committee
- viii. Institute for Transportation Engineers
- ix. Transit Cooperative Research Program (TCRP) Dissemination and Implementation of Research Findings Project Panel

Deliverables: Annual workplan for Legislative and Policy Committee; Joint NVTC/PRTC Legislative Briefing

Internal Coordination: WMATA, VRE, Commuter Choice, Communications and Engagement, Financial Analysis and Management, Commission Management

5. Commission Management

Provide staff support and execute duties to ensure the smooth running of day-to-day operations of the Commission.

- 1) Develop and distribute information and resources necessary for Commissioners to fulfill their responsibilities, including the annual member manual, NVTC website, e-newsletters and monthly Executive Director reports.
- 2) Prepare materials for monthly Commission meetings. Coordinate with external speakers to present to the Commission when appropriate.
- 3) Schedule, oversee, and record minutes of Commission meetings, as well as other NVTC events.
- 4) Provide accurate and timely responses to Commissioners, jurisdictional staff and the public.
- 5) Support NVTC's committees, through the development of agendas, meeting summaries, and handouts.
- 6) Ensure the issuance of per diem payments for Commissioners.
- 7) Verify Commissioner compliance with state regulations regarding economic and financial disclosure statements.
- 8) Conduct new Commissioner orientations.
- 9) Maintain archival Commission materials and provide access to archival documentation when requested.
- 10) Respond to Freedom of Information Act (FOIA) requests.

Deliverables: Annual Commission Meeting Schedule; Monthly Commission kit

Internal Coordination: Commuter Choice, Transit Resource Center, Transit Technology, VRE, WMATA, Financial Analysis and Management, Communications and Engagement, Legislative and Policy Efforts

6. Internal Operations

Strengthen NVTC as an organization through improvements of internal policies to ensure a rewarding and equitable work environment.

1) Human Resources and Administration

- a) Develop the annual NVTC general and administrative (G&A) budget, in coordination with jurisdictional staff, for consideration by the Commission in the fall.
- b) Continue to leverage human resources support assistance to enhance and support human resource functions.
- c) Continue NVTC Transit Fellows Program to attract talent to supplement NVTC staff on specific projects.
- d) Develop and implement a professional development plan for staff, including appropriate training.
- e) Develop and implement a staff earning structure and align job descriptions and benefits, such as health and retirement, with NVTC's jurisdictions.
- f) Administer employee benefit programs, including retirement plan, 457 plan, group health insurance, group life insurance, disability insurance, flex benefit plan, bike share, and Zip Car.

2) Telework and Office Space

- a) Encourage staff utilization of transportation demand management techniques, such as the telework program.
- b) Resolve issues related to the office space (lease, maintenance, facilities, etc.).

3) Information Technology

- 1) Provide ongoing staff support, troubleshooting for all office software and hardware.
- 2) Provide ongoing information technology improvements to ensure a productive and secure working environment for staff.
- 3) Research, order or work with contractors to obtain staff equipment as requested.
- 4) Set up all new IT equipment for current or additional staff.

Internal Coordination: Communications and Engagement, Financial Analysis and Management



PROPOSED BUDGET

**FISCAL YEAR
2021**

(July 1, 2020 – June 30, 2021)

January 16, 2020

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF REVENUE - ADDITIONAL POSITION OPTION
Proposed Budget FY 2021

	<u>FY 2019 Actual</u>	<u>Approved Budget FY 2020</u>	<u>Proposed Budget Option FY 2021</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Local Share from State Aid (Note 1)	\$ 1,764,453	\$ 1,903,253	\$ 2,140,753	\$ 237,500	
Local Direct Contributions (Note 1)					
Alexandria	39,689	39,016	39,567	551	
Arlington	57,815	61,616	64,369	2,753	
City of Fairfax	4,660	4,966	4,651	(315)	
Fairfax County	169,598	164,451	163,471	(980)	
Falls Church	2,325	2,291	2,099	(192)	
Loudoun	10,160	11,907	10,090	(1,817)	
Total Local Direct	<u>284,247</u>	<u>284,247</u>	<u>284,247</u>	<u>-</u>	
Total Contributions	2,048,700	2,187,500	2,425,000	237,500	10.9%
Interest and Other Revenue	11,659	12,000	13,000	1,000	8.3%
Project Chargebacks (Note 2):					
Commuter Choice Program	461,017	1,200,000	984,300	(215,700)	-18.0%
VRE	80,000	80,000	80,000	-	0.0%
Project Grant Billings (Note 3)	23,612	40,000	40,000	-	0.0%
Appropriated Surplus (Note 4)	(39,778)	155,000	221,200	66,200	42.7%
Total Revenue	<u>\$ 2,585,210</u>	<u>\$ 3,674,500</u>	<u>\$ 3,763,500</u>	<u>\$ 89,000</u>	<u>2.4%</u>
<i>Commuter Choice Programs</i>	<i>461,017</i>	<i>1,200,000</i>	<i>984,300</i>	<i>(215,700)</i>	<i>-18.0%</i>
<i>Operating Program, Excluding C.C.</i>	<u>\$ 2,124,193</u>	<u>\$ 2,474,500</u>	<u>\$ 2,779,200</u>	<u>\$ 304,700</u>	<u>12.3%</u>

**NORTHERN VIRGINIA TRANSPORTATION COMMISSION
SCHEDULE OF EXPENDITURES - ADDITIONAL POSITION OPTION**

Proposed Budget FY 2021

	<u>FY 2019 Actual</u>	<u>Approved Budget FY 2020</u>	<u>Proposed Budget FY 2021</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
<u>Personnel Costs</u>					
Salaries and Wages (Note 5)	\$ 1,417,801	\$ 1,831,500	\$ 1,991,700	\$ 160,200	8.7%
Fellow Program (Note 5)	30,293	50,000	50,000	-	0.0%
Total Personnel Costs	1,448,094	1,881,500	2,041,700	160,200	8.5%
<u>Benefits</u>					
Employer's Contributions					
FICA and Medicare (Note 6)	99,781	128,000	140,100	12,100	9.5%
Group Health Insurance (Note 7)	110,810	169,300	176,600	7,300	4.3%
Retirement (Note 8)	140,971	148,100	174,000	25,900	17.5%
Workers & Unemployment Comp.	1,369	6,000	5,100	(900)	-15.0%
Life Insurance	4,555	6,900	6,800	(100)	-1.4%
Long Term Disability Insurance	7,093	9,100	10,000	900	9.9%
Total Benefit Costs	364,579	467,400	512,600	45,200	9.7%
<u>Administrative Costs</u>					
Commissioners Per Diem (Note 9)	13,122	17,800	14,600	(3,200)	-18.0%
Rents:	259,268	303,700	393,400	89,700	29.5%
Office Rent (Note 10)	238,111	283,400	366,000	82,600	29.1%
Parking / Metrochek	21,157	20,300	27,400	7,100	35.0%
Insurance:	6,426	6,800	6,800	-	0.0%
Public Official Bonds	2,000	2,000	2,000	-	0.0%
Liability and Property (Note 11)	4,426	4,800	4,800	-	0.0%
Travel, Training and Development	35,727	42,800	44,600	1,800	4.2%
Conferences / Prof. Devel (Note 12)	18,375	26,200	27,100	900	3.4%
Non-Local Travel	2,220	4,300	3,100	(1,200)	-27.9%
Local Travel, Meetings (Note 13)	15,132	12,300	14,400	2,100	17.1%
Communication:	14,985	13,800	15,500	1,700	12.3%
Postage (Note 14)	1,364	1,400	1,400	-	0.0%
Telephone and Data (Note 15)	13,621	12,400	14,100	1,700	13.7%
Publications & Supplies	25,634	25,600	28,700	3,100	12.1%
Office Supplies (Note 16)	3,874	2,700	2,800	100	3.7%
Duplication and Printing (Note 17)	11,063	10,900	10,900	-	0.0%
Public Engagement (Note 18)	10,697	12,000	15,000	3,000	25.0%
Operations:	34,993	36,500	37,500	1,000	2.7%
Furn.and Equip. (Capital) (Note 19)	18,503	14,600	13,600	(1,000)	-6.8%
Repairs and Maintenance	894	1,000	1,000	-	0.0%
Computer Operations (Note 20)	15,596	20,900	22,900	2,000	9.6%
Other General and Administrative	9,974	9,300	9,600	300	3.2%
Memberships	1,589	1,400	1,600	200	14.3%
Fees and Miscellaneous	6,465	6,400	6,500	100	1.6%
Advertising (Note 21)	1,920	1,500	1,500	-	0.0%
Total Administrative Costs	400,129	456,300	550,700	94,400	20.7%
<u>Contracting Services and Other</u>					
Auditing (Note 22)	17,710	23,800	24,500	700	2.9%
Contract Services & Support (Note 23)					
Commuter Choice	207,521	690,500	479,000	(211,500)	-30.6%
Other Technical	112,177	120,000	120,000	-	0.0%
Legal (Note 24)	35,000	35,000	35,000	-	0.0%
Total Contract Services	372,408	869,300	658,500	(210,800)	-24.2%
Total Operating Program	\$ 2,585,210	\$ 3,674,500	\$ 3,763,500	\$ 89,000	2.4%
Commuter Choice Programs	461,017	1,200,000	984,300	(215,700)	-18.0%
Operating Program, Excluding C.C.	\$ 2,124,193	\$ 2,474,500	\$ 2,779,200	\$ 304,700	12.3%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Notes to Fiscal Year 2021 Proposed Budget

1. Revenue: Jurisdictional Contributions

Revenue from Local Direct Contributions

Each NVTC jurisdiction is assigned a share of the local portion of NVTC's administrative budget based on its share of revenue received by NVTC on behalf of jurisdictions from all sources in the previous year. This procedure is required by state statute and results in changes in contributions from one year to another that vary for each jurisdiction depending on relative shares of revenue received. The allocation in this FY2021 budget is based on the FY2019 revenue and Subsidy Allocation Model (SAM) formula.

Revenue from State Assistance

NVTC receives state operating and capital assistance for its WMATA compact members' annual commitments to WMATA and those jurisdictions' local transit systems. NVTC allocates this revenue among the jurisdictions based on NVTC's SAM and holds the funds in trust for the jurisdictions' transit use. Before the funding is allocated, NVTC's SAM resolution states that amounts are to be applied to certain NVTC projects, and a portion of the general and administrative budget of NVTC. The amount used for NVTC's general and administrative expenses is determined each year by NVTC's approved budget.

2. Revenue: Project Chargebacks

This category includes reimbursable expenses related to the administration of the Commuter Choice programs, and charges for NVTC staff support for VRE and reimbursed from VRE's budget.

3. Revenue: Project Grant Billings

The FY2021 budget assumes a grant from DRPT's Intern Program that provides funding at 80 percent of payroll and related costs of NVTC's Transit Fellows program.

4. Revenue: Appropriated Surplus

Included as a source of revenue in the FY2021 budget is projected excess accumulated surplus that is available to offset the budget expenses, which is the result of prior year favorable budget variances. This available surplus is in excess of the Commission's anticipated minimum operating requirements.

5. Personnel Costs

Salaries and Wages

The FY2021 budget adds a new financial position to the staff levels reflected in the prior year approved budget. A provision is included for merit and COLA increases for existing staff.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION

Notes to Fiscal Year 2021 Proposed Budget

Fellows Program

The budget continues the NVTC Fellows Program, which began in FY2015, by building NVTC's technical capacity and strengthening its ties with members of the research network. The budget assumes grant funds from DRPT's Intern Program will be available to provide 80 percent of payroll and related costs of this program.

The Fellows Program provides a cost efficient and flexible way to employ new graduates and mid-career professional to complete specific short-term projects over a one- to six-month period. While the primary purpose is to provide high-priority technical expertise for specific projects and products, it has also served as a valuable recruitment tool and created opportunities to connect with university programs within Virginia and nationally.

6. FICA and Medicare

NVTC's budgeted share of FICA and Medicare taxes is a function of budgeted payroll and the current tax rates.

7. Group Health Insurance

A provision for health insurance coverage is included for all NVTC staff positions, regardless of whether or not the current employees in those positions participate in NVTC's health insurance plan. Unless all eligible employees participate in NVTC's health insurance program, actual expenditures will be less than budgeted. The budgeted amount is based on actual rates with a provision for increasing premiums.

8. Retirement

The budgeted amount of employer pension contributions for the NVTC Target Benefit Pension Plan is based on actuarial formulas using budgeted staff and salary levels for FY2021. Because the formulas take into account factors in addition to payroll costs, such as years to retirement and investment return, changes in budgeted contributions do not necessarily change directly with budgeted payroll. Several employees hired in new positions established in FY2019 and FY2020 will become eligible to fully participate in the plan during FY2021, causing an increase in costs as compared to FY2020.

9. Commissioners' Per Diem

The FY2021 budget is based upon the FY2019 actual expenditures, which includes per diem costs of the WMATA and Program Advisory Committees, which began meeting in FY2019. Commissioners, other than senators and delegates, are paid by NVTC at the statutory rate of \$50.

10. Office Rent

The administrative office lease was renewed during FY2019 for a larger space effective March 15, 2019 to accommodate NVTC's increasing staff levels. Rent expense included in the FY2021 budget is based upon the fixed costs of the lease, which increase at 2.5 percent per year. The lease contains a provision for the abatement of the first month's rent for the first seven years of the lease, and the additional abatement of approximately 29 percent of the leased space for the balance of the first lease year ending March 14, 2020. Off-site file storage is also included in this budget line.

11. Insurance: Liability and Property

The FY2021 budget is based on the most recent premium year with a provision for increasing costs.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2021 Proposed Budget

12. Conference / Professional Development

Included in this line for FY2021 are the estimated registration, travel and lodging costs for conferences, professional development, in-house training, and accreditation. The budget assumes NVTC staff will participate in the Governor's Transportation Conference, the Virginia Transit Association Conference, and represent the region in conferences hosted by a variety of organizations. With the initiation of the Commuter Choice Program, our engagement in WMATA reform and funding discussions, and our participation in state-level funding discussion, NVTC staff have been asked to speak at several conference and events outside the Washington, DC region. Wherever possible, NVTC will continue to minimize travel expenditures through locally-sponsored events and maximize opportunities to speak at events where the registration fee is waived for speakers.

13. Local Travel, NVTC and Other Meetings

This line includes the costs of NVTC Commission meetings, hosting regional meetings and events, and the costs of NVTC staff traveling to meetings elsewhere in the region.

14. Postage

This item is based on an average of prior years' actual costs.

15. Telephone and Data

This line includes the fixed contracted cost for phone and data service at NVTC's office, and mobile and data service for staff.

16. Office Supplies

The FY2021 budget for this item is based on the average of prior years' actual costs.

17. Duplication and Printing

During FY2016, NVTC negotiated a five-year copier lease and service contract. The FY2021 budget is based on these agreements and projected usage levels. The cost of paper and staples, which are not included in the contract, have been budgeted based upon prior year costs.

18. Public Engagement

The budget includes a provision for costs related to public engagement on WMATA matters as required by HB1539, costs related to public engagement as required by HB1285, the costs to produce NVTC's annual report, and other public outreach costs such as social media.

19. Furniture and Equipment

This budget category provides for the replacement and acquisition of office furniture and equipment, including computer hardware.

20. Computer Operating Expense

Computer operating expenses include outside network consulting and services, software licensing fees, software upgrades and supplies, web hosting fees, hosted email, and a provision for disaster recovery efforts. The FY2021 budget is based on an average of prior year actual costs, recognizing an increase in NVTC's software requirements and staff levels with a provision for security enhancements.

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
Notes to Fiscal Year 2021 Proposed Budget

21. Advertising (Personnel/Procurement)

The FY2021 budget includes a provision for personnel and procurement advertising. An average of prior year costs was used to develop the budgeted amount as this category fluctuates from year to year based on needs.

22. Auditing

NVTC entered into a three-year contract for auditing services beginning with the audit of FY2015, with two, two-year options. The FY2021 budget is based on the costs included in this contract.

23. Contract Services and Support

Commuter Choice Programs

I-66 Commuter Choice Program

As part of a 40-year agreement with the Commonwealth of Virginia, NVTC has been assigned the authority to administer a program of projects to be funded using revenue generated by the tolling of I-66 Inside the Beltway. In FY2017, NVTC launched the initial year of the I-66 Commuter Choice Program. The FY2021 budget assumes NVTC will continue to administer this program and provide all program administration and outreach.

I-395 Commuter Choice Program

In 2017, NVTC and the Potomac and Rappahannock Transportation Commission (PRTC) entered into a 66-year agreement with the Commonwealth of Virginia to fund a program of projects to be funded by revenues generated by the tolling of I-95/I-395. The FY2021 budget assumes NVTC will administer this program on behalf of both NVTC and PRTC and provide all program administration and outreach..

Other Technical

The FY2021 budget includes a provision for research and technical support efforts, specialized analysis, related publications, and a provision for contracted human resource support. NVTC's state liaison activities contract is also funded in this line item.

Whenever possible, NVTC intends to leverage other funding sources and utilize contracts of other agencies in an effort to reduce costs.

24. Legal

In FY2015, the Commission appointed Arlington County's Counsel as Counsel to NVTC. Appointed Counsel has provided essential services in matters internal to the commission and in relation to the Commission's roles and responsibilities with regard to WMATA. In addition, Counsel has provided advice, drafting, and training with respect to compliance with Virginia FOIA and Open Meetings Act requirements, as well as review of contracts, agreements and board resolutions. NVTC's Counsel also serves as counsel for VRE.

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TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice and Ben Owen

DATE: January 9, 2020

SUBJECT: Commuter Choice Program

At the January meeting the Commission will be asked to approve the proposed changes by the Commonwealth to the 2017 Amended and Restated Transform66 Inside the Beltway Memorandum of Agreement.

A. ACTION ITEM: Approve Resolution #2402: Approve Amendments to the 2017 Amended and Restated Transform66 Inside the Beltway Project Memorandum of Agreement (MOA)

At the January meeting the Commission will be asked to approve the Amendments to the 2017 Amended and Restated Transform66 Inside the Beltway Memorandum of Agreement (MOA). The proposed MOA is still under final review by the Commonwealth, legal counsel and other partners but will be provided to Commissioners prior to the January meeting.

The changes to the MOA would:

- 1) Permit the Commonwealth to use revenues for debt service and pay-go expenses for specific transit capital improvements;
- 2) Provide NVTC with a guaranteed minimum payment of \$10 million per year (with a 2.5% annual escalation) for the Commuter Choice program;
- 3) Provide additional funding to the Commuter Choice program after Commonwealth debt service payments are made;
- 4) Provide an additional \$5 million per year (with a 2.5% annual escalation) for the Commuter Choice program from I-66 Outside the Beltway funds with advanced funding starting in FY2021; and
- 5) Eliminate the existing restriction on the use of the funds for transit operations beyond five years for those projects that cross jurisdictional lines or connect to a VRE or Metrorail station and allow NVTC to have the discretion to set the duration of funding for transit operations.

Other changes would align the language to be consistent with the [I-395 Annual Transit Payment MOA](#) by 1) documenting the formal role of the Department of Rail and Public Transportation (DRPT) and 2) modifying technical and conforming language which will assist in making administration of the I-395 and I-66 programs more similar.

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**RESOLUTION #2402**

- SUBJECT:** Authorize the Executive Director to Execute the Second Amended and Restated MOA to the Memorandum of Agreement Transform66: Inside the Beltway Project
- WHEREAS:** The *Transform66: Inside the Beltway Project* consists of dynamic tolling, conversion from HOV-2 to HOV-3, transit service, technology upgrades and infrastructure improvements to increase the number of people traveling in the corridor; and an evaluation of project effectiveness on I-66 and its related arterials;
- WHEREAS:** In 2015, Virginia Secretary of Transportation Aubrey Layne designated NVTC as the regional authority to identify and facilitate the delivery of the multimodal components of this project to maximize the transportation benefits of this project, as measured by the number of persons that are able to travel through the corridor;
- WHEREAS:** In January 2016, NVTC and the Commonwealth of Virginia entered into a Memorandum of Agreement (MOA) allowing NVTC to use toll revenues from I-66 Inside the Beltway to fund multimodal components that support the toll payers of this facility;
- WHEREAS:** In October 2016, NVTC and the Commonwealth of Virginia amended and restated the MOA to remove references to the use of tolls for widening the facility; modify language to enhance the credit-worthiness of the toll revenues; clarify the use of funds for transit operations; and address technical corrections identified by the Commonwealth, NVTC staff and NVTC jurisdictions;
- WHEREAS:** The Commonwealth has identified two projects that support the movement of people along the I-66 Inside the Beltway Corridor and satisfy the requirements for use of toll revenue by benefitting the toll paying users of I-66, which projects are a new bridge structure that crosses the Potomac River to expand the capacity for commuter and intercity passenger rail service and new Metrorail-related improvements to, and serving, the Rosslyn Metrorail Station that would facilitate the movement of passengers and relieve train congestion on the Blue, Orange, and Silver Metrorail lines;
- WHEREAS:** NVTC and the Commonwealth continue to recognize that transit operations along I-66 provides the most beneficial option for moving more people through the corridor; and
- WHEREAS:** NVTC seeks to ensure there is a minimum guaranteed funding available from the toll revenues to support at least a \$15 million/year with an annual 2.5% escalation multimodal Commuter Choice program administered by NVTC through the life of the agreement.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the executive director to execute the attached Second Amended and Restated Memorandum of Agreement Transform66: Inside the Beltway Project, subject to final review by legal counsel, and such further nonsubstantive modifications as may be approved by the executive director in consultation with legal counsel.

Approved this 16th day of January 2020.

Chair

Secretary-Treasurer

Agenda Item #8: Washington Metropolitan Area Transit Authority (WMATA)



TO: Chairman Letourneau and NVTC Commissioners

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

DATE: January 9, 2020

SUBJECT: Washington Metropolitan Area Transit Authority (WMATA)

At the January meeting the Commission will receive reports from NVTC’s WMATA Committee as well as the Virginia WMATA Board members and will be asked to authorize the Chairman to submit comments on WMATA’s FY2021 budget.

A. Report from the NVTC WMATA Committee

The NVTC WMATA Committee met on December 18th to discuss the WMATA General Manager/CEO’s proposed FY2021 budget and the NVTC WMATA Committee’s proposed schedule for 2020. The committee also received an update on the Bus Transformation Project process.

- WMATA’s FY2021 Proposed Budget

ACTION ITEM: Authorize the Chair to Submit Comments to WMATA on the FY2021 Budget

The NVTC WMATA Committee discussed a staff draft of comments to submit to WMATA during its public comment period on the proposed FY2021 budget. The committee recommends the Commission authorize the chair to submit the attached letter as public comment. The proposed FY2021 budget does not appear to exceed Virginia’s legislatively required 3% cap, but there are concerns that the budget does not find the right balance between fare increases, Metrobus service cuts and new initiatives to increase ridership. The letter will be submitted during WMATA’s public comment period, which is anticipated to be between the January and March Commission meetings. Since the Commission is not anticipated to meet in February, staff recommends that the Commission act at the January 16th meeting to authorize the chair to submit comments to WMATA.

Background

The GM’s proposed FY2021 WMATA budget requires an increase of \$42.2 million to maintain current levels of service. This is due to expense growth (\$38.6 million) and declining revenues (down \$3.6 million). While Metrorail ridership is stable or growing, Metrobus ridership shows decline – in part due to fare evasion. With a 3% capped operating subsidy increase of \$33.8 million, this leaves an operating budget gap of \$8.4 million.

The following table provides a summary of significant fare policy changes, rail and bus service changes, and other ridership or revenue initiatives in the proposed budget (Table 1). The middle column shows proposed changes that are revenue positive; these either generate additional fare or non-fare revenue or are a service reduction which generates savings on the operating subsidy. The right column shows proposed changes that are revenue negative; these either lose revenue through fare changes to drive ridership or are an increase in service which requires additional operating subsidy. These changes in the proposed budget are estimated to be revenue positive at approximately \$8.4 million, which closes the operating budget gap and keeps the proposed budget within the 3% operating growth cap.

Table 1: Summary of Fare and Service Initiatives in the Proposed FY2021 WMATA Budget

	Decreased Subsidy/Revenue Gain	Increased Subsidy/Revenue Loss
Rail	<ul style="list-style-type: none"> • Rail Right-Sizing (see Figure 1 below) • Fare Increase (Base + Distance) 	<ul style="list-style-type: none"> • More frequent Sunday Rail Service • Restore Late Night Rail Service • Weekend Flat Fare
Bus	<ul style="list-style-type: none"> • Reduced Bus Service (see Figure 1 below) • Surcharge for Cash + Onboard Cash Loading 	<ul style="list-style-type: none"> • Improvements to Bus Service (see Figure 1 below) • Full Transfer Discount
Non-Fare/Other	<ul style="list-style-type: none"> • Station Naming Rights • Increased Advertising 	

Source: Generated by NVTC staff from WMATA's proposed FY2021 budget

In December WMATA provided subsidy and ridership impacts for the major initiatives and service changes in its proposed budget (Figure 1).

Figure 1: Cost and Ridership Impacts for Proposed Service Initiatives

Initiatives	Cost	Revenue	Subsidy	Trips	Cost per Trip	Revenue per Trip	Subsidy per Trip
Better Weekend Metrobus Service	\$3.9M	\$0.8M	\$3.1M	0.7M	\$5.27	\$1.13	\$4.14
Improve MetroExtra Service	\$3.5M	\$0.8M	\$2.6M	0.8M	\$4.37	\$1.07	\$3.30
Better Weekend Metrorail Service	\$3.6M	\$1.1M	\$2.5M	0.5M	\$7.79	\$2.47	\$5.31
Restore Late Night Metrorail Service	\$5.0M	\$1.2M	\$3.8M	0.4M	\$11.60	\$2.88	\$8.72
Improve Customer Service	\$2.5M	\$ -	\$2.5M	-			
Weekday Early Morning Metrorail Right-Sizing ¹	(\$4.4M)	(\$0.8M)	(\$3.6M)	(0.3M)	\$16.21	\$2.79	(\$13.42)
Reduce Redundant and Less Productive Bus Service	(\$34.0M)	(\$7.4M)	(\$26.6M)	(4.9M) ²	\$6.98	\$1.53	(\$5.46)
TOTAL	(\$19.9M)	(\$4.1M)	(\$15.8M)	(2.7M)			

¹ Efficiencies include savings from eliminating one-way AM/PM tripper trains on Green and Orange Lines
² Trip loss does not reflect customers who will take other Metro or regionally-operated transit services

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Source: [WMATA's December presentation on the proposed budget](#)

WMATA also provided revenue and ridership impacts for proposed fare changes (Figure 2).

Figure 2: Cost and Ridership Impacts for Proposed Fare Policy Changes

		Current	Change	Proposed	Revenue Impacts	Net Trips	Revenue per Trip ¹
Metrorail	Peak Base Fare	\$2.25	+\$0.10	\$2.35	\$5.6M	(1.8M)	\$3.07
	Simplify Mileage Tiers ²	Varies	Up to \$0.04	\$0.33	\$5.6M	(0.2M)	\$27.28
	Max Fare	\$6.00	+\$1.00	\$7.00	\$3.9M	(0.1M)	\$34.75
	Weekend Flat Fare	Varies	Up to -\$1.85	\$2.00	(\$11.3M)	1.3M	(\$8.64)
Metrobus	Fare without SmarTrip	\$2.00	+\$0.25	\$2.25	\$0.3M	(0.2M)	\$1.55
	Onboard Cash Loading	\$0.00	+\$0.25	\$0.25	\$0.5M	(0.4M)	\$1.35
	Lower 7-Day Pass Price	\$15.00	-\$3.00	\$12.00	(\$1.4M)	0.4M	(\$3.88)
Metrorail + Metrobus	Full Transfer Discount	\$0.50	+\$1.50	\$2.00	(\$19.0M)	3.0M	(\$6.33)

1. Result of dividing revenue impacts by net trips (change in trips); revenue impacts includes revenue gains or losses off of remaining ridership base
2. Standardizes variable Peak Mileage rate of \$0.29 - \$0.33 to \$0.33 and off-peak mileage rate of \$0.22 - \$0.24 to \$0.22

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Source: [WMATA's December presentation on the proposed budget](#)

There will be additional WMATA Board work sessions in January and February with anticipated budget adoption in April. WMATA has provided several presentations and work sessions with information on the proposed capital budget:

- [GM/CEO Proposed FY2021 Budget](#) (presented on November 7, 2019)
- [Authorization for Public Hearing on Proposed FY2021 Operating Budget and FY2021-2026 CIP](#) (presented on December 12, 2019 but action was deferred until January 2020)
- [Proposed FY2021 Capital Budget Work Session](#) (presented on December 12, 2019)

The full [proposed budget book](#) was released in mid-December.

B. Report from the Virginia WMATA Board Members

1. WMATA Board Actions

- Swearing-in of Board Member Stephanie Gidigbi to Represent the District of Columbia

Stephanie Gidigbi was [appointed to the WMATA Board on December 12, 2019](#) as First Vice Chair representing the District of Columbia. Ms. Gidigbi is the Director of Policy and Partnerships at the Natural Resources Defense Council. Ms. Gidigbi previously served as a political appointee in the Obama Administration, where she advanced the administration's economic opportunity agenda at the U.S. Department of Transportation.

- Approval of Revised Board Committee Membership

On December 12th the WMATA Board [approved revisions to its committee assignments](#) to add Stephanie Gidigbi. WMATA Board committee assignments effective December 12, 2019 are as follows:

Executive Committee:

Chair: Paul Smedberg
 1st Vice Chair: Stephanie Gidigbi
 2nd Vice Chair: Michael Goldman
 Federal Representative: David Horner

Finance and Capital Committee:

Chair: Steve McMillin
 Vice Chair: Jeff Marootian (Interim)
 Pete Rahn
 Paul Smedberg

Safety and Operations Committee:

Chair: Michael Goldman
 Vice Chair: David Horner
 Christian Dorsey
 Stephanie Gidigbi

- Authorization of a Public Hearing on Parking at Grosvenor-Strathmore Station

On December 12th the WMATA Board authorized a public hearing to [defer the replacement of 200 parking spaces at the Grosvenor-Strathmore station](#). In 2017, the WMATA Board authorized a joint development agreement at the Grosvenor-Strathmore Station that will add 1.9 million square feet of mixed-use residential, retail and other commercial uses that will displace 412 surface parking spaces. WMATA planned two expansions of the southern and western ends of the existing parking garage to replace the lost parking. Because of the availability of parking at nearby stations along the Red Line and rise in projected construction costs for expanding the parking garage, WMATA staff recommends holding a public hearing to build one of the two parking garage expansions and defer replacing 200 parking spaces until such spaces are needed.

- Approval of a Joint Development Agreement at the West Hyattsville Station

On December 12th the WMATA Board approved a [Joint Development Agreement](#) with an adjacent property owner for the sale of 5.3 acres at the West Hyattsville Station. The sale of property to the adjacent owner is the best approach to construct transit-oriented development near the station because the property is landlocked and cannot be developed by any other party. The plan for the entire 27-acre site around the station includes housing and commercial development to grow ridership and increase revenue for the transit system.

- Approval of a District of Columbia Low-Income Fare Pilot

On December 12th the WMATA Board approved a fare buydown agreement with the District of Columbia for a [low-income fare pilot program](#). The Lab@DC, part of the D.C. City Administrator's Office, was awarded a grant by the District Department of Transportation and the Massachusetts Institute of Technology's Abdul Lateef Jameel Poverty Action Lab to fund a six-to-nine-month pilot with 2,500 participants to evaluate the effects of free or discounted fares on low-income populations. D.C. will reimburse WMATA for any revenue loss and the District Department of Human Services will administer the program. Other potential benefits to WMATA, such as

increased ridership and reduced fare evasion, will also be studied. D.C. will use the results of this pilot to inform decisions on how to best support transit use and mobility for low-income residents. Additionally, analysis of this pilot could also inform any low-income fare initiatives that other funding jurisdictions may choose to explore.

- Approval to Indemnify the United States Government

On December 12th the WMATA Board [approved an indemnification of the U.S. Government](#) for work at the Pentagon to repair a water main at the Pentagon Metrorail Station.

- Approval of a Labor Agreement between WMATA and Amalgamated Transit Union 689

On December 20th the WMATA Board [approved a collective bargaining agreement](#) (CBA) between WMATA and ATU Local 689 for FY2021-FY2024. [WMATA announced](#) that the new agreement stays within legally mandated annual subsidy growth rate of 3%, at a cost of \$150 million over the next four years. The CBA also includes a 2.4% annual average wage increase for ATU Local 689 employees and incentivizes ridership growth with an additional 1% wage increase in years when WMATA's ridership improves 2% or more over the previous year. The current defined benefit pension program is preserved for current and new employees under the agreement, while increasing employee contributions to retiree health coverage.

With the agreement in place, WMATA will not seek to contract out operations or maintenance of the Silver Line extension and will bring operation of the Cinder Bed Road Bus Garage in-house when the current contract expires in 2021. The transit agency gains the ability to hire directly from the market employees needed to support for the new Silver Line extension, as well as nearly a third of all station managers and train operators.

2. WMATA Committees

- WMATA Corrective Action Plans (CAP) Update

On December 12th the Safety and Operations Committee received an [update on the status of the open Corrective Action Plans \(CAPs\)](#). In April 2019, the Federal Transit Administration transferred WMATA safety oversight to the Washington Metrorail Safety Commission (WMSC), which reviews, approves, oversees and enforces CAPs developed by WMATA.

CAPs are developed to address findings, recommendations, or required actions issued from multiple sources including National Transportation Safety Board and the WMSC. WMATA routinely meets with the WMSC on CAP progress. Over the last four years, 255 of 320 CAPs have been closed and 22 have been fully implemented and submitted for review and closure. Currently, 43 CAPs remain open. The WMSC is currently addressing concerns related to the Silver Line Phase 2 project and WMATA's service hour policy.

- October 7th Farragut West Incident Update

On December 12th the Safety and Operations Committee received an update on the October 7th rail-to-rail collision at the Farragut West Station. Since the previous update to the WMATA Board about the incident, findings have shown that the track, power, communications, signal system,

trainset and communications at the Rail Operations Control Center (ROCC) have not identified any anomalies or conditions that were out of compliance. Probable cause and contributing factors are not yet finalized and the WMSC has granted WMATA a 30-day extension for the final report to finalize damage totals and additional human-factor investigation.

- Bus Transformation Project Update

On December 12th the Safety and Operations Committee received [an update on the Bus Transformation Project](#). The Bus Transformation Project team provided an update on the Bus Transformation Project Strategy, and a multi-year Action Plan, which outlines the specific implementation steps to advance the recommendations. The Strategy included the following recommendations:

1. Provide frequent and convenient bus service that connects communities and promotes housing affordability, regional equity and economic growth.
2. Give buses priority on roadways to efficiently move people quickly and reliably.
3. Create an excellent customer experience to retain and increase ridership.
4. Empower a publicly appointed task force to transform bus and lead the implementation of a truly integrated regional system.

The Bus Transformation Project Team will seek endorsement of the vision, goals, strategy and recommendations of the Bus Transformation Project at the WMATA Board meeting on January 16, 2020. The Bus Transformation Project Team is anticipated to update NVTC's jurisdictional Management Advisory Committee (MAC) at its January meeting.

C. Other WMATA News

- WMATA Released Preliminary Concepts to Improve Blue, Orange and Silver Line Service

WMATA [released preliminary concepts](#) to improve reliability and service on the Blue, Orange and Silver Lines. The concepts, part of the two-year Blue/Orange/Silver Capacity and Reliability Study (BOS Study), include a range of infrastructure improvements and service alternatives to address both short- and long-term needs. WMATA developed an online survey and held a series of open houses in Virginia, Maryland and D.C. to provide information about the draft concepts, answer questions, and gather community feedback.

- Summer 2020 Platform Improvement Project at Four Virginia Metrorail Stations

WMATA [announced the next phase of its Platform Improvement Project](#) for the Vienna, Dunn Loring, West Falls Church and East Falls Church Metrorail stations between Memorial Day and Labor Day 2020. The West Falls Church Station will remain open during the project since it is equipped with two platforms that can be reconstructed one at a time. The East Falls Church Station will be closed to customers; however, Orange and Silver Line trains will be permitted to pass through the station using a single track through the work area. This will allow Silver Line stations from McLean to Wiehle-Reston East to remain open, but with reduced service. WMATA and NVTC are working with the region to coordinate mitigation and communication strategies in preparation for the shutdown. More information about travel alternatives and the project schedule will be communicated in Spring 2020.

- WMATA's Post-Incident Review of the December 10th Red Line Disruption

On December 10th WMATA reported an incident on the Red Line near Tenleytown Station. WMATA's [post-incident review](#) of the December 10th Red Line disruption has identified violations of safety policies or procedures. The WMATA-led review found that a Rail Operations Control Center (ROCC) controller did not follow safety procedures upon receiving a report of "light sparks" in the tunnel outside Tenleytown Station from the operator of Train 130. The train operator also did not properly execute procedures from the ROCC. Finally, the review found a safety violation and identified critical errors by ROCC and Emergency Response Team members in the tunnel related to the restoration of third-rail power.

WMATA's policies regarding fire/smoke incidents have been reinforced with all ROCC controllers and supervisors. In addition, train operators are being refreshed on procedures from this incident and related troubleshooting. Additional action is planned to improve training and emergency response times.

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January XX, 2020

Ms. Jennifer Ellison
Board Corporate Secretary
Washington Metropolitan Area Transit Authority (WMATA)
600 Fifth Street, NW
Washington, D.C. 20001

Re: Comments on Proposed Fiscal Year 2021 WMATA Budget

Dear Ms. Ellison:

On behalf of the Northern Virginia Transportation Commission (NVTC), I write to convey comments and concerns regarding the Washington Metropolitan Area Transit Authority's (WMATA's) proposed FY2021 budget as part of its public comment period. Overall, NVTC supports the operating budget's aim to increase ridership, improve service, and enhance the customer experience within the mandated three percent subsidy growth cap. However, we are concerned that the proposed budget does not strike the appropriate balance of fare increases, Metrobus service cuts and new initiatives to drive ridership.

Proposed FY2021 Operating Budget

NVTC appreciates WMATA's commitment to implement additional customer-focused improvements in the FY2021 budget while remaining within the legislatively mandated 3% operating growth cap. While we appreciate WMATA's efforts to keep jurisdictional operating subsidies affordable, the combination of proposed fare increases and service reductions balances the budget on the backs of long-distance riders and Metrobus riders. We urge WMATA to take a more incremental approach to service initiatives it wishes to fund in such a constrained fiscal environment. Given the magnitude of the proposed changes to fares, rail and bus service, we encourage WMATA to engage thoroughly with its Board, jurisdictional staff and other stakeholders to ensure these proposals are sufficiently scrutinized for their impacts to ridership, revenue, and local budgets.

Fare Increases and Fare Policy

The proposed budget would increase the base rail fare by 10-cents to \$2.35 and the maximum fare by \$1.00 to \$7.00. We are concerned that the proposed Metrorail fare increase places a disproportionate burden on long-distance Metrorail riders. We are pleased to see that WMATA's pass products will not see a fare increase and recommend that WMATA integrate local providers into pass products, increase the availability and usage of pass products (especially the unlimited monthly pass), and improve integration with SmartBenefits. In addition, we are supportive of efforts to increase the speed of Metrobus, but we remain concerned about the equity impacts of the proposal to implement a surcharge for cash payments or cash loading of SmarTrip on Metrobus.

Metrobus Service Cuts

The proposed Metrobus service changes cut heavily into Northern Virginia, where Metrobus already has a disproportionately lower level of service given the expansive service provided by local transit systems. We encourage WMATA to minimize the decrease in regional Metrobus service, ensure that route changes reflect public comment, and work directly with local jurisdictions to determine reductions in non-regional Metrobus service using a clear rationale that is consistent with a set of mutually understood principles for reducing service. Fundamentally, this budget proposal asks our jurisdictions to fund a larger operating subsidy while receiving less service. We do not view annual cuts in Metrobus service as a sustainable solution for WMATA to meet the legislatively mandated 3% cap.

Considering the aforementioned fiscal constraints and budget trade-offs, we are compelled to note the increasing impact that fare evasion has on WMATA's operating budget. The estimated \$40 million in annual revenue losses due to fare evasion could fund the proposed Metrobus service reductions in Virginia, D.C., and Maryland.

New Service and Ridership Initiatives

We are pleased to see WMATA advance its preventive maintenance program and find efficiencies to reduce the maintenance window, where practicable. We look forward to hearing the Washington Metrorail Safety Commission's (WSMC) review of the general manager's proposal for additional Metrorail service hours and the impact on the preventive maintenance program. Additional late-night Metrorail service can only be delivered if it does not impede the preventative maintenance program and is justified by ridership data. Upon resolution of the aforementioned concerns and additional vetting by the WMATA Board regarding the fiscal cost and ridership benefits, we recommend that WMATA make any service-hour changes permanent and resolve the late-night service issue.

While increasing the transfer discount for Metrobus from 50-cents to \$2 would provide a significant benefit to riders and increase ridership, it is a costly new initiative that favors jurisdictions that do not have extensive local transit systems. To avoid confusion with riders, our local jurisdictions have indicated a desire to avoid extremely disparate transfer policies. A transfer discount currently exists; however, increasing it four-fold in one year would introduce a shock to local transit operating budgets. We encourage WMATA to consider implementing incremental changes to the transfer discount to minimize the fiscal impact to our jurisdictions and to work closely with local transit providers and funding jurisdictions to ensure all parties understand the fiscal impact of this proposed change to fare policy. Additionally, NVTC proposes that WMATA monitor bus-to-rail connections with incremental changes to the transfer discount and provide quarterly updates to the WMATA Board to ensure that the changes are growing ridership.

In its *2019 Report on the Performance and Condition of WMATA*, NVTC recommended WMATA deploy eight-car trains in a phased approach to lines with the most demand during peak hours to achieve operating efficiencies and grow ridership in a cost-effective manner in the short-term. We are pleased to see that WMATA has included running all eight-car trains in the public hearing docket as a way to increase system ridership and address crowding. We look forward to the completion of Silver Line Phase 2 with full service to Ashburn station, which will benefit riders systemwide by connecting Dulles International Airport to the region, and the completion of Dulles Railyard that will expand WMATA's capacity to run more eight-car trains.

Proposed FY2021 Capital Budget

NVTC supports the priorities of the FY2021 Capital Budget and FY2021-2026 Capital Improvement Program (CIP) to deliver capital investments that focus on safety, system preservation, and a state of good repair. In FY2019, WMATA invested a record \$1.525 billion in capital funding to address significant state of good repair needs. While necessarily disruptive, we note the success the recent Platform Improvement Project work on the Blue and Yellow Lines which has replaced or rehabilitated six Metrorail Station Platforms and allowed WMATA to complete other capital work. We also strongly support WMATA's recent direction to improve transparency and accountability to its funding partners by committing to provide a capital program strategy that outlines the vision and goals for capital investments, a 10-year capital plan that outlines major projects, and a six-year capital improvement plan and one-year capital budget that provides project level detail.

While WMATA has made significant improvements in capital project planning and delivery, there are a few areas of the capital budget and CIP we wish to emphasize. Given the recent decline in Metrobus fleet reliability, we encourage WMATA to ensure that it is devoting adequate capital funds to bus replacement and maintenance. Our jurisdictions have also been concerned for some time about regional fragmentation in fare payment technology and mobile applications. We are relieved to hear that WMATA has completed a significant milestone in the development of a mobile app. This has the potential to enhance the user experience and provide a platform to buy and communicate pass products. We urge WMATA to accelerate its efforts in the development of a mobile app and next generation fare payment technology, ensure that they are adequately funded in the CIP, and to continue engaging regional stakeholders.

NVTC and its jurisdictions are invested in WMATA's success. We look forward to working with WMATA and other funding jurisdictions to find the right balance of revenue, service and new initiatives in the FY2021 operating budget.

Sincerely,

NVTC Chair

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TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice, Matt Cheng and Rhonda Gilchrest

DATE: January 9, 2020

SUBJECT: Virginia Railway Express (VRE)

At the January meeting the Acting VRE Chief Executive Officer (CEO) will update the Commission on VRE activities. The Commission will be asked to adopt and refer VRE's FY2020 Revised and FY2021 Recommended Budgets to the jurisdictions.

A. VRE CEO Report and Minutes

Acting CEO Rich Dalton will provide his report. The [Minutes of the December 20th VRE Operations Board meeting](#) and the [VRE CEO Report for December 2019](#) are attached.

B. ACTION ITEM: Approve [Resolution #2403](#): Adopt and Refer VRE's FY2020 Revised and FY2021 Recommended Budgets to the Jurisdictions

The VRE Operations Board recommends the Commissions adopt the [revised FY2020 VRE Operating and Capital Budget and the recommended FY2021 VRE Operating and Capital Budget](#) and refer them to the jurisdictions for their formal review and adoption. The resolution also authorizes the executive directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding. [The attached VRE memorandum provides more details about the budget, the subsidy allocation, the revised FY2020 budget, and the capital budget and six-year Capital improvement Program \(CIP\).](#)

The recommended FY2021 VRE Operating and Capital Budget totals \$163.9 million. The budget is balanced, with no funding gap, and with all projected uses of funding in FY2021 supported by reasonably expected sources of funding. The FY2021 budget includes a 3% increase in total jurisdictional contribution and no changes to passenger fares. Average daily ridership of 18,900 is expected to result in projected annual fare revenue of \$44.1 million. The recommended FY2021 operating budget of \$91.4 million (which includes \$6.2 million in debt-related expenses) represents an increase of \$2.2 million or 2.4% over the FY2020 operating budget. The FY2021 operating budget also includes funding for five new VRE positions. These positions are critical for managing VRE's expanded capital and lifecycle maintenance programs and for ensuring continued high-quality customer service.

The FY2021–2026 Capital Improvement Program (CIP) is an integrated set of projects and programs that will improve passenger safety and operational efficiency, maintain the VRE system in a state of good repair, and expand capacity. The six-year CIP includes both fully- and partially funded projects. Given current cost estimates, full funding of the projects in the FY2021–2026 CIP (including all costs to complete) will require approximately \$836 million. Of this total, \$729 million (87%) is already committed from a range of federal, state, regional, and local sources (this includes life-to-date funding through FY 2020).

FY2021 Jurisdictional Subsidy Allocation

In accordance with the Master Agreement, VRE conducts an annual passenger survey to determine the jurisdiction of residence of its riders. The results of this survey are used to allocate the local jurisdiction subsidy. The recommended FY2021 subsidy by individual jurisdiction, which incorporates data from the passenger survey conducted on October 2, 2019, is provided as an attachment. It includes subsidy and ridership data for two prior years (FY2019 and FY2020) for comparison.

The changes in ridership and annual subsidy allocation across the three years highlight the variability that is inherent in a “once-a-year” survey, even one with as high a response rate as the Master Agreement Survey. In particular, the large increase in Fairfax County ridership recorded in the previous survey led to a significant increase in Fairfax County’s subsidy in FY2020 and a corresponding significant decline in subsidy for all the other participating jurisdictions.

This most recent survey, conversely, recorded a drop in the share of riders from Prince William County, leading to a decline in FY2021 subsidy for Prince William County relative to FY2020 and an increase for all others. In the case of Spotsylvania County and the cities of Manassas, Manassas Park, and Fredericksburg, the annual increase from FY2020 to FY2021 ranges from 14 to 17 percent. However, when compared to FY2019, only the City of Manassas shows an increase (2.7%) and the other three are still below their FY2019 contribution levels.

C. 2020 VRE Operations Board Officers

At its December 20th meeting, the VRE Operations Board approved the nominees for the 2020 VRE Officers as recommended by the Nominating Committee:

Chair:	Gary Skinner (PRTC)
Vice-Chair:	Elizabeth Bennett-Parker (NVTC)
Secretary:	Jeanine Lawson (PRTC)
Treasurer:	James Walkinshaw (NVTC) (pending appointment to NVTC)

Installation of the 2020 VRE Officers will occur at the January 17, 2020 VRE Operations Board Meeting. According to the VRE Bylaws, each of the Commissions provide two officers from among its Operations Board Members. The office of chair is rotated each year between the two Commissions, with the vice-chair representing the other Commission.



MINUTES
VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD MEETING

December 20, 2019

14700 Potomac Mills Road, Woodbridge, VA 22192

Members Present

*Preston Banks (PRTC)
*Elizabeth Bennet-Parker (NVTC)
*Sharon Bulova (NVTC)
*Maureen Caddigan (PRTC)
*John Cook (NVTC)
*Katie Cristol (NVTC)
*Matt Kelly (PRTC)
*Jeanine Lawson (PRTC)
*Wendy Maurer (PRTC)
*Jennifer Mitchell (DRPT)
*Martin Nohe (PRTC) **
*Pamela Sebesky (PRTC)
*Gary Skinner (PRTC)

Members Absent

Mark Dudenhefer (PRTC)

Alternates Present

Michael McLaughlin (DRPT)

Alternates Absent

Canek Aguirre (NVTC)
Ruth Anderson (PRTC)
Victor Angry (PRTC)
Pete Candland (PRTC)
Jack Cavalier (PRTC)
Hector Cendejas (PRTC)
Libby Garvey (NVTC)
Jason Graham (PRTC)
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
City of Fredericksburg
Prince William County
Stafford County
Commonwealth of Virginia
Prince William County
City of Manassas
Spotsylvania County

Stafford County

Commonwealth of Virginia

City of Alexandria
Prince William County
Prince William County
Prince William County
Stafford County
City of Manassas Park
Arlington County
City of Fredericksburg
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
Monica Backmon – NVTA
Andrea Bailey – Prince William County
Tracy Baynard – McGuire Woods
Paolo Belito – Prince William County
Patrick Blasol – VRE Rider
Alexander Buchanan – VRE
Rick Canazeles - PWC
Matt Cheng – NVTC
Rich Dalton – VRE
Karen Finucan-Clarkson - VRE
Xavier Harmony - DRPT
Chris Henry – VRE
Pierre Holloman – Arlington County
Todd Johnson – First Transit
John Kerins – Keolis
Cindy King – VRE
Uriah Kiser – Potomac News
Mike Lake – Fairfax County
Lezlie Lamb – VRE

Meagan Landis – Prince William County
Steve MacIsaac – VRE Legal Counsel
Betsy Massie – PRTC
Kate Mattice – NVTC
Ellie McCurdy – City of Alexandria
Ryan McManus – Prince William County
Adeel Mysorewala – VRE
Charlotte Nourse - VRE
Kristin Nutter – VRE
Jill Palermo – Prince William Times
Dallas Richards – VRE
Dr. Bob Schneider – PRTC
Mark Schofield – VRE
Ralph Smith – Prince William County
Alex Sugatan - VRE
Joe Swartz – VRE
David Westoff – Prince William County
Detrius Williams - VRE
Karen Youngbluth – DRPT

Chair Cristol called the meeting to order at 9:08 A. M. The Pledge of Allegiance and the Roll Call followed.

Approval of the Agenda – 3

Mr. Kelly moved, with a second by Ms. Maurer 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, Kelly, Lawson, Maurer, Mitchell, Sebesky, and Skinner.

Approval of the Minutes of the October 18, 2019 VRE Operations Board Meeting – 4

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

[Mr. Nohe arrived at 9:16 a.m.]

Chair's Comments – 5

- There are a number of VRE Operations Board Members who will not be returning in 2020
 - Sharon Bulova is a founding member; and the longest serving Member
 - Maureen Caddigan – 1996 - 2019
 - John Cook – 2010 - 2019
 - Wendy Maurer – served since 2016 – chaired the Finance Committee
 - Marty Nohe - 2015 - 2019

- Pam Sebesky – is staying on as a VRE Operations Board Alternate
- Ms. Mitchell briefed the Board on the announcement by Governor Northam and CSX on a \$3.7B program to acquire 350 Miles of Railroad Right-of-Way and 225 of track and Virginia will construct 37 miles of new track and will build a new passenger dedicated bridge across the Potomac River.
- Adding regional Amtrak service and adding VRE service to include later trains and weekend service.
- Doubling capacity by 2030.

Acting Chief Executive Officer's Report – 6

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

- Earlier this month, a VRE train ran through two switches as it moved between Union Station and the mid-day storage yard damaging track. The incident delayed VRE, MARC and Amtrak trains. The Engineer and Conductor involved have been removed from service pending the results of an investigation.
- Performance measures for the month of November include 79% on-time performance and 17.5K average daily ridership.
- VRE launched an update to VRE Mobile app. The enhancements include:
 - New ticketing options
 - More payment options
 - Increased security options, including fingerprint authentication or password verification
 - Train status link
- Woodbridge Parking garage was recently power washed, returning the façade to its original color
- VRE met with City of Fredericksburg officials to update them on a project to rehabilitate the Fredericksburg Station.
- Toys for Tots
 - VRE riders were generous this year, filling a 15-foot truck with new, unwrapped toys for children who might otherwise not have a gift on Christmas.
- Annual Santa Trains were held on Saturday, December 14th.
 - VRE ran 13 trains out of five stations, with 14 volunteer Santas and Mrs. Clauses.
 - Marines from Quantico rode the trains, distributing candy canes and collecting gifts for Toys for Tots

Public Comment Time – 7

Chair Cristol opened the floor for public comment time.

Mr. Patrick Blasiol was present to speak to the Operations Board about a matter involving an interaction with a VRE Staff Member. Mr. Dalton indicated VRE is conducting an internal investigation and looking at processes.

Action Items – 8

Approval of the 2020 VRE Officers – 8A

Ms. Bulova moved, with a second by Ms. Caddigan, to approve the following nominees as the 2020 VRE Officers:

Gary Skinner of Spotsylvania as Chairman; Elizabeth Bennett-Parker of the City of Alexandria as Vice-Chairman; Jeanine Lawson of Prince William County as Secretary; and James Walkinshaw of Fairfax County as Treasurer.

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

Authorization to Issue a Request for Proposals for Mechanical Engineering Consulting Services – 8B

Ms. Bulova moved, with a second by Mr. Skinner to authorize the Acting CEO to issue an RFP for Mechanical Engineering Consulting Services.

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

Authorization to Execute a Contract for an Email and Text Message Communications System – 8C

Mr. Kelly moved, with a second by Ms. Bulova, to authorize the Acting CEO to execute a contract with Everbridge, Inc, for an email and Text Message communications system for a base year and four option years.

[Mr. Nohe stepped out of the meeting at 11:02 A.M.]

Mr. Kelly asked for staff to update the Board on the new system's performance review prior to exercising the first option year.

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

[Mr. Nohe returned to the meeting at 11:07 A.M.]

Authorization to Execute a Sole Source Contract for Cab Signal Enclosure Repair Services – 8D

Ms. Bulova moved, with a second by Ms. Caddigan, to authorize the Acting CEO to execute a sole source contract with Siemens Mobility, Inc. for cab signal enclosure repairs for a term of three years. The cab signal system by Siemens is required by CSX Transportation in order to operate on its railroad.

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

Authorization to Exercise Contract Options for the Delivery of Diesel Fuel for VRE Locomotives – 8E

Mr. Skinner moved, with a second by Ms. Maurer, to authorize the Acting CEO to exercise the first option year of the two contracts for the delivery of diesel fuel for VRE locomotives with James River Solutions and Griffith Energy Services. The option year will begin July 1, 2020 and end June 30, 2021.

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

Referral of the Amended FY 2020 and Recommended FY 2021 VRE Operating and Capital Budgets to the Commissions and Localities – 8F

Ms. Maurer moved, with a second by Ms. Bulova, to adopt the amended FY 2020 Operating and Capital Budget and the recommended FY 2021 Operating and Capital Budget, and refer them to the Commissions for their consideration and subsequent referral to the jurisdictions for their formal review and adoptions; and to recommend the Commissions authorize the Executive Directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding; and to authorize the Acting CEO to continue discussions with DRPT regarding VRE's contribution to a funding package for the proposed Long Bridge expansion, to include funding from the Commuter Rail Operating and Capital (C-ROC) fund.

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

Information Items – 10

Spending Authority Report – 10A

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

- On November 7, 2019, VRE amended a Sole Source Purchase Order with Siemens Mobility, Inc. to increase the amount from \$24,524 to \$62,730 for cab signal enclosure repairs.
- On November 11, 2019, VRE issued a Task Order in the amount of \$96,222 to STV Incorporated under the General Engineering Consulting Services Contract, to provide design services for Phase 2 of the VRE Suite 202 Office Renovation Project.
- On November 25, 2019, VRE issued a Task Order in the amount of \$70,509 to Keolis Rail Services Virginia, LLC under the Maintenance Services for Commuter Rail Contract for track repairs at the Crossroads Maintenance and Storage Facility.

Closed Session – 11

Ms. Cristol moved, with a second by Mr. Kelly, pursuant to the Virginia Freedom of Information Act (Section 2.2-3711.A (1) and (29) of the Code of Virginia,) to convene a closed meeting for the purpose of discussing one personnel matter involving the performance of an appointee of the Board, and one matter involving the award of a public contract involving the expenditure of public funds and the terms of such contract relating to the recruitment of a chief executive officer for VRE.

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

Ms. Cristol moved, with a second by Ms. Maurer, to certify that to the best of each member's knowledge and with no individual member dissenting, at the just concluded Closed Session, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed; and, 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 in favor was cast by Members Banks, Bennett-Parker, Bulova, Caddigan, Cook, Kelly, Lawson, Maurer, McLaughlin, Nohe, Sebesky, and Skinner.

Operations Member Time – 11

Mr. Skinner thanked out-going Members for their years of service.

Ms. Sebesky briefed the Board about a proposed name change for the Broad Run VRE Station.

Chair Cristol asked if there was any other business. There was none.

Chair Cristol adjourned the meeting, without objection, at 12:30 P.M.

Approved this 17thth day of January 2020

Gary Skinner
Chair

Jeanine Lawson
Secretary

CERTIFICATION

This certification hereby acknowledges the minutes for the December 20, 2019 Virginia Railway Express Operations Board Meeting have been recorded to the best of my ability.



Lezlie M. Lamb

**Virginia Railway Express
Operations Board**

**Resolution
8A-12-2019**

Approval of the 2020 VRE Officers

WHEREAS, the VRE Bylaws provide for the annual election of Officers to serve as Chairman, Vice Chairman, Secretary and Treasurer; and,

WHEREAS, the office of Chairman shall be rotated each year between the two Commissions; and,

WHEREAS, the current Chair appointed a Nominating Committee and that committee has made its recommendation of 2020 VRE Officers to the Operations Board;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby affirm the election of **Gary Skinner** as Chairman, **Elizabeth Bennett-Parker** as Vice Chairman, **Jeanine Lawson** as Secretary and **James Walkinshaw** as Treasurer, to serve as the 2020 VRE Officers to be installed at the January 2020 Operations Board Meeting.

Approved this 20th day of December 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8B-12-2019**

**Authorization to Issue a Request for Proposals for
Mechanical Engineering Consulting Services**

WHEREAS, VRE's requirements for mechanical engineering services include both specific project work and system-wide improvements; and,

WHEREAS, the use of a mechanical engineering consultant has proven to be more time- and cost-effective than numerous, separate procurements; and,

WHEREAS, the current Mechanical Engineering Consulting Services contract will expire in May 2020 and a new competitive solicitation must be initiated; and,

WHEREAS, in accordance with Section 2.2-4303 of the Virginia Public Procurement Act, these services must be procured through a Request for Proposals;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby acknowledge that competitive negotiation is required in accordance with the Virginia Public Procurement Act; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to issue a Request for Proposals for a Mechanical Engineering Consulting Services.

Approved this 20th day of December 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8C-12-2019**

**Authorization to Execute a Contract for an
Email and Text Message Communication System**

WHEREAS, an advanced mass alert system is needed to send service alerts more quickly and with improved accuracy; and,

WHEREAS, the VRE Operations Board authorized the Chief Executive Officer to issue a Request for Proposals for an Email and Text Message Communication System in July 2019; and,

WHEREAS, it was determined the proposal from Everbridge, Inc. received in response to the RFP was technically compliant and selected to be best value for the project; and,

WHEREAS, the Operations Board's approval of this procurement does not represent its independent assessment of the candidate's responses to the solicitation or of each step in the procurement process followed by staff; rather, the Operations Board's action is premised upon its conclusion, after review of the information before it, that the process used by the staff was in accordance with law and that the staff recommendation appears to be reasonable;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to execute a contract with Everbridge, Inc. of Burlington, Massachusetts, for an Email and Text Message Communication System in the amount of \$902,115, plus a 10 percent contingency of \$90,212, for a total amount not to exceed \$992,327, for a base year and four option years, with the CEO exercising the option years at his discretion.

Approved this 20th day of December 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8D-12-2019**

**Authorization to Execute a Sole Source
Contract for Cab Signal Enclosure Repair Services**

WHEREAS, VRE's Gallery IV cab cars and MP36 locomotives are equipped with a Cab Signal System; and,

WHEREAS, the Cab Signal System is required by CSX Transportation to operate on its railroad; and,

WHEREAS, the Cab Signal Enclosures on VRE's cab cars and locomotives, which interface with the Cab Signal System, are designed, manufactured and serviced exclusively by the original equipment manufacturer, Siemens Mobility, Inc.; and,

WHEREAS, in accordance with State requirements, and VRE Procurement Policies, a sole source determination has been made, and public notice thereof will be provided, that Siemens Mobility, Inc. is the only vendor able to provide Cab Signal Enclosure repair services;

NOW, THEREFORE, BE IT RESOLVED THAT the VRE Operations Board does hereby authorize the Chief Executive Officer to execute a sole source contract with Siemens Mobility, Inc. of Munhall, Pennsylvania for cab signal enclosure repairs for a term of three years in an amount of \$446,548, plus a 10 percent contingency of \$44,655, for a total amount not to exceed \$491,203.

Approved this 20th day of December 2019


John Cook
Secretary


Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8E-12-2019**

**Authorization to Exercise Contract Options for the
Delivery of Diesel Fuel for VRE Locomotives**

WHEREAS, in May 2019, the VRE Operations Board authorized the execution of contracts with James River Solutions and Griffith Energy Services for the Delivery of Diesel Fuel for VRE Locomotives, with each contract having one base year with the option to extend for four additional one-year periods; and,

WHEREAS, the base year of each contract will expire on June 30, 2020; and,

WHEREAS, exercising the first option year of each contract now, before the expiration of the base year, will give VRE the ability to enter into fixed price agreements for diesel fuel through the end of FY 2021;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to exercise the first option year of the two contracts for the Delivery of Diesel Fuel for VRE Locomotives; and,

BE IT FURTHER RESOLVED THAT, the contract option with James River Solutions of Ashland, Virginia for the delivery of diesel fuel to the Crossroads Yard is being recommended in the amount of \$2,346,000, plus a 10 percent contingency of \$234,600, for a total amount not to exceed \$2,580,600 for a period of one year; and,

BE IT FURTHER RESOLVED THAT, the contract option with Griffith Energy Services, Inc. of Columbia, Maryland for the delivery of diesel fuel to the Broad Run Yard is being recommended in the amount of \$1,564,000, plus a 10 percent contingency of \$156,400, for a total amount not to exceed \$1,720,400 for a period of one year.

Approved this 20th day of December 2019



John Cook
Secretary



Katie Cristol
Chair

**Virginia Railway Express
Operations Board**

**Resolution
8F-12-2019**

**Referral of the Amended FY 2020 and Recommended FY 2021 VRE
Operating and Capital Budgets to the Commissions and Localities**

WHEREAS, the VRE Master Agreement requires the Commission be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year; and,

WHEREAS, the VRE Acting Chief Executive Officer has provided the VRE Operations Board with the recommended FY 2021 Operating and Capital Budget within the guidelines developed in cooperation with the staff representatives of the local jurisdictions; and,

WHEREAS, the FY 2021 budget recommends no changes to current passenger fares, including the Amtrak Step-Up fare; and,

WHEREAS, the FY 2021 budget recommends a 3% increase in the jurisdictional subsidy contribution over the FY 2020 level, to a total amount of \$18,300,780, with allocation to the individual jurisdictions in accordance with the VRE Master Agreement and utilizing the results of the October 2019 Master Agreement Survey; and,

WHEREAS, VRE staff recommends a budget based on a service level of 32 daily revenue trains and average daily ridership of 18,900 trips; and,

WHEREAS, VRE staff recommends a budget that includes five new full-time positions to support VRE's expanded capital and lifecycle maintenance programs and to ensure continued high-quality customer service;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions adopt the FY 2021 VRE Operating and Capital Budget in the following amounts and forward this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement; and,

Operating Budget	\$ 91,387,287
Capital Budget	<u>\$ 72,507,750</u>
Total Operating and Capital	\$163,895,037

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions adopt the amended FY 2020 Operating and Capital Budget in the following amounts; and,

Operating Budget	\$ 90,439,906
Capital Budget	<u>\$ 67,681,751</u>
Total Operating and Capital	\$158,121,657

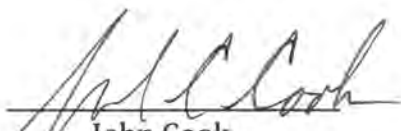
BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer, following the recommendation of the FY 2021 Operating and Capital Budget by the Commissions, to initiate recruitment and hiring activities for the five new VRE employee positions prior to the start of the fiscal year on July 1, 2020; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY 2020 and FY 2021; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Director of NVTC to submit to the Commonwealth the approved budget as part of the FY 2021 state aid grant applications; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to continue discussions with the Department of Rail and Public Transportation and other agencies of the Commonwealth regarding a potential contribution of Commuter Rail Operating and Capital funds to a broader funding package for the proposed Long Bridge expansion project, which may include both direct contributions and the issuance of debt backed by Commuter Rail Operating and Capital funds, and with any formal agreement regarding the commitment of such funds requiring the recommendation of the VRE Operations Board and the approval of the Commissions, and the approval of the individual jurisdictions if any debt is to be issued.

Approved this 20th day of December 2019


John Cook
Secretary


Katie Cristol
Chair

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CEO REPORT

DECEMBER 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 | DECEMBER 2019

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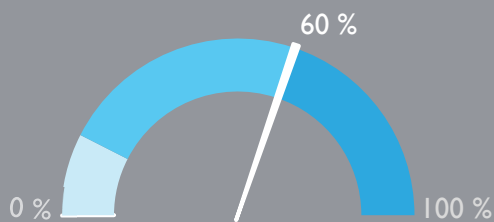
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VIRGINIA RAILWAY EXPRESS
A better way. A better life.

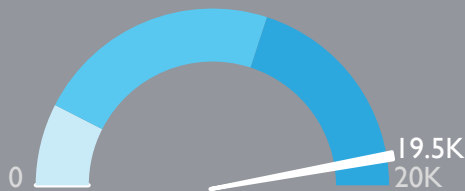


SUCCESS AT A GLANCE



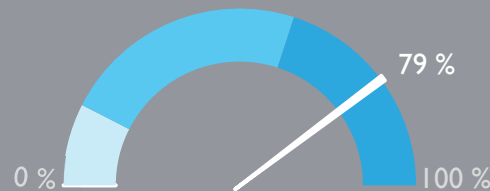
PARKING UTILIZATION

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: 18,928



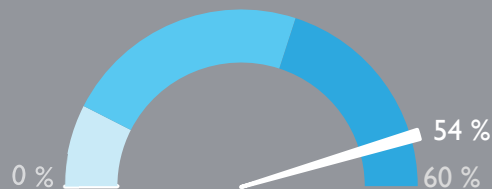
ON-TIME PERFORMANCE

Percentage of trains that arrive at their destination within five minutes of the schedule.
Same month, previous year: 86%



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: 52%

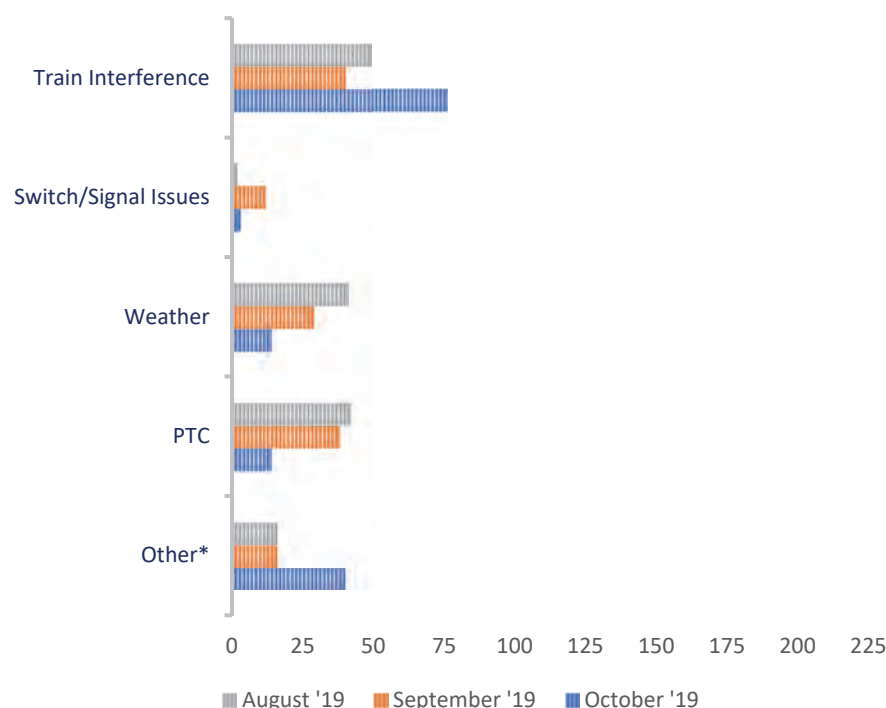
October 2019

ON-TIME PERFORMANCE

OUR RECORD

	October 2019	September 2019	October 2018
Manassas Line	77%	77%	87%
Fredericksburg Line	81%	81%	84%
System Wide	79%	79%	86%

PRIMARY REASON FOR DELAY



VRE operated 704 trains in October. Our on-time rate for October was 79 percent.

One hundred forty-seven trains arrived more than five minutes late to their final destinations. Of those late trains, 81 were on the Manassas Line (55 percent), and 66 were on the Fredericksburg Line (45 percent).

At 79 percent, systemwide on-time performance remained steady. Reductions in weather-related and PTC delays were offset by increased train interference and various single instance issues that fall into the category “Other.”

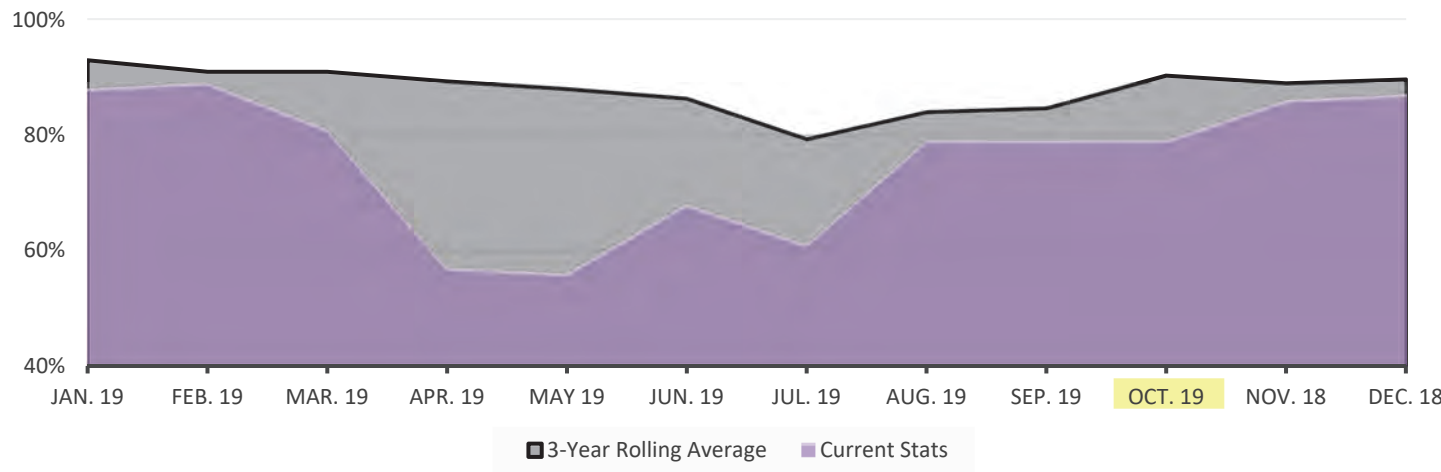
*Includes trains that were delayed due to operational testing and passenger handling.

LATE TRAINS

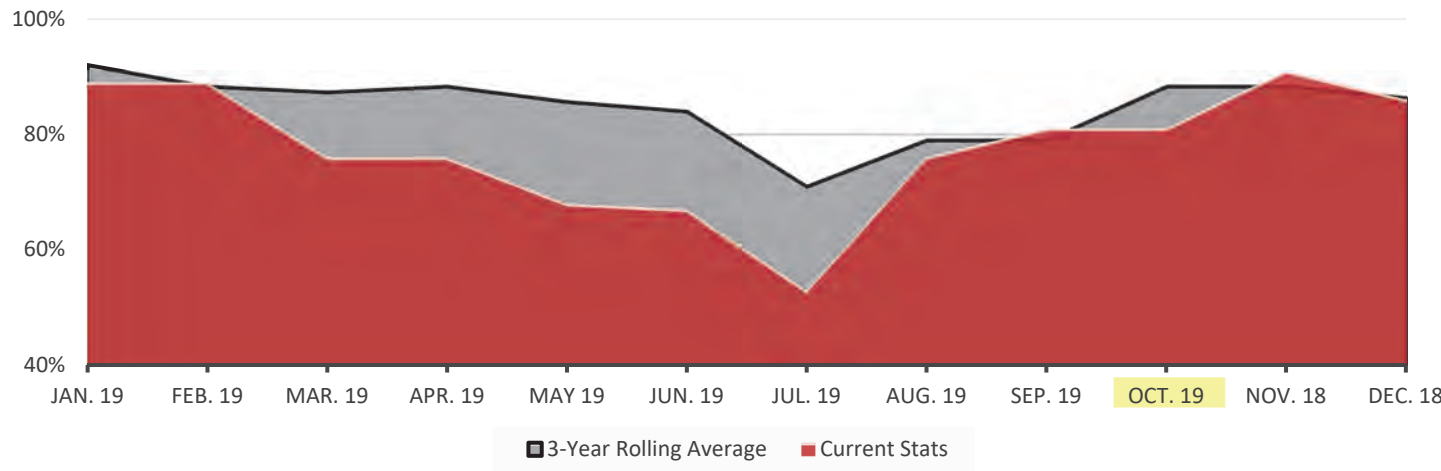
	System Wide			Fredericksburg Line			Manassas Line		
	Aug.	Sept.	Oct.	Aug.	Sept.	Oct.	Aug.	Sept.	Oct.
Total late trains	150	135	147	85	62	66	65	73	81
Average minutes late	13	14	14	12	15	15	14	14	14
Number over 30 minutes	8	7	9	4	5	7	4	2	2
Heat restrictions	12	7	3	12	7	3			

ON-TIME PERFORMANCE

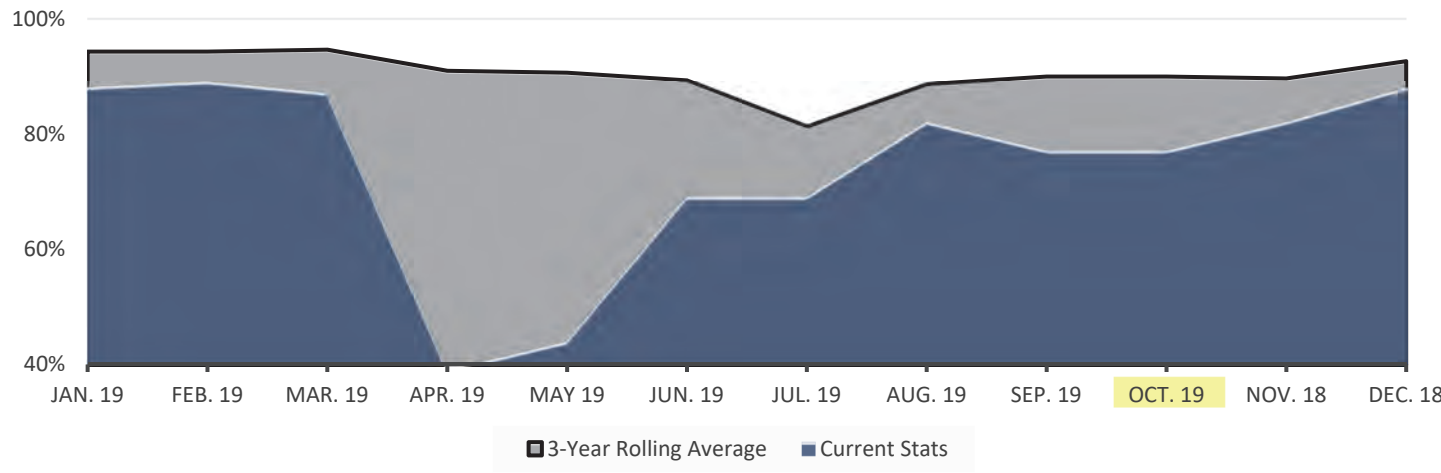
VRE SYSTEM



FREDERICKSBURG LINE

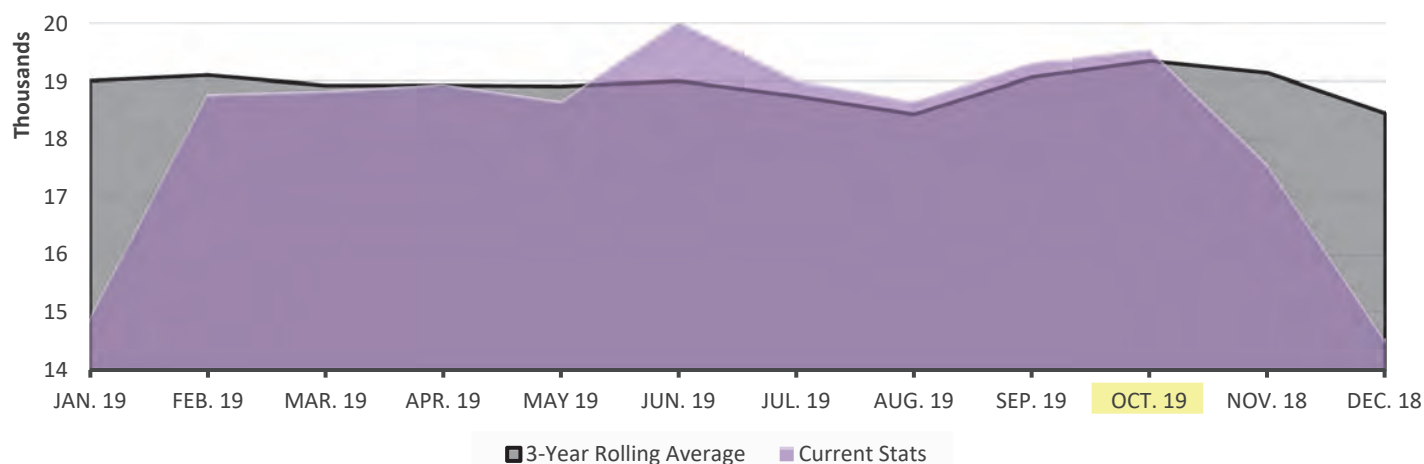


MANASSAS LINE

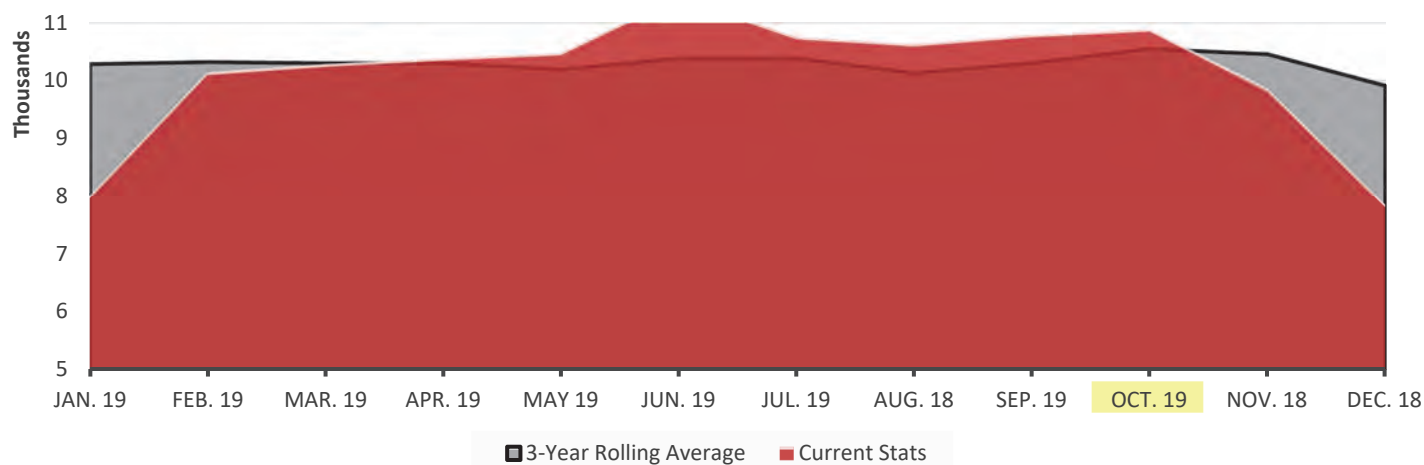


AVERAGE DAILY RIDERSHIP

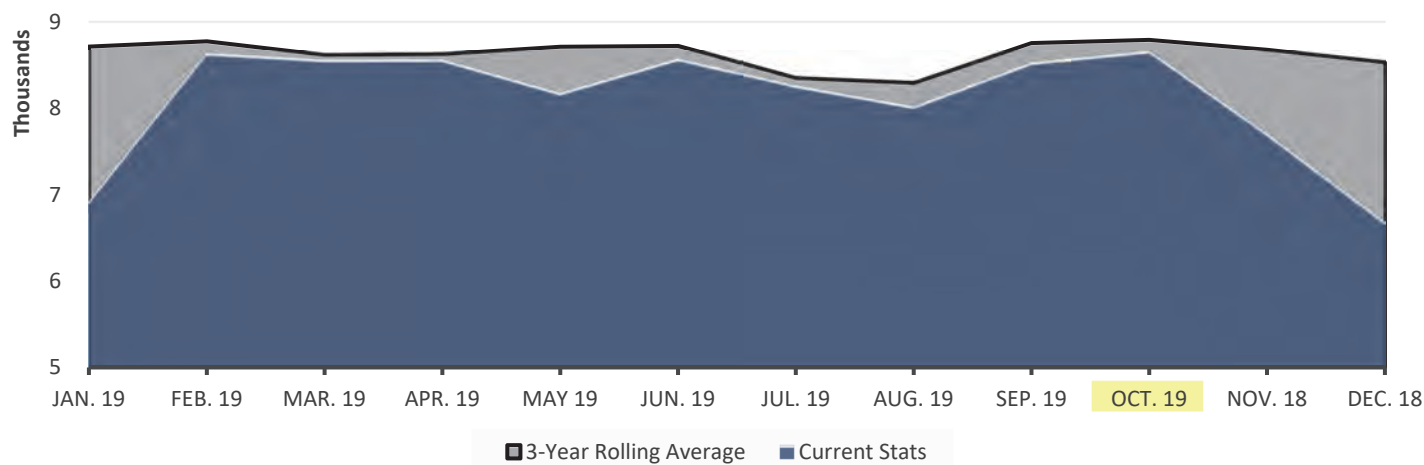
VRE SYSTEM



FREDERICKSBURG LINE



MANASSAS LINE



DECEMBER 2019

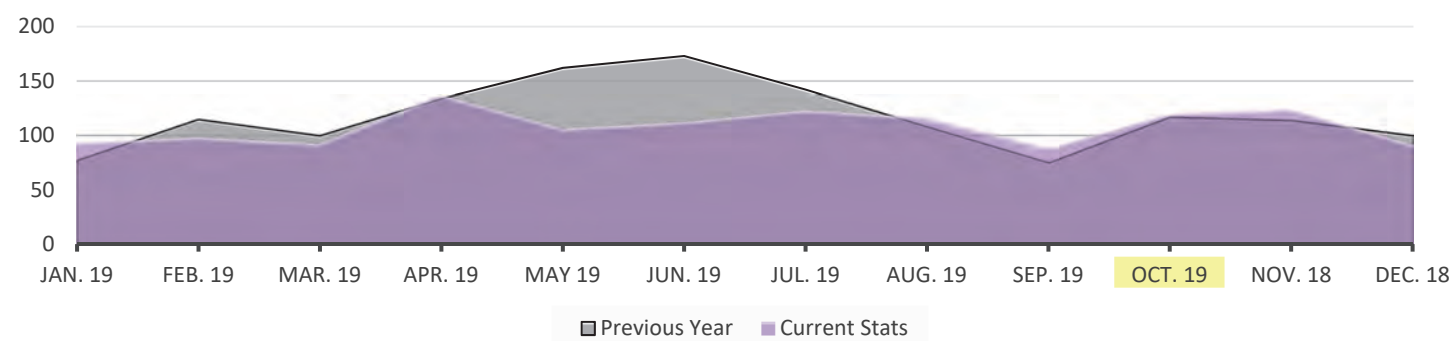
RIDERSHIP UPDATES

Average daily ridership (ADR) in October was approximately 19,500.

	October 2019	September 2019	October 2018
Monthly Ridership	430,142	386,384	416,414
Average Daily Ridership	19,552	19,319	18,928
Full Service Days	22	20	22
“S” Service Days	0	0	0

SUMMONSES ISSUED

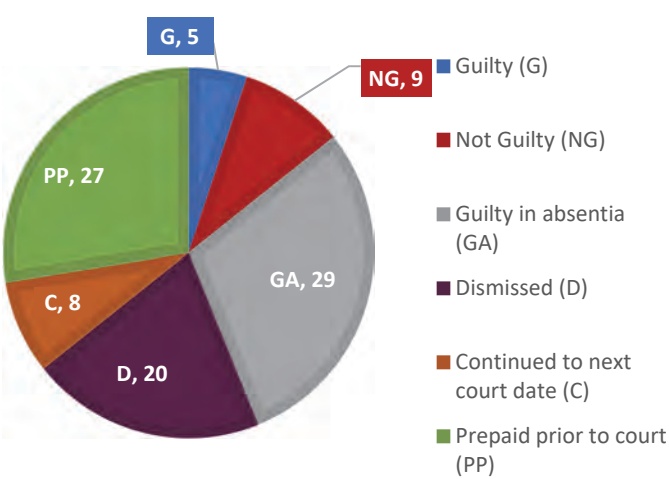
VRE SYSTEM



SUMMONSES WAIVED OUTSIDE OF COURT

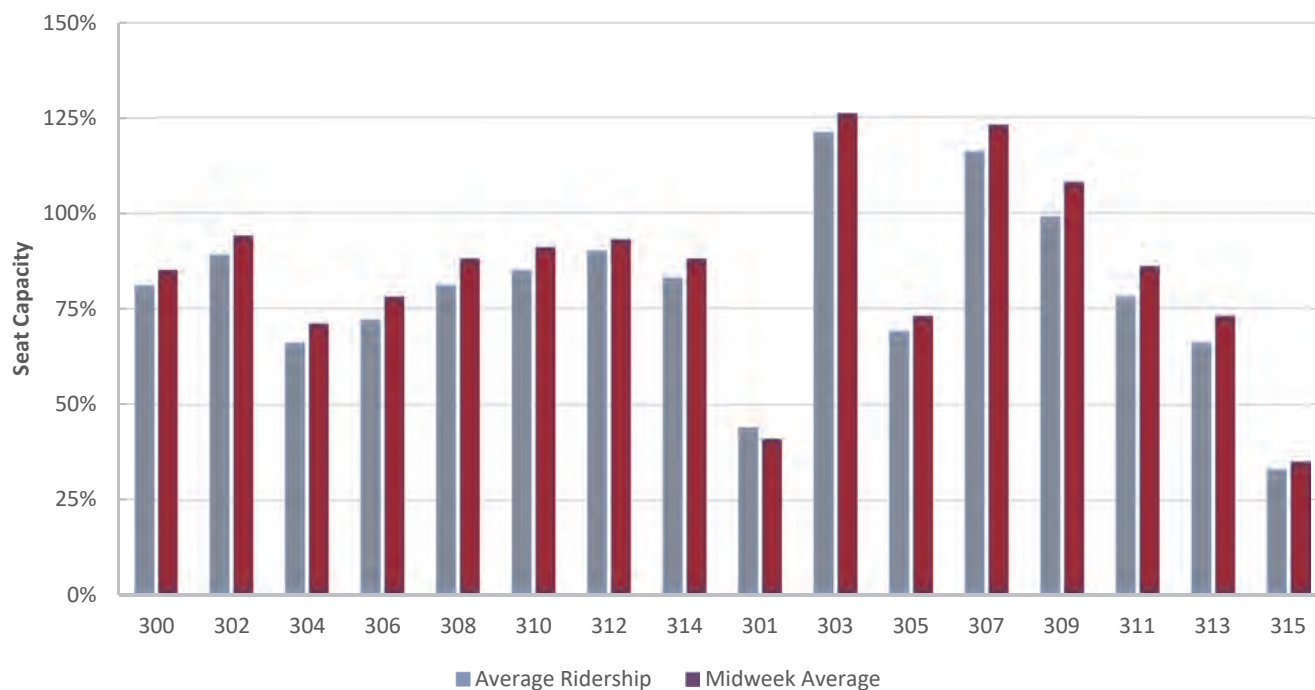
Reason for Dismissal	Occurrences
Passenger showed proof of a monthly ticket	32
One-time courtesy	10
Per the request of the conductor	7
Defective ticket	0
Per ops manager	1
Unique circumstances	0
Insufficient information	3
Lost and found ticket	0
Other	2
Total Waived	55

MONTHLY SUMMONSES COURT ACTION

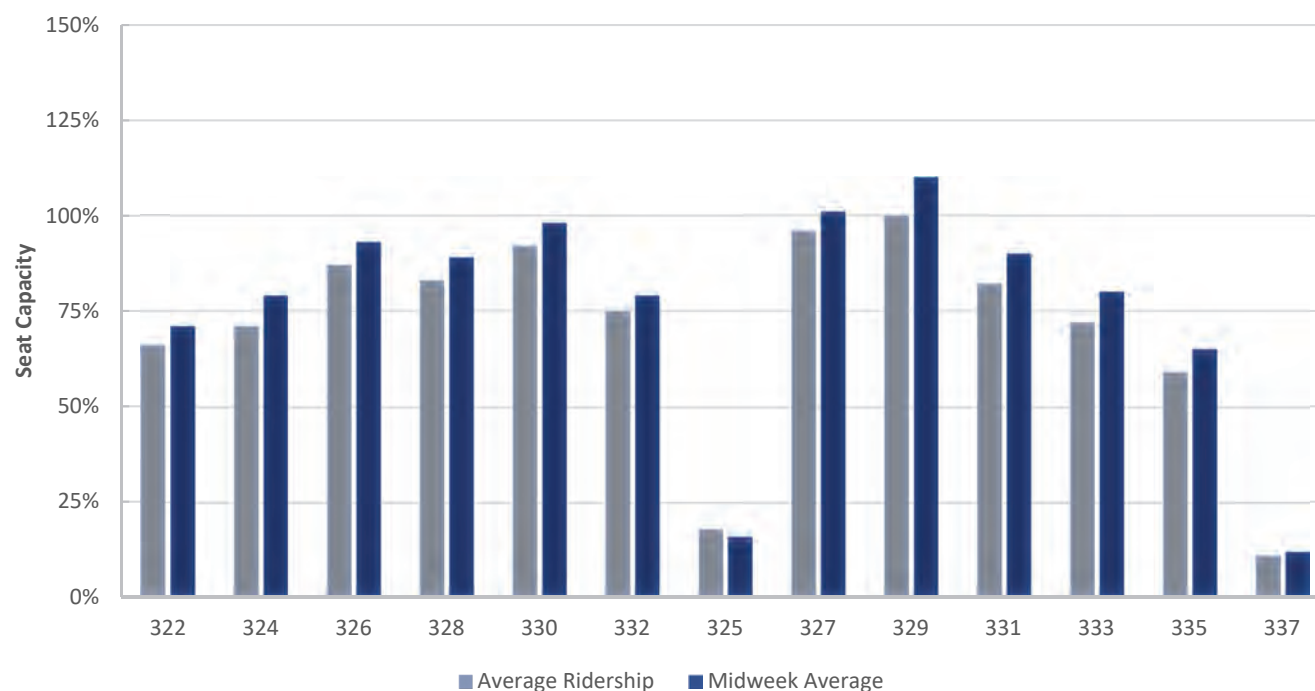


TRAIN UTILIZATION

FREDERICKSBURG LINE

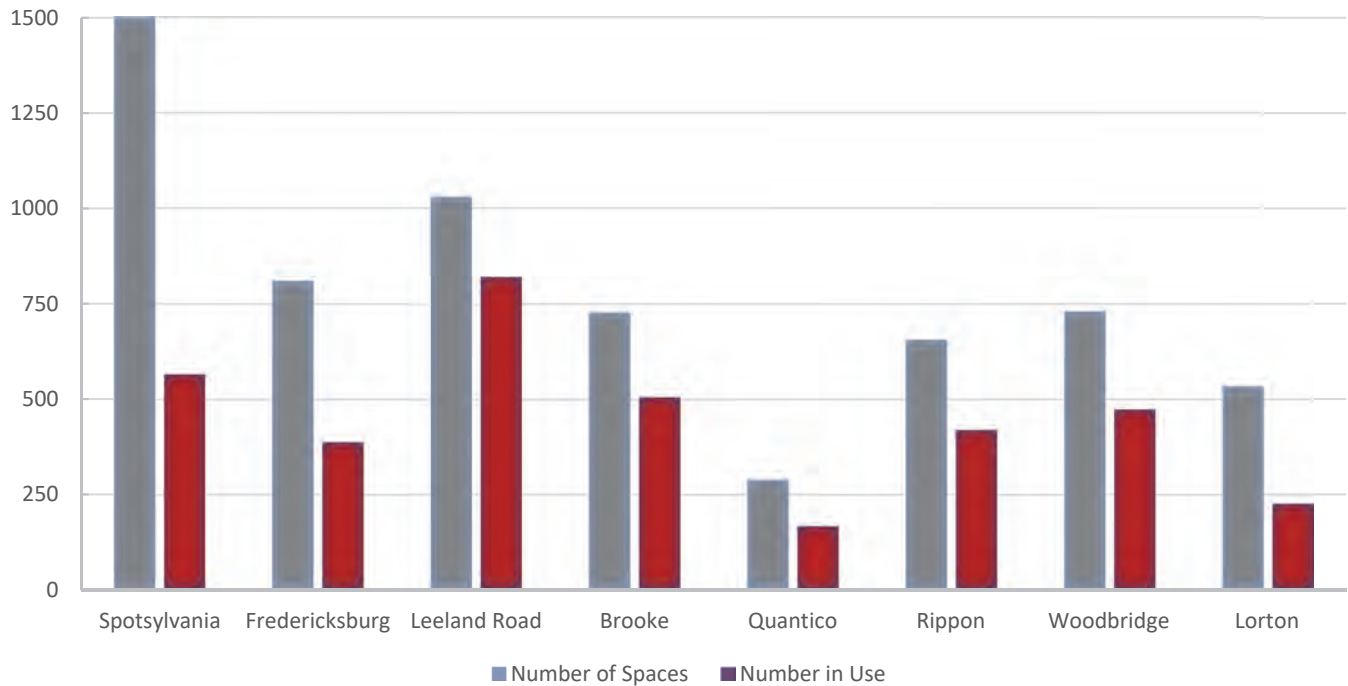


MANASSAS LINE

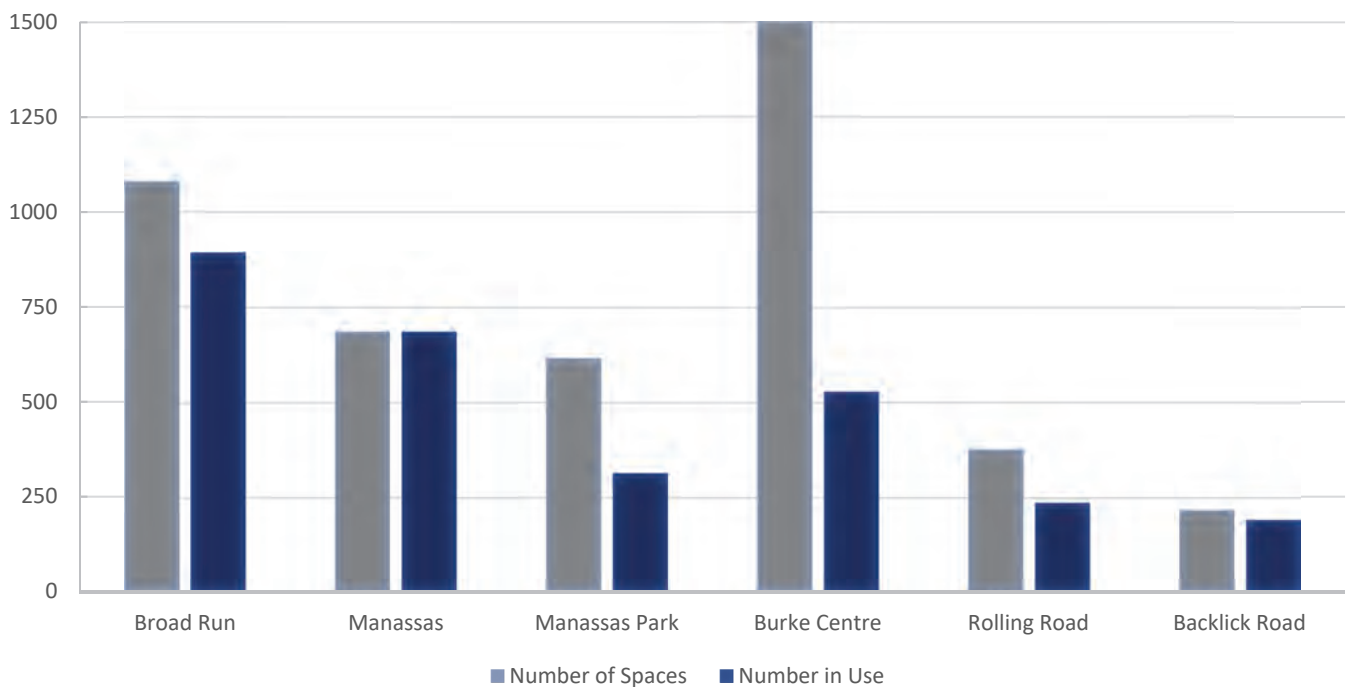


PARKING UTILIZATION

FREDERICKSBURG LINE



MANASSAS LINE



FINANCIAL REPORT

Fare revenue through the first four months of fiscal year 2020 is approximately \$57,000 above budget (a favorable variance of 0.4 percent) and is 5.6 percent above the same period in fiscal 2019.

The operating ratio through October is 54 percent, which is above VRE's budgeted operating ratio of 53 percent for the full 12 months of fiscal 2020. VRE is required to budget a minimum operating ratio of 50 percent.

A summary of the fiscal 2020 financial results through October follows, including information on major revenue and expense categories. Please note that these figures are preliminary and unaudited.

FY 2020 Operating Budget Report Month Ended October 31, 2019							
	CURR. MO. ACTUAL	CURR. MO. BUDGET	YTD ACTUAL	YTD BUDGET	YTD \$ VARIANCE	YTD % VARIANCE	TOTAL FY19 BUDGET
Operating Revenue							
Passenger Ticket Revenue	3,757,981	3,824,683	15,007,836	14,951,032	56,804	0.4%	43,810,000
Other Operating Revenue	48,144	19,643	116,109	76,786	39,323	51.2%	225,000
Subtotal Operating Revenue	3,806,125	3,844,325	15,123,945	15,027,817	96,128	0.6%	44,035,000
Jurisdictional Subsidy (1)	-	-	9,062,029	9,062,209	(180)	0.0%	13,230,397
Federal/State/Other Jurisdictional Subsidy	2,756,700	2,706,039	10,810,599	10,623,608	186,991	1.8%	31,462,978
Appropriation from Reserve/Other Income	-	-	-	-	-	0.0%	-
Interest Income	139,253	43,651	559,977	170,635	389,342	228.2%	500,000
Total Operating Revenue	6,702,078	6,594,015	35,556,551	34,884,270	672,281	1.9%	89,228,375
Operating Expenses							
Departmental Operating Expenses	6,635,719	6,748,192	28,266,570	30,307,000	2,040,429	6.7%	82,991,618
Debt Service	518,480	518,480	2,073,949	2,073,919	(30)	0.0%	6,221,757
Other Non-Departmental Expenses	28	1,310	15,028	5,119	(9,909)	0.0%	15,000
Total Operating Expenses	7,154,228	7,267,981	30,355,548	32,386,038	2,030,489	6.3%	89,228,375
Net income (loss) from Operations	(452,149)	(673,966)	5,201,002	2,498,232	2,702,770		-
Operating Ratio							
			54%	50%	Budgeted	53%	
					Goal	50%	

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

FACILITIES UPDATE

The following is a status update of VRE facilities projects.

Completed projects:

1. Pressure washing of parking garage exterior at Woodbridge Station
2. Minor renovations to south space at Quantico Station in preparation for use as VRE construction office for Quantico Station Improvements project
3. Design of signage replacements at Franconia-Springfield, Woodbridge and Leeland Road Stations
4. Installation of “No Trespassing” signage on newly acquired property adjacent to Crossroads Maintenance and Storage Facility
5. Cleaning of carpets at Alexandria Headquarters Suites 201, 202 and 302 and Fredericksburg VRE office
6. Issuance of GEC task order for design of Phase 2 renovations to Alexandria Headquarters Suite 202



*Garage at Woodbridge Station
(before pressure washing)*



*Garage at Woodbridge Station
(after pressure washing)*

Projects scheduled to be completed this quarter:

1. Installation of electrical conduits and conductors for Variable Messaging System (VMS) at Alexandria and Fredericksburg Stations
2. Development of IFB for modernization of east elevator at Woodbridge Station
3. Development of IFB for canopy roof replacement at Backlick Road Station

Projects scheduled to be initiated this quarter:

1. Issuance of GEC Task Order for design of platform widening at L’Enfant Station
2. Issuance of GEC Task Order for design of minor structural repairs at Franconia-Springfield, Woodbridge, Rippon and Brooke Stations
3. Issuance of GEC Task Order for design of Phase 2 renovations to Alexandria Headquarters Suite 201
4. Development of IFB or RFQ for emergency generator overhaul project at Alexandria Headquarters, Woodbridge Station, Manassas Station and Fredericksburg VRE office

Ongoing projects:

1. Replacement of parking lot entrance signs at various stations
2. Replacement of waste and recycling receptacles at various stations

UPCOMING PROCUREMENTS

- Construction of the Lifecycle Overhaul and Upgrade Facility
- Program management 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 Rolling Road Station 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
- Website management services
- Purchase of forklift trucks
- Final design services for VRE Broad Run expansion
- Safety and security consulting services
- Renewal of locomotive head end power engine systems
- Construction of Quantico Station improvements
- Construction management services for the Quantico Station Improvements project

CAPITAL PROJECTS UPDATES

The following is a status update of VRE capital projects.

Completed projects or major project milestones:

1. Long Bridge Project Environmental Impact Statement (*study by others*) – Draft environmental impact statement, which identifies a preferred alternative and examines its impacts, was released and published in the Federal Register; DDOT and FRA are reviewing public comments to be addressed in the final environmental impact statement expected in the Summer of 2020.
2. New York Avenue Midday Storage Replacement Facility – continuing due-diligence activities on potential property acquisitions; preliminary design effort has been completed and continue collaboration with Amtrak on project agreements and coordination with DDOT on NY Ave multi-use trail issues.

Projects or project phases scheduled to be completed this quarter:

3. Franconia-Springfield Station Improvements (FRS) Draft 90% design plans
4. Lorton Station Second Platform (LOR) Draft 90% design plans
5. Rippon Station Improvements (RIP) Final 30% design plans
6. Brooke Station Improvements (BKV) Final 30% design plans
7. Leeland Road Station Improvements (LLR) Final 30% design plans
8. Construction of temporary platform for Quantico Station Improvements
9. Broad Run Expansion (BRX) Section 106 Consultation
10. Construction of Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)

Projects or project phases scheduled to be initiated this quarter:


11. IFB for construction of Rolling Road Station Improvements
12. Request for proposals (RFP) advertised for LOU Construction Management

Ongoing projects:

13. Broad Run Expansion (BRX)
14. Manassas Park Parking Improvements
15. Rolling Road Station Improvements
16. Crossroads Maintenance and Storage Facility (MSF) – land acquisition expected to be completed in
by December 2019
17. Lifecycle Overhaul & Upgrade Facility (LOU)
18. Benchmark Road Slope Stabilization (Hamilton to Crossroads closeout)
19. Leeland Road Station Improvements
20. Brooke Station Improvements
21. Quantico Station Improvements
22. Rippon Station Improvements
23. Lorton Station Second Platform
24. Franconia-Springfield Station Improvements
25. Alexandria Station Improvements
26. Alexandria Station Track I Access (Slaters Lane)
27. Crystal City Station Improvements
28. L'Enfant Train Storage Track - South
29. L'Enfant Station Improvements
30. New York Avenue Midday Storage Facility
31. Potomac Shores VRE Station – *design by others*
32. Washington Union Station Improvements Environmental Impact Statement – *study by others*
33. DC2RVA Environmental Impact Statement – *study by others*

Projects Progress Report Follows

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. ¹	◆	◆	◆	N/A	●		
Rippon Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ¹	◆	●	●	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. ¹	◆	●	●	N/A			
Leeland Road Station Improvements	Extend existing platform, construct new second platform with pedestrian overpass. ¹	◆	●	●	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	-	*	533,680	30%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,150,000	16,150,000	-	*	734,418	30%	4th QTR 2022	●	FD underway with anticipated completion 4th QTR 2019.
16,634,793	16,634,793	-	*	387,599	20%	4th QTR 2023	●	PE design/EC anticipated completion 4th 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	388,784	830,833	30%	TBD	●	FD start 1st QTR 2019. SMART SCALE grant agreement pending.
23,391,019	23,391,019	-	*	374,663	20%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th QTR 2019.
15,527,090	15,527,090	-	*	339,844	20%	4th QTR 2023	●	DRPT LONP received; REF grant pending. PE design/EC anticipated completion 4th 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	-	640,503	418,887	70%	3rd QTR 2020	●	Invitation for Bids (IFB) pending NS Construction Agreement and Fairfax County Building Permit.
49,940,000	19,098,463	30,841,537	1,584,619	397,848	30%	2nd QTR 2024	●	PE & EC initiated in Oct 2019 and anticipated completion 3rd QTR 2020.
70,650,000	62,465,721	8,184,279	130,501	65,150	50%	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 19.5 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 Replacement 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%	4th 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	159,065	95%	2nd QTR 2020	 Updating closing documents to complete land acquisition.
89,666,508	89,666,508	-	3,588,305	1,942,050	75%	4th QTR 2021	 Preliminary design has been completed and continuing to collaborate with Amtrak on agreements and with DDOT on NY Ave multi-use trail
75,264,693	75,264,693	-	69,457,809	47,915,644	99%	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	95%	4th QTR 2018	 Implementation Completed. Final stabilization and familiarization phase in process.
110,700,000	82,526,398	28,173,602	5,855,650	4,539,446	80%	4th QTR 2024	 PE design and EC underway. Property acquisition due diligence 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

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VRE.ORG



**RESOLUTION #2403**

- SUBJECT:** Adopt and Refer the Amended FY2020 and Recommended FY2021 VRE Operating and Capital Budgets to the Jurisdictions
- WHEREAS:** The Virginia Railway Express (VRE) Master Agreement requires the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC) (the “Commissions”) be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year;
- WHEREAS:** The VRE Acting Chief Executive Officer has provided the VRE Operations Board with the recommended FY2021 Operating and Capital Budget within the guidelines developed in cooperation with the staff representatives of the local jurisdictions;
- WHEREAS:** The FY2021 budget recommends no change to current passenger fares, including the Amtrak Step-Up fare;
- WHEREAS:** The FY2021 budget recommends a 3% increase in the jurisdictional subsidy contribution over the FY2020 level, to a total amount of \$18,300,780, with allocation to the individual jurisdictions in accordance with the VRE Master Agreement and utilizing the results of the October 2019 Master Agreement Survey;
- WHEREAS:** VRE staff recommends a budget based on a service level of 32 daily revenue trains and average daily ridership of 18,900 trips;
- WHEREAS:** VRE staff recommends a budget that includes five new full-time positions to support VRE’s expanded capital and lifecycle maintenance programs and to ensure continued high-quality customer service;
- WHEREAS:** the VRE Operations Board authorized the Acting Chief Executive Officer, following adoption of the FY2021 Operating and Capital Budget by the Commissions, to initiate recruitment and hiring activities for the five new VRE employee positions prior to the start of the fiscal year on July 1, 2020;
- WHEREAS:** The VRE Operations Board authorized the Acting Chief Executive Officer to continue discussions with the Department of Rail and Public Transportation and other agencies of the Commonwealth regarding a potential contribution of Commuter Rail Operating and Capital funds to a broader funding package for the proposed Long Bridge expansion project, which may include both direct contributions and the issuance of debt backed by Commuter Rail Operating and Capital funds, and with any formal agreement regarding the commitment of such funds requiring the recommendation of the VRE Operations Board and the approval of the Commissions, and the approval of the individual jurisdictions if any debt is to be issued; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED that the Northern Virginia Transportation Commission hereby adopts the FY2021 VRE Operating and Capital Budget in the following amounts and forwards this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement:

Operating Budget	\$ 91,387,287
Capital Budget	<u>72,507,750</u>
Total Operating and Capital	\$163,895,037

BE IT FURTHER RESOLVED that NVTC adopts the amended FY2020 VRE Operating and Capital Budget in the following amounts:

Operating Budget	\$ 90,439,906
Capital Budget	<u>67,681,751</u>
Total Operating and Capital	\$158,121,657

BE IT FURTHER RESOLVED that NVTC authorizes the executive directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY2020 and FY2021.

BE IT FURTHER RESOLVED that NVTC authorizes its executive director to submit to the Commonwealth the approved budget as part of the FY2021 state aid grant applications.

Approved this 16th day of January 2020.

Chair

Secretary-Treasurer



VIRGINIA RAILWAY EXPRESS
OPERATIONS BOARD

Agenda Item 8-F
Action Item

To: Chair Cristol and the VRE Operations Board

From: Rich Dalton

Date: December 20, 2019

**Re: Referral of the Amended FY 2020 and Recommended FY 2021
VRE Operating and Capital Budgets to the Commissions and
Localities**

Recommendation:

The VRE Operations Board is asked to adopt the amended FY 2020 VRE Operating and Capital Budget and the recommended FY 2021 VRE Operating and Capital Budget and refer them to the Commissions for their consideration and subsequent referral to the jurisdictions for their formal review and adoption; to recommend the Commissions authorize the Executive Directors of NVTC and PRTC to take the necessary actions to apply for federal and state grant funding; and to authorize the Acting Chief Executive Officer to continue discussions with the Department of Rail and Public Transportation (DRPT) regarding VRE's contribution to a funding package for the proposed Long Bridge expansion, to include funding from the Commuter Rail Operating and Capital (C-ROC) Fund.

Summary:

Following the presentation of the preliminary FY 2021 budget in September and the budget update in November, staff is presenting the recommended FY 2021 operating and capital budget for adoption and referral. The recommended budget is balanced, with no funding gap, and with all projected uses of funding in FY 2021 supported by reasonably expected sources of funding. The FY 2021 budget includes a 3% increase in total jurisdictional contribution and no changes to passenger fares.

Background:

In accordance with the VRE Master Agreement, which outlines the process for annual budget approval, the "key issues" to be addressed in the FY 2021 budget were presented



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VRE.org



Potomac and Rappahannock
Transportation Commission
14700 Potomac Mills Road
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to the VRE Operations Board for discussion in July 2019, and the preliminary FY 2021 budget was prepared for review and referral at the September 2019 Operations Board meeting. Additional discussions and reviews were undertaken with the Operations Board, the members of the Finance Committee, and staff members of the jurisdictions through the VRE Coordinating Committee (VCC) during October and November. Due to recent changes in jurisdictional staffing, a formal budget review by the Chief Administrative Officers (CAO) Taskforce was not undertaken this year; however, jurisdictional representatives have been kept regularly informed throughout the process, and a refreshed CAO Taskforce is expected for the FY 2022 budget next year.

Discussion:

The recommended FY 2021 Operating and Capital Budget totals \$163.9 million. The budget includes no changes to passenger fares and projects an average daily ridership of 18,900, which results in projected annual fare revenue of \$44.1 million. The budget includes a 3% increase in total subsidy contribution over FY 2020 levels, resulting in a total subsidy of \$18,300,780 across VRE's nine jurisdictional partners (see below for additional details).

The recommended FY 2021 operating budget of \$91.4 million (which includes \$6.2 million in debt-related expenses) represents an increase of \$2.2 million or 2.4% over the FY 2020 operating budget. The detailed operating budget assumptions are provided in the FY 2021 Recommended Budget document, but the key assumptions include:

- Continuation of the current service plan of 32 daily revenue trains.

- No increase to passenger fares, including no change to the current Amtrak Step-Up fare of \$8 per ticket.

- State operating assistance of \$9.7 million, based on recent methodological changes to the DRPT's performance-based assistance formulas. State assistance in FY 2020 was \$10.7 million, which included \$1.0 million of "transition assistance" that is not expected to be available in FY 2021.

- Continued track access fee reimbursement by DRPT at a combined rate of 84% through a combination of federal STP funds (50%) and a state capital match (34%), with VRE responsible for the balance (16%).

- Diesel fuel expenses of \$3.91 million based on expected utilization of 1.70 million gallons at a per gallon cost of \$2.30. This budgeted expenditure is down from \$4.41 million in FY 2020 based on lower projected fuel prices and slightly lower utilization. VRE also expects to begin locking in fuel prices further in the future through a new diesel fuel hedging program that will be introduced in late FY 2020 or early FY 2021.

Additional VRE Staffing

The FY 2021 operating budget includes funding for five new VRE positions. These positions are critical for managing VRE's expanded capital and lifecycle maintenance programs (including payment of invoices, management of contracts and grants, and reporting to

partners) and for ensuring continued high-quality customer service. The additional annual cost of these employees, including benefits, is estimated to be approximately \$560,000, or about 0.6 percent of VRE's total operating budget. The current titles for the five positions are:

Communications Specialist
Enterprise Resource Planning (ERP) System
Administrator
Mechanical Operations Specialist
Contract Administrator
Senior Grants Manager (title/role may be slightly
modified)

FY 2021 Jurisdictional Subsidy Allocation

In accordance with the Master Agreement, VRE conducts an annual passenger survey to determine the jurisdiction of residence of its riders. The results of this survey are used to allocate the local jurisdiction subsidy. The recommended FY 2021 subsidy by individual jurisdiction, which incorporates data from the passenger survey conducted on October 2, 2019, is provided as an attachment, which also includes subsidy and ridership data for two prior years (FY 2019 and FY 2020) for comparison.

The changes in ridership and annual subsidy allocation across the three years highlight the variability that is inherent in a "once-a-year" survey, even one with as high a response rate as the Master Agreement Survey. In particular, the large increase in Fairfax County ridership recorded in the previous survey led to a significant increase in Fairfax County's subsidy in FY 2020 and a corresponding significant decline in subsidy for all the other participating jurisdictions.

This most recent survey, conversely, recorded a drop in the share of riders from Prince William County, leading to a decline in FY 2021 subsidy for Prince William County relative to FY 2020 and an increase for all others. In the case of Spotsylvania County and the Cities of Manassas, Manassas Park, and Fredericksburg, the annual increase from FY 2020 to FY 2021 ranges from 14 to 17 percent. However, when compared to FY 2019, only the City of Manassas shows an increase (2.7%) and the other three are still below their FY 2019 contribution levels.

Six-Year Financial Forecast

The FY 2021 budget document includes a six-year financial forecast for the period FY 2021 through 2026. The forecast assumes the continuation of biennial 3% fare increases (in FY 2022, 2024, and 2026) and biennial 3% local subsidy increases (in FY 2021, 2023 and 2025). The forecast assumes modest capacity enhancements through lengthening of some existing trains, but no change in overall service level beyond the current 32 daily trains.

The significant funding gap that had manifested in previous versions of this forecast due to a projected decline in funding for track access fees has been largely resolved as a result of

actions by the General Assembly and DRPT. These commitments to continue current levels of reimbursement for track access fees have substantially improved VRE's fiscal sustainability in the near-term. However, the long-term structural deficit facing VRE, with projected expenses outpacing revenues, is still apparent in the trends of the six-year forecast, as farebox recovery declines from its current level of 53% to right at the required 50% threshold in the final two years of the forecast. Also, as noted in previous discussions with the Operations Board, this forecast depends on continued growth in ridership – were ridership to severely stagnate or decline, the 50% farebox requirement could become a binding constraint much more quickly.

Capital Budget and Six-Year Capital Improvement Program (CIP)

The FY 2021–2026 Capital Improvement Program (CIP) is an integrated set of projects and programs that will improve passenger safety and operational efficiency, maintain the VRE system in a state of good repair, and expand capacity. The six-year CIP includes both fully- and partially funded projects.

In previous years, VRE included several projects in the CIP that were largely or entirely unfunded. These 'future projects' had been identified as important to VRE's long-term service planning but generally were still in the conceptual stages of project design; did not have identified funding commitments or plans to apply for such funding; and in some cases, were unlikely to be administered by VRE.

Beginning with last year's budget, VRE now describes these projects separately in the budget document. The decision to present these future projects separately does not mean the projects are not important; instead, it reflects that the projects are relatively undeveloped and are unlikely to be completed (or even substantially underway) during the six-year CIP period. As the projects move forward and as more reliable cost estimates are developed, they may be candidates to move into the formal six-year CIP in future budget years if VRE is identified as the lead entity responsible for project implementation.

Given current cost estimates, full funding of the projects in the FY 2021–2026 CIP (including all costs to complete) will require approximately \$836 million. Of this total, \$729 million (87%) is already committed from a range of federal, state, regional, and local sources (this includes life-to-date funding through FY 2020). The table below represents VRE's funded and unfunded project costs for projects in the six-year CIP.

(amounts in millions)

PROJECT TYPE	PROJECT COST	FUNDED	UNFUNDED
Asset Management	\$15.7	\$15.7	
Expansion	\$610.1	\$521.9	\$88.2
Replacement and Rehabilitation	\$210.1	\$191.2	\$19.0
Other	\$0.1	\$0.1	
Total	\$836.0	\$728.8	\$107.2

Further details on the CIP by project and by funding source are provided in the attachments.

Commuter Rail Operating and Capital (C-ROC) Fund and VRE Support for the Proposed Long Bridge Expansion

The joint agreement between NVTC and PRTC for the administration of the dedicated C-ROC funding requires the Operations Board to set out evaluation criteria and a project list for the programming of C-ROC funds. VRE staff engaged with the Operations Board members during the FY 2020 budget process to develop criteria and strategic guidance. At the conclusion of last year's process, the Operations Board agreed to commit \$15 million of C-ROC funding to the Crystal City Station Improvements project (FY 2020 funding) and \$30 million to the L'Enfant Station Improvements project (FY 2019 and FY 2021 funding).

As a complement to the System Plan 2040, VRE developed a financial plan showing the long-term operating and capital funding required to support the planned system expansion. The findings of this financial plan, which were endorsed by the Commonwealth Transportation Board, were critical in building support for the creation of C-ROC. The financial plan assumed a VRE contribution to a Long Bridge expansion effort in addition to key station and facilities projects and operating support. VRE's recent financial plan refresh (as discussed with the Finance Committee in the spring of 2019) indicated that operational support from C-ROC is not needed in the near-to-medium term timeframe, helped in part by DRPT's commitment on reimbursement of track access fees.

As noted in November's budget update, VRE staff have engaged in preliminary discussions with DRPT about a funding package for the proposed Long Bridge expansion. These discussions have included parameters for a potential financial contribution from VRE, given the importance of Long Bridge to VRE's future plans. The Operations Board has clearly indicated that C-ROC should be used for transformative and capacity-enhancing projects; and given that Long Bridge is the single most transformative project in the VRE system, DRPT and VRE have tentatively identified C-ROC as the source for a contribution to Long Bridge.

The preliminary discussions are currently contemplating a combination of an upfront contribution to Long Bridge of more than \$100 million from a C-ROC backed debt issuance, plus additional pay-as-you-go (PAYGO) contributions during the period of design and capital construction.

As required by the legislation that created C-ROC, no more than 66 percent of C-ROC funds may be committed to debt service, and the preliminary discussions have assumed no more than 50 percent (i.e., \$7.5 million of the annual \$15 million of funding). The total proceeds from a C-ROC backed debt issuance that would be available for the Long Bridge project would depend on market conditions, credit ratings, the tenor of debt, and other factors that would only be known at the time of issuance.

Under this proposed approach, VRE contributions to Long Bridge would not start until FY 2022 at the earliest, and the \$45 million already programmed on the critical Crystal City and L'Enfant station projects would be retained. In addition, PAYGO contributions would cease at approximately the time of completion of Long Bridge, becoming available to VRE to support service expansion.

Finally, DRPT has also committed to revisiting transit service plans to be supported by future I-66 Outside the Beltway funds, with expanded VRE service expected to be strongly competitive for that support (both for operations and for capital, including additional rolling stock). This funding would help fill some of the operating funding role originally anticipated for C-ROC.

FY 2020 Amended Budget

As part of the annual process of adopting the budget for the upcoming fiscal year, VRE also revises the current year budget to reflect updated projections for revenues and expenses. The material revisions for the FY 2020 amended budget are as follows:

Operating Budget

Increase in state operating funds in the amount of \$1.20 million reflecting higher operating assistance than originally projected (of which \$1.0 million is one-time “transition assistance” that will not be available in FY 2021).

Increased line-item operating expenses of \$1.62 million, including net increases of:

- \$561,000 for Keolis staffing and other costs associated with storage and service of trainsets at L’Enfant
- \$475,000 for the purchase of door control switches
- \$150,000 for the purchase of furniture and fixtures for the Lifecycle Overhaul and Upgrade Facility (LOU) facility
- \$114,000 for increased liability insurance costs
- \$110,000 for additional communications costs for rail operations, including Train Talk, SurveyMonkey, and other outreach efforts
- \$100,000 for additional VRE website development costs
- \$95,000 for bridge and parking structure inspections

Of these increased line-item operating expenses, \$1.2 million can be funded from the increased state operating assistance, requiring \$413,000 to be reprogrammed from VRE’s unused organizational contingency. The budget remains balanced and no additional jurisdictional contribution is required.

Capital Budget

Commitment of \$2.98 million of Capital Reserve funding across four projects:

- \$2.36 million for purchase of land adjacent to Crossroads Yard for the addition of the LOU, lengthening of existing tracks, and expansion of parking (as authorized by Resolution 9C-03-2019).
- \$174,619 of additional funding for the preliminary engineering and environmental clearance phase for the Crystal City Station Improvements project (as authorized by Resolution 9C-09-2019).
- \$345,410 of funding for one-time data upgrades to the FareGo back-end administrative system (as authorized by Resolution 9B-05-2019).

- \$96,222 of funding for design services for Phase 2 of the VRE headquarters office renovation (as noted in the December 2019 spending authority report).
- \$3,000,000 in previously unallocated federal formula funding (including required state/local match) for the Rolling Road Station Improvements project.

**Virginia Railway Express
Operations Board**

**Resolution
8F-12-2019**

**Referral of the Amended FY 2020 and Recommended FY 2021 VRE
Operating and Capital Budgets to the Commissions and Localities**

WHEREAS, the VRE Master Agreement requires the Commission be presented with a fiscal year budget for their consideration at their respective January meetings prior to the commencement of the subject fiscal year; and,

WHEREAS, the VRE Acting Chief Executive Officer has provided the VRE Operations Board with the recommended FY 2021 Operating and Capital Budget within the guidelines developed in cooperation with the staff representatives of the local jurisdictions; and,

WHEREAS, the FY 2021 budget recommends no changes to current passenger fares, including the Amtrak Step-Up fare; and,

WHEREAS, the FY 2021 budget recommends a 3% increase in the jurisdictional subsidy contribution over the FY 2020 level, to a total amount of \$18,300,780, with allocation to the individual jurisdictions in accordance with the VRE Master Agreement and utilizing the results of the October 2019 Master Agreement Survey; and,

WHEREAS, VRE staff recommends a budget based on a service level of 32 daily revenue trains and average daily ridership of 18,900 trips; and,

WHEREAS, VRE staff recommends a budget that includes five new full-time positions to support VRE's expanded capital and lifecycle maintenance programs and to ensure continued high-quality customer service;

NOW, THEREFORE, BE IT RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions adopt the FY 2021 VRE Operating and Capital Budget in the following amounts and forward this budget to the local jurisdictions for inclusion in their budgets and appropriations in accordance with the Master Agreement; and,

Operating Budget	\$ 91,387,287
Capital Budget	<u>\$ 72,507,750</u>
Total Operating and Capital	\$163,895,037

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions adopt the amended FY 2020 Operating and Capital Budget in the following amounts; and,

Operating Budget	\$ 90,439,906
Capital Budget	<u>\$ 67,681,751</u>
Total Operating and Capital	\$158,121,657

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer, following the recommendation of the FY 2021 Operating and Capital Budget by the Commissions, to initiate recruitment and hiring activities for the five new VRE employee positions prior to the start of the fiscal year on July 1, 2020; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Directors of both PRTC and NVTC to submit to the Transportation Planning Board of the National Capital Region and to the Federal Transit Administration or other federal agencies, the appropriate Transit Improvement Program and grant applications for FY 2020 and FY 2021; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby recommend the Commissions authorize the Executive Director of NVTC to submit to the Commonwealth the approved budget as part of the FY 2021 state aid grant applications; and,

BE IT FURTHER RESOLVED THAT, the VRE Operations Board does hereby authorize the Acting Chief Executive Officer to continue discussions with the Department of Rail and Public Transportation and other agencies of the Commonwealth regarding a potential contribution of Commuter Rail Operating and Capital funds to a broader funding package for the proposed Long Bridge expansion project, which may include both direct contributions and the issuance of debt backed by Commuter Rail Operating and Capital funds, and with any formal agreement regarding the commitment of such funds requiring the recommendation of the VRE Operations Board and the approval of the Commissions, and the approval of the individual jurisdictions if any debt is to be issued.

Approved this 20th day of December 2019

Katie Cristol
Chair

John Cook
Secretary

Capital Improvement Program By Program Area (in millions)

Program Name	Project ID	Project Name	Life-To-Date	2020 Amended	FY 2021 Proposed	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Asset Management/State of Good Repair	AM-2	Automatic Passenger Counters	2.9								2.9
	AM-4	Enhancement Grant - Security	0.7	0.1	0.1	0.1	0.1	0.1	0.1	0.1	1.5
	AM-5	Equipment Asset Management Program	15.1	4.3	3.8	2.1	2.0	1.7	1.9	3.3	34.3
	AM-6	Facilities Asset Management Program	13.9	0.8	2.3						17.0
	AM-6A	Fredericksburg Station Rehabilitation	1.9			3.2					5.0
	AM-7	Positive Train Control	14.2								14.2
	AM-8	Security Cameras	1.6		0.3			0.5			2.4
	AM-9	Realtime Multimodal Traveler Information (New Project)	3.5								3.5
Asset Management/State of Good Repair Total			53.7	5.2	6.5	5.4	2.1	2.3	2.0	3.4	80.7
Information Technology	IT-2	ERP Implementation	2.6	0.2							2.8
	IT-3	TRIP /VMS Upgrade	1.0								1.0
	IT-4	FareGo data upgrade to backend system		0.3							0.3
Asset Management/State of Good Repair Total			3.6	0.5							4.1
Passenger Station Facilities	ST-1	Alexandria Station Improvements	18.4			6.3	6.3				31.0
	ST-4	Backlick Road Station Improvements			2.0		1.0				3.0
	ST-5	Brooke Station Improvements	9.0	1.0	0.2	4.6	8.6				23.4
	ST-8	Crystal City Station Improvements	1.4	15.2	4.7	13.0	15.8				50.1
	ST-9	Franconia-Springfield Station Improvements	13.0								13.0
	ST-10	Lee land Road Station Improvements	9.0	0.3	0.2	3.1	2.7				15.3
	ST-11	L'Enfant Station Improvements	18.2		15.0	2.4	15.7	11.1	17.5		80.0
	ST-13	Lorton Station Second Platform	16.2								16.2
	ST-14	Quantico Station Improvements	16.5	1.0		0.9					18.4
	ST-15	Rippon Station Improvements	16.6								16.6
	ST-17	Rolling Road Station Improvements	2.0	3.0							5.0
	ST-18	Washington Union Station Improvements	10.0	5.0	5.0	5.0	10.0	10.0	10.0		55.0
	ST-19	Woodbridge Station Improvements				2.0		2.2	25.5		29.7
	ST-21	Manassas Station Improvements	9.1								9.1
Asset Management/State of Good Repair Total			139.4	25.4	27.2	37.3	60.1	23.3	53.0		365.7
Rolling Stock Equipment	RS-3	Fleet Expansion Coaches - Manassas Line - Short Term	28.1								28.1
	RS-5	Fleet Expansion Coaches (Fredericksburg Line)			10.7	15.9	7.8				34.3
Asset Management/State of Good Repair Total			28.1		10.7	15.9	7.8				62.4
Station Parking	PK-3	Lee land Road Parking Improvements		0.4		5.2					5.5
	PK-4	Manassas Park Parking Improvements	26.0								26.0
	PK-5	Quantico Station Parking Improvements		1.7							1.7
Asset Management/State of Good Repair Total			26.0	2.1		5.2					33.2
Train Maintenance and Storage Facilities	MS-3	Crossroads MSF - Storage Expansion, Short-term				5.1	3.3				8.4
	MS-5	L'Enfant Train Storage Track - South	4.0								4.0
	MS-6	Life-Cycle Overhaul and Upgrade Facility	38.2								38.2
	MS-7	New York Avenue Midday Storage Facility	58.5	17.1	12.1	11.7					99.4
	OT-2	Broad Run Expansion (BRX)	82.5		4.3	2.0	48.4				137.2
	MS-8	Crossroads MSF - Land Acquisition		2.4							2.4
Asset Management/State of Good Repair Total			183.2	19.4	16.3	18.8	51.8				289.5
Misc. (Multiple Categories)	OT-3	Office Renovation - Suite 202		0.1							0.1
	OT-4	Forklifts purchase	0.3								0.3
Asset Management/State of Good Repair Total			0.3	0.1							0.4
Grand Total			434.3	52.8	60.7	82.4	121.7	25.6	55.0	3.4	836.0

Capital Improvement Program by Funding Source (in millions)

Funding Source Type	Funding Source	Life-To-Date	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Federal Formula Grants	Federal Formula Grants	113.5	20.3	16.4	24.5	20.4	16.9	7.8	2.7	222.5
	Federal State Match	40.4	8.8	7.0	8.5	6.2	4.7	3.7	0.5	79.8
	VRE Local Match	7.0	1.2	1.0	1.4	1.1	1.8	0.5	0.1	14.1
Federal Formula Grants Total		160.8	30.3	24.3	34.3	27.8	23.4	12.0	3.4	316.4
Non-Federal Formula Funded	Federal - CMAQ/STP/RSTP	29.4	2.2	6.8	4.6	6.4		1.2		50.6
	I-66 OTB Concession Payment	128.5								128.5
	IPROC	13.6								13.6
	NVTA	35.3		4.0						39.3
	State - REF	23.7								23.7
	State - Smart Scale	12.1	2.1	10.7	40.3	27.5				92.6
	State CROC	15.0	15.0	15.0						45.0
	State grants - Other	0.1								0.1
	VDOT - LAP	8.7								8.7
	VRE - State REF Local Match	1.3								1.3
	VRE (Capital Reserve)/Other	5.7	3.2			0.0				8.9
Non-Federal Formula Funded Total		273.5	22.5	36.4	44.9	33.9		1.2		412.4
Grand Total		434.3	52.8	60.7	79.2	61.7	23.4	13.2	3.4	728.8

Subsidy by Jurisdiction

Jurisdiction	FY 2019		FY 2020		FY 2021		Change FY20 to FY21		Change FY19 to FY21	
	Subsidy	Percent	Subsidy	Percent	Subsidy	Percent	Net +/-	% Change	Net +/-	% Change
Fairfax County	\$ 5,385,794	30.3%	\$ 6,253,022	35.2%	\$ 6,379,017	34.9%	\$ 125,995	2.0%	\$ 993,223	18.4%
Prince William County	6,183,745	34.8%	6,098,311	34.3%	5,930,777	32.4%	(167,534)	-2.7%	(252,968)	-4.1%
Stafford County	2,475,127	13.9%	2,352,820	13.2%	2,477,175	13.5%	124,355	5.3%	2,048	0.1%
Spotsylvania County	1,632,635	9.2%	1,285,670	7.2%	1,503,754	8.2%	218,084	17.0%	(128,881)	-7.9%
Manassas	785,898	4.4%	694,742	3.9%	807,234	4.4%	112,492	16.2%	21,336	2.7%
Manassas Park	511,311	2.9%	405,485	2.3%	468,364	2.6%	62,879	15.5%	(42,947)	-8.4%
Fredericksburg	436,568	2.5%	321,028	1.8%	367,089	2.0%	46,061	14.3%	(69,479)	-15.9%
Arlington	211,863	1.2%	211,863	1.2%	218,219	1.2%	6,356	3.0%	6,356	3.0%
Alexandria	144,807	0.8%	144,807	0.8%	149,151	0.8%	4,344	3.0%	4,344	3.0%
	\$ 17,767,748	100%	\$ 17,767,748	100%	\$ 18,300,780	100%	\$ 533,032	3.0%	\$ 533,032	3.0%

Survey Ridership by Jurisdiction

Jurisdiction	October 2017		October 2018		October 2019		Change Oct. 18 to Oct. 19		Change Oct. 17 to Oct. 19	
	Riders	Percent	Riders	Percent	Riders	Percent	Net +/-	% Change	Net +/-	% Change
Fairfax County	2,122	22.1%	2,512	25.2%	2,449	25.9%	(63)	-2.5%	327	15.4%
Prince William County	2,995	31.2%	3,083	30.9%	2,752	29.1%	(331)	-10.7%	(243)	-8.1%
Stafford County	1,517	15.8%	1,610	16.2%	1,520	16.1%	(90)	-5.6%	3	0.2%
Spotsylvania County	1,159	12.1%	1,080	10.8%	1,079	11.4%	(1)	-0.1%	(80)	-6.9%
Manassas	416	4.3%	385	3.9%	399	4.2%	14	3.6%	(17)	-4.1%
Manassas Park	264	2.8%	221	2.2%	229	2.4%	8	3.6%	(35)	-13.3%
Fredericksburg	359	3.7%	285	2.9%	287	3.0%	2	0.7%	(72)	-20.1%
Other	759	7.9%	789	7.9%	734	7.8%	(55)	-7.0%	(25)	-3.3%
	9,591	100%	9,965	100%	9,449	100%	(516)	-5.2%	(142)	-1.5%

Note: In accordance with the VRE Master Agreement, subsidy allocation is determined by both the share of ridership from each Participating jurisdiction as well as the share of fare revenue contributed by those riders.

TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice and Dan Goldfarb, PE

DATE: January 9, 2020

SUBJECT: NVTC Transit Resource Center

NVTC's Transit Resource Center provides technical assistance to member jurisdictions; collects, analyzes, and reports data from all NVTC's programs; manages the Envision Route 7 Bus Rapid Transit (BRT) project; and supports coordination with other regional transportation organizations. At the January meeting the Commission will be asked to approve an application to the Virginia Department of Rail and Public Transportation (DRPT) to fund Phase IV-1 of the Envision Route 7 Bus Rapid Transit (BRT) project.

A. ACTION ITEM: Approve Resolution #2404: Approve the FY2021 State Transit Assistance Application to DRPT for the Envision Route 7 BRT Phase IV-1 Mobility Analysis Study

The goal of the Envision Route 7 BRT Phase IV-1 Mobility Analysis Study is to evaluate and determine the mobility benefits and impacts resulting from the proposed BRT from Tysons to Seven Corners. Future analysis (Phase IV-2 of the Mobility Analysis Study, timeframe to be determined) will examine the segment from Seven Corners to the Mark Center.

Phase IV-1 analysis will require the development of a traffic micro-simulation model using Vissim software and will build off ongoing efforts by the Fairfax County Department of Transportation (FCDOT). This effort will require the development and calibration of the micro-simulation software as well as validation of the entire modeled corridor including the Tysons segment.

The overall study objectives for this study effort (Route 7 from Tysons to Seven Corners):

- To estimate the mobility benefits of BRT along Route 7;
- To understand the traffic impacts of BRT along Route 7;
- To evaluate traffic operational issues with a BRT operating along Route 7; and
- To facilitate the public understanding of how a BRT would operate along Route 7.

Phase IV-1 is estimated to cost approximately \$560,000 and will take approximately 12 to 18 months to complete.

If the grant application is approved, NVTC staff will return to the Commission 1) to seek authorization to release the Phase IV-1 study Request for Proposals (RFP) and 2) to seek authorization for the executive director to award a contract for consultant services.

Proposed Budget

Phase IV-1 is estimated to cost approximately \$560,000 and will take approximately 12 to 18 months to complete. Table 1 below provides a breakdown of study costs by funding entity.

Table 1: Envision Route 7 BRT Phase IV-1 Study Costs

Funding Source	Amount
DRPT Technical Assistance Grant	\$280,000
City of Alexandria	\$56,000
Arlington County	\$39,200
Fairfax County	\$140,000
City of Falls Church	\$44,800
TOTAL	\$560,000

Background

The Envision Route 7 BRT project is planned as a high-quality transit service that connects the Mark Center in Alexandria (using infrastructure constructed as part of the West End Transitway project in Alexandria) to Tysons through Bailey's Crossroads, Seven Corners, and Falls Church. Figure 1 below shows the Envision Route 7 Corridor. The project is part of a larger BRT network in Northern Virginia, including Metroway BRT in the City of Alexandria and Arlington County (operational), the West End Transitway in the City of Alexandria (design), and the Embark Richmond Highway BRT in Fairfax County (planning).

Early phases of the Envision Route 7 project found the need for transit along the corridor from Alexandria to Tysons, identified BRT as the preferred mode, defined a preferred alignment, and developed transit ridership forecasts.

Figure 1: Envision Route 7 Corridor





RESOLUTION #2404

SUBJECT: Approve the FY2021 State Transit Assistance Application to DRPT for the Envision Route 7 Bus Rapid Transit (BRT) Phase IV-1 Mobility Analysis Study

WHEREAS: NVTC led Phases I through III of the Envision Route 7 project established a preferred alignment between Tysons and Mark Center, and identified bus rapid transit (BRT) as the preferred mode;

WHEREAS: NVTC continues to work closely with the jurisdictions that would benefit from BRT service and support implementation and operation of the service, including the counties of Arlington and Fairfax and the cities of Alexandria and Falls Church;

WHEREAS: NVTC has developed a scope of work and budget for Phase IV-1 and has coordinated with jurisdictional partners to provide the local match for a Virginia Department of Rail and Public Transportation (DRPT) Technical Assistance grant;

WHEREAS: NVTC staff will continue to engage jurisdictional staff and stakeholders throughout Phase IV-1 to ensure consistency with jurisdictional priorities, policies, and relevant plans; and

WHEREAS: Phase IV-1 will develop a detailed traffic simulation model for a segment of the Envision Route 7 corridor, specifically between Tysons and the Seven Corners area.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Northern Virginia Transportation Commission hereby authorizes the executive director, or her designee, for and on behalf of NVTC:

- 1) To submit an application to DRPT for Technical Assistance for the Envision Route 7 project in the amount of \$560,000, anticipating that DRPT will provide 50% and a local match of 50% will be provided by Fairfax County, Arlington County, the City of Alexandria, and the City of Falls Church;
- 2) To accept from DRPT and execute the grant in such amount as may be awarded;
- 3) To furnish to DRPT such documents and other information as may be required for processing the grant request; and
- 4) To secure the required local match from the participating NVTC jurisdictions.

BE IT FURTHER RESOLVED that NVTC authorizes the executive director, or her designee, to amend the above described applications at the request of NVTC's member jurisdictions to include the most recent information and project costs.

Approved this 16th day of January 2020.

Chair

Secretary-Treasurer

Agenda Item #11: Report from the Chair of the Legislative and Policy Committee



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice and Zachary Smith

DATE: January 9, 2020

SUBJECT: Report from the Chair of the Legislative and Policy Committee

At the January meeting David Meyer, chairman of NVTC's Legislative and Policy Committee, will give a legislative update. The 2020 General Assembly Session convenes at noon on January 8, 2020. NVTC staff will continue to monitor transit and transportation related legislation throughout the Session.

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Agenda Item #12: Department of Rail and Public Transportation (DRPT)



TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: January 9, 2020

SUBJECT: Department of Rail and Public Transportation (DRPT)

At the January meeting DRPT Director Jennifer Mitchell will give her report on DRPT activities.

A. DRPT Monthly Report

The [monthly DRPT Report](#), which provides updates on DRPT programs and initiatives, is attached.

B. Long Bridge Update

On December 9th Governor Ralph Northam [announced an agreement](#) between the Commonwealth and CSX to expand reliability and service on Virginia's rail lines, creating a pathway to separate passenger and freight operations along the Richmond to Washington, D.C. corridor. The agreement is a \$3.7 billion investment that includes:

- Building a new Virginia-owned Long Bridge across the Potomac River, with tracks dedicated exclusively to passenger and commuter rail;
- Acquisition of more than 350 miles of railroad right-of-way and 225 miles of track; and
- 37 miles of new track improvements, including a Franconia-Springfield bypass.

These improvements will be phased in over 10 years, resulting in additional service that will:

- Double the number of Virginia Amtrak trains;
- Provide nearly hourly Amtrak service between Richmond and Washington, D.C.;
- Increase Virginia Railway Express (VRE) service by 75 percent along the I-95 corridor, with 15-minute intervals during peak periods and adding weekend service;
- Increase Amtrak service to Newport News and allowing for an improved schedule of the third Amtrak train to Norfolk;
- Lay the foundation for Southeast High-Speed Rail through the acquisition of the abandoned S-Line which runs from Petersburg into North Carolina; and
- Preserve an existing freight corridor between Doswell and Clifton Forge for future east-west passenger service.

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COMMONWEALTH of VIRGINIA

Jennifer L. Mitchell
Director

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Virginia Relay Center
800-828-1120 (TDD)

TO: Chairman Letourneau and NVTC Commissioners

FROM: Jennifer Mitchell, Director

DATE: January 7, 2020

SUBJECT: Virginia Department of Rail and Public Transportation (DRPT) Update

Governor Northam [presented](#) his [2020-2022 budget](#) on December 17, 2019. The proposed budget includes a substantial increase in transit funding, restores \$65 million in Northern Virginia Transportation Authority (NVTA) funding that was diverted to WMATA, and extends \$50 million for Virginia's share of matching funds for the successor program of the Passenger Rail Investment and Improvement Act (PRIIA) federal funding for Metro.

On December 19, 2019, Governor Northam [announced](#) a \$3.7 billion agreement between DRPT and CSX that will build a new two-track rail bridge across the Potomac River, acquire over 350 miles of railroad right-of-way and 225 miles of track, and construct 37 miles of new track improvements including a Franconia-Springfield bypass. The improvements will allow Virginia to double the number of Amtrak trains in the Commonwealth, provide hourly as well as midday and evening service between Washington DC and Richmond, and increase VRE service by 75 percent, allowing 15-minute peak hour frequencies and weekend service by 2030.

The Commonwealth Transportation Board (CTB) met on December 10 and 11, 2019 in Richmond. There were no DRPT action items on the business meeting agenda. The CTB will next meet on January 15 and 16, 2020 in Richmond.

At the December 10 workshop, the CTB received an update on the [proposed changes](#) to the I-66 Memorandum of Agreement (MOA) that were presented to NVTC in November 2019. The CTB is expecting to approve the revised agreement after NVTC approves it. The revised agreement would guarantee NVTC \$15 million per year plus escalation, allow debt service for rail project components, revise the 50% restriction on operating assistance to allow NVTC to determine length and percentage of regional services funded, and add DRPT as a party to the

DRPT.Virginia.gov

Improving the mobility of people and goods while expanding transportation choices.

agreement. DRPT and NVTC are preparing language for review by the CTB and Commission members.

The CTB also [received a briefing](#) on the I-66 Transit/TDM plan update. The [previous transit/TDM study](#) was completed in 2016 as part of the I-66 Outside the Beltway Environmental Impact Statement. The updated plan will be finalized in early 2020 and anticipates that the [NVTC I-66 Commuter Choice program](#) and funding from the concession agreement for the [I-66 Outside the Beltway project](#) will support substantially enhanced commuter bus service and VRE commuter rail service beginning in 2022 when the new I-66 Express Lanes become operational. By 2045, all transit improvements identified in the plan are projected to carry over 9.2 million passengers annually and decrease drive alone trips by 26%.

The CTB also received an update on [proposed changes](#) to the SMART SCALE policies and methods for Round 4. The proposed changes would limit the number of pre-applications, require transit maintenance facilities to include a capacity expansion, and prohibit project applications that are jurisdiction-wide (i.e.-city or countywide bus stop improvements). The proposed changes would also require transit corridor projects to show that alternatives were considered and are included in the agency's Transit Strategic/Development Plan.

DRPT's FY 21 public transportation grant application cycle is open and grant applications are due on February 3. Materials, including program guidance and application assistance, from the Transit and Mobility Programs Grant Workshops held in November 2019 are available on DRPT's [OLGA website](#). Transit Development Plan (TDP) update letters are due January 15. Asset inventory information in TransAm and project information for five-year capital needs are due on February 3.

The Transit Service Delivery and Advisory Committee (TSDAC) met on December 13, 2019. [Meeting materials](#) are available on the DRPT website. The next meeting will be scheduled for Spring 2020.

DRPT continues to be an active partner with the Virginia Office of Intermodal Planning and Investment (OIPI) and the Virginia Department of Transportation (VDOT) on the new [I-95 Corridor Improvement Plan](#) that the CTB was directed to undertake by the General Assembly. The CTB has initiated a data-driven study to develop the I-95 Corridor Improvement Plan that will identify key problem areas along the corridor and identify potential solutions and areas for additional review and study. The CTB is conducting a series of public meetings during the plan development process. The first round of public meetings focused on problem identification and was held in July 2019. Draft recommendations were presented at the second round of public meetings in October 2019. The CTB will conclude public meetings in early 2020 with one final round of meetings. At its meeting on January 16, 2020 the CTB will approve approximately \$65 million in funding for I-95 operational improvements that have been identified by VDOT and presented to the CTB at its workshop in December 2019. An interim I-95 Corridor Study Report will be presented to the CTB and the General Assembly in January. A prioritized list of capital projects will be included in the final I-95 Corridor Study Report to be issued later in 2020. The I-

95 capital project prioritization process is being conducted in conjunction with a similar exercise in the I-64 corridor that will become part of the I-64 Corridor Study.

DRPT continues to work on moving forward planning and pre-construction elements of the Atlantic Gateway Program, 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, which will double train capacity over the Potomac. The public comment period for the [Draft Environmental Impact Statement](#) (DEIS), closed in October 2019, and it is anticipated that the Final Environmental Impact Statement (FEIS) will be available to the public by May 2020.

On September 10, 2019, the FRA, in cooperation with DRPT, announced that the [Record of Decision \(ROD\)](#) for the DC2RVA Higher Speed Rail Project, has been signed, completing the Environmental Impact Statement (EIS) study process and making the project eligible to receive additional federal funding to advance project planning. DRPT is working with its partners at the Virginia Railway Express (VRE), Amtrak, and CSX to ensure that overlapping projects are well coordinated with as the elements of the DC2RVA project moves towards procurement.

In spring 2020, DRPT will begin operation of [two new Virginia Breeze](#) intercity bus routes. The new routes will connect Danville to Washington, D.C., and Martinsville to Richmond. Buses on the approximately 250-mile route from Danville to Washington Union Station will travel along U.S. Route 29 and Interstate 66, including potential stops in Lynchburg, Charlottesville and at Dulles International Airport. In addition, buses along the approximately 190-mile route between Martinsville and Richmond will have potential bus stops in Danville, South Boston, Hampden Sydney and Farmville. Exact routing and stop locations are in development.

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TO: Chairman Letourneau and NVTC Commissioners

FROM: Kate Mattice

DATE: January 9, 2020

SUBJECT: Executive Director Report

At the January meeting the executive director will give an update on Commission and staff activities that occurred over the past 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 (NVTA).

The newsletter highlights Governor Northam's announcement on the Long Bridge, the groundbreaking ceremony for the Potomac Yard Metro Station, and other NVTC initiatives including a staff presentation on #NoVaRides at the Metropolitan Washington Council of Governments.

B. NVTC Financial Report

The [November 2019 Financial Report](#) is provided for your information.

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Executive Director Newsletter

January 2020



As we welcome the start of a new decade, we also look ahead to big leadership changes that will shape the future of NVTC and our region. We'll welcome eight new Commissioners this year, more than a third of the Commission. Some will come from remade Boards of Supervisors in Fairfax and Loudoun Counties. Others will join us from

the General Assembly where control of both the Senate and House of Delegates changed parties for the first time in a generation. That means new leaders, new committee chairs and new political priorities. We've already seen that shift in Gov. Ralph Northam's proposed budget for 2020 to 2022. Among his proposals, the governor calls for the first increase in the gas tax in years and more money for the Department of Rail and Public Transportation. In this time of transition, NVTC will work to inform newly elected officials at the state and local level about our 2020 Legislative and Policy Agenda. We have reasons to be optimistic about support for our goals to advance transit and reduce congestion on our roads, but we can't take anyone's backing for granted. We know that government at all levels faces financial restraints and competing priorities.

The summer will bring the second planned shutdown of Metrorail stations in Virginia. We're already working on coordination efforts to mitigate the impacts of the shutdown on commuters and we're using the lessons learned during the last year's summer shutdown to improve the response this year. We also have the benefit of relationships that were strengthened with WMATA, other transit agencies and local jurisdictions.

By the end of the year, we could see the opening of the Silver Line Phase 2, which would bring Metrorail service to Dulles International Airport and Loudoun County for the first time. We're already seeing dramatic changes in Transit Oriented Development around Phase 1 stations and we can expect more growth as the six new stations come online.

2020 promises to be a busy and exciting year for NVTC as we continue to meet the challenge of keeping our growing region moving.

Executive Director

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Northern Virginia Transportation Commission
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Key Dates

- Jan. 15 - 16 - CTB
- Jan. 16 - NVTC Commission Meeting
- Jan. 17 - VRE Operations Board
- Jan. 27 - Virginia Transit Assn. Day in Richmond
- Feb. 6 - Va. Assn. of Counties/Va. Municipal League Legislative Day
- Feb. 19 - CTB
- Feb. 21 - VRE Operations Board

New Long Bridge, major Virginia rail improvements announced

Gov. Ralph Northam announced a \$3.7 billion agreement between the Commonwealth of Virginia and CSX that will enable significant reliability and service enhancements for VRE and Amtrak. The agreement includes a new Virginia-owned Long Bridge across the Potomac River with tracks dedicated exclusively to passenger and commuter rail; acquisition of more than 350 miles of railroad right-of-way and 225 miles of track; and 37 miles of new track improvements, including a Franconia-Springfield bypass. Currently Long Bridge, built in 1904 and owned by CSX, carries every passenger, commuter, and freight train that crosses the Potomac River. With only two tracks, it's at 98% capacity at peak times. The Commonwealth wants to phase in service over the next decade that will include: increasing VRE service by 75% along the I-95 corridor, with 15-minute intervals at peak periods and the addition of weekend service; doubling the number of Amtrak trains in Virginia; and hourly Amtrak service between Washington and Richmond.



Plans shaping up for 2020 Orange Line station shutdown

WMATA hosted a regional stakeholder meeting at Metro headquarters to kick off planning and coordination for the Orange Line Platform Improvement Project. During this Phase 2 of the Platform Improvement project, WMATA will reconstruct four Virginia Metrorail stations: Vienna, Dunn Loring, West Falls Church and East Falls Church. The project will run from Memorial Day through Labor Day 2020. West Falls Church will remain open to rail service during the project construction. As part of the station shutdown, January 2020

WMATA will work with regional partners to provide alternative travel options to Metrorail customers affected by the shutdown and also work to mitigate the impact to other parallel construction projects. This meeting is the first of multiple coordination and planning efforts WMATA and NVTC will facilitate leading up to and throughout the station closings.

Groundbreaking for Potomac Yard Metro station

The City of Alexandria held a ceremonial groundbreaking for the future Potomac Yard Metro station. Gov. Ralph Northam was on hand to mark the start of construction for the \$320 million dollar project. Paul Smedberg, chair of the WMATA Board and NVTC Commissioner said, "Metro is the heart of our transportation network, and the addition of the Potomac Yard Metrorail Station will benefit the region for generations to come." NVTC is managing \$20 million in federal money for the station. Construction costs will be paid for with new tax revenue from development in Potomac Yard over the next 40 years, funding from the Northern Virginia Transportation



Authority, a special tax district in North Potomac Yard, a low-interest loan from the Commonwealth Transportation Board, and significant developer contributions. The station, which will serve the Blue and Yellow Lines, is scheduled to open in early 2022. It will be WMATA's first "infill" station, one that is built between existing stations, since NoMa-Gallaudet University opened in 2004.

NVTC-PRTC Legislative Briefing highlights transit and transportation issues

We joined with PRTC to hold our annual Legislative Briefing in Springfield. The event helps inform newly-elected General Assembly members and county and local officials about important transit and transportation issues and needs in Virginia. Secretary of Transportation Shannon Valentine talked about shrinking fuel tax revenues and how that makes funding projects more difficult. Fairfax County Supervisor Jeff McKay



opened the event and welcomed people to his district. PRTC Executive Director Robert Schneider, WMATA Manager of Government Relations Regina Sullivan and VRE Acting CEO Rich Dalton joined Kate Mattice on a panel to discuss the roles of our organizations and answer questions from attendees.



Governor's budget increases WMATA funding, grows gas tax

Gov. Ralph Northam released his proposed budget in December. He called for increasing WMATA dedicated capital funding to \$160 Million a year in FY2021 and FY2022. That represents a hike of \$6 million from FY2019. In remarks prior to the budget's release, he said the statewide gas tax would rise four cents per gallon per year over the next three years then tie it to inflation. "With these

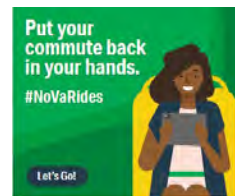
changes, we can maximize our rail investments, substantially increase transit funding, and increase money spent on road maintenance from city streets to interstate highways," said Gov. Northam. Revenues from the regional sales on fuel in NVTC district are unchanged at \$54.9 million from FY2019. The budget also directs \$1 million per year to the Virginia Transit Association to administer a transit pass program for recipients of Temporary Assistance for Needy Families (TANF) block grants. DRPT would see an 18% increase in operating assistance and 16% in capital spending from FY2020 to FY2022.

DASH mobile app growth continues with NVTC support



NVTC's Regional Fare Collection Program group has been providing technical support and coordination to DASH for the DASH Bus Mobile Ticketing App deployment. Since its launch, six months ago, the DASH Bus mobile ticketing app continues to experience significant growth. App-based ridership has grown dramatically over the first six months, from roughly 1,000 total boardings in the month of June to roughly 5,000 boardings in both October and November. DASH is offering a discounted fare on the mobile app through the end of the year. In the fall, DASH launched a Fare Share feature to allow partner organizations, including schools, to distribute free DASH bus passes via email. DASH will also be surveying users this winter for feedback on how to improve the app.

#NoVaRides presentation at MWCOC



Communications and Outreach Manager Matt Friedman provided a debrief on our post-summer Metrorail shutdown marketing campaign to the TDM Marketing Group of the Metropolitan Washington Council of Governments. Matt explained the history of the campaign from conception to design to execution and evaluation of analytics. The group's members span a wide swath of Virginia, D.C. and Maryland jurisdictions..

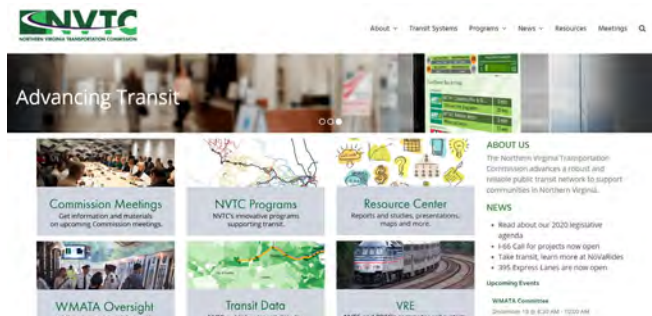
Big check has an even bigger impact

At the Governor's Transportation Conference in Crystal City, Virginia Secretary of Transportation Shannon Valentine accepted a giant symbolic check for \$15 million from Transurban President Jennifer Aument to demonstrate the private-public partnership that created the 395 Express Lanes project that launched in November. The check represented the first of the many annual payments that provide grant funding for the Commuter Choice program on the I-395 corridor. Secretary Valentine discussed the Commonwealth's commitment to continually invest in transit and travel time reliability to benefit our thriving Northern Virginia economy. After joining the other state stakeholders during the check presentation, Kate Mattice also spoke about the seven projects currently in operation and helping commuters avoid the tolls and take advantage of the express lanes for free.



Refreshed NTVC website debuts

The new novatransit.org went live in December, following several months of behind the scenes work. IT and Web Services Manager Melissa Walker built the new website, in close consultation



with Kate Mattice and other key staff members. We wanted to give the site a more modern look

and make it more user-friendly. The refresh better organizes information about the growing number of programs managed by NTVC. It also enhances readability and site navigation.



First farebox upgrade orders placed

NVTC continues to coordinate the Regional Fare Collection Group on upgrading aging bus fareboxes. The Farebox Driver Control (DCU) upgrades are currently in final testing and will be finalized in January. NVTC is working with WMATA and the upgrade vendor to ensure that the hardware and software meet the requirements of NVTC partners. NVTC is also assisting regional partners in placing orders and ensuring that grant funding is in place. The first order has been placed with expected delivery in the spring, with other partners expected to place orders in the coming months.



Sharing the lessons of Commuter Choice

Allan Fye participated in a National Cooperative Highway Research Program (NCHRP) Peer Exchange work session in Atlanta to discuss how performance data is used to make transportation funding decisions. He used NVTC's Commuter Choice program to highlight the importance of high quality data during the application, project scoring, and program development processes and to lead a discussion on the importance of an ongoing feedback loop to improve the program. The NCHRP report will be published in 2020.



Virginia Breeze

The Virginia Department of Rail and Transportation (DRPT) will begin service on two new bus routes in 2020. One line will connect Union Station in Washington, D.C. to Danville, with potential stops at Dulles International Airport, Charlottesville and Lynchburg. The second route will connect Richmond and Martinsville, with potential stops in Danville, South Boston, Hampden Sydney and Farmville. Virginia Breeze currently operates a Union Station to Blacksburg route, with multiple stops, including Arlington and Dulles. (Image: Virginia Breeze)



ART

Arlington Transit's latest "Art on the Art Bus" exhibit features the work of Amos Paul Kennedy, Jr. Kennedy created seven letter-pressed placards to mark the 60th anniversary of seven lunch counter sit-ins. The peaceful protests challenged widespread segregation policies. The project is a collaboration with the county's Historic Preservation Program, Arlington Public Art, and the Arlington Art Truck. (Photo: Arlington Transit)



WMATA

WMATA recently released five concept designs designed to mitigate Metrorail congestion in the Rosslyn tunnel. The concepts are part of the ongoing Blue/Orange/Silver Capacity and Reliability study. In December, WMATA held public hearings, including one each in Arlington and Tysons. The agency expects to complete the evaluation of alternatives by spring 2020 and to select the preferred alternative by fall of next year. (Image: WMATA)



WMATA

WMATA recently announced the expansion of wireless service in all Green Line tunnels and most of the Yellow Line. That follows the activation of tunnel segments between Gallery Place and Branch Avenue. The Green, Orange and Blue Lines now have complete wireless service. The Red Line from Dupont Circle north to White Flint, the Yellow Line from L'Enfant Plaza to the Potomac River portal, along with the one-mile Silver Line tunnel in Tysons, are expected to be completed by June 2020.

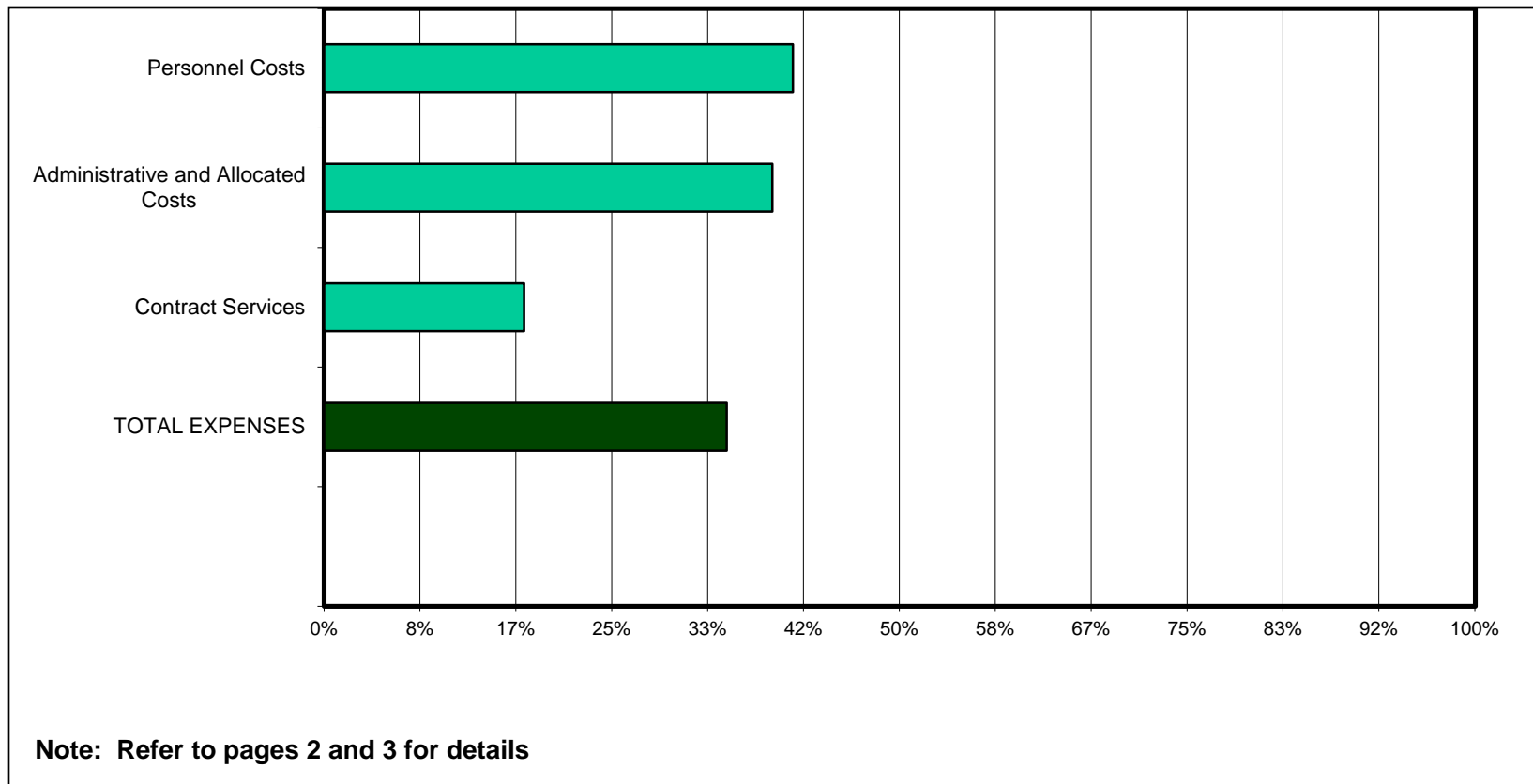


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Northern Virginia Transportation Commission

Financial Reports
November, 2019

Percentage of FY 2020 NVTC Administrative Budget Used
November 2019
(Target 41.7% or less)



NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
November 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	\$ 152,485.94	\$ 780,667.50	\$ 1,881,500.00	\$ 1,100,832.50	58.5%
Temporary Employee Services	-	-	-	-	
Total Personnel Costs	<u>152,485.94</u>	<u>780,667.50</u>	<u>1,881,500.00</u>	<u>1,100,832.50</u>	<u>58.5%</u>
<u>Benefits</u>					
Employer's Contributions:					
FICA	8,626.96	52,019.60	128,000.00	75,980.40	59.4%
Group Health Insurance	11,499.74	55,782.24	169,300.00	113,517.76	67.1%
Retirement	13,837.00	60,825.00	148,100.00	87,275.00	58.9%
Workmans & Unemployment Compensation	158.00	1,025.02	6,000.00	4,974.98	82.9%
Life Insurance	517.56	2,620.52	6,900.00	4,279.48	62.0%
Long Term Disability Insurance	839.18	3,877.35	9,100.00	5,222.65	57.4%
Total Benefit Costs	<u>35,478.44</u>	<u>176,149.73</u>	<u>467,400.00</u>	<u>291,250.27</u>	<u>62.3%</u>
<u>Administrative Costs</u>					
Commissioners Per Diem	1,200.00	4,501.27	17,800.00	13,298.73	74.7%
<i>Rents:</i>	<i>23,125.40</i>	<i>116,060.82</i>	<i>303,700.00</i>	<i>187,639.18</i>	<i>61.8%</i>
Office Rent	21,158.05	105,856.65	283,400.00	177,543.35	62.6%
Parking & Transit Benefits	1,967.35	10,204.17	20,300.00	10,095.83	49.7%
<i>Insurance:</i>	<i>965.92</i>	<i>3,140.00</i>	<i>6,800.00</i>	<i>3,660.00</i>	<i>53.8%</i>
Public Official Bonds	800.00	1,300.00	2,000.00	700.00	35.0%
Liability and Property	165.92	1,840.00	4,800.00	2,960.00	61.7%
<i>Travel:</i>	<i>2,528.34</i>	<i>24,302.04</i>	<i>42,800.00</i>	<i>18,497.96</i>	<i>43.2%</i>
Conference / Professional Development	1,973.33	18,907.75	26,200.00	7,292.25	27.8%
Non-Local Travel	140.48	1,280.78	4,300.00	3,019.22	70.2%
Local Travel, Meetings and Related Expenses	414.53	4,113.51	12,300.00	8,186.49	66.6%
<i>Communication:</i>	<i>1,636.66</i>	<i>6,821.98</i>	<i>13,800.00</i>	<i>6,978.02</i>	<i>50.6%</i>
Postage	-	767.22	1,400.00	632.78	45.2%
Telephone and Data	1,636.66	6,054.76	12,400.00	6,345.24	51.2%
<i>Publications & Supplies</i>	<i>3,103.09</i>	<i>8,426.99</i>	<i>25,600.00</i>	<i>17,173.01</i>	<i>67.1%</i>
Office Supplies	532.59	2,642.68	2,700.00	57.32	2.1%
Duplication and Paper	627.50	3,841.31	10,900.00	7,058.69	64.8%
Public Engagement	1,943.00	1,943.00	12,000.00	10,057.00	83.8%

NORTHERN VIRGINIA TRANSPORTATION COMMISSION
G&A BUDGET VARIANCE REPORT
November 2019

	<u>Current Month</u>	<u>Year To Date</u>	<u>Annual Budget</u>	<u>Balance Available</u>	<u>Balance %</u>
<i>Operations:</i>	3,386.67	11,129.89	36,500.00	25,370.11	69.5%
Furniture and Equipment (Capital)	892.39	4,914.67	14,600.00	9,685.33	66.3%
Repairs and Maintenance	50.00	250.00	1,000.00	750.00	75.0%
Computer Operations	2,444.28	5,965.22	20,900.00	14,934.78	71.5%
 <i>Other General and Administrative:</i>	 618.09	 3,329.99	 9,300.00	 5,970.01	 64.2%
Memberships	128.67	763.35	1,400.00	636.65	45.5%
Fees and Miscellaneous	489.42	2,566.64	6,400.00	3,833.36	59.9%
Advertising (Personnel/Procurement)	-	-	1,500.00	1,500.00	100.0%
Total Administrative Costs	<u>36,564.17</u>	<u>177,712.98</u>	<u>456,300.00</u>	<u>278,587.02</u>	<u>61.1%</u>
 <u>Contracting Services</u>					
Auditing	-	16,250.00	23,800.00	7,550.00	31.7%
Contract Services and Support - Commuter Choice	35,464.47	100,012.77	690,500.00	590,487.23	85.5%
Contract Services and Support - Other	4,041.67	20,208.35	120,000.00	99,791.65	83.2%
Legal	2,916.67	14,583.35	35,000.00	20,416.65	58.3%
Total Contract Services	<u>42,422.81</u>	<u>151,054.47</u>	<u>869,300.00</u>	<u>718,245.53</u>	<u>82.6%</u>
 Total Gross G&A Expenses	<u><u>\$ 266,951.36</u></u>	<u><u>\$ 1,285,584.68</u></u>	<u><u>\$ 3,674,500.00</u></u>	<u><u>\$ 2,388,915.32</u></u>	<u><u>65.0%</u></u>

NVTC
RECEIPTS and DISBURSEMENTS
November 2019

November 2019			Virginia LGIP				
Date	Payer / Payee	Purpose	Wells Fargo Checking	Wells Fargo Savings	NVTC G&A / Project	Commuter Choice	Trusts
RECEIPTS							
1	DMV	Motor Vehicle Fuels Sales tax receipts					\$ 2,799,273.44
1	DMV	CROC - VRE			\$ 1,251,310.81		
5	DRPT	Capital grant receipts - Fairfax					537,391.00
5	DRPT	Technical assistance - Route 7			8,730.00		
5	DRPT	Capital grants receipts - VRE			384,000.00		
6	DRPT	Capital grants receipts - VRE			932,542.00		
14	DRPT	Operating assistance - City of Fairfax					200,413.00
14	DRPT	Operating assistance - Fairfax					4,067,229.00
14	DRPT	Operating assistance - Alexandria					1,048,739.00
14	DRPT	Operating assistance - Arlington					889,024.00
22	VRE	Local match - Fare collection project		4,101.13			
22	VRE	Staff support		13,852.87			
25	DRPT	Capital and operating assistance - WMATA					13,251,467.00
26	DRPT	Capital grants receipts - Arlington					86,894.00
26	DRPT	Technical assistance - Fare collection			14,393.00		
27	DRPT	Technical assistance - Route 7			2,639.00		
30	Banks	Investment earnings		31.56	1,708.23	43,466.17	214,953.34
			-	17,985.56	2,595,323.04	43,466.17	23,095,383.78
DISBURSEMENTS							
1-30	Various	G&A expenses	(332,792.18)				
1	VRE	CROC			(1,251,310.81)		
5	VRE	Grant revenue			(384,000.00)		
5	VRE	Grant revenue			(932,542.00)		
19	Kimley-Horn	Consulting - Commuter Choice I-66	(28,383.86)				
19	Kimley-Horn	Consulting - Commuter Choice I-395	(7,080.61)				
30	Banks	Service charges	(56.61)	(43.83)			
			(368,313.26)	(43.83)	(2,567,852.81)	-	-
TRANSFERS							
08	Transfer	From LGIP to checking	200,000.00		(200,000.00)		
08	Transfer	From savings to checking	70,000.00	(70,000.00)			
22	Transfer	From LGIP to checking	200,000.00		(200,000.00)		
			470,000.00	(70,000.00)	(400,000.00)	-	-
NET INCREASE (DECREASE) FOR MONTH			\$ 101,686.74	\$ (52,058.27)	\$ (372,529.77)	\$ 43,466.17	\$ 23,095,383.78

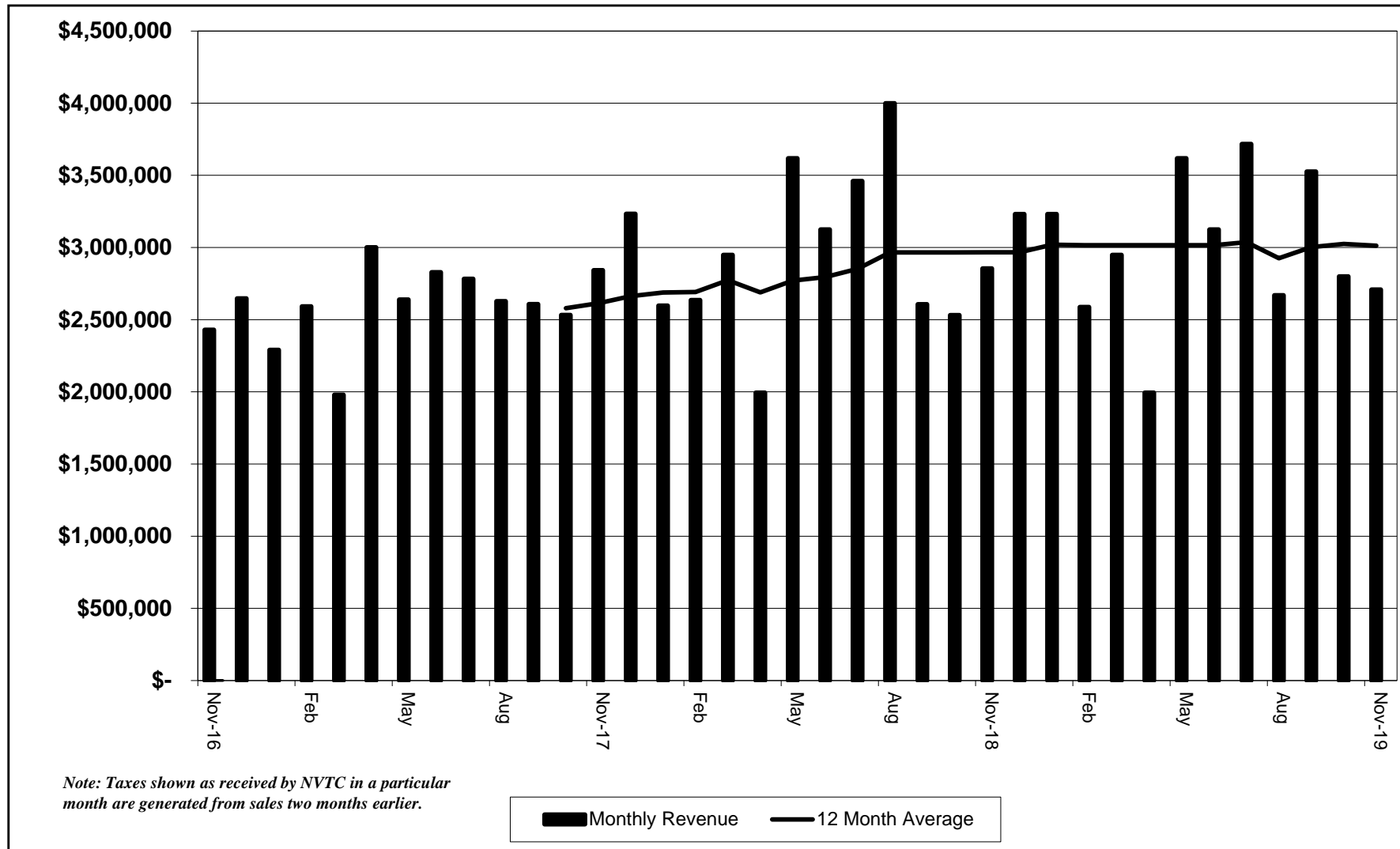
**NVTC
INVESTMENT REPORT
November 2019**

Type	Rate	Balance 10/31/2019	Increase (Decrease)	Balance 11/30/2019	Balance				
					NVTC G&A/Project	Commuter Choice	Jurisdictions Trust Fund	Loudoun Trust Fund	
<u>Cash Deposits</u>									
Wells Fargo: NVTC Checking	N/A	\$ 71,744.23	\$ 101,686.74	\$ 173,430.97	\$ 173,430.97	\$ -	\$ -	\$ -	
Wells Fargo: NVTC Savings	0.170%	275,996.75	(52,058.27)	223,938.48	223,938.48	-	-	-	
<u>Investments</u>									
Bank of America: Virginia Local Government Investment Pool	1.826%	165,710,449.72	22,766,320.18	188,476,769.90	947,186.48	29,253,510.53	123,761,352.40	34,514,720.49	
		<u>\$ 166,058,190.70</u>	<u>\$ 22,815,948.65</u>	<u>\$ 188,874,139.35</u>	<u>\$ 1,344,555.93</u>	<u>\$ 29,253,510.53</u>	<u>\$ 123,761,352.40</u>	<u>\$ 34,514,720.49</u>	

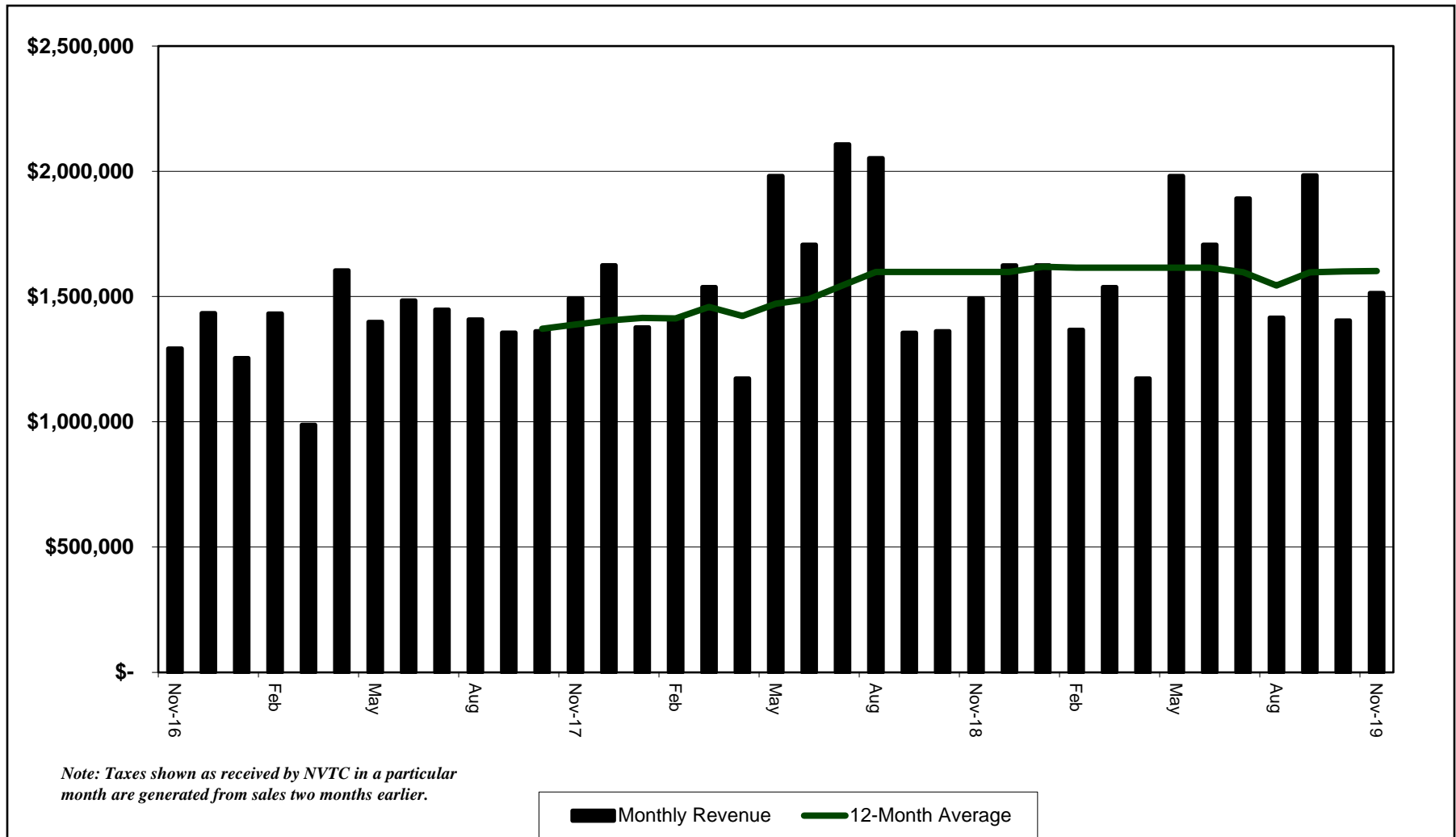
NVTC MONTHLY GAS TAX REVENUE

ALL JURISDICTIONS

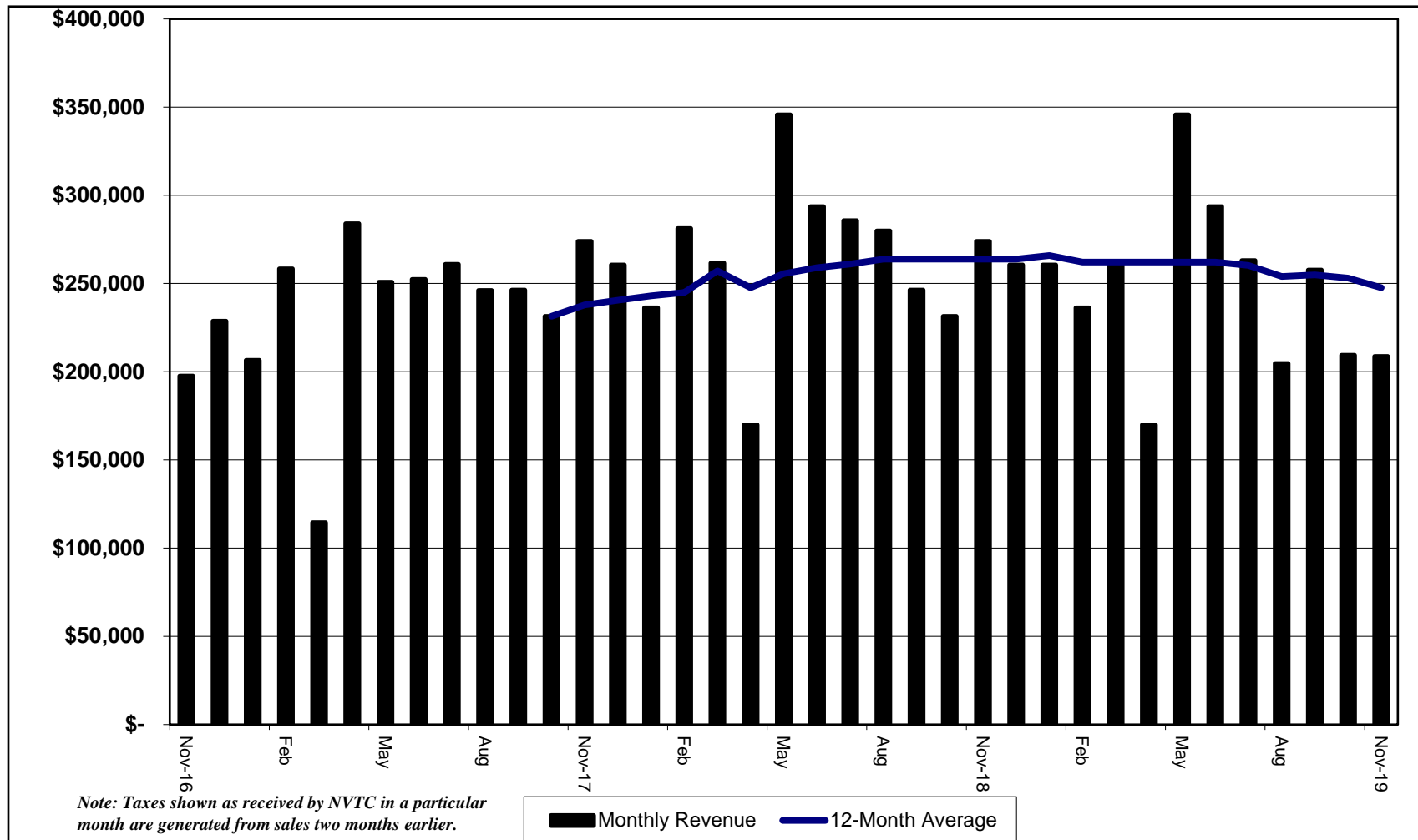
FISCAL YEARS 2017-2020



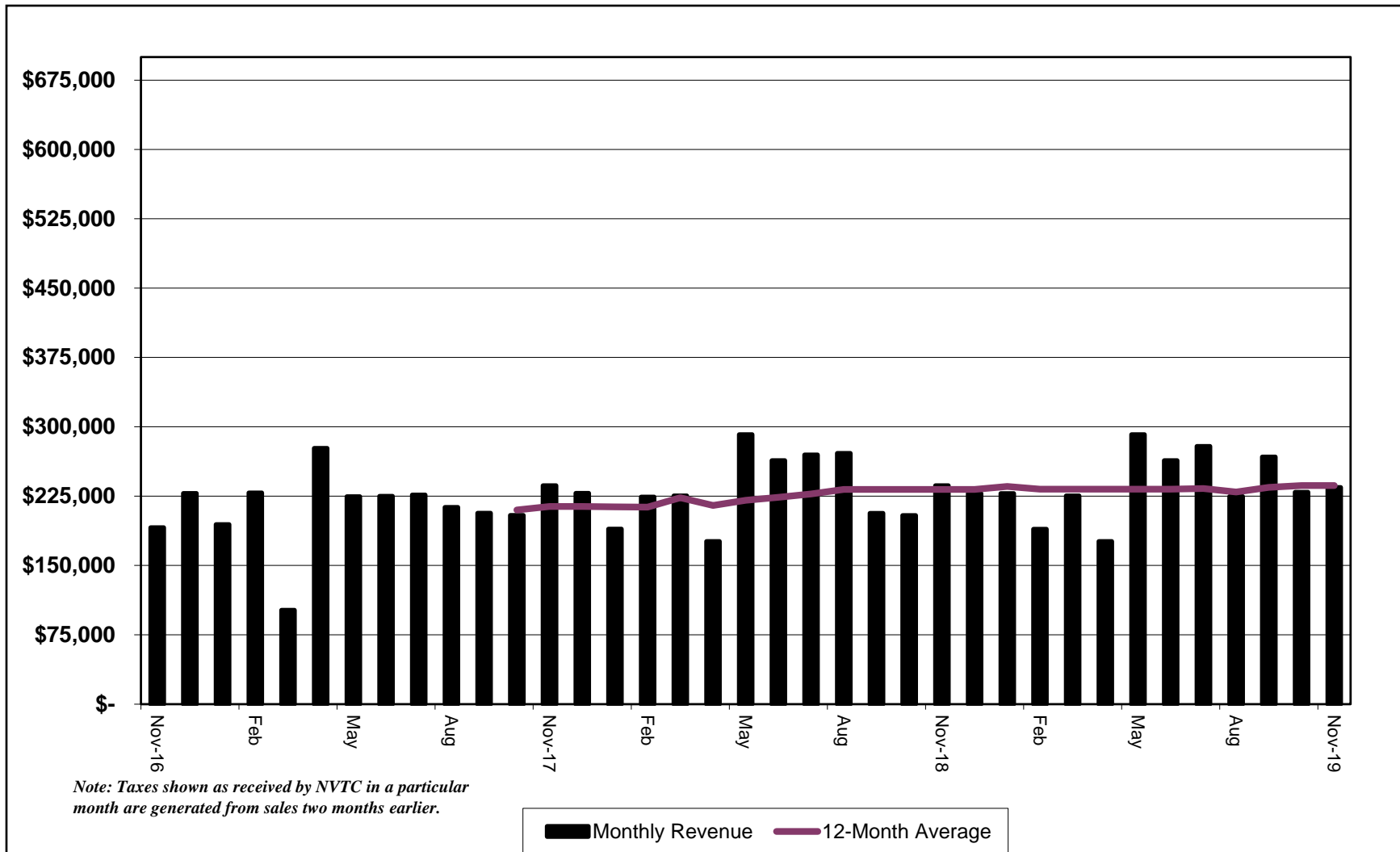
NVTC MONTHLY GAS TAX REVENUE FAIRFAX COUNTY FISCAL YEARS 2017-2020



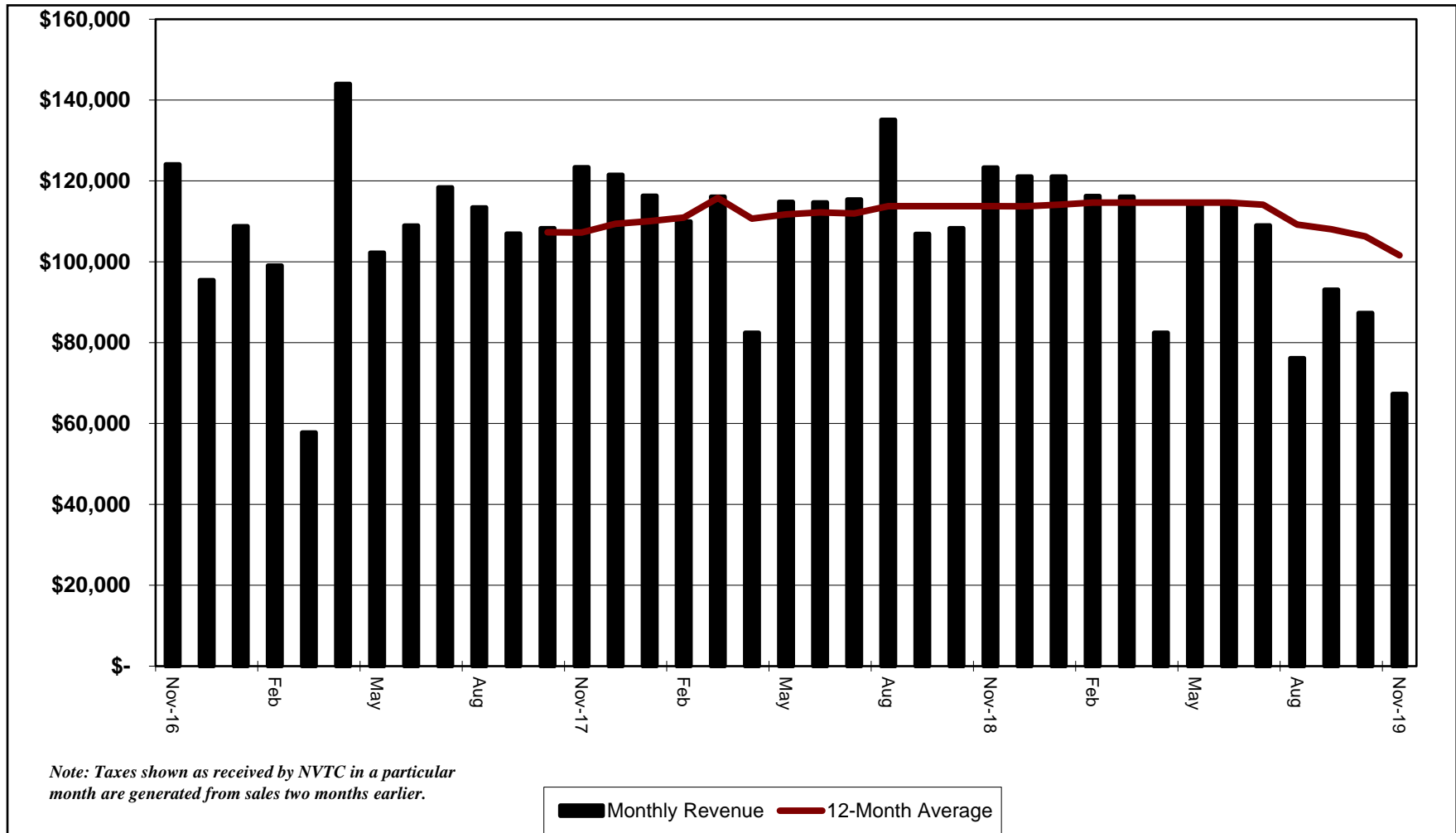
NVTC MONTHLY GAS TAX REVENUE CITY OF ALEXANDRIA FISCAL YEARS 2017-2020



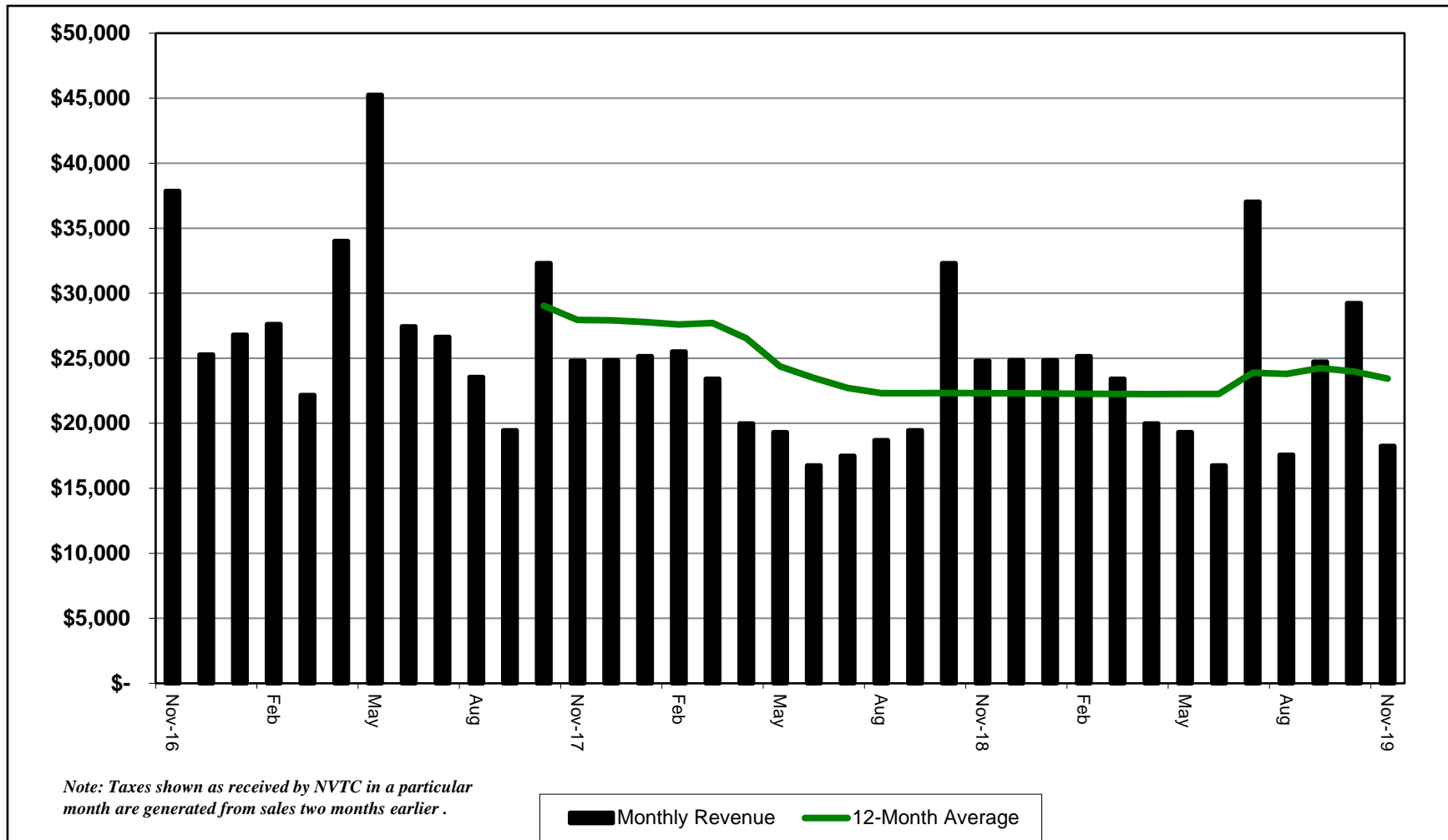
NVTC MONTHLY GAS TAX REVENUE ARLINGTON COUNTY FISCAL YEARS 2017-2020



NVTC MONTHLY GAS TAX REVENUE CITY OF FAIRFAX FISCAL YEARS 2017-2020



NVTC MONTHLY GAS TAX REVENUE CITY OF FALLS CHURCH FISCAL YEARS 2017-2020



NVTC MONTHLY GAS TAX REVENUE
LOUDOUN COUNTY
FISCAL YEARS 2017-2020

